



Authorising Law: *Private Employment Agents (Code of Conduct) Regulation 2015*  
Section 29  
Purpose: Information Statement for Work Seekers  
(Models and Performers)  
Form Number: PEA 2  
Version: 6

## **Private Employment Agents Act 2005** **Private Employment Agents (Code of Conduct) Regulation 2015**

### **Information Statement for Work Seekers** **(Models and Performers)**

Your relationship with a private employment agent is regulated by a number of Commonwealth and State laws, in particular the *Private Employment Agents Act 2005* and the *Private Employment Agents (Code of Conduct) Regulation 2015* (the Code).

Prior to providing you with placement and employment services, we are obliged as a private employment agent, to provide you, as a work seeker, with the following information:

- **We must not charge you a fee for finding, or attempting to find work for you in contravention of section 400 of the *Industrial Relations Act 2016*.**
  - An agent must not charge you more than the following fees:
    - o 10% of the gross amount payable to you for the work, or
    - o For live theatre, live musical or live variety work (excluding work involving film, television or electronic media) - 10% of the gross amount payable to you for the work, reducing to 5% after 5 weeks.
  - Note:** The gross amount payable does not include meal or travel allowances, holiday pay, long service leave, superannuation, rehearsal payments or irregular overtime or penalty payments.
  - Your agent can charge more than these fees only if you have accepted in writing a management agreement, under which you must be provided with at least 4 of these additional services:
    - o Handling of your business affairs;
    - o Providing accounting advice;
    - o Publicising and promoting you;
    - o Providing ancillary services;
    - o Providing continuing career or artistic advice; and
    - o Representing you in negotiations with media, entertainment workers or the public.
  - Within 7 days of your agent receiving money on your behalf, you must receive that payment.
  - Within 10 days of your agent receiving any payments on your behalf, you must receive a statement showing the amount received by your agent and the amount paid to you.
  - Your agent must not as a condition of finding or attempting to find you work, charge a fee for preparing a résumé or portfolio or for providing advice, assistance or training in interview preparation.
  - Your agent must not as a condition of finding or attempting to find you work, require you to use other services or resources either provided by them or through a person or company they nominate. If you choose to use a supplier they nominate, your agent must not accept a financial benefit from that person or company;
- **We and our employees have a working knowledge of State and Commonwealth legislation affecting the placement and employment of work seekers.**

- **We will ensure that all placements are made in accordance with any relevant legislative requirements.**
  - Your agent must act in an honest, ethical and professional manner in dealings with you.
  - Your agent must exercise reasonable skill and care in the conduct of their business.
  - Your agent must not do anything that may unfairly jeopardise your current work or future work opportunities.
  - Your agent must give you accurate advice about employment options, including - but not limited to - current industry information.
  - Your agent must not use information about, or provided by, you for a purpose other than for finding you work or in any way contrary to your written permission.
  - Your agent must provide you with information about work conditions, nature of the work, rates of pay or pay arrangements within 5 days of receiving the information
  
- **If you believe that your agent has acted illegally, inappropriately or in a false or misleading way, you may obtain information about action that may be taken from the Office of Industrial Relations, GPO Box 69 Brisbane Qld 4001, Telephone (07) 3406 9999.**

I, \_\_\_\_\_  
 (Name)

of \_\_\_\_\_  
 (Address)

acknowledge receiving and reading a copy of this "Information Statement for Work Seekers".

Signed \_\_\_\_\_

Date \_\_\_\_\_

The Office of Industrial Relations recommends that this document be retained on file by the private employment agent and that a copy is given to the work seeker.

**(Details of Agent giving this Information Statement)**

Agent's Name: \_\_\_\_\_

Agent's Address: \_\_\_\_\_  
 \_\_\_\_\_

Agent's Telephone Number: \_\_\_\_\_