



Australian Capital Territory

Long Service Leave (Portable Schemes) Act 2009

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Authorised by the ACT Parliamentary Counsel

About this republication

The republished law

This is a republication of the *Long Service Leave (Portable Schemes) Act 2009* (including any amendment made under the *Legislation Act 2001*, part 11.3 (Editorial changes)) as in force on 1 July 2012. It also includes any commencement, amendment, repeal or expiry affecting this republished law to 1 July 2012.

The legislation history and amendment history of the republished law are set out in endnotes 3 and 4.

Kinds of republications

The Parliamentary Counsel's Office prepares 2 kinds of republications of ACT laws (see the ACT legislation register at www.legislation.act.gov.au):

- authorised republications to which the *Legislation Act 2001* applies
- unauthorised republications.

The status of this republication appears on the bottom of each page.

Editorial changes

The *Legislation Act 2001*, part 11.3 authorises the Parliamentary Counsel to make editorial amendments and other changes of a formal nature when preparing a law for republication. Editorial changes do not change the effect of the law, but have effect as if they had been made by an Act commencing on the republication date (see *Legislation Act 2001*, s 115 and s 117). The changes are made if the Parliamentary Counsel considers they are desirable to bring the law into line, or more closely into line, with current legislative drafting practice.

This republication includes amendments made under part 11.3 (see endnote 1).

Uncommenced provisions and amendments

If a provision of the republished law has not commenced, the symbol **U** appears immediately before the provision heading. Any uncommenced amendments that affect this republished law are accessible on the ACT legislation register (www.legislation.act.gov.au). For more information, see the home page for this law on the register.

Modifications

If a provision of the republished law is affected by a current modification, the symbol **M** appears immediately before the provision heading. The text of the modifying provision appears in the endnotes. For the legal status of modifications, see the *Legislation Act 2001*, section 95.

Penalties

At the republication date, the value of a penalty unit for an offence against this law is \$110 for an individual and \$550 for a corporation (see *Legislation Act 2001*, s 133).



Australian Capital Territory

Long Service Leave (Portable Schemes) Act 2009

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Australian Capital Territory

Long Service Leave (Portable Schemes) Act 2009

An Act to provide for the portability of long service entitlements in certain industries, and for other purposes

Part 1 Preliminary

1 Name of Act

This Act is the *Long Service Leave (Portable Schemes) Act 2009*.

3 Dictionary

The dictionary at the end of this Act is part of this Act.

Note 1 The dictionary at the end of this Act defines certain terms used in this Act, and includes references (*signpost definitions*) to other terms defined elsewhere in this Act.

For example, the signpost definition '*reviewable decision*, for part 9 (Notification and review of decisions)—see section 80.' means that the term 'reviewable decision' is defined in that section for part 9.

Note 2 A definition in the dictionary (including a signpost definition) applies to the entire Act unless the definition, or another provision of the Act, provides otherwise or the contrary intention otherwise appears (see Legislation Act, s 155 and s 156 (1)).

4 Notes

A note included in this Act is explanatory and is not part of this Act.

Note See the Legislation Act, s 127 (1), (4) and (5) for the legal status of notes.

5 Offences against Act—application of Criminal Code etc

Other legislation applies in relation to offences against this Act.

Note 1 Criminal Code

The Criminal Code, ch 2 applies to all offences against this Act (see Code, pt 2.1).

The chapter sets out the general principles of criminal responsibility (including burdens of proof and general defences), and defines terms used for offences to which the Code applies (eg **conduct**, **intention**, **recklessness** and **strict liability**).

Note 2 Penalty units

The Legislation Act, s 133 deals with the meaning of offence penalties that are expressed in penalty units.

Part 2 Key concepts

6 What is a *covered industry*?

Each of the following is a *covered industry*:

- (a) the building and construction industry;
- (b) the contract cleaning industry;
- (c) the community sector industry.

Note 1 Building and construction industry—see sch 1, s 1.3.

Note 2 Contract cleaning industry—see sch 2, s 2.3.

Note 3 Community sector industry—see sch 3, s 3.3.

7 Who is an *employer*?

- (1) An *employer*, for a covered industry, is a person engaged in the industry in the ACT who—
 - (a) employs someone else (whether in the ACT or elsewhere) to carry out work in the industry; or
 - (b) is declared to be an employer for the industry under section 11 (Declarations by Minister—coverage of Act).
- (2) Also, a person is an *employer* for a covered industry if—
 - (a) the person engages someone else (the *worker*) under a contract for services to perform work in the industry for a person mentioned in subsection (1); and

- (b) there is no contract to perform the work between the worker and the person for whom the work is performed.

Note This section does not make an employment agent the employer of those for whom the agency finds work if the workers are engaged directly by the person for whom the work is to be performed.

- (3) However, the following are not *employers*:

- (a) the Territory;
- (b) the Commonwealth;
- (c) the Australian National University;
- (d) the University of Canberra;
- (e) for a stated covered industry—an entity prescribed in the covered industry schedule for the covered industry;
- (f) a person prescribed by regulation.

Note *Covered industry schedule*—see the dictionary.

8 Who is a *worker*?

Each of the following is a *worker* for a covered industry:

- (a) an employee for the industry;
- (b) a contractor for the industry.

Note An individual may be declared by the Minister to be an employee or a contractor for a covered industry (see s 11).

9 Who is an *employee*?

- (1) An individual is an *employee* for a covered industry if the individual is—
 - (a) employed by an employer for the industry (whether in the ACT or elsewhere); or
 - (b) declared to be an employee for the industry under section 11.

(2) In this section:

employed includes employed as—

- (a) a full-time employee; or
- (b) a part-time employee; or
- (c) a casual employee; or
- (d) a person remunerated at piecework rates or completely or partly by commission; or
- (e) an apprentice.

Note For this Act, an individual declared to be an employee of a stated employer is taken to be employed by the employer (see s 11 (3)).

10 Who is a **contractor**?

- (1) An individual (other than an employee) is a **contractor** for a covered industry if the individual—
 - (a) carries out work in the industry for another person for fee or reward on the individual's own account; or
 - (b) is declared to be a contractor for the industry under section 11.
- (2) Also, an individual who is a working director of an employer for a covered industry is taken to be a **contractor** for the industry.

11 Declarations by Minister—coverage of Act

- (1) The Minister may declare, for this Act—
 - (a) a person to be an employer for a covered industry; or
 - (b) an individual to be a contractor for a covered industry; or
 - (c) an individual to be an employee, or an employee of a stated employer, for a covered industry; or
 - (d) work, or an activity, to be work in a covered industry.

- (2) The Minister may also declare, for this Act—
- (a) a person not to be an employer for a covered industry; or
 - (b) an individual not to be a contractor for a covered industry; or
 - (c) an individual not to be an employee, or an employee of a stated employer, for a covered industry; or
 - (d) work, or an activity, not to be work in a covered industry.
- (3) An individual declared to be an employee of a stated employer is taken to be employed by the employer.
- (4) A declaration is a disallowable instrument.

Note A disallowable instrument must be notified, and presented to the Legislative Assembly, under the Legislation Act.

12 **What is a *service period*?**

- (1) A *service period* of a person who is a registered worker for a covered industry is a period—
- (a) starting on the day when the person becomes a worker for an employer for the industry (and is not already a worker for another employer for the industry); and
 - (b) stopping on the day when the person next stops being a worker for an employer for the industry (and is not a worker for another employer for the industry).
- (2) For subsection (1), the continuity of the service period of a person who stops being a worker for an employer for the covered industry, but on the next day becomes a worker for another employer for the industry, is not interrupted by the change of employer.

- (3) For subsection (1), a person stops being an employee for an employer for the covered industry (the *former employer*) if, for the employee's next service period (the *later period*)—
- (a) any return under section 49 (Quarterly returns by employers) by the former employer shows no ordinary remuneration for the employee in the later period; or
 - (b) if the employee had 2 or more employers for the industry for the later period—no return under section 49 by any former employer shows any ordinary remuneration for the employee in the later period.
- (4) Despite subsection (1), a registered worker's service period is taken to include any day when the worker does not carry out work because—
- (a) of incapacity for an injury for which the worker is entitled to compensation under the *Workers Compensation Act 1951* by an employer; or
 - (b) if the worker is an employee—the employee has not been dismissed by an employer to ensure that the employee does not take long service leave while in the employer's employment; or
 - (c) if the worker is a contractor—the contractor's engagement by the employer is ended to ensure that the contractor does not take long service leave while engaged by the employer.
- (5) For this section, a person is taken to become a worker on the person's registration day as a worker.

Note **Registration day**—see s 15.

13 When is work outside the ACT work?

- (1) Work carried out by an employee outside the ACT is taken to be **work** in a covered industry if the work would, if carried out in the ACT be work in the covered industry and the employer—
 - (a) gives the authority a quarterly return under section 49 (Quarterly returns by employers) in relation to the work; and
 - (b) pays the authority the levy payable by the employer under section 50 (Levy payments by employers) for the quarter.
- (2) Work carried out by a contractor outside the ACT is taken to be **work** in a covered industry if the work would, if carried out in the ACT be work in the industry and the contractor—
 - (a) gives the authority a quarterly return under section 54 (Quarterly returns by contractors) in relation to the work; and
 - (b) pays the authority the levy payable by the contractor under section 55 (Levy payments by contractors) for the quarter.

Note 1 Work, or an activity, may be declared to be work in a covered industry (see s 11).

Note 2 **Building and construction work**—see sch 1, s 1.3.

Note 3 **Cleaning work**—see sch 2, s 2.2.

Note 4 **Community sector work**—see sch 3, s 3.2.

14 Meaning of day

- (1) In this Act:
day—
 - (a) in relation to a worker covered by an award or agreement—has the same meaning as in the award or agreement; or
 - (b) in relation to a worker to whom a declaration under subsection (2) applies—means the period stated in the declaration; or

- (c) in any other case—means 24 hours.
- (2) For this Act, the Minister may declare a stated period to be a day for a worker unless the work is covered by an award.
- (3) A declaration is a notifiable instrument.

Note A notifiable instrument must be notified under the Legislation Act.

15 Meaning of *registration day*

In this Act:

registration day—

- (a) for a worker who applies to be registered under section 40—means the day the application for registration as a worker for a covered industry was received by the registrar; and
- (b) for a person for whom a direction is made under section 45 (3) (b)—means the day the direction is given; and
- (c) for an employer who is registered—means the day the application for registration as an employer for a covered industry was received by the registrar.

Part 3 Administration

Division 3.1 The authority, governing board and staff

Note The governance of territory authorities, including the Long Service Leave Authority, is regulated by the *Financial Management Act 1996* (the *FMA*), pt 9 as well as the Act that establishes them.

The FMA, pt 9 deals, for example, with the corporate status of territory authorities and their powers, the make-up of governing boards, the responsibilities of the governing board and board members, how governing board positions can be ended, meetings of governing boards and conflicts of interest.

16 Establishment of authority

The Long Service Leave Authority (the *authority*) is established.

17 Authority not territory instrumentality etc

The authority is not a territory instrumentality and does not represent the Territory.

18 Functions of authority

(1) The authority has the following functions:

- (a) administering the long service leave benefits schemes established under this Act;
- (b) making payments under this Act;
- (c) keeping the employers registers and workers registers for covered industries;
- (d) any other function given to the authority under this Act or another territory Law.

Note A provision of a law that gives an entity (including a person) a function also gives the entity powers necessary and convenient to exercise the function (see Legislation Act, s 196 and dict, pt 1, def *entity*).

(2) To avoid any doubt, the authority may exercise its functions inside and outside the ACT, including in a foreign country.

19 Delegation by authority

The authority may delegate the authority's functions to the registrar or a public servant.

Note For the making of delegations and the exercise of delegated functions, see the Legislation Act, pt 19.4.

20 Establishment of governing board

The authority has a governing board.

Note An appointment of a governing board member is an appointment under this section (see *Financial Management Act 1996*, s 78 (5) (b)).

21 Governing board members

- (1) The governing board has at least 3 members and not more than 7 members.

Note 1 The chair of the governing board must be appointed under the *Financial Management Act 1996*, s 79.

Note 2 The chief executive officer of the authority is appointed by the governing board after consulting with the responsible minister (see *Financial Management Act 1996*, s 80 (2)).

Note 3 The registrar is a member of the governing board and is the chief executive officer of the authority (see dict, def *registrar* and *Financial Management Act 1996*, s 80 (4)).

- (2) The governing board must have the following members:
- (a) at least 1 member appointed to represent employer organisations for the covered industries;
 - (b) at least 1 member appointed to represent employee organisations for the covered industries;
 - (c) at least 1 other member who is not appointed to represent an employer or employee organisation.

Note One of the members mentioned in par (c) is the deputy chair (see s 22).

- (3) In appointing the members for subsection (2) (a) and (b), the Minister must, as far as reasonably practicable, ensure that there is equal representation for employer organisations and employee organisations.
- (4) The chair of the governing board must not be a member mentioned in subsection (2) (a) or (b).

- (5) A member of the governing board must not be appointed for a term longer than 5 years.

Note A person may be reappointed to a position if the person is eligible to be appointed to the position (see Legislation Act, s 208 and dict, pt 1, def ***appoint***).

- (6) The Minister may, under the Legislation Act, section 209, appoint a person to act as a member.

- (7) The registrar is a non-voting member of the governing board.

Note The *Financial Management Act 1996*, s 95 (2) and s 96 (1) deal with non-voting members of governing boards.

22 Deputy chair

The Minister must appoint a member of the governing board mentioned in section 21 (2) (c) as the deputy chair.

Note A deputy chair is appointed under the *Financial Management Act 1996*, s 79.

23 Deputy registrar

- (1) The director-general must appoint a public servant to be deputy registrar for the authority.

Note 1 The registrar is the chief executive officer of the authority (see dict, def ***registrar*** and *Financial Management Act 1996*, s 80 (4)).

Note 2 For the making of appointments (including acting appointments), see the Legislation Act, pt 19.3.

Note 3 In particular, an appointment may be made by naming a person or nominating the occupant of a position (see Legislation Act, s 207).

- (2) If the registrar is absent or cannot for any reason exercise the functions of the registrar, the deputy registrar must act as registrar.

Note The Legislation Act, div 19.3.2A deals with standing acting arrangements.

