

Second/Third Working Holiday Visa Information Sheet

All regional work completed with Vinepower counts towards your 88 Visa Days to obtain a second Working Holiday Visa (subclass 417) or Work and Holiday Visa (subclass 462) and Third Working Holiday Visas. 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 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, this is not a valid visa day as per Dept 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
- We email all payslips; it is your responsibility to keep these!
- Give yourself plenty of time to obtain the Visa Days you require. We cannot guarantee you will get your visa days with us in the timeframe you require, although we try our best to help everyone as much as possible.

EMPLOYER DETAILS FOR SECOND/THIRD WORKING VISA APPLICATIONS

TELEPHONE NUMBER: 08 9757 2547

BUSINESS NAME & ADDRESS: VINEPOWER MARGARET RIVER PTY LTD
7/34 FEARN AVENUE
MARGARET RIVER
WA 6285

ABN: 57 104 631 307

NAME OF CONTACT FOR WORK VERIFICATION: RECRUITMENT OFFICER
SHARON SCOTT

EMAIL ADDRESS: info@vinepower.com.au

AGENCY LICENCE NUMBER: VINEPOWER DOES NOT HAVE A LICENCE
NUMBER AS NOT REQUIRED IN WA

COPY CONTRACT/PIECE RATE AGREEMENT: IF YOU ARE REQUESTED TO PROVIDE A COPY OF
YOUR CONTRACT AND/OR PIECE RATE
AGREEMENT PLEASE SEND A REQUEST TO
info@vinepower.com.au AND WE WILL EMAIL
COPIES TO YOU. GIVE YOURSELF PLENTY OF
TIME TO SUBMIT THIS REQUEST AS DURING
PEAK PERIODS PROCESSING TIME IS 10
WORKING DAYS MINIMUM

Please note that it is no longer a requirement for employers to sign FORM 1263. If you are requested to submit FORM 1263 as part of your second working visa application, this should be completed by you as the visa holder. We do not complete, sign or provide the FORM 1263.