

# **Employment Agents Regulations 1976**

Compare between:

[01 Jul 2019, 05-k0-00] and [29 Sep 2020, 05-l0-00]

#### Employment Agents Act 1976

# **Employment Agents Regulations 1976**

#### 1. Citation

These regulations may be cited as the *Employment Agents Regulations 1976*-<sup>4</sup>.

#### 2. Term used: Form

In these regulations —

Form means a form set out in Schedule 1.

[Regulation 2 inserted: Gazette 22 Sep 2006 p. 4109.]

[3. Deleted: Gazette 22 Sep 2006 p. 4109.]

#### 4. Prescribed forms

(1) The application forms referred to in the first column hereunder shall be used for the purpose respectively specified in relation thereto in the second column.

#### **Application forms**

Form No.	Purpose	
1	General licence.	
2	Restricted licence.	
3	Interim licence.	
4	Duplicate licence.	

Form No.	Purpose
5	Transfer licence.
6	•
	restricted licence.

(2) The form of licence referred to in the first column hereunder shall be used for the purposes respectively specified in relation thereto in the second column.

#### Licences

- General licence.
   Restricted licence.
   Interim licence.
- (3) Where the transfer of a licence is consented to or ordered under the Act the order to be endorsed on the original licence shall be in the form of Form 10.
- 5. Application to be made with prescribed fee

An application for the grant, renewal or transfer of a licence shall be made to the Commissioner and shall be accompanied by the prescribed fee.

[Regulation 5 amended: Gazette 30 Dec 2004 p. 6918.]

[6, 7. Deleted: Gazette 18 Nov 2014 p. 4317.]

#### 8. Form of Register

The Register to be kept for the purposes of section 27 of the Act shall be in the form of Form 12.

[9. Deleted: Gazette 30 Dec 2004 p. 6918.]

#### 10. Prescribed fees

(1) The fees set out in the Table are payable with respect to the matters set out opposite them in the Table.

# **Table**

	Matter	Fee (\$)
1.	Application for grant of general licence for period not exceeding prescribed period	1 114.00
2.	Application for renewal of general licence for period not exceeding prescribed period	606.30
3.	Application for grant of restricted licence for period not exceeding prescribed period	1 012.40
4.	Application for renewal of restricted licence for period not exceeding prescribed period	750.90
5.	Application for renewal of general or restricted licence for period of 3 years	788.00
6.	Application for grant of interim licence	36.35
7.	Issue of duplicate licence	29.50
8.	Application for transfer of licence under section 19(6) of the Act	79.50
9.	Inspection of record under section 51 of the Act	14.80
10.	Inspection of Register	11.80

	Matter	Fee (\$)
11.	Copy (certified or uncertified) of individual registration in Register —	
	first page	12.20
	each subsequent page	2.30
12.	Copy (certified or uncertified) of all registrations in Register	115.50

- (1a) For the purposes of section 13 of the Act, (and subject to the transitional provisions in section 15 of the *Business Licensing Amendment Act 1995*), the following periods are prescribed
  - (a) section 13(1) a licence should not exceed 3 years in duration;
  - (b) section 13(1b) a licence may be renewed for 3 years.
- (1B) The penalty prescribed under section 13(2) of the Act for any late application for the renewal of a licence is 25% of the fee due for the granting of that renewal.
  - (2) Where a licence is granted to a natural person on behalf of a firm or of a body corporate and an application for the transfer of the licence relates only to the change of the name of that person on the licence no fee is payable; in any other case the Commissioner may fix such fee not exceeding \$329.00 as he considers appropriate in the circumstances of the case as the fee for the application.

[Regulation 10 inserted: Gazette 4 Nov 1983 p. 4467; amended: Gazette 30 May 1986 p. 1815; 4 Sep 1987 p. 3517; 22 Jul 1988 p. 2520; 30 Jun 1989 p. 1970; 1 Aug 1990 p. 3655; 13 Dec 1991 p. 6164-5; 14 Aug 1992 p. 4019-20; 30 Nov 1992 p. 6412-13; 29 Dec 1995 p. 6347-8; 12 Mar 1996 p. 893-4; 28 Jun 2002 p. 3055; 27 Jun 2003 p. 2548-9; 29 Jun 2004 p. 2512-13; 30 Dec 2004 p. 6918; 27 Jun 2006 p. 2272;

15 Jun 2007 p. 2773; 17 Jun 2008 p. 2550-1; 23 Jun 2009 p. 2440-1; 25 Jun 2010 p. 2846-7; 22 Jun 2011 p. 2348-9; 15 Jun 2012 p. 2587-8; 27 Jun 2013 p. 2679-80; 17 Jun 2014 p. 1965-6; 23 Jun 2015 p. 2173-4; 3 Jun 2016 p. 1760; 23 Jun 2017 p. 3238-9; 25 Jun 2018 p. 2341; 18 Jun 2019 p. 2098-9.]

