PALM
Pacific Australia Labour Mobility

PORTAL Release Notes

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Australian Government

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This document should not be changed without consulting its owner.

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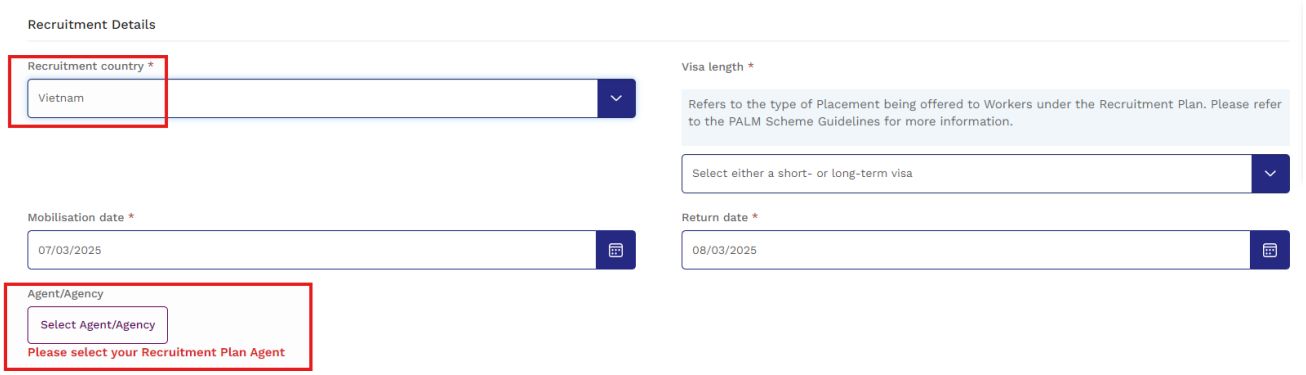
PORTAL

- **Enable recording agency name involved in recruitment/ mobilisation of workers (VLMA)**

AEs approved for VLMA be prompted to select an agent/agency from a list when submitting a Recruitment Plan for Vietnam.



A full list of the available agents/agency is listed below:

Company (full name)	Short name
ISM Labor Co-operation and Commerce Company Limited	ISM LLC
Hoang Long Investment Construction and Manpower Supply Joint Stock Company	Hoang Long CMS
LOD Human Resource Development Corporation	LOD Corp.
International Manpower Supply and Trade Joint Stock Company (SONA., JSC)	SONA JSC
Viet Thang International Development Corporation	VTC Corp.
Mirai International Joint Stock Company	MIRAI
Vietnamese Centre for Overseas Labour	COLAB

- **Improve industry/occupation data collection**

To assist in ensuring that industry information is accurately captured the below fields have been added to the PORTAL:

