



Australian Government



Understanding your offer of employment

A guide for Pacific
and Timorese workers
in the PALM scheme

palmscheme.gov.au

The offer of employment is the contract between you and your employer.

It contains important information including:

- who you will be working for
- what you will be paid
- working hours
- deductions from your pay
- accommodation and transport
- where you will live in Australia
- what to expect when you arrive in Australia
- leave and entitlements
- what to expect when you start working
- conditions of your employment.



What you will be paid

Your offer of employment will show your minimum hourly pay under the award rate or an enterprise agreement and the minimum hours you must be offered.

It will include a copy of a sample pay slip. When you start work, you will be paid weekly or fortnightly and provided with a pay slip within one working day of when you are paid.



Deductions and cost of living

To help make your arrival in Australia easier, your employer has paid for some items in advance. You need to pay back these costs to your employer.

Your offer of employment lists estimated one-off arrival costs. Examples of these are your flights, visa and a cash advance. These will be deducted from your pay over a minimum of 12 weeks, unless you agree to another arrangement with your employer.

There will be some ongoing expenses that your employer will deduct from your pay for the duration of your employment contract.

The cost of initial and ongoing expenses (deductions) will differ across Australia, between employers and perhaps even

among members of the same team, depending on the situation.

Examples include your accommodation, utilities (such as electricity and water), health insurance and transport.



Where you will live in Australia

Your employer will find suitable accommodation for you to live in. You may live in a share house and share your room with other PALM scheme workers. The town or city listed on your offer of employment should match the place you will work and live in (or close by).



Leave and entitlements

You will accrue (build up) leave at a pro rata rate each 12-month period from your start date. This is 10 days of paid sick leave and 20 days of paid annual leave based on your ordinary hours of work. This allows you to rest and recuperate when you are sick or take a holiday and still get paid (subject to your accrual of leave). Speak with your employer if you are unsure of your leave balance.

Casual employees do not accrue annual leave or get paid for days off, such as sick leave. Instead, casual employees are paid at a higher hourly rate.

Check your offer of employment to see if you are employed as a part-time, full-time or casual worker.



Tax and superannuation

You will be required to pay tax while you are working and living in Australia. Tax is a percentage of your gross income and depends on how much you were paid during the financial year.

- Long-term workers must lodge a tax return with the Australian Tax Office.
- Short-term workers do not need to lodge a tax return if all of your income was earned from your work with a PALM scheme employer.

Your employer must pay your superannuation which is additional to your income. You can claim this (minus tax) when you return to your country once your visa has expired or been cancelled.



Conditions of your employment

There are rules surrounding your employment, including terminating employment, which can impact your job and your visa, and you should read and understand these rules – ask your employer about them if you don't understand.

More information on tax, superannuation and deductions can be found by searching for these terms on the PALM scheme website resources page: palmscheme.gov.au/resources.

A guide to your offer of employment

This offer of employment template is an example of a template that an employer may use to create your offer of employment. This is to help you understand the worker guide. Your actual offer of employment may be different to the one you see here. As you read through your offer of employment you will need to check that the details in all sections are correct.

Click or tap to enter a date. ←

Private and confidential

<Insert employee’s full name>

<Insert employee’s passport number>

<Insert employee’s date of birth> ←

<Insert sending country>

Dear <insert name>

Offer of employment

Sponsorship TRN - <insert TRN> ←

Recruitment reference: <insert recruitment reference>

You have been invited to Australia to work under the Pacific Australia Labour Mobility (PALM) scheme.

You will need a Temporary Work (International Relations) Visa (subclass 403) - PALM stream. Your PALM scheme employer is your visa sponsor and will help you apply for this visa. ←

This offer of employment letter gives you important information about where you will work, the type of work you will do and how much you can expect to be paid. It also tells you where you will live while you are in Australia (see Attachment A).

It is important that you understand all the terms and conditions of this offer before you accept it. Please ask for help to understand this letter if you need it.

The terms and conditions of your employment are outlined in the table below and in **Attachment A and Attachment B**.

