

# Victorian Landcare Facilitator Program

## Useful Links on the Employment of Landcare Support Staff

This fact sheet provides links to current online information on a range of employment-related matters relevant to both Landcare organisations and their support staff. As employment-related legislation and regulation undergoes frequent change, it is recommended that Landcare organisations and their support staff use these links to access the up-to-date information online.

The list of links on the following pages while not comprehensive provides links to useful information from the main Victorian and Australian Government employment-related websites.

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

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

### Employing and Managing Staff

- Employment types and hiring options  
[www.business.vic.gov.au/hiring-and-managing-staff/employment-types](http://www.business.vic.gov.au/hiring-and-managing-staff/employment-types)  
[www.business.gov.au/business-topics/employing-people/Pages/default.aspx](http://www.business.gov.au/business-topics/employing-people/Pages/default.aspx)

### Employer Responsibilities and Staff Entitlements

- [www.fairwork.gov.au/pay](http://www.fairwork.gov.au/pay)
- [www.fairwork.gov.au/leave](http://www.fairwork.gov.au/leave)
- [www.fairwork.gov.au/employee-entitlements](http://www.fairwork.gov.au/employee-entitlements)
- [www.fairwork.gov.au/awards-and-agreements](http://www.fairwork.gov.au/awards-and-agreements)
- [www.business.gov.au/business-topics/employing-people/wages-conditions-entitlements/Pages/default.aspx](http://www.business.gov.au/business-topics/employing-people/wages-conditions-entitlements/Pages/default.aspx)

### Employee or Contractor

- [www.ato.gov.au/Business/Employee-or-contractor/](http://www.ato.gov.au/Business/Employee-or-contractor/)
- [www.ato.gov.au/Calculators-and-tools/Employee-or-contractor/](http://www.ato.gov.au/Calculators-and-tools/Employee-or-contractor/)
- [www.fairwork.gov.au/about-us/policies-and-guides/fact-sheets/rights-and-obligations/contractors-and-employees-whats-the-difference](http://www.fairwork.gov.au/about-us/policies-and-guides/fact-sheets/rights-and-obligations/contractors-and-employees-whats-the-difference)
- Independent contractors  
[www.fairwork.gov.au/find-help-for/independent-contractors](http://www.fairwork.gov.au/find-help-for/independent-contractors)  
[www.business.gov.au/business-topics/business-structures-and-types/independent-](http://www.business.gov.au/business-topics/business-structures-and-types/independent-)

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[contractors/Pages/default.aspx](https://www.business.vic.gov.au/contractors/Pages/default.aspx)

[www.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 Taxation Requirements

[www.business.vic.gov.au/hiring-and-managing-staff/employer-responsibilities/payg-tax-and-forms-for-employees](https://www.business.vic.gov.au/hiring-and-managing-staff/employer-responsibilities/payg-tax-and-forms-for-employees)

[www.ato.gov.au/Calculators-and-tools/Tax-withheld-calculator/](https://www.ato.gov.au/Calculators-and-tools/Tax-withheld-calculator/)

### Superannuation

[www.business.vic.gov.au/hiring-and-managing-staff/employer-responsibilities/superannuation-rules-and-contributions-employer-responsibilities](https://www.business.vic.gov.au/hiring-and-managing-staff/employer-responsibilities/superannuation-rules-and-contributions-employer-responsibilities)

[www.ato.gov.au/Business/Super-for-employers/](https://www.ato.gov.au/Business/Super-for-employers/)

[www.ato.gov.au/business/super-for-employers/working-out-if-you-have-to-pay-super/](https://www.ato.gov.au/business/super-for-employers/working-out-if-you-have-to-pay-super/)

[www.business.gov.au/business-topics/employing-people/Pages/employee-superannuation.aspx](https://www.business.gov.au/business-topics/employing-people/Pages/employee-superannuation.aspx)

### Insurance

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

### Employment Record Keeping

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

[www.business.gov.au/business-topics/employing-people/employees-and-record-keeping/Pages/default.aspx](https://www.business.gov.au/business-topics/employing-people/employees-and-record-keeping/Pages/default.aspx)

### Equal Opportunity in the Workplace

[www.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)

### Occupational Health and Safety

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

- Workplace injury insurance  
[www.worksafe.vic.gov.au/insurance-and-premiums/worksafe-insurance](https://www.worksafe.vic.gov.au/insurance-and-premiums/worksafe-insurance)
- Serious injury  
[www.worksafe.vic.gov.au/injury-and-claims](https://www.worksafe.vic.gov.au/injury-and-claims)
- Helping injured workers  
[www.worksafe.vic.gov.au/return-to-work/information-for-employers2](https://www.worksafe.vic.gov.au/return-to-work/information-for-employers2)

### Recruiting Staff

[www.fairwork.gov.au/find-help-for/small-business/hiring-employees](https://www.fairwork.gov.au/find-help-for/small-business/hiring-employees)

[www.business.gov.au/business-topics/employing-people/recruitment/Pages/default.aspx](https://www.business.gov.au/business-topics/employing-people/recruitment/Pages/default.aspx)

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## Useful Links on the Employment of Landcare Support Staff

- Workforce planning  
[www.business.vic.gov.au/hiring-and-managing-staff/staff-recruitment/workforce-planning-and-HR-templates](http://www.business.vic.gov.au/hiring-and-managing-staff/staff-recruitment/workforce-planning-and-HR-templates)
- Writing job descriptions and advertisements  
[www.business.vic.gov.au/hiring-and-managing-staff/staff-recruitment/job-description-and-advertisement-template](http://www.business.vic.gov.au/hiring-and-managing-staff/staff-recruitment/job-description-and-advertisement-template)
- Job interview and selection process  
[www.business.vic.gov.au/hiring-and-managing-staff/staff-recruitment/job-interview-and-reference-check-questions](http://www.business.vic.gov.au/hiring-and-managing-staff/staff-recruitment/job-interview-and-reference-check-questions)
- Job induction  
[www.business.vic.gov.au/hiring-and-managing-staff/staff-recruitment/new-staff-induction-program-and-probation-period](http://www.business.vic.gov.au/hiring-and-managing-staff/staff-recruitment/new-staff-induction-program-and-probation-period)

### Employment Performance Reviews

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

### Ending Employment

- Exit interviews and dismissal  
[www.fairwork.gov.au/ending-employment](http://www.fairwork.gov.au/ending-employment)  
[www.business.vic.gov.au/hiring-and-managing-staff/ending-employment/dismiss-staff-properly](http://www.business.vic.gov.au/hiring-and-managing-staff/ending-employment/dismiss-staff-properly)
- Redundancy and retrenchment  
[www.business.vic.gov.au/hiring-and-managing-staff/ending-employment/genuine-redundancy-pay-redundancy](http://www.business.vic.gov.au/hiring-and-managing-staff/ending-employment/genuine-redundancy-pay-redundancy)

### More Information

Go to the “information hub” on the **Justice Connect** website via

[www.nfplaw.org.au/results?search\\_api\\_views\\_fulltext=information+hub+&field\\_content\\_state=1](http://www.nfplaw.org.au/results?search_api_views_fulltext=information+hub+&field_content_state=1)

### Contact Us

You can contact DELWP about the VLFP by email at [cel.hub@delwp.vic.gov.au](mailto:cel.hub@delwp.vic.gov.au) or phone 136 186.

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