



# Greener Horizons Workforce

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## What we can offer your business in Southland, Otago & Canterbury

### Assistant Herd Managers at a fair market rate

1. Quality employee for a salary of \$33,150.00 per employee per. This is based on 50hrs of work/week or 2600 paid hours. \$30,000 for a dairy assistant. Additional hours over the 50 hours average per week (annualised agreement) to be paid at \$12.75 per hour.
2. Accommodation to be provided as non-cash benefit which is taxable. Tax to be paid by the employee.
3. Deduction of \$400 for furnished accommodation.
4. Our fee is a once off payment of \$3900.00 plus GST for first placement, and thereafter \$3400.00 plus GST for any additional placement.

### Our Comprehensive Service Includes

#### **Set up costs of:**

1. 1 week pre-employment training and orientation (food & accommodation provided)
2. Recruitment and selection of good assistant herd managers from overseas, chiefly from the Philippines, Argentina and South Africa.
3. Wet-weather gear (gumboots, 1 overalls, water-proof gloves, jacket & leggings)
4. \$100.00 towards food to take to the farm.
5. Thermals Pack
6. Bedding
7. Payment for AGITO Farm Safety Skills (Staying Alive) and AGITO Level two Dairy. This involves 6 days of theory and practical training and will be done pre-employment if possible, or will require 6 days unpaid leave off the farm for staff to attend.
8. Milk Quality course
9. Individual Employment Agreement
10. Set up bank account and apply for IRD numbers.
11. Organise arrival date and transport to Farm.
12. We drop employee off with the employer and facilitate introductory meeting including rosters, start times, orientation process etc.
13. Full season guaranteed placement.
14. Lodge applications for dairy assistant positions with Work and Income New Zealand and assess potential applicants on your behalf and if applicable obtain a letter from WINZ stating that no local staff are available and provide this to NZ Immigration Services so you can recruit overseas staff as dairy farm assistants.

#### **Employee Orientation:**

1. Orientation checklist for employer
2. Completed personnel information sheet
3. List of Kiwi words and Dairy Farming words and meanings to assist communication
4. Orientation and NZ dairying resource pack
5. Expected pay breakdown for employee

#### **Employee Performance Appraisals:**

1. We conduct skill level assessments at the start of employment and through the year to assess training needs
2. We facilitate 2 performance reviews per year on farm.
3. We help set performance targets for employees.
4. We provide an objective assessment on performance bonuses based on our standard template.
5. If an employee stays for the second season, the GHW will continue to provide performance reviews at no cost to you.

**Employee Training:**

1. 4 practical and seasonal training days/year
2. We pay for AGITO level 2 courses which include tractor safety, ATV safety and fencing.
3. We pay for milk quality course

**Manager advice and support:**

1. Assess their employment practices and identify areas for improvement before placing staff.
2. Assess employment conditions and suggest improvements.
3. Conduct ongoing employer assessment through the season to identify weak/problem areas and provide feedback. Can be used as part of manager's performance review.
4. Provide clear guidelines to protect your company from becoming known as a poor employer.
5. Offer priority positions on **FREE** employer workshops. (Southland Only)
6. Provide employment contracts and ensure they are signed

**Possible capital costs:**

1. Furnishing of accommodation (about \$2000/person once off)
2. 4 month loan of \$2000 for employee to purchase vehicle (\$100 cost)

**HERD MANAGER MENTORING PROGRAMME (SOUTHLAND ONLY):**

1. If employee stays on a farm for a second season. GHW will provide three performance reviews at no cost to the employer.
2. GHW will set the salary expectation at \$34400 for 50 hours per week or \$37400 for 55 hours per week plus \$15 per hour for extra hours worked plus \$2000 at-risk performance bonus.
3. Performance bonus assessment template to be provided by GHW.
4. GHW will provide new Individual Employment Agreements.

**Farmer will Agree to the following (in second season):**

1. Individual Employment Agreement terms
2. Provide good quality wet weather gear
3. Pay for AGITO level three or four if desired by the employee
4. If employee does not complete units required by them, then the employer will be reimbursed for AGITO fees paid.
5. Opportunity to attend AGITO milkings (unpaid)
6. Opportunity to attend GHW mentoring days at full pay.

If you have any questions please call:

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