

The Essential HR Compliance Checklist

A simple guide to help you avoid fines, reduce risk, and create a positive workplace culture.

Hiring the
right way

Keeping records
that protect you

Setting
expectations
with policies

Supporting
performance

Being prepared for
the tough stuff

Monthly Money Meeting

Checklist

Run this review in the first week of every month • Approx. 30 minute

HIRING THE RIGHT WAY

☐	Run your P&L for the month In Xero:
☐	Are you using the correct Award or agreement?
☐	Have you issued the Fair Work Information Statement or Casual Employment Information Statement?

WHY IT MATTERS:

Mistakes can cost thousands in backpay or penalties.

KEEPING RECORDS THAT PROTECT YOUR BUSINESS

☐	Are your employee records stored securely and up to date?
☐	Do you know how long you're required to keep HR documents?
☐	Are you tracking hours, pay, superannuation, & leave balances properly?

WHY IT MATTERS:

Accurate records protect you if there's ever a dispute.

SETTING EXPECTATIONS WITH POLICIES

☐	Do you have a Code of Conduct?
☐	Do you have Leave, WHS, and Bullying/Harassment Policies?
☐	Are your team members aware of (and signed) these policies?

WHY IT MATTERS:

Policies reduce conflict, risk & support fairness and consistency.

SUPPORTING PERFORMANCE, NOT JUST MANAGING IT

☐	Do you have a system to address underperformance early?
☐	Do employees know what's expected and how they'll be reviewed?
☐	Are your managers trained in how to give feedback and manage conflict?

WHY IT MATTERS:

Poor performance often stems from unclear expectations.

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BEING PREPARED FOR THE TOUGH STUFF

☐	Do you have a clear grievance process in place?
☐	Do you know how to respond to complaints about bullying, discrimination, or unfair treatment?
☐	Do you know your obligations if you need to terminate someone's employment?

WHY IT MATTERS:

The way you handle problems reflects your values — and can have legal consequences.

Looking for HR support?

Join the My HR Partner HR Hub or book a free call:

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myhrp.com.au/free-call