

## CONTRACT CLEANING INDUSTRY APPEALS TO THE CONTRACT CLEANING INDUSTRY LONG SERVICE LEAVE COMMITTEE

### WHAT DECISIONS CAN A WORKER APPEAL?

A worker can appeal if the Corporation has:

- Refused an application for registration as a worker
- Cancelled a worker's registration
- Applied a limitation to the minimum and maximum rates of pay used to pay a claim

**NOTE:** No appeals can be lodged in relation to periods prior to 1 July 2011.

### WHAT DECISIONS CAN AN EMPLOYER APPEAL?

An employer can appeal if the Corporation has:

- Refused an application for registration as an employer
- Cancelled an employer's registration
- Refused an application to register a worker
- Refused to grant an exemption or revoked an exemption from lodging a return
- Refused to grant an extension of time to pay a levy
- Refused to waive or reduce interest on unpaid levies
- Made an assessment on an unpaid levy

**NOTE:** No appeals can be lodged in relation to periods prior to 1 July 2011.

### HOW DO YOU APPEAL?

To get an appeal form call 13 14 41 and request an Appeal form. Fill in the form and attach any documents that confirm or support the information you have given in the form.

Your completed appeal form must be received by the Committee Secretary within 42 days from the date on which the Corporation advised you of the decision you wish to appeal against.

- If exceptional circumstances exist appellants can lodge an appeal within 6 months of the Corporation's notification of a decision.

**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.*

- Appellants must provide the Committee Secretary with any additional information within 21 days after the lodgement of appeal.

### WHO DECIDES THE APPEAL?

The independent Contract Cleaning Industry Long Service Leave Committee has the authority to confirm or overrule a decision made by the Corporation. Committee members are representatives of NSW Contract Cleaning Industry unions and associations and are appointed by the Minister.

The Committee will review the information used by the Corporation when making the original decision and the information provided in your appeal.

### WHAT HAPPENS NEXT?

The Committee Secretary will let you know the Committee's decision once the appeal has been considered. You will be contacted if any further information is required.



#### INTERPRETER SERVICES

If you need an interpreter, call **TIS National** on **13 14 50** and ask them to call **Long Service Corporation** on **13 14 41** or for more information visit: [www.tisnational.gov.au](http://www.tisnational.gov.au)

