



NORTHERN TERRITORY OF AUSTRALIA
REMUNERATION TRIBUNAL

REPORT ON THE DETERMINATION
No. 1 of 2025

SALARIES AND OTHER ENTITLEMENTS
OF ASSEMBLY MEMBERS

**REMUNERATION TRIBUNAL REPORT AND
DETERMINATION NO. 1 OF 2025**

ENTITLEMENTS OF ASSEMBLY MEMBERS

Introduction

1. On 12 December 2018, the Administrator of the Northern Territory issued the following request to the Remuneration Tribunal:
 - (a) as mentioned in section 3A(1) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* (the Act) request the Remuneration Tribunal to, on or before 31 October each year, inquire into and determine:
 - (i) the amount of basic salary; and
 - (ii) the amount of additional salary of office and the offices in respect of which additional salary of office is to be paid; and
 - (iii) the basis on which the amounts mentioned in subparagraphs (i) and (ii) have been or should be determined; and
 - (b) as mentioned in section 4(1) of the Act, request the Remuneration Tribunal to, on or before 31 October of each year, inquire into and determine an entitlement (other than basic salary or additional salary of office) of an Assembly Member for:
 - (i) performing the functions of an Assembly Member; or
 - (ii) performing a function for the Assembly; or
 - (iii) holding or occupying any of the offices mentioned in section 4(1)(c) of the Act; and
 - (c) as mentioned in section 4AA of the Act, request the Remuneration Tribunal to, on or before 31 October of each year, inquire into and determine an entitlement for a person who ceases to hold office as an Assembly Member as mentioned in that section.
2. The resulting Report and Determination must be tabled in the Legislative Assembly within six sitting days of receipt by the Minister.
3. Entitlements were reviewed and last determined on 30 October 2024 which took effect from 1 January 2025.
4. This Report and Determination completes this review.

Powers of the Remuneration Tribunal

5. The powers of the Remuneration Tribunal, in respect of determining entitlements for Assembly Members, are set out in sections 3(A), 4, 4AA, 4AB and 4A of the Act and Regulation 3.

6. The relevant sections are set out below:

3A Remuneration Tribunal's power in relation to salaries

(1) *The Remuneration Tribunal must, on the Administrator's request, inquire into and determine the following:*

- (a) *the amount of basic salary;*
- (b) *the amount of additional salary of office and the offices in respect of which additional salary of office is to be paid;*
- (c) *the basis on which the amounts mentioned in paragraphs (a) and (b) have been or should be determined.*

(2) *A request under subsection (1) may relate to:*

- (a) *an inquiry for a specified time; or*
- (b) *inquiries for specified intervals.*

4 Remuneration Tribunal's powers except for basic salary or additional salary of office

(1) *The Remuneration Tribunal must, on the Administrator's request, inquire into, or inquire into and determine, an entitlement (other than the basic salary or additional salary of office) of an Assembly Member for:*

- (a) *performing the functions of an Assembly Member; or*
- (b) *performing a function for the Assembly; or*
- (c) *holding or occupying any of the following offices:*
 - (i) *the Speaker of the Assembly;*
 - (ii) *the Leader of the Opposition;*
 - (iii) *any other office in the Assembly;*
 - (iv) *a Minister;*
 - (v) *a Member of the Executive Council.*

(1B) *Without limiting subsection (1), the Remuneration Tribunal may, under the request, inquire into, or inquire into and determine, other entitlements, including, for example, the following:*

- (a) *an entitlement for establishing or maintaining offices for an Assembly Member, including:*
 - (i) *the provision of staff and equipment for the offices; and*
 - (ii) *the payment or reimbursement of amounts to cover expenses incurred in relation to the offices;*
- (b) *an entitlement for official travel undertaken by:*
 - (i) *an Assembly Member; and*
 - (ii) *a person who, under a determination, may accompany an Assembly*

Member for the travel;

- (c) the provision of a motor vehicle to an Assembly Member;*
- (d) an entitlement relating to child care services required because of the performance of official functions by an Assembly Member.*

4AA Remuneration Tribunal's power in relation to former Assembly Member

The Remuneration Tribunal must also, on the Administrator's request, inquire into, or inquire into and determine, an entitlement for a person (a former Member) who, after the commencement of this section, ceases to hold office as an Assembly Member; and

- (a) who was first elected as an Assembly Member at the general election held in 2005 or a later election; and*
- (b) who is not, after ceasing to be an Assembly Member, entitled to receive payment of a pension or superannuation benefit related to the former member's office as an Assembly Member.*

4AB Circumstances of disentitlement

A former Member is not entitled to receive an entitlement mentioned in section 4AA in any of the following circumstances:

- (a) the former Member has, under section 21(2) of the Northern Territory (Self-Government) Act 1978 (Cth), vacated office as an Assembly Member because section 21(1)(c) of that Act applies to the former member;*
- (b) the former Member retires from office as an Assembly Member to be a candidate for another seat in the Assembly, or in any other Australian parliament, and is elected to the other seat.*

4A Report following inquiry

- (1) The Remuneration Tribunal must prepare a report for each inquiry conducted under section 3A, 4 or 4AA.*
- (2) However, if inquiries are conducted together under any of the following provisions, the Remuneration Tribunal need only prepare one report for those inquiries:*
 - (a) section 3A;*
 - (b) section 4;*
 - (c) section 4AA.*
- (3) The report:*
 - (a) if the Remuneration Tribunal is requested to inquire into and determine an amount of salary or entitlement - must include a determination of the amount of salary or entitlement; or*
 - (b) otherwise - may include recommendations on the entitlement to which the inquiry relates.*
- (4) The Remuneration Tribunal must give the Administrator and Minister a copy of the report as soon as practicable after it is made.*
- (5) The Minister must table a copy of the report in the Assembly within 6 sitting days after receiving it.*

Regulation 3 Exceptions to Remuneration Tribunal's power for Assembly member entitlements

- (1) For section 4(1C) of the Act, the Remuneration Tribunal does not have power to inquire into, or inquire into and determine, an entitlement for the provision of office accommodation, furniture and equipment and staff to a Minister, the Speaker of the Assembly, the Leader of the Opposition or an independent Assembly Member.
- (2) However, sub-regulation (1) does not affect the Remuneration Tribunal's powers relating to the entitlements for establishing or maintaining an office in an Assembly Member's electorate, including the following in relation to the office:
 - (a) Office space;
 - (b) Furniture and equipment
 - (c) Parking spaces;
 - (d) Cleaning and utility services;
 - (e) Staff, including number, salary, allowances and conditions of employment;
 - (f) Travel and travel costs for the staff, including arrangements for the use of private vehicles;
- (3) In this regulation:

Furniture and equipment includes a photocopier, communications and information technology and associated equipment.

Conduct of this Inquiry

1. On 3 March 2025, individual letters were sent to Assembly Members, Electorate members, Electorate officers, the Clerk and Chief Executive Officer of the Legislative Assembly, the Department of the Chief Minister and Cabinet's Chief Executive Officer, the Under Treasurer, the Commissioner of Public Employment and the Auditor-General. On 8 March 2025, an advertisement was placed in the NT News to announce the inquiry and to invite submissions.
2. The Remuneration Tribunal received 13 submissions and met with the Chief Minister, the Leader of the Opposition, Madam Speaker, the Clerk and Chief Executive Officer of the Legislative Assembly and the Commissioner for Public Employment, as well as some Members of the Legislative Assembly.
3. The Remuneration Tribunal has also sought the advice of the Solicitor-General, the Commissioner for Superannuation and others.
4. The Remuneration Tribunal has considered all representations and advice it has received and notes the challenge in drawing a balance between community expectations in relation to Members' remuneration and entitlements, against the need to attract appropriately qualified candidates to represent the people of the Northern Territory in the Parliament and manage the affairs of the Territory as Parliamentarians and Office Holders.
5. As the Remuneration Tribunal is independent, it must provide a fair and impartial determination which is in the long-term interest of the Northern Territory.

Basic Salary for Assembly Member

6. The Base Salary has been adjusted to keep in line with the approximate average of other states and territories and keeping in line with the current government salaries policy. This makes the new base salary \$180 250.
7. An explanatory statement has been added after the basic salary in this Determination clarifying Salary Sacrifice entitlements provided under legislation.
8. There is no increase to Electorate Allowances, however the structure of allowances has been altered to make intended entitlements clear.

Travel

9. Clarification has been added specifying that Members of the Legislative Assembly serving as Ministers are to initially access travel entitlements outlined in this Determination before utilising Ministerial provisions.
10. Travel entitlements that were previously uncapped have been capped to better reflect expectations of the community while still allowing flexibility in accessing travel entitlements by members in the performance of their duty.
11. Further changes to travel entitlements are as follows:
 - (a) All travel within the Northern Territory will be undertaken using flexible economy airfares. Business class remains for travel outside of the Northern Territory.
 - (b) Meetings of Members of political parties, with more than one elected Member, are capped at 26 trips per calendar year and travel allowance payable capped at 52 nights.
 - (c) Additionally, only one elected Member of each registered political party will have all travel and attendance costs covered once, per calendar year, to attend an annual conference of their National or Associated party appropriately called under their constitutional arrangements.
 - (d) The Speaker is entitled to travel to other Australian parliaments once per year for professional development.

Motor vehicles

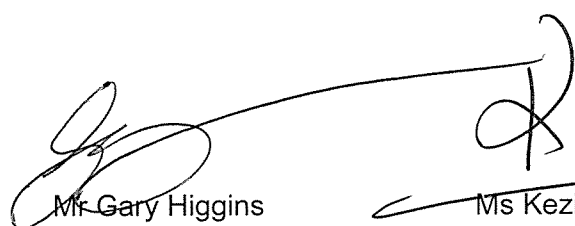
12. There has been a notable increase in usage and therefore, rising costs associated with vehicles over previous years. Government supplied vehicles have had these costs absorbed by the Legislative Assembly under entitlements contained in the Determination. However, Members electing to take the allowance have had to absorb these costs. The Tribunal has therefore determined an increase to the vehicle allowance across all three levels by \$5000 per year.
13. For those electorates with access to a 4WD, an additional transfer of \$10 000 from the electorate allowance to the vehicle allowance has occurred reflecting the decreased utilisation of charter flights and other travel entitlements previously included as part of remote electorate's electorate allowance.
14. These changes result in three base levels of vehicle allowance being \$35 000 for urban, \$40 000 for rural and \$60 000 for remote.
15. For NT Government supplied vehicles, an updated list of vehicles available has been provided and optional extras have been limited to better reflect a "fit for purpose".
16. Provisions have been made for vehicle change-over resulting from these amendments without impacting a Member's current vehicle selection. The Tribunal also confirms that no option exists for a Government supplied vehicle purchase at the time of a Member ceasing to be a Member.

17. Funding for barge costs is no longer included in any electorate allowances, it is instead provided as a separate entitlement in the Determination. This entitlement is based on the number of trips. As such, \$4000 previously allocated to the Electorate of Mulka has been replaced with 10 one way barge transfers within that Electorate per calendar year.
18. An increase to the level of vehicle allowance has been made available for those electorates that are entitled to a government-funded, staffed, second office. The increase of \$20 000 in vehicle allowance will only be available when the vehicle allowance is taken rather than any Government supplied vehicle under the Determination.

