

## 23 Key HR Tasks for '23

### Checklist

	TASK	SUGGESTED COMPLETION DATE	
	<b>Fixed Term Contracts</b>	7 December 2023	
1	Audit all Fixed Term Contract engagements.		<input type="checkbox"/>
2	If you still need to or want to use them, confirm whether you can rely on an exemption or get a new one signed.		<input type="checkbox"/>
	<b>Flexible work and parental leave requests</b>	7 June 2023	
3	Develop a process/system for dealing with requests.		<input type="checkbox"/>
4	Train employees in the new requirements and your new process.		<input type="checkbox"/>
5	Develop a Flexibility Strategy/Position		<input type="checkbox"/>
	<b>Pay Secrecy</b>		
6	Delete them from your template contracts or draft enterprise agreement/s.	Now, fix any errors by 7 June 2023	<input type="checkbox"/>
7	Review your pay structures and data. Fix if not defensible and if they could turn toxic, consider structural/policy change as well.	Now	<input type="checkbox"/>
8	Develop a strategy to deal with questions about pay and "Rem Rumour". Train your frontline managers in responding to these questions.	Now	<input type="checkbox"/>
	<b>Bargaining Part 1</b>		
9	If you are on the Fair Work Commission's Zombie Agreement 'Kill List', be prepared that your EA will "drop dead" in December.	7 December 2023	<input type="checkbox"/>
10	If you are bargaining and things have ground to a halt, get ready for potential arbitration.	7 June 2023	<input type="checkbox"/>
11	If your competitors have an EA and you don't – get ready to potentially be a target for multi-enterprise bargaining (or roping in).	7 June 2023	<input type="checkbox"/>

	<b>Bargaining Part 2</b>		
12	If you are in a particularly vulnerable industry/location/union environment – get ready to potentially be targeted for multi-enterprise bargaining.	7 June 2023	<input type="checkbox"/>
13	Develop an industrial strategy.	7 June 2023	<input type="checkbox"/>
14	Acceptance – things are going to change, it's how you respond to those changes that will matter.	Now	<input type="checkbox"/>
	<b>Family and domestic violence leave</b>	Should already be complete. Small businesses have until 1 August 2023.	
15	Check whether this has already commenced for you or if you are in the August group.	Now	<input type="checkbox"/>
16	Develop a procedure for notification and taking of leave (this is really important).	Now	<input type="checkbox"/>
17	Check your pay slips and make sure you can comply with your record-keeping obligations.	Now or 1 August 2023	<input type="checkbox"/>
	<b>Sexual Harassment / Respect@Work</b>	7 March 2023	
18	Understand the fundamental change when it comes to your level of obligation.		<input type="checkbox"/>
19	Update or create a policy and a training package.		<input type="checkbox"/>
20	Add sexual harassment to your WHS risk management framework.		<input type="checkbox"/>
	<b>Psycho-social hazards</b>	Immediately	
21	Understand what these hazards are and how they can be prevented.		<input type="checkbox"/>
22	Add psycho-social risks to your WHS risk management framework.		<input type="checkbox"/>
23	<b>Annual tasks</b>	30 June 2023	
	Review: <ul style="list-style-type: none"> <li>- Rates of pay</li> <li>- Industrial instrument</li> <li>- Workforce composition. Especially independent contractors and casuals</li> <li>- Long-term absent employees</li> <li>- Employment contracts</li> <li>- Policies and procedures</li> </ul>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

This checklist serves as a guide for your business. For assistance in any of these areas please get in touch for a confidential discussion at [info@ablawyers.com.au](mailto:info@ablawyers.com.au)