**Employment Details**

All employees must complete/provide the following details:

1. Tax File Declaration
2. Superannuation Details
3. Employee Details (below)
4. A Signed ‘Employment Terms and Conditions’ Form (see over page)

No wages or ‘advances’ will be paid until these details are received in the office.

Employee Name:

[Initially] Employed as:  *(Shearer, Shed Hand, Presser, etc.)*

***Employee Phone Numbers & Email Address***:

Home Number: Mobile Number:

Email Address: (Your pay slips will be emailed to this address)

Postal Address:

***Emergency Contact***: (this is a workplace requirement, in case of an emergency)

Name:

Phone Number:

Relationship to You: *(mother, father, wife, partner etc.)*

***Employee Banking Details***:

BSB: : (six digits) Account Number:

Name on Account: (your name/joint account name)

Tax File Number:

Tax Rate/Amount of tax to be withheld: % (minimum of 13%)

***Superannuation Fund Details****:*

Superannuation Fund Name:

Fund USI Number: Membership Number:

*ALL DETAILS ARE KEPT STRICTLY CONFIDENTIAL*

 **Employment Agreement with Terms and Conditions (Employer’s Copy)**

This is an employment agreement between

 and

Business Name (The Company) Employee Name

Engagement is on a Casual Basis

* Your employment is on a ‘Casual’ basis.
* This agreement is not a firm, advanced commitment to continuing and indefinite work according to an agreed pattern of work.
* I can elect whether to offer you work, and you can elect to accept or reject my offers of work.
* And, you are accepting the employment offer on this basis.

Wages

* Employees are paid as per the ***Pastoral Award 2020*** or as per agreed schedule of rates, both of which include a ‘Casual Loading’ of 25%. No Personal Leave entitlements will be accrued or paid, in addition to these rates.
* Employees will be paid ***weekly or at Cut-Out***.
* SGC (Super) will be paid quarterly or as required by SGC requirements.

Injuries or Accidents

* Workers must report all accidents or injuries to their Supervisor immediately or as soon as practicable after they have occurred. The incident will be reported in the *Shearing Tally (& Incident reporting Log) book.*
* Any workers required to take time off due to workplace injuries will be compensated under the relevant legislation in the State that they were engaged.

Code of Conduct

***Your Business name***(The Company) commits to encouraging a safe, supportive and productive work environment. The Company aligns it policies and practices the **Work Health and Safety Act** of each state that it operates within. This can only happen when everyone cooperates and agrees to suitable standards of conduct and work practices.

The following points need to be adhered to whilst you are employed by The Company. Failure to do so will result in disciplinary action that may include reprimand, warning, suspension or dismissal:

* **Workmanship**: Workmanship should be of a professional standard that should exceed the minimum standards as outline by [AWEX Code of Practice](http://www.awex.com.au/woolclasser/code-of-practice-cop.html) or as instructed by the Company representative
* **Drugs & Alcohol**: Employees must not consume or be under the influence of alcohol or non-prescription drugs whilst on the job, traveling to or from the work site or when living in ‘camp-out’ situations. Employees must not be ‘hung-over’ when they present themselves to work each day. Non-prescription drugs are not to be bought on to on workplaces (shearing sheds or huts). On ‘camp-out’ jobs, moderate alcohol consumption will be tolerated after 5.30pm but at the discretion of the Company’s representative – See SCAA Industry Policy.
* **Animal Welfare**: Sheep are to be treated humanely and with respect. The application of an appropriate pain relief product, anesthetic or chemical, needs to be applied to sheep prior to stitching. Even minor breeches will not be tolerated and may result in dismissal.
* **Sexual Harassment and Bullying:** Any behavior towards fellow employees, both directly, indirectly or even as what you may consider to be humourous, that results in any employee feeling harassed or bullied, will not be tolerated and may result in your dismissal – See Workplace Discrimination Policy.
* **Equipment**: Shearing equipment in must be maintained and be in good working order. Shearers and crutchers can only work on shearing plant with working ‘anti-lock’ technology. **Grinders** must have guards and be fixed to a bench or stand.
* **Smoking**: No smoking in the shearing shed or huts. Smoking is only permitted outside of ‘run times’ in designated outside areas. Please check with supervisor as to where this area is. Cigarette butts are to be extinguished properly and disposed of in an appropriate rubbish bin, being mindful of fire hazards.
* **Clothing & Footwear**: All clothing should be in good repair and appropriate footwear that protects the whole foot, should be worn at all times in the shearing shed and surrounds.
* **Visitors:** No employee visitors or guests are allowed onto the property without the express permission of The Company or the property owner. This includes children.
* **Behavior:** No offensive behavior to fellow employees. Consistent irritable and moody behavior towards fellow employees will not be tolerated.
* **Phones & Social Media:** Phone and social media are not to be used during the run. Photographing and filming while on a farm property requires express permission. Social media comments regarding ***Your Business name****,* fellow staff members, the property owner and their staff may be considered defamatory and may result in the termination or employment and further legal action.
* **Weapons or domestic animals** No weapons or domestic animals are to be bought on to the property without expression consent by the company or the property owner.
* **Working dogs:** Working dogs are to be tied up at all times if they are permitted into the property.
* **Parking:** Employees vehicles need to be parked a reasonable distance from shearing shed and huts to allow easy access of people and movement of stock.

I have read and understand the above conditions and agree to abide by them.

Print Your Name: Signature:

Date:

 **Employment Agreement with Terms and Conditions (Employee’s Copy)**

This is an employment agreement between

 and

Business Name (The Company) Employee Name

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