





IMPORTANT INFORMATION ABOUT YOUR PAY AND CONDITIONS

Employees in Australia have entitlements and protections at work, under:

<p>FAIR WORK LAWS</p>  <ul style="list-style-type: none"> • minimum entitlements for all employees • includes the National Employment Standards 	<p>AWARDS</p>  <ul style="list-style-type: none"> • set minimum pay and conditions for an industry or occupation • cover most employees in Australia 	<p>ENTERPRISE AGREEMENTS</p>  <ul style="list-style-type: none"> • set minimum pay and conditions for a particular workplace • negotiated and approved through a formal process 	<p>EMPLOYMENT CONTRACTS</p>  <ul style="list-style-type: none"> • provide additional conditions for an individual employee • can't reduce or remove minimum entitlements
---	--	--	--

Find your award at fairwork.gov.au/awards. Check if your workplace has an enterprise agreement at fwc.gov.au/agreements

CASUAL EMPLOYEES

If you are a casual employee, you also need to be given the Casual Employment Information Statement when you start work. Visit fairwork.gov.au/ceis for more information.

PAY

Your minimum pay rates are in your award or enterprise agreement. If there is no award or agreement for your job, you must get at least the National Minimum Wage. Minimum pay rates are usually updated yearly. Find out what you should get at fairwork.gov.au/minimum-wages

NATIONAL MINIMUM WAGE FROM 1 JULY 2023



\$23.23/hour or **\$882.80/week**
(based on a 38 hour week)
for full-time employees



\$23.23/hour
for part-time employees



\$29.04/hour
for casual employees

This is the adult minimum rate for employees with no award or enterprise agreement.

Lower rates may apply to juniors, apprentices, trainees and employees with disability whose disability affects their productivity. Lower rates may also apply under some awards, for example rates that apply for a limited time after an employee starts their job. **You can't agree to be paid less** than the minimum pay rates that apply for your job.



Use our free calculators to check your pay, leave and termination entitlements at:
fairwork.gov.au/pact

WHO CAN HELP?

FAIR WORK OMBUDSMAN

- has information and advice about pay and entitlements
- provides free calculators, templates and online courses
- helps fix workplace problems
- enforces workplace laws and seeks penalties for breaches of workplace laws.

fairwork.gov.au - 13 13 94

FAIR WORK COMMISSION

- deals with claims about a range of issues, including unfair dismissal, bullying, sexual harassment, discrimination and 'adverse action' at work
- approves, varies and terminates enterprise agreements
- makes, reviews and varies awards
- issues entry permits and resolves industrial disputes
- regulates registered organisations.

fwc.gov.au - 1300 799 675

✓ NATIONAL EMPLOYMENT STANDARDS

These are minimum standards for all employees. Rules and exclusions may apply. **Your award or agreement may provide more.** Find more information on the National Employment Standards at fairwork.gov.au/NES

	Full-time and part-time employees	Casual employees
Annual leave	✓ 4 weeks paid leave per year (pro rata for part-time employees) + 1 week for eligible shift workers	✗
Personal leave (sick or carer's leave)	✓ 10 days paid leave per year (pro rata for part-time employees)	✗
Carer's leave	✓ 2 days unpaid leave per permissible occasion (if no paid personal leave left)	✓ 2 days unpaid leave per permissible occasion
Compassionate leave	✓ 2 days paid leave per permissible occasion	✓ 2 days unpaid leave per permissible occasion
Family and domestic violence leave	✓ 10 days paid leave per year	
Community service leave <ul style="list-style-type: none"> Jury service Voluntary emergency management activities 	✓ 10 days paid leave with make-up pay + unpaid leave as required for jury service ✓ Unpaid leave to engage in other eligible community service (such as voluntary emergency management activities)	✓ Unpaid leave as required for jury service ✓ Unpaid leave to engage in other eligible community service (such as voluntary emergency management activities)
Long service leave	✓ Full-time, part-time and casual employees may be entitled to long service leave under the NES, an enterprise agreement or under state or territory legislation. Amount and eligibility rules vary.	
Parental leave eligible after 12 months employment	✓ 12 months unpaid leave – can extend up to 24 months with employer's agreement	✓ 12 months unpaid leave for regular and systematic casuals – can extend up to 24 months with employer's agreement
Maximum hours of work	✓ Full-time employees – 38 hours per week + reasonable additional hours ✓ Part-time and casual employees – 38 hours or employee's ordinary weekly hours (whichever is less) + reasonable additional hours	
Public holidays	✓ A paid day off if you'd normally work. If asked to work you can refuse, if reasonable to do so	✓ An unpaid day off. If asked to work you can refuse, if reasonable to do so
Notice of termination	✓ 1–5 weeks notice (or pay instead of notice) based on length of employment and age	✗
Redundancy pay eligible after 12 months employment	✓ 4–16 weeks pay based on length of employment (some exclusions apply)	✗
Casual conversion	✗	✓ The right to become a full-time or part-time employee in some circumstances



