



Farm Worker Agreement (WWOOF) Willing Worker On Organic Farm

Welcome to Synchronicity Farm, an idyllic demonstration Permaculture Farm set on 33 acres along the Orara River 20km west of Coffs Harbour. We passionately run a social enterprise that has a vision to "Inspire conscious food choices embracing Social, Environmental and Health benefits of eating artisan, seasonal, local food". Our mission is to "Design, build and operate an immersive food experience genuinely connecting people to real food values"

The goal of sharing this information with you is to provide a clear understanding of the way we work to integrate you into the daily life of our farm and provide a memorable and enjoyable experience every day you choose to stay with us.

It is very important that you take the time to read and completely agree with the terms of this agreement to make sure that we can accept you onto our farm. We have carefully developed this agreement based on lots of experience in having WWOOFers at our farm and making sure that only people who can support this arrangement arrive on site.

Joshua Sebastian Allen
Synchronicity Farm

1. Confidentiality

Each of the parties acknowledge that each other party (*Synchronicity Farm*) will disclose various information relating to its business, products and services or such information may otherwise become known by another party to this Agreement (Business Information), which is and will always remain the exclusive property of *Synchronicity Farm*

Each party will regard the Business Information as confidential information and will not, without the prior written consent of *Synchronicity Farm* or unless required to by law, disclose or allow the disclosure of any of the Business Information to any person except its authorised representatives and employees who have need of any of the Business Information for the purposes of assisting in the performance of its obligations or exercising any of its rights pursuant to this Agreement or the Constitution of *Synchronicity Farm*.

2. Exclusion

Synchronicity Farm will not be liable for any loss or damage, whether arising in contract, tort or otherwise, sustained by WWOOFer or any other person which may be sustained in connection with this Agreement or the subject matter of this Agreement. Such loss or damage may include, but is not limited to, loss or damage caused by the negligence or wilful act or default of *Synchronicity Farm* or others, whether consequential or otherwise and whether or not such loss or damage is reasonably foreseeable.

3. Guarantee and Indemnity

3.1 WWOOFer guarantees to the *Synchronicity Farm* that WWOOFer will comply with all its obligations under this Agreement at the time they should be complied with.

3.2. WWOOFer agrees to indemnify *Synchronicity Farm* that WWOOFer will comply with all its obligations under this Agreement at the time they for any loss *Synchronicity Farm* suffers as a result of WWOOFer not complying with its obligations under this Agreement.

3.3. The guarantee and indemnity in this clause is a continuing guarantee and indemnity and they do not come to an end until released in writing by *Synchronicity Farm*.

3.4. WWOOFer indemnifies *Synchronicity Farm* in respect of any claim or demand made or action commenced by any person against *Synchronicity Farm* or for which *Synchronicity Farm* is liable in connection with any loss or damage suffered in connection with this Agreement or the subject matter of this Agreement, including but not limited to any legal costs as between solicitor and client incurred by *Synchronicity Farm* or for which the *Synchronicity Farm* is liable.

4. No Employment Relationship

Notwithstanding any other provision contained in this Agreement or any implication which might otherwise arise but for this clause, the relationship between the parties is not one of employer and employee.

5. No Partnership

Notwithstanding any other provision contained in this Agreement or any implication which might otherwise arise but for this clause, the relationship between the parties is not one of partnership.

6. Warranties

6.1 The WWOOFer warrants he or she:

- 6.1.1 is in good health and fit to undertake work on a farm that involves lifting and hard manual labour;
- 6.1.2 will not undertake any work on the farm that requires development approval from a local government or other government body;
- 6.1.3 will not work on the Farm or use any farm equipment or machinery within 12 hours of consuming alcohol;
- 6.1.4 will not undertaking any work on the Farm that involves using equipment or machinery within 15 days of consuming or taking any prescription drug or illegal drug;
- 6.1.5 will not use any Farm equipment or machinery prior to being issued with a 'Certificate of Competency' by *Synchronicity Farm*, for each piece of equipment or machinery that is intended to be used; and
- 6.1.6 will not undertake any work on the Farm unless instructed to do so by a Work Order.

7. Work Orders

7.1 The Company will issue the WWOOFer with verbal or written Work Orders from time to time, specifying and detailing each task that the WWOOFer is permitted to undertake on the Farm. This may be written on social media or via a whiteboard, paper, text message or email.

7.2 Each Work Order may be consecutively numbered and dated and may specify the name of the WWOOFer permitted to do the work.

