

STAFF EMPLOYMENT CONTRACT

Location: _____ Date: _____

Employer Information:

Company Name: _____

ABN (Australian Business Number): _____

Address: _____

Contact Phone/Email: _____

Employee Information:

Full Name: _____

Tax File Number (TFN): _____

Address: _____

Contact Phone/Email: _____

Position and Duties:

Position Title: _____

Main Duties and Responsibilities:

The Employee agrees to perform the duties described above, comply with all lawful directions and policies of the Employer, and carry out their role to the best of their abilities in accordance with applicable Australian laws and workplace standards.

Employment Terms:

Employment Type: _____

Hours of Work: _____

Probation Period: _____

Remuneration and Benefits:

Base Salary / Wage: _____ AUD

Pay Frequency: _____

Superannuation Contributions: _____

Other Benefits (if any): _____

Leave Entitlements:

Annual Leave: _____

Personal/Carer's Leave: _____

Other Leave (specify): _____

Clause 1 – Commencement and Termination

This Contract commences on the date agreed by the Parties and continues until terminated by either Party in accordance with the terms set out herein and applicable Australian employment law.

Clause 2 – Duties and Performance

The Employee agrees to perform their duties faithfully, diligently, and to the best of their abilities, complying with lawful directions and the Employer's policies. The Employer may reasonably vary the Employee's duties from time to time.

Clause 3 – Hours of Work

The Employee will work the agreed hours set out above. Overtime must be approved in advance by the Employer and will be paid or compensated in accordance with relevant laws and awards.

Clause 4 – Remuneration

The Employee's salary/wage will be paid as specified above, subject to applicable taxes and superannuation. Payments will be made in accordance with the Employer's usual payroll practices.

Clause 5 – Superannuation

The Employer will make superannuation contributions on behalf of the Employee in accordance with the Superannuation Guarantee (Administration) Act 1992 and any other applicable laws.

Clause 6 – Leave

The Employee is entitled to leave in accordance with the National Employment Standards and any applicable modern award or enterprise agreement. Leave must be requested and approved in advance where practicable.

Clause 7 – Confidentiality

The Employee must not disclose any confidential information obtained during employment to any third party during or after the term of employment, except as required by law.

Clause 8 – Intellectual Property

Any intellectual property created by the Employee during the course of employment belongs to the Employer. The Employee agrees to assign all rights in such intellectual property to the Employer.

Clause 9 – Workplace Health and Safety

The Employee must comply with all workplace health and safety policies and procedures. The Employer is committed to providing a safe work environment.

Clause 10 – Anti-Discrimination and Harassment

Both Parties agree to comply with all applicable anti-discrimination and harassment laws. The Employer promotes a workplace free from unlawful discrimination and harassment.

Clause 11 – Privacy

The Employer will collect, use, and store personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles. The Employee consents to such use.

Clause 12 – Termination of Employment

Employment may be terminated by either Party with the notice period required by law or as specified in this Contract. The Employer may terminate immediately for serious misconduct.

Clause 13 – Return of Property

Upon termination, the Employee must return all Employer property, documents, and confidential information in their possession.

Clause 14 – Governing Law

This Contract is governed by the laws of Australia and the applicable State or Territory. The Parties submit to the exclusive jurisdiction of the courts of that jurisdiction.

Clause 15 – Entire Agreement

This Contract constitutes the entire agreement between the Parties concerning the Employee’s employment and supersedes all prior agreements or understandings.

Clause 16 – Variations

Any variation to this Contract must be in writing and signed by both Parties to be effective.

Clause 17 – Dispute Resolution

The Parties agree to attempt to resolve any disputes arising under this Contract amicably and in good faith before pursuing legal action.

Clause 18 – Policies and Procedures

The Employee agrees to comply with all reasonable workplace policies and procedures as amended from time to time.

Clause 19 – Employee Representations

The Employee represents that all information provided to the Employer is true and correct and acknowledges the Employer’s reliance on such information.

Clause 20 – Counterparts and Electronic Signatures

This Contract may be executed in counterparts and by electronic means, all of which together constitute one and the same document.

EMPLOYER'S SIGNATURE

EMPLOYEE'S SIGNATURE

Signature: _____

Signature: _____

Original source of this document:

<https://legaltemplates-au.com/staff-contract/>

Did you find this template helpful?

Find more updated templates at:

<https://legaltemplates-au.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.