

## PALM scheme employer application - reference guide

### For informational purposes only

Use this reference guide to prepare your application to become a Pacific Australia Labour Mobility (PALM) scheme employer. All applications, including all required documentation, must be completed, and submitted via the [online application form](#) found on the PALM scheme website.

As an applicant you must demonstrate you understand and will comply with the requirements of becoming a PALM scheme employer (as outlined in the PALM scheme deed and guidelines).

### Before you get started

The application may take up to one hour to complete. You may save the progress of your application throughout the process. We recommend you commence your application once you have access to the documents listed below and have allocated time to complete the form.

Throughout the PALM scheme application form, you will be asked to provide:

- 3 years of accountant prepared financial statements (for direct employers)
- 5 years of accountant prepared financial statements (for labour hire providers and contractor entities)
- Trust deed (if required).
- Labour hire licence/s (where applicable).

Should the Department of Employment and Workplace Relations (DEWR) require further information to complete the assessment, you will be sent a request for information via email outlining the additional information required with a timeframe to respond.

If you do not respond to the request for information in the specified time, DEWR will close the application, and you will need to resubmit a new application.

If you have questions about requirements to become a PALM scheme employer, please email [palm@dewr.gov.au](mailto:palm@dewr.gov.au).

Incomplete applications will not be assessed. Please ensure all parts of the application form are completed correctly.

If you provide information in your application that is incorrect, dishonest, or misleading, this may result in the Australian Government rejecting the application. Additionally, giving false or misleading information or documents to a Commonwealth entity is an offence under section 137.1 of the *Criminal Code Act 1995* (Cth).

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## Applicant Information

### Applicant eligibility

Q. Is your business registered and operating in Australia?

- ☐ Yes
- ☐ No

**Please note:** An applicant must be an 'Australian organisation' for the purposes of the *Migration Regulations 1994* (Cth) (Migration Regulations); the definition of 'Australian organisation' under the Migration Regulations excludes certain entity structures. Section 2.57(1) in Part 2A of Migration Regulations defines 'Australian organisation' as 'a body corporate, a partnership or an unincorporated association (other than an individual or a sole trader) that is lawfully established in Australia'.

Applications from entities indicating their business is not registered and operating in Australia will not progress.

Q. Entity type

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Company                  | <input type="checkbox"/> Trust       |
| <input type="checkbox"/> Partnership              | <input type="checkbox"/> Sole Trader |
| <input type="checkbox"/> Incorporated Association | <input type="checkbox"/> Individual  |

**Please note:** An applicant must be an 'Australian organisation' for the purposes of the *Migration Regulations 1994* (Cth) (Migration Regulations); the definition of 'Australian organisation' under the Migration Regulations excludes certain entity structures. Section 2.57(1) in Part 2A of Migration Regulations defines 'Australian organisation' as 'a body corporate, a partnership or an unincorporated association (other than an individual or a sole trader) that is lawfully established in Australia'.

Applications from entity's indicating their business is a sole trader or individual, will not progress.

Q. Is your business a Temporary Activity Sponsor (TAS)?

- ☐ Yes
- ☐ No

**Please note:** To participate as an employer under the PALM Scheme, your business must be an approved Temporary Activity Sponsor (TAS). This is outlined in the *Migration Regulations 1994* (Cth) and assessed by the Department of Home Affairs. Approval as Temporary Activity Sponsor is necessary for a PALM employer to be able to sponsor PALM workers through the relevant temporary working visa/s.

Applicants must be an approved Temporary Activity Sponsor before applying for the PALM scheme.

Further information on the application process can be found here - [Become a sponsor Temporary activities sponsor](#).



