



DRAFTING EMPLOYMENT CONTRACTS

2026 - '27

Half Day Practical Including the Recent Changes to Federal and State Employment Laws

When:

Tuesday 8 September 2026
Online Webinar

Session Times:

NSW/Vic/Qld/Tas/ACT:
10.30 am - 2.30 pm (+ Q & A)
(Log on from 10.00 am)

South Australia/NT:
10.00 am - 2.00 pm (+ Q & A)
(Log on from 9.30 am)

Western Australia:
8.30 am - 12.30 pm (+ Q & A)
(Log on from 8.00 am)

What You Will Gain:

- Expert presentation
- 4 CPD/CPE hours
- Employment contract template for immediate use
- Comprehensive course notes
- All your questions answered

Attendees:

- Human resource personnel
- Workplace relations staff
- Payroll staff
- Remuneration managers
- Recruitment personnel
- Employer and employee representatives
- Legal/accounting professionals

Fees Per Delegate (plus GST):

\$440 Standard
\$425 Early Bird (paid 7 days prior)
\$410 Group of 4 + Early Bird

Registration (essential):

W: seminarsaustralia.com.au
E: admin@seminarsaustralia.com.au

Payment Methods:

EFT (on invoice): Preferred
Online*: Visa/MCard/Amex (*fee)

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Formation of the Employment Contract/Agreement

Advertising Vacant Positions, Discrimination Legislation
Various Type of Enterprise Agreements

Common Law Contracts vs Awards/Agreements

Definitions, Parties, Commencement and Expiry Dates

Recognising Prior Service: Related & Unrelated Employers

Checking Existing Awards, Agreements or Contracts

Standard Clauses for Every Contract

Employment Categories, Classifications and Occupations

Probation Periods, OH&S, Anti-Discrimination

Termination, Redundancy, Dispute Settling Procedures

Drafting to Incorporate Modern Awards and the NES

Standard Entitlements and Application to Employees

Including Guarantees of Annual Earnings

Basic Pay, **Fixed and Casual Contracts** and the

Necessary Clauses, Casuals + Loadings, Standard &

Flexible Hours of Work, Standard/Special Minimum

Wages, Annual, Personal and Carer's, Compassionate

Parental and Community Service Leave, Medical Certs

BOOT Compared to Modern Awards

Special Clauses for Engaging Casual Employees

Remuneration, Salary Packaging/Salary Sacrifice

Incorporating an Employer Salary Packaging Policy

Total Remuneration Concepts and Salary Sacrifice

Bonuses, Superannuation, Package Reconciliation

Meeting Underpayments and Recovering Overpayments

Clauses for LSL and Other Types of Leave

Including Appropriate Long Service Leave Provisions

Service Inside and Outside the State or Territory

Service with Other Employers Within the Corporate Group

Leave Without Pay and Sick Leave Without Pay

Termination of Employment Clauses

Clauses for Various Types of Employee Termination

Employer and Employee Termination Notice Periods

Post-Employment Restrictive Covenants

Other Employment Related Clauses + E'ee Rights

Balancing Work and Family Life Law and Clauses

Flexible Working Arrangements, Make Up Time

Employment Medical Tests + Pre-Existing Injuries

Administration/Question and Answer Session

Lodgment and Approval of the Employment Agreements

Your Specific Employment Contract Questions Answered

About the Presenter – Dr Peter Klomp

The Presenter, Dr Klomp, is a probably the most highly qualified and experienced person in this field. He holds four university degrees, is a practising barrister at the NSW Bar, a registered legal practitioner in three states, a Chartered Accountant, Chartered Taxation Adviser, former Chartered Company Secretary and Chartered Governance Professional. Dr Klomp is a member of the NSW Bar Association; and a Fellow of Chartered Accountants (Aust & NZ) and the Taxation Institute of Australia. Dr Klomp has had over 40 years' experience in employment, business and taxation law in Australia and overseas, and is in constant demand to provide professional advice and speak at seminars and conferences.