



Australian Government



Andastanem ofa blong emploimen blong yu

Wan gaed blong ol woka
blong Pasifik mo Timor
anda long PALM skim

palmscheme.gov.au

Ofa blong emploimen hem i wan kontrak bitwin yu mo emploia blong yu

Hem i inkludum ol impoten infomesen olsem:

- hu nao bae yu wok wetem
- hamas nao bae oli pem yu
- ol haoa blong wok
- ol didaksen we bae oli karemaot long pei blong yu
- akomodesen mo transpot

- ples we bae yu liv long hem long Ostrelia
- wanem nao yu sud ekspektem taem yu araev long Ostrelia
- liv mo ol entaetolmen
- wanem nao yu sud ekspektem taem yu statem wok
- ol kondisen blong emploimen blong yu



Hamas nao bae oli pem yu

Ofa blong emploimen blong yu bae i soem minimam pei folem haoa anda long awod ret o entapraes agrimen mo hamas haoa blong wok oli mas ofarem long yu.

Bae hem i inkludum wan kopi blong wan sampol pei slip. Taem yu statem wok, bae oli pem yu evri wik o evri tu wik mo bae oli givim wan pei slip long yu (bifo long en blong nekis dei blong wok afta oli pem yu).



Ol Didaksen mo kost blong living

Blong help blong mekem araevel blong yu long Ostrelia hem i isi, emploia blong yu i bin pem sam samting finis. Bae yu mas pembak ol kost ia i go long emploia blong yu.

Ofa blong emploimen blong yu bae i listim ol raf amaon blong ol araevel kost we bae yu pem wan taem nomo. Eksampol: ol flaet, visa mo kash advans blong yu. Bae oli didaktem ol amaon ia long pei blong yu ova long 12 wik o moa, anles yu agri long wan narafala arenjmen wetem emploia blong yu.

Bae i gat sam narafala kost blong pem evritaem mo bae emploia blong yu i didaktem ol kost ia long pei blong yu truaot long taem blong emploimen kontrak blong yu.

Amaon blong ol kost ia long stat mo ol kost we bae yu pem evritaem (tru long didaksen) bae hem i difren, mo hem i dipen long ples we yu stap long hem long Ostrelia, mo tu bae i save difren bitwin ol difren emploia mo iven bitwin ol difren memba blong

semak tim long wok. Hem i dipen long wanwan situesen.

Eksampol blong ol kost ia: akomodesen, ol bil (olsem blong laet mo wota), helt insurens mo transpot.



Ples we bae yu liv long hem long Ostrelia

Emploia blong yu bae i faenem wan stret akomodesen blong yu liv long hem. Maet yu liv long wan haos mo rum we bae yu serem wetem narafala woka blong PALM skim. Taon o siti we oli putum long ofa blong emploimen blong yu i mas semak (o klosap) long ples we bae yu wok mo liv long hem.



Liv mo ol entaetolmen

Bae oli ademap liv blong yu folem wan pro rata ret long evri 12 manis stat long deit we yu statem wok. Hem i inkludum 10 dei blong sik liv we oli pem mo 20 dei blong anuol liv we oli pem, mo oli wokemaot folem ol nomol haoa blong wok blong yu. Hem i alaoem yu blong spel mo rikava taem yu sik o go holid, mo bae oli stap pem yu yet (dipen long hamas liv we yu gat). Toktok long emploia blong yu sapos yu no sua long hamas liv yu gat (we oli kolek balens blong liv).

Ol kasuel woka oli no stap karem anuol liv mo oli no stap pem ol dei we yu spel olsem sik liv. Be oli stap pem moa (haoa ret i moa hae) long ol kasuel woka.

Jekem ofa blong emploimen blong yu blong jekem sapos yu wan pat taem, ful taem o kasuel woka.



Tax mo supa-anuesen

Bae yu mas pem tax taem yu wok mo liv long Ostrelia. Tax hem i wan pat blong gros inkam blong yu mo amaon blong hem i dipen long hamas oli bin pem yu truaot long faenansol yia.

- Sapos yu wan long-tem woka yu mas lojem wan tax riten wetem Australian Tax Office.
- Sapos yu wan sot term woka yu no nid blong lojem wan tax riten sapos evri inkam blong yu yu bin karem tru long wok blong yu anda long PALM skim.

Emploia blong yu i mas pem supa-anuesen blong yu we hem i wan narafala peimen antap long pei blong yu. Yu save klemem peimen ia (oli didaktem tax long hem) taem yu gobak long hom kantri blong yu taem visa hem i ekspaea o oli kanselem.



