

Vinepower Margaret River Pty. Ltd & Margaret River Tree Planting & Landcare Services is a company that values its reputation amongst its employees and its clients. When you work on-site you are representing us. You must wear your company hi-vis Vest & other Personal Protective Equipment (PPE) every day.

Let's make a good impression and work as a team!

Vineyard Tasks

The Picking Season generally occurs anytime between February and April and is the busiest season of the year. Grape picking starts at the Vineyards at sunrise so the task requires an early riser! Only clean, disease free fruit can be harvested so the ability for quick work but with care and precision is required.

Pruning is one of the most important tasks in vineyard operations. Pruning usually takes place over three months, starting in June. This period is also our regions wettest and coldest weather! If pruning, you will not only need to be prepared to work in these conditions but always be able to carry out the physical demands of pruning. You will need to have had previous experience in a physically demanding and outdoor position in the past. **You must be FIT, STRONG and MOTIVATED.**

Wrapping & Canopy Management occurs post pruning and is also an important part of vineyard operations. This task requires a person who has patience, care and precision towards the work. **Methodical and precise attention at all times.**

Supervisors

When you start at a new place of work you must be aware of **who your site supervisor is.** If you are not sure what to do, please approach your site supervisor straight away. You **MUST NOT** leave the site without advising your site supervisor. **You must be ticked off on the Teams sheet each morning (at the office via the Supervisor at the front counter).** You must be aware of all safety requirements before starting on a vineyard. The Supervisor is there to help you, please ask them to help you with anything you are unsure of.

Tool Packs

You will need tools before **your first day at work.** Tool kits differ from season to season and can be hired or purchased from us during the seasons and you will be advised of the cost at the time of hire/purchase. Each tool kit includes the equipment required for the season, together with a Hi-Vis company vest (the vest is free of charge). Whenever possible we have a recycle and reuse policy so refunds on some equipment will be credited back when you return tools.

Safety Equipment/Food/Water

You are responsible for bringing all personal safety equipment and tools that is required on site, this includes **your tool kit.** You must bring all of your equipment to work **every** day (along with full Wet weather gear when required, in particular during Pruning). You also need to present at the office in the morning in your Vest. Always ensure you bring food for a full day & lots of water (at least 2 litres) every day you work. There are no shops at any of the vineyards/work sites and the water supply may not be close to here you are working. If you require any of the above, please approach the supervisors when meeting at the Vinepower Office in the morning before you start work. **You will not be working on the vineyards without this.**

Team Procedures

During the busy seasons, you will receive an SMS each morning asking if you are available to work tomorrow. Example below:

Hi there. Are you available to work tomorrow? Pls reply ASAP before 2pm with SURNAME, FIRST NAME, YES or NO in capital letters. Please ensure you use this exact format as otherwise it will not show on our response report. Unfortunately I cannot place you on a team without a reply. You will receive a Team SMS later today (between 5pm-6pm) if you have work tomorrow. Will get everyone out working as much as possible. Tks VP

Please reply ASAP to confirm if you are available or not in the format below:

SMITH JOE YES

Or:

SMITH JOE NO

Teams are then put together every afternoon at 2pm. **Only workers that have responded YES to the SMS are placed on teams.** If you do not reply, you will not be placed on a team. When you have been placed on a team you will receive an SMS from the office late afternoon, between 5pm-6pm (or early evening in the peak times) with your team number and instructions. Example:

HI TEAM 01. WED 10.02. 6.30AM AT VP OFFICE PLS BE QUIET BRING HAT LONG PANTS & SLEEVES CLOSED SHOES VEST SAFETY GLASSES SNIPS FOOD/WATER FOR DAY TKS SHARON VP

Please follow these instructions and be on time to ensure your team does not leave without you. If you do not receive an SMS it means you have not been placed on a team for the following day. You cannot turn up at a vineyard or work site and join a team without authorisation from the office. **You cannot be paid for any unauthorised work.**

Hourly Work

All hourly work is paid as per the Wine Industry Award 2010. Please ask our friendly staff if you are unsure of the hourly rate for the work you are undertaking. Timesheets will state the hourly rate and provided each morning. When you work on hourly rate you need to fill out an hourly timesheet with your supervisor. If you are working without a supervisor please ensure you bring the timesheet to the office each afternoon. **These timesheets need to be signed by the site supervisor at the vineyard whenever possible. Please advise the office when submitting your timesheet if you were unable to obtain a signature at the worksite.** Please be aware that you are required to take a **break of 30min** if you work more than 6 hours in a day.

Piece Rates

Some vineyard work is paid piece rate and you may be required to learn a range of tasks.

