



HR Resources

We've compiled a number of useful links and reference sites for you that will assist with your HR obligations.

Awards: Find the award that covers your organisation

- <https://www.fairwork.gov.au/awards-and-agreements/awards>

Employee-v-contractor decision tool that is on the ATO website...

- <https://www.ato.gov.au/Calculators-and-tools/Employee-or-contractor/>

Getting help with ending employment:

Answer some questions specific to your circumstances and you will be pointed to resources to help you in the situation. Including performance management, conducting a lawful termination and details on notice and termination details.

- <https://www.fairwork.gov.au/how-we-will-help/get-help#/content?cid=190>

Small Business Fair Dismissal Code

Following the Small Business Fair Dismissal Code provides protection from unfair dismissal for small business where you can show compliance with the code

- <https://www.fairwork.gov.au/ending-employment/unfair-dismissal>

Templates and guides:

Ability to customise templates for use specific to business needs, or download additional resources. Including:

- Employing staff (job ads, contracts, referee checks)
 - Payslips and record keeping
 - Hours of work
 - Balancing work and family (flexible work, parental leave)
 - Managing performance and underperformance
 - Ending employment
- <https://www.fairwork.gov.au/how-we-will-help/templates-and-guides>

Fair work information Statement:

<https://www.fairwork.gov.au/employee-entitlements/national-employment-standards/fair-work-information-statement>

To be provided to all employees upon commencement

HR Daily:

Free subscription which gives daily information around cases and developments in HR with commentary on improving your business and take-outs from recent case law.

- https://www.hrdaily.com.au/nl06_free_subscribe.php

Fair work small business help:

- <https://www.fairwork.gov.au/find-help-for/small-business>

Customisable information and alerts

- <https://www.fairwork.gov.au/my-account/registerpage.aspx>

Performance Management Free tool:

Situation, Behaviour, Impact model. This is a helpful way of preparing for and keeping on track during performance related discussions.

- <https://www.mindtools.com/pages/article/situation-behavior-impact-feedback.htm>

Detail on providing 3 warnings, and a step by step approach to managing poor performance. This link also contains a training course on Managing performance and best practice guide.

- <https://www.fairwork.gov.au/employee-entitlements/managing-performance-and-warnings>