



Australian Government



Ataakin kanoan am beeba ni kamakuri

Te kawai ni ibuobuoki
nakoia taan makuri man te
Betebe to Timo

palmscheme.gov.au

Te beeb ni kamakuri bon te boraraoi i marenam ao am tia kamakuri.

E kakanoa n rongorongo aika a kakawaki aika iai i buakona:

- mntai ae ko na makuri i bukina
- Maitin boom ae ko na kabooaki iai
- taai ni makuri
- te tuaniboo man am bwakabwai
- te auti ao te bao ni mamananga

- te aono ae ko na mena iai i Aotiteria
- tera ae ko na kantaningaia ngkana ko a roko i Aotiteria
- te motirawa ao kaniwanga
- tera ae ko na kantaningaia ngkana ko a teirake ni makuri
- babairean arom n am tai ni kamakuraki



Maitin boom ae e na bwaka nakoim

E na kaotaki i nanon am beeba ni kamakuri maitin te boo mai nano n te karinan ni boo ke i nanon te boraraoi ma te kambana ao maitin te awa mai nano ae ko riai n anganaki.

E na iai i buakona katotongan te beeba ni bwakabwai teuana. Ngkana ko teirake ni makuri ao ko na kabooaki n te wiiki ke ni katoa uoua te wiiki ao n anganaki te beeba ni bwakabwai i nanon teuana te bong ni makuri man te tai are ko kabooaki iai.



Tuaniboo ao boon te maiu

Ni buoka kabebetean moan rokom i Aotiteria, ao e a kaman kabooi bwaai tabeua am tia kamakuri. Ko riai ni kabooi muin kabanemwane akanne nakon am tia kamakuri.

A karinanaki n am beeba ni kamakuri katautau iaon kabanemane ti ni moan rokom. Katotoo bon boon kantokam ni kiba, te wisa, ao te atwanti ni mane. Ana tautauaki man am bwakabwai i nanon 12 te wiiki mai nano, ma ti ngkana iai am boraraoi ae e onoti riki teuana ma am tia kamakuri.

Bon iai kabanemane tabeua aika a na teimatoa n reitinako aika e na tataua am tia kamakuri man am bwakabwai i nanon maanin am boraraoi ni kamakuraki.

A na kakaokoro maitin am kabanemane (tuaniboo) ni moan rokom ao n am tai ni makuri iaon Aotiteria, i marenaia taan kamakuri ao tao bon i buakoia naba kaain te tiim ae ti teuana, ni kaeti ma aron baika a riki n te tabo teuana ma teuana.

Katotoo iaon aikai bon te kamaeka, iutirite (n aron te iti ao te ran), te intuarenti iaon te mauri ao te bao ni mamananga.



Te aono ae ko na tiku iai i Aotiteria

E na kakaea te auti ni kamaeka ae e bon tau am tia kamakuri ba ko na maeka iai. Ko kona ni maeka n te auti ke n te ru ni ibuoka ni maeka ma ana taan makuri te PALM. A riai n aitara raoi taaun ke tina ni kaawa aika a oti n am beeba ni kamakuri ma te tao ae ko na makuri ao maeka iai (ni uakaan).



Te motirawa ao kaniwanga

Ko kona ni kaikoikoa (ikoikota) te motirawa n te ware ae e boraoui, n te maan ae 12 te namakaina man am bong n moan teiraki. N aron 10 boong n aoraki ae ko kabooaki iai ao 20 boongin n aki makuri ae ko kabooaki iai aika a baireaki ni kaeti ma am awa ni makuri. Ko kona ni motirawa ao ni kamarurungko ngkana ko aoraki ke ngkana ko motirawa ao ki kabooaki iai (ni kaeti ma ikoikon a bong ni motirawa). Taetae ma am tia kamakuri ngkana arona ba ko aki koaua raoi iaon maitin am bong ni motirawa.

A aki kona ki kaikoikoa aia bong ni motirawa n te ririki taan makuri aika a tangoaki ke ni kabooaki ngkana a aki makuri, n aron te motirawa n aoraki. Ma e raka riki booia n te awa.

Kakoaua raoi man am beeba ni kamakuraki ba te tia makuri ae ko aki tei-maan ngke, te tia makuri ae ko tei-maan, ke te tia makuri ngke ae ko tangoaki.



