



Fair Work Ombudsman's *Workplace Basics Campaign*

The Fair Work Ombudsman ('FWO') has recently advised the Australian Hotels Association, our national body, that it is about to commence the first phase of the *Workplace Basics Campaign*, a national campaign focussing on small business employers and their compliance with fundamental workplace obligations.

As part of this first phase, Fair Work Inspectors will be contacting around a thousand employers in multiple industries across Australia, including the hospitality sector, and will be seeking a sample of their employment records for audit.

The FWO will be using these audits as an opportunity to engage with employers and ensure they fully understand, and are complying with, these fundamental legislative requirements including:

- Base hourly rates
- Penalty rates
- Overtime
- Record-keeping requirements
- Pay slip requirements

The FWO will be returning to reassess the records of non-compliant businesses in a second and subsequent campaign phase.

What to expect

If the FWO selects you for an audit, you will be contacted by phone in the first instance. The Fair Work Inspector will ask you about your business and your employees, and will request a sample of records for audit.

You will need to provide samples of time and wages records for your staff and a corresponding payslip for the same recent pay period. If you have junior staff, apprentices, trainees, or workers on a visa, you will need to include records for these employees in the sample you provide.

During the audit, Fair Work Inspectors will discuss FWO tools and resources with you and, if they assess your business as non-compliant with the relevant award, (formally approved) workplace Agreement or the *Fair Work Act 2009*, they will take the time to explain these obligations in detail before requiring you to rectify any issues.

In the above situation, members are encouraged to contact the AHA NT for a free discussion of the situation.

Resources

The AHA NT has a range of guides and fact sheets available on its website www.ahant.com.au in the 'Members Log-In' section under 'Employment Relations' tab. If you need help accessing these resources, please contact the AHA NT Office.

Non-Compliance

Non-compliance with employment relations obligations can result with the imposition of significant penalties against an organisation (up to \$630,000) and individual employers (up to \$126,000). Compliance is therefore important, and the AHA NT can assist you with ensuring compliance in the above mentioned areas.

Further Information

For further information regarding this campaign and your workplace relations obligations generally, contact the AHA NT office on 8981 3650 or admin@ahant.com.au – we are available to help.