



**LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY**

---

# **Guide to Members' Entitlements**

---

**January 2017**

## CONTENTS

---

<b>Chapter 1</b>	<b>Overview</b>	<b>3</b>
<b>Chapter 2</b>	<b>Entitlements and Accountability</b>	<b>4</b>
	Entitlements	4
	Accountability	4
	Record Keeping	5
<b>Chapter 3</b>	<b>Salary</b>	<b>6</b>
	Level of Basic Salary	6
	Additional Salary of Office	6
	Resettlement Allowance	7
<b>Chapter 4</b>	<b>Electorate Allowance</b>	<b>8</b>
<b>Chapter 5</b>	<b>Travel</b>	<b>9</b>
	Travel for Assembly Business (Clause 5)	9
	Basic Allowance Travel and Professional Development (Clause 6)	9
	Opposition Travel	10
	Mode of Travel	10
	Motor Vehicle Hire	10
	Conditions of Travel	10
	Reporting	11
	Travelling Allowance	11
<b>Chapter 6</b>	<b>Motor Vehicles</b>	<b>12</b>
<b>Chapter 7</b>	<b>Office Accommodation and Facilities</b>	<b>13</b>
	Parliament House Office	13
	Electorate Office	13
	Administration of Electorate Offices	13
	Fitout of Electorate Offices	13
	Responsibilities for Electorate Office Services	14
	Car Parking — Electorate Office	14
	Security in Electorate Offices	14
	Insurance	15
	Electorate Office Signs	15
	Electorate Office Furniture and Fittings	15
	Electorate Office Equipment	16
	Telephones	17
	Postage	17
	Electorate Office Staff	17
	Child Care	18

This handbook was prepared by the Member and Corporate Support Division.

## CHAPTER 1 OVERVIEW

---

Members' entitlements arise from the following:

- *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act* (AMSORE), which provides power to the Remuneration Tribunal (the Tribunal) to determine entitlements, including salary, travel and office accommodation
- the Remuneration Tribunal Determination (RTD) determines what is available in a given calendar year by 31 July each year with the determination being subject to the Assembly's disallowance
- Speaker's Determinations, which are procedural rules giving effect to entitlements specified by the RTD (for example, electorate office accommodation and furniture).

The Member and Corporate Support Division manages the provision of Members' entitlements. The Director Business Services can advise Members about entitlements and how to obtain them.

The Department of the Legislative Assembly (DLA) does not set entitlements and has no discretion in respect of them. Entitlements are set by the Remuneration Tribunal. In the event of uncertainty, the Department may seek Remuneration Tribunal advice on interpretation.

The following legislation applies to Members in respect of entitlements and other obligations:

- *Legislative Assembly (Disclosure of Interests) Act* — requires Members to disclose pecuniary and other interests to be retained on a register in the Office of the Clerk
- *Legislative Assembly (Members Code of Conduct and Ethical Standards) Act 2008* - sets out standards of behaviour and sanctions for a breach
- *Legislative Assembly Members (Miscellaneous Provisions) Act* — only relevant if there is a dispute relating to an election
- *Legislative Assembly Members' Superannuation Contributions Act* — provides for superannuation to be paid at the rate of 9.5% to a fund nominated to the Clerk
- *Legislative Assembly Members Superannuation Fund Act* — this scheme was closed to Members in 2005.

## CHAPTER 2 ENTITLEMENTS AND ACCOUNTABILITY

---

### Entitlements

---

There is a monetary cap or a specified number of times that a Member may obtain some entitlements, for example, child care reimbursement under Clause 14 and the number of return taxi fares used under Clause 5.9 in a calendar year. If a capped entitlement is exhausted or if the Department otherwise incurs expenditure in respect of a Member, the Department will recover expenditure from the Member.

