



Australian Government



Fakamahino atu ho'o tohi foaki ngāue

Ko ha fakahinohino ki
he kau ngāue mei he
Pasifikí pea mo Timoa 'i
he aleapau ngāue PALM

palmscheme.gov.au

Ko e tohi alepau ngāue 'i he vaha'a 'o koe mo ho'o ngāue'anga.

'Oku 'i ai 'a e ngaahi fakamatala mahu'inga 'o kau ai 'a e:

- ko hai te ke ngāue ki ai
- ko e vahe te ke ma'ú
- houa te ke ngāue ai
- ngaahi me'a 'e to'o mei ho'o vahé
- nofo'anga mo e fēfononga'aki

- faitu'u te ke nofo ai 'i 'Aositelēlia
- ko e me'a 'oku ke 'amanaki ki ai 'i ha'o tu'uta 'i 'Aositelēlia
- ngaahi malōlō (livi) fakangāue pea mo e ngaahi monu'ia
- ko e hā 'a e me'a 'oku ke 'amanaki ki ai 'i he taimi 'e kamata ai ho'o ngāue
- ngaahi makatu'unga 'o ho'o ngāue



Ko e hā 'e totongi atu 'i ho'o vahe

Ko ho'o tohi foaki ngāue 'e hā ai 'a e totongi lau houa ma'ulalo taha 'i he tu'unga 'oku foaki atu ai pē 'i ha alepau fakakaungāue fakalūkufua pea mo e ngaahi houa ngāue si'isi'i taha kuo pau ke 'oatu ma'aú.

'E fakakau ai ha tatau 'o ha sīpinga 'o e foomu totongi vahe (pay slip). 'I he kamata ko ia ho'o ngāue, te ke vahe fakauike pe fakauike ua pea 'oatu kiate koe ho'o foomu totongi vahé 'i loto he 'aho ngāue 'e taha kimu'a 'i he 'aho te ke ma'u ai ho'o vahe.



Ngaahi me'a 'oku to'o mei he vahé pea mo e totongi nofo

Ke fakafaingofua 'i ange ho'o tu'uta 'i 'Aositelēlia, kuo 'osi tomu'a totongi 'e ho'o ngāue'anga 'a e ngaahi fakamole 'e ni'ihī. 'Oku fiema'u ia ke ke totongi fakafoki 'a e ngaahi fakamole ko iá ki ho'o ngāue'angá.

Ko ho'o alepau ngāue 'oku lisi atu ai 'a e fakafuofua faka'angataha 'o e lahi e ngaahi fakamole ki ho'o tu'uta. 'O hange ko ho'o totongi tikite vakapuna, totongi kole visa ngāue pea mo ha pa'anga 'oku 'oatu kimu'a (advance) atu kiate koe. Ko e ngaahi fakamole ko 'eni 'e to'o ia mei ho'o vahe 'i ha vaha'a taimi nounou taha koe uike e 12, tukukehe kapau e toe 'i ai ha'o alea mo ha felotoi kehe ki ai mo ho'o ngāue 'anga.

'E 'i ai foki mo e ngaahi fakamole 'e ni'ihī 'oku hokohoko atu hono to'o 'e he ngāue'anga mei ho'o vahé lolotonga e taimi ho'o alepau ngāue.

Ko e totongi to'o 'uluakí mo e ngaahi totongi fakamole hokohoko atu 'e kehekehe pē ia 'i he ngaahi faitu'u kehekehe 'o 'Aositelēlia, ngaahi ngāue'angá pea lava pē ke kehekehe ia ki ha kau mēmipa 'o ha timi tatau,

kā 'e fakatefito pe ia ki he tu'unga 'oku 'i ai.

Ngaahi fakatātā 'oku kau ai ho'o totongi nofo'angá, ngaahi totongi sēvesi (hangē ko e 'uhila pea mo e vai), malu'i mo'ui pea mo e fēfononga'aki.



Ko e fē faitu'u te ke nofo ai 'i 'Aositelēlia

'E kumi 'e ho'o ngāue'angá ha nofo'anga 'oku fe'unga ke ke nofo ai. Te ke lava 'o nofo fakataha 'i ha fale nofo'anga pea vahevahe ho loki mo ha ni'ihī kehe 'o e kau ngāue 'i he alepau PALM. Ko e faitu'u pe kolo 'oku hā atu 'i ho'o tohi foaki ngāue 'oku totonu ke tatau ia moe faitu'u te ke ngāue mo nofo ai (pe ofi ki ai).



