

PLANNING YOUR SEASONAL WORKFORCE





DISCLAIMER:

This is a guide only. Any decisions made for your business should be based on research into your individual circumstances.

You should adopt a common-sense approach to this guide and interpret or adapt relevant information subject to the size of your individual business.

Please make sure you are connected to the internet. Click on any of the [blue](#) text to visit the relevant website.



TABLE OF CONTENTS

WHERE WILL YOUR SEASONAL WORKERS COME FROM?	4
PLANNING YOUR SEASONAL WORKFORCE	4
PACIFIC AUSTRALIA LABOUR MOBILITY.....	5
PROCESSING TIMELINE – FOR SWP AND PLS APPLICATIONS	7
Becoming an Approved Employer (AE)	9
Eligibility and process to become an AE.....	9
AE responsibilities.....	9
WORKER INCENTIVES.....	14
National Assistance – AgMove – Relocation Assistance.....	14
Victoria – Seasonal Harvest Sign-On Bonus.....	14
LABOUR HIRE COMPANIES AND CONTRACTORS.....	15
Is your labour hire provider/contractor licensed?.....	15
HARVEST TRAIL	16
How to use Harvest Trail Services	16
FACEBOOK.....	17
Writing your Facebook job opportunity post.....	19
GUMTREE	22
Writing your Gumtree job opportunity post.....	22



WHERE WILL YOUR SEASONAL WORKERS COME FROM?

COVID-19 has made it evident that much of what once just ticked along, like having an available local and backpacker workforce, can no longer be taken for granted. To survive and prosper we need to expect the unexpected and be flexible. That is why it is so important that you start to think more broadly and forward plan now for next year's harvest workforce.

There are several different options for finding seasonal workers and navigating the system can be confusing. Once you have considered your needs and identified your options, have a read through this document to find out more. We have expanded on each option and tried to break the information down to simplify it.

It is recommended that you click on the [blue](#) text to be taken to the available links to read about the more complex requirements where applicable.

The information provided is not definitive but will provide you with a good starting point to base your next steps on.

Consider your needs and the best solution for you.

Whatever you do, do not leave planning for labour until the last minute.

It is important to plan ahead.

PLANNING YOUR SEASONAL WORKFORCE

Workforce planning

Workforce planning is about having the right people in the right roles at the right times to meet the strategic objectives of your business.

A focus of workforce planning is on understanding and preparing for changes in your business environment (e.g. COVID-19) which could impact on your workforce needs. Check out the key steps for [workforce planning](#) provided by Harvest Trail.

This article also provides some good tips – [Harvest Trail Talk GOOD PLANNING = GOOD WORKERS](#)

Labour market testing (advertising)

Do not leave sourcing your seasonal labour to the last minute – plan ahead.

You should start your labour market testing (advertising) as soon as possible so you have a clear picture of available and interested workers before you need them. Collate data and evidence to prove:

- how many people apply for a role
- how many people attend an interview
- how many people accept a position
- how many employees arrive for a shift



- how many days they are employed (particularly if they resign before the work is complete)

If you are having difficulty recruiting and retaining staff, please share this information with Citrus Australia, so that we may use this data when lobbying for government assistance with labour options.

We recommend you conduct exit interviews with any workers who resign, to record why they are leaving and note how long they were employed for, for further evidence.

Business Victoria provide some useful information, including a free [exit interview template](#) that you can customise to suit your business.

Understanding your legal obligations and workplace requirements

Before starting your recruitment, make yourself familiar with the information on the [Fair Work Ombudsman Horticulture Showcase website](#) so that you fully understand your legal obligations and workplace requirements regarding:

- pay and piecework rates
- workplace health and safety
- hours of work and overtime
- deductions for accommodation, transport and job finding
- ending employment
- migrant workers

PACIFIC AUSTRALIA LABOUR MOBILITY

The [Pacific Australia Labour Mobility](#) (PALM) scheme is the Australian Government's new, streamlined approach to its highly valued Pacific labour mobility initiatives, managed by the Department of Foreign Affairs and Trade (DFAT).

The PALM scheme allows eligible employers to recruit workers from nine Pacific Island countries and Timor-Leste when there are not enough Australian workers available.

The PALM scheme connects unskilled, low-skilled and semi-skilled workers from Pacific Islands and Timor-Leste via the Seasonal Worker Programme (SWP) and the Pacific Labour Scheme (PLS) with rural and regional Australian businesses.

The PALM scheme supports the economic prosperity of nine Pacific Islands and Timor-Leste and comprises of two initiatives; the one that is best suited to you will depend on whether you have a short-term or long-term labour need.

Seasonal Worker Programme

The SWP meets shorter term labour needs allowing employers to recruit unskilled workers for up to nine months.



Pacific Labour Scheme

The PLS provides a longer-term labour solution to recruit low-skilled and semi-skilled workers for between one and three years.

The PLS differs to the SWP in that the PLS workers can stay in Australia for one to three years, so there is value in teaching and upskilling them, and they in turn can teach other new workers. You can see a comparison of the two programs [here](#).

Employer Guidelines for both schemes are available at [About | PALM scheme](#)

Eligibility

To learn more about the eligibility criteria for either the SWP or the PLS check out the **Seasonal Workforce Planning Matrix**.

Authorised Employers

All PALM employees must be employed by Authorised Employers (AEs), you can become an AE by following the steps outlined in this document or you may choose to use a labour hire company who is an AE.

