

# Family accompaniment worker application form

This form is for long-term PALM scheme workers who wish to apply for the family accompaniment pilot. Please complete and sign the form and return it to your employer to submit as part of the application.

This form includes 2 parts: (1) a privacy notice and (2) the application form.

The Department of Foreign Affairs and Trade (DFAT) in collaboration with the Department of Employment and Workplace Relations (DEWR) is responsible for managing the Family Accompaniment pilot (the Pilot) for the PALM scheme.

The Pilot allows long-term PALM scheme workers to bring their immediate families to Australia and provides access to specific welfare payments while onshore. The Pilot aims to address the social impacts of extended periods of family separation. Participation is subject to employer agreement and a suitability assessment conducted by DFAT and DEWR.

## Privacy notice

### Part 1: Privacy notice

This notice explains how DFAT, DEWR, and their agents (referred to collectively as We/Our/Us) manage personal information collected about you in accordance with the *Privacy Act 1988* (Privacy Act).

If We do not collect the information in the Pilot application form, We may not be able to assess or approve your Pilot application or manage your participation in the Pilot.

Participation in research and media activities is voluntary and will not impact Our assessment of your application for the Pilot or your participation in the Pilot.

This Privacy Notice relates to the selection process for the family accompaniment pilot. If selected, participants in the pilot will be provided with a separate Privacy Notice and Consent form for participation in the pilot.

### Why We collect personal information

We collect personal information about you and your family members to implement and manage the Pilot, including to:

- assess your application for Family Accompaniment
- manage participation in the Pilot
- evaluate and promote the Pilot, and
- investigate, manage and report on welfare issues and respond to incidents as part of Pilot.

## What types of information We will collect from you and your family

To manage the Pilot, we may collect the following:

- full names
- dates of birth
- contact details including email, phone number and address (overseas and in Australia)
- employment information
- salary and any Australian government benefits
- passport details and visa information, and
- English language skills.

We may also collect sensitive information, including:

- language and cultural background information
- health information (e.g. medical history, test results, reports about incidents in Australia such as information about injury or illness), and
- any criminal history information (e.g. police checks).

## How We collect information

We may will collect this information directly from you, your family, and from other people such as:

- your approved employer
- the government of your home country, or other countries you have lived in
- approved parties who administer tests
- Australian Government Agencies and Departments, such as the Department of Home Affairs, the Fair Work Ombudsman, the Australian Taxation Office, the Department of Health, Services Australia, and the Australian Federal Police (AFP)
- non-government agencies and private organisations, including those engaged by Us.
- any other person, agency or organisation which may be able to provide information relevant to your suitability to participate in the Pilot, and
- publicly available sources.

## Who We will share your information with

We may share your personal information with:

- your approved employer
- Our agents and contractors (including to the operator of the Pacific Labour Facility)
- Federal, state and territory or local government departments, agencies or councils
- the government of your home country, or other countries you have lived in
- law enforcement agencies, including the AFP and State and Territory Law enforcement agencies
- Ministers and their officers, members of Australian parliament, and parliamentary committees
- diplomatic missions and consulates within Australia
- workplace health and safety and workers compensation agencies and/or health insurance providers that are delivering services to you
- universities, colleges, schools and other educational or training institutions for research and educational purposes (the information shared would be de-identified)
- global bodies and institutions for research purposes (de-identified data)
- any other person, agency or organisation which may be able to provide information relevant to your suitability to participate in the Pilot, and
- your or your family members' nominated next of kin if you are involved in a critical or serious incident.

## Why We may share your information

We may share your personal information to other parties for the following purposes:

- to assist with Our assessment of your application to the Pilot
- to manage your involvement in the Pilot
- to assess, evaluate and improve the Pilot
- to conduct research regarding the Pilot, and
- to investigate, manage, and report on welfare issues and respond to incidents as part of Pilot.

## Sharing information outside Australia

We may share personal information about you or your family with any parties listed above, including where they are located outside Australia, for the purpose of managing the Pilot.

## Our Privacy Policy

DFAT's Privacy Policy is available at <https://dfat.gov.au/privacy.html>) and DEWR's Privacy Policy is available at: <https://www.dewr.gov.au/using-site/privacy>).

