

# Web References

## Business Type

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- <https://www.business.gov.au/Change-and-growth/Restructuring/Change-your-sole-trader-business-to-a-company>

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- <https://www.ato.gov.au/business/registration/work-out-which-registrations-you-need/taxation-registrations/>
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- [https://www.ato.gov.au/forms/Superannuation-\(super\)-standard-choice-form/](https://www.ato.gov.au/forms/Superannuation-(super)-standard-choice-form/)

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- [https://www.ato.gov.au/business/business-activity-statements-\(bas\)/](https://www.ato.gov.au/business/business-activity-statements-(bas)/)
- <https://hub.business.vic.gov.au/finance/bas-lodgement-advice-from-the-ato/>

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- <https://www.consumer.vic.gov.au/housing/building-and-renovating/checklists/implied-warranties-and-domestic-building-insurance>

## Workcover Details

- <https://www.worksafe.vic.gov.au/how-register-workcover-insurance>
- <https://www.worksafe.vic.gov.au/do-i-need-register-workcover-insurance>

## Business Plan

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## FairWork Information Statement

- <https://www.fairwork.gov.au/employee-entitlements/national-employment-standards/fair-work-information-statement>

## National Employment Standards

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## Modern Awards

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- <https://www.fairwork.gov.au/ending-employment>

## Unpacking The Resume

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- <https://www.themuse.com/advice/star-interview-method>
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- <https://www.fairwork.gov.au/small-business-showcase/hiring-employees>
- <https://www.business.gov.au/People/Hiring/How-to-recruit-and-induct-new-employees>

## Employment Contract

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#### Sexual Harassment Policy

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- <https://humanrights.gov.au/our-work/sexual-harassment-code-practice-complaint-procedures>

#### Anti-bullying Policy

- <https://www.humanrights.vic.gov.au/for-individuals/bullying/>
- <https://www.brodieslaw.org>

#### Complaints Resolution Policy

- <https://www.vba.vic.gov.au/consumers/complaints>
- <https://www.consumer.vic.gov.au/housing/building-and-renovating/defects-delays-and-insolvency/disputes-defects-and-delays>
- <https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/best-practice-guides/effective-dispute-resolution>

#### Return to work policy

- <https://www.worksafe.vic.gov.au/return-to-work>

#### Incident Register

- <https://www.safework.nsw.gov.au/legal-obligations/employer-business-obligations/register-of-injuries>
- <https://www.worksafe.vic.gov.au/resources/register-injuries-template>

#### OHS policy

- <https://www.worksafe.vic.gov.au/occupational-health-and-safety-management-systems>

#### Website for templates

<https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates#hours>