

Version	Date	Author	Approved by	Initial
1	30/03/2026	Susannah Albones	Nick Somes	NS

1. Purpose

The Interstate Work and Remuneration Policy establish a consistent, companywide approach to the application of employment conditions, pay and allowances for employees required to perform work outside their primary state of employment.

2. Scope

This policy applies to all employees engaged by the Company who are directed to undertake work in a State or territory other than their primary place of employment. This policy covers short term transfers of several weeks, longer term or permanent transfers may require new employment contracts to be established.

3. Primary Employment Instrument

Employees will remain covered by their applicable primary industrial instrument (including Enterprise Agreement or contract of employment) when performing interstate work.

This includes, but is not limited to:

- Base rates of pay
- Classifications
- Allowances
- Overtime and penalty provisions

Where the National Employment Standards (NES) provide a greater benefit, the NES will apply.

4. Interstate Work Arrangements

Where an employee is required to work interstate:

- Their home state industrial instrument continues to apply

- The employee's terms and conditions do not automatically change based on location, client or project type
- The Company will determine all travel, accommodation and working arrangements in line with the applicable instrument

Prior employees working interstate, the business unit providing the employees will document all pay and conditions that apply and will be reasonably charged and provide these to the business unit receiving the employees. The documentation will include the term of the relocation and any arrangements for the return of employees during the relocation.

Employees will also be briefed prior to traveling to confirm they understand the pay arrangements.

5. Higher Duties, Project Rates and Allowances

The company may, at its discretion, provide:

- Higher rates of pay
- Project specific allowances
- Additional benefits or uplifts

However:

- Any variation to standard pay or conditions **must be**:
 - **Approved in advance** by the relevant State Manager, General Manager or CEO
 - Documented for the specific project or assignment
- Such arrangements:
 - Are not automatic
 - Do not create an ongoing entitlement
 - May be varied or withdrawn at the Company's discretion

6. External Agreements and Site Based Conditions

From time to time, employees may work on sites governed by external agreements (e.g. CFMEU & Mulch and Services Industrial Agreement), industry standards, or client expectations (e.g. major projects or Tier 1 sites).

In these circumstances:

- External rates or conditions (including union-aligned rates) do not apply automatically
- Any alignment to external agreements:

- Must be commercially justified
- Must receive prior approval from the relevant State Manager or General Manager who is receiving staff
- Must be communicated to and understood by the transferring employees
- Will be applied only for the duration of the approved project.

7. Travel, Accommodation and Living Away from Home

Where interstate work requires overnight stays:

The Company will provide or arrange:

- Transport
- Accommodation
- Meal or incidental allowances

In accordance with:

- The applicable Enterprise Agreement or contract; or
- Any approved project specific agreement

Employees must:

- Comply with all booking and expense processes
- Obtain approval for any non-standard or additional costs

8. Charging and Cost Allocation

Labour costs for interstate work must align with:

- Approved pay structures
- Project budgets and commercial agreements
- Passed on at cost inclusive of Employment Related on Costs (ERO).

Employees and managers are not authorised to:

- Apply or assume alternative pay rates
- Commit the Company to unapproved costs

Timesheets for the works undertaken interstate must be approved by the hiring manager prior to being submitted to payroll.

9. Compliance and Governance

Failure to comply with this policy may result in payroll adjustment or correction.

10. Policy review

ecoDynamics may make changes to this policy from time to time within its complete discretion

11. Related Policies

- Code of Conduct
- Group Remote Working

Please be advised that any amendments to this document require formal authorisation and must be distributed through official channels to ensure it is an approved and correct version.

This policy serves as a mandatory directive for all personnel affiliated with ecoDynamics Group, whether employed directly or indirectly. This document is to be regarded as an addition to the other ecoDynamics Group's policy and procedures.

Should you require additional information or have inquiries concerning this policy, employees currently associated with ecoDynamics are encouraged to consult the comprehensive resource at <https://www.fairwork.gov.au/> and to engage in discussions with their supervisors or Human Resources