

#### **Colac Otway Shire** 2-6 Rae Street, Colac, VIC 3250 Phone: (03) 5232 9400

Fax: (03) 5232 9586

Email: inq@colacotway.vic.gov.au

Please direct all mail to PO Box 283, Colac VIC 3250

TAX INVOICE **Including GST** 

ABN: 32 430 819 755

Page 1 of 1

To: Shire of Hepburn PO Box 21 DAYLESFORD VIC 3460

Date 06/08/2025 Invoice No. 447480

Debtor Acc.

8688.01

#### 10-9000-9000-22008

DESCRIF	PTION	GST	AMOUNT
Long Service Leave Transfer - Chris Hu			
Long Service Leave Transfer - Chris Hu		\$ 0.00	\$ 3,929.22
nvoice Total (including GST if applicable)		\$ 0.00	\$ 3,929.2
g CC applicasis,	Total Value non-taxable s		\$ 3,929.2
	Total Value taxable supply		\$ 0.0
	Total GST Payable		\$ 0.0
Council's payment terms are strictly 30 days from date of Tax Invoice.		TOTAL OWING	\$3,929.22

#### Colac Otway Shire - REMITTANCE ADVICE SLIP



Pay in Person:

Present this notice with your cash or cheque to a Council Customer Service Centre or an Australian Post Agency

#### Mail your payment:

- A cheque or money order payable to Colac Otway Shire
- Write your account number on the back
- Send this slip with payment, keep the top portion of the account for your records as no receipt will be issued

-Post to PO BOX 283, Colac VIC 3250



Billpay 0842 Code

Bill Ref 008688012 Pay in person at any Post Office, by phone 131816, or go to www.postbillpay.com.au

Biller Code 303289 008688012 Bill Ref

Telephone & Internet Banking -BPAY Contact your bank, credit union or building society to make this payment from your cheque, savings or credit card More info: www.bpay.com.au

\*842 8688012

Amount Due: Account No.

PO Box 21

Due Date:

Shire of Hepburn

DAYLESFORD VIC 3460

\$3,929.22 8688.01

05/09/2025





### Lisa Kemp

**From:** Lee Crosthwaite

Sent: Thursday, 7 August 2025 11:33 AM

To: Lisa Kemp

Subject: RE: Content Manager Notification - Action Made Current. For Action [10 Days]

(Please refer to notes)

# LONG SERVICE LEAVE CALCULATION (TRANSFER OUT)

Employee Number	8559
Employee Name	Chris Hu

#### **Periods of Local Government Service**

Organisation	Start Date	End Date	Months
Hepburn Shire Council	25/07/2022	6/09/2024	25
			0
			0
			0
			0
			0

## **Periods of Breaks in Service**

Breaks in Service	Start Date	End Date	Days
			0
			0
			0
			0
			0

## **Long Service Leave Taken**

Long Service Leave Taken	Start Date	End Date	Days
			0
			0
			0
			0
			0

#### **Date Calculations**

Long Service Leave Balance on Termination
Annual Gross Salary on termination

105.45

\$ 75,441.08

1/40th of 1 month Service	\$ 157.17
Periods of Local Government Service	25.00
Less Long Service Leave Taken	\$ -
100% EFT Calculation	\$ 3,929.22

NOTES:



#### Lee Crosthwaite

Acting Payroll Advisor

Workdays: Monday, Tuesday, Wednesday

Phone: 0353216106 • Email: lcrosthwaite@hepburn.vic.gov.au

PO Box 21, Daylesford, Victoria, 3460

Hepburn Shire Council is on Dja Dja Wurrung Country. We are an inclusive workplace that embraces diversity in all its forms.

#### hepburn.vic.gov.au











The information contained in this communication from the sender is privileged and confidential. It is intended solely for use by the recipient and others authorised by the recipient to receive it. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful. Any personal information in this email must be handled in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable laws. If you have received this transmission in error, please inform us by return email then delete it immediately from your system.

From: Lisa Kemp < lkemp@hepburn.vic.gov.au> Sent: Thursday, 7 August 2025 10:51 AM

To: Lee Crosthwaite < lcrosthwaite@hepburn.vic.gov.au>

Subject: RE: Content Manager Notification - Action Made Current. For Action [10 Days] (Please refer to notes)

Hi Lee,

I am unable to open this, it must be restricted.

Cheers