



Australian Government



Yu mas save gut long ofa ol i givim long wok bilong yu

Dispela em toksave pepa
long ol Pasifik na Timor
wokman na wokmeri ananit
long dispela PALM Wok
Scheme

palmscheme.gov.au

Dispela ofa bilong wok em i kontrak pepa long yu wantain kampani husat bai yu wok long en.

Em i gat ol bikpela toksave i stap insait olsem:

- Husat tru bai yu wok ananit long en
 - Haumas tru pe bai yu kisim
 - Haumas haua yu bai wok
 - Wanem ol moni bai ol i rausim long pe bilong yu
 - Ples bai yu slip long en na kar bai yu ron igo ikam long en
- Wanem hap bai yu stap long en taim yu kam pinis long Australia
 - Wanem samting bai i kamap long yu taim yu kamap long Australia
 - Ol malolo taim na ol entaitelmen bilong yu
 - Wanem samting bai i kamap long taim yu stat wok
 - Ol kondisen bilong wok bilong yu



Hamas pe ol i bai baim long yu

Ofa bilong wok bilong yu bai i soim wanem stat pe bai yu kisim long wanwan haua long wok, bihainim award long wanwan haua o enterprise agrimen na haumas haua long stat bai ol i mas givim yu antap long en.

Em bai i kam wantaim wanpela kopi bilong wanpela pe slip. Taim yu stat wok, ol bai i peim yu long wanwan wik o foitnait na yu bai kisim tu wanpela pe slip insait long wanpela de long taim yu kisim pe.

Ol moni bai ol i rausim long pe na ol kos bilong stap na wok

Long halpim long mekim isi long yu taim yu kamap long Australia, kampani yu wok long en i baim pinis pastaim ol sampela samting. Bai yu mas peim bek ol dispela kos long kampani or bos bilong yu.

Ofa bilong wok bilong yu em i gat ol lis bilong ol wanpela-taim kos bilong baim pastaim taim yu kam wok long dispela kantri. Ol sampela samting bilong ol dispela em baim long balus bilong yu, baim long kisim visa bilong yu na long bekim wanpela cash moni we kampani o bos i givim pas long yu. Ol dispela kos bai ol i rausim long pe bilong yu inap bilong twelpela wik, o sapos yu tokorait long narapela we long bekim dispela long kampani o bos bilong yu.

Bai i gat ol sampela moa kos we kampani o bos bilong yu bai i rausim long pe bilong yu taim yu wok ananit long dispela wok kontrak.

Dispela kos long yu long baim long stat wok na ol kos (moni we ol bai i rausim long pe) bai i no wankain long olgeta hap long Australia, namel long

ol kampani o na namel long ol memba bilong wanpela tim, long wanem hap ol i stap long en.

Sampela kos em olsem long baim haus bilong yu long slip, ol utility (olsem pawa na wara), helt insurens na transpot.



Wanem hap bai yu live long en long Australia

Kampani o bos bilong yu bai painim wanpela gutpela haus bai yu stap long en. Na tu yu inap stap long wanpela bung haus wantaim ol narapela wokman o wokmeri bilong PALM wok Scheme. Wanem taun o city ol i raitim long ofa long employment bilong yu i mas wankain tasol long wanem ples bai yu stap na wok long en (o wanem ples klostu long dispela hap).



Ol malolo liv na ol samting bai yu mas kisim.

Yu bai bungim (mekim kamap haumas) malolo taim bilong yu long wanpela pro rata ret long olgeta 12pela-mun kaunim long de/mun/yia yu statim wok. Dispela em 10pela de bilong malolo long taim sik, na 20pela de bilong wanpela yia malolo we ol i kaunim long ol nomol wok haua yu wokim pinis. Dispela em i givim you taim long malolo taim yu painim sik o kisim holide na kisim pe yet (tasol dispela em bai kaunim long hamas liv pe yu bungim i stap). Toktok wantaim kampani o bos bilong yu sapos yu no save hamas malolo taim yu gat i stap long nem bilong yu.

