



An Australian Government Initiative



Regional
Development
Australia

ORANA

RDA Orana DAMA Employer Application Form

Request for endorsement to access a labour
agreement under the RDA Orana DAMA

REQUEST FOR ENDORSEMENT TO ACCESS A LABOUR AGREEMENT UNDER THE RDA ORANA DAMA

Part A and Attachment 1 with requested evidence (page 19) must be completed as a minimum by the employer and submitted to the RDA Orana Designated Area Representative (DAR).

Part B – You may request support from the RDA Orana DAR to review and/or receive guidance on the information and documentation you will be required to submit to the Department of Home Affairs.

When you have completed all the information required for Part A and Attachment 1 with supporting evidence, please email your regional RDA office.

Is your business actively operating for at least 12 months, and is it financially viable?	Yes	No
Is the position you seek to fill listed in the current RDA Orana DAMA occupation list?	Yes	No
Have you consulted your regional RDA office?	Yes	No
Is your business located within the regions of Orana, Riverina, Murray, Central West or Southern Inland?	Yes	No

REGION	Local Government Areas
ORANA	Dubbo Regional, Mid-Western Regional, Narromine, Gilgandra, Warren, Coonamble, Warrumbungle, Walgett, Brewarrina, Bogan, Cobar and Bourke.
CENTRAL WEST	Bathurst, Blayney, Cabonne, Cowra, Forbes, Lachlan, Lithgow, Oberon, Orange, Parkes and Weddin.
RIVERINA	Bland, Carrathool, Coolamon, Cootamundra-Gundagai, Griffith, Hay, Junee, Leeton, Lockhart, Murrumbidgee, Narrandera, Snowy Valleys, Temora and Wagga Wagga.
MURRAY	Albury, Balranald, Berrigan, Edward River, Federation, Greater Hume, Murray River, Wentworth and parts of the Snowy Valleys.
SOUTHERN INLAND	Wingecarribee, Goulburn-Mulwaree, Upper Lachlan, Hilltops, Yass Valley, Queanbeyan-Palerang and Snowy Monaro.

You must answer all “yes” to the above to proceed with your endorsement to access a labour agreement under the RDA Orana DAMA application.

Part A

PART 1 - YOUR DETAILS (BUSINESS SPONSOR)

Registered Business Name

Trading name (if different)

Australian Business Number (ABN)

Australian Company Number (ACN), (ARBN)
or partnership number

Website

Type of entity	Company	Yes	No
	Sole trader	Yes	No
	Partnership	Yes	No
	Trust	Yes	No
	Other (please specify)	Yes	No

Business address of Head Office – if applicable

Contact Regional Address

Postal address

Contact person in business

Contact person's email

Contact persons telephone number(s)

Phone

Mobile

Other (if applicable)

If a company, name of each director

Name of trust/trustee (if applicable)

Nature of employer's operations (e.g. hospitality, construction, retail, mining)

Would you like the following information relating to your business to be listed on our RDA Orana DAMA website to assist with overseas workers seeking opportunities in our region?

Yes

No

How many people do you currently employ and how many you anticipate employing at the end of year 1 of your Labour Agreement.

Classification	Current	End of Year 1 of the Labour Agreement
Professionals (i.e. Persons Who Hold A Tertiary Degree Or Equivalent Experience)		
Tradespersons		
Recent Australian University Graduates With Less Than 12 Months Work Experience		
Apprentices Employed Under A Training Agreement Or Contract Of Training		
Other Trainees Employed Under A Training Agreement Or Contract Of Training		
Aboriginal Or Torres Strait Islander		
Total		

Do you already hold a Subclass 457 or Subclass 482 Standard Business Sponsorship approval? If yes, please provide a copy of the SBS approval letter.

Yes No

Please outline your current workforce, including any overseas workers already employed under the Subclass 457 or Subclass 482 Standard Business Sponsorship program and any temporary overseas workers (for example, Working Holiday Makers, Student visa holders with work rights, NZ nationals on a Subclass 444 visa etc.) and how you expect that profile might look at the end of the first year of your Labour Agreement.

Note: Employers can use the Visa Entitlement Verification Online tool (VEVO) to check the current visa status of their employees at: [VEVO](#).

Visa Type	Current	End of Year 1 of the Labour Agreement
Australians (citizens and permanent residents)		
Subclass 482 (TSS) visa holders		
Subclass 457 visa holders		
Subclass 187 visa holders		
Overseas students		
Working holiday makers		
Other temporary visa holders		
Other		
Total		

Has your business had any redundancies or retrenchments occur in the last 6 months?

Period of time you have been operating?