PALM stream	<Insert PALM short-term stream (seasonal - up to 9 months) OR PALM long-term stream (up to 4 years)> ←
PALM visa type	<Single season, multi season (specify number of years)>
PALM scheme employer and visa sponsor	<Insert PALM scheme employer name>
PALM scheme employer contact details	<Insert name & phone number>
When you will arrive in Australia	Click or tap to enter a date.
When you will start work	Click or tap to enter a date.
When you will leave Australia	Click or tap to enter a date.
Length of employment	<Specify length of employment (please observe fixed term contract changes. Link to fixed term contract FAQs in offer of employment guide, e.g. permanent ongoing under Australian law. It will end at expiry of your visa as

The date that your PALM scheme employer sends your official offer to you for you to consider may be updated if there are any changes to the offer of employment.

Check your name and date of birth are correct and match with the details in your passport.

This is your sponsorship number.

This is your visa type.

Short-term stream: up to 9 months.

Long-term stream: one to 4 years.

This is your visa type.

Short-term stream: up to 9 months.

Long-term stream: one to 4 years.

	work rights in the PALM scheme are linked to a valid visa)>
Where you will arrive in Australia	<Port of arrival and details of any domestic transfer arrangements>
Who will meet you when you arrive in Australia	<Name of the person meeting worker when they arrive>
Workplace location/details	<Workplace details - address/location and contact details of the worker’s workplace, as a minimum (for each placement)>
Who you will report to at work	<e.g. Manager, team leader>
Your job	<e.g. Horticulture worker on a banana and papaya farm>
Your main duties	<Provide description of main duties—such as feeding and watering stock, cleaning etc>
Conditions of work	<Describe the environmental conditions of work—such as temperatures, outdoor/indoor setting, heavy lifting, manual labour, noise, geographic setting>
Days you will work	<Describe the ordinary days of work and any special rostering arrangements such as weekend or holiday work> <e.g. You will generally work X days per week from X to X, though this may change from time to time>
Hours of work	<Describe the ordinary hours of work and any special rostering arrangements such as weekend or holiday hours> <e.g. Usually work will start at X am and finish at X pm, though this may change from time to time>
Rest and meal breaks	<Describe the rest and meal breaks worker will receive>
Your job classification	<Provide details of relevant Fair Work Instrument e.g. Level 1 Casual employee under the Horticulture Award 2010 (MA000028)>
Employment type	<Specify employment type - full-time employee, part-time employee, or casual employee>
Minimum hours of work	<Delete details that do not apply - short-term/long-term> <Short-term stream> <You will be offered at least 120 hours work for every 4 weeks of your placement.> <Some weeks you might work less than 30 hours and some weeks more than 30 hours depending on things like weather conditions.> <If you are not offered at least 120 hours work over a 4 week period, you will receive a top up payment equivalent to 120 hours over the 4-week period. If you are offered hours but do not work then you will not receive the top up payment.> <Long-term stream - You will be offered full-time hours of work (38 hours per week).>

This section includes information on where you will be living and working in Australia, including:

- your workplace location
- who your manager or team leader will be
- the type of work you will be doing
- work conditions such as the days and number of hours you will be required to work each week and your main work duties.

Employment conditions	<You must include employment conditions—such as minimum pay rates and/or piece rates and other applicable conditions of employment under the relevant Fair Work instrument>
Leave entitlements	<You must include details of paid and/or unpaid leave. Ensure that all relevant leave provisions are included such as when a medical certificate is needed>
Overtime and time-off-in-lieu	<Include any provisions for overtime and/or time-off-in-lieu> <Include if time-off-in-lieu is accrued to make up minimum hours. Ensure the worker understands and agrees to this in Attachment B. Ensure this arrangement is applicable under the Award>
Tax in Australia	<Delete details that don't apply - short-term/long-term> <As a short-term worker you will be taxed 15% of your pay and you do not need to lodge a tax return form. You will not get this money back.> <As a long-term worker you are considered an Australian resident for tax purposes and pay tax at resident tax rates. At the end of the financial year (30 June) we will give you a payment summary showing how much you earned and how much tax was withheld. After 30 June each year you must lodge a tax return with the Australian Taxation Office to determine if enough tax was withheld from your pay. You will receive a refund if too much tax was withheld, or may have an amount to pay if not enough was withheld.>
Amount you will be paid after deductions	You will need to pay for certain things (such as the cost of your airfare). These things are listed in the letter of acceptance (Attachment B). You may pay for these things through deductions from your pay if you agree to. You will always be asked to agree to a new deduction or change to a deduction in writing in accordance with section 324 of the <i>Fair Work Act 2009</i> . The letter of acceptance shows how much you can expect to get paid into your bank account after each pay cycle, after tax and agreed deductions have been taken out.
When you will be paid	You will be paid <weekly/fortnightly/monthly> <If applicable - ensure this aligns with the relevant award or enterprise agreement> on <x day>. You will be given a pay slip within one working day of when you are paid, even if you are not at work.
Your superannuation	Superannuation is compulsory savings paid by your employer on top of your wages. This must be a minimum of 11.5% of your salary. Note: compulsory superannuation rate will change to 12% after 1 July 2025.

