

MEMORANDUM

TO: All Metro Managers
FROM: John Wise - Director Metro
DATE: 25th August, 1993
RE: Job Levy

Attached is a report from Tim Roberts. Could you give Lindsey Nelson feedback on the proposal.

Thank you



Copy to: Olga Estridge, Barry Pearce, Margaret MacNamara,
Brian McMahon, Lola McHarg, Sue Culligan,
Jeremy McAuliffe, Jo Hurley, Val Power, Marilyn Joyce,
Sally Ryan, Brian Howell, Lindsey Nelson, John Maver,
Norma Jones, Lorraine Oteri

OBJECTIVE:

To develop a Job's Levy Fund within The Brotherhood of St. Laurence that would be supported by any staff wishing to contribute with incomes in excess of \$27,000 at a rate of 1.5%

To use the fund to provide employment and career development opportunities to young people within the Brotherhood, through the provision of Traineeships, training and part time employment mix, Australian Vocation Certificate and apprenticeships where applicable. Tertiary and or T.A.F.E. studies/employment mix.

How the fund would operate:

Currently within the Brotherhood there is a system set up for voluntary contributions of salary from staff to contribute to the organisation in general. It is proposed that this fund be the vehicle used to collect the contributions and that central finance administer the operation of the fund.

Each region will be responsible for promoting the project to its staff and an authorisation notice to deduct contributions can be developed at a later stage in conjunction with the finance managers. The starting date for the commencement of the program should be 1.1.94. This will enable the appropriate time to set in place the necessary arrangements and give ample time for Directors and Heads of Staff to promote the program to staff.

It is imperative that the staff who's incomes fall into the \$27,000 plus category understand that the fund is a voluntary contribution on an annual basis. It is strictly confidential, with the only staff members aware of contributions being the regional finance administrators and the Director of Finance. Any staff member can withdraw from the scheme at any time by notifying their appropriate finance manager.

The funds will be distributed for the target group through a process of application to the fund via each Regional Director. A pro forma for initial application is being developed and I would appreciate some input on the style of form to use. However, applications can include the provision of supporting documentation.

The applications should be lodged by the Director with a committee of management comprised of:

1. Director of Finance
2. Human Resources Manager
3. Fitzroy EAC Manager
4. Ballarat EAC Manager
5. Representative Peninsula region
6. Representative Barwon region

(These are suggested representatives)

