

PALM Portal Release 56

Release notes

18/10/2023



PALM Portal Release 56 Notes

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1. Updates to Placement Groups

a) Saved Placement groups can now be removed

Within the Recruitment Plan and in the Placement groups tab.

Click the **Actions** button on the right-hand side of the placement group.

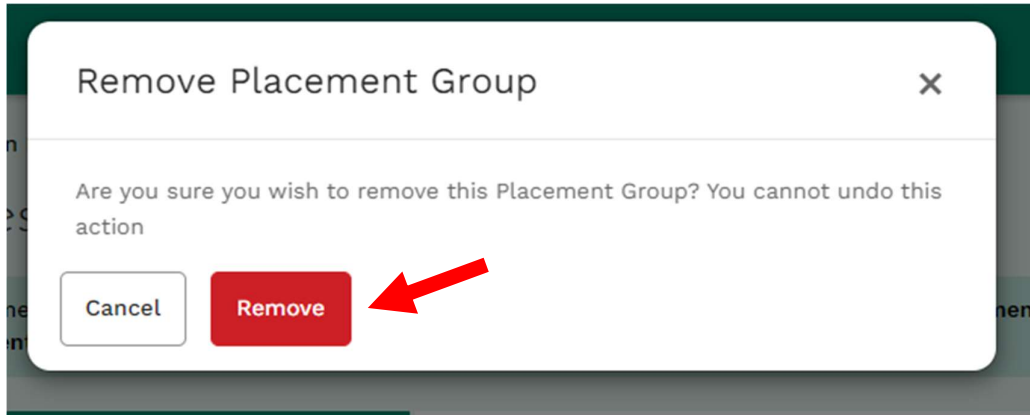
The screenshot shows the PALM portal interface. The left sidebar contains navigation options like Action Items, Notices, Recruitment, and Workers. The main content area is titled 'Test Message' and shows a 'Placement Groups' tab. Below the tab, there is a table with columns: Name, Accommodation Plan Name, Host, Work Site, Employer Role, and Placements Available. The first row is 'Remove PG test'. To the right of this row, the 'Actions' button is highlighted with a red box, and a red arrow points to it.

Name ↑	Accommodation Plan Name	Host	Work Site	Employer Role	Placements Available	Actions
Remove PG test	Big 4 - Hervey Bay 1	(4 Seas Pty Ltd(Please don't delete))	Pizza barn	Floor Staff (QLD)	7	Actions

Click the **Remove** button from the options provided

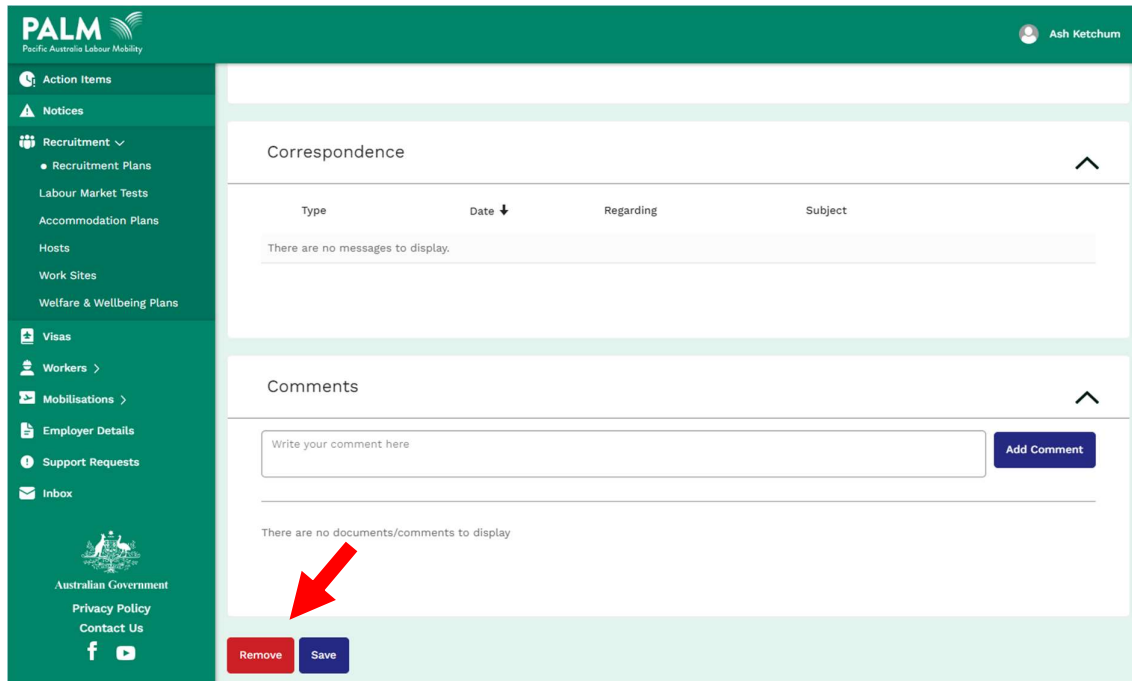
This image shows a close-up of the 'Actions' dropdown menu. The menu is open, showing three options: 'Edit', 'Manage Deductions', and 'Remove'. The 'Remove' option is highlighted with a red box.

