



Australian Government



Mo kila vinaka na lavelave ni veika e solivata na cakacaka

A iDusidusi ni tamata
cakacaka mai na Pasivika
kei Timorese ena PALM
scheme.

palmscheme.gov.au

Na ilavelave ni veika e solivata na cakacaka sa i koya na konitaraki ki vei iko kei na taukei ni cakacaka.

E toka kina eso na itukutuku bibi ka wili kina:

- ko cei ona cakacaka kina
- cva ona saumi kina
- auwa ni cakacaka
- musumusu mai na kemu isau
- veivakavaletaki kei na veivakaleleci

- vanua ona tiko kina e Ositerelia
- veika mo nanamaki kina ena nomu yaco mai Ositerelia
- livi kei na veika e dodonu me nomu
- veika mo nanamaki kina ni ko tekivu cakacaka
- ivakarau sala vata na nomu cakacaka



Cava ona saumi kina

Na nomu ilavelave ni veika e soli vata na cakacaka ena vakaraitaka na isau lailai duadua ni auwa lavaki ena ruku ni award rate se na enterprise agreement kei na isau lailai duadua ka dodonu me soli vei iko.

Qo ena wili kina edua na tiki ni sabolo ni payslip. Ena gauna o tekivu cakacaka kina veimacawa se veimacawarua na vakarautaki vata kaya na payslip ena loma ni dua na siga ni cakacaka ena gauna o saumi kina.



Musumusu kei na isau ni bula

Me na vukea kena vakarawarawataki nomu yaco mai Ositerelia, nomu taukei ni cakacaka me na sauma taumada eso na iyaya. Oiko mo na sauma lesu na lavo oqo ki vua na nomu taukei ni cakacaka.

Na nomu ilavelave ni veika e solivata na cakacaka e vakaraitaka na isau ni estimated one-off arrival. Me vaka na nomu sauni vuka, visa kei na ilavo soli taumada. Oqo ena musu tiko mai na kemu isau rauta ni 12 na macawa, vakavo ke o vakadonuya e dua tale na ituvatuva vua nomu taukei ni cakacaka.

Ena toso tiko eso na veika lavaki ka na musumusu tiko kina nomu taukei ni cakacaka ena loma ni nomu konitaraki ni cakacaka.

Na sau ni veika lavaki (musumusu) ena duidui ena veivanua e Ositerelia, mai vua na taukei ni cakacaka ka vaka kina ki vei ira na lewe ni timi vata vakatau tiko ena ituvaki.

Qo e wili kina na vakavaletaki, veika yaga (livaliva kei na wai), health insurance kei na transport.



Ivei na vanua e Ositerelia ko na vakaitikotiko kina

Na taukei ni nomu cakacaka ena varaica edua na vanua veirauti mi vakaitikotiko kina. Ena rawa ni o tiko ena dua na vale se rumu mo wasea kei na Dua tale na tamata cakacaka ena PALM scheme.



Livi kei na veika baleti iko.

Ena rawa ni tarai cake (vakalevutaki) nomu livi ena pro rate na loma ni 12 na vula mai na siga ni nomu tekivu cakacaka. Qo e 10 na siga livi ni tauvimate ko na saumi ka 20 na siga ko na saumi talega ena annual leave. Qo e vakatarai iko mo cegu ka vakaukauwa tale gauna o tauvimate kina se o lako vaka gade ona saumi tikoga. (subject to your accrual of leave). Veitalanoataka kei na nomu taukei ni cakacaka ke o loma tarotaro ena vuku ni vica na livi sa vo vei iko.

Tamata cakacaka Casual e sega ni tarai cake nodra annual leave se me ra saumi ena vica vata na siga era sega ni cakacaka, me vaka na livi ni tauvimate. Ia oira na tamata cakacaka Casual era saumi ena veta e cake vaka auwa.

Dikeva mada nomu ilavelave ni veika e soli vata na cakacaka ka raica kevaka ko vakacacakakataki vaka part-time, full-time se tamata cakacaka Casual.



iVakacavacava kei na Superannuation

Ena dodonu mo saumi ivakacavacava na gauna ko cakacaka ka vakaitikotiko e Ositerelia. Na ivakacavacava edua na pasede ka vakatau ena veika o rawata ena loma ni dua na yabaki vakailavo.

