



An Australian Government Initiative



Regional
Development
Australia

ORANA

Checklist for Orana DAMA endorsement requests

The following information is required for all employer endorsement requests to be assessed by RDA Orana.

Please note that all information supplied is treated as confidential and is used for the purpose of assessing your application only.

- Completed Form 956 if using the services of a Registered Migration Agent.
- A cover letter/submission that includes context around the request, such as brief business background, size, scale, growth, breadth of operations, workforce profile, reason for accessing the Orana DAMA, reason for requesting number of occupation/s and position/s, and reason for requesting concessions.
- Business Registration or Company Registration Certificate showing the Australian Business Number (ABN/ACN). It would be helpful to include a list of Directors where applicable.
- Previous 2 years' Financial Reports
- A fully completed Request for Endorsement
- 3-6 photos depicting the business and its operations.

Information to demonstrate a genuine need

- An organizational chart and explanatory notes should demonstrate how the position(s) fits within the current and future structure of the business and its operations. The chart should indicate how many positions are occupied by Australian citizens, permanent residents, or temporary visa holders.
- The position description for the nominated occupation/s – tasks, responsibilities and accountabilities to show how the requested position/s substantially aligns with the key tasks and duties of the ANZSCO description.
- Whether a proposed nominee is already working in the position, whether the position has been vacated by another employee or justification of a new position (e.g. increased turnover, change in business structure, new supply contracts etc.)
- Details of redundancies or retrenchments in the past 6 months, including associated entities for the same or similar occupations

Evidence of Labour Market Testing (LMT)

- Evidence of Labour Market testing that meets the requirements for DAMA LMT as described in [DAMA LMT Factsheet](#). Note that this includes two advertisements for 28 days each in the last 12 months, and that the following key information **MUST** be included: (Refer to the [Fact Sheet](#) for details)
 - Title or description of the position
 - Skills or experience required for the position (ensure this aligns with the ANZSCO occupation requirements)
 - Name of the sponsor or the recruiting agency responsible for the recruitment process
 - The salary for the position (if less than \$96,400AUD). This can be shown as a range.
- An overview of LMT outcomes and justification of the inability to fulfil the position from the local (Australian) labour market.

Evidence of equivalent employment conditions and Annual Market Salary Rate (AMSR)

Refer to The Department of Home Affairs Website for details: [ASMR](#)

Where there **IS** an equivalent Australian worker performing equivalent work in the same (or very similar) location, the following **MUST** be provided:

- Where one exists, the name/reference of the relevant fair work instrument that would apply to Australian citizens or permanent residents employed in the same workplace (if applicable). Do not send the document, just the details or weblink of the relevant employment category for the nominated position. *For example, Pharmacy Industry Award 2012 [MA00012], Pharmacist in Charge, Full Time*
- Employment Contract and payslips for the equivalent Australian employee. Identifying details may be blanked out to preserve confidentiality.

Where there **IS NOT** an equivalent Australian worker performing equivalent work in the same (or very similar) location, the following **MUST** be provided:

- Where one exists, the name/reference of the relevant fair work instrument that would apply to Australian citizens or permanent residents employed in the same workplace (if applicable). Do not send the document, just the details or weblink of the relevant employment category for the nominated position. *For example, Pharmacy Industry Award 2012 [MA00012], Pharmacist in Charge, Full Time*

Relevant information used to determine the relevant market salary rating may include:

- Job advertisements from national media for similar positions in similar regional areas within the previous 6 months. *For example, advertisements for a role in Toowoomba, Wagga or Tamworth would be considered similar to a role in Dubbo for this purpose.*
- Remuneration surveys for similar regional areas generated across the relevant industry by a reputable organisation or body.

Terms and conditions of employment

- Draft or sample employment contract/letter of offer, if available.