



Australian Government



Guideline:

Managing Relocation Assistance to Take Up a Job – AgMove – by the Harvest Trail Information Service

Relocation Assistance to Take Up a Job (RATTUAJ) provides financial assistance to participants who are eligible for Harvest Trail Services (HTS) to relocate to take up Agricultural Work as defined in HTIS Contract 2020-2023.

In the 2020–21 Budget, the Government announced the *More Relocation Support for Agricultural Workers* measure. This measure temporarily modifies RATTUAJ by providing a RATTUAJ *Payment for short-term Agricultural Work* placements commencing between 1 November 2020 and 30 June 2022.

This Guideline sets out the HTIS Provider’s obligations when managing RATTUAJ for eligible Agricultural Workers who relocate to take up short-term Agricultural Work and only applies to the HTIS provider who delivers the Relocation Assistance to Take Up a Job (RATTUAJ) *for short-term Agricultural Work* initiative.

The RATTUAJ for short-term Agricultural Work initiative is also referred to as ‘**AgMove**’.

From 5 May 2021, Harvest Trail Services providers and the Harvest Trail Information Services provider are exclusively responsible for delivering AgMove.

jobactive, Transition to Work, ParentsNext, NEST Enhanced Services and Disability Employment Services and Community Development Program providers will continue to deliver RATTUAJ for ongoing work only.

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Changes from the previous version

Wording changes - December 2021

- AgMove end date extended to 30 June 2022
- Updated AgMove Agreement end date to 31 December 2022 due to the extension of the AgMove initiative to 30 June 2022
- Clarification that the AgMove Agreement commences on the date the AgMove Participant signs the AgMove Agreement and ends: 182 days (6 calendar months) from the start date of the first AgMove Placement in the AgMove Agreement

Related documents and references

[Direct Registration Guideline¹](#)

[Servicing Participants with Challenging Behaviours Guideline²](#)

[Fair Work Online³](#)

[Providing Interpreter Services Information sheet⁴](#)

[Department of Agriculture⁵](#)

[Biosecurity Booklet⁶](#)

[Department of Home Affairs⁷](#)

[Visa Entitlement Verification Online \(VEVO\) service⁸](#)

[Records Management Instructions⁹](#)

[Department's National Customer Service Line¹⁰](#)

[HTS Outcomes – Overlapping Scenarios Factsheet¹¹](#)

¹ <https://ecsnaccessintranet.hosts.application.enet/ProviderPortal/HTS/Guidelines/Pages/Guidelines.aspx>

² <https://ecsnaccessintranet.hosts.application.enet/ProviderPortal/HTS/Guidelines/Pages/Guidelines.aspx>

³ <https://www.fairwork.gov.au/>

⁴ <https://ecsnaccessintranet.hosts.application.enet/ProviderPortal/HTS/Guidelines/Pages/Supporting-Documents.aspx>

⁵ <https://www.agriculture.gov.au/biosecurity/australia>

⁶ <https://www.agriculture.gov.au/sites/default/files/sitecollectiondocuments/animal-plant/pests-diseases/biosecurity/itinerant-workers.pdf>

⁷ <https://www.homeaffairs.gov.au/legalworkers>

⁸ [https://www.homeaffairs.gov.au/busi/visas-and-migration/visa-entitlement-verification-online-\(vevo\)](https://www.homeaffairs.gov.au/busi/visas-and-migration/visa-entitlement-verification-online-(vevo))

⁹ <https://ecsnaccessintranet.hosts.application.enet/ProviderPortal/HTS/Contractual%20Information/Pages/Privacy-and-Records-Management-Information-for-Providers.aspx>

¹⁰ <https://www.dese.gov.au/contact-us>

¹¹ <https://ecsnaccessintranet.hosts.application.enet/ProviderPortal/HTS/Guidelines/Pages/Supporting-Documents.aspx>

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Defined Terms for this Guideline

All references to AgMove 'in this guideline are taken to be references to 'Relocation Assistance to Take up a Job (RATTUAJ)' for short term agricultural work for the purposes of the Harvest Trail Information Services Contract 2020-23 (the Contract).

'AgMove' for the purposes of this Guideline has the same meaning as RATTUAJ for the purposes of the Contract. The name reference AgMove does not change any RATTUAJ program parameters and references in the Contract. AgMove is part of the RATTUAJ program and is not a separate payment. The term AgMove will be used to improve clarity of information about relocation assistance for short-term Agricultural Work.

'AgMove Agreement' for the purposes of this Guideline has the same meaning as RATTUAJ Agreement for the purposes of the Contract.

'AgMove Participant' for the purposes of this Guideline has the same meaning as RATTUAJ Participant for the purposes of the Contract.

