



Australian Government



Fakamahino atu ho'o tohi foaki ngāue

Ko ha fakahinohino ki he
kau ngāue mei he Pasifiki
pea mo Timoa 'i he
aleapau ngāue PALM

palmscheme.gov.au

Ko e tohi foaki ngāue ko e aleapau ia 'i he vaha'a 'o koe mo ho'o ngāue'anga.

'Oku 'i ai ha ngaahi fakamatala mahu'inga 'o kau ai 'a e:

- ko hai te ke ngāue ki ai
- ko e vahe te ke ma'ú
- ngaahi houa ngāué
- ngaahi me'a 'e to'o mei ho'o vahé
- nofo'anga mo e fēfononga'aki

- feitu'u te ke nofo ai 'i 'Aositelēliá
- ko e hā e me'a ke ke 'amanaki ki ai 'i ha'o tu'uta 'i 'Aositelēliá
- livi pea mo e ngaahi monū'ia
- ko e hā e me'a ke ke 'amanaki ki ai 'i he kamata ho'o ngāué
- ngaahi makatu'unga hono fakangāue'i koé.



Ko e hā 'e totongi atu 'i ho'o vahe

Ko ho'o tohi foaki ngāué 'e hā ai 'a e totongi lau houa ma'ulalo taha 'i he tu'unga 'oku foaki atu ai pē 'i ha aleapau fakakaungāue fakalūkufua pea mo e ngaahi houa ngāue si'isi'i taha kuo pau ke 'oatu ma'áú.

'E fakakau ai ha tatau 'o ha sīpinga 'o e foomu totongi vahe (pay slip). 'I he kamata ko ia ho'o ngāue, te ke vahe fakauike pe fakauike ua pea 'oatu kiate koe ho'o foomu totongi vahé 'i loto he 'aho ngāue 'e taha 'i he taimi ko ia 'oku totongi atu ai ho'o vahé.



Ngaahi me'a 'oku to'o mei he vahé pea mo e totongi nofo

Ke fakafaingofua'i ange ho'o tu'uta 'i 'Aositelēliá, kuo 'osi tomua totongi 'e ho'o ngāue'anga 'a e ngaahi fakamole 'e ni'ihi. 'Oku fiema'u ia ke ke totongi fakafoki 'a e ngaahi fakamole ko iá ki ho'o ngāue'angá

Ko ho'o tohi foaki ngāue 'oku lisi atu ai 'a e fakafuofua faka'angataha 'o e lahi e ngaahi fakamole ki ho'o tu'utá. 'O hangē ko ho'o totongi puna vakapuna, totongi kole ngofua pea mo ha pa'anga 'oku fuofua totongi (advance) atu kiate koe. Ko e ngaahi fakamole ko 'eni 'e to'o ia mei ho'o vahé 'i ha vaha'a taimi nounou taha koe uike e 12, tukukehe kapau e toe 'i ai ha alea mo felotoi kehe ki ai mo ho'o ngāue'anga.

'E 'i ai foki mo e ngaahi fakamole 'e ni'ihi 'oku hokohoko atu hono to'o 'e he ngāue'anga mei ho'o vahé lolotonga e taimi ho'o aleapau ngāué.

Ko e totongi to'o 'uluaki mo e ngaahi totongi fakamole hokohoko atú 'e kehekehe pē ia 'i he ngaahi feitu'u kehekehe 'o 'Aositelēliá, ngaahi

ngāue'angá pea lava pē ke kehekehe ia ki ha kau mēmipa 'o ha timi tatau, kā 'e fakatefito pe ia ki he tu'unga 'oku 'i ai

Ngaahi fakatātā 'oku kau ai ho'o totongi nofo'angá, ngaahi totongi sēvesi (hangē ko e 'uhila pea mo e vai), malu'i mo'ui pea mo e fēfononga'aki.



Ko e fē feitu'u te ke nofo ai 'i 'Aositelēliá

'E kumi 'e ho'o ngāue'angá ha nofo'anga 'oku fe'unga ke ke nofo ai. Te ke lava 'o nofo fakataha 'i ha fale nofo'anga pea vahevahe ho lokí mo ha ni'ihi kehe 'o e kau ngāue 'i he aleapau PALM. Ko e feitu'u pe kolo 'oku hā atu 'i ho'o tohi foaki ngāué 'oku totonu ke tatau ia moe feitu'u te ke ngāue mo nofo ai (pe ofi ki ai).



