

## NEWSLETTER

**Special Edition – August 2007**

### **Workplace Relations Fact Sheet**

On 20 July 2007 the Workplace Authority Director issued the first Workplace Relations Fact Sheet (the “Fact Sheet”) under section 154A of the Workplace Relations Act 1996 (the “Act”).

The purpose of the Fact Sheet is to advise employees of their rights and obligations at work.

If you are an employer regulated by the Federal Workplace Relations legislation then from 20 July 2007 you are required by law to:

1. provide any new employee with a copy of the Fact Sheet within 7 days of the new employee commencing employment (S154B of the Act); and
2. provide all existing employees with a copy of the Fact Sheet within a period of three (3) months from the date of issue of the Fact Sheet (that is, by no later than 20 October 2007).

The penalty for not complying with the above requirements is one penalty unit. Under the Commonwealth Crimes Act, one penalty unit generally means \$110.00.

Further information regarding the Fact Sheet including a copy of the Fact Sheet can be obtained on [www.workplace.gov.au](http://www.workplace.gov.au).

A copy of the Fact Sheet is attached\* to this Newsletter for ease of reference. You can also telephone the Workplace Infoline on 1300 363 264 to order printed copies of the Fact Sheet.

If you have any queries concerning the Work Choices legislation, please contact Michael Kobras on [mkobras@schweizer.com.au](mailto:mkobras@schweizer.com.au) or Alison Drayton on [adrayton@schweizer.com.au](mailto:adrayton@schweizer.com.au).

#### **YOUR FEEDBACK**

If you have any comments about this newsletter, suggestions for improvement or would like to see any particular areas of law which interests you covered, please drop us a line at:

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