

PALMIS Release Notes

15 November 2024 Release (PI22)



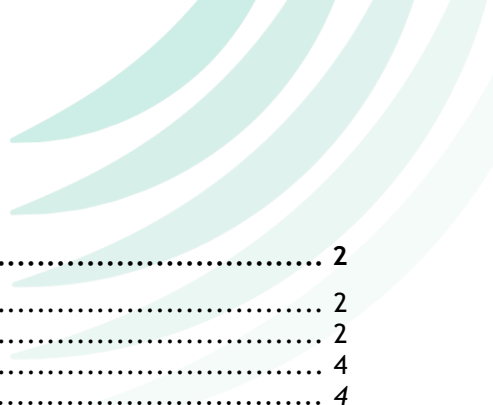
Document details

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Document review

This document should not be changed without consulting its owner.



DOCUMENT DETAILS	2
DOCUMENT PARTICULARS	2
DOCUMENT REVIEW	2
PORTAL	4
<i>New AE Portal user Roles</i>	4
<i>User Access Role Permissions Matrix</i>	5
<i>Ability for Admin users to assign and unassign user roles</i>	8
<i>Vietnam Labour Mobility Arrangements (VLMA)</i>	9
TECHNICAL FIXES	10
<i>Portal</i>	10
Navigation between pages	10
Worker documentation download	10
Accommodation Plan fixes	10

PORTAL

New AE Portal user Roles

Two new user access roles have been made available in the AE Portal:

- Recruitment and mobilisation management role
- Incident management role

These roles will provide employers with the ability to manage their employees’ access to different types of information. Multiple user roles can be assigned to a single AE Portal user. A summary of what actions can be performed by each role is detailed in the table and matrix below:

Access Role Type		Description
Employer Admin	Existing	Access to all functions on the AE portal <u>including</u> ability to manage user access.
Employer User	Existing	Access to all functions on the AE portal <u>except</u> user management
Recruitment and mobilisation management	New	Access to all functions on the AE portal with the following exceptions: <ul style="list-style-type: none"> • Cannot create new 'Incident' enquiry cases • Cannot access existing 'Incident' enquiry cases • Cannot view Correspondence Activities related to Incidents/Notices/Deeds/LHLs • Cannot access the 'Notices' area of portal • Cannot access/edit the 'My Details' screen • Cannot access user management functions (within 'Employer Details' area)
Incident Management	New	Access to Correspondence Activities related to Support Services (i.e. Enquiries, Incidents, & System Support Requests). <ul style="list-style-type: none"> • Can read, add messages, and upload support documents to Support Services. • Cannot access Correspondence Activities that relate to Notices, Deeds or LHLs.

User Access Role Permissions Matrix

Table 1 outlines the functions available across the different user access roles at a high level. Table 2 and Table 3 outline the specific restrictions against each function in more granular detail for the Recruitment and mobilisation management and Incident management role

Table 1 - High level description of user access roles

	Employer Admin	Employer User	Recruitment and Mobilisation Management	Incident Management
Roles	✓	✓	✓	✓
Recruitment plan	✓	✓	✓	✗
Mobilisations	✓	✓	✓	✓
Notices	✓	✓	✗	✗
Employer Details	✓	✓	✗	✗
User Management	✓	✗	✗	✗
Deeds	✓	✓	✓	✗
TASs	✓	✓	✓	✗
LHLs	✓	✓	✓	✗
Enquiries	✓	✓	✓	✓
Incident Reports	✓	✓	✗	✓
System Support Requests	✓	✓	✓	✓
Legacy Activity Reports	✓	✓	✓	✓
Inbox	✓	✓	✓	Conditional (Refer to Table 3)