PART 2 - FINANCIAL BUSINESS INFORMATION

Annual turnover for most recent financial year

Is there any “adverse information” about the business or background of your business or any person “associated with” the businesses? Yes No

If you answered yes, please provide details:

PART 3 - REPRESENTATIVE CONTACT DETAILS

If you have been assisted by a Migration Agent in preparing this request, you must complete this section. Please provide Department of Home Affairs Form 956. Otherwise leave blank.

Name of registered migration agent

Migration agency name

Migration agent registration number (MARN)

Address

Telephone

Mobile

Facsimile number

Email

Is supporting document – Department of Immigration’s Form 956 attached to the application Yes No

PART 4 - OCCUPATIONS, NUMBERS AND CONCESSIONS

How many overseas workers does the business intend to sponsor under RDA Orana DAMA in the next 12 months and what roles they would work in?

Please list Occupation, ANZSCO code, maximum number of nominations in Year one, type of visa, concession to ANZSCO tasks applicable, concession to TSMIT sought, concession to English sought.

Please also attach position description for each nomination.

Occupation	ANZSCO code	Maximum number of nominations in the next 12 months	Type of Visa -TSS Visa (482) -SESR Visa (494) -ENS Visa (186)	TSMIT Concession Yes/No	English Concession Yes/No	Age Concession Yes/No
				Yes No	Yes No	Yes No
				Yes No	Yes No	Yes No
				Yes No	Yes No	Yes No
				Yes No	Yes No	Yes No
				Yes No	Yes No	Yes No

Note: the endorsement to access the RDA Orana DAMA is for up to five years, however the endorsement of occupations and numbers of positions to be filled is valid for one year. Businesses seeking to employ more overseas workers will need to apply to the RDA Orana DAR for endorsement of occupation(s) and the number of vacant positions each year.

PART 5 - BREAKDOWN OF TOTAL ANNUAL EARNING FOR EACH OCCUPATION

Temporary Skilled Migration Income Threshold (TSMIT) concessions includes breakdown of total annual earnings for each occupation i.e. non-cash payments to be included in the salary. Many employer sponsored visa programs, including the standard TSS (Subclass 482), SESR (Subclass 494) and ENS (Subclass 186) program, have a minimum threshold that can be paid. The TSMIT which currently sits at \$70,000 also applies.

All workers employed under the RDA Orana DAMA must be employed under Australian employment conditions and receive no less than what an Australian would to undertake the same job in the same location.

The RDA Orana DAMA includes access to two types of TSMIT concession across the following occupations:

ANZSCO Code	Occupation	ANZSCO Skill Level
551111	Accounts Clerk	4
423111	Aged or Disabled Carer	4
721111	Agricultural and Horticultural Mobile Plant Operator	4
311111	Agricultural Technician	2
841111/ 842111	Aquaculture Worker	5
721212	Backhoe Operator	4
831111	Baking Factory Worker	5
551211	Bookkeeper	3
712912	Bulk Materials Handling Plant Operator	4
721213	Bulldozer Operator	4
351211	Butcher or Smallgoods Maker	3
141111	Cafe or Restaurant Manager	2
421111	Child Care Worker	3
351411	Cook	3
831114	Dairy Products Maker	5
732111	Delivery Driver	4
721214	Excavator Operator	4
721311	Forklift Driver	4
832113	Fruit and Vegetable Packer	5
841212	Fruit or Nut Picker	5
531111	General Clerk	4
721215	Grader Operator	4
831116	Grain Mill Worker	5
149999	Hospitality, Retail and Service Managers nec	2

ANZSCO Code	Occupation	ANZSCO Skill Level
721216	Loader Operator	4
831311	Meat Process Worker	5
234611	Medical Laboratory Scientist	1
842499	Mixed Production Farm Workers nec	5
721999	Mobile Plant Operators nec	4
321211	Motor Mechanic (General)	3
423312	Nursing Support Worker	4
324111	Panel Beater	3
351112	Pastry Cook	3
551311	Payroll Clerk	4
521111	Personal Assistant	2
423313	Personal Care Assistant	4
311215	Pharmacy Technician	2
411715	Residential Care Officer	2
831313	Seafood Process Worker	5
442217	Security Officer	4
331112	Stonemason	3
741111	Storeperson	4
841215/ 842221	Vegetable Picker	5
324311	Vehicle Painter	3
361311	Veterinary Nurse	3
431511	Waiter (Food and Beverage Attendant)	4
831118	Winery Cellar Hand	5

PART 5 - BREAKDOWN OF TOTAL ANNUAL EARNING FOR EACH OCCUPATION (CONTINUED)

Concession type 1 – up to a 10% concession to the TSMIT

Businesses must demonstrate the annual monetary earnings provided will be no less than 90% of the TSMIT, i.e. no less than \$63,000.