### Accountability

---

The following checklist may be of assistance

Entitlement	Certification/Acquittal Required
Electorate Allowance [RTD Clause 4]	This is accounted for by the Member through the Australian Taxation Office.
Travel Expenses applicable to all travel under clauses 5, 6 and 7 of RTD 2 of 2016.	Travel expenses are acquitted on completion of travel through the METS system <sup>1</sup> .
Basic Allowance [RTD Clause 6]	Speaker's approval is required [Clause 6.2 and 6.7]. Where a Member claims an allowance to travel under clause 6 a report is required to the Speaker within 60 days of completion of the travel [Clause 6.12] or professional development [Clause 6.13].  The meaning of 'variation of significance' for the purposes of Clause 6.8 is dealt with in Speaker's Determination M02 of 2017.
Commercial accommodation during official travel [RTD Clause 7.11]	Verification that commercial accommodation was used is required during the METS acquittal process, by the submission of a tax invoice or receipt for accommodation.
Private vehicle allowance [RTD Clause 9.9]	This is accounted for by the Member through the Australian Taxation Office.
Electorate Officer training and travel [RTD Clauses 13.7 and 13.8]	Must be approved by the Member and Director Business Support and acquitted by the Electorate Officer through the TRIPS system.
Electorate Officer travel [RTD Clause 6.3]	Must be approved by the Speaker and reported upon by the Member.
Child care expenses reimbursement [RTD Clause 14]	Capped at \$5000 per calendar year. Reimbursement is co-ordinated by the Director Business Services.
For non-Darwin Members, use of privately owned or leased accommodation while in Darwin [RTD Schedule 3B(i)]	Acquittal of travel by usual METS process requiring that the Member verify travel was undertaken in accordance with the details entered on the METS system.

---

<sup>1</sup> METS is the Members' Entitlements for Travel System, a Lotus Notes database used solely for Members' travel.

## Record Keeping

---

The RTD provides for many items to be paid out of the electorate allowance. Accountability for tax purposes is the responsibility of the Member. The DLA has no role in the administration of Members' electorate allowances; it does not provide tax advice or assist with acquittals. The following categories may be useful for a Member's record keeping:

- Stationery, printing and postage
- Travel costs within the electorate
- Communications
- Donations
- Support for constituents
- Hosting costs
- Gifts
- Sponsorship
- Membership fees
- Support for organisations
- Patron expenses
- Advertising.

The Electorate Allowance covers the costs of mobile phones for Members and Electorate Officers, with phone models and contracts at each Member's discretion.

The Finance Unit provides each Member with a monthly report of office related DLA expenditure for the previous month. Business Services provide quarterly travel and satellite phone expenditure, fuel card and Cabcharge reports.

## CHAPTER 3 SALARY

---

### Level of Basic Salary

---

From 1 January 2016, the basic salary of a Member is \$156,378 subject to normal taxation rates paid fortnightly in arrears.

### Additional Salary of Office

---

Additional salary of office is paid to Members who occupy a 'prescribed office' as defined in Schedule 1 of the RTD. The relevant office holders are:

Prescribed Office	Additional Salary as %	Additional Salary as \$
Chief Minister	100	\$156,378.00
Deputy Chief Minister	80	\$125,102.40
Leader of Government Business	65	\$101,645.70
Any Minister other than the Chief Minister or Deputy Chief Minister	65	\$101,645.70
Speaker	65	\$101,645.70
Leader of the Opposition	65	\$101,645.70
Deputy Leader of the Opposition	30	\$46,913.40
Deputy Speaker	20	\$31,275.60
Chair of a Scrutiny Committee	20	\$31,275.60
Government Whip	15	\$23,456.70
Opposition Whip	15	\$23,456.70
Member of a Scrutiny Committee	10	\$15,637.80

A Member who holds more than one prescribed office is not entitled to cumulative additional salaries of office. The highest additional salary of office applies.

## **Resettlement Allowance**

---

An allowance is provided to a retiring or defeated Member who meets the following criteria [Clause 15, RTD, section 4AA AMSORE and Chief Minister's Determination tabled 26 May 2016]:

- the Member was elected at or after the general election of 2005
- the Member will not receive a pension or superannuation benefit related to service in the Assembly immediately after ceasing to be a Member
- the Member has not been disqualified from continuing as a member due to a conviction for an offence resulting in imprisonment for 12 months or longer as per section 21 of the *Northern Territory (Self-Government) Act 1978*
- the Member has not been elected to another Australian parliament.

The Resettlement Allowance is equal to one month of basic salary for each year served as a Member of the Assembly with a minimum of four months and a maximum equivalent to 12 months. It is payable at the rate of basic salary applicable on the date the Member is taken to have retired.

## CHAPTER 4 ELECTORATE ALLOWANCE

---

Each Member receives an Electorate Allowance for expenses incurred in the performance of a Member's duty.

