



THE CIRT (QLD) REDUNDANCY SCHEME

Employers Administration Guide



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Version History

| Version Number | Release Date | Comments |
|----------------|---------------|--------------------------------------|
| Version 1.0 | July 2015 | Full redevelopment of a new document |
| Version 1.1 | July 2017 | Minor updates to include tax changes |
| Version 1.2 | December 2017 | Add \$15.00 JETCO rate |

List of Administration Forms

(See CIRT forms for Details)

Deed of Adherence

Membership Application Form

Beneficiary Nomination Form

Membership Change of Details Form

Application for Payment of Benefit Form

Certificate of Employment

Introduction - What is CIRT

The Contracting Industry Redundancy Trust (CIRT) is a redundancy trust and a worker entitlement fund operating under Fringe Benefit Tax (FBT) legislation. CIRT was established in 1991 to preserve the redundancy entitlements of workers in the electrical contracting industry.

The trustee of the fund is CIRT (QLD) PTY LTD, ABN 49 011 050 329 which has equal employer/employee representation consisting of the ECAQ and the ETU together with an independent director. The fund is independently administered by professional accountants - Malcolm V Leeke & Co.

CIRT is proudly sponsored by the Electrical Trades Union in Queensland and Northern Territory and Master Electricians Australia.

How employers join CIRT

Joining CIRT is very simple. You must complete and sign the “Deed of Adherence” which is included in this administration guide.

Forward the Deed of Adherence to Malcolm V Leeke & Co. Once the Deed of Adherence has been processed you will receive a welcome letter and be advised of your “Employer Number”. This is your unique membership number and should be quoted in all correspondence you do with the fund.

Once you have registered with CIRT you will be sent a monthly contribution return to assist you in making your contributions. (Refer to “How to make contributions”)

What happens when an employee is made redundant?

When a member is made redundant, the employer will need to know the balance of the members CIRT account in order to calculate the redundancy payment.

This is because the Employer has to pay the number of week’s redundancy payment due LESS the balance of the members CIRT account.

The member, upon being retrenched, can apply to withdraw their entitlements. (The application for payment of benefit form is included in this admin guide, can be downloaded from www.cirt.com.au or from the administrator).

When an employee is not made redundant, the benefits paid to CIRT are still available to the employee. (Additional conditions apply. Refer to “Member benefit entitlements”).

In order to find out the members CIRT account balance the employer must quote the members name, date of birth and membership number to the CIRT administrator. The CIRT hotline can be accessed by calling (07) 3506 7788 or toll free 1300 200 123 (outside Brisbane only).

The employer must also complete a Certificate of Employment and return the completed certificate to the administrator. The Certificate of Employment is included in this admin guide or is available for download from www.cirt.com.au

NOTES:

- Once an employee completes a membership form and is given a membership identifier code, he/she may use that code until he/she withdraws from the industry.
- An employer with 15 or fewer employees is not required to make an additional redundancy payment to an employee where the CIRT balance does not cover the Redundancy Entitlement

Member benefit entitlements

CIRT provides employees with the following benefits

| | |
|---------------------------------|-------------------|
| Retirement Benefit | Redundancy |
| Withdrawal from Industry | Death |
| Financial hardship | |

For more details on each benefit offered, see the “Severance Benefits” page of the CIRT website under employees.

NOTE:

A \$40 transaction fess applies to most withdrawals and transfers from CIRT. This fee is payable from the members account balance.

Tax

The Australian Tax Office required that each of the different benefits listed about are required to be treated differently for tax purposes.

CIRT has prepared a page on the CIRT website for employees to use as a guide. It provides general information only and all employees are advised to consult a qualified tax professional for who can assist with their individual tax positions.

This information is available on the “General Tax Information” page or the CIRT website under employees.

CIRT Forms

The latest version of all administrative forms are available from Malcolm V Leeke & Co or from the CIRT website. The below list details this form and when they are used. All forms are available as PDF for download and printing. CIRT is constantly working to improve services and as part of this process, we are investing in allowing member to complete these administrative processes electronically. See the “CIRT Online” pages of the CIRT website for the latest details and updates.

| Form | Use |
|---|---|
| Deed of Adherence | To register a new employer into CIRT |
| Membership Application Form | To register a new employee into CIRT |
| Beneficiary Nomination Form | For an employee to nominate or change their beneficiaries |
| Membership Change of Details Form | For an employee to notify CIRT of changes to their details |
| Application for Payment of Benefit Form | For an employee to make a withdrawal, redundancy or retirement claim. |
| Certificate of Employment | To be completed by an employer when an employee is made redundant, retires or employment is otherwise ceased. |

Other brochures and information pages are available for both employers and employees. These can be downloaded from the CIRT website at www.cirt.com.au

How to enroll employees into CIRT

Each employee joining CIRT must complete a membership application form (included in this guide or available for download from www.cirt.com.au). Once the membership form has been received and processed by CIRT, the employee will be allocated a membership identifier and be issued with a membership card. These employees will be added to the monthly contribution return issued to employers each month.

