Labour Supply/Hire

Guidelines

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# Introduction

The method that ReturnToWorkSA (RTWSA) uses for classifying labour supply (labour hire) employers and registered group training organisations (GTOs) is to align with the industries of their host employers.

This means each South Australian Industry Classification (SAIC) for a host employer must be added to the registration as an additional location. The location address will show as head office in all instances.

* Each SAIC (location) will only be registered once even if there are multiple host employers with the same SAIC. This means that 1 SAIC = 1 location
* A separate SAIC (721201 - Labour Supply Services) will be registered for remuneration to be declared for your own administrative staff.
* Businesses that provide recruitment services at the same location will have a separate location registered for remuneration to be declared for these staff under SAIC 721201 - Labour Supply Services
* Claims will be allocated against the relevant location corresponding to the SAIC of the host employer where the work injury occurred

# Administration requirements for employers

You need to regularly advise RTWSA of new SAIC requirements (locations) for your registration. RTWSA will not automatically recalculate your premium when this occurs, unless you instruct us to do so or the change results in a significant premium impact.

Whenever you advise RTWSA about a new host employer/location/SAIC to be added to your registration, we will confirm the details of the relevant SAIC to you on an Industry Premium Rate Schedule. This will include the location number, SAIC number and title and the relevant Industry Premium Rate.

Employer Remuneration Returns will need to have remuneration broken down for each location/SAIC. Remuneration information must be kept in relation to each location/SAIC. Any accounts and other information required to be kept must be within South Australia and in the English language. RTWSA’s online service is available for provision of your remuneration returns and reconciliation statements.

It is important that you check your Employer Claims Summary Report each quarter to ensure that claims have been accurately coded against the correct location/SAIC of the host employer where the injury occurred. You must ensure that accurate location numbers corresponding with host employer SAIC’s are recorded at Section 5A of any claim forms that are lodged with your claims agent. Any queries or discrepancies should be followed up with your claims agent.

# Online SAIC Search facility

To assist with identifying the SAIC that is applied to the relevant location of your host employer, an online SAIC search facility is available. This can be accessed using our Online services at [www.rtwsa.com](http://www.rtwsa.com)

To use this facility you will require your username and password. If you don’t have a username and password, click the register here link or call us on 13 18 55.

# Helpful hints - classification and calculation of premium for labour supply (labour hire) & GTO employers

* Establish the SAIC code corresponding to the client or prospective client location to which your own workers are to be supplied or expected to be supplied. This is obtained by using the online SAIC search facility that is available from our website. We recommend that you review the SAICs of your host employers at least once each financial year as a client’s SAIC code may change from time to time.
* Match the SAIC code of the client location to which your own workers are to be supplied against your registration, ensuring there is a location registered for the relevant SAIC code. Each SAIC code for a host employer is added to your employer registration as an additional location, however each SAIC code should only be accounted for once. This means that one SAIC equals one location. An additional location needs to be added if the relevant SAIC code is not already registered.
* Allocate each worker supplied or expected to be supplied to each client (prospective client) on the basis of the client’s SAIC code.
* Include the remuneration paid to or for the benefit of a worker with that of all workers assigned to each relevant location/SAIC. If the worker is later placed with a host employer location with a different SAIC, the remuneration must then be assigned to the relevant location/SAIC at that time.
* Include the remuneration paid in respect to all workers engaged in ‘ancillary unit’ or support activity (labour hire agency’s own administrative staff) against the location with SAIC 721201 - Labour Supply Services. If you are providing recruitment or employment placement services at that location, then these workers should be accounted for under SAIC 721201- Labour Supply Services.
* When completing your Employer Remuneration Return, if you have notpaid workers at a particular location/SAIC please submit a $nil return for this location. There is no need to cancel a location that you may require at a later time.

# Supply of workers to a client not registered with RTWSA

Where a client or prospective client is not registered as an employer with RTWSA, or you cannot locate the details of a host employer using the online SAIC search, please send an email with the details to [premium@rtwsa.com](mailto:premium@rtwsa.com) or call us on 13 18 55. You will need to be a RTWSA authorised contact person for your business for the information to be provided to you over the phone.

# Information for Group Training Organisations (GTO’s) only

Registered GTOs will continue to maintain two employer registrations. The apprentice/trainee registration will require the SAICs of all host employers to whom apprentices and trainees are provided. Remuneration totals, will need to be maintained for each SAIC.

SAIC 721201 – Labour Supply Services, will be applied to the general employer registration. All claims for apprentices and trainees should be coded against the relevant SAIC corresponding with the host employer location where the work injury occurred.