The piece rate of pay is different at every vineyard and for every task. Rates are determined taking all variables into consideration and to be in line with piecework rates as set out in the *Wine Industry Award 2010 [MA000028]*

“The piecework rate fixed by agreement between the employer and the employee must enable an employee of average capacity to earn at least 20% more per hour than the minimum hourly wage for ordinary hours of work which is prescribed in this award for the type of employment and the classification level of the employee. The piecework rate agreed is to be paid for all work performed in accordance with the piecework agreement”.

Upon registering with Vinepower, you will enter into a Piecework Agreement and will be advised your piece rate each morning if the work is piece rate paid. It is up to you to move at a reasonable speed, if you need guidance please speak to your site supervisor.

3 Day Assessment in the Vineyard

You must understand that vineyard work is not suited to everyone. Vinepower Margaret River & Margaret River Tree Planting & Landcare Services has a 3-day probation period from when you start work with us. You need to demonstrate that you can follow clear instructions, have grasped an overall concept of how to do the job, and show motivation to increase your pace of work. A level of competency in the STANDARD OPERATING PROCEDURES of the task you have been employed to do **MUST** be obtained for you to continue your employment. If you are deemed unsuitable for the required tasks by your supervisor and they are unable to state you as competent in your vineyard duties we cannot continue to engage you in that role. If an alternative role is not available, your engagement will be terminated.

Pays

Pays are processed every **Thursday for the week prior (Mon to Sun).** Your payments will be in your bank account by Friday afternoon at the latest. You will receive a payslip via email every Thursday afternoon. If you have not handed in timesheets, signed the block sheets, or completed a contract **you will not be paid.** Ensure you fill in &/or sign timesheets for **every job.** All payroll queries must be received in writing. Please reply to the payroll email address that sent your payslip to ensure a prompt response.

Superannuation

Your compulsory Superannuation of 9.5% is payable if your earnings exceed GROSS \$450.00 in **one MONTH**. The entitlement is paid directly to your nominated superannuation fund. If you do not have a superannuation account you will need to arrange an account and provide the details to the office. Our employer fund is Australian Super. If you wish to open an account with Australian Super you can go to www.AustralianSuper.com.au, click on join & follow the instructions. Please notify us of your new membership number. You may need to quote our ABN 57 104 631 307. If you do not provide superannuation details within 10 days the contributions are automatically paid to Australian Super.

Tax File Number

If you do not have a Tax File Number you will need to apply for it yourself, **we cannot do this on your behalf**. Please go online to the Australian Taxation Office & apply <https://www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN>. You have 28 days to provide this to us otherwise you will be charged at a higher rate of tax out of your pay.

Visa Days – ½ days do count!

All regional work completed with Vinepower Margaret River & Margaret River Tree Planting & Landcare Services counts towards visa days to obtain a second or third Working Holiday Visa (subclass 417) or Work and Holiday Visa (subclass 462). Even ½ days can count if your team only works for a few hours, as it is considered standard practice in this industry*.

You will be required to keep and provide records in relation to your employment here at Vinepower to enter on your application as follows:

- Keep records/copies of all payslips which are emailed to you each week
- You will be required to enter the TOTAL HOURS WORKED
- You will be required to enter the TOTAL DAYS WORKED

It is your responsibility to keep count of the hours and days worked and then declare the correct information when you complete your second/third working holiday visa application. If you are unsure of the Total Hours Worked as your hours varied from day to day an estimation is deemed acceptable. However, we strongly recommend that you track your hours and days worked each day so you can provide accurate information to the Department of Home Affairs.

It is important to understand how the second working holiday visa system works. Refer to the Department of Home Affairs website immi.homeaffairs.gov.au if you require more information. For specific queries in relation to the second working holiday visa you can contact the processing team via email at Working.Holiday@homeaffairs.gov.au.

- Our payroll system automatically allocates a Visa day for every day worked with us and you can count your days by reviewing your individual payslips provided by email
- If a team is organised and everyone shows up for work but the team is cancelled and no work has started, NO VISA DAYS will be given as per Department of Home Affairs regulations
- If a team is onsite and worked an hour or more or the team has been cancelled due to weather after work has commenced 1 VISA DAY will be given as per Department of Home Affairs regulations
- If you choose not to work the full hours you are rostered on with your team without a valid reason for your absence and prior arrangement not to work the full rostered day, this does not count as a visa day
- We email all payslips and provide you with a copy of your contract; it is your responsibility to keep these!
- Visa holders are responsible for obtaining their visa days in the time limits set out by the Department of Home Affairs. We cannot guarantee you will get your second or third working holiday visa days with us if you do not give yourself plenty of time. We are not responsible for providing work within a tight deadline but will of course try to help you as much as possible to achieve your days

* Half days DO NOT count if; a) you decide to leave early without prior arrangement with the office and do not complete the same hours as your team; b) if you choose not to work the same hours as your team (i.e. take more/longer breaks than authorised); or c) if you have been removed from the team due to poor work ethic or performance.

