



Australian Government



# Deiden an nim metuwaw angogen am makur

Buoken dogura ngabuna  
amen makur atsin iat  
Pacific me Timorese  
ngabuna ran bita PALM  
scheme

[palmscheme.gov.au](http://palmscheme.gov.au)

## Bitu emakur oijaw ei contract inimagen ngaben am makur me auwe.

Ura engog ngana tsimine woun tekei okor:

- Ijegen wo nan makur ea
  - egen inan pumwe eaw
  - daeit hour n makur
  - Egen inat etow ian maramwum
  - megum me towam eaeow iat emakur
- ino wo nan mak ian Aotereria
  - ikegen wo nim og duwam ea ia wo baiwong Aotereria
  - wam bwait onano memak
  - ikegen wo nim expect ei ngaga wo aweiydaten makur
  - angongen deiden am makur.



### Egen inat epumwe eawpaid

Wam employment offer inan omeata egen inat pumwe eow ean hour n am makur ijongn bitu award rate of bitu enterprise agreement ngea inan omeata am hour ngea wo nan makur ei.

Inan omeata bet copy n bitu wam sample pay slip. Tsin ia wo awei makur, wo nan ogok maramwum iat i-week oa fortnight ngea nan oijaw wam pay slip ngabumine oa odegeri daeit kamaramwi.



### Towet ekamaramwi me pumwen megum

Dogin buoken am metu ian Aotereria, ngaben am makur ogiten pumwe eaw imit inon. Ean mungana, wo nimo oredoan pumwen ea bitu etangan am makur.

Bitu wam employment offer lists omeata cost ngea ita aiworin. Tekei okor pumwen wam debarin, visa, me emuk advance eijaw. Ngane memak inat kenoken ei towen ean maramwum ean bitu 12 weeks, ta ia tsimine wam arrangement ea bitu etangan am makur.

Inan tsimine bet ngana wo nim pumwe ngana inat etow atsin ian maramwum ean bitu am daein makur odegeri wam contract.

Ngaben okor mungana ogiten pumwe (towel ekamaramwi) inan tsimine an ekae inimagen etang ian Aotereria, inimagen ngabet emakur me gona bet inimagen ura ngabuna re makur epo, ita pe ean ino wo makur.

Tekei pumwe emek, pumwe utilities (tekei eijin me ebok), wam insurance bwait arak me medenam eaeow iat emakur.



### Ino wo nan mek ian Aotereria

Ngaben am makur inan onani etangan mek ngana inan omo eaw. Wo gona mek iat ewak aiqen epoa engame me wo gona bet share daroom epoa ura ngabuna re makur ea bitu PALM scheme. Bitu etang oa tekawa meta ian bitu wam employment offer nim ita tsidabo ea bitu etang ino wo nan mek me makur ean (oa magit turen).



### Wam bwait onano memak

Wo nan ogok (ngabeda) wam onano odegeri bitu rate bwait pro rata ean 12-maramen atsin ean bitu ibum ngaga wo awei am makur. Ura ngana 10 ibum paid sick leave me 20 ibum wam onano ean aiqet obweni odegeri ngabet hour wo makur ei. Ngune inan oijaw wo nim gonan onano tsin ia wo arak oa wo obu wam holiday me inan pudu aw maramwum (tekeij roquin wam onano). Arowong ngaben am makur tsin ia tsimine am kuda towe wam bwait onano.

Ura ngabuna amen makur casual inan ekeow wangara onano oa inan ekeow bet imin epumwe ea ura dogin aura eo makur tsin ia re arak. Dogin ngune, ngabuna casual ouwak pumwara odegeri ean roquit hour n aura makur.

Wo nim aia murana wam employment offer tsin ia ngea am makur ina wo part-time, full-time oa wo makur casual.



### Tax me superannuation

Ia wo makur ian Aotereria eimwi wo nimo pumwe wam tax. Ngea tax wo nimo pumwe percentage atsin ean bitu wam gross kamaramwi me ita pe ean egen epumwe eaw ian bitu financial year.

- Ngabuna amen makur roquo aura daein makur re nim omeatu wanga tax return ea bitu an obid Australian Tax.
- Ngabuna ebeo aura daein makur re eo omeatu wangara tax return tsin ia memak maramwun ogaun atsin ean bitu PALM scheme.

Ngaben am makur enim pumwe wam superannuation animwen bitu okor maramwum wo ogok. Wo gona claim ei ngune (ekeow tax) tsin ia wo redo eowen eben bwio ngaga magada wam visa or cancel ei.