Q. What type of PALM scheme employer is your business applying to become?

- ☐ Direct employer - A direct employer will employ workers to perform work in their own business.
- ☐ Contractor - A contractor will negotiate with eligible businesses for the provision of a service and will enter into agreements with eligible businesses that specify the work to be undertaken and a piece or paddock rate for the work (if applicable). The business pays the contractor a fee for the service.
- ☐ Labour hire - A labour hire provider will negotiate with eligible businesses for the provision of labour and will enter into agreements with eligible businesses that specify the number of workers to be provided, the type of work to be undertaken and on-hire rates. The business pays the labour hire provider a fee for providing on-hire employees to work for them and 'hosts' the workers on their property.

**Please note:** Your business must be able to demonstrate at least 3 years of continuous operation as a direct employer, or 5 years of continuous operation as a labour hire provider or contractor, to meet the eligibility requirements of the PALM scheme.

### Business & Legal Structure

Q. Legal name of your business

Q. Trading name(s) of your business

Q. Please provide a brief overview of your business. This could include information on the company's history, a mission statement, and the services you provide.

#### **Information for applicants applying as a Trust:**

If a business is operated under a trust arrangement, the trustee or trustees, acting on behalf of the trust, may apply to become a PALM scheme employer. The trustee may be a partnership or a limited liability company but not a sole trader or individual.

Examples:

Acme Unit Trust – The Trustee for Acme Unit Trust. Trust deed lists 'Acme Pty Ltd' as the trustee with ACN 123 456 789. Providing the trust points to a company – this is okay.

Smith Family Trust – The Trustee for Smith Family Trust as per the trust deed provided the business name 'Smith Pty Ltd' – this is okay.

Q. If applying as a trust, what is the name of the trust?



Q. ABN of trust

Q. ABN date of approval for trust

Q. Please upload a copy of the trust deed.

Q. ABN of your business

Q. ABN date of approval for your business

Q. ACN of your business

Q. ACN date of approval for your business

### Business Contact Details

Q. What is the registered address of your business (not a post office box)?

Q. What is the trading address of your business (if different from the registered address)?

Q. What is the postal address of your business (if different from the registered address)?

Q. What is the website of your business?

Q. Who is the contact person(s) for any communications regarding this application?



**Please note:** The Australian Government will only correspond with the nominated contact person regarding this application. If the nominated contact person is an external party representing the entity, evidence of authorisation must be provided.

Q. Who will be the signatories to the PALM scheme Approved Employer Deed if this application is accepted (this is the individual/s who signs the deed)?

Q. If the applicant wishes to authorise and identify third parties that the Australian Government may contact to provide further information, please provide details below (e.g. an accountant, lawyer, migration agent or industry body).

### Workforce Profile

Q. How many employees does your business currently have?

- ☐ 1-4 Employees
- ☐ 5-15 employees
- ☐ 16-49 employees
- ☐ 50-199 employees
- ☐ 200+ employees

Q. How many of the following types of employees does your business currently have in each of the following categories?

Full-time:	
Part-time:	
Casual:	
Contractor:	
Total:	

Q. What is the gender breakdown of your workforce?

(M) Male	
(F) Female	
(X) Non-binary/other (incl unspecified/Indeterminate/Intersex)	
(Z) Not stated	
Total:	



Q. What efforts does your business make to recruit and retain employees from diverse backgrounds?

### Policies, Procedures & Memberships

Q. Please check the policies and documentation your business currently has in place.

- |  |  |
|--|--|
| <input type="checkbox"/> Workplace health and safety policy  | <input type="checkbox"/> Performance management policy       |
| <input type="checkbox"/> Anti-discrimination policy          | <input type="checkbox"/> Bullying and harassment policy      |
| <input type="checkbox"/> Privacy policy                      | <input type="checkbox"/> Family and domestic violence policy |
| <input type="checkbox"/> Security and data protection policy | <input type="checkbox"/> Incident management policy          |
| <input type="checkbox"/> Complaints and grievances policy    | <input type="checkbox"/> Fraud Control Plan                  |
| <input type="checkbox"/> Drugs and alcohol policy            |  |

Q. Please describe the systems and processes your business has in place to ensure compliance with deed and guidelines and relevant workplace laws when employing foreign workers.