24 Functions of governing board

The governing board has the following functions:

- (a) making recommendations to the Minister under section 51 (Determination of levy—employers) and section 56 (Determination of levy—contractors);
- (b) recommending to the Minister laws to be declared to be corresponding laws under section 87 (Declaration of corresponding laws);
- (c) any other function given to the governing board under this Act or another territory law.

Note The governing board also has functions under the *Financial Management Act 1996*.

25 Arrangements for staff

- (1) The authority may arrange with the director-general to use public servants in the administrative unit under the director-general's control.

Note The director-general means the director-general of the administrative unit responsible for this section (see Legislation Act, s 163 (References to a *director-general* or *the director-general*)). Administrative units are established under the administrative arrangements (see *Public Sector Management Act 1994*, s 13).

- (2) The *Public Sector Management Act 1994* applies to the management by the authority of public servants who are the subject of an arrangement under subsection (1).

Division 3.2 Finances

26 Money of authority

The money of the authority consists of—

- (a) amounts received by the authority under section 51 (Determination of levy—employers) and section 56 (Determination of levy—contractors); and
- (b) income derived from the investment of money of the authority; and
- (c) amounts borrowed for, and lent to, the authority by the Treasurer under the *Financial Management Act 1996*, section 59 (Borrowing by territory authorities); and
- (d) any other amounts paid to the authority.

27 Application of authority money

The money of the authority must be applied only—

- (a) in payment or discharge of the costs, expenses or other obligations of the authority under this Act; or
- (b) in payment of remuneration and allowances payable to anyone appointed or employed under this Act.

28 Authority money—separate funds for covered industries

- (1) The authority must establish and keep a separate fund for money of the authority in relation to each covered industry.
- (2) The money of the authority must be kept and applied in a way that enables the money of the authority that relates to each covered industry to be separately identified.

29 3-yearly investigation by actuary

- (1) The governing board must appoint an actuary for this Act.

Note 1 For the making of appointments (including acting appointments), see the Legislation Act, pt 19.3.

Note 2 For example, an appointment may be made by naming a person or nominating the occupant of a position (see Legislation Act, s 207).

Note 3 Certain Ministerial appointments require consultation with an Assembly committee and are disallowable (see Legislation Act, div 19.3.3).

- (2) The actuary must conduct an investigation of the state and adequacy of the money of the authority—
- (a) if asked by the governing board; and
 - (b) at least once every 3 years.
- (3) The actuary must report the results of the investigation to the governing board and state whether, in the actuary's opinion, any reduction or increase is necessary in the rates of levies payable to the authority by employers or contractors under this Act.
- (4) The actuary must give the Minister a copy of each report under this section.

Part 4 Registration

Division 4.1 Registration of employers

30 Employers registration

- (1) The authority must keep a register of registered employers for each covered industry (an *employers register*).
- (2) The register may be kept in any form, including electronically, that the authority decides.
- (3) The registrar may correct a mistake, error or omission in the employers register.
- (4) The registrar may change a detail included in the register to keep the register up-to-date.

31 Application for registration by employers

- (1) An employer for a covered industry must apply to the registrar for registration as an employer for the covered industry not later than—
 - (a) 1 month after becoming an employer for the industry; or
 - (b) the end of any additional time the registrar allows.

Maximum penalty: 50 penalty units.

Note 1 Under this part, applications may be made, and notice may be given, electronically in certain circumstances (see *Electronic Transactions Act 2001*).

Note 2 If a form is approved under s 92 for an application, the form must be used.

- (2) An offence against this section is a strict liability offence.
- (3) The registrar may allow additional time for subsection (1) before or after the end of the 1-month period mentioned in subsection (1) (a).

32 Dealing with applications for registration as employer

- (1) This section applies if a person applies to the registrar under section 31 for registration as an employer for a covered industry.
- (2) The registrar must—
 - (a) register the person as an employer for the industry if satisfied the person is an employer for the industry; or
 - (b) in any other case—refuse to register the person as an employer for the industry.

34 Registration as employer

A person is registered as an employer for a covered industry when the registrar enters the following particulars in the employers register for the industry:

- (a) the person's name and address;
- (b) the person's trading name (if any);
- (c) the person's ABN (if any);
- (d) the address of the person's principal place of business;
- (e) if the person is a corporation—the corporation's ACN;
- (f) the person's registration day as an employer;
- (g) any other relevant particulars the governing board reasonably directs.

Note **Registration day**—see s 15.

35 Certificate of registration for employers

- (1) The registrar must give a person registered as an employer for a covered industry a certificate of registration that includes—
 - (a) the registration particulars mentioned in section 34; and

(b) the person's registration day.

Note 1 The certificate must be given to the employer as soon as possible after the employer is registered (see Legislation Act, s 151B).

Note 2 **Registration day**—see s 15.

Note 3 If a form is approved under s 92 for a certificate, the form must be used.

- (2) If satisfied that an employer's certificate of registration has been stolen, lost or destroyed, the registrar must give the employer a replacement certificate of registration.

Note A fee may be determined under s 91 for this provision.

- (3) An employer's certificate of registration is evidence of the matters stated in the certificate.

36 Registered employer to notify change of details

- (1) If the details shown on a registered employer's certificate of registration change, the employer must, not later than 7 days after the day the change happens—
- (a) tell the registrar, in writing, of the change; and
 - (b) return the certificate to the registrar.

Maximum penalty: 5 penalty units.

- (2) An offence against this section is a strict liability offence.
- (3) The registrar must give the employer an amended certificate of registration.

37 Appeals against refusal to register as employer

- (1) This section applies if the registrar refuses to register a person as an employer under section 32 (Dealing with applications for registration as employer).

- (2) The applicant for registration may apply to the governing board for review of the registrar’s decision.

Note If a form is approved under s 92 for an application, the form must be used.

- (3) The application must be in writing and be made not later than 2 months after the day notice of the decision is received by the applicant.

- (4) If an application is made under subsection (2), the governing board must—

(a) if satisfied that the person to whom the application relates is an employer for a covered industry—direct the registrar to register the person as an employer for the covered industry; or

(b) in any other case—confirm the registrar’s decision to refuse registration.

- (5) The governing board must give the applicant written notice of the decision not later than 7 days after the day the decision is made.

Note For how documents may be given, see the Legislation Act, pt 19.5.

38 Order to apply for registration

- (1) If a court convicts a person, or finds the person guilty, of an offence against section 31 (Application for registration by employers), the court may, in addition to imposing a penalty on the person, order the person to—

(a) apply to the registrar for registration as an employer for a covered industry within a stated time; and

(b) pay the governing board the amount that would have been payable by the person under section 50 (Levy payments by employers) or section 55 (Levy payments by contractors) if the person had complied with this Act since becoming an employer.

- (2) A person who contravenes an order under subsection (1) commits an offence.

Maximum penalty: 100 penalty units, imprisonment for 1 year or both.

Division 4.2 Registration of workers

39 Workers register

- (1) The authority must keep a register of registered workers for each covered industry (a *workers register*).
- (2) The register may be kept in any form, including electronically, that the authority decides.
- (3) The registrar may correct a mistake, error or omission in the workers register.
- (4) The registrar may change a detail included in the register to keep the register up-to-date.

40 Applications for registration by workers

A person may apply to the registrar for registration as a worker for a covered industry.

Note If a form is approved under s 92 for an application, the form must be used.

41 Application by employers for registration of employee

- (1) This section applies if a person—
- (a) is an employee of an employer for a covered industry; and
- (b) is not registered under this Act; and
- (c) does not apply for registration under section 40 before the end of 3 months after the day the person starts to work for the employer.

- (2) The employer must register the employee at the time the employer next submits a quarterly return under section 49 (Quarterly returns by employers).

Note If a form is approved under s 92 for this provision, the form must be used.

42 Dealing with applications for registration as worker

- (1) This section applies if—
- (a) a person applies under section 40 for registration as a worker for a covered industry; or
 - (b) an employer applies under section 41 for the registration of a person as a worker for a covered industry.
- (2) The registrar must—
- (a) if satisfied that the person is a worker for the covered industry—register the person as a worker for the industry; or
 - (b) in any other case—refuse to register the person as a worker for the industry.

43 Notice of registrar decisions

- (1) The registrar must, not later than 7 days after making a decision under section 42, give written notice of the decision to—
- (a) the applicant for registration; and
 - (b) for an employer application—the person in relation to whom the application was made.

Note For how documents may be given, see the Legislation Act, pt 19.5.

- (2) If the registrar's decision is to register the person as a worker for a covered industry, the notice must state the person's registration day.
- (3) If the registrar's decision is to refuse to register the person as a worker, the notice must include—

- (a) an explanation for the decision; and
- (b) a statement of the effect of section 45.

44 Registrar may register employee without application

The registrar may register a person as a worker if—

- (a) the registrar becomes aware of information (other than because of an application under section 40) indicating that a person is, or was, a worker for a covered industry; and
- (b) the registrar is satisfied that the employee should be registered as a worker for the industry.

Example

a return under s 49 shows the person as an employee for a covered industry

Note An example is part of the Act, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

45 Appeals against refusal to register as worker

- (1) This section applies if the registrar refuses to register a person as a worker for a covered industry under section 42 (Dealing with applications for registration as worker).
- (2) The following people may apply to the governing board for review of the registrar's decision:
 - (a) the applicant for registration;
 - (b) for an employer application—the person in relation to whom the application was made.

Note If a form is approved under s 92 for this provision, the form must be used.

- (3) If an application is made under subsection (2), the governing board must—
 - (a) confirm the registrar's decision to refuse registration; or

- (b) direct the registrar to register the person as a worker.
- (4) The governing board must give the person written notice of the decision not later than 7 days after the day the decision is made.

46 Registration as worker

A person is registered as a worker for a covered industry when the registrar enters the following particulars in the workers register for the industry:

- (a) the person's name, address and date of birth;
- (b) the name and address of the principal place of business of the person's employer (if any);
- (c) the person's registration day as a worker;
- (d) any other relevant particulars the governing board reasonably directs.

Note **Registration day**—see s 15.

47 Service credit—employee's prior service

- (1) This section applies in relation to an employee's service in a covered industry for work done in the industry no earlier than 4 years before the employee became a registered worker for the industry.
- (2) The registrar may credit the employee with 1 day's service in the workers register for the covered industry for each day of the service if the employee's employer has, in relation to the employee for the day, given the authority—
 - (a) a return under section 49 (Quarterly returns by employers) that includes the employee; and
 - (b) payment of the levy under section 51 (Determination of levy—employers) for the return.

- (3) If subsection (2) does not apply, the registrar may credit the employee with 1 day's service in the workers register for the covered industry for each day of service in the 1-year period before the employee's registration if the registrar is satisfied that the person was employed in the covered industry.

Example

The registrar is satisfied that Joe, in the 1-year period before his registration day, had separate periods of service as an employee in the contract cleaning industry of 25 and 125 days. The registrar may credit Joe in the workers register for the contract cleaning industry with 150 days service.

Note An example is part of the Act, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

- (4) To remove any doubt, an employee is not entitled to credit for service in a covered industry in relation to work done before the industry became a covered industry.

48 Service credit—contractor's prior service

- (1) This section applies in relation to a contractor's service in a covered industry for work done in the industry not earlier than 1 year before the contractor became a registered contractor for the industry.
- (2) The registrar may credit the contractor with 1 day's service in the workers register for the covered industry for each day worked—
- (a) either—
- (i) for which the contractor gives the board a record of the particulars mentioned in section 58 (1) (Registered contractors to keep records) for the contractor's service; or
- (ii) if the registrar is satisfied the contractor worked in the covered industry; and

- (b) for which the contractor has paid the authority the levy determined under section 56 (Determination of levy—contractors).
- (3) To remove any doubt, a contractor is not entitled to credit for service in a covered industry in relation to work done before the industry became a covered industry.

Part 5 Quarterly returns and payments

49 Quarterly returns by employers

- (1) A person who is an employer for a covered industry during a quarter must give the authority a return containing the required information not later than—
- (a) 1 month after the end of the quarter; or
 - (b) the end of any additional time the registrar allows.

Maximum penalty: 20 penalty units.

Note If a form is approved under s 92 for a return, the form must be used.

- (2) Subsection (1) does not apply in relation to an employee who—
- (a) was not recorded as a worker in the employer's previous quarterly return; or
 - (b) carried out work for the employer for less than 5 days during the quarter.
- (3) An offence against this section is a strict liability offence.
- (4) The registrar may allow additional time for subsection (1) before or after the end of the 1-month period mentioned in subsection (1) (a).
- (5) In this section:

required information, for an employer for a quarter, means—

- (a) the name of each of the employer's workers who carried out work for the employer during the quarter; and
- (b) for each of the employer's workers—
 - (i) the total ordinary remuneration paid or payable by the employer to the worker for work during the quarter; and

- (ii) the number of weekdays, or part weekdays, during the quarter to which the remuneration relates; and
- (c) anything else prescribed by regulation.

50 Levy payments by employers

- (1) A person who is an employer for a covered industry during a quarter must, when the person gives the authority a return under section 49, pay the authority the levy payable under section 51 for the quarter.

Maximum penalty: 20 penalty units.

- (2) An offence against this section is a strict liability offence.

51 Determination of levy—employers

- (1) Levy is payable by employers for a covered industry on the ordinary remuneration paid or payable by employers to employees.
- (2) The Minister may determine the levy payable by employers for a covered industry.

Note Power to make a statutory instrument (including a regulation) includes power to make different provision for different categories (see Legislation Act, s 48).

- (3) The governing board must, from time to time, recommend in writing to the Minister the levy that should be payable by employers for a covered industry.
- (4) Before making a determination, the Minister must have regard to any recommendation made under subsection (3), but need not follow it.
- (5) A determination is a disallowable instrument.

Note A disallowable instrument must be notified, and presented to the Legislative Assembly, under the Legislation Act.

- (6) For this section:

employee does not include an apprentice.

52 Civil penalty—fail to give quarterly returns etc

- (1) This section applies if an employer for a covered industry fails to—
 - (a) give the authority a return in accordance with section 49 (Quarterly returns by employers); or
 - (b) pay the authority the levy payable under section 51.
- (2) The employer is liable to pay to the authority \$100 for each month, or part of a month, for a number of consecutive months not exceeding 3 months, for each failure under subsection (1).

