

## **AUSTRALIAN SEASONAL WORKERS PROGRAMME**

### **PROVIDING YOU WORKERS WHEN YOU NEED THEM**

#### **1.0 ABOUT US**

Founded in Queensland in 1986 the EastCoast Human Resource Group is committed to being a partner of choice for our clients by consistently providing innovative and quality human capital solutions.

Our company's strength lies in its highly skilled consulting team whose expertise and knowledge spans a wide range of human capital solutions including the recruitment of permanent and temporary staff, recruitment of seasonal workers, human resource and performance management, industrial relations, quality assurance, workplace health and safety and payroll services.

Our demonstrated client retention strategy is developed on the highest principles of service delivery aiming at all times to provide value and highly professional interaction with our clients and candidates. Our team consistently provides regular client service contact at all stages of the recruitment and selection process building rapport and trust in the process.

Without the drastic overheads of multiple sites we are able to provide more for less. Our current professional membership includes:

- RCSA – Recruitment Consulting Services Authority
- TAPS – The Association of Payroll Specialists
- AHRI – Australian Human Resource Institute
- Chamber of Commerce – Caloundra, Kawana
- Sunshine Coast Business Women's Network
- Growcom (non-grower member)

#### **2.0 RATIONALE**

The Australian Seasonal Workers Programme (SWP) is a federal government initiative implemented in 2009.

The SWP offers seasonal labour to employers in the agricultural industry as well as employers in selected locations in the accommodation industry who can't meet their seasonal labour needs with local jobseekers.

For Australian employers the Programme offers access to a reliable, returning workforce season after season.

In addition to the on-the-job learning, seasonal workers also have the opportunity to participate in valuable basic training opportunities funded by the Australian Government known as add-on skills

training in first aid, English literacy and numeracy as well as basic computer (IT) skills outside of working hours.

### 3.0 PARTICIPATING COUNTRIES

Seasonal workers can be sourced from 10 participating countries in the region. Participating countries include Fiji, Kiribati, Nauru, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu and Vanuatu.

Seasonal workers from Kiribati, Nauru and Tuvalu are eligible to work up to nine months because of the high cost of travel whilst workers from the remaining participating countries can work for up to six months at a time.

### 4.0 ELIGIBLE SECTORS

The eligible sectors and the kind of work that can be performed in each are listed as follows:

- [Horticulture work](#)
- [Cane work](#)
- [Cotton Work](#)
- [Aquaculture work](#)
- [Pastoral work](#)
- [The Accommodation industry](#)
- [Tourism industry \(Northern Australia only\)](#)



## Seasonal Worker Program

An Australian Government Initiative

Click on the relevant sector to view details on the type of work workers can be brought in to do.

### 5.0 APPROVED EMPLOYER STATUS

EastCoast Human Resource Group was accredited as an Approved Employer (AE) on 15 October, 2015. As such, any sourcing and arrangement of seasonal workers into Queensland or any state in Australia can now be done by and with us.

As a business in the eligible sector, sourcing of SWs under this programme is made easier for you because we will undertake all the administrative responsibility for placement.

### 6.0 RECRUITMENT TIME FRAME

In essence, arrangements made under the SWP for host employers such as you, are similar to local arrangements for the placement of temporary/casual labour hire as follows:

- a. The client (host employer i.e. you) agrees to our terms of business by signing a service agreement contract.

- b. We advertise the position locally through relevant mediums such as Jobactive, Gum Tree, Seek, Indeed etc. as required by the Department of Employment (DoE).
- c. Should suitable workers not be available locally, we will then prepare a submission to the Department of Employment to bring in workers under the Programme.
- d. As soon as approval is granted we will contact the source country and begin screening suitable candidates for approval.
- e. Shortlisted candidates are sent to you for approval and job offers are made to the selected candidates,
- f. We will work with the host country to ensure get them visa ready and visa approved.
- g. Workers arrive into Australia and they are given a briefing in accordance with DoE requirements and transported to your farm to start work.
- h. At the end of each pay cycle, we will invoice you. Payroll services are managed by EastCoast which means one less thing for you to worry about!

Under the Deed of Agreement for the Programme, we, as an approved employer are required to recruit locally first. Where we are unable to find you workers locally, we begin the administrative process to bring across seasonal workers.

In all, it is best that we work together to establish the key period(s) you will need to have workers on your farm or accommodation business. As the end-to-end recruitment period for seasonal workers' is within the **8-12 week** range, it is important that we begin the process much earlier so that they are with you at the right time.

For your information, the minimum number of hours worked per week for workers under the programme is **30 hours**.

## **7.0 HOST EMPLOYER'S ASSISTANCE UNDER THE SWP**

As our client and host employer for seasonal workers, we will need to work together to make arrangements for the following:

- a. Accommodation – if you have suitable accommodation on site this would be ideal. If you do not, then we will need to source one closest to you so as to ensure convenience for workers. Any cost related to accommodation and utilities is deductible from wages and payable by the worker.
- b. Transportation – workers accommodated off-site will need transportation to and from work. If no suitable/affordable public transport is available or you're unable to facilitate this transfer, then we will work with you to arrange a hired transport. The cost of transportation is a deductible from wages.
- c. Pastoral care – this involves access social, medical, recreational and religious/spiritual activities/services within the locality. Where public transport is unavailable to access

essential services, arrangements will need to be made to take workers at the requisite time. We will work with you to create a directory of services as part of the orientation package.

- d. WHS – we will work together to ensure that all WHS briefing, Work Pro and Work Safe Method Statements (where necessary) and site orientation are conducted/made available prior to start of work.

