

## FOR INFORMATIONAL PURPOSES ONLY

Use this reference guide to prepare your application. All applications, including all required documentation, must be completed and submitted via the [online application form](#) found on the Pacific Australia Labour Mobility (PALM) scheme website.

### Application to become a PALM scheme approved employer

Before applying:

#### 1. Consider which program is right for your business - seasonal, longer term or a combination of the two.

Organisations, including labour hire entities, contractors, growers, and trusts, can apply to become Seasonal Worker Programme (SWP) approved employers, Pacific Labour Scheme (PLS) approved employers, or both.

Contractors and labour hire entities must have been in operation for the previous 5 consecutive years to participate in the PALM scheme. All applicants must have a record of compliance with applicable Commonwealth, state and territory laws to be eligible.

##### Short-term (seasonal) employment (up to 9 months)

Employers in the agriculture sector and in the accommodation sector (in mostly regional and rural areas) can recruit workers for unskilled and low-skilled seasonal roles for up to 9 months through the SWP when there is not enough local labour available.

##### Longer-term employment (one to 3 years)

Rural and regional employers looking for a longer-term solution can express their interest in recruiting workers for low-skilled and semi-skilled roles for between one and 3 years through the PLS when there are not enough local workers available.

[Find out more about the PALM scheme for employers.](#)

#### 2. Consider whether you are eligible to join the PALM scheme.

To become an approved PALM scheme employer, an applicant must demonstrate that it:

- is an eligible business registered and operating in Australia and has an Australian Business Number (ABN) and/or an Australian Company Number (ACN)
- is NOT an individual, sole trader or unincorporated company

- is an ‘organisation’ for the purposes of the Migration Regulations 1994 (the Department of Home Affairs will assess this criterion)
- has good immigration practices and a history of compliance with immigration legislation (the Department of Home Affairs will conduct an immigration integrity check)
- has a history of compliance with Australian workplace relations, work health and safety legislation, and other relevant laws (the Fair Work Ombudsman will prepare a workplace compliance history check)
- can demonstrate that its directors, partners, or trustees have a history of compliance with the above laws (noting where there has been non-compliance, this must be disclosed, and non-disclosure can result in the application being rejected)
- has or can obtain a labour hire license if applicable (not required for direct employers)
- is in a sound financial position - a financial viability assessment will be conducted to determine if the business can meet the upfront costs associated with recruiting seasonal workers including:
  - at least 3 years of financial solvency for a direct employer
  - and at least 3 years of financial solvency and 5 years of continuous operation - for a labour hire/contractor employer.

The applicant must also demonstrate it understands and will comply with the requirements of becoming an approved employer (as outlined in the SWP and PLS deeds and approved employer guidelines).

If an approved employer provides information in its application that is incorrect, dishonest, or misleading, this may result in the Australian Government rejecting the application.

### 3. Complete all steps of the application.

To participate as an approved employer, all applicants must successfully complete a 4-step application process:

1. Complete the application form and click submit.
2. If the application is successful, apply to become a temporary activity sponsor (TAS) through the Department of Home Affairs. Businesses must be approved as a TAS to be able to sponsor workers from participating countries to come to Australia.
3. Enter into a Deed of Agreement/s.
4. Employ workers under the SWP or PLS, in accordance with obligations imposed under the Deed/s of Agreement, applicable program guidelines and the temporary activities sponsorship.

#### Seasonal Worker Programme

Once approved, applicants enter into a Deed of Agreement with the Australian Government through the Department of Education, Skills and Employment (DESE) and enter a sponsorship arrangement with the Department of Home Affairs.

New SWP approved employers are generally approved to recruit only a small number of seasonal workers for their first placement (known as a ‘recruitment cap’). This provides new SWP approved employers the opportunity to adjust to their obligations and responsibilities while working with a manageable number of seasonal workers in their first placement.



