



Worker Information

Portable Long Service Leave Benefits for the Construction Industry - Contractors December 2008

In February 2005 Parliament passed the *Construction Industry Long Service Leave and Benefits Act* (the Act) enabling building and construction workers in the Northern Territory to benefit from the introduction of a portable long service leave scheme. The Act was passed after consultation with industry.

The scheme came into effect on 1 July 2005. A Government appointed Board is responsible for administering the scheme. The Board called NT Build consists 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 260 days of qualifying service each financial year. A total of 6.5 days long service leave credit is accrued for each 260 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 materials 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 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.
- 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, which can be obtained through the NT Build website 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

NO STAPLES PLEASE

NT BUILD
Portable long service leave

PO Box 20544, Winnahie NT 0821
Units 32 - 33, 12 Charlton Court, Stuart Park NT 0820
Email: info@ntbuild.com.au Web: www.ntbuild.com.au
Telephone: 1300 755 855

Contractor Return (Labour only)

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.

Your service details for the period

Start of Reporting Period 01 / 01 / XX

End of Reporting Period 30 / 06 / XX

Qualifying service days worked in this Reporting Period 130 (maximum 156 days)

PLEASE NOTE:
You can only be credited with qualifying service days where you are engaged to carry out construction work in the Territory in the capacity of a "labour only" contractor.

DECLARATION
I declare I did not supply materials for construction work or provide services whilst supplying such materials for any of the above days that I am seeking qualifying service for on this Contractor Return.

Signed _____ Dated _____

7582212287 OFFICE USE ONLY Date scanned: _____

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

This is the period in which you are reporting on. Returns are completed every 6 months between the periods of 1st January to 30th June & 1st July to 31st December for each year.

Please complete the amount of days you worked in between the 6 month period nominated above.

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 260 days of qualifying service for a financial year.

Service days

The maximum days of service for the return periods are outlined below eg

- If you work a 5 day week then you should be credited with 130 days for the Jan to Jun period.
- If you work a 6 day week then you should be credited with 158 days for the Jul to Dec period

Please sign and date the declaration

Return Period	5 day week	6 day week
Jan to June	130	156
July to Dec	131	158
Total qualifying service recognised by NT Build	260	260