



THE PERFECT NANNY FOR YOU

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 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

Please note that Nannies/ Baby sitters are award free and are covered by the [NES](#) (national employment standard).

For more info; [Nannies & babysitters](#)

For assistance with payroll including Superannuation, Tax and setting up an online payroll system refer to [Domestic Payroll Services](#) and tell them Mini referred you.



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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.

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 have to pay super - 9.5% on top of their wages. You pay super no matter whether the employee is full time, part time or casual. You have to 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 \$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
- 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](#)
- Motor Vehicle Insurance if your Nanny is going to be using your car.

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Kilometre 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 is 0.66 cents per kilometre.

[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. 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.