SWP approved employers must have DESE's written approval to participate in the program and recruit workers prior to seasonal workers commencing a placement. DESE will monitor SWP approved employers during each placement to ensure compliance with program requirements. The recruitment cap will be reviewed at the end of the placement and changes will be made where appropriate.

## **Pacific Labour Scheme**

Once approved, applicants enter into a Deed of Agreement with the Australian Government through the Department of Foreign Affairs and Trade (DFAT) and enter into a sponsorship arrangement with the Department of Home Affairs.

DFAT and the PLF will monitor PLS employers during each placement to ensure compliance with program requirements.

## **Processing times**

The average processing time of an application is 6-8 weeks after all required documentation has been submitted. This timeframe is indicative only. It does not include receipt of a TAS from the Department of Home Affairs.

To ensure the timely processing of an application, entities are encouraged to provide all requested information and to respond to questions fully and truthfully at the time of submission.

## **Number of applications in any 12-month period**

An applicant may only apply for approved employer status in the SWP or the PLS twice in any 12-month period from the date of submitting their first application.

If an applicant does not achieve approved employer status within 12 months of the date of applying, its application will lapse. The applicant will then need to submit a new application if it remains interested in becoming an approved employer for the SWP or PLS.

## **4. Use [this reference guide](#) to ensure you have the required documents for your online application.**

### **Financial information**

It is important the applicant demonstrate they are financially sound, sustainable and have the finances in place to cover the upfront and ongoing costs of engaging the requested number of workers.

If the financial information requested is incomplete or does not demonstrate compliance with the requirements, the application could be delayed or not accepted. If these financial statements do not demonstrate access to sufficient funds to meet the upfront or ongoing costs, other documentation may be requested.

Please note: Financial information provided should be for the applicant that is applying to be the approved employer. If this is a trust, the statements should be for the trust and not the trustee.



## Required documents

For **direct employers**, copies of the last 3 years of financial statements for the business prepared by an external accountant. We do not accept business activity statements (BAS), income tax returns, valuation reports and bank statements.

For **labour hire companies or contractors**, copies of the last 5 years of financial statements prepared by an external accountant, to evidence continuous operation in the industry you are applying for. We do not accept BAS, income tax returns, valuation reports and bank statements.

Applicants should not include financial statements for related entities unless there is a legal financial obligation between the entities (e.g., a deed of cross guarantee). Evidence, such as a copy of the guarantee, will need to be provided otherwise the related entity information will not be considered.

## Trusts

If the applicant is applying as a trustee for a trust, a copy of the trust deed must also be supplied.

## 5. Respond to requests for additional information if required.

Should DESE or DFAT require further information to complete the assessment, the applicant will be sent a request for information via email, outlining additional information required and stating a closing date for response.

If the applicant does not respond to the request for information prior to the closing date, DESE or DFAT will close the application.

## Instructions

Please ensure you carefully read points 1-5 above and prepare all the information and documents you need before starting your application. Please state all answers clearly and provide detailed information when lodging the application. Finally, please check all parts of the application form are completed before you press 'submit'.

For data security reasons, **it is not possible to save drafts of your form**, so you will need to allow enough time to complete the application in one sitting.

## Need help?

If you have questions what is required to become an approved employer, please call the PLF (+61 7 3557 7750) or email ([enquiries@pacificlabourfacility.com.au](mailto:enquiries@pacificlabourfacility.com.au)).

## Incomplete applications

Incomplete applications may not be assessed. Please ensure all parts of the application form are completed.



## Which option is this application for?

Please indicate which option is most applicable (please tick):

- employing seasonal workers in unskilled and low-skilled positions for up to 9 months only (SWP)
- employing workers in low-skilled or semi-skilled positions for between one and 3 years only (PLS)
- both of the above (if your employment needs will be addressed through a combination of workers from both options above).

## Applicant's business/entity information

Q1. Legal name of the business/entity

Q2. Business/entity's trading name

Q3. If applying as a trust, what is the trust name?

Q4. ABN of the business

Q5. ABN date of approval

Q6. ACN of the business?

