

EMPLOYEE'S GIVEN NAME(S)

Grid for employee's given name(s)

EMPLOYEE'S SURNAME

Grid for employee's surname

EMPLOYEE'S AGS NUMBER

Grid for employee's AGS number

is in receipt of an approved allowance

DESCRIPTION OF ALLOWANCE PAYABLE

Grid for description of allowance payable

that commenced, or will commence on

Date selection grid (DD/MM/YYYY)

at the rate of

Rate selection grid (\$ per annum)

Signature of person Delegated by CSC / authorised by the CEO of CSC



SIGNATURE grid

Date signed

Date selection grid (DD/MM/YYYY)

Title of position

Grid for title of position

Please note: we cannot accept digital signatures.

Notes

- (a) Under the Determinations, an allowance in the circumstances of Item #1 is automatically included as a recognised allowance for the purpose of determining annual contribution salary under Rule 3.1.2 of the Rules of the PSS Scheme, but the certificate is needed to confirm the receipt of the allowance for the requisite period. The certificate should be given immediately following the completion of the twelve months' period. If, for any reason, it is not given at that time, it should be given as soon as possible thereafter, whether or not the allowance has ceased.
(b) A certificate in accordance with Item #2 is a requirement of the Rules for the allowance to be accepted as salary for the purposes of the Act. Such certificate cannot be given on a date after an allowance of a prescribed kind ceased to be payable.
(c) The completed certificate should be retained by the Department or Authority and must be forwarded, on request, to us. If the certificate is still 'effective', e.g. is the allowance identified in the certificate still affecting the calculation of salary for superannuation, when the person ceases to be an eligible employee, it must be attached to the member's application for benefit.
(d) For comments on the meaning of 'recognised allowance', 'likelihood', 'continuous' and 'effective', please see the explanations over the page.

Explanatory notes

Recognised allowances

Recognised allowances are those allowances, which CSC has determined may be included as salary for superannuation purposes. Some allowances may be recognised immediately, while others can only be accepted after specified eligibility criteria have been satisfied. The PSS Employer Training Notes include more detail on these allowances.

Likelihood

In considering the likely period that an allowance will be payable, the broad meaning to be given to *'likelihood'* in the certificate given by the person Delegated by CSC/Authorised by the CEO of CSC is that there is, at the least, a better than 50 per cent chance that the allowance will be payable for the requisite period.

In assessing the likelihood of the allowance continuing to be payable for a future period, consideration should be given to the possibility of breaks in the payment of the allowance that would either break the continuity or extend the period.

Continuous

Continuity is not broken where an allowance requiring a certificate is payable immediately before and after a period of leave during which the allowance is not payable (or payable at a lesser rate). The period of leave however, will not count towards the 12 month period for the recognition of the allowance. If the allowance continues to be payable during the period of leave the question of breaking continuity does not arise and that period of leave during which the allowance was payable will count towards the twelve month period.

If a recognised allowance ceases to be payable or there is a break in continuity (with the exception of the circumstances set out above) and subsequently the allowance again becomes payable, it is necessary for the criteria for recognition to again be satisfied. A further certificate must be given before the allowance can again be recognised as salary for the purposes of the rules of the scheme. The criteria must be satisfied again before any higher level of the allowance e.g. the next increment, can be recognised.

Effective

A certificate is effective, in determining the rate of contribution on each anniversary and in determining final annual rate of salary on retirement or death. After the allowance ceases to be payable, or there is a break in continuity, and this results in a reduction in the superannuation salary, the member continues to pay contributions on the salary level applicable on the day immediately preceding the cessation. This salary is updated for general wage increases but not increments in respect of higher duties allowance. Other allowances remain frozen at the rate payable on cessation.

A certificate is not effective on a date before the allowance commenced to be payable.

In the case of age, involuntary or voluntary early retirement, a certificate is only effective if the contributor has been in receipt of the allowance continuously for 12 months and one day at the date of retirement notwithstanding that he may have paid contributions based on the allowance. A Certificate based on *'likelihood'* will only increase benefit salaries in cases of death or invalidity retirement.

Reductions

It is not possible for PSS salary for superannuation to be reduced under the Rules of the Scheme. Members whose actual salary drops below their contribution salary may reduce their contribution rate by completing form **SE2—Election to Vary Superannuation Contribution Rate**, subject to the minimum contribution rate of 2 per cent being retained.

How can I get more information?



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End Form



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