Ngaahi 'aho livi mo e ngaahi monu'ia

Te ke ma'u (tātānaki) ha livi 'o fakatatau ki he lōlōa ho'o ma'u ngāue 'i he māhina 'e 12 kotoa pē mei he 'aho na'a ke kamata ai. Ko e 'aho livi puke eni 'e 10 'o ma'u mo e vahe pea mo e 'aho e 20 ko e livi fakata'u, ma'u mo e vahe 'o makatu'unga 'ia 'i ho'o ngaahi houa ngāue tu'upau. 'Oku 'ai eni ke ke lava 'o mālōlō mo fakaakeake he taimi 'oku ke puke ai pē ko ha mālōlō 'eve'eva pea kei ma'u pe ho'o vahe ('o makatu'unga 'i ho'o 'aho livi kuo tātānaki). Fakatalanoa ki ho'o pule ngāue kapau 'oku 'ikai mahino kiate koe 'a e lahi ho'o livi.

Ko e kau ngāue kēsulō 'oku 'ikai ke nau ma'u ha livi fakata'u pe ma'u ha vahe he ngaahi 'aho 'oku nau mama'o ai mei he ngāue hangē ko ha puke. Kā ko e kau ngāue kēsulō 'oku totongi ma'olunga ange 'a 'enau vahe fakahouá.

Vakai 'i ho'o tohi foaki ngāue ke 'ilo'i pe 'oku fakangāue'i koe ko ha ngāue konga taimi (part-time), taimi kakato (full-time) pe ngāue kēsulō (casual).



Tukuhau mo e pa'anga penisoni (supa)

'E fiema'u ke ke totongi tukuhau lolotonga ho'o ngāue mo nofo 'i 'Aositelēlia. Ko e tukuhau ko ha peseti ia 'a ho'o pa'anga hūmai 'o makatu'unga ia he lahi ho vāhenga lolotonga e ta'u fakapa'angá.

- Ko e kau ngāue taimi lōlōa kuo pau ke nau fakahū ha fakamatala tukuhau ki he 'Ofisi Tukuhau 'a 'Aositelēlia (Australian Tax Office).
- Ko e kau ngāue taimi nounou 'oku 'ikai fiema'u ia ke fakahū ha fakamatala tukuhau 'o kapau koe kotoa ho'o pa'anga hūmai na'e ma'u ia mei ha ngāue 'i he malumalu 'o e alepau PALM.

Kuo pau ke totongi 'e ho'o ngāue'anga 'a ho'o supá 'a ia 'oku tānaki atu ia ki ho'o pa'anga hūmai. Te ke lava 'o fakahū ha'o kole ke ma'u e pa'anga ko 'enī ('osi hono tukuhau'i) 'i he taimi te ke foki ai ki ho fonua tupu'angá he 'osi ho'o visa ngāue pe kuo kaniseli ho'o ngofuá.



Ngaahi makatu'unga hono fakangāue'i koe

'Oku 'i ai e ngaahi lao fekau'aki mo ho'o ngāue, kau ai e fakanofu mei he ngāue, 'a ia 'oku lava uesia ai ho'o fai fatongiá pea mo ho'o visa, pea 'oku totonu ke ke lau ke mahino 'a e ngaahi lao ko enī - 'eke ki ho'o ngāue'anga fekau'aki mo e ngaahi me'a ni kapau 'oku 'ikai mahino kiate koe.

Ko e ngaahi fakamatala fakaikiiki ange felāve'i mo e tukuhau, supa pea mo e ngaahi me'a 'oku to'o mei he vahé 'oku lava ke ma'u atu ia 'i ha'o fekumi he uepisaiti 'a e PALM 'i he peesi ma'unga fakamatala ko e:
palmscheme.gov.au/resources.

Ko e fakahinohino ki ho’o tohi foaki aleapau ngāue

Ko ha tatau ‘eni ‘o ha aleapau ngāue ‘e ngāue’aki ‘e ho’o ngāue’angá ke fa’u ‘aki ho’o tohi aleapau foaki ngāue. ‘Oku ‘oatu ‘eni ke tokoni ke toe mahino ange ‘a e tohi fakahinohino ‘a e tokotaha ngāue. ‘E malava pē ke kehe ‘a ho’o aleapau ngāue mei he tatau aleapau ngāue ko ‘ení. ‘I ho’o lau ‘a ho’o aleapau ngāue ‘oku mahu’inga ke ke fakapapau’i ‘oku tonu ‘a e ngaahi fakamatala fakaikiiki ‘i he ngaahi konga takitaha.