Q7. ACN of the trust (where applicable)?

Q8. ACN date of approval



Q9. Entity type

- company
- incorporated limited partnership
- incorporated association
- trust
- other

If 'other' you will be prompted to provide details.

Individuals, sole traders, and unincorporated companies are not eligible, but can access the programs via approved labour hire companies.

Q10. Full names, positions, and date of birth of directors and relevant persons

Definitions:

- **Direct employer:** A direct employer will employ workers to perform work in their own business.
- **Contractor:** A contractor will negotiate with eligible businesses for the provision of a service and will enter into agreements with eligible businesses that specify the work to be undertaken and a piece or paddock rate for the work (if applicable). The business pays the contractor a fee for the service.
- **Labour hire company:** A labour hire company will negotiate with eligible businesses for the provision of labour and will enter into agreements with eligible businesses that specify the number of workers to be provided, the type of work to be undertaken and on-hire rates. The business pays the labour hire company a fee for providing on-hire employees to work for them and 'hosts' the workers on their property.

Q11. What type of approved employer is the business/entity applying to become?

- direct employer
- contractor
- labour hire company

If you selected 'contractor' or 'labour hire company', you will need to upload a valid labour hire license for QLD, ACT, SA, and NSW.

## Entity addresses

Q12. What is the registered address of the business (not a post office box)?



Q13. What is the trading address of the business (if different from the registered address)?

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Q14. What is the postal address of the business (if different from the registered address)?

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## Previous applications

Q15. Has the applicant, any related business/entity, or any relevant person/s in the business/entity previously applied to become an approved employer under the SWP or PLS?

- Yes
- No

*If you select 'yes', you will be prompted to complete a table outlining your previous applications, including outcomes.*

## Details of applicant's employees

Q16. How many employees does the business currently have?

Employment type	Number	Males	Females	Self-described gender	Indigenous Australians	People living with a disability
Full time:						
Part time:						
Casual:						
Contractor:						
Total						

Q17. How many permanent employees in the business are Australian citizens or permanent residents?

Australian citizens	
Permanent residents	

Q18. How many foreign workers are currently employed in the business (not under the SWP or PLS)?

Total	
Full time:	
Part time:	



Casual:	
Contractor:	

### Contact details

Q19. Please enter the contact person(s) for any communications about this application.

Please note: The Australian Government will only correspond with the nominated contact person regarding this application. If the nominated contact person is an external party representing the entity, evidence of authorisation must be submitted.

### Primary contact

Name:	
Position:	
Contact number:	
Email:	
Postal address:	

### Secondary contact

Name:	
Position:	
Contact number:	
Email:	
Postal address:	

Q20. If the applicant wishes to authorise and identify third parties that the Australian Government may contact to provide further information, please provide details below (e.g., an accountant, lawyer or industry body).

### Primary contact

Name:	
Position:	
Contact number:	
Email:	
Postal address:	





## Secondary contact

Name:	
Position:	
Contact number:	
Email:	
Postal address:	

## Financials

### Q21. Entity's financial statements

**For direct employers**, upload copies of the entity's last 3 years of financial statements prepared by an external accountant. We do not accept BAS, income tax returns, valuation reports and bank statements.

**For labour hire companies and contractors**, upload the entity's last 5 years of financial statements prepared by an external accountant, in the industry you are applying for. We do not accept BAS, income tax returns, valuation reports and bank statements.

*You will be prompted to upload documents here.*

Please note: The information uploaded will be used to assess the entity's financial state. This includes its capacity to meet the upfront costs of recruiting Pacific Island and Timorese workers and the sustainability and profitability of the entity in all facets of financial credibility.

## Proposed employment of Pacific island and Timorese workers

Further information on the Australian and New Zealand Statistical Classification of Occupations (ANZSCO) skill levels can be found [on the Australian Bureau of Statistics website](#).

### Q22. In which of the following eligible sectors will Pacific island and Timorese workers be employed?

- agriculture
- accommodation\*

\*If you selected 'accommodation' and workers are only required for up to 9 months, you will be prompted to provide [an eligible postcode](#).

