

Release 52

Release notes

23/08/2023



Australian Government

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Employer Portal Release 52 Notes

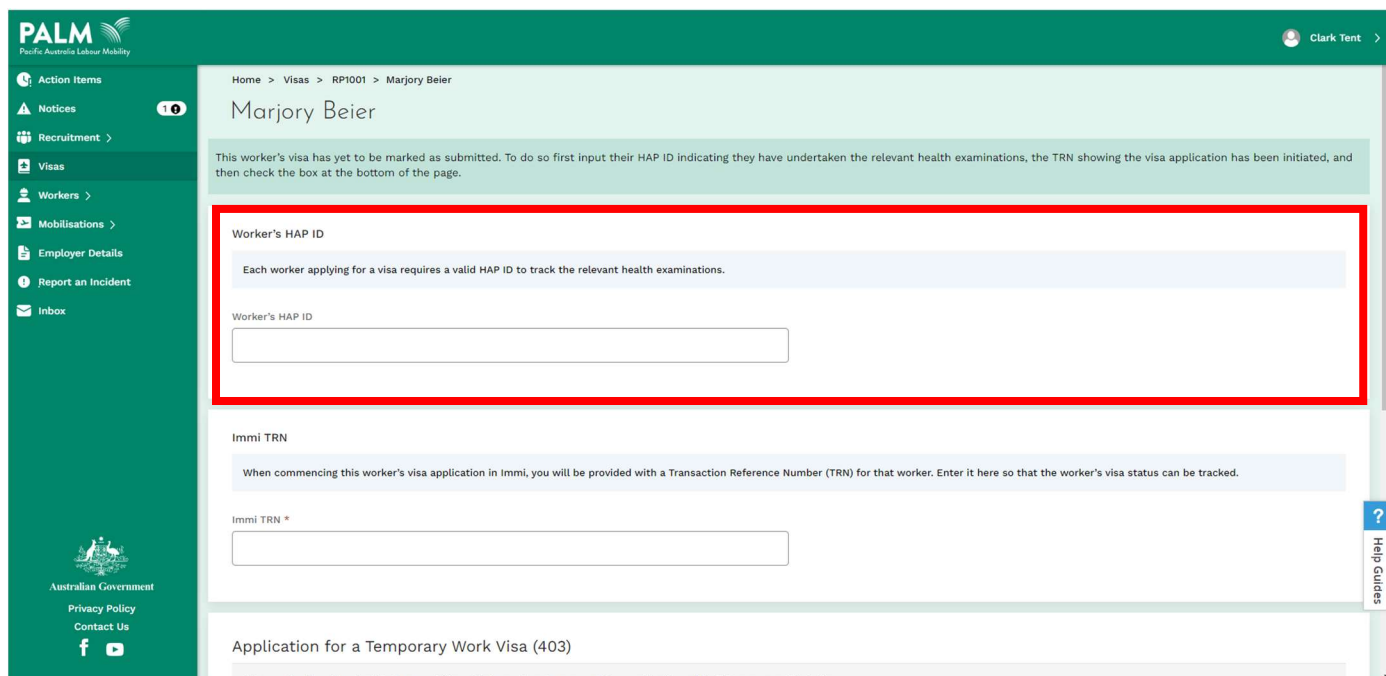
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1. Updates to Visas

- a) Following the feedback we received during the Employer’s Portal Webinar, we have removed the mandatory requirement for the **HAP ID** field for Visa submissions. This is to accommodate the countries who do not require the **HAP ID**.

 If your selected country requires a HAP ID, you will still need to provide this information.



The screenshot displays the PALM (Pacific Australia Labour Mobility) Employer's Portal interface. The page title is 'Marjory Beier'. A message states: 'This worker's visa has yet to be marked as submitted. To do so first input their HAP ID indicating they have undertaken the relevant health examinations, the TRN showing the visa application has been initiated, and then check the box at the bottom of the page.' The 'Worker's HAP ID' field is highlighted with a red border. Below it is the 'Immi TRN' field. The page footer includes 'Application for a Temporary Work Visa (403)' and the Australian Government logo.

b) HAP ID column has also been removed from the visa table

Home > Visas > RP1001

Teys Wagga Wagga

RP1001

This interface is designed to help you lodge visa applications through the Department of Home Affairs Immi system, and report the lodgement and grant of visas back to Workers and the PALM Scheme.

