

◆BIRVA AUS PTY LTD◆

ABN:- 37 624 051 029

EMPLOYEE DETAILS

Name: _____
(First Name) (Last Name)

Address: _____

Contact No: Email: _____

Date Of Birth: ____/____/____ Tax File:

Country: _____ Visa Type: _____

Visa Period: From _____ **To** _____

Passport Number: _____

Date Employment Commenced: _____

Employment Status: 1. Ongoing 2. Temporary 3. Other (specify):

Full-time Part-time Casual ☒ Other (Specify e.g. piece worker)

Ordinary Hours of Works (For Part Time Or Full Time Employee; e.g. 25: _____

Agreed/required method of pay: ☐ CASH ☒ BANK

Agreed/required pay period: ☒ WEEKLY ☐ FORTNIGHTLY

Apprenticeship/Traineeship: _____

Name Of Award or Agreement That: _____

Classification/Job Title under the Award: _____

◆SUPERANNUATION◆

Superannuation Fund Name: _____ (E.g. Austsafe, sunsuper)

Superannuation Membership Number: _____

◆BANK DETAILS◆

Bank Name: _____ Account Name: _____

BSB No: _____ Account Number: _____

PIECEWORK AGREEMENT

Agreement Between:

BIRVA AUS PTY LTD

AND

(Employee)

The Employer and the Employee agree to enter into this piecework Agreement (**Agreement**) under clause 15 (Piecework) of the horticulture Award 2010 [MA000028] (**Award**). The Employer and Employee mutually agree as follow:

1. The work performed under this agreement is as described below (**Work**)
[Add description of work – e.g. picking/packing. If the employee also performs work that isn't covered by the piecework agreement this should not be included here.]
2. The minimum piecework rates which must be paid by the employer to the Employee for performing the work is as specified in **Schedule A** to the Agreement
3. The Employee is Employed as a Casual/ part-time / full-time employee
4. The Employee must work in Individual on piece rate job.
5. The date this agreement starts is: _____

Print name: Kaushikkumar Patel

Print name:

Employer Signature:

Employee Signature:

Date:

Date:

Position:

SCHEDULE A

Piecework rates

Starting date:

Property name:

Property Address:

	Piecework Rate 1	Piecework Rate 2	Piecework Rate 3	Piecework Rate 4
\$ per Unit				
Hourly	\$31.50 Per Hour			
Shallot Picking (40 Bunches)	\$8.75 Per Box			
Shallot Picking (40 Bunches) (purple)	\$9.00 Per Box			
Broccolini Bunching	\$63.00 Per Bin			
Tractor and Ute Driving	\$32.00 Per Hour			
Forklift Driving	\$32.00 Per Hour			
Stockcounting Pallet	\$7.00 per Crate			
Broccolini Picking	\$63.00 Per Bin			

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Notes:

- All rates before government tax
- **The Employee's earning will depend on their productivity.**

**List the variable considered in arriving at the piecework rate. Variables can include things like weather conditions; ripening process; type of picking (e.g. selective or stripping), packing or pruning; size of trees/plants; density of trees/plants.*

Minimum wage guarantee

Under the Horticulture Award 2020 a pieceworker must be paid for each day on which they work no less than their hourly rate under the Award (including the 25% casual loading for a casual pieceworker) multiplied by the number of hours worked on that day.

Hourly rate under the Award: \$29.33 per hour (\$23.47 + 25%). &

This is based on you being employed as a casual employee at the level 1 classification level.
This rate includes your 25% casual loading.

Additional information about your employment conditions as

- If you are doing work not covered by this record, you will be paid the minimum wages (based on your hourly rate) under the Award.
- When applicable, you will be paid 200% (double) of your relevant piece-rate for working on a public holiday.
- When applicable, you will be paid the following allowances under clause 18 of the Award:
 - The following clauses of the Award do not apply to you as a pieceworker:
 - clause 13 — Ordinary hours of work and rostering arrangements
 - clause 18.3 (c) - Meal allowance
 - clause 21 — Overtime

Contact information

You may seek information about minimum employment conditions from the Fair Work Ombudsman.

Find more information on the Fair Work Ombudsman website fairwork.gov.au/horticulture or by calling 13 13 94.