Q. What measures does your business have in place to ensure compliance with relevant workplace laws, including minimum obligations under Australian workplace relations laws, and health and safety regulations, with a view to safeguarding against workplace exploitation?

Q. Do you currently hold the following insurance policies as required under clause 53 of the PALM Scheme Approved Employer Deed?

**Workers' Compensation Insurance** – covering all PALM scheme workers in accordance with relevant state or territory legislation.

- ☐ Yes  
☐ No

**Public Liability Insurance** – with a minimum coverage of \$10 million per event.

- ☐ Yes  
☐ No

**Comprehensive Motor Vehicle Insurance** – if motor vehicles are provided to PALM scheme workers.

- ☐ Yes  
☐ No  
☐ Not Applicable

**Property and Contents Insurance** – for accommodation provided to PALM scheme workers.

- ☐ Yes  
☐ No  
☐ Not Applicable



Q. Does your business currently hold any memberships, certifications, or accreditations with external bodies that relate to labour standards, ethical employment, or social compliance?

Examples could include SEDEX, B Corp, Fair Farms, Freshcare, or other relevant industry schemes.

- ☐ Yes  
☐ No

Name of the body or scheme (e.g. SEDEX, Fair Farms)	
Type of involvement (e.g. member, certified supplier, audited participant)	
Does this involve regular external audits or reporting? (Yes/No)	
Expiry or renewal date (if applicable)	

### Labour Hire / Contractor Details

***[The following questions are only provided to Labour Hire / Contracting entities]***

Q. How many years has your business been operating as a labour hire provider / contractor?

Q. Please outline your businesses experience managing a workforce across multiple worksites or employers.

(Include any relevant labour mobility programs or workforce initiatives your business has participated in, the types of roles and industries involved, and how you've supported worker welfare and compliance obligations.)

Q. Please provide an overview of your businesses experience providing labour to companies in these industries.

Q. What measures does your business have in place to ensure that contracted workers know who their employer is?

Q. Which states and territories does your business operate in?

- |   |  |
|---|--|
| <input type="checkbox"/> Australian Capital Territory | <input type="checkbox"/> South Australia   |
| <input type="checkbox"/> New South Wales              | <input type="checkbox"/> Tasmania          |
| <input type="checkbox"/> Northern Territory           | <input type="checkbox"/> Victoria          |
| <input type="checkbox"/> Queensland                   | <input type="checkbox"/> Western Australia |

***[ACT, QLD, SA, and VIC currently have labour hire licensing schemes in operation. Applicants will be asked to provide details relating to their labour Hire licenses for relevant states and territories.]***





## Industry Details

Q. Which industries are you applying to recruit PALM workers for (select all that apply)?

- |   |  |
|---|--|
| <input type="checkbox"/> Agriculture                                    | <input type="checkbox"/> Hospitality and Tourism |
| <input type="checkbox"/> Horticulture                                   | <input type="checkbox"/> Aged Care               |
| <input type="checkbox"/> Meat, Seafood, Fruit, and Vegetable Processing | <input type="checkbox"/> Other (please specify)  |

Q. What roles do you intend to recruit PALM workers within the specified industry.

Q. Please list the location(s) where work will take place in the specified industry.

Q. What experience does your business have employing workers in the specified industry?

Q. How many years of experience does your business have in employing workers in the specified industry?

## PALM scheme workforce

### Recruiting in the PALM scheme

Q. Please describe the efforts your business has made to employ Australian resident workers?

Q. How do you intend to recruit workers through the PALM scheme?

- ☐ Short-term – employing workers up to 9 months only.
- ☐ Long-term – employing workers between one and 4 years only.
- ☐ Both of the above - employment needs will be addressed through a combination of workers from both options above.