Find below a list of your Approved Recruitment Plans with Workers that have Signed Offers of Employment and visa application forms. Open one to commence the process.

Search [] [Search] [Requires input v]

Name ↑	Passport	TRN	Visa Status	Actions
Adella Torp	633281930372	Required	Incomplete	Actions v
Adriana Howell	15191600166	Required	Incomplete	Actions v
Ardella Hackett	821172221784	Required	Incomplete	Actions v
Bang Bang Tang	21343455	Complete	Incomplete	Actions v
Carol Ortiz	949582119478	Required	Incomplete	Actions v
Kaitlyn Zulauf	207298054435	Required	Incomplete	Actions v
Kaylee Kub	590669363310	Required	Incomplete	Actions v
Magnus Schmeler	852059983254	Required	Incomplete	Actions v
		Required	Incomplete	Actions v

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Help Guides

2. Updates to the Placement Groups within a Recruitment Plan

- a) Placement Groups **Planned Start** and **Planned End Dates** fields are now a mandatory requirement.

These fields can be found in the Placement Group form within Recruitment Plans.

The screenshot displays the PALM (Pacific Australia Labour Mobility) system interface. The left sidebar contains navigation options such as Action Items, Notices, Recruitment Plans, Labour Market Tests, Accommodation Plans, Hosts, Work Sites, Welfare & Wellbeing Plans, Visas, Workers, Mobilisations, Employer Details, Report an Incident, and Inbox. The main content area shows the 'Worker Details' form for a recruitment plan. The form includes fields for Placement Group Name (value: 1), the number of workers (value: 5), and a role selection dropdown (value: Barista). The 'Planned Start Date' field is set to 16/10/2023 and the 'Planned End Date' field is set to 04/01/2024. These two date fields are highlighted with a red rectangular box. Below the date fields is the 'Worker Support Contact' section, which includes a text box for the contact name and a dropdown for the position title. A note at the bottom of the contact section states: 'PALM Scheme guidelines require that a Worker Support Contact residing within 200km of the Work Site is provided by Approved Employers to ensure the safety, welfare and wellbeing of Workers participating in the scheme. Please review the guidelines to ensure the person you select meets scheme requirements.'

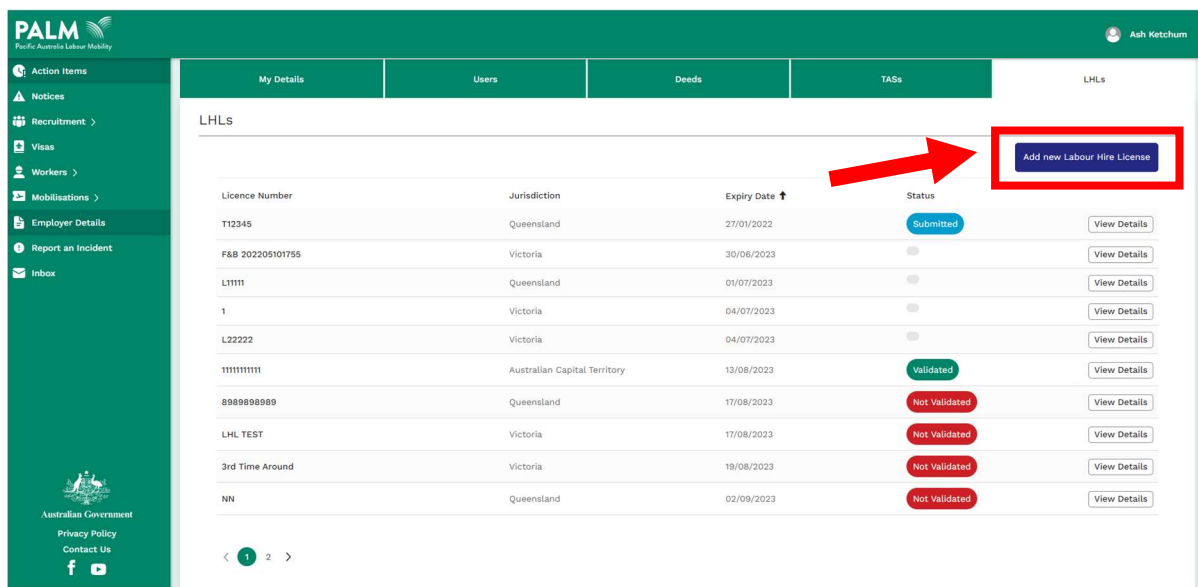
b) We have now added "*Casual*" as an Employee work status field option in the Pay Details section within the Placement group.

