

# Annual reporting - guide and checklist

## What is annual reporting?

Licensed labour hire providers must report every 12 months to the Labour Hire Licensing Authority (the Authority) their labour hire activities for the previous 12 months.

The licence holder has 28 days from the end of each reporting period to lodge their report. Your annual report due date can be found in your LHLO account.

It is a condition of every licence that the licence holder report their activities to the Authority every 12 months.

## What is the annual reporting guide?

This annual reporting guide is a 'checklist' that will help you collect the information you need to complete your annual reporting obligations. At the end of the guide there is a Document List that sets out the documents you may need to provide with the annual report.

This guide contains hyperlinks to information on the Authority's website for your convenience, but if you are using a printed version of this form you can find all the information at: <https://labourhireauthority.vic.gov.au/>.

## Who can complete the annual report on behalf of the licence holder?

The annual report must be completed by the licence holder's nominated officer. The nominated officer is required to complete the annual report through their LHLO account.

## What period does the reporting cover?

The reporting period covers the activity of the licensed provider for the previous 12 months.

## How to complete the annual report

To complete the annual report, the nominated officer will need to log into their LHLO account. The nominated officer will receive a notification to their email when it is time to lodge their annual report. The nominated officer will be required to answer questions and provide supporting documents about:

1. Taxation
2. WorkCover
3. Workers and location or work
4. Accommodation and Services
5. Visas
6. Industries
7. Industrial Instruments
8. Compliance history
9. Declarations
10. Lodgement

You can save and close the annual report at any stage, allowing you to resume later.

## Questions?

Further information can be found on the Authority's [website](#), or you can contact us on 1300 545 200 or by email to [enquiries@labourhireauthority.vic.gov.au](mailto:enquiries@labourhireauthority.vic.gov.au).