If an employee has not completed and returned a membership application form to CIRT when the contribution return is due, an employer can supply their name, date of birth and address details and CIRT will setup an initial account for the employee. The employee will be required to complete the membership application form prior to any CIRT claims being processed. The employee’s annual statement will include a note requesting they complete the membership form.

How to make contributions into CIRT

At the end of each month, the fund administrator will send a contribution return to each active employer. This document lists all employees currently registered under your employer number and is a reminder that the monthly contribution is due.

Contribution returns can be submitted in any of the following three ways:

1. Through the employer CIRT online kiosk.
Contribution lists are usually generated on the 26th of the month and include all employees registered with CIRT at that date. The number of weeks and total payment for the month are entered for the employees. Any new employees can be added through the contribution and the details submitted directly to CIRT for processing.
2. Submit an excel spreadsheet or CSV file and include as much of the below information as possible
 - Employee (payroll) number
 - Employee CIRT ID
 - Employee First Name
 - Employee Surname
 - Employee Date of Birth
 - Employee Address
 - Number of weeks paid
 - Total contribution for each employeePlease email the contribution spreadsheet to enquiries@cirt.com.au for processing
3. Complete the contribution documentation sent to you by CIRT each month by filling in the number of weeks and total contribution for each employee for the month and return this document to the administrator.

The preferred method for paying the monthly return is via direct credit into the CIRT clearing trust account. Please contact Malcolm V Leeke & Co for the details. Alternatively a cheque can be posted to:

CIRT
PO BOX 42
Everton Park QLD 4053

CIRT Online

CIRT online allows employees and employers to view and update many aspects of their account.

Through CIRT online, an employee currently has access to the following functions:

- Edit their address and contact details.
- View a history of their CIRT employments.
- View a history of severance claims which have been processed.
- View the transactions in their account including payments from employers.
- Submit completed CIRT or JETCO claim documentation.

Changes to the employee's name and beneficiaries must be made in writing. The beneficiary nomination form and membership change of details form are included with this admin guide or available online.

Employees can register online for a new account or contact the administrator. Employers must contact the administrator and an account will be setup.

Through CIRT online, an employer currently has access to the following functions:

- Edit their postal address, phone and email contact details.
- Add new employees.
- View current and previous employees.
- View previous transactions and details of previously completed contributions
- Complete and submit a new contribution to CIRT for processing.

See the "CIRT Online" pages of the CIRT website for the latest details and updates.

Please contact the administrator to make changes to the current contact on an employer account or if you need any assistance using CIRT online.

Joint Electrical Training Council (JETCO)

The Joint Electrical Training Council (JETCO) is the training fund associated with CIRT. Most agreements now include a fixed amount per week (either \$5.00, \$10.00 or \$15.00) into the JETCO training fund. Once an employee has the required payments into the training fund, both the employer and employee are able to claim a training subsidy to assist with the cost of maintaining and upgrading the skills of the workforce.

For more information regarding the JETCO training fund, please see go to JETCO on the CIRT website (www.cirt.com.au) or contact the administrator.

CIRT fees and Charges

There are no ongoing administration fees charged to employers or employees. The majority of the costs to administer the fund are taken from the fund's investment returns.

The following fees may apply

- **Small Balance Fee**
Members with small balances (i.e. less than \$200.00) in their account and no transaction for a calendar year may have a small balance fee applied to their account.
- **Withdrawal fee**
A \$40.00 withdrawal fee applies to most claims and is deducted from the employee's fund upon withdrawal.

Some commonly asked questions

- Q: How does an employee know contributions are being paid on their behalf?**
A: At the end of each year, the member will receive an annual statement of their account as at September of that year. This will show individual contributions which have been paid on their behalf as well as the total funds in their account. Members may also setup online access to their account and see an up to date list of transactions or contact the administrator.
- Q: How does a new employee know they are a member of CIRT?**
A: Once a membership application has been processed, the new employee will receive a welcome letter and a CIRT membership card showing their membership identifier.
- Q: Who can join CIRT?**
A: Electricians and other electronic workers who work on commercial building sites and are covered by the Award.
- Q: What happens when an employee moves from one employer to another?**
A: The employee will continue to enjoy the benefits of CIRT provided the new employer is a participating CIRT employer and contributes on their behalf. The employee should provide the new employer with their membership details.
- Q: Can a member transfer CIRT entitlements to a Superannuation Fund?**
A: No. The Australian Taxation Office has changed the law and employees can no longer transfer their CIRT entitlements to a superannuation fund.
- Q: What GST is applicable on payments to CIRT?**
A: GST is payable on JETCO payments only. The JETCO rate quoted in the relevant agreement (Eg \$5.00, \$10.00 or \$15.00) is GST inclusive.
- Q: Can I contribution to JETCO on behalf of an employee who is not receiving CIRT payments?**
A: No. JETCO is the training fund associated with CIRT and can only be paid into for employees who are also receiving CIRT payments.
- Q: Are payments into JETCO included as part of the redundancy payment for employees?**
A: No. Payments to JETCO are separate to payments to CIRT and are not to be included when calculating an employee's redundancy entitlement.
- Q: Where can we obtain additional information or help?**
A: the CIRT Hotline 1300 200 123 remembering to have at hand your CIRT details.