

**Fair Farms Standards – Log of changes to create V.3**

Section	Change	New Section	Reason
Entire Document	Replace “trading as Growcom Australia” with Queensland Fruit and Vegetable Growers Ltd / QFVG		Include proper entity name rather than trading name
Page Footers	Remove Growcom Australia and replace with QFVG Ltd		Correct legal entity
<b>Introduction</b>			
Introduction	After the words “employment practices across the Australian horticulture industry” add a” whilst extending the scope into other industries such as agriculture industry, nursery industry, viticulture industry (wine industry) and the labour hire (on-hire) industry which provides a large portion of the workforce into the aforementioned sectors “		Extension of options of Membership and Certification into additional industries
Introduction	Following the words “risk of exploitation” add “and other human rights and modern slavery violations”		Modern slavery included to reflect legislative and reporting requirement.
Introduction	Replace the sentence “The Fair Farms Training and Certification Program is open to all businesses operating within the Australian horticulture supply chain that: : with the sentence “The Fair Farms Training and Certification Program is open to all businesses operating within the Australian horticulture, agriculture, nursery and viticulture supply chain that::		Extension of options of Membership and Certification into additional industries
Introduction	Following the words “supplying produce for” add “wholesale or”		Clarifies produce grown for wholesale is included
Introduction	Add next bullet point and add the words “Supply on-hire labour to any other the above industries		Identifies Labour Hire Providers are now in-scope for Certification
Fair Farms Standard	Following the words “fair and responsible manner” add “and is compliant with the Fair Farms Standards of work health and safety requirements.		Inclusion of WHS requirements which is integral pillar of the program



Standard Review Process	Following the words “Please submit your” insert “completed Fair Farms Amendments Form to fairfarms@fairfarms.com.au. This form can be found on the Fair Farms Website”. Delete the words “ suggestions at any time either by email or posted mail. With our best contact details available on the Fair Farms website (www.fairfarms.com.au)”		Clarifies that input into the Review Process must be emailed and the form is found on the Website
Using the Standard	Following the words “across the” insert the words “ Australian agriculture, horticulture, nursery, viticulture and other related industries covered by the scope of the Program.		Clarifies extension of Membership and Certification into additional industries
<b>Management</b>			
M1.1	Insert the word “Participant’s before the word “owner”.		Clarity
FF Resources	Remove the words "1FF Form" and following the words "M4 Corrective action record (CAR)" add (Manual)		Location of document
M3.2	Add sentence : Training modules are to be completed within 3 months of the training needs being identified		Clarifies required timeframe for completion
M4.1	Following the words “at least” remove “annually” and insert “once every 12-month period”		Clarifies required timeframe for completion
FF Resources	Add the following bullet points : <ul style="list-style-type: none"> <li>• Abuse Bullying Discrimination and Harassment Policy (Manual)</li> <li>• Free and Voluntary Employment Policy (Manual)</li> <li>• Grievance Handling Policy (Manual)</li> </ul>		FF Resources
<b>F2 – Fair Work System</b>			
F2.1	Remove the wording “piecework agreements” and replace with “piecework records”		Piecework Agreements have been replaced by Piecework Records under the FWA
<b>F3 – Employment of Overseas Workers</b>			
F3.1	Add bullet point to point 1: “ A record of the VEVO checks is kept”		Meet audit requirements