FLEXIBILITY

After 12 months employment, you may have the right to make a written **request for flexible working arrangements**. This includes if you're pregnant, 55 or over, a carer, have a disability, are experiencing family and domestic violence, are supporting a member of your immediate family or household who is experiencing family and domestic violence, or are the parent of, or have caring responsibilities for, a child of school age or younger. Employers need to follow certain rules for responding to a request for flexible work arrangements, including responding in writing within 21 days. Find out more about these rules at:

fairwork.gov.au/flexibility

You and your employer can also **negotiate an individual flexibility arrangement**. This would change how certain terms in your award or enterprise agreement apply to you. An individual flexibility arrangement must be a genuine choice – it can't be a condition of employment – and it must leave you better off overall.



RIGHT OF ENTRY

Union officials with an entry permit can enter the workplace to talk to workers that they're entitled to represent, or to investigate suspected safety issues or breaches of workplace laws.

They must comply with certain requirements, such as notifying the employer, and can inspect or copy certain documents. Strict privacy rules apply to the permit holder, their organisation and your employer to protect your personal information. Find out more at:

fwc.gov.au/entry-permits



AGREEMENT MAKING

Enterprise agreements are negotiated between an employer (or one or more related employers), their employees, and any employee representatives (for example, a union). This process is called 'bargaining' and has to follow set rules. The Fair Work Commission checks and approves agreements. For information about making, varying, or terminating an enterprise agreement visit:

fwc.gov.au/agreements



TRANSFER OF BUSINESS

If a transfer of business occurs, your employment with your old employer ends. If you're employed by the new employer within 3 months to do the same (or similar) job, some of your entitlements might carry over to the new employer. This may happen if, for example, the business is sold or work is outsourced. Find out more at:

fairwork.gov.au/transfer-of-business



PROTECTIONS AT WORK

All employees have protections at work. You can't be treated differently or worse because you have or exercise a workplace right, for example, the right to request flexible working arrangements, take leave or make a complaint or enquiry about your employment.

You have the right to join a union or choose not to, and to take part in lawful industrial activity or choose not to.

You have the right to talk about (or not talk about) your current or past pay, and the terms and conditions of employment that would be needed to work out your pay (such as your hours of work). You can also ask other employees the same thing (about their pay and terms and conditions of employment) but they don't have to tell you.

You also have protections when temporarily absent from work due to illness or injury, and from discrimination, bullying, sexual harassment, coercion, misrepresentation, sham contracting, and undue influence or pressure. Find out more at:

fairwork.gov.au/protections
fairwork.gov.au/bullying-harassment



ENDING EMPLOYMENT

When your employment ends, your final pay should include all **outstanding entitlements**, such as wages and unused annual leave and long service leave.

You may be entitled to **notice of termination**, or pay instead of notice. If you're dismissed for serious misconduct, you're not entitled to notice. If you resign you may have to give your employer notice. To check if notice is required and what should be in your final pay visit:

fairwork.gov.au/ending-employment

If you think your **dismissal was unfair or unlawful**, you have **21 calendar days** to lodge a claim with the Fair Work Commission. Rules and exceptions apply. Find out more at:

fwc.gov.au

DID YOU KNOW?

