

CCI Employee Relations Publications

CCI offers a range of comprehensive on-line Employee Relations (ER) guides and industrial award service.



Chamber of Commerce
and Industry WA



CCI HR BUSINESS BASICS MANUAL

The *CCI HR Business Basics Manual* is your one-stop-shop for HR templates. Written in a simple and easy to use format, the Manual offers a suite of your most critical HR templates with supporting guidance notes. The Manual covers the lifecycle of employment, containing information and forms on recruitment through to termination and everything in between. It includes pro-forma policies, performance management and termination letters, interview questions, record keeping checklists, contracts of employment and other key HR templates. The Manual is suited to businesses setting up human resources systems for the first time or looking to update core HR policies and procedures.

CCI'S GUIDE TO MANAGING PARENTAL LEAVE AND ASSOCIATED ENTITLEMENTS

The *Guide to Managing Parental Leave and Associated Entitlements* contains an extensive suite of template HR forms covering all aspects of managing pregnancy

at work, parental leave and return to work following a parental leave period.

Inclusive is a parental leave policy, manager's checklist, letters confirming transfer to a safe job/ the requirement to proceed on no safe job leave, correspondence accepting/ refusing requests for flexible work arrangements, request for keeping in touch days and paid pre-adoption leave confirmation to name a few. In addition, comprehensive guidance notes supplement the forms to support interpretation and application.

This Guide contains guidance notes and template documents, accessible via the CCI website, ready for download and customisation to your workplace.

CCI'S GUIDE TO MANAGING SIGNIFICANT WORKPLACE CHANGE AND TRANSFER OF BUSINESS

The *Guide to Managing Significant Workplace Change and Transfer of Business* offers a range of pro-forma HR templates including a skills matrix, letters notifying of the implementation of

significant change/ redundancy/termination due to redundancy, a redundancy checklist for managers, an interview record for consultation meetings, a separation certificate and statement of service, letters advising of recognition of service in a transfer of business, a request for records of transferring employees and a transfer of business checklist for business owners to name a few.

The Guide also contains a suite of comprehensive guidance notes on the process of implementing significant change or buying or selling a business from an employment law perspective. The Guide also considers best practice and managing the "human" element through redundancies and beyond.

This Guide is accessible via the CCI website, ready for download and customisation to your workplace.

CCI RECRUITMENT AND TERMINATION GUIDE

The *Recruitment and Termination Guide* explains the key to successful

CCI Employee Relations Publications are updated in line with legislative changes and key decisions by tribunals and courts. If your ER publication is varied, you will receive email notification advising you of the changes and the parts of the publication affected.





management from recruitment through to termination. It includes tips on effective job advertising, interviewing and selection, performance management and employment contracts.

The Guide explains relevant laws on termination and redundancy, with a detailed section on how to reduce the likelihood of an unfair dismissal claim.

CCI'S GUIDE TO UNDERSTANDING LONG SERVICE LEAVE IN WESTERN AUSTRALIA

The *Guide to Understanding Long Service Leave in Western Australia* offers practical information and guidance on how to calculate the entitlement to long service leave in Western Australia.

This comprehensive Guide includes information on:

- scope and application of relevant State law;
- interaction with employment legislation and industrial instruments;
- eligibility;
- calculating the quantum and hours if they have changed over time;
- determining the appropriate rate including for commission only and piece rate payment systems;
- options for access to the entitlement such as cashing out or taking the leave in advance;

- delaying the taking of leave and freezing the rate at which the entitlement is payable at;
- record keeping requirements; and
- the effect of transmission of business on the entitlement.

CCI EMPLOYERS' GUIDE TO THE FAIR WORK ACT 2009

The *Employers' Guide to the Fair Work Act* explains the Federal laws in detail and includes updates on the *Fair Work Act 2009*, including:

- National Employment Standards (NES);
- Modern Awards;
- enterprise agreements;
- wages;
- transfer of business;
- general protections;
- unfair dismissal;
- industrial action and stand down;
- union right of entry; and
- employee record keeping requirements.

MINIMUM CONDITIONS LAW GUIDE

The *Minimum Conditions Law Guide* contains a complete copy of the *State Minimum Conditions of Employment Act 1993*, along with helpful guidance notes.

The Guide explains the Act's application

to State employees and converts legal requirements relating to record keeping, leave entitlements and minimum rates of pay into simple, easy-to-follow language.

CCI QUICK GUIDE

The *Quick Guide* provides an overview of key employment issues like recruitment and termination, employment contracts, minimum conditions, performance management, workplace bargaining, equal opportunity and OSH. It also includes sections on international trade and the laws that govern retail trading.

INDUSTRIAL AWARDS

CCI's industrial awards service covers most Modern Awards and many of the West Australian State Awards.

The service includes a copy of the award, amendment schedule and separate wage guide. The service is backed by expert telephone advice through the Employee Relations Advice Centre (ERAC) and includes online access via the CCI website.

HR LINK

HR Link provides timely, concise information on current business and employment issues including unfair dismissals, equal opportunity, workplace bargaining and OSH requirements. Emailed to subscribers as issues arise, HR Link keeps Members informed of business developments at a State and National level.

PRICE POINTS 2017

PUBLICATION	MEMBER		NON-MEMBER	
	Initial Year of Purchase	Subsequent Years Annual Update Service	Initial Year of Purchase	Subsequent Years Annual Update Service
CCI HR Business Basics Manual	\$199 pa		\$299 pa	
CCI Employers' Guide to the Fair Work Act	\$137.50	\$137.50	\$275	\$275
CCI Quick Guide	\$121	\$121	N/A	N/A
CCI Recruitment and Termination Guide	\$143	\$143	\$269.50	\$269.50
Minimum Conditions Law Guide	\$121	\$104.50	N/A	N/A
Industrial Award Service	\$110	\$110	N/A	N/A
CCI's Guide to Managing Parental Leave and Associated Entitlements	\$236.50	\$236.50	\$473	\$473
CCI's Guide to Understanding Long Service Leave in Western Australia	\$187	\$187	\$368.50	\$368.50
CCI's Guide to Significant Workplace Change and Transfer of Business	\$198	\$198	\$390.50	\$390.50
CCI HR Link	\$350 pa		\$615 pa	

All Employee Relations publications are available for purchase online at <https://ebiz.cciwa.com>.

All Employee Relations subscription products are only available on-line.

All prices are GST inclusive.

EMPLOYEE RELATIONS ADVICE CENTRE

(08) 9365 7660 | advice@cciwa.com

Opening hours

Monday - Thursday: 8am - 5pm

Friday: 8am 4pm

Weekends and Public Holidays: Closed



I absolutely recommend joining CCI. There is a lot of information that's made available to members and there is great support.

MAREE GOOCH
MANAGING DIRECTOR, BELAY CONSULTING