8. Our Commitment to You

When WWOOFers stay with us, they essentially become part of our family and enjoy experiential hands-on learning, exceptional food, genuine friendship with an authentic farming family in a safe, caring and nurturing environment. We are absolutely committed to making the stay a successful one.

9. Your Commitment to Synchronicity Farm

In recognition of the opportunity to be involved in the development of the Synchronicity Farm enterprises, it must be stated that we are only looking to accept approved workers who are looking to deliver their absolute highest quality and most creative work in return for the care that we will extend to our WWOOFers.

Before we accept you onto our farm, we will require you to sign this Agreement as acceptance. We expect you to uphold these standards at all times.

10. Synchronicity Farm Registration – On Arrival

- a. Photo Identification is to be presented and a copy will be taken for our records
- b. Read and Sign the Farm Worker Agreement
- c. Discuss and agree the length of the initial 'trial' stay (2-10 days)

11. Length of Stay - Ongoing

- a. **Casual** arrangements can be negotiated at any time
- b. **Extended** stays can be negotiated after our first (10 Days) together however it must be recognised that Synchronicity Farm cannot guarantee permanent availability of stays that are Long Term unless exceptional circumstances exist.
- c. **Short** Term = 1-4 Weeks
- d. **Medium** Term = 5-12 Weeks
- e. **Long** Term = 13-26 Weeks

12. Daily Schedule

We are flexible in how we structure days with people that work with us. The standard arrangement that WWOOFing at Synchronicity Farm involves incorporates 6 hours of work per day, 5 days per week.

During the hot summers we experience here on the farm, the following schedule is generally followed by our WWOOFers to minimise the time working during the hottest part of the day. (In winter we alter these times to suit a later start)

Monday to Friday

6:00am - 7:00am	Breakfast
7:00am - 10:00am	WWOOFing
10:00am - 10:30am	Morning Tea
10:30am - 1:30pm	WWOOFing
1:30pm - 2:30pm	Lunch
6:30pm – 8:00pm	Dinner

Weekends Free Time

Notes:

- If it is raining during Monday – Friday, either indoor work can be allocated or you may elect to take the day off and substitute a work day on the weekend.
- If for some reason you are unwell or unable to work on a particular day, the hours not worked will be substituted later in the day or over the weekend.

13. Food and Cooking

As part of our commitment to you we will provide food for 3 meals per day. (Breakfast, Lunch and Dinner). We are very passionate about food and this means that we do our best to make each meal interesting, nutritional and delicious. We like to cook food from all different cultures and we welcome your involvement in this creativity. Our goal is to cook and enjoy as much as possible, the food grown on this farm or sourced from local suppliers.

Cooking Notes:

- Being part of our farm as a WWOOFer means getting involved in the preparation of food, setting the table for the meal and helping to clean up afterwards. We all get involved together to share this part of daily life.
- If you have special dietary requirements, you must let us know this in advance before we accept you onto the farm. If you require special food (such as gluten free products) or for items that you want specifically (such as rice milk, chocolate or coffee beans) you will need to provide the funds in advance to pay for these unique items yourself which we can then purchase and we will provide change and a receipt to you)

14. Alcohol

We do enjoy having a casual drink from time to time and therefore we accept that you may also wish to drink alcohol. Our policy on this is that you will need to purchase your own alcohol for drinking. We also will not accept underage drinking at any time. Please know your limits and do not drink to excess on our farm. If it is found that you are intoxicated on the job or your drinking affects your ability to work effectively each day or interact with other people on the farm, this will be deemed unacceptable and will result in the termination of your WWOOFing experience with us.

15. Projects to get involved in.

We like the WWOOFers that stay with us to be passionate about their work and we know that when you are interested in something, you are more likely to do a great job, add your creativity and passion and show pride in your work. Because there is such a diverse range of projects happening simultaneously, there is always something different to get involved in which keeps every day interesting.

If you do have a particular interest, we are certainly interested to know this and where possible we will try to accommodate more focus in your areas of interest if we can. Also, if you want to learn more about a particular topic, we are more than willing to share additional more detailed knowledge to expand your understanding as required.

For Skilled Workers Coming to Synchronicity Farm the following projects constitute a current list of priorities;

1. Neighbour Boundary Fence
2. Composting Toilet
3. Kidfarmer Infrastructure
 - Animal Zoo Fences
 - Climbing Structure
 - Circular Swing Fence
4. Bird Run Boundary Fence
5. House Yard Fence
6. Piggery Infrastructure
7. Orchard Boundary Fence
8. Turkey Run Fence

Other work that WWOOFing at Synchronicity Farm includes (but are not limited to):

Gardening – Seeding, Seasonal Planting, Weeding, Mulching, Pruning, Harvesting.

