



## 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.

### Employment Agreement

An employment 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
- Day and hours of work as well as start and finish times
- Specific duties and any additional duties
- Overtime rates for working outside set times
- Annual recreation leave, sick leave, special leave, pay on public holidays etc
- Conditions of salary review
- Conditions of termination
- Social Media Policy

For more information contact Queensland Government:

<http://www.qld.gov.au/families/babies/childcare/types/pages/nannies.html>

For assistance with payroll including Superannuation, Tax and setting up an online payroll system visit

<http://www.domesticpayroll.com.au/> or contact your professional advisor.

### Police checks, Working with Children checks 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. <http://www.bluecard.qld.gov.au>

### Income Tax

As an employer you will be required to register for Pay As You Go Withholding (PAYGW) with the Australian Taxation Office (ATO). 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.

Applications for PAYGW: <https://www.ato.gov.au/Forms/Register-a-PAYG-withholding-account/>



### Superannuation

Superannuation must be paid to the Nanny's nominated superannuation fund if the Nanny is working more than 30 hrs/wk in a domestic capacity. Superannuation is calculated based on 9.5% of the gross wage and paid into the nominated fund on a quarterly basis. For more information: <https://www.ato.gov.au/Individuals/Super/>

### 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 \$40 per year 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 for further information or visit <https://www.worksafe.qld.gov.au/>
- **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 <http://nannysure.com.au/>
- **Motor Vehicle Insurance** if your Nanny is going to be using your car.
- **Nanny Insurance** all nannies should have their own public liability/insurance as well. Nannysure – [www.nannysure.com.au](http://www.nannysure.com.au) is a company that we would recommend.

**Child Care Benefit (CCB)** is a payment to help families who use 'approved' or 'registered' care. Your Nanny must register with the Family Assistance office as a Registered Carer and you must meet the eligibility criteria (e.g. immunization requirements and residency requirements) to gain the CCB. It is also income-tested. For more information visit <https://www.humanservices.gov.au/customer/services/centrelink/child-care-rebate>  
Your Nanny can apply as a Registered Carer by calling 136 150 or completing an online application form.

We trust this information compiled for you has assisted and made things easier for you.