

Template 1: Agriculture Production Enterprise HR Review Tool

| Agriculture Production Enterprise HR Review Tool | | |
|--|--------------------|--------|
| Enterprise Name: | Enterprise Owners: | |
| Address: | Contact Details: | |
| 1. No of Staff: Permanent full time: | Casual: | Other: |
| 2. Organisation structure: | | |
| 3. Staff management: <i>How do you do the following?</i> | | |
| <ul style="list-style-type: none"> • Induction • Teams • Meetings • Performance Management | | |
| 4. Position Descriptions. <i>Do you have PDs for all positions?</i> | | |
| 5. Code of Conduct. <i>Do you have a Code of Conduct? If yes is it up-to-date?</i> | | |

6. Work instructions. *Do you have clear work instructions for each job? Do the staff know this information? Is it readily accessible?*

7. Work Plans. *Do you have the following plans? Do staff know about these plans?*

- Annual planner
- Monthly planner
- Weekly planner
- Daily planner

8. Communication processes. *How do you communicate information to staff? How do staff communicate with you?*

9. WHS. Do you have a WHS policy and procedure? How do you keep staff up-to-date with this information?

10. Training and Education. Do you have Training Plans for all staff including yourself? Do you make allowances in your budget for these activities? Do staff know about these plans?

11. Notes. Additional information.

12. Action Plan. *Actions I need to take to address my business HR.*