- Tamata cakacaka ena long-term e dodonu me biuta e dua na vola ni vakalesui ni ivakacavacava ena valaenivolavola ni ivakacavacava e Ositerelia.
- Tamata cakacaka ena short-term e sega ni ganita me biuta edua na vola ni vakalesui ni ivakacavacava kevaka na kemuni sau taucoko o rawata mai vua edua na taukei ni cakacaka ena PALM scheme.

Na nomu taukei ni cakacaka e dodonu me sauma vei lko nomu superannuation ka wili kina nomu veisaumi. E rawa ni o taura oqo (sega ni wili na ivakacavacava) na gauna mo sa suka kina vana nomu vanua me sa expire nomu visa se sa tarovi.



iVakarau salavata nomu cakacaka

Oqo eso na lawa ka ologavata kei na nomu cakacaka, wili kina na vakasakei ni cakacaka, ka rawa ni vakaleqa nomu cakacaka kei na nomu visa, mo na wilika ka kila na veika me baleta na lawa oqo- taroga vua na taukei ni nomu cakacaka me baleta na veika oqo kevaka ko sega ni kila vinaka.

Levu tale na itukutuku me baleta na ivakacavacava, superannuation kei na musumusu e rawa ni o kunea na veika oqo ena drauniveva varautaki ni PALM scheme ena monalivaliva: palm.scheme.gov.au/resources.

Na lavelave ka dusia na veika e soli kei na cakacaka

Na sabolo ni vola ni soli cakacaka qo edua na ivakaraitaki ni sabolo ki vua edua na tamata cakacaka e rawa ni vagataka me cakava kina edua na ivola ni soli cakacaka. Qo ena vukei iko nomu kilana ivola dusidusi ni tamata cakacaka. Na nomu lavelave ni soli cakacaka dina ena duatani maina kena o raica tiko qo. Nomu wilika nomu lavelave ni soli cakacaka e dodonu mo raica me tikona veika lalai kece me donu tiko.

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

Na siga e vakauta yani kina vei ikona nomu lavelave ni cakacaka ko koya ka vakacakacaaktaki iko na PALM Scheme mo nanuma tiko ni dodonu me tiko kece kina na veika esa veisau kina lavelave ni cakacaka.

Raica me donu na yacamu kei na nomu tikinisiga ni sucu tautauvata ena veika e volai ena nomu passport.

Qo na nomu sponsorship number.

Qo na nomu mataqali visa.
Short-term stream: yacova na 9 na vula.
Long-term stream: Dua kina 4 na yabaki

Qo na nomu mataqali visa.
Short-term stream: yacova na 9 na vula.
Long-term stream: Dua kina 4 na yabaki

NA SABOLO NI VEIKA E SOLIVATA NA CAKACAKA

	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).>

Na iwasese oqo e wili tiko kina na itukutuku ni vanua ko na lai vakaitikotiko kina ka cakacaka tiko e Ositerelia, wili kina na :

- na vanua ni nomu cakacaka
- ko cei na nomu manidia se liuliu ni nomu timi
- na mataqali cakacaka cava ko na lai cakava
- na iVakarau salavata na cakacaka me vaka na siga kei na wiliwili ni auwa ena gadrevi mo cakacaka kina dua na macava kei na nomu itavi vakatabakidua ena vanua ni cakacaka.