#### 11. Offence

A person shall not make a false or misleading statement in any application made for the purposes of the Act.

#### 12. Infringement notices

- (1) The offences specified in Schedule 2 are offences for which an infringement notice may be issued under Part 2 of the *Criminal Procedure Act 2004*.
- (2) The modified penalty specified opposite an offence in Schedule 2 is the modified penalty for that offence for the purposes of section 5(3) of the *Criminal Procedure Act 2004*.
- (3) The Commissioner may, in writing, appoint persons or classes of persons to be authorised officers or approved officers for the purposes of Part 2 of the *Criminal Procedure Act 2004*.
- (4) The Commissioner is to issue to each authorised officer a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices.
- (5) For the purposes of the *Criminal Procedure Act* 2004
  - (a) an infringement notice is to be in the form of Form 13; and
  - (b) a withdrawal of infringement notice is to be in the form of Form 14.

[Regulation 12 inserted: Gazette 22 Sep 2006 p. 4109.]

#### Schedule 1 — Forms

[r. 3]

[Heading inserted: Gazette 22 Sep 2006 p. 4110.]

#### Form 1

Employment Agents Act 1976

#### APPLICATION FOR A GENERAL LICENCE

TO Comi	missio	ner for Consumer Protection <sup>21</sup> :	
1.	of	trading as	
		general licence to act as and carry on business of an employment.	
2.	†This	s application has been approved by the *firm/body corporate.	
3.		ness is proposed to be carried on at the following addresses: —	
4.	State name and address of 2 persons resident in Western Australia willing to act as character referees for the proposed licensee.		
	(a)	Full name  Residential  or  Business address  'Phone	
	(b)	Full name  Residential  or  Business address  'Phone	
[5.	delet	ed]	

6.	Does a person, firm or body corporate mention a licence under the Act? If so, give particular	* *
Dated	d this day of	20
		Signature of applicant.
† The	e consents to this a	pplication.
		* Seal of body corporate.
		* Signature of person authorised by firm.
	elete whichever not applicable.	
	[Form 1 amended: Gazette 30 Dec 2004 p. 1740; 18 Nov 2014 p. 4317.]	p. 6919; 20 Apr 2007

Employment Agents Act 1976

# APPLICATION FOR A RESTRICTED LICENCE

TO Com	missio	oner for Consumer Protection <sup>21</sup> :
1.	*I/Tl of herel for a agen	restricted licence to act as and carry on business of an employment t in the following parts of the State —  n relation to the following class or classes of business
2.	†Thi	s application has been approved of by the *firm/body corporate.
3.	Busi	ness is proposed to be carried on at the following addresses —
4. State name and address of 2 persons resident in Western Austral to act as character referees for the proposed licensee.		name and address of 2 persons resident in Western Australia willing t as character referees for the proposed licensee.
	(a)	Full name Residential or business address 'Phone
	(b)	Full name  Residential  or  business address
		'Phone
[5.	dele	ted]

6.	Does a person, firm or body corporate n a licence under the Act? If so, give parti	* *
Dated	this day of	20
		Signature of applicant.
† The	consents to t	his application.
		* Seal of body corporate.
		* Signature of person authorised by firm.
	ete whichever inapplicable. ete if not applicable.	
	[Form 2 amended: Gazette 30 Dec 2 p. 1740; 18 Nov 2014 p. 4317.]	2004 p. 6919; 20 Apr 2007