You can also view the Award at library.fairwork.gov.au/award/?krm=MA000028

If you have any questions or would like to discuss this piecework record further, please contact **Kaushikkumar Patel** on 0420264939 or at Birva.ausptyltd@gmail.com

Employer Signature:

Employer Name: **Kaushikkumar Patel**

Date:

Employee signature:

◆ Induction checklist ◆

Employee Name: _____ **Date :** ____/____/____

1. Introduction to the farm business

- Culture and values (code of conduct)
- The team The farm details

2. Terms and conditions of employment

- Position description
- Probationary period
- Hours of work
- Leave
- Pay amount, method, frequency

3. Paperwork

- Contract or Letter of engagement - signed and copy for both parties
- Tax declaration
- Superannuation
- Employee details form
- Work permit (if not Australian), driver's licence, first aid, forklift licence etc
- Bank account details

4. Rosters, applying for leave

- When rosters are available
- Reporting absences by msg or call
- How to apply for time off

5. Company policies

- Work clothing
- Personal health and hygiene
- Drug and alcohol policy
- Anti-discrimination and harassment policy
- Sexual harassment policy
- Disciplinary and grievance procedures, conflict management
- Policy for when visitors/contractors are on the farm
- Privacy
- Personal visits telephone calls etc.

6. OH&S procedures

- Personal protective equipment issued
- Manual handling
- Chemical safety
- Workshop safety
- Working on your own – Communications

7. OH&S procedures cont.

- Hazard, injury and accident procedures and reporting

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8. Emergency procedures

- Who to contact in emergency
- First aid stations / kits
- Fire safety
- Emergency assembly points

9. Operating machinery

- Tractors and attachments
- Forklift driving

10. Farm tour and general information

- Telephone answering and messages
- Toilets and facilities
- General tour, identification of hazards
- Computer systems
- Where staff notices and messages are posted

11. Introductions

- Staff (their roles, responsibilities)
- Supervisors
- Owners, management
- Other people living on the farm
- Contractors
- Local organisations,

12. Introduction to the specific job tasks

- Arrangements for walk through each element of job
- 'Buddy'

Note: -

- Put your all stuff Like Mobile, Bag and other important things in the safe place at the Work Premises....
- If your Stuff is missing on a Work Place, We are Not Responsible for that...

Induction conducted by: Name & Sign: _____

Date of induction: _____

Employee's signature: _____

.....

COVID 19 HEALTH DECLARATION FORM

Employee Name:	
Company:	

INSTRUCTION TO EMPLOYEE:

1. If **ANY** answer is **YES – STOP**. Refer to Supervisor
2. If **ALL** answers are **NO – CONTINUE**.

QUESTIONS	Circle Answer	
I am a confirmed case of COVID-19 (Coronavirus).	YES	NO
In the last 14 days, I have had close contact with a confirmed case of COVID-19 (Coronavirus).	YES	NO
In the last 14 days, I have returned from ANY overseas destinations.	YES	NO
In the last 14 days, I have had close contact with someone who has returned from ANY overseas destinations in the last 14 days.	YES	NO
In the last 14 days, I have had close contact with someone with flu-like symptoms (i.e. fever, cough, sore throat, runny nose, fatigue, difficulty breathing).	YES	NO
<p>I am suffering from symptoms flu-like symptoms (or in the last 48 hours), which may include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fever <input type="checkbox"/> Cough <input type="checkbox"/> Sore-throat <input type="checkbox"/> Running nose or Stuffy nose <input type="checkbox"/> Headache, Aches and pains <input type="checkbox"/> Fatigue <input type="checkbox"/> Breathing difficulty <p>OR any other symptoms (i.e. gastroenteritis related or similar) that may put our employees or other people at risk.</p>	YES	NO

I declare that all the information given in this form is true and correct:

Employee Name:	Signature:	Date:

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STAFF HYGIENE RULES – PICKING & PACKING

WEAR CLEAN CLOTHES, NO JEWELLERY (EXCEPT PLAIN WEDDING BAND - NO STUDS OR GROOVES), NO FOOD OR PERSONAL ITEMS, NO SMOKING IN GROWING AREAS - THESE ARE TO BE KEPT IN DESIGNATED