Concession type 2 – TSMIT and the inclusion of non-monetary earnings (Food and Board) Businesses must demonstrate that the total annual earnings provided will be no less than TSMIT, i.e. no less than \$70,000.

These annual earnings can be comprised of 'non-monetary earnings (Food and Board)' to the value of up to \$7,000 annually (i.e. capped at 10% of TSMIT).

Only those occupations listed above will be able request a TSMIT concession.

Position title	Number of workers	Type of Visa -TSS Visa (482) -SESR Visa (494) -ENS Visa (186)	TSMIT concession sought Yes/No	Salary breakdown		Total salary per worker
				MONETARY	NON-MONETARY	
			Yes			
			No			
			Yes			
			No			
			Yes			
			No			
			Yes			
			No			

PART 6 - ENGLISH CONCESSION

Employers seeking an English concession for an occupation need to provide reasoning as part of their endorsement application. This should explain why a lower level of English language is acceptable for the requested occupation. Consideration should be given to how any workplace safety risks will be managed for workers with lower levels of English.

Position Title
Reason for English Concession
How will WHS risk be managed

Visa Type

Position Title
Reason for English Concession
How will WHS risk be managed

Visa Type

Position Title
Reason for English Concession
How will WHS risk be managed

Visa Type

Position Title
Reason for English Concession
How will WHS risk be managed

Visa Type

Position Title
Reason for English Concession
How will WHS risk be managed

Visa Type

PART 7 - SUMMARY OF DOMESTIC RECRUITMENT EFFORTS

You must provide evidence of your domestic recruitment efforts over the last 12 months are required. Evidence that the job was advertised (via website, print media or radio) in Australia for at least 4 weeks on two platforms. Recruitment activities undertaken must meet Department of Home Affairs Labour Market Testing (LMT) requirements as these apply to the Subclass 482 visa. **Complete for each position:** [DAMA Labour Market Testing](#).

Business name / entity name	(Example) Electronic Advertising
Occupation / position	https://jobsearch.gov.au/
Visa Type	Ongoing
ANSZCO Code	Nil – Government Website
List all modes of advertising or recruitment efforts by your organisation in the last 12 months for the Occupation	Nil – Government Website
Provide details of where the advertisement or recruitment effort took place	Local, National & International
Period/dates of advertising or recruitment	Numbers vary week to week
Fee/s paid for advertising or recruitment	Varies by the number of applications received & qualification
Provide details of who the fees were paid to	Insufficient on the job experience, did not meet the selection criteria
Geographical target audience	
Number of applications received	
Number of applicants that were hired	
Reasons that candidates were not successful	

I declare that the information I have provided in this document is, to the best of my knowledge, true and accurate and I am aware of the penalties for providing misleading or false information to the Commonwealth.

Signature:

Provide evidence of domestic recruitment efforts over the last 12 months, for example:

- Samples of advertisements in newspapers, professional journals, industry newsletters etc.
- Contracts with recruitment agencies
- Online job advertising including Seek, Facebook and website advertising
- Evidence of participation in job search programs / activities (if any).

Position 2

Business name / entity name

(Example) Electronic Advertising

Occupation / position

<https://jobsearch.gov.au/>

Visa Type

Ongoing

ANSZCO Code

Nil – Government Website

List all modes of advertising or recruitment efforts by your organisation in the last 12 months for the Occupation

Nil – Government Website

Provide details of where the advertisement or recruitment effort took place

Local, National & International

Period/dates of advertising or recruitment

Numbers vary week to week

Fee/s paid for advertising or recruitment

Varies by the number of applications received & qualification

Provide details of who the fees were paid to

Insufficient on the job experience, did not meet the selection criteria

Geographical target audience

Number of applications received

Number of applicants that were hired

Reasons that candidates were not successful

I declare that the information I have provided in this document is, to the best of my knowledge, true and accurate and I am aware of the penalties for providing misleading or false information to the Commonwealth.

Signature:

Provide evidence of domestic recruitment efforts over the last 12 months, for example:

- Samples of advertisements in newspapers, professional journals, industry newsletters etc.
- Contracts with recruitment agencies
- Online job advertising including Seek, Facebook and website advertising
- Evidence of participation in job search programs / activities (if any).