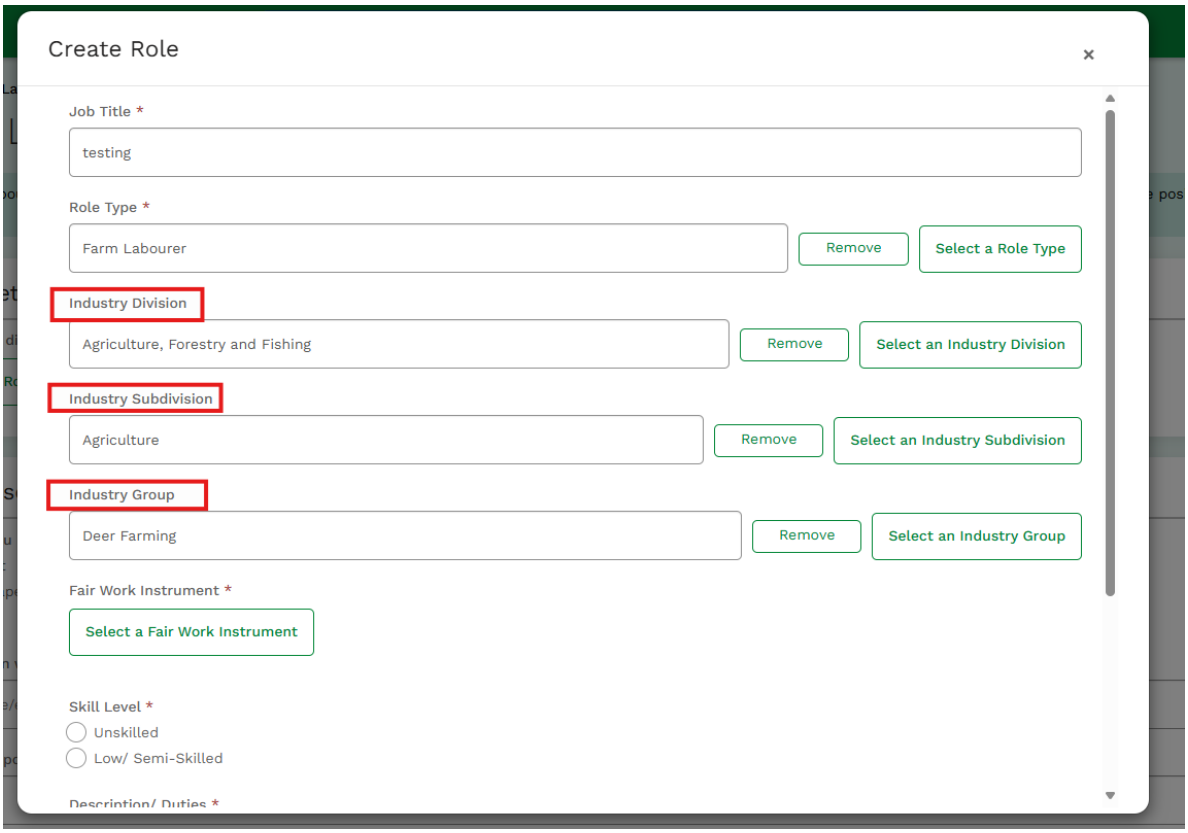
- Industry Division
- Industry Subdivision
- Industry Group

When adding the Industry Division, only the related Industry Subdivision will be displayed and in turn only the relevant group.

The following areas will include these new fields:

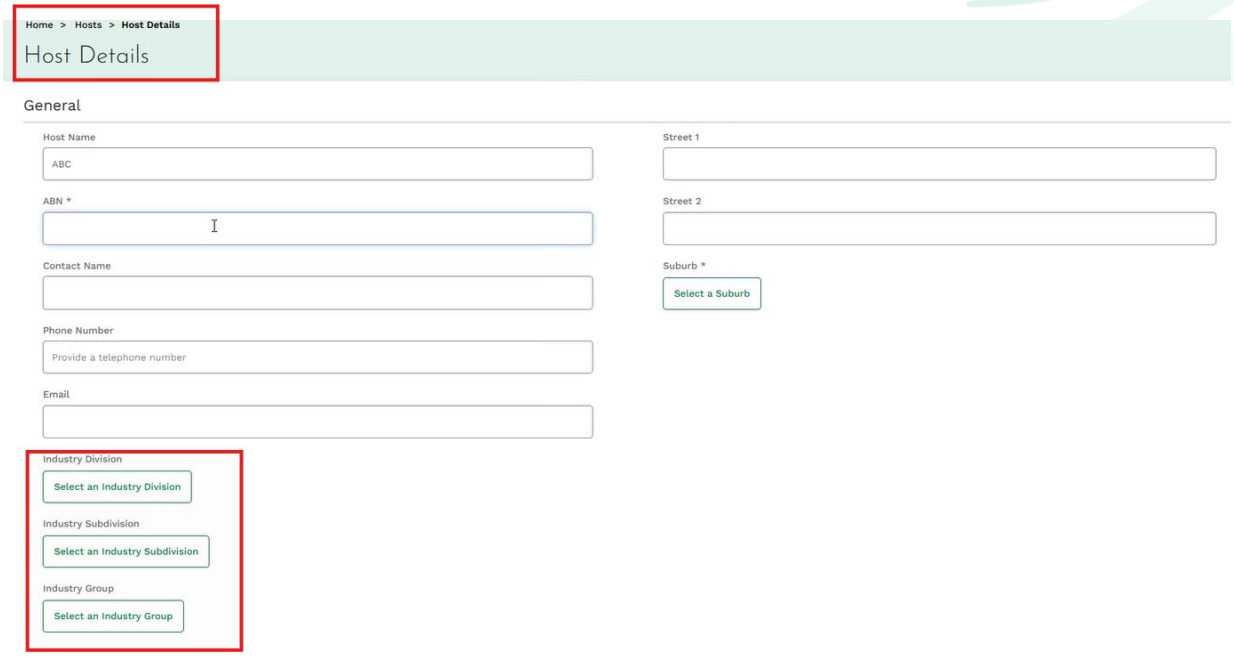
- Portal – Create Role
- Portal – Host Details