Te angabwai ao te mane n tabui

Ko bon riai ni kabwaka te angabwai n am tai ni makuri ao ni maeka i Aotiteria. Te angabwai, bon katebubuan am karekemane ae e banin, ao e baireaki maitina iaon maitin boom ae e kabwakaki nakoim i nanon ririkin te mane teuana ma teuana.

- A riai taan makuri aika a tei-maan ni karokoa beeban aia angabwai nakon te Australian Tax Office.
- A aki riai taan makuri aika a aki tei-maan ni karokoa beeban aia angabwai e reke am karekemane ni kabane man am makuri n ana tikiim ni kamakuri te PALM iroun ana tia kamakuri temanna.

E riai am tia kamakuri ni kabwaka am biri nakon am mane n tabui i rarikin are bon boom. Ko kona ni manga anaa te maiti aio (n akea manen te angabwai) ngkana ko a okira abam ngkana e a bane tain am wisa ke ngkana e a kamaunaki.



Babairean aron kamakurakim

Iai kaetieti aika a rabwata aron babairea taekan kamakurakim, aika a kona n roota am makuri ao am wisa, ao ko riai ni wareka ao n atai kaetieti akanne – titirakina am tia kamakuri iaon taekan kaetieti aikai ngkana ko aki ota raoui iai.

Iai riki reitan rongorongo iaon angabwai, mane n tabui, ao tauaniboo aika a kona ni kuneaki ngkana a kakaeaki taeka aikai iaon kaubwain ana tikiim ni kamakuri te PALM n ana iterniba ae:
palm.scheme.gov.au/resources.

Buokam ni kaoakim nakon te kamakuraki

Te beebea ni kakao nakon te kamakuraki aio, bon te beebea ni katoto te uana ae e kona ni kabongana te tia kamakuri temanna ni katauraao te beebea ni kakao ni kamakuraki. E karaoaki aio ba ko aonga n ota ni kanoan te beebea ni buoka aio. E kona ni kaokoro am beebea ni kakao nakon te kamakuraki nakon ae ko noria aio. N am tai ni wareka am beebea ni kakao nakon te kamakuraki aio ao ko riai ni kakoauaa ba a bon bane n eti taekan te tiekition aio.

Click or tap to enter a date. ←

Private and confidential

<Insert employee’s full name>

<Insert employee’s passport number>

<Insert employee’s date of birth> ←

<Insert sending country>

Dear <insert name>

Offer of employment

Sponsorship TRN - <insert TRN> ←

Recruitment reference: <insert recruitment reference>

You have been invited to Australia to work under the Pacific Australia Labour Mobility (PALM) scheme.

You will need a Temporary Work (International Relations) Visa (subclass 403) - PALM stream. Your PALM scheme employer is your visa sponsor and will help you apply for this visa. ←

This offer of employment letter gives you important information about where you will work, the type of work you will do and how much you can expect to be paid. It also tells you where you will live while you are in Australia (see Attachment A).

It is important that you understand all the terms and conditions of this offer before you accept it. Please ask for help to understand this letter if you need it.

The terms and conditions of your employment are outlined in the table below and in **Attachment A and Attachment B**.

PALM stream	<Insert PALM short-term stream (seasonal - up to 9 months) OR PALM long-term stream (up to 4 years)> ←
PALM visa type	<Single season, multi season (specify number of years)>
PALM scheme employer and visa sponsor	<Insert PALM scheme employer name>
PALM scheme employer contact details	<Insert name & phone number>
When you will arrive in Australia	Click or tap to enter a date.
When you will start work	Click or tap to enter a date.
When you will leave Australia	Click or tap to enter a date.
Length of employment	<Specify length of employment (please observe fixed term contract changes. Link to fixed term contract FAQs in offer of employment guide, e.g. permanent ongoing under Australian law. It will end at expiry of your visa

E kona ni kabouaki bongin kanakoan am beebea ni kakao nakon te kamakuraki ae e kinaaki, iroun am tia kamakuri temanna man ana tikiim ni kamakuri te PALM, ngkana iai bitaki aika a na karinaki nakon am beebea ni kakao nakon te kamakuraki.

