

Contract Cleaning Industry Long Service Leave Committee

APPEAL GUIDE

Information

If you are dissatisfied with an original decision made by the Long Service Corporation (LSC), you can appeal directly to the independent Contract Cleaning Industry Long Service Leave Committee (the Committee).

- No appeals can be lodged in relation to periods prior to 1 July 2011 when the scheme commenced.

Employer appeal rights

The decisions you may appeal as an employer, are:

- Refusal of an employer registration application
- Cancellation of an employer's registration
- Refusal of a worker registration application
- Refusal to grant an exemption or revoke an exemption from lodging a return
- Refusal to grant an extension to pay a levy
- Refusal to waive or reduce interest on unpaid levies
- An assessment on an unpaid levy.

Worker appeal rights

The decisions you may appeal as a worker, are:

- Refusal of a worker registration application
- Cancellation of a worker's registration
- Applied limitation to the minimum and maximum rates of pay used to pay a claim.

The Committee

The Committee has the authority to confirm or overrule certain decisions made by LSC. Committee members are representatives of employer associations and unions in the contract cleaning industry in NSW, and are appointed by the Minister.

The appeal process

An appeal must be lodged with the Committee within 42 days of the date you are notified of the original decision by LSC. However, the Committee may accept an appeal within 6 months of the date you are notified, if they consider that exceptional circumstances exist.*

You will be contacted if any further information is required.

The Committee will review the information used by LSC when making the original decision, along with any information provided in your appeal application.

The Committee Secretary will let you know the Committee's decision once the appeal has been considered.

***Exceptional circumstances** - there must be circumstances which are out of the ordinary course or unusual. They may consist of an incident, matter, condition or state of affairs not commonly faced by appellants.

How to lodge an appeal

To lodge an appeal, contact LSC on 13 14 41 and request an appeal form to complete.