

Need help with your EMPLOYER obligations?

Introducing BMO Human Resources (HR) 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 Process 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
- Drug and Alcohol Policies
- Safe Work Procedures
- Termination, Redundancy, Grievance and Complaints Procedures



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

Do you struggle to find the time to manage the day-to-day running of your business? Running a weekly or fortnightly payroll is 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. It will also save you software costs associated with your payroll system and give you the peace of mind and confidence that the job is being done properly.

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 employees 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.



About Dave Adams, HR Manager

After growing up in country NSW, gaining experience as a labourer, and several years in the Australian Army, Dave Adams decided to channel his work-life experience, and keenness to work with people, into a career in Human Resources. For more than 10 years 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 Diploma of Human Resources, Cert IV in Workplace Health and Safety, Cert IV in Training and Assessment, Workplace Rehabilitation and Return to Work Co-ordinator 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 wife Sarah and two young children.

