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We'll be at this years  
**Dowerin Field Day!**

See you at **Site 45** on  
the **24th to the 25th**  
of August.

## R U AWARE OF MENTAL HEALTH ISSUES IN YOUR WORKPLACE ?

Andrew Northcott | Director

An important meeting with the bank, an exam, a difficult conversation with an employee or customer. We've all felt the anxiety around these moments in our working lives. We are our own worst enemies, weighing in that these moments will make or break our professional lives.

Talking from personal experience, some stress I have recognised as a good thing. It means you're challenging yourself. However, imagine this anxiety over a prolonged period. If this is you, or a colleague, and it is negatively affecting work and/or personal lives, it needs to be addressed.

According to Jill McCrum from JEM Training, the stigma surrounding those suffering from mental health conditions in the workplace is something that needs to be talked about more often amongst small business owners.

I attended a cracking session run by Jill, alongside my fellow Directors and Managers, earlier in the year to help assist the leaders of our practice to tackle mental health issues in the workplace.

There was much covered, however **three key takeaways** I was most interested in were:

### 1. Be observant

For those in more senior roles, you have to get to know your staff. Engage with staff consistently and build relationships from day one. This is a risk reduction strategy, as you engage with staff more often, you are more likely to notice the signs of a staff member struggling.



Some key signs:

- Absenteeism - greater than expected sick days
- Productivity - not being present (Presenteeism)
- Unusual mood swings or disengagement

We do not bear the responsibility of diagnosing a mental illness, however we can do more good than bad, by being aware of the typical signs.

“

**We are our own worst enemies, weighing in that these moments will make or break our professional lives.**

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## 2. Sensitive conversations are ok!

If a colleague or staff member approaches you with a sensitive issue to discuss, this is ok. You may want to consider remembering the three A's to assist you with these tricky conversations.

Acknowledge the situation. Talk about changes you've noticed in a person's behaviours/actions and acknowledge where appropriate, for example "that must be tough for you".

Ask and assist. The power is in the question, so consider phrasing a question such as "just wondering what's going on for you and how can I/we help?"

Appropriate referral and response. Suggest that advice from a family GP is often helpful. Consider resources you may have at hand such as contact details at Beyond Blue, Lifeline, Black Dog Institute to name a few.

## 3. The Disability Discrimination Act 1992 is far-reaching.

As part of this legislation employers are mandated to make reasonable adjustments to support workers with a disability. This includes those diagnosed with a mental health condition. Provided the employee can fulfill the 'inherent requirements' of the job, employers cannot sit on their hands and do nothing or terminate the employee because it is all too hard.

From our session with Jill, I've come away with an increased awareness of mental health issues in the workplace and encourage any of our clients, business associates and friends to get an understanding of the impacts this illness has and what we in business can do.

# SCAMMERS DO NOT HIBERNATE

## Mike Cornforth | IT Manager

Nearing EOFY, businesses, farmers and individuals are scurrying around to close off as many jobs as possible. With this, it's easy to take your eye off the ball when it comes to IT security, and the scammers know this.

At the time of writing this piece, one of our newest and youngest staff members in the Perth office came to me after coming across an email which we are commonly receiving. Notwithstanding our strong spam filters, this one made it through. It was addressed from one of our regional Directors and read...

“

I'm supposed to give you a call on this, but I'm currently occupied at the moment and can't make or receive any calls. I need you to get something done right now, I need some Google Play gift cards to be sent to a recipient. Do you have an idea of the nearest store you can get them from? Let me know if this can be done, so I'll get back to you with details.

”

Fortunately, the suspicious nature was noticed in the domain name the email was sent from, the subject line, and the suspicious request details. This example shows we as accountants are not immune to some phishing.

According to an ACCC report, Australians lost \$851mn in scams (2020), mainly surrounding investment, romance, and payment redirection spoofs. Companies exposed were Telstra, NBN, Banks, ATO, and even the Police, with the over 55 age demographic the greatest hit.

