

Western Australia

## **Employment Agents Regulations 1976**

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## **Employment Agents Regulations 1976**

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## Employment Agents Regulations 1976

### 1. Citation

These regulations may be cited as the *Employment Agents Regulations 1976*<sup>1</sup>.

### 2. Principal Act

In these regulations the *Employment Agents Act 1976* is referred to as “**the Act**”.

### 3. Forms set out in Schedule

The forms prescribed for the purposes of the Act are set out in the Schedule to these regulations.

### 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.
5. ....	Transfer licence.

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6. .... Renewal of a general or 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**

7. .... General licence.  
8. .... Restricted licence.  
9. .... 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 in Gazette 30 Dec 2004 p. 6918.]*

**6. Notice of application**

The notice of application to be published pursuant to section 18(4) of the Act shall be in the form of Form 11.

**7. Notice of objection**

A notice of objection to the grant, renewal or transfer of a licence is not required to be given in a prescribed form.

**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. Repealed in Gazette 30 Dec 2004 p. 6918.]*

**10. Prescribed fees**

- (1) The fees set out in the Table to this subregulation shall be paid with respect to the matters set out opposite them in that Table.

**Table**

	\$
Grant of a general licence for a period not exceeding the prescribed period .....	1 220.00
Renewal of a general licence for a period not exceeding the prescribed period .....	911.00
Grant of a restricted licence for a period not exceeding the prescribed period .....	1 220.00
Renewal of a restricted licence for a period not exceeding the prescribed period .....	911.00
Renewal of a general or a restricted licence for a period of 3 years .....	911.00
Application for an interim licence .....	31.00
Duplicate licence .....	52.50
Application for transfer of licence under section 19(6) of the Act .....	57.00
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 .....	
Inspection of record under section 51 of the Act .....	12.00
Inspection of the Register .....	23.50
Copy (certified or uncertified) of an individual registration in the Register —	
first page .....	23.50
each subsequent page .....	4.80
Copy (certified or uncertified) of all registrations in the Register .....	303.00

- (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 —

**r. 11**

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- (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.
- (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 \$300 as he considers appropriate in the circumstances of the case as the fee for the application.

*[Regulation 10 inserted in Gazette 4 Nov 1983 p. 4467; amended in 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.]*

**11. Offence**

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



**Schedule**

**Form 1**

*Employment Agents Act 1976*

**APPLICATION FOR A GENERAL LICENCE**

TO  
Commissioner for Fair Trading:

1. \*I/The ..... trading as .....  
of ..... 'Phone .....  
hereby \*apply/applies on behalf of .....  
.....  
for a general licence to act as and carry on business of an employment  
agent.
2. †This application has been approved by the \*firm/body corporate.
3. Business 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. Attached is a page of the newspaper .....  
.....  
in which an advertisement of the notice of intention to apply for a licence  
was published pursuant to section 18 of the Act.

**Schedule**

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6. Does a person, firm or body corporate mentioned in this application hold a licence under the Act? If so, give particulars of the licence.

Dated this ..... day of ..... 20.....

.....  
Signature of applicant.

† The ..... consents to this application.

\* Seal of body corporate.

\* Signature of person  
authorised by firm.

\* Delete whichever not applicable.

† Delete if not applicable.

*[Form 1 amended in Gazette 30 Dec 2004 p. 6919.]*

Form 2

Employment Agents Act 1976

APPLICATION FOR A RESTRICTED LICENCE

TO

Commissioner for Fair Trading:

1. \*I/The ..... trading as .....  
of ..... 'Phone .....  
hereby \*apply/applies on behalf of .....  
.....  
for a restricted licence to act as and carry on business of an employment  
agent in the following parts of the State —  
.....  
.....  
and in relation to the following class or classes of business .....  
.....  
.....
2. †This application has been approved of by the \*firm/body corporate.
3. Business 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 .....

**Schedule**

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5. Attached is a page of the newspaper .....  
.....  
in which an advertisement of the intention to apply for a licence was  
published pursuant to section 18 of the Act.

6. Does a person, firm or body corporate mentioned in this application hold  
a licence under the Act? If so, give particulars of the licence.

Dated this ..... day of ..... 20.....

.....  
Signature of applicant.

† The ..... consents to this application.

\* Seal of body corporate.

\* Signature of person  
authorised by firm.

\* Delete whichever inapplicable.

† Delete if not applicable.

*[Form 2 amended in Gazette 30 Dec 2004 p. 6919.]*

Form 3

Employment Agents Act 1976

APPLICATION FOR AN INTERIM LICENCE

TO

Commissioner for Fair Trading:

1. \*I/The ..... trading as .....  
of ..... 'Phone .....  
hereby \*apply/applies on behalf of .....  
.....  
for an interim licence to act as and carry on the business of an  
employment agent.
2. The circumstances 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 —  
.....  
.....
5. State name and address of 2 persons resident in Western Australia willing  
to act as referees for the proposed licensee —
  - (a) Full name .....  
Residential .....  
or  
business address .....  
'Phone .....
  - (b) Full name .....  
Residential .....  
or  
business address .....  
'Phone .....