Labour hire companies

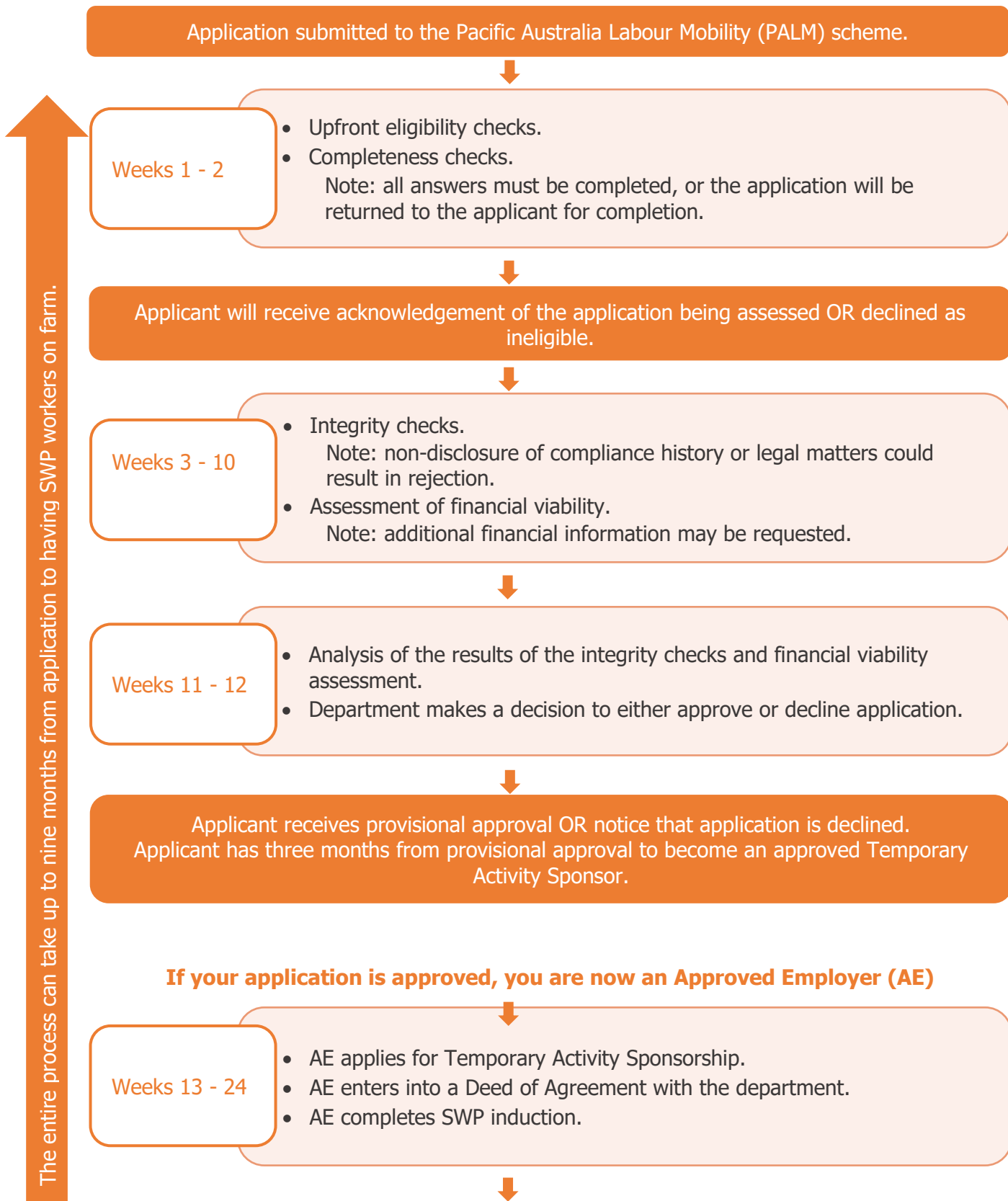
Many labour hire companies are Authorised Employers (AEs) and may be able to help source labour for you. It is recommended to use only registered labour hire companies, however not all states require registration at present. Remember you are liable for the actions of your contractor.