- aged care (ANZSCO skill levels 3-5 only, PLS only)
- aquaculture
- disability (ANZSCO skill levels 3-5 only, PLS only)
- horticulture
- hospitality (PLS only)
- meat works (ANZSCO skill level 3-5 only, PLS only)



- viticulture
- other

If you selected 'other', you will be prompted to give details.

Q23. In which state(s) or territories will workers be recruited?

- Australian Capital Territory
- New South Wales
- Northern Territory
- Queensland
- South Australia
- Tasmania
- Victoria
- Western Australia

Q24. Please list the town and postcode where workers would be located.

Town/s or region/s	Postcode/s

Q25. What is the skill level necessary to complete the tasks required in the business?

- unskilled (ANZSCO skill level 5)
- low-skilled and semi-skilled (ANZSCO Skill Levels 3 to 5)

Further information on the ANZSCO skill levels can be found on the [Australian Bureau of Statistics website](http://www.abs.gov.au).

Q26. How many workers would be required for the first recruitment?

	For up to 9 months	Between one and 3 years
Full time		
Part time (must be 30 or more hours per week on average)		
Total numbers		



Q27. Please state which registered agreement, award or legislation workers may (or will) be employed under, and if relevant, you can upload the supporting documents here.

*You will be prompted to upload your enterprise agreement(s) here.*

Q28. Describe the proposed duties the workers would perform.

*If you have not described them above, you can upload position descriptions here.*

Q29. Please describe or upload copies of the applicant's current business policies and procedures about the employment terms and conditions for its workers (e.g., work health and safety, induction programs, dispute resolution procedures).

*If you have not described them, you can upload relevant documents outlining any business policies and procedures about worker employment terms and conditions here.*

Q30. Please describe or upload documents outlining how the business intends to support workers' arrival and integration into the local community, including how it will comply with health directives (e.g., policies on COVID-19 regulations and restrictions).

*If you have not described them, you can upload relevant documents outlining how the business supports workers' arrival and integration into the community here.*

Q31. Please describe or upload documents outlining the accommodation arrangements provided for workers.

*If you have not described them, you can upload relevant documents on workers' accommodation arrangements here.*

## Business history

Please note: All answers to the following questions will be checked and verified by the assessing bodies and taken into consideration in assessing the eligibility of the business/entity to become an approved employer. Non-disclosure or any answers found to be false, misleading, or inaccurate may result in rejection of this application and may result in the termination of any future Deeds of Agreement entered into by the parties.

Q32. Have any of the directors or relevant persons involved with the business/entity currently or previously held the position of director in another business/entity in the past 5 years?

- Yes
- No



If you select 'yes', you will be prompted to provide the director's name, the business/entity names and ABN/ACN details for those entities.

Q33. Has the business/entity or relevant persons within the organisation owned, worked in, managed, or similarly been associated with any other entity (e.g., a company, partnership, or trust) which has been subject to a government investigation including compliance with workplace relations, work health and safety, immigration, taxation, or criminal laws as a result of business dealings, both within and outside of Australia?

- Yes
- No

If you select 'yes', you will be prompted to provide details.

Q34. Does the business/entity have a relationship with any existing SWP or PLS approved employers (e.g., as a related entity or as a previous host organisation for an approved employer)?

- Yes
- No

If you select 'yes', you will be prompted to provide details.

## Conflict of interest

Q35. Does the business/entity have any conflict of interest relating to this application?

State whether the entity has any conflict/s of interest relating to this application or (if applicable) outline the entity's known real, perceived or potential conflict of interest relating to this application. If none, please advise 'no'.

If you need help answering this question, please email ([enquiries@pacificlabourfacility.com.au](mailto:enquiries@pacificlabourfacility.com.au)) for more information.

- Yes
- No

If you selected 'yes', you will be prompted to provide details.