Employment conditions	<You must include employment conditions—such as minimum pay rates and/or piece rates and other applicable conditions of employment under the relevant Fair Work instrument>
Leave entitlements	<You must include details of paid and/or unpaid leave. Ensure that all relevant leave provisions are included such as when a medical certificate is needed>
Overtime and time-off-in-lieu	<Include any provisions for overtime and/or time-off-in-lieu> <Include if time-off-in-lieu is accrued to make up minimum hours. Ensure the worker understands and agrees to this in Attachment B. Ensure this arrangement is applicable under the Award>
Tax in Australia	<Delete details that don't apply - short-term/long-term> <As a short-term worker you will be taxed 15% of your pay and you do not need to lodge a tax return form. You will not get this money back.> <As a long-term worker you are considered an Australian resident for tax purposes and pay tax at resident tax rates. At the end of the financial year (30 June) we will give you a payment summary showing how much you earned and how much tax was withheld. After 30 June each year you must lodge a tax return with the Australian Taxation Office to determine if enough tax was withheld from your pay. You will receive a refund if too much tax was withheld, or may have an amount to pay if not enough was withheld.>
Amount you will be paid after deductions	You will need to pay for certain things (such as the cost of your airfare). These things are listed in the letter of acceptance (Attachment B). You may pay for these things through deductions from your pay if you agree to. You will always be asked to agree to a new deduction or change to a deduction in writing in accordance with section 324 of the <i>Fair Work Act 2009</i> . The letter of acceptance shows how much you can expect to get paid into your bank account after each pay cycle, after tax and agreed deductions have been taken out.
When you will be paid	You will be paid <weekly/fortnightly/monthly> <If applicable - ensure this aligns with the relevant award or enterprise agreement> on <x day>. You will be given a pay slip within one working day of when you are paid, even if you are not at work.
Your superannuation	Superannuation is compulsory savings paid by your employer on top of your wages. This must be a minimum of 11.5% of your salary. Note: compulsory superannuation rate will change to 12% after 1 July 2025.

Version dated 03 October 2024

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Tuvaki ni Cakacaka

Na tabana ni livi e vakamacalataki kina na matailalai ni livi ka saumi/ kei na kena koya sega ni saumi. Tamata cakacaka casual e sega ni tubu nodra livi annual se me ra saumi na siga era sega ni cakacaka kina, me vaka na livi ni tauvimate.

Tamata cakacaka e full-time se part-time e dodonu me sauma tikoga ena gauna ni livi, wili tiko kina na annual leave. Tamata cakacaka e vakalevutaki na livi oqo ena loma ni veiyabaki yadua.

Pay and deductions

Qo e vakaraitaka na levu ni lavo ena biuta nomu liuliu ni cakacaka ena veimacawa kina nomu baqe, ni oti na kena musu na veika drau sa veidinadinati kina me vaka na vodovodo ni waqavuka, sauni visa, kei n vei musumusu tale eso. Na nomu liuliu ni cakacaka e dodonu me taura ga na wase ni lavo drau sa vakadonuya vata. Na wase ni lavo qo e dodonu me na varauta ga me rawa ni ko bula tiko ena veisiga.

Superannuation

Superannuation, se super sa ikoya na ituvatuva ni tauri lavo gauna ni vakacegu e Ositerelia. Na nomu taukei ni cakacaka ena sauma edua tale na 11.5% kina kemu isau ka wili vaka nomu tobu ni superannuation. E rawa ni ko claim taka na ilavo qo (sega ni wili kina nomu ivakacavacava) na gauna ko suka kina nomu vanua.

Na ikuri itukutuku me baleta na superannuation rawa ni o toqa 'superannuation' ka raica ena drauniveva ni PALM scheme ena monalivaliva: palmscheme.gov.au/resources.

Payslip

Ko na saumi ena veimacawa se veimacawaru ka soli vata kaya edua na payslip ena loma ni dua na siga ni cakacaka ni sausaumi. E dua kena vakaraitaki e toka vata kei na ilavelave qoka ni veika e solivata na cakacaka.

	<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

Health insurance

Ni oti ga na nomu ciqoma na OOE nomu liuliu ni cakacaka ena varautaka nomu health insurance me veiraurau kei na nomu visa ni bera ni ko yaco mai Australia. Na sau ni health insurance qo ena musu tiko mai na kemu isau ka na tomani tikoga na musumusu qo.

Questions about employment conditions

Ke tiko nomu vakataro me baleta na veika matalalai baleta nomu cakacaka, na duidui isause na veika ko entitle kinaena nomu tiko e Australia e rawa ni ko qirita na Fair Work Ombudsman information line ena (13 13 94).

Welfare, wellbeing and support

Na wasewase qo e lewena na itukutuku me baleta nona itavi na Welfare Officer ka wili kina na kedra itukutuku eda rawa ni veitatarata kina vei ira.