Table 2 - Detailed description of user access roles

Function	Recruitment and Mobilisation Management			
	Create	Read	Write	Delete
Notices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Recruitment				
Recruitment Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Labour Market Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accommodation Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accommodation Space	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Work Site	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welfare and Wellbeing Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Worker Welfare Contact	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Placement Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Deduction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workers				
Workers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mobilisations				
Arrivals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Early End of Employment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Departures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Details				
My Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deeds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TASs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LHLs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Create	Read	Write	Delete
Support Services				
Enquiry	✓	✓	✗	✗
Incident Report	✗	✗	✗	✗
System Support Request	✓	✓	✓	✗
Legal Activity Report	✓	✓	✓	✗
Inbox				
Correspondence Activities = Notice	✗	✗	✗	✗
Correspondence Activities = Incident	✗	✗	✗	✗
Correspondence Activities= Deed	✗	✗	✗	✗
Correspondence Activities = LHL	✗	✗	✗	✗
Correspondence Activities where Regarding does not equal one of above values	✗	✓	✓	✗

Table 3 - Detailed correspondence access of user roles

Function	Incident Management			
	Create	Read	Write	Delete
Inbox				
Correspondence Activities = Notice	✗	✗	✗	✗
Correspondence Activities = Incident	✗	✓	✓	✗
Correspondence Activities= Deed	✗	✗	✗	✗
Correspondence Activities = LHL	✗	✗	✗	✗
Correspondence Activities where Regarding does not equal one of above values	✗	✓	✓	✗

Ability for Admin users to assign and unassign user roles

- As an admin user you will have the ability to remove user roles

View details ✕

Mobile Phone

This number will be used for SMS communications

Search:

Web Role

Incident Management	Not Assigned
Employer User	Assigned
Employer Admin	Not Assigned
Recruitment and Mobilisation Management	Not Assigned

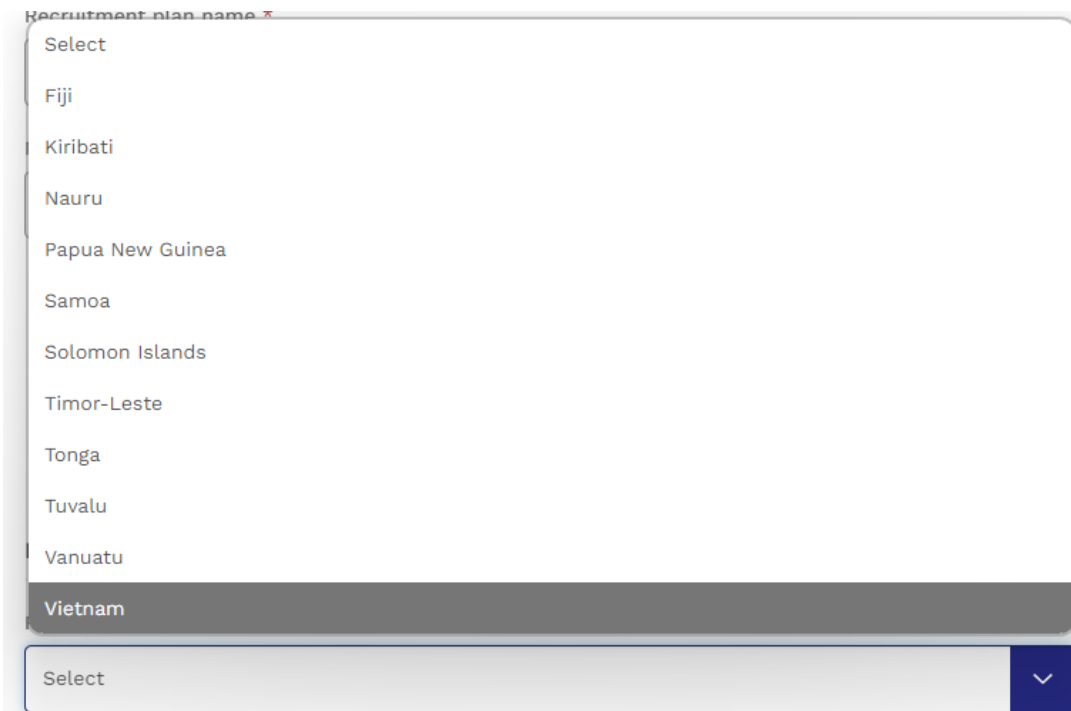
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Update User

Vietnam Labour Mobility Arrangements (VLMA)

- As part of the Vietnam Labour Mobility Arrangement (VLMA), Vietnam is now included in the dropdown list of countries. Only PALM scheme Approved Employers who have been notified they have been selected, can recruit under the VLMA.

