

INFORMATION REQUIRED FOR COMPLETION OF COMPLIANCE PACK INCLUDING AN ENTERPRISE AGREEMENT

To enable our consultants to draft a first draft enterprise agreement and policies and procedures specific to the needs of your organisation, please complete the below form, scan and email to irdocs@irassist.com.au or fax to 07 3268 6683. Thereafter we will contact you to discuss and finalise.

Information Required	Your Responses
General Information: 1. Company/Employer Name <i>(Please indicate if Pty. Ltd. or not)</i>	
2. ACN/ABN	
3. Address of workplace – including State and postcode	
Enterprise Agreement Information: 4. Types of work to be covered by agreement (provide position titles and descriptions if you have them)	
5. Are employees full-time, part-time, casual – all three? Do you want an agreement to enable the ability to employ all three types even if not all types employed now?	
6. What are the Ordinary Hours of work (ie. 9am-5pm M-F). If different for different positions - specify	

<p>7. Do you currently pay an hourly rate (ie. \$15 per hour) or an annualised salary (ie. \$35,000 per year)?</p>	
<p>8. If you pay an hourly rate - do you pay an ordinary time rate and a separate rate for overtime, weekend work (ie. an ordinary rate plus Award overtime rates based on the ordinary hourly rate you pay) or just a one-off rate for all hours worked whenever they are worked?</p> <p>If so please describe.</p>	
<p>9. If you pay an annualised salary does it compensate for working overtime/weekends – or just for ordinary hours?</p>	
<p>10. Allowances – Do you pay any specified allowances (ie. meal allowance, first aid allowance etc) – or are all allowances compensated for by the hourly rate or annualised salary paid?</p>	
<p>11. Meal and Rest Breaks</p> <p>Lunch breaks - Normally between 30 and 60 mins as directed by the employer. What do you do?</p> <p>Rest breaks – what rest breaks do you provide?</p>	
<p>12. Where will the work be performed – ie. your premises or various locations?</p>	
<p>11. How often are the employees paid? <i>i.e. Weekly, Fortnightly, monthly</i></p>	

<p>12. How is the employee paid? <i>i.e. Bank transfer/Cheque/Other method.</i></p>	
<p>14. The Agreement can be for up to four years. We advise employers do make it a four year agreement so you don't need to repeat the process for four years. Would you like a 4 year agreement or a lesser period?</p>	
<p>15. A wage increase clause is virtually always included in the Agreement. Ordinarily clauses are one of three types:</p> <ul style="list-style-type: none"> (a) a fixed % - ie. 3% p.a. (b) in line with fair wage minimum wage increases (c) are the CPI for the previous 12 months (which means getting the figures and determining if State of Australia CPI etc. <p>Please let us know your preference.</p>	
<p>16. Anything else you think we should know about regarding the terms and conditions of employment for inclusion in the Enterprise Agreement? <i>Please tell us here.</i></p>	
<p>Policy and Procedure Information:</p> <p>17. What is the reporting structure an employee should follow in the event of a complaint about discrimination or harassment for instance?</p> <p>Is it to a Manager first, then more senior person if not resolved?</p> <p>Please describe</p>	
<p>18. Some policies will require a second person to report complaints/issues to – or to investigate such complaints/issues to – as the complaint is about the</p>	

<p>person who is listed as the first report. Please provide a second report (if not done so in the previous question, for this purpose.</p>	
<p>19. The compliance pack includes the following policies and procedures:</p> <ul style="list-style-type: none"> • EEO, Discrimination, Harassment, Bullying • OHS Policy Statement • Email, Internet, Mobiles • Alcohol and Drugs • Induction procedure <p>Our policies and procedures address most issues however the following issue is addressed variously in different workplaces:</p> <p>Regarding use of email, internet and mobiles at work – is the company practice:</p> <ul style="list-style-type: none"> (a) No private use during work hours (b) Limited private use during work hours – if so what boundaries if any do you wish to include 	
<p>20. Are there any other specific issues regarding the policy and procedures referred to above which you think we need to know about? Please describe.</p>	