Click the **Remove** button again, from the popup window, to finalise the removal of the PG



The **Remove** button is also available within the Placement Group form and is accessible while you are editing a saved PG.

The button is located at the bottom of the page beside the Save button.



2. Updates to Recruitment Plans

a) New Recruitment Plan Status

A new Recruitment Plan status has been added for when Feedback is sent to an employer, regarding a recruitment plan Change request submission.

The New Status is **Change Request Feedback**

The screenshot displays the PALM portal interface for a recruitment plan titled 'Salmon Hackers'. The status is 'Change Request Feedback', highlighted in a red box. The plan details are as follows:

Details	Placement Groups	Deductions
General Details		
RP reference RP0814		
Recruitment plan name *	Worker role title(s) *	
Salmon Hackers	Salmon hackers	
Maximum workers *	Do you require assistance with selecting Workers?	
11	No	
Recruitment country *	Visa length *	
Fiji	Long	
Mobilisation date *	Return date *	
10/10/2024	10/10/2026	

Users can then edit the recruitment plan, when it is in this status, to apply the feedback given.

b) Submitted Recruitment Plans can be Withdrawn

Users can now Withdraw a Recruitment Plan that has been submitted.

To Withdraw a submitted RP:

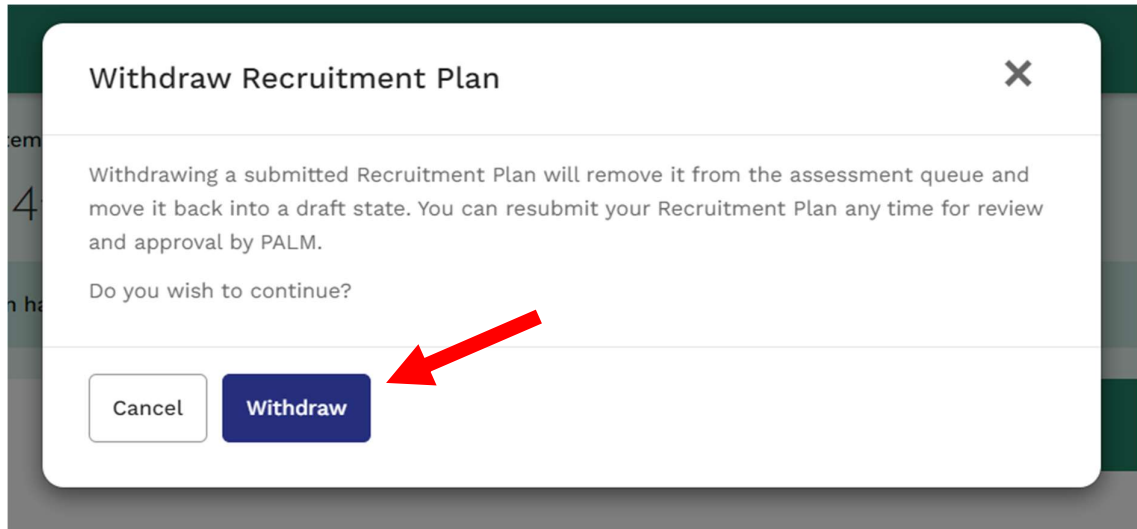
1. In the Submitted Recruitment Plan, Click the **Actions** button

