



Australian Government



# Komprende Ita-nia oferta empregu

Matadalan ba traballadór  
sira husi Pasífiku no  
Timor-Leste iha rejime  
PALM

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

## Oferta empedru nu'udar kontratu entre Ita no Ita-nia empedradór.

Oferta ne'e kontein informasaun importante inklui:

- Ita sei serbisu ba sé
- Ita sei simu saláriu hira
- oras serbisu
- dedusaun sira husi Ita-nia saláriu
- alojamentu no transporte

- Ita sei hela iha ne'ebé iha Austrália
- saida mak bele espera bainhira Ita to'o iha Austrália
- lisensa no direitu sira
- saida mak bele espera bainhira Ita hahú serbisu
- kondisaun sira ba Ita-nia empedru.



### Ita sei simu saláriu hira

Ita-nia oferta empedru sei hatudu Ita-nia saláriu mínimu ba oras ida-idak tuir nivel padraun mínimu ka akordu empedra no oras mínimu mak tenke oferese ba Ita.

Oferta ne'e sei inklui kópia husi ezemplu folla pagamentu. Bainhira Ita hahú serbisu, Ita sei simu saláriu semana ida dala ida ka semana rua dala ida no sei simu folla pagamentu iha loron serbisu ida nia laran dezde loron ne'ebé Ita simu saláriu.



### Dedusaun sira no kustu vida

Hodi ajuda Ita adapta an fasil liu bainhira foin to'o iha Austrália, Ita-nia empedradór selu item balu anteriormente. Ita tenke selu fali kustu sira ne'e ba Ita-nia empedradór.

Ita-nia oferta empedru halista kustu estimadu sira ne'ebé selu dala ida de'it bainhira Ita foin to'o. Ezemplu husi kustu sira ne'e mak Ita-nia vou, vistu no adiantamentu kaixa. Kustu sira ne'e sei ko'a husi Ita-nia saláriu durante pelumenus semana 12, exetu Ita konkorda buat seluk ho Ita-nia empedradór.

Iha kustu balu ne'ebé kontínuu, ne'ebé Ita-nia empedradór sei ko'a husi Ita-nia saláriu ba durasaun Ita-nia kontratu empedru.

Kustu ba despeza inisiál no despeza kontínua sira (dedusaun sira) sei diferente iha parte ida-idak iha Austrália, entre empedradór sira no dala ruma mós entre membru sira husi ekipa ne'ebé hanesan, depende ba situaun.

Ezemplu sira inklui Ita-nia alojamentu, servisu sira (hanesan eletrisidade no bee), seguru saúde no transporte.



### Ita sei hela iha ne'ebé iha Austrália

Ita-nia empedradór sei fó alojamentu apropiadu ba Ita atu hela ba. Ita bele hela iha uma ho ema sira seluk, no partilla Ita-nia kuartu ho traballadór sira seluk husi rejime PALM. Villa ka sidade ne'ebé halista iha Ita-nia oferta empedru tenke korresponde ho fatin ne'ebé Ita sei serbisu no hela ba (ka besik).



### Lisensa no direitu sira

Ita sei akumulá lisensa ho nivel pro rata kada período fulan 12 husi loron ne'ebé Ita hahú. Ida-ne'e mak lisensa moras ho pagamentu loron 10 no lisensa tinatinan ho pagamentu loron 20 bazeia ba Ita-nia oras serbisu baibain. Ida-ne'e permite Ita atu deskansa no rekupera bainhira Ita moras ka halo ferias no simu pagamentu nafatin (tuir Ita-nia lisensa ne'ebé akumulada). Ko'alia ho Ita-nia empedradór se Ita laiha serteza kona-ba Ita-nia lisensa hira mak akumulada.

Empedradu okazional sira la akumulá lisensa tinatinan ka simu pagamentu ba loron ne'ebé la tama serbisu, hanesan lisensa moras. Maibé, empedradu okazional sira simu pagamentu aas liu ba kada oras serbisu.