Example—liability

If an employer in the contract cleaning industry is 1 month late in giving both a return to the authority and making the related payment to the authority, the employer is liable to pay the authority \$200.

Note An example is part of the Act, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

- (3) The registrar may, on application by the person or on the registrar's own initiative, remit all or part of an amount payable under subsection (2) if satisfied that—
 - (a) the circumstances that gave rise to the failure were not caused either directly or indirectly by the person; or
 - (b) because of special circumstances, it would be fair and reasonable to remit.
- (4) If a court finds a person guilty of an offence against section 49 (Quarterly returns by employers) or section 50 (Levy payments by employers) (whether or not it convicts the person), the court may, in addition to imposing a penalty on the person, order the person to pay the authority—
 - (a) any amount that is payable under subsection (2) to the date of the order; and

- (b) for a prosecution for an offence against section 50—the levy to which the prosecution relates.

54 Quarterly returns by contractors

- (1) A person who is a registered contractor for a covered industry during a quarter must give the authority a return containing the required information not later than—
 - (a) 1 month after the end of the quarter; or
 - (b) the end of any additional time the registrar allows.

Note If a form is approved under s 92 for a return, the form must be used.

- (2) The registrar may allow a registered contractor up to 2 months additional time to give the authority a return under subsection (1) before or after the end of the 1-month period mentioned in subsection (1) (a).
- (3) A person is taken not to be registered as a contractor for a covered industry 3 months after the day of the end of a quarter if the person fails to give the authority a return within 3 months after the end of the quarter.
- (4) In this section:

required information, for a registered contractor for a covered industry, means—

- (a) the number of weekdays, or part weekdays, during the quarter on which the contractor carried out work in the covered industry; and
- (b) the contractor's total ordinary remuneration for the work during the quarter; and
- (c) anything else prescribed by regulation.

55 Levy payments by contractors

A person who is a registered contractor for a covered industry during a quarter must, when the person gives the authority a return under section 54, pay to the authority the levy payable under section 56 for the quarter.

56 Determination of levy—contractors

- (1) The Minister may determine the levy payable by registered contractors for a covered industry.

Note The Legislation Act, s 48 provides that a power to make a statutory instrument includes the power to make an instrument about 1 or more of the matters and to make different provisions with respect to different matters.

- (2) The governing board must, from time to time, recommend in writing to the Minister the levy that should be payable by registered contractors for a covered industry.
- (3) Before making a determination, the Minister must have regard to any recommendation made under subsection (2), but need not follow it.
- (4) A determination is a disallowable instrument.

Note A disallowable instrument must be notified, and presented to the Legislative Assembly, under the Legislation Act.

57 Employers to keep records

- (1) An employer for a covered industry must keep a written record showing the relevant particulars for each employee who carries out work for the person.

Maximum penalty: 20 penalty units.

- (2) An employer must keep the written record for 6 years after the day the employee stops being employed by the employer.

Maximum penalty: 20 penalty units.

- (3) An offence against this section is a strict liability offence.

- (4) In this section:

relevant particulars, for an employee of an employer, means—

- (a) the employee's name and date of birth; and
- (b) the nature of the work carried out by the employee; and
- (c) the employee's ordinary remuneration for each quarter; and
- (d) the number of days worked by the employee in each quarter; and
- (e) the date when the employee began service with the employer; and
- (f) long service leave granted, or payment made instead of leave, to the employee; and
- (g) if the employee stops service with the employer—the date the employee stops service.

58 Registered contractors to keep records

- (1) A registered contractor for a covered industry must keep a written record of the following:

- (a) the contractor's name and date of birth;

- (b) the nature of the work carried out by the contractor;
- (c) when and for whom work is carried out;
- (d) the contractor's ordinary remuneration for each quarter;
- (e) the number of days worked by the contractor in each quarter.

Maximum penalty: 20 penalty units.

- (2) A registered contractor must keep the written record for 6 years after the day the record is made.

Maximum penalty: 20 penalty units.

- (3) An offence against this section is a strict liability offence.

Part 6 Entries in workers register

59 Particulars to be entered in workers register

The registrar must enter the following particulars in the workers register for a covered industry for each registered worker in the industry:

- (a) if the worker is serving a period of apprenticeship—the date when the apprenticeship began;
- (b) if the worker is an employee—each employer for whom the employee works;
- (c) the number of days of service with which the worker is credited under this Act;
- (d) the total ordinary remuneration of the worker for work carried out by the worker;
- (e) the worker's entitlement to long service leave;
- (f) details of the long service leave granted to, or taken by, the worker, or payment instead of long service leave made to the worker, under this Act or the *Long Service Leave Act 1976*;
- (g) if the worker has stopped working in the covered industry—the date when the worker stopped working in the industry;
- (h) any other relevant particulars the governing board reasonably directs.

60 Review of ordinary remuneration by governing board

- (1) This section applies if the governing board considers that the total ordinary remuneration for a worker stated in a return given to the authority under section 49 (Quarterly returns by employers) or section 54 (Quarterly returns by contractors) for a quarter is insufficient or excessive because of the nature of the work carried out by the worker in the quarter.

- (2) The governing board must give the following people a notice that summarises the person's rights under subsection (3):
 - (a) for a return under section 49—the employer who submitted the return and the employee;
 - (b) for a return under section 54—the contractor.
- (3) Not later than 1 month after being given the notice, a person mentioned in subsection (2) may ask the board to take into account anything set out in writing about the matter.
- (4) After considering any representations under subsection (3), the governing board may—
 - (a) agree that the total ordinary remuneration stated in the return for the quarter is reasonable; or
 - (b) fix another amount as the total ordinary remuneration of the worker for the quarter.

61 Notice of governing board decisions on review of ordinary remuneration

- (1) The governing board must, not later than 14 days after it makes a decision under section 60 (4), give written notice of the decision to—
 - (a) if the decision relates to a return under section 49 (Quarterly returns by employers)—the employer who gave the return and the employee; or
 - (b) if the decision relates to a return under section 54 (Quarterly returns by contractors)—the contractor.
- (2) If the decision is to fix another amount under section 60 (4) (b), the notice must include—
 - (a) the total ordinary remuneration fixed by the governing board for the quarter; and

- (b) a statement about the effect of section 62 and section 63 (Variation of ordinary remuneration—payment of additional amounts).

Note The governing board's decision to fix another amount under s 60 (4) (b) is a reviewable decision (see s 80, def *reviewable decision*), and the board must give a reviewable decision notice to the worker and, if the worker is an employee, the worker's employer (see s 81).

62 Effect of variation of ordinary remuneration

- (1) This section applies if the governing board fixes an amount (the *varied amount*) under section 60 (4) (b) in relation to a worker.
- (2) The varied amount is taken, for this Act, to be the worker's total ordinary remuneration for work by the worker for the quarter.
- (3) The following provisions apply if the varied amount relates to a return under section 49 (Quarterly returns by employers) by an employer of a registered employee:
 - (a) if the varied amount is more than the amount (the *returned amount*) shown in the return as the total ordinary remuneration of the employee, the employer must pay the authority the additional amount payable under section 51 (Determination of levy—employers) for the employee for the quarter;
 - (b) if the varied amount is less than the returned amount, the authority must—
 - (i) if asked by the employer to refund the overpayment of the levy payable under section 51—refund the overpayment; or
 - (ii) in any other case—credit the overpayment against future amounts payable under section 51 by the employer.

- (4) The following provisions apply if the varied amount relates to a return under section 54 (Quarterly returns by contractors) by a registered contractor:
- (a) if the varied amount is more than the amount (the *returned amount*) shown in the return as the total ordinary remuneration of the contractor, the contractor must pay the authority the additional amount payable under section 56 (Determination of levy—contractors) for the contractor for the quarter;
 - (b) if the varied amount is less than the returned amount, the authority must—
 - (i) if asked by the contractor to refund the overpayment of the levy payable under section 56—refund the overpayment; or
 - (ii) in any other case—credit the amount against future amounts payable under section 56 by the contractor.

63 Variation of ordinary remuneration—payment of additional amounts

- (1) This section applies if—
- (a) the governing board decides to fix an amount as the total ordinary remuneration of a worker under section 60 (4) (b); and
 - (b) because the governing board has fixed the amount a person must pay an amount under section 62 (3) (a) or (4) (a).
- (2) The person must pay the amount not later than—
- (a) 1 month after the day the person receives notice under section 61 of the governing board’s decision; or

(b) the end of any additional time the registrar allows.

Maximum penalty: 20 penalty units.

- (3) An offence against this section is a strict liability offence.
- (4) The registrar may allow a person additional time to pay the amount under subsection (2) before or after the end of the 1-month period mentioned in subsection (2) (a).

64 Service credit—registered worker’s service

Service to be credited in the workers register for a registered worker for a covered industry is the amount of service worked out under the covered industry schedule for the covered industry.

65 Removing people from workers register

- (1) The registrar must remove a person from the workers register if the person has not been credited under this Act or a corresponding law with at least 1 day’s service for 4 consecutive years.
- (2) If the person is removed under subsection (1)—
 - (a) the person stops being a registered worker on the day the person is removed; and
 - (b) the person is not entitled to apply for, or to be paid an amount for or instead of, long service leave for any days of service entered in the register before the day the person stopped being a registered worker.
- (3) However, subsection (2) (b) does not apply if the person would, but for the person ceasing to be registered, have been entitled to payment for the period under—
 - (a) schedule 1, section 1.8 (Entitlement to payment instead of leave—building and construction industry); or
 - (b) schedule 2, section 2.8 (Entitlement to payment instead of leave—contract cleaning industry); or

- (c) schedule 3, section 3.9 (Entitlement to payment instead of leave—community sector industry).
- (4) The registrar must not remove a person from the workers register if the person stops carrying out work to which this Act applies and tells the authority that the person is otherwise employed or engaged in other work until whichever of the following first occurs:
 - (a) the person applies to the authority for payment of the total amount for or instead of long service leave;
 - (b) the person's employer makes an application under section 89 (Benefits under other laws—reimbursement of employer) for payment of the total amount to which the employer is entitled;
 - (c) if the person is a contractor—the person asks the authority to remove the person from the register;
 - (d) the period of 10 years, starting on the day when the person stops carrying out work to which this Act applies, ends.
- (5) A request under subsection (4) (c) must state—
 - (a) the date when the person became otherwise employed or engaged in work to which this Act applies; and
 - (b) the name and address of the principal place of business of the person's employer (if any).

66 Re-registration in workers register

- (1) The governing board must direct the registrar to re-register a person in the workers register if—
 - (a) the person has been removed from the register under section 65; and
 - (b) the governing board is satisfied that the person has been credited with a period of service under a corresponding law within the period of 4 years ending on the day when the person was removed from the register.

Part 6 Entries in workers register

Section 66

- (2) If a person is re-registered under subsection (1), this Act applies in relation to the person as if the person had not been removed from the register.
- (3) This section does not affect any right that a person who has been removed from the workers register may have to again become a registered worker.

Part 7 Access to long service leave register information

67 Information for registered workers

The registrar must provide each registered worker access to the following information kept on the workers register:

- (a) the number of days of service from the worker's registration day to the end of the previous financial year that the worker has been credited with in the workers register;
- (b) the number of days of service the worker has been credited with in the financial year in which the information is being accessed;
- (c) the total ordinary remuneration paid to the worker during the previous financial year by a registered employer;
- (d) if the worker is a contractor—the total amount paid by the contract under section 56 (Determination of levy—contractors) for the previous financial year.

68 Information for employers

The registrar must provide each registered employer access to the following information kept on the employers register:

- (a) the name of each registered worker for the employer recorded in the workers register;
- (b) for each registered worker for the employer—
 - (i) the number of days of service, from the registration day to the end of the previous 12 months that the worker has been credited with in the workers register; and
 - (ii) the number of days service that the worker has been credited with for the previous financial year;

- (c) the total amount paid by the employer under section 51 (Determination of levy—employers) for the previous financial year.

Example

access or download information from a website

Note An example is part of the Act, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

69 Certified copies of long service leave registers

- (1) On application by an employer, a registered worker or a person acting on behalf of the employer or worker, the registrar must give the applicant a certified copy of any part of the register that relates to the employer or worker.

Note A fee may be determined under s 91 for this provision.

- (2) A person who is given a certified copy under this section may object to the registrar about the accuracy of a matter stated in the copy.
- (3) An objection must be made in writing within 6 months after the day the certified copy is given to the person objecting.

Note For how documents may be given, see the Legislation Act, pt 19.5.

- (4) If an objection is made, the governing board must decide the objection and if allowing the objection, give an amended certified copy to the person who objected.

Note The registrar may correct a mistake, error or omission in the workers register—see s 30 and s 39.

Part 8 Enforcement

70 Definitions—pt 8

In this part:

at premises includes in or on the premises.

occupier, of premises, includes—

- (a) a person believed on reasonable grounds to be an occupier of the premises; and
- (b) a person apparently in charge of the premises.

71 Appointment of inspectors

The registrar may appoint a public servant as an inspector for this Act.

Note 1 For the making of appointments (including acting appointments), see the Legislation Act, pt 19.3.

Note 2 In particular, a person may be appointed for a particular provision of a law (see Legislation Act, s 7 (3)) and an appointment may be made by naming a person or nominating the occupant of a position (see Legislation Act, s 207).

72 Identity cards

- (1) The registrar must give an inspector an identity card stating the officer's name and that the officer is an inspector.
- (2) The identity card must show—
 - (a) a recent photograph of the inspector; and
 - (b) the card's date of issue and expiry; and
 - (c) anything else prescribed by regulation.
- (3) A person commits an offence if—
 - (a) the person stops being an inspector; and

- (b) the person does not return the person's identity card to the registrar as soon as practicable (but not later than 7 days) after the day the person stops being an inspector.

Maximum penalty: 1 penalty unit.

- (4) Subsection (3) does not apply to a person if the person's identity card has been—
 - (a) lost or stolen; or
 - (b) destroyed by someone other than the person.

Note The defendant has an evidential burden in relation to the matters mentioned in s (4) (see Criminal Code, s 58).

- (5) An offence against this section is a strict liability offence.

73 Power to enter premises

- (1) For this Act, an inspector may—
 - (a) at any reasonable time, enter premises that the inspector believes on reasonable grounds is a workplace; or
 - (b) at any reasonable time, enter premises that the public is entitled to use or that are open to the public (whether or not on payment); or
 - (c) at any time, enter premises with the occupier's consent.

