



# Sustainable Agricultural Employment

August 2015

NATIONAL FARMERS' FEDERATION  
PRODUCE MARKETING ASSOCIATION A-NZ

## Guiding principles

Australian farmers are committed to sustainable agricultural employment, through adoption of practices aligned with existing legal obligations and measures to promote fairness at work.

### Right to work

Confirmation of the legal right to work in Australia is sought before workers commence work on the property and at regular intervals. This can be done either through the Visa Entitlements Verification Online (VEVO) system or by requiring workers to furnish satisfactory evidence. Individuals who have no right to work in Australia are not permitted to commence work.

### Informed employees

All workers receive an induction before starting work for the first time. Relevant documentation is provided to employees in their own language (when available), including contracts of employment, the Fair Work Information Statement, access to the relevant award and a contact person at work who can answer questions during working hours.

### Wages and conditions

Wages and conditions are in accordance with the *Fair Work Act 2009* (Cth) or the relevant State law, relevant modern award or enterprise agreement. Wages paid weekly or fortnightly unless otherwise agreed in writing. Records are kept, and pay slips provided, outlining all entitlements and monies paid or deducted. Deductions from wages are agreed in writing between the employer and employee and are not unreasonable in the circumstances.

### Work safety

There is a work, health and safety (WHS) policy for the workplace, detailing how to deal with safety risks, incidents and injuries. Safety inductions are carried out on commencement, and ongoing safety training is provided as required. Safety risks are assessed on an ongoing basis, and appropriate action taken. Safety equipment and personal protective equipment (PPE) appropriate to the level of risk is provided by the employer.

### Fair treatment

The employer has a process to deal with complaints about workplace bullying, anti-discrimination and sexual harassment. Unlawful treatment at work is not tolerated, with processes in place to reasonably respond to any concerns.

### Training

Employees are given adequate instruction on how to perform the work required on an ongoing basis. Opportunities to improve skills are made available as appropriate and the employer pays for training carried out by employees at the employer's request.

### Amenities, board and lodging

Accommodation and workplace facilities are provided in a clean, safe and fit for purpose state. The cost of accommodation is levied in accordance with the relevant modern award or enterprise agreement, or otherwise at fair market rates.



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# Employment Checklist

## Right to work

- Worker has a legal right to work in Australia (check here: [VEVO](#))
- No start for individuals who have no right to work in Australia

## Informed employees

- Induction on commencement or soon after for new workers
- Documents provided (in language of employee where available):
  - Contracts of employment
  - Fair Work Information Statement
  - Access to relevant award
  - Contact person at work

## Wages and conditions

- Wages, conditions and superannuation in accordance with legislation, modern award and/or enterprise agreement
- Wages paid weekly or fortnightly unless otherwise agreed in writing.
- Records are kept, and pay slips provided
- Any deductions agreed in writing and not unreasonable in the circumstances

## Work safety

- WHS policy in place
- Safety inductions on commencement or soon after
- Safety training provided as required

## Workers compensation

- Insurance cover in place



- Safety risks assessed on an ongoing basis
- Appropriate action taken in response to identified risks
- Safety equipment and PPE provided

## Fair treatment

- No tolerance for unlawful conduct
- Policies in place covering:
  - Workplace bullying
  - Anti-discrimination
  - Sexual harassment

## Training

- Instruction provided as required
- Upskilling opportunities made available as appropriate
- Employer meets costs of training required by the employer

## Amenities, travel and board

- Workplace facilities and lodgings are clean, safe and fit for purpose.
- Charges for travel and accommodation in accordance with modern award or enterprise agreement, or otherwise at fair market rate

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## FOR MORE INFORMATION

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