Version dated 03 October 2024 3

Employment status

The leave entitlements section explains the details of paid and/or unpaid leave. Casual employees do not build up annual leave or get paid for days off, such as sick leave.

Full-time and part-time employees have a right to paid leave, including annual leave, sick leave and carer's leave. Workers accrue or build up this leave throughout each year.

Pay and deductions

This shows the amount of money your employer will put into your bank account each week, after they have taken out the amounts you have both agreed to for paying your airfares, visa cost and other agreed deductions. Your employer can only take out the amount you have agreed to in writing. This amount must be reasonable to allow you to live.

Superannuation

Superannuation, or 'super' is Australia's retirement saving system. Your employer pays an additional amount of 11.5% of your salary into a superannuation fund for you. You can claim this money (minus tax) when you return home.

More information on superannuation can be found by searching for 'superannuation' on the PALM scheme website resources page: palmscheme.gov.au/resources.

Payslip

You will be paid either weekly or fortnightly and receive a pay slip within one working day of when you are paid. An example pay slip is attached to this OOE.

	<p><Insert PALM scheme employer name> will make superannuation payments into a superannuation fund of your choice. <Insert PALM scheme employer name> will help you set up your superannuation fund and provide you with the fund name and your member number.</p> <p>The money paid into your superannuation does not come out of your pay.</p> <p>The superannuation payments made on your behalf will be taxed. You will be able to claim the remaining superannuation payments from your fund once you return home.</p>
Health insurance cover	<Fund name, cost, description and details of coverage>
Terminations terms	<p><Insert PALM scheme employer name> can terminate your employment before the end of this employment contract, provided the termination is lawful and fair, in line with the PALM scheme Approved Employer Guidelines and complies with the requirements regarding termination of employment under the <i>Fair Work Act 2009</i> and any applicable Fair Work Instrument.</p> <p>The notice period that applies to ending this offer of employment is <amount of time required for type of employment as per Fair Work Ombudsman guidelines – e.g. x weeks/no notice required (casual)>.</p> <p>If your employment is terminated <Insert PALM scheme employer name> will arrange for you to return to your home country.</p> <p>If you resign from your employment <Insert PALM scheme employer name> must give you the following information in writing and explain it to you:</p> <ul style="list-style-type: none"> • the details of all outstanding costs that <Insert PALM scheme employer name> would have been permitted to deduct from your wage had you continued in your employment that will need to be repaid, • details of the cessation of your accommodation arrangements (where you live in accommodation provided or arranged by your employer), and • either: the travel arrangements <Insert PALM scheme employer name> have made for your return to your home country, or • where you will be staying in Australia because you have agreed to commence employment with another PALM scheme employer, the details of the arrangements for the commencement of that employment. <p>The Fair Work Ombudsman website provides useful information about termination of employment and notice period requirements.</p>
Support you will receive	<Include information about the support you will provide in accordance with the relevant welfare and wellbeing plan and section 9.6 of the guidelines as well as details of

Health insurance

Following acceptance of the OOE your employer will arrange health insurance appropriate to meet your visa obligations prior to your arrival in Australia. The cost of your health insurance will be deducted from your pay and itemised as an ongoing deduction.