Haree Ita-nia oferta empedru hodi verifika sekarik Ita serbisu nu'udar traballadór tempu parsial, tempu integrál ka okazional.



### Impostu no aposentadoria

Ita tenke selu impostu enkuantu Ita serbisu no hela iha Austrália. Impostu nu'udar persentajen husi Ita-nia rendimentu bruto no depende ba osan hira ne'ebé Ita simu durante tinan finanseiru.

- Traballadór sira ba tempu naruk tenke entrega deklarasaun impostu ba Gabinete Impostu Austrália.
- Traballadór sira ba tempu badak la prezisa entrega deklarasaun impostu se sira-nia rendimentu hotu manán tiha ona husi Ita-nia serbisu ho empedradór rejime PALM.

Ita-nia empedradór tenke selu Ita-nia aposentadoria, alende Ita-nia rendimentu. Ita bele reklama ida-ne'e (hamenus tiha impostu) bainhira Ita fila ba Ita-nia rai depoizde Ita-nia vistu remata ka kanseladu.



### Kondisaun sira ba Ita-nia empedru

Iha regra sira kona-ba Ita-nia empedru, inklui termina empedru, ne'ebé bele fó impaktu ba Ita-nia serbisu no Ita-nia vistu, no Ita tenke lee no komprende regra sira ne'e – husu Ita-nia empedradór kona-ba regra sira se Ita la komprende.

**Bele hetan informasaun tan kona-ba impostu, aposentadoria no dedusaun sira se Ita buka termu sira ne'e iha rejime PALM nia website, iha pájina rekursu sira nian:** [palsmscheme.gov.au/resources](https://palsmscheme.gov.au/resources).

## Orientasaun kona-ba Ita-nia oferta empregu

Modelu oferta empregu ne'e nu'udar ezemplu modelu ne'ebé empregadór ida bele uza hodi kria Ita-nia oferta empregu. Ida-ne'e iha objetivu hodi ajuda Ita komprende matadalan ba traballadór sira. Ita-nia oferta empregu réal bele diferente ho ezemplu ne'ebé Ita haree iha ne'e. Bainhira Ita lee Ita-nia oferta empregu, Ita tenke verifika katak detalle iha seksaun hotu-hotu mak korretu.

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

Loron ne'ebé Ita-nia empregadór rejime PALM nian haruka Ita-nia oferta ofisiál ba Ita hodi konsidera bele atualiza karik iha mudansa ruma ba oferta empregu.

Verifika katak Ita-nia naran no loran moris mak korretu no korresponde ho detalle iha Ita-nia pasaporte.

Ida-ne'e Ita-nia número patrosíniu.

Ida-ne'e Ita-nia tipu vistu.  
 Kategoria tempu badak: to'o fulan 9.  
 Kategoria tempu naruk: tinan ida to'o 4.

Ida-ne'e Ita-nia tipu vistu.  
 Kategoria tempu badak: to'o fulan 9.  
 Kategoria tempu naruk: tinan ida to'o 4.

OFERTA EMPREGU – EZEMPLU DE'IT

	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).>

Seksaun ne'e inklui informasaun kona-ba Ita sei hela no serbisu iha ne'ebé iha Austrália, inklui:

- Ita-nia serbisu-fatin lokalizadu iha ne'ebé
- Ita-nia jestór ka xefe ekipa
- tipu serbisu ne'ebé Ita sei halo
- kondisaun serbisu hanesan loron no númeru oras ne'ebé Ita tenke serbisu kada semana no Ita-nia tarefa prinsipál sira iha serbisu.

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

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**Estatutu empergu**

Seksaun kona-ba direitu sira ba lisensa esplika detalhe kona-ba lisensa ho remunerasaun no/ka lisensa sein remunerasaun. Empregadu okazonal sira la akumula lisensa tinatinan ka simu pagamentu ba lora ne'ebé la tama serbisu, hanesan lisensa moras.

