

*The Great South Coast region includes the Local Government Areas (LGAs) of Glenelg Shire, Southern Grampians Shire, includes Moyne Shire, Corangamite Shire, Colac-Otway Shire, and Warrnambool City Council.

Assessment Checklist Minimum Requirements

This checklist is designed to assist you in submitting a complete employer nomination application so the nominated position can be assessed by a Regional Certifying Body. Using this checklist will help minimise processing times. You should provide all documentation listed to ensure you are submitting a complete request for assessment.

While we may ask you to provide more information in order to determine whether your nomination meets the criteria for assessment approval, a decision on the assessment may be made solely on the information provided at the time of application. If further documentation is requested, a period of 14 days will be given in which to receive the documents. After this time all documents will be returned.

Form 1404 Regional Sponsored Migration Scheme
Regional Certifying Body Advice (pre-populated)

Form 956 Signed and dated (if using a migration agent).

A print-out of the online DoHA employer nomination

Mandatory requirement - Prepaid, self-addressed, A4 Australia Post Express envelope suitable for the return of all documents.

A statement on the business letterhead and signed by the business owner which demonstrates:

- How/why the position has become available;
- How the position contributes to the business outputs, with evidence to support the claims;
- The business has been operating for at least 6 months.

Organisation structure chart listing positions, names of employees and position status (full-time, part-time, casual etc.)

Position Description and Employment Contract signed by both parties

AMSR – Annual Market Salary Rate Evidence Supplied?

The market salary rate framework is in place for the SESR visa program. Under the Skilled Employer Sponsored Regional (Provisional) (SESR) visa program you must provide evidence showing a nominee for a position nominated in the Employer Sponsored stream of the SESR program will be paid at least the Annual Market Salary Rate (AMSR). The AMSR is what an equivalent Australian worker undertaking the same role in a similar location would be paid.

As a result, if the overseas skilled worker will be paid less than AUD250,000, nominators need to demonstrate:

- How they have determined the AMSR;
- The overseas skilled worker will not be paid less than this amount (i.e. less than what an Australian worker would be paid);
- Both the AMSR and what the overseas skilled worker will be paid, excluding superannuation payments and any non-monetary benefits in both cases, must be no less than the Temporary Skilled Migration Income Threshold (TSMIT) – i.e. currently AUD70,000.
- Further information on salary and employment condition requirements for sponsored skilled visas, including determining the AMSR, is available at: <https://immi.homeaffairs.gov.au/visas/employing-and-sponsoring-someone/sponsoring-workers/nominating-a-position/salary-requirements>.

Payment

A Regional Certifying Body Employer Nomination assessment fee of \$550.00 (inclusive of GST) will be payable for all nominations

Please see below for payment methods:

The Regional Certifying Body is required to provide advice to Department of Home Affairs on the following:

- There is a genuine need for the nominator to employ a paid employee to work in the position under the nominator's direct control;
- The terms and conditions of employment applicable to the position will be no less favourable than the terms and conditions that are provided to, or would be provided to, an Australian citizen or Australian permanent resident for performing work in the person's workplace at the same location.

PLEASE NOTE:

Regional Certifying Bodies (RCBs) only provide advice to the Department of Home Affairs. RCBs make no final decisions and neither approves nor refuses SESR (Provisional) VISA Programs nominations. Obtaining positive RCB advice does not automatically guarantee that the SESR nomination will also be approved by the Department of Home Affairs. If the SESR nomination is not approved by the Department, contacting the RCB is not the appropriate pathway to seek a review of the Department's decision. In case of a refusal decision by the Department of Home Affairs, the Department will provide the nominating employer or their agent with advice in relation to any appeal rights they may have.

PAYMENT METHODS

A Tax invoice/receipt will be generated by Warrnambool City Council for Regional Certifying Body services, using the following payment options

In Person at City Assist, Warrnambool City Council Offices, 25 Liebig Street Warrnambool

- Bank Cheque - Payable to Warrnambool City Council
- Money Order – Payable to Warrnambool City Council
- Debit Card
- Credit Card (Visa and Mastercard only)

By Mail addressed to Warrnambool City Council P.O. Box 198 Warrnambool 3280

- Bank Cheque - Payable to Warrnambool City Council
- Money Order – Payable to Warrnambool City Council

By Phone call Warrnambool City Council City Assist on +61-3-5559 4800

- Credit Card (VISA and Mastercard only)

PLEASE NOTE:

This fee is non-refundable: even in the event that this RCB should determine that your nomination does not satisfy the Regional Certifying Body assessment criteria as prescribed by the Department of Home Affairs.

Special circumstances: Warrnambool City Council, in its discretion, may choose to waive the nomination assessment fee. If you believe you may be able to prove special circumstance, please speak directly with the Regional Certifying Body signatory on (03) 5559 4956.