



Employer Information

Completing the Paper Employer Return


An employer Return is an essential element for the correct functioning of the scheme. It provides the data necessary for NT Build to calculate LSL credits for registered workers who are employees of the business.

Employer 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.

Completing the front page

Employer Return
01/01/XXXX-30/06/XXXX
Return Number: 237602
Employer Number: 700100



NT BUILD
Portable long service leave

Date: _____

NT Build Employer Pty Ltd
PO Box 36644
WINNELLIE NT 0821

ONLY INCLUDE EMPLOYEES ON THIS FORM

Declaration. I declare that days notified for service accrued in the NT and all pages of this return form are true.

Alison Smith

Name of duly authorised person signing

[Signature]
10/07/16

Signature Date

Worker Number	Surname & Given Names	Other Days <small>(Combined days cannot exceed 150 days)</small>	Inpex Days <small>(5d/1m/1y)</small>	Cease Date
300001	BUILDER, BOB	130	0	
300002	CARPENTER, COLIN	0	156	
300003	ELECTRICAL, ERIC	20	15	28/04/16

OFFICE USE ONLY Date Entered: _____

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Completing the back page

The back page should be used when new workers have commenced employment. You can also add new workers who started after the Return period you are currently reporting for.

New/Changed Employee Details ONLY INCLUDE EMPLOYEES ON THIS FORM

01/01/XXXX-30/06/XXXX
Return Number: 237602
Employer Number: 700100

Surname Worker No (If Known)

Given Names Date of Birth

Mailing Address

Suburb Post Code

Telephone Mobile

Start Date Cease Date

Inpex Days Other Days Type of Work

Freregistration Approved OFFICE USE ONLY

Registration Refused By _____

Prior Start Date Approved Date _____

This is the 6 month period you are completing the Return for.

Sign & date declaration.

Provide a cease date if the worker has ceased employment.

Provide the amount of days the worker has worked in between the Return period.

In this example the worker worked 20 "Others days" and 15 "Inpex days". Combined days cannot exceed 156 service days.

Please read "**OTHER DAYS vs INPEX DAYS - WHAT'S THE DIFFERENCE?**" on the back of this page for further details.

Calculation of service days

Please turn page for calculation of workers service days.



Who is an eligible worker?

An eligible worker under the scheme:

- is employed to carry-out construction work in the Northern Territory;
- is employed full-time, part-time, as a casual or as an apprentice;
- works in the private sector, i.e. not for the government;
- is not working in an administrative, clerical, managerial or professional capacity; and
- works a minimum of three days in any reporting period (ie; six months).

What is construction work?

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

Qualifying service

- A worker is entitled to be credited with one day of service if the worker carried out at least 6 hours of construction work during any work shift.
- A day of service is a public holiday or a day of paid absence for the worker (other than a day that is part of a long service leave), while the worker is employed or engaged to carry out construction work in the Northern Territory.
- A registered worker is 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.

Subcontractors

Employers do not report on subcontractors working under their own ABN. Labour only subcontractors should contact the NT Build office for further details on registration and reporting service days.

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 worker who works 5 days a week should be credited with 130 days for the Jan to Jun period.
- A worker 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
Jan to June	130	156
July to Dec	131	158
Total qualifying service recognised	220	220

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 or have had any employed workers 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 do not have any workers on the Inpex site?

If this is the case, please allocate all days in the "Other Days" column for your workers.

Calculation of service days for workers employed on a FIFO / Rotating roster.

In circumstances where workers are employed on a Fly In Fly Out / Rotating roster basis. An average number of days worked over the Return period should be used to calculate the workers service days.

An average number of working days can be calculated using the following formula below:

$$\text{Total number of hours worked in return period} \div 8 \text{ (standard working day)} = \text{*service days for return period}$$

* Final service days to be rounded to the nearest whole number.

For more information, please visit our website www.ntbuild.com.au or call NT Build on 1300 795 855.