## Community engagement

Q36. How will the business/entity work with key community stakeholders (e.g., community organisations, church groups, sporting clubs, service providers) to support workers to integrate into their host communities?

Please provide the contact details of representatives from relevant community organisations or industry groups who can support these claims. Both contacts may be contacted.



### Community contact 1

Name:	
Contact number:	
Email:	
Relationship to applicant:	

### Community contact 2

Name:	
Contact number:	
Email:	
Relationship to applicant:	

### Agreement to application conditions

If the business/entity becomes an approved employer, it will be required to comply with the obligations set out in the relevant deed(s) and guidelines. These obligations may include, but may not be limited to, those set out below. Noting this, does the business/entity agree to (please tick each box):

- genuinely test the local labour market for suitable Australian job seekers before seeking to access workers through the SWP or PLS by following guidance provided by DESE or DFAT, including advertising available vacancies on the Australian Government's Jobsearch website
- obtain and maintain approval as a TAS through the Department of Home Affairs

Please note: if the business/entity does not obtain approval as a TAS within 3 months of being granted provisional approval of your application, either DESE or DFAT may revoke its provisional approval and a new application will need to be submitted. If the business/entity does not maintain approval as a TAS, its Deed of Agreement may be terminated by the Australian Government.

- only offer positions to workers in eligible occupations and at appropriate skill levels within eligible industries listed on the [PALM scheme website](#)
- offer a cash advance to workers on arrival to cover reasonable initial living expenses (note these expenses may be recouped as reasonable authorised deductions from the workers' pay during the employment period, in compliance with the SWP and PLS deeds and approved employer guidelines)
- pay prior to the arrival of the workers in Australia the full cost of international airfares as required under the deed
- provide each worker with a minimum of 30 hours of work per week on average as stipulated in the relevant deed/s
- ensure the ongoing wellbeing and welfare of the workers while they are in Australia, including monitoring progress, placement and wellbeing of workers on a regular basis



- arrange accommodation for workers that:
  - meets relevant state, territory or council regulations or legislative requirements
  - meets the program's minimum accommodation standards
  - represents value for money and does not exceed the cost to the business/entity.

Please note: this expense can be recouped by authorised deductions from the workers' pay during the employment period.

- provide weekly/fortnightly pay slips to workers that clearly set out gross pay, net pay, itemised deductions, tax and superannuation, and to instruct each worker how to read their pay slip
- ensure any deductions from the workers' pay are authorised under the deed/s, are reasonable, are at actual cost, and have been explained to the workers and agreed to by the workers in advance and in writing, prior to those deductions being made
- help workers comply with their visa obligations (including ensuring they have adequate health insurance during the period of their stay in Australia, and assisting them to depart Australia before their visa expires)
- facilitate access to personal banking, a superannuation account and a tax file number for each worker
- assist workers to participate in Australian Government-funded eligible training while they are in Australia
- ensure workers have freedom of choice, association and movement outside of working hours, and facilitate access to religious, recreational, shopping, health and other facilities as required.

If the business/entity is offered an SWP or PLS Deed of Agreement, does it or its representatives agree:

- to sign and return a copy of the deed/s within 20 business days of receipt of the deed/s (if a deed is not returned within the time frame, the offer to become an SWP or PLS approved employer may be withdrawn)
- to engage in a respectful manner at all times with the Australian Government and its representatives and with partner countries' governments and their representatives
- that any deed/s will be subject to obtaining and maintaining any labour hire licence(s) applicable in any states/territories where workers may be placed.

Q37. Please tell us how you heard about the PALM scheme?

- PALM scheme website
- DFAT website
- Facebook
- print media (e.g., newspaper article, magazine, pamphlet)
- recommendation from another SWP/PLS approved employer
- recommendation from DFAT



- recommendation from DESE
- involvement in the SWP
- involvement in the PLS
- attendance at exhibition or event
- involvement in Northern Australia Worker Pilot Program
- direct contact from the PLF
- other

*If you select 'other', you will be prompted to provide details.*

## Privacy statement

### What is personal information?

Personal information is information or an opinion about an individual. Personal information includes a person's name and contact details.