'AgMove Payment' for the purposes of this Guideline has the same meaning as RATTUAJ Payment for the purposes of the Contract.

'AgMove Placement' for the purposes of this Guideline has the same meaning as RATTUAJ Placement for the purposes of the Contract.

1. The role of the HTIS Provider

The Harvest Trail Information Service (HTIS) Provider will administer AgMove (Relocation Assistance to Take Up a Job (AgMove)) for short-term Agricultural Work to AgMove Participants that are Eligible Agricultural Workers who relocate to commence Agricultural Work in accordance with the Contract, and this Guideline.

If the AgMove Participant is a registered job seeker with an Employment Service Provider (ESP) such as jobactive (including Stream A <91 day job seekers), Parents Next, Transition to Work (TtW), New Employment Services Trial (NEST), or Disability Employment Services (DES), ESPs can refer them to the HTIS or HTS providers to be assisted under AgMove.

The Department will not pay duplicate relocation costs, claimed under AgMove, including costs that are claimed through the Employment Fund by the jobactive provider, or relocation costs that are paid through Commonwealth or state government reimbursement initiatives.

In administering AgMove the HTIS Provider must:

- promote AgMove
- advise Agricultural Workers of the support that may be available to them through AgMove to access Agricultural Work
- respond to enquiries received through the HTIS Call Centre, social media, email and other relevant channels
- where an AgMove Participant doesn't have a job seeker identification number (ID), Directly Register Eligible Agricultural Workers in the Department's IT Systems
- ensure the AgMove Participant and Agricultural Work are eligible for AgMove
- enter and sign an AgMove Agreement in relation to the Agricultural Work with the AgMove Participant in accordance with the Contract and this Guideline

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- record the Agricultural Work Vacancy, refer the AgMove Participant to the Agricultural Vacancy in the Department's IT Systems and confirm the Agricultural Work Placement
- ensure eligible expenses represent value for money
- assess the AgMove Participant for financial hardship
- reimburse, or make up-front payments, for eligible expenses,
- maintain required Documentary Evidence and seek confirmation from the Agricultural Employer/s if it is suspected that the Documentary Evidence provided by the AgMove Participant is not true, incomplete or inaccurate, and
- provide quarterly reports to the Department on the uptake of AgMove Payments, trends and issues in making AgMove Payments, and any other matters as required by the Department and Notified to the HTIS Provider from time to time

 **System step:** The HTIS Provider must enter an Agricultural Vacancy into the Departments IT Systems and refer the AgMove Participant to that Vacancy using a RATTUJ Placement referral result and relevant occupation description. The Agricultural Vacancy will be restricted to only 1 position.

2. Assess eligibility

The HTIS Provider must ensure that workers are eligible for AgMove in accordance with the Contract and this Guideline prior to signing an AgMove Agreement and providing AgMove Payments.

2.1 Assess Participant eligibility

To be eligible for AgMove in relation to Agricultural Work, an AgMove Participant must:

- be an Eligible Agricultural Worker who relocates to commence work in an Agricultural Vacancy to undertake Agricultural Work that has been confirmed by the HTIS provider for:
 - at least 40 hours over at least two weeks, or
 - at least 120 hours over at least four weeks, and
- be registered in the Departments IT Systems with a job seeker ID, and
- be at least 18 years old, or a 17-year-old Year 12 Graduate, and
- not have received an AgMove Payment in the past six months*.

* the Department will track all AgMove Agreements through the [AgMove mailbox](#) (see AgMove Agreement section in this Guideline). The HTIS Provider can e-mail the [AgMove mailbox \(AgMove@dese.gov.au\)](mailto:AgMove@dese.gov.au) for confirmation about previous AgMove Payments for individual AgMove Participants.

* AgMove Participants are required to declare in their AgMove Agreement that they have not previously accessed AgMove Payments within the previous 6 month period, or received reimbursement for relocation costs through Commonwealth or state government relocation initiatives. If we receive a signed AgMove Agreement and find that the AgMove Participant is not eligible due to a previous claim, we will advise the HTIS Provider to terminate the AgMove Agreement and not make an AgMove Payment.

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NOTE: Seasonal Worker Programme and Pacific Labour Scheme participants are not eligible to be placed in Agricultural Work Vacancies by the HTIS Provider and are not eligible to access AgMove.

Temporary Protection Visa (TPV) and Safe Haven Enterprise Visa (SHEV) holders who are fully eligible for Employment Services may be assessed as an eligible AgMove Participant and may be eligible to claim up to a maximum of \$6,000 (GST inclusive) as an AgMove Payment provided all other criteria are met. These visa types are specifically issued for some groups of refugees or asylum seekers.