Kakoauaa raoi ba a eti aram, ao am bong ni bung ao a aitaraoi ma kanoan am baatibooti.

Aei am namba n tibontianaki.

Aei aekan am wisa.

Taan makuri aika a aki tei-maan: e nakon 9 te namakaina manna.

Taan makuri aika a tei-maan: man teuana nakon 4 te ririki maanna.

Aei aekan am wisa.

Taan makuri aika a aki tei-maan: e nakon 9 te namakaina manna.

Taan makuri aika a tei-maan: man teuana nakon 4 te ririki maanna.

	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).>

lai i buakon te tiekition aio rongorongo iaon taekan te aono ike ko na maeka ma ni makuri iai i Aotiteria n aron:

- nnen am tabo ni makuri
- antai am manatia ke te tia kaira am tiim
- aekan te makuri ae ko na karaoia
- taekan am makuri n aron boong ni makuri ao maitin te awa ae ko kainnaoaki ba ko na makuri iai ni katoa wiiki ao boton am makuri nako

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 3

Te beeba n angabwai
E na kabakaki am bakabwai n te wiiki ke ni katoa uoua te wiiki, ao n reke te beeba ni bakabwai iroum ti teuana te bong ni makuri i muin bwakan am bakabwai. E kanimaki katotongan te beeba ni bakabwai n te beeba ni kamakuraki aio.

Am karinan ni kamakuraki
E kababaraki n te tiekition iaon kaniwanga ni motirawa taekan motirawa aika a kaboaki ao /ke motirawa aika a aki kaboaki. A aki kona ni kaikoikoa te motirawa n te ririki taan makuri aika a tangoaki ke ni kaboaki ni boong ni motirawa, n aron boong n aoraki.

Iai inaomataia taan makuri aika a tei-maan ao aika a aki tei-maan ni kabwakaki booia ngkana a aki makuri, n aron te motirawa n te ririki, te motirawa n aoraki, ao te motirawa n tararua. A kona taan makuri aikai ni kaikoikoa aia motirawa i nanon te ririki teuana ma teuana.

Te bwakabwai ao tauaniboo
E kaotaki iai maitin te mane are e na karinna am tia kamakuri i nanon am akauti n te bangke ni toa wiiki, i muin tauan taian maiti aika kama tia ni uaia ni kariaia ibukin te kabanemane iaon kibam, am wisa ao tauaniboo riki tabeua aika a tia ni kariaiakaki. E ti kona am tia kamakuri n ana te maiti are ko a tia ni kariaia n te koroboki. E riai te maiti anne n tau i bukin tararuaakin maium.

Te mane n tabui
Te mane n tabui, ke te 'Super' bon ana tititam ni kawakin mane Aotiteria. E riai ni kabaka te raka ni maiti ae 11.5 te katebubua am tia kamakuri man am bakabwai nakon am mane n tabui i bukim. Ko kona n ana te mane aio (n akea manen te angabwai i buakona) ngkana ko a okira abam.

Iai riki reitan rongorongo i aon am mane n tabui ngkana ko kakaetae te taeka ae 'superannuation' iaon iteranibaan ana uebsite kaubwain ana tikiim ni kamakuri te PALM ae: palsmscheme.gov.au/resources.

	<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

Te intuarenti iaon te mauri

I muin kariaiakan te OOE ao e na katauraoa am intuarenti iaon te aoraki am tia kamakuri aika a bon riai i bukin kakoroan nanon te kabaeaki iaan tuan am wisa i main rokom i Aotiteria. E na tauaki te kabanemane iaon am intuarenti iaon te aoraki man am bwakabwai ao man aranaki ba te tauaniboo ae e reitinaako.

Titiaki iaon taekan kamakurakim

Ngkana iai am titiraki iaon taekan aron kamakurakim, n aron maitin te boo, ke kaniwangam riki tabeua, ao ko kona n tareboonia te Fair Work Ombudsman ni karekea te rongorongo iaon te rain ae (13 13 94).

Te kamweraoi, te mweraoi ao te boutoka

E kakanoa te tiekition aio n rongorongo, iaon katabean aobitian te kamweraoi ni ikotaki ma taekan te itoman ma ngaia.

