

How the Fair Work Ombudsman can help your business

This fact sheet outlines the free help, information and support the Fair Work Ombudsman can provide to First Nations small businesses.



About our artwork: **Stepping forward**

Stepping forward represents taking the next step on the journey towards reconciliation and the potential possibilities when everyone is included.

Connecting with diverse people, meeting, listening and sharing together, can build respect and trust. Working in concert for a common purpose and united in the mission to make meaningful change.

It serves as a reminder of the dynamism and vibrancy of First Nations people and the lands from which they come, making the emergence of new ideas and ways of being possible that enables the envisioning of a brighter future.

Artist: **Timothy Buckley**



Who are we?

The Fair Work Ombudsman is an independent organisation that provides free services to all employees and employers in Australia. We're here to give you information and advice about workplace rights and obligations. Our free services include:

- ▶ a single point of contact for reliable information about Australia's workplace relations laws
- ▶ educating employees and businesses about fair work practices, rights and obligations
- ▶ giving employees and businesses the help and support they need to make good choices and fix problems in their workplaces.



Find out more

For more information on how you can get help from us you can go to [fairwork.gov.au](https://www.fairwork.gov.au).

On our website you can:

- ▶ register online for My account to get priority support from us, save your pay rates and ask us questions. Go to [fairwork.gov.au/register](https://www.fairwork.gov.au/register)
- ▶ access our online learning centre at [fairwork.gov.au/learning](https://www.fairwork.gov.au/learning)
- ▶ sign up to our email update service to get alerts with information that's relevant to you. Go to [fairwork.gov.au/emailupdates](https://www.fairwork.gov.au/emailupdates)
- ▶ call our Small Business Helpline for quick and easy access to workplace relations advice. Contact the Helpline by calling **13 13 94** and selecting the small business option.



What information and resources can we give you?

We understand that as small business owners you face challenges in meeting your workplace responsibilities. We're here to help you get it right and give you information and resources you can rely on. We provide:

- ▶ **small business best practice advice** in a guide that explains workplace relations laws, including unfair dismissal laws
- ▶ **tips and help for finding the right employees** and getting them started. This includes an online short course on hiring employees
- ▶ **downloadable templates and information** on records you need to keep and what information has to be on a pay slip
- ▶ **a pay calculator** and information about minimum pay rates, penalty rates, overtime and allowances
- ▶ **a leave calculator to help you calculate leave** for employees, and downloadable leave application templates
- ▶ **help with managing employees.** This includes an online short course on managing performance. We also offer a range of useful templates for performance agreements, underperformance meeting plans, warning letters and checklists
- ▶ **help for ending employment.** This includes fact sheets, a free online short course about having difficult conversations, and template letters for termination of employment.

Contact us

Fair Work online: [fairwork.gov.au](https://www.fairwork.gov.au)

Fair Work Infoline: **13 13 94**

Need language help?

Contact the Translating and Interpreting Service (TIS) on **13 14 50**

Help for people who are deaf or have hearing or speech difficulties

You can contact us through the National Relay Service (NRS).

Select your **preferred access option** and give our phone number: **13 13 94**



The Fair Work Ombudsman is committed to providing you with advice that you can rely on. The information contained in this fact sheet is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.

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