To confirm if a person is an Eligible Agricultural Worker and can participate in Agricultural Work, the HTIS Provider must;

- sight valid photo ID (government issued documents) of the prospective worker and check it matches their appearance in-person, and
- check that the prospective worker holds an eligible visa type on the [Visa Entitlement Verification Online \(VEVO\) service¹²](#), and confirm that the visa is current. It is a federal offence to knowingly or recklessly allow an illegal worker to work or to refer an illegal worker for work.



Documentary Evidence: To confirm eligibility of 17-year-old-Year 12 Graduates, the HTIS Provider may request to see a graduation certificate and / or other relevant proof of age and education qualifications.

2.2 Assess location eligibility

To access AgMove, the HTIS Provider must ensure the proposed relocation of the AgMove Participant is:

- within Australia
- not within the same capital city* as the AgMove Participant's current address
- at least 90 minutes away from the AgMove Participant's current residence (using their regular mode of transport)
- for Agricultural Work as defined in the Contract

The HTIS Provider can use the [Relocation Assistance Distance and Region Calculator on the Provider Portal](#) to assess if Agricultural Vacancy is at least 90 minutes away from where the AgMove Participant resides.

* For the purpose of AgMove, capital cities are the 2011 Urban Centre Localities, State and Territory Capital Cities defined by the Australian Bureau of Statistics.

2.3 Placement eligibility

The HTIS Provider must assess the eligibility of the Agricultural Vacancy in accordance with this Guideline.

From 5 May 2021, to be eligible for an AgMove Payment, the Agricultural Work must be:

- 1) for at least two weeks and 40 hours of work for:
 - a) Australian workers to claim up to \$2,000 and
 - b) temporary visa holders to claim up to \$650

¹² [https://www.homeaffairs.gov.au/busi/visas-and-migration/visa-entitlement-verification-online-\(vevo\)](https://www.homeaffairs.gov.au/busi/visas-and-migration/visa-entitlement-verification-online-(vevo))

in relocation assistance; and

2) for at least four weeks and 120 hours of work for:

a) Australian workers to claim up to \$6,000 in relocation assistance

Note: If the AgMove Participant has already claimed \$2,000 for at least 40 hours of work in at least two weeks, they can claim up to the residual amount of \$4,000 when they complete an additional 80 hours of work in a further two week period; and

b) Temporary visa holders to claim up to \$2,000 in relocation assistance

Note: If the AgMove Participant has already claimed \$650 for at least 40 hours of work in at least two weeks, they can claim up to the residual amount of \$1,350 when they complete an additional 80 hours of work in a further two week period.

- the Agricultural Work must comply with the Agricultural Placement requirements in accordance with the Contract and the relevant Guidelines.
- Eligible Agricultural Work Placements must occur between 1 November 2020 and 30 June 2022.
- AgMove Placements that commenced prior to 5 May 2021 must meet the eligibility requirement of at least 120 hours of work within at least a 6-week period. An AgMove Participant may undertake multiple AgMove Placements in multiple Agricultural Areas (i.e. work with multiple Employers) in order to meet the minimum requirement of at least two weeks and 40 hours of work, or at least four weeks and 120 hours of work. Each Agricultural Work Placement must be included in the AgMove Agreement. If all AgMove Placements are not recorded in the AgMove Agreement, the AgMove Agreement must be amended to include all AgMove Placements that enable the AgMove Participant to meet AgMove eligibility and claim an AgMove Payment.
- In addition to the above requirements, the HTIS Provider must ensure that the AgMove Participant has:
 - accepted a job offer for Agricultural Work, or
 - commenced in an Agricultural Work Vacancy, or
 - completed Agricultural Work, and
- confirm the Agricultural Work Placement in the Department's IT Systems. The HTIS Provider may contact the Agricultural Employer to verify the Agricultural Work Placement and may backdate the commencement date in the Department's IT Systems to no earlier than 1 November 2020.

*An AgMove Participant may undertake multiple AgMove Placements in multiple locations (i.e. work with multiple Agricultural Employers) in order to meet the required duration of work, however, each AgMove Placement must be agreed and accepted and included in the AgMove Agreement.

3. AgMove Agreement

An AgMove Agreement must be signed in accordance with this Guideline prior to processing any relocation assistance payments.

The HTIS Provider is responsible for negotiating and managing all elements of an AgMove Agreement including making AgMove Payments to AgMove Participants, and making up-front relocation assistance payments directly to the relevant supplier on behalf of the AgMove Participant in financial hardship situations (see Up-front payments section in this Guideline).

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When the HTIS Provider is satisfied that the AgMove Participant and Agricultural Vacancy meet the eligibility requirements for AgMove, an AgMove Agreement can be completed.

