



Australian Government



Ke malamalama i fakanofonofoga o tau galuega

Fesoasoani mō tino ga`lue
mai te Pasefika mo tino
Timor i galuega a te PALM

palmscheme.gov.au

A te fakatokaga o galuega se feagaiga i te va o koe mo te tino/kamupane e galue koe i ei

E aofia i ei a fakamatalaga tāua kolā e aofia i ei:

- te tino/kamupane e galue koe i ei
- tou `togi
- itula ga`lue
- tupe `kati mai tou peofuga
- te `togi o fale `nofo mo tou auala ki te galuega

- te koga ka nofo koe i ei i Ausetalia
- mea e `tau o maua ne koe māfai ko taunu mai ki Ausetalia
- aso malō`lo mo tauliaga fakaopoopo
- mea e `tau o iloa ne koe māfai ko kamata koe o galue
- mea e manakogina ne tau kamupane/tino e galue koe i ei



Mea ka `togi ne koe

A te fakatokaga o galuega ka fakaasi atu ei tou `togi i te itula e `tusa mo te `togi o tino ga`lue io me ko te `togi ne lotomalie koe ki ei mo te uke o itula e `tau o galue koe i ei

Ka aofia i ei se `kopi o `tou togi. Kafai ko kamata koe o galue, ka `togi koe i vaiaso katoa io me i taki lua vaiaso kae ka tuku atu se `kopi o te pepa fakamaoni o tou `togi i loti i se aso galue e tasi mai tua o tou peofuga.



Tupe `kati mo te tausiga o te olaga

Ke fakafaigofie tou oko atu ki Ausetalia, e `togi ne tino io me ko tau kamupane a nisi mea e manakogina a koi tuai o oko mai koe. E `tau o toe `togi atu ne koe ki te tino io me ko tau kamupane a te aofaki tenā.

A te fakatokaga o galuega e aofia i ei a te `togi fakatautau ne fakamāumāu ki tau malaga. E pelā mo te `togi o tou pasese, visa, mo tupe ne tuku atu. Ka `kati mai i tou peofuga a te aofaki tenā mō se 12 vaiaso, vagana ke lotoma`lie koulua mo tau kamupane ki se isi auala ke `togi aka ei.

Ka isi foki ne nisi tupe ka `kati ne tau kamupane io me ko te tino e galue koe i ei mai i tou peofuga i te vaitaimi e galue ei koe e `tusa mo te feagaiga o tau galuega.

Ka kесе`kese a te aofaki o `tupe (`kati) i fa`kai kесе`kese o Ausetalia, i te va o kamupane/io me ko tino e galue koe i ei, kae kāti foki mai tino kесе`kese i tau potukau, kae faka`na loa ki fakanofonofoga.

E aofia i ei a te `togi o tou fale, mo nisi mea (e pelā mo te iti mo te vai), `togi mō kamupane tasi te ola `lei mo tou auala ki te galuega.



Koga ka nofo koe i ei i Ausetalia

Ka `sala ne te kamupane/tino e galue koe i ei, se koga `lei mo ou nofo. E mafai o `nofo fakatasi koe mo nisi tino io me potu tasi mo se isi tino e galue mō te PALM. A te tauni io me ko te fa`kai e tusi i te fakatokaga o tau galuega e `tau o fetau `lei mo te koga ka galue koe i ei (io me pili ki ei).



Aso malō`lo mo tauliaga fakaopoopo

Ka maua (fakaputupu aka) ne koe ou aso malō`lo i se auala `lei i taki 12 masina katoa mai te aso ne kamata ei koe. E aofia i ei a aso ma`saki e 10 mo aso malō`lo e 20 kae e faka`na loa ki ou itula ga`lue. E mafai ei ne koe o puke se aso ke malō`lo ke toe maua te malosi māfai koe e masaki io me puke se aso malō`lo kae `togi loa koe (faka`na ki te vaegā malō`lo e puke ne koe). Faipati ki te kamupane/tino e galue koe i ei māfai ko se mautinoa koe i te aofaki o ou aso malō`lo e `toe.

A tino ga`lue sē tumau ka sei ne olotou aso malō`lo io me e `togi i aso sē ga`lue ei latou, e pelā mo aso ma`saki. I lō te fai penā, a tino ga`lue sē tumau e `lasi `ki olotou `togi i te itula.