Personal information is protected by law, including under the federal Privacy Act 1988 (Privacy Act).

Sensitive information is a type of personal information which attracts a higher level of protection and includes information about an individual's criminal record, cultural or linguistic background and health information.

### Who collects applicants' personal information?

The SWP and the PLS are together known as the PALM scheme (the **scheme**). The two programs are Australian Government initiatives and are run by the Department of Education, Skills and Employment (DESE) and the Department of Foreign Affairs and Trade (DFAT). The Pacific Labour Facility (PLF) is a project team within Palladium International Pty Ltd. Palladium acts as a managing contractor for DFAT, by assisting with assessing worker suitability for the scheme, promoting the SWP and PLS and administering the PLS. This form is provided by DESE and the PLF.

### Collection, use and disclosure of personal information

DESE, DFAT and the PLF may collect personal information (and sensitive information) from and disclose personal information (and sensitive information) between each other. They may also collect personal information from and disclose personal information to:

- you
- your referees/community contacts
- Commonwealth agencies and their contracted providers, including, but not limited to
  - the Department of Home Affairs
  - the Fair Work Ombudsman
  - the Department of Health
  - the Australian Taxation Office
  - the Australian Federal Police
  - the Australian National Audit Office; and/or



- state or territory agencies and their respective contracted providers, including, but not limited to
  - law enforcement agencies
  - health agencies
  - workplace health and safety agencies
  - workers compensation agencies and/or
- local governments and their authorities
- Ministers and their offices, members of Australian parliaments and parliamentary committees
- diplomatic missions and consulates within Australia
- universities, colleges, schools and other educational or training institutions, and
- any other person, agency or organisation which may be able to contribute information relevant to your suitability to participate in the relevant program
  - if consent has been provided, or
  - where it is otherwise permitted, including where it is required or authorised by or under an Australian law or a court or tribunal order.

DESE, DFAT and the PLF use the collected personal information for the purposes of administering the scheme and related purposes. Related purposes include:

- assessing applications to become an approved employer
- program deed administration
- sending SMS alerts related to the scheme
- program evaluation and research, and
- facilitating the appropriate monitoring of the safety of premises associated with the scheme.

### **Overseas disclosure of personal information**

For the purposes outlined above, DESE, DFAT and the PLF may disclose the personal information collected about you or from you, including the name and contact details of the individuals nominated by you as relevant contacts, to third parties operating outside Australia, including Australian external territories, foreign governments, non-government agencies and/or individuals who are able to contribute information relevant to your suitability to participate in the relevant program.

DESE, DFAT and PLF seek your consent to disclose this personal information to the overseas recipients.

These overseas recipients may not have the same privacy protection obligations as Australia for personal information.

By submitting this form, you confirm that you consent to your personal information being disclosed overseas and that you will always gain consent of other individuals to the overseas disclosure of their personal information prior to providing information about them. This means that Australian Privacy Principle 8.1, as set out in the Privacy Act, will not apply to the disclosure of the personal information provided to overseas recipients.





## Does personal information have to be provided?

If you do not provide some or all of the personal information requested in the application form, DESE, DFAT and/or the PLF may not be able to adequately assess your suitability, and therefore the processing of your application and your participation in the scheme may be impacted.

## Privacy policies

DESE, DFAT and the PLF each have a privacy policy which includes further information about how you may access and seek correction of personal information and how you can make a privacy-related complaint and the complaint-handling process.

DESE's privacy policy is available at: [dese.gov.au/privacy](https://dese.gov.au/privacy) or by requesting a copy from the department at ([privacy@dese.gov.au](mailto:privacy@dese.gov.au)).

DFAT's privacy policy is available at: [dfat.gov.au/about-us/corporate/privacy](https://dfat.gov.au/about-us/corporate/privacy).