The AgMove Agreement is between the HTIS Provider and AgMove Participant. The HTIS Provider must use the HTIS AgMove Agreement template available on the HTS Provider Portal and at www.harvesttrail.gov.au .

The HTIS Provider must explain the terms and conditions of the AgMove Agreement to the AgMove Participant and have them complete and sign the AgMove Agreement. Preferably the AgMove Agreement will be signed by both parties prior to the worker relocating to commence Agricultural Work. An AgMove Agreement may be entered into when a worker has already relocated and commenced Agricultural Work on or after 1 November 2020 without a pre-arranged AgMove Agreement. In these circumstances, eligibility for AgMove Payments can be confirmed by the HTIS Provider.

In signing the AgMove Agreement, the AgMove Participant and the HTIS Provider confirm they understand and accept all terms and conditions of the AgMove Agreement in accordance with this Guideline and the Contract.

The HTIS Provider must send a signed copy of the AgMove Agreement to the [AgMove mailbox](#) and copy in the relevant Account and Contract Manager within 14 days of signing the AgMove Agreement.

The AgMove Agreement commences on the date the AgMove Participant signs the AgMove Agreement and ends:

- 182 days (6 calendar months) from the start date the first AgMove Placement in the Agmove Agreement; or
- when the AgMove Participant has relocated, met the eligibility requirements of an AgMove Placement/s, and received reimbursement for all eligible and approved AgMove Payments from the HTIS Provider; or
- when the AgMove Participant has relocated, met the eligibility requirements of an AgMove Placement/s, and received reimbursement of the maximum amount available for eligible and approved AgMove Payments from the HTIS Provider; or
- within 14 days of the expected Agricultural Work Placement start date when the AgMove Participant does not commence in the AgMove Placement; or
- on 31 December 2022

whichever occurs first.



System step: The HTIS Provider must enter an Agricultural Vacancy into the Department's IT Systems and refer and place the AgMove Participant into that Vacancy with a RATTUAJ Placement referral result in accordance with the signed AgMove Agreement.



System step: If the AgMove Participant commenced Agricultural Work prior to signing an AgMove Agreement, the HTIS Provider must obtain the Harvest Employer and Harvest Vacancy details, verify that the undertaken Agricultural Work is in accordance with this Guideline and the Contract, enter an Agricultural Vacancy into the Department's IT Systems, and refer and place the AgMove Participant in that Vacancy in accordance with the signed AgMove Agreement.



Documentary Evidence: The HTIS Provider must retain a copy of the signed AgMove Agreement (see the Documentary Evidence Requirements section in this Guideline).

3.1 Recording and managing second and subsequent Harvest Placements

To satisfy the eligibility requirements for AgMove, AgMove Participants can undertake more than one Agricultural Work Placement. All Agricultural Work that contributes to the AgMove Participant meeting AgMove Placement eligibility requirements must be recorded in the Department's IT Systems and in the AgMove Agreement.

In cases where workers initiate Agricultural Placement/s themselves including when the Agricultural Work Vacancy is already recorded by an Employment Service Provider (ESP), such as *jobactive* or Disability Employment Services (DES), the HTIS Provider must:

- ensure the vacancy meets the requirements of an Agricultural Work Vacancy in accordance with the Contract,
- record the vacancy as an Agricultural Work Vacancy in the Department's IT Systems, and
- refer and place the Participant in that Vacancy in accordance with the signed AgMove Agreement

If an AgMove Participant moves to various Agricultural Areas to complete various AgMove Placements to meet AgMove Payment eligibility, the HTIS Provider can continue to manage the AgMove Participant's relocation and reimbursements by collaborating with Harvest Employers and other HTS Providers as required to confirm employment hours and duration, or

- The HTIS Provider can transfer the AgMove Agreement to the HTS Provider in the new subsequent Harvest Area who placed the AgMove Participant into the subsequent Vacancy and advise on the agreed costs to date as well as already funded costs if up-front payments were made. The arrangement must be confirmed by email to the AgMove mailbox copying in the relevant Account and Contract Manager with a completed AgMove Transfer by Agreement form that has been signed by all relevant parties (an AgMove Transfer by Agreement Template is available as a supporting document on the HTS Provider Portal).



Documentary Evidence: In situations where subsequent AgMove Placements are confirmed in the Department's IT Systems but are not included in the AgMove Agreement, and an update to the AgMove Agreement cannot be made (for example, the worker is travelling), the HTIS Provider can e-mail the [AgMove mailbox with confirmation of subsequent placements](#).

4. Eligible AgMove Expenses

AgMove Payments are flexible and can be used to help an AgMove Participant with travel, accommodation and some employment related costs that are directly associated with relocation to take up Agricultural Work.