Some tips to help you protect yourselves from scammers, but also representing good IT hygiene, include:

- Treat EVERY email with a degree of suspicion. Is the email asking you to pay into a “new” bank account? This is a dead give-away!!
- DO NOT click embedded links that look suspicious.
- DO NOT open unknown attachments to emails.
- Built in windows firewall is sufficient in most cases, but also antivirus software will give some extra protection. Consider Bitdefender, Kapersky, Symantec, or McAfee.
- Adhere to using passphrases not just passwords. For example using a song title, a famous quote or something only known to you. Mix it up with letters and characters.
- Use two factor authentication or multi factor where recommended.
- Consider Dashlane and LastPass as software solutions to manage your passwords.
- When configuring your Wi-Fi router make sure you change the username and password.
- Consider using a Virtual Private Network when travelling such as NordVPN, or Surfshark.
- Keep hardware and software up to date.
- Backup your data regularly. This will change dependent on data used.

Security of your IT systems is a multilayered approach, using much of the above, but also including making sure the person behind the keyboard is alert! Stay safe this winter.



## IMPORTANT UPDATES

### Single Touch Payroll (STP) Phase 2

Employers are now required to report additional payroll information each payrun but reduce some other reporting requirements. Tax File Number declarations will no longer need to be separately reported and the employee information will be shared with Services Australia (Centrelink) to ensure income support is correct. Furthermore the employees will have better visibility of their income come tax time.

In STP Phase 2, you will report gross wages, allowances, leave, overtime, bonuses and salary sacrifice separately. Also reported will be the employment basis and when and why the employee leaves.

Many software providers (Xero, MYOB and Agrimaster/Wagemaster) have an extension until 1 January 2023, however it is best to ensure your payroll software is setup correctly to report now. For those clients who Byfields prepare their payroll, we will ensure their reporting is ready to go. **If you prepare your own payroll and would like some assistance in preparing for STP Phase 2, please contact your Byfields Accountant.**

## Single Touch Payroll (STP) End of Financial Year Finalisation

All employers are required to finalise their employees STP by 14 July 2022 for the 2021/22 financial year. The finalisation is completed in your payroll software and indicates to the ATO that all employee information has been reported for the year and is correct. The employee will then be notified that their income statement is tax ready, you no longer need to provide a payment summary/group certificate. **If you require any assistance with this finalisation, please contact your Byfields Accountant/Bookkeeper.**



## SGC Rate Increase

From 1 July 2022 the super guarantee rate will increase.

Increasing the super guarantee rate will mean employees receive 10.5% contributed to their super fund on ordinary wages earned. Employers payroll software should automatically update for this change.

## Crop Insurance

Please ensure you've spoken with your insurance broker regarding adequate cover for this seasons crops as there are some shortages in insurance available.

## Fuel Tax Credits

The Fuel Tax Credit Rates have changed. See the table below for updated rates from 30 March 2022 to 30 June 2022.

## RATES FOR FUEL ACQUIRED FROM 30 MARCH 2022 TO 30 JUNE 2022

ELIGIBLE FUEL TYPE	UNIT	USED IN HEAVY VEHICLES FOR TRAVELLING ON PUBLIC ROADS	ALL OTHER BUSINESS USES (INCLUDING TO POWER AUXILIARY EQUIPMENT OF A HEAVY VEHICLE)
Liquid fuels - for example, diesel or petrol	cents per litre	0	22.1
Blended fuels: B5, B20, E10	cents per litre	0	22.1
Blended fuel: E85	cents per litre	0	9.44
Liquefied petroleum gas (LPG) (duty paid)	cents per litre	0	7.2
Liquefied natural gas (LNG) or compressed natural gas (CNG) (duty paid)	cents per kilogram	0	15.2
B100	cents per litre	0	4.4

**If you have any further questions or queries on SGC Rate Increase or Fuel Tax Credits, please contact your Accountant at Byfields today.**