

# **Pacific Australia Labour Mobility (PALM) scheme**

## **Seasonal Worker Programme and Pacific Labour Scheme Approved Employers**

### **Transition Advice Notice No. 2**

**26 June 2023**

# 1 Overview

## 1.1 Introduction

This document outlines the Government's transitional arrangements to support the introduction of a single *Pacific Australia Labour Mobility Scheme – Approved Employer Deed* (PALM Deed) for existing Seasonal Worker Programme (SWP) and Pacific Labour Scheme (PLS) Approved Employers (collectively, 'AEs').

This Transition Advice Notice No. 2 should be read in conjunction with the *Deed of Agreement for the Seasonal Worker Programme* (SWP Deed), the *Deed of Agreement in Relation to Participation as an Approved Employer for the Pacific Labour Scheme* (PLS Deed), the PALM Deed (due to commence in July 2023) and the *Pacific Australia Labour Mobility (PALM) scheme – Seasonal Worker Programme and Pacific Labour Scheme Approved Employers – Transition Advice Notice No. 1* (Transition Advice Notice No.1) issued by the Department of Employment and Workplace Relations (the Department) on 2 June 2023.

To the extent that this Transition Advice Notice No. 2 applies to an AE's specific circumstances under their particular Deed/s, any requirements set out in this document constitute a direction issued under clauses 5.9 and 4.9 of the SWP Deed and PLS Deed (respectively).

This Transition Advice Notice No.2 provides information on the new PALM Deed requirements and timelines for implementation, in addition to information on transition requirements.

AEs should carefully read this Transition Advice Notice No. 2, in conjunction with Transition Advice Notice No. 1. To the extent of any conflict or inconsistency between this Transition Advice Notice No. 2 and Transition Advice Notice No. 1, this Transition Advice Notice No. 2 prevails.

Unless specified otherwise, capitalised terms used in this Transition Advice Notice No. 2 have the same meaning as in the applicable Deed.

## 1.2 Transition Advice definitions

### **Approved Employers**

- **Continuing AE** – An AE who holds a PLS Deed and/or SWP Deed and enters into a PALM Deed.
- **Exiting AE** – An AE who holds a PLS Deed and/or SWP Deed and does not enter into a PALM Deed.

### **Recruitments**

- **New Approved Recruitment** – a Recruitment Application submitted by a Continuing AE for approval under the PALM Deed and that has been approved by the Department.
- **Transition Recruitment** – a recruitment of workers by a Continuing AE that was approved by the Commonwealth under an SWP Deed or PLS Deed and continues beyond the commencement of the Continuing AE's PALM Deed. Transition Recruitments will be Approved Recruitments under the PALM Deed, subject to the Continuing AE meeting the requirements specified below in section 3.2.
- **Ongoing Recruitment** – a recruitment of workers by an Exiting AE that was approved by the Commonwealth under an SWP Deed or PLS Deed and continues beyond 30 September 2023.

## 1.3 Transition Communications

All information in relation to the transition to the PALM Deed will be available on SWP Online and the Pacific and Australia Labour Mobility (PALM) scheme website. AEs will also receive updates through the weekly PALM Update circulated by the Pacific Labour Facility (PLF).

The Department will produce a range of training modules to help AEs to gain the skills and knowledge required to operate under their PALM Deed. Webinars will provide details of the changes and explain how PALMIS supports the new PALM Deed settings. Information on upcoming webinars will be provided to AEs through the PALM Update.

The Department will also provide factsheets and deliver webinars on key changes under the PALM Deed for Labour Sending Units, workers and participating countries.

## 2 Transition to the new PALM Deed

This Transition Advice Notice No. 2 (in addition to Transition Advice Notice No. 1) outlines the arrangements the Department is putting in place to support the movement of AEs from the SWP Deed and/or PLS Deed to the new PALM Deed, including arrangements in relation to recruitment of workers (i.e. New Approved Recruitments, Transition Recruitments, and Ongoing Recruitments).

### 2.1 Objectives and Principles

The objective of this Transition Advice Notice No. 2 is to ensure a smooth transfer from existing arrangements under the SWP Deed and PLS Deed to new arrangements under the PALM Deed, with minimal disruption to AEs, workers and participating countries while maintaining the continuity of the PALM scheme.

