

# Staff Relations Service

To support a school's ministry of Christian Education, we provide information and guidance on industrial relations and employment related matters



*We've got you covered*

ON ALL  
THINGS  
INDUSTRIAL  
RELATIONS



## Terms and Conditions of Employment

- » Negotiate enterprise agreements on your behalf with the union
  - » respond on behalf of schools to all questions from the Fair Work Commission
  - » carry the administrative load to make lodging a new enterprise agreement easier
- » Monitor trends and changes in the industrial relations landscape
- » Provide interpretation and guidance on enterprise agreements and awards



## Guidance on Employment Matters

- » Interpretation on a range of legislation: *Long Service Leave / Workers compensation / Work Health and Safety / Unpaid Parental Leave / Fair Work Act / National Employment Standards / Interaction between Commonwealth and State Awards / Discrimination*
- » Drafting, reviewing and critiquing communication to employees regarding employment related matters
- » Targeted advice for your individual scenarios
- » Regular updates to keep you informed of changes to industrial relations as well as sharing best practice tips



## Training | Upskilling | Mentoring

- » Online or face-to-face training on contemporary employment relations issues
- » Biennial visits to school regions
- » Personalised guidance in response to specific staffing concerns or investigations

# SRS: AN ANNUAL SUBSCRIPTION SERVICE FOR NSW & ACT SCHOOLS

## EA or Award Application

phone  
& email  
based  
support

## General Matters

24HR  
response  
time

## Complex Matters

48HR  
response  
time

Participation fees are based on support in relation to the schools relationship with their staff from foundation to Year 12. Early learning centres and pre schools are outside of this scope



## Development of Model Documents

- » We save you time by providing “model and sample documents”.
  - » *Model documents* are those that have been written to comply with legislation and contract law requirements. These include letters of appointment and standard terms of ministry.
  - » *Sample documents* are templates for schools to use to assist with communicating or applying legislative entitlements
- » We are also available to help review your school-based employment policies

## SRS Plus

An additional hotline and email service (available 48 weeks per year, Mon to Fri 8am-5pm) that provides advice and support on a range of topics including:

- » Identifying reportable allegations
- » Mandatory reporting responsibilities to DCJ or CYPS/Police
- » Managing risk and initial response to reportable conduct matters and
- » Other child well-being and safety matters



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