



EXDIA *express*

Friendly Updates From Our Team To Yours

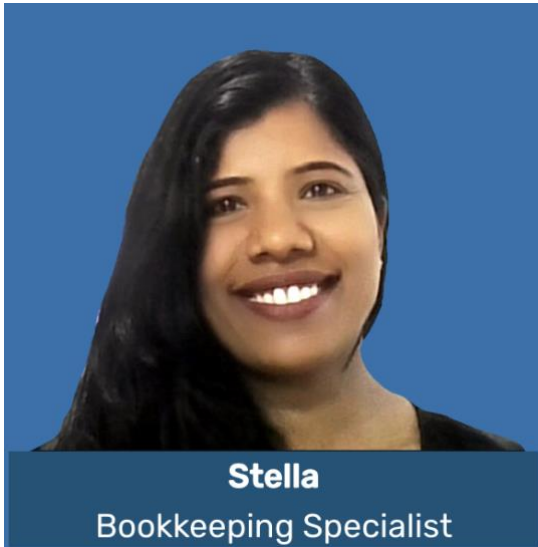
Welcome to *Exdia Express* for January – keeping you informed with friendly updates from our team to yours.

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We trust you'll enjoy these updates, and we look forward to staying connected!

Team Faces – Meet Stella



Post Graduate Diploma in Accounting, Bachelors of Commerce, Xero Certified Advisor, Xero Payroll

Stella enjoys working for Exdia for the opportunities and exposure to meet new clients and establish ongoing relationships that support ongoing business demands. She's so thankful to be part of Exdia because of the supportive and caring team culture. She loves working from home because of its great flexibility, as this will result in more productivity and help her achieve tasks on daily basis. Stella loves analysing the

numbers on a regular basis, maintaining client relationships, and continuing to learn and achieve goals. Outside of work, she loves going to church and doing some outdoor exercises like walking. Stella is always on the lookout for recipes as she loves trying new foods, and most importantly she loves spending quality time with family and friends.

What do you enjoy most about working with our clients?

Whenever I see that the clients are happy and we help them achieve their goals.

What's a simple tip you use to stay productive?

By taking frequent breaks and exercises.

What's your favourite coffee or snack?

My recent go to snack is Kamote so so love it and long black coffee.

Thank you Stella for being such an amazing part of our Exdia team!

Client Share – Thank you Phil!

We are so grateful for our wonderful clients, and it's always a pleasure to receive feedback like these thoughtful comments from Phil:

“Your honest and integrity are appreciated... Thank you to you and your team for your good work.” - Phil, QLD- Phil, QLD

Thank you, Phil, for sharing your experience. We truly value the opportunity we've had to work together!

And now in the following section we are delighted to share the latest eBrief from the Institute of Certified Bookkeepers with this month's topics and content.

Client eBrief



ATO Lodgement Dates

Compliance Activity is Stepping Up

Operation Topaz: Joint Compliance Operations

Operation Topaz has drawn fresh attention to how closely compliance activity is being carried out across regional and seasonal industries. The coordinated effort, led by the Australian Taxation Office, the Fair Work Ombudsman and Home Affairs immigration compliance officers, focused on labour hire and agriculture businesses in the Gatton region of Queensland.

The operation brought together checks on payroll accuracy, tax reporting, employee records and work-rights obligations. While many businesses were able to demonstrate compliant practices, others faced significant liabilities, back payments and penalties. Some matters remain under review.

A Closer Look at What Was Uncovered

The combined findings point to familiar pressure points that often appear when systems haven't kept up with growth or seasonal demands. Issues included:

- Incorrect or outdated pay rates.
- Unpaid overtime and public holiday rates.
- Payslips missing required details or not issued on time.

These dates are from the ATO website and do not account for possible extensions.

You remain responsible for ensuring that the necessary information is with us in time.

See [ATO Due dates by month](#) to check monthly lodgment and payment dates.

BAS/IAS Monthly Lodgements

Final dates for lodgements and payments:

January Activity Statement
21 February 2026

February Activity Statement
21 March 2026

BAS Quarterly Lodgements

Final dates for lodgements and payments:

2nd Quarter 2026 Financial Year:
December Quarter 2025 (incl. PAYGI)
28 February, 2026

3rd Quarter 2026 Financial Year:
March Quarter 2026 (incl. PAYGI)
28 April, 2026

When a due date falls on a Saturday, Sunday or Public Holiday*, you can lodge or pay on the next business day.

*A day that is a public holiday for the whole of any state or territory in Australia.