Employment Agents Act 1976

# APPLICATION FOR AN INTERIM LICENCE

TO Comr	nission	ner for Consumer Protection <sup>2</sup> 1:	
1.	*I/The trading as		
		interim licence to act as and carry on the business of an syment agent.	
2.		ircumstances to which this application relates are —	
3.	†This	application has been approved by the *firm/body corporate.	
4.	Business is proposed to be carried on at the following addresses —		
		name and address of 2 persons resident in Western Australia willing as referees for the proposed licensee —	
	(a)	Full name	
	(b)	Full name Residential or business address 'Phone	
[6.	delete	ed]	

7.	Does a person, firm or body corporate mentioned in this application hold a licence under the Act? If so, give particulars of the licence	
Date	d this day of	
		Signature of applicant.
† The	e consents to th	is application.
		* Seal of body corporate.
		* Signature of person authorised by firm.
	lete whichever inapplicable. lete if not applicable.	
	[Form 3 amended: Gazette 30 Dec 20	004 p. 6919; 20 Apr 2007

p. 1740; 18 Nov 2014 p. 4317.]

Employment Agents Act 1976

#### APPLICATION FOR A DUPLICATE LICENCE

TO Com	nmissioner for Consumer Protection <sup>21</sup> :	
1.	*I/The trading as  of being the holder of a Act hereby *apply/applies for the issue	'Phone licence under th
2.	The circumstances in which the licence follows: —	e was lost or destroyed are as
Date	ed this day of	
		Signature of applicant.
† Th	e consents to	this application.
		* Seal of body corporate.
		* Signature of person authorised by firm.
	elete whichever inapplicable. elete if not applicable.	
	[Form 4 amended: Gazette 30 Dec	2004 p. 6919; 20 Apr 2007

p. 1740.]

Employment Agents Act 1976

#### APPLICATION FOR TRANSFER OF LICENCE

TO Comr	nissio	ner for Consumer Protection <sup>21</sup> :
1.	of being Act I follo	trading as
2.	The l	licence is to be transferred to
3.	†Thi	s application has been approved by the *firm/body corporate.
4.	Busi	ness is to be carried on at the following addresses: —
5.		name and address of 2 persons resident in Western Australia willing tas referees of the proposed licensee.
	(a)	Full name  Residential  or business address  'Phone
	(b)	Full name  Residential  or business address  'Phone
[6.	dele	ted]

Form	5

7.	Does a person, firm or body corporate mentioned in this application hol a licence under the Act? If so, give particulars of the licence.	
Date	d this day of	20
	•	
		Signature of applicant.
† Th	e consents to the	nis application.
		* Seal of body corporate.
		* Signature of person authorised by firm.

[Form 5 amended: Gazette 30 Dec 2004 p. 6919; 20 Apr 2007 p. 1740; 18 Nov 2014 p. 4317.]

<sup>\*</sup> Delete whichever inapplicable.

<sup>†</sup> Delete if not applicable.

Employment Agents Act 1976

#### APPLICATION FOR A RENEWAL OF LICENCE

TO Con	mmissioner for Consumer Protection <sup>21</sup> :		
1.	*I/The trading as ofbeing the holder of a	. 'Phone licence under the	
2.	The business is proposed to be carried		
Date	ed this day of	20	
		Signature of applicant.	
		* Seal of body corporate.	
		* Signature of person authorised by firm.	
* De	elete whichever not applicable.		
	[Form 6 amended: Gazette 30 Dec 2004 p. 6919; 20 Apr 2007 p. 1740.]		

Employment Agents Act 1976

#### GENERAL LICENCE

This is to certify that
trading as
of
is licensed to carry on the business of an employment agent († on behalf of)
at the following places of business —
subject to the following conditions, limitations and restrictions: —
Date of issue:
Date of expiry:
Commissioner for Consumer
Protection $\frac{21}{2}$ .
† Delete if not applicable.

[Form 7 amended: Gazette 30 Dec 2004 p. 6919; 20 Apr 2007 p. 1740.]

Employment Agents Act 1976

#### RESTRICTED LICENCE

This is to certify that trading as
of
in the following parts of Western Australia: —
and in relation to the following class or classes of business: —
at the following places of business: —
subject to the following conditions, limitations and restrictions: —
Date of issue:  Date of expiry:
Commissioner for Consumer Protection <sup>21</sup> .
† Delete if not applicable.

[Form 8 amended: Gazette 30 Dec 2004 p. 6919; 20 Apr 2007

Compare 01 Jul 2019 [05-k0-00] / 29 Sep 2020 [05-l0-00] Published on www.legislation.wa.gov.au

p. 1740.]