These privacy policies contain important information including:

- how We hold, store, manage, use and disclose your personal information
- how you can access your personal information that We hold about you
- how you can request Us to correct personal information that We hold about you, and
- how you can complain to Us or the Office of the Australian Information Commissioner about a breach of your privacy.

## How can you contact Us

You can contact Us in the methods below if you wish to make a request, an enquiry or seek further information from Us regarding your privacy:

DFAT	
<b>Telephone:</b>	+61 02 6261 1111
<b>Email:</b>	<a href="mailto:privacy@dfat.gov.au">privacy@dfat.gov.au</a>
<b>Mail:</b>	Director, Privacy Law, Legislation and Assurance Section Department of Foreign Affairs and Trade RG Casey Building John McEwen Crescent BARTON ACT 0221

DEWR	
<b>Telephone:</b>	+61 <a href="tel:1300488064">1300 488 064</a> .
<b>Email:</b>	<a href="mailto:privacy@dewr.gov.au">privacy@dewr.gov.au</a>
<b>Mail:</b>	Privacy Officer Legal and Assurance Division Department of Employment and Workplace Relations Location Code: C12MT1EMP GPO Box 9828 Canberra ACT 2601

## Part 2: Application

It is important that you answer all questions on this form and check it carefully to make sure you have completed it correctly. If you do not provide all required information, you may not be selected to participate in the family accompaniment pilot.

To participate in the family accompaniment pilot, you and your family members will need to meet the family accompaniment eligibility criteria. The eligibility criteria are outlined below to help you, your family, and your employer determine if you are eligible for the pilot and wish to participate.

All applications will be assessed against the eligibility criteria and separate selection criteria. The selection criteria are available to view on the PALM scheme website. Meeting the eligibility criteria does not guarantee selection for the pilot as there are limited places available.

Please note: if selected to participate in the family accompaniment pilot, dependent family members will need to apply for and be granted a visa to travel to and remain in Australia.

### Family accompaniment eligibility criteria

#### Workers

- Long a term PALM scheme worker/visa holder (1 - 4 years)
- Have the support of current employer to participate in family accompaniment.
- Have been employed with the PALM scheme in Australia for 10 months prior to applying.
- Have at least 18 months remaining on visa/work contract at time of application.
- A national of a country that is participating in the pilot (Timor Leste or Kiribati).

#### Families

- Eligible family members are those that are members of the family unit within the meaning of the Migration Act 1958. That is, the spouse/de facto partner of the PALM worker and eligible dependent children.

To be eligible, your child or your partner's child must be:

- your child, and/or your partner's child, who is not engaged, married or in a de facto relationship and is:
  - aged under 18 years, or
  - aged 18 to 23 years and dependent\* on you or your, partner for basic needs of food, clothing and shelter, or
  - aged 23 years or older and wholly or substantially reliant on you or your partner because they are incapacitated for work due to the total or partial loss of bodily or mental functions, or
- the dependent child of the child above.



- All family members will need to meet the conditions of a Temporary Work (International Relations) (subclass 403) PALM stream secondary applicant visa.
- Partner/spouse must agree to participate in a pre-departure briefing prior to arriving in Australia.
- Partner/spouse must have at least a basic/beginner level of English.

### Questions

1. Name

2. Name of employer

3. Workplace address including suburb and postcode (where you work)

4. Email address (application outcomes will be notified via email)



5. Nationality

6. Have you read and understood the eligibility criteria for the family accompaniment pilot and confirm that, to the best of your knowledge, you and your nominated family members are eligible to apply? (please tick the appropriate answer)

Yes

No

7. Please list all family members you wish to nominate in the table below.

Include their full names, date of birth (DOB), and relationship to you and the country they would be travelling to Australia from. Note that if you are selected to participate, family member information will be verified by the Department of Home Affairs as part of the visa application process for family members.