When creating new role, you will be prompted to enter the job title, role type and now the three new fields. Industry Division, Subdivision and Group.



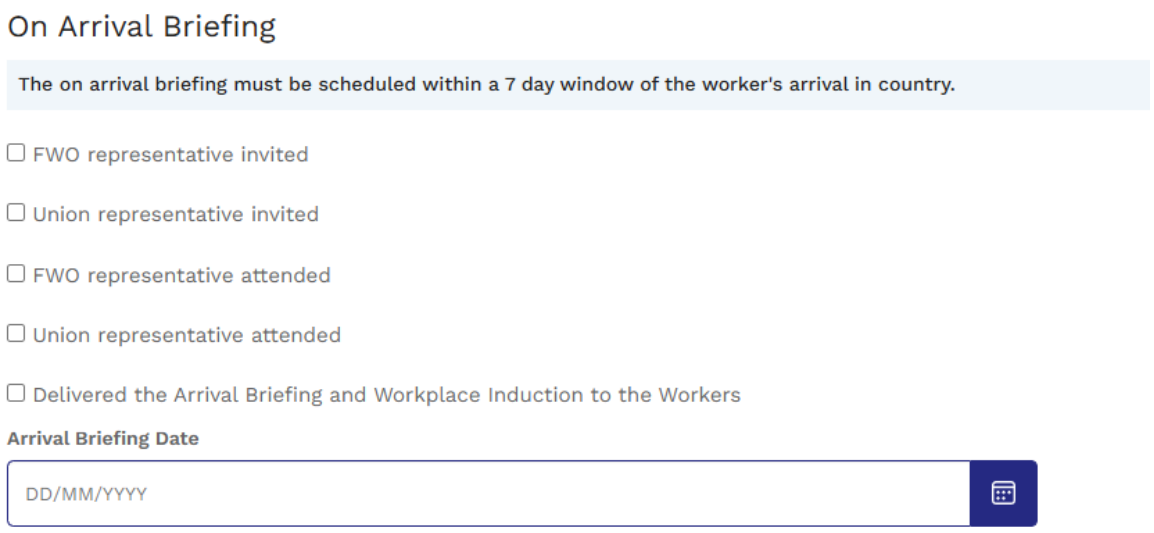
- Filling the fields higher in the hierarchy will filter the fields lower in the hierarchy. For example, when adding the Industry Division, you will be able to complete the Industry Subdivision and it will only offer the relevant group sub divisions based on the division.
- Filling fields lower in the hierarchy will auto-fill fields higher in the hierarchy. For example, when adding the Industry Group, the Industry Subdivision and relevant Industry divisions will be filled.

When creating Host details in relation to Labour Hire the user will also be required to add the Industry Division, Subdivision and Group.



