



List of HR Material Contents

1 Human Resources Guidance Manual

Chapters include:

Employment Agreements

- Types of Employment Agreements
- What to include in an Employment Agreement
- Creating an Enterprise Agreement

National Employment Standards and Modern Awards

- National Employment Standards (NES)
- Who do the NES apply to?
- NES 1 – Maximum Hours of Work
- NES 2 - Requests for Flexible Work Arrangements
- NES 3 – Parental Leave
- NES 4 – Annual Leave
- NES 5 – Personal/Carer’s and Compassionate Leave
- NES 6 – Community Service Leave
- NES 7 – Long Service Leave
- NES 8 – Public Holidays
- NES 9 – Notice of Termination and Redundancy
- NES 10 – Fair Work Information Statement
- Award Matters
- How the NES interact with Awards
- How the NES interact with Enterprise Agreements and Employment Contracts
- Minimum Rates of Pay
- Stand Down Provisions

1 Human Resources Guidance Manual (cont...)

Workforce Planning

- The Link between Workforce Planning and Business Objectives
- Workforce Planning Documentation

The Flexible Workforce

- Flexible Work Locations
- Working from Home – Ad-hoc Basis
- Working from Home – Regular Basis
- Working from Home Agreements
- Employment Options Enabling a Flexible Workforce
- Temporary Employees
- Independent Contractors
- Permanent Part time Employees
- Casual Employees

Position Descriptions

- Necessary Qualifications and Licences

Recruitment and Selection

- Equal Opportunity Legislation
- The Importance of Sound Recruitment
- Behavioural Selection
- Planning the Recruitment
- Behavioural Questions
- The Interview
- Recording Notes in an Interview
- Post Selection
- Reference Checks

Induction and Probationary Employees

- Legal Issues
- Benefits
- The Induction Programme

Performance Management

- Setting Performance Standards
- Setting Performance Measures
- Performance Appraisal
- Planning the Appraisal Discussion
- During the Appraisal Discussion
- Closing the Appraisal Discussion
- After the Appraisal Discussion
- Performance Counselling
- Probationary Employees
- Excessive Personal/Carer's Leave
- Investigating Misconduct

1 Human Resources Guidance Manual (cont...)

Termination

- Unfair Dismissal Jurisdiction
- Unfair Dismissal
- Unlawful Termination
- General Protections
- Summary Dismissal
- Constructive Dismissal
- Notice Periods
- The Poor Performer
- Redundancy
- Transfer of Business
- Abandonment of Employment
- Post-Employment Restraints
- Exit Interviews

Training, Education and Development

- Training
- FSR Education
- Development
- Benefits of Training, Education and Development
- Training Documentation
- Recouping Training Costs

Remuneration and Reward Systems

- Remuneration
- Salary Packaging
- Incentive/Bonus Schemes
- Issues to Consider
- Deduction from Wages

Statutory Taxation Obligations

- PAYG
- Superannuation
- Payroll Tax

Equal Employment Opportunity Legislation

- Federal Legislation
- State Legislation
- Workplace
- Discrimination
- Harassment
- Bullying
- Victimisation
- Vilification
- Liability
- Prevention
- Management's Role in Preventing Harassment and Bullying
- EO and the Bottom Line
- Further Information

1 Human Resources Guidance Manual (cont...)

Workplace Health and Safety

- Legislation
- WHS Implementation
- Pre-employment Medicals
- Pre-employment Screening
- Workplace Health and Safety Program
- WHS Responsibilities
- Talking About Safety
- Managing Safety in the Workplace
- Emergency Response Procedures
- First Aid
- First Aid Register

Workers' Compensation

- Legislation
- Accident Reporting
- Major Injury Reporting Requirements
- Claims Procedures
- Payment of Salaries and Wages
- Rehabilitation Procedures

Record Keeping

- General Requirements and Timeframes
- Records of Working Hours
- Pay Records and Pay Slips
- Individual Flexibility Arrangements Records
- Guarantee of Annual Earnings Records
- Medical Certificates
- Leave
- Termination Records
- Superannuation Records
- Inspection of Records by Authorities

Employee Data Privacy, Data Security and Confidentiality

- Privacy Law Reform
- Data Security
- Security Measures
- Employee Records
- Confidentiality