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>

Kuo fakaafe’i koe ki ‘Aositelēlia ke ke ngāue ‘i he malumalu ‘o e Polokalama Ngāue ‘a ‘Aositelēlia ki he Pasifiki (PALM).

‘E fiema’u ha’o Visa Ngāue Fakataimi (International Relations) (kalasi 403) - ki he Polokalama Ngāue ‘a ‘Aositelēlia ki he Pasifiki (PALM). Ko e Kautaha teke ngāue ki ai kuo ‘osi lesisita ki he polokalama PALM ko ia ‘oku ne siponisā ho’o visa pea ‘e tokoni ki hono fakahū ho’o kole visa.

Ko e Tohi Foaki Ngāue ko ‘eni ‘oku ne ‘oatu kiate koe ha ngaahi fakamatala matu’aki mahu’inga ki he feitu’u te ke ngāue ai, fa’ahinga ngāue te ke fakahokó pea mo e lahi ‘o e vāhenga te ke ‘amanaki te ke ma’u. ‘E fakahā atu ai mo e feitu’u ko ia te ke nofo ai lolotonga ‘a ho’o ‘i ‘Aositelēlia (‘oku ‘asi ‘i he Konga A).

‘Oku mahu’inga ke ke mahino’i lelei ‘a e ngaahi tu’utu’uni mo e tu’unga fakangāue ‘i he tohi aleapau faingamalie ngāue ni kimu’a pea ke toki tali. Tūkukehe ka fiema’u, ‘oku ‘atā ke ke kole ha tokoni pe fakatalanoa ki ha taha ke toe mahino ange ‘a e tohi ni.

Ko e ngaahi tukunga mo e ngaahi tu’utu’uni ‘o ho’o ngāue ‘oku fakamatala’i atu ‘i he tepile ‘i lalo pea mo e **Konga A mo e Konga 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	Hingoa ‘o e Kautaha pe Ngāue’anga ‘i Aositelēlia
PALM scheme employer contact details	Ko e hingoa mo e fika fetu’utaki ‘a e Ngāue’anga ‘i ‘Aositelēlia
When you will arrive in Australia	‘Aho teke folau/tu’uta ai ki Aositelēlia
When you will start work	‘Aho teke kamata ngāue ai
When you will leave Australia	‘Aho teke mavahe ai mei Aositelēlia
Length of employment	Ko e kalasi ‘eni ho’o visa (fakataimi a’u ki he mahina ‘e 9 pe ko e visa taimi lōlōa a’u ki he ta’u ‘e 4

Ko e ‘aho na’e ‘oatu faka’ofisiale ai ‘a ho’o tohi aleapau ngāue’e malava pe ke toe liliu kapau na’e toe fakahoko ha ngaahi liliu ‘i he aleapau ngāue.

Vakai’i pe ‘oku tonu ho hingoa pea mo e ‘aho fa’ele’i pea ‘oku tatau mo e fakamatala ‘i ho’o paasipooti

Ko ho fika siponisa eni.

Ko e kalasi eni ho’o visa. (403)
Visa Taimi nounou: ‘o a’u ki he mahina ‘e 9.
Visa Taimi lōlōa: ta’u ‘e taha ki he ta’u ‘e fa (4)

Ko e kalasi ‘eni ho’o visa (fakataimi a’u ki he mahina ‘e 9 pe ko e visa taimi lōlōa a’u ki he ta’u ‘e 4)

	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).>

‘Oku kau ‘i he konga ko ‘eni ‘a e fakamatala ki he feitu‘u te ke nofo mo ngāue ai ‘i ‘Aositelēlia, ‘o kau ai:

- feitu‘u ‘oku tu‘u ai ho‘o ngāue’anga
- ko hai ho‘o pule ngāue pe koe taki he timi
- fa’ahinga ngāue te ke fai
- ngaahi tu’unga fakaengāue ‘o hange ko e ngaahi ‘aho pea mo e lahi ‘a e houa ‘e fiema’u ai ke ke ngāue he uike takitaha
- pea mo ho‘o tefito’i fatongia fakaengāue.

