

## Checklist – Sponsor and Applicant’s guide for the Labour Agreement and Nomination stages

Has your business been actively operating for at least the last 12 months, and is currently financially viable?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your business located within the Designated South-West region, ie. City of Bunbury, City of Busselton, Shires of Augusta Margaret River, Boyup Brook, Bridgetown Greenbushes, Capel, Collie, Dardanup, Donnybrook Balingup, Harvey, Manjimup or Nannup?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the position you seek to fill listed in the current South-West DAMA occupation list?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have your business actively sought out (advertised) to recruit an Australian worker in the last 12 months for the vacant position(s)? i.e. the vacant job(s) is advertised on at least 2 different platforms, one of which with national reach?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### A Guide for the Sponsor or Business – Endorsement Stage (Shire of Dardanup)

The following is a guide to obtaining a letter of endorsement from the Shire of Dardanup for the South-West DAMA.

Item	Description	Tick one box
1.	Read <i>An Employer’s Guide to Accessing a Labour Agreement under the South-West DAMA</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Read, completed and signed <i>Form 232 – DAMA Endorsement Form</i> to access a labour agreement under the South-West DAMA	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	If applicable, complete and sign Form 956 (Department of Home Affairs) if you have engaged a Registered Migration to assist you with your application	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4.	You have read, signed and agree to all Terms and Conditions outlined in parts 5, 6 and 7 which includes the Sponsor’s service and WA Privacy Policy on <i>Form 232 – DAMA Endorsement Form</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	You have completed and signed the <i>Form 232 – DAMA Endorsement Form</i> and submitted your electronic application as a single PDF to <a href="mailto:dama@dardanup.wa.gov.au">dama@dardanup.wa.gov.au</a> Alternatively, you can mail a hardcopy to: Shire of Dardanup Designated Area Representative, PO Box 7016 Eaton WA 6232	Yes <input type="checkbox"/> No <input type="checkbox"/>

6.	You have received an invoice from the Shire of Dardanup for the South-West DAMA processing fee	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	You have paid the South-West DAMA processing fee (non-refundable) and sent the South-West DAR a receipt of your payment <i>Processing Fee Cost - \$250 per position nomination - see part 8 of the Form 232 – DAMA Endorsement Form</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	<p>Department of Home Affairs will receive a DAR Letter of Endorsement within 10 working days from the South-West DAR (note: this is dependent on the completeness of your application)</p> <p>You will receive a factsheet guide (information) from the South-West DAR to assist you in lodging an online labour agreement request and nomination application through ImmiAccount. This includes a unique South-West DAMA Agreement Number to use when lodging a Labour Agreement through your ImmiAccount.</p> <p><i>(Please note: you only receive this guide if you are endorsed by the South-West DAR to enter into a South-West DAMA Labour Agreement with the Department of Home Affairs)</i></p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

### A Guide for the Sponsor or Business – Labour Agreement and Nomination Stage (Department of Home Affairs)

The following is a guide of the supporting evidence needed to be submitted to the Department of Home Affairs at the Labour Agreement and Nomination Stages after you have obtained endorsement from the Shire of Dardanup.

Item	Description	Tick one box
1.	Business Registration Documents	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Business Activity Statements for the last twelve months and financial statements for the most recent financial year.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	If applicable, your Trust Deed or Franchise Agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4.	Company extract (organisational charts) or similar business registration showing the full name and date of birth of all owners, directors, principals and/or partners.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	If applicable, a certificate or statement from the Department of Home Affairs that you are a Standard Business Sponsor and/or an Accredited Sponsor	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6.	Recent changes to workforce composition i.e. any redundancies or retrenchments occurred in the last 12 months	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
7.	If applicable, if there is adverse information about your company or people associated with it, you will need to provide a statement	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

	regarding any investigations or audits undertaken, evidence of the outcome of any investigation or audits	
8.	Position or job descriptions for each nominated position sought under the labour agreement. Must state registration or licensing requirements (if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.	Employment contract outlining terms and conditions for each position. If already employed in the role, provide payslips/timesheets.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.	If Temporary Skilled Migration Income Threshold (TSMIT) concession is being sought for TSS/ENS program, a completed summary of salary concession	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
11.	<p>If the nominee's current total earnings are not AUD \$250,000 or above, evidence of market salary rates for the location of the position required.</p> <p>Evidence of market salary rate to prove the nominee receives terms and conditions no less favourable than those provided to an Australian citizen or permanent resident</p> <ul style="list-style-type: none"> <li>• employment contract (or template of the employment contract) for an employee in the same position must also specify the requirement to working and living in the South-West region</li> <li>• recent payslips for another employee in the same position or</li> <li>• any other evidence of salary levels for an employee in the same position.</li> </ul> <p>Please provide this evidence for each nominated position.</p> <p><i>Note: If there are no Australian employees in your workplace doing the same work as the nominee, provide external market salary sources to determine the current market salary for the nominee's occupation.</i></p>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
12.	If applicable, details of the agreement or award as recorded by the Fair Work Commission and relevant salary level/occupation group	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
13.	Summary of your current and future workforce	Yes <input type="checkbox"/> No <input type="checkbox"/>
14.	<p>Summary of domestic recruitment for each nominated position.</p> <p>Refer to the summary of domestic recruitment summary form above and evidence of domestic recruitment efforts over the last twelve months.</p> <p>This evidence must meet Australian Government Labour market testing requirements, for more information on labour market testing requirements go to the <a href="#">Department of Home Affairs website</a>.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

	<p>Evidence can include:</p> <ul style="list-style-type: none"> <li>• samples of advertisements, receipts for advertisements and results of advertisements in newspapers, online platforms, professional journals, industry news letters etc.,</li> <li>• contracts with recruitment agencies, and/or</li> <li>• evidence of participation in job search programs/activities (if any).</li> </ul>	
15.	<p>You provide the outcome or results (approved or rejected) of your labour agreement with Home Affairs to the South-West DAR in writing within 28 days. Please email outcome to <a href="mailto:dama@dardanup.wa.gov.au">dama@dardanup.wa.gov.au</a></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

### ImmiAccount

[ImmiAccount](#) is the online platform run by the Department of Home Affairs that manages all the requirements related to business sponsorship, nomination and visa applications. Anyone can create an account and it is free to sign up. If you are experiencing technical difficulties, please lodge a query through [ImmiAccount Technical Support Form \(homeaffairs.gov.au\)](#)