



# Worker Information

## Portable Long Service Leave Benefits for the Construction Industry - Contractors

Under the *Construction Industry Long Service Leave and Benefits Act* (the Act) a portable long service leave scheme has been established for the benefit of building and construction workers in the Northern Territory.

The scheme came into effect on 1 July 2005 and is administered by a Government appointed Board, called NT Build, consisting of industry members who represent organisations that represent the interests of both employees and employers.

### What is portable long service leave?

The new scheme enables contractors to qualify for long service leave based on their service to the industry rather than service with the one employer. The portability extends across state borders under the National Reciprocal Agreement.

Contractors long service leave is paid from the scheme.

### What are the benefits?

A registered contractor can be credited with a maximum of 220 days of qualifying service each financial year. A total of 6.5 days long service leave credit is accrued for each 220 days.

Once a contractor has accrued 65 days long service leave credits (ie; 10 years service), they can apply to be paid a long service leave benefit.

Contractors need to accrue a further 32.5 days long service leave credit before they can apply for further benefits.

The Act contains special provisions for contractors who die, retire or cease to perform construction work.

### Employment Interstate

Every State and Territory in Australia has a portable long service leave scheme operating within their construction industry.

Under the National Reciprocal Agreement, registered Northern Territory contractors are able to have service accrued in any State or Territory combined towards a long service leave entitlement.

### Eligibility

To be eligible for registration under the scheme a contractor must:

- Provide "labour only" contractor services. Contractors who supply materials or services while supplying labour are not eligible.
- Be engaged as a contractor to carry out construction work in the NT.
- Work for the private sector i.e. not for the government or a statutory corporation.

### Construction work

For the purposes of this scheme, construction work includes commercial, domestic, industrial and civil construction work. Construction work covers contractors performing repair, maintenance, extension and demolition work.

For more information on the definition of construction work, please visit our website – [www.ntbuild.com.au](http://www.ntbuild.com.au) or call NT Build on 1300 795 855.

### Registration

To register under the scheme, a contractor should complete the Contractor Registration Application Form and return it to NT Build's office. Once registered:

- A Contractor Return form will be sent out to you every 6 months. You will provide the amount of service days accrued in the 6 month Return period. See back of this brochure for further details.
- Contractors will receive an Annual Statement at the end of each financial year providing details of service credited.

Contractors that also employ workers must register as an employer. To register as an employer please complete the Employer Registration Application Form, which can be obtained through the NT Build website [www.ntbuild.com.au](http://www.ntbuild.com.au) or by calling 1300 795 855.

### Completing the Contractor Return

As a labour only sub contractor you will be required to complete your own Contractor Return. To help you complete the Return please see the back of this brochure. If you have any further enquiries please call the NT Build office on 1300 795 855.

## Completing the Contractor Return

**Contractor Return**  
(Labour only)

1/01/XXXX - 30/06/XXXX  
Contractor Number: 300001

Date:

NT Build Contractor  
PO Box 1234  
DARWIN NT 0800

**DO NOT INCLUDE EMPLOYEES ON THIS FORM**  
If you commence to employ, you will need to register as an employer and lodge a separate return form on behalf of your employees.

SERVICE FOR REPORTING PERIOD 1/01/XXXX - 30/06/XXXX

Return Number: 236532

Service Days worked in this reporting period:

Other Days	Inpex Days
<input type="text"/>	<input type="text"/>

Maximum combined days cannot exceed 156 days.

**DECLARATION**


I declare that days are for service accrued in the Northern Territory and that I did not supply materials for construction work or provide services whilst supplying such materials for any of the above days for which I am seeking qualifying service on this Contractor Return.

Print name of person signing	Date	
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	Signature

YOU CAN COMPLETE THIS RETURN ONLINE

It's easy! Go to [www.ntbuild.com.au](http://www.ntbuild.com.au).  
Click through to the worker portal. Log in (or register) using your worker registration number: 302507.

PO Box 36644 WINNELLIE NT 0821 | Units 32-33 / 12 Charlton Court WOOLNER NT 0820  
Enquiries: 1300 795 855 | Fax: (08) 8936 4080 | Web: [www.ntbuild.com.au](http://www.ntbuild.com.au) | Email: [info@ntbuild.com.au](mailto:info@ntbuild.com.au) | ABN: 16 851 173 952



This is your contractor registration number and the reference number of the Contractor Return.

This is the period in which you are reporting on. Note: Returns are undertaken twice yearly (based on a financial year cycle).

- **Period 1** is from 1 July to 31 December, usually issued mid to late January with a final lodgement date of 31 March, and
- **Period 2** is from 1 Jan to 30 June, usually issued in mid to late July with a final lodgement date of 30 September.

Please complete the amount of days you worked in between the 6 month period nominated above. See **“Other Days vs Inpex Days - What’s the difference?”** below for further details.

Please sign and date the declaration

### Qualifying service

- As a contractor you are entitled to be credited with one day of service if you carried out at least 6 hours of construction work during any work shift.
- You are entitled to be credited with a maximum of 6 days of qualifying service per week but cannot be credited with more than 220 days of qualifying service for a financial year.

### Service days

The maximum days of service for the Return periods are outlined below.

**Note:** Changes made to the Act affecting major construction projects (valued at more than \$1 Billion) means the actual number of days worked on a major project (ie; **Inpex**) need to be identified separately from all ‘other’ days. Please refer to **“Other Days vs Inpex Days - What’s the difference?”** for further details.

- A contractor who works 5 days a week should be credited with 130 days for the Jan to Jun period.
- A contractor who works 6 days a week should be credited with 158 days for the Jul to Dec period

### Service days table

Return Period	5 day week	6 day week
<b>Jan to June</b>	130	156
<b>July to Dec</b>	131	158
<b>Total qualifying service recognised</b>	<b>220</b>	<b>220</b>

### Other Days vs Inpex Days - What’s the difference?

Changes made to the *Construction Industry Long Service Leave and Benefits Act* affecting major construction projects (valued at more than \$1 billion) has made it necessary for employers to indicate actual number of days worked on each major project.

### So how do I report the days?

If you have been employed to work on an **Inpex** site, please allocate those service days in the “Inpex days” column. All other days on any other site should be reported in the “Other days” column.

Maximum combined days cannot exceed either 158 or 156 service days depending on the Return period. See **“Service days table”** for more details.

### What if I haven’t worked on an Inpex site?

If this is the case please complete the Return and allocate all days in the “Other days” column.

**If you have any enquiries regarding lodgement of the Contractor Return please contact our enquiry line on 1300 795 855 during business hours.**