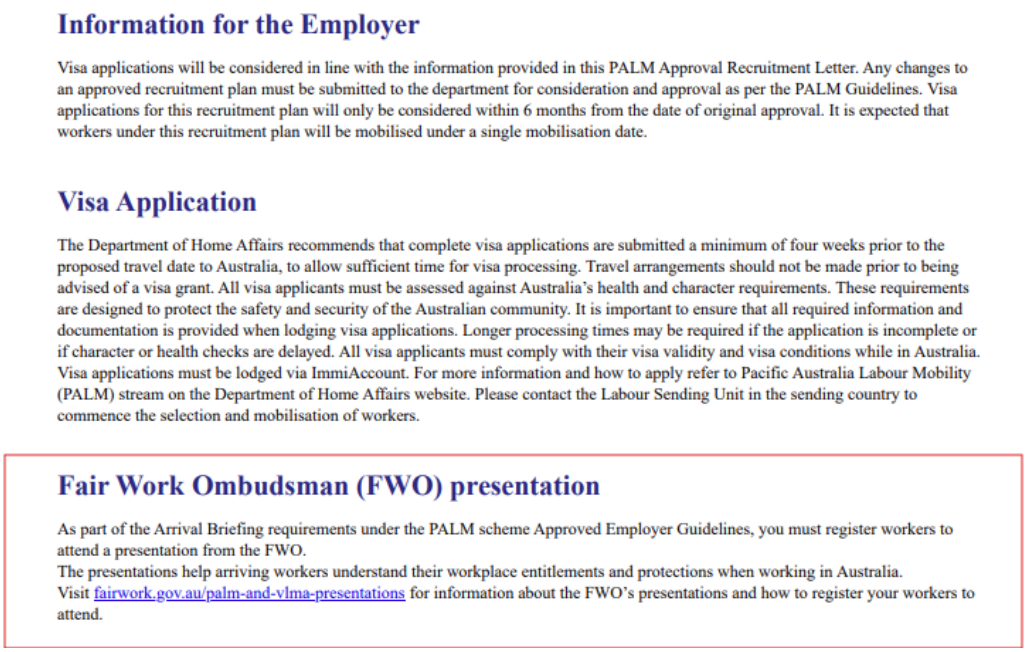
- **On arrival briefing obligations and system alignment**

When completing an Arrival Mobilisation, the user will now see the on-arrival briefing questions that have been split to ensure this is in line with the deed and guideline obligations. The user will now be able to select the FWO and Union obligations separately as below.



DEWR is implementing a new model for the FWO to deliver presentations (FWO presentations) to arriving workers. PALM scheme employers will be able to register their workers to attend virtual presentations, scheduled regularly by the FWO and delivered by Microsoft teams.

A link to the FWO's dedicated webpage for registering workers to attend a presentation has been included in the PALM scheme recruitment approval letter that PALM scheme employers receive from DEWR.



Information for the Employer

Visa applications will be considered in line with the information provided in this PALM Approval Recruitment Letter. Any changes to an approved recruitment plan must be submitted to the department for consideration and approval as per the PALM Guidelines. Visa applications for this recruitment plan will only be considered within 6 months from the date of original approval. It is expected that workers under this recruitment plan will be mobilised under a single mobilisation date.