Fakamautinoa faka`lei i te fakatokaga o tau galuega me ka fakagalue koe pelā me se tino galue tumau mō nai aso, tino galue tumau, io me se tino galue sē tumau.



Lafoga mo tupe litaea

Ka manakogina ke `togi ne koe a te lafoga i te taimi e e galue kae nofo ei koe i Ausetalia. A te `togi o te lafoga se pasene io me se vaega o tou peofuga katoa kae faka`na ki te aofaki e `togi ne koe i te tausaga.

- A tino ga`lue mō se taimi leva e `tau o lafo atu ne latou se pepa fakamaoni ke toe fakafoki mai a te aofaki mō te lafoga `togi ki te Ofisa o Lafoaga i Ausetalia.
- A tino ga`lue mō se taimi toetoe e se `tau o lafo atu ne latou se pepa fakamaoni mō lafoga `togi māfai ne tuku katoa atu tou `togi mai i tau galuega i te PALM.

E `tau o `togi ne tau kamupane/tino e galue koe i ei a tau tupe litaea i tafa o tou peofuga. E mafai o maua ne koe te aofaki tenei (i tafa o te lafoga togi) māfai ko foki atu koe ki tou fenua io me ko oti te malosi o tou visa io me ko se toe talia tou visa.



Fakanofonofoga o tau galuega

E isi ne tulafono o tau galuega, kolā e aofia i ei a tou fakamalō`lo mai te galuega, telā ka pokotia i ei tau galuega mo tou visa, kae e `tau o faitau ke malamalama faka`lei koe i tulafono konei – fesili ki tau kamupane/tino e galue koe i ei, māfai e se malamalama koe i ei.

Mō nisi fakamatalaga e uiga ki lafoga `togi, tupe litaea mo tupe `kati, e mafai o maua ne koe mai te `sala atu ki fakatokaga fesoasoani konei a te PALM ite lotou fakatuatusi i te neti tenei: palm.scheme.gov.au/resources.

Nisi fakamatalaga ki te tulaga o tau galuega `togi

A te fakatokaga tenei se fakaakoakoga o te auala e mafai o fakaaoga ne so se kamupane ke fakatoka te tulaga o tau galuega `togi. E fesoasoani atu ke malamalama koe i mea e `tau o iloa ne te tino galue. E mafai o `kese te tulaga tonu o tau galuega mai te mea e lavea ne koe i konei. Kafai e faitau koe ki te tulaga o tau galuega, ka manakogina ke onoono faka`lei ki fakamatalaga likiliki i vaega katoa me e `tonu e iloa.

Click or tap to enter a date. ←

Private and confidential

<Insert employee’s full name>

<Insert employee’s passport number>

<Insert employee’s date of birth> ←

<Insert sending country>

Dear <insert name>

Offer of employment

Sponsorship TRN - <insert TRN> ←

Recruitment reference: <insert recruitment reference>

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

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

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

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

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

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

E mafai o `fuli te po o te masina ne lafo atu ei ne se tino mai te PALM se tusi e uiga ki tau galuega `togi māfai e isi ne `fuliga ki te tulaga o te galuega `togi.

Fakamautinoa faka`lei me e tonu tou igoa mo tou po fanau kae `pau mo mea e tusi i tau pasipoti.

Tenei te napa o te tino/ fakapotopotoga e fesoasoani atu ki a koe

Tenei te vaegā visa e `tau o maua ne koe.
Mō se taimi toetoe: e nofo ki te 9 masina
Mō se taimi leva: e nofo ki te tasi ki te 4 tausaga.

Tenei te vaegā visa e `tau o maua ne koe.
Mō se taimi toetoe: e nofo ki te 9 masina
Mō se taimi leva: e nofo ki te tasi ki te 4 tausaga.

	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).>

E aofia i te vaega tenei a fakamatalaga ki te koga ka nofo kae galue koe i ei i Ausetalia, e aofia i ei:

- te koga ka galue koe i ei
- tou menetia io me ko tou pule
- te galuega ka fai ne koe
- fakanofonofoga o te galuega e pelā mo aso mo te aofaki o itula ka manakogina ke galue koe i ei i vaiaso takitasi mo tiute i tau galuega tumau.

