



8 March 2007

Compliance Date for Employment Records!

Employers who are covered by the *Workplace Relations Act* 1996 (Cth) ("**Act**") must comply with all of the employment record keeping rules in the Act and the Regulations to the Act. The record keeping rules extend to employment records that deal with items such as general employment details, remuneration details, hours of work, superannuation, leave, termination of employment and pay slips. These rules have changed a number of times over the last 12 months, as recently as December 2006.

These rules do not apply to employers who remain covered under State industrial relations laws (e.g. non-constitutional corporations outside Victoria).

In changing these rules in the Act and Regulations, the Federal Government has given all employers a period of grace in which to make any necessary adjustments to their employment records to comply with the new record keeping rules. This moratorium ends on **Tuesday, 27 March 2007**.

From **Tuesday, 27 March 2007**, workplace inspectors from the Office of Workplace Services will have the power to enter workplaces and inspect employment records. A single breach of the record keeping rules can result in a fine of up to \$2,750 for a company and \$550 for an individual person. Some of the rules are strict liability offences, and a breach can in some cases amount to a criminal offence.

The compliance date is less than 3 weeks away – is your business compliant?

If you would like to know more about this announcement, or the impact of the record keeping rules on your employment records, please contact a Partner in Sydney (02) 9922 5188 or Melbourne (03) 9614 3900.

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