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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Tu'unga Fakaengāue

Ko e konga ki he ngaahi monū'ia livi fakangāue 'oku fakamatala fakaikiiki fekau'aki mo e ngaahi livi 'oku totongi pea mo 'ikai totongi. Ko e kau ngāue lau'aho 'oku 'ikai ke nau ma'u 'a e monū'ia ki he livi ngāue fakata'u pe kae vahe, pe ma'u ha vahe he ngaahi 'aho 'ikai ke ma'u ngāue ai, hange ko ho'o mālōlō 'oku ke puke.

Ko e kau ngāue taimi kakato mo e kau ngāue fakataimi (part-time) pē 'oku 'i ai 'enau totonu ke nau vahe pe lolotonga 'enau livi fakangāue, kau ai 'a e livi ngāue fakata'u, mālōlō puke mo e livi ke tokanga'i ha taha. 'Oku tātōnaki 'a e ngaahi 'aho livi 'a e kau ngāue 'i he ta'u takitaha.

Totongi mo e Ngaahi To'o mei he Vahe

'Oku hā heni 'a e lahi 'o e pa'anga 'oku fakahū 'e he ngāue'anga ki ho'o 'akauni pangikē 'i he uike takitaha, hili hono to'o 'a e lahi 'o e pa'anga na'a mo 'osi fēlotoi ki ai ke to'o makatu'unga 'i he'enau totongi 'a ho'o tikite vakapuna, totongi fakahū ho'o visa ngāue mo e ngaahi to'o kehe pe kuo mo fēlotoi ki ai.

'E to'o pe 'e he ngāue'anga 'a e lahi 'o e pa'anga na'a mo 'osi fēlotoi 'i he fakamo'oni hinga ki ai fakapepa. Ko e lahi 'o e pa'anga 'oku to'o 'oku fiema'u ke 'uhinga lelei pea ke malava ke mo'ui pe 'i he toenga ho'o vahe.

Pa'anga Monū'ia Mālōlō (Supa)

Ko e pa'anga monū'ia mālōlō pe koe supa ko e polokalama pa'anga monū'ia mālōlō ia 'a 'Aositelēlia. 'Oku totongi 'e ho'o ngāue'anga 'a e peseti 'e 11.5% ho'o vahe kotoa pe ki ho'o sino'i pa'anga monū'ia mālōlō. Te ke lava 'o fakahū ho'o kole ke ma'u 'a e pa'anga ko 'eni (hili hono tukuhau'i) 'i ho'o foki ki ho fonua.

Te ke ma'u 'a e fakamatala fakaikiiki ange ki he pa'anga monū'ia mālōlō pe supa 'i ha'o fekumi ki ai 'i he uepisaiti ma'unga fakamatala 'a e PALM 'i he peesi; [palmscheme.gov.au/ resources](https://palmscheme.gov.au/resources)

Foomu Vahe (Payslip)

Te ke vahe faka uike pe faka uike ua pea te ke ma'u ho'o foomu vahe 'i loto 'i he 'aho 'e taha kimu'a pea ke toki ma'u ho'o vahe. 'Oku 'oatu 'i he tohi aleapau ngāue ko 'eni 'a e fotunga/tatau 'o e foomu vahe'.

	<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. The money paid into your superannuation does not come out of your pay. 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.
Health insurance cover	<Fund name, cost, description and details of coverage>
Terminations terms	<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. 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)>. If your employment is terminated <Insert PALM scheme employer name> will arrange for you to return to your home country. If you resign from your employment <Insert PALM scheme employer name> must give you the following information in writing and explain it to you: - 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. The Fair Work Ombudsman website provides useful information about termination of employment and notice period requirements.
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

Malu'i mo'ui lelei

Hili hono tali 'o e alepau ngāue, 'e alea'i ho'o pule ngāue ha kautaha malu'i mo'ui lelei te ne feau 'a e ngaahi makatu'unga ki ho'o visa ngāue kimu'a pea ke toki tu'uta ki 'Aositelēlia. 'E to'o 'a e totongi ho malu'i mo'ui lelei mei ho'o vahe, mei he taimi te ke kamata ngāue ai 'o a'u ki ha'o foki.

Ngaahi fehu'i fekau'aki mo e ngaahi makatu'unga ngāue .

