



Long Service Leave Authority

Return Form Checklist and Calendar 2017-2018

Security Industry



Who is covered by the Security scheme?

Work carried out in the Security Industry including:

- Patrol guards, cash-in transit, guards with firearm or dog, monitoring centre operator, bodyguard, security consultant, crowd control (excludes work in relation to security equipment e.g. advice, sales, maintenance, installation and repair)
- Includes inter-state based companies working in ACT.
- Everyone with a business that provides one or more of the following licensed services (services that require a license under section 13 (1) (a)-(h) of the Security Industry Act 2003 (ACT)).

Postal Address

Reply Paid 234
CIVIC SQUARE ACT 2608

Street Address:

Unit 1, 28 Thynne Street
Bruce ACT 2617

Office Hours:

8.30 am to 4.30 pm

Phone

(02) 6247 3900

Fax

(02) 6257 5058

Email

security@actleave.act.gov.au

July 2017							August 2017							September 2017						
Sun	2	9	16	23	30		Sun	6	13	20	27		Sun	3	10	17	24			
Mon	3	10	17	24	31		Mon	7	14	21	28		Mon	4	11	18	25			
Tue	4	11	18	25			Tue	1	8	15	22	29	Tue	5	12	19	26			
Wed	5	12	19	26			Wed	2	9	16	23	30	Wed	6	13	20	27			
Thu	6	13	20	27			Thu	3	10	17	24	31	Thu	7	14	21	28			
Fri	7	14	21	28			Fri	4	11	18	25		Fri	1	8	15	22	29		
Sat	1	8	15	22	29		Sat	5	12	19	26		Sat	2	9	16	23	30		
October 2017							November 2017							December 2017						
Sun	1	8	15	22	29		Sun	5	12	19	26		Sun	3	10	17	24	31		
Mon	2	9	16	23	30		Mon	6	13	20	27		Mon	4	11	18	25			
Tue	3	10	17	24	31		Tue	7	14	21	28		Tue	5	12	19	26			
Wed	4	11	18	25			Wed	1	8	15	22	29	Wed	6	13	20	27			
Thu	5	12	19	26			Thu	2	9	16	23	30	Thu	7	14	21	28			
Fri	6	13	20	27			Fri	3	10	17	24		Fri	1	8	15	22	29		
Sat	7	14	21	28			Sat	4	11	18	25		Sat	2	9	16	23	30		
January 2018							February 2018							March 2018						
Sun		7	14	21	28		Sun	4	11	18	25		Sun	4	11	18	25			
Mon	1	8	15	22	29		Mon	5	12	19	26		Mon	5	12	19	26			
Tue	2	9	16	23	30		Tue	6	13	20	27		Tue	6	13	20	27			
Wed	3	10	17	24	31		Wed	7	14	21	28		Wed	7	14	21	28			
Thu	4	11	18	25			Thu	1	8	15	22		Thu	1	8	15	22	29		
Fri	5	12	19	26			Fri	2	9	16	23		Fri	2	9	16	23	30		
Sat	6	13	20	27			Sat	3	10	17	24		Sat	3	10	17	24	31		
April 2018							May 2018							June 2018						
Sun	1	8	15	22	29		Sun	6	13	20	27		Sun	3	10	17	24			
Mon	2	9	16	23	30		Mon	7	14	21	28		Mon	4	11	18	25			
Tue	3	10	17	24			Tue	1	8	15	22	29	Tue	5	12	19	26			
Wed	4	11	18	25			Wed	2	9	16	23	30	Wed	6	13	20	27			
Thu	5	12	19	26			Thu	3	10	17	24	31	Thu	7	14	21	28			
Fri	6	13	20	27			Fri	4	11	18	25		Fri	1	8	15	22	29		
Sat	7	14	21	28			Sat	5	12	19	26		Sat	2	9	16	23	30		

On Your Employer Quarterly return

Please include:

- Gross ordinary wages, any above award payment, payments for shiftwork or weekend work, sick leave, annual leave, public holidays, workers' compensation payments (paid directly by the employer, the employer then reimbursed from the insurance company)

Do not include:

- Overtime, annual leave paid on termination, travel allowance, one-off bonuses, meal allowance, payment for materials & equipment, protective clothing allowance, redundancy payments

Avoid Penalties

Lodge your return and payment by the due date

Organise an extension of time if you can't complete your return or make your payment by the due date

ACT Public Holidays

Return & payment due date