**Schedule**

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6. Attached is a page of the newspaper .....  
.....  
in which an advertisement of the notice of intention to apply for a licence  
was published pursuant to section 18 of the Act.

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 .....  
.....

Dated this ..... day of ..... 20.....

.....  
Signature of applicant.

† The ..... consents to this application.

\* Seal of body corporate.

\* Signature of person  
authorised by firm.

\* Delete whichever inapplicable.

† Delete if not applicable.

*[Form 3 amended in Gazette 30 Dec 2004 p. 6919.]*

**Form 4**

*Employment Agents Act 1976*

**APPLICATION FOR A DUPLICATE LICENCE**

TO

Commissioner for Fair Trading:

1. \*I/The ..... trading as .....  
of ..... 'Phone .....  
being the holder of a ..... licence under the  
Act hereby \*apply/applies for the issue of a duplicate of that licence.
2. The circumstances in which the licence was lost or destroyed are as  
follows: —  
.....

Dated this ..... day of ..... 20.....

.....  
Signature of applicant.

† The ..... consents to this application.

\* Seal of body corporate.

\* Signature of person  
authorised by firm.

\* Delete whichever inapplicable.

† Delete if not applicable.

*[Form 4 amended in Gazette 30 Dec 2004 p. 6919.]*

**Schedule**

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**Form 5**

*Employment Agents Act 1976*

**APPLICATION FOR TRANSFER OF LICENCE**

TO

Commissioner for Fair Trading:

1. \*I/The ..... trading as .....  
of ..... 'Phone .....  
being the holder of a ..... licence under the  
Act hereby \*apply/applies for the transfer of the licence because of the  
following circumstances: —  
.....  
.....
2. The licence is to be transferred to .....  
.....  
.....
3. †This application has been approved by the \*firm/body corporate.
4. Business is to be carried on at the following addresses: —  
.....  
.....
5. State name and address of 2 persons resident in Western Australia willing  
to act as referees of the proposed licensee.
  - (a) Full name .....  
Residential .....  
or  
business address .....  
'Phone .....
  - (b) Full name .....  
Residential .....  
or  
business address .....  
'Phone .....



Schedule

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6. Attached is a page of the newspaper .....  
.....  
in which an advertisement of the notice of intention to transfer the  
licensee was published pursuant to section 18 of the Act.

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.

Dated this ..... day of ..... 20.....

.....  
Signature of applicant.

† The ..... consents to this application.

\* Seal of body corporate.

\* Signature of person  
authorised by firm.

\* Delete whichever inapplicable.

† Delete if not applicable.

*[Form 5 amended in Gazette 30 Dec 2004 p. 6919.]*

**Schedule**

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**Form 6**

*Employment Agents Act 1976*

**APPLICATION FOR A RENEWAL OF LICENCE**

TO

Commissioner for Fair Trading:

1. \*I/The ..... trading as .....  
of ..... 'Phone .....  
being the holder of a ..... licence under the  
Act hereby \*apply/applies for the renewal of the licence.
2. The business is proposed to be carried on at the following addresses: —  
.....  
.....  
.....

Dated this ..... day of ..... 20.....

.....  
Signature of applicant.

\* Seal of body corporate.

\* Signature of person  
authorised by firm.

\* Delete whichever not applicable.

*[Form 6 amended in Gazette 30 Dec 2004 p. 6919.]*

Form 7

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 Fair Trading.

† Delete if not applicable.

[Form 7 amended in Gazette 30 Dec 2004 p. 6919.]

**Schedule**

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**Form 8**

*Employment Agents Act 1976*

**RESTRICTED LICENCE**

This is to certify that .....  
..... trading as .....  
of .....  
is licensed to carry on business as an employment agent  
(† on behalf 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 Fair Trading.

† Delete if not applicable.

*[Form 8 amended in Gazette 30 Dec 2004 p. 6919.]*

**Form 9**

*Employment Agents Act 1976*

**INTERIM LICENCE**

This is to certify that .....  
..... trading as .....  
of .....  
is licensed to carry on business as an employment agent on behalf of .....  
.....  
at the following places of business for a period of .....  
..... subject to the conditions, limitations  
and restrictions set out in the licence issued to .....  
.....  
and to the following conditions, limitations and restrictions: .....  
.....  
.....

Date of issue: .....

Date of expiry: .....

.....  
Commissioner for Fair Trading.