The screenshot displays the PALM (Pacific Australia Labour Mobility) system interface. The left sidebar contains navigation options such as Action Items, Notices, Recruitment Plans, Labour Market Tests, Accommodation Plans, Hosts, Work Sites, Welfare & Wellbeing Plans, Visas, Workers, Mobilisations, Employer Details, Report an Incident, and Inbox. The main content area is divided into two sections: 'Pay Details' and 'Work Site'. In the 'Pay Details' section, the 'Employee work status' dropdown menu is highlighted with a red box and shows 'Casual' as the selected option. Other fields include 'Is this pay rate a piece rate?' (No), 'Hourly Pay Rate *' (\$ 35.00), and 'Contracted Work Hours *' (30.00). The 'Work Site' section includes 'Select a Host' (6Boost) and 'Select a Work Site' (worksite 1) with associated 'Remove', 'Select a Host/Site', and 'Create a New Host/Site' buttons. The footer of the interface includes the Australian Government logo, Privacy Policy, Contact Us, and social media icons.

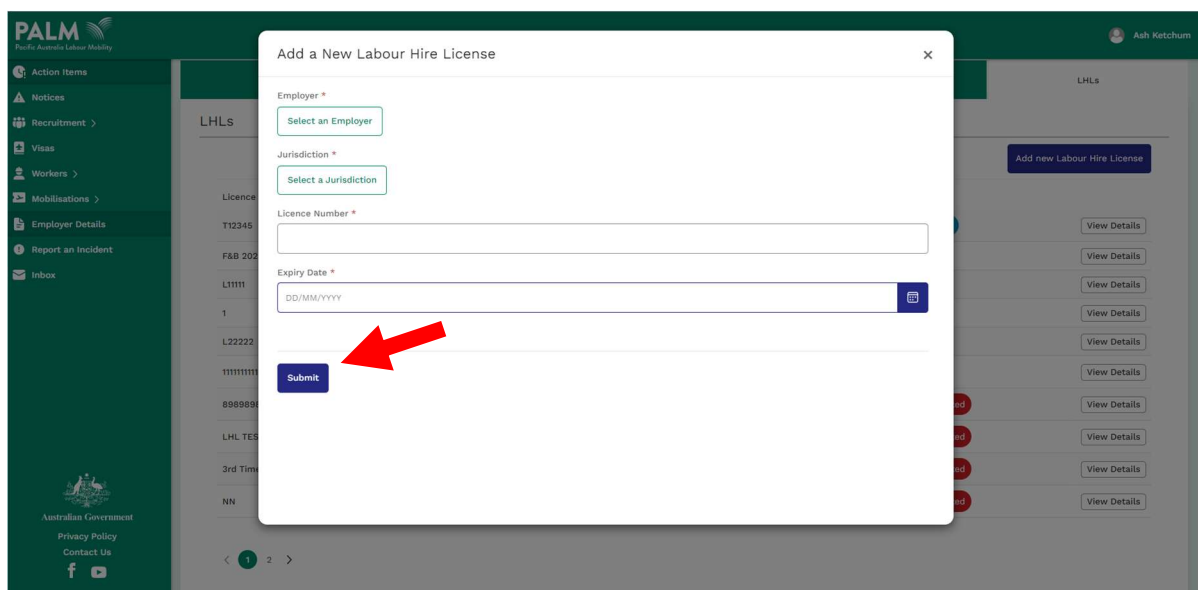
3. Employers can now add Labour Hire Licenses

Labour Hire Company's can now submit their Labour Hire Licenses via the LHLs tab in the *Employer Details* page.