Visa Application

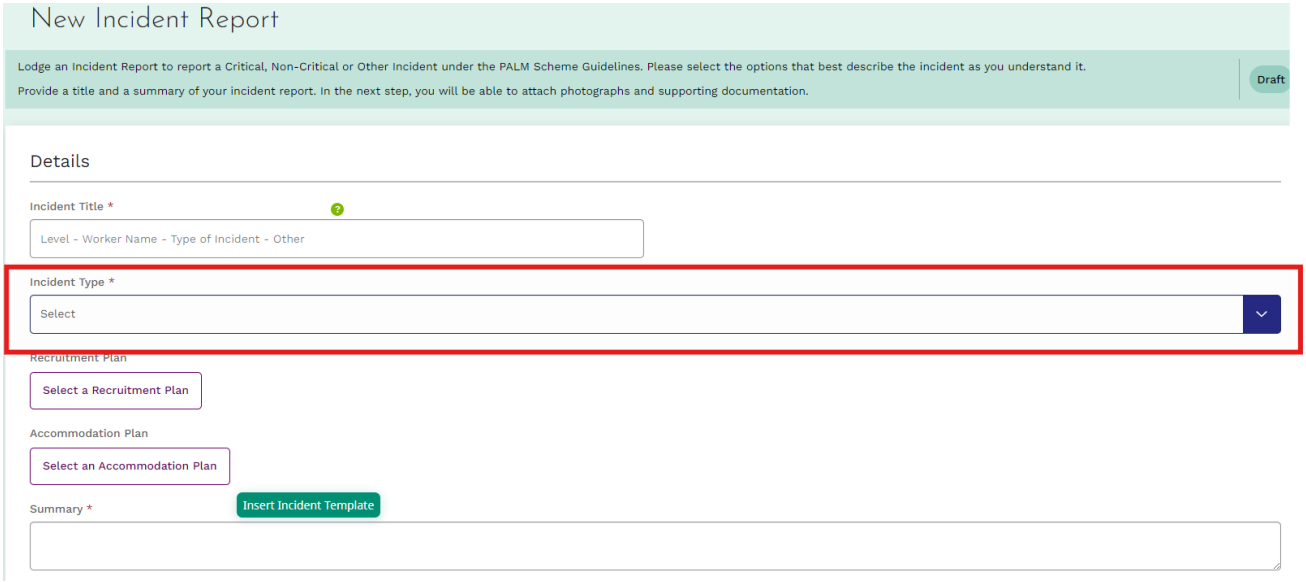
The Department of Home Affairs recommends that complete visa applications are submitted a minimum of four weeks prior to the proposed travel date to Australia, to allow sufficient time for visa processing. Travel arrangements should not be made prior to being advised of a visa grant. All visa applicants must be assessed against Australia's health and character requirements. These requirements are designed to protect the safety and security of the Australian community. It is important to ensure that all required information and documentation is provided when lodging visa applications. Longer processing times may be required if the application is incomplete or if character or health checks are delayed. All visa applicants must comply with their visa validity and visa conditions while in Australia. Visa applications must be lodged via ImmiAccount. For more information and how to apply refer to Pacific Australia Labour Mobility (PALM) stream on the Department of Home Affairs website. Please contact the Labour Sending Unit in the sending country to commence the selection and mobilisation of workers.

Fair Work Ombudsman (FWO) presentation

As part of the Arrival Briefing requirements under the PALM scheme Approved Employer Guidelines, you must register workers to attend a presentation from the FWO.
The presentations help arriving workers understand their workplace entitlements and protections when working in Australia.
Visit fairwork.gov.au/palm-and-vlma-presentations for information about the FWO's presentations and how to register your workers to attend.

- **Align incident type values in submission form drop downs with the PALM Deed and Guidelines**

Users submitting an incident in the Portal, will be able to select from an updated list of incidents. This list has been updated to align with the Deed and Guidelines and include the guideline clause.



