

## Managing yourself and your people during tight times FAQ

Taking care of yourself, your family, staff, neighbours and running your farm business depends on being in a healthy and balanced place. Fatigue and stress can make it difficult to make smart decisions or to treat people as well as you would normally mean to.

Managing people through tight times can be challenging – situations can change quickly and this can impact on both employee requirements and expectations.

If you employ people, the current situation may impact on their future employment within your farm business. It's important to keep the lines of the communication open so your staff feel informed and supported.

Before doing anything:

- get involved in the programs through your Regional Development Program (RDP)
- think about your current set up and review the facts
- consider how you can roster staff to ensure you get some time to rest, knowing the farm is being operated in a safe manner
- think about how you can maximise staff expertise and hours in your dairy business, as well as having adequate staff cover for leave etc
- consider the employment arrangements and systems you have in place, including employee entitlements

If you do need to make changes, be aware of your compliance responsibilities as an employer and **seek professional advice available through your RDP.**

### Practical help

- Reach out to your Regional Development Program (RDP) and find out what is happening in your area: [www.tfft.dairyaustralia.com.au](http://www.tfft.dairyaustralia.com.au)
- Dairy Australia's ESKi (Employer Starter Kit) provides easy access to the mandatory requirements for dairy businesses that employ staff. It contains templates and examples across key areas including employing staff, payroll, termination and safety: [www.thepeopleindairy.org.au/eski](http://www.thepeopleindairy.org.au/eski)
- If you do need to reduce your workforce, handle separation carefully: [www.thepeopleindairy.org.au/eski/termination.htm](http://www.thepeopleindairy.org.au/eski/termination.htm)
- Read the FAQ on understanding an employee's final pay [www.thepeopleindairy.org.au/LiteratureRetrieve.aspx?ID=153507](http://www.thepeopleindairy.org.au/LiteratureRetrieve.aspx?ID=153507)
- Fair procedures for termination: [www.thepeopleindairy.org.au/engagement-reward/termination.htm#fair-procedures](http://www.thepeopleindairy.org.au/engagement-reward/termination.htm#fair-procedures)
- Fair Work Pay & Conditions Tool includes a notice and redundancy calculator: <https://calculate.fairwork.gov.au>
- Seek Industrial Relations advice from your State Farmer Organisation: **NSW** - [www.nswfarmers.org.au](http://www.nswfarmers.org.au), **SA** - [www.dairyindustrysa.com.au](http://www.dairyindustrysa.com.au), **Tasmania**: [www.tfga.com.au](http://www.tfga.com.au) and [primaryemployers@bigpond.com](mailto:primaryemployers@bigpond.com), **Victoria** - [www.vff.org.au](http://www.vff.org.au)

### Look out for yourself and your team

Resilience is the willingness and capacity to accept that there will be good and bad times ahead, understanding our reactions to these experiences are normal, and having strategies to manage these unforeseen events is essential.

Being able to discuss issues openly and seeking advice can enable dairy farms to work through these unforeseen events, with an accurate factual assessment of your situation.

- Resilience Fact sheet: [www.thepeopleindairy.com.au/LiteratureRetrieve.aspx?ID=152004](http://www.thepeopleindairy.com.au/LiteratureRetrieve.aspx?ID=152004)
- Tips on running team meetings: [www.thepeopleindairy.org.au/working-together/running-team-meetings.htm](http://www.thepeopleindairy.org.au/working-together/running-team-meetings.htm)
- Talking to someone can really help– browse a list of helplines at [www.farmerhealth.org.au/drought-support#esws](http://www.farmerhealth.org.au/drought-support#esws)

## Staying safe

During tight times, a number of things can happen on the farm that can end up causing a safety issue. It may be that people are undertaking tasks they are not familiar or fatigued more than usual which can create risk.

### Practical help

- Read the practical safety information in the ESKi: [www.thepeopleindairy.org.au/eski/safety.htm](http://www.thepeopleindairy.org.au/eski/safety.htm)

## Make time for an interest off-farm

In challenging times, it can be difficult to think outside of work. Having time away (or off farm) can help you to make decisions when back at work.

This might be catching up with family and friends, sporting or community related activities, or being involved in a group like the Young Dairy Network or a discussion group.

### Practical help

- Talking to someone can really help - browse a list of helplines at: [www.farmerhealth.org.au/drought-support#esws](http://www.farmerhealth.org.au/drought-support#esws)
- Reach out to your Regional Development Program (RDP) and find out what is happening in your area: [www.tfft.dairyaustralia.com.au](http://www.tfft.dairyaustralia.com.au)
- Young Dairy Network works with regional networks to establish a national network of young farmers. Each group has local farmers involved and provides community, training and social networks for young people in the dairy industry: [www.dairyaustralia.com.au/people-and-skills](http://www.dairyaustralia.com.au/people-and-skills)
- Contact rural support organisations: [www.farmerhealth.org.au/drought-support#ruralsupport](http://www.farmerhealth.org.au/drought-support#ruralsupport)