

NEED HELP WITH YOUR EMPLOYER OBLIGATIONS?

BMO HUMAN RESOURCE SERVICES

Need help managing your employees, want information on an award and wage rates, or do you need someone to process your payroll? We can help get you on track with the right information and procedures for all your human resources issues including:

- Payroll Processing and Wage Rate Assessments
- Unfair Dismissal Processes and Claims, Adverse Action Claims
- Employing New Staff, Employer Obligations, Employment Contracts
- Fair Work Act, National Employment Standards, Modern Awards
- Performance Management and Misconduct Issues
- Superannuation Payments (SGL), PAYG and WorkCover
- Workplace Health and Safety (WHS)
- Safety Management Systems and Safe Work Procedures
- Drug and Alcohol Policies
- Termination, Redundancy, Grievance and Complaints Procedures

TAKE THE CONFUSION OUT OF EMPLOYER RULES

Keeping abreast of changes in legislation and your obligations as an employer can be challenging. We can assist you with your legal obligations as an employer including the implications of the Fair Work Act, National Employment Standards and Modern Awards. Adhering to awards and associated legislation is important as it ensures that you do not leave yourself open to claims from current and former employees. It can be an expensive exercise if you're not doing the right thing. BMO offers employers cost effective and practical solutions to ensure their business is compliant and has the tools and knowledge to help you through the HR minefield.



GET THE BEST OUT OF YOUR TEAM

Do you want to run training but don't know how? BMO can evaluate, design and deliver all your training and development programs. We can also assist you to develop and write employment policies to ensure compliance with regulatory requirements and develop 'Performance Management' systems and undertake regular performance reviews.

KEEP YOUR EMPLOYEES SAFE

We can help you identify and address your workplace health and safety (WHS) obligations and develop WHS policies for your business. We also offer support and guidance on the implementation, adoption and management of your policy so you have more time to run your business.

TAKE THE HASSLE OUT OF PAYROLL

Struggling with your weekly or fortnightly payroll? It's one of those tasks that can be a genuine strain for some business owners. Using our payroll service will mean having one of our professional team members process your wages, along with having your wages reconciled and your PAYG summaries done on time for the end of the financial year, saving you money and time.

ABOUT DAVE ADAMS, HR MANAGER

For more than a decade he has been successfully helping businesses manage their obligations as employers (both in-house and in consultancy roles). Most importantly he enjoys helping businesses identify and develop employees to achieve their best.

His experience is backed by a Diploma of Human Resources, Certificate IV in Workplace Health and Safety, Certificate IV in Training and Assessment and is also a Workplace Rehabilitation and Return to Work Coordinator and CAHRI Certified Professional Member. Dave applies a down-to-earth, no fuss approach to implementing solutions for all matters human resources and workplace health and safety related.

As co-owner of a Crossfit gym in Toowoomba, Dave likes to keep fit and healthy alongside his wife Sarah and two young children.



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you can count on us