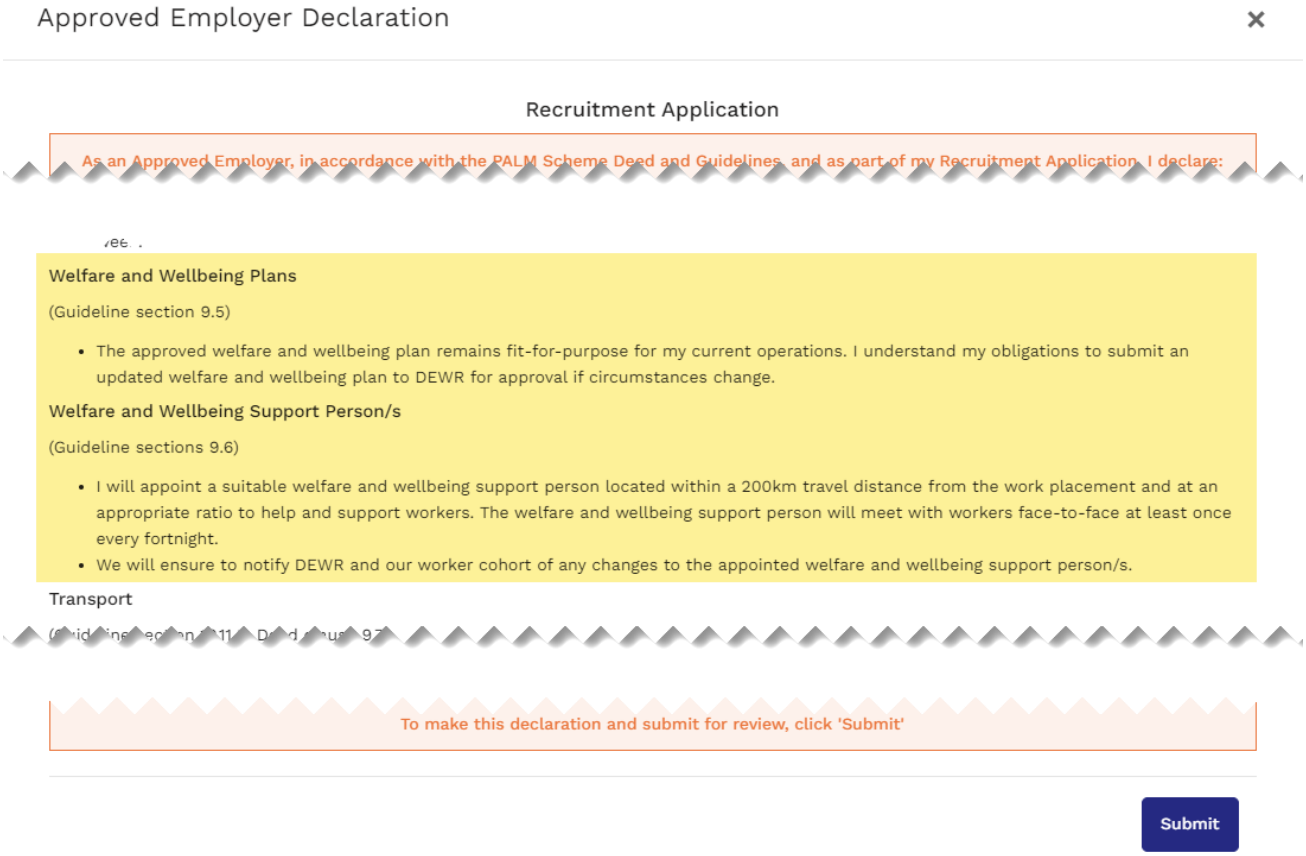
The list of incidents are:

