



AHA Logo to be inserted

## **WORKPLACE OMBUDSMAN & AUSTRALIAN HOTELS ASSOCIATION NATIONAL HOSPITALITY CAMPAIGN**

### **Purpose**

This Checklist is designed to enable employers to conduct a self audit in regards to compliance with the *Workplace Relations Act 1996* and the *Workplace Relations Regulations 2006*.

### **Your Business Details**

**Business Name:**

**Contact Person:**

\_\_\_\_\_

\_\_\_\_\_

**Business Address:**

**Position:**

\_\_\_\_\_

\_\_\_\_\_

**ABN/ACN:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_

**Total No. of employees:** \_\_\_\_\_

**Date of Audit:** \_\_\_\_\_

**No. of Apprentices/trainees:** \_\_\_\_\_

**What Industrial Instrument applies to your employees (For example, Award, Australian Workplace Agreement)?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Pay Frequency:**

Weekly

Fortnightly

Monthly

**Pay Day (e.g. Thursday):** \_\_\_\_\_

**Paid by:**

Cheque

Cash

EFT



AHA Logo to be inserted

## Payslip Checklist

1. Please indicate if the following requirements are on the payslip.

- a) Legal name of employer ..... Yes  No
- b) Employee name ..... Yes  No
- c) Date of payment..... Yes  No
- d) Period of payment ..... Yes  No
- e) Gross and net amount of payment ..... Yes  No
- f) For workers paid an hourly rate - ordinary rate of pay and the number of hours worked ..... Yes  No  N/A
- g) For workers paid an annual (salary) rate - that rate as at the last day in the payment period ..... Yes  No  N/A
- h) Details of any deductions ..... Yes  No
- i) Details of superannuation contributions ..... Yes  No

2. Do employees receive a pay slip within one day of the payment of wages? Yes  No

3. Is further action required in regards to payslip checklist? Yes  No

If yes, detail below action that will be undertaken to rectify the issue where non-compliant

---



---



---

## Contents of Employee Records

4. Please indicate if the following requirements are on the time and wage records.

- a) Legal name of employer..... Yes  No
- b) Name of employee ..... Yes  No
- c) Date of commencement..... Yes  No
- d) Status of employment (full-time/part-time/casual)..... Yes  No
- e) Number of hours worked ..... Yes  No
- f) Number of overtime hours/penalties ..... Yes  No



AHA Logo to be inserted

- g) Any written agreements pertaining to hours ..... Yes  No
- h) Rate of pay ..... Yes  No
- i) Classification..... Yes  No
- j) Gross and net amount of pay..... Yes  No
- k) Details of deductions ..... Yes  No
- l) Tax ..... Yes  No
- m) Any monetary allowances..... Yes  No
- n) Leave accrued..... Yes  No
- o) Superannuation details..... Yes  No
- p) Termination details..... Yes  No

5. Is further action required in regards to the contents of employee records? Yes  No

If yes, detail below action that will be undertaken to rectify the issue where non-compliant

---



---



---

**AWA's \***

Deleted: \*

6. Are any of your employees on an Australian Workplace Agreement (AWA)? Yes  No

If yes, please answer questions (a) to (e) below. If no, go to question seven.

- a) Have all employees whose employment is subject to an AWA been provided with the 'Information Statement for Employees' from the Workplace Authority and had at least 7 days to review the AWA before signing OR have they signed a waiver? Yes  No
- b) Have all employees under the age of 18 whose employment is subject to an AWA had their AWA signed by an appropriate person over the age of 18 years e.g. a parent or guardian? Yes  No
- c) Was the agreement lodged with the Workplace Authority within 14 days of the last signature on the agreement? Yes  No
- d) Have all employees whose employment is subject to an AWA been provided with a copy of the declaration receipt from the Workplace Authority after their AWA has been lodged? Yes  No
- e) Has a copy of the declaration receipt for all AWAs been kept on file? Yes  No



AHA Logo to be inserted

*\* Under new Australian workplace laws, AWAs can no longer be made from 27 March 2008. Existing AWAs will remain until terminated and Individual Transitional Employment Agreements (ITEAs) can be made until 31 December 2009.*

Formatted: Font: Italic

## Other Issues

### Casual Pay Rates\*

Deleted: \*

7. Are casual employees receiving the correct loading for ordinary time/overtime/weekend work and public holidays in accordance with the relevant Award/Agreement/Act?  
..... Yes  No  N/A

*\* In South Australia a higher casual rate is paid, but no penalties.*

Formatted: Font: Italic

### Penalty Rates (Weekend/Night/Public Holidays/Overtime)

8. Is work performed on weekends, nights, public holidays?..... Yes  No

If yes, are starting and finishing times being recorded and applicable penalty rates being paid as per the relevant Award/Agreement/Act?..... Yes  No  N/A

### Allowances

9. Are district/uniform/late work allowances being paid as per the relevant Award/Agreement/Act?  
..... Yes  No  N/A

### Meal Breaks

10. Do all employees receive at least a 30 minute continuous meal break or as specified by the relevant Award/Agreement/Act?..... Yes  No  N/A

If no, are employees provided compensation (monetary or otherwise) where applicable if they do not receive the meal break they are entitled to under the relevant Award/Agreement/Act?  
..... Yes  No  N/A

### Juniors Serving Alcohol

11. Are juniors (those aged 18 – 21 years of age) engaged to serve alcohol? ..... Yes  No

If yes, are they paid the applicable adult rate or otherwise as specified by the relevant Award/Agreement/Act? ..... Yes  No  N/A

12. Is further action required in regards to other issues?..... Yes  No

If yes, detail below action that will be undertaken to rectify the issue where non-compliant

---

---

---

*If you need general information on workplace relations matters contact Workplace Info Line on 1300 363 264.*

*If you are a member of the Australian Hotels Association (AHA) please contact your relevant branch for further information.*