



ST GEORGE/BANKSA BRANCH AUDIT

Organiser Name

Workplace Name

Workplace BSB

Date of Audit

Name of staff member assisting with audit

Region

STAFFING

NB: All questions on staffing relate to day of the audit.

- How many total positions exist in this branch?
- Which positions are vacant/absent today? (please number in boxes)

<input type="checkbox"/> CSO	<input type="checkbox"/> Lending Manager
<input type="checkbox"/> Senior CSO	<input type="checkbox"/> Senior Lending Manager
<input type="checkbox"/> CSS	<input type="checkbox"/> Personal Lender
<input type="checkbox"/> Branch Manager	<input type="checkbox"/> Relief - CSS
<input type="checkbox"/> Assistant Branch Manager	<input type="checkbox"/> Relief - CSO
<input type="checkbox"/> Other (please specify)	
- How many vacancies due to planned absences: (please number in boxes)

<input type="checkbox"/> URD (BSA)	<input type="checkbox"/> Training
<input type="checkbox"/> Annual Leave	<input type="checkbox"/> Unfilled vacancy
<input type="checkbox"/> Long Service Leave	<input type="checkbox"/> Other
- How many vacancies due to unplanned absences: (please number in boxes)

<input type="checkbox"/> Sick Leave	<input type="checkbox"/> Providing relief elsewhere
<input type="checkbox"/> Carers Leave	<input type="checkbox"/> Not sure/Other
- Was relief requested? Yes No
- Was relief provided? Yes No
- If yes, was relief provided by :

<input type="checkbox"/> Relief officer	<input type="checkbox"/> Casual	<input type="checkbox"/> Increase to Flexi's hrs(BSA)
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- If yes, did relief cover the entire vacancy? (in terms of hours) Yes No
- If yes, was the relief adequately trained to cover the role? Yes No

CUTS TO HOURS

- Have hours been increased or cut from this branch over last 6 months? (Actual, not FTE)

<input type="checkbox"/> Increased	<input type="checkbox"/> Cut	<input type="checkbox"/> No change
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- Have individual staff had their hours cut?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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- Were the affected staff consulted?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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- Did the affected staff agree to take the cuts?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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OVERTIME / ADDITIONAL HOURS

- Has anyone worked overtime/ additional part time or Flexi hours in the last week?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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- Total number of overtime/additional part time or Flexi hours worked at this branch in the last week:

<input type="checkbox"/> Overtime hours
<input type="checkbox"/> Additional P/T hours
<input type="checkbox"/> Additional Flexi hours (BSA)

OVERTIME / ADDITIONAL HOURS

- Total number of overtime/additional part time or Flexi hours that will be paid for the last week

<input type="checkbox"/> Overtime hours
<input type="checkbox"/> Additional part time hours
<input type="checkbox"/> Additional Flexi hours (BSA)
- Of the staff that work overtime/additional part time or Flexi hours this week, how many will be claiming payment for the last week?

<input type="checkbox"/> Overtime hours
<input type="checkbox"/> Additional part time hours
<input type="checkbox"/> Additional Flexi hours (BSA)
- Reasons for working unpaid overtime/ additional P/T or Flexi hours? (Collect details)

<input type="checkbox"/> balancing
<input type="checkbox"/> discrepancy
<input type="checkbox"/> attend Big Rock meeting
<input type="checkbox"/> as directed by manager
<input type="checkbox"/> to meet targets
<input type="checkbox"/> paperwork
<input type="checkbox"/> other, please specify _____
- Why won't payment for overtime/ additional P/T or Flexi hours be claimed?

<input type="checkbox"/> It won't be authorised
<input type="checkbox"/> We've been told not to claim it
<input type="checkbox"/> I've been instructed to take time off in lieu
<input type="checkbox"/> I've chosen to take time off in lieu
<input type="checkbox"/> Other (please specify) _____

TARGETS

- Have your targets been increased since 1 October 2008 ?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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- Have your targets been altered to reflect (if applicable):
 - Changes to staffing levels/ reduced hours?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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 - The downturn in the economy/ lending levels?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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- Have your workloads increased overall in the last six months?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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BREAKS

- | | |
|--------------------------|---------------------------------------------|
| <input type="checkbox"/> | Number of staff not taking paid rest breaks |
| <input type="checkbox"/> | Number of staff not taking lunch breaks |