The Department will manage the transition process using the following principles:

- transition activities must support continuity of the PALM scheme;
- the Department will provide timely and up to date advice on transition; and
- the Department will work with AEs to resolve any issues that arise during the transition period, taking into account their individual circumstances.

### 2.2 Transition Period

The transition period commenced on the **2 June 2023**.

#### Key Transition Dates

June 23	July 2023	September 2023
<p><b>16 June</b></p> <p>No new Recruitment Applications may be submitted by an AE under a PLS Deed or SWP Deed. (Note: AEs are able to prepare future Recruitment Applications (eg. Labour Market Testing, preparation of plans), for submission once PALMIS is available and the PALM Deed is executed by both the AE and the Department).</p> <p><b>From late June</b></p> <p>PALM Deed and associated forms sent to AEs.</p> <p>AEs that wish to continue participating in the PALM scheme must return signed copies of the PALM Deed Particulars, together with the completed and signed forms (including the Approved Employer Declaration Form) to the Department for its consideration within 28 calendar days after the date of the letter that will be sent to AEs with the PALM Deed and associated forms.</p>	<p><b>7 July</b></p> <p>The Department and the PLF to finalise approvals for Recruitment Applications submitted by an AE under a PLS or SWP Deed on or before 16 June 2023.</p> <p>The PALM Deed, which includes the PALM Guidelines, commences on the date the Department executes the PALM Deed (noting the gradual implementation of some settings at Attachment A).</p> <p><b>Transition Recruitments</b> are deemed to be Approved Recruitments under the PALM Deed, subject to the AE meeting the requirements specified below in section 3.2.</p> <p><b>Ongoing Recruitments</b></p> <p>AEs that do not wish to continue participating in the PALM scheme must advise the Department accordingly and provide details of any Ongoing Recruitments within 28 calendar days after the date of the letter that will be sent to AEs with the PALM Deed and associated forms.</p> <p><b>24 July</b></p> <p>PALMIS launched.</p>	<p><b>30 September</b></p> <p>Exiting AEs' SWP Deeds will expire, except where the term of the SWP Deed is extended pursuant to an Extension Notice issued by the Department to cover the duration of any Ongoing Recruitment.</p> <p>Exiting AEs' PLS Deeds with an expiry date of 30 September 2023 will automatically exit, except where the PLS Deed is extended pursuant to an Extension Notice issued by the Department to cover the duration of any Ongoing Recruitment.</p> <p>Exiting AEs' PLS Deeds with an expiry date after 30 September 2023, will be offered a Deed of Termination by Mutual Consent with an effective date aligning with the date the Department executes the Deed of Termination (except where an Exiting AE has Ongoing Recruitments, the Deed of Termination by Mutual Consent may be terminated at the completion of the Ongoing Recruitment).</p>

## 2.3 Approved Employer Groups\*

Eligible AEs will be provided with the PALM Deed and associated forms from mid-June.

AE Group	Transition arrangements
<p><b>Continuing AE with Transition Recruitments</b></p>	<ul style="list-style-type: none"> <li>• For an AE to become a Continuing AE:               <ul style="list-style-type: none"> <li>○ the AE must execute the PALM Deed Particulars, complete the AE Declaration Form and Privacy Consent Form and send those documents back to the Department; and</li> <li>○ the Department must assess the AE as eligible to participate in the PALM scheme (taking into account the information provided in the AE Declaration Form) and execute the PALM Deed.</li> </ul> </li> <li>• Where a PALM Deed is executed by the Department, the relevant Continuing AE will be provided with full access to the new PALMIS system.</li> <li>• Transition Recruitments are deemed to be Approved Recruitments under the PALM Deed, subject to the Continuing AE meeting the requirements specified below in section 3.2.</li> <li>• Where a PALM Deed is executed by the Department, the relevant Continuing AE will be able to submit new Recruitment Applications under the PALM Deed from 24 July 2023, when PALMIS is available. Continuing AEs can prepare future Recruitment Applications, including Labour Market Testing and preparing necessary plans, for submission once PALMIS is available.</li> </ul>
<p><b>Continuing AEs who do not have Transition Recruitments</b></p>	<ul style="list-style-type: none"> <li>• For an AE to become a Continuing AE:               <ul style="list-style-type: none"> <li>○ the AE must execute the PALM Deed Particulars, complete the AE Declaration Form and Privacy Consent Form and send those documents back to the Department; and</li> <li>○ the Department must assess the AE as eligible to participate in the PALM scheme (taking into account the information provided in the AE Declaration Form) and execute the PALM Deed.</li> </ul> </li> <li>• Where a PALM Deed is executed by the Department, the relevant Continuing AE will be provided with full access to the new PALMIS system.</li> <li>• Continuing AEs will be able to submit new Recruitment Applications under the PALM Deed from 24 July 2023, when PALMIS is available. Continuing AEs can prepare future Recruitment Applications, including Labour Market Testing and preparing necessary plans, for submission once PALMIS is available.</li> </ul>
<p><b>Exiting AEs who have an Ongoing Recruitment</b></p>	<ul style="list-style-type: none"> <li>• Exiting AEs must advise the Department that they do not wish to continue participating in the PALM scheme within 28 calendar days after the date of the letter that will be sent to AEs with the PALM Deed and associated forms.</li> <li>• An AE will be an Exiting AE if any of the following circumstances apply:               <ul style="list-style-type: none"> <li>○ the AE is offered a PALM Deed, but does not complete the AE Declaration Form, execute the PALM Deed Particulars, and/or send those documents back to the Department; or</li> <li>○ the Department does not assess the AE as eligible to participate in the PALM scheme, and therefore does not execute the PALM Deed.</li> </ul> </li> <li>• Exiting AEs <b>must</b> use PALMIS to manage Ongoing Recruitments for the remaining duration of the Ongoing Recruitment.</li> <li>• Exiting AEs will be provided with details for new PALMIS system login requirements.</li> </ul>

