

This guide provides organisations with a clear understanding of various employment structures and options available, helping them navigate legal compliance, organisational needs and resource constraints.

Volunteer-run organisations often juggle limited resources with the need to meet legal obligations, while attempting to deliver on their mission. Employing staff requires careful consideration of operational needs, financial capacity and compliance with employment laws. A well-considered approach ensures that staffing arrangements are sustainable, fair and aligned with the organisation's goals.

## Employment types

### Full-time, part-time and casual employees

These arrangements are governed by awards or enterprise agreements, providing specific entitlements such as leave, superannuation and minimum wage protections. Full-time and part-time employees help provide organisations with stability, while casuals can address short-term or seasonal needs with fewer entitlements but higher hourly rates.

Consider the total costs of each employment type, including wages, superannuation, leave entitlements and penalty pay rates, to determine what fits within your organisation's budget.

### Contractors and freelancers

Contractors are engaged for specific projects or services, often working independently. While they can be cost-effective for specialised tasks, ensure they meet contractor criteria to avoid misclassification penalties. The ATO provides guidance on how to differentiate between employees and contractors.

Hiring employees may be more cost-effective for ongoing tasks, while contractors could be better suited for temporary or highly specialised needs.

### Volunteers and unpaid workers

Volunteers are the life blood of most sporting organisations. While they are not entitled to employee benefits, they should still be provided with a safe working environment, clear expectations and proper training and management to ensure their contribution aligns with the organisation's needs.

Integrate paid staff with volunteers by creating a cohesive team and fostering mutual respect. Clarify roles and ensure both groups feel valued and included in organisational goals. Regular communication, common goals and clear responsibilities can strengthen collaboration and promote a sense of shared purpose.

### Links to government and sector-specific resources

Access resources from the Fair Work Ombudsman, Work Safe Queensland, Australian Tax Office and community legal centres for guidance and compliance tools.