*[Form 9 amended in Gazette 30 Dec 2004 p. 6919.]*

**Schedule**

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**Form 10**

**TRANSFER ENDORSEMENT**

This licence is transferred to .....  
..... trading as ..... \*who/which  
shall henceforth have the sole right to use and exercise the same subject to the  
Act.

Dated the ..... day of ..... 20.....

.....  
Commissioner for Fair Trading.

\* Delete whichever is not applicable.

*[Form 10 amended in Gazette 30 Dec 2004 p. 6919.]*

**Form 11**

*EMPLOYMENT AGENTS ACT 1976*

TAKE NOTICE THAT ..... trading as .....  
of .....  
is to apply for a ..... licence to carry  
on business as an employment agent at .....  
.....

ANY PERSON who desires to object to the grant of a licence should lodge a notice in writing with the Commissioner, within 14 days of the date of this publication stating in sufficient details the grounds of the objection and is also required to serve a copy of such notice of objection on the applicant or his authorised representative.

.....  
Signature.

*[Form 11 amended in Gazette 30 Dec 2004 p. 6920.]*

## Schedule

## Form 12

*Employment Agents Act 1976***REGISTER OF EMPLOYMENT AGENTS**

Business Name .....

Address of Principal Place of Business .....

Address of Other Places of Business .....

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



*[Form 13 deleted in Gazette 30 Dec 2004 p. 6920.]*

**Notes**

- <sup>1</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 information about any reprint.

**Compilation table**

<b>Citation</b>	<b>Gazettal</b>	<b>Commencement</b>
<i>Employment Agents Regulations 1976</i>	10 Sep 1976 p. 3386-93	1 Nov 1976 (see <i>Gazette</i> 24 Sep 1976 p. 3493)
Untitled regulations	30 Dec 1977 p. 4765	30 Dec 1977
<i>Employment Agents Amendment Regulations 1980</i>	26 Sep 1980 p. 3356	1 Nov 1980 (see r. 2)
<i>Employment Agents Amendment Regulations 1981</i>	23 Oct 1981 p. 4428	1 Dec 1981 (see r. 2)
<i>Employment Agents Amendment Regulations 1983</i>	4 Nov 1983 p. 4467	1 Dec 1983 (see r. 2)
<i>Employment Agents Amendment Regulations 1986</i>	30 May 1986 p. 1815-16	1 Jul 1986 (see r. 2)
<i>Employment Agents Amendment Regulations 1987</i>	4 Sep 1987 p. 3517	4 Sep 1987
<i>Employment Agents Amendment Regulations 1988</i>	22 Jul 1988 p. 2520	22 Jul 1988
<i>Employment Agents Amendment Regulations 1989</i>	30 Jun 1989 p. 1969-70	1 Jul 1989 (see r. 2)
<i>Employment Agents Amendment Regulations 1990</i>	1 Aug 1990 p. 3655	1 Aug 1990
<i>Employment Agents Amendment Regulations 1991</i>	13 Dec 1991 p. 6164-5	13 Dec 1991
<i>Employment Agents Amendment Regulations 1992</i>	14 Aug 1992 p. 4019-20	14 Aug 1992
<i>Employment Agents Amendment Regulations 1993</i>	30 Nov 1993 p. 6412-13	30 Nov 1993
<i>Employment Agents Amendment Regulations 1995</i>	29 Dec 1995 p. 6347-8	1 Jan 1996 (see r. 2)
<i>Employment Agents Amendment Regulations 1996</i>	12 Mar 1996 p. 893-4	12 Mar 1996
<b>Reprint of the <i>Employment Agents Regulations 1976</i> as at 30 Sep 1997</b> (includes amendments listed above)		

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<b>Citation</b>	<b>Gazettal</b>	<b>Commencement</b>
<i>Employment Agents Amendment Regulations 2002</i>	28 Jun 2002 p. 3054-5	1 Jul 2002 (see r. 2)
<i>Employment Agents Amendment Regulations 2003</i>	27 Jun 2003 p. 2548-9	1 Jul 2003 (see r. 2)
<b>Reprint 2: The <i>Employment Agents Regulations 1976</i> as at 6 Feb 2004</b> (includes amendments listed above)		
<i>Employment Agents Amendment Regulations 2004</i>	29 Jun 2004 p. 2512-13	1 Jul 2004 (see r. 2)
<i>Employment Agents Amendment Regulations (No. 2) 2004</i>	30 Dec 2004 p. 6918-20	1 Jan 2005 (see r 2 and <i>Gazette</i> 31 Dec 2004 p. 7130)
<i>Employment Agents Amendment Regulations (No. 2) 2006</i>	27 Jun 2006 p. 2271-2	1 Jul 2006 (see r. 2)

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<sup>2</sup> Footnote no longer applicable.

<sup>3</sup> Now the Minister for Consumer and Employment Protection.