

# 2021-24 Victorian Landcare Facilitator Program

## Employment-related Links for Landcare Facilitators & Employers

### Background

This fact sheet provides links to current online information on a range of employment-related topics for both Landcare facilitators and their employer organisations. These links are designed to provide you with information on the requirements of employing a Landcare facilitator.

As employment-related legislation and regulation undergoes frequent change, it is recommended that Landcare employer organisations and Landcare facilitators use these links to access up-to-date information.

The links have been grouped into topics, so please go to that topic if you need specific advice.

The list of links in this fact sheet, while not comprehensive, provides links to a wide range of useful information from Victorian and Australian Government employment-related websites.

### Landcare Employment Advice Service

In 2018, the Victorian Government through the Victorian Landcare Program provided funding to Landcare Victoria Inc. to engage an independent third-party organisation to provide a FREE Landcare employment advice service for Landcare staff/contractors and their employer organisations.

Workplace Legal, experts in human resources and employment law, have been engaged by Landcare Victoria Inc. to provide confidential advice and assistance on Landcare employment-related matters to Landcare staff/contractors and employer organisations.

Landcare staff/contractors and employer organisations can access the Landcare employment advice service by phoning Workplace Legal on (03) 9972 4950.

### Online Sources

The links in this fact sheet come from five main online sources:

Australian Taxation Office	<a href="http://ato.gov.au">ato.gov.au</a>
Australian Government Business	<a href="http://business.gov.au">business.gov.au</a>
Business Victoria	<a href="http://business.vic.gov.au">business.vic.gov.au</a>
Fair Work Ombudsman	<a href="http://fairwork.gov.au">fairwork.gov.au</a>
WorkSafe Victoria	<a href="http://worksafe.vic.gov.au">worksafe.vic.gov.au</a>

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## Employer Responsibilities & Staff Entitlements

[fairwork.gov.au/pay](https://www.fairwork.gov.au/pay)  
[fairwork.gov.au/leave](https://www.fairwork.gov.au/leave)  
[fairwork.gov.au/employee-entitlements](https://www.fairwork.gov.au/employee-entitlements)  
[fairwork.gov.au/awards-and-agreements](https://www.fairwork.gov.au/awards-and-agreements)  
[business.vic.gov.au/hiring-and-managing-staff/employer-responsibilities](https://www.business.vic.gov.au/hiring-and-managing-staff/employer-responsibilities)  
[fairwork.gov.au/employee-entitlements/national-employment-standards](https://www.fairwork.gov.au/employee-entitlements/national-employment-standards)

## Employee or Contractor

[ato.gov.au/business/employee-or-contractor/](https://ato.gov.au/business/employee-or-contractor/)  
[ato.gov.au/Calculators-and-tools/Employee-or-contractor/](https://ato.gov.au/Calculators-and-tools/Employee-or-contractor/)  
[fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/rights-and-obligations/independent-contractors-and-employees](https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/rights-and-obligations/independent-contractors-and-employees)

### Independent contractors

[fairwork.gov.au/find-help-for/independent-contractors](https://www.fairwork.gov.au/find-help-for/independent-contractors)  
[business.gov.au/People/Contractors](https://www.business.gov.au/People/Contractors)  
[business.vic.gov.au/setting-up-a-business/how-to-start-a-business/become-an-independent-contractor](https://www.business.vic.gov.au/setting-up-a-business/how-to-start-a-business/become-an-independent-contractor)

## Employment Types & Hiring Options

[business.vic.gov.au/hiring-and-managing-staff/employment-types](https://www.business.vic.gov.au/hiring-and-managing-staff/employment-types)  
[business.gov.au/people/hiring/types-of-employment](https://www.business.gov.au/people/hiring/types-of-employment)

## Workforce Planning

### Recruiting staff

[fairwork.gov.au/find-help-for/small-business/hiring-employees](https://www.fairwork.gov.au/find-help-for/small-business/hiring-employees)  
[business.gov.au/People/Hiring/How-to-recruit-and-induct-new-employees](https://www.business.gov.au/People/Hiring/How-to-recruit-and-induct-new-employees)  
[business.vic.gov.au/hiring-and-managing-staff/staff-recruitment/workforce-planning-and-HR-templates](https://www.business.vic.gov.au/hiring-and-managing-staff/staff-recruitment/workforce-planning-and-HR-templates)

### Writing job descriptions & advertisements

[business.vic.gov.au/hiring-and-managing-staff/staff-recruitment/job-description-and-advertisement-template](https://www.business.vic.gov.au/hiring-and-managing-staff/staff-recruitment/job-description-and-advertisement-template)

### Job interview & selection process

[business.vic.gov.au/hiring-and-managing-staff/staff-recruitment/job-interview-and-reference-check-questions](https://www.business.vic.gov.au/hiring-and-managing-staff/staff-recruitment/job-interview-and-reference-check-questions)

### Job induction & probationary review

[business.vic.gov.au/hiring-and-managing-staff/staff-recruitment/new-staff-induction-program-and-probation-period](https://www.business.vic.gov.au/hiring-and-managing-staff/staff-recruitment/new-staff-induction-program-and-probation-period)  
[fairwork.gov.au/how-we-will-help/templates-and-guides/templates/end-of-probation](https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/end-of-probation)

## Employment Taxation Requirements

[business.vic.gov.au/hiring-and-managing-staff/employer-responsibilities/employee-payroll-tax-and-payg](https://www.business.vic.gov.au/hiring-and-managing-staff/employer-responsibilities/employee-payroll-tax-and-payg)  
[ato.gov.au/Calculators-and-tools/Tax-withheld-calculator/](https://ato.gov.au/Calculators-and-tools/Tax-withheld-calculator/)