Q. How many PALM workers do you propose to employ as part of your total workforce in the next 12 months?

Q. How many PALM workers do you propose to recruit for your first recruitment?



Q. Have you considered which country, or countries, you will recruit from?

- ☐ Yes
- ☐ No

If YES, which country, or countries, do you intend to recruit from?

- |   |  |
|---|--|
| <input type="checkbox"/> Fiji             | <input type="checkbox"/> Solomon Islands |
| <input type="checkbox"/> Kiribati         | <input type="checkbox"/> Timor-Leste     |
| <input type="checkbox"/> Nauru            | <input type="checkbox"/> Tonga           |
| <input type="checkbox"/> Papua New Guinea | <input type="checkbox"/> Tuvalu          |
| <input type="checkbox"/> Samoa            | <input type="checkbox"/> Vanuatu         |

### Previous PALM scheme applications

Q. Has your business, any related business/entity, or any relevant person/s previously applied to become a PALM scheme employer, or an employer under the Seasonal Worker Programme or Pacific Labour Scheme?

**Note:** Relevant persons include directors, managers or personnel directly responsible for engaging and managing workers of the applicant or related businesses

- ☐ Yes
- ☐ No

If YES, please provide information on previous applications, including date of application and outcomes.

Q. Has your business ever operated as a host organisation for a PALM scheme labour hire provider?

- ☐ Yes
- ☐ No

If YES, please provide details of your businesses experience operating as a host employer for a PALM scheme employer.

## Worker Welfare and Support

### Community Engagement

Q. What cultural competency training or initiatives has your organisation undertaken to support staff and supervisors in working effectively with Pacific island and Timorese workers?

Q. If applicable, please provide examples of partnerships or collaborations you have with local communities or organisations to support workers to integrate into their host communities.



## Pastoral Care & Support

Q. How does your business intend to provide pastoral care and support to workers in line with requirements under the PALM scheme?

Q. How does your business support workers in raising concerns or resolving workplace disputes? Please describe any formal grievance procedures, informal resolution practices, or support mechanisms available to workers.

## Modern Slavery & Exploitation Risk

Q. Has your business, or related or holding entities ever been investigated, charged, or found to be in breach of laws or regulations dealing with modern slavery, forced labour, workplace relations, or work health and safety, either in Australia or in another country?

**Note:** Relevant persons include directors, managers or personnel directly responsible for engaging and managing workers of the applicant or related businesses

- ☐ Yes
- ☐ No
- ☐ Unsure

*If YES or UNSURE, please provide details, including the nature of the issue, the year, and any outcomes or actions taken.*

Q. Does your business have policies, procedures, or training in place to prevent modern slavery and worker exploitation in your operations or supply chain?

- ☐ Yes
- ☐ No
- ☐ In development

*If YES, describe your policy/procedure/training.*

Q. Have you conducted a risk assessment of your business or supply chain to identify and address the risks of modern slavery or worker exploitation (e.g. underpayment, unlawful deductions, sham contracting)?

- ☐ Yes, within the last 12 months
- ☐ Yes, more than 12 months ago
- ☐ No
- ☐ Not applicable (no supply chain)

*If YES, please briefly describe the findings and any actions taken.*



Q. How does your business ensure that all workers—whether employed directly or through labour hire—are working voluntarily and are not being coerced or under duress?

Q. Is your business required to report under the Australian *Modern Slavery Act 2018*?

- ☐ Yes
- ☐ No
- ☐ Unsure

If YES, please upload your most recent Modern Slavery Statement.

## Accommodation and Transport

Q. How will you provide accommodation for workers employed through the PALM scheme?

- ☐ Rental accommodation
- ☐ Company-owned accommodation
- ☐ On-site accommodation (e.g. dongas, camp accommodation)

Q. Please provide a brief description of the accommodation arrangements for workers.

Q. How will workers be transported between their accommodation place, worksite and to local shops and recreational facilities

- ☐ Rental car
- ☐ Company-owned car
- ☐ Other (Please explain)

Q. Please provide a brief description of the transport arrangements for workers.

Q. Please outline how your business will manage worker accommodation, transport, and other logistical arrangements.



# Financial Viability and Credibility

## Financial information

It is important your business demonstrates it is financially sound, sustainable and has the finances in place to cover the upfront and ongoing costs of engaging the requested number of workers.