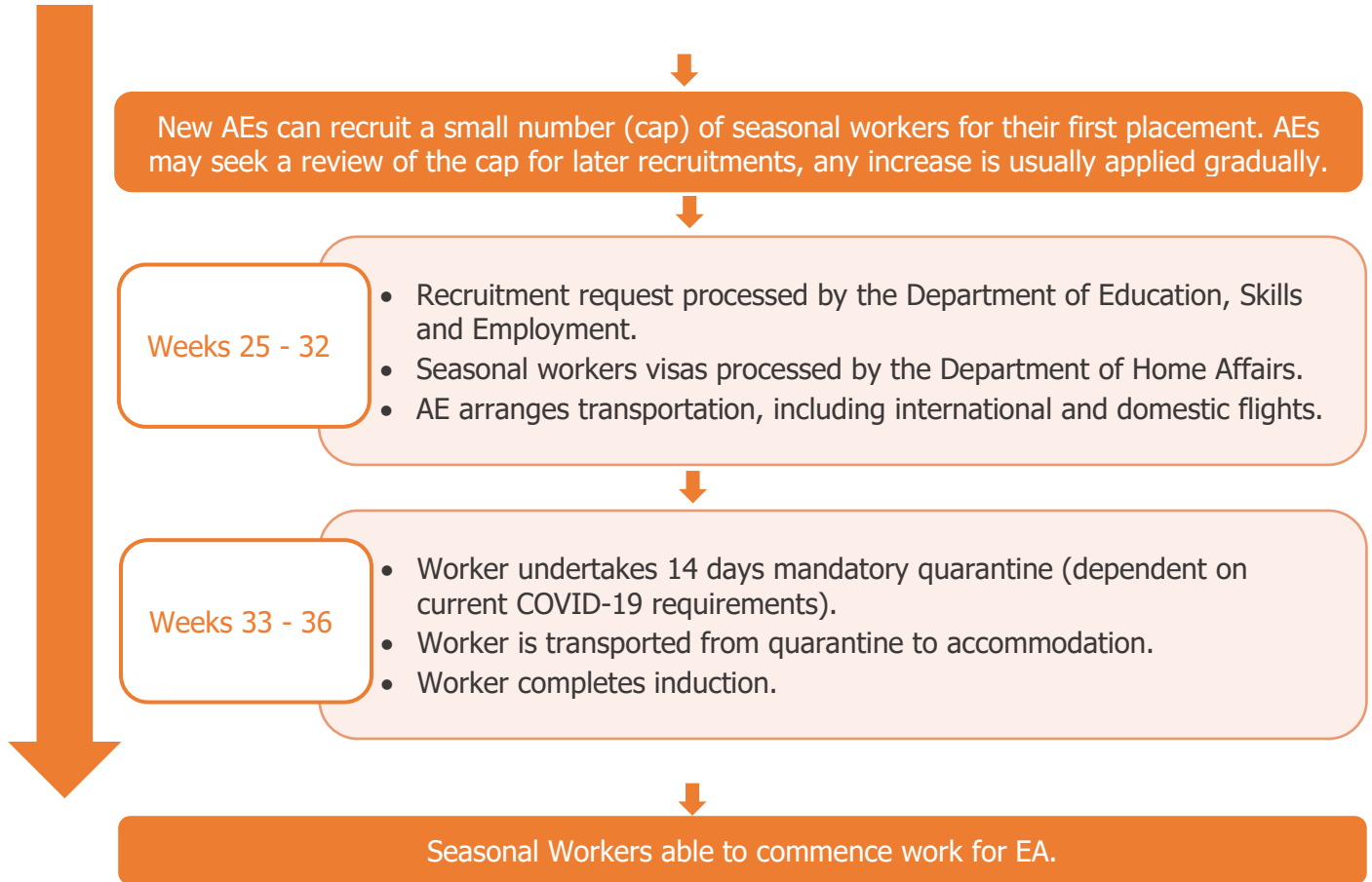
Authorised Employers for both schemes are listed at [Current employers | PALM scheme](#).

More information on contractors and Labour Hire Companies [here](#).



PROCESSING TIMELINE – FOR SWP AND PLS APPLICATIONS







Becoming an Approved Employer (AE)

In September 2021 the Australian Government announced the launch of a single application for new employers when applying to participate in either, or both, the Seasonal Worker Program (SWP) or the Pacific Labour Scheme (PLS). This is called the Pacific Australia Labour Mobility (PALM) Scheme.

If you are an employer who has the capacity to employ seasonal workers on your property for **up to nine months**, you may be eligible to participate in the SWP.

If you are an employer who has the capacity to employ seasonal workers on your property for **up to three years (minimum of 12 months)**, you may be eligible to participate in the PLS.

To participate in the program, you must first apply for approval from the Australian Government to become an Approved Employer (AE) through the [Pacific Australia Labour Mobility \(PALM\)](#) scheme.

Both schemes recruit unskilled or low-skilled workers from Pacific Island countries and Timor-Leste and are managed by the Australian Government.

Eligibility and process to become an AE

Check out the [Seasonal Workforce Planning Matrix](#) to determine if this is an option for you and if you might be eligible.

You can learn more about the PALM scheme and check your eligibility [here](#). You should work your way through the step-by-step process for businesses to join the scheme and submit your application [online](#).

Under both schemes, eligible AEs enter into an agreement with the Australian Government.

Refer to the [application and processing timeline](#) provided earlier in this document.

AE responsibilities

As an AE you are responsible for:

- testing the labour market, and trying to recruit workers already in Australia before seeking access to seasonal workers from overseas
- employing seasonal workers in accordance with Australian workplace legislation
- providing briefings to seasonal workers on arrival into Australia and before departing back home
- providing seasonal workers with a minimum average of 30 hours per week for up to nine months
- paying for the full cost of each seasonal worker's return international airfare and domestic transfers up front, and recouping from the combined cost any amount over \$300 from seasonal workers' pay over the course of their employment
- organising and providing access to local council approved accommodation and transport to and from work for each seasonal worker (at the seasonal workers' expense)
- reporting to the Australian Government



- providing welfare and wellbeing for workers, including opportunities for recreation and religious observance, a 24-hour contact number, and assisting workers to access services in the local community.

Accommodation

Seasonal worker accommodation **must** be provided by the AE. The AE is responsible for ensuring seasonal workers are aware of, and comply with, all relevant laws.

Refer to the [Seasonal Workers Programs forms Return Report \(palsmscheme.gov.au\)](https://palsmscheme.gov.au)

More detail on accommodation requirements can be found in chapter 4 of the SWP booklet and Chapter 8 of the PLS booklet.

In summary, accommodation for seasonal workers must meet the following minimum standards:

Fair and good value

- The cost must be fair and provide good value for money.
- Any bond must be registered with the appropriate authority.

Costs are transparent

- The basis for the rent charged must be provided in the Accommodation Plan including a breakdown of the costs.
- Where considering value for money, 'like for like' properties in the region will be considered, if possible. Accommodation must be provided at cost.
- The cost of the accommodation must be provided to seasonal workers in the Offer of Employment and show what the cost includes (eg: rent, utilities, cleaning).