General

19. The requirement for primary electorate offices to be open with electorate office staff needs to be emphasised as an entitlement created under the Determination to ensure access by constituents to their local member for advice and access to resources to assist in their interactions with government. This access is during normal working hours as outlined in the Determination while access to Community Rooms outside of hours is facilitated. Recent complaints have indicated that this is not the case. Staffing levels are already provided under the Determination to ensure offices are open as required. The Tribunal is of the view that staffing levels are more than adequate to address this.
20. Professional development for Members was previously included as part of a \$10 000 increase to electorate allowances in 2017. Without specific details, any requests to increase this amount will not be made, but subject to review in the future if specific justification is provided as part of any submissions to the Tribunal.
21. Postage entitlements have been removed as the Tribunal notes after consultation with the Department of the Legislative Assembly that the entitlement, despite not having a limit, is redundant and has not been used by Members for quite some time.
22. The Tribunal notes the dramatically increased 4G and 5G network coverage for all NT electorates in recent years, and as such intends to phase out the entitlements to satellite phones over the next year. The Tribunal intends to allow Members to continue services at their own cost should a Member wish to keep the service in the future.
23. Other minor changes have been made to wording for clarity on intended entitlements and readability of the Determination.
24. The Tribunal closely monitors all changes in determining Members' entitlements to gauge any impact they have and will continue to make any necessary adjustments in future reviews.
25. The entitlements in the Determination take effect on 1 January 2026.

Dated **21 October 2025**



Mr Gary Higgins
Chairperson
Remuneration Tribunal



Ms Kezia Purick
Member
Remuneration Tribunal



Ms Lynne Walker
Member
Remuneration Tribunal



**NORTHERN TERRITORY OF AUSTRALIA
REMUNERATION TRIBUNAL**

*Assembly Members and Statutory Officers
(Remuneration and Other Entitlements) Act 2006*

**DETERMINATION OF SALARIES AND OTHER ENTITLEMENTS
OF ASSEMBLY MEMBERS**

DETERMINATION NO. 1 OF 2025

Under section 3A, 4 and 4AA of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the Remuneration Tribunal (the Tribunal) makes the following determination in relation to salaries and other entitlements of Assembly Members.

1. DEFINITIONS

1.1 In this Determination:

‘accompanying person’ means nominee or dependent children and that person need not necessarily travel with the Assembly Member.

‘Accountable Officer’ means the Accountable Officer for the Agency incurring expense under this Determination.

‘additional salary of office’ means salary paid to an Assembly Member, in addition to basic salary, because the member holds or occupies a prescribed office.

‘Assembly’ means the Legislative Assembly.

‘Assembly Committee’, for the purpose of payment of Travelling Allowance, means one established by the Assembly.

‘Assembly Member’ means a Member of the Northern Territory Legislative Assembly.

‘basic salary’ means salary paid to an Assembly Member for their role as an Assembly Member.

*Note for definition of **basic salary**: An Assembly Member may also be paid other salary because, for example, the Assembly Member holds or occupies a certain office, including that of a Minister.*

‘capital city’ means locations within a radius of:

- (a) 10 kilometres from the general post office of a capital city; or
- (b) 5 kilometres from the major airport servicing a capital city

‘Clerk’ means the Clerk of the Legislative Assembly.

‘commercial accommodation’ means accommodation in a commercial establishment such as a hotel, motel or serviced apartment or similar.

‘Darwin’ means the Total Darwin Statistical Division and the Litchfield Shire Sub-Division as prescribed by the Australian Bureau of Statistics.

‘dependent child’ means a dependent child under 16 years of age or a dependent full-time student less than 25 years of age.

‘home base’ for an Assembly Member means:

- (a) a place of residence of the Member nominated by the Member to the Clerk; or
- (b) if the Member has not nominated a place, the principal place of residence of the Member.

‘Legislative Assembly Meetings’ means any Legislative Assembly Sittings, and meetings of the Estimates Committee, Select Committees, Standing Committees and Sessional Committees.

‘Legislative Assembly Sittings’ means a series of Sitting days, as defined in Standing Order 2.

‘Member’ means a Member of the Northern Territory Legislative Assembly.

‘nominee’ means a close relative (partner, parent, son, daughter or dependent child, brother or sister) nominated to the Speaker to receive travel privileges available to the nominee of a Member. The Speaker may, in special circumstances and at the request of a Member, approve the nominee of that Member to be a person other than the nominee or close relative of the Member.

‘Office Holder’ means:

- (a) Speaker of the Assembly;
- (b) Leader of the Opposition;
- (c) any other Office in the Assembly; and
- (d) a Minister.

‘Prescribed Office’ means an Office Holder mentioned in Schedule 1 of this determination and in accordance with section 3A(1)(b) of the Act.

‘partner’ means spouse or de-facto partner, regardless of sex.

‘Scrutiny Committee’ means all Standing, Sessional or Select committees of the Legislative Assembly except for the House, Privileges, Standing Orders and Members’ Interests committees and other committees established by the Assembly.

‘services as a Member’ and **‘official business’** cover all matters of relevance or interest to Northern Territory electors.

‘Shadow Minister’ in relation to the granting of entitlements means a Member duly accredited as such in a schedule provided to the Speaker by the Leader of the Opposition.

‘travel expense reimbursement’ is an amount payable to a Member to defray reasonable costs incurred by them during travel at NT Government expense that includes at least one overnight stay, for one or more of the following:

- (a) accommodation;
- (b) meals;
- (c) incidental expenses; or
- (d) hire cars, taxis and ferries.

‘Travelling Allowance’ means an amount payable per overnight stay to a Member to offset personal costs they, or any person authorised to travel as an accompanying person, may incur during travel at NT Government expense.

‘Tribunal’ means Remuneration Tribunal established by section 17 of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*.

2. BASIC SALARY OF MEMBER

- 2.1 The basic salary of an Assembly Member will be \$180 250 per annum.
- 2.2 Under section 14 of the *Legislative Assembly Members’ Superannuation Contributions Act 2004*, Assembly Members may salary sacrifice up to 50 percent of their basic salary and any additional salary of office into a complying superannuation scheme.

3. ADDITIONAL SALARY OF OFFICE

- 3.1 The additional salary of office and the prescribed office for which additional salary of office is paid is set out in Schedule 1 as a percentage of basic salary.
- 3.2 If, during any period, an Assembly Member holds or occupies two or more prescribed offices:
- (a) the Assembly Member is only entitled to an additional salary of office for holding or occupying a single prescribed office; and
 - (b) the entitlement is for the prescribed office that yields the greatest amount payable to the Assembly Member for the period.

4. ELECTORATE ALLOWANCE

- 4.1 A Member is entitled to an electorate allowance paid fortnightly. The annual rate is specified in Schedule 2 to cover the expenses they incur, including, but not limited to, the matters set out below, at their sole discretion in servicing their electorate:
- (a) stationery, printing and postage costs;
 - (b) travel costs, including charter flights, parking fees, airline lounge memberships, hire cars;
 - (c) communications, including WIFI in public access areas;
 - (d) tax deductible donations;
 - (e) support for constituents;
 - (f) hosting costs;
 - (g) gifts;
 - (h) sponsorships;
 - (i) membership fees;
 - (j) support for organisations;
 - (k) patron expenses;
 - (l) advertising;
 - (m) professional development;
 - (n) interpreter services;
 - (o) accessing or maintaining an electorate database;
 - (p) replenishing first aid kits for Liaison Officers; or
 - (q) other.

- 4.2 The annual rate of the electorate allowance is reduced by \$5,500 if the Member's electorate office is cleaned, including the removal of general office waste, at the NT Government's expense.
- 4.3 A newly elected Member is entitled to a once only advance on their electorate allowance for up to 4 fortnightly payments to assist in establishing their electorate office. This entitlement is only available in the first 6 months of the new Member's term.
- 4.4 Each Electorate Office is entitled to 1 security bin to be emptied once per year at the NT Government's expense.

5. MEMBER ENTITLEMENT TO TRAVEL

- 5.1 This Determination specifies the entitlements for Members of the Legislative Assembly. Members who serve as Ministers are to initially access the entitlements outlined in this Determination, before utilising Ministerial entitlements.
- 5.2 Travel by Ministers and the Leader of the Opposition in their roles as Prescribed Office Holders as defined in Schedule 1, in addition to the Determination travel entitlements, is not covered by this Determination.
- 5.3 Subject to this clause, a Member is entitled to travel outside of their electorate at the NT Government's expense where travel is for:
- (a) attendance at Legislative Assembly Meetings; or
 - (b) physical attendance at meetings of an Assembly Committee, even if the Member is not a Member of the Committee; or
 - (c) a committee, engaging in business approved by the Legislative Assembly or within the Terms of Reference of the committee, including travel outside the Northern Territory (NT); or, if such approval has not been given by the Assembly, then subject to the approval of the Speaker; or
 - (d) attendance at a meeting of Members of the NT Legislative Assembly from the same political party, and held within the NT, conditional upon prior written notice of the meeting being provided to the Speaker by the Leader or the Whip of that party with a total entitlement of 26 meetings with a maximum 52 nights covered for Travel Allowance over a calendar year; or
 - (e)
 - (i) representing the NT Government; or
 - (ii) representing an Office Holder; or
 - (iii) with the approval of the Speaker, representing the NT Legislative Assembly; or
 - (iv) with the approval of the Speaker, conducting Commonwealth Parliamentary Association business or other official parliamentary function of another Australian legislature; or
 - (v) attendance at official NT Government functions where the Member is a primary invitee; or
 - (vi) attendance at Vice-Regal functions; or
 - (vii) with the approval of the Speaker, attendance at NT Legislative Assembly functions; or
 - (viii) to attend proceedings before the Remuneration Tribunal in the Northern Territory; or
 - (ix) to attend any initial induction meetings arranged by the Department of Legislative Assembly following the Member's first election; or
 - (x) one elected Member of each registered political party to travel once, per calendar year, to attend an annual conference of their National or Associated party

appropriately called under their constitutional arrangements with attendance costs covered. This travel is in addition to any travel entitlement under 5.3(d). Travel allowances are capped at 4 nights.

(f) The Speaker, in addition to any other travel entitlements in this determination, will have an entitlement for one trip to one or more Australian Parliaments each year.

5.4 The Deputy Leader of the Opposition and Shadow Ministers are entitled to a combined total of 40 trips within the NT each calendar year, in addition to all other travel included in the Determination. The total number of nights for which travelling allowance is payable may not exceed 160. Travel must be approved by the Leader of the Opposition.

5.5 Members who are not covered by clause 5.4 and are not Members of the NT Government Party, are entitled to 3 trips within the NT each year. The total number of nights' travelling allowance paid will not exceed 6 nights in a calendar year.

Advice of such travel is to be advised and notified to the Speaker in advance of this travel.

The Member with their electorate containing Yulara can utilise the travel allowance portion of this entitlement for travel to Yulara in addition to any other entitlements in this Determination.