AE Group	Transition arrangements
<b>Exiting AEs who do not have an Ongoing Recruitment</b>	<ul style="list-style-type: none"> <li>• Exiting AEs must advise the Department that they do not wish to continue participating in the PALM scheme within 28 calendar days after the date of the letter that will be sent to AEs with the PALM Deed and associated forms.</li> <li>• An AE will be an Exiting AE if any of the following circumstances apply: <ul style="list-style-type: none"> <li>○ the AE is offered a PALM Deed, but does not complete the AE Declaration Form, execute the PALM Deed Particulars, and/or send those documents back to the Department; or</li> <li>○ the Department does not assess the AE as eligible to participate in the PALM scheme, and therefore does not execute the PALM Deed.</li> </ul> </li> <li>• Exiting AEs who do not have an Ongoing Recruitment will not have access to the PALMIS system and: <ul style="list-style-type: none"> <li>○ those Exiting AEs whose SWP Deed or PLS Deed expires on 30 September 2023 will be automatically exited from the PALM scheme on that date; and</li> <li>○ those Exiting AEs whose PLS Deed expires after 30 September 2023 will need to complete and return a Deed of Termination by Mutual Consent.</li> </ul> </li> </ul>

\* Timeframes for meeting Deed requirements for each AE group are set out at **Attachment A**.

### 3 PALM Scheme Approved Employers

Once an AE and the Department execute the PALM Deed, the AE will be subject to the obligations under the PALM Deed, including the PALM Guidelines, for all Transition Recruitments and any New Approved Recruitments in accordance with the gradual implementation of settings as outline in **Attachment A**. AEs and their staff are encouraged to familiarise themselves with their obligations under the PALM Deed, prior to its commencement.

#### 3.1 New Approved Recruitments under PALM Deed

Once the Department has executed the PALM Deed, Continuing AEs may submit new Recruitment Applications under the PALM Deed from 24 July 2023. New Recruitment Applications submitted under the PALM Deed will need to meet the requirements specified in the PALM Deed, including the PALM Guidelines. Continuing AEs with Transition Recruitments will need to ensure their Transition Recruitments comply with the transitional requirements of the PALM Deed prior to submitting a new Recruitment Application.

Please note that not all requirements under the PALM Deed are applicable from the commencement of the PALM Deed. To support AEs to adjust to the new requirements under the PALM Deed, including the PALM Guidelines, there are staged implementation points. The specific date from which particular requirements under the PALM Deed, including the PALM Guidelines, apply are set out in **Attachment A**.

From 24 July 2023, Recruitment Applications must be submitted using the PALMIS system.

#### 3.2 Transition Recruitments

From the commencement of the PALM Deed, Transition Recruitments will be deemed to be Approved Recruitments for the purposes of the PALM Deed, subject to the AE meeting the following requirements:

- the requirements specified in Transition Advice Notice No 1, this Transition Advice Notice No. 2 and any other Transition Advice; and
- any other requirements Notified by the Department.

