

mini connections

EMPLOYER OBLIGATIONS

This is a guide to your obligations as an employer. The information provided is general information only and we recommend that you seek professional advice regarding your obligations as they relate to your specific circumstances as the Employer.

Employment Agreement

An agreement is highly recommended which highlights both your obligations as an employer and the employee's expectations of the following:

- Weekly or hourly pay rate
- Car allowance if applicable – car usage, insurance, petrol etc.
- Tax, superannuation, and work cover insurance (you must have a WorkCover/House Domestic Insurance policy in place for any employee)
- Day and hours of work as well as start and finish times (part-time/full-time)
- Specific duties and any additional duties
- Overtime rates for working outside set times (if applicable)
- Annual recreation leave, sick leave, special leave, pay on public holidays etc.
- Conditions of salary review
- Conditions of termination
- Code of Conduct

For more info; Nannies

For assistance with domestic **payroll** including superannuation, tax and setting up an online payroll system refer to [CarePayCo](#) Services and say you are a Mini client.

All new employees must be given a copy of the Fair Work Information Statement which can be downloaded at www.fairwork.gov.au.

If you need further assistance with HR and /or employment queries or challenges our HR partners at [Davy Partners](#) can help.

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Police checks, WWCC and Blue Cards

Parents are required to follow the relevant State legislation regarding the employment of Nannies. Nannies are required by law to hold a Blue Card before they commence work with you. Please check the [Blue Card](#) website to ensure that you and the Nannie comply with all legal obligations.

Income Tax

As an employer you will be required to register for Pay As You Go Withholding (PAYGW) with the Australian Taxation Office. Once registered with the ATO, you will be required to withhold the necessary tax from your Nanny's wage and forward the withholding amounts to the ATO on a quarterly basis. To estimate how much tax to withhold each pay period, the ATO has this quick [calculator](#).

Superannuation

[Superannuation](#) must be paid to the Nanny's nominated superannuation fund. If you pay an employee \$450 or more (before tax) in a calendar month, you must pay super – 10.5% on top of their wages. You pay super no matter whether the employee is full time, part time or casual. You must pay super for some contractors, even if they quote an Australian business number (ABN).

Insurances

- Domestic Workers Compensation, or household workers insurance, is essential if you employ someone in your home environment; it can be obtained at an estimated cost of \$50 for up to two years from most insurance companies and covers you in the unfortunate case of the employee injuring themselves whilst in your home. Contact WorkCover QLD on **1300 362 128**
- Public Liability Insurance to cover accidents in your home. You should check your Homes and Contents insurance policy to ensure your Nanny is covered. Alternatively, you may arrange public liability insurance with an insurer such as [NannySure](#)

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- Motor Vehicle Insurance if your Nanny is going to be using your car.
- Kilometer rate: If the Nanny is going to be using their own vehicle to do any driving as part of their Nanny position, you can reimburse by either a weekly fuel allowance or pay the current rate set by Fair Work. You should also ensure that the Nanny has appropriate car insurance.

We trust this information compiled for you has assisted and gained more understanding.