



siag

industrial relations : human resources : employment matters : training

CIRCULAR: GEN/080/NAT/080/19
DATE: 2 July 2019
SUBJECT: Portable Long Service Leave Scheme – Victoria – Community Service Workers
ATTENTION: Chief Executive Officer

Further to our circular on 20 May 2019 (077/NAT/077) regarding the *Long Service Benefits Portability Act 2018* (Vic) (the **Act**), please be advised that the scheme has commenced as of 1 July 2019.

Under the Act, Victorian community services workers (as defined by the Act), along with contract cleaning and security industry employees, will be entitled to long service leave after seven years of service to the industry, regardless of the number of employers that they have had during this period. After seven years of service, a covered employee can approach the Portable Long Service Benefits Authority (the Authority), established under the Act, for access to their long service leave entitlements

Assistance for Employers

If you require assistance in determining if you are required to register as an employer, or questions about how the scheme will work, you should contact the authority by phone email or website, as set out below.

Phone **1800 517 158**
E-mail enquiries@plsa.vic.gov.au
Website www.plsa.vic.gov.au

Additionally, the Authority will host a series of information sessions across Victoria, throughout August, September and October, providing detailed information about registration and reporting requirements.

Registration Process

Businesses who employ workers covered by the Portable Long Service Scheme have until 30 September 2019 to register as an Employer. For new businesses established after 30 September, registration must be completed 3 months after establishment.

- Employers can register at: <https://www.vic.gov.au/portable-long-service>

As part of the registration process the Employer will require the following information:

- Business name
- Business address
- Name and contact details of a primary contact
- ABN or ACN (if applicable)
- The type of work your business does
- The date you started employing workers in the industry in Victoria
- Employers may be contacted by phone by the Authority to confirm information provided in the registration application.

Employers will receive information about their registration application via e-mail and a 'welcome pack' containing a letter advising of the outcome of their application, a certificate of registration and detailed information about their industry, which will be sent in the mail.

Worker Registration

Workers will be registered by their employers through Quarterly Return reporting, which commences in October 2019. The report must be provided to the Authority no later than one month after their respective quarters.

Failure to comply

Failure to comply with the scheme's reporting, record-keeping or payment obligations are offences under the Act and can result in the Authority taking legal action in pursuit of compliance and / or financial penalties for the contraventions. The penalties can apply the corporation and / or individuals who are knowingly concerned in the commission of the offence.

The above is provided for summary purposes only, and any employer that may fall within the scheme is advised to obtain further advice and information about the scheme and their obligations

If you have any questions or if you require further information, please contact the SIAG National Advisory Service on 03 9644 1400 or 1300 (SIAG HR) / 1300 742 447.



Brian Cook
Managing Director

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