

**SENATE EMPLOYMENT, WORKPLACE RELATIONS AND EDUCATION
LEGISLATION COMMITTEE**

**2006-2007 SUPPLEMENTARY BUDGET SENATE ESTIMATES HEARING
2ND NOVEMBER 2006**

EMPLOYMENT AND WORKPLACE RELATIONS PORTFOLIO

QUESTIONS ON NOTICE

OFFICE OF WORKPLACE SERVICES

**Outcome 1 : The rights and obligations of workers and employers under the
Workplace Relations Act 1996 are understood and enforced fairly**

Output Group 1.1 : Education and Compliance Services

Question Number: W356-07

Question:

Senator Lundy asked in writing :

Is OWS or the employer responsible for processing the unpaid monies and returned the monies to the employees? Please provide the Committee with a detailed explanation of how this is monitored?

Answer:

- (a) Employers are required to send voluntary compliance advices to OWS. These advices include the signatures of employees acknowledging receipt of money owed. The employees' signatures on these advices are checked against signatures appearing on time records/sheets obtained during the audit. If employee signatures are not available for verification, OWS contacts a sample of employees to confirm receipt of payment.
- (b) Where an employer enters into a payment plan with employees, OWS writes to all affected employees at their home addresses and advises them of their outstanding entitlements and plans for rectification to ascertain their agreement.
- (c) Where an employer forwards to OWS a cheque made out to the employee, the OWS passes the cheque to the employee requesting the employee contact OWS if the cheque is not honoured. The OWS contacts a sample of employees to confirm receipt of payment.

Estimated Cost: To prepare this answer has taken approximately 2.65 hours at a cost of \$50.50