5.6 A Member attending Legislative Assembly Meetings is entitled to travel expense reimbursement or travelling allowance to enable the Member to have 1 clear day before, and 1 clear day after, the Legislative Assembly Meetings, or to have 2 clear days on 1 side of the Legislative Assembly Meetings under the conditions as set out in this Determination.

5.7 In addition to the payment of travelling allowance, Members are entitled to be provided with a hire car during approved travel, as provided under clause 5. The total cost of these hire vehicles, including fuel, is to be met by the Department of the Legislative Assembly.

5.8 Where the Speaker resides more than 50 kilometres from Parliament House, and is required to attend Parliament House Darwin, outside of scheduled sitting days, and while required to perform official duties in their capacity as the Speaker in Parliament House/Darwin, they will be entitled to travel allowance payment or reimbursement for up to a maximum of 30 overnight stays in any one calendar year. Travel entitlement from their home is to be undertaken in the same mode covered in this Determination when attending Parliament House Darwin for scheduled sittings days as a Member of the Assembly.

Mode of Travel

5.9 Travel within the entitlements in this Determination must be undertaken either:

- (a) on scheduled commercial commuter services operating as regular carriers; or
- (b) by charter transport where regular services within the NT are not available or are impracticable, or by hired aircraft if the Member is appropriately qualified to pilot the aircraft and indemnifies the NT Government. Reimbursement of reasonable costs under this subclause will be made where the transport cost is directly associated with the official business of such travel; or
- (c) in an NT Government vehicle provided under clause 8.2, or in the event that the use of an NT Government supplied vehicle is not feasible, a hire car or short-term hire vehicle from NT Fleet. If an NT Fleet vehicle is not available, the Member will be entitled to seek reimbursement costs at a rate based on the entitlements in Schedule 2. A Member in receipt of a vehicle allowance under clause 8.1 may use their own vehicle, but is not able to be reimbursed at the NT Government rate per kilometre.

5.10 A Member may, when attending an event associated with their duties as a Member, on no more than 100 trips in any calendar year, travel to and or from the event in a taxi, private hire car or rideshare, charge the cost to the NT Government. Tips or gratuities may be paid by the Member, but not at the NT Government's expense. The Member may retain the services of a driver for a waiting period capped at 15 minutes for each travel journey.

Members are to substantiate their use of this entitlement via receipts submitted to the Department of the Legislative Assembly.

Conditions of Domestic and International Travel

- 5.11 A Member is entitled to travel on fully flexible economy within the NT and business class, where available, outside of the NT at the NT Government's expense.
- 5.12 A Member, when travelling by air on Assembly business, or on official business, is entitled, at NT Government's expense, to carry one additional piece of luggage within the airline size limits.
- 5.13 Travelling allowance may be payable for reasonable periods of transit during overseas travel of up to 24 hours. The Speaker may approve travelling allowance for reasonable transit during overseas travel beyond 24 hours in extenuating circumstances.

Entitlement to Travel by Others

- 5.14 A Member's nominee may, pursuant to specific approval by the Speaker, or in the event of the Member being the Speaker, after consultation with the Chief Minister, accompany the Member who is a participant in an official delegation or as a formal representative of the Assembly to and from official NT Government, Assembly or Vice-Regal functions at NT Government expense at the same class as the Member, providing the nominee is included in the official invitation list. This clause does not apply to travel to Legislative Assembly meetings covered by clause 5.3(a).
- 5.15 Where a Member is travelling pursuant to this Determination, and their nominee has no entitlements elsewhere in this Determination, a Member may convert their business class airfare entitlement to two fully flexible economy class tickets for a nominee, on two trips per year, to travel for the same purpose. The nominee is not entitled to other travel expense reimbursement or travel allowance.
- 5.16 If travelling by air, there is an entitlement for transport for a Member, nominee or dependent child travelling and returning by air under entitlements provided by this Determination:
 - (a) between the home base and departure airport; and
 - (b) between the terminating airport and destination.
- 5.17 A Member whose nominated home base is located outside of Darwin, shall be entitled to have their nominee and each dependent child travel at NT Government's expense from the Member's nominated home base to Darwin and return up to twice a year and, if accompanied by the Member, then at the same class as the Member, or if not accompanying the Member, then in economy class. This travel is additional to other travel allowed in this Determination.
- 5.18 A Member who is a parent of a child up to 24 months old and is travelling pursuant to this Determination with this child, may be accompanied by a nominee during that travel and the nominee's travel costs will be paid in accordance with this Determination, and at the same class as the Member.

6. TRAVEL EXPENSES

- 6.1 Where the Member has approval to stay in Darwin overnight, a travelling allowance of \$450 per day is paid, irrespective of the type of accommodation used and any accompanying nominee is paid as per Schedule 3, Part B. While receipts are not required, a declaration stating this travel has been undertaken in accordance with preapproval of the travel must be provided.
- 6.2 If a Member incurs costs for travel other than Darwin, they are entitled to a travel expense reimbursement. To establish the level of the travel expense reimbursement, the Member shall provide to the Clerk or relevant Accountable Officer within 60 days of the conclusion of the travel:
 - (a) tax invoices for any accommodation;
 - (b) tax invoices for meals; and

(c) tax invoices for transport costs claimed.

Incidental costs do not have to be substantiated and will be paid at the rate set out in Schedule 3, Part D.

- 6.3 In assessing, and if necessary, adjusting for, the reasonableness of costs claimed, the Clerk or the relevant Accountable Officer, shall have regard to:
- (a) the meal allowances specified in Schedule 3, Part D;
 - (b) the vehicle allowance as determined by the Australian Taxation Office;
 - (c) the comparative cost of other available forms of transport; and
 - (d) any form of contribution, regardless of source, received by the Member or paid in respect of the travel.
- 6.4 A Member may elect to receive travelling allowance before the travel. The accompanying person rate in Schedule 3 should be paid if the Member receives travel expense reimbursement or travelling allowance.
- 6.5 Where the Member elects to receive travelling allowance under clause 6.4, travelling allowance for each overnight stay is payable at the applicable rate specified in Schedule 3. Where such travel is by regular public transport, an overnight stay includes any overnight stay required at the place of departure or en-route. This applies for travel within Australia only.
- 6.6 Members with an established second office provided under this Determination are entitled to 8 overnight stays at the NT Government's expense in addition to other entitlements in this Determination in the town centre which houses the second office.
- 6.7 Except as provided in clause 6.6, travelling allowance is not payable to a Member for an overnight stay within the Member's own electorate or within the electorate in which the Member's home base is located. The border towns of Marla in South Australia, Camooweal in Queensland and Kununurra in Western Australia, and the highways into those towns from the NT, are considered part of the electorate from where the highway leaves the NT. However, there is an exception for provisions for the Member with Yulara in their electorate as outlined in clause 5.5.
- 6.8 The Darwin rate specified in Schedule 3, Part B(i) is payable to a Member whose home base, by the nearest practicable vehicle route, is further than 50 kilometres from the precincts of the Assembly. Irrespective of the type of accommodation used, the Darwin rate is paid to all eligible Members when staying overnight in Darwin.
- 6.9 Members are not entitled to receive travel expense reimbursement or travelling allowance for any costs that are met or provided for by any other entity, including NT Government. Members are obliged to disclose to the Clerk or the relevant Accountable Officer if any element of travelling expenses is so provided.
- Note: For example, if as part of an official visit, lunch is provided by the host, when confirming the application of travel expenses under clause 6.2, the Member should advise the Department of the Legislative Assembly that the allowance for the lunch is not payable.*
- 6.10 Subject to the same overnight stays limitation for the Member's own travel, if any, a Member is entitled to be paid the accompanying person rate specified in Schedule 3 for any overnight stay where they are with a person who is included in their NT Government travel authorisation as an accompanying person.
- 6.11 (a) The entitlements to Travelling Allowance where commercial accommodation is used are specified in Schedule 3, Part A for all locations except Darwin.

- (b) Members not staying in commercial accommodation or staying in private accommodation and claiming travelling allowance under Schedule 3, Part C are not required to provide receipts.

7. ACCOUNTABILITY FOR TRAVEL

- 7.1 Travel costs and associated travelling allowance or expenses may only be paid where accountability requirements and procedures established by the relevant Accountable Officer, are met and followed.
- 7.2 Where expenses have been incurred for travel, the Member must confirm such expenses with the Clerk or relevant Accountable Officer and advise any costs met by a third party.

8. PROVISION FOR MOTOR VEHICLE

- 8.1 Members are entitled to be paid an allowance, as specified in Schedule 2, to cover costs associated to a vehicle for use to travel for Parliamentary business and their own private use.
- 8.2 Following a member's request to the Speaker:
- (a) A Member, in lieu of being provided the allowance in 8.1, may be provided with an NT Government supplied private plated motor vehicle and associated fuel card for:
- parliamentary business use; or
 - electorate and electorate staff use; or
 - private use within the NT.
- (b) The Speaker may approve private use of an NT Government supplied vehicle by the Member outside of the NT on the condition that all fuel costs and other consumable costs incurred outside the NT are met by the Member. Costs incurred to have a vehicle returned to the NT are to be met by the Member. The Speaker's approval for each trip outside of the NT is required.
- (c) The NT Government supplied vehicle may be fitted with accessories that are provided in Schedule 4 or approved by the Director of NT Fleet in conjunction with the Department of Legislative Assembly, on a fit-for-purpose basis and taking into account work health and safety considerations, and manufacturers recommendations. Vehicle accessories are fixtures to a vehicle and do not include camping, cooking and refrigeration items. These items can be provided at the expense of Members via their electorate allowances. Additional items to those listed in Schedule 4, may only be provided at the expense of Members or covered direct via their electorate allowance.
- (d) The Speaker may withdraw the vehicle and associated fuel card(s) provided the Speaker has reasons to believe the vehicle is being abused or improperly used. This includes safe driving practices in line with all manufactures recommended limits and requirements outlined in the vehicle's handbook.
- 8.3 Subject to clause 8.4, motor vehicles provided to Members shall be as set out in Schedule 4. All running and maintenance costs incurred in the NT, excluding cleaning for the vehicle, will be met by the NT Government.
- 8.4 A Member may be provided with a motor vehicle which is at greater cost to the NT than that provided for in this Determination, provided that the Member pays the difference between the actual cost to the Legislative Assembly of the higher cost vehicle and accessories to that which would be the actual cost of the approved vehicle in Schedule 4 to the Legislative Assembly applicable to the Member's Electorate. The selected vehicle must be on an NT Government approved list maintained by the Director of NT Fleet or be approved by the Director of NT Fleet in conjunction with the Department of Legislative Assembly.

