

## Record-keeping message for SA, WA and NT

5 August 2014

In a bid to raise awareness of record-keeping obligations, the Fair Work Ombudsman is planning site visits to 450 businesses throughout South Australia, Western Australia and the Northern Territory over the next month.

The face-to-face visits are aimed at educating employers about their responsibilities and how the Fair Work Ombudsman can assist them to comply with workplace laws.

Inadequate records hamper the ability of Fair Work inspectors to determine if employees are being paid correctly if a dispute arises over wages.

In the past, the Agency has taken legal action against some employers who did not keep proper records and who were suspected of underpaying their staff.

In 2010, an Adelaide trolley collecting company and its director were fined \$35,000 by the South Australian Industrial Relations Court and the operators of a Melbourne restaurant were penalised \$10,000 in the Melbourne Magistrates' Court.

In both cases, the lack of records prohibited the Fair Work Ombudsman from determining whether large numbers of employees, suspected of being significantly underpaid, had received their full lawful entitlements.

Centres earmarked for site visits include:

SA – Salisbury, Mawson Lakes, Ingle Farm, Modbury, Arno Bay, Bridgewater, Cowell, Crafers, Crystal Brook, Elizabeth, Gawler, Hahndorf, Laura, Littlehampton, Melrose, Mount Barker, Murray Bridge, Port Augusta, Port Lincoln, Port Neil, Tumby Bay and Quorn.

WA – Mandurah, Midland and Rockingham, and

NT – Darwin.

During the visits, Fair Work inspectors will hand out education packs with information about the free tools and resources available from the Fair Work Ombudsman to assist them.

Fair Work Ombudsman Natalie James says the Agency is making compliance easier for businesses by continually building on the information available on its website.

“Equipping people with the information they need helps to create fair and productive workplaces, as well as ensuring a level playing field for all.”

Fair Work inspectors have recently also made face-to-face visits to businesses in Victoria, NSW, ACT, Queensland and Tasmania to help employers improve their record keeping practices and maintain compliance.

Employers can access information, including fact sheets and templates, at [www.fairwork.gov.au](http://www.fairwork.gov.au) or call the Fair Work Infoline on 13 13 94. A free interpreter service is also available on 13 14 50.

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Media inquiries:

Tom McPherson, Media Adviser

Mobile: 0439 835 855

[tom.mcpherson@fwo.gov.au](mailto:tom.mcpherson@fwo.gov.au) (<mailto:tom.mcpherson@fwo.gov.au>)

## Contact us

Fair Work Online: [www.fairwork.gov.au](http://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

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