You can create a free **My account** to save your workplace information in one place:
fairwork.gov.au/register

You can find free **online courses** to help you start a new job or have difficult conversations at work:
fairwork.gov.au/learning

The **Record My Hours** app makes it quick and easy to record the hours you work:
fairwork.gov.au/app

COMPANY_NAME

Personal Details

Information is gathered to ensure employment requirements are fulfilled including tax, superannuation, work health & safety and work rights compliance

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms

Location

LOCATION_NAME

Farm

FARM_NAME

First Name

FIRST_NAME

Last Name

LAST_NAME

English Name

ENGLISH_NAME

Gender

☐ Male ☐ Female

Date Of Birth

BIRTH_DAY

Mobile number

CELL_PHONE

Email Address

EMAIL

Address

ADDRESS

Tax File No

TAX_FILE_NUMBER

Visa Grant No

VISA_GRANT_NUMBER

Visa Expiry Date

VISA_EXPIRY_DAY

Nationality

NATIONALITY

Passport No

PASSPORT_NUMBER

Emergency Information

Name

EMERGENCY_CONTACT_NAME

Mobile Number

EMERGENCY_CONTACT_PHONE

Superannuation

Name of Fund

FUND_NAME

Member No

MEMBER_NUMBER

Bank Details

Bank Name

BANK_NAME
Account Name
ACCOUNT_NAME
BSB
BSB_VALUE
Account No
ACCOUNT_NUMBER
Employee Signature
FIRST_NAME LAST_NAME
Date
DATE

- 1 -

COMPANY_NAME Policies

1. Discipline

The “Company” uses fair and reasonable procedures to resolve business performance or conduct issues. The objective of this policy and procedures is to ensure that fair and reasonable process occurs in the management of misconduct or work performance. Any employee who commits willful or serious misconduct will be subject to immediate dismissal includes but is not limited to: theft; assault; willful damage; fraud; discrimination; sexual harassment; and breaches of workplace health and safety requirement and instructions.

2. Workplace Health & Safety

The "Company" committed to providing a safe and healthy working environment for all employees, visitors, and contractors, comply with all relevant local, state, and federal laws and regulations related to workplace health and safety. All employees are expected to adhere to these laws and regulations at all times. Employees are encouraged to report all hazards and unsafe conditions immediately to their supervisors or designated safety officers. We will promptly investigate and mitigate hazards to reduce the risk of accidents and injuries. Failure to adhere to these policies may result in disciplinary action, up to and including termination of employment, as deemed appropriate by "Company". Remember that these policies should be tailored to your specific company's needs and should always be in line with the relevant legal and regulatory requirements in your jurisdiction.

3. Sexual Harassment

Under the Federal Sex Discrimination Act, sexual harassment is illegal. The “company” must make efforts to ensure that all employees work in an environment free from sexual harassment and gender discrimination. All employees must be responsible for their own actions and must not cause offense to others due to their actions.

4. Workplace Harassment

The Fair Work Amendment Act 2013 defines workplace bullying as repeated unreasonable behavior by an individual towards a worker which creates a risk to health and safety. Bullying behavior can range from obvious verbal or physical assault to subtle psychological abuse. It can include physical or verbal abuse; yelling, screaming or offensive language; excluding or isolating employees; psychological harassment; intimidation; assigning meaningless tasks unrelated to the job; giving employees impossible jobs; deliberately changed work rosters to inconvenience particular employees; undermining work performance by deliberately withholding information vital for effective work performance.

5. Dress Code and Safety

Our dress code is casual, but it's essential to prioritize safety. You must wear clothing that provides protection from the weather and the potential hazards of machinery. When working in the field, you are required to wear hats, closed-toe footwear, and either long sleeves or sunscreen. In the packing shed, wear hairnets or hats along with closed footwear. Please refrain from wearing singlets, bikinis, or going shirtless anywhere on the farm. Failure to adhere to these clothing guidelines is a breach of your health and safety responsibilities, and it may result in immediate dismissal. Your safety is our top priority.

