

SEASONAL WORKER PROGRAMME ELIGIBILITY CHECKLIST

Eligibility Requirement	Check	Evidence Provided
Do you have a need for seasonal workers		
Have you tested the local labour market? E.g. Jobactive (Aus Gov job website)		
Registered Australian 'Organisation' Australian Business Number and registration date (Sole traders not eligible)		
Good immigration practices and a history of compliance with Immigration legislation		
A history of compliance with Australian Workplace relations law		
A history of compliance with Workplace Health & Safety law		
Have you had any non-compliance with Australian Tax Office		
Have you had any non-compliance with Australian Federal Police		
Has the business ever been insolvent or placed in administration		
Have the business owners been charged with fraud		
Do you have Human Resources policies and procedures e.g. dispute resolution procedures		
Workers compensation insurance		
Understands and will comply with the programme requirements		



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Book and pay for a return international airfare for each seasonal worker (and domestic travel) can recoup costs above \$500 from the workers pay		
Arrange accommodation and transport to and from work for seasonal workers		
Can provide a minimum of 30 hours of work per week (average)		
Total wages per employee must be over \$1000 for the period of employment		
Maximum 6 months (9 months from Kiribati, Tuvalu & Nauru)		
WHS workplace induction, appropriate clothing and PPE, Provide necessary translation of work notices and guidelines		
Comply with Fair Work relevant awards and agreements including remuneration, conditions and dispute resolution processes. Have a recruitment plan, signed Letter of Offer and job description.		
Facilitate access to superannuation, tax file number & personal banking (can use Send Money Pacific although not Timor and Nauru)		
Assist the seasonal workers to obtain and maintain private health insurance and access health care when required		
Facilitate access to opportunities for sport, recreation and religious observance, shops, library		
Monitor the progress, placement and well-being of seasonal workers on a regular basis		
Report to the Australian Government on a regular basis/when required on a case by case basis		