

Recruitment Plan

Requesting access to Pacific Labour Scheme workers

IMPORTANT:

Pacific Labour Scheme ('the Scheme') Approved Employers are required to use this form to provide evidence that they have attempted to recruit Australian workers to fulfil vacant positions within their business but have not been successful in filling all or a number of those positions and wish to engage workers under the Scheme to fill those vacancies.

See the Labour Market Testing attachment for more information on the requirements. You must attach a copy of the job advertisement to this Recruitment Plan.

This form, your answers provided within and the documents that you attach will form part of your Deed of Agreement that you have entered into to participate in the Scheme.

INSTRUCTIONS:

- Please answer all questions in sufficient detail to enable your recruitment plan to be assessed. Insufficient answers may result in a delay to your recruitment plan being approved.
- You are required to attach a copy of the advertisement you used to undertake your labour market testing to this form as this will assist in the assessment of your recruitment plan. The results of your labour market testing will be considered valid for three (3) months from the original advertisement date.
- Job advertisements used for Labour Market Testing must have been open and available to applicants for a minimum of two (2) weeks.
- Please attach all other documents listed below and sign and date the form prior to lodgement.

Should you require assistance, please email Palladium team pacificlabourmobility@thepalladiumgroup.com

Check List

- | | |
|---|--------------------------|
| 1. Answered all questions in the <u>Recruitment Plan</u> | <input type="checkbox"/> |
| 2. Attached a copy of the job advertisement used for Labour Market | <input type="checkbox"/> |
| 3. Attached a copy of your <u>Letter of Offer</u> including proposed deductions | <input type="checkbox"/> |
| 4. Signed the <u>Declaration</u> | <input type="checkbox"/> |

Declaration

I, _____
[insert full name of person signing the declaration]

[insert position/title of Respondent]

of _____
[insert Respondent business name]

located at

[insert current address]

- declare that the information I have provided in this document is correct; and
- agree that should any details change, that I will promptly advise Palladium in writing.

Signed _____
[your signature]

Date _____



Labour Market Testing

Business Details

1. Name of Approved Employer:

Advertisement Details

2. Where was this job advertisement published?

3. What date was the advertisement published/posted?
(dd/mm/yyyy)

4. What date was the advertisement removed/de-listed?
(dd/mm/yyyy)

Results

5. How many Australian residents applied for the job?
(An Australian resident is a person who is living in Australia and is an Australian citizen, permanent visa holder or protected Special Category visa holder).

6. How many Australian residents were offered employment?

7. How many Australian residents accepted the offer of employment?

8. How many Australian residents were found not suitable for employment?

9. Please provide the specific reasons why the Australian residents were found not suitable
(Australian residents cannot be found unsuitable for a reason that is discriminatory or for a reason that would also exclude a Pacific worker, such as lack of experience or qualifications):



Recruitment

Worker Information

10. Number of workers you intend to recruit:

11. What are the roles that you are recruiting for? Please list each role and provide details of the required skills, qualifications and/or experience.

12. Number of female workers:

13. Number of male workers:

14. Country(ies) you wish to recruit from:

15. Proposed arrival date (dd/mm/yyyy):

16. Proposed employment [visa] length(s):

Placement Information

Please provide information about each placement business/location below. If not all workers, recruited under this plan, are being placed at the same location, please list all location details below. If insufficient space, additional details should be included as an attachment. Any subsequent requests to move workers to a new location will require the submission of a new Recruitment Plan.

Placement 1:

17. Business name:

18. Contact name, phone number and email address:

19. Address where workers will be placed:

20. Number of Workers being placed at this location:

21. If fewer than three (3) workers are being placed at this location, please advise whether the business is employing any other Pacific workers at this location, or if there is a local Pacific community (for pastoral care purposes)?



Placement 2 (if applicable):

22. Business name:

23. Contact name, phone number and email address:

24. Address where workers will be placed:

25. Number of workers being placed at this location:

26. If fewer than three (3) workers are being placed at this location, please advise whether the business is employing any other Pacific workers at this location, or if there is a local Pacific community (for pastoral care purposes)?

Workplace health and safety

27. How will you ensure that you meet your duties under workplace health and safety laws? *For example, what personal protective equipment and clothing will workers need to perform their job? Will you provide that equipment and clothing as part of their employment conditions? What induction and training will you provide?*

Contingency Planning

28. Please outline the contingency plans you have in place for workers. *For example, where would you place workers if the original placement is no longer viable? What steps will you take to ensure workers are offered a minimum 30 hours per week on average over each 12-month period of their employment?*



Labour Market Testing

Labour Market Testing (in your locality) is an important part of the recruitment process under the Pacific Labour Scheme (the Scheme). It provides an opportunity for Australian job seekers to obtain employment before a position is offered to worker(s) under the Scheme.

What is a local Labour Market Testing?

Labour Market Testing involves:

- Placing a job advertisement (in your locality) for your vacancies
- Considering all Australian resident applicants who apply for the position
- Providing evidence of this process to Palladium team

Is Labour Market Testing required for each recruitment process?

Yes. Labour Market Testing must be conducted for each recruitment exercise prior to accessing workers under the Scheme.

When should Labour Market Testing commence?

Labour Market Testing can commence at any time when you have open vacancies and require people to fill those. Note please that results of this testing will remain valid for three (3) months from the date the original advertisement was placed.

What are the requirements for the job advertisement?

Requirements are:

- The advertisement must run for a minimum of two (2) weeks
- The advertisement must state the number of vacancies to be filled
- The advertisement must state the location of work
- The advertisement must state commencement dates and the length of work
- The advertisement must state the type of work available and qualifications, characteristics and/or skills that are required to do the work
- The advertisement should be placed on the Australian Government jobactive website or another medium that covers a local population base (such as newspapers and online employment sites)
- The advertisement should provide information about hours of work, pay and conditions and any other relevant information
- The advertisement cannot ask for qualities, skills, characteristics that a worker under the Scheme would not necessarily possess.

Approved Employers are encouraged to contact Palladium for feedback and quality assurance of the recruitment plan, ahead of advertising. Please ensure that your labour market testing process meets the above requirement, as this will prevent possible delays during the recruitment process.

Considering job applicants

Approved Employers should consider every job applicant and offer employment to Australian jobseekers considered suitable and available to undertake the work outlined in the job advertisement. It is expected that all applicants will be genuinely considered.

