

## **Loddon Mallee Regional Certifying Body Checklist for applying for assessment of Skilled Employer Sponsored Regional Visa - sub-class 494 nomination**

Regional Certifying Bodies (RCBs) only provide advice to the Department of Home Affairs (The Department), they do not approve nor refuse Skilled Employer Sponsored Regional (SESR) employer nominations.

Obtaining positive RCB advice does not automatically guarantee that the SESR employer nomination will also be approved by the Department of Home Affairs.

If the SESR employer nomination is not approved by The Department, **do not** contact the RCB. The Department will provide the nominating employer or their agent with advice in relation to any appeal rights you may have and the due process. The Department of Home Affairs can be contacted on 13 18 81 or website <https://www.homeaffairs.gov.au/help-and-support/contact-us>

The City of Greater Bendigo is required to provide advice to the Department of Home Affairs on the following:

- **The identified person would be paid at least the annual market salary rate for the occupation**

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The following must be submitted for the nominated position to be assessed:

- Department of Home Affairs Form 1404 with questions one to ten completed (Version Nov 2019)**
- Form 956 if using a Migration Agent**
- Evidence that the employer is approved as a standard business sponsor**
- Prepaid Self-addressed postage paid/A4 Express Post envelope (if you require documents back)**
- No staples in documents, no double-sided printing.**

You should ensure that you provide all documentation requested below. DO NOT include other documents, e.g. lease, bank statements etc. – this will be requested if required. The onus is on the business to provide enough information to enable the RCB to assess the nomination.

### **The identified person would be paid at least the annual market salary rate for the occupation**

Documentation required includes:

- A letter of offer or signed employment contract (following a recruitment process) which includes:
  - A full-time position; and
  - Base Salary of no less than \$53,900 and entitlements (superannuation, remuneration for overtime, leave entitlements, core hours and days of the week to be worked); and
  - Other conditions being offered to the employee

Note: Information on National Employment Standards and the Fair Work Act 20-09 are available from the Fair Work Ombudsman – website [www.fairwork.gov.au](http://www.fairwork.gov.au) or Fair Work Infoline 13 13 94.

- Evidence the nominee will receive a salary equivalent to an Australian citizen or permanent resident.
  - State which award or enterprise agreement (must be recorded by the Fair Work Commission) highlight the salary and classification – note ***\*only provide the Award cover and Schedule highlighting the relevant classification, do not send the whole agreement.***
  
- Where there is no agreement or Award:
  - Copies of two advertisements of similar roles in the assessment area showing the salary.
  - Copies of two Payslips of workers in a similar role. Please be sensitive to privacy and block out employee's details.
  
- Documentation indicating the average weekly or annual salary of the occupation published in a recognised salary report such (as but not limited to): Hays Salary Survey, Robert Walters Salary Scale, PayScale Aust.).

**Applications are processed within 28 days of receipt of payment and all required documentation.** Advice is provided to Department of Home Affairs by the RCB. A signed Form 1404 will be either sent back in the return envelope or emailed back to either the migration agent or nominating employer.

**Applications and supporting documentation must be mailed to the address below.** If you require the application back after processing, please provide a **postage paid** self-addressed A4 envelope or Express Post pack, if not the application will be securely destroyed.

**The cost for processing is \$550 (incl GST).** An invoice will be sent on receipt of the application. Payment of the invoice as well as providing all documentation is the commencement of the 28 days.

**All applications are to be posted to:  
Regional Certifying Body  
City of Greater Bendigo  
PO Box 733  
Bendigo VIC 3552**

**The Loddon Mallee RCB will only process nominations within these municipalities:**

- City of Greater Bendigo
- Macedon Ranges Shire
- Gannawarra Shire
- Mount Alexander Shire
- Loddon Shire
- Central Goldfields Shire
- Campaspe Shire