The screenshot shows the PALM portal interface. The top navigation bar includes the PALM logo and the user name 'Ash Ketchum'. The main content area displays the title 'Gary Testing RP 2023' and a status message: 'This Recruitment Plan has been successfully submitted and is now awaiting approval.' To the right of this message are two buttons: 'Submitted' and 'Actions'. The 'Actions' button is highlighted with a red box, and a red arrow points to it. Below the status message are three tabs: 'Details', 'Placement Groups', and 'Deductions'. The 'Details' tab is active, showing 'General details' for the recruitment plan. Fields include 'RP reference' (RP1278), 'Recruitment plan name' (Gary Testing RP 2023), 'Maximum workers' (10), and 'Worker role title(s)' (Farm hand). There are also radio buttons for 'Recruitment Plan Type' with options: Standard (selected), Redeployment, and Extension. A 'Help Guides' button is visible on the right side of the page.

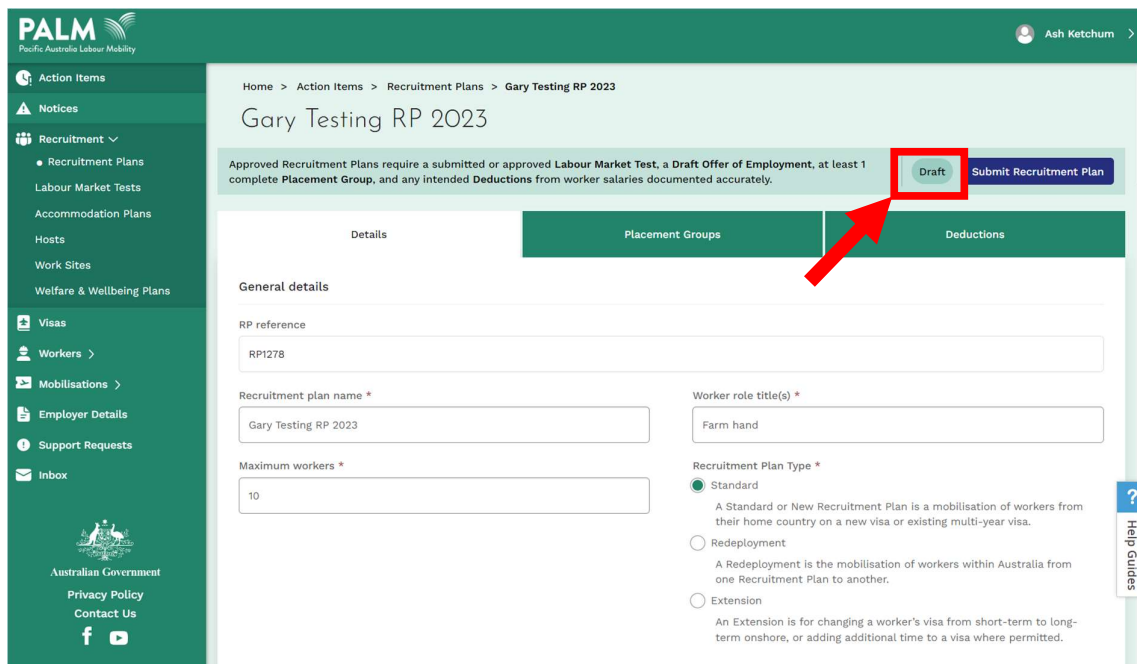
2. Click the **Withdraw** option that appears.

