

# FREE VICTORIAN CHAMBER MEMBERSHIP

Given the rapid development of the COVID-19 situation in Australia, many businesses need extra support.

In recognition of this, the Victorian Chamber has waived the fees for our Essentials membership (originally worth \$700). We have also increased the training and consulting credits available to our Essentials members from \$200 to \$700.

For the first time ever, this membership will also include 2 free calls to our Workplace Relations Advice Line as well as:

- > Workplace Relations and Health, Safety & Wellbeing tools and templates

- > \$700 training/consulting credit for use within the Victorian Chamber
- > Free admission to four Victorian Chamber Business After Dark or Fast Forward networking events
- > Access to member-only events and seminars, including Victorian Chamber member forums

[CLICK TO JOIN](#)

## MEMBERSHIP PACKAGE

### ESSENTIALS

Free for 12 months (**\$700 waiver**) plus **\$700** Training and Consulting Credit plus two free calls to the Advice Line

For more information on this offer, please contact your Relationship Consultant **Kim Woo**

 **0407 393 924**

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# TOOLS & TEMPLATES LIST



## Provided as part of your level of membership.

To save time and money writing your own documents, we have created 120+ tools and templates that are fully compliant and functional for any workplace, giving you time to spend on the more important things.

### Guides

- Core Policies
- Illness in the Workplace
- Parental Leave
- Performance Management and Development
- Termination
- Equal Opportunity and Bullying
- Long Service Leave - All states and Territories
- Payroll
- Recruitment

### Fact Sheets

- 2015 Wage Information
- 2016 Public Holidays School Terms and Daylight Saving
- 2016 Building and Construction Industry RDO Calendar
- Abandonment of Employment
- Adverse Action - General Protections
- Base Rate of Pay and Ordinary Rate of Pay
- Casual Employees
- CoINVEST Long Service Leave (Victoria)
- Child Employment
- Contract Pricing
- Deceased Estates
- Definition - Continuous Service
- Definition - Immediate Family (and Household Members)
- Definition - Serious Misconduct
- Definition - Temporary Illness or Injury
- Disciplinary and Warning Procedures
- Duties of the Fair Work Ombudsman (FWO)
- Employment Contracts
- Enterprise Agreements
- Equal Opportunity Act 2010 (VIC) FAQs
- Equal Opportunity Overview
- Equal Remuneration Order July and December 2015
- Fair Work Commission Anti-Bullying Regulations
- Fair Work Act 2009 Summary of Amendments
- Gender Reporting
- General Protections and Discrimination Claims
- Guarantee of Annual Earnings
- Independent Contractor v Employee
- Individual Flexibility Arrangements (IFAs)
- Jury Duty
- Long Service Leave Act 1992 (Victoria)
- NES - Annual Leave
- NES - Community Service Leave

- NES - Fair Work Information Statement
- NES - Maximum Weekly Hours
- NES - National Employment Standards (NES) Overview
- NES - National Employment Standards
- NES - Notice of Termination or Payment in Lieu of Notice
- NES - Personal/Carer's and Compassionate Leave
- NES - Public Holidays
- NES - Requests for Flexible Working Arrangements
- Parental Leave
- Pay Slip Requirements
- Privacy in the Workplace
- Record Keeping Requirements
- Recruitment and Selection
- Restructures, Redeployment and Redundancy
- Road Safety Remuneration System
- Secret Recordings in the Workplace
- Small Business Fair Dismissal Code and Checklist
- Smoke-free Workplaces
- Social Media in the Workplace
- Stand Down
- Superannuation
- Training Session Guidelines
- Transfer of Business
- Unfair Dismissal
- Union Right of Entry
- Workplace Functions