6. Language

The primary language for communication within the workplace is English. English must be used for all official business and operational communications. In situations where it is necessary for clear and effective communication, employees are permitted to use their native language. However, this should be the exception rather than the rule, and it is encouraged only when it enhances comprehension and eliminates misunderstandings. If an employee's communication difficulties become an issue and affect workflow or create risks, they may be subject to disciplinary action, up to and including termination

7. Hand Hygiene Protocol

In order to maintain a high standard of hygiene and safety, all employees involved in fruit handling are required to adhere to the following hand hygiene guidelines:
Before Commencing Work: Hands must be washed before the start of each work period.
After Using the Toilet: Handwashing is mandatory immediately after using the toilet.
After Contact with Face: Hands should be washed after touching the nose or mouth.
After Handling Contaminated Material: Following contact with contaminated materials such as boxes and tools, hands must be thoroughly washed.
It's important to note that wearing gloves does not replace the necessity of handwashing as outlined above. This protocol ensures a clean and safe working environment.

8. Food Safety Guidelines

To ensure the highest standards of food hygiene, all individuals are expected to observe the following guidelines:

Food Handling Areas: While in food handling areas, individuals must refrain from behaviors that could lead to food contamination. This includes eating, smoking, chewing, or any other unhygienic conduct.

Skin Conditions: Individuals with broken skin, such as cuts or wounds, are required to promptly inform the First Aid Officer for immediate treatment. Any worker with an existing treatment, like a band-aid or bandage, must seek approval from the First Aid Officer before commencing work.

Communicable Diseases: Individuals with communicable diseases or conditions, such as colds, flu, cough, diarrhea, or vomiting, must inform their employer and refrain from attending work until they have fully recovered from the condition.

These measures are essential to uphold food safety standards.

9. Contractor Retention Policy

Contractors laboring at designated farms under our supervision shall honor their contractual commitments for the stipulated period. Our policy explicitly forbids any affiliation with other companies at the same worksite. Should an employee face termination from our organization, the possibility of reassignment to an alternative team within the same workplace is precluded.

By signing here, I declare that I will abide by company policies.

Name

FIRST_NAME LAST_NAME

Employee Signature

FIRST_NAME LAST_NAME

Date

DATE

- 2 -

Piecework Agreement

Agreement Between

COMPANY_NAME

(Employer)

and

FIRST_NAME LAST_NAME

(Employee)

at

DATE

(Effective Date)

The Employer and the Employee agree to enter into this Piecework Agreement (Agreement) under clause 15 (Pieceworkers) of the Horticulture Award 2020 [MA000028] (Award). The Employer and Employee mutually agree as follows:

- Description of Work: The work to be performed under this Agreement includes various tasks such as strawberry, raspberry, blueberry, grape, tomato, cherry tomato, capsicum, vegetable, mushroom, apple picking, packaging, and warehouse operations.
- Minimum Piecework Rate: The Employer agrees to pay the Employee the piecework rate specified in Schedule A attached to this Agreement for performing the Work.
- If during the currency of this agreement, the minimum remuneration of the employee, averaged over a period of three consecutive days, is less than such employee would have earned had he or she been employed at the hourly rate prescribed by the award for the class of work plus 25%, then this agreement may be terminated forthwith by giving notice of intention to terminate the agreement by one party to the other.
- Payment Method: The piecework rate in this Agreement must be paid for all work performed in adherence to this Agreement. It will serve as the payment method, replacing the hourly or weekly wages mentioned in clause 14 of the Award. For casual employees, the calculation of piecework rates includes the prescribed casual loading.
- Rate Review: The piecework rate in this Agreement will be subject to review. This review will consider any changes in the Award rate, alterations in the work's nature, or adjustments to the working conditions to ensure that the minimum requirements established in clause 15 of the Award continue to be met.
- Productivity and Guaranteed Minimum Wage: The Employee's earnings depend on their productivity. However, even if productivity is low, the Employer guarantees the Employee a minimum hourly wage.

