

Note: ALL documents and commentaries have been reviewed by Australian Business Lawyers & Advisors. The table below lists the documents and/or commentaries which have changes other than administrative changes.

DOCUMENT NAME	TYPE OF CHANGE
MAJOR REVISIONS	
Salary Packaging Policy	New document!
Hot Weather Policy	New document!
Conflicts and Personal Relationships in the Workplace Policy	New document!
Contract of Employment	Commentary: Updated high income threshold for rate applicable from 1 July 2017
Completion of Probation Letter	Substantive change to remove statement about completion of probation not affecting the 'minimum employment period' under the Fair Work Act since this applies regardless
Deed of Release	<ul style="list-style-type: none"> • New title: Now referred to as "Deed of Release and Indemnity" to more accurately reflect the content of the Deed • Includes a range of non-monetary settlement items, including provision of a Statement of Service, retrospective resignation etc • New clauses for non-disparagement and confidential information
Educational Assistance Policy	Substantive update to content of policy to increase the discretion available to an employer (assistance may be limited to a unit or subject – not necessarily an entire course)
Employer Property Policy	Substantive update to content of policy
Notice of Discrimination or Harassment Complaint	Substantive update to content of letter
Personal Grievance Policy	Substantive update to content including removal of actions: appeals and referral to a mediator

DOCUMENT NAME	TYPE OF CHANGE
Personal Phone Calls at Work Policy	Substantive update to content to cover use of personal/mobile devices
Personal Protective Equipment and Clothing Policy	Substantive update to content to remove some of the more onerous obligations on employers
Response to Return to Work After Parental Leave	Substantive change to set out response date for employee to arrange meeting
Show cause Letter to Employee	Substantive change to provide for response in writing in addition to verbal response
Statutory Declaration – Compassionate Leave	Substantive update to request a specific reason the leave is being taken
Statutory Declaration – Personal/Carer’s Leave	Substantive update to request a specific reason the leave is being taken
Termination Due to Incapacity Letter	<ul style="list-style-type: none"> • Commentary: Substantive change to prompt employer to consider whether the ill/injured employee should be given an opportunity to respond prior to termination • Document: Substantive change to include statement about a ‘show cause’ process was undertaken.
MINOR REVISIONS	
Approved Contractors Register	Amended to help employers comply with WHS obligations.
Conflict of Interest Policy	Commentary: Improved drafting
Contractor Management Procedure	Improved drafting
Employee Input Policy	Improved drafting
Incident Report and Investigation Procedure	Improved drafting of the document and the commentary
Induction Policy	Improved drafting
Inspection Policy	Improved drafting

DOCUMENT NAME	TYPE OF CHANGE
Internet, Email and Computer Policy	Improved drafting
Letter Advising of Future Redundancies	Improved drafting
Letter Advising Personal/Carers Leave Expired	Improved drafting
Letter Advising Stand Down During Investigation	Improved drafting
Letter to Employee Regarding Voluntary Redundancy	<ul style="list-style-type: none"> Improved drafting and substantive update to content of letter Improved drafting of commentary
No Vacancies but Could Fit Elsewhere Letter	Improved drafting
OHS/WHS Training Policy	Improved drafting
Offer of Guarantee of Annual Earnings	Updated high income threshold for rate applicable from 1 July 2017
Redundancy Letter to Centrelink	Commentary: Improved drafting regarding redundancy definition
Redundancy Letter to Union	<ul style="list-style-type: none"> Commentary: Amendments to ensure letter is compliant with Fair Work Act requirements and explains the entitlement to redundancy more clearly Document: Amendments to ensure letter is compliant with Fair Work Act requirements and updated to ensure language is consistent with Fair Work Act terms. Also more information regarding employees with entitlements to redundancy prior to 31 December 2009 (i.e. before FW Act commencement)
Register of Noise Sources	<p>Commentary: Outlines additional items which should be included on the register</p> <p>Document: Additional items included on the register for users to consider when populating the register</p>
Remuneration Review Letter – Salary Stays the Same	Improved drafting

DOCUMENT NAME	TYPE OF CHANGE
Remuneration Review Letter – Salary Increase	Improved drafting
Timesheet Policy	Improved drafting
Travel Expense Reimbursement Policy	Commentary: Improved drafting (including ride-sharing services such as Uber) and amended to ensure compliance with relevant insurance legislation
Vehicle Policy	Improved drafting
Vehicle Safety Policy	Improved drafting
WHS General Policy	Commentary: Improved drafting (including appropriate regulator) and administrative change
Work Camera Surveillance Notice	Commentary: Additional information added for subscribers in the ACT regarding notification and the legal requirement to provide employees with a policy
Workers' compensation return-to-work-program	Improved drafting
Working at Heights Procedure	Improved drafting and substantive update to reflect the requirements in the national model code of practice for working at heights