Unless otherwise notified, VLMA-related recruitment processes will commence in 2025. Further information on the VLMA is available at <https://www.palmscheme.gov.au/vietnam-labour-mobility-arrangement>. If the AE is unsure whether they have been selected, they can email PALMScheme@dfat.gov.au.



The image shows a screenshot of a web form. At the top, there is a label 'Recruitment plan name' with a red 'x' icon. Below it is a dropdown menu. The menu is open, showing a list of countries: 'Select', 'Fiji', 'Kiribati', 'Nauru', 'Papua New Guinea', 'Samoa', 'Solomon Islands', 'Timor-Leste', 'Tonga', 'Tuvalu', 'Vanuatu', and 'Vietnam'. The 'Vietnam' option is highlighted with a dark grey background. Below the dropdown menu is a text input field with the placeholder text 'Select' and a blue button with a white downward arrow.

Note: Vietnam are not connected with an In Country Recruitment Database (IRD) and departmental staff will manage creation of worker and related records in PALMIS (MIS).

TECHNICAL FIXES

Portal

Navigation between pages

- A bug preventing navigation between the pages on the Visa tab has been fixed.

Worker documentation download

- Worker documents download in the portal was not allowing the documents to be downloaded. This is now rectified

Accommodation Plan fixes

- Allow entering decimal places / fractions in the field "Weekly Rate per Bed" in Sleeping Area space.

Create Accommodation Space BEFORE FIX	Create Accommodation Space AFTER FIX
Space Type * <input type="text" value="Sleeping Area"/>	Space Type * <input type="text" value="Sleeping Area"/>
Name * <input type="text" value="Sleeping Area 1"/>	Name * <input type="text" value="Testing"/>
Sleeping Capacity * <input type="text" value="10"/>	Sleeping Capacity * <input type="text" value="25"/>
Room Configuration * <input type="text" value="Test"/>	Room Configuration * <input type="text" value="Testing"/>
Weekly Rate per Bed * <input type="text" value="123.45"/> Please specify a valid number of Weekly Rate per Bed	Weekly Rate per Bed * <input type="text" value="123.45"/> No error for decimal point and fractions now after the fix

- Allow entering "0" (zero) value for the fields Toilets, Showers in the Bathroom Area space.

Create Accomodation Space

BEFORE FIX

Space Type *
Bathroom

Name *
Bathroom 1 - Updated

Toilets *
0
Toilets must be at least 1

Showers *
0
Showers must be at least 1

Hand Basins *
0

Create Accommodation Space

AFTER FIX

Space Type *
Bathroom

Name *
Bathroom 1

Toilets *
0

Showers *
0

Hand Basins *
0

Accommodation spaces

This Accommodation Plan must include uncrowded, individual sleeping areas for all workers; a communal lounge/living area; access to laundry facilities; and toilets, showers, and self-catering kitchen facilities adequate for the number of occupants. You must also provide at least one external photograph of the accommodation. Add Space

Required Spaces: Sleeping Area Shared Space Laundry Bathroom Kitchen External Photograph

Name ↑	Notes	
Bathroom 1	0 toilets, 0 showers, 0 hand basins	Remove Space Edit
External Photograph 1		Remove Space Edit
Kitchen 1		Remove Space Edit
Laundry 1		Remove Space Edit
Shared Space 1		Remove Space Edit
Sleeping Area 1	Sleeps 10	Remove Space Edit

Your Accommodation Plan must include at least one bathroom (with at least one toilet and one shower).

This validation will still remain at the Accommodation Plan Level. AEs will have to fulfill it by adding another Bathroom space(s) compliant with it.