Click the **Add New Labour Hire License** button.

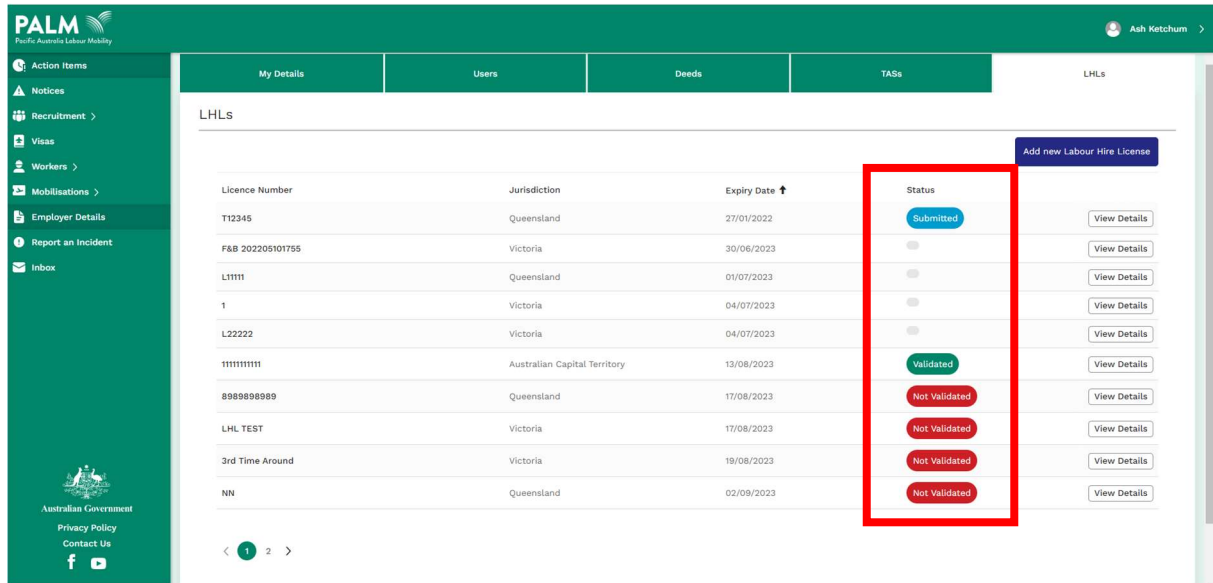


Complete the form with the necessary information and click the **Submit** button once done.



The newly added LHL will now be seen in the table with a status of Submitted.

Once an assessor has checked the Labour Hire License details, this status will be updated to either Validated or Not Validated.



