



Australian Government



# Harvest Trail

## AgMove Agreement – HTIS

Relocation Assistance to Take Up a Job for short-term Agricultural Work,  
Harvest Trail Information Service (HTIS)

### A. AgMove Participant (“You /Your”) details

|                             |                       |
|-----------------------------|-----------------------|
| Participant name            | Job seeker ID         |
| Australian citizen/resident | Temporary visa holder |

### B. HTIS Provider (“We”, “Our” or “Us”) details

|              |       |
|--------------|-------|
| Organisation | Site  |
| Contact name | Phone |

### C. AgMove Placement details

|  | Placement 1 | Placement 2 | Placement 3 |
|--|-------------|-------------|-------------|
| Vacancy Id:                                  |             |             |             |
| Vacancy title and<br>Agricultural work:      |             |             |             |
| Harvest area<br>(if applicable) or location: |             |             |             |
| Employer name:                               |             |             |             |
| Phone:                                       |             |             |             |
| Expected start date:                         |             |             |             |
| Contact name:                                |             |             |             |
| Email:                                       |             |             |             |
| ABN:   |             |             |             |

### D. Relocation details

Originating residing address

Relocation address at the time of signing the agreement

### E. AgMove Payment

Assistance amount (up to): \$6,000 or \$2,000



## General Terms and Conditions

### General

1. You agree that You will complete/have completed Agricultural Work:
  - between 1 November 2020 and 4 May 2021, for at least 6 weeks and 120 hours of employment; or
  - between 5 May and 31 December 2021 for at least 2 weeks and 40 hours of employment, or
  - between 5 May and 31 December 2021 for at least 4 weeks and 120 hours of employment.with a Harvest Employer/s and will relocate, or have relocated, for that purpose.
2. Subject to this Agreement, We will pay the AgMove Payment for agreed costs associated with You moving to the relocation address by reimbursing Your costs incurred by You, or by making payments to a supplier. We will advise You about what costs are eligible.
3. You must obtain and retain at least two quotes in relation to relocation costs as advised by Us, prior to payment of any relevant invoice or up-front payment, unless there is only one supplier available at the relevant location to provide the service, or unless We have obtained the quotes for You.
4. Within 14 days of your Agricultural Work commencing, or such other period as agreed with the HTIS Provider, You must provide Us with invoices, receipts or other evidence of your relocation costs.
5. Within 14 days of your Agricultural Work ending, You must provide Us with:
  - payslips or other payroll evidence demonstrating you worked:
    - between 1 November 2020 and 4 May, for at least 6 weeks and 120 hours of employment; or
    - between 5 May and 31 December 2021 for at least 2 weeks and 40 hours of employment, or
    - between 5 May and 31 December 2021 for at least 4 weeks and 120 hours of employment.
  - invoices, receipts or other evidence of your costs of returning to your originating address, and
  - any other evidence requested by Us as soon as practicable.Failure to provide the above may result in non-payment.

### Up-front AgMove Payments

6. We may make Payments to You before You incur expenses where We determine that You are in financial hardship and where We cannot reasonably make the Payment directly to a supplier. We may do so subject to any reasonable conditions We specify to You.

### Recovery of misused or unused AgMove Payments

7. You must only use the AgMove Payment in accordance with this Agreement for the purpose of relocating to undertake Agricultural Work and for the agreed costs.



8. If at any time we become aware that the AgMove Payment or a proportion of the AgMove Payment:
- a. has been used by You for a purpose other than relocating to undertake Harvest Work; or
  - b. is not required to be used by You to relocate to undertake Harvest Work, or
  - c. you have not undertaken the required Harvest Work:
    - between 1 November 2020 and 4 May 2021, for at least 6 weeks and 120 hours of employment; or
    - between 5 May and 31 December 2021 for at least 2 weeks and 40 hours of employment, or
    - between 5 May and 31 December 2021 for at least 4 weeks and 120 hours of employment.

We may be required to recover the relevant AgMove Payment from You as a debt owed to the Commonwealth.

### **Compliance and Remedies**

9. Where We or the Department determines, at our absolute discretion, that You have:
- a. not met the terms and conditions of the AgMove Agreement;
  - b. manipulated anything or anyone with the effect of improperly obtaining a benefit for either Yourself or any other person or persons;
  - c. or may have, engaged in any suspected fraudulent practice in relation to the AgMove Payment; or
  - d. otherwise engaged in activity that may bring, or could be perceived to bring, the use of AgMove or the Commonwealth of Australia into disrepute,

We may take action, including, but not limited to:

- e. refusing to make a AgMove Payment to You;
  - f. recovering any AgMove Payment already made to You;
  - g. terminating the AgMove Agreement with You; and
  - h. in the case of suspected fraud, referring the matter for criminal prosecution.
10. Where You are required to return to Us any part of the AgMove Payment in relation to a relevant AgMove Placement/s, such amounts must be returned to Us within 10 business days of Our requesting it. If You do not return the AgMove Payment to Us, a debt will be raised with the Commonwealth of Australia against You for repayment.

### **HTIS Provider signature:**

- I have complied with the relevant Deed/Contract as well as the AgMove - Managing Relocation Assistance to Take Up a Job for short-term Agricultural Work under Harvest Trail Information Service Guideline.
- The AgMove Participant has received and accepted an offer of short-term Agricultural Work.
- I will provide the AgMove Participant with a signed copy of this completed AgMove Agreement.

Signature

Date

Name



## AgMove Participant signature:

- The HTIS Provider has explained to me the requirements I must meet to receive AgMove payments for short-term Agricultural Work including under this Agreement.
- To the best of my knowledge, the information I have provided for this Agreement is true and complete.
- I have accepted an offer/offers of Agricultural Work that meet the requirements of the Terms and Conditions of this Agreement.
- I will work with the HTIS Provider to ensure that my temporary relocation is successfully completed and demonstrates value for money.
- I will only be reimbursed if I submit all invoices, receipts or other evidence of valid relocation costs in accordance with this Agreement.
- I give consent for my Employer/s, landlord or accommodation provider to disclose relevant information, including my personal information, to my HTIS provider to verify the information I have given to my HTIS provider to obtain an AgMove payment is correct.
- I have not previously claimed the reimbursement of the costs included in this Agreement through other sources including for example, the *jobactive* Employment Fund or through Commonwealth or state government initiatives.
- I agree to the terms of this AgMove Agreement.

Signature

Date

Name

