



## Getting ready – Sponsor or business’ guide, and attachments required for the Department of Home Affairs’ Labour Agreement and Nomination Stages.

- Is your business actively operating for at least 12 months, and financially viable? Yes ☐ No ☐
- Is your business located within the City of Kalgoorlie-Boulder, Shires of Coolgardie, Dundas, Esperance, Laverton, Leonora, Menzies or Ravensthorpe boundaries? Yes ☐ No ☐
- Is the position you seek to fill listed in the current [Goldfields DAMA occupation list](#)? Yes ☐ No ☐
- Have your business actively sought out (advertised) to recruit an Australian worker in the last 12 months for the vacant position(s)? Yes ☐ No ☐

You must answer all “yes” to the above to proceed with your endorsement to access a labour agreement under the Goldfields DAMA application:

### **A Guide for the Sponsor or Business**

*Following is a guide to obtaining a **letter of endorsement** from **the City of Kalgoorlie-Boulder** for the Goldfields DAMA.*

Item	Description	Tick one box
1.	Read an <a href="#">Employer’s Guide</a> to Accessing a Labour Agreement under the Goldfields DAMA.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Read or print, and complete endorsement <a href="#">Form</a> - <i>Request for endorsement to access a labour agreement under the Goldfields DAMA</i> to guide you and help you get ready.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	If applicable, print and signed the Department of Home Affairs’ Form 956 if a registered migration agent is assisting you. (See part 3 of endorsement Form)	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	You have read, signed and agree to all terms and conditions outline in part 5, 6 and 7 which includes third parties service and privacy policy on endorsement Form	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	You have completed endorsement Form and submit your electronic application as a single PDF to <a href="mailto:dama@ckb.wa.gov.au">dama@ckb.wa.gov.au</a> or mail a hardcopy to:  City of Kalgoorlie-Boulder Goldfields Designated Area Representative PO Box 2042 Boulder WA 6432	Yes <input type="checkbox"/> No <input type="checkbox"/>



Item	Description	Tick one box
6.	You have received an invoice from the Goldfields DAR for the Goldfields DAMA processing fee within 2 working days.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	You have paid the Goldfields DAMA processing fee (non-refundable) and sent the Goldfields DAR a receipt of your payments. Goldfields DAMA Processing Fee Cost - <b>\$267.50 including GST per nomination.</b> (See part 8 of the endorsement Form)	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	Department of Home Affairs received a DAR Letter of Endorsement within 10 working days from the Goldfields DAR. (note: this is depending on the completeness of your application)  You received a factsheet guide (information) from the Goldfields DAR to assist you in lodging an online labour agreement request and nomination application through your <a href="#">ImmiAccount</a> . This is a unique <b>WA Goldfields DAMA Agreement</b> Number to use when lodging a Labour Agreement through your <i>ImmiAccount</i> . (note: you only receive this guide if you are endorsed by the Goldfields DAR to enter into a Goldfields DAMA labour agreement with the Department of Home Affairs)	Yes <input type="checkbox"/> No <input type="checkbox"/>  Yes <input type="checkbox"/> No <input type="checkbox"/>

*Following is a guide of the supporting evidence needed to be submitted to the **Department of Home Affairs** at the **Labour Agreement and Nomination Stages** after you have obtained endorsement from the City of Kalgoorlie-Boulder.*

Item	Description	Tick one box
1.	Your Business Registration Documents.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Your Business Activity Statements for the last twelve months and Financial Statements for the most recent financial year.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	If applicable, your Trust Deed or Franchise Agreement.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4.	Your Company extract (organisational charts) or similar business registration showing the full name and date of birth of all owners, directors, principals and/or partners.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	If applicable, a certificate or statement from the Department of Home Affairs that you are a Standard Business Sponsor and/or an Accredited Sponsor.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6.	Recent changes to workforce composition i.e. any redundancies or retrenchments occurred in the last 6 months.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
7.	If applicable, adverse information i.e. a statement regarding any investigations or audits undertaken, evidence of the outcome of any investigation or audits.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
8.	Position or job descriptions for each nominated position sought under the labour agreement. Must state registration or licensing requirements (if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.	Employment contract outlining terms and conditions for each position. If already employed in the role, payslips/timesheets.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.	If Temporary Skilled Migration Income Threshold (TSMIT) concession is being sought for SID/ENS program, a	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>