The taxation requirements relating to electorate allowance is a matter between the Australian Taxation Office and the Member. The Australian Taxation Office has issued a ruling on what may be claimed as an exemption for income tax purposes. Contact the Australian Taxation Office for details. See also Tax Ruling 10 of 1999.

Electorate Allowances are:

Electorate	Allowance
Araluen, Blain, Braitling, Brennan, Casuarina, Drysdale, Fannie Bay, Johnston, Karama, Fong Lim, Nightcliff, Port Darwin, Sanderson, Spillett, Wanguri	\$50,500
Goyder, Nelson, Katherine	\$61,350
Daly	\$71,700
Arnhem	\$72,550
Nhulunbuy	\$73,350
Namatjira	\$78,900
Barkly	\$83,350
Arafura	\$100,500
Stuart	\$106,000

Clause 4.2 of the RTD provides that the Electorate Allowance is reduced by \$3,080 if the Member elects to have the electorate office cleaned at Government expense. The Member is required to source the cleaner of choice and have invoices for services issued directly to the DLA or seek reimbursement on provision of a tax compliant invoice.

Speaker's Determination M02 of 2017 allows Members to elect to receive payment of their electorate allowance in advance. The Director Business Services will answer questions relating to salary and electorate allowance.



## CHAPTER 5 TRAVEL

---

### **Travel for Assembly Business (Clause 5)**

---

Members are entitled to travel within the Northern Territory, interstate and overseas at Government expense on parliamentary, electorate or official business. The primary purpose of the travel must fall within one of those set out in Clause 5 of RTD No 2 of 2016.

Ministerial travel is not administered by the DLA, but by the Department of the Chief Minister.

If you are unsure of your entitlements, contact the Director Business Services on 8946 1501.

Return taxi transfers between a Member's home or temporary accommodation may be provided at Government expense for meetings of the Assembly, Committee meetings at the Assembly, meetings at Parliament House directly related to the Member's business as a Shadow Minister, and official business (see Clause 5.9). Members may use their Cabcharge cards and may not exceed 100 single occasions of travel.

Members may travel outside their electorates if they are:

- attending Parliamentary sittings
- attending Committee meetings within the Northern Territory
- on official business performed on behalf of a prescribed office holder
- attending party meetings if the Leader or Whip of the party provides prior written notice to the Speaker
- representing the Government or a prescribed office holder
- representing the Legislative Assembly (with the approval of the Speaker)
- attending a Commonwealth Parliamentary Association (CPA) event or an event hosted by another legislature (with the approval of the Speaker)
- attending an official Government function
- attending a Vice-Regal function
- attending an Assembly function (with the approval of the Speaker) or
- representing the party in proceedings before the Remuneration Tribunal in the Northern Territory.

Travel should be by the most direct route. See Clause 5.1 of the RTD.

The Speaker may approve travel allowance is payable for travel over the course of a single day that does not invoice an overnight stay (Clause 5.6).

### **Basic Allowance Travel and Professional Development (Clause 6)**

---

Each Member is entitled to a Basic Allowance of \$15,000 per annum to spend on travel outside the electorate and/or professional development within Australia or overseas (Clause 6.1). This allowance is intended for studies and investigations of matters of interest, attending conferences, meetings, community events or other events related to his or her duties as a Member or the professional development of the Member. The allowance can be used for hire cars, taxis and charter services as well as seminar and conference fees.

Up to half (\$7500) may be used for spouse, nominee or staff travel.

**All** travel and professional development under Clause 6.1 must be approved by the Speaker and a report on the travel given to the Speaker within 60 days of the travel or professional development being completed (see Clause 6.12 and 6.13). Failure to provide a compliant report will result in no further entitlements being available until such report is provided.

Under Clause 8.3 the Speaker must table a report during the second sittings of each calendar year. The report will set out:

- (a) the name and home base of the respective Member
- (b) the primary purpose of the travel or study
- (c) an itinerary
- (d) the category of accompanying person (if any)
- (e) the number of overnight stays, Travelling Allowance of expenses reimbursement paid
- (f) Government expense incurred, and
- (g) stating the name of the institution for study and subjects enrolled.

### **Opposition Travel**

---

Additional travel entitlements for the Leader of the Opposition are a matter for the Chief Minister and Administered by the Chief Minister's Department.