Fit for purpose and in good condition

The accommodation must:

- be fit for occupation and use
- comply with any regulations required by the state, territory or local government/council (for example fire safety, overcrowding)
- be clean, sanitary and tidy at the time of arrival of seasonal workers
- have water supply, including hot water, that is continuously available and safe for drinking, cooking, bathing and washing
- have adequate facilities to store food safely, cook and eat (including cooking utensils, crockery, cutlery and drink ware). Kitchen and dining facilities must be adequate for the number of seasonal workers and duration of stay (full kitchen facilities not required if catering is supplied)
- have suitable cleaning, disinfection and pest control where seasonal workers are required to clean the property
- have adequate heating, cooling and ventilation as required and dictated by the climate
- have access to adequate laundry facilities for the number of seasonal workers, and



- be maintained in a good condition.
- accessible, safe and secure

Safety

The accommodation must:

- allow 24-hour access
- be lockable by the occupants
- any house rules are to be reasonable, non-discriminatory and clearly communicated
- where the dwelling will accommodate both male and female seasonal workers, provides separate bathroom facilities, with lockable doors, and separate sleeping areas for single men and women
- provide storage for each seasonal worker's belongings
- provide separate lockable storage for each seasonal worker's valuables

Other requirements

The accommodation must:

- Have adequate bathroom facilities for the number of seasonal workers. As a minimum, there must be one toilet, hand basin, and shower (or bathtub) for every 10 seasonal workers (or part thereof). (Portable toilets cannot be provided to meet minimum requirements. Transportable toilet blocks may be acceptable, such as dongas).
- Provide uncrowded sleeping areas for all seasonal workers – there should be a reasonable walking space between beds, the exits and storage.
- Provide a separate bed with a base or bed frame, comfortable and clean mattress, pillow and linen for each seasonal worker (i.e. no mattresses on the floor). Bunk beds should be minimised, triple bunks are prohibited. Where bunk beds are provided, there must be enough clear space between the upper and lower bunks, and the upper bunk and the ceiling.
- Have window coverings installed, and in working order, in all sleeping areas to provide privacy and block-out sunlight; and
- Have an adequate communal lounge/living area with sufficient seating for the number of seasonal workers inhabiting the facility.

SWP workers may elect to arrange their own accommodation at their own cost.

If a SWP worker chooses to arrange their own accommodation the following applies:

- AEs cannot make deductions from their wages for accommodation.
- The AE is not responsible for the quality of that accommodation. The Approved Employer does, however, retain the responsibility for providing welfare and wellbeing assistance to the seasonal worker.
- The AE must explain to them that they will be responsible for all costs which may include rent, electricity and other utility costs, transport costs, and other housing related costs.



- AEs may require that seasonal workers provide a minimum of two weeks' notice of their intention to move to their own accommodation and transport arrangements. If an AE seeks to impose this condition on the accommodation and transport this must be set out in the Offer of Employment.
- If the seasonal worker does not give two weeks' notice, where this is a condition they have agreed to in the Offer of Employment, the seasonal worker may be charged for the accommodation and transport provided by the AE for the two week period even if they have moved out.

Worker welfare and wellbeing

AEs must provide welfare and wellbeing support to their seasonal workers and are required to submit a Welfare and Wellbeing Plan outlining the arrangements that they will put in place to manage the welfare and wellbeing of the seasonal workers they employ.

Welfare and wellbeing includes:

- Explaining how Australia's banking and tax systems work and ensuring they understand food requirements and the importance of proper nutrition and hydration.
- Helping seasonal workers to visit medical or health care services such as the dentist or the doctor, as appropriate.
- Ensuring seasonal workers have sufficient funds each week to meet reasonable costs of living. Some AEs set a minimum net pay for this purpose (where they do so, they may temporarily reduce deductions or provide an advance on pay, to be repaid through deductions in future pay periods, with the seasonal worker's approval in writing).
- Providing a 24-hour per day, seven days per week emergency contact number for seasonal workers to receive emergency assistance.
- Ensuring seasonal workers understand when they should call emergency services and that they know how to do so if required.
- Ensuring seasonal workers who are licensed, know the road rules and can drive on Australian roads safely. It is advisable to display road safety awareness posters in workplaces and workers' accommodation. Posters that have been translated in participating countries languages can be found [here](#).
- Organising health insurance coverage for their seasonal workers that provides for in-patient and out-patient care to the level specified by Home Affairs and assisting them to pay for this by taking authorised deductions from the seasonal workers' pay.
- Providing the seasonal workers with all necessary PPE at work.
- Ensuring that adequate and suitable facilities are provided or accessible to seasonal workers at the worksite, ahead of them commencing work and during work hours.
- Ensuring, as far as reasonably practicable, that seasonal workers understand and comply with the requirements of the job to achieve the standards expected and to be safe. Information,



instructions, training and supervision must be provided to seasonal workers in a format and language that can be understood by them.

- Ensuring seasonal workers have contact details for local community groups, which may include churches, Pacific Islander and Timor-Leste groups or other community fellowships and sporting groups.
- Ensuring that seasonal workers have clothing suitable for Australian conditions.
- Making seasonal workers aware of any risks when venturing out to local beaches, rivers or other areas that can pose potential risks.
- Clearly communicating any policies relating to alcohol and drug free accommodation or worksites, or working under the influence of alcohol or drugs and explaining the consequences of any breaches of those policies.