PART 8 - TERMS & CONDITIONS OF ENDORSEMENT

- 8.1 By making this request to Regional Development Australia - Orana you are seeking the endorsement of RDA Orana to be able to:
- access the RDA Orana Designated Area Migration Agreement (DAMA); and
- request to enter into a Labour Agreement with the Commonwealth of Australia (the Commonwealth).
- 8.2 You understand that RDA Orana cannot require the Commonwealth to agree to enter into a Labour Agreement with you and will not be a party to any such Labour Agreement.
- 8.3 You understand and accept that the RDA Orana is under no obligation to endorse you for a Labour Agreement.
- 8.4 You understand that it is a criminal offence in each State and Territory within Australia to make a false or misleading statement to an official.
- 8.5 You understand and accept that any endorsement by the RDA Orana Designated Area Representative (RDA Orana DAR) is only an endorsement to make a request to Home Affairs for a Labour Agreement under the RDA Orana DAMA and is not an endorsement by the RDA Orana DAR of you or any business or activity you carry on in any other respect, or of the individuals you apply to sponsor on a Subclass 482 and 186 visas under a Labour Agreement.
- 8.6 You understand and accept that endorsement by the RDA Orana DAR is discretionary and may be revoked in the event that the RDA Orana DAR (in its absolute discretion) is no longer satisfied that you should be able to apply for a labour agreement under the RDA Orana DAMA.
- 8.7 Revocation of endorsement will be notified to Home Affairs and you accept that the RDA Orana DAR will not be liable to compensate you for any costs, loss or damage that may arise from such revocation.
- 8.8 You warrant that the information referred to in this request and any attachments:
- (a) is true and correct, and
 - (b) is complete and is not misleading in any respect, and
 - (c) you acknowledge that this information has been relied on by the RDA Orana DAR in considering this request.
- 8.9 Where a migration agent has been appointed to assist and represent the business, you acknowledge that the application, including supporting documents have been provided with your full knowledge and consent. The employer seeking the endorsement should still sign this form.
- 8.10 You will notify the RDA Orana DAR as soon as you become aware that any information or documents provided with this request have changed or are no longer true and correct. You acknowledge that this obligation applies until any request for a Labour Agreement under the RDA Orana DAMA has been finalised.
- 8.11 This request and any endorsement does not:
- (a) constitute a partnership or joint venture between the parties; or
 - (b) except as expressly provided, make a party an agent of another party for any purpose.
- 8.12 If the RDA Orana DAR must fulfil an obligation to Home Affairs and the RDA Orana DAR is dependent on you to be able to do so, then you must do each thing reasonably within your power to assist the RDA Orana DAR in the performance of that obligation.
- 8.13 If the employer is constituted by more than one legal entity (such as a partnership or an unincorporated association), each of those legal entities will be jointly and severally liable for the performance of any conditions arising as a result of the endorsement.
- 8.14 You agree to provide any and all information required by the RDA Orana DAR to fulfil its obligations under the RDA Orana DAMA (including but not limited to, any updated information regarding the business, its workforce and evidence of its ongoing compliance with the obligations under the Labour Agreement) within 28 days of such a request being made.
- 8.15 You acknowledge that the RDA Orana DAR may be required, from time to time, to provide information that you have included in this request, in part or entirety, to Home Affairs and you consent to this disclosure of information.
- 8.16 You acknowledge that you have read and understood the attached information referred to in this document, and have sought independent advice regarding the contents and your ability to meet the requirements of the Labour Agreement.
- 8.17 You acknowledge that you have not relied on any statement or representation (express or implied) made or advice given by or on behalf of the RDA Orana DAR in entering into the Labour Agreement or taking or failing to take any action in connection with the Labour Agreement.
- 8.18 You understand and accept that the RDA Orana DAR has no liability to you for any costs, loss or damage incurred or suffered by you directly or indirectly arising from or in connection with:
- (a) your request for or entry into a Labour Agreement; or
 - (b) anything done by you, or on your behalf, relating to the entry into or the performance of the Labour Agreement; or
 - (c) anything done to you relating to the entry into or the performance of the Labour Agreement or work performed by employees employed following entry into the Labour Agreement.

