

Applications for assessment of a position must be submitted electronically and emailed to [migration@rdariverina.org.au](mailto:migration@rdariverina.org.au) Preference is in PDF.

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

- ☐ Online Nomination Application Form - <https://immi.homeaffairs.gov.au/help-support/applying-online-or-on-paper>
- ☐ Form 1404 - <https://immi.homeaffairs.gov.au/form-listing/forms/1404.pdf>
- ☐ Form 956 if migration lawyer acting on behalf
- ☐ Business Registration (ABN and ACN Certificate)
- ☐ Lease Agreement or advise otherwise
- ☐ Submission – see below
- ☐ Organisational Chart showing the nominated position
- ☐ Position Description
- ☐ Employment contract
- ☐ Proof of Advertising – see below
- ☐ Annual Market Salary Rate (AMSR) and meeting the Temporary Skilled Migration Income Threshold (TSMIT) – see below
- ☐ Letter of support from Accountant certifying business is financially viable, ability to meet 2-year financial obligations
- ☐ Annual/Financial Reports for last two years (voluntary)
- ☐ Non-refundable administration fee of \$770.00 (incl. GST)

To have an Employer Nomination assessed under the RSMS the employer must understand that the onus is on them to provide thorough evidence to demonstrate their business activities, the genuine need for the position and that it meets the terms and conditions of employment.

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*The following further outlines the necessary requirements for the Assessment and what evidence and documents must be provided:*

### Submission on the Business:

- ☐ Outline the goods and services of the business, volume of products, market strategies, business scope/expansion/growth (eg Business Plan, report,)

**RDA Riverina must be satisfied that there is a **genuine** need for the identified person to be employed in the position under the nominator's direct control;**

- ☐ Organisational chart which demonstrates where the position is required for the activities of the business;
- ☐ Position description which demonstrates the duties are consistent with the need of the business and is relevant to the position occupation/title;
- ☐ Employment contract/letter of Offer of Employment, including Terms and Conditions of employment
- ☐ Documentation outlining the reasons for the need of the position within the workforce and if already filled by the nominee how they were recruited, reason for continued employment, and provide a continues employment letter or update contract of employment.

- ☐ Documentation outlining the nominated position is under the direct control of the nominator and the nominator directly operates the business in which the nominated position exists;
- ☐ Evidence of previous occupant of position who has left the position and
- ☐ Evidence the position is filled by the nominee (temporary resident) by providing a copy of the contract of employment and pay slips, reasons for the need of continuous employment, updated contract/letter of continuous employment
- ☐ New position – reasons for the genuine need of this new paid position within the business's workforce eg overtime of current staff, expansion,

## Additional requirements for start-up businesses (operating for less than 12 months) or diversifying business:

- ☐ Business plans including financial budgets covering expenses and anticipated revenue
- ☐ Evidence of lease agreement, purchase of equipment (eg furniture, equipment, products)
- ☐ Evidence of availability of funding (such as own funds, bank accounts, loans)
- ☐ Evidence the business has been actively operating
- ☐ Photos of the business premises/activities

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## RDA Riverina must be satisfied that the position cannot be filled by an Australian citizen or an Australian permanent resident who is living in, or would move to, the local area where the nominated position is located

- ☐ Evidence that the position has been advertised for at least three weeks through the local print media e.g. The Land, Daily Advertiser; The Area News to name some
- ☐ Evidence that the position has been advertised via the Internet on [www.jobsriverina.com.au](http://www.jobsriverina.com.au) (free), Seek, Jobactive, Indeed. This evidence to include a copy of the advertisement, invoice. (Advertisements in newspapers and the internet must be appropriate for the nominated position showing the date advertised);
- ☐ Evidence of response to advertisements. Summary of number of responses, selection criteria and rationale of selecting the nominee.

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## RDA Riverina must be satisfied whether the identified person would be paid at least the annual market salary rate for the occupation:

- Determining and providing evidence to meet the Salary Requirements  
<https://immi.homeaffairs.gov.au/visas/employing-and-sponsoring-someone/sponsoring-workers/nominating-a-position/salary-requirements>

If you wish to discuss, please contact the Skilled Migration Officer Faye Anderson  
Ph: (02) 59245861 Email: [migration@rdariverina.org.au](mailto:migration@rdariverina.org.au)

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