

Living & Learning Pakenham Inc
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Portable Long Service Leave

Questions

Living and Learning Pakenham Inc is a not for profit Community House that provides a number of services within its operations. Preaccredited programs - English for refugees and migrants, introduction to computer classes, Lifestyle programs – exercise classes and painting classes.

Rooms are hired out to various organisations and we have some individual MOU's with some organisations who run accredited programs at our centre – AMEP and VCAL. We receive funding from DHHS, DE&T, Cardinia Council Shire (who own the building).

WE are still confused as to who, within the organisation is classed a Community worker and is therefore eligible for the scheme. We employ two part time receptionists who deal with the public on a daily basis and one student welfare officer. We also employ 2 casual trainers to teach English. We would expect that these employees are covered by the PLSL scheme.

The other staff members, all of whom are part time, are the programming officer, the finance officer, the CEO and two part time cleaners. Are these employees covered by the PLSL scheme?

The amount of 1.65% per hour for LSL is less than the 2.5% per hour that is applied through the NH Collective agreement 2010. Who pays the difference? This will be another administrative nightmare for book keepers in the sector to manage this.

Will PLSL Board be contacting the payroll software providers to update their software in accordance with the scheme? Currently, I have had to create an excel spreadsheet and manually enter all the data fortnightly for employees to calculate the amount to pay quarterly. Will PLSL scheme provide a formula to be used in the absence of an updated payroll software?

The balance between 2.5% and 1.65% of .85% then has to be calculated and added to the balance sheet as a liability for the organisation. Currently the software that I use (Reckon) calculates the full 2.5% as liability. There is no allowance for the PLSL scheme. How does the PLSL scheme propose to accurately estimate the amount to pay into the scheme and the balance amount?

Superannuation also forms part of the remuneration calculation in the PLSL scheme. This is not calculated in the 2.5% on the software programs.

As these questions have yet to be clarified how are Community Houses expected to estimate and pay the quarterly returns?

No allowance was made in our annual budget for the PLSL scheme. Our financial year runs from January to December. To date, if ALL employees were to be fully covered by the scheme this adds an extra \$1500 per quarter.

Before any quarterly returns/payments can be made by our organisation the above questions need to be answered.

Sincerely,



On behalf of
Living& Learning Pakenham Inc