### Human Resources

- Templates
- Cognitive and Behavioural Demands Assessment
- Counselling Record
- Course Planning Checklist
- Disciplinary Meeting File Note
- Employment Contract Checklist
- Employment Record Template
- Environmental and Organisational Factors
- Exit Interview
- Harassment Complaint Notification
- Higher Duties Agreement
- Induction Checklist
- Job Analysis
- Leave Application
- Leave Record
- Parental Leave Checklist
- Payslip Template
- Performance Review
- Physical Demands of Role Assessment
- Privacy Collection Statement
- Probationary Period Review
- Property Return Checklist
- Receipt for Clothing and Equipment
- Record of interview - Incident Report
- Recruitment - Candidate Selection Matrix
- Recruitment - Cognitive and Behavioural Demands Assessment
- Recruitment - Environmental and Organisational Factors
- Recruitment - Job Application
- Recruitment - Job Interviewing Questions
- Recruitment - Physical Demands of Role Assessment

- Recruitment - Privacy Collection Statement
- Recruitment - Process Checklist
- Recruitment - Referee Authority
- Recruitment - Reference Check
- Request to take Annual Leave
- Roster Template
- Skills Training Instruction Sheet
- Statutory Declaration - Compassionate Leave
- Statutory Declaration - Personal, Carers Leave
- Statutory Declaration - Standard Form
- Statutory Health Declaration
- Timesheet
- Training Plan
- Training Session Evaluation

### Letter Templates

- Abandonment of Employment
- Access to Employee Records
- Agreement to vary hours (Permanent change)
- Casual Conversion Letter of Offer
- Change of Roster Notification
- Close Down - Notice to take Annual Leave Template 1
- Close Down - Notice to take Annual Leave Template 2
- Confirmation of Resignation
- Contract Variation (Promotion)
- Disciplinary Meeting Request
- Employee Relocation
- Final Warning Letter
- First and Final Warning
- Flexible Working Arrangements
- Job Application Acknowledgement
- Job Application Status Letters
- Notice of Work Camera Surveillance
- Notice to take Annual Leave (Excessive Accrual)
- Offer of Casual Position
- Offer of Full-time Position
- Offer of Part-time Position
- Parental Leave
- Probationary/Qualifying Period Extension Letter
- Staff Function - Appropriate Behaviour
- Stand Down Pending Investigation
- Statement of Service
- Successful Completion of Probationary Period
- Termination Following Warnings
- Termination Summary Dismissal
- Termination Within Probationary Period
- Unsuccessful Candidate Letter
- Warning Letter

### Policy Templates

- Annual Leave
- Business Travel and Expense Reimbursement
- Code of Conduct
- Community Service Leave (Incorporating Jury Service)
- Compassionate Leave
- Confidentiality
- Disciplinary Procedures
- Discrimination, Harassment and Bullying

- Dress Code
- Employee Assistance Program (EAP)
- Flexible Working Arrangements
- Grievance and Complaints Procedure
- Internet Email and Computer Usage
- Leave Without Pay
- Motor Vehicle Usage
- Parental Leave
- Performance Management Guidelines
- Personal/Carer's Leave
- Phone and Mobile Usage
- Probationary - Qualifying Period Policy
- Recruitment
- Study Leave - Paid
- Study Leave - Unpaid
- Termination
- Training and Development
- Work Attendance
- Work Experience

### Position Description Templates

- Accountant
- Accounts Receivable
- Assembly Line Manager
- Assistant Store Manager
- Credit Controller
- Finance Manager
- Forklift Driver
- General Manager
- Generic Position Description
- Health Safety & Environment Officer
- Helpdesk Support
- HR Manager
- HR Officer
- IT Manager
- Labourer
- Line Assembly Operator
- Marketing Manager
- Office Manager
- Operations Manager
- Payroll Officer
- Personal Assistant
- Project Manager
- Property, Facilities Manager
- Receptionist
- Sales Area Manager
- Sales Manager
- Secretary
- Shop Assistant
- Site Supervisor
- Stock Inventory Controller
- Store Manager
- Team Leader
- Truck Driver
- Visual Merchandiser