Note **Premises** includes any land, structure or vehicle and any part of an area of land, a structure or vehicle (see dict).

- (2) However, subsection (1) (a) or (b) does not authorise entry into a part of premises that is being used only for residential purposes.
- (3) An inspector may, without the consent of the occupier of premises, enter land that is around, or part of, the premises to ask for consent to enter the premises.
- (4) To remove any doubt, an inspector may enter premises under subsection (1) without payment of an entry fee or other charge.

- (5) For subsection (1) (a) and (b), the inspector may enter the premises with any necessary assistance and force.
- (6) However, only a police officer may use force against a person.

74 Production of identity card

An inspector must not remain at premises entered under this part if the inspector does not produce the inspector's identity card when asked by the occupier.

75 Consent to entry

- (1) When seeking the consent of an occupier of premises to enter the premises under section 73 (1) (c) (Power to enter premises), an inspector must—
 - (a) produce the inspector's identity card; and
 - (b) tell the occupier—
 - (i) the purpose of the entry; and
 - (ii) that anything found under this part may be used in evidence in court; and
 - (iii) that consent may be refused.
- (2) If the occupier consents, the inspector must ask the occupier to sign a written acknowledgment (an *acknowledgment of consent*)—
 - (a) that the occupier was told—
 - (i) the purpose of the entry; and
 - (ii) that anything found under this part may be used in evidence in court; and
 - (iii) that consent may be refused; and

- (b) that the occupier consented to the entry; and
 - (c) stating the time and date consent was given.
- (3) If the occupier signs an acknowledgment of consent, the inspector must immediately give a copy to the occupier.
- (4) A court must find that an occupier did not consent to entry to premises by the inspector under this part if—
- (a) the question arises in a proceeding in the court whether the occupier consented to the entry; and
 - (b) an acknowledgment of consent is not produced in evidence; and
 - (c) it is not proved that the occupier consented to the entry.

76 General powers on entry to premises

- (1) An inspector who enters premises under this part may, for this Act, do 1 or more of the following in relation to the premises or anything at the premises:
- (a) inspect or examine;
 - (b) require the occupier, or an employee or agent of the occupier, to give the inspector records, or copies of records, that the occupier, employee or agent has, or has access to, that are reasonably required by the inspector for this Act;
 - (c) require the occupier, or an employee or agent of the occupier, to give the inspector reasonable assistance to exercise a power under this part.

Example—par (a)

A list of employers and contractors working at the premises.

Example—par (b)

An inspector is conducting an inspection at a construction site. The inspector forms the view that relevant documents are held at the head office of the company

operating the construction site. A person at the premises may be required to produce the documents that are held at the head office.

Note 1 The Legislation Act, s 170 and s 171 deal with the application of the privilege against self-incrimination and client legal privilege.

Note 2 A reference to an Act includes a reference to statutory instruments made or in force under the Act, including regulations and any law or instrument applied, adopted or incorporated by the Act (see Legislation Act, s 104).

Note 3 An example is part of the Act, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

- (2) A person must take reasonable steps to comply with a requirement made of the person under subsection (1) (b) or (c).

Maximum penalty: 50 penalty units.

77 Damage etc to be minimised

- (1) In the exercise, or purported exercise, of a function under this part, an inspector must take reasonable steps to ensure that the inspector, and anyone assisting the inspector, causes as little inconvenience, detriment and damage as practicable.
- (2) If an inspector, or anyone assisting an inspector, damages anything in the exercise or purported exercise of a function under this part, the inspector must give written notice of the particulars of the damage to the person the inspector believes on reasonable grounds is the owner of the thing.

- (3) If the damage happens at premises entered under this part in the absence of the occupier, the notice may be given by leaving it, secured conspicuously, at the premises.

78 Compensation for exercise of enforcement powers

- (1) A person may claim compensation from the Territory if the person suffers loss or expense because of the exercise, or purported exercise, of a function under this part by an inspector or anyone assisting an inspector.
- (2) Compensation may be claimed and ordered in a proceeding for—
- (a) compensation brought in a court of competent jurisdiction; or
 - (b) an offence against this Act brought against the person making the claim for compensation.
- (3) A court may order the payment of reasonable compensation for the loss or expense only if satisfied it is just to make the order in the circumstances of the particular case.
- (4) A regulation may prescribe matters that may, must or must not be taken into account by the court in considering whether it is just to make the order.

79 Enforcement of obligations

- (1) The registrar may apply to the ACAT for an order to enforce an obligation imposed under this Act.

Note 1 A reference to an Act includes a reference to the statutory instruments made or in force under the Act, including any regulation (see Legislation Act, s 104).

Note 2 If a form is approved under the *ACT Civil and Administrative Tribunal Act 2008* for the application, the form must be used.

- (2) The ACAT may make any order it considers appropriate in relation to—
- (a) the registration of an employer or worker; or
 - (b) the keeping of, and access to, records relating to a worker; or
 - (c) the recovery of any payment required to be made by an employer; or
 - (d) any other matter for the purpose of enforcing an obligation under this Act.

Part 9 Notification and review of decisions

80 Definitions—pt 9

In this part:

decision-maker, for a reviewable decision, means a decision-maker mentioned in schedule 4, column 5 for the decision.

internally reviewable decision—see section 80A (1).

reviewable decision means a decision mentioned in schedule 4, column 3 under a provision of this Act mentioned in column 2 in relation to the decision.

80A Internal review of certain decisions

- (1) This section applies to a reviewable decision made by the registrar (an *internally reviewable decision*).
- (2) A person whose interests are affected by an internally reviewable decision may apply in writing to the governing board for internal review of the decision.
- (3) The governing board must review the decision.

80B Applications for internal review

- (1) An application for internal review of an internally reviewable decision must be made within—
 - (a) 28 days after the day when the applicant is told about the decision by the registrar; or
 - (b) any longer period allowed by the governing board, whether before or after the end of the 28-day period.
- (2) The application must set out the grounds on which internal review of the decision is sought.

- (3) The making of the application for internal review of the decision does not affect the operation of the decision.

80C Internal review

- (1) The governing board must review an internally reviewable decision, and confirm, vary or revoke the decision, within 28 days after the governing board receives the application for internal review of the decision.
- (2) As soon as practicable after reviewing the decision, the governing board must give written notice of the decision on the internal review to the applicant.

81 Reviewable decision notices

If a decision-maker makes a reviewable decision, the decision-maker must give a reviewable decision notice only to—

- (a) each entity mentioned in schedule 4, column 4 in relation to the decision; and
- (b) any other person prescribed by regulation.

Note The requirements for reviewable decision notices are prescribed under the *ACT Civil and Administrative Tribunal Act 2008*.

82 Review of decisions by ACAT

The following people may apply to the ACAT for review of a decision made by the governing board:

- (a) an entity mentioned in schedule 4, column 4 in relation to the decision;
- (b) an entity mentioned in schedule 4, column 4 in relation to the decision if—
- (i) the original decision was an internally reviewable decision; and

- (ii) the entity applied to the governing board for review of the decision and the governing board made a decision in relation to the internally reviewable decision;
- (c) any other person prescribed by regulation.

Note If a form is approved under the *ACT Civil and Administrative Tribunal Act 2008* for the application, the form must be used.

Part 10 Miscellaneous

83 Evidentiary certificates

- (1) In a proceeding for an offence against section 49 (Quarterly returns by employers) or section 54 (Quarterly returns by contractors), a certificate signed by or on behalf of the registrar to the effect of any of the following is evidence of the matters stated in the certificate:
 - (a) that the registrar had, or had not, allowed a stated person an additional stated period to give to the authority a return under a stated section for a stated quarter;
 - (b) that a stated person had, or had not, given to the authority a return under a stated section for a stated quarter on or before a stated date.
- (2) In a proceeding for an offence against section 50 (Levy payments by employers) or section 55 (Levy payments by contractors), a certificate signed by or on behalf of the registrar to the effect of any of the following is evidence of the matters stated in the certificate:
 - (a) that a stated amount of levy under a stated section was, or was not, payable by a stated person for a stated quarter;
 - (b) that, on or before a stated date, a stated person had, or had not, paid to the authority, under a stated section, a stated amount of levy that was payable by the person for a stated quarter.

84 Disclosure of information to territory entities and reciprocal authorities

- (1) The authority may disclose information—
 - (a) in relation to an employer's compliance with this Act—to a territory entity for the purpose of the exercise by the entity of a function for a territory law; and

(b) in relation to a registered worker's service credits and long service benefits to a reciprocal authority—for the purpose of the exercise of a function by—

(i) the authority under this Act; or

(ii) the reciprocal authority under a corresponding law.

(2) In this section:

territory entity means—

(a) the director-general of an administrative unit; or

(b) the chief executive officer of a territory authority.

Note *Administrative unit* and *territory authority* are defined in the Legislation Act, dictionary, pt 1.

86 No contracting out by employees

This Act has effect despite any contract of employment to the contrary unless the contract gives the employee rights that are more beneficial to the employee than the rights given to the employee under this Act.

87 Declaration of corresponding laws

(1) The Minister may, on the recommendation of the governing board, declare a law of a State to be a corresponding law if satisfied that it corresponds, or substantially corresponds, to this Act.

Note *State* includes the Northern Territory (see Legislation Act, dict, pt 1).

(2) A declaration is a notifiable instrument.

Note A notifiable instrument must be notified under the Legislation Act.

88 Benefits under other laws—election

- (1) A registered employee must elect the law under which long service leave benefits are to be taken if the employee is eligible for long service benefits under this Act and any of the following laws:
 - (a) the *Long Service Leave Act 1976*;
 - (b) a corresponding law;
 - (c) a law prescribed by regulation for employment in a covered industry.
- (2) If a registered employee makes an election under subsection (1), the employee must tell the authority in writing the nature of the election and the service period for which the election is made.
- (3) If a registered employee elects to take long service benefits under a law mentioned in subsection (1) (a), (b) or (c), the authority must remove from the relevant workers register the employee's credits for the service period.
- (4) However, the authority must keep a record of the deleted credits.

89 Benefits under other laws—reimbursement of employer

- (1) This section applies if—
 - (a) a registered worker has made an election under section 88; and
 - (b) an employer for a covered industry pays the registered worker an amount under a relevant provision.
- (2) The employer may apply to the authority for reimbursement of an amount paid under the relevant provision, less any amount outstanding that is payable by the employer to the authority, if—
 - (a) an application is made to the authority; and
 - (b) the registrar is satisfied that the amount paid by the employer was properly paid under the relevant provision.

- (3) In this section:

relevant provision means—

- (a) the *Long Service Leave Act 1976*, section 8 (Manner of payment for leave); or
- (b) a law prescribed by regulation.

90 Reciprocal agreements for corresponding laws

- (1) The Minister may enter into an agreement (a *reciprocal agreement*) with the Minister of State who administers a corresponding law in relation to payments of long service leave to people carrying out work in a covered industry in the State.

Note *State* includes the Northern Territory (see Legislation Act, dict, pt 1).

- (2) Without limiting subsection (1), the agreement may make provision in relation to—
- (a) payments for, or instead of, long service leave; and
 - (b) the exchange of information about service credits and entitlements to long service benefits between the authority and the reciprocal authority under the corresponding law; and
 - (c) anything else in relation to long service benefits that the Minister considers appropriate.

90A Authority reimbursement of certain payments

- (1) An employer of a registered worker may apply to the registrar for reimbursement of a payment made directly to an employee.

Note If a form is approved under s 92 for this provision, the form must be used.

- (2) The registrar may—
- (a) reimburse the amount sought in the application if the registrar is satisfied that—

- (i) the employee to whom the reimbursement relates was paid a long service leave entitlement under this Act; and
 - (ii) the amount the employer applies for reimbursement is the amount the authority would have paid the employee; or
- (b) in any other case—refuse the application.

91 Determination of fees

- (1) The Minister may determine fees for this Act.

Note The Legislation Act contains provisions about the making of determinations and regulations relating to fees (see pt 6.3).

- (2) A determination is a disallowable instrument.

Note A disallowable instrument must be notified, and presented to the Legislative Assembly, under the Legislation Act.

92 Approved forms

- (1) The registrar may approve forms for this Act.
- (2) If the registrar approves a form for a particular purpose, the approved form must be used for that purpose.

Note For other provisions about forms, see the Legislation Act, s 255.

- (3) An approved form is a notifiable instrument.

Note A notifiable instrument must be notified under the Legislation Act.

93 Regulation-making power

The Executive may make regulations for this Act.

Note Regulations must be notified, and presented to the Legislative Assembly, under the Legislation Act.

97A Transitional—entitlement to payment instead of leave

- (1) This section applies to a person who is a registered worker in a covered industry immediately before the commencement of this section.
- (2) The following sections, as in force immediately before the commencement of this section, continue to apply in relation to the person:
 - (a) for a registered worker in the building and construction industry—schedule 1, section 1.8;
 - (b) for a registered worker in the contract cleaning industry—schedule 2, section 2.8;
 - (c) for a registered worker in the community sector industry—schedule 3, section 3.9.

Schedule 1 Long service leave payments— building and construction industry

(see s 6)

1.1 Long service leave—building and construction industry

A registered worker for the building and construction industry is entitled to long service leave in accordance with this schedule.

1.2 What is *building and construction work*?

Work is *building and construction work* if it is—

- (a) work carried out in the ACT in the building and construction industry—
 - (i) to which an award prescribed by regulation relates; or
 - (ii) by an employee supervising work carried out in the industry; or
- (b) work, or an activity, declared to be work in the building and construction industry under section 11.

1.3 What is the *building and construction industry*?

- (1) The *building and construction industry* is—
 - (a) in relation to the ACT—the industry of constructing, reconstructing, renovating, altering, demolishing or maintaining the following:
 - (i) buildings, fences or swimming pools;
 - (ii) roadworks, railways, airfields or other works for the carriage of people, animals or vehicles;

- (iii) breakwaters, docks, jetties, piers, wharves or works for the improvement or alteration of a harbour, river or watercourse for the purpose of navigation;
 - (iv) works for the storage or supply of water or the irrigation of land;
 - (v) works for the carriage, treatment or disposal of sewage or the effluent from any premises;
 - (vi) bridges, viaducts, aqueducts, tunnels or pipelines;
 - (vii) chimneystacks, cooling towers, drilling rigs, gas holders or silos;
 - (viii) structures, fixtures or works for use in any building or works mentioned in subparagraphs (i) to (vii);
 - (ix) navigational lights, beacons or markers;
 - (x) works for the drainage of land;
 - (xi) works for the storage of liquids (other than water) or gases;
 - (xii) works for the transmission of electric power or wireless or telegraphic communications; and
- (b) in relation to a reciprocating State—the building and construction industry within the meaning of the corresponding law of the State.

