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## **ISSUES & ANSWERS**

### **STAFF RECRUITMENT**

Important issues when employing staff are:

1. Taxation remittances on either a monthly or quarterly basis.
2. Superannuation remittances on either a monthly or quarterly basis.
3. Workcover remittances on either on a quarterly or yearly basis.
4. Long Service Leave notification on a bi-monthly basis for some industry sectors.
5. Accumulation of holiday, sick leave and long service leave entitlements.
6. What employment Award (if any) applies?
7. What skill, experience and age of candidates is sought?
8. What is the job description?
9. Are there special employment subsidies available?
10. Are there special employment contracts that require completion?

Advance Business Centres can assist with all of the above plus the more detailed aspects of salary packaging, motor-vehicles, superannuation and other benefits; together with the aspects of Fringe Benefits Tax. For further information about the application of Fringe Benefits Tax please refer to Number 14 in this series.

Ongoing training particularly in the areas of communication skills and computer skills are essential elements that need to be addressed regularly, with particular continuing development in the industry category of the employer.