#	Family member full name	Date of birth	Relationship to you	Which country will the family member be travelling from?
1				
2				
3				
4				



#	Family member full name	Date of birth	Relationship to you	Which country will the family member be travelling from?
5				
6				
7				
8				

**8. Employment history**

As at 23rd February 2024, have you been employed in Australia under the PALM scheme for at least 10 months (i.e. since at least 23 April 2023)?

Yes No

As at 23rd February 2024, do you have at least 18 months remaining on your visa (i.e. is your visa valid until at least 23 August 2025)?

Yes No

**9. Nomination of Partner/Spouse**

Only answer the following section if you are nominating a partner/spouse.

Does your partner/spouse speak at least basic or beginner English?

Yes No

Speakers with a basic or beginner level of English can:

- Understand and use very common everyday expressions and simple phrases for immediate needs
- Introduce themselves and other people and can ask and answer questions about personal details, such as where they live, things they have, and people they know
- Communicate in a simple way if the other person speaks slowly and clearly





10. Visa requirements

I understand that if selected to participate in the family accompaniment pilot, that all members of my family (as listed above) will need to apply for a Temporary Work (International Relations) visa (subclass 403) PALM stream secondary applicant visa and that only if that visa is granted will they be able to participate in the family accompaniment pilot.

Yes

No

11. I understand that this application is not the same as applying for a visa, which I will need to do separately through the Department of Home Affairs if I am selected to participate in the pilot.

Yes

No

12. Finances

I understand that I will be financially responsible for the family members (including any children) who accompany me to Australia.

Yes  No

- i. This includes (but is not limited to) the travel costs for family members to and from Australia, visa costs, accommodation, medical costs which are not covered under Medicare, utility costs (e.g. electricity and gas), and any additional costs incurred while in Australia.

13. I understand that, if I am selected to participate in the pilot and choose to bring my children to Australia, I **may** be eligible to receive additional benefits including the Family Tax Benefit, and the Child Care Subsidy.

Yes  No

14. Health

I understand that if selected to participate in the family accompaniment pilot I, and family members participating in family accompaniment, will be eligible to access Medicare, which can assist with the costs of seeing a doctor and purchasing medicines.

Yes  No

15. I understand that while Medicare subsidises a large number of health services and products, including doctor visits, payment may still be required in many cases.

Yes  No



16. I understand that with Medicare access, private health insurance is no longer a visa requirement. However, I understand that it is **strongly** recommended that I take out private health insurance for myself and my family that will cover medical costs not covered under Medicare. These include (but are not limited to) the costs of:

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

- a) Ambulance services
- b) repatriation (the returning of a person to their home country following death or serious injury), which can incur fees in excess of \$20,000);

Information on suitable private health insurance product(s) will be provided to workers and families participating in the pilot. **I understand that if I and my partner/spouse choose not to take out private health insurance for the family members in Australia, I will be liable for all medical costs not covered by Medicare.**

17. Accommodation

I understand that if selected to participate in the family accompaniment pilot, I will be responsible for securing appropriate housing for my family **before they arrive** in Australia.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

I have considered the availability and affordability of family accommodation in the region of my employment (for example, speaking to my employer about options, speaking to real estate agents, using online tools such as realestate.com, domain.com etc).

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

18. Childcare

Please complete this section only if applying to bring children to Australia.

I understand that I am responsible for my child/ren's welfare and safety at all times and will not leave them unaccompanied without having arranged a suitable guardian to care for them.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

I understand that the Child Care Subsidy may be available to families with children aged 13 or younger who are enrolled in an approved childcare service and meet immunisation requirements.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>



19. Do you have any further comments or detail you would like to include to help us assess your application? This may include, for example, your spouse/partner's plans for finding employment, and support services that you are aware of in your region to help with settlement.



20. I have read, understood, and agree for my application for the family accompaniment pilot to be provided to DFAT by my approved employer. I understand that my application will be considered using the eligibility criteria and other selection criteria to determine if I am selected to participate in the pilot.

Yes

No

21. I have read, understood, and agree for my application for the family accompaniment pilot to be provided to the Australian Government by my employer. I understand that all applications will be assessed against the eligibility criteria and selection criteria to identify participants for the pilot.

Yes

No

22. Date

23. Signature