Note **State** includes the Northern Territory (see Legislation Act, dict, pt 1).

- (2) Also, the ***building and construction industry***, in relation to the ACT, includes the following for building or other works mentioned in subsection (1) (a):
- (a) pile driving and site preparation;
 - (b) installing data cabling or security or electronic communication systems;

- (c) laying floor coverings;
- (d) hard landscaping.

1.4 Year of recognised service—building and construction industry

A registered worker for the building and construction industry is taken to have completed—

- (a) a year of service for each 220 days service credited to the worker in the workers register; and
- (b) a year of recognised service for each 220 days recognised service credited to the worker.

1.5 Long service leave formula—building and construction industry

The following is the *long service leave formula* for the building and construction industry:

$$W = 0.13 \times \frac{RS}{220}$$

RS means the registered worker's number of days recognised service.

W means the number of weeks long service leave held by the registered worker.

1.6 Amount of leave—building and construction industry

- (1) A registered worker for the building and construction industry who has 10 years or more recognised service is entitled to the number of days of workers long service leave worked out in accordance with the long service leave formula for the building and construction industry.

- (2) A registered worker for the building and construction industry who has 10 years or more recognised service is entitled to additional long service leave worked out in accordance with the long service leave formula for the building and construction industry if the worker—
- (a) becomes entitled to long service leave under this Act for work done in the industry; and
 - (b) is credited in the workers register with an additional period of service in the industry commencing on the date on which the worker became entitled to the long service leave.

1.7 Grant of leave by employers—building and construction industry

- (1) The employer of a registered employee for the building and construction industry commits an offence if—
- (a) the employee's long service leave accrues; and
 - (b) the employer does not grant the employee the long service leave before the end of the prescribed period.

Maximum penalty: 50 penalty units.

- (2) Long service leave must not be granted for a period of less than 2 weeks.
- (3) The employer of a registered employee for the building and construction industry commits an offence if—
- (a) the employer has granted the employee long service leave; and
 - (b) the employer does not give the employee a written statement of the day when the long service leave starts and ends—
 - (i) not later than 2 months after the day when the long service leave starts; or

- (ii) if the employer and employee agree on a shorter period—before the start of the period agreed.

Maximum penalty: 50 penalty units.

- (4) An offence against this section is a strict liability offence.
- (5) In this section:

prescribed period, for long service leave accrued by a registered employee for the building and construction industry of an employer, means—

- (a) 6 months after the day the leave accrues; or
- (b) if the governing board has allowed, on application by the employer or the employee, a period longer than 6 months—the period allowed by the board; or
- (c) if the employer and employee agree on a period longer than 6 months—the period agreed.

1.8 Entitlement to payment instead of leave—building and construction industry

- (1) This section applies to a registered worker for the building and construction industry who has at least 7 years recognised service if—
 - (a) the worker has permanently left the industry; and
 - (b) 20 weeks have passed since the day the worker permanently left the industry; and
 - (c) the worker has not been credited with service in the workers register for any of the days in the 20-week period.
- (2) Also, this section applies to a registered worker for the building and construction industry if the worker has 5 years recognised service and any of the following apply to the worker:
 - (a) the worker has left the industry because of total incapacity;

- (b) the worker has reached the prescribed retiring age;
 - (c) the worker has died.
- (3) If the governing board is satisfied that this section applies to the worker, the worker is entitled to payment instead of long service leave for the amount of long service leave credited to the worker in the workers register.
- (4) In this section:
- prescribed retiring age* means—
- (a) in relation to a registered worker who has been granted a service pension under the *Veterans' Entitlements Act 1986* (Cwlth), section 38 (Eligibility for partner service pension)—the age at which the worker first receives payment of the service pension; or
 - (b) in any other case—55 years.

1.9 Payment for leave—building and construction industry

- (1) A registered employee for the building and construction industry who has been granted long service leave under section 1.7, or a registered contractor for the industry who is entitled to long service leave, may apply to the authority for payment for the leave.
- Note* If a form is approved under s 92 for an application, the form must be used.
- (2) The authority must pay to the applicant the amount payable under section 1.11 (How are leave payments worked out for the building and construction industry?) if the registrar is satisfied that—
- (a) the applicant is entitled to long service leave under this Act for work done in the building and construction industry; and
 - (b) the applicant has been granted leave by the applicant's employer.

- (3) The authority must pay an applicant any amount payable under subsection (2) not later than 21 days after the worker's application has been made.

1.10 Payment instead of leave—building and construction industry

- (1) If a registered worker for the building and construction industry is entitled to payment instead of long service leave under this Act, the worker may apply to the authority for the payment.

Note If a form is approved under s 92 for an application, the form must be used.

- (2) An application by a registered employee for the building and construction industry on the ground that the employee has ceased work in the building and construction industry because of total incapacity must be accompanied by a certificate of a doctor certifying that the employee is totally incapacitated for employment in the industry.
- (3) The governing board may require an applicant mentioned in subsection (2) to submit himself or herself to a medical examination by a doctor chosen by the board for that purpose from a panel of 3 doctors nominated by the Australian Capital Territory Branch of the Australian Medical Association.
- (4) All fees or charges payable for a medical examination under subsection (3) are to be paid by the authority.
- (5) If an applicant fails, without reasonable excuse, to comply with a requirement under subsection (3), the governing board may refuse the application.
- (6) If the governing board is satisfied that the applicant is entitled to payment instead of long service leave under this Act, the authority must pay to the applicant the amount payable under section 1.11 (How are leave payments worked out for the building and construction industry?).

1.11 How are leave payments worked out for the building and construction industry?

- (1) For section 1.9 (Payment for leave—building and construction industry) and section 1.10 (Payment instead of leave—building and construction industry), the amount payable to a registered worker for, or instead of, long service leave is—
 - (a) for any part of the entitlement to long service leave accrued as an employee—the amount worked out in accordance with section 1.12; and
 - (b) for any part of the entitlement to long service leave accrued as a contractor—the amount worked out in accordance with section 1.13.
- (2) For subsection (1)—
 - (a) long service leave must be taken in the reverse order in which it accrued; and
 - (b) if payment instead of long service leave is being made—the payment is made in relation to the leave in the order in which it accrued.

Example

John has 10 years of service in the building and construction industry giving him an entitlement to 13 weeks long service leave. He first worked in the industry as a registered employee and accrued 7 weeks of the entitlement in that capacity. John then worked as a registered contractor and accrued 6 weeks of the entitlement in that capacity.

John decides to take 9 weeks long service leave. The payment for the leave is the total of the following amounts:

- the amount calculated under section 1.12 where ‘D’ is 1540 (ie it took 1540 days service as a registered employee to accrue the first 7 weeks of his long service leave entitlement);

- the amount calculated under section 1.13 which is the total of the amounts paid to authority under section 56 for his first 2.6 years work as a registered contractor (ie it took that period of service as a registered contractor to accrue the next 2 weeks of his long service leave entitlement) and the interest under section 1.13 on those amounts.

Note An example is part of the Act, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

1.12 Leave payments for service as registered employee—building and construction industry

- (1) For section 1.11, the amount payable to a registered worker for long service leave for service accrued as a registered employee for the building and construction industry is the amount worked out as follows:

$$\text{defined fraction} \times \frac{D}{220} \times R$$

- (2) In this section:

D means the number of days service credited to the registered worker in the workers register for service as an employee and to which the payment relates.

defined fraction means—

- (a) in relation to service that occurred before 20 December 1996—0.8667; and
- (b) in relation to service that occurred on or after 20 December 1996—1.3.

designated day means—

- (a) if the registered worker is taking long service leave—the day the leave begins; and
- (b) if the registered worker is being paid instead of taking long service leave—the day the payment is made.

R is—

- (a) if the registered worker is receiving compensation under the *Workers Compensation Act 1951*—the weekly average of the ordinary remuneration received by the worker during the 4 quarters before the injury to which the compensation relates happened; or
- (b) in any other case—the highest of the weekly averages of the ordinary remuneration received by the registered worker during each of the following periods that applies to the worker:
 - (i) the most recent 2 quarters of service as a registered employee before the designated day;
 - (ii) the most recent 4 quarters of service as a registered employee before the designated day.

1.13 Leave payments for service as registered contractor—building and construction industry

- (1) For section 1.11 (How are leave payments worked out for the building and construction industry?), the amount payable to a registered worker for the building and construction industry for long service leave for service accrued as a contractor is the total of the following for the service:
 - (a) amounts paid by the worker to the authority under section 56 (Determination of levy—contractors);
 - (b) interest at the determined rate worked out from the date of receipt of each amount paid under section 56 until the designated day for the leave.
- (2) The governing board must determine an interim rate of interest from time to time prior to the determination of the rate under subsection (1).

- (3) The determined rate of interest must be determined at the end of each financial year for the previous financial year, and is—
- (a) if the construction industry scheme funds invested made a return—75% of the rate of the return for the financial year in which the determination is made; or
- (b) if the fund did not make a return or made a loss—nil.
- (4) In this section:

designated day—see section 1.12.

FB means the amount of the total equity of the authority at the end of the financial year immediately before the financial year for which the rate is being determined.

FE means the amount of the total equity of the authority at the end of the financial year for which the rate is being determined.

I is the income derived from the investment of the authority's money in the financial year for which the rate is being determined.

total equity, in relation to the authority, means the total assets less the total liabilities of the authority worked out from the audited balance sheet of the authority for the relevant financial year.

1.14 Payment by authority on reciprocal authority's behalf—building and construction industry

- (1) This section applies to a registered worker for the building and construction industry who has a long service leave entitlement under this Act and a corresponding law.
- (2) The worker may apply to the authority for payment of a long service leave entitlement worked out in accordance with the corresponding law.

Note If a form is approved under s 92 for an application, the form must be used.

- (3) The authority must pay the worker the amount of the entitlement worked out in the way stated in the corresponding law if the authority is authorised by the reciprocal authority to make the payment.

1.15 Payments by reciprocal authority on authority's behalf—building and construction industry

- (1) This section applies if, under a corresponding law, a reciprocal authority pays to a person an amount that, but for the payment, would have been payable for a long service leave entitlement under this Act for work done in the building and construction industry.
- (2) If the authority is notified about the payment and is satisfied the payment was properly made, the authority must reimburse the reciprocal authority the amount worked out as follows:

$$\text{defined fraction} \times \frac{D}{220} \times R$$

- (3) If the authority makes a reimbursement under subsection (2), the obligation of the authority to make the payment to the person for the entitlement is discharged.
- (4) In subsection (2):

D means the number of days service credited to the person in the workers register for service as an employee and to which the payment relates.

defined fraction means—

- (a) in relation to service that occurred before 20 December 1996—0.8667; and
- (b) in relation to service that occurred on or after 20 December 1996—1.3.

R is the amount decided by the reciprocal authority as the weekly amount payable to the person for the service credited to the person in the State.

1.16 Service credit—building and construction industry—s 64

A registered worker for the building and construction industry must not, in a financial year, be credited with more than 220 days of service.

1.17 Records of payments and service—building and construction industry

- (1) This section applies if the authority—
 - (a) pays an amount to a registered worker for the building and construction industry under section 1.9 (Payment for leave—building and construction industry) or section 1.10 (Payment instead of leave—building and construction industry); or
 - (b) reimburses a reciprocal authority under section 1.15 (2) (Payments by reciprocal authority on authority's behalf—building and construction industry) for an amount paid to a registered worker for the industry.
- (2) The authority may delete from the workers register the details relating to the period of service for which the worker has been paid.
- (3) However, the authority must keep another record of—
 - (a) the period of service; and
 - (b) the amount paid to the worker for long service leave or instead of long service leave; and
 - (c) the period of long service leave (if any) granted to or taken by the worker.

1.18 Public holidays not to count as leave—building and construction industry

- (1) This section applies if a public holiday falls during a period of long service leave taken by a registered employee for the building and construction industry.
- (2) The period of long service leave is increased by 1 day for each public holiday.

Schedule 2 Long service leave payments— contract cleaning industry

(see s 6)

2.1 Long service leave—contract cleaning industry

A registered worker for the contract cleaning industry is entitled to long service leave in accordance with this schedule.

2.2 What is *cleaning work*?

Work is *cleaning work* if it is—

- (a) work carried out in the ACT that has, as its only or main component, the bringing of premises into, or maintaining premises in, a clean condition; or
- (b) work, or an activity, declared to be work in the contract cleaning industry under section 11.

2.3 What is the *contract cleaning industry*?

The *contract cleaning industry* is—

- (a) in relation to the ACT—the industry in which employers provide cleaning work to other people through the provision of workers' services; and
- (b) in relation to a reciprocating State—the contract cleaning industry within the meaning of the corresponding law of the State.

Note *State* includes the Northern Territory (see Legislation Act, dict, pt 1).

2.4 Years of recognised service—contract cleaning industry

A registered worker for the contract cleaning industry is taken to have completed a year of recognised service for each 365 days of recognised service.

2.5 Long service leave formula—contract cleaning industry

The following is the *long service leave formula* for the contract cleaning industry:

$$W = 0.8667 \times \frac{RS}{365}$$

RS means the registered worker's number of days recognised service.

W means the number of weeks long service leave held by the registered worker.

2.6 Amount of leave—contract cleaning industry

- (1) A registered worker for the contract cleaning industry who has 7 years or more recognised service is entitled to the number of days of workers long service leave worked out in accordance with the long service leave formula for the contract cleaning industry.
- (2) A registered worker for the contract cleaning industry is entitled to long service leave for additional days of service worked out in accordance with the long service leave formula if the worker—
 - (a) becomes entitled to long service leave under this Act; and
 - (b) is credited with the additional days in the workers register after becoming entitled to long service leave.