Animal Care - Chickens, Turkeys, Ducks, Guinea Fowl, Silkies, Sheep

Food – Preservation, Storage, Packaging, Weighing, Labelling, Preparation for sale

Farming – Fencing, Mowing, Brush Cutting, Clearing & Cleaning, Composting

Cooking – Shared Responsibility - Meals, Cleaning, Food Enjoyment

Shop – Setup, Dusting, Gurney, Recycling, Stocktake

Construction – Building, Fencing, Painting, Design

16. Daily Check-Ins, Feedback and Improvement Process

Every day we will discuss the 'wins and challenges' faced on the farm. The goal of these 'Check-ins' is to make sure that you are happy with your experience here, discuss suggested enhancements and also for us to provide feedback on how you performed.

Through this process we hope that together we can operate as a team with a common goal of continuous improvement.

Improvement Period – If at these check-ins it is found that we cannot continue to work together for reasons that we will discuss with you, we will provide and discuss clear verbal feedback to you and then provide an opportunity over the following 7 days to change the specific behaviour. We may from time to time provide you with written feedback to ensure clarity.

If you are not able to make the recommended change during the 7 days period we will then ask you to make alternative arrangements to move off the farm within 24 hours. We will assist you with transport to return to Coffs Harbour (if you do not have your own transport)

17. Communication

We believe in open communication at all times on the farm and we require you to be 100% honest at all times about how you feel and what you are thinking. We value your ideas, observations and experience and we like you to share your thoughts with us. We have found that only through clear communication can we both remain completely happy.

If you do not completely understand something that we have said or the specific expectation for a job, we expect you to ask for more explanation before you start. We are very willing to go over instructions as many times as you require. If you are not sure about something that we have asked, please ask us to make it clear for you.

18. Language & Tone

We will always speak to you with a respectful tone and we will never raise our voice when we speak to you. We appreciate that English may not be your first language and therefore we will, where possible seek to translate or speak slower if that helps you to understand what is being said.

We value diversity and so if you would like to speak your native tongue in our home, we welcome you to feel comfortable speaking your own language. We are also interested in learning other languages so if you are willing to teach us about your language, we are very open to this learning opportunity.

19. Respect of others

On this farm we respect other people's rights, and expect you to do the same. We have a feeling of deep admiration for you and the journey you are on. We will show mutual respect for each others abilities, qualities and achievements.

This also extends to respecting people for their differences and valuing diversity. We believe that respect allows us both to experience a positive feeling of self esteem at all times and wherever possible to be helpful, kind, thoughtful and loving.

20. Social Media

We welcome your involvement in our Facebook page at <https://www.facebook.com/SynchronicityFarm> and actively encourage you to post photos and your thoughts and feedback directly to this page.

We also run a Facebook Group - WWOOFing on Synchronicity Farm which we ask you to join. It is via this group that we post jobs to be completed and for WWOOFers to ask questions and post photos and text of the work they do each day.
<https://www.facebook.com/groups/WWOOFing.on.Synchronicity.Farm/>

Please do not post offensive information including images or posts that may not be acceptable for a wide audience. We encourage you to share images and posts with your own networks and encourage others to learn about what goes on at Synchronicity Farm.

21. Water

As we are on tank water collected from the rain, this is a limited resource and as such we must all be careful not to waste water wherever possible.

a. Drinking

Our water is the freshest filtered rainwater you can find and it is very good for drinking

b. Showers/Bath

You are welcome to connect to the irrigation tanks that have a mixture of rain water and clean filtered water from the Orara River to have a shower each day.

If you are using the shower in the house, please be mindful of the time that you are in there as it is using the rain water. (We regard a normal shower as 5-7 minutes). If possible while washing long hair, we ask that you pause the water flow)

c. Toilets - Septic system

Ideally, your caravan or mobile accommodation will have a toilet system. Alternately, if you need to use the toilet in the house, please be aware that our toilet is a septic system (which means that all waste goes out into trenches under the ground, it is very important to ensure that no strong chemicals such as bleach or detergent is to be placed in the sinks or shower.)

22. Towels

It is preferred that you bring and use your own body and face towels (or arrange one in town) however if required we can temporarily provide these to you for use while you are staying with us. Please do not take our towels to the beach or off the property.

