AUSTRALIA / FREE SAMPLE

Employer Readiness Check

Five decisions to make before your first Australian hire.

An extract-style preview of the approach used in the Australian Compliance Toolkit Library. General information only. No compliance certification or personalised advice.

PRACTICAL CHECK

Five pre-hire decisions

Question	Record before proceeding
Who is the legal employer?	Entity, identifiers and corporate/tax presence assessment where required.
Which workplace rules apply?	National/state system, award/agreement and role classification.
Where will the person work?	Actual work locations, workers compensation and state reviews.
Where will super be paid?	Eligibility, choice/stapled/default sequence and current payday receipt process.
Can payroll prove the first pay?	Approved hours/rates, tax settings, reporting, payslip and receipt evidence.

Do not label all registrations mandatory. Decide each conditional trigger and record the conclusion. Public liability is not universally compulsory for every employer. Written employment terms are recommended; contracts can generally be written or verbal, while specific agreements and required statements need separate checks. [S15, S39, S20]

EDITABLE THINKING

Your first action plan

Action	Owner	Verified target	Evidence
[ ] Confirm employer			
[ ] Assess role rules			
[ ] Review work location			
[ ] Prepare tax and super			
[ ] Test first payroll			

If any legal requirement is uncertain, obtain qualified advice before the relevant activity or deadline. Do not enter sensitive employee data here.

Next step: choose the Employer Registration & Compliance Setup Toolkit for detailed decisions and the 43-item matrix, or the First Employee Hiring Toolkit for the hiring and onboarding workflow.

OFFICIAL GUIDANCE

Sources and scope

S07 Australian Taxation Office
PAYG withholding

S09 Australian Taxation Office
Payday Super

S15 business.gov.au
Types of business insurance

S18 Fair Work Ombudsman
Fair Work system

S19 Fair Work Ombudsman
Award classifications

S20 Fair Work Ombudsman
Information statements

S34 Australian Taxation Office
Superannuation standard choice form

S39 Fair Work Ombudsman
About employment contracts

Current as of 10 October 2026. Rules vary by entity, jurisdiction, worker type and activity. Official government information is available free. The paid library provides authored explanations and working tools.