

COMPULSORY WORKPLACE RELATIONS FACT SHEET

Further changes have recently been made to the WorkChoices legislation. The Federal Government has announced the introduction of a compulsory Workplace Relations Fact Sheet ('the Fact Sheet'), which takes effect from **20 July 2007**. All Mj Smith & Partner's clients who are covered by WorkChoices need to be aware of this legal obligation.

The Fact Sheet provides information to help employees understand their entitlements and protections. It details information regarding the Australian Fair Pay and Conditions Standard, protected award conditions, the role of the Workplace Authority and the Workplace Ombudsman and the Fairness Test.

Employers who are covered by WorkChoices are required to issue the Fact Sheet to both new and existing employees in accordance with the following framework:

- **For new employees commencing work after the 20 July 2007, employers have seven (7) days from their starting work to issue the Fact Sheet; and**
- **For existing employees, employers have until the 20 October 2007 to provide them with the Fact Sheet.**

It is a legal requirement for employers covered by WorkChoices to supply the Fact Sheet to both new and existing employees. A \$110.00 fine may apply for each instance that an employer fails to issue the Fact Sheet (however, the Workplace Ombudsman may initially choose to waive this fine for voluntary compliance).

The Workplace Relations Fact Sheet (attached to this email) is available free of charge on the Workplace Authority webpage **www.workplaceauthority.gov.au**. Employers have a number of methods to choose from to distribute the Fact Sheet to employees:

- Download the Fact Sheet and email it to staff;
- Download the Fact Sheet and print copies to distribute to staff;
- Load the fact sheet onto your intranet and send an email to all employees to inform them that they must view it on the intranet;
- Order printed copies on the Workplace Authority website; or
- Phone the Workplace Authority (1300 363 264) to order printed copies

MJSP recommends that clients review their orientation and induction policy/procedure to ensure compliance with Fact Sheet distribution requirements.

For further information about the Workplace Relations Fact Sheet, please contact Kylie Reed, Partner, on (07) 3839 1233 or via email, kylie@mjsp.com.au.