The PLF's privacy policy is available at: [palmscheme.gov.au/privacypolicy](https://palmscheme.gov.au/privacypolicy).

Please tick the box below to indicate you have read and understood the privacy statement and the linked privacy policies.

Yes

## Privacy consent and declaration

By submitting this form, you confirm that:

- if you have provided your own personal information in this form, you have read, understood and consent to the collection, use and disclosure of your personal information, including sensitive information, in accordance with the above privacy statement and the relevant privacy policies
- if you provide another person's or other peoples' personal information in this form, or otherwise as part of your participation in the relevant program, the individual/s to whom the personal information, including sensitive information, relates has/have:
  - been made aware of the privacy statement, the relevant privacy policies and advised to familiarise themselves with the content of the privacy statement and the relevant privacy policies
  - consented to DESE, DFAT and the PLF collecting, using and disclosing their personal and sensitive information
  - consented to DESE, DFAT and the PLF disclosing their personal information overseas
- you understand that overseas recipients may not be subject to laws which protect your information in a similar way to the Privacy Act, which means you may not be able to seek redress in a foreign jurisdiction
- you understand that overseas recipients may also be subject to a law which compels them to disclose your information to a third party, and
- having read the above points about overseas disclosure:



- you agree that we are not required to ensure that overseas recipients handle personal information in compliance with the Australian Privacy Principles and subject to your consent to overseas disclosure, we will not be accountable if any overseas recipient contravenes the Australian Privacy Principles, and
- you consent to the disclosure of your personal information outside of Australia. If you do not consent, please contact us to discuss this and don't select 'yes' below.

**Please tick the box below to indicate you have read and understood the privacy consent and declaration.**

Yes

## Disclaimer

Submission of this application form is not to be taken to be or relied upon as an offer capable of acceptance by any person or as creating any form of contractual, quasi contractual, restitutionary or promissory estoppel rights, or rights based on similar legal or equitable grounds, whether implied or otherwise.

Neither the Australian Government, nor its officers, employees, agents or advisers will be liable to any applicant or any other person on the basis of any contract or other understanding (including any form of contractual, quasi contractual, restitutionary or promissory estoppel rights or rights based on similar legal or equitable grounds) whatsoever, or in negligence, as a consequence of any matter relating or incidental to this application or an applicant's participation in this application process, including instances where:

- an applicant is not invited to participate in the SWP or PLS following submission of this application
- the Australian Government varies the application process
- the Australian Government decides to terminate the application process, not proceed to any subsequent process, or not to contract for all or any of the requirements, or
- the Australian Government exercises or fails to exercise any of its other rights in relation to this application process.

Participation in any stage of this application process or in relation to any matter concerning this application process will be at each applicant's sole risk, cost and expense. The Australian Government will not be responsible in any circumstance for any costs or expenses incurred by any applicant in preparing or lodging an application or in taking part in this application process or taking any action related to this application process.

**Please tick the box below to indicate you have read and understood this disclaimer.**

Yes

## Declaration

**I declare that:**

- the contents of this application have been read and understood and I agree to observe the conditions noted in this form



- all information submitted is complete and accurate
- I understand there are serious penalties under the Commonwealth Criminal Code for providing false or misleading information to the Commonwealth
- I will advise the Australian Government if any of the information in this form changes between the time of submitting this form and executing a Deed of Agreement
- the application has been compiled without improper assistance of any employee of the Australian Government and without the use of information obtained unlawfully or in breach of an obligation to the Australian Government
- I will advise the Australian Government in writing immediately upon becoming aware of any actual or potential conflict of interest in respect to the application
- all communication from the department remains confidential and I will not disclose without the Australian Government's written consent.

**Name of person making this declaration**

The person making this declaration must be authorised to make this on behalf of the applicant and is authorised to speak for and bind the entity it represents.

Full name:	
Position:	
On behalf of (insert name of entity)	
Address:	
Contact number:	
Email:	

*If you have further supporting documentation, you can upload it at the end of the online application.*

