

Your open-all-hours business reference library

YOUR MEMBERSHIP ACCESS TO VECCI TOOLS AND TEMPLATES

VECCI members have access to a wide selection of business Tools and Templates. These include fact sheets covering current workplace issues, and easy to adapt templates to help create compliant, professional letters and policy documents. Access to individual documents is based on Gold, Silver or Bronze membership level; the higher the membership level, the greater the number of documents available. However, we have made sure all members can access the most important industrial relations and human resources information. Tools and Templates are updated frequently and we add new documents as new issues arise.

Check out the list of current Tools and Templates below to find out what's available for each VECCI membership level:

TOOL/TEMPLATE	GOLD	SILVER	BRONZE
INDUSTRIAL RELATIONS AND COMPLIANCE			
CONDITIONS OF EMPLOYMENT AND COMPLIANCE			
Fact sheets			
Annual Leave and the NES - Quick Guide	✓	✓	✓
Community Service Leave and the NES - Quick Guide	✓	✓	✓
Fair Work Information Statement and the NES - Quick Guide	✓	✓	✓
Requests for Flexible Working Arrangements and NES - Quick Guide	✓	✓	✓
Individual Flexibility Arrangements (IFAS) - Quick Guide	✓	✓	✓
Festive Season Public Holiday Information 2011-2012	✓	✓	✓
Maximum Weekly Hours and the NES - Quick Guide	✓	✓	✓
Long Service Leave and the NES	✓	✓	✓
Modern Awards - Quick Guide	✓	✓	✓
National Employment Standards (NES) Quick Guide	✓	✓	✓
Paid Parental Leave Overview	✓	✓	✓
Paid Parental Leave - Quick Guide	✓	✓	✓
Paid Parental Leave-FAQs	✓	✓	✓
Parental Leave and NES	✓	✓	✓
Personal/Carer's and Compassionate Leave and the NES - Quick Guide	✓	✓	✓
Public Holidays and NES - Quick Guide	✓	✓	✓
Public Holidays 2011	✓	✓	✓
Public Holidays 2012	✓	✓	✓
Jury Service Act (Vic) 2000	✓	✓	✓
Transitional Provisions and Modern Awards	✓	✓	✓
Workplace Christmas and End of Year Celebrations Guide	✓	✓	✓
Letter templates, policy document templates and checklists			
Flexible Working Arrangements Letters	✓	✓	✓
Parental Leave Letters	✓	✓	✓
EEO, PRIVACY AND RECORD KEEPING			
Fact Sheets			
Equal Opportunity Harassment Discrimination - Quick Guide	✓	✓	✓
Flexible Working Arrangements NES - Quick Guide	✓	✓	✓
General Protections and Discrimination claims - Quick Guide	✓	✓	✓
Equal Opportunity, Discrimination, Harassment and Bullying – FAQ	✓	✓	✓
Record Keeping Requirements	✓	✓	✓
Letter templates, policy document templates and checklists			
Access to Employee Record - Letter	✓	✓	
Advising Employee of Stand Down Pending Investigation - Letter	✓	✓	

Confidentiality Policy	✓	✓	✓
Conflict of Interest Policy	✓	✓	✓
Disciplinary Policy	✓	✓	✓
Equal Opportunity Policy	✓	✓	✓
Flexible Working arrangements - Letters	✓	✓	✓
Privacy Policy	✓	✓	✓
Record of interview - Incident Report	✓		
Letter - Staff Function Reminder Appropriate Behaviour	✓	✓	✓
Training and Development Policy	✓	✓	
Work Camera Surveillance Notice - Letter	✓		

GENERAL FACT SHEETS AND GUIDES, LETTERS AND OTHER INFORMATION

Fact Sheets

Equal Opportunity Harassment Discrimination - Quick Guide	✓	✓	✓
Flexible Working Arrangements NES - Quick Guide	✓	✓	✓
General Protections and Discrimination claims - Quick Guide	✓	✓	✓
Fair Work Laws, An overview - Quick Guide	✓	✓	✓
Fair Work Information Statement and the NES – Quick Guide	✓	✓	✓
Fair Work Ombudsman (FWO) - Quick Guide	✓	✓	✓
Restructures, Redeployment and Redundancy	✓		
Long Service Leave and the NES	✓	✓	✓
Abandonment of Employment	✓	✓	
Small Business Fair Dismissal Code and Checklist	✓	✓	✓
Independent Contractor v Employee	✓	✓	✓
Common Law and Employment Relationship - Quick Guide	✓	✓	✓
Employing Children Under 15 - Quick Guide	✓	✓	✓
Rostered Days Off Calendar 2011	✓		
Annual Leave and the NES – Quick Guide	✓	✓	✓
Community Service Leave and the NES – Quick Guide	✓	✓	✓
National Employment Standards (NES) Quick Guide	✓	✓	✓
Parental Leave and NES	✓	✓	✓
Personal /Carer's and Compassionate Leave and the NES – Quick Guide	✓	✓	✓
Public Holidays and NES – Quick Guide	✓	✓	✓
Public Holidays 2011	✓	✓	✓
Public Holidays 2012	✓	✓	✓
Record Keeping Requirements	✓	✓	✓
Easter Shop Trading Restrictions (AUS wide)	✓	✓	✓
Festive Season Public Holiday Information 2011-2012	✓	✓	✓
Jury Service Act (Vic) 2000	✓	✓	✓
Frequently Asked Questions	✓		
Transfer of Business - Quick Guide	✓	✓	✓
Superannuation Ordinary Time Earnings	✓	✓	✓