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

Tulaga o galuega

A te vaega ki mea e `tau o maua i taimi malōlō e fakamatala mai i ei a malōlōga ne `togi mo/io me ko malōlōga seki `togi. A tino ga`lue sē tumau e se fakaputu olotou aso malō`lo io me `togi mō aso sē ga`lue e pelā mo aso ma`saki.

Kae e maua ne tino ga`lue tumau mo tino ga`lue tumau mō nai aso, a te saolotoga ke `togi māfai ko malō`lo, e aofia i ei olotou malōlōga i te tausaga, aso ma`saki io me ko te tausi atu ki se tino masaki i te kāiga. E mafai o fakaputu ne tino ga`lue penei olotou aso malō`lo i tausaga katoa.

`Togi mo tupe `kati

E fakaasi mai i konei a te aofaki o tupe e tuku atu ne tou tino/kamupane ka galue koe i ei ki tou akauni i te pagike i vaiaso takitasi, māfai ko oti ne `kati keatea te aofaki ne lotoma`lie koulua ki ei ke `togi ki ei tou pasese i te vakalele, visa mo nisi mea aka foki. E mafai o `kati ne tou pule a te aofaki ne lotoma`lie koulua ki ei kae tusi ki lalo i se tusi. E `tau o `lei te aofaki tenei ko te mea ke mafai o ola `lei koe.

Tupe litaea i te tausaga

A tupe litaea i te tausaga se fakatokaga i Ausetalia mō te taimi e litaea ei koe. Ka `togi atu ne te kamupane/tino e galue koe i ei, se aofaki fakaopoopo telā se 11% o tou `togi ki te tupe litaea tenei mō koe. E mafai o tapale ne koe te tupe tenei (toese mai i ei te lafoga `togi) māfai ko foki atu koe ki tou fenua.

Mō nisi fakamatalaga e uiga ki te tupe litaea tenei, e mafai o maua māfai e taipa ne koe te 'superannuation' i te fakatuatusi o te PALM i te neti:
palmscheme.gov.au/resources.

Pepa Fakamaoni o Tou Peofuga
Ka `togi koe i vaiaso katoa io me i taki lua vaiaso kae ka maua ne koe te pepa fakamaoni o tou peofuga i loto i se aso e tasi talu mai te aso ne peofu ei koe. Ka faka`piki atu se pepa fakamaoni penā o tou peofuga fakatasi mo te fakatokaga tenei o tau galuega

	<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

Fakatokaga mō te ola `lei

A te tautali atu ki te taliaga a te OOE ka fakatoka ne te tino/ kamupane e fakagalue ne ia koe a te fakatokaga o tou ola `lei telā e fetau `lei mo tou visa a koi tuai o oko atu koe ki Ausetalia. A te togi o se kamupane tausi tou ola `lei ka `kati mai i tou peofuga kae ka fakailoga e pelā me se fakatokaga tumau.

Fesili e uiga ki tulaga o te galuega `togi

Kafai e isi ne au fesili e uiga ki tulaga o te tau galuega, te `togi io me ko mea e `tau o maua ne koe i te taimi ko nofo atu ei koe i Ausetalia, e mafai o telefoni atu koe ki te Fair Work Ombudsman Information i te napa tenei (13 13 94).

Te `lei, te ola `lei, mo te fesoasoani

Ka aofia i te vaega tenei a fakamatalaga e uiga ki tiute o te ofisa telā e onoono ki te `lei o koe, e aofia i ei auala ke fesokotaki atu ki a ia.

	<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>

Atiakaga o atamai mo akoakoga

Ka aofia i te vaega tenei a fakamatalaga ki akoakoga mo atamai e fetau 'lei kolā ka tuku mai i ei, auala tāua i fesokotakiga mo fakamatalaga i fono kolā ka fai i taki lua vaiaso mō te 'lei mo te ola 'lei o te tino e fesoasoani ki ei.

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).

Sainaga o te tusi o tau taliaga

A koi tuai o lafo atu te tusi e uiga ki tau taliaga, ke fakamautinoa aka me ko malamalama faka'lei koe i tulaga mo fakanofonofoga katoa. Kafai e se malamalama koe i so se vaega, fesili atu ki tou pule, te matagaluega i tou fenua telā ne tuku atu ne ia a fakamatalaga konei io me ko te tino/kamupane e fakagalue ne ia koe ke fakamatala faka'lei atu ne latou ki a koe.