F3.2	Update bullet point 2 : "the business unit (and/or its Labour Hire Provider) is an 'Approved Employer' under the Scheme"		Clarify and/or LHP is an Approved Employer when providing workers under the PALM Scheme
F3.2	Add bullet point : "Compliance with the current PALM Deed and Guidelines		Ensure current deed and guidelines are referenced and adhered to
FF Resources	Add bullet point : Labour Hire agreement Template (Manual)		Ensure current deed and guidelines are referenced and adhered to
<b>F4 – Employment of Minors</b>			
F4.1	Where the number “13” appears replace with the number “15/17”.		Alignment with the ETI Base Code for Youth Workers
<b>F5 – Labour Hire Providers</b>			
5.1	Insert new information regarding Labour Hire Providers in scope to be Certified by Fair Farms	<b>5.1</b>	New section and requirements for Certification of Labour Hire Providers being Members of Fair Farms
5.1	Insert new Clause : Labour Hire Providers who are seeking to be Certified under the Fair Farms Certification must be able to demonstrate the following	<b>5.1</b>	New section and requirements for Certification of Labour Hire Providers being Members of Fair Farms
5.1	If Labour Hire Providers are operating in a Licensed State you must ensure you provide evidence of the following :	<b>5.1</b>	New section and requirements for Certification of Labour Hire Providers being Members of Fair Farms
5.1	If Labour Hire Providers are operating in a Licensed State you must ensure you provide evidence of the following :	<b>5.1</b>	New section and requirements for Certification of Labour Hire Providers being Members of Fair Farms
5.1	Copy of Current Licence with correct Licence Number	<b>5.1</b>	New section and requirements for Certification of Labour Hire Providers being Members of Fair Farms
5.1	Licence is not expired / Valid Licence is “In Force”	<b>5.1</b>	New section and requirements for Certification of Labour Hire Providers being Members of Fair Farms
5.1	Accommodation provisions are correct : i.e LHP provides accomm y/n	<b>5.1</b>	New section and requirements for Certification of Labour Hire Providers being Members of Fair Farms
5.1	Supplies workers on Visa is correct	<b>5.1</b>	New section and requirements for Certification of Labour Hire Providers being Members of Fair Farms



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5.1	Nominated and Executive Officer details are current	5.1	New section and requirements for Certification of Labour Hire Providers being Members of Fair Farms
5.1	Operation locations detailed on licence are compliant	5.1	New section and requirements for Certification of Labour Hire Providers being Members of Fair Farms
5.1	1. Fit and Proper Person Test - Must ensure that each applicant, nominated officer and executive officer are a fit and proper person to provide labour hire services	5.1	New section and requirements for Certification of Labour Hire Providers being Members of Fair Farms
5.1	2. Financial Viability Test	5.1	New section and requirements for Certification of Labour Hire Providers being Members of Fair Farms
5.1	3. Compliance with Laws associated with LHP obligations	5.1	New section and requirements for Certification of Labour Hire Providers being Members of Fair Farms
5.1	4. Safety and Workers Compensation Laws	5.1	New section and requirements for Certification of Labour Hire Providers being Members of Fair Farms
5.1	Licensed in accordance with :	5.1	New section and requirements for Certification of Labour Hire Providers being Members of Fair Farms
5.1	VIC : <a href="https://labourhireauthority.vic.gov.au/">https://labourhireauthority.vic.gov.au/</a>	5.1	New section and requirements for Certification of Labour Hire Providers being Members of Fair Farms
5.1	QLD : <a href="https://ols.oir.qld.gov.au/licence-register/search/">https://ols.oir.qld.gov.au/licence-register/search/</a>	5.1	New section and requirements for Certification of Labour Hire Providers being Members of Fair Farms
5.1	ACT : <a href="https://www.notify.worksafe.act.gov.au/s/labour-hire-register/WSF_License__c/Default">https://www.notify.worksafe.act.gov.au/s/labour-hire-register/WSF_License__c/Default</a>	5.1	New section and requirements for Certification of Labour Hire Providers being Members of Fair Farms
5.1	SA : <a href="https://www.sa.gov.au/topics/business-and-trade/licensing/labour-hire/obligations">https://www.sa.gov.au/topics/business-and-trade/licensing/labour-hire/obligations</a>	5.1	New section and requirements for Certification of Labour Hire Providers being Members of Fair Farms
5.1	And compliance with any other state, national or harmonised Labour Hire Licence scheme or regulations	5.1	New section and requirements for Certification of Labour Hire Providers being Members of Fair Farms