Ngaahi 'aho livi mo e ngaahi monu'ia

Te ke ma'u (tātānaki) ha livi 'o fakatatau ki he lōlōa ho'o ma'u ngāue 'i he māhina 'e 12 kotoa pē mei he 'aho na'a ke kamata ai. Ko e 'aho livi puke eni 'e 10 'o ma'u mo e vahe pea mo e 'aho e 20 ko e livi fakata'u ma'u mo e vahe 'o makatu'unga 'ia 'i ho'o ngaahi houa ngāue tu'upau. 'Oku 'ai eni ke ke lava 'o mālōlō mo fakaakeake he taimi 'oku ke puke ai pē ko ha mālōlō 'eve'eva pea kei ma'u pe ho'o vahe ('o makatu'unga 'i ho'o 'aho livi kuo tātānaki). Fakatalanoa ki ho'o pule ngāue kapau 'oku 'ikai mahino kiate koe 'a e lahi ho'o livi.

Ko e kau ngāue kēsuo'oló 'oku 'ikai ke nau ma'u ha livi fakata'u pe ma'u ha vahe he ngaahi 'aho 'oku nau mama'o ai mei he ngāué hangē ko ha puke. Kā ko e kau ngāue kesuo'oló 'oku totongi ma'olunga ange 'a 'enau vahe fakahouá.

Vakai'i ho'o tohi foaki ngāue ke 'ilo'i pe 'oku fakangāue'i koe ko ha ngāue konga taimi (part-time), taimi kakato (full-time) pe ngāue kēsuo'oló (casual).



Tukuhau mo e pa'anga penisoni (supa)

'E fiema'u ke ke totongi tukuhau lolotonga ho'o ngāue mo nofo 'i 'Aositelēliá. Ko e tukuhau ko ha peseti ia 'a ho'o pa'anga hūmai 'o makatu'unga ia he lahi ho vāhenga lolotonga e ta'u fakapa'angá.

- Ko e kau ngāue taimi lōlōa kuo pau ke nau fakahū ha fakamatala tukuhau ki he 'Ofisi Tukuhau 'a 'Aositelēliá (Australian Tax Office).
- Ko e kau ngāue taimi nounou 'oku 'ikai fiema'u ia ke fakahū ha fakamatala tukuhau 'o kapau koe kotoa ho'o pa'anga hūmai na'e ma'u ia mei ha ngāue 'i he malumalu 'o e aleapau PALM.

Kuo pau ke totongi 'e ho'o ngāue'anga 'a ho'o supá 'a ia 'oku tānaki atu ia ki ho'o pa'anga hūmai. Te ke lava 'o fakahū ha'o kole ke ma'u e pa'anga ko 'ení ('osi hono tukuhau'i) 'i he taimi te ke foki ai ki ho fonua tupu'angá he 'osi ho'o visa ngāué pe kuo kaniseli ho'o ngofuá.



Ngaahi makatu'unga hono fakangāue'i koe

'Oku 'i ai e ngaahi lao fekau'aki mo ho'o ngāue, kau ai e fakanofu mei he ngāue, 'a ia 'oku lava uesia ai ho'o fai fatongiá pea mo ho'o visa, pea 'oku totonu ke ke lau ke mahino 'a e ngaahi lao ko ení – 'eke ki ho'o ngāue'anga fekau'aki mo e ngaahi me'a ni kapau 'oku 'ikai mahino kiate koe.

Ko e ngaahi fakamatala fakaikiiki ange felāve'i mo e tukuhau, supa pea mo e ngaahi me'a 'oku to'o mei he vahé 'oku lava ke ma'u atu ia 'i ha'o fekumi he uepisaiti 'a e PALM 'i he peesi ma'unga fakamatala ko e:
palmscheme.gov.au/resources.