To support AEs adjust to the new requirements under the PALM Deed, there are staged implementation points. The specific timeframes that will apply for the new requirements under the PALM Deed, including the PALM Guidelines, for each AE group listed above are set out in **Attachment A**.

The Department will work with Continuing AEs to ensure Transition Recruitments comply with the new obligations under the PALM Deed, including the PALM Guidelines, within the specified timeframes.

## 4 Exiting Approved Employers with Ongoing Recruitments

AEs who do not intend to enter the PALM Deed are required to advise the Department of:

- their intention to not enter into the PALM Deed within 28 calendar days after the date of the letter sent to AEs with the PALM Deed and associated forms;
- the details of any Ongoing Recruitments that continue beyond 30 September 2023; and
- in relation to those Ongoing Recruitments, whether the AE is willing to accept an offer by the Department to extend the term of the SWP Deed and/or PLS Deed (as relevant) to align with the end of their Ongoing Recruitment, or alternatively work with the Department to transfer the workers to another AE (subject to the end of the placement).

If the Exiting AE does not accept the Extension Notice/enter into the Deed of Termination (as relevant), the Department may discuss redeploying the workers (with their agreement) to another AE.

**Note:** Exiting AEs will not be able to submit Recruitment Applications under a SWP Deed or PLS Deed from 16 June 2023, and will need to re-apply to become an Approved Employer under the PALM Deed, should they wish to undertake future recruitments of PALM workers.

The Department will work with Exiting AEs to support continuity of Ongoing Recruitments that continue beyond 30 September 2023, including in relation to the requirement for Exiting AEs to use PALMIS to manage these requirements.

For those SWP Deeds and PLS Deeds that expire **on** 30 September 2023, the Department may issue an Extension Notice offering Exiting AEs with Ongoing Recruitments an extension to the term of their SWP Deed and/or PLS Deed (as relevant) to cover the duration of the Ongoing Recruitment. If an Exiting AE accepts the extension, Ongoing Recruitments will continue to be governed by the SWP Deed or PLS Deed (as relevant). If an Exiting AE does not accept the extension, the Department may seek to transfer workers to another AE.

For those PLS Deeds that expire **after** 30 September 2023, the Department will offer Exiting AEs with Ongoing Recruitments a Deed of Termination by Mutual Consent to terminate their PLS Deed with effect at the completion of the Ongoing Recruitment. When an Exiting AE enters into the Deed of Termination by Mutual Consent, Ongoing Recruitments will continue to be governed by the PLS Deed. Regardless of whether an Exiting AE enters into the Deed of Termination by Mutual Consent, or not, the Department may seek to transfer workers to another AE.

## 5 Transition to PALMIS

A new single IT system, the Pacific Australia Labour Mobility Information System (PALMIS), will begin roll out on 7 July 2023. From 7 to 24 July will be the data migration period, with AE access commencing from 24 July 2023.

The single system will replace SWP Online (used for the short-term seasonal stream) and MIS (used for the long-term stream).

### 5.1 Overview of PALMIS

The new PALM technology platform consists of three core elements:

- PALMIS - which is used by the Department and the PLF to undertake all recruitment plan approvals, employer vetting and monitoring, facilitation activities, compliance work and more.
- The AE portal – a web portal through which AEs will interact with PALMIS – for example to initiate recruitments, follow through with all required documentation, issue offers of employment, lodge visas, arrival and departure reports.
- The In-Country Recruitment Database (IRD) Integration – which will allow AEs to directly exchange information relating to worker mobilisation with LSUs.

The data migration is intended to ensure that AEs can continue managing their Ongoing Recruitments and Transition Recruitments without having to recreate information that has previously been provided. This would include objects such as Recruitment Plans, Accommodation Plans, and Labour Market Testing. More granular advice on the data transfers will be provided in later Transition Advice.

All eligible AEs will be provided limited access to PALMIS. The AEs who sign the PALM Deed and become Continuing AEs will be granted full access to PALMIS and will be able to lodge Recruitment Applications once their PALM Deed is executed by the Department. Exiting AEs with Ongoing Recruitments will be granted limited access to PALMIS from 24 July to be able to continue to manage their Ongoing Recruitments.