- 8.5 The Members for Arafura, Arnhem, Barkly, Daly, Namatjira, Mulka and Gwoja may be provided, upon request, with four-wheel drive vehicles from Schedule 4, Part B with accessories as provided in Schedule 4 and in accordance with Clause 8.2, or a substitute vehicle approved by NT Fleet.
- 8.6 The vehicle provided under clause 8.2 is to be driven only by a NT licensed driver, being the Member or a person nominated by the Member. All fines are to be paid by the Member or by the person nominated by the Member as the driver of that vehicle.
- 8.7 When a vehicle provided under clause 8.2 is used for travel to which the Member (or nominee) is otherwise entitled by the provisions of this Determination (such as travel at NT Government expense) the other vehicle entitlements are voided. Likewise, no private vehicle allowance is paid for travel in a NT Government supplied private plated motor vehicle.
- 8.8
- (a) A Member who has a motor vehicle already supplied by the NT Government may only elect to receive this allowance in lieu of the motor vehicle when there are 6 months or less remaining on the lease.
 - (b) Members receiving the allowance shall not be entitled to claim kilometre allowance or any other vehicle operational expenses associated with the use of a motor vehicle under this provision.
 - (c) If the NT Government vehicle provided under clause 8.2 is unserviceable, and a commercial hire car or short-term hire vehicle from NT Fleet are not available, a Member will be entitled to claim a pro rata payment of the relevant vehicle allowance specified in Schedule 2.
 - (d) An additional \$20 000 in vehicle allowances will be paid to Members whose Electorate exceeds 300 000 km².
 - (e) For the purpose of Determination No. 1 of 2025, any new vehicle supplied during 2025 can be returned and access to the vehicle allowance granted without penalty, noting that the outstanding lease costs will therefore need to be paid by the Department of the Legislative Assembly. For Members with new vehicles currently on order, confirmation of your choice to continue with that order or otherwise is to be provided to the Clerk within 6 weeks of the commencement of this Determination. After this 6 week period, any Member who has a motor vehicle supplied by the NT Government may only elect to receive their allowance as per 8.8(a). Any vehicle ordered following the tabling of this Determination will be subject to cost recovery as outlined in this Determination.
- 8.9 Where a Member can demonstrate to the Speaker a need for a four wheel drive vehicle for a specific temporary, short-term purpose related to their work as a Member, and at the Department of the Legislative Assembly's expense, then the Speaker can approve the temporary hiring of a four wheel drive vehicle for that specific purpose, including fuel expenses.
- 8.10 Where a Member has part of their electorate being an island requiring vehicle transport to travel on the island, and the option to hire a vehicle is not available, the Member is able to access an entitlement of up to 10 one way barge transfers for either their privately owned, insured and registered vehicle or their NT Government leased vehicle per calendar year. Cost and any associated insurance for barge transfers, will be covered by the NT Government. Arrangements are to be made with advice from the Department of the Legislative Assembly and in line with their purchasing procedures.

9. COMMUNICATIONS, TELEPHONES AND INFORMATION TECHNOLOGY

- 9.1 The cost of the supply, installation and calls of up to 5 separate office telephone devices and associated telephone numbers and a fixed internet connection to the NT Government network for the number of computer devices set out in clause 10.3 and one for the Multi-Function Device shall be at the NT Government expense.
- 9.2 Each Member will be provided with a personal and generic electorate NT Government email accounts and an electorate Local Area Network drive on the NT Government network. Additionally, when a Member leaves office following a General Election, personal emails are to be directed for a period of 12 months to a Member's personal, non-Government email address.
- 9.3 Members for the Electorates of Arafura, Arnhem, Barkly, Daly, Namatjira, Mulka and Gwoja are entitled to a satellite telephone supplied and maintained at the NT Government expense. All network charges generated by the ongoing connection and use of the satellite telephone will also be at the NT Government expense. This entitlement will cease at the end of the term of the current lease/contract. Members wishing to continue the plan can do so at their own expense.
- 9.4 An annual Schedule containing the totals of NT Government payments on behalf of each Member for satellite telephones is to be tabled by the Speaker during the second meeting of the Assembly in each year.
- 9.5 No commercial use of telephone calls, including charge back to a telephone, may be made at the NT Government expense.
- 9.6 All Members will be allocated with either a laptop or tablet which will remain their property after they cease to be a Member of Parliament. The Department of the Legislative Assembly is to ensure that all Government software is removed.

10. OFFICE SPACE AND EQUIPMENT

- 10.1 The NT Government will provide an electorate office for the purpose of servicing the electorate and must be available for public access. Members are responsible to ensure the office is opened to the public with staff and if not, the Department of the Legislative Assembly must be informed.
- 10.2 A secure office will be made available to each Member in Parliament House in Darwin with convenient access to a photocopier during meetings of the Assembly, and a basic printer unless provided under another NT Government entitlement.
- 10.3 The NT Government will provide and maintain a multi-function office device with folding functionality, in each electorate office. Three computers will be supplied to each electorate office and shall be connected to the NT Government network at NT Government expense. An additional computer will be provided for Liaison Officers with connection to the NT Government network at NT Government expense (including additional devices for Liaison Officers who are job sharing).
- 10.4 The NT Government will provide, maintain and pay utility services costs, for a conveniently accessible and identified electorate office for each Member, with parking where available. The tenancy fit-out must, as far as possible, comply with any Building Codes or Australian Standards. The ongoing cleaning costs for the electorate office are to be met by the Member unless they elect that these be met by the NT Government (clause 4.2 refers). The Member must ensure that the office is not used for commercial or electioneering purposes.
- 10.5 The NT Government is to supply, where practicable, a second office for any electorate with an area greater than 300 000 km² and has a second major centre that is identified as suitable for serving the Electorate's Constituents, and capable of providing support for the establishment of such an office. These offices are to be staffed by the electorate's Liaison Officers.

The NT Government will provide an office of up to 70 m², or as close to this requirement as is available at the time. The cost of the supply, installation and calls of up to 2 separate office telephone devices and associated telephone numbers and a fixed internet connection to the NT Government network for 2 computer devices and one for the Multi-Function Device, shall be at the NT Government expense. Other furniture and equipment will be at the discretion of the Speaker.

- 10.6 The Speaker shall, from time to time, determine a standard list of items of furniture, equipment and software to be available for every electorate office. Each Member is entitled to have these items supplied on demand. These items remain the property of the NT Government or its contractors. All office computers supplied under this entitlement shall be connected to the NT Government Network.
- 10.7 Each Member is entitled to 5 NT Flags each year on request through the Speaker's Office at the NT Government expense.

11. STAFF

- 11.1 Every Member shall be entitled to the services of the equivalent of one full-time staff member as an Electorate Officer and the electorate office should be opened 7 1/2 hours per day (Monday-Friday) within the ordinary hours specified.
- 11.2 All Members are entitled to an Assistant Electorate Officer for a total of:
- (a) 32 hours per fortnight, paid fortnightly as per the contract covered in Schedule 8; or
 - (b) up to 70 hours per 4-week period or up to 192 hours per 12-week period. Paid on submission of claim for payment as required, and covering periods of no less than 2 weeks and hours not exceeding 76 per 2-week period as per the contract covered in Schedule 11 and in line with public service pay periods;
- 11.3 The Members for Arafura, Arnhem, Barkly, Daly, Namatjira, Mulka and Gwoja are entitled to the services of the equivalent of one full-time Liaison Officer.
- 11.4 All Liaison Officers in electorates without a second office, will be provided with a Personal Location Beacon (PLB) and will be required to check in with the Member or electorate office when they leave and when they arrive at locations during remote travel. Liaison Officers will be supplied at the beginning of each term of the Member, with a standard First Aid Kit which will be replenished through the electorate allowance.
- 11.5 Staff entitlements may not be pooled or applied for the benefit of another Member though casual employees from another Office may be used by another Member under their relevant relief entitlement.
- 11.6 Persons employed as electorate office staff are:
- (a) employed by the Northern Territory of Australia (**the Employer**) as a personal member of staff of a Member of the Legislative Assembly of the Northern Territory (**Member**);
 - (b) not employees within the meaning of the *Public Sector Employment and Management Act 1993* (NT);
 - (c) required to sign a contract of employment in the terms approved by the Tribunal, as relevant and attached at **Schedules 7 to 15** to this Determination (**Employment Contract**); and
 - (d) employed subject to a probationary period of a maximum of 6 months (inclusive of prior continuous contract period).
- 11.7 An Electorate Officer or Liaison Officer may be employed on a full-time basis (38 hours per week) or part-time basis, as agreed (ordinary hours of work). All staff will be employed for a minimum of 3 hours for each agreed day of work.

- 11.8 The normal place of duty for an Electorate Officer and Assistant Electorate Officer shall be in the electorate office of the Member.
- 11.9 Where a Member has a second office specified in this Determination, it will be staffed during opening hours by the Liaison Officer. The Liaison Officer will be regarded as electorate office staff for purposes of this and all future Determinations.
- 11.10 Electorate office staff must provide evidence of their permanency as a resident of the NT.
- 11.11 Subject to clauses 11.12 and 11.13 (as relevant), electorate office staff shall be entitled to a basic salary, upon commencement of employment, at the first increment level in the rates of pay scale applicable to their respective positions in Schedule 5 to this Determination.
- 11.12 The Employer may appoint electorate office staff to commence at a higher increment level in the rates of pay scale applicable to their respective positions in recognition of their relevant prior service. In determining the appropriate starting increment level, consideration will be given to the qualifications of the staff member, previous experience in commensurate roles at the same or higher salary levels, and length of time in those roles.
- 11.13 An Electorate Officer who has worked in that role for 5 years, within a 7-year period, shall be entitled to a basic salary at the top increment level in the rates of pay scale applicable to that position in Schedule 5 to this Determination.
- 11.14 Electorate office staff shall be entitled to progress to the next increment level (if any) applicable to their respective positions in the rates of pay scale in Schedule 5 of this Determination, after 12 months continuous service, or after 12 months broken service in the preceding 24 months, subject to the Member's confirmation of their satisfactory performance.
- 11.15 If employed on a part-time basis, entitlement to service increments will be on the basis of electorate office staff having worked for the same period that entitles a full-time employee to an increment, regardless of the number of hours worked.
- 11.16 Remuneration will be paid into the nominated bank account of electorate office staff.
- 11.17 Members and electorate office staff are entitled to access the NTPS Employee Assistance Program (EAP). The NTPS EAP eligibility criteria and session access limits relevant to NTPS staff will be applied.

Ordinary Hours of Work

- 11.18 The ordinary hours of work for Electorate Office staff covers:
- 7:00am to 7:00pm Monday to Friday
 - 8:00am to 12:00pm Saturday and Sunday

Overtime

- 11.19 An Electorate Officer may be requested or required by the Member to work reasonable overtime, within the spread of ordinary hours in the performance of their duties.
- 11.20 An Electorate Officer shall comply with any request or requirement to work overtime, unless the additional hours are unreasonable. In determining whether a request or requirement to work additional hours is reasonable or unreasonable, section 62(3) of the *Fair Work Act 2009* (Cth) (FWA) should be referred to as a guide.

Allowances

- 11.21 With reference to clauses 11.19 and 11.20, in consideration of the requirement to work reasonable overtime and outside of normal office hours from time to time, a permanent full time Electorate Officer, may elect to be paid an allowance equivalent to 15% of their basic salary, as set out in Schedule 5 to this Determination (Overtime and Out of Normal Office Hours Allowance) rather than claim overtime on each occasion.