DEWR considers a full set of financial statements to be made up of the following:

- statement of financial position (also known as the balance sheet)
- statement of profit or loss (which may include a statement of retained earnings or this may be included as a separate statement)
- statement of cash flows
- notes to the financial statements.

We do not accept business activity statements (BAS), income tax returns, valuation reports or bank statements. Applicants should not include financial statements for related entities unless there is a legal financial obligation between the entities (e.g. a deed of cross guarantee). Evidence, such as a copy of the guarantee, will need to be provided otherwise the related entity information will not be considered.

Please note: The information uploaded will be used to assess the entity's financial state. This includes its capacity to meet the upfront costs of recruiting Pacific island and Timorese workers and the sustainability and profitability of the entity in all facets of financial credibility.

If the financial information requested is incomplete or does not demonstrate compliance with the requirements, the application could be delayed or not accepted. If these financial statements do not demonstrate access to sufficient funds to meet the upfront or ongoing costs, other documentation may be requested.

### ***Please note:***

- Businesses applying as a Direct employer are required to provide their last 3 years of financial statements prepared by an external accountant.
- Businesses applying as a Labour Hire provider or contractor are required to provide their last 5 years of financial statements prepared by an external accountant.

### **Information for businesses that are party to a Deed of Cross Guarantee:**

Applicants to the PALM scheme may submit the consolidated financial statements of the Ultimate Holding Entity (UHE) and its controlled entities (the Group) as part of their financial viability assessment.

At the department's discretion, applicants may also submit financial statements of the Ultimate Holding Entity, provided these include:

- Specific details relating to the applying entity, and
- Evidence of a Deed of Cross Guarantee, either included within the financial statements or provided as supporting documentation.

If the applicant is party to a Deed of Cross Guarantee (or a similar legal agreement) used within the Group and is submitting the consolidated financial statements of the Ultimate Holding Entity (UHE) for assessment, the applicant must also provide its standalone financial statements.



Where standalone financial statements are not published or produced, the applicant should, at a minimum, provide accountant-prepared Profit and Loss and Balance Sheet documents for the applying entity.

## Business history

**Please note:** All answers to the following questions will be checked and verified by the assessing bodies and taken into consideration in assessing the eligibility of your business to become a PALM scheme employer. Non-disclosure or any answers found to be false, misleading, or inaccurate may result in rejection of this application and may result in the termination of any future deeds of agreement entered into by the parties.

Q. Have any of the directors or relevant persons involved with your business currently or previously held the position of director in another business/entity in the past 5 years?

**Note:** Relevant persons include directors, managers or personnel directly responsible for engaging and managing workers of the applicant or related businesses

- ☐ Yes
- ☐ No

If yes, provide the director's name, the business/entity names and ABN/ACN details for those entities.

**For labour hire entities:** Q. Has your business or relevant persons within previously had a labour hire licence cancelled, suspended, or conditions imposed in any jurisdiction.

**Note:** Relevant persons include directors, managers or personnel directly responsible for engaging and managing workers of the applicant or related businesses.

- ☐ Yes
- ☐ No

If YES, provide details.

Q. Has your business or relevant persons within owned, worked in, managed, or similarly been associated with any other entity (e.g. a company, partnership, or trust) which has been subject to a government investigation including compliance with workplace relations, work health and safety, immigration, taxation, or criminal laws as a result of business dealings, both within and outside of Australia?

**Note:** Relevant persons include directors, managers or personnel directly responsible for engaging and managing workers of the applicant or related businesses.