For detailed information refer to Chapter 3 Welfare and Wellbeing of the SWP booklet and Chapter 7 of the PLS booklet

Flights

Normally, flights are booked commercially for seasonal workers, however due to the COVID-19 pandemic, the closing and opening of state and international borders, and changing risks due to outbreaks, the flight situation for the SWP and PLS is quite fluid and changes depending on what Australian state the workers will be located.

In 2021, there are two ways to bring workers into Australia from the Pacific – via a charter flight, or via a DFAT supported commercial flight (if available). See regularly updated flight information on our website [here](#).

It is recommended that AEs work with travel agents who are experienced in coordinating flights from Pacific countries.

Charter flights

Flights can be chartered solely by AEs into Australia. Alternatively, AEs can work together (growers or labour hire contractors) to share the cost of a flight from the same country. Each AE must complete an application form with DFAT, and if sharing the cost, one AE must be nominated as the coordinator.

Charter flights generally have 162 seats and quarantine facilities must be found in the relevant state to meet this requirement.

AEs must work with the relevant state governments to coordinate a flight schedule that meets operational requirements. For Victoria, flights must include transit via an Australian mainland international airport to complete Australian Government border and customs processes before arriving in Hobart for quarantine and being transported to Victoria afterwards. Flights can also drop some workers off in other state capital cities before landing in Hobart if workers are being utilised in that state.

Commercial flights

DFAT is now supporting a limited amount of commercial flights via the 'Pacific Flights Program' between Australia and the Pacific, to repatriate SWP workers, and bring over new workers. As of August 2021, countries include Vanuatu, Samoa, Tonga, Fiji, Solomon Islands and Kiribati.



DFAT encourages AEs to utilise these flights to ensure their continuation, particularly for smaller growers. Cost savings can be up to 60% over the cost of a charter flight.

Bookings are available through the airline operating the route.

Cost of flights

AEs are required to cover the cost of return airfares to Australia from the workers' home country, and to cover any domestic transport to and from the airport to the workers' accommodation/work location.

AEs can recoup a capped amount of \$300 from the worker; this cost must be deducted from the workers' wages over a minimum period of 12 weeks.

Details of DFAT COVID-19 facilitated commercial flights can be seen [here](#). Tickets on these flights are approximately one-third of the cost of a seat on a charter flight and utilising them will ensure the viability of these flights going forward.

WORKER INCENTIVES

There are limited incentives available to help you to attract Australian workers and visa holders with a general right to work in Australia. These incentives **do not apply** to seasonal workers who are in Australia under the Seasonal Worker Program or the Pacific Labour Scheme.

National Assistance – AgMove – Relocation Assistance

[AgMove](#) is an Australian Government initiative that helps with costs for eligible people who relocate to take up short term agricultural work, including harvest work, in Australia.

If a worker relocates to commence agricultural work, including harvest work, between 5 May and 31 December 2021, they must complete at least 40 hours of work in at least two weeks to be eligible for reimbursement of up to:

- \$2,000 if they are an Australian worker, or
- \$650 if they are a visa holder with a general right to work in Australia.

If they continue to work and complete a total of at least 120 hours of work in at least four weeks, they could be reimbursed up to a total of:

- \$6,000 if they are an Australian worker, or
- \$2,000 if they are a visa holder with a general right to work in Australia.

For eligibility criteria and further information about AgMove read the [AgMove Fact sheet](#).

Victoria – Seasonal Harvest Sign-On Bonus

Program closed 31/12/2021

Queensland – #pickqld bonus

Applications have now closed



LABOUR HIRE COMPANIES AND CONTRACTORS

Some AEs participating in the SWP provide labour hire services. A full list of current AEs can be found at [Current employers | PALM scheme](#).

When using Labour Hire Companies, it is important that growers understand their responsibilities; the [Fair Work Ombudsman Horticulture Showcase website](#) has lots of reliable information.

Some contractors may also be AEs participating in the SWP, or they may source their labour from other areas such as visa holders with general working rights, working holiday makers and Australians.

When using Labour Hire Companies and contractors it is still your responsibility to check visas and ensure that you only have legal workers on your property.

To learn more, make yourself familiar with the migrant workers information on the [Fair Work Ombudsman Horticulture Showcase website](#) so that you fully understand your legal obligations and workplace requirements.

The Department of Home Affairs provide [important information for employers of foreign nationals](#), including a list of “do’s and don’ts” to help you.

If you are not confident navigating the system, MADEC provide a complimentary service to all seasonal workers that are in Australia on an eligible working visa. Workers can visit a MADEC office with their working entitlement documentation and the MADEC staff will perform the VEVO checks and provide the worker with a [Harvest Labour Work Entitlement Card](#).



Is your labour hire provider/contractor licensed?

Any business in Queensland, Victoria or South Australia that provides labour hire services must now be licensed. It is the responsibility of the host employer to ensure they only use licensed labour hire providers. The Labour Hire Authority advise that you are a host if you both:

- run a business or undertaking, and
- use labour hire workers to perform work in your business.

Basically, if you run a business, including a farm, and you use labour hire services to perform work in that business, you are a host. As a host you have a legal responsibility to ensure the labour hire provider/contractor is licensed, if they are not, you can face fines and/or prison.



Hosts must only use licensed labour hire providers to provide labour hire services, current Victorian maximum penalties are:

\$145,392 for an individual

\$581,568 for a corporation.

To check if your labour hire provider is registered in Victoria and for additional information for labour hire providers, hosts, and workers visit

[Home \(labourhireauthority.vic.gov.au\)](http://labourhireauthority.vic.gov.au)

Worker incentives

Read the section on [worker incentives](#) and use these to your advantage when talking to prospective workers and in your job posts.