- 11.22 If an Electorate Officer's Member is a Minister or the Leader of the Opposition, the permanent full time Electorate Officer shall be entitled to an additional allowance equivalent to 10% of their basic salary, as set out in Schedule 5 to this Determination (Responsibility Allowance). Electorate Officers who receive a Responsibility Allowance, must only perform Electorate Office duties.
- 11.23 In consideration for the requirement to work outside of normal hours from time to time, permanent Assistant Electorate Officers employed under Schedule 8 and permanent Liaison Officers employed under Schedule 9 shall be entitled to be paid an allowance equivalent to 10% of their basic salary as set out in Schedule 5 to this Determination (Out of Normal Office Hours Allowance) rather than claim overtime on each occasion.
- 11.24 All staff employed under casual contracts will be required to lodge a claim for overtime when submitting their timesheets.

Job Sharing

- 11.25 Permanent electorate office staff shall have access to job sharing arrangements with other Electorate Officers, Assistant Electorate Officers and Liaison Officers, subject to the Member's approval and subject to Clause 11.7.

Leave

- 11.26 All electorate office staff are entitled to the same leave provisions as those applying to the NTPS Staff under the relevant enterprise agreement relating to Administrative Officers in the NTPS (current *Northern Territory Public Sector Enterprise Agreement*).
- 11.27 All other employment entitlements are required to be provided to electorate office staff in compliance with the National Employment Standards.
- 11.28 Accrued leave entitlements of electorate office staff (including those accrued as an NTPS employee) may be accessed with the approval of the Member or the Employer.
- 11.29 Electorate office staff may be granted leave without pay by the Employer for any purpose, subject to the Member's support. Leave without pay will not count as service for leave accrual or increment purposes.

Respectful Behaviours and Code of Conduct

- 11.30 Electorate office staff are required to:
- a) ensure that their conduct is respectful and courteous in the workplace and in the performance of their duties; and
 - b) comply with the Code of Conduct set out in Schedule 6 to this Determination.
- 11.31 Failure on the part of electorate office staff to comply with their obligations in clause 11.30 may be regarded as serious misconduct.

Suspension

- 11.32 Electorate office staff may be suspended on full base pay and for a reasonable period to conclude a fair and proper investigation relating to serious misconduct. Consistent with the FWA, suspension could be on the basis that presence at the workplace would:
- a) present a risk to health and safety; or
 - b) compromise the investigation process; or
 - c) impact the operations of the electorate office; or
 - d) negatively impact the interests of the Member.

Termination

11.33 Subject to clauses 11.34 and 11.35:

- a) Electorate office staff may terminate their Employment Contracts by giving 2 weeks written notice to the Employer;
- b) The Employer may terminate electorate office staff Employment Contracts by giving 2 weeks written notice to the electorate office staff member; and
- c) In the alternative to providing notice under paragraph 11.33(b), the Employer may terminate the Employment Contract by making payment in lieu of up to 2 weeks' notice to the electorate office staff member.

11.34 The 2 week notice period or payment in lieu of notice, referred to in paragraph 11.33(b), is subject to any greater period of notice or payment required to be given by the Employer, as calculated in accordance with the FWA or as provided in paragraph 11.33.

11.35 Electorate office staff will not be entitled to a payment in lieu of notice under clause 11.33(c) if their Employment Contract is terminated because of serious misconduct under clause 11.31 or if the relevant electorate office staff member has a right to return to employment in the NTPS.

11.36 If the Member ceases to be a Member of the Legislative Assembly for any reason, the Employment Contract will automatically terminate on the date the incoming Member occupies the electorate office. If the period between those two events is less than the minimum period of notice required in accordance with the FWA, the Employer shall make payment in lieu of notice to Electorate Office staff of an amount equivalent to the remaining period required to meet the minimum period of notice required.

Employment Termination Payment for Long Term Electorate Office Staff

11.37 Where an electorate office staff member has been employed continuously for 7 or more years, and their contract is terminated for a reason other than serious misconduct under clause 11.30, or expires due to the effluxion of time, the Employer is to pay an Employment Termination Payment of:

- a) 2 weeks' pay for each full year of continuous service up to a maximum of 26 weeks; and
- b) a pro-rata payment for each completed month of continuous service in any part year.

Relief Arrangement

11.38 Electorate offices are entitled to relief arrangements for electorate office staff to cover periods of 1 day or more during which Electorate Office staff are on leave, approved training, suspension or while vacant and a recruitment process being undertaken.

11.39 During relief arrangements, higher duties allowance for existing staff may be paid or a casual contract may be arranged for a new short-term employee. Casual contracts for relief arrangements for electorate office staff are provided in Schedules 10, 11 and 12 of this Determination.

11.40 Handover for relief arrangements are listed below if the Electorate Officer:

- (a) has resigned or retired and a new Electorate Officer has been recruited, a 5 day handover period is available;
- (b) is on approved leave for 5 days or more, a total handover period of 2 days consisting of 1 day on either side of the leave; or
- (c) is attending approved training course or a meeting of the Legislative Assembly for 3 days or more, a handover of one day is available.

Travel

- 11.41 Staff of an electorate office located more than 50 km from Parliament House shall be entitled to additional travel at NT Government's expense, at the equivalent travel provisions applicable to NT Government staff to travel to Darwin for the purpose of attending training activities approved by the Department of the Legislative Assembly, up to 3 times per calendar year.
- 11.42 An Electorate Officer located outside of Alice Springs shall be entitled to travel at NT Government's expense at the equivalent travel provisions applicable to NT Government staff to Alice Springs to attend meetings of the Assembly once per calendar year. The stay shall not exceed 1 clear day prior to the meetings and one clear day after the completion of the meetings.
- 11.43 Use of an electorate office staff's private vehicle shall be by arrangement between the Member and electorate office staff. Reimbursement for use of the vehicle shall be at NTPS rates, and the reimbursement shall be met from the Member's own funds.
- 11.44 Any travel costs within the electorate incurred by the Electorate Officer or Liaison Officer shall be met from the Member's own funds.
- 11.45 All electorate office staff are to be provided with an individual NT Government email address, if employed for a period of 2 weeks or more.

12. CHILD CARE

- 12.1 A Member is entitled to claim reimbursement for childcare services in the following circumstances:
 - (a) where the Assembly is meeting; or
 - (b) where a Member is working or attending an event associated with their duties.
- 12.2 Reimbursement will be made upon the Member submitting a claim for reimbursement which sets out the nature of the work activity or event and the duration, together with actual start and finish times, amount paid, and to whom.
- 12.3 Where a Member has an entitlement under Clause 5.16 of this Determination, but it is impracticable for the Member to be accompanied by a nominee or designated person during a particular approved travel, the Member is entitled to be reimbursed for childcare during all hours of that particular approved travel.
- 12.4 The total amount to be claimed must not exceed \$5000 in any one year.

13. HOUSING ENTITLEMENT

- 13.1 NT Government-owned accommodation, where available, will be provided in accordance with the Government Employee Housing Policy for:
 - (a) a full-time Electorate Officer not under job-sharing arrangements of the Electorate office for the Member for Mulka who resides permanently in Nhulunbuy; and
 - (b) a full-time Electorate Officer not under job-sharing arrangements of the Electorate office for the Member for Barkly, who resides permanently in Tennant Creek.
- 13.2 Regardless of Government Employee Housing policy, payment of outgoings, for example power and water, are the responsibility of the Electorate Officer.

14. RESETTLEMENT ALLOWANCE

- 14.1 A Member has an entitlement on ceasing to be a Member in the circumstances mentioned in section 4AA of the Act (subject to section 4AB of the Act), of the equivalent of 1 month's basic salary for each year served in the Assembly subject to:
- (a) the minimum entitlement being the equivalent of 4 months' basic salary; and
 - (b) the maximum entitlement being the equivalent of 12 months' basic salary.
- 14.2 This entitlement as outlined in section 14.1 is to be paid within 2 weeks after the Member leaves office following a General Election.
- 14.3 A Member who leaves office is entitled to receive assistance with financial advice and professional resume preparation within the six weeks following a General Election. This service will be facilitated and paid by the Department of the Legislative Assembly.

15. GENERAL

- 15.1 Where a person becomes a Member or Office Holder, or ceases to be a Member or Office Holder, annual entitlements, unless otherwise provided under this Determination, shall be proportionate to the time the person is a Member or Office Holder during that year.
- 15.2 For the purposes of establishing entitlements under this Determination, 'year' generally means the 12-month period from 1 January to 31 December. Where a person becomes an Assembly Member or Office Holder during the calendar year, annual entitlements under this Determination, unless otherwise provided for by this Determination, shall be applied on a pro-rata basis for the portion of the year remaining. Guidelines for the calculation of these pro-rata entitlements will be established by the Clerk of the Legislative Assembly.
- 15.3 For the purposes of the Resettlement Allowance entitlement, where the timing of a NT general election results in a Member serving marginally less than 365 days in the 12-month period leading up to the election, this period shall be treated as a full year of service.
- 15.4 A Member and staff employed in Electorate offices may elect to salary package subject to the "Salary Package Guidelines – General Staff" as applies to all NTPS general employees who are not employed by a Territory Health Service or a Public Benevolent Institution.
- 15.5 The Speaker may make procedural rules to give full effect to all entitlements specified in this Determination with the exception of travel undertaken by Ministers and the Leader of the Opposition under clause 5.2.
- 15.6 This Determination applies on and after 1 January 2026.

Dated **21 October 2025**



Mr Gary Higgins

Chairperson

Remuneration Tribunal



Kezia Purick

Member

Remuneration Tribunal



Lynne Walker

Member

Remuneration Tribunal

SCHEDULE 1

Percentages of Base Remuneration of Additional Salary of Office Paid to Prescribed Office Holders

Chief Minister	100%
Deputy Chief Minister	80%
Leader of Government Business	65%
Other Ministers	65%

PARLIAMENTARY POSITIONS

Speaker	65%
Leader of the Opposition	65%
Deputy Leader of the Opposition	30%
Deputy Speaker and Chair of the Committee of the Whole	25%
Chairperson of a Scrutiny Committee	20%
Government Whip	15%
Opposition Whip	15%
Member of a Scrutiny Committee	10%

SCHEDULE 2

Annual Rate of Allowances

Electorate Allowance	Rate	Vehicle Allowance
Araluen	\$64 000	\$35 000
Blain	\$64 000	\$35 000
Braitling	\$64 000	\$35 000
Brennan	\$64 000	\$35 000
Casuarina	\$64 000	\$35 000
Drysdale	\$64 000	\$35 000
Fannie Bay	\$64 000	\$35 000
Johnston	\$64 000	\$35 000
Karama	\$64 000	\$35 000
Fong Lim	\$64 000	\$35 000
Nightcliff	\$64 000	\$35 000
Port Darwin	\$64 000	\$35 000
Sanderson	\$64 000	\$35 000
Spillett	\$64 000	\$35 000
Wanguri	\$64 000	\$35 000
Katherine	\$74 000	\$40 000
Nelson	\$74 000	\$40 000
Goyder	\$74 000	\$40 000
Namatjira	\$79 000	\$60 000
Daly	\$79 000	\$60 000
Mulka	\$82 500	\$60 000
Arnhem	\$86 500	\$60 000
Barkly	\$94 000	\$60 000
Arafura	\$94 000	\$60 000
Gwoja	\$111 000	\$60 000

SCHEDULE 3

PART A. RATES OF TRAVELLING ALLOWANCE PER OVERNIGHT STAY WHERE COMMERCIAL ACCOMMODATION IS USED

Location	Member \$
<u>Northern Territory</u>	
Alice Springs	376
Jabiru	386
Katherine	398
Nhulunbuy	430
Tennant Creek	373
Yulara	740
<u>Elsewhere in the NT</u>	
All places	358
<u>Capital Cities other Jurisdictions</u>	
Adelaide	407
Brisbane	453
Canberra	442
Hobart	431
Melbourne	427
Perth	441
Sydney	463
<u>Elsewhere in Australia</u>	
All places other than above centres	358

Accompanying Nominee

Breakfast, lunch and dinner per overnight stay as provided in Schedule 3, Part D.