For the Deputy Leader of the Opposition and Shadow Ministers, Clause 5.3 provides for 30 trips within the Northern Territory during 2017 and each subsequent year for which the total number of nights for which travelling allowance is payable may not exceed 130. Travel must be approved by the Leader of the Opposition.

### **Mode of Travel**

---

Clauses 5.7 and 5.8 deal with modes of travel that are to be used for undertaking travel under clause 5. These include commercial passenger operations, charter flights (with the approval of the Speaker), by Government vehicle, and by hire car at the discretion of the Speaker. In certain circumstances, Members may use a private vehicle to undertake travel with the approval of the Speaker. Members who elect to take a motor vehicle allowance may not claim mileage allowance for travel undertaken (see Clauses 5.8 and 9.9(d)).

### **Motor Vehicle Hire**

---

For any travel attracting travelling allowance, Members are entitled to be provided with a hire car. The Speaker's approval is not required for this entitlement (see Clause 5.5).

### **Conditions of Travel**

---

#### **Class of Travel**

Members are entitled to travel in business class for Clause 5 travel. A Member may convert the business class airfare to two economy class tickets for an accompanying partner or nominee to travel on the same flights (see Clause 5.16).

#### **Airport Transfers**

Transfers may be provided at Government expense for travel between home and the airport, and between the airport and accommodation at the relevant destination. Cabcharges are also available for this purpose (100 single trips per annum) (see Clause 5.9).

#### **Additional Luggage**

Members (including prescribed office holders and Shadow Ministers) travelling to and from Darwin on official business or Assembly business are entitled to carry one additional item of luggage within airline size limits.

## Reporting

A *pro forma* report for Basic Allowance travel appears at Appendix A for Members' use. This report must go to the Speaker within 60 days of completing Basic Allowance travel and/or study.

## Travelling Allowance

Clause 7.7 defines the border towns of Marla (SA), Camooweal (Qld) and Kununurra (WA) as part of the Northern Territory for the purposes of travelling allowance not being payable to a Member for an overnight stay within the Member's own electorate or the electorate in which the Member's home base is located. The exception to this is Yulara in the electorate of Namatjira (Clause 7.6).

Note that Office Holders are entitled to different rates of travelling allowance, and these are set down in Schedule 3 of the RTD.

### Rates of Travelling Allowance — Commercial Accommodation

#### Schedule 3 of RTD No 2 of 2016

Location	Office Holder	Member	Accompanying Person
Northern Territory			
Darwin	\$460	\$437	\$110
Alice Springs	\$368	\$300	\$110
Jabiru	\$368	\$342	\$110
Katherine	\$368	\$309	\$110
Yulara	\$453	\$430	\$110
Elsewhere in the NT			
All places	\$368	\$257	\$110
Capital Cities — Other Jurisdictions			
Brisbane	\$430	\$407	\$110
Perth	\$472	\$410	\$110
Canberra	\$419	\$373	\$110
Hobart	\$368	\$326	\$110
Adelaide	\$382	\$358	\$110
Melbourne	\$438	\$378	\$110
Sydney	\$438	\$396	\$110
Elsewhere in Australia			
All other places	\$368	\$282	\$110
Overseas			

Rates to be paid in accordance with Taxation Determination TD 2014/19 or any subsequent taxation determination made in substitution of that Determination.

## CHAPTER 6 MOTOR VEHICLES

---

Clause 9 of the Remuneration Tribunal Determination provides that Members, upon request, will be provided with a Government supplied, private-plated motor vehicle for parliamentary business use, electorate business use and private use. The vehicle may be fitted with accessories detailed in Schedule 5 of the RTD.

A list of the approved motor vehicles is in Schedule 4 of the RTD. Note that the Tribunal provides for any Member to have any vehicle they desire so long as the Member pays the difference (clause 9.3). However, only certain Members are entitled to a four wheel drive vehicle pursuant to clause 9.4.

Members who choose not to be provided with a Government supplied vehicle are entitled to an additional electorate allowance. Clause 9.9 specifies the allowance, which is \$25,000, \$33,000 or \$40,000 per annum, depending on the electorate.

Members who elect a Government supplied vehicle must comply with Speaker's Determination M04 of 2017 which requires that Members supply Northern Territory driving licence details for all individuals the Member nominates as authorised drivers of the vehicle, and keep this nomination up to date.