	<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>

Rabakau karikirake ao kataneiai

E kakanoa te tiekition aio iaon taekan te reirei ao te kataneiai aika a na katauraaoaki, aanga ni itoman aika a omaaka ao taekan kabowi ni katoa uoua te wiiki ma kaain te kamweraoi ao te mweraoi ma aia koraki ni boutoka.

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).

Tiaainakin am reta ni butimaea te kamakuraki

I main kanakoan am reta ni butimaea te kakao nakon te kamakuraki, kakoauaa ba ko ota raoi iaon tuan ao aron kamakurakim. Ngkana ko aki ota ni kaoan taian tiekition, titirakina te tia kaira am tiim, te tia kanakoia taan makuri mai abam, ke am tia kamakuri ba a na kababararai kanoa nakoim.

Kawakina kaobiin am OOE ao beeba riki tabeua aika raona ba kanoan am rekooti. Ko riai ni naba ni uoti beeba aikai nako Aotiteria.

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	< >	< >

N te beeba A ae e kanimaki (Attachment A), ao e kaotaki iai boton rongorongoa iaon kibam, am tabo ni maeka ao bon maium i Aotiteria, ao taekan am itabon ngkana ko na kainnanao te buoka ke te boutoka.

E na bon barongaki taekan kibaia n roko ao n oki, ao kaeweakia taan makuri aika a aki tei-maan i bukia.

E na barongaki te kawai ni kiba ae ti teuana i maenaia aaba, i bukia taan makuri aika a tei-maan, ao kaeweakia.

What is provided	<e.g., linen, Wi-Fi >	<e.g., linen, Wi-Fi >
Notice period (if applicable)	<If applicable - include the notice period required when moving out of accommodation>	<If applicable - include the notice period required when moving out of accommodation>
Details of facilities	<e.g. Has living space with TV, pool table>	<e.g. Has living space with TV, pool table>
Rental bond Where required under an Australian rental law, you shall be required to pay an amount as contribution to a rental bond, that shall be apportioned in accordance with the size and type of accommodation - in particular the number of shared tenants.	< \$ - > <Include a breakdown of the cost i.e. number of weeks and purpose of the security deposit (include amount and arrangements for refunding/withholding the bond)>	< \$ - > <Include a breakdown of the cost i.e. number of weeks and purpose of the security deposit (include amount and arrangements for refunding/withholding the bond)>
Cost of accommodation		
<ul style="list-style-type: none"> i. The cost of your accommodation will have regard to the prevailing market rates on a like for like basis. ii. Where the cost of cleaning or catering is included as part of the accommodation costs, these charges will be represented separately in any deductions paid by you. 		
Rent	< \$ - >	< \$ - >
Additional costs	<e.g., laundry, internet, gas/electricity, gardening (include a total break down of the costs>	<e.g., laundry, internet, gas/electricity, gardening (include a total break down of the costs>
Additional information	<e.g. Mixed accommodation or single-sex, information about access to the property, who to call if there are any questions about the accommodation>	<e.g. Mixed accommodation or single-sex, information about access to the property, who to call if there are any questions about the accommodation>
Accommodation rules	<Include any rules that apply to the	<Include any rules that apply to the

	accommodation (e.g. a dry site)>	accommodation (e.g. a dry site)>
--	----------------------------------	----------------------------------

Arranging your own accommodation

In some locations in Australia, you can choose to arrange your own accommodation. This may not be possible in remote regions. If you choose to arrange your own accommodation, you will have to organise and pay for your accommodation yourself. Costs for accommodation you arrange may include rent, electricity and other bills (your employer can help you understand your accommodation rights and responsibilities). Your employer will help facilitate your transport to and from work, if you chose to arrange transport yourself away from your employer, you will be responsible for making these payments yourself. You must talk to <Insert PALM scheme employer name> if you want to arrange your own accommodation.