Empregadu tempu integrál no tempu parsial iha direitu ba lisensa ho pagamentu, inklui lisensa tinatinan, lisensa moras no lisensa kuidador. Traballador sira akumula lisensa ne'e durante tinan ida nia laran.

**Saláriu no dedusaun sira**

Ida-ne'e hatudu montante osan ne'ebé Ita-nia empregador sei hatama ba Ita-nia konta bankaria semana ida dala ida, depozide nia hamenus montante sira ne'ebé imi konkorda tiha ona hodi selu fali Ita-nia billete aviaun, kustu vistu no dedusaun sira seluk ne'ebé konkorda tiha ona. Ita-nia empregador só bele hamenus montante ne'ebé Ita konkorda tiha ona ho maneira eskrita. Montante ne'e tenke razoavel hodi permite Ita sustenta moris.

**Aposentadoria**

Aposentadoria, ka 'superannuation/super', nu'udar Austrália nia sistema poupanca reforma nian. Ita-nia empregador selu montante adisional 11.5% husi Ita-nia saláriu ba fundu aposentadoria hodi Ita-nia naran. Ita bele reklama osan ne'e (hamenus tiha impostu) bainhira Ita fila ba Ita-nia rai.

Bele hetan informasaun tan kona-ba aposentadoria se Ita buka terminu 'superannuation' iha rejime PALM nia website, iha pájina rekursu sira nian: [palmcheme.gov.au/resources](https://palmcheme.gov.au/resources).

**Folla Pagamentu**

Ita sei simu saláriu semana ida dala ida ka semana rua dala ida no sei simu folla pagamentu iha lora serbisu ida nia laran dezde simu pagamentu. Ezemplu folla pagamentu aneksadu ba oferta empergu ne'e.

	<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

**Seguru Saúde**

Depoizde Ita simu oferta empregu, Ita-nia empregadór sei organiza seguru saúde ne'ebé apropiadu hodi kumpre obligasaun sira ne'ebé relasiona ho Ita-nia vistu molok Ita to'o iha Austrália. Kustu seguru saúde sei ko'a husi Ita-nia saláriu no detalladu nu'udar dedusaun ne'ebé kontínuu.

**Pergunta kona-ba kondisaun sira ne'ebé relasiona ho empregu**

Karik Ita iha pergunta kona-ba Ita-nia kondisaun sira ne'ebé relasiona ho empregu, taxa pagamentu ka direitu sira durante Ita iha Austrália, Ita bele telefona Fair Work Ombudsman nia Liña Asisténsia Telefónica (13 13 94).

**Bein-estár, moris-di'ak no apoiu**

Seksaun ida-ne'e kontein informasaun kona-ba papél husi Ofisiál Bein-estár inklui sira-nia detalle kontaktu.

	the welfare and wellbeing support person and welfare and wellbeing meetings (to be held at least fortnightly)> <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>
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>

**Empregadu sira-nia dezvoltimentu no treinamentu**

Seksaun ne'e kontein informasaun kona-ba edukasaun no treinamentu apropriadu ne'ebé sei fornese, métodu efetivu sira ba komunikaun no detalhe kona-ba enkontru sira semana rua dala ida ho ema ne'ebé Suporta Bein-estár no Moris-dí'ak.

**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).

**Asina Ita-nia karta aseitasaun**

Molok haruka Ita-nia karta aseitasaun, garante katak Ita komprende termu no kondisaun hotu-hotu. Se Ita la komprende seksaun ruma, husu Ita-nia lider ekipa, unidade ne'ebé haruka traballadór sira iha Ita-nia rai ka Ita-nia empregadór hodi esplika ba Ita.

Rai kópia ida husi Ita-nia oferta empregu no dokumentu sira seluk ne'ebé relevante ba Ita-nia referénsia iha tempu oin mai. Ita tenke lori dokumentu sira ne'e ba Austrália.