## Superannuation

[business.vic.gov.au/hiring-and-managing-staff/employer-responsibilities/superannuation-payments-for-new-employees](https://www.business.vic.gov.au/hiring-and-managing-staff/employer-responsibilities/superannuation-payments-for-new-employees)  
[ato.gov.au/Business/Super-for-employers/](https://ato.gov.au/Business/Super-for-employers/)  
[ato.gov.au/Business/Super-for-employers/Working-out-if-you-have-to-pay-super/](https://ato.gov.au/Business/Super-for-employers/Working-out-if-you-have-to-pay-super/)  
[business.gov.au/Finance/Superannuation](https://www.business.gov.au/Finance/Superannuation)

## Equal Opportunity in the Workplace

[business.vic.gov.au/hiring-and-managing-staff/employer-responsibilities/equal-opportunity-act-for-employers](https://www.business.vic.gov.au/hiring-and-managing-staff/employer-responsibilities/equal-opportunity-act-for-employers)

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## Employment Record Keeping

[business.vic.gov.au/hiring-and-managing-staff/employer-responsibilities/employee-record-keeping-staff-information-form](https://business.vic.gov.au/hiring-and-managing-staff/employer-responsibilities/employee-record-keeping-staff-information-form)

[business.gov.au/people/managing-and-developing-staff/employees-and-record-keeping](https://business.gov.au/people/managing-and-developing-staff/employees-and-record-keeping)

## Professional Development for Employees

[business.vic.gov.au/hiring-and-managing-staff/staff-management/staff-training-needs-analysis](https://business.vic.gov.au/hiring-and-managing-staff/staff-management/staff-training-needs-analysis)

[business.vic.gov.au/hiring-and-managing-staff/staff-management/train-and-develop-staff](https://business.vic.gov.au/hiring-and-managing-staff/staff-management/train-and-develop-staff)

## Performance Review

[business.vic.gov.au/hiring-and-managing-staff/staff-management/review-staff-performance](https://business.vic.gov.au/hiring-and-managing-staff/staff-management/review-staff-performance)

## Workplace Health & Safety

[worksafe.vic.gov.au/occupational-health-and-safety-your-legal-duties](https://worksafe.vic.gov.au/occupational-health-and-safety-your-legal-duties)

[business.vic.gov.au/hiring-and-managing-staff/employer-responsibilities/occupational-health-and-safety](https://business.vic.gov.au/hiring-and-managing-staff/employer-responsibilities/occupational-health-and-safety)

### Workplace injury insurance

[worksafe.vic.gov.au/getting-started-workcover-insurance](https://worksafe.vic.gov.au/getting-started-workcover-insurance)

### Serious injury

[worksafe.vic.gov.au/claims](https://worksafe.vic.gov.au/claims)

### Helping injured workers

[worksafe.vic.gov.au/return-to-work](https://worksafe.vic.gov.au/return-to-work)

[worksafe.vic.gov.au/resources/information-employers-return-work-obligations](https://worksafe.vic.gov.au/resources/information-employers-return-work-obligations)

### First aid

[safeworkaustralia.gov.au/first-aid#overview](https://safeworkaustralia.gov.au/first-aid#overview)

### Incident reporting

[safeworkaustralia.gov.au/incident-reporting](https://safeworkaustralia.gov.au/incident-reporting)

### Health & safety in the office

[content.api.worksafe.vic.gov.au/sites/default/files/2018-06/ISBN-Officewise-guide-to-health-and-safety-in-the-office-2006-01.pdf](https://content.api.worksafe.vic.gov.au/sites/default/files/2018-06/ISBN-Officewise-guide-to-health-and-safety-in-the-office-2006-01.pdf)

### Working alone information sheet

[worksafe.vic.gov.au/resources/working-alone-information-sheet](https://worksafe.vic.gov.au/resources/working-alone-information-sheet)

## Insurance

[business.vic.gov.au/setting-up-a-business/how-to-start-a-business/find-the-right-insurance](https://business.vic.gov.au/setting-up-a-business/how-to-start-a-business/find-the-right-insurance)

## Employees Claiming Motor Vehicle Expenses

[ato.gov.au/Business/Income-and-deductions-for-business/Deductions/Deductions-for-motor-vehicle-expenses/](https://ato.gov.au/Business/Income-and-deductions-for-business/Deductions/Deductions-for-motor-vehicle-expenses/)

## Ending Employment

### Exit interviews & dismissal

[fairwork.gov.au/ending-employment](https://fairwork.gov.au/ending-employment)

[business.vic.gov.au/hiring-and-managing-staff/ending-employment/dismiss-staff-properly](https://business.vic.gov.au/hiring-and-managing-staff/ending-employment/dismiss-staff-properly)

### Redundancy & retrenchment

[business.vic.gov.au/hiring-and-managing-staff/ending-employment/genuine-redundancy-pay-redundancy](https://business.vic.gov.au/hiring-and-managing-staff/ending-employment/genuine-redundancy-pay-redundancy)

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## More Information

Go to the [information hub](#) on the Justice Connect (Not-for-profit Law) website.

## Contact Us

You can contact the Department of Environment, Land, Water and Planning about the 2021-24 Victorian Landcare Facilitator Program by email at [landcare@delwp.vic.gov.au](mailto:landcare@delwp.vic.gov.au) or phone 136 186.

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