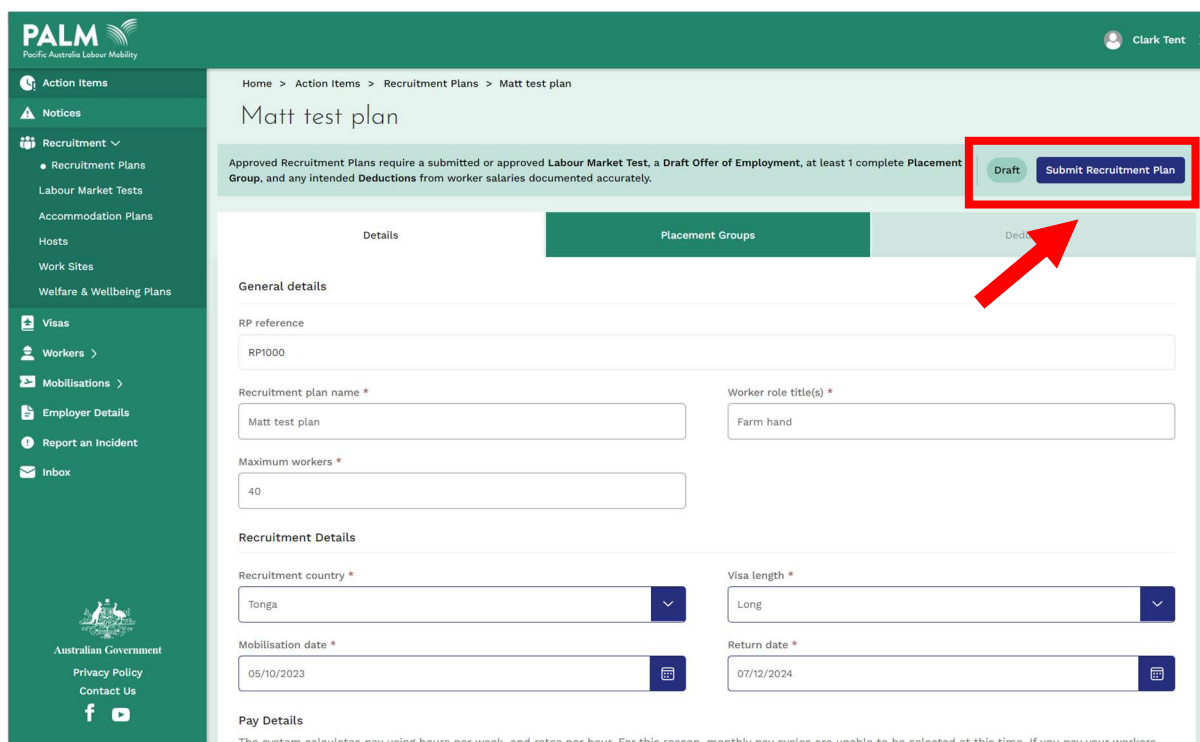
The screenshot displays the PALM (Pacific Australia Labour Mobility) system interface. The main content area shows a table of Labour Hire Licenses (LHLs). The table has the following columns: Licence Number, Jurisdiction, Expiry Date, Status, and View Details. A red box highlights the Status column, which contains the following entries:

Licence Number	Jurisdiction	Expiry Date	Status	View Details
T12345	Queensland	27/01/2022	Submitted	View Details
F&B 202205101755	Victoria	30/06/2023		View Details
L11111	Queensland	01/07/2023		View Details
1	Victoria	04/07/2023		View Details
L22222	Victoria	04/07/2023		View Details
1111111111	Australian Capital Territory	13/08/2023	Validated	View Details
8989898989	Queensland	17/08/2023	Not Validated	View Details
LHL TEST	Victoria	17/08/2023	Not Validated	View Details
3rd Time Around	Victoria	19/08/2023	Not Validated	View Details
NN	Queensland	02/09/2023	Not Validated	View Details

4. Recruitment Plan User Interface Changes

We have made some minor user interface changes to the Recruitment Plans form pages.

The Recruitment Plan Status and the Submit buttons can now be found on the upper right of the page.



The screenshot displays the PALM (Pacific Australia Labour Mobility) web interface for a Recruitment Plan. The page title is "Matt test plan". A red box highlights the "Submit Recruitment Plan" button in the top right corner, with a red arrow pointing to it. The form contains the following fields:

- RP reference: RP1000
- Recruitment plan name *: Matt test plan
- Worker role title(s) *: Farm hand
- Maximum workers *: 40
- Recruitment country *: Tonga
- Visa length *: Long
- Mobilisation date *: 05/10/2023
- Return date *: 07/12/2024

The "Pay Details" section at the bottom states: "The system calculates pay using hours per week, and rates per hour. For this reason, monthly pay cycles are unable to be selected at this time. If you pay your workers..."