PART 9 – RDA ORANA PRIVACY POLICY

In accordance with the Australian Privacy Principles (APPs) under the Privacy Act 1988 (Cth) (Privacy Act):

- 9.1 You acknowledge on behalf of your business described in clause 1 of this application (Business) that the collection of the personal information contained in this application is necessary for the functions and activities of the RDA Orana Designated Area Representative (RDA Orana DAR);
- 9.2 You acknowledge on behalf of your Business that the Business is entitled to have reasonable access to the personal information contained in this application after it has been lodged with RDA Orana DAR but that RDA Orana DAR shall always be entitled to retain the information provided;
- 9.3 You acknowledge on behalf of your Business that RDA Orana DAR is collecting the personal information in the business' application for the following purposes:
 - (a) considering the merits of the application;
 - (b) verifying the accuracy of the contents of the application (including through contacting third parties regarding the application);
 - (c) complying with relevant reporting requirements;
 - (d) compiling statistics (or engaging a third party to compile such statistics);
 - (e) participating in RDA Orana DAR and the wider RDA regions surveys; and
 - (f) complying with its obligations to any other Commonwealth or Local government agency.
- 9.4 In carrying out this purpose you acknowledge and agree on behalf of your Business that RDA Orana DAR may disclose the personal information (including sensitive personal information if any) in the Business' application to:
 - (a) Commonwealth Government agencies; and
 - (b) any other person or entity referred to in your application (Third Parties).
- 9.5 You acknowledge on behalf of your business that if you do not sign this application or if your Business does not provide the required personal information in its application, RDA Orana DAR may reject the application.
- 9.6 On behalf of the Business, you authorise the RDA Orana DAR to:
 - (a) use the information provided within the application to make necessary inquiries with Third Parties to verify claims provided in the application;
 - (b) provide the application, including supporting documentation to the Third Parties for further consideration;
 - (c) retain the application and supporting documents in accordance with RDA Orana DAR policies and standards; and
 - (d) utilise the information provided for data collection and reporting purposes.

PART 10 – RDA ORANA DAMA REQUEST FOR ENDORSEMENT APPLICATION DECLARATION

I declare that:

- I have read and understand the information provided to me in support of this application, including the Terms and Conditions and Privacy Statement.
- I am aware of and capable of meeting the relevant requirements and obligations under Migration Legislation.
- My business is financially viable and has been lawfully operating in the designated area for at least 12 months.
- I have genuinely sought to recruit Australian citizens or permanent residents to fill the positions locally.
- I am looking to employ overseas workers to fill genuine full-time positions located in the designated area with duties that align with occupations on the approved list of occupations.
- I will provide all relevant details to the RDA Orana Designated Area Representative (DAR) if my business has had any redundancies or retrenchments during the last six months.
- I will provide terms and conditions of employment to overseas workers that are in accordance with those offered to Australian workers employed in the region undertaking equivalent work.
- I will abide by all relevant State/Territory and Commonwealth laws. I understand there are civil and criminal penalties for individuals and businesses breaching certain laws.
- I have provided details of any adverse information, including prior instances of non-compliance with State/Territory and Commonwealth laws, that may affect the assessment of my suitability to be a sponsor.
- I will provide all relevant documentation in support of my request for endorsement to the Department of Home Affairs.
- I authorise the RDA Orana DAR and Department of Home Affairs to make enquiries as necessary to verify the information provided.
- I understand that any false or misleading information provided by me may lead to revocation of endorsement by the RDA Orana DAR and the Department of Home Affairs will be notified.
- I understand that a positive RDA Orana DAR endorsement does not guarantee approval by the Department of Home Affairs at any stage.

Full Name

Position

Organisation Name

Date

Signature

PART 11 – DECLARATION

I declare that the information I have provided in all of the above in this document is, to the best of my knowledge, true and accurate and I am aware of the penalties for providing misleading or false information to the Commonwealth.

Signing Page for endorsement to access labour agreement under the RDA Orana Designated Area Migration Agreement

.....
Print name [Sponsor] Position [Sponsor] [Signature] Date

.....
Print name [Witness] Position [Witness] [Signature] Date

If using a migration agent:

.....
Print name [MARN] Position [MARN No.] [Signature] Date

Do not complete this part (RDA Office use only)			
Date application received by RDA:			
Date of assessment:			
Approved Yes No			
Signed and delivered on behalf of the RDA		, CEO.	
..... Print name [RDA Office] [Signature] Date	

Do not complete this part (RDA Orana DAR use only)			
Date application received by RDA Orana:			
Date of assessment:			
Approved Yes No			
Signed and delivered by RDA Orana Designated Area Representative, CEO of RDA Orana.			
..... Print name [RDA Orana DAR] [Signature] Date	

PART 12 – RDA ORANA DAMA PROCESSING FEE (NON-REFUNDABLE)

The below form must be completed by the Employer, before we can raise an invoice. An invoice will be sent to you within 2 working days. Please note the processing fee is non-refundable. Once we received a payment receipt from you, we will process your application within 15 working days.

Full Name (Debtor)

Contact Name

Company Name

Invoice Address

Email Address

Phone no.

Mobile no.

