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Haycroft Workplace Solutions

Australia's foremost workplace experts

WORKPLACE BUZZ

DECEMBER, 2009

Merry Christmas! Welcome in 2010!

We wish all our clients a very happy and safe Christmas!

We would also like to invite you to come to a series of very practical seminars that are to be held in the new year. Details will be posted soon so keep an eye out on our website!

Profile: Meet the Team - Lynda Palai

Lynda recently relocated from Perth to the Sunshine Coast, bringing with her over 28 years of experience in the accounting field working in a number of industries including mining (including exploration), real



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estate, Pharmaceutical supplies, IT, human resources, hospitality, retail, security, charities and manufacturing. Since 2004, Lynda has worked as an independent contractor providing business support to small/medium size organisations.

Lynda has joined the Haycroft team in the role of Payroll Officer/Administrator in our Head Office in Caloundra. Part of her role includes taking care of processing wages, reconciling and assisting with the company finances.

Wages Processing during the Holiday Season for our Clients

It's almost that time of year again when most businesses will start slowing down and closing over the holiday season.

We will continue to process hours for all our clients, however there will be changes to our office hours and days we will be processing wages on:

Monday 21/12/09	: All hours must be submitted by 10am
Tuesday 22/12/09	: All hours must be submitted by 10am
Wednesday 23/12/09	: All hours must be submitted by 10am
Thursday 24/12/09	: NO WAGES WILL BE PROCESSED
Friday 25/12/09 (Christmas Day)	: NO WAGES WILL BE PROCESSED
Monday 28/12/09 (Boxing Day)	: NO WAGES WILL BE PROCESSED
Tuesday 29/12/09	: All hours must be submitted by 10am
Wednesday 30/12/09	: All hours must be submitted by 10am
Thursday 31/12/09	: NO WAGES WILL BE PROCESSED
Friday 01/01/2010 (New Years Day)	: NO WAGES WILL BE PROCESSED

In regards to Holiday Pay/Savings Reserve Requests for employees, we have notified them on their last payslip that ALL requests must be received in writing by Monday 14th December 2009. This is to ensure that these employees will have their Holiday Pay/Savings Reserve Requests processed on time for them to have the money for the holiday period.

Any questions please contact your payroll officer:



Haycroft Workplace Solutions

Caloundra Office
108 Grigor Street West
Caloundra Qld 4551
Tel: 07 5491 9800
Fax: 07 5491 7915

Brisbane Office
634 Main St
Kangaroo Point Qld 4169
Tel: 07 3891 7788
Fax: 07 3891 7733

- Caloundra Office - 07 5491 9800
- Brisbane Office - 07 3891 7788

Reminder: Modern Awards & NES

The Modern Awards and NES come into effect 1 January 2010, so you will need to make sure your current employment arrangements are organised before the 1st January 2010. The final Modern Awards are due to be released the 4th December.

Haycroft Workplace Solutions will continue to provide advice post 1 January 2010 to check and re-arrange employment packages as required.

Ethical Auditing

One of our clients recently attended a information seminar put on by one of the 2 largest retailers in the country. If you are wondering, it is not Coles. The seminar was a courtesy to suppliers to the large retailer flagging some changes and additional aspects of their accreditation to the large retailer in relation to the Quality Assurance program they have in place.

The seminar did not afford the participants any resources or hand outs as to the criteria of the proposed ethical audits, just a general information session and an indication that these audits will be commencing soon.

In the back of the latest Quality Standard, version 6 for this large retailer, I found the criteria for this audit program as follows:

- Environmental Standards
- Labour Rights
- Freedom of Association
- Working Conditions
- Child Labour
- Living Wages
- Working Hours
- Discrimination
- Regular Employment
- Harsh / Inhumane Treatment
- Entitlement to Work and Immigration
- Subcontracting and Home Working
- Bribery and Corruption
- Health and Safety

I am told only 2 enterprises in Australia have adopted this program, their QA system. These firms are large and I suspect this program will be adopted more universally throughout the retail

industry.

As we have quite a lot of clients that I know supply to this retailer, they will be subject to an audit in the near future. If your business wishes to continue to supply their produce/products then they will need to meet this auditioning criteria.

We are presently developing an Audit Pack that can be purchased to help our clients meet this criteria and simplify the audit process and continue a strong business relationship.

Article by our WPH&S Officer - Ben Haycroft

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