Ol hap-taim wokman na wokmeri ol i no gat dispela wan-yia malolo pe na ol i no inap kisim pe long taim ol i no kam long wok, olsem long taim ol i sik. Tasol, ol dispela hap-taim wokman na wokmeri ol i baim ol long

moa pe long wanwan haua long wok.

Sekim wok ofa bilong yu long lukim olsem yu bai i wok olsem pat-taim, ful-taim o kesuol wokman o wokmeri.



Takis and superannuation pe

Yu bai i mas baim takis taim yu wok na stap long Australia. Takis em i wanpela hap long haumas moni ol i baim yu long wok na tu ol i kaunim long hamas ol i baim yu insait long wanpela fainensol yia

- Ol longpela-taim wokman na wokmeri ol i mas salim wanpela Takis Return i go long Takis Opis long Australia.
- Ol sot-pela taim wokman o wokmeri ol i no mas salim tax return sapos olgeta pe moni yu kisim long en i kam long PALM scheme kampani yu wok long en.

Kampani o bos bilong yu i mas peim superannuation pe bilong yu we em i narapela moni antap long pe bilong yu. Yu inap kisim dispela (takis ol i rausim pinis) taim yu bai go bek gen long kantri bilong yu yet long taim visa bilong yu i pinis o ol i kensolim dispela.



Ol kondisen bilong wok bilong yu

Em i gat ol lo i stap we i bosim wok bilong yu, we i tok klia long pinisim ol wokman long wok, we i ken bagarapim wok na visa bilong yu, olsem na yu mas ridim na save gut long ol dispela lo – askim kampani bilong yu sapos yu no save gut long ol dispela.

Moa toksave long baim takis, kisim superannuation na long rausim moni long pe em yu inap painim taim yu sekim ol dispela tok long PALM Scheme website pes:
palm.scheme.gov.au/resources.

Ol toksave long ofa pepa bilong wok bilong yu

Dispela ofa long wok pepa em kain template pepa bai wanpela employer bai em inap yusim long wokim ofa bilong employment bilong yu. Em dispela em bilong halpim yu long save long worker toksave pepa. Tru ofa bilong employment em inap narapela kain long dispela yu lukim long hia. Taim yu ridim dispela ofa long wok bai yu mas sekim ol saming long olgeta section em ol i stret tasol.

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

Dispela det long PALM scheme employer bilong yu em i salim ofa i kam long yu long bai yu tingting long em inap ol bai i updatim sapos ol i mekim sampela senis long dispela ofa bilong employment.

Sekim nem bilong yu na de/mum/yia yu born long en em i stret na i wankain olsem dispela we yu bin raitim long passport bilong yu.

Dispela em i sponsa namba bilong yu.

Dispela em i kain visa bilong yu.
 Sotpela taim mak: i go inap long 9 pela mun tasol.
 Longpela taim mak: wanpela i go inap long 4 pela yia.

Dispela em i kain visa bilong yu.
 Sotpela taim mak: i go inap long 9 pela mun tasol.
 Longpela taim mak: wanpela i go inap long 4 pela yia.

	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).>

Dispela seksen i gat toksave long wanem hap yu bai slip na wok long en insait long Australia, olsem:

- Wanem ples bai yu wok long en
- Husat tru em manager o tim lida bilong yu
- Wanem kain wok stret bai yu mekim
- Ol wok kondisen olsem ol de na namba bilong haua ol bai tokim yu long wok olgeta wik na olgeta nambawan kain wok bai yu mekim.

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

Version dated 03 October 2024

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Wok mak

Dispela leave entitlement section em i toksave long yu long ol samting long ol pe long yu na/or liv pe ol i no baim yet. Ol hap-taim wokmanmeri ol i no save bungim wanyia liv pe o kisim pe long taim ol i no wok, olsem sik liv pe.

Ol ful-taim na pat-taim wokman na wokmeri ol i gat rait long kisim malolo i gat pe, olsem wanpela yia malolo, sik liv na care liv. Ol wokman na wokmeri ol i save bungim ol dispela malolo taim insait long wanwan yia long wok.