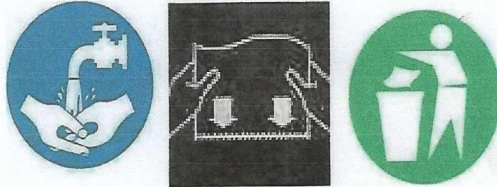
STAFF FACILITIES



IF YOU ARE SICK, REPORT TO SUPERVISOR - BLUE BANDAID FOR CUTS/SORES



WASH AND DRY HANDS (BEFORE HANDLING PRODUCE, AFTER TOILET, EATING FOOD, BLOWING NOSE, SMOKING, HANDLING RUBBISH, ETC)



USE TOILETS PROVIDED



Workplace Health & Safety

Policy

Ultimately, everyone at the workplace is responsible for ensuring health and safety at that workplace. The business demands a positive, proactive attitude and performance with respect to protecting health, safety and the environment by all employees, irrespective of their position.

The business will, as far as practicable, provide a safe work environment for the health, safety and welfare of our employees, contractors, visitors and members of the public who may be affected by our work. To do this, the business will:

- develop and maintain safe systems of work, and a safe working environment
- consult with employees and health and safety reps on safety
- provide protective clothing and equipment, and enforce its use
- provide information and training for employees
- assess all risks before work starts on new areas of operation
- remove unacceptable risks to safety
- provide employees and contractors with adequate facilities (clean toilets, clean drinking water, hygienic eating areas)

Personal Protective Equipment (PPE)

If you are allocated PPE, it must be worn. It is your responsibility to ensure it is working properly with no damage. Any damage or faulty PPE must be reported and replaced.

Manual handling policy

While management is responsible for the health, safety and welfare of all staff, all employees must report potential and actual manual handling hazards.

Never lift or manually handle items larger or heavier than you can easily support. Use a mechanical device where available (forklifts, roller conveyors) to reduce the risk of injury. If you are in any doubt, do not hesitate to ask for help.

Injury procedure

If there is an injury:

The priority is medical attention. The injured worker or nearest colleague should contact one of the first aiders. For a serious injury also call an ambulance.

Any employee who is injured on the job, experiences a safety incident or a near miss, must report the incident to their manager.

The manager must record and follow up on any Injuries, Incidents and Near Misses.

Smoking policy

Smoking is not permitted in any food processing areas including receipt, production, storage, cold room areas, or any workshops, or in company vehicles. The designated smoking area for all factory/office staff is the southern side of the factory staff lunchroom, away from factory access doors and lunchrooms. Cigarette butts must be disposed of appropriately in designated waste disposal bins. Smokers are only permitted to do so in their allotted break times.

Alcohol & drugs policy

The business is concerned by factors affecting an employee's ability to safely and effectively do their work to a satisfactory standard. The business recognises alcohol or other drug abuse can impair short-term or long-term work performance and is an occupational health and safety risk.

The business will do its utmost to create and maintain a safe, healthy and productive workplace for all employees. The business has a zero-tolerance policy in regards to the use of illicit drugs on their premises or the attending of other business related premises (e.g. clients) while under the influence of illicit drugs. Contravening either of these points may lead to instant dismissal.

The business does not tolerate attending work under the influence of alcohol. This may result in performance improvement action or dismissal.

Employee Behaviour

It is the employee's responsibility to behave in an appropriate manner always so as not to put themselves or any other workers or equipment at risk of injury or damage. Follow safety signs and obey lawful instructions by your supervisor. Do not climb on equipment, use safety equipment where provided.

Read and Acknowledged: _____ (Employee Signature) _____ (Date)

(Please return to Employer) _____ (Employee Print Name)

► Agreement making

You may be involved in an enterprise bargaining process where your employer, you or your representative (such as a union or other bargaining representative) negotiate for an enterprise agreement. Once approved by the Fair Work Commission, an enterprise agreement is enforceable and provides for changes in the terms and conditions of employment that apply at your workplace.

There are specific rules relating to the enterprise bargaining process. These rules are about negotiation, voting, matters that can and cannot be included in an enterprise agreement, and how the agreement can be approved by the Fair Work Commission.