- ☐ Yes
- ☐ No

If YES, provide details.



Q. Does your business have a relationship with any existing PALM scheme employers (e.g. as a related entity or as a previous host organisation for an employer)?

- ☐ Yes  
☐ No

If YES, provide details.

Q. Does your business have any conflict of interest relating to this application?

A Conflict is currently defined under the Deed as ‘an actual, potential or perceived conflict between any interest of the Approved Employer and the performance of the Approved Employer’s obligations under this Deed, including any interest that may interfere with or restrict the Approved Employer in performing those obligations fair and independently.’

Please state whether your business has any conflicts of interest relating to this application. If applicable, outline any known real, perceived, or potential conflicts of interest. This may include any contractual arrangements the entity might seek to enter into should the application be successful, which could give rise to a conflict. If none, please advise ‘no’.

- ☐ Yes  
☐ No

If YES, provide details.

## Privacy

Personal information is protected by law, including the *Privacy Act 1988* (Cth).

Personal information (including sensitive information) you provide in this form will be collected, used and disclosed by the department in accordance with the Approved Employer Privacy Collection Statement (found here [[Privacy Collection Statement - PALM scheme employer application form](#)]). Please read the Approved Employer Privacy Collection Statement before submitting your application.

If you have any questions about the Approved Employer Privacy Collection Statement, including if you cannot access the link, please contact the PALM scheme support service line on 1800 51 51 31, or email [palm@dewr.gov.au](mailto:palm@dewr.gov.au).

**Please check the box below to indicate you have read and understood the Privacy Collection Statement.**

- ☐ Yes

## Disclaimer

Submission of this application form is not to be taken to be or relied upon as an offer capable of acceptance by any person or as creating any form of contractual, quasi contractual, restitutionary, or promissory estoppel rights, or rights based on similar legal or equitable grounds, whether implied or otherwise.

Neither the Australian Government, nor its officers, employees, agents or advisers will be liable to any applicant or any other person on the basis of any contract or other understanding (including any form of contractual, quasi



contractual, restitutionary or promissory estoppel rights or rights based on similar legal or equitable grounds) whatsoever, or in negligence, as a consequence of any matter relating or incidental to this application or an applicant's participation in this application process, including instances where:

- an applicant is not invited to participate in the PALM scheme following submission of this application
- the Australian Government varies the application process
- the Australian Government decides to terminate the application process, not proceed to any subsequent process, or not to contract for all or any of the requirements, or
- the Australian Government exercises or fails to exercise any of its other rights in relation to this application process.

Participation in any stage of this application process or in relation to any matter concerning this application process will be at each applicant's sole risk, cost and expense. The Australian Government will not be responsible in any circumstance for any costs or expenses incurred by any applicant in preparing or lodging an application or in taking part in this application process or taking any action related to this application process.

**Please check the box below to indicate you have read and understood this disclaimer.**

☐ Yes

## Declaration

**I declare that:**

- the contents of this application have been read and understood, and I agree to observe the conditions noted in this form.
- all information submitted is complete and accurate.
- I understand there are serious penalties under the Commonwealth Criminal Code for providing false or misleading information to the Commonwealth.
- I will advise the Australian Government if any of the information in this form changes between the time of submitting this form and executing a deed of agreement.
- the application has been compiled without improper assistance of any employee of the Australian Government and without the use of information obtained unlawfully or in breach of an obligation to the Australian Government.
- I will advise the Australian Government in writing immediately upon becoming aware of any actual or potential conflict of interest in respect to the application.
- I may receive communication from DEWR that constitutes confidential information. I will not disclose this information without the Australian Government's written consent.

### **Name of person making this declaration**

The person making this declaration must be authorised to make this on behalf of the applicant and is authorised to speak for and bind the entity it represents.

Full name:	
Position:	
On behalf of (insert name of entity)	
Address:	
Contact number:	
Email:	