This is a close-up screenshot of the 'Actions' dropdown menu. The 'Submitted' button is visible to the left. The 'Actions' button is highlighted with a blue box, and a red box highlights the 'Withdraw' option that appears in the dropdown menu.

3. In the popup window, click the **Withdraw** button to confirm withdrawal



The Withdrawn recruitment plan will now revert to the *Draft* status and users can edit the RP and resubmit at any time.



c) Placement Groups and Deductions are now visible while an RP has been Submitted

Users can now review all the information within a Recruitment Plan while it is in the Submitted status.

This includes all Placement Groups and Deductions.

Placement Groups

The screenshot shows the PALM portal interface. The top navigation bar includes the PALM logo and the user name 'Ash Ketchum'. The main content area displays the breadcrumb 'Home > Action Items > Recruitment Plans > Gary Testing RP 2023'. Below this, the title 'Gary Testing RP 2023' is shown, followed by a status message: 'This Recruitment Plan has been successfully submitted and is now awaiting approval.' A 'Submitted' button and an 'Actions' dropdown menu are visible. A red arrow points to the 'Placement Groups' tab, which is selected. Below the tab, a table titled 'Placement Groups' is displayed with the following data:

Name ↑	Accommodation Plan Name	Host	Work Site	Employer Role	Placements Available
Group #3	23324		Anthony bohlock	Floor Staff (QLD)	10

A 'View' button is located to the right of the first row. A 'Help Guide' link is visible in the bottom right corner.

Users can further view the PG details and it will be in a read only state while the RP is *Submitted*.

The screenshot shows the PALM portal interface for 'Group #3'. The breadcrumb is 'Home > Action Items > Recruitment Plans > Gary Testing RP 2023 > Group #3'. The title 'Group #3' is displayed. Below the title, the 'Worker Details' section is shown in a read-only state. The details include:

- Name *: Group #3
- Placements Available: 10
- Employer Role: Floor Staff (QLD)
- Planned Start Date *: 06/12/2023
- Planned End Date *: 08/11/2024

A 'Help Guide' link is visible in the bottom right corner.

Deductions

Home > Action Items > Recruitment Plans > Gary Testing RP 2023

Gary Testing RP 2023

This Recruitment Plan has been successfully submitted and is now awaiting approval. Submitted Actions

Details | **Placement Groups** | **Deductions**

Global Deductions

Global Deductions apply to all workers across all Placement Groups (Eg. health insurance, company phone, etc).

Start Date 06/12/2023 End Date 08/11/2024 Total Pay Periods 25 (50 weeks)

	06/12/23	13/12/23	20/12/23	27/12/23	03/01/24	10/01/24	17/01/24	24/01/24	31/01/24
Pay Period	06/12/23-19/12/23		20/12/23-02/01/24		03/01/24-16/01/24		17/01/24-30/01/24		31/01/24-1
Total Deductions	\$0.00		\$0.00		\$0.00		\$0.00		

View Global Deductions by: Pay period Week

Placement Group Deductions

	06/12/23	13/12/23	20/12/23	27/12/23	03/01/24	10/01/24	17/01/24	24/01/24	31/01/24

d) New RP Correspondence section

A correspondence section has now been added to the bottom of Recruitment Plans.

This section will display all correspondence activities sent to the employer, pertaining to this recruitment plan.

The screenshot shows the PALM portal interface. The left sidebar contains navigation options: Action Items, Notices, Recruitment Plans (with sub-items: Recruitment Plans, Labour Market Tests, Accommodation Plans, Hosts, Work Sites, Welfare & Wellbeing Plans), Visas, Workers, Mobilisations, Employer Details, Support Requests, and Inbox. The main content area shows the 'LSU Endorsement Status' section with a 'Feedback' button. Below this, the 'RP Correspondence' section is highlighted with a red box. It features a search bar and a table of correspondence items.

