

Evidence of right to work in Australia

Dear Colleagues,

Human Resources (HR) is updating the “right to work” information for all staff at Macquarie University.

The University has a legal obligation to ensure that all staff have the right to work in Australia, and be able to provide evidence of the right to work of a staff member, if requested by the Department of Immigration and Citizenship (DIAC).

As a result of this activity to update records, some staff members may be contacted by their Department Administrators or HR Representatives requesting evidence of right to work in Australia. This will only occur if the appropriate documents are not available in the staff member’s HR file. The “right to work” in Australia documentation must be sighted by the local administrator/ HR representative and a copy provided for the HR file. (Do not send original documents to HR or leave your original documents with anyone.)

Acceptable documents as evidence of right to work in Australia in accordance with [DIAC requirements](#) include:

- a valid Australian passport; or
- a full Australian birth certificate (born before 20 August 1986); or
- a full Australian birth certificate (born after 20 August 1986), showing that at least one parent was born in Australia; or
- an Australian citizenship certificate; or
- a valid New Zealand passport with permission to work in Australia granted; or
- a valid foreign passport and evidence of visa with work permission granted.

Employment of individuals without the correct Australian “right to work” status can result in the University being prosecuted and/or fined. Furthermore, the University can also be suspended from holding its sponsorship status of bringing student and visiting academics from overseas to participate in research projects. For further information on the right to work in Australia from DIAC, please refer to the following link: [Do your employees have a valid visa to work in Australia?](#)

Your participation, if requested, in this activity is appreciated.

If you have any questions, please contact the University Immigration Consultant, Shabina Khan, on extension 9744 or by email shabina.khan@mq.edu.au.

Important note: Please only provide your evidence of right to work to trusted sources such as your local administrator/ HR representative.

This message was sent by Shabina Khan, Immigration Consultant (Human Resources), and approved by Tim Sprague, Director, Human Resources.

Contact: Shabina Khan, **Phone:** Ext 9744, **Publish Date:** 22 Feb 2012