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	< >	< >

Aneksu A subliña informasaun importante kona-ba Ita-nia vou, alojamentu no hela iha Austrália, no detalle kontaktu ne'ebé util bainhira Ita presiza ajuda ka apoiu.

Sei organiza vou hodi filafali no transferénsia sira iha aeroportu iha Austrália laran ba traballadór sira ne'ebé serbisu ba tempu badak.

Sei organiza vou internasionál direasaun ida de'it no transferénsia sira iha aeroportu iha Austrália laran ba traballadór sira ne'ebé serbisu ba tempu naruk.

<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)>
--	----------------------------------	----------------------------------

**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>	

**Kontaktu sira iha comunidade**  
 Lista ba ema sira-nia naran no detalhe kontaktu ho nune'e fasil liu ba Ita hodi buka ajuda no assistensia durante Ita iha Austrália, se Ita presiza.

**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]>

Marka kaixa sira se Ita konkorda ho pontu sira ne'e. Se Ita la komprende item ruma ne'ebé halista, husu Ita-nia empregadór ka unidade ne'ebé haruka traballadór sira hodi esplika item sira ne'e.

**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)>

Aumenta naran no detalle kontaktu husi ema ne'ebé bele kontakta iha emerjénsia. Bele inklui membru família ka kolega besik iha Austrália ka Ita-nia rai rasik.

Importante katak Ita komprende saida mak Ita asina daudaun. Se Ita la komprende buat ruma iha dokumentu sira ne'e, favór kontakta Ita-nia unidade ne'ebé haruka traballador sira ka husu Ita-nia empregador atu esplika molok Ita asina.

**Dedusaun inisiál sira**  
 Seksaun ne'e hatudu kustu estimadu sira ne'ebé ko'a dala ida de'it bainhira Ita foin to'o. Ezemplu husi kustu sira ne'e mak Ita-nia vou, vistu no adiantamentu kaixa. Sei ko'a husi Ita-nia saláriu durante pelumenus período semana 12 to'o 16. **Nota:** kustu sira ne'e estimativa de'it no bele muda depende ba Ita-nia loron partida. Sei esplika kustu finál be Ita molok Ita hahú serbisu iha Austrália.  
 Ita-nia empregador só bele halo dedusaun sira ne'ebé Ita konkorda ho eskrita no tenke razoavel. Labele obriga Ita atu aseita dedusaun ida.  
**Nota:** se dedusaun ida ne'ebé estimadu muda iha Ita-nia oferta empregue, sei husu Ita asina oferta empregue atualizadu ka karta variasaun ho montante foun ne'e.

<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)>				

**Kustu sira ne'ebé kontínuu**

Iha kustu sira ne'ebé kontínuu ne'ebé Ita-nia empregadór sei ko'a husi kada saláriu durante Ita tuir rejime PALM iha Austrália. Kustu sira ne'e bele diferente entre kada empregadór no bele diferente ho membru sira seluk iha Ita-nia ekipa. Ezemplu kona-ba dedusaun sira mak Ita-nia alojamentu, seguru saúde no transporte. Detalle kona-ba dedusaun sira tenke hatudu iha Ita-nia folla pagamentu no tenke halista iha Ita-nia oferta empregu iha Aneksu A.

**Importante:** Se Ita la komprende ka iha pergunta kona-ba dedusaun sira, Ita tenke ko'alia ho Ita-nia empregadór.

Ida-ne'e montante estimadu ne'ebé Ita sei simu iha Ita-nia konta bankária depoizde ko'a impostu no dedusaun sira ne'ebé aseita ona.

Se Ita hakarak hetan informasaun tan kona-ba Ita-nia saláriu no dedusaun sira ne'ebé ko'a daudaun, Ita bele kontakta Ita-nia empregadór nia ekipa folla pagamentu.