These changes apply for all Recruitment Plans regardless of RP status

The screenshot shows the PALM interface for a Recruitment Plan titled 'Teys Wagga Wagga'. The status is 'Change Request Draft', highlighted with a red box. The plan is currently in the process of being changed, and any changes will be reviewed by PALM for approval, requiring a new LSU endorsement. The interface includes a sidebar with navigation options like 'Recruitment Plans', 'Labour Market Tests', and 'Visas'. The main content area is divided into 'Details', 'Placement Groups', and 'Deductions' tabs. The 'Details' tab is active, showing fields for 'RP reference' (RP1001), 'Recruitment plan name' (Teys Wagga Wagga), 'Worker role title(s)' (Meat Process worker), 'Maximum workers' (10), 'Recruitment country' (Fiji), 'Visa length' (Long), 'Mobilisation date' (06/10/2023), and 'Return date' (06/10/2027). There are also 'Pay Details' and 'Actions' buttons.

The screenshot shows the PALM interface for a Recruitment Plan titled 'Redeployment - 9 fijian'. The status is 'Approved', highlighted with a red box. The plan has been approved, and users can now assign workers to placement groups, generate and download individual placement schedules, upload offers of employment, and submit them to the LSU for signature. The interface includes a sidebar with navigation options like 'Recruitment Plans', 'Labour Market Tests', and 'Visas'. The main content area is divided into 'Recruitment Plan Summary', 'RP Documents', and 'Manage Offers of Employment' sections. The 'Recruitment Plan Summary' section shows a table with columns for 'RP Reference', 'Total Workers', 'Visa Length', 'Country', 'Mobilisation Date', 'Return Date', and 'Endorsement Number'. The 'RP Documents' section shows a table with columns for 'File Name', 'Document Category', and 'Uploaded On'. The 'Manage Offers of Employment' section shows a table with columns for 'All Workers', 'Offers In Need of Attention', 'Signed Offers', and 'Offers Not Proceeding'.

RP Reference	Total Workers	Visa Length	Country	Mobilisation Date	Return Date	Endorsement Number
RP1021	0	Long	Fiji	Oct 17, 2023	Oct 17, 2027	PALM-RP1021-LT39552

File Name ↑	Document Category ↑	Uploaded On ↓
EndorsementDocument.pdf	Endorsement Letter	22/08/2023 12:27 PM

All Workers	Offers In Need of Attention	Signed Offers	Offers Not Proceeding

The **Save** button is still located at the bottom of the Recruitment Plan form page.