### Deiden am bitu am makur.

Tsimine dogorin am makur, tekei deidet erangada, bitune gona oturaiy am makur me wam visa, me imin gaganado wo nim reitsin ei mungana edogor – kudoij wam ngabet emakur nim agara me nim metuwwaw.

**Angongen bet towe tax, wam super me riringen aura etow, wo gona ied iow ean wan websit bitu PALM scheme:**  
[palscheme.gov.au/resources](https://palscheme.gov.au/resources).

## Dedein ea murana wam (ipuok dogin am makur, "OOE")

Bitune ipuok dogin am makur ei imin eran ngarana ngabet emakur inan owenon enim omeataw wam dabuch ea bita ipuok dogin am makur. Ei inan buokuw enim gonan metuwaw mungana dedeit emakur. Murana ipuok dogin am makur inan gona tsimine an ekae ea murana awe wo iet. Ean am reitsin ei murana ipuok dogin am makur wo nimo aia bet ngana eimwi memak mungana angan.

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**.

<b>PALM stream</b>	<Insert PALM short-term stream (seasonal - up to 9 months) OR PALM long-term stream (up to 4 years)> ←
<b>PALM visa type</b>	<Single season, multi season (specify number of years)>
<b>PALM scheme employer and visa sponsor</b>	<Insert PALM scheme employer name>
<b>PALM scheme employer contact details</b>	<Insert name & phone number>
<b>When you will arrive in Australia</b>	Click or tap to enter a date.
<b>When you will start work</b>	Click or tap to enter a date.
<b>When you will leave Australia</b>	Click or tap to enter a date
<b>Length of employment</b>	<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

Inan orre edae ngaben am makur ea bita PALM scheme nan oijaw wam dereta nim epo tubum ia tsimine ikiwiwud ean bita ipuok dogin am makur.

Aia egam me daein am pudu enim eimwi me arowong mungana ian wam passport.

Ngune numpun wam sponsorship.

Bita visa oijaw.  
 Short-term stream: nanga 9 maramen.  
 Long-term stream: aiquen ea 4 eobweni.

Bita visa oijaw.  
 Short-term stream: nanga 9 maramen.  
 Long-term stream: aiquen ea 4 eobweni.

	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).>

Bitune inan omeata angogen ino wo nim makur me mek ian Aotereria, tekei:

- ino etangan am makur
- ijegen ngea wam manager oa wam team leader
- deideit emakur ngana wo nan riring
- ean am makur tekeij ibumin me hour n makur wo nimo riring iat i-week me mungana emakur wo nan riring.

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 ( <b>Attachment B</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

**Deiden am makur**

Ean bita section towe eonano nan agara mungana eonano ngana inat ipumwe me mungana eab pumwe. Ngabuna amen makur casual inan ekeow wangara bwait onano oa ekeow wangara day off, tekeij sick leave.

Ngabuna re makur full-time me part-time tsimine wangara onano, tekeij, onano iat obweni, wangara sick leave me carer's leave. Bwain makur re ogok oa ngabeda wangara onano iat eobweni.

**Ekamwaramwi me etowen**

Ngune omeata ngaben bita emuk ngabet emakur inan pumwe eaw iat i-week, iruwin aura ogiten rouda bita ngea amur ogiten epo buriumur ea ngana enim pumwe wam ticket bwait debarin, visa me imit inon ngana enim uda. Ngaben am makur ita gona uda emuk bita amur ogiten epo buriumur ea odon iat edereta. Bita ngabet emuk uda enim ewuna bwe enim tsimine renga dogin tsimorum.

**Superannuation**

Superannuation, oa 'super' ei wan Aotereria bwait emuk eranga dogin am retiren makur. Ngaben ino wo makur inan uda me pumwe 11.5% atsin ean maramwum ea bita wam superannuation. Wo gona claim ei bitune emuk (ekeow tax) tsin ia wo redo eow bwiom.

Anogen bita wam super wo gona ied ean am onani bita 'superannuation' ean bita wan PALM scheme website: [palmscheme.gov.au/resources](http://palmscheme.gov.au/resources).

**Payslip**

Inan pumwe eaw iat i-week oa fortnight me ogok wam pay slip aibumin iruwin pumwe em. Kewewin murana pay slip nan odegeri murana wam offer bwait emakur.