The transition to PALMIS timelines will include:

Timeline	Description
7 July	SWP Online will be made read only for everything except lodging incidents and messages. No further changes will be able to be made to Recruitments or other items.
7 July – 21 July	Migration of records from SWP Online and PLS to PALMIS.
24 July	PALMIS launched. PALMIS will launch with critical SWP Online migrated data available in the system, AEs able to login. A launch letter will be provided to Deed Contacts with clear directions on how to access PALMIS, initial steps to take in the new system, suggestions for speeding up first recruitments, and support resources.

## 5.2 PALMIS Training and Resources

Timeline	Description
12 – 16 June	Additional information will be published or sent to AEs about PALMIS including account administration, data migration, and the integrated user guides that will be available.
3 July – 7 July	Webinar on the PALMIS and IRD Data Exchange, Recruitment Plan Management in the AE Portal. Information will be published or sent to AEs with additional details on new features.
17 July – 21 July	Quick Start Guide made available. An easy-to-understand guide on creating and submitting the first Recruitment Plan. <b>Data Migration:</b> update to AEs with final details about the data migration from SWP Online to PALMIS, specifying which data will be moved and when SWP Online will be available/offline. Provide updates on any delays or feature changes.
24 July	A letter will be provided to AEs with clear directions on how to access PALMIS, initial steps to take in the new system, suggestions for speeding up first recruitments, and support resources. The AE Portal will contain interactive guides on common workflows that will guide users through new processes. The IT support team will be available to respond to issues raised through the enquiries function or by email.
August – December	Virtual Drop-In Sessions post-launch: Provide an open space for users to ask questions and get help. Expected to be weekly for first month and then move to monthly. Town hall / workshops: we will hold online consultations monthly for 3 months after the release, allowing for feedback on issues, activities, and improvements. Ongoing review of PALMIS – the Department will seek feedback from AEs regarding user experience to ensure PALMIS meets employer needs.

AEs must ensure their information technology equipment, infrastructure and arrangements are compatible with the Department's IT Systems.

### 5.3 Exiting AEs with Ongoing Approved Recruitments

Exiting AEs with Ongoing Recruitments will be provided with limited access to PALMIS to manage those Ongoing Recruitments to their finalisation, including the ability to notify of critical incidents and urgent changes.

## 6 Further information and Support

The Department is committed to working with AEs to resolve issues that arise during the transition period. Information, including Transition Advice, will be published and updated during the transition period on the PALM website and on the Department's website ([dewr.gov.au](http://dewr.gov.au)).

Contract and relationship managers will be available to support AEs throughout the transition period.



## Summary of Transition Timeframes for key PALM Scheme Settings

PALM Deed Requirement	Date of Effect and details
<p><b>Minimum hours for Short-Term Workers</b></p>	<p><b>From the commencement of the PALM Deed to 31 December 2023 (inclusive)</b></p> <p>New Approved Recruitments and Transition Recruitments</p> <p>AEs must offer to each Short-Term Worker at least 30 hours per week averaged over the Worker's Placement in Australia until 31 December 2023.</p> <p><i>This is consistent with current SWP Deed requirements, which is 30 hours per week averaged over the worker's entire placement period.</i></p> <p><b>From 1 January 2024 to 30 June 2024 (inclusive)</b></p> <p>New Approved Recruitments and Transition Recruitments</p> <p>AEs must offer to each Short-Term Worker at least 30 hours per week averaged over each consecutive 4-week period during the Worker's Placement.</p> <p><b>From 1 July 2024</b></p> <p>New Approved Recruitments and Transition Recruitments</p> <p>AEs must offer to each Short-Term Worker at least 30 hours per week during the Worker's Placement.</p>
<p><b>Minimum hours for Long-Term Workers (1-4 years)</b></p>	<p><b>From the commencement of the PALM Deed</b></p> <p>For New Approved Recruitments, AEs must offer each Long-Term Worker full-time hours, including during standdowns. Site shutdowns must be capped to 4 weeks per year.</p> <p><b>From 1 October 2023</b></p> <p>For Transition Recruitments, AEs must offer each Long-Term Worker full-time hours, including during standdowns. Site shutdowns must be capped to 4 weeks per year.</p>
<p><b>Safety Net Guarantee</b></p>	<p><b>From the commencement of the PALM Deed</b></p> <p>New Approved Recruitments and Transition Recruitments</p> <p>Minimum net pay guarantee for each Worker after tax and deductions of \$200 a week (debt repayment can be extended).</p> <p>Any outstanding debt cannot be carried over after the Worker has completed their placement in Australia and returned to their home country (i.e., not extended to the Worker's next placement in Australia).</p>

