

South Australia

# Employment Agents Registration Regulations 2025

under the *Employment Agents Registration Act 1993*

---

## Contents

- 1 Short title
- 2 Commencement
- 3 Interpretation
- 4 Employment agent
- 5 Employment contract
- 6 Application for licence
- 7 Application for renewal of licence
- 8 Notice of employment agent's scale of fees
- 9 Prescribed form for statement
- 10 Exemption of premises from Act

Schedule 1—Forms

Schedule 2—Repeal of *Employment Agents Registration Regulations 2010*

Legislative history

---

### 1—Short title

These regulations may be cited as the *Employment Agents Registration Regulations 2025*.

### 2—Commencement

These regulations come into operation on the day on which they are made.

### 3—Interpretation

In these regulations—

*Act* means the *Employment Agents Registration Act 1993*;

*domestic partner* means a person who is a domestic partner within the meaning of the *Family Relationships Act 1975*, whether declared as such under that Act or not;

*spouse*—a person is the spouse of another if they are legally married.

### 4—Employment agent

An organisation or association is excluded from the definition of *employment agent* in section 3 of the Act insofar as it administers a group training scheme jointly funded by the Commonwealth and State Governments for—

- (a) the procurement of apprentices or trainees for persons who desire to employ or engage such persons in any kind of work; or

- (b) the procurement of employment for apprentices or trainees.

## 5—Employment contract

A contract, arrangement or understanding (not being a contract of service) for the engagement of a worker by an employer to perform remunerated work for the employer is excluded from the definition of **employment contract** in section 3 of the Act if the yearly remuneration payable to the worker is, in a financial year, not less than the **high income threshold** (within the meaning of the *Fair Work Act 2009* of the Commonwealth) applying under that Act for that financial year.

## 6—Application for licence

- (1) Pursuant to section 7(1)(c)(i) of the Act, the following persons are disqualified from giving a character reference for an applicant for a licence:
  - (a) a person who has, within the previous 5 years, been convicted of an offence—
    - (i) in connection with the promotion, operation or management of a business; or
    - (ii) involving fraud or dishonesty; or
  - (b) a person who is an associate of the applicant.
- (2) For the purposes of subregulation (1)(b), a person is an **associate** of an applicant if—
  - (a) they are partners; or
  - (b) they are both involved in the same business; or
  - (c) they are both directors of the same company; or
  - (d) they are both trustees or beneficiaries of the same trust, or 1 is a trustee and the other is a beneficiary of the same trust; or
  - (e) 1 is a spouse, domestic partner, parent, grandparent, child or grandchild of the other.
- (3) Pursuant to section 7(3) of the Act, an applicant that is a body corporate must furnish 2 character references for the natural person who is to act as the manager of the relevant business.
- (4) A character reference must be in the form set out in Schedule 1 Form 1.
- (5) For the purposes of section 7(4) of the Act, an application for a licence must be advertised at least once in a newspaper circulating generally throughout the State.
- (6) For the purposes of section 7(8) of the Act, the period of 1 month is prescribed.

## 7—Application for renewal of licence

For the purposes of section 9(2) of the Act, the prescribed number of days is 14.

## 8—Notice of employment agent's scale of fees

The form of a notice under section 19(1) of the Act is as set out in Schedule 1 Form 2.

## 9—Prescribed form for statement

The prescribed form for a statement under section 20(4) of the Act is as set out in Schedule 1 Form 3.

## 10—Exemption of premises from Act

Premises that are—

- (a) located at a place of business of an employer in order to facilitate the employment of people to work at that place; and
- (b) used by an employment agent on a temporary basis only, or that are only staffed by an employment agent on a part-time or casual basis,

are exempted from the operation of sections 16, 17 and 19 of the Act.

## Schedule 1—Forms

### Form 1—Character reference

#### *Employment Agents Registration Act 1993, section 7*

This reference relates to an application for a licence as an employment agent under section 7 of the *Employment Agents Registration Act 1993*.

Name of applicant for licence:

Describe how you know the applicant and your relationship to them (if any):

The applicant is required (under section 7 of the Act) to be a fit and proper person to hold a licence. Specify any details within your knowledge relating to the applicant's conduct and character that you consider may be relevant to this requirement:

The applicant or a person employed by the applicant is required (under section 7 of the Act) to have sufficient knowledge and experience for the purpose of properly operating or managing the business of an employment agent. Specify any details within your knowledge relating to the applicant's knowledge and experience that you consider may be relevant to this requirement:

Specify any other details that you consider may be relevant to the application:

Your details:

Name:

Address:

Occupation:

Signature:

Date:

*Note to person completing this form: Please make sure you are not disqualified from providing a character reference for an applicant (see regulation 6(1) of the Employment Agents Registration Regulations 2025).*

### Form 2—Notice of employment agent's scale of fees

#### *Employment Agents Registration Act 1993, section 19*

Name of employment agent:

The fees to be charged by this employment agent in procuring workers for a person who desires to employ or engage others in any kind of work are as follows: *[specify scale of fees]*

The fees to be charged by this employment agent in procuring employment for a person who desires to be employed or engaged by others in any kind of work are—

- (a) as follows [*specify scale of fees*]\*; or
- (b) as negotiated between the employment agent and the person\*.

Signature of employment agent\*\*:

Date:

*\*Delete whichever of paragraph (a) or (b) is not applicable.*

*\*\*If the employment agent is a body corporate, the signature must be that of the natural person acting as the manager of the business carried on by the employment agent.*

### **Form 3—Prescribed form for statement**

#### ***Employment Agents Registration Act 1993, section 20(4)***

Name and business address of employer\*:

*\*"Employer" is defined in the Act as a person by whom a worker is employed under an employment contract, or for whom work is done by a worker under an employment contract.*

Location at which worker must first attend for purposes of employment:

Indicate whether the *Return to Work Act 2014* will apply in relation to the worker YES/NO

Indicate whether the following types of insurance will be paid by the employer in relation to the worker:

Workers compensation YES\*/NO

Public liability YES\*/NO

Car insurance YES\*/NO

Other YES\*/NO

*\* If "YES", please specify details*

Indicate whether the worker will pay income tax through the employer (ie PAYE) YES/NO [*if "NO", please specify details of arrangements*]

Indicate whether the worker will be covered by the following kinds of awards or agreements:

Federal award YES\*/NO

State award YES\*/NO

Enterprise agreement YES\*/NO

*\* If "YES", please specify name of award or agreement*

Indicate whether superannuation benefits will be paid by the employer YES/NO [*if "YES", please specify details of scheme including whether it is a Commonwealth or State scheme*]

Indicate whether the worker will be entitled to any of the following types of paid leave that will accrue during the employment:

Annual leave YES\*/NO

Sick leave YES\*/NO

Parental leave YES\*/NO

Other YES\*/NO

*\* If "YES", please specify details including yearly entitlement*

Indicate whether any expenses will be reimbursed by the employer in relation to the worker  
YES/NO [*if "YES", please specify details including amounts*]:

Details of person completing this statement:

Name:

Signature:

Date:

*Note to worker: It is recommended that you verify the information contained in this statement with your employer.*

## **Schedule 2—Repeal of *Employment Agents Registration Regulations 2010***

The *Employment Agents Registration Regulations 2010* are repealed.

## **Legislative history**

### **Notes**

- For further information relating to the Act and subordinate legislation made under the Act see the Index of South Australian Statutes or [www.legislation.sa.gov.au](http://www.legislation.sa.gov.au).

### **Principal regulations**

Year	No	Reference	Commencement
2025	71	<i>Gazette 31.7.2025 p2882</i>	31.7.2025: r 2