

## Guidance for hotels and clubs: using labour hire services

All labour hire providers in Victoria must have a licence under the *Labour Hire Licensing Act 2018* (Vic). Businesses who supply security guards and crowd controllers, cleaning and domestic staff, or hospitality staff to hotels and clubs are some examples of labour hire providers.

Businesses who are 'hosts' under the *Labour Hire Licensing Act 2018* (Vic) such as hotels and clubs must only use licensed labour hire providers. If your labour hire provider subcontracts your work to another labour hire provider, they must be licensed too.

If a hotel or club engages an unlicensed labour hire provider, significant penalties of up to \$581,568 can apply.

Licensed labour hire providers can be found in the [Register of Licensed Labour Hire Providers](#). You can also use the [Follow My Providers](#) tool to see any changes in your labour hire providers' licence status – for example, you will be informed if their licence is suspended or cancelled.

### Things hosts can do to improve labour hire providers' compliance

Hosts such as hotels and clubs should have a written contract with each labour hire provider they engage that clearly identifies the legal person they are contracting with, including their ABN.

You should consider including clauses in your contracts that:

- require your labour hire providers to let you know when their licence is suspended or cancelled,
- limit subcontracting, or require your consent before a provider subcontracts out work,
- entitle you to obtain information and documents to verify that employees are being paid correctly, and there is no sham contracting.

You should also consider whether the amount you are paying your labour hire providers will allow them to meet their legal obligations, including wages, superannuation, leave entitlements (annual leave, personal leave, long service leave), workers' compensation insurance, payroll tax (if applicable) and GST.

### Any queries?



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**labourhireauthority.vic.gov.au**



Contact us on [1300 545 200](tel:1300545200) or [enquiries@labourhireauthority.vic.gov.au](mailto:enquiries@labourhireauthority.vic.gov.au) if you have concerns about whether your labour hire provider is complying with the *Labour Hire Licensing Act 2018* (Vic).

For more information or to subscribe to the Authority's newsletter visit [labourhireauthority.vic.gov.au/subscribe](https://labourhireauthority.vic.gov.au/subscribe). If you cannot find the information you are looking for, contact [enquiries@labourhireauthority.vic.gov.au](mailto:enquiries@labourhireauthority.vic.gov.au) or call 1300 545 200.

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