

Fair Work Ombudsman targets Melbourne retailers

11 June 2013

The Fair Work Ombudsman will be checking the staff and wages records of independent retailers in Melbourne and inner suburbs this month, as part of a new education and compliance campaign.

Fair Work Inspectors will randomly select 200 retailers in Melbourne's CBD, North Melbourne, Carlton, Abbotsford, Richmond, South Melbourne, Port Melbourne and Docklands for the checks.

The audits will have a particular focus on the entitlements paid to casual staff, reflecting a constant flow of complaints from young, casual retail staff.

Inspectors will check that employers are keeping appropriate records and providing staff with pay slips which include the required information, such as hours worked and pay rates applicable to all hours worked.

As well as checking wages, Inspectors will ensure employers are complying with minimum engagement periods and providing new workers with a copy of the Fair Work Information Statement, which gives workers details of how they can resolve issues around pay and conditions.

Educating employers about the range of free tools and resources available at www.fairwork.gov.au will be a major part of the campaign. Online resources include pay slip and time-and-wages sheets templates as well as tools for determining correct rates of pay for employees, such as PayCheck Plus.

Acting Fair Work Ombudsman, Michael Campbell, said the campaign provides a great opportunity for employers to improve their understanding of workplace laws.

"It is important that businesses get it right when it comes to record-keeping, pay slip obligations and minimum pay rates" Mr Campbell said.

"For example, failure to issue pay slips denies employees the opportunity to check that their entitlements are being met.

"Employers also need to be aware that even a small error in payments to staff, if left unchecked for a long period, can lead to a significant underpayment."

In cases where underpayments are identified, Fair Work Inspectors will work with employers to ensure any money owed is repaid to staff.

Employers and workers seeking assistance should visit www.fairwork.gov.au or contact the Fair Work Infoline on 13 13 94. An interpreter service is available on 13 14 50.

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Contact us

Fair Work Online: www.fairwork.gov.au

Fair Work Infoline: 13 13 94

Need language help?

Contact the Translating and Interpreting Service (TIS) on 13 14 50

Hearing & speech assistance

Call through the National Relay Service (NRS):

For TTY: 13 36 77. Ask for the Fair Work Infoline 13 13 94

Speak & Listen: 1300 555 727. Ask for the Fair Work Infoline 13 13 94

The Fair Work Ombudsman is committed to providing advice that you can rely on. The information contained on this website is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or workplace relations professional. Visitors are warned that this site may inadvertently contain names or pictures of Aboriginal and Torres Strait Islander people who have recently died.