HARVEST TRAIL

[Harvest Trail Services](#) (HTS) are managed by the Department of Education, Skills and Employment (DESE), are government funded and provide a free service to growers and workers. All Australians and visa holders with general working rights, i.e., not restricted to an employer or type of work, are eligible to access HTS.

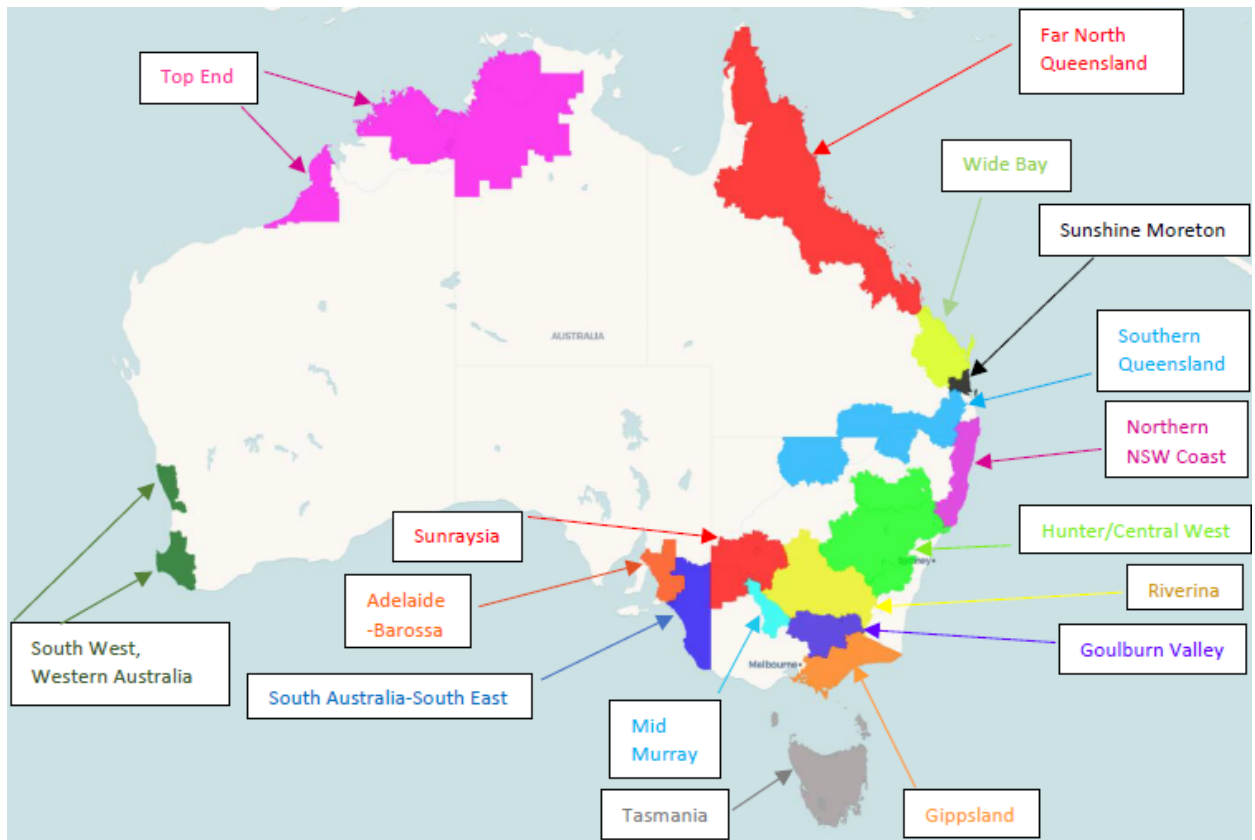
How to use Harvest Trail Services

HTS providers cover most harvest areas across Australia, and they may be able to connect you with job seekers who are available for an immediate start. They can also help you:

- advertise your job vacancies on the [Harvest Trail Jobs Board](#)
- connect you with eligible harvest workers
- with the recruitment process, and
- screen job seekers suitable for the advertised role.

You can learn more about the role of the HTS provider [here](#). You can also list a job on the Harvest Trail Jobs Board yourself. Find out more [here](#).

As shown on the map below, there are 16 harvest areas. You can find your closest HTS provider [here](#).



FACEBOOK

Farm workers tend to be transient and travel around following work, making Facebook an accessible tool for finding their next job. In the current market, more than ever, it is important to project an authentic image and provide all the information needed to attract the right people. Your Facebook page will create their first impression and help them to decide if they want to work for you.

Setting up your page

Make sure that your Facebook page looks professional and legitimate. It is advisable to keep your personal Facebook page separate and to set up a separate page for your farm.

- Use your business name as the Facebook name.
- Consider your profile picture and cover photo:
 - Do they look professional?
 - Do they reflect your industry?
 - Use relevant photos such as:
 - your crop showing how great it is
 - a landmark in your town, such as the river or some local scenery



Writing your 'about' section.

Tell your property's story, its point of difference:

- Where are you situated?
- How far are you from shops, public transport, recreation activities etc.?
- Are you a family farm?
- How big is your property?
- What varieties do you grow?
- When is your season?
- Do you have accommodation?
- Can you provide transport?