The HTIS Provider must:

- advise the AgMove Participant about eligible relocation costs in accordance with this Guideline

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- obtain and retain as Documentary Evidence, proof of purchase from the AgMove Participant of costs to reimburse
- ensure that costs represent value for money and are based on the quotes* obtained where required.



Documentary Evidence: *Quotes can be obtained by the AgMove Participant (unless the HTIS Provider prefers to obtain a quote, for example to streamline administrative processes and seek quotes for group bookings) for relocation expenses including transport and local regional accommodation that costs more than \$250 per week.



Documentary Evidence: For accommodation that costs more than \$250 per week, two quotes must be received. However, if only one accommodation supplier operates in the area, one quote will be accepted. Quotes must include:

- the supplier name and ABN
- date of quote
- details of items in the quote including details of the service to be delivered
- quote amount (including GST).



Documentary Evidence: In situations where quotes cannot be sought, the HTIS Provider may undertake value for money checks by using publicly available information, such as prices advertised on accommodation booking websites.



Documentary Evidence: For local accommodation costs that are equal to or less than \$250 per week, quotes and receipts are not required. The HTIS Provider must record:

- Address and name of accommodation, and contact details of the owner/landlord.
- Confirmation of the AgMove Participant's stay: the HTIS Provider could contact the owner/landlord to confirm the AgMove Participant's stay, particularly if the HTIS Provider is unfamiliar with the proposed local accommodation.
- Type of accommodation: backpacker hostel, room or shared room at a private property or farm, cabin or camping ground in a caravan park, etc.
- Duration of the AgMove Participant's stay at the local accommodation (Noting that accommodation costs can be covered for up to two calendar months or 61 days only).

4.1 Approved items for the AgMove Payment

A list of items that may be approved for reimbursement under AgMove is included below as a guide. However, this is not an exhaustive list and the HTIS Provider is encouraged to consider innovative solutions to local issues and barriers, including for example, arranging bulk accommodation bookings to gain a group discount and reduce administrative burden.

The HTIS Provider should contact their Account or Contract Manager to seek clarification on items that are not listed below.

Eligible incurred expenses must align with the Agricultural Work commencement date and the AgMove Agreement.

- Accommodation
 - Non-rent commercial accommodation at new location * (including but not limited to caravan parks, cabins, motels, boarding houses, campsite fee) – up to two calendar months or 61 days only

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- Rent at new location (excluding rental bonds) - up to two calendar months or 61 days only
- Camping equipment up to \$250 per participant for core camping items including shelter and bedding
- Where the accommodation cost includes some meal items, for example, breakfast or a small packed lunch, or dinner and these costs are covered by the accommodation invoice, these costs can be reimbursed, except for prohibited items such as alcohol and tobacco.
- Travel
 - Plane, bus, train tickets and fees (the most direct route and the method that provides the most value for money) *
 - Baggage allowances
 - Car hire cost for the day/s of relocation travel and car hire insurance*
 - Fuel (the most direct route and only on agreed travel days) **
 - In-transit accommodation costs
 - Costs for return travel to the original location using the most direct route
 - \$40 flat rate, per travel day, per participant, towards food costs
- Employment
 - Safety clothing
 - Uniforms (if not provided by the Agricultural Employer)
 - Boots



Documentary Evidence: * These are items for which two quotes must be obtained by the AgMove Participant or the HTIS Provider and retained (unless there is only one supplier in the area) before purchasing these services.



Documentary Evidence: * With regard to accommodation, one quote is acceptable if there is only a single accommodation provider in the Agricultural Work location to which the AgMove Participant is moving to. In situations where quotes cannot be sought, the HTIS Provider may undertake checks by using publicly available information, such as prices advertised on accommodation booking websites, to ensure value for money.



Documentary Evidence: ** Reimbursement of fuel costs will be made to AgMove Participants for the exact amount shown on fuel receipts, OR, when the fuel receipt does not demonstrate value for money (for example, an excessive amount is spent on fuel in relation to the distance travelled), OR when an upfront payment needs to be made, OR when a receipt cannot be presented (for example, the receipt is lost) the HTIS Provider can utilise the cents per kilometre reimbursement method using the following calculation: \$0.30 x kilometres travelled as per [Relocation Assistance Distance and Region Calculator on the Provider Portal](#) = reimbursement value.



Documentary Evidence: Where an AgMove participant undertakes multiple AgMove Placements in multiple Agricultural and Harvey Areas (i.e. work with multiple Employers), travel costs may be reimbursed *only* when the initial relocation meets AgMove eligibility as outlined in relevant Guidelines and included in the AgMove Agreement.