Ol pe na hap moni long rausim

Dispela em i soim haumas moni bai kampani yu wok long en bai ol i putim long bank akaun bilong yu olgeta wan wan wik, bihain long ol i rausim haumas moni tru yu wanbel long baim balus tiket bilong yu, long baim visa cost na narapela moni bai ol inap rausim taim yu wanbel long en long yu raitim. Ol dispela haumas i mas inap long bai yu inap stap gut long laip bilong yu.

Superannuation

Superannuation, o 'Supa' em i pinis-taim savings system bilong Australia. Kampani bilong yu em i save peim moa antap long 11.5% moni long pe bilong yu i go insait long wanpela superannuation fund bilong yu. Yu ken kisim bek dispela moni (we takis ol i rausim pinis) taim yu i go bek gen long kantri bilong yu.

Moa toksave long superannuation em yu inap painim taim yu sekim long 'superannuation' long dispela PALM Scheme website long: palmcheme.gov.au/resources.

Pe slip

Ol bai i peim yu long ol wik o long foitnait na yu bai kisim tu wanpela pe slip insait long wanpela wok de long taim yu kisim pe. Wanpela kain long dispela pe slip i stap pas wantaim dispela ofa bilong wok ol i givim yu.

	<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

Helt insurens

Bihaintaim long yu tok-orait long dispela OOE kampani yu wok long en bai stretim health insurens we em inap long bihainim tok long visa bilong yu pastaim long yu kamap long Australia. Dispela haumas long baim long health insurens bilong yu bai ol i rausim long pe bilong yu na bai soim olsem wanpela deduction long olgeta pe bilong yu.

Ol kwesten long ol employment condition bilong yu

Sapos yu gat sampela kwesten long employment condition bilong yu, pe ret o ol entitlement bilong yu taim yu wok insait long Australia yu bai inap kolim Fair Work Ombudsman toksave fone lain long (13 13 94).

Welfea, Stap gut na sapot

Dispela page bai i gat toksave long wok bilong Welfea Opisa na bai i gat ol toksave long kontek bilong ol.

	<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>

Ol skil bai yu lainim na kisim skul long en

Dispela seksen bai i gat toksave long wanem kain gutpela skul na trenim bai ol i givim yu, na ol pasin bilong toktok long ol toksave bilong ol fotnait mitin wantaim dispela Welfea na Gutpela Sindaun Sapot Wokman.

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).

Sainim long kisim leta bilong yu

Pastaim long yu salim letter bilong acceptance i kam, sekim olsem yu save gutpela long olgeta term na condition long en. Sapos yu no save long wanpela bilong ol dispela seksen, orait yu mas askim tim lida bilong yu, dispela unit we i salim ol wokman i kam wok long kantri bilong yu o kampani o bos bilong yu long mekim klia long yu. Kipim copy bilong OOE bilong yu wantaim ol pepa wantaim long record bilong yu. I gutpela bai yu karim ol dispela pepa wantaim yu taim yu kam long Australia.

ATTACHMENT A

Travel, accommodation and community contacts

Flights, domestic transfers, and road travel

<Specific details about what flight, time of arrival and departure, any further flights or other travel. Instructions on who will meet them, what to do and where to go once the plane lands that the worker will find helpful.>

Accommodation

<Insert PALM scheme employer name> has arranged a place for you to live with other workers at the following address:

Address	<Address of accommodation>	<Other accommodation address if applicable - <[employer to insert] [columns and rows can be added or removed as required - refer to offer of employment guide for instructions to turn off restricted editing if needed]>
Type of accommodation	<e.g. House, donga, caravan>	<e.g., House, donga, caravan>
Duration of stay	Click or tap to enter a date. to Click or tap to enter a date. <Delete details that don't apply> Short-term workers: Accommodation will be made available for the duration of your placement. Long-term workers: Accommodation will be made available for the first 12 months of your placement.	Click or tap to enter a date. to Click or tap to enter a date. <Delete details that don't apply> Short-term workers: Accommodation will be made available for the duration of your placement. Long-term workers: Accommodation will be made available for the first 12 months of your placement.
Number of bathrooms	< >	< >
Number of bedrooms	< >	< >
Maximum people per bedroom	< >	< >

Pepa A: long dispela pepa i makim ol bikpela toksave long balus bai yu kalap long en, na haus-silip bai yu stap long en long Australia, na ol lain bai yu kisim halpim long ol taim yu nidim long kisim sampela halpim na sapot.

