

Contracts between Orienteering Victoria and Employees

Proposal: that all employees have a contract drawn up with Orienteering Victoria.

As more people are employed by OV (Sporting Schools, grant projects, mapping etc), it is important to manage their employment according to the rules (for tax and for employment).

OV has an Employment Policy:

http://www.vicorienteering.asn.au/gfolder/admin/policies/employment_policy.pdf which includes this statement:

Employees may be engaged on an ongoing basis, for a fixed term or for a specified task. They may be engaged as: • full- or part-time employees; • casual employees; • contractors. Employees (other than contractors) may be engaged under written contract, a certified agreement, common-law contract or Australian Workplace Agreement. All contractors shall be engaged under written contract. The Board is responsible for decisions about the mode of employment and payment terms.

At present there are no written contracts, certified agreements between OV employees and OV. The hourly rate of pay (or payment for the job) should be stated along with the duties expected, who to report to and the period of employment. Initial documents are required at the start of employment – tax file number on a TFN Declaration Form (or ABN if deemed to be a contractor), bank account details and superannuation fund details.

As the treasurer with responsibility for sending out payments, paying Workcover and reporting to the Tax Office, I am willing to draw up some documents which would make employment conditions clearer for the employee and protect their interests.

Ruth Goddard
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