

Things you need to know about holding a labour hire licence

Now that you are a licensed labour hire provider, there are certain things you must do to stay licensed. Not complying with these obligations and conditions may result in your licence being suspended, cancelled or varied.

If your licence is suspended or cancelled, you can't provide labour hire services in Victoria. If your licence is cancelled, you cannot reapply for a licence for 2 years.

UPDATING DETAILS

You must keep your details up to date during the life of your licence and contact us if anything changes. You can update the following information via your LHLO portal or by sending an email to enquiries@labourhireauthority.vic.gov.au:

- contact and address details of your business
- business names (must have the same ABN and/or ACN)
- ABNs (please note that the licence is not transferable)
- who you've chosen as a nominated officer
- who is named as an officer of the business (relevant person)
- changes to declarations of compliance with relevant laws specified under s 23 of the *Labour Hire Licensing Act 2018* (the Act)
- changes to the answers on a relevant persons fit and proper test, including whether the applicant, executive officers or nominated officers have:
 - been convicted of an indictable offence against the person, or an offence involving fraud, dishonesty or drug trafficking
 - been found by a court, tribunal or regulator to have contravened a workplace law, labour hire industry law or a minimum accommodation standard (or given an enforceable undertaking)
 - had a corporation go into liquidation or administration, or been disqualified from managing a corporation
 - had a labour hire licence cancelled, suspended or revoked.

You have 30 days from the date of the change to let us know.

TIP: Don't forget, your nominated officer needs to be a manager or someone who is responsible for the day-to-day workings of your business. They also need to be easily contactable by us!



Authorised and published by the Labour Hire Authority, Bendigo VIC 3550. For translating and interpreter assistance call 131 450 and choose your preferred language. If you are deaf, or have a hearing or speech impairment, you can contact us through the National Relay Service. Please visit www.relayservice.gov.au.

ANNUAL REPORTING

Every 12 months, on the anniversary of your licence being granted, you must lodge your annual report.

Your annual report is lodged by answering a series of questions through your LHLO portal. The reporting will cover your labour hire activities for the previous 12 months, and you have 28 days to get all the information in.

We will send you an SMS and notification to your LHLO portal to remind you when you need to lodge your report.

TIP: Even if you didn't supply workers during the 12 months, you still need to report!

Your report will cover:

- Number of workers supplied
- Location of workers supplied
- Accommodation and other goods or services provided to workers
- Workers with temporary visas
- Industries workers were supplied to
- Industrial instruments
- WorkCover registration
- Taxation registration including GST, PAYG and FBT
- Declaration of compliance with relevant laws
- Investigations, proceedings or contraventions related to labour hire industry law, workplace law or minimum accommodation standards
- Workers' compensation claims
- Occupational health and safety incidents

You can find a summary of the information and supporting documents you need to complete the report in the [Annual reporting guide and checklist](#) on our website.

PAYMENT OF FEES

Licence fees must be paid at application, annually (as soon as your licence is granted and then every 12 months) and at licence renewal.

Note: The annual licence fee is separate to the application fee and must be paid for your licence to remain current.



SPECIFIC LICENCE CONDITIONS

You may have had further conditions imposed on your labour hire licence.

The LHA will have communicated the conditions to you, alongside the reasons, prior to granting your application for a labour hire licence.

The conditions appear on your labour hire licence and are published on the register. If the conditions require you to provide further information to the LHA, they will stipulate the time period for doing so. The LHA will monitor your compliance with the condition and may vary the licence to amend the condition or remove the condition at any time.

Failure to comply with a condition of the licence may lead to suspension or cancellation of your licence.

The information is to be provided by emailing the LHA at enquiries@labourhireauthority.vic.gov.au.

RENEWING YOUR LICENCE

Your licence is valid for up to 3 years, after which you will need to renew. It's very easy to renew your licence from the LHLO portal. Just like with your application, you can pay your fee via Credit Card. The fees increase yearly, so make sure you check our website for the current amount.

The portal will be open for renewal six months before your expiry date, and we'll send you a few reminders via email as well.

If you do not renew your licence before the expiry date, you will need to submit a new application and will be unable to provide labour hire services until a decision is made on your new application for a licence.

REPORT A PROBLEM

You can help us promote the integrity of the labour hire industry and protect vulnerable labour hire workers by reporting concerns or information about unlicensed labour hire providers, hosts using unlicensed labour hire providers and mistreated labour hire workers [using the form on our website](#) or calling 1300 545 200.

CANCELLING YOUR LICENCE

And remember, if you cease providing labour hire services and no longer require a licence, please cancel your licence via the LHLO portal.

For more information or to subscribe to the LHA's newsletter visit labourhireauthority.vic.gov.au. If you cannot find the information you are looking for, contact enquiries@labourhireauthority.vic.gov.au or call 1300 545 200.

