

Fair Work Self Audit Checklist

Complete the following questionnaire created by our team of experts. Each subject has a recommendation at the end of the questions.

If you would like to book an audit, please contact Haycroft on (07) 5491 9800 or www.haycroft.com.au

Legal Name of the Employer: _____

Trading Name: _____

Date Legal Entity Commenced: ____ / ____ / _____

Industry: _____

		Tick Appropriate Box		
		Yes	No	I don't know
Pay & Conditions				
1	Do you know the name of each Modern Award or Collective Agreement (if any) that applies to your employees? <i>(Modern Awards Commenced in January 2010)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Do you know the name of the award that applied to your employees prior to the Modern Award?	<input type="checkbox"/>	<input type="checkbox"/>	
3	Do you keep a copy of the industrial instrument (award/agreement) at the workplace and is it available to employees?	<input type="checkbox"/>	<input type="checkbox"/>	
4	Are you paying the correct rate of pay in accordance with the Transitional Provisions contained in the applicable Modern Award(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Have you reviewed your pay rates since the last national wage increase on July 1 st 2011?	<input type="checkbox"/>	<input type="checkbox"/>	
6	Do you keep the award/agreement classification level of all your employees?	<input type="checkbox"/>	<input type="checkbox"/>	
7	Are you paying the correct casual loading for casual employees in accordance with the Transitional Provisions of the Modern Award(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Are you paying the correct overtime rate and at the applicable times in accordance with your Modern Award or Agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Are you paying penalty rates for Saturday, Sunday, evening and Public Holiday work in accordance with your Modern Award (and transitional Provisions) or Agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Have you reviewed the allowances in the Award or Agreement that are applicable to your staff and checked if there has been any increase since July 1 st , 2011?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Do you provide the correct meal and rest breaks to employees in accordance with the Award or Agreement and if no are they correctly compensated (where applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Are casuals and part time employees rostered and paid for the minimum engagement period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered I don't know or no to any of these questions, you would benefit from a confidential Haycroft Fair Work Audit

Payslips

- 13 Do you issue a payslip to each worker within one day of payment?
- 14 Do your payslips contain the following information:
- Legal/ Trading Name
 - Employee Name
 - Date of Payment
 - Pay Period
 - Gross and Net Amount
 - Number of Hours (if paid hourly)
 - Hourly Rate (if paid hourly)
 - Salary (if applicable)
 - Separately identifiable entitlements e.g. allowances
 - Deductions
 - Name of Superfund
 - Amount of Super

If you have answered no to any of the above questions you are in contravention of the Fair Work Act 2009

National Employment Standards

- 15 Are you familiar with the 10 minimum standards of the National Employment Standards (NES) which apply from the 1st of January 2010?
- 16 Do you comply with the NES in terms of:
- Notice of Termination
 - Annual Leave
 - Personal/Carers Leave
 - Compassionate Leave
 - Redundancy Pay
 - Long Service Leave
- 17 Are you aware of your obligations in relation to:
- Flexible Working Arrangements
 - Parental Leave
 - Community Service Leave
- 18 Do you give all new employees a Fair Work Information Statement and record how this is done?

If you have answered no to any of the above questions you are in contravention of the Fair Work Act 2009

Record Keeping

- 19 Do you keep a personal file for each employee and keep records relating to their employment?
- 20 Do you provide employees with a written letter of engagement and/or contract of employment stating their terms and conditions of employment (such as their status e.g. Full Time/Part Time/Casual) and keep a copy on file?
- 21 Do you record the employee's award/agreement classification level?
- 22 Do you record the dates, types and amounts of leave of employees?
- 23 Do you have adequate templates for employment including leave applications, new employee forms, change of details, super election, timesheets, written authorities, etc.?
- 24 Do you accurately record the hours of work of employees who are entitled to penalty rates, overtime or are paid an hourly rate?
- 25 Do you keep records detailing how a termination of employment took place?
- 26 Do you keep records of Superannuation amounts paid and when it is paid?
- 27 Do you have a written agreement for part time employees written in accordance with the award/agreement (if applicable)
- 28 Do you know if you are required to keep time and wages records for 7 years?

If you have answered I don't know or no to any of these questions, you would benefit from a confidential Haycroft Fair Work Audit.

		Tick Appropriate Box		
		Yes	No	I don't know
General				
29	Do you have an Individual Flexibility Agreement in place for employees paid a flat hourly rate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Do you have an Employment Contract in place which clearly states what the salary is intended to cover for employees paid a salary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Do you have documents company policies and procedures so employees know what is expected of them and effective action can be taken where they do not meet required standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered I don't know or no to any of these questions, you would benefit from a confidential Haycroft Fair Work Audit.

Termination of Employment

32	Are you aware of what steps an employer is required to take in order to fairly dismiss an employee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Do you have adequate templates for dismissing and performance managing an employee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	Have you determined whether you are a small business for the purposes of unfair dismissal and redundancy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	Do you know what the Small Business Fair Dismissal Code is?	<input type="checkbox"/>	<input type="checkbox"/>	

If you answered no or I don't know to any of these questions, you should enquire about our Performance Management & Dismissal Kit

Notes:

Please contact Haycroft if you would like information on any of our services and products to assist you in complying with the Fair Work Act 2009 and to order any documents.

Ph: 1300 766 380

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www.haycroft.com.au