



Worker Information

Portable Long Service Leave Benefits for the Construction Industry - Contractors

The *Construction Industry Long Service Leave and Benefits Act* (the Act) commenced on 1 July 2005, enabling building and construction workers in the Northern Territory to benefit from a portable long service leave scheme known as NT Build.

A Government appointed Board of Territory based members, including an independent Chair and worker and industry representatives, is responsible for administering the Scheme.

What is portable long service leave?

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

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 credit (ie: 10 years' service), they can apply for 13 weeks' (ie: 65 days) long service leave.

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

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

Long service leave accrued under the Scheme is funded through a levy imposed on eligible Northern Territory construction projects and is paid directly by NT Build to contractors.

Employment Interstate

Every state and territory in Australia has a construction industry portable long service leave scheme operating.

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 such materials) are not eligible;
- Be engaged to carry out construction work in the NT;
- Work on a construction site for greater than 50% of their time;
- Work for the private sector (ie: not for the government).

Construction work

For the purposes of the Scheme, construction work includes commercial, domestic, industrial and civil construction, and covers (among other things) reclamation, earthmoving, landscaping repair, maintenance, extension and demolition work.

For more information on the definition of construction work, please visit our website – ntbuild.com.au or call NT Build on 1300 795 855.

Registration

Contractors can join the Scheme by completing the Contractor Registration Application Form and delivering it to the NT Build office or emailing it to info@ntbuild.com.au.

Once registered a Contractor Return form will be sent out to you every 6 months. You will need to provide the number of service days accrued in the 6 month return period. See back of this brochure for further details.

Contractors that also employ workers must also register as an employer by completing the Employer Registration Application Form.

All forms referred to in this Information Sheet can be obtained through the "Publications" page of the NT Build website - ntbuild.com.au.

Completing the Contractor Return

As a labour only 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)

01/01/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 01/01/XXXX - 30/06/XXXX

Return Number: 241955

Service Days

Service Days worked in this reporting period:

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

Signature

This is your membership number.

This is the period in which you are reporting on.
Note: Returns are completed 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. You can refer to the information below on how to calculate a service day.

Please sign and date the declaration

YOU CAN COMPLETE THIS RETURN ONLINE
It's easy! Go to www.ntbuild.com.au
Click through to the worker portal. Log in (or register) using your worker registration number: 300195.

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 | Email: info@ntbuild.com.au | ABN: 16 851 173 952

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.

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

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