

Workplace 360 complete questions list

Section one

Quickfire questions

| Question | Permanent staff | Casual staff only | No team |
|---|-------------------------------------|-------------------------------------|-------------------------------------|
| Before you employ a new team member, have you spoken to three (or more) different references to understand if they are a good fit for your team? Yes / No | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Are all payroll and leave records up to date and available to employees? Yes / No | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Is each employee paid at least the minimum wage (\$23.50) for every hour worked when calculated on a pay period basis (each week or fortnight, depending on their pay frequency)? Yes / No | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Does your roster provide three days off every two weeks for all employees? Yes / No | <input checked="" type="checkbox"/> | | |
| Is there an agreed documented training plan for each employee to build their capability over the next 12 months? Yes / No | <input checked="" type="checkbox"/> | | |
| Is there a list of farm safety rules in place on farm safety? Yes / No | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Is there a planned and actioned maintenance schedule for heavy machinery on your farm? Examples of heavy machinery include quads, motorbikes, side-by-side vehicles, tractors, tractor attachments and implements. Yes / No | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Do all people on farm (including yourself) always wear helmets on quad bikes, motorbikes and side-by-sides? Yes / No / I don't have these vehicles on farm | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Does your quad bike have a roll bar fitted (Crush Protection Device)? Yes / No / I don't have a quad bike | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Do you get at least two days off farm every two weeks? Yes/No | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Section two

Deep dives into your selected topic

Farmers with permanent employees choose two of the five options below:



Deep dive one: A recruitment process to find someone who fits.

Discover how James follows a proven recruitment process to find someone who will get the work done and fit into the team, helping performance and enjoyment of work.

James is a sharemilker in South Otago. Following a resignation, James needs to employ a farm assistant into his business. He knows it is best to follow a process to give him the best chance of recruiting well.



Deep dive two: Changing rosters

Jenna and Shane are dedicated farm owners and employ two hard working individuals on an eleven-day-on, three-days-off roster. Shane works full time on the farm, and Jenna helps during busy periods.

To improve staff wellbeing and retention, they decide to shorten the roster to create a more balanced schedule, reduce fatigue and retain employees.



Deep dive three: Understanding what drives your team

Discover how Adrian learns more about his employees aspirations and creates a plan to support them in three steps.

Adrian has led a team for many years and now he wants to go from being a good boss to a great one. He values his team and knows that retaining good people is far easier and more rewarding than constantly recruiting. Adrian feels grateful for the opportunities the dairy sector has given his family, and he wants to pay it forward by helping his team see the potential for meaningful careers in farming.

Stepping outside his comfort zone, Adrian starts exploring what motivates his team. He finds some useful resources online and starts by asking, listening and learning.





Deep dive four: Paying competitive remuneration

Discover how Troy and Rachel are implementing competitive remuneration on their farm.

Troy and Rachel are reviewing their teams employment agreements for the year ahead. They're grateful their staff are staying on and want to make sure their remuneration remains competitive and fair. They follow a clear three-step process to review their remuneration.



Deep dive five: Managing risks on farm to stay safe.

Discover how Hamish and Hannah implemented a risk register in three steps.

Hamish and Hannah have just moved to a new farm. One of their priorities is putting a risk register in place. As business owners, they take responsibility for the health and safety of their employees and visitors. They want to embed safety and wellbeing as core values in their farm culture.

After researching their options, they choose the 'Keep safe, keep farming' toolkit. It offers a straightforward process and pre-populated ideas they can tailor to suit their farm. Hamish and Hannah are committed to involving their team throughout the process to build a strong safety-focussed culture.

Farmers with only casual staff or no staff, will only need to complete this deep dive below.

Discover how Molly and Mike implement a risk register in three steps.

Molly and Mike have just moved to a new farm. One of their priorities is putting a risk register in place. As directors of their farming business, they are responsible and liable to each other.

After researching their options, they choose the 'Keep safe, keep farming' toolkit. It offers a straightforward process and pre-populated ideas they can tailor to suit their farm.