

## Long Service Leave Authority Security Industry Return Form Checklist and Calendar 2016-2017

### 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:

National Associations Centre  
Unit 8, 71 Constitution Ave  
Campbell

### Office Hours:

8.30 am to 4.30 pm

### Phone

(02) 6247 3900

### Fax

(02) 6257 5058

### Email

security@actleave.act.gov.au

### July 2016

Sun	3	10	17	24	31
Mon	4	11	18	25	
Tue	5	12	19	26	
Wed	6	13	20	27	
Thu	7	14	21	28	
Fri	1	8	15	22	29
Sat	2	9	16	23	30

### August 2016

Sun	7	14	21	28	
Mon	1	8	15	22	29
Tue	2	9	16	23	30
Wed	3	10	17	24	31
Thu	4	11	18	25	
Fri	5	12	19	26	
Sat	6	13	20	27	

### September 2016

Sun	4	11	18	25	
Mon	5	12	19	26	
Tue	6	13	20	27	
Wed	7	14	21	28	
Thu	1	8	15	22	29
Fri	2	9	16	23	30
Sat	3	10	17	24	

### October 2016

Sun	2	9	16	23	30
Mon	3	10	17	24	31
Tue	4	11	18	25	
Wed	5	12	19	26	
Thu	6	13	20	27	
Fri	7	14	21	28	
Sat	1	8	15	22	29

### November 2016

Sun	6	13	20	27	
Mon	7	14	21	28	
Tue	1	8	15	22	29
Wed	2	9	16	23	30
Thu	3	10	17	24	
Fri	4	11	18	25	
Sat	5	12	19	26	

### December 2016

Sun	4	11	18	25	
Mon	5	12	19	26	
Tue	6	13	20	27	
Wed	7	14	21	28	
Thu	1	8	15	22	29
Fri	2	9	16	23	30
Sat	3	10	17	24	31

### January 2017

Sun	1	8	15	22	29
Mon	2	9	16	23	30
Tue	3	10	17	24	31
Wed	4	11	18	25	
Thu	5	12	19	26	
Fri	6	13	20	27	
Sat	7	14	21	28	

### February 2017

Sun	5	12	19	26	
Mon	6	13	20	27	
Tue	7	14	21	28	
Wed	1	8	15	22	
Thu	2	9	16	23	
Fri	3	10	17	24	
Sat	4	11	18	25	

### March 2017

Sun	5	12	19	26	
Mon	6	13	20	27	
Tue	7	14	21	28	
Wed	1	8	15	22	29
Thu	2	9	16	23	30
Fri	3	10	17	24	31
Sat	4	11	18	25	

### April 2017

Sun	2	9	16	23	30
Mon	3	10	17	24	
Tue	4	11	18	25	
Wed	5	12	19	26	
Thu	6	13	20	27	
Fri	7	14	21	28	
Sat	1	8	15	22	29

### May 2017

Sun	7	14	21	28	
Mon	1	8	15	22	29
Tue	2	9	16	23	30
Wed	3	10	17	24	31
Thu	4	11	18	25	
Fri	5	12	19	26	
Sat	6	13	20	27	

### June 2017

Sun	4	11	18	25	
Mon	5	12	19	26	
Tue	6	13	20	27	
Wed	7	14	21	28	
Thu	1	8	15	22	29
Fri	2	9	16	23	30
Sat	3	10	17	24	

### 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

### Return & payment due dates

#### ACT Public Holiday

### 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