Your newsfeed

Keep your newsfeed professional and relevant:

- Create posts that show your farm at its best, use pictures and short videos.
- Create posts that show your workers having a social get together (make sure you have their consent though).
- If you offer accommodation and/or transport, share some pictures so workers know how great it is.
- Share good news industry specific content such as posts from the following Facebook pages, [Citrus Australia](#), [We Heart Citrus](#), [Aussie Oranges](#), [Aussie Mandarins](#). You could also share stories posted by your local packer or juicer.
- Share short videos of anything relevant to your property (always gain permission from your workers if they are going to be in it).
- Share posts from Facebook pages that highlight what a great town you live in and what there is to do and see in your area. These could include community pages such as your local:
 - council
 - radio/newspaper
 - community noticeboards/billboards
 - tourism provider pages
 - tourism industry group
 - sporting and community groups



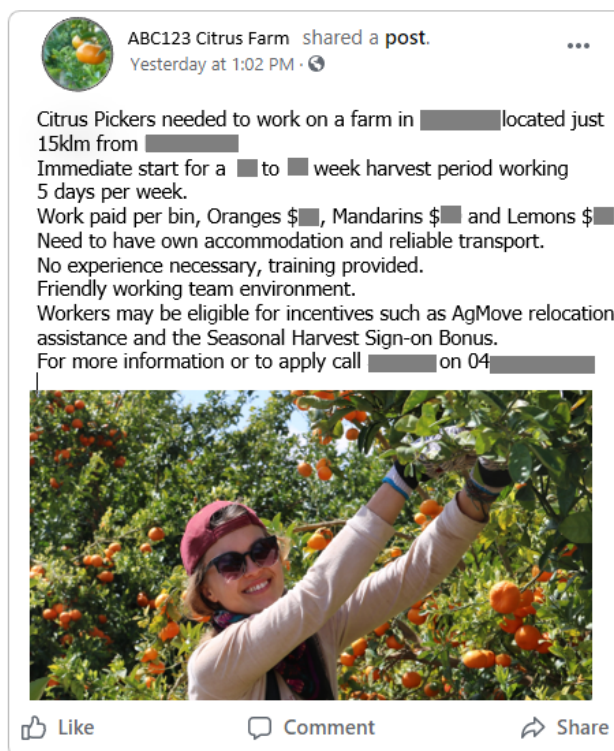
Writing your Facebook job opportunity post

To help your post stand out and look polished, use a picture that shows how great your crop and property looks. If you use a picture with a worker in it make sure you have their 'ok' first.


When you write a job advert, no matter where you are going to publish it, it is important that your advert is concise and contains all the essential information to attract the right people to apply. It should be well-designed and look authentic.

Make sure you clearly define the following:

- **What** do you want the workers to do?
- What **skills** do they need?
- Do you need workers with **experience**, is training provided?
- **Dates** of contract.
- Rate of **pay**, noting if its hourly or piece rate.
- **Hours** of work per week.
- Provide some information **about** the work environment, property etc.
- **Location** of farm.
- Is there **accommodation** available?
- Is there **transport** available?
- **How to apply** – provide phone and/or email details for applications and enquiries.
- Include any **worker incentives** that are available such as AgMove relocation assistance and any state funded bonuses. Refer to the section on Worker Incentives [here](#).
- Have someone check your spelling and grammar before you post to keep your ad looking professional.



Share your Facebook post

To get the best results, you need people outside your contacts to see your post. To gain a wider audience share your Facebook post in Facebook groups. If you are not sure what groups are in your area, use the *Search Facebook*  function and try some search combinations for example:

- Jobs + your town or region name e.g. *Jobs Mildura*
- Work + your town or region name e.g. *Work Mildura*

If nothing comes up for your town/region, check out the local community billboard/noticeboard pages to see if that is where other businesses are posting vacancies. Try this combination:

- Your town name + community e.g. *Robinvale Community*

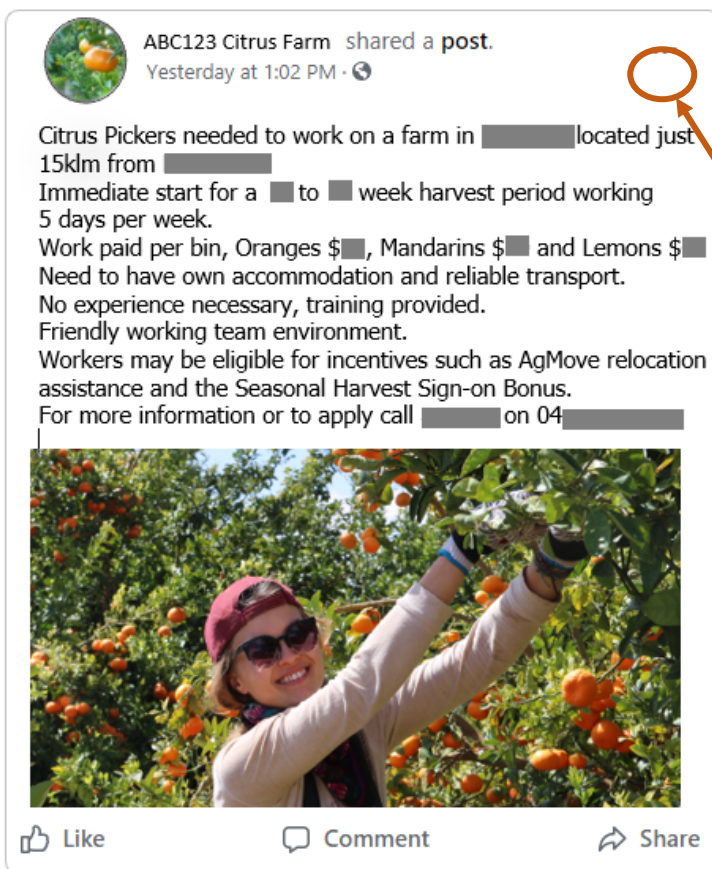


You could also share your post with [Backpacker Jobs in Australia](#) and Facebook groups in towns outside your area where you know that workers will be finishing soon and looking to move on to citrus.

