



## CHECKLIST FOR EMPLOYERS OF PRIVATE DOMESTIC WORKERS

You must treat your domestic employee in accordance with Australian workplace conditions by:

- paying at least the national minimum wage (\$19.49 an hour as at 1 July 2019) and observing the maximum standard work week of 38 hours
- complying with the wages and conditions specified in any relevant Australian awards
- paying the employee at least once a month and providing a pay slip within one working day of payment

You must not:

- pay your employee in something other than money, such as food or clothing
- deduct money from your employee's wages unless they give written agreement and the deduction is for something that principally benefits them, for example accommodation, food and living expenses
- prevent your employee from leaving the workplace when they are off duty
- take possession of the employee's personal property including their passport

As well as the employee's wages, you must pay for their:

- visa application fee and related health and character checks
- air fares to and from Australia
- health insurance while in Australia

You must:

- pay in full by electronic funds transfer into an Australian bank account, and keep auditable records of payments
- give your employee a copy of the employment contract and ensure they understand it
- resolve any disputes with your employee in a fair and transparent manner

It is good practice to:

- help your employee open a bank account in Australia for payment of wages and other financial transactions
- help your employee to register for consular assistance with the diplomatic mission or consular post of their country in Australia
- ensure that your employee's passport, Australian visa and DFAT-issued identity card remain valid throughout their time in Australia



## EMPLOYER DECLARATION

I, \_\_\_\_\_

(full name of officer, position, title)

agree that I will employ

\_\_\_\_\_  
(full name of private domestic worker)


as a private domestic worker under Australian workplace law and conditions.

I understand that the consequences of failing to provide this employment under Australian workplace law and conditions may include: the cancellation of the private domestic worker's visa; the refusal to grant approval for future private domestic workers; or escalation of concerns by the Australian Department of Foreign Affairs and Trade to my country's Ministry of Foreign Affairs, law enforcement bodies, and other Australian Government agencies.

### Privacy Notice

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\_\_\_\_\_  
(Signature and date)





## Useful Contacts

- Protocol Branch, Department of Foreign Affairs and Trade  
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