Questions about employment conditions

If you have questions about your employment conditions, pay rates or entitlements while in Australia you can call the Fair Work Ombudsman information line on (13 13 94).

Welfare, wellbeing and support

This section will contain information on the role of the Welfare Officer including contact details.

	the welfare and wellbeing support person and welfare and wellbeing meetings (to be held at least fortnightly)> <If applicable - specific information about what will be provided in the form of a cash advance to assist you settle in, and how this will be recovered through short-term deductions>
Education and information you will receive	<Provide details of regular education, communications and employment information that will be provided and how this will be delivered.>
Policies	<Include details of your policies such as code of conduct and performance management. Ensure that the worker can understand and agree to the policies in Attachment B>

Skills development and training

This section will contain information on what appropriate education and training will be provided, effective methods of communication and details of the fortnightly meetings with the Welfare and Wellbeing Support Person.

Costs to work and live in Australia

There are costs that you may need to pay to work and live in Australia. <Insert PALM scheme employer name> will arrange and pay for these items. When <Insert PALM scheme employer name> identifies the cost is allowed to be recovered under the *Fair Work Act 2009*, you will need to pay them back once you start earning money. If you agree in writing, money will be taken from your pay to cover these costs. This is a type of **deduction**.

Attachment B - letter of acceptance includes a deductions table that shows the proposed deductions from your pay. If there are any changes to the deductions or the amount to be paid due to a change in the costs of items, <Insert PALM scheme employer name> will discuss it with you and, if you agree, ask for you to agree in writing and sign a new letter of acceptance. If you do not want deductions taken from your pay you will need to pay the money back another way.

The letter of acceptance identifies two types of deductions:

- Initial ‘up-front’ deductions, which is to pay for the cost of certain items over a minimum of 12 weeks (e.g., airfares, domestic travel from port of arrival in Australia to worksite or accommodation, visa, necessary personal effects, and cash advance), and
- Ongoing deductions, which is to pay the cost of required and regularly used expenses (e.g., accommodation, transport, and health insurance).

Your initial up-front deductions will be deducted for no less than 12 weeks unless your recruitment is less than 12 weeks or if you request in writing for the deductions to be taken out over a lesser period of time. If you request for the deductions to be taken over a lesser period of time, <Insert PALM scheme employer name> will only agree if your net take home pay after tax and deductions is more than \$200 per week.

Your employment in Australia

Australian customs and laws might be different to those in your country. While you are in Australia you will be an employee of <Insert PALM scheme employer name> and will be expected to act in line with their work policies and practices. If you accept this offer of employment, you:

- agree not to drink alcohol at work or be under the influence of alcohol or illegal drugs while at work
- agree to comply with Australian laws

- understand that if you are involved in illegal activity and charged with criminal offences, this may impact your visa status and your ability to stay in Australia or to return to Australia at a later date
- understand that if you engage in behaviour that results in your employment ending, this may impact your eligibility to remain in Australia to participate in the PALM scheme
- understand that you must comply with Australian work health and safety laws which include an obligation to take reasonable care for the health and safety of yourself and others
- agree to talk to <Insert PALM scheme employer name> if you have any concerns with your work or if there is any reason you cannot do your best work.

To accept this offer of employment please sign the letter of acceptance at **Attachment B** and give it to <[your agent/labour sending unit]>. If you have any questions about anything in this letter you can ask <Insert PALM scheme employer name>.

If there are any changes to this offer of employment or the attachments, <Insert PALM scheme employer name> will discuss it with you and, if you agree, will give you a new letter of acceptance to sign and give you an updated copy to keep. Please bring a copy of this letter with you to Australia so that you can refer to it when you need to.

<Insert PALM scheme employer name> look forward to your arrival and working with you.

Yours sincerely,

<[Insert name]>

<[Insert signature]>

<[Insert position]>

Attachments to the offer of employment

- A. Travel, living arrangements and community contacts.
- B. Letter of acceptance, which you need to complete and sign.
- C. Example and explanation of a pay slip. This will include details that must be displayed under Australian workplace laws (such as deductions, superannuation, tax, gross and net pay, casual loading (if applicable)).
- D. Privacy Notice and Consent Form
 - This explains how your personal information will be handled in the PALM scheme. It seeks your express consent to the collection of your sensitive information and consent to the disclosure of your personal information overseas. The form will inform you of:
 - the identity and contact details of DEWR,
 - the purpose for which DEWR and its agents collect personal information and
 - the consequences if all or some of their personal information is not collected by DEWR.
- E. Sample piecework record (only for piecework contract).
- F. Detailed job description (optional).