4.2 Expenses that are not eligible for AgMove Payments

There are some items that are not acceptable costs to reimburse and are prohibited under the AgMove Payment including:

- Removalist and disturbance costs
- Purchase and rental of assets including but not limited to vehicles, whitegoods, furniture, tyres, other household items
- Ongoing costs including but not limited to utilities, school fees, mortgage repayments
- Rent and accommodation costs beyond two calendar months or 61 days of tenancy as per the Agricultural Work commencement date in the AgMove Agreement
- Rental bond
- Repair costs including but not limited to vehicle expenses
- Alcohol and tobacco purchases
- Reimbursement for lost or stolen property
- Non-work-related clothes and equipment, such as designer sunglasses, branded clothes and active wear, top of the range sun protection gear, for example, an Akubra hat, and non-protective shoes
- Incidental items including food and beverages, unless specified as an Approved Item in this Guideline.

There are no specific entitlements available under AgMove to cover relocation expenses for AgMove participant dependents.

For further advice about specific expenses that are not listed in the Guideline for reimbursement, the HTIS Provider should contact their Account or Contract Manager.

5. Provider payments to AgMove Participants

The HTIS Provider must ensure an AgMove Agreement is entered into with the AgMove Participant and all terms and conditions of that AgMove Agreement must be satisfied before the HTIS Provider can make an AgMove Payment to the AgMove Participant or supplier (on behalf of the AgMove Participant) for costs that are incurred to relocate to take up Agricultural Work, as specified in the AgMove Agreement.

The maximum amount of assistance available to claim through AgMove is \$6,000 for Australians and \$2,000 for temporary visa holders with general working rights, within a six month calendar period.

The HTIS Provider may make AgMove Payments to:

- a supplier on behalf of the AgMove Participant, or
- the AgMove Participant as a reimbursement upon evidence that they have paid for the eligible expenses or
- as a result of demonstrated financial hardship (see Up-front payments section in this Guideline)

The HTIS Provider must reimburse AgMove Participants as soon as possible when all evidence is to hand, and eligibility is confirmed by the HTIS Provider.

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Reimbursements to AgMove Participants can be made progressively as costs are incurred by the AgMove Participant.

5.1 Reimbursement and GST

For short-term Agricultural Work the HTIS Provider can reimburse:

- an Australian AgMove Participant up to a maximum of \$6,000 (GST inclusive),
- This includes Temporary Protection Visa (TPV) and Safe Haven Enterprise Visa (SHEV) holders who are fully eligible for Employment Services, and
- an AgMove Participant who is a Harvest Worker on a temporary visa with general working rights not limited to specific employer or type of work – up to a maximum total of \$2,000 (GST inclusive).

When submitting a claim for reimbursement from the Department, the HTIS Provider should add 10 per cent to their claim, reflecting GST on the service delivered. The Provider is not able to claim input tax credits on GST paid on relocation costs that are reimbursed to AgMove Participants.

For example:

1. AgMove Participant claims for commercial accommodation	2. HTIS Provider reimburses AgMove Participant	3. HTIS Provider claims from the Department
\$1,100 (includes \$100 GST)	\$1,100 <i>* the HTIS Provider is not able to claim input tax credits on the \$100 GST paid on relocation costs that are reimbursed to AgMove Participants.</i>	\$1,100 + \$110 GST = \$1, 210

If the HTIS Provider has reimbursed an AgMove Participant \$1,100 (inclusive of \$100 GST) for commercial accommodation, the Department will pay the HTIS Provider \$1,210 (\$1,100 reimbursement + GST = \$1,210) where \$110 represents GST for providing the AgMove reimbursement to the participant.

If it is first the reimbursement claim, the AgMove Participant will still be eligible to receive up to a further \$4,900 (if an Australian worker) or \$900 (if a temporary visa holder with general working rights) of relocation assistance.

AgMove Participants can claim the eligible maximum amount of the AgMove Payment only once in a six month period. The six month period is calculated from the day the Agricultural Work commenced as per the AgMove Agreement.

The HTIS Provider must only make an AgMove Payment in the form of a reimbursement when the AgMove Participant has:

- a current AgMove Agreement
- completed:
 - at least 40 hours and at least two weeks of employment in Agricultural Work, evidenced by payslip/s or confirmation from employer/s, or
 - at least 120 hours and at least four weeks of employment in Agricultural Work evidenced by payslip/s, or confirmation from employer/s, or by a statutory declaration from the AgMove Participant for piece rate work.

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A Commonwealth of Australia Statutory Declaration template can be found [here](#).

