

COMPLIANCE CHECKLIST



*We develop Great Workplace
Culture*

WHO IS HRC?

Susan is passionate about making a difference by helping organisations build a great workplace culture. To achieve this vision, Susan has been working with small and medium businesses since 2008 assisting with their productivity and people performance through human resources services that deliver results for local business owners. Susan became a Certified Practitioner of Genos International in 2012 enabling her to deploy emotional intelligence and wellbeing programs in workplaces throughout Australia.

Ros Trotter is an HR Business consultant and Emotional intelligence coach. She has been with HR Culture Pty Ltd since 2013. Ros specialises in providing sound advice and best practice HR processes to minimise risk for our clients in their business.

Tania Beckett is an experienced and capable People-development Facilitator and Training & Development Professional who is driven to excellence by a commitment and passion for people. Tania is a Coffs Harbour local helping us support our clients in the region.

Phoebe Sprague is our HR Administration and Recruitment extraordinaire. Phoebe is gaining critical real-life human resources practical application as she completes her Human Resources Degree at our own local Charles Sturt University campus. She also brings much needed social media marketing skills to our team.



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Recent Changes

- ☐ Ensure you are aware of your **positive duty** to **eliminate sexual harassment at work** in line with the Respect@Work Bill. Effective since November 2022.
- ☐ Ensure everyone is aware that the time **limit for sexual harassment complaints has been increased from six to 24 months**. Effective since November 2022.
- ☐ Educate your managers/leaders and your employees about the new **protected attributes under discrimination laws** (breastfeeding, gender identity and intersex status). Effective since December 2022.
- ☐ **Pay secrecy clauses are now abolished**. Remove any of these from your employment contracts to avoid civil penalties. Effective since December 2022.
- ☐ The **FWC can now issue bargaining orders** if it considers that a party is not bargaining in good faith. Effective since December 2022.
- ☐ **Add 10 days' paid family and domestic violence leave** to comply with new legal obligations. Effective since 1 February 2023 for non-small businesses.
- ☐ Ensure you **don't record domestic violence leave' on a payslip**, to protect employees' privacy. Effective since 1 February 2023.
- ☐ Provide training to your employees around **'stop sexual harassment' orders and update current sexual harassment policies**, as the FWC now has the power to make compensatory orders to deal with sexual harassment complaints. Effective since March 2023.

Upcoming Changes

- ☐ Update your policies around access to flexible work arrangements and be careful when denying flexible work requests, as employees will soon have more legal recourse. **Effective as of June 2023.**
- ☐ Ensure you are aware that if you ignore a flexible work request for 21 days, you could face the Fair Work Commission. **Effective as of June 2023.**
- ☐ Be aware of cooperative workplaces forming, which means a group of employers can enter into multi-enterprise bargaining agreements. **Effective as of June 2023.**
- ☐ Changes to the Better Off Overall Test (BOOT). The FWC will have greater flexibility to consider the views of bargaining parties as to whether an agreement passes the BOOT. **Effective as of June 2023.**
- ☐ Update your leaders on the enhanced small claims process. The monetary cap has been increased from \$20,000 to \$100,000 and successful employees will be able to get any filing fees paid to the court back from the other party. **Effective July 2023.**
- ☐ Stop using fixed-term contracts that go beyond two years or for more than two consecutive contracts (whichever is shorter). **Effective as of December 2023.**
- ☐ The end of 'zombie agreements' and Work Choices-era agreements. Pre-Fair Work Act enterprise agreements will be terminated. Employers can apply for an extension if their agreement is deemed beneficial to employees. You are to advise employees covered by these agreements, in writing, before 7 June 2023 that the agreement will be terminated. **Effective 7 December 2023.**



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HOW CAN WE HELP

Help with team needs

- ☐ Do your team work effectively together to achieve results?
- ☐ Do your team do what you need them to do?
- ☐ Do your team show initiative and going the extra mile for you and your customers?
- ☐ Do your team deliver the result you need?
- ☐ Do your team collaborate and get along?
- ☐ Do you have productive and effective team meetings?
- ☐ Do your team give all their energy and focus to the job during work hours?

Help with HR documentation

- ☐ Do you have these in place?
- ☐ Employment Policies including new updates to address the recent changes in legislation?
- ☐ Employment contracts with current legislative updates?
- ☐ Clear position descriptions that include KPIs and required behaviours to achieve the culture you desire?

Do you need help with

- ☐ Recruitment services and new employee onboarding.
- ☐ Performance, management of performance and realigning team expectations.
- ☐ Team leader development.
- ☐ Promotion of team member to leader or manager skills.
- ☐ Holding effective and productive team meetings.
- ☐ Your team getting along collaboratively.
- ☐ Managing stress and burnout challenges for a mentally healthy workplace.
- ☐ Having difficult or challenging conversations with individuals.
- ☐ Emotional wellbeing in your team or as a leader to delivery the workplace culture that will delivery your business goals.
- ☐ Minimising conflict between team members.

If you answered YES to any of these items on your IR or HR Checklist Book your \$299 meeting with Susan Judd to review the items identified to get them sorted.

calendly.com/susan-hrc



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