2.7 Grant of leave by employers—contract cleaning industry

- (1) The employer of a registered employee for the contract cleaning industry commits an offence if—
 - (a) the employee's long service leave accrues; and
 - (b) the employer does not grant the employee the long service leave before the end of the prescribed period.

Maximum penalty: 50 penalty units.

- (2) Long service leave must not be granted for a period of less than 2 weeks.
- (3) The employer of a registered employee for the contract cleaning industry commits an offence if—
- (a) the employer has granted the employee long service leave; and
 - (b) the employer does not give the employee a written statement of the day when the long service leave starts and ends—
 - (i) 2 months before the day when the long service leave starts; or
 - (ii) if the employer and employee agree on a shorter period—before the start of the period agreed.

Maximum penalty: 50 penalty units.

- (4) An offence against this section is a strict liability offence.
- (5) In this section:

prescribed period, for long service leave accrued by a registered employee for the contract cleaning industry of an employer, means—

- (a) 6 months after the day the leave accrues; or
- (b) if the governing board has allowed, on application by the employer or the employee, a period longer than 6 months—the period allowed by the board; or
- (c) if the employer and employee agree on a period longer than 6 months—the period agreed.

2.8 Entitlement to payment instead of leave—contract cleaning industry

- (1) This section applies to a registered worker for the contract cleaning industry who has 5 years recognised service if—
 - (a) the worker has permanently left the industry; and
 - (b) 20 weeks have passed since the day the worker permanently left the industry; and
 - (c) the worker has not been credited with service in the workers register for any of the days in the 20-week period.
- (2) Also, this section applies to a registered worker for the contract cleaning industry if the worker has 5 years recognised service and any of the following apply to the worker:
 - (a) the worker has left the industry because of total incapacity;
 - (b) the worker has reached the prescribed retiring age;
 - (c) the worker has died.
- (3) If the governing board is satisfied that this section applies to the worker, the worker is entitled to payment instead of long service leave for the number of weeks long service leave worked out in accordance with the long service leave formula.
- (4) In this section:

prescribed retiring age means—

 - (a) for a registered worker who has been granted a service pension under the *Veterans' Entitlements Act 1986* (Cwlth), section 38 (Eligibility for partner service pension)—the age at which the worker first receives payment of the service pension; or
 - (b) in any other case—55 years.

2.9 Payments for leave—contract cleaning industry

- (1) A registered employee for the contract cleaning industry who has been granted long service leave under section 2.7, or a registered contractor who for the industry is entitled to long service leave, may apply to the authority for payment for the leave.

Note If a form is approved under s 92 for an application, the form must be used.

- (2) The authority must pay to the applicant the amount payable under section 2.11 (How are leave payments worked out for the contract cleaning industry?) if the governing board is satisfied that—
- (a) the applicant is entitled to long service leave under this Act for work done in the contract cleaning industry; and
 - (b) the applicant has been granted leave by the applicant's employer.
- (3) The authority must pay an applicant any amount payable under subsection (2) not later than 21 days after the worker's application has been made.

2.10 Payments instead of leave—contract cleaning industry

- (1) If a registered worker for the contract cleaning industry is entitled to payment instead of long service leave under this Act, the worker may apply to the authority for the payment.

Note If a form is approved under s 92 for an application, the form must be used.

- (2) An application by a registered employee for the contract cleaning industry on the ground that the employee has ceased work in the contract cleaning industry because of total incapacity must be accompanied by a certificate of a doctor certifying that the employee is totally incapacitated for employment in the industry.

- (3) The governing board may require an applicant mentioned in subsection (2) to submit himself or herself to a medical examination by a doctor chosen by the board for that purpose from a panel of 3 doctors nominated by the Australian Capital Territory Branch of the Australian Medical Association.
- (4) All fees or charges payable for a medical examination under subsection (3) are to be paid by the authority.
- (5) If an applicant fails, without reasonable excuse, to comply with a requirement under subsection (3), the governing board may refuse the application.
- (6) If the governing board is satisfied that the applicant is entitled to payment instead of long service leave under this Act, the authority must pay to the applicant the amount payable under section 2.11.

2.11 How are leave payments worked out for the contract cleaning industry?

- (1) For section 2.9 (Payments for leave—contract cleaning industry) and section 2.10 (Payments instead of leave—contract cleaning industry), the amount payable to a registered worker for, or instead of, long service leave is—
 - (a) for any part of the entitlement to long service leave accrued as an employee—the amount worked out in accordance with section 2.12; and
 - (b) for any part of the entitlement to long service leave accrued as a contractor—the amount worked out in accordance with section 2.13.
- (2) For subsection (1)—
 - (a) long service leave must be taken in the reverse order in which it accrued; and

- (b) if payment instead of long service leave is being made—the payment is made in relation to the leave in the order in which it accrued.

Example

Patricia has 10 years of service in the contract cleaning industry giving her an entitlement to 8.3 weeks long service leave. She first worked in the industry as a registered employee and accrued 5 weeks of the entitlement in that capacity. Patricia then worked as a registered contractor and accrued 3.3 weeks of the entitlement in that capacity.

Patricia decides to take 7 weeks long service leave. The payment for the leave is the total of the following amounts:

- the amount calculated under s 2.12 where ‘D’ is 1825 (ie it took 1825 days service as a registered employee to accrue the first 5 weeks of her long service leave entitlement);
- the amount calculated under s 2.13 which is the total of the amounts paid to the authority under s 57 for her first 2.41 years work as a registered contractor (ie it took that period of service as a registered contractor to accrue the next 2 weeks of her long service leave entitlement) and the interest under s 2.13 on those amounts.

Note An example is part of the Act, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

2.12 Leave payments for service as registered employee—contract cleaning industry

- (1) For section 2.11, the amount payable to a registered worker for long service leave for service accrued as a registered employee for the contract cleaning industry is the amount worked out as follows:

$$0.8667 \times \frac{D}{365} \times R$$

- (2) In this section:

D means the number of days service credited to the registered worker in the workers register to which the payment relates.

designated day means—

- (a) if the registered worker is taking long service leave—the day the leave begins; and
- (b) if the registered worker is being paid instead of taking long service leave—the day the payment is made.

R is the highest of the weekly averages of the ordinary remuneration received by the registered worker during each of the following periods that applies to the worker:

- (a) the most recent 2 quarters of service as a registered worker before the designated day;
- (b) the most recent 4 quarters of service as a registered worker before the designated day;
- (c) the most recent 20 quarters of service as a registered worker before the designated day;
- (d) the most recent 40 quarters of service as a registered worker before the designated day.

Example—*R*

Henry has worked in the cleaning industry for 7 years. The periods in par (a), (b) and (c) apply to Henry because he has completed more than 20 quarters (or 5 years), but less than 40 quarters (or 10 years), relevant service.

Henry's average weekly income for the 2 quarters before the designated day is \$283. His weekly averages for the 4 and 20 quarters before the designated day are \$427 and \$375, respectively. Accordingly, *R* is \$427 because it is the highest of the weekly averages.

Note An example is part of the Act, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

2.13 Leave payments for service as registered contractor—contract cleaning industry

- (1) For section 2.11 (How are leave payments worked out for the contract cleaning industry?), the amount payable to a registered worker for the contract cleaning industry for long service leave for service accrued as a registered contractor is the total of the following for the service:
 - (a) amounts paid by the worker to the authority under section 56 (Determination of levy—contractors);
 - (b) interest at the determined rate worked out from the date of receipt of each amount paid under section 56 until the designated day for the leave.
- (2) The governing board must determine an interim rate of interest from time to time before the determination of the rate under subsection (1).
- (3) The determined rate of interest must be determined at the end of each financial year for the previous financial year, and is—
 - (a) if the contract cleaning scheme industry funds invested made a return—75% of the rate of the return for the financial year in which the determination is made; or
 - (b) if the fund did not make a return or made a loss—nil.
- (4) In this section:

designated day means—

 - (a) if the registered worker is taking long service leave—the day the leave begins; and
 - (b) if the registered worker is being paid instead of taking long service leave—the day the payment is made.

FB means the amount of the total equity of the authority at the end of the financial year immediately before the financial year for which the rate is being determined.

FE means the amount of the total equity of the authority at the end of the financial year for which the rate is being determined.

I is the income derived from the investment of the authority's money in the financial year for which the rate is being determined.

total equity, in relation to the authority, means the total assets less the total liabilities of the authority worked out from the audited balance sheet of the authority for the relevant financial year.

2.14 Payments by authority on reciprocal authority's behalf—contract cleaning industry

- (1) This section applies to a registered worker for the contract cleaning industry who has a long service leave entitlement under this Act and a corresponding law.
- (2) The worker may apply to the authority for payment of a long service leave entitlement worked out in accordance with the corresponding law.

Note If a form is approved under s 92 for an application, the form must be used.

- (3) The authority must pay the worker the amount of the entitlement worked out in the way stated in the corresponding law if the authority is authorised by the reciprocal authority to make the payment.

2.15 Payments by reciprocal authority on authority's behalf—contract cleaning industry

- (1) This section applies if, under a corresponding law, a reciprocal authority pays to a person an amount that, but for the payment, would have been payable for a long service leave entitlement under this Act for work done in the contract cleaning industry.

- (2) If the authority is notified about the payment and is satisfied the payment was properly made, the authority must reimburse the reciprocal authority the amount worked out as follows:

$$0.8667 \times \frac{D}{365} \times R$$

- (3) If the authority makes a reimbursement under subsection (2), the obligation of the authority to make the payment to the person for the entitlement is discharged.
- (4) In subsection (2):

D means the number of days service credited to the registered employee in the workers register and to which the payment relates.

R is the amount decided by the reciprocal authority as the weekly amount payable to the worker for the service credited to the worker in the State.

2.16 Service credit—contract cleaning industry—s 64

- (1) A registered worker for the contract cleaning industry is to be credited in the workers register with 1 day's service for each day (including a day when the worker does not carry out cleaning work) in each service period of the worker on or after the worker's registration day.

Example

A day when a worker attends a court in accordance with a summons to serve as a juror or a subpoena to give evidence or produce documents is a day in the worker's period of service when the worker does not carry out cleaning work.

Note An example is part of the Act, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

- (2) However a registered worker for the contract cleaning industry must not, in a financial year, be credited with more than 365 days of service.

2.17 Records of payments and service—contract cleaning industry

- (1) This section applies if the authority—
 - (a) pays an amount to a registered worker for the contract cleaning industry under section 2.9 (Payments for leave—contract cleaning industry) or section 2.10 (Payments instead of leave—contract cleaning industry); or
 - (b) reimburses a reciprocal authority under section 2.15 (Payments by reciprocal authority on authority’s behalf—contract cleaning industry) for an amount paid to a registered worker.
- (2) The authority must delete from the workers register the details relating to the service period for which the worker has been paid.
- (3) However, the authority must keep another record of—
 - (a) the period of the service; and
 - (b) the amount paid to the worker for long service leave or instead of long service leave; and
 - (c) the period of long service leave (if any) granted to or taken by the worker.

2.18 Public holidays not to count as leave—contract cleaning industry

- (1) This section applies if a public holiday falls during a period of long service leave taken by a registered worker for the contract cleaning industry.
- (2) The period of long service leave is increased by 1 day for each public holiday.

Schedule 3 Long service leave payments—community sector industry

3.1 Long service leave—community sector industry

A registered worker for the community sector industry is entitled to long service leave in accordance with this schedule.

3.2 What is *community sector work*?

- (1) Work is *community sector work* if it is—
 - (a) work carried out in the ACT in the community sector industry other than work declared under subsection (2); or
 - (b) work, or an activity, declared to be work in the community sector industry under section 11.
- (2) The Minister may declare work not to be work for the community sector industry.
- (3) A declaration is a disallowable instrument.

Note A disallowable instrument must be notified, and presented to the Legislative Assembly, under the Legislation Act.

3.3 What is the *community sector industry*?

The *community sector industry* is—

- (a) in relation to the ACT—
 - (i) the industry of providing child care services; and
 - (ii) the industry of providing the following residential care services:
 - (A) care accommodation or homes for disadvantaged people where nursing or medical care is not provided as a major service;

- (B) residential corrective services for juvenile offenders;
and
 - (iii) the industry of providing non-residential care welfare services industry (including fund-raising services for welfare services) not included in other community sector industries; and
 - (iv) the industry of providing employment placement services for disabled people; and
 - (v) the industry of providing community service advocacy services; and
- (b) in relation to a reciprocating State—the community sector industry within the meaning of the corresponding law of the State.

3.4 Court or tribunal—not employer

A court or tribunal is not an employer for the community sector industry.

Note A covered industry schedule may prescribe an entity not to be an employer for the covered industry—see s 7 (3).

3.5 Years of recognised service—community sector industry

A registered worker for the community sector industry is taken to have completed a year of recognised service for each 365 days of recognised service.

3.6 Long service leave formula—community sector industry

The following is the *long service leave formula* for the community sector industry:

$$W = 0.8667 \times \frac{RS}{365}$$

RS means the registered worker's number of days recognised service.

W means the number of weeks long service leave held by the registered worker.

3.7 Amount of leave—community sector industry

- (1) A registered worker for the community sector industry who has 5 years or more of recognised service is entitled to the number of days of workers long service leave worked out in accordance with the long service leave formula for the community sector industry.
- (2) A registered worker for the community sector industry is entitled to long service leave for additional days of service worked out in accordance with the long service leave formula if the worker—
 - (a) becomes entitled to long service leave under this Act; and
 - (b) is credited with the additional days in the workers register after becoming entitled to long service leave.

3.8 Grant of leave by employers—community sector industry

- (1) The employer of a registered employee for the community sector industry commits an offence if—
 - (a) the employee's long service leave accrues; and
 - (b) the employer does not grant the employee the long service leave before the end of the prescribed period.

Maximum penalty: 50 penalty units.

- (2) Long service leave must not be granted for a period of less than 2 weeks.
- (3) The employer of a registered employee for the community sector industry commits an offence if—
 - (a) the employer has granted the employee long service leave; and

- (b) the employer does not give the employee a written statement of the day when the long service leave starts and ends—
 - (i) 2 months before the day when the long service leave starts; or
 - (ii) if the employer and employee agree on a shorter period—before the start of the period agreed.

Maximum penalty: 50 penalty units.

