

## IMPORTANT MESSAGE ABOUT THE PACIFIC LABOUR SCHEME



Did you know that visa holders have the same workplace rights and entitlements as other Australian workers?

This means that as an employer in the Pacific Labour Scheme, you must ensure:

- all employees are provided with a [Fair Work Information Statement](#)
- pay slips are given to all employees within one working day of pay day
- accurate and complete records for all employees are kept.

Minimum pay rates and other conditions of employment for all employees are protected by law. This includes how [monies can be deducted](#) from an employee's pay.

### WHO WE ARE

The Fair Work Ombudsman is the government agency that provides free information and advice about Australia's workplace laws. Our main role is to promote harmonious, productive and cooperative workplace relations, and to ensure compliance with Australian workplace laws.

We encourage employers to help their employees understand their workplace entitlements and to be a first point of contact for any questions. This is because our experience shows that issues in the workplace are more likely to be resolved quickly if employees and employers work together to agree on a solution before we get involved.

### NEED MORE INFORMATION

We have prepared some resources to provide information and guidance to help you understand your workplace rights and obligations so that you can assist your employees:



[Guide to hiring new employees](#)



[Pay Calculator](#) and a [video to help you find your employees' pay rate](#)



[Record keeping and pay slips fact sheet](#)

You can also register for an [online account](#) with us to receive tailored information and important updates. This [short video](#) shows you how.

If you would like to explore additional resources, have a look at the [Small Business Showcase](#), watch these [short videos](#) or test your knowledge with our [Workplace Basics Quiz](#).

### FURTHER ASSISTANCE

We have developed a [webpage containing resources for participants](#) in the scheme. You can also visit the Fair Work Ombudsman's [website](#) or [contact us](#).

The Department of Foreign Affairs and Trade manages the scheme, with the assistance of a Managing Contractor. More information can be found at [www.dfat.gov.au/labourmobility](http://www.dfat.gov.au/labourmobility) or email [PacificLabourMobility@dfat.gov.au](mailto:PacificLabourMobility@dfat.gov.au)