



## KEY TIPS

Consult



Discuss



Be Flexible



Support



Seek Advice



Consider Temp

### CONTACT

Need more information and support?

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# LABOUR OR WORK SHORTAGES

## Due to the impacts of the coronavirus

Whilst there are still no known cases of COVID-19 in our region, businesses are already starting to feel the impact. We cannot underestimate the effect, and without causing panic, need to ensure our businesses, and our staff, are prepared. Whatever actions we take, we need to ensure they align with current legislation, some of which is changing as the crisis evolves. Below is a snapshot of the issues you need to consider for the two main workforce issues we are currently facing:

### Labour Shortages

Whether due to the virus itself, looking after children/family, a desire to self-isolate, or an enforced shutdown; there is a potential you will lose part (or all) of your workforce. You need to be prepared to provide your staff with a range of leave options, flexible work arrangements, and/or working remotely (where appropriate). All requests need to be given due consideration.

Where you find yourself without enough staff, consider: what is non-essential and what alternative duties remaining staff can do; engage temporary agency staff and/or share staff with other local businesses (see Commerce Ballarat's Resource Connect Facebook Page).

### Work Shortages

More pressing for many businesses is the potential for work shortages, either due to a lack of demand or supplies. There is no one recommended approach to handling this situation, it will depend on the level of anxiety within your staff and how imminent (and far reaching) the shortages may be. We are working with businesses to develop a staged communication process, which informs staff about their options, prepares them for change and engages them in the solution process. They might even have ideas for new revenue streams. Again you have a range of similar options as above, which may delay or prevent the need to terminate staff. Being prepared before the changes hit is the key.

*The information provided in this email is generic advice and NOT legal advice*

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