

Reporting guide for the Queensland labour hire licence

This guide will assist you to comply with your reporting requirements for the labour hire licensing scheme.

More information about reporting requirements under the *Labour Hire Licensing Act 2017* (Qld) (the Act) is at labourhire.qld.gov.au. Licensees must lodge six monthly reports.

The first reporting period covers the six months from the date your licence is granted or renewed. The second reporting period covers the next six months. You will **not** be able to start your report until the reporting period has ended.

You have 28 days after the end of each reporting period to submit your report.

How to lodge a report

Reports are made through the online licence portal at labourhire.qld.gov.au.

Upon logging-in, click on your name in the top right-hand corner of the screen to display a drop-down menu. Select “Licences” from this menu and you will see the “Start Report” button on the right approximately half-way down the page.

Once you have started your report, you can access it again by selecting “Reports” from the drop-down menu and clicking on the arrow beside the reference ID.

You must also notify us of prescribed changes of circumstances before submitting your report. This includes each of the following:

- a change in name, business name or contact details
- a licensee is convicted of an offence that affects their suitability to provide labour hire services (e.g. a finding of guilty to a serious criminal offence)
- a licensee, nominated officer or executive officer:
 - has a change in their history of compliance with relevant laws (e.g. issued with an infringement notice)
 - is disqualified from managing corporations under the *Corporations Act 2001* (Cth)
 - is made insolvent under section 9 of the *Corporations Act 2001* (Cth)
- a licensee is placed into administration, receivership or liquidation under the *Corporations Act 2001* (Cth)
- a licensee starts providing accommodation
- a licensee starts supplying workers who hold visas.

Completing your report

The reporting process collects information about your:

- business
- services
- accommodation
- workers
- compliance.

For help with your report, phone 1300 576 088.

1. Business

Changes to your business or contact details must be updated via the Change of circumstances form in the portal. This must be completed before proceeding with your report.

2. Accommodation

Item	Information required	Tick
Address of accommodation	The street address for each place of accommodation you provide to workers.	<input type="checkbox"/>
Fee/rent	Whether the relevant workers paid a fee for the accommodation.	<input type="checkbox"/>
Maximum number of workers who can be accommodated at one time	For each address, the total number of workers who used the accommodation over the reporting period. For example, if you supplied accommodation to 10 people for two months and then to one worker for four months, the total would be 11. Similarly, for each address, the maximum number of workers housed in the accommodation at one time. For example, if in a three month period there were six people housed in the accommodation, after which the accommodation was then left vacant for one month, and then was occupied by two people for another two months, the required answer to the question would be six.	<input type="checkbox"/>

Item	Information required	Tick
Total number of bedrooms	The total number of bedrooms for each accommodation residence that you supply to workers.	<input type="checkbox"/>
Precondition of supply	Whether workers are required to use accommodation supplied by you in order to be engaged by you.	<input type="checkbox"/>

Aware of accommodation

Please note: if you are not aware of someone else supplying accommodation to workers you do not need to report on this and can skip this step. If you are aware, you only need to report to the best of your knowledge.

Item	Information required	Tick
Accommodation provided by	The name of the business or individual that provides accommodation to workers you engage.	<input type="checkbox"/>
Address of accommodation	The street address for each place of accommodation that is used by workers you engage.	<input type="checkbox"/>
Fee/rent	Whether the relevant workers paid a fee for the accommodation.	<input type="checkbox"/>
Number of workers using accommodation	The number of workers you engage using accommodation services from someone else.	<input type="checkbox"/>
Precondition of supply	If the use of the accommodation by the workers is a precondition to being supplied.	<input type="checkbox"/>

3. Services

Item	Information required	Tick
Location	The locations your workers currently work in by selecting a town, city (local government authority) or region.	<input type="checkbox"/>
Industry	The relevant industry for each client business to which you supply workers. For instance, if you provide an accountant to a mining business, the industry you select must be mining. If you provide workers for more than one industry, you must select all industries that apply.	<input type="checkbox"/>
Occupation	The relevant occupation for each client supplied. For example, if you provide an administration clerk to a mining site, you would select clerical and administrative workers. If you provide workers for more than one occupation you must select all occupations that apply.	<input type="checkbox"/>
Type of arrangements	The type of arrangements you enter into with workers. For example you need to declare if you engaged workers on a: <ul style="list-style-type: none"> • full-time • permanent • contract • casual basis. 	<input type="checkbox"/>
Fee/bond	Whether a relevant worker paid you a fee/bond for being supplied during the reporting period.	<input type="checkbox"/>
Services provided	Any services you have provided to workers during the reporting period. Services include: <ul style="list-style-type: none"> • meals • transport • job finding services • assistance with visa or immigration applications/queries • booking medical examinations and work-related drug and/or alcohol testing. You must declare if you charge(d) a fee, including the amount of the fee for any of these services.	<input type="checkbox"/>
Entitlements accrued	Information about whether a worker has accrued any entitlements during the reporting period. Entitlements include: <ul style="list-style-type: none"> • long service leave • sick leave • annual leave. 	<input type="checkbox"/>
Piecework	If you have supplied any workers on a piece rate. A piece rate is where an employee gets paid by the piece. This means the employee gets a pay rate for the amount picked, packed, pruned or made.	<input type="checkbox"/>

4. Workers

Item	Information required	Tick
Total number of workers registered with business	The number of workers registered with your business. This refers to the 'pool' of workers or workers that are 'on the books' by the licensee that could be provided at any given time. (this includes workers that are currently being supplied)	<input type="checkbox"/>
Total number of workers supplied during period	The number of individual workers supplied by your business to do work in the reporting period. This is the total amount of times a worker was provided by you to an employer over the reporting period. (ie. if one worker is supplied to Company A for two weeks, and then the same worker is supplied to Company B for another two weeks, the answer to this question would be "two workers supplied")	<input type="checkbox"/>
Visa workers	Information about the number of workers you provided during the reporting period who hold particular types of visas under the <i>Migration Act 1958</i> (Cth). You must also provide the number of visa workers supplied per visa class.	<input type="checkbox"/>

5. Compliance

Item	Information required	Tick
Notifiable incidents under <i>Work Health and Safety Act 2011</i>	Information about compliance with work health and safety laws during the reporting period. You will need to disclose information regarding the number of notified incidents involving a relevant worker.	<input type="checkbox"/>
Applications for compensation under the <i>Workers' Compensation and Rehabilitation Act 2003</i>	Information about compliance with workers' compensation laws during the reporting period. You will need to disclose information about the number of applications for compensation made by a relevant worker.	<input type="checkbox"/>
Compliance with relevant laws	Information about your compliance with relevant laws during the reporting period. This includes information about whether you have been convicted of an offence against a relevant law during the reporting period. Please note: conviction of an offence under a relevant law is also a prescribed change in circumstances, which you must report separately to us within 14 days.	<input type="checkbox"/>
Disciplinary action	Information regarding any disciplinary action or enforcement action taken, or started against, the licensee under a relevant law. This includes information about infringement notices, fines, and suspension or cancellation of another licence/accreditation.	<input type="checkbox"/>