



## Wimmera Southern Mallee Regional Certifying Body Advice

Department of Home Affairs - [Form 1404](#)

If using a Migration Agent, provide Department of Home Affairs - [Form 956](#)

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

**Applications MUST be forwarded electronically to [info@wsm.org.au](mailto:info@wsm.org.au)**

For further information please contact Wimmera Southern Mallee Development RCB Officer 0437 816 505.

**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. (include full time, part time, casual, apprentices, trainees and volunteer staff)

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.

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

Attach evidence of labour market testing undertaken within the last six months. Evidence can be copies of prominent advertisements that have been distributed within the Wimmera Southern Mallee region. These may include newspapers, trade papers, industry newsletters, recognised on-line job vacancy sites and websites. At least three such examples must be provided.

Attach 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. The statement may include evidence of using apprentices or trainees, the geographical location of the position and the makeup of the available labour market.

Details of all applicants for the position on business letterhead, 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.

- 3. 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.

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.

- 4. Additional requirements for a new business operating over 6 months and less than 12 months:**

Attach a copy of ABN, registration with ASIC,

Evidence of lease or purchase of building and equipment

Evidence of availability of funding

Evidence of business activity for 6 months Photos of business premises outside and inside

- 5. Details of contact person:**

Please indicate if you are appointed as a migration agent:

YES                      MARA Registration Number: \_\_\_\_\_

NO                        Position within Organisation: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_