Kau fakamaama ki he oho fakaemálo'anga

Ko e tohi 'o e ngaue 'eni ko ha fa'itau pe 'o e tohi 'oku lava ke ngāue'aki 'e ha 'eikí ke ngaahi ai ho'o tohi 'o e ngaue. 'Oku fakamo'oni ki he'e ke ke mahino lelei ki he tositatu kau ngāue. Ko ho'o tohi 'o e ngaue mo'oni 'e lava ke kehe ki he me'a 'oku ke sio ai heni. 'I ho'o lau ki ho'o tohi 'o e ngaue, 'oku fiema'u ke ke sivi'i pe ko e ngaahi fakamatala kotoa pē 'oku tonu.

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

'E lava ke fakafo'ou 'a e 'aho 'oku 'ave mai ai 'e ho'o 'eikí polokalama PALM 'a ho'o tohi ofa ngaue mo'oni ke ke fakakaukau'i, kapau 'oku 'i ai ha liliu ki he tohi ofa ngaue.

Vakai'i pe 'oku tonu ho hingoá pea mo e 'aho fā'ele'i pea tatau foki mo e fakaikiiki 'i ho'o paasipootí.

Ko ho fika siponisoa eni.

Ko e fa'ahinga kalasi eni ho'o visá.
Taimi nounou: 'o a'u ki he māhina 'e 9.
Taimi lōlōa: ta'u 'e taha ki he ta'u 'e 4.

Ko e fa'ahinga kalasi eni ho'o visá.
Taimi nounou: 'o a'u ki he māhina 'e 9.
Taimi lōlōa: ta'u 'e taha ki he ta'u 'e 4.

	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).>

'Oku kau 'i he kongā ko 'eni 'a e fakamatala ki he feitu'u te ke nofo mo ngāue ai 'i 'Aositelēlia, 'o kau ai:

- feitu'u 'oku tu'u ai ho' ngāue'anga
- ko hai ho' pule ngāue pē 'e taki he timi
- fa'ahinga ngāue te ke fai
- ngaahi tu'unga fakaengāue 'o hangē ko e ngaahi 'aho pea mo e lahi e houa 'e fiema'u ai ke ke ngāue he uike takitaha pea mo ho' tefitoi fatongia fakaengāue.

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.

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Tu'unga Fakaengāue

Ko e kupu faka'eke'eke 'o e lea 'o e ngoue ko e fakamatala ki he ngaahi lea 'o e leave 'o e toki pa'anga mo/pe 'o e leave 'oku 'ikai ke pa'anga. Ko e ngoue fakatufono 'oku 'ikai ke ngaue'i e leave fa'ahi 'o e tohi ta'u pe tokoni ki he ngaahi lelei 'a'ahi 'o e 'a'u ke 'aia ke hā'a.

Ko e kau ngāue taimi kakato pe kongā taimi kuo 'i ai 'enau totonu ke ma'u ha vahe he taimi livi kau ai livi fakata'u, livi puke pea moe livi 'o tokanga'i ha tokotaha (carer's leave). 'Oku fakakau pe tātānaki e ngaahi 'aho livi 'a e kau ngāue 'i he ta'u takitaha.

Totongi mo e To'omālie

Ko e fakamo'oni ko 'eni 'oku 'ikai ke fakahoko ai 'a e pa'anga 'e fakahoko 'e he tosino fakaemālo'anga ki ho'o akauni fakaakau kotoa 'i he taimi kotoa, pea 'oku fakahoko 'a e pa'anga 'e fakata'u 'e he ngaahi liliu 'oku 'oatu ia ke ke ngaue'i ke ako 'i he ngaahi foaki mo e visa pe ko e fakafitauli kehekehe ko 'eni. Ko ho'o tosino fakaemālo'anga e fakakaukau ai ho'o faka'eke'eke, na'e fakata'u 'o e hiki'aki ia kotoa pē.

Supa

Ko e Superannuation, pe 'oku ui pe ko e supa ko e founga fakahaofi pa'anga ia 'i 'Aositelēlia ke teuaki ki ha'o mālōlō mei he ngāue. 'Oku toe totongi atu 'e ho ngāue'anga ha peseti 'e 11 ho vāhenga ki ha sino'i pa'anga supa ma'au. Te ke lava 'o ma'u e pa'anga ko 'eni (to'o mo e tukuhau) 'i he taimi te ke foki ai ki ho fonuá.

'E lava 'o toe ma'u ha fakamatala fakaikiangi 'i ha'o fekumi ki he 'superannuation' 'i he uepisaiti ma'unga fakamatala 'a e PALM 'i he peesi: palmsscheme.gov.au/resources.