Signing your letter of acceptance

Before sending your letter of acceptance, make sure you understand all the terms and conditions. If you do not understand any sections, ask your team leader, the labour sending unit in your country or your employer to explain to you.

Keep a copy of your OOE and accompanying documents for your records. You should also bring these documents to Australia.



ATTACHMENT A

Travel, accommodation and community contacts

Flights, domestic transfers, and road travel

<Specific details about what flight, time of arrival and departure, any further flights or other travel. Instructions on who will meet them, what to do and where to go once the plane lands that the worker will find helpful.>

Accommodation

<Insert PALM scheme employer name> has arranged a place for you to live with other workers at the following address:

Address	<Address of accommodation>	<Other accommodation address if applicable - <[employer to insert] [columns and rows can be added or removed as required - refer to offer of employment guide for instructions to turn off restricted editing if needed]>
Type of accommodation	<e.g. House, donga, caravan>	<e.g., House, donga, caravan>
Duration of stay	Click or tap to enter a date. to Click or tap to enter a date. <Delete details that don't apply> Short-term workers: Accommodation will be made available for the duration of your placement. Long-term workers: Accommodation will be made available for the first 12 months of your placement.	Click or tap to enter a date. to Click or tap to enter a date. <Delete details that don't apply> Short-term workers: Accommodation will be made available for the duration of your placement. Long-term workers: Accommodation will be made available for the first 12 months of your placement.
Number of bathrooms	< >	< >
Number of bedrooms	< >	< >
Maximum people per bedroom	< >	< >

Attachment A outlines key information about your flight, accommodation and living in Australia, and useful contact details for when you need help or support.

Short-term workers will have a return flight and transfers arranged for them.

Long-term workers will have a one-way international flight and transfers arranged for them.

What is provided	<e.g., linen, Wi-Fi >	<e.g. Linen, wi-fi>
Notice period (if applicable)	<If applicable - include the notice period required when moving out of accommodation>	<If applicable - include the notice period required when moving out of accommodation>
Details of facilities	<e.g. Has living space with TV, pool table>	<e.g. Has living space with TV, pool table>
Rental bond Where required under an Australian rental law, you shall be required to pay an amount as contribution to a rental bond, that shall be apportioned in accordance with the size and type of accommodation - in particular the number of shared tenants.	< \$ - > <Include a breakdown of the cost i.e. number of weeks and purpose of the security deposit (include amount and arrangements for refunding/withholding the bond)>	< \$ - > <Include a breakdown of the cost i.e. number of weeks and purpose of the security deposit (include amount and arrangements for refunding/withholding the bond)>
Cost of accommodation		
<p>i. The cost of your accommodation will have regard to the prevailing market rates on a like for like basis.</p> <p>ii. Where the cost of cleaning or catering is included as part of the accommodation costs, these charges will be represented separately in any deductions paid by you.</p>		
Rent	< \$ - >	< \$ - >
Additional costs	<e.g., laundry, internet, gas/electricity, gardening (include a total break down of the costs>	<e.g., laundry, internet, gas/electricity, gardening (include a total break down of the costs>
Additional information	<e.g. Mixed accommodation or single-sex, information about access to the property, who to call if there are any questions about the accommodation>	<e.g. Mixed accommodation or single-sex, information about access to the property, who to call if there are any questions about the accommodation>
Accommodation rules	<Include any rules that apply to the	<Include any rules that apply to the

	accommodation (e.g. a dry site)>	accommodation (e.g. a dry site)>
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Arranging your own accommodation

In some locations in Australia, you can choose to arrange your own accommodation. This may not be possible in remote regions. If you choose to arrange your own accommodation, you will have to organise and pay for your accommodation yourself. Costs for accommodation you arrange may include rent, electricity and other bills (your employer can help you understand your accommodation rights and responsibilities). Your employer will help facilitate your transport to and from work, if you chose to arrange transport yourself away from your employer, you will be responsible for making these payments yourself. You must talk to <Insert PALM scheme employer name> if you want to arrange your own accommodation.