You and your employer have the right to be represented by a bargaining representative and must bargain in good faith when negotiating an enterprise agreement. There are also strict rules for taking industrial action. For information about making, varying, or terminating enterprise agreements visit the Fair Work Commission website, www.fwc.gov.au.

► Individual flexibility arrangements

Your modern award or enterprise agreement must include a flexibility term. This term allows you and your employer to agree to an Individual Flexibility Arrangement (IFA), which varies the effect of certain terms of your modern award or enterprise agreement. IFAs are designed to meet the needs of both you and your employer. You cannot be forced to make an IFA, however, if you choose to make an IFA, you must be better off overall. IFAs are to be in writing, and if you are under 18 years of age, your IFA must also be signed by your parent or guardian.

► Freedom of association and workplace rights (general protections)

The law not only provides you with rights, it ensures you can enforce them. It is unlawful for your employer to take adverse action against you because you have a workplace right. Adverse action could include dismissing you, refusing to employ you, negatively altering your position, or treating you differently for discriminatory reasons. Some of your workplace rights include the right to freedom of association (including the right to become or not to become a member of a union), and the right to be free from unlawful discrimination, undue influence and pressure.

If you have experienced adverse action by your employer, you can seek assistance from the Fair Work Ombudsman or the Fair Work Commission (applications relating to general protections where you have been dismissed must be lodged with the Fair Work Commission within 21 days).

► Termination of employment

Termination of employment can occur for a number of reasons, including redundancy, resignation and dismissal. When your employment relationship ends, you are entitled to receive any outstanding employment entitlements. This may include outstanding wages, payment in lieu of notice, payment for accrued annual leave and long service leave, and any applicable redundancy payments.

Your employer should not dismiss you in a manner that is 'harsh, unjust or unreasonable'. If this occurs, this may constitute unfair dismissal and you may be eligible to make an application to the Fair Work Commission for assistance. It is important to note that applications must be lodged within 21 days of dismissal. Special provisions apply to small businesses, including the Small Business Fair Dismissal Code. For further information on this code, please visit www.fairwork.gov.au.

► Right of entry

Right of entry refers to the rights and obligations of permit holders (generally a union official) to enter work premises. A permit holder must have a valid and current entry permit from the Fair Work Commission and, generally, must provide 24 hours' notice of their intention to enter the premises. Entry may be for discussion purposes, or to investigate suspected contraventions of workplace laws that affect a member of the permit holder's organisation or occupational health and safety matters. A permit holder can inspect or copy certain documents, however, strict privacy restrictions apply to the permit holder, their organisation, and your employer.

► The Fair Work Ombudsman and the Fair Work Commission

The Fair Work Ombudsman is an independent statutory agency created under the *Fair Work Act 2009*, and is responsible for promoting harmonious, productive and cooperative Australian workplaces. The Fair Work Ombudsman educates employers and employees about workplace rights and obligations to ensure compliance with workplace laws. Where appropriate, the Fair Work Ombudsman will commence proceedings against employers, employees, and/or their representatives who breach workplace laws.

If you require further information from the Fair Work Ombudsman, you can contact the Fair Work Infoline on 13 13 94 or visit www.fairwork.gov.au.

The Fair Work Commission is the national workplace relations tribunal established under the *Fair Work Act 2009*. The Fair Work Commission is an independent body with the authority to carry out a range of functions relating to the safety net of minimum wages and employment conditions, enterprise bargaining, industrial action, dispute resolution, termination of employment, and other workplace matters. If you require further information, you can visit the Fair Work Commission website, www.fwc.gov.au.

The Fair Work Information Statement is prepared and published by the Fair Work Ombudsman in accordance with section 124 of the *Fair Work Act 2009*.

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I confirm that Seasonal Farm Services Pty Ltd has provided the Fairworks Information statement and also explained about work, working conditions, pay rates of different crops, Horticulture award rate, health & safety, superannuation, work cover and how to read pay slips.

Full Name - Date...../...../.....