	<p>&lt;Insert PALM scheme employer name&gt; will make superannuation payments into a superannuation fund of your choice. &lt;Insert PALM scheme employer name&gt; 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>&lt;Insert PALM scheme employer name&gt; 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 &lt;amount of time required for type of employment as per Fair Work Ombudsman guidelines - e.g. x weeks/no notice required (casual)&gt;.</p> <p>If your employment is terminated &lt;Insert PALM scheme employer name&gt; will arrange for you to return to your home country.</p> <p>If you resign from your employment &lt;Insert PALM scheme employer name&gt; must give you the following information in writing and explain it to you:</p> <ul style="list-style-type: none"> <li>• the details of all outstanding costs that &lt;Insert PALM scheme employer name&gt; would have been permitted to deduct from your wage had you continued in your employment that will need to be repaid,</li> <li>• details of the cessation of your accommodation arrangements (where you live in accommodation provided or arranged by your employer), and</li> <li>• either: the travel arrangements &lt;Insert PALM scheme employer name&gt; have made for your return to your home country, or</li> <li>• 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.</li> </ul> <p>The <a href="#">Fair Work Ombudsman</a> 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

**Insurance bwait arak**

Iruwin am ogok murana dabuch bwait emakur dogin bita wam OOE, ngabet emakur inan riring me oeog wam insurance bwait arak ngea eimwi ea murana wam visa ian obwen am metu ian Otereria. Bita pumwen wam insurance bwait arak inan kenoken towen atsin ian maramwum.

**Ikuda ngana towe dedein am makur**

Tsin ia tsimine am kuda towe dedein am makur, wam rates oa mungana towe eonano ngaga wo tuk ian Otereria wo gona terepon ei bita Fair Work Ombudsman ean (13 13 94).

**Itsimor, deidet emek me ipuok**

Bitune etang inan oijaw angogen ean makurin ben bita an obid Welfare Tekei wangara contact details.

	<p>the welfare and wellbeing support person and welfare and wellbeing meetings (to be held at least fortnightly)&gt;</p> <p>&lt;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&gt;</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 me training**

Bitune etang inan oijaw angogen iken ekereri ngana inan gadauw, iken etang wo nim nanga me angogen mungan epo ogok iat fortnigh epo ura ngabuna riring Welfare me 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**

- Travel, living arrangements and community contacts.
- Letter of acceptance, which you need to complete and sign.
- 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)).
- 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.
- Sample piecework record (only for piecework contract).
- Detailed job description (optional).

**Teineijen murana wam letter of acceptance**

Ian obwen am tein ei murana wam letter of acceptance (dereta n ogokuw), tsimine okor woun wo enim metuwaw deiden me riringet imin memak. Tsin ia tsimine an eo metuwaw, wo gona dorer ea wam team leader, ura ngabuna makur ean labour unit ina eben bwiom oa bita engan am makur bwe re nim buok agara eaw.

Babwiji wam copy n murana wam OOE me tamo earit dabuch odegerion bwe ura wam record. Wo nim oreaanaw memak mungane dabuch eadu Otereria.





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:

<b>Address</b>	<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]>
<b>Type of accommodation</b>	<e.g. House, donga, caravan>	<e.g., House, donga, caravan>
<b>Duration of stay</b>	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.
<b>Number of bathrooms</b>	< >	< >
<b>Number of bedrooms</b>	< >	< >
<b>Maximum people per bedroom</b>	< >	< >

Attachment A omeata angogen wam debarin, ino wo nan mek ian Aotereria, me ura ngabuna wo gona contact ei ia wo teng puok.

Ngabuna amen makur short-term nan ogiten oeog riringen wangara debarin bwait eredo me transfer.

Amen makur ngabuna Long-term inan ogiten oeog riringen wangara debarin ngea one-way international me transfer.

<b>What is provided</b>	<e.g., linen, Wi-Fi >	<e.g., linen, Wi-Fi >
<b>Notice period (if applicable)</b>	<If applicable - include the notice period required when moving out of accommodation>	<If applicable - include the notice period required when moving out of accommodation>
<b>Details of facilities</b>	<e.g. Has living space with TV, pool table>	<e.g. Has living space with TV, pool table>
<b>Rental bond</b> 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)>
<b>Cost of accommodation</b>		
<ul style="list-style-type: none"> <li>i. The cost of your accommodation will have regard to the prevailing market rates on a like for like basis.</li> <li>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.</li> </ul>		
<b>Rent</b>	< \$ - >	< \$ - >
<b>Additional costs</b>	<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>
<b>Additional information</b>	<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>
<b>Accommodation rules</b>	<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]>
<b>Welfare and wellbeing support person</b>	<[Employer to insert]>	<[Employer to insert]>
<b>Medical centre</b>	<[Employer to insert]>	<[Employer to insert]>
<b>&lt;Town/city name&gt; police</b>	<[Employer to insert]>	<[Employer to insert]>
<b>24/7 PALM scheme support service line</b>	1800 51 51 31	<a href="mailto:palm@dewr.gov.au">palm@dewr.gov.au</a>
<b>Emergency (police, fire, ambulance)</b>	<b>000</b>	

**Ura ngabuna gona arowonga**  
 List in egora me wangara contact inan buokuw ean am metu me mek ian Aotereria, tsin ia wo tengei.