Read	Date Created ↓	Activity Type	Regarding	Subject	
	11/10/2023 2:02 PM	Notification	RP1278	New feedback For Recruitment PlanRP1278	View
	11/10/2023 1:11 PM	Notification	RP1278	New feedback For Recruitment PlanRP1278	View
	11/10/2023 10:18 AM	Notification	RP1278	New feedback For Recruitment PlanRP1278	View
	11/10/2023 10:06 AM	Correspondence	RP1278	PALMIS-IRD Communication Thread RP1278 CA	View

e) New Correspondence Activity thread with IRD

When a new recruitment plan is created, a special Correspondence Activity thread called **PALMIS-IRD Communication Thread** is also created in the RP Correspondence section.

This **PALMIS-IRD Communication Thread** will allow users to more easily communicate back and forth with the selected country's IRD regarding this RP.

The screenshot shows the PALM Portal interface. The left sidebar contains navigation options: Action Items, Notices, Recruitment (with sub-items: Recruitment Plans, Labour Market Tests, Accommodation Plans, Hosts, Work Sites, Welfare & Wellbeing Plans), Visas, Workers, Mobilisations, Employer Details, Support Requests, and Inbox. The main content area is titled 'required.' and includes a section for 'LSU Endorsement Status' with a 'Feedback' button. Below this is the 'RP Correspondence' section, which features a search bar and a table of correspondence items. The table has columns for Read status, Date Created, Activity Type, Regarding, and Subject. The last row in the table is highlighted with a red border and contains the following data:

Read	Date Created	Activity Type	Regarding	Subject	View
	11/10/2023 2:02 PM	Notification	RP1278	New feedback For Recruitment PlanRP1278	View
	11/10/2023 1:11 PM	Notification	RP1278	New feedback For Recruitment PlanRP1278	View
	11/10/2023 10:18 AM	Notification	RP1278	New feedback For Recruitment PlanRP1278	View
	11/10/2023 10:06 AM	Correspondence	RP1278	PALMIS-IRD Communication Thread RP1278 CA	View

When the thread is opened, users can click the **New Message** button to send the country's IRD a message.

All messages regarding this RP to the IRD and vice versa, will be collected within this thread

The screenshot shows the PALM portal interface. The left sidebar contains navigation options: Action Items, Notices, Recruitment, Visas, Workers, Mobilisations, Employer Details, Support Requests, and Inbox. The main content area displays a communication thread titled "PALMIS-IRD Communication Thread RP1278 CA". The thread details include Activity Type (Correspondence), Priority (Normal), and Date Received (11/10/2023 10:06 AM). The subject is "PALMIS-IRD Communication Thread RP1278 CA". Below the subject, there is a "Message" field. The "Message IRD Directly" section contains a green bar with the text "Use this section to communicate directly with IRD" and a "New Message" button highlighted with a red box and a red arrow. Below this, a table shows a message sent on 11/10/2023 1:48 PM by LSU, with the subject "IRD Response for Recruitment Plan RP1278". The message content includes a greeting, a reference to a response from the Kiribati LSU, a feedback name "aehrzh", and contact information for the PALM Support Service.

Users can then fill in the message information and click the Submit button to send the message.

The screenshot shows a "Create" modal form for sending a message. The form has two input fields: "Subject *" and "Message *". Below the input fields is a blue "Submit" button, which is highlighted with a red arrow.

f) New RP Documents Search bar added within *Approved* Recruitment Plans

A new Search bar has been added to the RP Documents section within Approved recruitment plans.

This search bar will help users to search all the documents within this approved RP.

