



29th September 2011

A: Wesley Business Centre, 4 Stirling Street, BUNBURY WA 6230 | T: (08) 9792 4451 | F: (08) 9721 6208

Hi Kathy!

Compliance campaign to focus on Clerical Workers



The Fair Work Ombudsman has written to more than 40,000 employers in the accounting and recruitment industries as part of a new national education and compliance campaign focusing on Clerical Workers.

Fair Work Ombudsman Nicholas Wilson says the campaign provides a great opportunity for employers of clerical workers to improve their understanding of workplace laws.

Most employers try to do the right thing by their employees; however with 2000 complaints from clerical workers each year, the Fair Work office feels that this area does require some attention.

The campaign is specially focusing on the 40,000-plus businesses in the accountancy, book-keeping, labour-hire, employment placement and recruitment services sectors in Australia.

Employers will be selected for audit throughout Western Australia focusing on Perth and

some surrounding suburbs, Albany, Port Hedland and Kununurra.

Fair Work Inspectors will check that employers are paying workers correct minimum rates of pay, penalty rates, loadings and allowances and are complying with record-keeping and pay slip obligations.

If you cannot be sure that you will pass an inspection, regardless of what industry you are in:

Then it is time to be proactive about your obligations.

Don't be caught short if an inspector knocks on your door-take steps now and be confident that your records are correct and compliant.

*So maybe it's time to consider having a
"Time and Wages Record Keeping Audit".*

DON'T PANIC but do call us for assistance and further information

Kind Regards

The Workwise Team

Policy and Procedures

***Does your business have a current set of customised Policy and Procedures which support your workplace??
Call us now for further information on how to obtain a current set of Foundation Policy and Procedures.***

Map Where you are at on our 'Best Practice Model'.

By now you should have received information about the first four stages of the model.

1. Time and Wages Compliance Audits

Are you confident that your payroll practices are compliant and in line with the applicable Modern or State Awards??

2. Employment Documentation

Do you have a clearly written and compliant employment agreement which stipulates your employment arrangements and provides you with protections in relation to confidentiality and restraint of trade - to name but two areas.

3. Policy and Procedures

From a risk management perspective we encourage you to take a pro-active step and reassure yourself that there are no non compliant or discriminatory practices within your business.

4. Job Description Forms

A good JDF will illustrate clear performance and guidelines for that 'position' which should then eliminate issues within your workplace in regards to Performance and responsibility of any one

of your employees within your business.



Time is running out -have you renewed your membership???



Have you forgotten to advise us of any changes - please let us know by emailing clientliaison@workwiseby.com.au so that we can update our records.

Seminars

[Bunbury](#)

Due to Popular Demand - 5th seminar

Topic : The Model 'Work Health & Safety Act' (WHS)

Where: Small Business Centre

177 Spencer Street Bunbury

When: Wednesday 30th November- 6pm start

Please call [The Small Business Centre on 9791 2666](tel:97912666) for further details

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