**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 ei dabatsi ia epo tubwum ean mungane. Tsin ia tsimine an eo metuwaw mungana ogiten oeog, wo nim nanga ngaben am makur oa bita darabad buok am nuwaw bwe re nim agara eaw.

**Please complete:**

<b>Who &lt;Insert PALM scheme employer name&gt; can contact if there is an emergency</b>	
Emergency contact name:	
Emergency contact phone:	
Emergency contact email:	
Relationship to you e.g. wife, mother, brother	
Additional information:	
<b>Acceptance and agreement to terms and conditions</b>	
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	

  

<b>Deductions table - Note: Initial deductions are typically taken over a minimum of 12 weeks</b>			
Place a tick (✓) in the box below if you <b>agree</b> to the deduction coming out of your pay. Cross (x) or leave blank if you <b>do not agree</b> .	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)>

Totu egan me wan contact engame ngea wo gonan owenon ia daeit emergency. Gona amen bwiom oa dangom okor ngea mek ian Aotereria oa ina eben bwiom.

Gaganado okor nim metuaw ikegen ngarana wo nan tein eijin. Ia eo metuaw imit inon, kongaw wo nim arowong ngamen bita eobid makur ei mungana wam bwait ememori oa arowong ngabet emakur wo makur turin nim agara ian obwen am tein.

**Adamonin towet ekamaramwi**

Bitune inan omeata egen ngaben bita one-off arrival cost inat etow. Tekei ngana pumwen wam debarin, pumwen visa, me emuk aparaw. Ngana inat etow atsin ean maramwum kenoken ei dogin 12 ea 16 week. **Note:** Ngane ura cost ngana omeata me inan gona tsimine an kiwiwud pe ean ngaga wo baoeda. Dogin pumwet imin memak inat oijaw ian obwen am awei am makur ian Aotereria.

Ngaben am makur ita gona etow maramwum ean am tar dereta me agara egen enim tow. Ura eo gona force eijaw wo nim epo tubwa ea bita ura opan nim tow.

**Tsimine woun:** Ia kiwiwud ngaben bita towen maramwum ian bita wam OOE, inan egadaw bwe wo nim tuk tein ei wam OOE oa edereta eran ngea inan omeata mungana ikiwiwud.

<b>Total up-front costs</b>		< \$ - >	< \$ - > 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
<b>Ongoing deductions sub-total</b>		< \$ - >	< \$ - > per week	Ongoing
<b>Total deductions (minimum 12 weeks deductions)</b>		< \$ - >	< \$ - > per week	<(Min. 12 weeks)>
Note: ongoing costs are for the life of the employment contract				
<b>Your estimated pay after tax &amp; deductions</b>			< \$ - > 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.				
<b>Who you can contact for information about your pay and deductions</b>				
<(Name of payroll contact, position and contact details)>				

**Mungan wo nan eo redan pumwe**

Tsimine imit inon ngana nan ta nuwaw pumwe en me bita ngaben am makur inan etow atsin ian maramwum daeit kamaramwi tekei roquin am makur ea bita PALM schem ian Aotereria. Inan tsimine an ekae mungana costs ita pe ean bita etang wo makur ea me inan tsimine bet an ekae wan cost amebune wo makur tangun. Deiden mungane towe okor pumwen megum, wam insurance bwait arak me transport. Bita etow inan meta ian murana wam pay slip me ian bet murana wam dabuch bwait makur inan wo ied ian wam OOE ean Attachment A.

**Ogaganado:** Tsin ia eo metuwaw oa tsimine am kudo dogin towen maramwum, wo nim dorer ea ngaben am makur.

Ngune ngea ngaben wo nan ogok ian wam bank account iruwit tax me bita auwe ogiten epo tubwum enim udo.

Tsin ia wo teng tsiet angogen maramwum me mungana inat uda, wo gona arowong bita payroll team.