



☒ **CHECKLIST FOR PRIVATE DOMESTIC WORKERS**

You are entitled to Australian workplace conditions including:

- ☐ payment of at least the national minimum wage
- ☐ payment of at least the national minimum superannuation contribution if you are not covered by an equivalent social security provision in another country
- ☐ wages and conditions specified in any Australian award that is relevant to your location and the work you do
- ☐ receiving your pay in money at least once a month, and receiving a pay slip with the details of your pay within one day of payment

In addition to your wages, your employer must pay for your:

- ☐ visa application fee and relevant health and character checks
- ☐ air fares to and from Australia
- ☐ health insurance in Australia

Your employer cannot:

- take money from your pay unless you give written agreement and the deduction is for something that benefits you, for example accommodation, food and living expenses
- withhold your personal property including your passport
- prevent you from leaving your workplace when you are not working

You should:

- ☐ open a bank account in Australia, into which your wages must be paid
- ☐ keep your pay slips and bank records in case of any disputes over pay
- ☐ register for consular assistance with your country's diplomatic mission in Canberra or consular post in the city where you are living
- ☐ ensure that your passport, Australian visa and identity card issued by the Department of Foreign Affairs and Trade are kept up to date



EMPLOYEE DECLARATION

I, _____
(full name of private domestic worker)

employed by

(full name of officer, position, title)

agree to work in accordance with Australian workplace law and conditions.


I understand that I have the same employment rights, protections, and obligations as Australian citizens and permanent residents.

I also understand that the consequences of breaching Australian workplace law and my visa conditions may include: the cancellation of my visa and the escalation of concerns by the Australian Department of Foreign Affairs and Trade to the Ministry of Foreign Affairs of my employer's home country.

Privacy Notice

The Protocol Branch of the Department of Foreign Affairs and Trade (DFAT) collects, uses and discloses your personal information to manage the presence in Australia of representatives of official foreign missions and international organisations, their locally engaged staff, eligible family members, private domestic workers and honorary consuls-general and honorary consuls. Your personal information may be disclosed to other Australian Government agencies, as well as State and Territory Government agencies, for this purpose. These agencies could include (but are not limited to) the Department of Home Affairs, the Australian Taxation Office, the Australian Federal Police (and State and Territory police), as well as the National Capital Authority. The Protocol Privacy Collection Statement contains further specific information about how the Protocol Branch will handle your personal information, and DFAT's Privacy Policy contains information about how you can access and seek to correct your personal information, or make a complaint about DFAT's privacy practices.

(Signature and date)





Important dates

Write the visa grant number shown on your Visa Grant Notice (VGN) here:

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Write your visa expiry date here:

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At least six weeks before your visa expires, you should remind your employer that they need to contact Protocol Branch about your application for a further visa. You are not allowed to remain in Australia after your visa expires.

Write your Australian identity card expiry date here:

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At least two weeks before your identity card expires, you should contact Protocol Branch (call 02 6261 1111 or email Protocol.Branch@dfat.gov.au) to arrange a meeting at DFAT at which your identity card can be renewed.

Additional Contacts

- Department of Home Affairs
www.homeaffairs.gov.au
Phone: 13 18 81
 - Fair Work Ombudsman
[http://www.fairwork.gov.au/
myaccountservices@fwo.gov.au](http://www.fairwork.gov.au/myaccountservices@fwo.gov.au)
 - Translating and Interpreting Service
<http://www.tisnational.gov.au/>
 - Emergency Services (Fire, Ambulance and Police)
Phone: 000
 - Lifeline Australia
Crisis Support Chat: 13 11 14
 - Domestic Violence Crisis Service
Email: Crisis@dvcs.org.au
24 Hour Crisis Line: (02) 6280 0900
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