Business Reference

RDA ORANA DAMA PROCESSING FEE COST

	No. of positions applied for	Fee
First 5 positions		\$990 + GST/position
For each position after 5+ positions		\$550 + GST/position
		Total payable:

The fees charged by RDA regional offices are used to undertake workforce development programs.

.....
I,,
would like the RDA Orana DAR to endorse TSS/ENS/SESR nomination(s)
and agreed to pay \$

.....
Print name [Sponsor] Position [Sponsor] [Signature] Date

For information on the fees and charges for visas go to the Australian Government's [Department of Home Affairs website](#). To learn about the cost of sponsoring and SAF levy, please click [here](#).

Part B

See 'GUIDE TO COMPLETING APPLICATION' on page 20 for further guidance.

The following checklist is provided to assist you in gathering the type of information you will need to directly submit to the Department of Home Affairs. Should the department require further information contact will be made directly with you.

Note: RDA Orana DAR support, guidance and endorsement does not guarantee approval by the Department of Home Affairs at the RDA Orana DAMA Labour Agreement Request stage.

Document	Detail	Evidence Provided	
Good Corporate Citizen			
Employer profile	<ul style="list-style-type: none"> Business Registration documents Trust Deed (if applicable) Promotional material, for example, website extract, advertisements etc. 	Yes	No
Evidence of active operation for at least twelve months in the RDA Orana DAMA regions	<ul style="list-style-type: none"> Business Activity Statements for the last twelve months and Financial Statements for the two most recent financial years, or A statement from a registered chartered accountant or CPA confirming you have been actively operating for at least twelve months and have the financial capacity to meet the sponsorship obligations. This must include net assets, profit / loss and turnover. 	Yes	No
Evidence of operations in RDA Orana DAMA regions	May include: <ul style="list-style-type: none"> Lease agreement; Contracts & invoices from suppliers/ customers; Business capability statement/promotion material referencing operations in RDA Orana DAMA regions. 	Yes	No
Adverse information	<ul style="list-style-type: none"> A Statutory Declaration regarding any investigations or audits undertaken over the last five (5) years. Evidence of the outcome of any investigation or audits. 	Yes	No

Domestic recruitment efforts	<p>Summary of Domestic Recruitment effort part for each requested occupation and provide relevant supporting documentation. Evidence must be compliant with the Department of Home Affairs' labour market testing requirements. More information: DAMA Labour Market Testing</p> <p>Evidence of placement of at least 2 advertisements, one of which with at least national reach. Applications for the position must be accepted for a period of at least 28 days and carried out within the last 12-month period. Accredited sponsors may use their own website as one of the platforms. Gumtree/national newspaper job listings will be accepted, but not jobs listed in the classified sections. Social media advertising isn't accepted. An overview of the applications and justification of the inability to fulfil the position from the local (Australian) labour market.</p> <p>Advertisements for the vacancy MUST include:</p> <ul style="list-style-type: none"> • Title or description of the position • Skills or experience required for the position (ensure this aligns with the ANZSCO occupation requirement's) • Name of the sponsor or the recruiting agency responsible for the recruitment process • The salary for the position (if less than \$96,400AUD). This can be shown as a range. <p>A statement regarding any other reasons for seeking access to the Labour Agreement and why the standard Subclass 482 (TSS) visa pathway is not suitable. Also the impact if the Labour Agreement is not approved</p>	Yes	No
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Pay & Conditions

Earnings	Please complete the Annual Earnings & Market Salary Rate Summary (Attachment B) and provide evidence of the relevant market salary rate for each occupation along with supporting documentation.	Yes	No
Evidence of terms and conditions of employment	Please provide a sample of an employment contract for each Occupation.	Yes	No
TSMIT Concession	<p>If you are seeking Temporary Skilled Migration Income Threshold (TSMIT) concession, please provide evidence to support the application.</p> <p>Explain how this will be sufficient for the Overseas Workers to support themselves and any dependants.</p> <p>For more information on TSMIT go to the Department of Home Affairs website</p>	Yes	No

Occupations

Position description	Position descriptions for each occupation being requested: <ul style="list-style-type: none">• Registration or licensing requirements• List of tasks that will be performed by an employee working in this Occupation.	Yes	No
Skills Assessment	Statutory Declaration stating: <ul style="list-style-type: none">• You or a member of your staff has interviewed or will interview the applicant;• You or a member of your staff has reviewed and confirmed, or will review and confirm, the applicant's experience and references;• You are satisfied, or will be satisfied, that the applicant has the skills and experience for the role; and• If a licence / registration is required for the applicant to work in the Occupation in the RDA Orana DAMA regions, you undertake to ensure that the Overseas Worker will gain this licence / registration at the earliest possible time and before they commence employment.	Yes	No