Kapau 'oku 'i ai ha'o ngaahi fehu'i fekau'aki mo e ngaahi tu'unga 'o ho'o ngāue , tu'unga 'o e vahenga, pe ko ho'o ngaahi totonu lolotonga ho'o 'i 'Aositelēlia, te ke lava 'o fetu'utaki ki he laine fakamatala 'a e Fair Work Ombudsman 'i he (13 13 94).

Ko e ngaahi tokoni ki he tokangaekina e malu mo e hao 'o e tokotaha ngāue.

'E 'oatu 'e he kongā ko 'eni 'a e fakamatala fekau'aki mo e ngaahi fatongia 'o e 'Ofisa tokangaekina e malu mo e hao e tokotaha ngāue (Welfare officer) kau ki ai mo e ngaahi fika mo e 'imeili fetu'utaki.

	the welfare and wellbeing support person and welfare and wellbeing meetings (to be held at least fortnightly)> <If applicable - specific information about what will be provided in the form of a cash advance to assist you settle in, and how this will be recovered through short term deductions>
Education and information you will receive	<Provide details of regular education, communications and employment information that will be provided and how this will be delivered.>
Policies	<Include details of your policies such as code of conduct and performance management. Ensure that the worker can understand and agree to the policies in Attachment B>

Fakalakalaka'i 'o e taukei ngāue mo e ako ngāue.

'E 'oatu 'i he kongā ko 'eni ha fakamatala fekau'aki mo ha ngaahi ako ngāue 'oku fe'unga, ngaahi founa fetu'utaki pea mo e fakaikiiki 'o e ngaahi fakataha fakauike ua mo e 'Ofisa tokangaeki-na e malu mo e hao e tokotaha ngāue

Costs to work and live in Australia

There are costs that you may need to pay to work and live in Australia. <Insert PALM scheme employer name> will arrange and pay for these items. When <Insert PALM scheme employer name> identifies the cost is allowed to be recovered under the *Fair Work Act 2009*, you will need to pay them back once you start earning money. If you agree in writing, money will be taken from your pay to cover these costs. This is a type of deduction.

Attachment B - letter of acceptance includes a deductions table that shows the proposed deductions from your pay. If there are any changes to the deductions or the amount to be paid due to a change in the costs of items, <Insert PALM scheme employer name> will discuss it with you and, if you agree, ask for you to agree in writing and sign a new letter of acceptance. If you do not want deductions taken from your pay you will need to pay the money back another way.

The letter of acceptance identifies two types of deductions:

- Initial 'up-front' deductions, which is to pay for the cost of certain items over a minimum of 12 weeks (e.g., airfares, domestic travel from port of arrival in Australia to worksite or accommodation, visa, necessary personal effects, and cash advance), and
- Ongoing deductions, which is to pay the cost of required and regularly used expenses (e.g., accommodation, transport, and health insurance).

Your initial up-front deductions will be deducted for no less than 12 weeks unless your recruitment is less than 12 weeks or if you request in writing for the deductions to be taken out over a lesser period of time. If you request for the deductions to be taken over a lesser period of time, <Insert PALM scheme employer name> will only agree if your net take home pay after tax and deductions is more than \$200 per week.

Your employment in Australia

Australian customs and laws might be different to those in your country. While you are in Australia you will be an employee of <Insert PALM scheme employer name> and will be expected to act in line with their work policies and practices. If you accept this offer of employment, you:

- agree not to drink alcohol at work or be under the influence of alcohol or illegal drugs while at work
- agree to comply with Australian laws

- understand that if you are involved in illegal activity and charged with criminal offences, this may impact your visa status and your ability to stay in Australia or to return to Australia at a later date
- understand that if you engage in behaviour that results in your employment ending, this may impact your eligibility to remain in Australia to participate in the PALM scheme
- understand that you must comply with Australian work health and safety laws which include an obligation to take reasonable care for the health and safety of yourself and others
- agree to talk to <Insert PALM scheme employer name> if you have any concerns with your work or if there is any reason you cannot do your best work.

To accept this offer of employment please sign the letter of acceptance at **Attachment B** and give it to <[your agent/labour sending unit]>. If you have any questions about anything in this letter you can ask <Insert PALM scheme employer name>.

If there are any changes to this offer of employment or the attachments, <Insert PALM scheme employer name> will discuss it with you and, if you agree, will give you a new letter of acceptance to sign and give you an updated copy to keep. Please bring a copy of this letter with you to Australia so that you can refer to it when you need to.

<Insert PALM scheme employer name> look forward to your arrival and working with you.