Transitional Provisions and Modern Awards	✓	✓	✓
Workplace Christmas and End of Year Celebrations Guide	✓	✓	
Letter templates, policy document templates and checklists			
Letters - Abandonment of Employment	✓	✓	
Statutory Declaration - Health Declaration	✓		
Statutory Declaration - Standard Form	✓	✓	✓
Statutory Declaration - Compassionate Leave	✓		
Statutory Declaration - Personal, Carers Leave	✓		
INDUSTRIAL ACTION, BARGAINING AND AGREEMENT MAKING			
Fact Sheets			
Agreement Bargaining Process - Quick Guide	✓	✓	✓
Ballot Procedures - Quick Guide	✓	✓	
Individual Flexibility Arrangements (IFA) - Quick Guide	✓	✓	✓
Mandatory Terms - Quick Guide	✓	✓	
Matters Pertaining - Quick Guide	✓	✓	
Enterprise Agreements - An Overview Quick Guide	✓	✓	✓
Union Right of Entry - Quick Guide	✓	✓	
TERMINATION, DISMISSAL AND REDUNDANCY			
Fact Sheets			
Abandonment of Employment	✓	✓	
Disciplinary and Warning Procedures - Quick Guide	✓	✓	✓
General Protections and Discrimination claims - Quick Guide	✓	✓	✓
Restructures, Redeployment and Redundancy - Quick Guide	✓	✓	✓
Small Business Fair Dismissal Code and Checklist	✓	✓	✓
Unfair Dismissal - Quick Guide	✓	✓	✓
Transfer of Business - Quick Guide	✓	✓	✓
Letter templates, policy document templates and checklists			
Disciplinary Policy	✓	✓	✓
Disciplinary Procedure-Meeting File Note Template-with examples	✓	✓	✓
Exit Interview Template	✓	✓	✓
Letter - Advising Employee of Stand Down Pending Investigation	✓	✓	
Letter, Email, Templates for Disciplinary Meeting Request	✓	✓	
Letters - Abandonment of Employment	✓	✓	
Letter - Termination Acceptance of resignation	✓	✓	
Letter - Termination Following Warnings	✓	✓	
Letter - Termination Summary Dismissal	✓	✓	
Letter- Termination Within Probationary Period	✓	✓	
Letter - Warning Letter	✓	✓	✓
Property Return Checklist	✓		
Record of Interview - Incident Report	✓		
Termination Policy	✓	✓	✓

HUMAN RESOURCES

HR POLICIES AND PROCEDURES

Letter templates, policy document templates and checklists

Annual Leave Policy	✓	✓	✓
Attendance Policy	✓	✓	✓
Business Travel and Expense Reimbursement Policy	✓		
Community Service Leave (Incorporating Jury Duty) Policy	✓	✓	✓
Compassionate Leave Policy	✓	✓	✓
Internet Email and Computer Use Policy	✓		
Confidentiality Policy	✓	✓	✓
Conflict of Interest Policy	✓	✓	✓
Disciplinary Policy	✓	✓	✓
Equal Opportunity Policy	✓	✓	✓
Flexible Working Arrangements Policy	✓	✓	✓
Further Study Policy	✓	✓	
Leave Without Pay Policy	✓	✓	
Motor Vehicle Policy	✓	✓	✓
Parental Leave Policy	✓	✓	✓
Personal/Carer's Leave Policy	✓	✓	✓
Phone and Mobile Usage Policy	✓	✓	✓
Privacy Policy	✓	✓	✓
Probationary Period Policy	✓	✓	✓
Recruitment Policy	✓		
Study Leave Policy	✓		
Termination Policy	✓	✓	✓
Training and Development Policy	✓	✓	
Work Camera Surveillance Notice - Letter	✓		

PERFORMANCE REVIEWS AND LEARNING AND DEVELOPMENT

Letter templates, policy document templates and checklists

Drafting Performance Measures	✓		
Employee Promotion (Variation)	✓		
Employee Relocation	✓	✓	
Further Study Policy	✓	✓	
Letter, Email, Templates for Disciplinary Meeting Request	✓	✓	
Probation - Mid-Probationary Period Review Template One	✓	✓	✓
Probation - Mid-Probationary Period Review Template Tw	✓	✓	
Performance Review Template I	✓		
Performance Review Template II	✓	✓	