- 13.2.1 (a) – a death of a worker
- 13.2.1 (b) – any serious or significant accident injury or illness of a Worker
- 13.2.1 (c) – any serious or significant accident, injury, illness or death of any other employee or member of the public on an Approved Employer's or Host Organisation's site
- 13.2.1 (d) – significant industrial action taken by Workers that has community-wide implications, an action involving large number of Workers and/or has service-wide repercussions
- 13.2.1 (e) (i) – when a Worker is arrested
- 13.2.1 (e) (ii) – when a Worker is charged with a criminal offence
- 13.2.1 (e) (iii) – when a Worker is a victim of a criminal offence
- 13.2.1 (e) (iv) – when a Worker is evacuated or evicted from accommodation
- 13.2.1 (e) (v) – when a Worker is in any other incident that may negatively impact upon the department or bring the PALM scheme employer or the scheme into disrepute
- 13.3.1. (a) – result in the Worker being admitted to hospital, which results in the Worker having more than 3 calendar days off work
- 13.3.1. (b) – a matter that must be reported under WHS obligations, which results in the Worker having more than 3 calendar days off work
- 13.4.1. (a) – when Worker has breached one or more of the conditions of their visa.
- 13.4.1. (b) – when you are intending to terminate the employment of any Worker
- 13.4.1. (c) – when you have terminated the employment of any Worker
- 13.4.1. (d) - when a Worker resigns, or informs you that they intend to resign from, their employment with you
- 13.4.1. (e) – when You are unable to pay or fully pay a Worker the amount that You owe them
- 13.4.1. (f) – when You do not comply with Your obligations to offer a Worker the required minimum hours of work under section 3.7 of the guidelines
- 13.4.1. (g) – when there is police attendance at work or accommodation sites in relation to a criminal investigation of You, another person in Your employment, or a Worker
- 13.4.1. (h) – where there are any concerns held by You or expressed to You by any Worker regarding the wellbeing or welfare of any Worker
- 13.4.1. (i) – where there is a serious workplace dispute
- 13.4.1. (j) – when any Worker alleges that they have, or any other Worker has, been exploited
- 13.4.1. (k) (i) – where You are suspected of breaching any Australian laws, including any workplace laws, this includes if You are under investigation in relation to such a breach
- 13.4.1. (k) (ii) – where You are suspected of breaching any Australian laws, including any workplace laws, this includes if You are charged in relation to such a breach
- 13.4.1. (l) – You have engaged in misleading or deceptive conduct including providing false information or if information provided changes
- 13.4.1. (m) – You have provided any Report, Record, or other Material to Us, which is not true, complete, and accurate
- 13.4.1. (n) – You are in breach, for any reason, of the Deed (which includes a breach of these Guidelines)
- 13.4.1. (o) – You have Your Labour Hire Licence cancelled, suspended or changed
- 13.4.1. (p) – an industry accreditation held by You that is cancelled, suspended or changed
- 13.4.1. (q) – You suspect or become aware that a Host Organisation has breached any Host Organisation Arrangement with You
- Family Accompaniment - 2.5.1. (a) – any suspected Family and Domestic Violence
- Family Accompaniment - 2.5.1. (b) – any suspected child abuse or neglect, including where state or territory child protection services are involved
- Family Accompaniment - 2.5.1. (c) – the death of any Accompanying Family Member
- Family Accompaniment - 2.5.1. (d) – any serious or significant accident, injury or illness of any Accompanying Family Member
- Family Accompaniment - 2.5.1. (e) – any other incident that negatively impacts on the welfare of any Accompanying Family Member, including a breakdown of the family or financial hardship
- Family Accompaniment - 2.5.1. (f) (i) – when any Accompanying Family Member is arrested
- Family Accompaniment - 2.5.1. (f) (ii) – when any Accompanying Family Member is charged with a criminal offence

- Family Accompaniment - 2.5.1. (f) (iii) – when any Accompanying Family Member is a victim of a criminal offence
- Family Accompaniment - 2.5.1. (f) (iv) – when any Accompanying Family Member is evacuated or evicted from accommodation
- Family Accompaniment - 2.5.1. (g) – any other incident that may negatively impact upon the Department, or which brings You or the Pilot into disrepute.

- **Update Recruitment plan Declaration to include Welfare and Wellbeing Plan and Wellbeing Support Person/s obligations.**

The Recruitment Application declaration has been updated to include information related to Welfare and Wellbeing Plans and Welfare and Wellbeing Support Person/s obligations. This will be displayed at the time of recruitment plan submission. Please see the screen shot below.



TECHNICAL FIXES

PORTAL

- **User with multiple user access role unable to access Incident Reports**

An issue found preventing users with assigned all four security roles being able to access Incident Reports has been fixed.