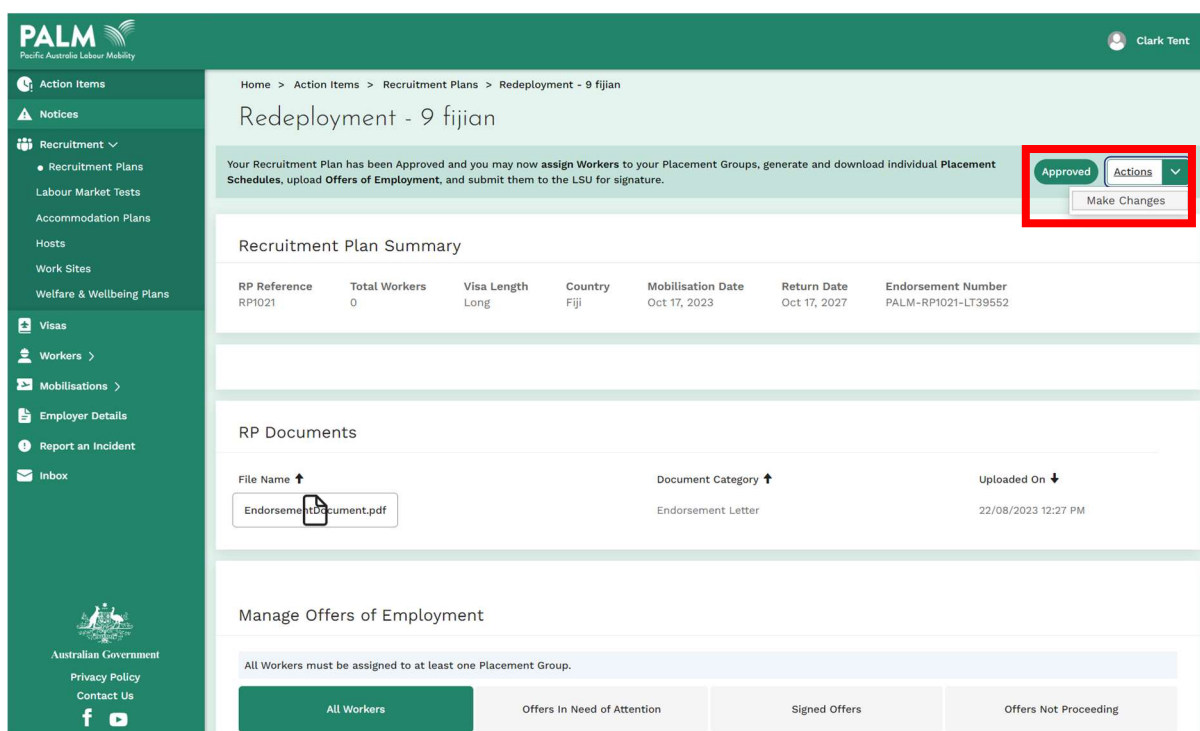
The screenshot shows the PALM (Pacific Australia Labour Mobility) web interface. The header includes the PALM logo and the user name 'Clark Tent'. The left sidebar contains navigation options: Action Items, Notices, Recruitment Plans (selected), Labour Market Tests, Accommodation Plans, Hosts, Work Sites, Welfare & Wellbeing Plans, Visas, Workers, Mobilisations, Employer Details, Report an Incident, and Inbox. The main content area is titled 'Draft Offer of Employment' and contains three sections: 1. Draft Offer of Employment: A message stating 'You are required to upload a Draft Offer of Employment that demonstrates the nature of the agreement you'll be asking workers to sign.' Below this is a file upload area with a document icon, the filename 'PALM scheme skills development application form March 2023.docx (229 KB)', and a 'Replace' button. 2. Contingency Plan: A message stating 'You are required to submit a contingency plan as part of your recruitment plan. Please refer to your deed and guidelines document for information about what is required.' Below this is a text input field with the text 'It is super contingent. TEST.' 3. LSU Endorsement Status: A message stating 'Your Draft Recruitment Plan is sent to the relevant country's LSU, where they review and provide an indication of their ability to fulfil the role and number of workers that appear in the draft state of this Recruitment Plan. If they are able to fulfil your request, it will be Endorsed. If they are unable to fulfil the request or request changes, you may receive Feedback or it may be Declined.' Below this is a 'Draft' button. At the bottom left of the form, a 'Save' button is highlighted with a red box, and a red arrow points to it from the right.

5. Make Changes to Recruitment Plan bug fix

We have now fixed a bug that users encountered with certain Legacy Recruitment Plans when trying to make changes to them.

This bug made it so that when the “make changes” button was clicked, that nothing occurred or the page would just reload.


Users will now be able to make changes to all Approved recruitment plans



The screenshot displays the PALM (Pacific Australia Labour Mobility) system interface. The user is logged in as 'Clark Tent'. The page title is 'Redeployment - 9 fijian'. A message states: 'Your Recruitment Plan has been Approved and you may now assign Workers to your Placement Groups, generate and download individual Placement Schedules, upload Offers of Employment, and submit them to the LSU for signature.' A red box highlights the 'Approved' status and the 'Actions' dropdown menu, which includes a 'Make Changes' button. Below this is a 'Recruitment Plan Summary' table with the following data:

RP Reference	Total Workers	Visa Length	Country	Mobilisation Date	Return Date	Endorsement Number
RP1021	0	Long	Fiji	Oct 17, 2023	Oct 17, 2027	PALM-RP1021-LT39552

Below the summary is a table for 'RP Documents' with columns for File Name, Document Category, and Uploaded On. One document is listed: 'EndorsementDocument.pdf', 'Endorsement Letter', and '22/08/2023 12:27 PM'. At the bottom, there is a 'Manage Offers of Employment' section with a note: 'All Workers must be assigned to at least one Placement Group.' and buttons for 'All Workers', 'Offers In Need of Attention', 'Signed Offers', and 'Offers Not Proceeding'.

 Please note that users will **NOT** be able to edit a Recruitment Plan if it is in the **Submitted** or **Not Approved** status.