Ol kondisen blong emploimen blong yu

I gat ol rul long saed blong emploimen blong yu, inkludum taem oli teminetem (endem) emploimen blong yu, mo hem i save afektem wok blong yu mo visa blong yu. Yu sud ridim mo andastanem ol rul ia – askem long emploia blong yu sapos yu no andastanem.

Yu save kasem moa infomesen long saed blong tax, supa-anuesen mo ol didaksen tru long sej long PALM skim websaet risos pej:
palm.scheme.gov.au/resources.

Wan gaed blong ofa blong emploimen blong yu

Templet fom ia blong ofa blong emploimen hem i wan templet we emploia blong yu i save yusum blong mekem ofa blong emploimen blong yu. Oli mekem blong helpem yu blong andastanem gaed blong ol woka we i stap. Ofa blong emploimen we bae yu risivim maet i difren long hemia we yu luk daon. Taem yu ridim ofa blong emploimen blong yu bae yu mas jekem se ol diteil we oli putum insaed oli stretwan.

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

Deit we PALM skim emploia blong yu i sendem ofisel ofa i kam long yu i save jenis sapos oli mekem eni apeit long ofa blong emploimen.

Jekem nem mo deit blong bet blong yu se oli stret mo oli semak wetem ol diteil long paspot blong yu.

Hem i sponsasip namba blong yu.

Hem i kaen visa we yu gat.
 Sot-tem strim: go kasem 9 manis.
 Long-term strim: 1 yia go kasem 4 yia.

Hem i kaen visa we yu gat.
 Sot-tem strim: go kasem 9 manis.
 Long-term strim: 1 yia go kasem 4 yia.

	as 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 placements> <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 payments> <Long-term stream - You will be offered full-time hours of work (38 hours per week).>

Seksen ia hem i inkludum infomesen long saed blong ples we bae yu liv mo wok long hem long Ostrelia, inkludum:

- ples blong wok blong yu
- nem blong maneja o tim lida blong yu
- kaen wok we bae yu mekem
- ol kondisen blong wok olsem ol dei mo hamas haoa we bae yu mas wok evri wik mo ol men wok blong yu.

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

Statis blong Emploimen

Seksen blong ol liv entaetolmen hemi eksplenem ol diteil blong liv we oli pem mo liv we oli no pem. Ol kasuel woka oli no stap karem eni anuol liv mo oli no pem olgeta blong eni dei we oli no wok olsem blong sik liv.

Ful taem mo pat taem woka oli gat raet blong kasem liv we oli pem, inkludum anuol liv, sik liv mo liv blong kera. Oli stap ademap ol liv blong ol woka truaot long ij yia blong wok.

Pei mo ol didaksen

Hemia i soem amaon blong mane we bae emploia blong yu i putum long bank akaon blong yu evri wik, afta we oli karemaot ol amaon we yufala i agri blong yu pem blong kavremap ol flaet, visa mo narafala kaen didaksen we yufala agri lo hem. Emploia blong yu i save karemaot amaon we yufala agri long hem nomo, we yufala bin raetem long agrimen. Amaon ia i mas inaf blong yu save liv gud.

Supa-anuesen

Supa-anuesen o 'super' hem i ritaemen seving sistem blong Ostrelia. Emploia blong yu bae i pem wan ekstra amaon blong 11.5% blong pei/salari blong yu i go long wan supa-anuesen fan blong yu. Yu save klemem mane ia (we oli didaktem tax long hem) taem yu gobak long hom blong yu.

Yu save kasem moa infomesen taem yu sej long 'superannuation' long PALM skim websaet risos pej: palmscheme.gov.au/resources.

Pei slip
Bae oli pem yu evri wik o evri tu wik mo bae yu risivim wan pei slip bifo long en blong nekis dei blong wok afta oli pem yu. Eksampol blong pei slip ia oli atajem long ofa blong emploimen ia.

	<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 Fair Work Act 2009 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

Helt insurens

Afta we yu akseptem ofa blong emploimen bae emploia blong yu i arenjem helt insurens blong yu bifo yu araev long Ostrelia we insurens ia hem i stretwan we yu nidim folem rul blong visa blong yu.

Ol kwestin abaot emploimen kondisen

Sapos yu gat eni kwestin long saed blong ol emploimen kondisen blong yu, reit blong pei o ol entaetolmen taem yu stap long Ostrelia, yu save kolem Fair Work Ombudsman infomesen fon laen long namba ia (13 13 94).

Welfea, wellbeing mo sapot

Seksen ia hem i inkludum ol infomesen long saed blong rol blong Welfea Ofisa wetem kontak blong hem.