## 8.0 WHY SELECT EASTCOAST HR GROUP AS YOUR SEASONAL LABOUR HIRE PROVIDER?

Our unique point of difference is that we have a depth of institutional knowledge of the Pacific and its people. In addition to providing you much sought after labour, we also provide as a bonus, in-house expertise on cultural diversity!

Our staff member, Sylvia Tiffany joined us from Fiji in 2014 and as a former Business Development Manager with the Fiji Development Bank she brings with her unique insight and appreciation of the role of agriculture in the lives of farmers as well the national economy.

If you're currently using another Approved Employer to source workers under the SWP and would like to compare prices, don't hesitate to give us a call – we're happy to provide you with a free quote for comparison.

The heart of our business is founded on providing a service that is ethical. It is important to us that the manner in which we conduct our business or any advice that we dispense, meets with the highest possible standard there is. We are happy to provide references to validate our claims.



**A RELIABLE LABOUR FORCE THAT'S WITH YOU SEASON AFTER SEASON**

**LET US FIND THE RIGHT PEOPLE FOR YOU**

We recognise finding seasonal workers is a constant challenge for Farmers. At EastCoast we offer tailored, ethical labour solutions for businesses and have been proudly doing so for 30 years.

**EAST COAST** HUMAN RESOURCE GROUP  
HR CONSULTANTS • RECRUITERS • PAYROLL SERVICES

Seasonal Worker Programme  
AN Australian Government Initiative  
MEMBER OF GROWCOM

Call 07 5443 6022 or visit [www.eastcoasthr.com.au](http://www.eastcoasthr.com.au)

**9.0 MEASURING THE COST OF OPPORTUNITY**

To give you an idea of what it would cost you in terms of opportunity if you undertook this process yourself, you need to first find a value to your own time. How much do you think your time per hour is worth? \$40, \$50, \$60?

As an employer, when you decide to undertake the recruitment process on your own, you open your business up to potential [opportunity costs](#) which, when calculated, looks something like this for an estimated 10 workers for a 24 week period.

**Opportunity Cost = Return of Most Lucrative Option - Return of Chosen Option**

ACTIVITY	UNIT	COST	TOTAL
End-to-end recruitment	152 hours <sup>1</sup>	\$40.00 <sup>2</sup>	\$6,080.00
Administrative management of SWs	12 hours <sup>3</sup>	\$40.00	\$480.00
Payroll processing	20 hours <sup>4</sup>	\$40.00	\$800.00
<b>Return of chosen option<sup>5</sup></b>			<b>\$7,360.00</b>
Income generated normally	184 hours <sup>6</sup>	\$120.00 <sup>7</sup>	\$22,080.00
<b>Return of Most Lucrative Option<sup>8</sup></b>			<b>\$22,080.00</b>
<b>OPPORTUNITY COST<sup>9</sup></b>			<b>\$14,720.00</b>

A hundred and eighty-four (184) hours equates to almost a full five (4.8) work weeks based on a standard 38 hour week and as shown above, the opportunity cost to your business is \$14,720.00 per recruitment cycle.

<sup>1</sup> End-to-end recruitment from advertising to placement can take up to four weeks.

<sup>2</sup> \$40 per hour is an estimate of how much your time is valued at as CEO of your business. This figure can be replaced with a higher or lower figure depending on how you value your worth.

<sup>3</sup> Time taken to manage the HR documentation requirements for employees – this works out to approximately half an hour each week.

<sup>4</sup> Payroll takes approximately five (5) minutes per worker @10 workers over 24 weeks and includes set up, weekly data recording and report generation.

<sup>5</sup> This is how much it costs for you to take 184 hours of your time to manage the recruitment process yourself.

<sup>6</sup> Using the 184 hours doing business development instead of recruitment.

<sup>7</sup> The value of \$120 is taken from \$40 x 3, which is three times your hourly rate of \$40. The thrice multiplier is used when setting revenue targets. \$40 will cover your hourly wage and \$80 will cover the cost of doing business – utilities, rent, taxes, margins, salaries of cost centers that support your business etc.

<sup>8</sup> This is what you could have earned if you spent the 184 hours focused on revenue generation activities.

<sup>9</sup> The Opportunity Cost is the difference between your Chosen Option and the Most Lucrative Option. In this scenario, your opportunity cost is \$14,270 – the amount of money you could have realised for your business had not opted to take the direct recruitment option.



There is tremendous value to be gained when using a recruiter such as EastCoast to find you labourers under the seasonal worker programme because you will benefit from the following:

- Workers who are solely focused on the job at hand
- Reduced sick days
- Reduction in worker attrition
- Higher productivity
- Savings in re-training new workers each time

## 10.0 FURTHER INFORMATION

For more information about the SWP or if you need help with general recruitment, labour hire, payroll, human resources or industrial relations issues, please call us on (07) 5443 6022. You can talk to:

- a. Michalle Faulkner at [Michalle@eastcoasthr.com.au](mailto:Michalle@eastcoasthr.com.au) or Sylvia Tiffany at [Assistant@eastcoasthr.com.au](mailto:Assistant@eastcoasthr.com.au) for the Seasonal Worker Programme, Payroll as well as HR and IR advisory services.
- b. Jenelle Shield at [Temps@eastcoasthr.com.au](mailto:Temps@eastcoasthr.com.au) for temporary recruitment and labour hire placement.

You can view further details about us on our website: [www.eastcoasthr.com.au](http://www.eastcoasthr.com.au)