Yours sincerely,

<[Insert name]>

<[Insert signature]>

<[Insert position]>

Attachments to the offer of employment

- Travel, living arrangements and community contacts.
- Letter of acceptance, which you need to complete and sign.
- Example and explanation of a pay slip. This will include details that must be displayed under Australian workplace laws (such as deductions, superannuation, tax, gross and net pay, casual loading (if applicable)).
- Privacy Notice and Consent Form
 - This explains how your personal information will be handled in the PALM scheme. It seeks your express consent to the collection of your sensitive information and consent to the disclosure of your personal information overseas. The form will inform you of:
 - o the identity and contact details of DEWR,
 - o the purpose for which DEWR and its agents collect personal information and
 - o the consequences if all or some of their personal information is not collected by DEWR.
- Sample piecework record (only for piecework contract).
- Detailed job description (optional).

Fakamo'oni hingoa ki ho'o aleapau ngāue

Kimu'a pea ke fakamo'oni hingoa ki ho'o aleapau ngāue, fakapapau'i 'oku ke mahino'i 'a e ngaahi fakahinohino mo e ngaahi tu'utu'uni ngāue kotoa 'i he aleapau.

Kapau 'oku 'ikai ke ke mahino'i ha konga 'i he aleapau ngāue, 'oku malava ke ke 'e ke ki ho'o taki kulupu, Va'a Ma'u Ngāue ki Tu'apuleanga 'i he fonua 'oku ke ha'u mei ai (Tonga) pe ko ho'o pule ngāue kenau fakamatala'i lelei ia kiate koe.

Tauhi ha tatahu ho'o aleapau ngāue (OOE) mo e ngaahi pepa faile mahu'inga 'oku fiema'u ki ho'o ngāue. Pea 'oku fiema'u keke to'oto'o 'a e ngaahi pepa ko'eni ki 'Aositelēlia.

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	< >	< >

Konga A 'oku fakaikiiki
atu ai 'a e ngaahi
fakamatala mahu'inga
fekau'aki mo ho'o
folau vakapuna, fale
nofo'anga pea mo ho'o
nofo 'i 'Aositelēlia, mo ha
ngaahi founa fetu'utaki
mahu'inga ki ha'o fiema'u
tokoni pe fale'i.

Ko e kau ngāue taimi
nounou, 'e 'i ai 'enau
tikite vakapuna folau atu
mo e tikite foki mai mei
'Aositelēlia pea 'e 'osi
alea'i foki mo e founa
fefononga'aki ma'a
nautolu.

Ko e kau ngāue taimi
loloa, 'e 'i ai 'enau tikite
folau atu pē ki 'Aositelēlia
pea 'e 'osi alea'i mo e
founa fefononga'aki ma'a
nautolu.

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 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	

Ngaahi fetu’utaki he komiuniti

‘Oku lisi heni ‘a e ngaahi hingoa pea mo e ngaahi fika fetu’utaki koe’uhí ke faingofua ange ho’o ma’u ha tokoni ‘i he taimi ‘oku ke ‘i ‘Aositelēlia aí, ‘o kapau te ke fiema’u.

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]>

Faka'ilonga'i e ngaahi puhá kapau 'oku ke loto ki he ngaahi me'a ko 'eni. Kapau 'oku 'ikai mahino kiate koe 'a e ngaahi me'a 'oku hiki atú, 'eke ki ho'o ngāue'anga pē ko e va'a ngāue na'a nau fili koé ke fakamatala'i atu eni.

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
☐	International airfare	< \$ - >	< \$ - >	<(Min. 12 weeks)>
☐	Domestic airport transfer	< \$ - >	< \$ - >	<(Min. 12 weeks)>
☐	Visa	< \$ - >	< \$ - >	<(Min. 12 weeks)>
☐	Cash advance or loan	< \$ - >	< \$ - >	<(Min. 12 weeks)>
☐	Medical	< \$ - >	< \$ - >	<(Min. 12 weeks)>
☐	Police checks	< \$ - >	< \$ - >	<(Min. 12 weeks)>
☐	Sim card (optional)	< \$ - >	< \$ - >	<(Min. 12 weeks)>
☐	Accommodation bond (if applicable)	< \$ - >	< \$ - >	<(Min. 12 weeks)>
☐	Other	< \$ - >	< \$ - >	<(Min. 12 weeks)>

Tānaki atu ha hingoā pea mo e ngaahi fika fetu'utaki 'o ha taha 'e lava ke fetu'utaki ki ai telia na'a hoko ha me'a fakatu'upakē 'E lava pē ko ha kāinga pe ko ha kaungāme'a ofi eni 'i 'Aositelēlia pe 'i ho fonua tupu'angā.