PALM Deed Requirement	Date of Effect and details
<b>Low hours safety net for Workers</b>	<p><b>From the commencement of the PALM Deed</b></p> <p>For New Approved Recruitments, AEs must cover the cost of the Worker's accommodation and transport costs for any week in which the AE offers the Worker less than 20 hours.</p> <p><b>From 1 October 2023</b></p> <p>For Transition Recruitments, AEs must cover the cost of the Worker's accommodation and transport costs for any week in which the AE offers the Worker less than 20 hours.</p>
<b>Pay Parity</b>	<p><b>From the commencement of the PALM Deed</b></p> <p>New Approved Recruitments and Transition Recruitments</p> <p>AEs must pay workers the same full rate of pay attached to the relevant classification in the applicable Fair Work instrument if workers are performing the same type of work and engaged at the same site as other employees.</p>
<b>Transparency of deductions</b>	<p><b>From the commencement of the PALM Deed</b></p> <p>New Approved Recruitments and Transition Recruitments</p> <p>AEs must explain to Workers deductions that will be made from their pay, including providing training on what information is included on their pay slip.</p> <p>Must ensure deductions are reasonable and at cost and must provide evidence on request from Workers and their advocates.</p>
<b>End of Placement debt</b>	<p><b>From the commencement of the PALM Deed</b></p> <p>New Approved Recruitments and Transition Recruitments</p> <p>Any outstanding debt cannot be carried over after the Worker has completed their Placement in Australia and returned to their home country (i.e., not extended to the Worker's next Placement in Australia).</p> <p>AE must not charge any Worker, or deduct from any Worker's wages any amount owed by the Worker to the AE relating to a previous Placement</p>

PALM Deed Requirement	Date of Effect and details
<p><b>Accommodation for Long-Term Workers (1-4 years)</b></p>	<p><b>From the commencement of the PALM Deed</b></p> <p>New Approved Recruitments</p> <p>AEs must, for each Long-Term Worker, provide or arrange accommodation for the first 12 months of the Worker's Placement, unless the Worker chooses to arrange their own accommodation.</p>
<p><b>Accommodation for Short-Term Workers</b></p>	<p><b>From the commencement of the PALM Deed</b></p> <p>New Approved Recruitments and Transition Recruitments</p> <p>AEs must, for each Short-Term Worker provide or arrange accommodation for the full duration of the Worker's Placement, unless the Worker chooses to arrange their own accommodation.</p> <p><b>From the commencement of the PALM Deed to 31 March 2024</b></p> <p>Transition Recruitments</p> <p>Accommodation Plans approved under an SWP Deed, which form part of a Transition Recruitment for a Continuing AE will be deemed to continue and be approved by the Department, unless a change occurs.</p> <p><b>From 1 April 2024</b></p> <p>If a Transition Recruitment approved under the SWP Deed is to continue beyond this date, the AE must obtain the Department's approval for a new Accommodation Plan under the PALM Deed prior to 1 April 2024, except where there is less than 4 weeks left of the relevant Placement.</p> <p>All New Recruitments will need to submit new Accommodation Plans.</p>
<p><b>Transport</b></p>	<p><b>From the commencement of the PALM Deed</b></p> <p>For New Approved Recruitments</p> <p>The AE must arrange and provide transport for Workers.</p> <p>Where the Worker has also organised their own transportation, then AE (or appointed Welfare and Wellbeing Support Person) must support the Worker to ensure transport is reliable, safe and affordable.</p>
<p><b>International Flights and Transfers</b></p>	<p><b>From the commencement of the PALM Deed</b></p> <p>For New Approved Recruitments</p> <p>AEs must contribute \$300 (minimum) to the cost of flights.</p>
<p><b>Visa Application</b></p>	<p><b>From the commencement of the PALM Deed</b></p> <p>For New Approved Recruitments</p> <p>AEs (or their agents) must assist Workers with lodging visa applications.</p>