## Annual reporting checklist

Item	Information required	Tick
<b>1. LHLO account</b>		
Log into LHLO account	The <b>nominated officer</b> will need to log into their LHLO account to complete the annual report.	<input type="checkbox"/>
<p><b>Reminder:</b> Licence holders have 28 days from the end of each reporting period to lodge their report.</p> <p><b>Tip:</b> The nominated officer will also receive a notification to their email when it is time to lodge their annual report.</p>		
<b>2. Taxation</b>		
Registration with the ATO	You will need to state if the licence holder was registered with the Australian Tax Office (ATO) for: <ul style="list-style-type: none"> <li>• Goods and Services Tax (GST)</li> <li>• Pay As You Go withholding tax (PAYG)</li> <li>• Fringe Benefits Tax (FBT).</li> </ul>	<input type="checkbox"/>
<p><b>Tip 1:</b> If the licence holder was not required to be registered for these arrangements, you will still be able to complete the annual report, however the Authority may require you to provide further information.</p> <p><b>Tip 2:</b> Further information is available on the ATO website, linked below:            GST - <a href="https://www.ato.gov.au/business/gst/">https://www.ato.gov.au/business/gst/</a>            PAYG withholding - <a href="https://www.ato.gov.au/business/payg-withholding/">https://www.ato.gov.au/business/payg-withholding/</a>            FBT - <a href="https://www.ato.gov.au/General/Fringe-benefits-tax-(fbt)/">https://www.ato.gov.au/General/Fringe-benefits-tax-(fbt)/</a></p>		
<b>3. WorkCover</b>		
Registration with WorkSafe Victoria	<p><b>Registration with WorkSafe Victoria</b>            You will need to state whether the licence holder was registered with WorkSafe Victoria for WorkCover. If the licence holder was registered <b>attach a copy of the Certificate of Currency.</b></p> <p><b>WorkCover registration in another state or jurisdiction</b>            If you were not registered with WorkSafe Victoria for WorkCover but you were in another State or jurisdiction, you will be able to advise the Authority of this and attach a copy of the relevant Certificate of Currency.</p>	<input type="checkbox"/>
<p><b>Tip:</b> If the licence holder was not registered with WorkSafe Victoria for WorkCover or another State or Jurisdiction then you will be asked to provide the reason/s why. The Authority may require you to provide further information.</p>		
<b>4. Workers and Location</b>		
Number of workers supplied to hosts	You will need to provide the total number of workers supplied to hosts by the licence holder, and of those, how many were: <ul style="list-style-type: none"> <li>• Employees</li> <li>• independent contractors</li> <li>• have worked as both.</li> </ul> <p><b>List the numbers of workers that fit into each of these categories.</b></p>	<input type="checkbox"/>
Location of work	You will need to provide the location of where work was performed by workers that were supplied to hosts by the licence holder, the breakdown includes: <ul style="list-style-type: none"> <li>• Victoria</li> <li>• New South Wales</li> <li>• Australian Capital Territory</li> </ul>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>Northern Territory</li> <li>Western Australia</li> <li>Tasmania</li> <li>International</li> </ul> <p>If your workers were supplied for work in Victoria, you will also be asked to select the relevant Regions.</p> <p><b>List the regions and states you supplied workers to.</b></p>	<input type="checkbox"/>
<p><b>Tip 1:</b> For an interactive map to find regions by postcode of Victoria please visit <a href="#">Regional Development Victoria</a></p>		
<p><b>5. Accommodation and Services</b></p>		
Providing accommodation	You will need to confirm if the licence holder or any relevant person provided accommodation to its workers.	<input type="checkbox"/>
Other services or goods	You will need to confirm if the licence holder provided any other services or goods, such as transport, meals or equipment to its workers. You will be asked to describe these services and goods.	<input type="checkbox"/>
<p><b>List the goods and services provided, if applicable.</b></p>		
<p><b>6. Visas</b></p>		
Workers on visas	You will need to state whether any of the workers supplied to hosts by the licence holder held work visas, and the number of workers for each kind of visa.	<input type="checkbox"/>
	<p><b>List:</b></p> <ul style="list-style-type: none"> <li>All types of visas held by supplied workers, and</li> <li>the number of workers that hold each visa type.</li> </ul>	<input type="checkbox"/>
<p><b>7. Industries</b></p>		
Industry	You will need to select all the industries into which the licence holder has supplied workers to. You will be given a drop-down menu with a list of industries to choose from.	<input type="checkbox"/>
<p><b>List the industry classifications that best fit your circumstances.</b></p>		
<p><b>8. Industrial instruments</b></p>		
National Employment Standards (NES)	You will be asked to confirm that the licence holder complied with its obligations under the NES.	<input type="checkbox"/>
<p><b>Tip:</b> As an employer, you must comply with the NES. For further information, please visit the <a href="#">Fair Work Ombudsman</a> website. If you did not comply, the Authority may require you to provide further information.</p>		
Awards	You will be asked to select the majority of awards that applied to the licence holder's employees supplied to hosts. You will be given a drop-down menu with a list of industries to choose from.	<input type="checkbox"/>
<p><b>List the majority of awards that apply to the workers that were supplied to hosts.</b></p>		
<p><b>Tip 1:</b> Modern awards cover most employees. If you don't know which award applies to your employees, please visit the <a href="#">Fair Work Ombudsman</a> website.</p> <p><b>Tip 2:</b> If you select an award where it is possible, but not necessary to have a piece work agreement with your employees, you will be asked to confirm this information to the Authority. Please visits the <a href="#">Fair Work Ombudsman</a> website for more information.</p>		