- not previously claimed the same costs through the Employment Fund from the jobactive provider, or through other Commonwealth or state government reimbursement initiatives, and
- the costs being reimbursed are for eligible items
- the required quotes, invoices, evidence of online price checks, and/or receipts are retained
- the costs were incurred no more than 28 days prior to the Agricultural Work commencing and 14 days after the Agricultural Work ends
- the AgMove Participant submitted the claim for payment with all Documentary Evidence to the HTIS Provider in accordance with the AgMove Agreement and this Guideline.

The HTIS Provider can make multiple payments to an AgMove Participant for costs incurred that are outlined in the AgMove Agreement, up to the eligible maximum amount of the AgMove Payment.

 **System step:** The HTIS Provider can email the [AgMove mailbox](#) for confirmation about previous AgMove Payments for individual AgMove Participants to ensure that the eligible maximum amount of the AgMove Payment is not exceeded.

5.2 Up-front AgMove Payments

The HTIS Provider is encouraged to make an up-front AgMove Payment if the relevant AgMove Participant states that they are experiencing financial hardship.

Financial hardship exists where the AgMove Participant is unable to commence the Agricultural Work without the up-front AgMove Payment to enable relocation. An up-front AgMove Payment can be used to pay for an AgMove Participant's relocation expense before the cost has been incurred, for example, fuel and accommodation expenses. The HTIS Provider can request to see a current bank statement and bank account balance to assess if the AgMove Participant is experiencing financial hardship.

The preferred way to support the relocation of AgMove Participants is for the HTIS Provider to make an up-front AgMove Payment directly to the relevant supplier on behalf of the AgMove Participant in accordance with supplier quotes and this Guideline.

However, the HTIS Provider may make an up-front AgMove Payment directly to the AgMove Participant if:

- the HTIS Provider cannot make the AgMove Payment directly to the supplier on behalf of the AgMove Participant; and
- the AgMove Participant declares they are experiencing financial hardship and the HTIS Provider has ascertained this to be the case as referred to in this Guideline.

Example: If the AgMove Participant needs money to pay for fuel and the HTIS Provider is not able to pay the Petrol Station directly, the HTIS Provider can provide a pre-paid debit card or make an up-front AgMove Payment to the AgMove Participant. The HTIS Provider can utilise the cents per kilometre reimbursement method to establish upfront fuel costs using the following calculation:

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- \$0.30 x kilometres travelled as per Relocation Assistance Distance and Region Calculator on the Provider Portal = reimbursement value

If the HTIS Provider agrees to pay the AgMove Participant an up-front AgMove Payment, the HTIS Provider must only make the up-front AgMove Payment to an AgMove Participant in relation to short-term Agricultural Work if:

- an AgMove Agreement has been entered into
- the HTIS Provider is satisfied that the up-front AgMove Payment will be used as agreed with the AgMove Participant, this includes ensuring purchase receipts are retained
- the AgMove Participant obtains and retains quotes for the costs as outlined in the Eligible Items section of this Guideline
- ensure additional AgMove Payments for the same type of expense are only provided after the AgMove Participant demonstrates that the initial up-front AgMove Payment is insufficient and all other terms and conditions under the Guidelines and the AgMove Agreement have been met.
- the costs are incurred no more than 28 days prior to the AgMove Placement commencing and 14 days after the Agricultural Work ends.



Documentary Evidence: The HTIS Provider must make and retain a file note recording financial hardship decisions and reasons for approval of up-front AgMove Payments.

Example: If \$200 is initially provided as an up-front AgMove Payment for fuel and the actual fuel cost is \$250, the additional \$50 can be paid as a separate AgMove Payment to the AgMove Participant as reimbursement with Documentary Evidence providing all other terms and conditions of the Guidelines and the AgMove Agreement have been met.

6. HTIS Provider Claims Reimbursement of AgMove from the Department

The HTIS Provider must make AgMove Payments out of their own funds either to a supplier or to the relevant AgMove Participant before claiming a reimbursement from the Department.

Before submitting a claim for reimbursement, the HTIS Provider must have paid an AgMove Payment to an AgMove Participant or supplier with respect to an AgMove Agreement that has met all eligibility and Documentary Evidence requirements. Noting that there may be circumstances where payments have been made in good faith and due to a change of circumstances, requirements have not been met. The HTIS Provider should discuss this with their Account or Contract Manager before lodging a claim for reimbursement.

The HTIS Provider can submit multiple claims for reimbursement to the Department for each AgMove Agreement for the same dollar value they paid under the AgMove Agreement up to the value the AgMove Participant is eligible (see Reimbursement section in this Guideline).

The HTIS Provider must claim reimbursement no later than 56 days after the end of the AgMove Participant's AgMove Agreement.

