# Readiness Checklist

## If you haven't hired workers in your business before, the process can be a bit daunting. That’s why it’s important to take things one step at a time. Before you even begin thinking about advertising for staff, you need to make sure that you are ready to start the employment process. Below is a checklist you can use to help you decide if you’re really ready to take that step and become an employer. Under each item there is a link or reference for further information either through a government website or from The People in Agriculture site [www.peopleinag.com.au](http://www.peopleinag.com.au) .

Whilst it is important to make sure you have access to all the required documentation and information you need to start this process, you also need to make sure that you are mentally prepared to employ someone. Having an employee means trusting someone else with your business and this can be a big step if you’re used to being responsible for everything. It could be worth looking into professional development opportunities around managing employees if you aren’t confident taking this step.

|  |  |
| --- | --- |
| [ ]  | **Have you looked honestly at your business turnover?** *Look at how much money your business makes and honestly assess whether you can afford to employ someone. Remember, it’s not just the wages that you need to consider, there are often costs associated with training, advertising, record keeping, etc.* More information available from: * ATO – Starting your own business

<https://www.ato.gov.au/Business/Starting-your-own-business/>* Business.gov.au - Start your business

<https://www.business.gov.au/info/plan-and-start/start-your-business> |
| [ ]  | **Do you know which award and classification you will employee someone under?** *Awards can be tricky to understand at the best of times let alone if you are hurriedly trying to digest all the information the night before interviews. Take time to read the section about awards and classifications on The People in Agriculture site and contact your local industry advisor if you need more help determining the relevant award.* More information available from: * [**How much do I pay someone? / Awards**](http://www.peopleinag.com.au/general/employers/how-much-do-i-pay-someone/awards-agreements-and-entitlements/)
* Fair Work Ombudsman – Awards and agreements <https://www.fairwork.gov.au/awards-and-agreements>
 |
| [ ]  | **Do you know your health and safety obligations?** *Health and safety is one of the most important aspects of any workplace. You should familiarise yourself with employer obligations and responsibilities regarding workplace safety.* More information available from: * [**What are my responsibilities? / Safety**](http://www.peopleinag.com.au/general/employers/what-are-my-responsibilities/safety)
* Safe Work Australia – Links to state and territory governing bodies <http://www.safeworkaustralia.gov.au/sites/swa/whs-information/pages/whs-information>
 |
| [ ]  | **Have you registered for Pay as You Go (PAYG) withholding tax?** *If you’re hiring employees, you’ll need to register for this tax as soon as possible as you'll need to withhold tax from their wages.*More information available from: * [**How much do I pay someone? /Payroll**](http://www.peopleinag.com.au/general/employers/how-much-do-i-pay-someone/payroll/)
* ATO – PAYG Tax [https://www.ato.gov.au/business/business-activity-statements-(bas)/pay-as-you-go-(payg)-tax-withheld/](https://www.ato.gov.au/business/business-activity-statements-%28bas%29/pay-as-you-go-%28payg%29-tax-withheld/)

  |
| [ ]  | **Have you checked if you need to register for payroll tax with your state or territory revenue office?***Payroll tax is different from and separate to Pay as You Go (PAYG) tax. You'll only need to register for payroll tax if your total payments to employees and certain contractors exceed the threshold in your state or territory.*More information available from: * [**How much do I pay someone? /Payroll**](http://www.peopleinag.com.au/general/employers/how-much-do-i-pay-someone/payroll/)
* ATO – Payroll Tax

<https://www.ato.gov.au/Business/PAYG-withholding/Registering-for-PAYG-withholding/Payroll-tax/> |
| [ ]  | **Do you know which super fund will be the most appropriate for your workplace?** If you're hiring employees who are eligible for superannuation, and most employees and some contractors are, then you will need to select a default super fund. Many employees will opt to choose their own superannuation fund, however, you will need to supply a default super fund that they can choose to join. More information available from: * [**How much do I pay someone? /Payroll**](http://www.peopleinag.com.au/general/employers/how-much-do-i-pay-someone/payroll/)
* ATO – Super for employers <https://www.ato.gov.au/Business/Super-for-employers/Setting-up-super/Determine-your-employer-nominated-or-default-fund/>
 |
| [ ]  | **Have you set up a system to manage payments and keep employee records?***You may not need to have a payment or record keeping management system if you are only hiring one employee, however, it’s a good idea to investigate your options before your workforce grows too large to handle without help.* Some examples of payment and record keeping management systems include:* MYOB <http://myob.com.au/>
* XERO <https://www.xero.com/au/>
* Quickbooks <http://www.intuit.com.au/qbohome/>
 |
| [ ]  | **Do you know the documentation you will need if you do choose to employ someone?** *This checklist is only the first in many steps on the path to employing workers on your farm. Once you have decided to employ someone, you need to make sure that you are aware of the:** employment process;
* the Award under which you will be employing someone;
* where to advertise for staff; and
* the employment documents you will need (position descriptions, contracts, etc.).
 |