



Supplier Wage Audit Unit - Frequently Asked Questions

This document is for **Suppliers** to the Western Australian (WA) government.

What is the SWAU?

The Supplier Wage Audit Unit (SWAU) audits government Suppliers to ensure compliance with employment obligations under industrial laws. The SWAU operates within the Private Sector Labour Relations Division of the Department of Energy, Mines, Industry Regulation and Safety.

How will I be notified if my company is selected for an audit?

Suppliers will be informed by the government agency responsible for their contract. Typically, the contract manager who is the main contact for the Supplier will initiate discussions about an audit.

How are Suppliers chosen for audits?

Suppliers are selected based on several factors, including risk assessments, data monitoring, and regular reviews of relevant information sources.

What information do I need to provide during an audit?

This will be discussed with Suppliers at the onset of the audit. Suppliers will then need to provide the agreed de-identified employment records, payroll data, and any documentation relevant to compliance with industrial relations obligations for the period selected.

How should I submit the requested audit documents?

Suppliers will receive a secure link to the Department of Energy, Mines, Industry Regulation and Safety (DEMIRS) Ad-Hoc File Transfer Facility to submit the requested documents. Instructions on how to use the facility will also be provided.

How long does an audit typically take?

Audits usually take between 3 to 7 months. The duration depends on the size of the contract, the number of employees and the sample period selected. Suppliers will receive regular updates from the SWAU throughout the audit process.

What is the audit process?

The contracting government agency will notify you about the audit. The process begins with an entrance meeting involving you, the contracting agency, and the SWAU to discuss the audit process and de-identified records that need to be shared. The Supplier will need to provide a contact to represent your organisation throughout the audit.

The SWAU will review the information provided and may request additional details if needed. The audit ends with an exit meeting to discuss findings.

What happens if non-compliance is found during an audit?

The SWAU will assess the severity of non-compliance and together with the contracting entity determine the appropriate actions. The actions will vary depending on the specifics of the findings and will be discussed with the Supplier. If necessary, you may need to implement corrective measures to address any non-compliance issues.

Can I appeal the findings of an audit?

There is a process for responding to the preliminary audit findings, during the audit you will be advised of any issues and given an opportunity to respond and at the conclusion of the audit during the exit meeting you will be given another opportunity to respond to the audit findings. If you disagree with any of the findings, you can provide explanations, supporting documentation, or evidence that addresses the issues raised in the audit. The SWAU will review your response and consider any additional information you provide.

How can I ensure my company is compliant with employment obligations?

Conducting internal audits will help identify and address any potential compliance gaps. Additionally, seeking guidance from Wageline or other relevant authorities will help clarify any uncertainties.

What support is available if I am unsure about compliance requirements?

Two systems of employment law operate in WA: the state system and the national Fair Work system. Which system applies to you will determine whom you should contact. You can contact the Fair Work Ombudsman via their [Contact us - Fair Work Ombudsman page](#) or Wageline at [Contact Wageline | Department of Energy, Mines, Industry Regulation and Safety](#).

What are the consequences of non-compliance?

Consequences can range from; implementing agreed corrective actions with the Agency, formal contractual measures that may result in contract termination, being referred to a Regulator. The consequences will vary depending on the findings of the audit.

If my organisation has already conducted a recent payroll audit, can an exemption be given?

No, audits conducted by the SWAU are independent assessments of the Supplier's compliance with contractual obligations. However, the results of any recent payroll audits may be taken into consideration as part of this assessment.

Date of issue: August 2024

This publication is available in alternative formats upon request.