Employment Agents Act 1976

#### **INTERIM LICENCE**

This is to certify that
trading as
of
s licensed to carry on business as an employment agent on behalf of
t the following places of business for a period of
subject to the conditions, limitations
nd restrictions set out in the licence issued to
and to the following conditions, limitations and restrictions:
Date of issue:
Date of expiry:
Commissioner for Consumer
Protection $\frac{21}{2}$ .

[Form 9 amended: Gazette 30 Dec 2004 p. 6919; 20 Apr 2007 p. 1740.]

#### TRANSFER ENDORSEMENT

This licence is transferred to .		
shall henceforth have the sole Act.	•	
Dated the	day of	20
		sioner for Consumer Protection <sup>21</sup> .
* Dalata whichaver is not ann	dicable	

[Form 10 amended: Gazette 30 Dec 2004 p. 6919; 20 Apr 2007 p. 1740.]

[Form 11 deleted: Gazette 18 Nov 2014 p. 4317.]

<sup>\*</sup> Delete whichever is not applicable.

orm 12

# Employment Agents Act 1976

REGISTER OF EMPLOYMENT AGENTS

Business Name
Address of Principal Place of Business
Address of Other Places of Business

ion or der	Date	
Cancellation or Surrender	S	
C	C	
n of Body	To	
Disqualification of Person, Firm or Body Corporate	From	
Disqu Person, C	Name	
sion	To	
Suspension of Licence	From	
	Particulars of Conditions, Limitations or Restrictions	
	Name of Firm or Body Corporate on behalf whom	
CE	Name of Natural Person to whom Granted	
LICENCE	Type— Gen Rest. Int.	
	Date Express	
	Date Granted or Renewed	
	No	

	gents Act 1976	Infringement	
Infringement		notice no.	
Alleged	Name: Family name		
offender	Given names		
	or Company name		
		CN	
	Address		
		ostcode	
Alleged	Description of offence		
offence			
	Employment Agents Act 1976 s.		
		ime a.m./p.m.	
	Modified penalty \$		
Officer	Name		
issuing notice	<u> </u>		
	Office		
Date	Date of notice / /20		
Notice to	It is alleged that you have committed the above offence.		
alleged	If you do not want to be prosecuted in court for the offence,		
offender	pay the modified penalty within 28 days after the date of this		
	notice.		
	How to pay		
	<b>By post:</b> Send a cheque or money order (payable to		
	'Approved Officer — Employment Agents Act 1976')		
	to:		
Approved Officer — Employment Agents Act 19			
Department of Mines, Industry Regulation and			
	Locked Bag 14 Cloisters Squ	are	
	Perth WA 6850		
	In person: Pay the cashier at:		
	Department of Mines, Industry Regulation and Safety [street address to be inserted]		
	If you do not pay the modified penalty within 28 days, you		
	may be prosecuted or enforcement action may be taken under		
	the Fines, Penalties and Infringement Notices Enforcement		
Act 1994. Under that Act, some or all of the following ac		· ·	
may be taken — your driver's licence may be suspended.			
	your-vehicle licence may be suspended or cancelled; your		

details may be published on a website; you may be disqualified from holding or obtaining a driver's licence or vehicle licence, your vehicle may be immobilised or have its number plates removed; your details may be published on a website, your earnings or bank accounts may be garnished, and your property may be seized and sold.

If you need more time to pay the modified penalty, you can apply for an extension of time by writing to the Approved Officer at the above postal address.

If you want this matter to be dealt with by prosecution in court, sign here

and post this notice to the Approved Officer at the above postal address within 28 days after the date of this notice.

[Form 13 inserted: Gazette 22 Sep 2006 p. 4110; amended: Gazette 20 August 2013 p. 3830; 18 Nov 2014 p. 4317; 2 Oct 2018 p. 3795; SL 2020/163 r. 24.]