Foomu Vahe (Payslip)

Te ke vahe fakauike pe fakauike ua pea te ke ma'u ha foomu vahe 'i loto he 'aho ngāue 'e taha 'i hono ma'u ho'o vahé. 'Oku fakapipiki atu 'i ho'o tohi foaki ngāue ko 'eni 'a e sipinga 'o e foomu vahé.

	<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

Malu'i mo'ui lelei

Hake 'i he fili 'o e OOE, ko ho'o tosino fakaemálo'anga 'e fakahoko e ngāue ki he polokalama fakafitauli ki he oho 'o e visa. 'E to'o mei ho'o vahé 'a e totongi malu'i mo'ui lelei pea 'e fakaikiiki atu ia ko ha totongi 'e hokohoko atu.

Fesili ki he ngaahi fakamaama 'o e ngāue

Koe ifo 'oku ke ma'u fesili ki he ngaahi fakamaama 'o e ngāue, tu'utu'u pa'anga pe ngaahi fakamaama 'o e ngāue 'i he taimi ko 'eni 'i 'Australia, te ke faka'omi ki he Fair Work Ombudsman information line 'i (13 13 94).

Tokanga'i mo'ui, tauhi lelei mo e poupou

'E oatu 'i he konga ko 'eni ha fakamatala kau ki he fatongia 'o e 'Ofisa Tokanga ki he Mo'ui (Welfare Officer) kau ai mo e fakaikiiki ki he ngaahi fika fetu'utaki ki ai.

	<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>

Ngaahi fakalalakala ki he poto'i ngāue mo e ako ngāue

'E 'oatu 'i he konga ko 'eni ha fakamatala kau ki he ako mo e ako ngāue 'oku fe'unga ke fakalalakala 'aki e ngaahi founa fetu'utaki pea mo e fakaikiiki 'o e ngaahi fakataha fakauike ua pea mo e 'Ofisa Tokanga'i mo Poupou ki he Mo'ui Lelei.

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

- Travel, living arrangements and community contacts.
- Letter of acceptance, which you need to complete and sign.
- 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)).
- 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.
- Sample piecework record (only for piecework contract).
- Detailed job description (optional).

Fakamo'oni hingaia ki ho'o tohi tali 'a e ngāue

Ko e taimi kuo 'osi fakafou ki ho'o tohi fakakaukau, fakapapau'i 'oku ke mahino kotoa 'o e ngaahi tu'utu'u mo e ngaahi fakamaama. Kapau pē 'oku 'ikai mahino kiate koe ha ngaahi konga, 'eke ki ho'o taki ngāue, va'a kau ngāue na'a nau fili koe 'i ho fonuá pē ko e ngāue'angá ke fakamatala'i atu kiate koe.

Ta'e 'o fakapoaki ha kopi 'o ho'o OOE mo e ngaahi tohi fakafou ki he ngaahi fakamaama 'o e ngaahi ngāue. 'E tauhi ai koe ke 'omi ai e ngaahi tohi ko ia ki '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	< >	< >

Ko e Pepa Fakapipiki A 'oku hiki atu ai ha ngaahi fakamatala mahu'inga ki ho'o folau vakapuna, nofo'anga pea mo e nofo 'i 'Aositelēlia, mo ha ngaahi fakaikiiki 'aonga ki he fetu'utaki 'i he taimi 'oku ke fiema'u tokoni pe pou pou ai.

Ko e kau ngāue taimi nounou e 'i ai ha'anau tikite folau vakapuna ha'u mo foki pea fokotu'utu'u atu ai ma'a kinautolu honau ngaahi halanga folaú.

Ko e kau ngāue taimi lōlōa 'e 'i ai ha'anau tikite fakavaha'apule'anga tu'uta pē (one-way) pea fokotu'utu'u atu ai ma'a kinautolu honau halanga folaú.

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	

Ngaahi fetu'utaki he komiuniti
 'Oku lisi heni 'a e ngaahi hingoa pea mo e ngaahi fika fetu'utaki koe'uhí ke faingofua ange ho'o ma'u ha tokoni 'i he taimi 'oku ke 'i 'Aositelēlia aí, 'o kapau te ke fiema'u.