Transport

<Relevant details from Transport Plan including cost of the transport arrangements to and from work unless otherwise agreed with the worker. Include advice on what to do if the worker would like to make alternative transportation arrangements. Ensure all relevant information is included. Consider details of transport to and from the worksite and access to private employers supplied motor vehicles.>

Community contacts/ services

Community contact/service	Phone	Email/or other details/address
<[Employer to insert] [more rows can be added as required - refer to offer of employment guide for instructions to turn off restricted editing if needed]>	<[Employer to insert]>	<[Employer to insert]>
<[Employer to insert]>	<[Employer to insert]>	<[Employer to insert]>
<[Employer to insert]>	<[Employer to insert]>	<[Employer to insert]>
<[Employer to insert]>	<[Employer to insert]>	<[Employer to insert]>
Welfare and wellbeing support person	<[Employer to insert]>	<[Employer to insert]>
Medical centre	<[Employer to insert]>	<[Employer to insert]>
<Town/city name> police	<[Employer to insert]>	<[Employer to insert]>
24/7 PALM scheme support service line	1800 51 51 31	palm@dewr.gov.au
Emergency (police, fire, ambulance)	000	

Community contacts
This lists names and contact details so you can more easily find help and assistance when you are in Australia, if you need it.



ATTACHMENT B**Letter of acceptance of offer of employment**

If you wish to accept the offer of employment you need to complete and sign this letter of acceptance.

Visa conditions

Please tick to agree that you understand that:

- this offer is subject to the approval of a Temporary Work (International Relations) Visa (subclass 403) - Pacific Australia Labour Mobility (PALM) stream <(short-term) or (long-term) [delete stream that does not apply]>.
- <if you are granted a multi-year visa, this does not mean that you are guaranteed work in Australia in the future [delete info that does not apply - refer to offer of employment guide for instructions to turn of restricted editing if needed]>
- <you can be employed in a contract of short-term work for up to 9 months [delete info that does not apply - refer to offer of employment guide for instructions to turn of restricted editing if needed]>.
- <Insert PALM scheme employer name> is your visa sponsor.
- while you are employed by <Insert PALM scheme employer name> you cannot work for anyone else in Australia.
- your employment will terminate when your visa expires or cancels, even if you are considered permanent and ongoing (this is because your right to work in Australia ends when you no longer have a valid visa).
- you must return to your home country before your visa expires.

Working conditions

Please tick to agree that you understand that:

- you will be offered hours of work as stated in the *minimum hours of work* section on page 2 of your offer of employment.
- your employment could end early and that notice periods may apply in line with requirements regarding termination of employment under the *Fair Work Act 2009* and any applicable Fair Work Instrument.

Deductions from my pay

- I understand and agree to the deductions I have placed a tick (✓) next to in the below deductions table.
- I understand that any changes to deductions will be discussed with me and if I agree to the changes, it will be in writing by signing a new letter of acceptance.
- I understand that if I do not want the deductions taken from my pay, I may need to pay the money back another way.
- I understand that if I want the initial up-front deductions to be taken over less than 12 weeks, I must request this in writing and it may change the amount of pay I receive after tax and deductions.

Other conditions

- <[Employer specific conditions - e.g. alcohol policy/notice period when vacating accommodation]/not applicable>
- <[Employer specific conditions - e.g. I understand and agree to the performance management policy/code of conduct]>
- <[Employer specific conditions/not applicable]>

Tick the boxes if you agree with these points. If you don't understand any of the items listed, ask your employer or the labour sending unit to explain these.