PART B. RATES OF TRAVELLING ALLOWANCE PER OVERNIGHT STAY IN DARWIN

- (i) Where the Member has approval to stay in Darwin overnight, Travelling Allowance of \$450 per overnight stay is paid, irrespective of the type of accommodation used. Receipts are not required.
- (ii) Accompanying nominee is entitled to breakfast, lunch and dinner per overnight stay.

PART C. RATES OF TRAVELLING ALLOWANCE WHERE OTHER ACCOMMODATION IS USED IN LOCATIONS OTHER THAN DARWIN

Where the Member does not stay in commercial accommodation, he or she shall be paid:

- (iii) 40% of the applicable rates in Part A; and
- (iv) for a single qualifying accompanying nominee, the daily rate of \$74.

PART D. RATES FOR PAYMENT OF MEALS AND INCIDENTALS WHERE THE ACCOMMODATION COMPONENT IS PAID FOR BY THE NT GOVERNMENT WITHIN AUSTRALIA

Domestic

	Member	Accompanying Nominee
Breakfast	\$ 38.90	Breakfast, lunch and dinner per overnight stay
Lunch	\$ 55.00	
Dinner	\$ 77.00	
Incidentals	\$ 32.90	
Total	\$203.80	

PART E. RATES FOR PAYMENT OF MEALS AND INCIDENTALS WHERE THE ACCOMMODATION COMPONENT IS PAID FOR BY THE NT GOVERNMENT OUTSIDE AUSTRALIA

Overseas

Rates for payments to Members of meals and incidentals are to be paid in accordance with *Taxation Determination TD 2025/4* or any subsequent Taxation Determination made in substitution of that Determination.

Accompanying nominee is entitled to breakfast, lunch and dinner per overnight stay.

SCHEDULE 4

PART A - Approved Motor Vehicles

Make/Model

- Toyota Kluger GX 7-seat 4x2 Wagon Petrol Auto
- Subaru Outback AWD Station Wagon
- Toyota Hilux dual cab SR-5 Auto – 2WD
- Or an equivalent vehicle in terms of cost approved by NT Fleet in line with the general Northern Territory Public Sector vehicles

PART B - Approved Four Wheel Drive Motor Vehicles

Make/Model

- Toyota Prado GXL Station Wagon Diesel Auto
- Toyota Landcruiser 300 GX 4D Wagon – 3.3 Litre V6 Turbo Diesel
- Or an equivalent vehicle in terms of cost approved by NT Fleet in line with the general NT Public Sector vehicles

Approved Motor Vehicle Accessories

Four-wheel drive vehicles supplied to Members in accordance with Clause 8.4 of this Determination are to be equipped for purpose. This may require, but not be limited to, the following accessories:

- long range fuel tanks – Car manufacturers only
- additional spare wheel – 4WD drives only
- bullbar
- towbar or roof rack with or without ladder

All other vehicles:

- towbar or roof rack
- bullbar, where appropriate

SCHEDULE 5

ELECTORATE OFFICERS

Basic Salary (\$ p.a.) Increments

1. \$95,850
2. \$98,260
3. \$100,670
4. \$104,858 For Electorate Officers with 5 years' experience within a 7-year period

Overtime and Out of Normal Office Hours Allowance (15% of Basic Salary \$ p.a.)

1. \$14,377
2. \$14,739
3. \$15,101
4. \$15,729

Responsibility Allowance (10% of Basic Salary \$ p.a.)

1. \$9,585
2. \$9,826
3. \$10,067
4. \$10,486

Casual Rate of Pay

Will include a 25% loading

ASSISTANT ELECTORATE OFFICERS

Basic Salary (\$ p.a.) Increments

1. \$87,769
2. \$90,254
3. \$92,901

Out of Normal Office Hours Allowance (10% of Basic Salary \$ p.a.)

1. \$8,777
2. \$9,025
3. \$9,290

LIAISON OFFICERS

Basic Salary (\$ p.a.) Increments

1. \$87,769
2. \$90,254
3. \$92,901

Out of Normal Office Hours Allowance (10% of Basic Salary \$ p.a.)

1. \$8,777
2. \$9,025
3. \$9,290

SCHEDULE 6



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY CODE OF CONDUCT FOR STAFF OF MEMBERS OF THE LEGISLATIVE ASSEMBLY

To maintain public confidence in the integrity of the Northern Territory Legislative Assembly and its Members, personal staff of a Member must demonstrate ethical standards.

Staff of Members of the Legislative Assembly are required to be familiar with and comply with the terms and conditions of their employment contract and this code of conduct.

The conduct and performance of staff of Members of the Legislative Assembly may reflect on the reputation of their Member. All staff are required to be familiar with the *Legislative Assembly (Members' Code of Conduct and Ethical Standards) Act 2008* and support their Members' compliance with this through their personal and professional behaviour when carrying out their duties.

While performing their duties, staff of Members of the Legislative Assembly must:

- demonstrate integrity and exercise professional judgement;
- perform their duties diligently and to the best of their skill and ability;
- avoid all real or perceived conflicts of interest and report any potential conflicts to their Member as soon as possible;
- never solicit or accept payment or other benefit for anything done in connection with their employment;
- not use or appear to use their position or access to information to gain benefit or advantage for themselves or another person;
- declare the receipt of any gifts and benefits using the prescribed form;
- maintain confidentiality and not disclose or inappropriately use information acquired in the course of their employment;
- provide necessary and appropriate assistance to constituents and the public interact with people of diverse cultures respectfully;
- comply with all laws and relevant guidelines;
- manage public resources effectively and avoid waste or excessive use;
- take reasonable care for their own, and others', work health and safety;
- not engage in outside employment without prior approval;
- ensure they act in the best interests of the Member of the Legislative Assembly

representing a constituency and not act in a politically partisan manner or use work time for political activity; and

- disclose any prior or pending criminal offences as soon as is reasonably practicable.

All staff of Members of the Legislative Assembly are public officers as defined in the *Independent Commissioner Against Corruption Act 2017* (ICAC Act). Public officers and public bodies are subject to mandatory reporting guidelines and must report improper conduct to the Office of the Independent Commissioner Against Corruption (ICAC).

Staff of Members of the Legislative Assembly must familiarise themselves with important concepts defined in Part 1 Division 2 of the ICAC Act, including conduct, improper conduct, corrupt conduct, misconduct, unsatisfactory conduct, breach of public trust, public resources, anti-democratic conduct and public body and public officer.

Personal Use of Social Media

Staff of Members of the Legislative Assembly must be aware that their employment may create an association between personal content posted on social media and their role. Caution must be exercised when using social media or making any public comment to ensure staff are not perceived to be commenting on behalf of their Member or inappropriately reflecting on information obtained in the course of their employment.

SCHEDULE 7

ELECTORATE OFFICER CONTRACT OF EMPLOYMENT

Executed pursuant to a delegation under the
Contracts Act 1978 (NT)

This **CONTRACT OF EMPLOYMENT** is made on the
[Click or tap here to enter text.](#) day of [Choose an item.](#) 2024

between

The Northern Territory of Australia (“the Employer”)

GPO Box 3721

DARWIN NT 0801

(address for service of notices) and

[Click or tap here to enter text.](#)

(“the Employee”)

[Click or tap here to enter text.](#)

[Click or tap here to enter text.](#)

(show address for service of notices)

Employment

1. The Employee is employed as an Electorate Officer for the [Choose an item.](#) (the Member)
2. The Employee is employed on a [Choose an item.](#) basis of [Click or tap here to enter text.](#) hours per week.
3. This contract commences on [Click or tap to enter a date.](#) and is for an indefinite period, unless terminated in accordance with the terms of this contract or the Tribunal's Determination.

Terms and Conditions

4. The terms and conditions of this Contract are set out in this Contract and the Tribunal's Determination.

Probation

5. The employment is subject to a six-month probationary period (inclusive of prior continuous contract periods) during which the Employee's suitability for continued employment will be assessed.

Remuneration

6. Subject to the Tribunal's Determination, the Employee is entitled to a basic salary of [Choose an item.](#)

Duties of Employee

7. The Employee shall carry out duties from time to time assigned to the Employee by the Member or the Employer.

General Provisions

8. This Contract supersedes and replaces all other contracts, understandings or arrangements relevant to the employment of the Employee by the Employer, prior to the execution of this Contract.
9. This Contract is governed by the law of the Northern Territory of Australia and is deemed to have been made in the Northern Territory of Australia.
10. All notices, approvals, consents, demands or other communications ("Notices") required or permitted to be given under this Contract must be in writing, and signed by a person duly authorised by the sender and served:
 - (a) personally; or
 - (b) by email; or
 - (c) by pre-paid certified post to the recipient's address for the service of notices specified by the recipient, as varied by any notice given by the recipient to the sender.
11. Notices are deemed to be given by the sender and received by the recipient, if:
 - (a) given by delivery in person, when delivered to the recipient;
 - (b) sent by mail, on the second business day from and including the date of posting; or
 - (c) if sent by email, when the email is received at the specified email address; however
 - (d) if the delivery, receipt or transmission is not on a business day or is after 4.00pm (recipient's time) on a business day, the Notice is taken to be received at 9.00am on the next business day.

SIGNATURES

SIGNED by _____
CLERK & CHIEF EXECUTIVE OFFICER OF THE

DEPARTMENT OF THE LEGISLATIVE
ASSEMBLY
for and on behalf of the Northern Territory of

Australia pursuant to a delegation under the
Contracts Act 1978

)
)
)
)
)
)

Signature of Employer/Delegate

Date

SIGNED by _____)
(print name))

Signature

Date

SCHEDULE 8

ASSISTANT ELECTORATE OFFICER CONTRACT OF EMPLOYMENT

Executed pursuant to a delegation under the
Contracts Act 1978 (NT)

This **CONTRACT OF EMPLOYMENT** is made on the
[Click or tap here to enter text.](#) day of [Choose an item.](#) 2024

between

The Northern Territory of Australia (“the Employer”)

GPO Box 3721

DARWIN NT 0801

(address for service of notices) and

[Click or tap here to enter text.](#)

(**“the Employee”**)

[Click or tap here to enter text.](#)

[Click or tap here to enter text.](#)

(show address for service of notices)

Employment

1. The Employee is employed as an Assistant Electorate Officer for the [Choose an item. \(the Member\)](#)
2. The Employee is employed on a part-time basis of [Click or tap here to enter text.](#) hours per week.
3. This contract commences on [Click or tap to enter a date.](#) and is for an indefinite period, unless terminated in accordance with the terms of this Contract or the Tribunal's Determination.

