

Regional Certifying Body Support Information Checklist

Skilled Employer Sponsored Regional

Department of Home Affairs - **Form 1404**

If using a Migration Agent, provide Department of Home Affairs

Form 956 <https://immi.homeaffairs.gov.au/form-listing/forms/956.pdf>

Application fee - Non-refundable processing fee of \$550 (inc. GST) – **see payment options page**

Applications MUST be forwarded electronically to info@wda.org.au

For further information please contact Wimmera Development Association RCB Officer (03) 5381 6500

Details of contact person:

Name: _____

Company: _____

Telephone: _____

Email: _____

Please indicate if you are appointed as a migration agent:

YES MARA Registration Number: _____

NO Position within Organisation: _____

1. We must be satisfied that there is a genuine need for a paid employee in the position as nominated.

Attach a broad organisational structure which indicates where this position sits in the business.

Attach a position description

Attach a copy of the letter of offer or employment contract – (draft letter if the nominee is not yet known)

Complete a statement on the business letterhead and signed by the business owner to indicate if the position is expansion, diversification within the business, new business or attrition AND how the position is required for the activities of the business which includes a statement describing how the nominator has made a genuine attempt to fill the position with an Australian citizen or permanent resident and has been unable to find a suitable candidate.

Attach evidence of labour market testing undertaken within the last four months. Evidence can be copies of prominent advertisements. **At least two such examples must be provided.**

- 2. 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). We must be satisfied that the terms and conditions of employment applicable to the position will be similar to the terms and conditions that are provided to or would be provided to an Australian citizen or Australian permanent resident undertaking the same work at the same location.**

If there is an existing worker within the business who is an Australian Citizen or permanent resident performing the same or closely related occupation include documentation showing the salary, entitlements and other conditions afforded to that worker. Attach evidence to show how the salary has been determined such as an award, enterprise agreement, collective agreement or common law contract. (one page only – do not send the whole award)

OR

If there is no existing worker performing the same or closely related occupation provide evidence that the nominee will be paid the market rate. This may include copies of advertisements for the same or closely related occupation indicating a comparable salary level within the same region, evidence that the salary and conditions offered meets the minimum working conditions stipulated by the relevant Commonwealth or State Government industrial instrument.

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 Skilled Employer Sponsored Regional (SESR) nominations. Obtaining positive RCB advice does not automatically guarantee that the SESR employer nomination will also be approved by the Department of Home Affairs. If the SESR 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.

Under policy, the RCB assessment must have been obtained no more than 3 months before the date the Visa nomination is lodged. If the assessment is dated more than 3 months before the date the nomination is lodged, the delegate may require a fresh RCB assessment to be obtained. **In this event a new application will have to be made.**