(OPTIONAL) Anti-Bribery

- What is the UK Briber Act 2010 (Act)?
- Six Principles for Bribery Prevention

2 Employee Policy Handbook

Includes:

- Abandonment Of Employment Policy
- Alcohol and Drugs Policy
- Anti-Bribery Policy
- Code of Conduct
- Conflicts of Interest Policy
- Death During Employment Policy
- Dress Policy 1 & 2
- Email, Internet and Telecommunications Policy
- Fair Treatment Policy
- Flexible Working Arrangements Policy
- Harassment and Bullying Prevention Policy
- Hours of Work Record Keeping Policy
- HR Complaint Procedure
- Motor Vehicle Policy
- Parental Leave Policy
- Performance Counselling and Misconduct Policy
- Pre-employment Medical Reports
- Privacy (Employee Data), Data Security and Confidentiality Policy
- Redundancy Policy
- Retirement policy
- Smoking Policy
- Social Media Policy
- Stress Policy
- Study Assistance Policy
- Superannuation
- Termination Policy
- Training and Development Policy
- Travel Policy
- Uniform Policy
- Workers Compensation Policy
- Working from Home Policy
- Work Related Expenses Policy
- Leave Entitlements
 - Annual Leave, Personal/Carer's Leave, Compassionate Leave, Parental Leave, Community Service Leave, Long Service Leave, Public Holidays, Unpaid Leave, Study Leave.

3 Induction Handbooks & Templates

Includes:

- Employee Induction Handbook
- Induction Checklist
- Induction Evaluation
- Leave Application
- Probationary Employment Letter

4 Workplace Health and Safety Handbook & Templates

Includes:

- Employee WHS Handbook
- WHS General Safety Checklist
- WHS Safety Action Plan
- WHS First Aid Supplies Register
- WHS Basic First Aid Supplies Checklist
- WHS Return to Work Plan
- Hazard/Injury/Incident Reporting Form
- Emergency Response Procedures
- WHS Register of Injuries
- Letter to Independent Medical Specialist

5 List of Templates

Includes:

Employment Agreements

- Common Law Employment Agreement (BFI Award)
- Common Law Employment Agreement (Non Award Specific)
- Common Law Casual Employment Agreement (BFI Award)
- Common Law Agreement Covering Letter
- Employment Agreement Customisation Service Flyer
- BFI Award Flexibility Agreement
- Guarantee of Annual Earnings Agreement
- Consent for Deduction from Wages
- Letter of Offer

Workforce Planning

- Job Analysis Guide
- Redeployment Letter

Flexible Workforce

- Working from Home Application
- Working from Home - Self-Assessment
- Working from Home Management Response
- Working from Home Agreement

Position Descriptions

- Various Sample Position Descriptions

Recruitment and Selection

- Recruitment and Selection Checklist
- Agency or Internal Recruiter Brief
- Telephone Screening Form
- Unsuccessful Candidate Letter
- Employment Application Consent Form
- Selection Interview Guide
- Recruitment Evaluation Matrix
- Behavioural Competency Definitions and Interview Questions
- Reference Check
- Information for Applicants – Reference Checks for Entrusted Persons
- Reference Check Form – Entrusted Persons
- Employment Consent Form – Entrusted Persons
- Reference Checks Direction Form

5 List of Templates (cont...)

Performance Management

- Performance Appraisal and Development Review
- Performance Appraisal and Development Review Self-Assessment
- Performance Management Checklist
- Training Plan
- Performance Improvement Plan
- Warning Letter General or Final
- Warning Letter - Dismissal After Warning
- Personal Development Plan
- Notice of Allegations Letter
- Record of Meeting with Employee
- Salary Review Letter

Termination

- Summary Dismissal Letter
- Exit Interview Guide
- Departure Checklist
- Redundancy Retrenchment Checklist
- Redeployment Letter
- Redundancy Letter
- Fair Dismissal Code - Checklist
- Abandonment of Employment Warning Letter
- Notice of Termination Due to Abandonment of Employment
- Acknowledgement of Resignation Letter

Training Management

- Training Records

HR Complaints

- Complaint Procedure

Miscellaneous

- Employee Policy Acceptance Form