Ke tausi se `kopi o tau OOE mo nisi pepa tāua penā. E `tau o aumai ne koe katoa ki Ausetalia.

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 Muamua e maua i ei a fakamatalaga tāua e uiga ki tou tiketi i te vakalele, tou koga nofo i Ausetalia, mo fesokotakiga mo fakamatalaga tāua o tino ke fesokotaki ki ei māfai e manako koe ki se fesoasoani.

Ka fakatoka a tiketi 'foki o tino ga'lue mō se taimi toetoe mo te pukega mo te faka'fokiga o latou mai te malae vakalele.

A tino ga'lue mō se taimi leva ka 'togi fua te auala e tasi kae ka fakatoka foki te lotou pukega mai te malae vakalele.

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

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

Arranging your own accommodation

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

Transport

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

Community contacts/ services

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

Tino ke fesokotaki ki ei
 E aofia i te pepa tenei a igoa o tino mo auala ke fesokotaki ki ei ko te mea ke faigofie o fesokotaki ki ei mō se fesoasoani māfai ko nofo atu koe i Ausetalia, māfai e manako koe ki ei.

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]>

Fakamailoga a pokisi kinei māfai e lotomalie koe ki ei. Kafai e se malamalama koe i ei, fesili ki te tino/kamupane ka galue koe i ei, io me ko te matagaluega ne tuku atu ne ia a fakamatalaga kinei ki a koe.

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)>

Ke aofia foki i ei a igoa o tino ke fesokotaki ki ei i taimi o fakalavelave `tupu fakafuasei mo auala ke fesokotaki ki ei. E `tau o aofia i ei se kāiga io me se taugasoa pili i Ausetalia io me ko tou fenua.

E tāua `ki ke malamalama koe i mea e saina ne koe. Kafai e se malamalama koe i se mea i pepa konei, fakamolemole ke fesokotaki atu ki te ofisa fesoasoani ki a koe io me fesili atu ki te tino/ kamupane ka galue koe i ei a koi tuai o saina koe.

Tupe `kati muamua

E aofia i te vaega tenei a te aofaki fakatautau kātoa telā ka `kati mai i tou peofuga. E aofia i ei a tou tiketi i te vakalele, visa, mo tupe mō te malaga. Ka `kati mai i tou peofuga i se vaitaimi o vaiaso e 12 ki te 16.

Masaua: a aofaki konei ne aofaki fakatautau fua kae e mafai o `fuli i te aso e tiaki ei ne koe tou fenua. Ka fakamatala atu a te aofaki maunitoa a koi tuai koe o kamata o galue i Ausetalia.

E mafai fua ne te kamupane/tino e galue koe i ei o `kati a te aofaki telā e lotomalie koe ki ei e auala i se tusi kae e `lei foki te aofaki tenā. E se mafai o faimalo koe ke lotomalie ki se aofaki.

Masaua: Kafai e isi se `fuliga ki te aofaki fakatautau telā ka `kati mai i tau OOE, ka fesili atu ki a koe ke saina te OOE fou io me se tusi mo te aofaki fou tenā.

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)>				

Tupe `kati tumau
 Ka isi foki ne aofaki tupe ka `kati faeloa ne te kamupane mai i ou peofuga katoa i te taimi e galue ei koe mō te PALM i Ausetalia. E mafai o kese`kese a aofaki o tupe `kati konei i kamupane kese`kese io me mai tino ga`lue i te otou potukau. E aofia i tupe `kati konā a te `togi o tou fale, fakapotopotoga `togi mō tou ola `lei mo tou auala ki te galuega. A mea likiliki e uiga ki te tupe `kati tenā e `tau o lavea atu i te pepa fakamaoni o tau peofuga kae e `tau foki o maua i tau OOE i te Attachment A.

Manatu tāua: Kafai koe se malamalama io me e isi ne au fesili e uiga ki tupe `kati, e `tau o faipati atu koe ki te tino/kamupane e galue koe i ei.

A te mea tenei se aofaki fakatautau telā ka toe `togi atu ki tou akauni i te pagike māfai ko oti ne toese te lafoga `togi mo te aofaki ne lotomalie koe ki ei mai i ei.

Kafai e manako koe ki nisi fakamatalaga e uiga ki tou `togi mo tupe `kati ne toese mai i tou peofuga, e mafai o fesokotaki atu koe ki te potukau fakatoka peofuga i tau kamupane.