Employment Agents Act 1976 Withdrawal of infringement notice Withdrawal of infringement notice			
Alleged	Name: Family name	I	
offender	Given names		
	or Company name	1 CD 1	
	A 11	ACN	
	Address	D 4 1	
T. C	T.C.	Postcode	
Infringement	Infringement notice no.		
notice	Date of issue / /20		
Alleged offence	Description of offence		
	Employment Agents Act 1976 s.		
	Date / /20	Time a.m./p.m.	
Officer	Name		
withdrawing	Signature		
notice	Office		
Date		/20	
Withdrawal of			
infringement	withdrawn.		
notice	If you have already paid the modified penalty for the		
	alleged offence you are entitled to a	refund.	
	* Your refund is enclosed.		
[*delete whichever	or		
is not applicable]	* If you have paid the modified penalty but a refund is		
	not enclosed, to claim your refund sign this notice and		
	post it to:		
	Approved Officer — Employment Agents		
	Act 1976		
	Department of Mines, Industry Regulation and		
Safety			
	Locked Bag 14 Cloisters S	Square	
Perth WA 6850			
	Signature	/ /20	

[Form 14 inserted: Gazette 22 Sep 2006 p. 4111; amended: Gazette 2 Oct 2018 p. 3795.]

# Schedule 2 — Prescribed offences and modified penalties

[r. 12]

[Heading inserted: Gazette 22 Sep 2006 p. 4111.]

Offences under Employment Agents Act 1976				
s. 12(1)	Carrying on business as an employment agent without a licence \$100			
s. 12(4)	Carrying on business as an employment agent —			
	(a) under unlicensed name			
	(b) at unlicensed address\$100			
	(c) when licence is not in force \$100			
	(d) in relation to unlicensed class of business \$100			
	(e) contrary to condition, limitation or restriction in licence			
s. 46(6)	Failing to keep records\$100			

[Schedule 2 inserted: Gazette 22 Sep 2006 p. 4111.]

# **Notes**

<sup>+</sup>— This is a compilation of the *Employment Agents Regulations 1976* and includes the amendments made by the other written laws referred to in the following table. The table also contains. For provisions that have come into operation, and for information about any reprint reprints, see the compilation table.

# **Compilation table**

azette (3)
2)
2)
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2)
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Compare 01 Jul 2019 [05-k0-00] / 29 Sep 2020 [05-l0-00]

Compilation table

Citation	Gazettal Publi shed	Commencement
Reprint of the <i>Employment Agents is</i> amendments listed above)	Regulations 1976 a	s at 30 Sep 1997 (includes
Employment Agents Amendment Regulations 2002	28 Jun 2002 p. 3054-5	1 Jul 2002 (see r. 2)
Employment Agents Amendment Regulations 2003	27 Jun 2003 p. 2548-9	1 Jul 2003 (see r. 2)
<b>Reprint 2: The </b> <i>Employment Agents</i> amendments listed above)	Regulations 1976	as at 6 Feb 2004 (includes
Employment Agents Amendment Regulations 2004	29 Jun 2004 p. 2512-13	1 Jul 2004 (see r. 2)
Employment Agents Amendment Regulations (No. 2) 2004	30 Dec 2004 p. 6918-20	1 Jan 2005 (see r. 2 and <i>Gazette</i> 31 Dec 2004 p. 7130)
Employment Agents Amendment Regulations (No. 2) 2006	27 Jun 2006 p. 2271-2	1 Jul 2006 (see r. 2)
Employment Agents Amendment Regulations 2006	22 Sep 2006 p. 4108-11	22 Sep 2006 (see r. 2(a))
<b>Reprint 3: The </b> <i>Employment Agents</i> (includes amendments listed above)	Regulations 1976	as at 20 Oct 2006
Employment Agents Amendment Regulations 2007	20 Apr 2007 p. 1739-40	20 Apr 2007
Employment Agents Amendment Regulations (No. 2) 2007	15 Jun 2007 p. 2772-3	r. 1 and 2: 15 Jun 2007 (see r. 2(a)); Regulations other than r. 1 and 2: 1 Jul 2007 (see r. 2(b))
Employment Agents Amendment Regulations 2008	17 Jun 2008 p. 2550-1	r. 1 and 2: 17 Jun 2008 (see r. 2(a)); Regulations other than r. 1 and 2: 1 Jul 2008 (see r. 2(b))
Employment Agents Amendment Regulations 2009	23 Jun 2009 p. 2439-41	r. 1 and 2: 23 Jun 2009 (see r. 2(a)); Regulations other than r. 1 and 2: 1 Jul 2009 (see r. 2(b))
<b>Reprint 4: The </b> <i>Employment Agents</i> (includes amendments listed above)	Regulations 1976	as at 21 Aug 2009
Employment Agents Amendment Regulations 2010	25 Jun 2010 p. 2845-7	r. 1 and 2: 25 Jun 2010 (see r. 2(a)); Regulations other than r. 1 and 2: 1 Jul 2010 (see r. 2(b))