Driving

In order to assist every team member to travel to the vineyard safely, you will arrive at the office first and then travel together to site. Take care driving to work. There are many potential hazards such as kangaroos and other cars. When you leave in a car convoy make sure you identify which cars are in your team and who to follow. If you are the driver, stay within visible distance to that car and drive very carefully and wear your seatbelt. If you are a passenger, travel safely in the vehicle and wear your seatbelt at all times.

There is a car sharing system in place to assist all workers access to team placement. However, Vinepower Margaret River Pty Ltd & Margaret River Tree Planting & Landcare Services accepts no responsibility or liability for any injury or damage to the driver, passengers, third parties, vehicle or other property. Responsibility for workers commences when the team starts work onsite.

This scheme is to facilitate the opportunity for individuals requiring transport to site to work and is a voluntary scheme for all parties involved.

If you provide other Workers with transport, you and your passengers need to fill out & sign a Car Sharing Form which are available at the Front Office.

You will receive a voluntary fee paid by your passengers for taking passengers in your car each day which is administered by the office. Car sharing forms must be handed into the office by **Friday afternoon at the end of the working week.** Late forms will not be processed; this form must be signed by all the workers or you will not be paid. Ensure that you arrange for any passengers to sign this form at the end of every trip each day. Vinepower is not responsible for obtaining signatures on your behalf.

Good hygiene practices should be observed at all times.

Please make sure you comply with the **speed limits** in particular at the workplace/ vineyard you are working at, be extra careful when driving on gravel roads. **Mobile Phones** must be left in your car as they can only be used on breaks. Wearing seatbelts is compulsory even moving throughout the vineyards.

Sick Days

If you cannot come to work you must notify the Teams Manager in the Office **by 2pm the day before work.**

Timesheets/Block sheets

All timesheets must be handed in on the day.

Use your full, legal name (as on your passport) on all paperwork and timesheets. **DO NOT USE** nicknames. For all unsupervised jobs, **it is your responsibility** to take timesheets/block sheets with you before the start of the job.

- **WHERE:** Vineyard/Site Location Name, **Variety & Block Numbers**
- **WHO:** Your full name, other team member's full names, date & team number (no nicknames)
- **WHAT:** Task, Rate & Supervisor's name (this must be signed by the Supervisor)
- **EXTRA INFORMATION:** Is the block completed? Enter the rows & sign the timesheet/block sheet.

Accident Reports

If you injure yourself at work you must report this to your supervisor on **that day** so that they can fill out an Accident Report. If you need to see a doctor, and it is not an emergency, **you must** report to the Office so that we can access the injury and make an appointment at the Doctors surgery for you if needed.

For any serious injury you will be taken directly to the local hospital where a company representative will meet you.

In the case of an emergency follow the instructions of your Supervisor and make your way safely to the designated emergency assembly area

Grievance Reports

We take your wellbeing seriously and we are committed to resolving grievances wherever possible through mediation, consultation, cooperation and discussion. Please report any grievances or concerns as soon as the incident occurs to either your Supervisor or the friendly office staff.

Leaving/Day Offs

We please ask that you give at least **2 days' notice** when you are leaving Vinepower Margaret River or Margaret River Tree Planting & Landcare Services or leaving Margaret River. This is so we have time to fill your position on that team. The same applies to days off. Thank you for your cooperation with this.

Smoking

Smoking is only allowed during your lunch breaks. Only smoke in designated areas & dispose of cigarette butts in ashtrays, or take them with you, never leave on the ground. Any further smoking restrictions enforced on individual vineyards must be complied with at all times.

During the grape picking harvest season, there is NO smoking at all ANY TIME OR IN ANY AREAS in the vineyard/work location due to high bushfire risk.

Drugs & Alcohol

The use or possession of **drugs or alcohol at worksites is STRICTLY PROHIBITED** & will result in immediate dismissal. You must comply with our Random Drug & Alcohol Monitoring Policy.

Fair Work Ombudsman

The Fair Work Act 2009 provides employees with a safety net of minimum terms & conditions of employment through the National Employment Standards (NES). If you require further information, you can contact the **Fair Work Infoline** on 13 13 94 or visit www.fairwork.gov.au or refer to the Fair Work Information Statement provided to you at registration.

Administration Fee

An administration fee may be charged if we need to re-issue payslips, timesheets or if we need to make alterations to your pay due to you filling employment forms out incorrectly.

If you are unsure about how to fill out any paperwork or have any questions, please do not hesitate to contact our friendly staff at the office via email info@vinepower.com.au.

Personal Details

It is important to have the correct personal details on file for each employee so please contact the office immediately if there are any changes to your personal details during your employment. Details can be changed in person in the office or by email to info@vinepower.com.au

AND MOST IMPORTANTLY HAVE FUN!!!!



vinepower