

Regional Certifying Body Information Sheet

Remote Area Planning & Development Board (RAPAD)

1 July 2013

RAPAD is a Regional Certifying Body (RCB¹) appointed by the Department of Immigration and Citizenship².

Geographic area of interest: While the geographic boundaries for assessment purposes are not strictly defined, we will usually only assess nominations pertaining to the seven local government regions of Central Western Qld region and the immediate surrounding local government regions, as those are the areas where our knowledge and interests relate to.

Cost: As of 1 July 2013 we charge a standard fee of \$330 (GST incl), up front for RCB assessments. A tax receipt will be provided. Assessment will not commence until the fee has been provided. Payment can be made by providing a cheque with the submission of the required information or by Direct Deposit.

Account Name: RAPAD
Account BSB: 034-194
Account Number: 240015

This is non-refundable, irrespective of the outcome of our assessment and or DIAC's assessment.

Timeframe: RAPAD dedicates one person to the task of RCB assessments. That person has other work commitments including travel away from the office. If that person is in the RAPAD office, the assessment process will commence within two working days after receipt of complete material. Applicants should contact our office to ensure the assessment officer is available.

RCB & Immigration Advice: As an RCB we **do not** provide immigration advice.

General: As an RCB we will provide advice on RSMS Direct Entry employer nomination applications. Our role is to use our local area knowledge to inform the department (of immigration & citizenship) if an employer nomination meets certain requirements.

RSMS Direct Entry stream nominations must be accompanied by advice from an RCB, however, the advice may be provided before or after lodgement.

The department cannot approve a nomination where advice from an RCB has not been provided.

Departmental case officers will assess employer nominations against a range of criteria, including the criteria the RCB assess these against.

Our local knowledge about businesses operating in our jurisdiction adds value to the assessment that they make.

A standard administrative form (form 1404³) has been designed for use by nominators, as we do not have our own application process for requests for assessment. As we do not have our own paper-based or electronic form, the nominator must lodge the request for assessment using form 1404. The nominator has the option of lodging a request for assessment before or after lodging the nomination application with DIAC.

¹ <http://www.immi.gov.au/skills/regional-certifying-bodies.htm>

² www.immi.gov.au

³ Refer Department of Immigration and Citizenship website

Consistent with DICA's guidelines for RCB's, RAPAD requires:

- Payment attached: Cheque or Direct Deposit
- Completion of relevant sections of Form 1404
- Evidence there is a genuine need for the nominator to employ a paid employee to work in the position under the nominator's direct control;
 - Additional information:
 - a breakdown of the organisational structure (organisation chart) to indicate how the position fits into the business activity;
 - a brief outline of the goods or services produced by the business and how the position contributes to maintaining or enhancing the volume and/or quality of these outputs;
- Evidence of the terms and conditions of employment applicable to the position, and that they will be no less favourable than the terms and conditions that are provided to, or would be provided to, an Australian citizen or Australian permanent resident for performing work in the person's workplace at the same location (i.e. market rate);
 - *If the nominator employs Australian citizens or permanent residents in the occupation to which the nominated position relates, the salary offered to the Australian employees is the market salary. The terms and conditions applicable to the employees may be embodied in:*
 - *an enterprise agreement under the Fair Work Act*
 - *an industrial instrument under the Fair Work Act, or*
 - *common law employment contracts.*
 - *The onus is on the nominator to provide sufficient information to demonstrate the nominated position will be subject to terms and conditions of employment which are no less favourable than the relevant market salary rate.*
- Evidence why the position cannot be filled by an Australian citizen or an Australian permanent resident who is living in the same local area where the nominated position exists;
- Evidence that the business is financially viable now and into the medium term future.
- A hard copy of the nomination application lodged with DIAC; or where the nomination application is yet to be lodged, a hard copy of the draft application saved on DIAC systems
- NB That the RSMS program accommodates all occupations with a skill level within ANZSCO skill levels 1 to 3 only.

Applicants are encouraged to be fully conversant with the RSMS process and the requirements of the Department of Immigration and Citizenship.

Further enquiries to:

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