

PEOPLE AND PAY / PACK 09

# Team, employment and contractor pack

09

A people file for agents, representatives, administrators, contractors and commission arrangements.

## THE FIVE-STAGE CONTROL MAP

A file becomes defensible when each stage has an owner, a current source, an approval and retained evidence.

|                       |                     |                    |                     |                     |
|-----------------------|---------------------|--------------------|---------------------|---------------------|
| <b>01</b><br>Classify | <b>02</b><br>Verify | <b>03</b><br>Offer | <b>04</b><br>Induct | <b>05</b><br>Review |
|-----------------------|---------------------|--------------------|---------------------|---------------------|

### W AGENT RULE

Draft the operational brief. Use official prescribed forms. Route legal instruments to the licensed professional responsible for them.

## PACK 09 / ACTION CHECKLIST

# Build the evidence file

Tick only when the document exists, is current, has been approved by the right person and is stored against the matter.

|    |                               |                                                                                                                 |                          |
|----|-------------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------|
| 01 | <b>Role classification</b>    | Employee or genuine contractor, duties, award coverage, real estate level, supervision and licence status.      | <input type="checkbox"/> |
| 02 | <b>Written offer</b>          | Employer entity, employment type, pay, hours, location, probation, policies and preconditions.                  | <input type="checkbox"/> |
| 03 | <b>Award and commission</b>   | Current minimums, allowances, written incentive agreement, entitlement trigger and commission-only eligibility. | <input type="checkbox"/> |
| 04 | <b>Information statements</b> | Fair Work Information Statement plus casual or fixed-term statement where relevant.                             | <input type="checkbox"/> |
| 05 | <b>Representative notice</b>  | Verify eligibility and notify commencement or cessation through myCAV when required.                            | <input type="checkbox"/> |
| 06 | <b>Induction</b>              | Professional conduct, AML/CTF, privacy, trust money, complaints, conflicts, safety, systems and cyber security. | <input type="checkbox"/> |
| 07 | <b>Records</b>                | Time, wages, pay slips, leave, super, expenses, commission calculations, training and performance records.      | <input type="checkbox"/> |
| 08 | <b>Safety</b>                 | Office, driving, inspections, working alone, aggression, psychosocial hazards and incident reporting.           | <input type="checkbox"/> |
| 09 | <b>Exit</b>                   | Notice, final pay, commission reconciliation, return of property, system access removal and record retention.   | <input type="checkbox"/> |

## PACK 09 / SIGNING BOUNDARY

# What W Agent must not blur

These controls are deliberately conservative. They protect the client, the agency and the professional who is responsible for the final instrument.

|   |                                                                                                                                       |
|---|---------------------------------------------------------------------------------------------------------------------------------------|
| 1 | An ABN or contractor label does not decide status; the real relationship does.                                                        |
| 2 | The Real Estate Industry Award 2020 was updated from 1 July 2026. Check current rates before every pay change or offer.               |
| 3 | Commission-only employment has strict eligibility and documentation conditions and is not available to casual or part-time employees. |

## OFFICIAL SOURCES

Open the live source again immediately before use. A saved or printed copy can become stale.

|    |                                                                                                                                                                                                                                                            |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01 | Fair Work real estate award<br><a href="https://awards.fairwork.gov.au/MA000106.html">https://awards.fairwork.gov.au/MA000106.html</a>                                                                                                                     |
| 02 | Fair Work information statements<br><a href="https://www.fairwork.gov.au/employment-conditions/information-statements">https://www.fairwork.gov.au/employment-conditions/information-statements</a>                                                        |
| 03 | Fair Work records<br><a href="https://www.fairwork.gov.au/tools-and-resources/fact-sheets/rights-and-obligations/record-keeping-pay-slips">https://www.fairwork.gov.au/tools-and-resources/fact-sheets/rights-and-obligations/record-keeping-pay-slips</a> |
| 04 | WorkSafe employer duties<br><a href="https://www.worksafe.vic.gov.au/occupational-health-and-safety-your-legal-duties">https://www.worksafe.vic.gov.au/occupational-health-and-safety-your-legal-duties</a>                                                |
| 05 | CAV estate agent forms<br><a href="https://www.consumer.vic.gov.au/licensing-and-registration/estate-agents/fees-and-forms">https://www.consumer.vic.gov.au/licensing-and-registration/estate-agents/fees-and-forms</a>                                    |

**IMPORTANT**

This W Agent pack is a general operational checklist, not legal, conveyancing, financial, tax, valuation, planning, building, employment or franchising advice. It is not a prescribed form, authority, contract, disclosure document or government-approved instrument. Laws, forms, facts and transaction risks change. Obtain matter-specific advice and use current official or professionally licensed documents before signing, serving, advertising, receiving trust money or providing a regulated service.