Accommodation

	Details and evidence on suitable accommodation options for the Overseas Worker that will be provided or will be available at the commencement of their work engagement.	Yes	No
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ATTACHMENT 1 - ANNUAL EARNINGS & MARKET SALARY RATE SUMMARY

Business name / entity name

Occupation

ANSZCO Code

Monetary annual earnings (\$)

Non-monetary earnings (food and board) (\$)

Non-monetary earnings (other) (\$)

List each component

Total non-monetary earnings (\$)

Total annual earnings (\$)

I declare that the information I have provided in this document is, to the best of my knowledge, true and accurate and I am aware of the penalties for providing misleading or false information to the Commonwealth.

Signature:

Provide evidence of the relevant market salary rate for each occupation. If you employ an Australian citizen or permanent resident in the occupation, the relevant information will include:

- A copy of their employment contract; and
- Recent payslips.

If you do not employ an Australian citizen or permanent resident in the occupation, the relevant information will include:

- Evidence of salary levels for this occupation in the RDA Orana DAMA regions.

Documents to demonstrate equivalent EMPLOYMENT CONDITIONS and AUSTRALIAN MARKET SALARY RATE

Where there IS an equivalent Australian worker performing equivalent work in the same (or very similar) location, the following MUST be provided;

- Where one exists; The name/reference of the relevant fair work instrument that would apply to Australian citizens or permanent residents employed in the same workplace (if applicable). Do not send the document, just the details or weblink of the relevant employment category for the nominated position.
- For example, Pharmacy Industry Award 2012 [MA00012], Pharmacist in Charge, Full Time
- Employment Contract and payslips for the equivalent Australian employee. Identifying details may be blanked out to preserve confidentiality.

Where there IS NOT an equivalent Australian worker performing equivalent work in the same (or very similar) location, the following MUST be provided

- Where one exists; The name/reference of the relevant fair work instrument that would apply to Australian citizens or permanent residents employed in the same workplace (if applicable). Do not send the document, just the details or weblink of the relevant employment category for the nominated position.
- For example, Pharmacy Industry Award 2012 [MA00012], Pharmacist in Charge, Full Time.

Relevant information used to determine the relevant market salary rating which may include;

Job advertisements from National media for similar positions in similar regional areas within the previous 6 months. For example, advertisements for a role in Toowoomba, Wagga or Tamworth would be considered similar to a role in Dubbo for this purpose. Remuneration surveys for similar regional areas generated across the relevant industry by a reputable organisation or body.

GUIDE TO COMPLETING APPLICATION

The following information is intended to assist employers in completing the Request for Endorsement Form.

OCCUPATION, NUMBERS & CONCESSIONS

Requires a statement regarding the number of Overseas Workers you will need, the roles they will fill and whether you are requesting any concessions to the standard TSS (Subclass 482) or ENS (Subclass 186) or SESR (Subclass 494) visa requirements.

GOOD CORPORATE CITIZEN

Evidence that you have been actively operating for at least twelve months and are financially viable. You will need to provide business documents, including for associated entities (if applicable) such as:

- Your Business Registration Certificate;
- Australian Business Number (ABN);
- Australian Company Number (CAN) (if applicable);
- Trust Deed (if applicable); and
- Recent financial accounts or BAS statements; and
- A letter of support from a registered Chartered Accountant or a Certified Practising Accountant confirming that you have been actively operating for at least twelve months and have the financial capacity to meet the migration obligations for the workers you wish to sponsor, for the proposed period that they will be employed by you.

The letter must include the key financial data i.e. your turnover, net assets and profit/loss for the most recent financial year.

ADVERSE INFORMATION

Requires a statement confirming whether there have been relevant investigations or audits, resulting in an adverse finding to the business or any associated entities (including previously associated entities) in the last five years by bodies such as:

- The Office of the Fair Work Ombudsman, or former authority with this function, or relevant State or Territory government authority in relation to compliance with workplace relations provisions;
- The relevant State or Territory government authority in relation to compliance with occupational health and safety provisions; and
- The Department of Home Affairs in relation to compliance with migration provisions.

If a current or past business has been investigated or audited during the last five years you must provide details on why this happened and on the outcome. You should explain any mitigating circumstances that you think should be considered.

The following information is required:

- The nature of the adverse information
- How the adverse information arose, including the credibility of the source of the adverse information
- In the case of an alleged contravention of a law, whether the allegations have been substantiated or not
- Whether the adverse information arose recently or some time ago
- Whether your business has taken any steps to ensure the circumstances that led to the adverse information don't happen again
- Information about findings made by a relevant authority* in relation to the adverse information and the significance attached by the competent authority to the adverse information.

