

Key HR tasks for 2025

Checklist

	TASK	SUGGESTED COMPLETION DATE	COMPLETED? (TICK BOX)
1	Sexual harassment and 'positive duty'	Immediately/Review annually	
	Conduct a risk assessment at each site and implement changes where needed.		
	Update or create a compliant policy.		
	Annual review of staff training.		
	Add sexual harassment to your WHS risk management framework.		
	Learn how ABLA's 'Positive Duty' Toolkit can save you time, money and resources.		
2	Psychosocial hazards	Immediately/Review annually	
	Understand what these hazards are and how they can be prevented.		
	Conduct risk assessment across business and roles.		
	Add psychosocial risks to your WHS risk management framework.		
	Train your employees with ABLA's public courses or choose a bespoke in-house option.		
	Learn how ABLA's Psychosocial Hazards Toolkit can help you demonstrate the steps you are taking towards compliance.		
3	Flexible work and parental leave requests	Immediately	
	Train managers on the new requirements and process.		
	Get ABLA's Flexible Work Request Toolkit to ensure consistency across your business.		

4	Wage Theft	Immediately	
	Review your system in line with new regulations.		
	Implement/reinforce processes to record/report overtime worked by employees (even if an employee is engaged on an annualised salary).		
	Policies and procedures should be updated to include processes for regular remuneration review.		
	Small businesses should update their policies and procedures to reflect the Voluntary Small Business Wage Compliance Code.		
5	Modern Awards	Immediately	
	If your business is covered by awards, review any changes to introductory classifications and new rules/ minimum pays.		
	Update policies and procedures to reflect relevant changes and communicate to employees.		
6	Casual Employment		
	Review existing arrangements with casual employees to reference the new definition and rights of a casual employee.	The 'old' system of offering casual conversion ended 26 February 2025. New 'employee choice' model is in place. (26 August 2025 for small businesses)	
	Review hiring and rostered practices to ensure appropriate classification and rostering of casual employees.		
	Create templates to streamline casual conversations.		
7	Right to Disconnect	Should be in place already (26 August 2025 for small businesses)	
	Update policies to ensure any clear expectations on after-hours communication and avoid misunderstandings or misconceptions.		
	Update internal dispute resolution policies/mechanisms to address disputes arising from right to disconnect issues.		
8	Annual tasks	30 June 2025	
	Review <ul style="list-style-type: none"> - Rates of pay - Industrial instrument - Workforce composition, including independent contractors and casuals - Long-term absent employees - Employment contracts - Policies and procedures 		

This checklist serves as a guide for your business and is not a list for compliance. Always seek legal advice for clarification. For assistance in any of these areas please get in touch for a confidential discussion at info@ablawyers.com.au.