Members who elect an NT Government vehicle are entitled to roadside assistance under the NT Fleet AANT policy. Details are in the Driver's Handbook which comes with the vehicle.

In the event of a Member needing roadside assistance, call AANT on 8202 4937 and tell them your vehicle is covered by the 'NT Fleet policy' (which is 036213FLT).

A Member may request to be provided with a private plated Government supplied vehicle for parliamentary business, electorate business and private use. Vehicles are issued with fuel cards that are accepted at outlets across Australia. The Speaker should be advised if a Member intends to use their Government issued vehicle to travel interstate.

Odometer readings must be recorded when refueling Government issued vehicles for inclusion in quarterly fuel reports that may be tabled by the Speaker.

All costs associated with cleaning a Government issued vehicle are to be at the expense of the Member. Vehicles returned to fleet must be clean and detailed inside and out.

## **CHAPTER 7 OFFICE ACCOMMODATION AND FACILITIES**

---

### **Parliament House Office**

---

Clause 12.1 of the RTD provides that each Member is entitled to an office in Parliament House and a basic printer, unless provided under another entitlement.

### **Electorate Office**

---

Clause 12.3 of the RTD provides that each Member is entitled to electorate office accommodation for parliamentary, electorate and official business, but not commercial or electioneering purposes. This includes:

- the electorate office
- electorate office furniture and fittings and
- electorate office equipment, computers and telephones.

Clause 12.4 provides that the Members for Stuart and Arafura are entitled to a liaison office.

Clause 12.2 provides that each Member will be provided with a multifunction device (MFD) in their electorate office and in the Stuart Liaison Office. The Department of Corporate and Information Services (DCIS) is responsible for managing MFDs.

### **Administration of Electorate Offices**

---

Building and Property Management works with NT Property Management (NTPM), a division of DCIS, which leases offices on behalf of the Northern Territory Government. Members must not engage in negotiations or discussions with a building owner or landlord.

An incoming Member will occupy the office vacated by his or her predecessor. A Member wishing to relocate must submit a business case to the Speaker. The Building and Property Management unit can assist in this process.

### **Fit out of Electorate Offices**

---

Speaker's Determination EO1 of 2017 provides for electorate office accommodation, furniture and equipment.

The Member and Corporate Services Division will provide advice on furniture. Building and Property Management advises on office fittings, layout and location.

A Member may make a submission to the Speaker to relocate their electorate office through the submission of a business case that includes:

- whether the proposed premises is within the electorate
- capacity to connect to NTG wide area network
- accessibility for constituents
- the Member's electorate business needs
- the status of the existing lease and, if required, the availability of another tenant to take over that lease
- any changes to electorate boundaries
- availability of a suitable electorate office
- value for money and the global cost of the proposed relocation and
- the estimated costs (capital and recurrent) associated with the relocation.

If supported, the Speaker may make a submission to the Chief Minister to refer to the Treasurer if there is insufficient budget and additional funds are required for relocation.

### **Responsibilities for Electorate Office Services**

---

NT Property Management (NTPM) arranges:

- office leasing including negotiations associated with leasing arrangements
- payment of office rental
- repairs and maintenance which are the building owner's responsibility

The Department of the Legislative Assembly arranges:

- all liaison with NTPM and the Department of Infrastructure, Planning and Logistics
- payment of outgoings (unless stated otherwise in the lease agreement)
- refurbishing and associated costs
- furniture and office equipment
- power/water costs
- security systems and arrangements
- sign writing
- parking (unless included in rental)
- cleaning costs (only if Member elects to have the Government meet the cost of office cleaning)
- removal costs
- repairs and maintenance (unless stated otherwise in the lease agreement) and
- minor new works subject to the agreement of lessor.

Members and Electorate Officers are encouraged to send electorate office requests for service to [LABuildingmanagement@nt.gov.au](mailto:LABuildingmanagement@nt.gov.au) This email account is monitored regularly.

### **Car Parking — Electorate Office**

---

Where possible, Building and Property Management arranges to lease one car parking space for the Member at, or as near as possible to, the electorate office. Car parking spaces are not provided for employees or visitors to the office.

### **Security in Electorate Offices**

---

Speaker's Determination EO1 of 2017 sets out the recommended standards for security in electorate offices. Additional items require the Speaker's approval.

