

Growing your business through employing people

Understanding your employer obligations...

Expanding your business and taking on employees to help manage increasing workloads should mark the beginning of an exciting new phase of your business. But employing staff presents new challenges and creates a different set of demands on your time. If you're not prepared for the additional regulatory demands, you could find that expanding your business creates more pain than gain.

Once you take on the responsibility of employing people you also take on additional responsibilities such as paying them award rates, contributing to their superannuation, and deducting tax from their salary. You also need to know about their entitlements under industrial relations legislation and provide them with a safe working environment. You should also ensure that you understand equal employment opportunity and anti-discrimination laws. There are more employer obligations and responsibilities in different circumstances including insurance and record keeping.

The key to overcoming these regulatory speed humps is preparation. Doing your homework before you place your job ad, and getting to know your rights and responsibilities as an employer, will benefit you and your employees.

The best place to start is the web. business.gov.au offers a full range of information about employing staff, including some useful information about incentives for taking on apprentices. You can also download their two checklists – the *New to business checklist* and *Growing your business checklist*, both of which can help you with your employer obligations.

Incentives and support

There is a range of incentives and support available to employers. Visit business.gov.au to find out what grants might be available to you, including when you hire people with a disability, Indigenous Australians, the long term unemployed or mature aged workers.

Training and employee relations

business.gov.au provides information on training your workforce by assessing your training needs, understanding what training providers can help and knowing what funding and incentive schemes are available for training. Taking on employees can also mean employee relations challenges. For information on the employment complaints and dispute resolution process, visit business.gov.au.

Ending employment

When employees stop working for you, through resignation, redundancy or dismissal, it is important you know what is required of your business. business.gov.au can provide you with information on employer obligations when ending employment.

So while the decision to take on staff does bring with it some administrative challenges, they don't have to be insurmountable. Getting the low-down early can be a great safeguard against potential pitfalls. Visit business.gov.au today to help your business grow with additional staff.

This information is provided by business.gov.au, Australia's principal resource for businesses looking to start or grow.