<p><b>Tip 3:</b> If you select an award where it is possible, but not necessary to have payment by results (incentive payments) with your employees, you will be asked to confirm this information to the Authority.</p>		
Enterprise Agreements	<p>You will be asked to list all enterprise agreements that applied to the licence holder's employees supplied to hosts.</p> <p><b>List the enterprise agreements that applied to the workers you supplied to hosts.</b></p>	<input type="checkbox"/>
<p><b>Tip:</b> Enterprise agreements are collective agreements made at an enterprise level between employers and employees about terms and conditions of employment. For more information, please visit the <a href="#">Fair Work Commission</a> website.</p>		
Other	<p>If the licence holder's employees were not covered by an award or enterprise agreement, you will be asked to list the five most frequent occupations that were supplied to host.</p> <p><b>List the five most common occupations supplied to a host that were not covered by an award.</b></p>	<input type="checkbox"/>
Independent contractors	<p>If the licence holder's employees were independent contractors, you will be asked to list the five most frequent occupations that were supplied to host.</p> <p><b>List the five most common occupations supplied to a host that were independent contractors.</b></p>	<input type="checkbox"/>
<p><b>Tip:</b> It is unlawful to create sham contracting agreements within the meaning of the <i>Fair Work Act 2009</i>. While some arrangements mean workers can be described as independent contractors, most workers are covered by one of 150 awards. Please visit the <a href="#">Fair Work Ombudsman</a> website to find out which awards cover your workers.</p>		
<p>9. Compliance history</p>		
Investigations/proceedings	<p>You will be asked if there is or was any investigations or proceedings, or matters on foot in relation to an alleged contravention by or with the involvement of a relevant person, or a body corporate of which the relevant person is an officer of a <a href="#">labour hire industry law</a>; a <a href="#">workplace law</a>; or <a href="#">minimum accommodation standards</a>.</p>	<input type="checkbox"/>
<p><b>Tip 1:</b> Make sure you make all necessary and reasonable inquiries so that you can answer these questions accurately.</p> <p><b>Tip 2:</b> If applicable, you will need to provide the details of the contravention including who was involved and when it occurred. You may also upload documentation regarding the investigation/proceeding.</p>		
Occupational health and safety	<p>You will be asked if a relevant person, or a body corporate of which the relevant person is an officer of has been required to notify a regulator of an incident under a law relating to occupational health and safety.</p>	<input type="checkbox"/>
<p><b>Tip 1:</b> Make sure you make all necessary and reasonable inquiries so that you can answer these questions accurately.</p> <p><b>Tip 2:</b> If applicable, you will need to provide the details of the incident including who was involved and when it occurred. You may also upload documentation regarding the incident.</p>		
Workers' compensation	<p>You will be asked if a relevant person, or a body corporate of which the relevant person is an officer of has been the subject of a claim for compensation or damages under workers' compensation laws.</p>	<input type="checkbox"/>
<p><b>Tip 1:</b> Make sure you make all necessary and reasonable inquiries so that you can answer these questions accurately.</p> <p><b>Tip 2:</b> If applicable, you will need to provide the details of the incident including who was involved and when it occurred. You may also upload documentation regarding the incident.</p>		
<p>10. Declarations</p>		

Declarations accompanying annual reporting	<p>You will be asked to make the following declarations:</p> <ul style="list-style-type: none"> <li>You declare that the licence holder complied with all of the legal obligations set out in section 23 of the <i>Labour Hire Licensing Act 2018</i>;</li> <li>You act on behalf of the licence holder and have made all necessary and reasonable inquiries regarding matters of the annual report and the information or attachments accompanying the annual report; and</li> <li>You declare that the information provided in the annual report is true and correct.</li> </ul>	<input type="checkbox"/>
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**Tip 1:** If the licence holder did not comply with its legal obligations, you will be asked to outline why it did not comply.

#### 10. Lodgement

Lodge the annual report	<p>Prior to lodging your annual report, you will be asked to:</p> <ul style="list-style-type: none"> <li>Add your full name; and</li> <li>Add your role in the licence holder's business.</li> </ul> <p>When you are ready to lodge, press the "Lodge" button.</p>	<input type="checkbox"/>
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**Tip 1** Under section 87 of the *Labour Hire Licensing Act 2018* it is an offence to give to the Authority information that is believed to be false or misleading in a material particular, or to produce a document that you know to be false or misleading (without indicating the respect in which it is false or misleading, and if practicable providing the correct information.) Knowingly providing false or misleading information is subject to significant penalties.

It is important that you are satisfied the information you have included in the annual report is true and correct before you make the declarations.

## Document List for annual reporting

Item	Document	Tick
WorkCover	WorkCover Certificate of Currency (for Victoria, another State or Jurisdiction)	<input type="checkbox"/>
Investigations/ proceedings	Documents regarding the investigation or proceeding.	<input type="checkbox"/>
Occupational health and safety	Documents regarding the incident.	<input type="checkbox"/>
Workers' compensation	Documents regarding the incident.	<input type="checkbox"/>