The DLA House Division assesses security infrastructure for the electorate office. Measures are in place such as deadlocks, window locks, security mesh, duress and intruder alarms.

DLA officers undertake regular security audits of electorate offices and are available to provide advice to Members and electorate officers about security.

If an electorate office is broken into after hours, the security alarm will be triggered and the monitoring service will respond. Advise the Manager of Security as required if a break-in occurs.

Duress alarms are fitted to all electorate offices and are tested weekly.

## **Insurance**

---

The Territory self-insures against property loss or damage. This applies to general property within the Legislative Assembly precinct and electorate offices, parliamentary property in transit as well as non-parliamentary property for which the Legislative Assembly is responsible (such as official displays held in the Assembly or electorate offices).

Coverage does not extend to private property owned by MLAs or staff whether or not it is stored or located on Assembly property. Each MLA is responsible for insurance for privately owned equipment.

From time to time MLAs may be asked by individuals or organisations to display items of artwork in their Electorate Office. If an MLA decides to do so, the artwork will not automatically be covered by the NT Government's self-insurance arrangements. This occurs only if the MLA has provided the Clerk of the Legislative Assembly with details of the loaned artwork. Details required by the Clerk, in writing, are the:

- name and description of the artwork
- estimated value of the artwork
- duration of the loan (from and until dates)
- name of the loaning individual or organisation.

## **Public Liability**

If an incident occurs in an electorate office, the Manager of Security should be notified immediately and an Incident Report completed online — see <http://ntgcentral.nt.gov.au/my-job/health-safety-and-wellbeing/work-health-and-safety/online-incident-report>. Members and their staff have a duty to put in place and observe workplace practices that minimise the risk of injury to themselves and members of the public.

Members may be required to furnish proof of public liability insurance for participation in events such as festivals and shows. Contact the Director Business Services if such a need arises.

## **Electorate Office Signs**

---

The Speaker's approval is required for all electorate office signs.

Signs may include:

- the name of the Member
- the name of the electorate
- the Northern Territory flag
- an image of the Member
- contact details.

No party political material is to be displayed inside or outside an electorate office.

Additional signs or changes to signs (artwork/decoration) may be applied to the external walls of an electorate office subject to the building owners and Speaker's approval. This will be at the Member's expense.

## **Electorate Office Furniture and Fittings**

---

Speaker's Determination EO1 of 2017 sets out the guidelines for furniture and fittings for electorate offices.

Furniture is selected in consultation with Members and arranged by Business Services.

Business Services maintains a record of all furniture provided to electorate offices and carries out stock takes at regular intervals. All items of furniture provided under the entitlement remain the property of the Northern Territory and should not be removed from the electorate office. All disposal of Northern Territory property must be undertaken by Business Services in accordance with Government policy.

## **Electorate Office Equipment**

---

### **Provision, Operation and Maintenance of Equipment**

Standard equipment includes:

- computer hardware and software (2 office computers may be supplied)
- landline telephone services
- activation of e-fax with a dedicated number
- a multi-function copying, printing and scanning device and
- a document shredder
- two NT Government issued computer devices
- remote access connection into the NTG network for internet, intranet and email access and
- an uninterruptible power supply (UPS).

Members' electorate allowances give them flexibility in respect of their other information and communication technology (ICT) requirements. However, only equipment acquired through the NTG catalogue is compatible with NTG systems such as the payroll (myHR) or Members' travel (METS) systems.

The standard operating environment software is supported by the service providers and consists of all basic software necessary to meet the Members' day-to-day ICT requirements.

Note: any software outside these standards is at the Member's expense and if installed on government-supplied equipment must be installed by the NT Government service provider.

Business Services is responsible for arranging the supply, repair and maintenance of office equipment and training for employees who operate the equipment. The NT Government-wide ICT contract does not provide maintenance of or support for privately-owned equipment including any ICT equipment purchased from a Member's electorate allowance. Only ICT equipment leased from the Government catalogue will be supported.

Business Services will replace DLA-supplied equipment when it has reached the end of its service life.

### **Electorate Office ICT Services and Training**

ICT services, set out in the RTD, are provided to electorate offices.

