**<Insert Landcare Entity Name>**

# **Letter of Offer and Contract of Employment**

**Private and Confidential**

<Insert Date>

<Insert Employee’s Name>

<Insert Employee’s Address>

Dear <Employee’s Name>,

**Re: Letter of Offer - Contract of Employment**

# **<Insert organisation name> takes great pleasure in offering you the position of <Insert Position Title> with us here at < Insert organisation name> where we hope you will enjoy your role and make a significant contribution to the success of our organisation.**

Commencement Date

We request that you commence employment with the <Insert organisation name> on

<Insert Proposed Starting Date>.

Location

Your work place will be located and based at <Insert Address>

Workplace induction:

Upon arrival at <Insert Business Address> on <Insert Proposed Starting Date> you will

be greeted by <Insert person’s name conducting induction> who will provide an

Induction to the position, the workplace environment, workplace procedures and policies including Occupational Health and Safety and introduce you to your new work colleagues.

Position

<Insert Position Title> will report to <Insert Manager’s Position Title>

The roles and responsibilities of this position are described within the attached Position Description.

Term

This is a <Insert either - permanent position/casual position/contract position> offered for a term of <Insert employment duration>.

Probationary Period

The statutory Three Month Probationary Period will apply to this role.

During this time you will receive advice, training and guidance to help you become familiar with, and competent, in performing the work you have been employed to perform.

The appointment is subject to the satisfactory completion of the Probationary Period which itself is subject to termination during any stage, by either party, upon one week’s notice in writing, or by payment in lieu of notice.

Remuneration and Payment

Your salary is based on the <insert relevant award> and you will be paid at a rate of <insert salary amount>. Your salary will be paid <insert salary pay schedule weekly/fortnightly> on <insert day i.e. Thursday> and will be paid by means of <insert payment method i.e. electronic funds transfer>

Remuneration and Payment

Your salary is based on the <insert relevant award> and you will be paid at a rate of <insert salary amount>. Your salary will be paid <insert salary pay schedule weekly/fortnightly> on <insert day i.e. Thursday> and will be paid by means of <insert payment method i.e. electronic funds transfer>

Your remuneration rate will be reviewed annually on or about the anniversary of your employment. Any review of your remuneration rate does not necessarily mean an increase in remuneration will occur.

Superannuation

Superannuation payments will be made on your behalf at a rate of 9% of your base salary in accordance with the Superannuation Guarantee into a nominated Superannuation fund of your choice.

We require that you complete the Australian Taxation Office, Choice of Superannuation fund Standard Choice Form to make this nomination.

Expenses

<Insert organisation name> will reimburse to you all reasonable, pre-approved general expenses as incurred by you in the course of your prescribed duties with <Insert organisation name>. Upon the production of legitimate tax receipts, vouchers or proof of purchase and or payment as per the Company Expense Policy. (This policy may be varied from time to time.)

Leave Entitlements

Annual Leave

* You are entitled to 20 days (4 weeks) annual leave per year of service. Leave will is available to be taken only after 3 months and should be taken within one year of such leave falling due.
* Annual leave loading is not applicable under this agreement.

Personal leave

* You are entitled to 12 days paid personal/carer’s leave for each year of service. Personal leave accrues on a pro-rata basis and will accumulate from year to year.
* You are entitled to additional unpaid carer’s leave of up to 3 days per occasion if an immediate family or household member requires care or support because of a personal illness or injury or an unexpected emergency.

Compassionate Leave

* You are entitled to a period of 3 days paid compassionate leave for each occasion where a family member has died or you need to spend time with a seriously ill family member. Each application will be assessed individually by your Manager.

Long Service Leave

* You will be entitled to long service leave in line with the provisions of the appropriate legislation in your state.

Termination

Either you or <Insert organisation name> may terminate your employment contract at any time giving <one (1) months notice of termination or by the company making a payment of one (1) month in lieu of notice.>

The company may terminate your employment at any time without notice if:

* You are guilty of serious misconduct (defined as breach of any employment related law or policies published by the organisation from time to time)
* You are in material breach of a provision of this contract, including confidentiality undertakings
* A court finds you guilty of a criminal offence
* Bankruptcy

Following termination of your employment you will be required to return all company property. Also following termination of your employment you must not record confidential information in any form.

Hours of Work

<Insert organisation name> general hours of business are between <insert operating hours>. It is expected that you will work an average of <Insert hours per week> during general business hours however; from time to time you may be required to work additional hours or after hours when necessary to perform your duties and responsibilities.

Privacy

You are required to observe and uphold the organisations privacy policies and procedures as implemented or varied from time to time.

Collection, storage, access to and dissemination of employee personal information will be in accordance with the principles of the Privacy Amendment (Private Sector) Act 2000.

Training

<Insert Insert organisation name> has a policy of providing ongoing training and development for all staff. Training will be provided for specific tasks and specific projects as required and is designed to maintain the currency of your skills and facilitate further skills growth and development. Your training and development will predominantly be based from your development plan as derived from and in association with performance review processes.

Training and development activities will be constrained by your training budget allowance.

Confidentiality of Information

During your employment you may become aware of information relating to the organisation including but not limited to client lists, trade secrets, client details etc.

Confidential information remains the sole property of <Insert organisation name>.

You shall not, either during or after your employment, without the prior consent of the organisation, directly or indirectly divulge to any person or use the confidential information for your own or another’s benefit.

<Insert Employee’s name>, we would like to take this opportunity to welcome you to <Insert Landcare entity name> and wish you a long and rewarding career with us.

Yours sincerely,

<Insert appropriate position title>

I, <Insert Employee’s name>, accept the offer of employment as described under the terms and conditions of this contract.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_