PALM Deed Requirement	Date of Effect and details
<p><b>FWO and Union addressing Workers</b></p>	<p><b>By 1 October 2023</b></p> <p>Transition Recruitments</p> <p>The must AE must invite representatives from a relevant union and the FWO to address Workers that have not previously been invited to be addressed by such representatives and notify the department.</p>
<p><b>FWO and Union attendance at Arrival Briefings</b></p>	<p><b>From the commencement of the PALM Deed</b></p> <p>For New Approved Recruitments</p> <p>AEs must use reasonable endeavours to accommodate the attendance of the representatives from the FWO and a relevant union at each Arrival Briefing, and provide them with at least 7 calendar days' notice, in writing, of the proposed date of the Arrival Briefing.</p>
<p><b>Welfare and Wellbeing Plan</b></p>	<p><b>By 1 October 2023</b></p> <p>New Approved Recruitments and Transition Recruitments</p> <p>In relation to any Transition Recruitment, AEs must submit a new Welfare and Wellbeing Plan (or update an existing Welfare and Wellbeing Plan approved under the SWP Deed) to the Department in accordance with the PALM Guidelines, which outlines the approach to be fully compliant by 31 December 2023.</p> <p><b>By 1 January 2024</b></p> <p>In relation to any Transition Recruitments, AEs must be fully compliant with the Welfare and Wellbeing Plan approved by the Department.</p>
<p><b>Welfare and Wellbeing Support Person</b></p>	<p>In relation to any new Recruitment Application, AEs must outline how they will ensure they have a Welfare and Wellbeing Support Person within 200km of Worker placements or as otherwise agreed by Department.</p> <p>The Worker Welfare ratio is 1:120 - unless otherwise agreed or required by the Department, in consideration of the employer's Welfare and Wellbeing Plan.</p> <p><b>By 1 October 2023</b></p> <p>New Approved Recruitments and Transition Recruitments</p> <p>Welfare and Wellbeing Plan must be submitted with the approach outlined in the Pan to be fully compliant by 31 December 2023.</p> <p><b>1 January 2024</b></p> <p>In relation to any Recruitments, AEs must be fully compliant with the Welfare and Wellbeing Plan approved by the Department, including the engagement of a Welfare and Wellbeing Support Person(s).</p>

PALM Deed Requirement	Date of Effect and details
<p><b>Grievance Management</b></p>	<p><b>From the commencement of the PALM Deed</b></p> <p>New Approved Recruitments and Transition Recruitments</p> <p>AEs must provide easy to understand information and explain to Workers how they can raise any matter of concern or complaint with the AE and maintain a register of Grievances.</p>
<p><b>Cultural Competency</b></p> <p>AEs (including their key personnel and managers, supervisors) must demonstrate Cultural Competency and undertake cultural awareness training related to the country/ies that they propose to recruit from.</p>	<p><b>31 December 2023</b></p> <p>Design phase complete including developing a suit of resources and assessment criteria in consultation with key stakeholders.</p> <p><b>1 January 2024</b></p> <p>New Recruitments and Transition Recruitments</p>
<p><b>Worker Portability</b></p>	<p><b>Effective from the commencement date of the PALM Deed</b></p> <p>For New Approved Recruitments and Transition Recruitments</p> <p>A Portability Arrangement refers to an arrangement under which a Worker has multiple Placements with different AEs, or with an AE and a Host Organisation, during their stay in Australia. These arrangements are not initiated by the Worker.</p> <p>The 3 types of Portability Arrangements are:</p> <ul style="list-style-type: none"> <li>• Offshore portability: A pre-arranged arrangement made while the Worker is offshore and prior to the Worker travelling to Australia to work with an AE.</li> <li>• Onshore portability: A new arrangement made while the Worker is onshore in Australia.</li> <li>• Temporary portability: An unplanned, short-term secondment.</li> </ul>
<p><b>Health Insurance when a Worker's Placement is Terminated</b></p>	<p><b>From the commencement of the PALM Deed</b></p> <p>New Approved Recruitments and Transition Recruitments</p> <p>AEs must continue payment of a Worker's health insurance for a minimum period of 28-calendar days, or when they leave the country (whichever is earlier) for any Worker whose Placement is terminated.</p>
<p><b>Contingency Plans</b></p>	<p><b>From the commencement of the PALM Deed</b></p> <p>New Approved Recruitments and Transition Recruitments</p>
<p><b>Conflict of Interest</b></p>	<p><b>From the commencement of the PALM Deed</b></p> <p>New Approved Recruitments and Transition Recruitments</p> <p>Approved Employers must declare any real or perceived Conflict of Interest in regard to a range of matters including accommodation and welfare and wellbeing arrangements.</p>