7. Record Keeping: Both the Employer and the Employee will maintain a copy of this Agreement for reference.

8. Employment Type: The Employee is engaged as a casual employee.

Employee

Name

FIRST_NAME LAST_NAME

Employee Signature

FIRST_NAME LAST_NAME

Date

DATE

Employer

Name

COMPANY_NAME

Employee Signature

COMPANY_NAME

Date

DATE

Schedule A

PIECEWORK RATES

Starting date

DATE

Property Name

COMPANY_NAME

Property Address

COMPANY_ADDRESS

PIECEWORK RATES

Piecework Rate 1 - Packing Strawberries:

- Payment Variables: Production volume, Punnet size, Machinery breakdown, Temperature in shed
- Payment Range: \$0.10 - \$0.25 per punnet

Piecework Rate 2 - Picking Strawberries:

- Payment Variables: Weather, Ripening, Type of picking (e.g., Selective picking)
- Payment Options:
 - \$0.04 - \$1.50 per kg
 - \$0.60 - \$3.00 per tray

Piecework Rate 3 - Planting & Pulling out Strawberry Plants:

- Payment Variables: Weather, Plant spacing, Type of plant, Plant density
- Payment Range: \$0.02 - \$0.05 per plant

Piecework Rate 4 - Cutting Strawberry Plants:

- Payment Variables: Weather, Plant density
- Payment Range: \$0.01 - \$0.10 per plant

Piecework Rate 5 - Picking Tomatoes:

- Minimum Payment: \$1.50 per Bucket
- Payment Variables: Weather, Plant spacing, Type of plant, Plant density

Piecework Rate 6 - Picking Capsicums:

- Minimum Payment: \$0.75 per Bucket

- Payment Variables: Weather, Plant spacing, Type of plant, Plant density

Piecework Rate 7 - Picking Cherry Tomatoes:

- Minimum Payment: \$1 per KG
- Payment Variables: Weather, Plant spacing, Type of plant, Plant density

Piecework Rate 8 - Warehouse Operation:

- Regular Hourly Wage: Minimum \$28.26 per Hour
- Training Hourly Wage: \$27.88 per Hour

Piecework Rate 9 - Farm hand:

- Regular Hourly Wage: Minimum \$28.26 per Hour
- Training Hourly Wage: \$27.88 per Hour

- 4 -

Work Health & Safety Guidelines

1. General

Follow Work Health and Safety Rules: Adhere to all established Work Health and Safety (WHS) regulations and guidelines.

Report Unsafe Conditions: If you observe anything that poses a safety hazard, promptly inform the owner or supervisor.

Maintain Cleanliness: Keep the packing shed and its surrounding area clean and organized. Follow the principle of "Clean as you go."

No Smoking or Eating: Smoking and eating are strictly prohibited in the packing area and any location where products are stored. However, non-alcoholic drinks are permitted. Please refrain from bringing glass bottles or easily breakable drink containers.

Personal Belongings: Do not bring personal items such as bags and clothing into the packing area.

Alcohol and Illegal Substances: The use of illegal drugs or alcohol is strictly forbidden while on the premises. Any individual under the influence may not work, and their employment could be terminated.

2. Clothing

Avoid Loose Clothing: Do not wear loose clothing that may get caught in machinery.

Hi-Vis Apparel: Hi-Vis clothing is mandatory and must be worn at all times.

Protective Gear: Use all necessary protective clothing and equipment as required for your job.

Footwear: Appropriate footwear is to be worn at all times in the production packing area.

3. Sun Safety

Sunblock cream or lotion, hats, sun-protective clothing, and suitable footwear must be worn by all workers when working outdoors.

4. Hair and Jewelry

Hair and beards must be tied back or secured, especially if you have a long fringe.

Depending on the work environment, wearing jewelry such as rings, earrings, or necklaces may be prohibited.

5. Equipment

Safety of Tools: Any knives or blades used in packing or binding product must be handled and stored safely. If any are lost, report it to the owner or supervisor immediately.

Prohibited Tools: The use of Stanley-type knives is not allowed.

Equipment Usage: Use all tools, machinery, and equipment as instructed.

6. Injury

Report Injuries: If you are involved in an accident or suffer an injury, inform the owner or supervisor immediately.

First Aid: Seek assistance from the trained first aid personnel for any injuries. Do not attempt to access band-aids or medication independently. No pills will be dispensed on-site.

