

Self-audit Checklist

Security Employers

This checklist is designed to help you understand your employer responsibilities under the national workplace relations system, particularly the **Security Services Industry Award 2010 and National Employment Standards**, which came into effect on 1st January 2010.

This checklist should be used together with the Guide to the *Security Services Industry Award 2010* (the Guide).

Business name

Date Completed

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Part A: Your business and the national workplace relations system

1 Is your business covered by the national workplace relations system?

a. Incorporates entities in any state/territory within Australia or YES NO

b. Unincorporated entities in VIC, NT or ACT YES NO

You were in the national workplace relations system prior to 1st January 2010 and the National Employment Standards covered you from 1st January 2010.

c. Unincorporated entities in QLD, NSW, TAS or SA covered by State's reference YES NO

You may have been covered by a transitional federal award and were already in the national workplace relations system. Otherwise you are now part of the national workplace relations system.

If you are covered by:

- a state award – it continues to apply until 1st January 2011
- a State employment agreement – it continues to apply until terminated or replaced
- a State enterprise award – it continues to apply until 31st December 2013 unless it is terminated by the creation of a modern enterprise award.

d. Unincorporated entities in WA YES NO

You're likely to be part of the WA workplace relations system (unless you are covered by a transitional federal award). Visit www.commerce.wa.gov/LabourRelations. The rest of this checklist is not relevant to your business.

2 What security service do you provide?

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3 What type of work do your employees do?

(For example: guard, patrol officer, crowd controller, control room operator)

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4 Which industrial instrument(s) applies to your employees?

Award (pre modern) Enterprise agreement

NAPSA Collective/Certified agreement

AWA ITEA

Transitional Federal award PSA

State Reference transitional award or common rule (VIC only)

As a 1st January 2010 a State award

As a 1st January 2010 a State employment agreement

See page 6 of the Guide to check that the modern Security Services Industry Award 2010 applies to you.

5 How many people are employed by your business?

Total number of employees

Number of apprentices/trainees

6 How are your employees employed?

Full-Time Casual

Part-time Labour hire

See page 9 of the Guide for information on your responsibilities for different types of employees.

Part B: The Modern *Security Services Industry Award 2010* & the National Employment Standards

7 Are you aware of the National Employment Standards (NES) which apply from 1st January 2010? YES NO

8 Are you aware of your obligations with respect to:

Requests for flexible working arrangements? YES NO

Notice of termination? YES NO

Redundancy pay? YES NO

9 Are you aware that under the NES all new employees are to be given a copy of the Fair Work Information Statement? YES NO

10 Are you aware of how the new NES and modern awards will affect your existing workplace arrangements? YES NO

If you answered 'no' to any of the above questions or are unsure about modern awards and the NES, see page 5 of the Guide.

Leave entitlements

11 Do you maintain up-to-date records of worker leave entitlements? YES NO

12 Do you have processes in place so eligible employees can apply for:

Annual leave? YES NO

Personal/carer's leave? YES NO

Compassionate leave? YES NO

Parental leave? YES NO

Community service leave? YES NO

If you answered 'no' to any of the above questions or are unsure about leave requirements, Call the Fair Work Infoline on 13 13 94. Or contact your industry association or union:

- ASIAL (02) 8425 4318,
www.asial.com.au
- LHMU (02) 8204 7204,
www.lhmu.org.au

Pay & Conditions

13 When are your employees paid? Daily Weekly Fortnightly Monthly

On which day? Mon Tue Wed Thurs Fri Sat Sun

Paid by? Cheque Cash EFT

14 Do you include the following details on the employee's pay slip?

Legal and/or trading name of employer YES NO

Employer name YES NO

Date of payment (e.g. 19/06/10) YES NO

Period of payment (e.g. 04/06/10 – 18/06/10) YES NO

Employer's Australian Business Number (ABN) YES NO

Gross and net amount of pay YES NO

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

For employees paid an annual rate (salary) that rate as at the last day in the payment period N/A YES NO

Details of any deductions made from the employee's pay YES NO

Amount and the name of the superannuation fund (for employers required to make superannuation contributions for the benefit of employees) YES NO

15 Do you know what the legal minimum rates of pay are for your employees? YES NO

16 Do you have a copy of your existing rates of pay? YES NO

If yes, what is the date on the information you have?

17 Do your employees get a pay slip within one working day after they are paid? YES NO

If you answered 'no' to any of the above questions or are unsure, see the fact sheet titled 'Employer obligations in relation to employee records and pay slips' at www.fairwork.gov.au

18 Do your casual employees receive the correct casual loading and penalty rates for ordinary time/overtime/weekend work and public holidays?

N/A YES NO

Note that these could be contained in an industrial instrument

19 For work performed on weekends, evenings or public holidays:

Do you accurately record the start and finish times for employees who receive penalty rates?

N/A YES NO

Do you pay the correct penalty rates?

N/A YES NO

Again the rates may come from an industrial instrument.

20 Are relevant allowances, such as district, travelling or other allowances being paid?

N/A YES NO

Again the rates may come from an industrial instrument.

21 What is the correct meal break for your award or other industrial instruments?

22 Do employees get the correct meal break?

N/A YES NO

If no, are employees properly compensated?

N/A YES NO

If you answered 'no' to any of the above questions or are unsure about breaks, see page 8 of the Guide.

Time and wages record keeping

23 Do you include these details on the employee's records?

Note: you can keep manual and/or electronic records.

Legal and/or trading name of employer (+ABN)

YES NO

- Date the worker commenced work with the employer YES NO
- Worker's status – part time or full-time and whether they are engaged as a permanent, part time or casual worker. YES NO
- Number of hours worked (for casuals and irregular part-time employees) YES NO
- Number of overtime hours worked YES NO
- Rates of pay YES NO
- Any written agreements regarding averaging of hours worked YES NO
- Gross and net amount of pay YES NO
- Deduction details YES NO
- Bonuses/loading/incentive payments/penalties/monetary allowances YES NO
- Leave accrued/taken/cashed out (if permitted by industrial instrument) YES NO
- Superannuation details YES NO
- Termination details YES NO
- If applicable, details of individual flexibility arrangements N/A YES NO
- If applicable, guarantee of annual earnings records N/A YES NO
- 24** Did you know you have to keep time and wages records for seven years? YES NO

If you answered 'no' to questions 24 or 25 or are unsure, see the fact sheet titled 'Employer obligations in relation to employee records and pay slips' at www.fairwork.gov.au

- 25** Are your employees on piece rates? YES NO

See page 10 of the Guide for more about piece rates

- 26** Are you employees entitled to work in Australia? YES NO UNSURE

Check the Visa Entitlement Verification Online (VEVO) at www.immi.gov.au/e Visa/vevo.htm