 **System step:** When claiming Reimbursement of the AgMove Payment, the HTIS Provider must create a 'Temp Relocation Assistance Payment' via the 'Request Payment' menu option in the Departments IT Systems.

 **System Step:** HTIS Provider must enter both the Job Seeker ID in the relevant field and the Agricultural Vacancy ID in the free text field. Claims will not be approved without these.

Once a Reimbursement of the AgMove Payment is approved by the Department in the Department's IT Systems, it is subject to a three day payment cycle. This ensures that reimbursement payments are processed quickly.

7. Documentary Evidence Requirements

7.1 AgMove Agreement for short-term Agricultural Work

A HTIS AgMove Agreement Template is available on the HTS Provider Portal and at www.harvesttrail.gov.au.

The HTIS Provider must complete and send a signed copy of the AgMove Agreement to the AgMove mailbox and copy the relevant Account and Contract Manager within 14 days of signing the AgMove Agreement.

- If an AgMove Agreement is sent to an AgMove Participant electronically the AgMove Participant can agree to the terms and conditions of the agreement electronically by email, text, or by use of an electronic signature on a PDF form.
- The HTIS Provider must record on the AgMove Agreement that the AgMove Participant has agreed to the terms and conditions of the AgMove Agreement and retain a copy of the AgMove Agreement together with the confirmation email / text on the AgMove Participant's file.
 - The HTIS Provider must confirm with the Agricultural Employer/s that the AgMove Participant completed: at least 40 hours and at least two weeks of employment in the Harvest Placement/s, evidenced by payslip/s or confirmation from employer/s, or by a statutory declaration from the AgMove Participant for piece rate work
 - at least 120 hours and at least four weeks of employment in the Harvest Placement/evidenced by payslip/s or confirmation from employer/s, or by a statutory declaration from the AgMove Participant for piece rate work, and
 - provide Documentary Evidence to support the claim.



Documentary Evidence: The following Documentary Evidence must be retained and uploaded into the Departments IT Systems when submitting a claim for AgMove reimbursement:

- evidence that the HTIS Provider paid the AgMove Payment to the AgMove Participant or supplier. Evidence may include:
 - a record of transaction (bank statement or a record of transition from the Provider's financial system), and
 - a Tax Invoice with the receipt from the supplier, or
 - a remittance advice, or
 - other valid proof of payment, and
- a total of costs that have been reimbursed for each job seeker and the period of Accommodation that has been paid (no more than two calendar months or 61 days), and a record of evidence from the Harvest Employer/s demonstrating the AgMove Participant worked:

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- at least 40 hours and at least two weeks of employment in the AgMove Placement/s, or
- at least 120 hours and at least four weeks of employment in the AgMove Placement/s

prior to the HTS Provider making an AgMove Payment to a AgMove Participant or supplier



Documentary Evidence: The following Documentary Evidence must be retained by the HTIS Provider when submitting a claim for AgMove reimbursement:

- two quotes (obtained by the AgMove Participant) for the reimbursement of costs as set out in the Eligible AgMove Re-imbusement Expenses section in this Guideline, and
- a tax invoice and receipts from the supplier that support AgMove Payments to the AgMove Participant and supplier
- a record of evidence from the Agricultural Employer/s demonstrating the AgMove Participant worked:
 - at least 40 hours and at least two weeks of employment in the AgMove Placement/s, or
 - at least 120 hours and at least four weeks of employment in the AgMove Placement/s

prior to the HTIS Provider making an AgMove Payment to an AgMove Participant or supplier



Documentary Evidence: if applicable, a file note recording financial hardship decisions, any relevant Documentary Evidence if applicable and approval of any upfront AgMove payments



Documentary Evidence: if applicable, a file note or copy of 17-year-olds Year 12 graduation certificate and / or other relevant proof of age and education qualifications.

8. Signing AgMove Agreement

The AgMove Agreement is a contract between the HTIS Provider and AgMove Participant. The preferred process is to discuss the conditions of the AgMove Agreement and sign it in person or get the AgMove Participant to sign it and email a copy to the provider. However, when it is not possible, the AgMove Agreement can be signed electronically.

8.1 Signing AgMove Agreement electronically

When the AgMove Participant is sent the AgMove Agreement electronically and does not have access to printing facilities to print and then sign the AgMove Agreement, the HTIS Provider can seek confirmation of agreement to the terms and conditions of the AgMove Agreement from the AgMove Participant via email or text or by use of an electronic signature placed by the AgMove Participant on the AgMove Agreement PDF form. The AgMove Participant needs to confirm that they agree to the terms and conditions of the AgMove Agreement. The HTIS Provider is required to retain the email, text or electronic signature as documentary evidence, or as a file note that the AgMove Agreement has been confirmed electronically.