Terms and Conditions

4. The terms and conditions of this Contract are set out in this Contract and the Tribunal's Determination.

Probation

5. The employment is subject to a six-month probationary period (inclusive of prior continuous contract periods) during which the Employee's suitability for continued employment will be assessed.

Remuneration

6. Subject to the Tribunal's Determination, the Employee is entitled to a basic salary of [Choose an item.](#)

Duties of Employee

7. The Employee shall carry out duties from time to time assigned to the Employee by the Member or the Employer.

General Provisions

8. This Contract supersedes and replaces all other contracts, understandings or arrangements relevant to the employment of the Employee by the Employer, prior to the execution of this Contract.
9. This Contract is governed by the law of the Northern Territory of Australia and is deemed to have been made in the Northern Territory of Australia.
10. All notices, approvals, consents, demands or other communications ("Notices") required or permitted to be given under this Contract must be in writing, and signed by a person duly authorised by the sender and served:
 - (a) personally; or
 - (b) by email; or
 - (c) by pre-paid certified post to the recipient's address for the service of notices specified by the recipient, as varied by any notice given by the recipient to the sender.
11. Notices are deemed to be given by the sender and received by the recipient, if:
 - (a) given by delivery in person, when delivered to the recipient;
 - (b) sent by mail, on the second business day from and including the date of posting; or
 - (c) if sent by email, when the email is received at the specified email address; however
 - (d) if the delivery, receipt or transmission is not on a business day or is after 4.00pm (recipient's time) on a business day, the Notice is taken to be received at 9.00am on the next business day.

SIGNATURES

SIGNED by _____
CLERK & CHIEF EXECUTIVE OFFICER OF
THE DEPARTMENT OF THE LEGISLATIVE
ASSEMBLY

for and on behalf of the Northern Territory of
Australia pursuant to a delegation under the
Contracts Act 1978

)
)
)
)
)
)

) _____
Signature of Employer/Delegate

Date

SIGNED by _____)
(print name))

Signature

Date

SCHEDULE 9

LIAISON OFFICER CONTRACT OF EMPLOYMENT

Executed pursuant to a delegation under the
Contracts Act 1978 (NT)

This **CONTRACT OF EMPLOYMENT** is made on the
[Click or tap here to enter text.](#) day of [Choose an item.](#) 2024

between

The Northern Territory of Australia (“the Employer”)

GPO Box 3721

DARWIN NT 0801

(address for service of notices) and

[Click or tap here to enter text.](#)

(“the Employee”)

[Click or tap here to enter text.](#)

[Click or tap here to enter text.](#)

(show address for service of notices)

(show address for service of notices)

Employment

1. The Employee is employed as a Liaison Officer for the [Choose an item.](#) (**the Member**)
2. The Employee is employed on a [Choose an item.](#) basis of [Click or tap here to enter text.](#) hours per week.
3. This contract commences on [Click or tap to enter a date.](#) and is for an indefinite period, unless terminated in accordance with the terms of this Contract or the Tribunal's Determination.

Terms and Conditions

4. The terms and conditions of this Contract are set out in this Contract and the Tribunal's Determination.

Probation

5. The employment is subject to a six-month probationary period (inclusive of prior continuous contract periods) during which the Employee's suitability for continued employment will be assessed.

Remuneration

6. Subject to the Tribunal's Determination, the Employee is entitled to a basic salary of [Choose an item.](#)

Duties of Employee

7. The Employee shall carry out duties from time to time assigned to the Employee by the Member or the Employer.

General Provisions

8. This Contract supersedes and replaces all other contracts, understandings or arrangements relevant to the employment of the Employee by the Employer, prior to the execution of this Contract.
9. This Contract is governed by the law of the Northern Territory of Australia and is deemed to have been made in the Northern Territory of Australia.
10. All notices, approvals, consents, demands or other communications ("Notices") required or permitted to be given under this Contract must be in writing, and signed by a person duly authorised by the sender and served:
 - (a) personally; or
 - (b) by email; or
 - (c) by pre-paid certified post to the recipient's address for the service of notices specified by the recipient, as varied by any notice given by the recipient to the sender.
11. Notices are deemed to be given by the sender and received by the recipient, if:
 - (a) given by delivery in person, when delivered to the recipient;
 - (b) sent by mail, on the second business day from and including the date of posting; or
 - (c) if sent by email, when the email is received at the specified email address; however
 - (d) if the delivery, receipt or transmission is not on a business day or is after 4.00pm (recipient's time) on a business day, the Notice is taken to be received at 9.00am on the next business day.

SIGNATURES

SIGNED by _____
CLERK & CHIEF EXECUTIVE OFFICER OF
THE DEPARTMENT OF THE LEGISLATIVE
ASSEMBLY

Australia pursuant to a delegation under the
Contracts Act 1978

for and on behalf of the Northern Territory of

)
)
)
SIGNED by _____)
(print name))
)

Signature of Employer/Delegate

Date

Signature

Date

SCHEDULE 10

**ELECTORATE OFFICER
CASUAL CONTRACT OF EMPLOYMENT**

ELECTORATE OFFICER CASUAL CONTRACT OF EMPLOYMENT

Executed pursuant to a delegation under the
Contracts Act 1978 (NT)

This **CONTRACT OF EMPLOYMENT** is made on the

..... day of 20....

between

The Northern Territory of Australia ("the Employer")

GPO Box 3721
DARWIN NT 0801

(address for service of notices) and

("the Employee")

(show address for service of notices)

Employment

1. The Employee is employed as an Electorate Officer for the [Choose an Item \(the Member\)](#).
2. The Employee is employed on a casual basis and there is no guarantee of ongoing or regular work or employment.
3. There is no continuing contract of employment with the Employer requiring the Employee to work on a subsequent occasion at a specified time.
4. The period of this contract commences on [Click or tap to enter a date](#), and ends on [Click or tap to enter a date](#), unless terminated sooner in accordance with the terms of this Contract or the Tribunal's Determination.

Remuneration

5. Subject to the terms and conditions of this Contract, the Employee will be paid at the base rate of \$ (refer to [Schedule 5 of Remuneration Tribunal Determination No. 2 of 2024](#)) per annum.

Duties of Employee

6. The Employee shall carry out duties from time to time assigned to the Employee by the Member or the Employer.

Terms and Conditions

7. The terms and conditions of this Contract are set out in this Contract and the Tribunal's Determination.

General Provisions

8. This Contract supersedes and replaces all other contracts, understandings or arrangements relevant to the employment of the Employee by the Employer, prior to the execution of this Contract.
9. This Contract is governed by the law of the Northern Territory of Australia and is deemed to have been made in the Northern Territory of Australia.
10. All notices, approvals, consents, demands or other communications ("Notices") required or permitted to be given under this Contract must be in writing, and signed by a person duly authorised by the sender and served:
 - (a) personally; or
 - (b) by email; or
 - (c) by pre-paid certified post to the recipient's address for the service of notices specified by the recipient, as varied by any notice given by the recipient to the sender.
11. Notices are deemed to be given by the sender and received by the recipient, if:
 - (a) given by delivery in person, when delivered to the recipient;
 - (b) sent by mail, on the second business day from and including the date of posting; or
 - (c) if sent by email, when the email is received at the specified email address; however
 - (d) if the delivery, receipt or transmission is not on a business day or is after 4.00pm (recipient's time) on a business day, the Notice is taken to be received at 9.00am on the next business day.

SIGNATURES

SIGNED by _____

CLERK & CHIEF EXECUTIVE OFFICER OF THE)
DEPARTMENT OF THE LEGISLATIVE)
ASSEMBLY)

for and on behalf of the Northern Territory of)
Australia pursuant to a delegation under the)
Contracts Act 1978)

)
)

Signature of Employer/Delegate

Date

SIGNED by _____)
(print name))

Signature

Date

SCHEDULE 11

**ASSISTANT ELECTORATE OFFICER
CASUAL CONTRACT OF EMPLOYMENT**

ASSISTANT ELECTORATE OFFICER CASUAL CONTRACT OF EMPLOYMENT

Executed pursuant to a delegation under the
Contracts Act 1978 (NT)

This **CONTRACT OF EMPLOYMENT** is made on the

..... day of 20....

between

The Northern Territory of Australia ("the Employer")

GPO Box 3721
DARWIN NT 0801

(address for service of notices) and

("the Employee")

(show address for service of notices)

Employment

1. The Employee is employed as an Assistant Electorate Officer for the [Choose an item \(the Member\)](#).
2. The Employee is employed on a casual basis and there is no guarantee of ongoing or regular work or employment.
3. There is no continuing contract of employment with the Employer requiring the Employee to work on a subsequent occasion at a specified time.
4. The period of this contract commences on [Click or tap to enter a date](#), and ends on [Click or tap to enter a date](#), unless terminated sooner in accordance with the terms of this Contract or the Tribunal's Determination.

Remuneration

5. Subject to the terms and conditions of this Contract, the Employee will be paid at the base rate of \$ (refer to [Schedule 5 of Remuneration Tribunal Determination No. 2 of 2024](#)) per annum.

Duties of Employee

6. The Employee shall carry out duties from time to time assigned to the Employee by the Member or the Employer.

Terms and Conditions

7. The terms and conditions of this Contract are set out in this Contract and the Tribunal's Determination.

General Provisions

8. This Contract supersedes and replaces all other contracts, understandings or arrangements relevant to the employment of the Employee by the Employer, prior to the execution of this Contract.
9. This Contract is governed by the law of the Northern Territory of Australia and is deemed to have been made in the Northern Territory of Australia.
10. All notices, approvals, consents, demands or other communications ("Notices") required or permitted to be given under this Contract must be in writing, and signed by a person duly authorised by the sender and served:
 - (a) personally; or
 - (b) by email; or
 - (c) by pre-paid certified post to the recipient's address for the service of notices specified by the recipient, as varied by any notice given by the recipient to the sender.
11. Notices are deemed to be given by the sender and received by the recipient, if:
 - (a) given by delivery in person, when delivered to the recipient;
 - (b) sent by mail, on the second business day from and including the date of posting; or
 - (c) if sent by email, when the email is received at the specified email address; however
 - (d) if the delivery, receipt or transmission is not on a business day or is after 4.00pm (recipient's time) on a business day, the Notice is taken to be received at 9.00am on the next business day.