23. Clothes Washing

You are welcome to use our clothes washing machine to wash your clothes. Please ensure that you learn how to use the machine correctly. It is very important that only septic safe washing detergent is used and this can be purchased from the local supermarket. When using the washing machine, please make sure the each load is full in order to use the water and power efficiently.

24. Accommodation Options

Caravans – For Skilled Workers if you have your own self contained van, you can live on Synchronicity Farm during the time that you work here. It is important that you have a minimal impact approach to the land in that it must remain in the same condition as it was when you arrive. You may be required to alter your position from time to time for this reason. From a visual perspective we seek to maintain a clean farm and we respectfully ask that you appreciate this.

Indoor Accommodation - We have room within our house for up to 3 people in a shared room which is warm and comfortable. Depending on availability and the compatibility of the WWOOFers staying with us at the time, the indoor option may or may not be available.

25. Use of Electricity

If we can accommodate you indoors, we do not charge for electricity usage. If you choose to live externally of the house. It is appreciated that you may require the use of electricity while living on Synchronicity Farm. As we do not have a specifically separate metered supply, we are able to provide access to electricity at the following nominal charge;

Refundable Bond = \$40.00 (To be returned to the WWOOFer at the end of their stay)
Supply Charge = \$10.00 per week (7 days) payable in advance on Mondays
Usage Charge = \$0.25 per kWh [NOT APPLICABLE]

19. Bedtime

While we do not mind what time you like to go to sleep, it is important that you are aware that the younger members of our family typically go to bed at 8.00pm and are asleep by 8.30pm. It is expected that the farm will be quiet at this time to allow the kids to go to sleep peacefully. We also find that getting good sleep on nights before work days is better for good health and productivity.

20. Telephone

The house phone is not for the use of WWOOFers or our guests and we will expect you to be able to use your own mobile phone when making outbound calls unless (and only) in the case of an emergency where you do not have reception on your phone.

21. WIFI

We offer you our WIFI network to use here at the farm and you are able to utilise this for surfing the web and checking emails etc. It is expected that you do not use our WIFI to download large files as we have a limited download amount each month.

22. Learning Opportunities

- Sustainable Farming and Market Gardening – Small, Medium, Large Scale
- Food Fermenting, Kombucha, Kimchi, Kefir, Sauerkraut, Preservation and Storage
- Animal Husbandry and Home Kill
- Food Forest Plantings, Water Systems, Aquaculture, Landcare, Organic Food Production, Soil Life, Seed Raising, Hothouse Growing.
- Cooking (Japanese Cuisine, Sushi, Pizza, Break Making etc)
- Hot Composting & Composting Tea, Natural Fertilisers and Insect Control.
- Stone Masonry

23. Power Tools

At no time are power tools to be used on the farm **without all of the following conditions having been met (NO EXCEPTIONS):**

- a) Prior Experience in using power tools is required.
- b) Participation in a training course in learning to use the tool must be completed
- c) A signed certificate of competency is to be issued to you by the Farm Manager
- d) Before use, tool to be clean, ready for use, and checked by the Farm Manager

24. Farm Security & Front Gate

When leaving the farm unattended, all doors and windows to be locked. If you are leaving the property at night, the outside light is to be left on and curtains are to be closed. If you are leaving the farm and you are the last to leave, the front gate is to be chained and locked.

25. Immediate Termination

The following conditions will result in immediate termination of your WWOOFing experience an removal from the property:

- Non adherence to all of the clauses contained in this Agreement in full.
- Rudeness or disrespect to each other or Synchronicity Farm, its staff,customers and guests that visit us here.
- Abuse of any animals on the farm.
- Theft or Destruction of property.
- Abuse of the privilege of drinking alcohol.
- Use of drugs.
- Causing harm or discomfort to children.
- Lying.
- Lighting of fires.
- Committing any offence which is deemed to be illegal.

It is our sincere hope that none of these reasons for termination occur and we trust you to understand that we have a zero tolerance policy if these conditions are not respected.

I confirm that I have read and understood this Agreement and I am willing to abide by these guidelines while WWOOFing on Synchronicity Farm. Further I understand that if I am found to have broken this Agreement, I understand that my WWOOFing experience may be immediately terminated.

WWOOFer FULL NAME

DATE

WWOOFer FULL NAME

DATE

SYNCHRONICITY FARM

DATE

WITNESS

DATE