- (4) An offence against this section is a strict liability offence.
- (5) In this section:

prescribed period, for long service leave accrued by a registered employee for the community sector industry of an employer, means—

- (a) 6 months after the day the leave accrues; or
- (b) if the governing board has allowed, on application by the employer or the employee, a period longer than 6 months—the period allowed by the board; or
- (c) if the employer and employee agree on a period longer than 6 months—the period agreed.

3.9 Entitlement to payment instead of leave—community sector industry

- (1) This section applies to a registered worker for the community sector industry if the worker has 5 years recognised service and any of the following apply to the worker:
 - (a) the worker has left the industry because of total incapacity;
 - (b) the worker has reached the prescribed retiring age;
 - (c) the worker has died.

- (2) If the governing board is satisfied that this section applies to the worker, the worker is entitled to payment instead of long service leave for the number of weeks long service leave worked out in accordance with the long service leave formula.
- (3) In this section:
- prescribed retiring age* means—
- (a) for a registered worker who has been granted a service pension under the *Veterans' Entitlements Act 1986* (Cwlth), section 38 (Eligibility for partner service pension)—the age at which the worker first receives payment of the service pension; or
- (b) in any other case—55 years.

3.10 Payments for leave—community sector industry

- (1) A registered employee for the community sector industry who has been granted long service leave under section 3.7, or a registered contractor who for the industry is entitled to long service leave, may apply to the authority for payment for the leave.
- Note* If a form is approved under s 92 for an application, the form must be used.
- (2) The authority must pay to the applicant the amount payable under section 3.12 (How are leave payments worked out for the community sector industry?) if the registrar is satisfied that—
- (a) the applicant is entitled to long service leave under this Act for work done in the community sector industry; and
- (b) the applicant has been granted leave by the applicant's employer.
- (3) The authority must pay an applicant any amount payable under subsection (2) 21 days after the application has been made.

3.11 Payments instead of leave—community sector industry

- (1) If a registered worker for the community sector industry is entitled to payment instead of long service leave under this Act, the worker may apply to the authority for the payment.

Note If a form is approved under s 92 for an application, the form must be used.

- (2) An application by a registered employee for the community sector industry on the ground that the employee has ceased work in the community sector industry because of total incapacity must be accompanied by a certificate of a doctor certifying that the employee is totally incapacitated for employment in the industry.
- (3) The governing board may require an applicant mentioned in subsection (2) to submit himself or herself to a medical examination by a doctor chosen by the board for that purpose from a panel of 3 doctors nominated by the Australian Capital Territory Branch of the Australian Medical Association.
- (4) All fees or charges payable for a medical examination under subsection (3) are to be paid by the authority.
- (5) If an applicant fails, without reasonable excuse, to comply with a requirement under subsection (3), the governing board may refuse the application.
- (6) If the governing board is satisfied that the applicant is entitled to payment instead of long service leave under this Act, the authority must pay to the applicant the amount payable under section 3.10.

3.12 How are leave payments worked out for the community sector industry?

- (1) For section 3.10 (Payments for leave—community sector industry) and section 3.11 (Payments instead of leave—community sector industry), the amount payable to a registered worker for, or instead of, long service leave is—
 - (a) for any part of the entitlement to long service leave accrued as an employee—the amount worked out in accordance with section 3.13; and
 - (b) for any part of the entitlement to long service leave accrued as a contractor—the amount worked out in accordance with section 3.14.
- (2) For subsection (1)—
 - (a) long service leave must be taken in the reverse order in which it accrued; and
 - (b) if payment instead of long service leave is being made—the payment is made in relation to the leave in the order in which it accrued.

Example

Darla has 5 years of service in the community sector industry giving her an entitlement to 4.335 weeks long service leave. She first worked in the industry as a registered employee and accrued 2 weeks of the entitlement in that capacity. Darla then worked as a registered contractor and accrued 2.335 weeks of the entitlement in that capacity.

Darla decides to take 4.335 weeks long service leave. The payment for the leave is the total of the following amounts:

- the amount calculated under s 3.13 where ‘D’ is 842 (ie it took 842 days service as a registered employee to accrue the first 2 weeks of her long service leave entitlement);

- the amount calculated under s 3.14 which is the total of the amounts paid to the authority under s 57 for her 983 days work as a registered contractor (ie it took that period of service as a registered contractor to accrue the next 2.335 weeks of her long service leave entitlement) and the interest under s 3.14 on those amounts.

Note An example is part of the Act, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

3.13 Leave payments for service as registered employee—community sector industry

- (1) For section 3.12, the amount payable to a registered worker for long service leave for service accrued as a registered employee for the community sector industry is the amount worked out as follows:

$$0.8667 \times \frac{D}{365} \times R$$

- (2) In this section:

D means the number of days service credited to the registered worker in the workers register to which the payment relates.

designated day means—

- if the registered worker is taking long service leave—the day the leave begins; and
- if the registered worker is being paid instead of taking long service leave—the day the payment is made.

R is the highest of the weekly averages of the ordinary remuneration received by the registered worker during each of the following periods that applies to the worker:

- the most recent 2 quarters of service as a registered worker before the designated day;
- the most recent 4 quarters of service as a registered worker before the designated day;

- (c) the most recent 20 quarters of service as a registered worker before the designated day.

Example—R

Harry has worked in the community sector industry for 5 years. The periods in par (a), (b) and (c) apply to Harry because he has completed more than 20 quarters (or 5 years) relevant service.

Harry's average weekly income for the 2 quarters before the designated day is \$283. His weekly averages for the 4 and 20 quarters before the designated day are \$427 and \$375, respectively. Accordingly, *R* is \$427 because it is the highest of the weekly averages.

Note An example is part of the Act, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

3.14 Leave payments for service as registered contractor—community sector industry

- (1) For section 3.12 (How are leave payments worked out for the community sector industry?), the amount payable to a registered worker for the community sector industry for long service leave for service accrued as a registered contractor is the total of the following for the service:
- (a) amounts paid by the worker to the authority under section 56 (Determination of levy—contractors);
 - (b) interest at the determined rate worked out from the date of receipt of each amount paid under section 56 until the designated day for the leave.
- (2) The governing board must determine an interim rate of interest from time to time before the determination of the rate under subsection (1).

- (3) The determined rate of interest must be determined at the end of each financial year for the previous financial year, and is—
- (a) if the community sector industry scheme funds invested made a return—75% of the rate of the return for the financial year in which the determination is made; or
 - (b) if the fund did not make a return or made a loss—nil.

- (4) In this section:

designated day means—

- (a) if the registered worker is taking long service leave—the day the leave begins; and
- (b) if the registered worker is being paid instead of taking long service leave—the day the payment is made.

FB means the amount of the total equity of the authority at the end of the financial year immediately before the financial year for which the rate is being determined.

FE means the amount of the total equity of the authority at the end of the financial year for which the rate is being determined.

I is the income derived from the investment of the authority's money in the financial year for which the rate is being determined.

total equity, in relation to the authority, means the total assets less the total liabilities of the authority worked out from the audited balance sheet of the authority for the relevant financial year.

3.15 Payments by authority on reciprocal authority's behalf—community sector industry

- (1) This section applies to a registered worker for the community sector industry who has a long service leave entitlement under this Act and a corresponding law.

- (2) The worker may apply to the authority for payment of a long service leave entitlement worked out in accordance with the corresponding law.

Note If a form is approved under s 92 for an application, the form must be used.

- (3) The authority must pay the worker the amount of the entitlement worked out in the way stated in the corresponding law if the authority is authorised by the reciprocal authority to make the payment.

3.16 Payments by reciprocal authority on authority's behalf—community sector industry

- (1) This section applies if, under a corresponding law, a reciprocal authority pays to a person an amount that, but for the payment, would have been payable for a long service leave entitlement under this Act for work done in the contract cleaning industry.
- (2) If the authority is notified about the payment and is satisfied the payment was properly made, the authority must reimburse the reciprocal authority the amount worked out as follows:

$$0.8667 \times \frac{D}{365} \times R$$

- (3) If the authority makes a reimbursement under subsection (2), the obligation of the authority to make the payment to the person for the entitlement is discharged.
- (4) In subsection (2):

D means the number of days service credited to the registered employee in the workers register and to which the payment relates.

R is the amount decided by the reciprocal authority as the weekly amount payable to the worker for the service credited to the worker in the State.

3.17 Service credit—community sector industry—s 64

- (1) A registered worker for the community sector industry is to be credited in the workers register with 1 day's service for each day (including a day when the worker does not carry out community sector industry work) in each service period of the worker on or after the worker's registration day.

Example

A day when a worker attends a court in accordance with a summons to serve as a juror or a subpoena to give evidence or produce documents is a day in the worker's period of service when the worker does not carry out community sector industry work.

Note An example is part of the Act, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

- (2) However a registered worker in the community sector industry must not, in a financial year, be credited with more than 365 days of service.

3.18 Records of payments and service—community sector industry

- (1) This section applies if the authority—
- (a) pays an amount to a registered worker for the community sector industry under section 3.10 (Payments for leave—community sector industry) or section 3.11 (Payments instead of leave—community sector industry); or
 - (b) reimburses a reciprocal authority under section 3.16 (Payments by reciprocal authority on authority's behalf—community sector industry) for an amount paid to a registered worker.
- (2) The authority must delete from the workers register the details relating to the service period for which the worker has been paid.

- (3) However, the authority must keep another record of—
 - (a) the period of the service; and
 - (b) the amount paid to the worker for long service leave or instead of long service leave; and
 - (c) the period of long service leave (if any) granted to or taken by the worker.

3.19 Public holidays etc not to count as leave—community sector industry

- (1) This section applies if a public holiday or industry holiday falls during a period of long service leave taken by a registered worker for the community industry.
- (2) The period of long service leave is increased by 1 day for each public holiday and industry holiday.
- (3) In this section:

industry holiday means a day that is a holiday for people employed in the community sector industry under a fair work instrument made under the *Fair Work Act 2009* (Cwlth).
- (4) For the definition of *industry holiday*, a reference to a fair work instrument made under the *Fair Work Act 2009* (Cwlth) includes a reference to an agreement-based instrument and an award-based instrument within the meaning of the *Fair Work (Transitional Provisions and Consequential Amendments) Act 2009* (Cwlth), schedule 3, part 2.
- (5) Subsection (4) and this subsection expire 1 year after the day this subsection commences.

Schedule 4 Reviewable decisions

(see s 80, def *reviewable decision*)

column 1 item	column 2 section	column 3 decision	column 4 entity	column 5 decision- maker
1	31 (1) (b)	refuse to allow additional time for application for registration by employer	employer	registrar
2	32 (2)	refuse to register person as employer	person	registrar
3	37 (4) (b)	confirm registrar's decision to refuse to register applicant as employer	applicant	governing board
4	45 (3) (a)	confirm registrar's decision to refuse to register applicant as worker	person	governing board
5	47	refuse to credit employee with prior service	employee	governing board
6	47	amount of prior service credited	employee	governing board
7	48	refuse to credit contractor with prior service	contractor	governing board

column 1 item	column 2 section	column 3 decision	column 4 entity	column 5 decision- maker
8	48	amount of prior service credited	contractor	governing board
9	49 (1) (b)	refuse to allow employer additional time for giving return to authority	employer	registrar
10	52 (3)	refuse to remit all or part of amount to employer	employer	registrar
12	54 (1) (b)	refuse to allow registered contractor additional time for giving return to authority	registered contractor	registrar
13	60 (5) (b)	fix another amount as the total ordinary remuneration of worker for quarter	<ul style="list-style-type: none"> • worker • if the worker is an employee—the worker's employer 	governing board
14	63 (2) (b)	refuse to allow additional time for person to pay amount	person	registrar
15	66 (1) (b)	refuse to direct registrar to re-register person	person	governing board

column 1 item	column 2 section	column 3 decision	column 4 entity	column 5 decision- maker
16	69 (4)	allow, or refuse to allow, objection to matter in certificate given to worker under s 67	<ul style="list-style-type: none"> worker if the worker is an employee—the worker's employer 	governing board
17	69 (4)	allow, or refuse to allow, objection to matter in certificate given to employer under s 68	<ul style="list-style-type: none"> employer employee to whom objection relates 	governing board
18	89 (2) (b)	not satisfied that amount paid by employer was properly paid	employer	registrar
19	90A (2)	refuse reimbursement of direct payment of long service leave	employer	registrar
20	sch 1, 1.7 (5) (b), sch 2, 2.7 (5) (b) or sch 3, 3.8 (5) (b)	refuse to allow additional period	applicant	governing board

column 1 item	column 2 section	column 3 decision	column 4 entity	column 5 decision- maker
21	sch 1, 1.8 (3), sch 2, 2.8 (3) or sch 3, 3.9 (2)	not satisfied that section applies to applicant	applicant	governing board
22	sch 1, 1.9 (2), sch 2, 2.9 (2), or sch 3, 3.10 (2)	not satisfied that applicant entitled to long service leave	applicant	governing board
23	sch 1, 1.10 (6), sch 2, 2.10 (6) or sch 3, 3.11 (6)	not satisfied that applicant entitled to payment instead of long service leave	applicant	governing board

Dictionary

(see s 3)

Note 1 The Legislation Act contains definitions and other provisions relevant to this Act.

Note 2 For example, the Legislation Act, dict, pt 1, defines the following terms:

- ACAT
- ACT
- contravene
- director-general (see s 163)
- disallowable instrument (see s 9)
- document
- Executive
- exercise
- function
- in relation to
- public holiday
- public servant
- quarter
- reviewable decision notice
- State
- the Territory.

apprentice means an apprentice other than a school-based apprentice.

at premises, for part 8 (Enforcement)—see section 70.

authority—see section 16.

building and construction industry—see schedule 1, section 1.3.

building and construction work—see schedule 1, section 1.2.

cleaning work—see schedule 2, section 2.2.

community sector industry—see schedule 3, section 3.3.

community sector work—see schedule 3, section 3.2.

contract cleaning industry—see schedule 2, section 2.3.

contractor—see section 10.

corresponding law means a law of a State declared under section 87 to be a corresponding law.