Any other relevant adverse information should also be declared.

Read more about Adverse Information on the [Department of Home Affairs website](#).

DOMESTIC RECRUITMENT EFFORTS

Evidence that the recruitment of Overseas Workers is only to supplement the Australian workforce and will not undermine employment and training opportunities for Australians. Employers must complete the Domestic Recruitment Summary Table showing that you have made genuine efforts to recruit domestic workers in the nominated Occupation and location over the past four months.

This information should include:

- The types of advertising or recruitment efforts you have made in the last four months with respect to the relevant Occupations;
- The locations and duration (including start and end dates) where those advertising or recruitment activities took place;
- The number of applications received;
- The number of applicants hired; and
- The general reasons why the other candidates were unsuccessful.

Recruitment activities undertaken must meet Department of Home Affairs Labour Market Testing (LMT) requirements as these apply to the subclass 482 visa.

Refer to the Department of Home Affairs fact sheet [DAMA Labour Market Testing](#) on DAMA Labour Market Testing (LMT) requirements for more detailed information.

Employers should also provide:

- Details of any redundancies or retrenchments that have occurred in the last six months including any associated (including previously associated) entities for roles in the nominated Occupation or similar Occupations;
- Details regarding how you will make ongoing efforts to reduce your reliance on Overseas Workers; and
- Details of your current workforce including the number of Australian citizens / permanent residents, Subclass 482 visa holders and other temporary visa holders (including Subclass 457 visa holders).

EQUAL PAY AND CONDITIONS

Confirmation that the proposed terms and conditions of employment of the Overseas Worker(s) will be no less favourable than what would be provided to an Australian performing equivalent work in your workplace. If you do not already employ someone in the same position you will need to provide evidence of the market salary based on:

- Pay rates from applicable enterprise agreements in the local region;
- Applicable industry awards;
- Data from reputable industry remuneration surveys (usually conducted by peak industry bodies or professional associations);
- Australian Bureau of Statistics earnings data; and
- Job vacancy advertisements.

Such evidence is also required by the Department of Home Affairs at the time of nomination.

As well as being equivalent to, or higher than the base rate of pay (usually based on a 38-hour week unless varied by an award) must also be equal to or higher than the Temporary Skilled Migration Income Threshold (TSMIT) unless a concession has been negotiated. The TSMIT is currently \$53,900 per annum.

The Overseas Worker(s) must be employed on a full-time basis as a direct employee and must be paid at least fortnightly.

The position to be filled must also be located in the RDA Orana DAMA regions. The Overseas Worker may be able to travel outside the region for work-related reasons for short periods of time where this is consistent with the declared duties of the position. You must seek the agreement of the RDA Orana DAR if the Overseas Worker will be outside of the region for more than three out of twelve months.

Read more about market salary rates on the [Department of Home Affairs website](#)

SKILLS AND SKILLS ASSESSMENTS

You must acknowledge that Overseas Workers sponsored under the RDA Orana DAMA must satisfy minimum skill requirements as prescribed by ANZSCO for the Occupation, or skill requirements outlined on the RDA Orana DAMA website.

You must also provide a statutory declaration stating:

- You or a member of your staff has interviewed or will interview the applicant;
- You or a member of your staff has reviewed and confirmed, or will review and confirm, the applicant's experience and references;
- You are satisfied, or will be satisfied, that the applicant has the skills and experience for the role; and
- If a licence / registration is required for the applicant to work in the Occupation in the RDA Orana DAMA regions, you undertake to ensure that the Overseas Worker will gain this licence / registration at the earliest possible time and before they commence employment.

ACCOMMODATION

It is essential that suitable housing accommodation is readily available for the Overseas Worker before they commence employment.

You are responsible for providing satisfactory evidence that accommodation options are available within reasonable proximity to the locality of their work site.

This does not include emergency housing or very short-term housing options.

SETTLEMENT INFORMATION

You must undertake to provide the Overseas Worker with settlement information:

- Prior to you engaging them, or
- If they are already working for you, prior to them lodging their Subclass 482 visa application, unless they have been living and working in the RDA Orana DAMA regions for at least 12 months prior to them lodging their visa application.

You can obtain a settlement information kit from the RDA Orana DAR.

SPONSORSHIP OBLIGATIONS

You need to acknowledge you have read and understood your sponsorship obligations should Home Affairs enter into a Labour Agreement with you. Refer to the Department of Home Affairs fact sheet on Sponsor Obligations for more detailed information.

Details can also be found at [Home Affairs - Employing and Sponsoring](#).