Due date for super guarantee contributions:

2nd Quarter 2026 Financial Year:
October to December 2025 – contributions must be **in the fund** by 28 January, 2026

3rd Quarter 2026 Financial Year:
January to March 2026 – contributions must be **in the fund** by 28 April, 2026

Late payments of superannuation are **not** tax deductible. If your business has overdue superannuation guarantee payments and you are unsure of how to proceed, please contact us to discuss.

- Employee records incomplete or poorly maintained.
- Super and tax errors that resulted in large liabilities.
- Workers starting before proper work-rights checks were completed.

Even though agriculture and labour hire were the focus this time, these issues can arise in any business using casual, temporary or high-turnover staff.

Why This Matters

Operation Topaz is part of a wider shift. Agencies are working together more frequently, and their combined reviews are identifying gaps in payroll, record-keeping, and tax compliance much faster than before.

This confirms what many small business owners have already seen over the last year:

- Compliance expectations are rising.
- Errors that used to go unnoticed are now being flagged quickly.
- Good systems are the strongest protection for both the business and its workers.

Businesses that are organised and consistent tend to move through reviews smoothly. Those with missing or outdated processes face extra work, financial impact and longer follow-ups.

What Business Owners Can Take From This

Operation Topaz is a timely reminder to check the basics:

- Are pay classifications correct for every worker?
- Are payslips complete and provided on time?
- Are employee records up to date and easy to access?
- Is super paid correctly and within required timeframes?
- Are work-rights checks completed before hiring?

These basics make a measurable difference. When a compliance review occurs, strong records and clear processes usually mean less disruption and faster resolution.

The Role Your Bookkeeper Plays

Bookkeepers sit at the centre of this picture. They see the payroll changes, the staffing updates, and the patterns that can signal when something isn't aligning. Their work helps prevent the exact problems Operation Topaz revealed.

By keeping systems accurate and guiding clients when issues arise, bookkeepers help businesses avoid stress, back payments, and unnecessary penalties. The findings from Operation Topaz reinforce just how valuable that oversight is.

What's Ahead

Operation Topaz isn't expected to be the last joint operation of its kind. Similar work is already happening in other regions and industries. For many businesses, the message is simple: now is a good time to review your payroll, records and processes.

Compliance activity is increasing, but businesses with good systems are in a strong position. With the support of skilled bookkeepers, issues can be identified early and corrected long before they become a problem.

Source: [Operation Topaz raises \\$25 million in liabilities in Gatton region - Fair Work Ombudsman](#)

Strengthening Your Foundations: A Practical Guide for Bringing New Staff Onboard

The lessons from Operation Topaz show how much hinges on getting things right from the very beginning of employment. Most payroll and compliance problems start early, often because key documents weren't collected, pay classifications weren't confirmed, or records weren't set up properly. When employers follow a clear process at the point of hiring, everything that follows is easier to maintain and far less likely to be challenged in a review.

Before a new employee starts, employers need to make sure the core requirements are in place. This includes issuing the correct documents, confirming the award or contract, collecting the necessary payroll and super details, and maintaining records that meet Fair Work and ATO standards. These early steps form the foundation of compliant employment and support accurate payroll over the long term.

In simple terms, employers need to:

Provide the required onboarding documents, including the [TFN declaration](#), [Super Choice form](#) and [Fair Work Information Statement](#).

- Confirm the correct award, classification, pay rate and entitlements for the role.
- Collect all essential employee details so payroll, tax and super can be set up correctly.
- Put employment agreements, job descriptions and workplace policies in place.
- Keep records that meet legal obligations and can be produced quickly if asked.

These are the essentials that protect a business from the common issues highlighted in Operation Topaz. Employers need to confirm pay classifications for every worker, issue complete payslips on time, and keep employee records accurate and easy to access.

Super must be calculated correctly and paid within the required timeframes, noting that Payday Super begins on 1st July 2026. Before hiring, employers should also complete a [work-rights check](#) and retain the record with the employee's onboarding documents. With these steps in place, employers and bookkeepers can work with more confidence, knowing the foundations are solid.

As an employer, if you have any questions or uncertainties about what Operation Topaz means for you, why not discuss this with your Bookkeeper at the next opportunity that presents.



A Practical New Hub to Support Workplace Guidance - Small Business Peak

Small Business Peak has launched a new online member platform designed to simplify workplace compliance for small businesses.

This free resource brings together practical tools such as guides, checklists, videos, and templates presented in clear language without the complexity often found in formal regulations.

The site is intuitive and easy to navigate, making it simple to locate information and share it with clients or team members.

For more information: [Small Business PEAK Members](#)



Disclaimer: All or any advice contained in this newsletter is of a general nature only and may not apply to your individual business circumstances. For specific advice relating to your specific situation, please contact your accountant or contact me for further discussion.

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