

## **Skilled Employer Sponsored Regional (Provisional) visa (Subclass 494) Assessment Checklist**

This checklist is to be used to prepare applications for SESR visa certification from Regional Development Australia Goldfields Esperance (RDAGE). Applications should be emailed to [admin@rdage.com.au](mailto:admin@rdage.com.au) with all documents to be scanned high quality copies of originals. The application fee of \$440 must be direct deposited into the RDAGE account prior to the application being processed:

*RDA Goldfields Esperance*

*BSB: 036-125*

*Acc: 306905*

### **1. REGIONAL CERTIFYING BODY ADVICE (FORM 1404)**

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A completed Regional Certifying Body Advice (Form 1404) must be received with the application and is available at [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au).

**The following information must be included on the Form 1404:**

- The Department of Home Affairs Transaction Reference Number (TRN) (if the employer has lodged a nomination application with DIBP).
- Details of nominating business/organisation, including ABN and ACN, address
- Position information including ANZCO (Australian and New Zealand Standard Classification of Occupations) code, job title and salary (Note that the position must be at skill level 1, 2 or 3).
- Details of the nominee.

### **2. DOCUMENTATION REQUIREMENTS**

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- A copy of the employment contract or letter of offer between the employer and nominee
- Organisation chart identifying Australian Citizens and Permanent Residents
- Signed statement from nominator:

***How have you determined the Annual Market Salary Rate (AMSR)?***

Explanation of how the nominator has used relevant information to determine what an equivalent Australian worker would be paid. Please tailor your information to the AMSR evidence you have attached.



### 3. ANNUAL MARKET SALARY RATE (AMSR)

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AMSR is defined in legislation as the earnings an Australian worker earns, or would earn, for performing equivalent work on a full-time basis for a year in the same workplace at the same location.

The AMSR is determined by looking at what you would pay equivalent Australian workers, enterprise agreements or industrial awards, job outlook information, advertisements for the last 6 months in the same location, remuneration survey or advice from unions or employer associations. The AMRS is for workers paid less than AUD\$250,000.

Please attach evidence as outlined below

#### **Option 1 - There is an Australian worker performing equivalent work to the nominee, in the same workplace and at the same location as the nominee:**

**If the salary is determined in accordance with an enterprise agreement or industrial award or similar, please provide the following evidence:**

- Name of the enterprise agreement or industrial award in the form of a fair work instrument, state industrial instrument or transitional instrument or similar and/or registered with the Fair Work Commission, where applicable): \_\_\_\_\_
- The salary level or occupation group that applies to the nomination
- Copy of position definition/job description
- Other:

**If an enterprise agreement or industrial award does not apply, please provide the following evidence:**

- Copy of payslip of another employee performing equivalent work in that workplace & location
- Copy of employment contract of another employee performing equivalent work in that workplace & location

**Note:**

- An Australian worker who is more or less experienced than the nominee and does similar work at a different pay grade is not considered equivalent to the nominee.
- If the nominated overseas worker will be paid less than the equivalent Australian worker, we will not be satisfied.
- If you provide only generic market salary data or salary surveys, we will not be satisfied.
- Nominators who only provide generic market salary data/salary surveys will not satisfy the information required to determine the AMSR if there is an equivalent Australian worker.



## Option 2 - There is no Australian worker performing equivalent work to the nominee, in the same workplace and at the same location as the nominee

If the Salary is determined in accordance with an enterprise agreement or industrial award or similar, please provide the following evidence:

- Name of the enterprise agreement or industrial award in the form of a fair work instrument, state industrial instrument or transitional instrument or similar and/or registered with the Fair Work Commission, where applicable): \_\_\_\_\_
- The salary level or occupation group that applies to the nomination
- Copy of position definition/job description
- Other:

If an enterprise agreement or industrial award does not apply, please provide at least, two (2) of the following:

- Broader labour market data, including Australian Bureau of Statistics Employee Earnings and Hours Survey (see: [www.abs.gov.au](http://www.abs.gov.au)) and Australian Government's Job Outlook (see: [www.joboutlook.gov.au](http://www.joboutlook.gov.au)) – for the same location.
- Advertisements from the last six months for equivalent positions in the same location (e.g. Goldfields Esperance region or other area in region in WA)
- Remuneration surveys completed by a reputable organisation
- Written advice from unions or employer associations
- Other:

### Note:

- You must provide sufficient evidence. As a general rule if you do not provide at least 2 independent sources of information in determining the AMSR we are likely to not be satisfied.
- If you provide vague, unlabelled salary surveys and do not explain how you have determined the AMSR, we may not be satisfied.
- If the market salary rate determined is a 'range', explain and provide specific details regarding why you selected that AMSR.
- **Market salary comparison data must be for the same/similar location. In most cases, market salary data for a metropolitan location will not be the same as for the Goldfields-Esperance location.**

**RDAGE highlight the importance of submitting a complete application. RDAGE only have 28 days to provide advice to the Department of Home Affairs from the time we receive the application. If the information we require is not provided within this timeframe, we will need to make an assessment based only on the information before us.**