	<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>

Skills development and training

Na wasewase qo e lewena na itukutuku me baleta na veika matau vakavuli se vulitara ka na vakarautaki, vei sala momona ni veimaliwai kei na vakamatailalai ni bose veimacawarua kei na tamata ka kena dau ena Welfare and Wellbeing Support.

Costs to work and live in Australia

There are costs that you may need to pay to work and live in Australia. <Insert PALM scheme employer name> will arrange and pay for these items. When <Insert PALM scheme employer name> identifies the cost is allowed to be recovered under the *Fair Work Act 2009*, you will need to pay them back once you start earning money. If you agree in writing, money will be taken from your pay to cover these costs. This is a type of deduction.

Attachment B - letter of acceptance includes a deductions table that shows the proposed deductions from your pay. If there are any changes to the deductions or the amount to be paid due to a change in the costs of items, <Insert PALM scheme employer name> will discuss it with you and, if you agree, ask for you to agree in writing and sign a new letter of acceptance. If you do not want deductions taken from your pay you will need to pay the money back another way.

The letter of acceptance identifies two types of deductions:

- Initial ‘up-front’ deductions, which is to pay for the cost of certain items over a minimum of 12 weeks (e.g., airfares, domestic travel from port of arrival in Australia to worksite or accommodation, visa, necessary personal effects, and cash advance), and
- Ongoing deductions, which is to pay the cost of required and regularly used expenses (e.g., accommodation, transport, and health insurance).

Your initial up-front deductions will be deducted for no less than 12 weeks unless your recruitment is less than 12 weeks or if you request in writing for the deductions to be taken out over a lesser period of time. If you request for the deductions to be taken over a lesser period of time, <Insert PALM scheme employer name> will only agree if your net take home pay after tax and deductions is more than \$200 per week.

Your employment in Australia

Australian customs and laws might be different to those in your country. While you are in Australia you will be an employee of <Insert PALM scheme employer name> and will be expected to act in line with their work policies and practices. If you accept this offer of employment, you:

- agree not to drink alcohol at work or be under the influence of alcohol or illegal drugs while at work
- agree to comply with Australian laws

- understand that if you are involved in illegal activity and charged with criminal offences, this may impact your visa status and your ability to stay in Australia or to return to Australia at a later date
- understand that if you engage in behaviour that results in your employment ending, this may impact your eligibility to remain in Australia to participate in the PALM scheme
- understand that you must comply with Australian work health and safety laws which include an obligation to take reasonable care for the health and safety of yourself and others
- agree to talk to <Insert PALM scheme employer name> if you have any concerns with your work or if there is any reason you cannot do your best work.

To accept this offer of employment please sign the letter of acceptance at **Attachment B** and give it to <[your agent/labour sending unit]>. If you have any questions about anything in this letter you can ask <Insert PALM scheme employer name>.

If there are any changes to this offer of employment or the attachments, <Insert PALM scheme employer name> will discuss it with you and, if you agree, will give you a new letter of acceptance to sign and give you an updated copy to keep. Please bring a copy of this letter with you to Australia so that you can refer to it when you need to.

<Insert PALM scheme employer name> look forward to your arrival and working with you.

Yours sincerely,

<[Insert name]>

<[Insert signature]>

<[Insert position]>

Attachments to the offer of employment

- A. Travel, living arrangements and community contacts.
- B. Letter of acceptance, which you need to complete and sign.
- C. Example and explanation of a pay slip. This will include details that must be displayed under Australian workplace laws (such as deductions, superannuation, tax, gross and net pay, casual loading (if applicable)).
- D. Privacy Notice and Consent Form
 - This explains how your personal information will be handled in the PALM scheme. It seeks your express consent to the collection of your sensitive information and consent to the disclosure of your personal information overseas. The form will inform you of:
 - o the identity and contact details of DEWR,
 - o the purpose for which DEWR and its agents collect personal information and
 - o the consequences if all or some of their personal information is not collected by DEWR.
- E. Sample piecework record (only for piecework contract).
- F. Detailed job description (optional).

Sainitaki ni nomu ivola ni veivakadonui

Ni bera ni ko vakauta nomu ivola ni ko sa vakadonui, nanuma mo kila vinaka kece na kena terms and conditions ka sala vata kaya. Kevaka ko sega ni kila vinaka e dua na iwasese ni tukutuku oqo, nomu liuliu ni timi, se na labour sending unit ni nomu vanua se na taukei ni nomu cakacaka.

