



WORKPLACE AUDIT CHECKLIST

Complete the following questionnaire created for you by our consultants. Each subject has a recommendation at the end of the questions.

If you would like to book an audit, please contact us on (08) 9240 4230 or email us admin@essa.net.au

EMPLOYER DETAILS

Legal Name of Employer: _____

Business or Trading Name: _____

ABN/CAN: _____

Number of Employees: Full-time _____ Part-time _____ Casual _____

Number of Trainees: _____

INDUSTRIAL INSTRUMENTS

Which industrial instrument/s covers your employees?

- ☐ Modern Award
- ☐ Agreement-based transitional instrument
- ☐ Enterprise agreement
- ☐ Other:

MODERN AWARDS & NATIONAL EMPLOYMENT STANDARDS

1. Are you aware of the modern awards (if any) which apply to your employees? ☐ Yes ☐ No ☐ I don't know
2. Are you aware of the National Employment Standards (NES) which apply from 1 January from 2010? ☐ Yes ☐ No ☐ I don't know
3. Are you aware of your obligations with respect to:
 - i. Requests for flexible working arrangements? ☐ Yes ☐ No ☐ I don't know

- ii. Notice of termination? ☐ Yes ☐ No ☐ I don't know
 Redundancy pay? ☐ Yes ☐ No ☐ I don't know
4. Are all new employees given the Fair Work Information Statement? ☐ Yes ☐ No ☐ I don't know
5. Do you retain details how the statement was given? ☐ Yes ☐ No ☐ I don't know
6. Are you aware of how the modern awards and National Employment Standards interact with your existing workplace agreements? ☐ Yes ☐ No ☐ I don't know

If you answered I don't know or No to any of these questions, you would benefit from an Employment Services & Solutions Australia Fair Work Audit.

LEAVE ENTITLEMENTS

7. Do you maintain accurate records of employee leave entitlements? ☐ Yes ☐ No ☐ I don't know
8. Do you have processes in place for employees to apply for:
- i. Annual leave? ☐ Yes ☐ No ☐ I don't know
 - ii. Personal/Carer's leave? ☐ Yes ☐ No ☐ I don't know
 - iii. Parental leave? ☐ Yes ☐ No ☐ I don't know
 - iv. Compassionate leave? ☐ Yes ☐ No ☐ I don't know
 - v. Community service leave? ☐ Yes ☐ No ☐ I don't know
 - vi. Long service leave? ☐ Yes ☐ No ☐ I don't know

If you answered I don't know or No to any of these questions, you would benefit from an Employment Services & Solutions Australia Fair Work Audit.

PAY & CONDITIONS

9. When are your employees paid? ☐ Weekly ☐ Fortnightly ☐ Monthly
10. On which day? ☐ Mon ☐ Tues ☐ Weds ☐ Thurs ☐ Fri ☐ Sat ☐ Sun
11. By what method? ☐ Cash ☐ Cheque ☐ EFT
12. Do you include the following details on the employees pay slip?
- i. Employer ABN ☐ Yes ☐ No ☐ I don't know
 - ii. Legal and/or trading name of employer ☐ Yes ☐ No ☐ I don't know
 - Employee name ☐ Yes ☐ No ☐ I don't know

- iii. Date of payment (19/06/14) ☐ Yes ☐ No ☐ I don't know
- iv. Period of payment (09/08/14-16/08/14) ☐ Yes ☐ No ☐ I don't know
- v. Gross and net amount of pay ☐ Yes ☐ No ☐ I don't know
- vi. For employees paid an hourly rate-the ordinary hourly rate of
pay, number of hours worked at that rate and the amount of
payment at that rate ☐ N/A ☐ Yes ☐ No
- vii. For employees paid an annual rate (salary) that rate as at the
last day in the payment period ☐ N/A ☐ Yes ☐ No
- viii. Details of any deductions made from the employee's pay ☐ Yes ☐ No ☐ I don't know
- ix. Amount and the name of the superannuation fund (for
employers required to make the superannuation contributions
for the benefit of employees) ☐ Yes ☐ No ☐ I don't know
13. Do employees get a pay slip within 1 working day after they
are paid? ☐ Yes ☐ No ☐ I don't know
14. Do casual employees receive the correct loading for ordinary time/
overtime/weekend work and public holidays in accordance with the
relevant Award/Agreement? ☐ N/A ☐ Yes ☐ No
15. If the work is performed on weekends, nights or public holidays
- i. Do you accurately record the start and finish times for
employees who received a penalty rate? ☐ N/A ☐ Yes ☐ No
- ii. Do you pay the correct penalty rates (according to the relevant
Award/Agreement)? ☐ N/A ☐ Yes ☐ No
16. Are district/uniform/late work or other allowances being paid as per
the relevant Award/Agreement? ☐ N/A ☐ Yes ☐ No
- i. If no, are the employees properly compensated? ☐ N/A ☐ Yes ☐ No
17. Do you have an Individual Flexibility Agreement in place for employees
paid a flat hourly rate? ☐ Yes ☐ No ☐ I don't know

If you answered I don't know or No to any of these questions, you would benefit from an Employment Services & Solutions Australia Fair Work Audit.

TIME & WAGES RECORD KEEPING

18. Do you include these details on the employee's records

- | | | |
|-------|---|--|
| i. | Legal and/or trading name of employer | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know |
| ii. | Employee name | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know |
| iii. | Date the employee commenced work with the employer | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know |
| iv. | Employee status-whether the employee undertakes part-time or full-time work and whether they are engaged as a permanent, temporary or casual employee | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know |
| v. | Number of hours worked | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know |
| vi. | Number of overtime hours worked | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know |
| vii. | Rate of pay | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know |
| viii. | Any written agreements of hours worked, individual flexibility arrangements or guarantees of annual earnings | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know |
| ix. | Gross and net amount of pay | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know |
| x. | Deduction details | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know |
| xi. | Monetary allowances | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know |
| xii. | Leave accrued/taken | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know |
| xiii. | Superannuation details | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know |
| xiv. | Termination details | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know |

19. Did you know you have to keep time and wage records for 7 years?

☐ Yes ☐ No ☐ I don't know

If you answered I don't know or No to any of these questions, you would benefit from an Employment Services & Solutions Australia Fair Work Audit.

GENERAL

20. Do you have an employment contract in place? ☐ Yes ☐ No ☐ I don't know

21. If so, does your employment contract clearly state what is included in the

employee's salary? ☐ Yes ☐ No ☐ I don't know

22. Do you have documents of company policies and procedures so employees

know what is expected of them? ☐ Yes ☐ No ☐ I don't know

23. Do you have position descriptions?

☐ Yes ☐ No ☐ I don't know

If you answered I don't know or No to any of these questions, you would benefit from an Employment Services & Solutions Australia Fair Work Audit.

TERMINATION OF EMPLOYMENT

24. Are you aware of what steps an employer is required to take in order to

fairly dismiss an employee?

☐ Yes ☐ No ☐ I don't know

25. Do you have adequate templates for dismissing and performance managing
an employee?

26. Have you determined whether you are a small business for the purposes of

unfair dismissal and redundancy?

☐ Yes ☐ No ☐ I don't know

27. Do you know what the Small Business Fair Dismissal Code is?

☐ Yes ☐ No ☐ I don't know

If you answered I don't know or No to any of these questions, you would benefit from an Employment Services & Solutions Australia Fair Work Audit.

Notes:

Please contact Employment Services & Solutions Australia on (08) 9240 4230 if you would like any information on the following services we offer to assist you comply with the Fair Work Act 2009.