Note *State* includes the Northern Territory (see Legislation Act, dict, pt 1).

covered industry—see section 6.

covered industry schedule means—

- (a) for the building and construction industry—schedule 1; and
- (b) for the contract cleaning industry—schedule 2; and
- (c) for the community sector industry—schedule 3.

day—see section 14.

decision-maker, for a reviewable decision, for part 9 (Notification and review of decisions)—see section 80.

employee—see section 9.

employer—see section 7.

employers register—see section 30.

governing board means the governing board of the authority established under section 20.

long service leave formula—

- (a) for the building and construction industry—see schedule 1, section 1.5; and
- (b) for the contract cleaning industry—see schedule 2, section 2.5; and
- (c) for the community sector industry—see schedule 3, section 3.6.

occupier, for part 8 (Enforcement)—see section 70.

ordinary remuneration, for a person, means the amount paid or payable to the person for work, other than any amounts for—

- (a) overtime; or
- (b) expenses incurred by the person; or
- (c) the use of materials, equipment or a motor vehicle provided by the person.

premises includes any land, structure or vehicle and any part of an area of land, a structure or vehicle.

reciprocal agreement—see section 90.

reciprocal authority means the entity under a corresponding law that administers the scheme of long service benefits established by the law.

reciprocating State means a State in relation to which a reciprocal agreement is in force.

Note **State** includes the Northern Territory (see Legislation Act, dict, pt 1).

recognised service, for a registered worker, means the total number of days for all service periods entered in the relevant workers register for the worker.

registered employer means a person who is registered under section 34.

registered worker means an individual who is registered under section 46.

registrar means the chief executive officer of the authority within the meaning of the *Financial Management Act 1996*, dictionary, definition of **chief executive officer**.

registration day, in relation to a worker—see section 15.

reviewable decision, for part 9 (Notification and review of decisions)—see section 80.

school-based apprentice means an apprentice to whom a school-based training arrangement, undertaken as part of a course of secondary education, applies.

service, for a registered worker for a covered industry, means service in the covered industry.

service period, for a registered worker for a covered industry—see section 12.

worker—see section 8.

workers register—see section 39.

working director means a person who is both a director and an employee of a company.

Note For this Act, a working director is taken to be a contractor—see s 10.

Endnotes

1 About the endnotes

Endnotes

1 About the endnotes

Amending and modifying laws are annotated in the legislation history and the amendment history. Current modifications are not included in the republished law but are set out in the endnotes.

Not all editorial amendments made under the *Legislation Act 2001*, part 11.3 are annotated in the amendment history. Full details of any amendments can be obtained from the Parliamentary Counsel's Office.

Uncommenced amending laws are not included in the republished law. The details of these laws are underlined in the legislation history. Uncommenced expiries are underlined in the legislation history and amendment history.

If all the provisions of the law have been renumbered, a table of renumbered provisions gives details of previous and current numbering.

The endnotes also include a table of earlier republications.

2 Abbreviation key

A = Act	NI = Notifiable instrument
AF = Approved form	o = order
am = amended	om = omitted/repealed
amdt = amendment	ord = ordinance
AR = Assembly resolution	orig = original
ch = chapter	par = paragraph/subparagraph
CN = Commencement notice	pres = present
def = definition	prev = previous
DI = Disallowable instrument	(prev...) = previously
dict = dictionary	pt = part
disallowed = disallowed by the Legislative Assembly	r = rule/subrule
div = division	reloc = relocated
exp = expires/expired	renum = renumbered
Gaz = gazette	R[X] = Republication No
hdg = heading	RI = reissue
IA = Interpretation Act 1967	s = section/subsection
ins = inserted/added	sch = schedule
LA = Legislation Act 2001	sdiv = subdivision
LR = legislation register	SL = Subordinate law
LRA = Legislation (Republication) Act 1996	sub = substituted
mod = modified/modification	<u>underlining</u> = whole or part not commenced or to be expired

3 Legislation history

Long Service Leave (Portable Schemes) Act 2009 A2009-25

notified LR 8 September 2009

s 1, s 2 commenced 8 September 2009 (LA s 75 (1))

remainder commenced 1 January 2010 (s 2)

as amended by

Long Service Leave (Community Sector) Amendment Act 2009 A2009-42

notified LR 23 November 2009

s 1, s 2 commenced 23 November 2009 (LA s 75 (1))

remainder commenced 1 July 2010 (s 2)

Administrative (One ACT Public Service Miscellaneous Amendments) Act 2011 A2011-22 sch 1 pt 1.97

notified LR 30 June 2011

s 1, s 2 commenced 30 June 2011 (LA s 75 (1))

sch 1 pt 1.97 commenced 1 July 2011 (s 2 (1))

Statute Law Amendment Act 2011 (No 2) A2011-28 sch 3 pt 3.24

notified LR 31 August 2011

s 1, s 2 commenced 31 August 2011 (LA s 75 (1))

sch 3 pt 3.24 commenced 21 September 2011 (s 2 (1))

Long Service Leave (Portable Schemes) Amendment Act 2012 A2012-9

notified LR 4 April 2012

s 1, s 2 commenced 4 April 2012 (LA s 75 (1))

remainder commenced 1 July 2012 (s 2 and CN2012-7)

Statute Law Amendment Act 2012 A2012-21 sch 3 pt 3.30

notified LR 22 May 2012

s 1, s 2 commenced 22 May 2012 (LA s 75 (1))

sch 3 pt 3.30 commenced 5 June 2012 (s 2 (1))

Endnotes

4 Amendment history

4 Amendment history

Commencement

s 2 om LA s 89 (4)

What is a *covered industry*?

s 6 am A2009-42 s 4, s 5

Who is an *employer*?

s 7 am A2012-9 s 4

Who is a *contractor*?

s 10 am A2012-9 s 5

Declarations by Minister—coverage of Act

s 11 am A2012-9 s 6; ss renum R7 LA

When is work outside the ACT work?

s 13 am A2009-42 s 6

Delegation by authority

s 19 am A2012-9 s 7

Deputy registrar

s 23 am A2011-22 amdt 1.301

Arrangements for staff

s 25 am A2011-22 amdt 1.298

Employers registration

s 30 am A2012-9 s 8

Dealing with applications after end of 1-month period

s 33 om A2012-9 s 9

Workers register

s 39 am A2012-9 s 10

Application by employers for registration of employee

s 41 am A2012-9 s 11

Service credit—employee's prior service

s 47 sub A2012-9 s 12

Service credit—contractor's prior service

s 48 sub A2012-9 s 12

Quarterly returns by employers

s 49 am A2012-9 s 13

Determination of levy—employers

s 51 sub A2012-9 s 14

Civil penalty—fail to give quarterly returns etc

s 52 am A2012-9 s 15

Exemption from levy payments—working directors

s 53 om A2012-9 s 16

Quarterly returns by contractors

s 54 am A2012-9 s 17, s 18; ss renum R7 LA

Review of ordinary remuneration by governing board

s 60 am A2012-9 s 19; ss renum R7 LA

Notice of governing board decisions on review of ordinary remuneration

s 61 am A2012-9 s 20

Removing people from workers register

s 65 am A2009-42 s 7; A2012-9 s 21

Access to long service leave register information

pt 7 hdg sub A2012-9 s 22

Information for registered workers

s 67 sub A2012-9 s 23

Information for employers

s 68 sub A2012-9 s 23

Certified copies of long service leave registers

s 69 sub A2012-9 s 23

Appointment of inspectors

s 71 am A2011-22 amdt 1.301; A2012-9 s 24

Identity cards

s 72 am A2011-22 amdt 1.301; A2012-9 s 25

Definitions—pt 9s 80 def *internally reviewable decision* ins A2012-9 s 26**Internal review of certain decisions**

s 80A ins A2012-9 s 27

Applications for internal review

s 80B ins A2012-9 s 27

Internal review

s 80C ins A2012-9 s 27

Review of decisions by ACAT

s 82 sub A2012-9 s 28

Disclosure of information to territory entities and reciprocal authorities

s 84 am A2011-22 amdt 1.301

Inspection of register

s 85 om A2012-9 s 29

Endnotes

4 Amendment history

Benefits under other laws—election

s 88 am A2009-42 s 8

Benefits under other laws—reimbursement of employer

s 89 am A2012-9 s 30

Authority reimbursement of certain payments

s 90A ins A2012-9 s 31

Determination of fees

s 91 am A2011-28 amdt 3.157

Legislation amended—sch 4

s 94 om LA s 89 (3)

Legislation repealed—sch 5

s 95 om LA s 89 (3)

Transitional

pt 11 hdg exp 1 January 2012 (s 107 (1) (LA s 88 declaration applies))

Definitions—pt 11

s 96 exp 1 January 2012 (s 107 (1) (LA s 88 declaration applies))
def **commencement day** exp 1 January 2012 (s 107 (1) (LA s 88 declaration applies))
def **LSL (BCI) Act** exp 1 January 2012 (s 107 (1) (LA s 88 declaration applies))
def **LSL (CCI) Act** exp 1 January 2012 (s 107 (1) (LA s 88 declaration applies))
def **replaced entity** exp 1 January 2012 (s 107 (1) (LA s 88 declaration applies))

Transitional—rights and liabilities under repealed Acts

s 97 exp 1 January 2012 (s 107 (1) (LA s 88 declaration applies))

Transitional—entitlement to payment instead of leave

s 97A ins A2012-9 s 32

Vesting of assets and liabilities of replaced entities in authority

s 98 exp 1 January 2012 (s 107 (1) (LA s 88 declaration applies))

Registration of changes in title to certain assets

s 99 exp 1 January 2012 (s 107 (1) (LA s 88 declaration applies))

Proceedings and evidence in relation to vested assets and liabilities

s 100 exp 1 January 2012 (s 107 (1) (LA s 88 declaration applies))

Transitional—disclosure of information to territory entities and reciprocal authorities

s 101 am A2011-22 amdt 1.301
exp 1 January 2012 (s 107 (1) (LA s 88 declaration applies))

Transitional—registers

s 102 exp 1 January 2012 (s 107 (1) (LA s 88 declaration applies))

Transitional—amounts to be paid

s 103 exp 1 January 2012 (s 107 (1) (LA s 88 declaration applies))

Transitional—inspectors

s 104 exp 1 January 2012 (s 107 (1) (LA s 88 declaration applies))

Transitional—chief executive officer

s 105 exp 1 January 2012 (s 107 (1) (LA s 88 declaration applies))

Transitional regulations

s 106 exp 1 January 2012 (s 107 (1) (LA s 88 declaration applies))

Expiry—pt 11

s 107 exp 1 January 2012 (s 107 (1) (LA s 88 declaration applies))

Long service leave formula—building and construction industry

sch 1 s 1.5 am A2012-9 s 33

Amount of leave—building and construction industry

sch 1 s 1.6 am A2012-9 s 34

Entitlement to payment instead of leave—building and construction industry

sch 1 s 1.8 am A2012-9 ss 35-37; ss renum R7 LA

Payment for leave—building and construction industry

sch 1 s 1.9 am A2012-9 s 38, s 39

Leave payments for service as registered contractor—building and construction industry

sch 1 s 1.13 am A2012-9 s 40

Amount of leave—contract cleaning industry

sch 2 s 2.6 am A2012-9 s 41

Entitlement to payment instead of leave—contract cleaning industry

sch 2 s 2.8 am A2012-9 s 42

Payments for leave—contract cleaning industry

sch 2 s 2.9 am A2012-9 s 43, s 44

Leave payments for service as registered contractor—contract cleaning industry

sch 2 s 2.13 am A2012-9 s 45

Long service leave payments—community sector industry

sch 2A renum as sch 3

Endnotes

4 Amendment history

Long service leave payments—community sector industry

sch 3

orig sch 3

renum as sch 4

pres sch 3

(prev sch 2A) ins A2009-42 s 9

renum as sch 3 A2009-42 s 14

am A2011-28 amdt 3.158, amdt 3.159; A2012-21 amdt 3.119;
A2012-9 ss 46-50

s 3.19 (4), (5) exp 21 September 2012 (s 3.19 (5))

Reviewable decisions

sch 4

orig sch 4

om LA s 89 (3)

pres sch 4

(prev sch 3) am A2009-42 ss 10-13

renum as sch 4 A2009-42 s 14

am A2012-9 ss 51-54

Legislation repealed

sch 5

om LA s 89 (3)

Dictionary

dict

am A2011-22 amdt 1.299, amdt 1.300; A2011-28 amdt 3.160

def **apprentice** ins A2012-9 s 55

def **at** premises sub A2011-28 amdt 3.161

def **community sector industry** ins A2009-42 s 15

def **community sector work** ins A2009-42 s 15

def **covered industry schedule** sub A2009-42 s 16

def **governing board** am A2011-28 amdt 3.162

def **long service leave formula** sub A2009-42 s 17

def **occupier** ins A2011-28 amdt 3.163

def **school-based apprentice** ins A2012-9 s 55

def **working director** am A2011-28 amdt 3.164; A2012-9 s 56

5 Earlier republications

Some earlier republications were not numbered. The number in column 1 refers to the publication order.

Since 12 September 2001 every authorised republication has been published in electronic pdf format on the ACT legislation register. A selection of authorised republications have also been published in printed format. These republications are marked with an asterisk (*) in column 1. Electronic and printed versions of an authorised republication are identical.

Republication No and date	Effective	Last amendment made by	Republication for
R1 1 Jan 2010	1 Jan 2010– 30 June 2010	<u>A2009-42</u>	new Act
R2 1 July 2010	1 July 2010– 30 June 2011	A2009-42	amendments by A2009-42
R3 1 July 2011	1 July 2011– 20 Sept 2011	A2011-22	amendments by A2011-22
R4 21 Sept 2011	21 Sept 2011– 1 Jan 2012	A2011-28	amendments by A2011-28
R5 2 Jan 2012	2 Jan 2012– 4 June 2012	A2011-28	expiry of transitional provisions (pt 11)
R6 5 June 2012	5 June 2012– 30 June 2012	A2012-21	amendments by A2012-21

Endnotes

6 Expired transitional or validating provisions

6 Expired transitional or validating provisions

This Act may be affected by transitional or validating provisions that have expired. The expiry does not affect any continuing operation of the provisions (see *Legislation Act 2001*, s 88 (1)).

Expired provisions are removed from the republished law when the expiry takes effect and are listed in the amendment history using the abbreviation ‘exp’ followed by the date of the expiry.

To find the expired provisions see the version of this Act before the expiry took effect. The ACT legislation register has point-in-time versions of this Act.

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