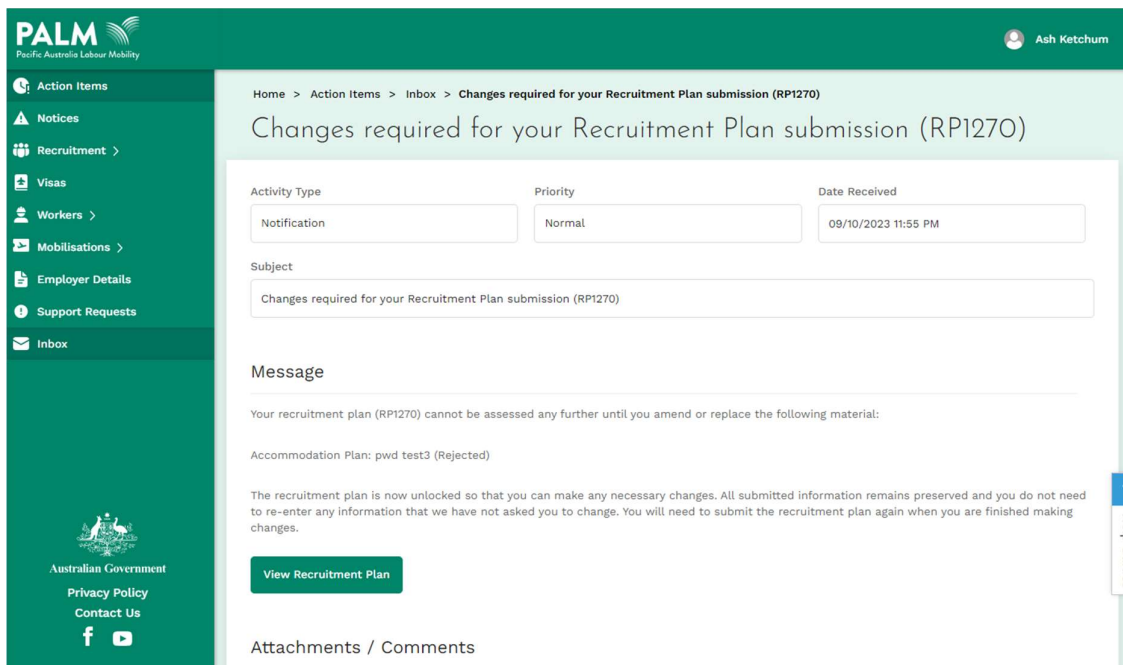
The screenshot displays the PALM portal interface. The left sidebar contains navigation menus for Action Items, Notices, Recruitment (with sub-items: Recruitment Plans, Labour Market Tests, Accommodation Plans, Hosts, Work Sites, Welfare & Wellbeing Plans), Visas, Workers, Mobilisations, Employer Details, Support Requests, and Inbox. The main content area shows a calendar view for 2024 and 2025, with a placement test for '31 Oct, 2023-23 Dec, 2025'. Below the calendar are status buttons: 'No Workers Assigned', 'Some Workers Assigned', 'Workers Assigned', 'Confirmed', and 'Requires Attention'. The 'RP Documents' section features a search bar with a magnifying glass icon and a 'Search' button, which is highlighted with a red rectangle. To the right of the search bar is a dropdown menu labeled 'All Documents'. Below the search bar is a table with columns: File Name, Document Category, Worker, Document Source, and Uploaded On. A single document is listed: 'Letter .docx' under File Name, 'Draft Offer of Employment' under Document Category, and '05/09/2023 12:49 PM' under Uploaded On. Below the table is the 'Worker Documents' section, which includes a note: 'Worker documents are individual copies of Signed Offers of Employment, 956a and 1403 Forms for every worker included in this Recruitment Plan.' and a 'Download All Worker Documents' button. The footer of the page includes 'Manage Offers of Employment' and a 'Help Guides' link.

- g) When a *Labour Market Test* or an *Accommodation Plan* is **rejected**, all Recruitment Plan's that are associated with that LMT or AP, in the ***Submitted*** status, will automatically be set to "Awaiting information from employer".