Item	Description	Tick one box
	completed summary of salary concession. (See <a href="#">TSMIT Guide</a> ) Please read <a href="#">TSMIT concession information</a> .	
11.	<p>If the nominee's current total earnings are not <b>AUD250,000</b> or above, evidence of market salary for the location of the position required.</p> <p>Evidence of <a href="#">market salary rate</a> to prove the nominee receives terms and conditions no less favourable than those provided to an Australian citizen or permanent resident</p> <ul style="list-style-type: none"> <li>a. employment contract (or template of the employment contract) for an employee in the same position must also specify the requirement to working and living in the Goldfields region</li> <li>b. recent payslips for another employee in the same position or</li> <li>c. any other evidence of salary levels for an employee in the same position</li> </ul> <p>Please provide this evidence for each nominated position.</p> <p>Note: If there are no Australian employees in your workplace doing the same work as the nominee, provide external market salary sources to determine the current market salary for the nominee's occupation.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
12.	If applicable, details of the agreement or award as recorded by the Fair Work Commission and relevant salary level/occupation group.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
13.	Summary of your current and future workforce.	Yes <input type="checkbox"/> No <input type="checkbox"/>
14.	<p>Summary of <a href="#">domestic recruitment</a> for <b>each nominated position</b>.</p> <p>Refer to the summary of domestic recruitment summary form above <b>and</b> evidence of domestic recruitment efforts over the last four months. This evidence must meet Australian Government Labour market testing requirements, for more information on labour market testing requirements go to the <a href="#">Department of Home Affairs website</a>.</p> <p>Evidence can include:</p> <ul style="list-style-type: none"> <li>a. samples of advertisements, receipts for advertisements and results of advertisements in newspapers, online platforms, professional journals, industry newsletters etc.,</li> <li>b. contracts with recruitment agencies, and/or</li> <li>c. evidence of participation in job search programs / activities (if any).</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>
15.	<p>You provide the outcome or results (approved or rejected) of your labour agreement with Home Affairs to Goldfields DAR in writing within 28 days.</p> <p>E-mail results to <a href="mailto:dama@ckb.wa.gov.au">dama@ckb.wa.gov.au</a></p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Note:** for query relating to an ImmiAccount issue, please seek technical support via Immi Account Technical support team by submitting an ImmiAccount technical support form → <https://immi.homeaffairs.gov.au/>



## **A Guide for the Skilled Migrant**

The following is **a guide for nominated or appointed Skilled Migrant** to complete and pass. The completed and supporting evidence are part of the **Department of Home Affairs' Visa Application Stage assessment**. A Skilled Migrant can start this process at any time but is encouraged to start the process 5 to 8 weeks before the Employer lodged their Goldfields DAMA Endorsement form to the Goldfields DAR as waiting time for Skills Assessments can take up to 12 weeks for certain occupations.

Item	Description	Tick one box
1.	Your Document ID ready – Passport, Driver's Licence, and/or Birth Certificate.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	If applicable, print and signed the Department of Home Affairs' Form 956 if a registered migration agent is assisting you.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	<p>If applicable, <b>Skill Assessments</b> to prove your experience or expertise in the job that you are sponsored. For example: under the Goldfields DAMA, a Child Care Worker requires to undertake a skills assessment, to have at least a relevant AQF Certificate III, and at least 1 year (20 hours plus per week) relevant post qualification experience.</p> <p>Always check the Department of Home Affairs' website to find out what AQF skills level and requirements needed for your occupations. Also, <b>always contact</b> the Skills Assessing Authority directly for advice.</p> <p>Examples of some of the documents required:</p> <ul style="list-style-type: none"> <li>• Identity documents</li> <li>• Resume</li> <li>• Relevant employment evidence e.g. payslips, reference letter and check</li> <li>• Certificate</li> <li>• Transcripts showing related subjects</li> <li>• Other (check Skills Assessing Authority)</li> </ul> <p>You may also be interviewed in person, or over a telephone as part of the Skill Assessments.</p> <p>Click <a href="#">here</a> to find out Overseas Worker requirements for certain Goldfields DAMA specific occupations.</p> <p>Check the Department of Home Affairs' SID/ENS/SESR legislative instruments to find out more on mandatory Skill Assessments.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
4.	<p>If applicable, English language assessments.</p> <p>Click <a href="#">here</a> to find out more on the Department of Home Affairs' English requirements.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>



Item	Description	Tick one box
	Check the Department of Home Affairs' SID/ENS/ENS <a href="#">legislative instruments</a> to find out more on mandatory English and Skill Assessments.	
5.	<p>Check the Department of Home Affairs' <a href="#">SID/ENS/SES</a> <b>'Step by step'</b> tab to find out in details what steps you need to prepare and what documents you need to gather.</p> <p>Examples of some of the documents required:</p> <ul style="list-style-type: none"> <li>Organise health exams <i>Note: you must lodged a unique health assessment identifier or <a href="#">HAP ID</a> through your ImmiAccount before you arrange a health assessment. HAP ID referral letter for GP appointment will be generated once you completed your health declarations submitted through your ImmiAccount. Be careful while selecting your health declaration answers as a mistake may prompt you to get the checks done again at your cost. It will also delay the processing of your health examinations and subsequently your visa application. You can get Australia immigration Medical test done before submitting your visa application to save on processing time. BUPA Medical Visa Services is the provider for migration medical services and you can book online.</i></li> <li>Identity documents</li> <li>If applicable, Spouse/Partner documents incl. dependents (child under or over 18) e.g. <ul style="list-style-type: none"> <li>marriage certificate,</li> <li>passport,</li> <li>character documents etc.,</li> </ul> </li> <li>If applicable, dependants documents (e.g. child under or over 18) <ul style="list-style-type: none"> <li>birth certificate,</li> <li>passport,</li> <li>if over 18, character documents etc.,</li> </ul> </li> <li>Proof of dependence e.g. proof they live with you, tax records, studies etc.,</li> <li>Skills and occupation documents</li> <li>Adequate health insurance cover for you (incl. family)</li> <li>Character documents e.g. National Police Clearance, Working With Children</li> <li>Have all non-English <a href="#">documents translated</a> into English</li> </ul> <p><b>*Always check the Department of Home Affairs' websites for most up-to-date and recent processes.</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

**Note:** for query relating to an ImmiAccount issue, please seek technical support via Immi Account Technical support team by submitting an ImmiAccount technical support form → <https://immi.homeaffairs.gov.au/>