

6-Month HR Health Check

July–December 2026 - six checkpoints to keep your business protected.

JULY

HR Health Check

-  **Contracts & PDs:** Employment contracts and position descriptions should reflect the role as it's actually done today, not when it was first hired for. Outdated terms create ambiguity, and ambiguity is expensive the moment there's a dispute. Check every employee has a current, signed contract.
-  **Records:** Right-to-work checks, personnel files, signed agreements - these need to be complete and easy to find, not reconstructed under pressure during an audit or a claim.
-  **Policies:** A policy only does its job if people know it exists. Review your core policies and make sure they're current, accessible, and actually communicated to staff - not just sitting in a folder somewhere.
-  **Set the agenda:** Use July to identify what genuinely needs attention before December, rather than reacting to whatever feels urgent in the moment.

AUGUST

HR Audit and Compliance Review

-  **Awards:** Getting the Award classification wrong flows through everything downstream - pay, entitlements, overtime. Check every role sits under the correct Award and classification level.
-  **Pay & classifications:** Review pay rates, allowances and overtime calculations against current Award rates. These are the details Fair Work looks at first in any audit.
-  **WHS & psychosocial risk:** Psychosocial hazards - workload, conflict, unclear expectations - now carry the same legal weight as physical risks. Review your risk registers and make sure they reflect what's actually happening in the workplace.
-  **Policy gaps:** Bullying, harassment and discrimination policies need regular review, not a one-off write-up years ago. Check they still reflect current law and how your workplace actually operates.

SEPTEMBER

Leadership, Culture & Team Performance

-  **Open issues:** Unresolved conduct or performance issues rarely improve by themselves. Addressing them early, while they're still a conversation, is easier on everyone than waiting until they become a formal process.
-  **Complaints process:** Staff need a clear, trusted way to raise concerns internally. If that process feels unclear or intimidating, issues tend to surface somewhere else instead - with a regulator, or publicly.
-  **Manager readiness:** Difficult conversations are a skill that's learned, not something people are naturally good at. Make sure your managers have the training and confidence to have them early, not just when things escalate.
-  **Team friction:** Small interpersonal tension tends to grow if it's left alone. Check in with team leads about anything simmering below the surface before it affects the wider team.
-  **Leave & shutdown:** Confirm Christmas shutdown arrangements now, including how leave balances and public holidays will be handled, so there's no confusion or last-minute scrambling in December.

OCTOBER

Performance, Conduct & Difficult Conversations

-  **Performance framework:** A framework that only gets used when someone's underperforming isn't really doing its job. Check whether yours also supports regular, constructive feedback.
-  **Clear expectations:** People can only be held to standards they've actually been told about. Confirm expectations are documented, communicated, and understood - not assumed.
-  **Manager coaching:** Equip managers to resolve issues at the first sign of trouble, so problems get handled before they need HR - or legal advice - to sort out.
-  **Paper trail:** Verbal conversations about performance or conduct are hard to rely on later if something progresses. Get the key points of any significant conversation in writing, as a matter of habit.

NOVEMBER

End-of-Year HR Readiness

-  **Leave & shutdown:** Confirm Christmas shutdown arrangements if you haven't already. Some awards need a specific amount of notice.
-  **Casual & seasonal hires:** Seasonal staff still need a proper contract, induction and right-to-work check. A short-term role doesn't reduce the obligation to get the basics right.
-  **Rosters & public holidays:** Plan rosters around the holiday period early, including correct penalty rates, so it isn't something worked out at the last minute.
-  **Records:** Make sure timesheets and payslips are accurate and up to date heading into the break, rather than something to reconcile after the fact in January.

DECEMBER

Plan Your People Strategy for Next Year

-  **The year, honestly:** Take an honest look at what actually happened this year - not just the wins, but where processes broke down, were missed, or need rethinking.
-  **What's next:** Identify what needs attention in January while it's fresh, rather than let it resurface as an urgent problem later in the year.
-  **Contracts & records:** Confirm contractor agreements, labour hire arrangements and employment records are complete and correctly filed, ready for the year ahead.
-  **Set the priorities:** Use what this year has shown you to shape a realistic, achievable HR plan for next year.

This calendar is a general planning guide only. Workplace obligations vary by industry, Award, employment arrangements and jurisdiction.

If you need any help with any of the above topics- reach out!

Information current as at September 2026