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5.2	F 5.2 renumbered due to insertion of new Clause at 5.1 Replace Section with " Applies directly to Labour Hire Providers and those businesses engaging a Labour Hire Provider - Applies due diligence prior to selecting a Labour Hire Provider		Updates reflect new clause numbering of 5.2
5.3	F 5.3 renumbered from 5.2		Updates reflect new clause numbering of 5.3
5.3	Following the words" If workers are employed" add the word "directly"		Encompasses employees who are hired directly by the LHP and including those hired via a LHP
5.3	Expand LHP to "Labour Hire Provider"		Explain acronym
5.3	Following the words "only licenced providers are" add the words "utilised"		Increases requirement to include LHP operating as licence LHP
5.3	Remove : 2. The business unit should make reasonable effort to engage LHPs that are certified through StaffSure ( <a href="https://www.staffsure.org/">https://www.staffsure.org/</a> ). A record is kept. Delete evidence of sourcing attempts.		Remove StaffSure requirement as Fair Farms Certification is available for LHP organisations
5.4	F 5.4 renumbered from 5.3		Reflect re-numbering
5.5	F 5.5 renumbered from 5.4		Reflect re-numbering
FF Resources	Following the words "Checklist" add the words (Manual)		Location of resources
External Resources	Delete the words : <a href="https://www.staffsure.org/">https://www.staffsure.org/</a>		Remove reference to StaffSure
<b>F6 – Conditions of Employment</b>			
F6.7	At column 2 : Following the words "written piecework records" remove "or agreements"		Updates reflect changes to the Fair Work Act regarding piecework records
F6.13	At column 2, section 1, bullet point 3 remove the words" only in cases of exceptional circumstances (including unexpected production peaks, accidents or emergencies), working hours do not exceed 80 hours per week"		Remove excessive hours
FF Resources	Add the bullets points with the words:		Clarify



FF Resources	Employment Contracts (Manual)		Location of resources
FF Resources	Classification Structures (Manual)		Location of resources
FF Resources	Wage Rates (Manual)		Location of resources
FF Resources	Allowances (Manual)		Location of resources
<b>F7 – Record Keeping</b>			
F7.6	At column 2 subparagraphs 2 remove the words “piecework agreements” and 3 as follows: 2. “The business unit keeps piecework records or piecework agreements as required by the relevant Award or Agreement.		Updates reflect changes to the Fair Work Act regarding piece work records
<b>F8 – Induction, Communication, Training and Qualifications</b>			
F8.1	F8.1.1 remove reference the word “and the Fair Work My Employment Checklist and		Not a mandatory requirement
F8.1.1	replace with the words “ Casual Employment Information Statement (where applicable)		CEIS is a mandatory requirement
FF Resources	Add the bullets points with the words:		Clarify
FF Resources	Training Records (Manual)		Location of resources
FF Resources	Induction Procedure and Checklist (Manual)		Location of resources
FF Resources	Communicating with Non-English Speaking Workers Procedure (Manual)		Location of resources
FF Resources	Add the bullets points with the words:		Clarify
<b>F9 – Supervision and Performance Management</b>			
FF Resources	Position Description Template (Manual)		Location of resources
FF Resources	Disciplinary and Performance Management Policy and Procedure (Manual)		Location of resources



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**F10 – Termination and Redundancy**

FF Resources	Add the bullets points with the words:		Clarify
FF Resources	Warning Letter Template (Manual)		Location of resources
FF Resources	Abandonment of Employment Template (Manual)		Location of resources
FF Resources	Summary Dismissal Template (Manual)		Location of resources
FF Resources	Termination of Employment Letters (Manual)		Location of resources
FF Resources	Redundancy Letter Template (Manual)		Location of resources
FF Resources	Termination of Employment Letter with Payment in Lieu of Notice (Manual)		Location of resources

**F11 – Safe Working Conditions**

FF Resources	Add the bullets points with the words:		Clarify
FF Resources	Electrical Safety Risk Management Procedure		Location of resources
FF Resources	Emergency Procedure		Location of resources
FF Resources	First Aid Risk Management Procedure		Location of resources
FF Resources	Hazard Report Form		Location of resources
FF Resources	Incident Report		Location of resources
FF Resources	Hazardous Chemicals Register		Location of resources
FF Resources	Hazardous Chemicals Risk Management Procedure		Location of resources
FF Resources	Plant Risk Management Procedure		Location of resources
FF Resources	Register of Injuries and First Aid Treatments		Location of resources
FF Resources	Risk Assessment and Control Form		Location of resources



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FF Resources	Risk Management Procedure		Location of resources
FF Resources	Risk Register Template		Location of resources
FF Resources	Safe Work Procedure - Work Instruction Template		Location of resources
FF Resources	Safe Work Procedure Template		Location of resources
FF Resources	Sun-exposure Policy		Location of resources
FF Resources	WHS Induction Checklist		Location of resources
FF Resources	WHS Policy		Location of resources