Bandages and Gloves: If you are wearing bandages or band-aids on your hands, disposable gloves must also be worn.

Incident Reporting: Complete an Incident Form for any injury that requires treatment by a medical practitioner.

7. Sickness

If you have a contagious illness or a condition that may compromise product safety (e.g., AIDS, HEPATITIS, SKIN INFECTIONS, OR GASTRIC INFECTIONS), you should:

Inform the owner or supervisor.

Seek medical treatment and provide a medical certificate before returning to work.

8. Chemical Safety

Prior to handling chemicals, you will be provided with a Safe Work Practice or Standard Operating Procedure worksheet, and when necessary, undergo an induction.

9. Slips, Trips, and Falls

Exercise caution and awareness, particularly in wet conditions. Report any hazards or unsafe practices to your supervisor.

10. Responsibilities

All workers must adhere to safety signs, instructions, and procedures at all times.

Cooperation with the employer, as required by the Workplace Health and Safety Act, is the responsibility of all individuals.

All individuals are responsible for their own safety and the safety of others.

Please dispose of rubbish in the provided bins.

Toilets are accessible on all farms; please ask your supervisor or Field Manager if you are unsure of their location. Always come prepared for variable weather conditions, such as bringing a raincoat or gumboots.

11. First Aid and Emergencies

In case of a life-threatening accident, immediately dial "000."

12. Miscellaneous

You must have sufficient English language proficiency to understand supervisor instructions.

Promptly report all incidents, damage, or accidents to your supervisor.

Employees should be in good health to perform tasks that involve lifting, bending, and working long hours in hot conditions.

Smoking, drug use, or alcohol consumption is strictly prohibited on the premises and during working hours.

Note: These guidelines are critical to ensuring a safe work environment for all employees. Failure to adhere to these guidelines may result in disciplinary action, up to and including termination of employment.

- 5 -

Health Survey Checklist

Section 1: General Health Information

Do you have any pre-existing medical conditions (e.g., diabetes, heart disease, allergies)?

☐ Yes ☐ No

Are you currently taking any medications?

☐ Yes ☐ No

Have you had any surgeries or medical procedures in the last 12 months?

☐ Yes ☐ No

Have you experienced any work-related injuries or illnesses in the past year?

☐ Yes ☐ No

Do you have any physical or mobility limitations that may affect your job duties?

☐ Yes ☐ No

Section 2: Mental Health and Well-Being

Do you experience work-related stress or anxiety?

☐ Yes ☐ No

Have you sought professional help or counseling for mental health concerns?

☐ Yes ☐ No

Are you aware of the Employee Assistance Program (EAP) for seeking support with mental health issues?

☐ Yes ☐ No

Section 3: Health and Safety Awareness

Are you familiar with the company's safety policies and procedures?

☐ Yes ☐ No

Have you received training in First Aid and Emergency Response?

☐ Yes ☐ No

Do you feel comfortable reporting safety concerns or incidents to your supervisor?

☐ Yes ☐ No

Section 4: Allergies and Medical conditions

It is your responsibility to ensure what they are and how you are to be treated if the situation arises.

E.g.

Bee Stings

☐ Yes ☐ No

Epilepsy

☐ Yes ☐ No

Diabetes

☐ Yes ☐ No

Pregnant

☐ Yes ☐ No

High Blood Pressure

☐ Yes ☐ No

Other

OTHER

Please use this section to provide any additional information or comments related to your health, safety, or well-being concerns.

Duty of disclosure:

It is your responsibility to disclose any pre-existing conditions or workers compensation claims as these may affect your ability to perform your job. It is vital that if you have had hepatitis or any other infectious disease that we have not been told.

EXTRA_DISCLOSURE

These rules are to protect the health and safety of all our employees and our customers.

IF YOU ARE NOT SURE, ASK THE SUPERVISOR OR MANAGEMENT.

I have read, understand, and agree to abide by the "Employee Health & Hygiene Rules" above

Full Name

FIRST_NAME LAST_NAME

Signature

FIRST_NAME LAST_NAME

Date

DATE