When a Labour Market test or an Accommodation Plan has been rejected, the associated submitted Recruitment Plan's status will automatically be set as *Awaiting Information from Employer*.

This action will also generate an automated correspondence activity to inform users that these records have been rejected and need to be fixed or replaced before they can resubmit the RP.

Example Correspondence Activity message sent:



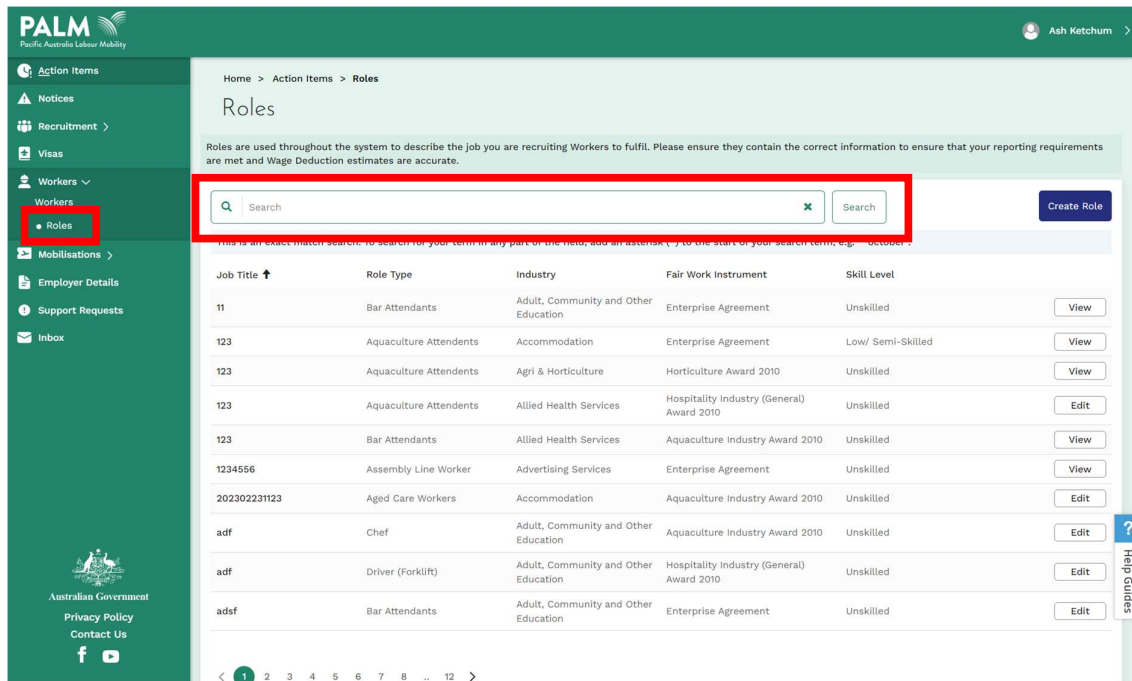
The screenshot displays the PALM (Pacific Australia Labour Mobility) portal interface. The top navigation bar is green with the PALM logo and the user name 'Ash Ketchum'. A left-hand sidebar contains navigation options: Action Items, Notices, Recruitment, Visas, Workers, Mobilisations, Employer Details, Support Requests, and Inbox. The main content area shows a breadcrumb trail: Home > Action Items > Inbox > Changes required for your Recruitment Plan submission (RP1270). The title of the message is 'Changes required for your Recruitment Plan submission (RP1270)'. Below the title, there are three fields: 'Activity Type' (Notification), 'Priority' (Normal), and 'Date Received' (09/10/2023 11:55 PM). The 'Subject' field contains 'Changes required for your Recruitment Plan submission (RP1270)'. The 'Message' section states: 'Your recruitment plan (RP1270) cannot be assessed any further until you amend or replace the following material: Accommodation Plan: pwd test3 (Rejected)'. It further explains that the plan is now unlocked for changes and that all submitted information is preserved. A 'View Recruitment Plan' button is located below the message. At the bottom, there is a section for 'Attachments / Comments'. A 'Help Guides' link is visible on the right side of the page.