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]>

Faka'ilonga'i e ngaahi puhá kapau 'oku ke loto ki he ngaahi me'a ko 'eni. Kapau 'oku 'ikai mahino kiate koe 'a e ngaahi me'a 'oku hiki atú, 'eke ki ho'o ngāue'anga pē ko e va'a ngāue na'a nau fili koé ke fakamatala'i atu eni.

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)>

Tānaki atu ha hinga pea mo e ngaahi fika fetu'utaki 'o ha taha 'e lava ke fetu'utaki ki ai telia na'a hoko ha me'a fakatu'upakē 'E lava pē ko ha kāinga pe ko ha kaungāme'a ofi eni 'i 'Aositelēlia pe 'i ho fonua tupu'angá.

Ko e me'a ko ia 'oku faka'ofa ia ke ke mahino 'o e tohi 'oku ke si'isi'i. Kapau 'oku 'ikai ke ke mahino i he me'a kotoa 'i he ngaahi tohi ko ia, kataki, ke ke telefoni ki ho'o kautaha faka-'aonga 'o fai e fakamaama ke ke mahino' 'a e tohi ko ia 'o 'ikai ke si'isi'i.

Ko e ngaahi 'uluaki to'o mei he vahe

Ko e konga eni 'oku 'asi ai e fakafuofua tā tu'o taha 'o e ngaahi fakamole 'e to'o ki ho'o tu'utā. 'O hangē ko ho'o ngaahi folau vakapuna, visa, pa'anga kuo totongi tōmu'a atu. 'E to'o eni mei ho'o vahé 'i ha vaha'a taimi 'ikai toe nounou ange he uike 'e 12 ki he 16. **Fakatokanga'i ange:** ko e ngaahi fakamole ko eni ko e fakafuofua pē pea 'e lava 'o liliu makatu'unga he 'aho 'oku ke mavahe a'i. 'E toki fakamatala'i atu kiate koe 'a e fakakātoa 'o e fakamolē kimu'a pea ke toki kamata ngāue 'i 'Aositelēliá.

'E toki lava pe 'e he ngāue'anga 'o to'o 'a e ngaahi fakamole ko 'eni 'i ho'o loto fiemālie ki ai 'i ha tohi pea 'uhinga lelei. He 'ikai lava ke fakamalohi'i koe ke ke tali ha totongi to'o.

Tāhataha: Kapau 'oku fakalahi e ngaahi fakafitauli 'o e OOE, te ke fakafekau'aki ke si'isi'i ha tohi fakafou OOE pe tohi lēta fakalahi mo e pa'anga f'ou.

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)>				

Ngaahi fakamole hokohoko atu

'Oku 'i ai 'a e ngaahi fakamole 'oku hokohoko atu pea 'oku to'o ia 'e he ngāue'anga mei he vahe kotoa lolotonga ho'o kau mai ki he aleapau ngāue PALM 'i 'Aositelēliā. Ko e ngaahi fakamole ko 'enī 'oku lava pē ke faikehekehe mei he ngāue'anga ki he ngāue'anga pea lava ke faikehekehe mei he kau mēmipa 'i ho'o timī. Koe ngaahi fakatātā 'o e ngaahi fakamole ko 'enī ko ho nofo'angá malu'i mo'uí pea mo e fēfononga'aki. Ko e ngaahi fakamatala 'o e fakafitauli 'oku fie fakahā 'i ho'o pay slip pea 'oku fie lisi'i ai i ho'o OOE 'i he Attachment A.

Mahu'inga: Kapau 'oku 'ikai mahino kiate koe pea 'i ai ha'o ngaahi fehu'i fekau'aki mo e ngaahi to'o ko 'enī, 'oku totonu ke ke lea ki ho'o pule ngāue.

Ko e lahi 'eni 'oku fakafuofua te ke ma'u 'i ho'o 'akauni pangikē hili hono tukuhau'i pea to'o mo e ngaahi fakamole kuo mou felotoi ki ai.

Kapau 'oku ke toe fiema'u ha fakamatala fekau'aki mo ho'o vahé pea mo e ngaahi fakamole kuo to'o te ke lava 'o fetu'utaki ki he timi 'oku nau tokanga'i e vahé 'i he ngāue'angá.