

Checklist for Regional Certifying Body Advice

This checklist details the information and supporting documents required to lodge an application with the Central Coast NSW Regional Certifying Body (RCB).

The information provided in the application will be used to determine if the nominee for the position will be paid at least Annual Market Salary Rate for the occupation on the Central Coast of NSW or Hawkesbury NSW.

The onus is on the nominator to provide sufficient and relevant information to satisfy they have determined the annual market salary rate.

REQUIRED DOCUMENTATION	ATTACHED
Form 1404	
<ul style="list-style-type: none"> • Sections 1 – 10 completed 	
Form 956	
<ul style="list-style-type: none"> • If appointing an authorised representative 	
DHA nomination copy	
<ul style="list-style-type: none"> • Draft or copy of submitted DHA nomination for a Skilled Employer Sponsored Regional (Provisional) visa 	
Business Details	
Details of the nominating business including:	
<ul style="list-style-type: none"> • Business Registration – copy of ABN or ACN certificate • Current Financial Status – copy of Profit & Loss Statements, Balance Sheet, and BAS for previous 12 months 	<input type="checkbox"/> <input type="checkbox"/>
Organisational Chart	
Outline the positions in the business and include:	
<ul style="list-style-type: none"> • All positions and titles including the nominated position highlighted • Reporting lines within the business (include all positions related to the nominated position) • Employment status for all positions (part time/full time/casual) 	

POSITION DETAILS	ATTACHED
Employment Contract	
A valid employment contract, which complies with National Employment Standards, signed and dated by the employer and nominee and outlines the employment conditions, superannuation, entitlements and total remuneration package.	
Position Description	
A copy of the business' position description for the nominated position which includes details and duties.	
Resume / Curriculum Vitae	
A copy of the nominee's current resume / curriculum vitae which must show all relevant training and qualifications as well as relevant work experience.	

Annual Market Salary Rate (AMSR)

A new market salary rate framework is in place for the SESR visa program. As a result, where the overseas skilled worker will be paid less than AUD250,000, nominators need to demonstrate that:

- 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 any non-monetary benefits in both cases, must be no less than the Temporary Skilled Migration Income Threshold (TSMIT) – i.e. currently AUD53,900.

ANNUAL MARKET SALARY RATE	ATTACHED
<p>Equivalent Australian Worker</p> <p>If an Australian worker is performing in an equivalent position include evidence of:</p> <ul style="list-style-type: none"> • A copy of the enterprise agreement or industrial award in the form of a fair work instrument, state industrial instrument or transitional instrument or similar and/or registered with the Fair Work Commission, where applicable. The salary level / occupation group that applies to the nomination occupation must be specified. • Employment contracts or payslips for other Australian workers performing equivalent work in that workplace. • A statement explaining the method used to determine salary arrangements, if an enterprise agreement or industrial award does not apply. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>No Equivalent Australian Worker</p> <p>If you do not employ Australian workers in equivalent positions include evidence of:</p> <ul style="list-style-type: none"> • A copy of the enterprise agreement or industrial award in the form of a fair work instrument, state industrial instrument or transitional instrument or similar and/or registered with the Fair Work Commission, where applicable. The salary level / occupation group that applies to the nomination occupation must be specified. 	<input type="checkbox"/>
<p>An Enterprise Agreement or Industrial Award does not apply</p> <p>Where there is no enterprise agreement or industrial award in the form of a fair work instrument, state industrial instrument or transitional instrument or similar and/or registered with the Fair Work Commission that would apply to Australian citizens or permanent residents in the same workplace at the same location, then the AMSR would be what applies to an equivalent Australian worker, which must be determined by reference to relevant market information. Relevant market information includes evidence of at least two of the following:</p> <ul style="list-style-type: none"> • information published on the Australian Government's Job Outlook website; • job vacancy advertisements from the last six months for equivalent positions on the Central Coast region of NSW (national recruitment website or national print media that are in English and specify the salary arrangements for the advertised position); • written advice from registered employer associations and/or unions; • remuneration surveys generated across the relevant industry by a reputable organisation or body. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Statement</p> <ul style="list-style-type: none"> • A statement explaining the method used to make the determination as outlined under the above scenarios. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>