The DCIS IT Manager oversees the provision of ICT equipment and services to electorate offices through outsourced service providers. Any ICT problems should be reported to the Service Desk on extension 64904 (internal) or 89 364 904 in the first instance. This is a dedicated number for Members and electorate officers. The matter can be escalated by the ICT Manager (contact Clifton Eliorda on 0418 299 577).

ICT training is provided by the Department of the Legislative Assembly for government-supplied equipment based on specific needs of the Member or Electorate Officer.

All ICT equipment provided to Members is generic and an incoming Member will use the equipment that was allocated to a previous Member after it has had data removed been reset to factory settings.



## Telephones

---

Clause 10.1 of the RTD provides that the cost of the installation and rental of a telephone service not exceeding five lines in the electorate office, including one for a broadband connection directly or via the internet to the government Wide Area Network where reasonably available, shall be at government expense.

Satellite phones are supplied and installed in the vehicles of the Members for Arafura, Arnhem, Barkly, Daly, Namatjira, Nhulunbuy and Stuart pursuant to Clause 10.4 of the RTD. This entitlement is a telephone entitlement not a vehicle accessory entitlement and is available whether or not the Member elects to take the Motor Vehicle Allowance rather than a government-supplied motor vehicle.

## Postage

---

Members must meet the cost of all mail, including courier bags, from their electorate allowance. Clause 11.1 of the RTD provides unlimited postage for Ministers, the Leader of the Opposition and the Speaker.

## Electorate Office Staff

---

Clause 13 of the RTD provides that a Member is entitled to the services of one full-time electorate officer and one part-time electorate officer assistant (EOA) for up to eight hours per week to a maximum of 104 hours per quarter. EOA hours cannot be accumulated for more than one quarter and if not utilised are forfeited. Further:

- the Member for Stuart is entitled to a part-time liaison officer for up to 30 hours per week in Katherine
- the Member for Arafura to a part-time liaison officer in Maningrida for up to 15 hours week
- the Member for Daly to a part-time liaison officer in the Thamurrur region for up to 15 hours a week
- the Member for Barkly to a part-time liaison officer in Borroloola for up to 15 hours a week.
- the Member for Arnhem to a part-time liaison officer on Groote Eylandt for up to 15 hours a week

Members with electorate offices located outside Darwin may use the respective electorate officer entitlement in their electorate office or in Darwin.

Relief (casual) electorate officers may only be employed if the regular electorate officer is on approved leave or attending training with the Speaker's approval.

Clause 13 of the RTD provides for handover provisions on a change of staff.

Electorate staff are employed on contracts under the *Contracts Act*. The following Speaker's Determinations apply in respect of electorate office staff:

EO2 of 2017 — Fixed Term Electorate Office Staff – Terms and Conditions of Employment — and Handover Provisions

EO3 of 2017 — Relief Electorate Office Staff — Terms and Conditions of Employment

## **Child Care**

---

Clause 14 of the Remuneration Tribunal Determination provides that an office holder or a Member is entitled to claim reimbursement for child care services outside the hours of 7am to 6pm, Monday to Friday, or at other times if the period is a weekend or a gazetted public holiday in the following circumstances:

- (a) where the Assembly is sitting outside these hours or
- (b) where a Member is attending an event associated with his or her duties as a Member.

Clause 14.2 provides that the amount claimed shall not exceed \$5,000 in any one calendar year.

Reimbursement will be made upon the Member submitting a claim which sets out the nature of the work activity or event and duration, together with actual start and finish times, amount paid and to whom. A Child Care Reimbursement Claim form is on the intranet site.

## APPENDIX A — Pro forma travel report

[Member's letterhead]

Speaker of the Legislative Assembly  
GPO Box 3721  
Darwin NT 0801

Dear Speaker,

### Report on Basic Allowance Travel

Pursuant to Clause 6.12 / 6.13 of Remuneration Tribunal Determination No 2 of 2016, I report on [travel/study] undertaken between [date] and [date].

#### Objective:

[provide details of the purpose of the trip/study]

#### Parliaments/Organisations Visited:

[list these here]

#### Documentation:

[provide details or any documents or publications obtained or considered to be of interest]

#### Study Areas Pursued:

[provide details of the areas of study pursued at each destination]

#### Results Achieved:

[provide list of achievements]

#### Recommendations arising:

[list them here]

Yours sincerely,

XXXXXX, MLA

Date