'Oku mahu'inga 'aupito ke ke 'iloi mo mahino'i 'a e alepau ngāue na'a ke fakamo'oni kiai. Kapau 'oku ikai keke mahino'i ha fakamatala 'i ho'o alepau ngāue kataki fetu'utaki ki he va'a ma'u nague ki tu'apule'anga pe ko e kautaha na'a ne fakangāue'i koe (TONGA). Ke fakamatala'i atu eni kimu'a pea ke toki fakamo'oni.

Ko e ngaahi 'uluaki to'o mei he vahe

Ko e konga eni 'oku 'asi ai e fakafuofua tā tu'o taha 'o e ngaahi fakamole 'e to'o ki ho'o tu'utā. 'O hangē ko ho'o ngaahi folau vakapuna, visa, pa'anga kuo totongi tōmu'a atu. 'E to'o eni mei ho'o vahé 'i ha vaha'a taimi 'ikai toe nounou ange he uike 'e 12 ki he 16.

Fakatokanga'i ange: ko e ngaahi fakamole ko eni ko e fakafuofua pē pea 'e lava 'o liliu makatu'unga he 'aho 'oku ke mavahe ai. 'E toki fakamatala'i atu kiate koe 'a e fakakātoa 'o e fakamolē kimu'a pea ke toki kamata ngāue 'i 'Aositelēlia.

'E toki lava pe 'e he ngāue'anga 'o to'o 'a e ngaahi fakamole ko 'eni 'i ho'o loto fiemālie ki ai 'i ha tohi pea 'uhinga lelei. He 'ikai lava ke fakamalohi'i koe ke ke tali ha totongi to'o.

Fakatokangai ange: Kapau 'oku 'i ai ha toe liliu 'i he ngaahi to'o makehe 'i he alepau ngāue na'ake fakamo'oni kuopau ke ke felotoi e kautaha mo koe ki ai pea ke fakamo'oni ki he alepau fo'ou pe ko ha tohi 'oku ha atu ai e ngaahi totongi fo'ou.

Total up-front costs		< \$ - >	< \$ - > per week	<(Min. 12 weeks)>
☐	Accommodation	< \$ - >	< \$ - >	Ongoing
☐	Health insurance	< \$ - >	< \$ - >	Ongoing
☐	Transport	< \$ - >	< \$ - >	Ongoing
☐	Meals (optional)	< \$ - >	< \$ - >	Ongoing
☐	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)>				

Ngaahi fakamole hokohoko atu

‘Oku ‘i ai ‘a e ngaahi fakamole ‘oku hokohoko atu pea ‘oku to’o ia ‘e he ngāue’anga mei he vahe kotoa lolotonga ho’o kau mai ki he aleapau ngāue PALM ‘i ‘Aositelēliā. Ko e ngaahi fakamole ko ‘enī ‘oku lava pē ke faikehekehe mei he ngāue’anga ki he ngāue’anga pea lava ke faikehekehe mei he kau mēmipa ‘i ho’o timi. Koe ngaahi fakatātā ‘o e ngaahi fakamole ko ‘enī ko ho nofo’angā, malu’i mo’ui pea mo e fefononga’aki. Ko e ngaahi fakamatala ki ho’o ngaahi tataua vahe ‘oku ha ia ‘i ho’o alepau ngāue ‘i he Attachment A.

Mahu’inga: Kapau ‘oku ‘ikai mahino kiate koe pea ‘i ai ha’o ngaahi fehu’i fekau’aki mo e ngaahi to’o ko ‘enī, ‘oku totonu ke ke lea ki ho’o pule ngāue.

Ko e lahi ‘eni ‘oku fakafuofua te ke ma’u ‘i ho’o ‘akauni pangikē hili hono tukuhau’i pea to’o mo e ngaahi fakamole kuo mou felotoi ki ai.

Kapau ‘oku ke toe fiema’u ha fakamatala fekau’aki mo ho’o vahé pea mo e ngaahi fakamole kuo to’o te ke lava ‘o fetu’utaki ki he timi ‘oku nau tokanga’i e vahé ‘i he ngāue’angā.