Users will then need to resubmit the recruitment plan with a different AP or LMT, depending on which one was rejected.

3. Updates to Roles

A new Search bar has been added to the Roles page.

This search bar will help users to search all of their existing roles which are required when creating a Labour Market Test.



The screenshot shows the PALM (Pacific Australia Labour Mobility) portal interface. The left sidebar contains navigation options: Action Items, Notices, Recruitment, Visas, Workers (with a sub-menu for Roles), Mobilisations, Employer Details, Support Requests, and Inbox. The main content area is titled 'Roles' and includes a search bar (highlighted with a red box) and a 'Create Role' button. Below the search bar is a table of roles with columns for Job Title, Role Type, Industry, Fair Work Instrument, and Skill Level. Each row has a 'View' or 'Edit' button. A pagination bar at the bottom shows page 1 of 12.

Job Title ↑	Role Type	Industry	Fair Work Instrument	Skill Level	
11	Bar Attendants	Adult, Community and Other Education	Enterprise Agreement	Unskilled	View
123	Aquaculture Attendants	Accommodation	Enterprise Agreement	Low/ Semi-Skilled	View
123	Aquaculture Attendants	Agri & Horticulture	Horticulture Award 2010	Unskilled	View
123	Aquaculture Attendants	Allied Health Services	Hospitality Industry (General) Award 2010	Unskilled	Edit
123	Bar Attendants	Allied Health Services	Aquaculture Industry Award 2010	Unskilled	View
1234556	Assembly Line Worker	Advertising Services	Enterprise Agreement	Unskilled	View
202302231123	Aged Care Workers	Accommodation	Aquaculture Industry Award 2010	Unskilled	Edit
adf	Chef	Adult, Community and Other Education	Aquaculture Industry Award 2010	Unskilled	Edit
adf	Driver (Forklift)	Adult, Community and Other Education	Hospitality Industry (General) Award 2010	Unskilled	Edit
adsf	Bar Attendants	Adult, Community and Other Education	Enterprise Agreement	Unskilled	Edit

4. Updates to the Visa application

When a visa has been granted, users can now upload the corresponding *Visa Grant Letter* for that worker, this document will automatically be shared with the country's corresponding IRD.

PALM
Pacific Australia Labour Mobility

Home > Visas > Carnivale 2024 > Catfish Salmonperson

Catfish Salmonman

The worker's visa has been marked as granted, and the grant number has been sent to the worker via the IRD.

HAP ID

Each worker applying for a visa requires a valid HAP ID to track the relevant health examinations.

Worker's HAP ID *

Immi Transaction Reference Number (TRN)

When commencing this worker's visa application in Immi, you will be provided with a Transaction Reference Number (TRN) for that worker. Enter it here so that the worker's visa status can be tracked.

Immi TRN *

Application for a Temporary Work Visa (403) Next →

Introduction

This interface is designed to accurately present the Worker's application information sent from the Labour Sending Unit, and make the process of entering this information into Immi easier for you.

The PALM system is not liable for the quality or accuracy of the information provided, and if there are any issues with the quality or accuracy of the information, please contact the PALM Support Service for guidance.

Visit <https://immi.homeaffairs.gov.au/> to commence this worker's visa application.

I understand and wish to proceed with the application.

1 2 3 4 5 6 7 8 .. 19 Next →

Visa Application

Once you have completed this worker's application, please confirm the submission by checking the box below. This will help PALM establish a timeline for the finalisation of the application.

Then, once you get confirmation from immigration of the outcome of the visa application, update the form below and complete the required information so we can inform the worker.

Visa application status

Visa application is yet to be submitted

Visa application has been submitted

Visa application was granted

Visa application was declined

Visa Grant Number *

Visa Grant Letter *

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