

## Document Checklist for Orana DAMA

The following documents are required for all employer endorsement applications to be assessed by RDA Orana.

Please note that all information supplied is treated as confidential and is used for the purpose of accessing your application only.

- Completed Form 956 if using the services of a Registered Migration Agent
- Business Registration or Company Registration Certificate showing the Australian Business Number (ABN/ACN). Including a list of Directors where applicable would be helpful.
- Previous 2 years' Financial Reports
- Contact Address of the nominating business/organisation
- Full name and contact details (including phone and email) of representative of nominating business/organisation (in addition to Migration Agent contact details)
- ANZSCO code and title of the nominated position(s)
- Nominated salary
- Full name of nominee (if known)
- Employment contract/ letter of offer if available

### ❖ Documents to demonstrate GENUINE NEED

- Organisational chart and explanatory notes to demonstrate how the position(s) fits within the current and future structure of the business and its' operations
- Position description for the nominated role – tasks, responsibilities and accountabilities to show how the nominated position fits the key elements of the nominated ANZSCO occupation
- Evidence the Nominee is already working in the position, that the position has been vacated by another employee or justification of a new position (eg. increased turnover, change in business structure, new supply contracts etc)
- Details of redundancies or retrenchments in the past 6 months, including associated entities for the same or similar occupations

### ❖ Documents to validate LABOUR MARKET TESTING (LMT)

- Evidence of placement of at least 2 advertisements one of which with at least national reach. Applications for the position must be accepted for a period of at least 28 days and carried out within the last 12 month period. Accredited sponsors may use their own website as one of the platforms. Gumtree/national newspaper jobs listings will be accepted, but not jobs listed in the classified sections. Social media advertising isn't accepted.
- An overview of the applications and justification of the inability to fulfil the position from the local (Australian) labour market.

Advertisements for the vacancy MUST include:

- Title or description of the position
- Skills or experience required for the position (ensure this aligns with the ANZSCO occupation requirement's)
- Name of the sponsor, or the recruiting agency responsible for the recruitment process
- The salary for the position (if less than \$96,400AUD). This can be shown as a range.

❖ Documents to demonstrate equivalent EMPLOYMENT CONDITIONS and AUSTRALIAN MARKET SALARY RATE

**Where there IS an equivalent Australian worker performing equivalent work in the same (or very similar) location, the following MUST be provided;**

- Where one exists; The name/reference of the relevant fair work instrument that would apply to Australian citizens or permanent residents employed in the same workplace (if applicable). Do not send the document, just the details or weblink of the relevant employment category for the nominated position.

For example, Pharmacy Industry Award 2012 [MA00012], Pharmacist in Charge, Full Time

- Employment Contract and payslips for the equivalent Australian employee. Identifying details may be blanked out to preserve confidentiality.

**Where there IS NOT an equivalent Australian worker performing equivalent work in the same (or very similar) location, the following MUST be provided**

- Where one exists; The name/reference of the relevant fair work instrument that would apply to Australian citizens or permanent residents employed in the same workplace (if applicable). Do not send the document, just the details or weblink of the relevant employment category for the nominated position.

For example, Pharmacy Industry Award 2012 [MA00012], Pharmacist in Charge, Full Time

Relevant information used to determine the relevant market salary rating which may include;

- Job advertisements from National media for similar positions in similar regional areas within the previous 6 months. For example, advertisements for a role in Toowoomba, Wagga or Tamworth would be considered similar to a role in Dubbo for this purpose.
- Renumeration surveys for similar regional areas generated across the relevant industry by a reputable organisation or body.