

EMPLOYMENT CONTRACT AND INDEPENDENT CONTRACTOR AGREEMENT TEMPLATE INFORMATION AND PRICING

FULL TIME AND PART TIME EMPLOYEES	
This contract is suitable for full-time and part-time employees.	
Tailored Version	
Pricing	Members \$550 (exclusive of GST), Non-members \$750 (exclusive of GST)
Standard Clauses	<ul style="list-style-type: none"> • Employee details • Nature of employment • Location • Probation period • Remuneration • Superannuation • Hours of work • Leave entitlements • Resignation and termination • Return of property • Confidentiality
Optional Clauses	<ul style="list-style-type: none"> • Reporting requirements • Non-cash benefits • Bonus and incentive payments • Guarantee of annual earnings • Award coverage • Work related expenses • Superannuation-additional contributions • Performance review • Salary Review • Drugs and alcohol • Workplace surveillance • Intellectual property and moral rights • Post-employment obligations • Restraint of trade • Compensation for all legal entitlements
Number of pages	10 to 20 pages (depending on optional clauses selected)
Contract Template	
Pricing	Members \$450 (exclusive of GST), Non-members \$650 (exclusive of GST)
Number of pages	20 pages

FIXED TERM CONTRACT

The contract will typically end without either party needing to give the notice to terminate.

The contract will conclude at the end of the specified terms, not at the initiative of either the employer or employee.

Tailored Version

Pricing	Members \$550 (exclusive of GST), Non-members \$750 (exclusive of GST)
Standard Clauses	<ul style="list-style-type: none"> • Contract duration • Reason for the contract • Nature of employment • Location • Remuneration • Superannuation • Leave entitlements • Termination including return of property • Confidentiality
Optional Clauses	<ul style="list-style-type: none"> • Employee duties, functions, qualifications and competencies • Additional employment details • Reporting obligations • Remuneration including non-cash benefits, bonus and incentives, Superannuation and additional contributions • Work related expenses • Additional leave • Public Holidays • Intellectual property and moral rights • Employment policies and procedures • Post-employment obligations • Compensation for all legal entitlements
Number of pages	9 to 18 pages (depending on optional clauses selected)
<h3 style="color: #0070C0;">Contract Template</h3>	
Pricing	Members \$450 (exclusive of GST), Non-members \$650 (exclusive of GST)
Number of pages	18 pages

CASUAL EMPLOYEES

Suitable for casual employees of all employers.

Tailored Version

Pricing	Members \$400 (exclusive of GST), Non-members \$600 (exclusive of GST)
Standard clauses	<ul style="list-style-type: none"> • Employee details/employer details • Reason for the contract • Nature of employment/Location • Probation period • Remuneration • Superannuation • Hours of work • Resignation and termination • Confidentiality
Number of pages	13 pages

Contract Template

Pricing	Members \$300 (exclusive of GST), Non-members \$500 (exclusive of GST)
Number of pages	13 pages

INDEPENDENT CONTRACTOR AGREEMENT

The Independent Contractor Agreement can be used by all employers.

Tailored Agreement

Pricing	Members \$750 (exclusive of GST), Non-members \$950 (exclusive of GST)
Includes	<ul style="list-style-type: none"> • Company details/contractor details • Representative details • Fee details/general details • Description of service • Insurance details • Timetable • Payment arrangement • Confidentiality • Post agreement obligations and period (if required) • Equipment details (if required)
Number of pages	19 pages

Agreement Template

Pricing	Members \$550 (exclusive of GST), Non-members \$750 (exclusive of GST)
Number of pages	19 pages

Contact pricing exclusive of GST:

Tailored contracts	Member pricing	Non-member pricing
Full time/part time employee contract Fixed term contract	\$550	\$750
Casual employee contract	\$400	\$600
Independent contractor agreement	\$750	\$950
<p>Please Note: Should the tailoring for the Contracts take more than 1 hour or you require supporting advice it will be charged at the hourly rate of \$295.00 exclusive of GST. Any work performed will be billed in 15 minutes increments.</p>		
Templates only	Member pricing	Non-member pricing
Full time/part time employee contract Fixed term contract	\$450	\$650
Casual employee contract	\$300	\$500
Independent contractor agreement	\$550	\$750

Additional templates

When you buy one of the above templates, you can purchase any additional templates for 50 per cent of the listed price per contract. Discount is applicable to the lowest priced template(s).

Additional templates must be purchased at the same time as the purchase of the first template. All prices are subject to change.

Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber's team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Helpline on **(03) 8662 5222**.

Disclaimer

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