Ol sotpela-taim wokman na wokmeri bai ol i gat balus bilong go bek long ples bilong ol i stretim pinis bilong ol.

Ol longpela-taim wokman na wokmeri bai i gat wanpela balus na transfer ol i redim pinis bilong ol.

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

	accommodation (e.g. a dry site)>	accommodation (e.g. a dry site)>
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Arranging your own accommodation

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

Transport

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

Community contacts/ services

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

Ol kontek husat i stap long ol komuniti

Dispela ol nem list na ol kontek em i stap long sapos yu painim halpim na sapot taim yu stap long Australia, taim yu nidim dispela stret.



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]>

Putim mak long ol bokis sapos yu wanbel wantaim ol dispela toksave. Sapos yu i no klia gut long wampela bilong ol dispela toksave, orait yu i ken askim kampani o bos bilong yu o ol lain long leba opis bilong yu long mekim klia ol dispela.

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 (x) 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)>

Putim nem na kontek bilong wanpela man o meri husat yu inap askim ol sapos yu painim sampela hevi. Dispela em i mas wanpela wantok o poroman bilong yu i stap long Australia o long kantri bilong yu yet.

Em important tru bai yu save gutpela tru wanem samting hia yu sainim. Sapos yu no save long sampela samting insait long ol pepa hia, plis askim long labour sending unit bilong yu o askim bos yu wok long en pastaim long yu sainim.

Nambawan long ol deduction

Dispela seksen i soim wanpela estimet wan-taim kos taim yu kam kamap we bai ol i rausim long pe bilong yu. Olsem long dispela em ol samting olsem, baim balus bilong yu, visa bilong you, na moni ol i givim pas long yu taim yu kam. **Mas Save Olsem:** Dispela ol kos em estimet tasol na bai i ken senis bipo long de bai yu kisim balus na lusim ples hia. Dispela las kos ol bai i tok klia long yu pastaim long yu stat wok insait long Australia.

Kampani o bos bilong yu i inap rausim sampela moni taim you tok orait long na yu sainim agrimen lon en. Ol bai i no inap mekim long rausim moni bilong yu inap yu agree long en.

Tingim: sapos wanpela estimated deduction em i senis long OOE bilong yu, ol bai askim yu long sainim wanpela updated OOE o leta i soim senis wantain nupela amount.

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)>				

Ol kos we bai i go yet

Em i gat ol moni bai kampani bilong yu bai ol i rausim long olgeta pe bilong yu taim yu stap long PALM scheme insait long Australia. Dispela ol kos bai narapela kain long wanwan ol kampani na bai narapela kain tu namel long ol wan-wok insait long tim bilong yu. Ol sampela bilong dispela kain rausim pe em long baim haus bai yu slip long en, long helt insurers bilong yu na long baim transpot. Ol toksave long ol moni ol i rausim long pe bilong yu bai ol i raitim long payslip pepa na bai soim long OOE bilong yu long Attachment A pepa.

Bikpela Toksave: Sapos yu no save gut na i gat sampela askim long ol pe ol i rausim, yu mas askim long kampani o boss bilong yu.

Dispela em i haumas moni tru yu bai kisim i kam long bank akaun bilong yu bihain long ol rausim takis na ol narapela moni we yu wanbel long rausim kam aut long en.

Sapos yu laikim moa toksave long pe bilong yu na dispela ol i wok long rausim, yu inap askim kampani bilong yu.