

Staff Conditions of Employment Policy

1. Purpose

The purpose of this Staff Conditions of Employment Policy is to establish the overarching principles governing employment conditions at the Institution. It affirms the Institution's commitment to lawful, fair and transparent employment practices that support staff wellbeing, high performance and the Institution's strategic and educational objectives.

This policy is to be read in conjunction with the Staff Recruitment, Induction and Performance Policy, Employee Handbook, employment contracts and supporting instruments approved by the Institution. It complies with the Fair Work Act 2009 (Cth), National Employment Standards, Applicable Modern Awards and Superannuation Guarantee (Administration) Act 1992.

2. Scope

This policy applies to all staff of the Institution, including academic, professional or catering, whether employed on a full-time, part-time, fixed-term, sessional or casual basis, and to any labour hire workers or contractors to the extent required by applicable workplace laws and contractual arrangements.

3. Definitions

See Glossary of terms.

4. Policy statements

4.1 General principles

4.1.1 The Institution is committed to providing employment conditions that are fair, equitable and compliant with all applicable workplace laws and industrial instruments.

4.1.2 Conditions of employment are designed to support the Institution's strategic objectives and commitment to a respectful and inclusive workplace.

4.1.3 This policy does not detract from, and is applied consistently with, any rights or obligations arising under Australian law.

4.1.4 Staff employment is subject to ongoing compliance with institutional policies and lawful directions.

4.2 Nature of employment

4.2.1 All staff are employed under a written employment contract that specifies the nature of the appointment, duties, remuneration and applicable employment conditions (e.g. hours of work, working arrangements, approved details in the Position Description, etc.).

4.2.2 Employment arrangements at the Institution may include:

- continuing (ongoing) employment
- fixed-term employment
- sessional (teacher / instructor or academic teachers)
- casual employment

4.2.3 The nature of appointment is determined having regard to operational requirements, the duties of the role and the qualifications and experience of the staff member.

4.2.4 Every new employee is provided with a copy of the Fair Work Information Statement (FWIS). All new casual employees receive a copy of the Casual Employment Information Statement (CEIS) and all employees receive a copy of the Fixed Term Contract Information Statement (FTCIS) when entering a new fixed term contract.

4.3 Remuneration

4.3.1 Staff remuneration is determined in accordance with the applicable Fair Work Australia industry awards and the Institution's remuneration frameworks.

4.3.2 Salaries and wages are subject to periodic review in accordance with institutional processes and relevant industrial requirements.

4.4 Payment of salaries and wages

4.4.1 Salaries and wages are paid by electronic funds transfer to a staff member's

nominated bank account in accordance with the Institution's payroll cycles.

4.4.2 Staff are provided with an itemised payslip that complies with legislative requirements and clearly details earnings, deductions and superannuation contributions.

4.4.3 Any concerns regarding payment must be raised promptly with the relevant operational area.

4.5 Salary and wage compliance and assurance

4.5.1 The Institution maintains robust, fit-for-purpose payroll and record-keeping systems to prevent, detect and respond to non-compliance with wage obligations.

4.5.2 Prior to engagement and when roles materially change, staff are correctly classified and paid in accordance with the applicable industrial instrument(s). Any changes to classification, loadings or allowances is documented and approved in line with delegated authorities.

4.5.3 Staff whose remuneration is based on hours worked, including casual employees, must accurately and promptly record all hours worked, including teaching delivery and other paid duties, using the Institution's approved systems. Records are reviewed and approved by the relevant manager/supervisor before payroll processing.

4.5.4 All staff are required to accurately record any additional or variance hours worked beyond their ordinary, expected, or allocated duties, including variations to scheduled or timetabled hours, where such hours are subject to payment, overtime, or time-off-in-lieu arrangements.

4.5.5 The Institution undertakes periodic internal reviews and, where appropriate, obtains independent advice to test payroll compliance risks (including interpretation and application of industrial instruments) and to implement corrective actions.

4.5.6 Where an actual or potential underpayment is identified, the Institution promptly investigates, calculates impacted amounts, rectifies payments (including superannuation where applicable) and communicates outcomes to affected staff. Analysis is undertaken and controls improved to prevent reoccurrence.

4.5.7 Payroll, time and employment records are retained in accordance with legislative requirements and are available for audit and regulatory review.

4.5.8 Where an overpayment occurs, the Institution will address the matter promptly and lawfully. Recovery is undertaken in a reasonable manner, and where required is by written agreement with the staff member (including agreed repayment arrangements) and in accordance with workplace laws.

4.6 Leave and entitlements

4.6.1 Staff entitlements to leave are governed by applicable legislation, industrial instruments and the terms of the employment contract.

4.6.2 The Institution supports the responsible use of leave to promote staff wellbeing while ensuring continuity of operations and teaching delivery.

4.6.3 Detailed provisions relating to leave are addressed in the Employee Handbook.

4.6.4 The Institution respects employees' right to disconnect outside ordinary working hours, subject to reasonable business needs, in accordance with legislative requirements and institutional guidelines.

4.7 Superannuation

4.7.1 The Institution makes superannuation contributions for eligible staff in accordance with superannuation legislation.

4.7.2 Staff may exercise choice of superannuation fund in accordance with legislative requirements.

4.8 Professional development

4.8.1 Employment conditions are designed to support ongoing professional development and continuous improvement in staff capability and performance.

5. Roles and Responsibilities

5.1 The Board of Directors takes active and ongoing responsibility for ensuring the Institution complies with workplace laws, including wage obligations and that material risks are identified, managed and monitored. This includes receiving

periodic reports on payroll compliance, remediation activities and assurance outcomes.

5.2 The Vice President (People and Training) and Vice President (Finance) are the responsible officers of this policy and have oversight of implementation and maintaining procedures to support wage compliance and ensuring appropriate review and assurance activities are conducted and reported.

5.3 Payroll/Finance is responsible for maintaining accurate payroll processing, payslip compliance, record keeping and timely superannuation payments. They are also responsible for implementing payroll controls and escalating suspected payroll non-compliance for investigation and remediation.

5.4 Managers and supervisors are responsible for ensuring work performed is authorised, time and duty records are completed and approved accurately and on time, and any concerns about classification, workloads, or payment are escalated promptly.

5.5 Staff are expected to:

- perform their duties with integrity and professionalism
- comply with the Employee Handbook and all other relevant policies, procedures and codes of conduct
- ensure their time and duty records are complete and accurate, and raise payroll concerns promptly
- act in a manner consistent with the Institution's values

6. Related Documents

Staff Recruitment, Induction and Performance Policy

Employee Handbook (internal use only)

Recruitment Guidelines (internal use only)

ICMS Pay Guides

7. Version History

Summary of changes	Approval date	Approved by
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New	8 September 2026	Board of Directors
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