You may need to request to join these groups, once you are approved you will be able to post your vacancies on them.

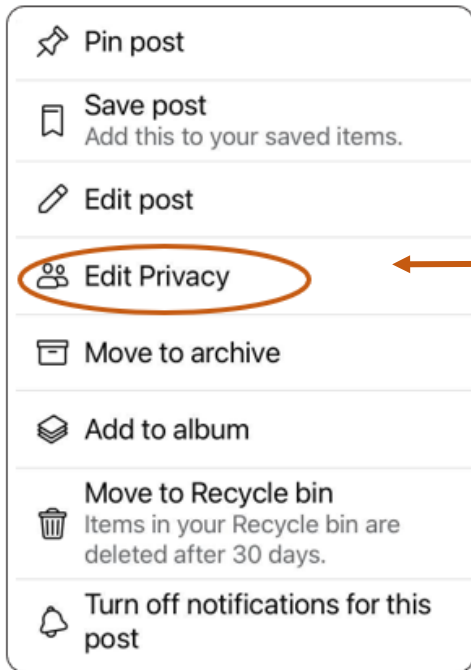
It is also a good idea to 'follow' these pages as often workers that are heading to your town will post on them asking for work.

Adjusting your privacy settings to allow your post to be shared



When you create your post, follow the steps below to make it so that other people can share it.

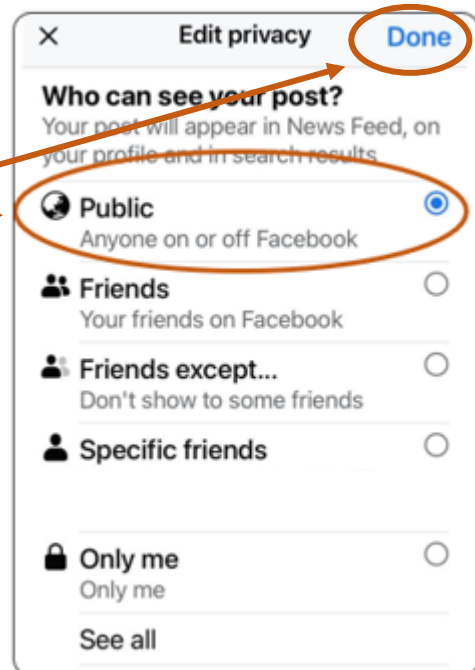
1. Click on the three dots at the top right of the post to reveal the setting options.



2. Select Edit Privacy

3. Select 'Public'

4. Select 'Done'



Now other Facebook users can share your post and tag friends etc.



GUMTREE

[Gumtree](#) is an online marketplace and is another platform that is used widely by jobseekers looking for farm work. Before using Gumtree make sure you understand their [Jobs Policy](#).

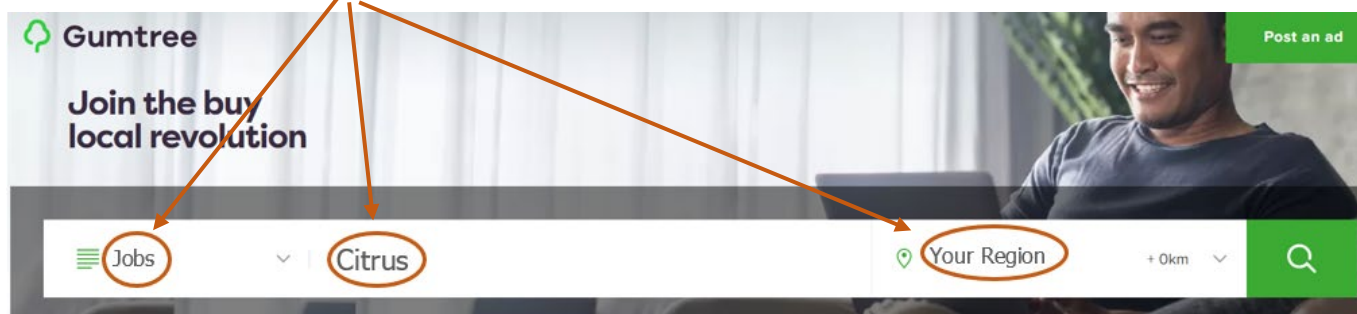
Gumtree provide detailed information on how to use the program. These links will help you get started:

- [How to register](#)
- [Which categories have a listing fee?](#)
- [What are the benefits of paid features?](#)
- [How do I post an Ad?](#)
- [How do I post a photo?](#)
- [Gumtree Basics](#)

Writing your Gumtree job opportunity post

If you are unfamiliar with Gumtree, it is advisable to [search Gumtree](#) to see what other citrus work is being advertised in your area, this will give you a feel for how the platform works and looks.

Try these search options.



Draft your ad including the following information:

- **What** do you want the workers to do?
- What **skills** do they need?
- Do you need workers with **experience**, is training provided?
- **Dates** of contract.
- Rate of **pay**, noting if its hourly or piece rate.
- **Hours** of work per week.
- Provide some information **about** the work environment, property etc.
- **Location** of farm.
- Is there **accommodation** available?
- Is there **transport** available?
- **How to apply** – provide phone and or email details for applications and enquiries.
- Include any **worker incentives** that are available such as AgMove relocation assistance and any state funded bonuses. Refer to the section on Worker Incentives [here](#).
- Have someone check your spelling and grammar before you post to keep your ad looking professional.