Performance Review Template III	✓	✓	✓
Position Description Generic Templates	✓	✓	✓
Record of Interview - Incident Report	✓		
Tips for Setting Learning and Development Plans	✓	✓	
Training and Development Policy	✓	✓	

POSITION DESCRIPTIONS - GENERIC

Letter templates, policy document templates and checklists

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

RECRUITMENT, SELECTION AND INDUCTION

Fact Sheets

Recruitment and Selection Quick Guide

✓

Letter templates, policy document templates and checklists

Employment Application Thank you - Letter

✓

✓

Induction - Process Checklist

✓

✓

✓

Position Description Generic Templates

✓

✓

✓

Probation - Letter - Successful Completion of Probationary Period

✓

Probation - Mid-Probationary Period Review Template One

✓

✓

✓

Probation - Mid-Probationary Period Review Template Two

✓

✓

Probationary - Policy

✓

✓

✓

Recruitment - Candidate Selection Matrix

✓

Recruitment - Drafting Employment Advertisements

✓

✓

✓

Recruitment - Employee Referral Program

✓

Recruitment - Policy

✓

Recruitment - Process Checklist

✓

✓

Selection - Interviewing Questions

✓

✓

Selection - Interviewing Tips for a successful Interview

✓

✓

✓

Selection - Letter - Employee Promotion (Variation)

✓

Selection - Letter - Employee Relocation

✓

✓

Selection - Letter - Letter of Offer Casual Position

✓

✓

✓

Selection - Letter - Offer-Permanent Full time position

✓

✓

✓

Selection - Letter - Offer-Permanent Part time position

✓

✓

✓

Selection - Referee Authority Form

✓

Selection - Reference Check Template

✓

Selection - Status of Application Letters

✓

✓

✓

Unsuccessful Candidate - Letter

✓

✓

✓

OCCUPATIONAL HEALTH AND SAFETY

Fact Sheets

Entry to the Workplace by authorised Union Representatives

✓

✓

Occupational Health and Safety Act 2004

✓

✓

✓

The new era of Work Health and Safety legislation in Australia

✓

✓

✓

The principles of the model Work Health and Safety legislation

✓

✓

✓

Preparing your business for the new Work Health and Safety legislation

✓

✓

✓

Officers and their duties under the new Work Health and Safety legislation

✓

✓

✓

Dangerous Goods (Explosives) Regulations 2000

✓

✓

Dangerous Goods (Storage and Handling) Regulations 2000 and Code of Practice

✓

✓

✓

Dangerous Goods Act 1985 Accidents and Security

✓

✓

Dangerous Goods Act 1985 Explosive and Liquefied Gases

✓

Dangerous Goods Act 1985 Inspectors and Enforcement

✓

✓

✓

Dangerous Goods Act 1985 Legal Procedural Matters

✓

✓

✓

Dangerous Goods Act 1985 Licenses	✓	✓	✓
Dangerous Goods Act 1985 Preliminary	✓	✓	✓
Dangerous Goods Act 1985 Process of Review	✓	✓	
Dangerous Goods Act 1985 Review of Decisions	✓	✓	
Discrimination Against Employees or Prospective Employees	✓	✓	✓
Duties of a Range of Persons Duty of Care	✓	✓	✓
Duties of Employees	✓	✓	✓
State Legislation Environmental Protection Act 1970	✓	✓	✓
Hazardous Substances and Materials	✓	✓	✓
Due Diligence and the New OHS Legislation for Australia	✓	✓	✓
Duty of Care Requirement for PCBU in New National Legislation	✓	✓	✓
Guideline on Dealing with Concerns Regarding Work During Extremes of Seasonal Heat	✓	✓	✓
Physical Workplace Hazards Confined Spaces	✓	✓	✓
Physical Workplace Hazards Manual Handling	✓	✓	✓
Physical Workplace Hazards Noise	✓	✓	✓
Accident Compensation Act 1985	✓	✓	✓
Accident Compensation Act 1985 Compensation Benefits	✓	✓	✓
Accident Compensation Act 1985 Conciliation	✓	✓	✓
Accident Compensation Act 1985 Employer Obligations	✓	✓	✓
Accident Compensation Act 1985 Employer Workers Compensation	✓	✓	✓
Accident Compensation Act 1985 Return to Work Obligations	✓	✓	✓
Accident Compensation Act 1985 Who is the Worker	✓	✓	✓
Dealing with Employees Stress Claims	✓	✓	✓
Letter templates, policy document templates and checklists			
Employee Rehabilitation Programme	✓	✓	✓
Fit for Work Policy	✓	✓	✓

As well as the above Tools and Templates, VECCI has a range of documents available to both members and non-members. These cover business sustainability (dealing with climate change issues) and setting up and expanding a business.

For more information, visit the VECCI website: www.vecci.org.au or call (03) 8662 5333.