

Public Notice

At the initiative of new senior management, Disability Services Australia Limited, Macquarie Employment Training Service Limited and DSA Mentoring Services Limited (collectively, **DSA**), recently undertook a review of DSA's payroll systems and processes and determined that DSA had contravened the *Fair Work Act 2009* (Cth) (**FW Act**) by failing to correctly pay some employees entitlements under the applicable awards and enterprise agreements.

DSA also determined that it failed to correctly record hours worked by some employees, did not correctly accrue annual leave for some employees and permitted some employees to cash out annual leave on a basis contrary to the requirements of the FW Act.

DSA has self-reported and formally admitted to the Fair Work Ombudsman (**FWO**) that these contraventions had occurred and consequently a number of employees had been underpaid.

DSA has formally apologised to individual employees and committed to back paying those affected.

DSA has now entered into an Enforceable Undertaking with the FWO to ensure its ongoing compliance with Commonwealth workplace laws. DSA will, as a result of the Enforceable Undertaking, commit to undertake a number of activities to ensure its ongoing compliance such as conducting two independent audits.

DSA expresses its sincerest regret and apologises for these contraventions.

If you worked for DSA at any time after 1 July 2013 and have queries or questions relating to your employment, please contact either:

- the hotline being operated by independent third party Fonebox on 1800 278 772. This hotline can be contacted on a confidential basis; or
- DSA directly through their non-confidential enquiry line on payrollreview@dsa.org.au.

Alternatively, anyone can contact the FWO via www.fairwork.gov.au or on 13 13 94.