Please complete:

Who <Insert PALM scheme employer name> can contact if there is an emergency			
Emergency contact name:			
Emergency contact phone:			
Emergency contact email:			
Relationship to you e.g. wife, mother, brother			
Additional information:			
Acceptance and agreement to terms and conditions			
I have read and understood the offer of employment letter from <Insert PALM scheme employer name> and accept the terms and conditions set out in the offer of employment letter and this letter of acceptance. In signing this offer of employment, I agree and understand that these terms and conditions become legally binding.			
Print your name			
Your signature			
Date - day/month/year			
Deductions table - Note: Initial deductions are typically taken over a minimum of 12 weeks			
Place a tick (✓) in the box below if you agree to the deduction coming out of your pay. Cross (X) or leave blank if you do not agree .	Total cost to be repaid	Amount to be deducted per week	Duration of deduction
<input type="checkbox"/> International airfare	< \$ - >	< \$ - >	<(Min. 12 weeks)>
<input type="checkbox"/> Domestic airport transfer	< \$ - >	< \$ - >	<(Min. 12 weeks)>
<input type="checkbox"/> Visa	< \$ - >	< \$ - >	<(Min. 12 weeks)>
<input type="checkbox"/> Cash advance or loan	< \$ - >	< \$ - >	<(Min. 12 weeks)>
<input type="checkbox"/> Medical	< \$ - >	< \$ - >	<(Min. 12 weeks)>
<input type="checkbox"/> Police checks	< \$ - >	< \$ - >	<(Min. 12 weeks)>
<input type="checkbox"/> Sim card (optional)	< \$ - >	< \$ - >	<(Min. 12 weeks)>
<input type="checkbox"/> Accommodation bond (if applicable)	< \$ - >	< \$ - >	<(Min. 12 weeks)>
<input type="checkbox"/> Other	< \$ - >	< \$ - >	<(Min. 12 weeks)>

Add the name and contact details of someone who can be contacted in case of an emergency. This may be a relative or close friend either in Australia or your home country.

It is important that you understand what you are signing. If you do not understand anything in these documents, please contact your labour sending unit or ask your employer to explain before signing.

Initial deductions

This section shows the estimated one-off arrival costs that will be deducted. Examples of these are things like your flights, visa, cash advance. These will be deducted from your pay over a minimum 12 to 16-week period. **Note:** these costs are estimates only and may change depending on the date of your departure. The final cost will be explained to you before you start working in Australia.

Your employer can only make deductions that you agree to in writing and that are reasonable. You can't be forced to agree to a deduction.

Note: if an estimated deduction changes in your OOE, you will be asked to sign an updated OOE or variation letter with the new amount.

OFFER OF EMPLOYMENT – SAMPLE ONLY

Total up-front costs		< \$ - >	< \$ - > per week	<(Min. 12 weeks)>
<input type="checkbox"/>	Accommodation	< \$ - >	< \$ - >	Ongoing
<input type="checkbox"/>	Health insurance	< \$ - >	< \$ - >	Ongoing
<input type="checkbox"/>	Transport	< \$ - >	< \$ - >	Ongoing
<input type="checkbox"/>	Meals (optional)	< \$ - >	< \$ - >	Ongoing
<input type="checkbox"/>	Other	< \$ - >	< \$ - >	Ongoing
Ongoing deductions sub-total		< \$ - >	< \$ - > per week	Ongoing
Total deductions (minimum 12 weeks deductions)		< \$ - >	< \$ - > per week	<(Min. 12 weeks)>
Note: ongoing costs are for the life of the employment contract				
Your estimated pay after tax & deductions			< \$ - > for <(min. 12)> weeks	< \$ - > ongoing
You will also need to pay some of your flight costs. It will be no more than < \$ - > for your return international airfare and transfers to and from the airport.				
Who you can contact for information about your pay and deductions				
<(Name of payroll contact, position and contact details)>				

Ongoing costs

There are ongoing expenses that your employer will deduct from every pay while you are in the PALM scheme in Australia. These costs may differ from employer to employer and may differ from members of your team. Examples of such deductions are your accommodation, health insurance and transport. Details of the deductions should be shown on your pay slip and should be listed in your OOE at Attachment A.

Important: If you do not understand or have any questions about deductions, you should speak to your employer.

This is the estimated amount you will receive in your bank account after tax and the agreed deductions have been taken out.

If you want more information about your pay and the deductions being taken out, you can contact your employer's payroll team.