Sign -

PLEASE SIGN

◆Emergency Plan◆

Employee Name: _____ Date : ____/____/____

1. Responsibilities

- Has someone with appropriate skills been made responsible for specific actions in an emergency, for example managing an evacuation or assigning area wardens?
- Is someone responsible for making sure all workers and others in the workplace, for example contractors, customers and visitors are accounted for in an evacuation?
- Do workers working alone know what to do in an emergency?
- Are specific procedures in place for critical functions, for example power shut-downs?

2. Emergency contact details

Are emergency contact details relevant to the types of possible threats, for example fire brigade, police and poison information Centre? **000 number**

Are the emergency contact details displayed at the workplace in an easily accessible location? Are contact details updated regularly?

Please Call to BIRVA AUS PTY LTD (Kaushikkumar Patel) +61 420 264 939

3. Evacuations

- Have all emergencies requiring an evacuation at the workplace been identified?
- Has an evacuation procedure been prepared (if applicable)?
- Does the procedure: address all types of situations and hazards which may arise at the workplace
- Cover everyone who may be present at the workplace
- Allow for quick and safe evacuation when needed
- Clearly identify routes to safe assembly areas consider special assistance for hearing, vision or mobility-impaired people, and include a process for accounting for persons?

4. Evacuations for a fixed workplace

- Is the evacuation procedure clearly and prominently displayed at the workplace, where practicable?
- Is there a mechanism, for example a siren or bell alarm for alerting staff of an emergency? If yes, is it regularly tested to ensure its effectiveness?
- Is there a documented site plan that illustrates the location of fire protection equipment, emergency exits and assembly points? If yes, is it posted in key locations throughout the workplace?
- Are all exits, corridors and aisles readily accessible and kept clear of obstructions?
- Does the workplace have illuminated exit signs?

5. Fire protection equipment

- Does the workplace have appropriate fire protection equipment? Is it suitable for the types of risks at the workplace, for example foam or dry powder type **extinguishers**
- Is it properly maintained and regularly checked and tested by the local fire authority or fire equipment supplier?
- Is the area where the equipment is stored kept clear of obstructions?
- Are adequate numbers of workers trained to use fire extinguishers? Do they know what type of **extinguisher** to use for
- Different types of fires?
Collect from the van vehicle

6. Extreme weather conditions

- If there is a risk of extreme or dangerous weather conditions, for example bushfire, floods or storms, will the control measures be effective in these conditions?
- Do emergency procedures accommodate declarations of extreme weather warnings? Examples of extreme weather warnings may include warnings such as a code red in the case of extreme bushfires or categories 3, 4 or 5 for cyclone warnings. Do declarations of extreme weather warnings in the emergency plan include matters such as: safe exit routes, for example the process for identifying and communicating roads that may be closed?
- Do procedures identify the closest designated 'safe place'?
- Do procedures accommodate evacuation procedures of the relevant local authorities for example the fire services, SES and police? **000 number**
- Do workers have access to reliable communications equipment?
- Are workers trained in emergency evacuation and related procedures? **By contractors or supervisor**
- If workers travel into areas where extreme weather warnings may be declared, have appropriate policies and procedures been developed for when such declarations are made?

7. First aid

- Has a first aid assessment been conducted?
- Does the workplace have trained first aiders and suitable first aid facilities?
- Are workers aware of where first aid facilities are kept and who first aiders are?

8. Neighbouring businesses

- Have neighbouring businesses been considered if an emergency occurs? How would they be advised of an emergency situation arises (if applicable)?
- Should they be consulted about the preparation and coordination of emergency plans?
- Have the risks from neighbouring businesses been considered, for example fire from restaurant/takeaway food outlets, Q fever from cattle yards or vehicle accidents on major roads?

9. Post incident follow-up

- Are there procedures in place to notify the relevant regulator about a notifiable incident where necessary?
- Are there procedures in place to ensure the cause of the emergency is determined and action is taken to prevent a similar incident occurring again?
- Are there procedures in place to ensure the welfare of workers after an emergency or an incident, for example medical treatment or trauma counselling?

10. Review

- Are emergency plan practice runs undertaken to assess the effectiveness of the emergency plan, for example evacuation drills?
- Is someone responsible for documenting and retaining the results of emergency plan practice runs?
- Is someone responsible for reviewing the emergency plan and informing workers of any revisions?

Employee name _____,

sign _____