

2021-24 Victorian Landcare Facilitator Program

Employment-related Links for Landcare Facilitators & Employers

Background

This fact sheet provides links to current (as at January 2023) online information on a range of employment-related topics for both Landcare facilitators and other Landcare staff, and their employer organisations.

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

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

Landcare Employment Advice Service

Workplace Legal, experts in human resources and employment law, have been engaged until June 2023 by the Victorian Landcare Program in the Department of Energy, Environment and Climate Action (DEECA) to provide free and confidential advice and assistance on all Landcare employment-related matters to Landcare facilitators and other Landcare staff, and their employers. Workplace Legal can be contacted via phone (03) 9972 4950.

Online Sources

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

Australian Taxation Office	Home page Australian Taxation Office (ato.gov.au)
Australian Government Business	Support for businesses in Australia business.gov.au
Business Victoria	Business Victoria Business Victoria
Fair Work Ombudsman	Welcome to the Fair Work Ombudsman website
Safe Work Australia	Welcome Safe Work Australia
WorkSafe Victoria	Home page WorkSafe Victoria
2021-24 Victorian Landcare Facilitator Program	www.landcarevic.org.au/resources/2021-24-vlfp

Employer Responsibilities & Staff Entitlements

[Pay & wages - Fair Work Ombudsman](#)

[Leave - Fair Work Ombudsman](#)

[Staff leave - Business Victoria](#)

[Employment conditions - Fair Work Ombudsman](#)

[National Employment Standards - Fair Work Ombudsman](#)

[Fair Work Information Statement - Fair Work Ombudsman](#)

Employee or Contractor

[Employee or contractor - Australian Taxation Office \(\[ato.gov.au\]\(https://ato.gov.au\)\)](#)

[Difference between employees and contractors - Australian Taxation Office \(\[ato.gov.au\]\(https://ato.gov.au\)\)](#)

[Employees treated as contractors - Australian Taxation Office \(\[ato.gov.au\]\(https://ato.gov.au\)\)](#)

[Employee or contractor myths and facts - Australian Taxation Office \(\[ato.gov.au\]\(https://ato.gov.au\)\)](#)



Energy,
Environment
and Climate Action

[Independent contractors - Fair Work Ombudsman](#)
[Contractors - business.gov.au](#)
[Become an independent contractor - Business Victoria](#)

Employment Types, Hiring Options & Starting Employment

[Hiring employees - Fair Work Ombudsman](#)
[Hiring employees checklist - business.gov.au](#)
[Types of employees - Fair Work Ombudsman](#)
[Employment types and hiring options - Business Victoria](#)
[Before starting employment - Fair Work Ombudsman](#)

Contract Templates for Landcare Facilitator Roles

Employee Landcare Facilitator Contract Template

[Landcare facilitator employment contract template](#)

Contractor Landcare Facilitator Contract Template (engaged by a Group)

[For groups - engagement contract template for the provision of Landcare facilitator services](#)

Contractor Landcare Facilitator Contract Template (engaged by a Network)

[For networks - engagement contract template for the provision of Landcare facilitator services](#)

Workforce Planning

[Workforce planning - Business Victoria](#)

Recruiting staff

[Hiring employees - Fair Work Ombudsman](#)
[Interview and recruit employees - business.gov.au](#)

Landcare Facilitator - Position Description template

[Landcare facilitator – position description template](#) (for Victorian Landcare Facilitator Program funded positions)

Write job descriptions & advertisements

[Write job descriptions and ads - Business Victoria](#)

Job interview & selection process

[Conduct interviews and choose staff - Business Victoria](#)

Job induction & probationary review

[Staff induction and probationary review - Business Victoria](#)
[Probation - Fair Work Ombudsman](#)
[End of probation letter - Templates - Fair Work Ombudsman](#)

Ending Employment

[Ending employment - Fair Work Ombudsman](#)
[Ending employment - Business Victoria](#)
[Dismiss staff properly - Business Victoria](#)
[Notice & final pay - Fair Work Ombudsman](#)
[Notice & redundancy calculator - Calculate entitlements - Fair Work Ombudsman](#)
[Redundancy - Fair Work Ombudsman](#)

[Deal with redundancy and retrenchment - Business Victoria](#)

Employment Taxation Requirements

[Individuals - Australian Taxation Office](#)

[Employee payroll tax and PAYG - Business Victoria](#)

[Tax withheld calculators - Australian Taxation Office](#)

Superannuation

[Superannuation payments for new employees - Business Victoria](#)

[Super for employers - Australian Taxation Office](#)

[Work out if you have to pay super - Australian Taxation Office](#)

[Superannuation - business.gov.au](#)

Equal Opportunity in the Workplace

[Equal opportunity for employers - Business Victoria](#)

Employment Record Keeping

[Keep good staff records - Business Victoria](#)

[Employee records - business.gov.au](#)

Professional Development for Employees

[Train and develop staff - Business Victoria](#)

Performance Review

[Review staff performance - Business Victoria](#)

Workplace Problems & Issues

[Workplace problems - Fair Work Ombudsman](#)

[Common workplace issues - Fair Work Commission](#)

Workplace Health & Safety

[Occupational health and safety - your legal duties - WorkSafe Victoria](#)

[Make your business OHS ready - Business Victoria](#)

Workplace injury insurance

[Getting started with WorkCover insurance - WorkSafe Victoria](#)

Serious injury

[Claims - WorkSafe Victoria](#)

Helping injured workers

[Return to work - WorkSafe Victoria](#)

First aid

[First aid | Safe Work Australia](#)

Incident reporting

Incident reporting | Safe Work Australia

Health & safety in the office handbook

Officewise: A guide to health and safety in the office handbook | WorkSafe Victoria

Working alone information sheet

Working alone information sheet | WorkSafe Victoria

Insurance

Find the right insurance - Business Victoria

Online Training Courses

For Employers

Hiring employees course - Fair Work Ombudsman

Note - completion of this course is a requirement for Managers and Back-up Managers of Landcare Facilitator roles that are funded through 2021-24 Victorian Landcare Facilitator Program

Managing employees course - Fair Work Ombudsman

Note - completion of this course is a requirement for Managers and Back-up Managers of Landcare Facilitator roles that are funded through 2021-24 Victorian Landcare Facilitator Program

Record-keeping and pay slips course - Fair Work Ombudsman

Managing performance course - Fair Work Ombudsman

Workplace flexibility course - Fair Work Ombudsman

Difficult conversations in the workplace - manager course - Fair Work Ombudsman

For Employees

Starting a new job course - Fair Work Ombudsman

Difficult conversations in the workplace - employee course - Fair Work Ombudsman

Employees Claiming Motor Vehicle Expenses

Deductions for motor vehicle expenses - Australian Taxation Office

More Information

Go to the main online sources listed on page 1 of this fact sheet for more information that is available online.

Contact Us

You can contact the Victorian Landcare Program staff at the Department of Energy, Environment and Climate Action (DEECA) by email at landcare@delwp.vic.gov.au or phone 136 186 (DEECA Customer Service Centre).

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