



An Australian Government Initiative



Regional Development Australia

PILBARA

# Document Checklist

## Pilbara DAMA

May 2024

Item	✓ x	Description
1.		Name of Business:
2.		Form 956 (if a registered migration agent is assisting)  Name of Agent: <span style="float: right;">MARN:</span>
3.		Business has been operating for more than 12 months, which could include: <ul style="list-style-type: none"> <li>Evidence of already being a standard business sponsor.</li> <li>Business registration and any business name change registrations.</li> <li>ABN/ACN Certificate.</li> <li>Trust deed (if applicable).</li> </ul>
4.		Business profile, which could include: <ul style="list-style-type: none"> <li>Website extracts.</li> <li>Promotional material.</li> <li>Business capability statement/promo material referencing Pilbara operation.</li> </ul>
5.		Evidence that the business is operating in the City of Karratha, Town of Port Hedland or Shire of East Pilbara. Could include: <ul style="list-style-type: none"> <li>Lease agreement.</li> <li>Contracts and/or invoices from suppliers/customers.</li> </ul>
6.		Job description for <b>each requested position</b> . Must match job advertisements.

7.	Organisation chart less than six months old. All requested positions must be displayed (including in multiple locations). If the business is expanding, proposed business structure. Requested positions should match job advertisements.
8.	Financial statement for the financial year and business activity statement for the last 12 months immediately preceding application. This could also include: <ul style="list-style-type: none"> <li>• Letter from Accountant stating 12 months' operation, net assets, profit/loss, and turnover.</li> </ul>
9.	<b>IF REQUIRED</b> – Statutory declaration about adverse information. Evidence to be attached. <i>For more information on adverse information go to the Dept. of Home Affairs website.</i>
10.	Summary of domestic recruitment efforts for each requested position: <ul style="list-style-type: none"> <li>• Copies of at least two job advertisements – 1 must be of national reach, 1 local reach.</li> <li>• Evidence to prove the nominated positions have been advertised for 28 consecutive days. Advertising must have been completed during the twelve months prior to submitting a nomination.</li> </ul>
11.	Statement on why the business is not using the standard 482 and the impact of negative result (if the business is not endorsed to access the Pilbara DAMA).
12.	Evidence to prove the worker will receive terms and conditions no less favourable than those provided to an Australian citizen or permanent resident (required for each requested position). <ul style="list-style-type: none"> <li>• Employment contract for a current/former Australian or Australian permanent resident employee in the same level position.</li> <li>• Recent payslips for a current or former Australian or Australian permanent resident employee in the same level position.</li> <li>• Relevant enterprise agreement/award for the position (if applicable) <b>OR</b></li> <li>• Any other evidence of market salary levels for the position.</li> </ul>

**COMMENTS**