

HR Compliance Audit Checklist



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LAW
IRiQ Law
Guide

A practical internal audit tool for managers

IRiQ Law has developed this checklist to help businesses ensure 2026 starts on the right employment law foot.

Use this guide to identify gaps, reduce risk and prioritise compliance actions before issues escalate.

How to use this checklist

This checklist provides a structured way to review your workplace compliance across key employment law areas.

- Work through each section and confirm whether you meet the listed requirements
- Mark items that require attention and prioritise next steps
- Keep records or evidence to support compliance
- Review this checklist annually or when significant changes occur

This checklist is intended as a general compliance guide only and does not replace tailored legal advice.

Looking for more practical HR/IR support?

Get in touch via email at iriqlaw@iriqlaw.com.au
or call 07 3077 6767 to discuss your needs.

www.iriq.com.au



Get in Touch

1. Employment Arrangement**YES****NO**

Are written employment contracts in place and up to date to ensure they remain current?	<input type="checkbox"/>	<input type="checkbox"/>
Has the relevant Modern Award or Enterprise Agreement that applies to your employees been identified and documented?	<input type="checkbox"/>	<input type="checkbox"/>
If you have employees engaged on a fixed term, does each fixed-term contract remain legal and therefore binding?	<input type="checkbox"/>	<input type="checkbox"/>
Have employees been provided with the relevant Fair Work Information Statement(s), including the Casual Employment Information Statement where applicable and reissued as required?	<input type="checkbox"/>	<input type="checkbox"/>
Have your independent contractor arrangements been reviewed against the employer definition in the Fair Work Act 2009 (Cth) to ensure continued and correct application?	<input type="checkbox"/>	<input type="checkbox"/>
Are your employees' details, including next of kin, up to date?	<input type="checkbox"/>	<input type="checkbox"/>

2. Pay, Hours & Leave**YES****NO**

Are your employees paid in accordance with the relevant Modern Award or Enterprise Agreement that applies to them?	<input type="checkbox"/>	<input type="checkbox"/>
Is your payroll system current for any changes to the relevant Modern Award or Enterprise Agreement that have occurred in the past 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
Has your business started preparing for the Payday Super changes that will take effect from 1 July 2026?	<input type="checkbox"/>	<input type="checkbox"/>

3. General Administration**YES****NO**

Is your workers' compensation insurance current for your workforce?	<input type="checkbox"/>	<input type="checkbox"/>
Are employee record-keeping requirements in place, with secure and confidential storage processes implemented?	<input type="checkbox"/>	<input type="checkbox"/>

4. Workplace Policies**YES****NO**

Has your employee handbook and relevant workplace policies, in particular your Code of Conduct (or equivalent), been reviewed to ensure they are current and appropriate for your business, including policies implemented to support legal compliance?	<input type="checkbox"/>	<input type="checkbox"/>
Are records confirming training and education activities, including attendance records, up to date?	<input type="checkbox"/>	<input type="checkbox"/>

How did your audit go?



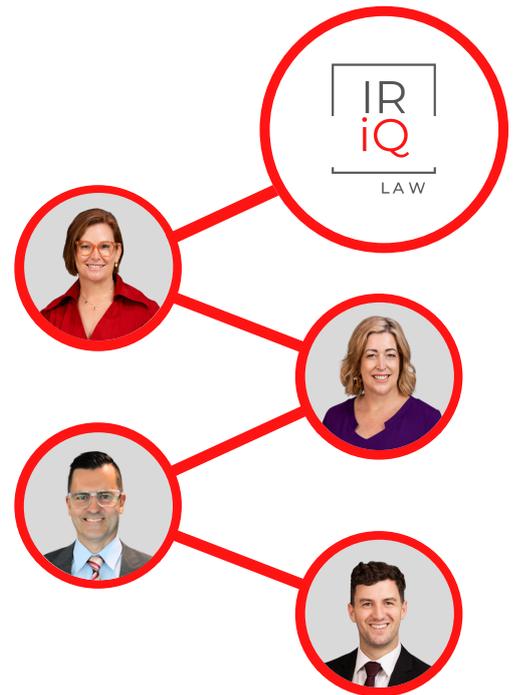
We hope this checklist has been a helpful starting point for your organisation.

Taking time now to review key employment and compliance obligations can significantly reduce compliance risk in 2026.

Simplify HR compliance

IRiQ Law is an employment law firm helping organisations stay compliant with confidence.

Our expert team can assist with the checklist items outlined in this guide, covering employment, payroll, workplace policies, and broader compliance obligations.



Book a short consultation to start 2026 on the right employment law foot.

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