	<p>the welfare and wellbeing support person and welfare and wellbeing meetings (to be held at least fortnightly)></p> <p><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></p>
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>

Skil divelopmen mo trening

Seksen ia hem i inkludum infomesen long wanem kaen edukesen mo trening bae oli givim long yu, ol wei blong komuniket gud mo ol diteil blong ol miting we bae yu gat evri tu wik wetem Welfea mo Wellbeing Sapot Pesen.

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:
 - o the identity and contact details of DEWR,
 - o the purpose for which DEWR and its agents collect personal information and
 - o 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).

Saenem leta blong akseptens

Bifo yu sendem leta blong akseptens blong yu, mekem sua se yu andastanem ol tem mo kondisen long hem. Sapos yu no andastanem eni pat blong hem, askem long tim lida blong yu, long leba sending yunit long kantri blong yu o long emploia blong yu blong eksplenem long yu.

Kipim wan kopi blong ofa blong emploimen mo ol narafala dokumen long rikod blong yu. Yu mas karem ol dokumen ia i kam wetem yu long Ostrelia.



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	< >	< >

Atajmen A hem i inkludum ol ki infomesen long saed blong flaet blong yu, akomodesen mo living blong yu long Ostrelia, mo ol kontak blong yu yusum taem yu nidim help o sapot.

Oli arenjem ol riten flaet mo transfea blong ol sot-tem woka.

Oli arenjem wan-wei intenasonel flaet mo ol transfea blong ol long-tem woka.

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		
<ul style="list-style-type: none"> i. The cost of your accommodation will have regard to the prevailing market rates on a like for like basis. 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. 		
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)>
--	----------------------------------	----------------------------------

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	

Oi Komuniti kontak
 Hem i listim ol nem mo kontak diteil blong mekem i isi blong yu save faenem help mo asistens taem yu stap long Ostrelia, sapos yu nidim.



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]>

Tikim ol bokis sapos yu agri wetem ol poen ia. Sapos yu no andastanem eni long ol poen ia we oli listim, askem long emploia blong yu o long leba sending yunit blong oli eksplenem long yu.

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 (×) 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)>

Ademap nem mo kontak blong wan pesen we oli save kontaktem sapos i gat wan emejensi. Maet hem i wan famli memba o fren blong yu long Ostrelia o long hom kantri blong yu.

Hem i impoten se yu andastanem wanem yu stap saenem. Sapos yu no andastanem eni samting insaed long ol dokumen ia, plis kontaktem leba sending yunit o askem emploia blong yu blong eksplenem bifo yu saenem.

Ol Fes didaksen
 Seksen ia hem i some ol raf amaon blong ol didaksen blong ol araevel kost we bae yu pem wan taem nomo. Hem i save inkludum ol samting olsem flalet blong yu, visa mo kash advans. Bae oli didaktem long pei blong yu ova long 12 kasem 16 wik o moa. **Notem se:** ol kost ia oli estimetem nomo mo maet oli jenj folem deit blong dipaja blong yu. Bae oli eksplenem ol faenol kost long yu bifo yu statem wok long Ostrelia.
 Emploia blong yu bae i save mekem didaksen nomo sapos yu agri long hem long raeting mo oli mekem i stret. Oli no save fosem yu blong agri long wan didaksen.
Tekem not: sapos amaon blong didaksen we oli bin estimetem hem i jenis, bae oli askem yu blong saenem wan apdeit ofa blong emploimen o leta blong jenisim wetem niufala amaon blong hem.

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)>				

Oi Kost we bae yu pem evritaem

I gat ol kost we bae yu pem evritaem we bae emploia blong yu bae i didaktem long evri pei blong yu taem yu wok anda long PALM skim long Ostrelia. Oi kost ia maet i difren long ol difren emploia mo bitwin ol difren memba insaed long tim blong yu long wok. Eksampol blong ol didaksem hem i save inkludum akomodesen blong yu, helt insurens mo transpot. Ol diteil long saed blong ol didaksem oli sud raetem long peislip blong yu mo bae oli listim insaed long Attachment A long ofa blong emploimen.

Impoten: Sapos yu no andastanem o yu gat eni kwestin long saed blong ol didaksem, yu sud toktok wetem emploia blong yu.

Hem i wan amaon we oli estimetem we bae yu risivim long bank akaon blong yu afta long tax mo ol didaksem we yu bin agri blong oli karemaot.

Sapos yu wantem moa infomesen long saed blong pei blong yu mo ol didaksem we oli karemaot, yu save kontaktem payroll tim blong emploia blong yu.