

## What is an Endorsement?

**Seeking Endorsement** is the first step in the DAMA process. This is when an employer seeks endorsement from the local **Designated Area Representative (DAR)** for occupations, positions and concessions. The DAR for the Kimberley DAMA is the *East Kimberley Chamber of Commerce and Industry (EKCCI)*.

### Steps for Endorsement

#### For the Employer:

1. **Check DAMA eligibility**
  - Check if your occupation is covered under the Kimberley DAMA occupation list.
  - Determine what **concessions** (English, salary, age, etc.) apply for the occupation.
2. **Submit an Endorsement Application to the DAR**
  - Complete the required endorsement form from the DAR's website.
  - Provide supporting documents, including:
    - Business registration and financial viability proof.
    - Evidence of genuine efforts to recruit Australians (labour market testing).
    - A workforce plan justifying why overseas workers are needed.
    - Explanation of why DAMA concessions are required (if applicable).
3. **DAR reviews the application**
  - The DAR assesses whether the business meets eligibility and labour market needs.
  - If all information is provided, the expected time for this is 5-10 business days.
4. **If successful, the DAR issues an Endorsement Letter**
  - The DAR provides the Endorsement letter and all supporting documentation to the Department of Home Affairs.
  - The DAR will issue **the business** with the Endorsement letter to the business with instructions about how to submit a Labour agreement request
  - If the business has a prospective migrant in mind for the DAMA, they should instruct them to check if their skills, experience, and qualifications meet the requirements for each occupation. They will need to determine what supporting information is required at the nomination and visa stage, ie. Skills assessment, English language testing, Police checks.

*Once a labour agreement has been established, the business can start to nominate employees in their immi account.*

## What is a Variation?

A **Variation** occurs when an employer would like to modify their existing Labour Agreement under the Kimberley DAMA. This could include adding new occupations, requesting more positions or adjusting existing visas or concessions (English, salary, age, requirements).

### Kimberley DAMA Variation process:

The business can submit a Variation Request to the DAR, and needs to provide supporting documents to justify the request, including:

- New Request for endorsement form outlining the additional occupations, positions and concessions requested, and in what year of your labour agreement you are requesting them.
- A letter from the business outlining why additional positions are being requested, and demonstrating a genuine need. Outline if the business has experienced any major changes or growth since the initial endorsement and outline the on-going challenges you have had recruiting staff.
- An updated organisational chart showing the requested positions.
- Labour Market Testing (LMT): Two ads on approved media within the last 12 months advertising the position within Australia. Please see LMT Factsheet for further information about what is required in the ads. (LMT is not required for ENS 186)
- AMSR information: How you came to the proposed salary and provide evidence that it is line with the regional market salary rate (you can provide labour market insights, equivalent job ads or equivalent Australian worker contracts)
- Any other additional information you think may be valid, photos, financial information.
- Provide the payment authorisation form. Fees are \$885 per position for any Kimberley Chamber member or \$985 per position, for non-Chamber members.

### **If successful, the DAR will issue a Variation request Letter**

- The DAR provides a letter of variation and all supporting documentation to the Department of Home Affairs.
- The DAR will issue the business with the variation letter for their records. There is no further action required from the business until the Department issues a varied Labour agreement for signing.
- If the business has a prospective migrant in mind for the DAMA, they should instruct them to check if their skills, experience, and qualifications meet the requirements for each occupation. They will need to determine what supporting information is required at the nomination and visa stage, ie. Skills assessment, English language testing, Police checks.

*Once a varied labour agreement has been signed, the business can continue to nominate employees under the varied agreement.*

## What is a Rollover?

A rollover is when a business requests to move an existing unused position/s from one year to the next in their labour agreement.

### DAMA Rollover Process:

The business needs to submit a rollover request to the DAR, and provide supporting documents to justify the request, including:

- New Request for endorsement form outlining the occupations, positions and concessions they wish to rollover, outlining what year of the labour agreement these are to be moved into.
- A letter from the business outlining why the position was not used in the initial year, demonstrate that the business still has a genuine need for the occupation, and outline if the business has experienced any major changes or growth since the initial endorsement.
- An updated organisational chart.
- Labour market testing: Two ads on approved media within the last 12 months advertising the position within Australia. Please see LMT Factsheet for further information about what is required in the ads. (LMT is not required for ENS 186)
- AMSR information: How you came to the proposed salary and provide evidence that it is still in line with the regional market salary rate (you can provide labour market insights, equivalent job ads or equivalent Australian worker contracts)
- Any other additional information you think may be valid, photos, financial information.
- Provide the payment authorisation form. The Fee for a roll over \$275.

If successful, the DAR issues a Variation request Letter outlining the positions required in future years.

- The DAR provides the variation letter and all supporting documentation to the Department of Home Affairs.
- The DAR will issue the business with the variation letter for their records. There is no further action from the business until the Department issues a varied Labour agreement to sign.
- If the business has a prospective migrant in mind for the DAMA, they should instruct them to check if their skills, experience, and qualifications meet the requirements for each occupation. They will need to determine what supporting information is required at the nomination and visa stage, ie. Skills assessment, English language testing, Police checks.

*Once a varied labour agreement has been signed, the business can continue to nominate employees under the varied agreement.*

For more detailed information or to begin the process for the Kimberley DAMA, you can contact the **East Kimberley Chambers of Commerce and Industry (EKCCI)**, which serves as the **Designated Area Representative (DAR)**. You can also refer to the **Department of Home Affairs website** for the most up-to-date application procedures.