Citation	Gazettal Publi shed	Commencement				
Employment Agents Amendment Regulations 2011	22 Jun 2011 p. 2347-9	r. 1 and 2: 22 Jun 2011 (see r. 2(a)); Regulations other than r. 1 and 2: 1 Jul 2011 (see r. 2(b))				
Employment Agents Amendment Regulations 2012	15 Jun 2012 p. 2587-8	r. 1 and 2: 15 Jun 2012 (see r. 2(a)); Regulations other than r. 1 and 2: 1 Jul 2012 (see r. 2(b))				
Employment Agents Amendment Regulations (No. 2) 2013	27 Jun 2013 p. 2679-80	r. 1 and 2: 27 Jun 2013 (see r. 2(a)); Regulations other than r. 1 and 2: 1 Jul 2013 (see r. 2(b))				
Employment Agents Amendment Regulations 2013	20 Aug 2013 p. 3830	r. 1 and 2: 20 Aug 2013 (see r. 2(a)); Regulations other than r. 1 and 2: 21 Aug 2013 (see r. 2(b) and Gazette 20 Aug 2013 p. 3815)				
Reprint 5: The Employment Agents Regulations 1976 as at 2 May 2014 (includes amendments listed above)						
Employment Agents Amendment Regulations 2014	17 Jun 2014 p. 1965-6	r. 1 and 2: 17 Jun 2014 (see r. 2(a)); Regulations other than r. 1 and 2: 1 Jul 2014 (see r. 2(b))				
Employment Agents Amendment Regulations (No. 2) 2014	18 Nov 2014 p. 4317	r. 1 and 2: 18 Nov 2014 (see r. 2(a)); Regulations other than r. 1 and 2: 19 Nov 2014 (see r. 2(b) and Gazette 18 Nov 2014 p. 4315)				
Employment Agents Amendment Regulations 2015	23 Jun 2015 p. 2173-4	r. 1 and 2: 23 Jun 2015 (see r. 2(a)); Regulations other than r. 1 and 2: 1 Jul 2015 (see r. 2(b))				
Commerce Regulations Amendment (Fees and Charges) Regulations 2016 Pt. 9	3 Jun 2016 p. 1745-73	1 Jul 2016 (see r. 2(b))				
Commerce Regulations Amendment (Fees and Charges) Regulations 2017 Pt. 11	23 Jun 2017 p. 3213-52	1 Jul 2017 (see r. 2(b))				
Commerce and Industrial Relations Regulations Amendment (Fees and Charges) Regulations 2018 Pt. 10	25 Jun 2018 p. 2325-53	1 Jul 2018 (see r. 2(b))				

Citation	Gazettal Publi shed	Commencement
Commerce and Industrial Relations Regulations Amendment (Administration) Regulations 2018 Pt. 3	2 Oct 2018 p. 3794-6	3 Oct 2018 (see r. 2(b))
Commerce Regulations Amendment (Fees and Charges) Regulations 2019 Pt. 10	18 Jun 2019 p. 2077-115	1 Jul 2019 (see r. 2(b))
2		
Commerce Regulations Amendment (Infringement Notices) Regulations 2020 Pt. 12	SL 2020/163 25 Sep 2020	29 Sep 2020 (see r. 2(b) and SL 2020/159 cl. 2(a))

#### **Other notes**

Under the *Consumer Affairs Act 1971* s. 4(3), references, however expressed, in any other Act or in any regulation, notice, proclamation, or statutory instrument of any kind made, published or in force under that or any other Act to the Commissioner for Consumer Protection are, unless the context requires otherwise, read and construed as references to the Commissioner for Fair Trading as defined by the *Consumer Affairs Act 1971*.

The Machinery of Government (Miscellaneous Amendments) Act 2006 s. 151(5) provides that a reference to the Commissioner for Fair Trading is to have effect as if it had been amended to be a reference to the Commissioner as defined by the Consumer Affairs Act 1971.