

## People - Compliance & Capability Checklist

	Key areas	Checklist	Y/N
<b>Compliance</b>	Key terms and conditions	<ul style="list-style-type: none"> <li>• Applicable awards identified</li> <li>• Applicable enterprise agreement identified (if relevant)</li> <li>• Award and/or enterprise agreement compliance confirmed</li> <li>• Written contracts in place</li> <li>• Contracts current and enforceable</li> <li>• Audit compliance against National Employment Standards</li> <li>• Audit compliance for superannuation</li> </ul>	
	Policies and procedures	<ul style="list-style-type: none"> <li>• Equal Employment Opportunity Policy</li> <li>• Training for EEO Policy</li> <li>• Bullying and Harassment Policy</li> <li>• Training for Bullying and Harassment Policy</li> <li>• Work Health and Safety Policy and Procedure</li> <li>• Grievance Policy and Procedure</li> <li>• Privacy Policy (if required)</li> <li>• Gender Diversity reporting (if over 100 employees)</li> <li>• Other workplace specific policies and procedures</li> <li>• Induction and refresher training on compliance items recorded</li> </ul>	
	HR processes and employee data	<ul style="list-style-type: none"> <li>• Key employee data secured (including contact details, start dates, periods of unpaid leave, accruals etc)</li> <li>• Employee files collated and secured online</li> <li>• Employee self service access to update key details</li> <li>• Leave application process in place (ideally online)</li> <li>• Payroll and finance data reconciled regularly</li> </ul>	
	Exposure/risk	<ul style="list-style-type: none"> <li>• Review of previous claims for areas to improve</li> <li>• Identification and assessment of any pending or current claims</li> </ul>	
<b>Capability</b>	Performance conversations	<ul style="list-style-type: none"> <li>• Position descriptions with clear accountabilities</li> <li>• Performance framework</li> <li>• Training on effective feedback</li> <li>• Building a feedback culture</li> </ul>	
	Recruitment and on-boarding	<ul style="list-style-type: none"> <li>• Recruitment guide and consistent practice</li> <li>• Streamlined on-boarding process (ideally online)</li> <li>• Induction framework, guide and plan</li> </ul>	
	Remuneration and benefits	<ul style="list-style-type: none"> <li>• Audit of current data</li> <li>• Remuneration banding or framework (if appropriate)</li> <li>• Benefits review and matching to employee interests</li> </ul>	
	Analytics and reporting	<ul style="list-style-type: none"> <li>• Turnover data</li> <li>• New starter survey</li> <li>• Employee Engagement survey</li> <li>• Exit interview survey</li> </ul>	
	Staff development	<ul style="list-style-type: none"> <li>• Competency Framework</li> <li>• Talent Development</li> <li>• Succession Planning</li> <li>• Learning &amp; Development Framework</li> <li>• Leadership Development</li> </ul>	