



# WARRNAMBOOL (GREAT SOUTH COAST REGION\*) REGIONAL CERTIFYING BODY

Version 001 - Created 29 May 2018

\*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

### FINANCIALS:

If you are a business that has been actively operating for more than 12 months

#### **ENCLOSED An Audited Balance Sheet**

for the most recently concluded fiscal year, with comparative figures for the previous fiscal year), and profit and loss statement (statement of performance) for the most recently concluded fiscal year, with comparative figures for the previous fiscal year

OR



## **ENCLOSED Business tax returns**

for the most recently concluded fiscal year and associated tax assessment notice and if the fiscal period to which the financial statements or tax returns submitted relate ended more than three months before the application is lodged - a business activity statement (BAS) for each complete quarter between the end of the fiscal period and the date of application lodgement.

OR

## **LETTER OF SUPPORT FROM THE ACCOUNTANT OF YOUR BUSINESS**

Evidence that the position cannot be filled by an Australian citizen or an Australian permanent resident who is living in the same local area where the nominated position exists.

### **As a minimum we require:**

- a)** Copies of job advertisements and supporting invoices (preferably including advertisements in local newspapers no greater than 4 months old). Positions advertised solely on internet sites e.g. Seek, Adzuna, etc. may require more evidence (to be assessed on a case by case basis). Please note: Gumtree adverts will not be accepted as proof of LMT
- b)** Details of all applicants for the position (on business letterhead and signed by the business owner) to include:
  - Name of applicant;
  - Australian citizen/ not an Australian citizen;
  - Confirm if interviewed / if not why;
  - If interviewed detailed explanation as to why the applicant; was unsuitable for the position.
- c)** If there are no applicants for the position, please provide a Statutory Declaration from the business owner stating:
  - That they have spoken to a local employment agency who has confirmed that the required skill e.g. qualified chef, motor mechanic is not available locally (please quote name of agency and staff member).

Evidence to support the salary and terms and conditions for this position are consistent with the market rate for other positions in the same location (same company or town).

### **As a minimum we require:**

- a)** A copy of the relevant award highlighting the salary and classification (one page only – do not send the whole award) and
- b)** A copy of an employment contract (showing the salary) for a similar position within the business or copies of 3 job advertisements for similar positions in Regional Victoria showing the salary.

## **Payment**

A Regional Certifying Body Employer Nomination assessment fee of \$440.00 (inclusive of GST) will be payable for all nominations lodged on or after 01 July 2018

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 position cannot be filled by an Australian citizen or an Australian permanent resident who is living in the same local area where the nominated position exists;
- 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 RSMS employer nominations. Obtaining positive RCB advice does not automatically guarantee that the RSMS employer nomination will also be approved by the Department of Home Affairs. If the RSMS employer 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.