Maroroya e dua nomu lavelave ni OOE kei na vei vola kece ka lako vata mo maroroya tiko. Mo kauta talega mai kei iko na veika kece vakaivola oqoki 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	< >	< >

Attachment A e vakaraitaka na veika me baleta nomu vuka, vakavaletaki kei na nomu mai tiko e Ositerelia kei vei gaunisala ni veitaratara ki na nomu vuvale ke o mani gadreva na veivuke ni veitokoni.

Tamata cakacaka vaka short-term ena vakarautaki vei ira nodra ret flight kei na nodra transfers.

Tamata cakacaka vaka long-term e na dua ga nodra one way international flight ka vakarautaki nodra transfers.



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)>
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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	

Community contacts
 Na list ni yaca kei na nodra gaunisala ni veitaratara me rawa ni o kunea vakarawarawa na veivuke ena nomu mai tiko e Ositerelia, kevaka ko gadreva.

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]>

Tick taka na box kevaka ko vakadonuya na vei points oqo. Kevaka ko sega ni kila vinaka na vei ka esa tuvani tu oqo, taroga na nomu taukei ni cakacaka se na labour sending unit me vakamacalataka vei lko na veika oqo.

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)>

Nanuma mo biuta e dua na yaca ni tamata kei na gaunisala ni veitaratara vua ka rawa ni qiriti ena gauna ni dua na leqa tubukoso. Oqo e rawa ni wekamu se dua nomu itokani voleka e Ositerelia se mai nomu vanua.

E dodonu mo kila na cava ko sainitaka tiko. Kevaka ko sega ni kila na veika ko sainitaka tiko ena veika vakaivola, veitaratara kei na nomu labour sending unit se nomu liuliu ni cakacaka ni bera ni ko sainitaka.

Initial deductions

Na iwasese oqo e vakaraitaka na esitimeti ni sau ni one-off arrival ka me na musu. Dua kena ivakaraitaki ni veika oqo sai koya na sau ni vuka,visa, ilavo soli taumada. Oqo ena musu tiko mai na kemu isau rauta ni 12 ki na 16 na macawa. **Mo Kila:** na isau kece oqo ka esitimeti taki ena rawa ni veisau vakatau tiko ena tiki ni siga ni nomu biubiu. Na i ka otioti ni veika ka dodonu me saumi ena vakamacalataki vei Iko ni sebera ni o tekivu cakacaka e Ositerelia.

Na nomu taukei ni cakacaka e rawa ga ni vakayacora na musumusu koya iko vakadonuya

Mo Kila: Kevaka edua na veisau ena musumusu lavaki ena nomu OOE, e dodonu mo kerei mo sainitaka na ivola ni OOE ka vakavoui se dua ivola ni variation ka volai tiko kina na e vica sa lavaki mena musu.

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)>				

Ongoing costs

E na toso tiko na musumusu ni veika lavaki ka na musuka tiko nomu taukei ni cakacaka ena nomu veisaumi kece ena nomu cakacaka voli ruku ni PALM scheme e Ositerelia. Na isau ni veika oqo e rawa ni duidui mai vei ira na dui taukei ni cakacaka ka vakatale ga kina vei ira na lewe ni nomu timi. Dua kena ivakaraitaki ni musumusu oqo sai koya na accommodations, health insurance kei na veivakalecei. Veitukutuku me baleta na musumusu e dodonu me varaitaki ena pay slip ka me tiko ena nomu OOE me toqai vaka Attachment A.

Tukutuku Bibi: Kevaka ko sega ni kila vinaka se tiko beka nomu vakataro baleta na musumusu, e rawa ni ko veitalanoataka kei na nomu taukei ni cakacaka.

Oqo na esitimeti ni veika vakailavo o na taura ena nomu account ni baqe ni musu oti na ivakacavacava kei na veimusumusu tale ko sa vakadonuya me na musu.

Kevaka ko gadreva na ikuri ni tukutuku me baleta na kemu isau se na musumusu ka vakayacori, e rawa ni veitaratara vua na mata timi ni payroll Nona na taukei ni cakacaka