Transport

<Relevant details from Transport Plan including cost of the transport arrangements to and from work unless otherwise agreed with the worker. Include advice on what to do if the worker would like to make alternative transportation arrangements. Ensure all relevant information is included. Consider details of transport to and from the worksite and access to private employers supplied motor vehicles.>

Community contacts/ services

Community contact/service	Phone	Email/or other details/address
<[Employer to insert] [more rows can be added as required - refer to offer of employment guide for instructions to turn off restricted editing if needed]>	<[Employer to insert]>	<[Employer to insert]>
<[Employer to insert]>	<[Employer to insert]>	<[Employer to insert]>
<[Employer to insert]>	<[Employer to insert]>	<[Employer to insert]>
<[Employer to insert]>	<[Employer to insert]>	<[Employer to insert]>
Welfare and wellbeing support person	<[Employer to insert]>	<[Employer to insert]>
Medical centre	<[Employer to insert]>	<[Employer to insert]>
<Town/city name> police	<[Employer to insert]>	<[Employer to insert]>
24/7 PALM scheme support service line	1800 51 51 31	palm@dewr.gov.au
Emergency (police, fire, ambulance)	000	

Te itoman ma komuniti
 E karinanaki ikai araia ao taekan aia reitaki komuniti nako n te aro ba e na bebete kuneakin te buoka ngkana ko mena i Aotiteria, ngkana ko kainnanaia.



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]>

Kaeta nanon taian baoki ngkana e botau am reke ma kanoa aikai. Ngkana arona ba ko aki ota n taeka aika a karinanaki, titirakina am tia kamakuri, ke te tia kanakoia taan makuri mai abam ba a na kabarabara nanoia nakoim.

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)>

Karina aran ao taekan ana itoman te aomata temanna ae e kona ni karekeaki ngkana iai te kanganga ae e karina n riki. N aron tao te koraki ke te rao ae e rangin onimakinaki tao i Aotiteria ke ni bon abam.

E kakawaki ba ko na ata kanoan te beeba ae ko tiainaia. Ngkana ko aki ata te bwai teuana ni kanoan beeba aikai, taiaoka ma reitaki ma am rabata ni makuri ae ko kanakoaki mai iai ke bubutia am tia kamakuri ba e na kababarara nanon kanoana i main tiaainakina iroum.

Moan tauaniboo

E kaotaki n te tiekition aio te katautau iaon maitin kabanemane ae ti teuana taina n te tai ni moan roko ae e riai n tatauaki. Katoto iaon aikai bon kibam, te wisa, atwanti n te mane. A na tatauaki man am bwakabwai i nanon te maan ae 12 nakon 16 te wiiki. **Taraia:** Bon ti katautau aekan kabanemane aikai ao a kona ni bitaki ni kaeti ma am tai ni mananga ni kitana te aba. E na kababararake taekan are te kabanea ni kabanemane nakoim i main moanakin am makuri i Aotiteria.

E ti kona n taua boom am tia kamakuri ngkana ko kariaia n te koroboki ao a bon riai. Ko aki kona ni kairoroaki ba ko na karaia tauakin boom.

Taraia: ngkana iai te bitaki nakon maitin te tauaniboo n am OOE, ao ko riai ni bubuti ba ko na tiaaina te OOE ane e a tia ni kabouaki, ke te reta ae e kaota te bitaki ao te maiti ae e boou.

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)>				

Kabanemane aika a reitinako

Iai kabanemane aika a teimatoa n tatauaki ni katoa bwakabwai ngkana ko bon makuri naba n ana tikiim ni kamakuri te PALM i Aotiteria. A kona ni kakaokoro maitin kabanemane aikai man te tia kamakuri temanna ma temanna. A a kona naba ni kakaokoro maitia mairouia kaain am tiim. Katotoo iaon tauaniboo aikaia bon am auti ni maeka, te intuarenti iaon maurim ao te bao ni mamananga. E riai n oti taekan te tauaniboo iaon am beeba ni bwakabwai ao n riai ni karinanaki naba i nanon am OOE n te reitanikanoa A.

E kakawaki: Ngkana ko aki ota ke ngkana iai am titiraki iaon tauaniboo aikai, ko riai n taetae nakon am tia kamakuri.

Te maiti aei bon te ware ae e katautauaki ae e na rke i roum n am akaunti n te bangke l muin te angabwai ao e a tia n anaaki mai iai te tauaniboo ae e a tia ni kariaiakaki.

Ngkana ko tangira reitan riki te rongorongo iaon taekan am bwakabwai ao maitin te tauaniboo ae e tauaki mai iai, ko kona n reitaki ma ana tiim am tia kamakuri aika a tabeakinia taan bwakabwai.