

# HR Scope

2024

Normalising HR Issues in Private Practice



# HR Scope Info & Housekeeping

- Ensure you update your profile with First Name then Practice Name
- Exclusive education for members only to connect, learn & grow
- Held every fortnight on Wednesday at 12pm AEST via Zoom
- We encourage you to bring your questions and turn video/sound on



# Confidentiality & Communication

**CONFIDENTIAL**



## HR Scope is Recorded

By joining this Zoom meeting, you agree and consent to the presentation being recorded.



## HIES House Rules Apply

The HIES House Rule helps create a trusted environment to understand and resolve complex problems.

Its guiding spirit is, participants are free to use the information received, but the identity of who said what, and what organisation they work for must NOT be revealed.



## Member Forum

Open forum for HIES Members to ask questions

Note 1. Where specific particulars need to be discussed or the matter is complex, HIES will connect with the member to discuss privately

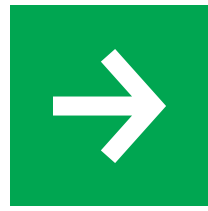
Note 2. Advice provided is general in nature.

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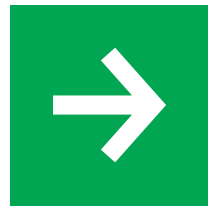


Join at [slido.com](https://slido.com)  
**#ScopeHIES**

# Today's Agenda



ANMF Application to vary Nurses Award



Welcome to the wild world of workplace contracts



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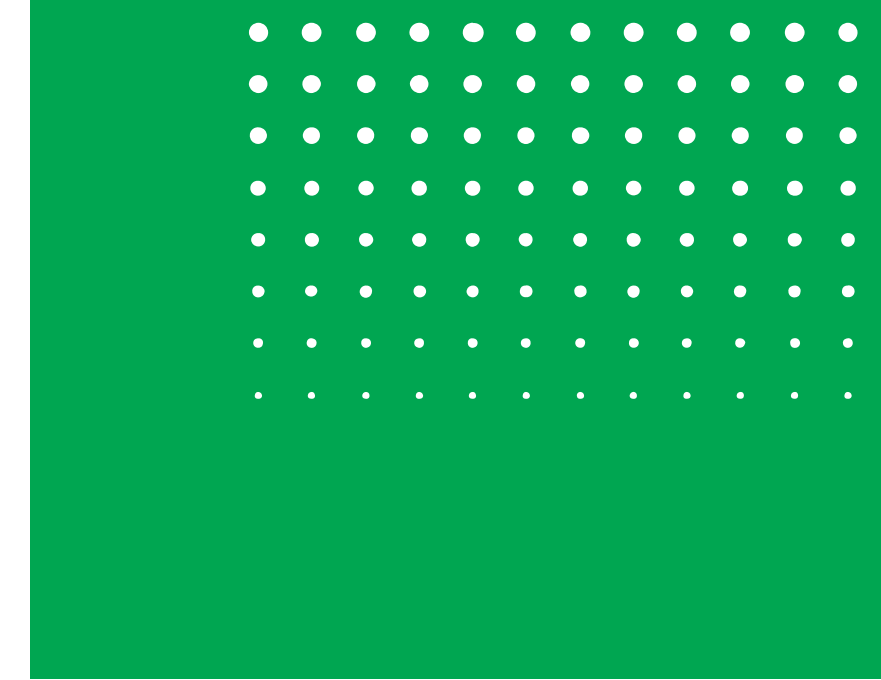
**How confident are you with your current templates?**

ⓘ Start presenting to display the poll results on this slide.

# Contracts Unmasked



- The essential components of employment contracts
- Types of contracts
- What makes a good contract
- Contract pitfalls & importance of using the right contract
- Questions



# What is an employment contract?

An employment contract serves as a foundational document in the employer-employee relationship.

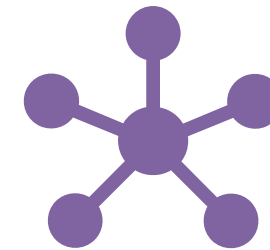
It is a legally binding agreement entered into by the parties that govern the terms and conditions of employment and sets out rights, responsibilities, and obligations of both parties, ensuring clarity and transparency in the working relationship



Verbal



Written



Combination



# Essential components



OFFER



ACCEPTANCE



CONSIDERATION



PART TIME AGREED  
HOURS



CLASSIFICATION  
LEVEL

# Types of employment contracts

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Ongoing

Base Rate +  
Penalties

Full time

Part time

Temporary

Salaries /  
Composite  
Rate

Casual

IFA

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**What makes a good contract?**

ⓘ Start presenting to display the poll results on this slide.

# Tips to avoid employment contract pitfalls

## Written + Plain English

- Ensures parties are aware of terms
- Avoids confusion and ambiguity
- It's there in black & white

## Use the right document

- Risk mitigation
- Accurately reflects intention of parties

## Compliance

- Ensure contract complies with Modern Award & workplace laws eg. Fair Work Act 2009
- Non-compliant terms are void

## Terms & Conditions

- Understand the importance of drafting and potential impact if terms are varied
- If you want discretion to vary terms unilaterally, put them in a policy not contract

## Timeliness

- Issue contracts in a timely manner
- Keep track of temporary contract end dates & be aware of FW Act fixed term contract laws and requirements

# FAQs



Q. Can an employee negotiate terms of their agreement?

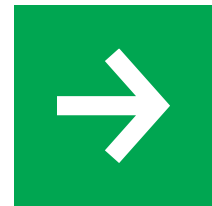
Q. Do we need a signed copy of the contract on file?

Q. What's the difference between a letter of offer and an employment contract?

Q. Does we need to issue a new employment contract if the person's rate of pay or classification changes?

Q. What's the difference between an employment contract vs independent contractor arrangement vs service agreement?

# Q & A



Pop your name in the Chat or raise your hand/start speaking to ask a question



# Upcoming Events



## May

- RACGP Practice Owner's Confernece  
224th - 26th May  
Cairns
- Eastern Melbourne PHN Event  
30th May  
Melbourne

## June

- Min Wage & Rates of Pay Webinar  
Date to be confirmed

# Upcoming Events....



October



AAPM National Conference  
15<sup>th</sup> – 18<sup>th</sup> October  
Northern Territory

November



RANZCO  
1<sup>st</sup> – 4<sup>th</sup> November  
Adelaide

December



No HR Scope Sessions



## **Book in a Contract Review**



**Send us sample contracts  
prior to the meeting**





# Next HR Scope Session

20<sup>th</sup> March

Awards Masterclass





# Contact Us



## Website

[www.healthindustry.es.com.au](http://www.healthindustry.es.com.au)



## Phone

07 3386 6488



## E-mail

[advice@healthindustry.es.com.au](mailto:advice@healthindustry.es.com.au)



HIES Members Only Group