SIGNATURES

SIGNED by _____

CLERK & CHIEF EXECUTIVE OFFICER OF THE)
DEPARTMENT OF THE LEGISLATIVE)
ASSEMBLY)

for and on behalf of the Northern Territory of)
Australia pursuant to a delegation under the)
Contracts Act 1978)

)

Signature of Employer/Delegate

Date

SIGNED by _____)

(print name) _____)

Signature

Date

SCHEDULE 12

LIAISON OFFICER

CASUAL CONTRACT OF EMPLOYMENT

LIAISON OFFICER CASUAL CONTRACT OF EMPLOYMENT

Executed pursuant to a delegation under the
Contracts Act 1978 (NT)

This **CONTRACT OF EMPLOYMENT** is made on the

..... day of 20....

between

The Northern Territory of Australia ("the Employer")

GPO Box 3721

DARWIN NT 0801

(address for service of notices) and

("the Employee")

(show address for service of notices)

Employment

1. The Employee is employed as a Liaison Officer for the [Choose an item \(the Member\)](#).
2. The Employee is employed on a casual basis and there is no guarantee of ongoing or regular work or employment.
3. There is no continuing contract of employment with the Employer requiring the Employee to work on a subsequent occasion at a specified time.
4. The period of this contract commences on [Click or tap to enter a date](#), and ends on [Click or tap to enter a date](#), unless terminated sooner in accordance with the terms of this Contract and the Tribunal's Determination.

Remuneration

5. Subject to the terms and conditions of this Contract, the Employee will be paid at the base rate of \$ (refer to [Schedule 5 of Remuneration Tribunal Determination No. 2 of 2024](#)) per annum.

Duties of Employee

6. The Employee shall carry out duties from time to time assigned to the Employee by the Member or the Employer.

Terms and Conditions

7. The terms and conditions of this Contract are set out in this Contract and the Tribunal's Determination.

General Provisions

8. This Contract supersedes and replaces all other contracts, understandings or arrangements relevant to the employment of the Employee by the Employer, prior to the execution of this Contract.
9. This Contract is governed by the law of the Northern Territory of Australia and is deemed to have been made in the Northern Territory of Australia.
10. All notices, approvals, consents, demands or other communications ("Notices") required or permitted to be given under this Contract must be in writing, and signed by a person duly authorised by the sender and served:
 - (a) personally; or
 - (b) by email; or
 - (c) by pre-paid certified post to the recipient's address for the service of notices specified by the recipient, as varied by any notice given by the recipient to the sender.
11. Notices are deemed to be given by the sender and received by the recipient, if:
 - (a) given by delivery in person, when delivered to the recipient;
 - (b) sent by mail, on the second business day from and including the date of posting; or
 - (c) if sent by email, when the email is received at the specified email address; however
 - (d) if the delivery, receipt or transmission is not on a business day or is after 4.00pm (recipient's time) on a business day, the Notice is taken to be received at 9.00am on the next business day.

SIGNATURES

SIGNED by _____

CLERK & CHIEF EXECUTIVE OFFICER OF THE)
DEPARTMENT OF THE LEGISLATIVE)
ASSEMBLY)

for and on behalf of the Northern Territory of)
Australia pursuant to a delegation under the)
Contracts Act 1978)

)

Signature of Employer/Delegate

Date

SIGNED by _____)

(print name))

)

)

Signature

Date

SCHEDULE 13

**ELECTORATE OFFICER
FIXED PERIOD CONTRACT OF EMPLOYMENT**

ELECTORATE OFFICER FIXED PERIOD CONTRACT OF EMPLOYMENT

Executed pursuant to a delegation under the
Contracts Act 1978 (NT)

This **CONTRACT OF EMPLOYMENT** is made on the

..... day of 20....

between

The Northern Territory of Australia ("the Employer")

GPO Box 3721

DARWIN NT 0801

(address for service of notices) and

("the Employee")

(show address for service of notices)

Employment

1. The Employee is employed as an Electorate Officer for the [Choose an item.](#)(the **Member**)
2. The Employee is employed on a [Choose an item.](#) basis of [Click or tap here to enter text.](#) hours per week.
3. The period of this contract commences on [Click or tap to enter a date.](#) and ends on [Click or tap to enter a date](#), unless terminated sooner in accordance with the terms of this Contract or the Tribunal's Determination.

Terms and Conditions

4. The terms and conditions of this Contract are set out in the Tribunal's Determination and, notwithstanding any other term of this Contract, clause 12.35 of the Determination applies to this Contract and prevails to the extent of any inconsistency with this Contract.
5. The employment is subject to a six-month probationary period (inclusive of prior continuous contract periods) during which the Employee's suitability for continued employment will be assessed.

Remuneration

6. Subject to the terms and conditions of this Contract, the Employee is entitled to a basic salary of \$ [\(refer to Schedule 5 of Remuneration Tribunal Determination No. 2 of 2024\)](#) per annum.

Duties of Employee

7. The Employee shall carry out duties from time to time assigned to the Employee by the Member or the Employer.

General Provisions

8. This Contract supersedes and replaces all other contracts, understandings or arrangements relevant to the employment of the Employee by the Employer, prior to the execution of this Contract.
9. This Contract is governed by the law of the Northern Territory of Australia and is deemed to have been made in the Northern Territory of Australia.
10. All notices, approvals, consents, demands or other communications ("Notices") required or permitted to be given under this Contract must be in writing, and signed by a person duly authorised by the sender and served:
 - (a) personally; or
 - (b) by email; or

- (c) by pre-paid certified post to the recipient's address for the service of notices specified by the recipient, as varied by any notice given by the recipient to the sender.

11. Notices are deemed to be given by the sender and received by the recipient, if:
- (d) given by delivery in person, when delivered to the recipient;
 - (e) sent by mail, on the second business day from and including the date of posting; or
 - (f) if sent by email, when the email is received at the specified email address; however
 - (g) if the delivery, receipt or transmission is not on a business day or is after 4.00pm (recipient's time) on a business day, the Notice is taken to be received at 9.00am on the next business day.

SIGNATURES

SIGNED by _____)
 CLERK & CHIEF EXECUTIVE OFFICER OF THE)
 DEPARTMENT OF THE LEGISLATIVE)
 ASSEMBLY)
 for and on behalf of the Northern Territory of)
 Australia pursuant to a delegation under the)
Contracts Act 1978)

 Signature of Employer/Delegate

 Date

SIGNED by _____)
 (print name))

 Signature

 Date

SCHEDULE 14

**ASSISTANT ELECTORATE OFFICER
FIXED PERIOD CONTRACT OF EMPLOYMENT
ASSISTANT ELECTORATE OFFICER FIXED PERIOD CONTRACT OF EMPLOYMENT**

Executed pursuant to a delegation under the
Contracts Act 1978 (NT)

This **CONTRACT OF EMPLOYMENT** is made on the

..... day of 20...

between

The Northern Territory of Australia ("the Employer")

GPO Box 3721
DARWIN NT 0801

(address for service of notices) and

("the Employee")

(show address for service of notices)

Employment

1. The Employee is employed as an Assistant Electorate Officer for the [Choose an item.](#)(the **Member**).
2. The Employee is employed on a [Choose an item.](#) basis of [Click or tap here to enter text.](#) hours per fortnight.
3. The period of this contract commences on [Click or tap to enter a date.](#) and ends on [Click or tap to enter a date.](#), unless terminated sooner in accordance with the terms of this Contract or the Tribunal's Determination.

Terms and Conditions

4. The terms and conditions of this Contract are set out in the Tribunal's Determination and, notwithstanding any other term of this Contract, clause 12.35 of the Determination applies to this Contract and prevails to the extent of any inconsistency with this Contract.

Probation

5. The employment is subject to a six-month probationary period (inclusive of prior continuous contract periods) during which the Employee's suitability for continued employment will be assessed.

Remuneration

6. Subject to the terms and conditions of this Contract, the Employee is entitled to a basic salary of \$ ([refer to Schedule 5 of Remuneration Tribunal Determination No. 2 of 2024](#)) per annum.

Duties of Employee

7. The Employee shall carry out duties from time to time assigned to the Employee by the Member or the Employer.

General Provisions

8. This Contract supersedes and replaces all other contracts, understandings or arrangements relevant to the employment of the Employee by the Employer, prior to the execution of this Contract.
9. This Contract is governed by the law of the Northern Territory of Australia and is deemed to have been made in the Northern Territory of Australia.
10. All notices, approvals, consents, demands or other communications ("Notices") required or permitted to be given under this Contract must be in writing, and signed by a person duly authorised by the sender and served:

- (a) personally; or
- (b) by email; or
- (c) by pre-paid certified post to the recipient's address for the service of notices specified by the recipient, as varied by any notice given by the recipient to the sender.

11. Notices are deemed to be given by the sender and received by the recipient, if:
- (a) given by delivery in person, when delivered to the recipient;
 - (b) sent by mail, on the second business day from and including the date of posting; or
 - (c) if sent by email, when the email is received at the specified email address; however
 - (d) if the delivery, receipt or transmission is not on a business day or is after 4.00pm (recipient's time) on a business day, the Notice is taken to be received at 9.00am on the next business day.

SIGNATURES

SIGNED by _____

CLERK & CHIEF EXECUTIVE OFFICER OF THE)
 DEPARTMENT OF THE LEGISLATIVE)
 ASSEMBLY)

for and on behalf of the Northern Territory of)
 Australia pursuant to a delegation under the)
Contracts Act 1978)

 Signature of Employer/Delegate

 Date

SIGNED by _____)
 (print name))

 Signature

 Date

SCHEDULE 15

**LIAISON OFFICER
FIXED PERIOD CONTRACT OF EMPLOYMENT**

LIAISON OFFICER FIXED PERIOD CONTRACT OF EMPLOYMENT

Executed pursuant to a delegation under the
Contracts Act 1978 (NT)

This **CONTRACT OF EMPLOYMENT** is made on the

..... day of 20....

between

The Northern Territory of Australia ("the Employer")

GPO Box 3721
DARWIN NT 0801

(address for service of notices) and

("the Employee")

(show address for service of notices)

Employment

1. The Employee is employed as a Liaison Officer for the [Choose an item.\(the Member\)](#).
2. The Employee is employed on a [Choose an item](#). basis of [Click or tap here to enter text](#). hours per week.
3. The period of this contract commences on [Click or tap to enter a date](#). and ends on [Click or tap to enter a date](#)., unless terminated sooner in accordance with the terms of this Contract or the Tribunal's Determination.

Terms and Conditions

4. The terms and conditions of this Contract are set out in the Tribunal's Determination and, notwithstanding any other term of this Contract, clause 12.35 of the Determination applies to this Contract and prevails to the extent of any inconsistency with this Contract.

Probation

5. The employment is subject to a six-month probationary period (inclusive of prior continuous contract periods) during which the Employee's suitability for continued employment will be assessed.

Remuneration

6. Subject to the terms and conditions of this Contract, the Employee is entitled to a basic salary of \$ [\(refer to Schedule 5 of Remuneration Tribunal Determination No. 2 of 2024\)](#) per annum.

Duties of Employee

7. The Employee shall carry out duties from time to time assigned to the Employee by the Member or the Employer.

Terms and Conditions

8. The terms and conditions of this Contract are set out in the Tribunal's Determination.

General Provisions

9. This Contract supersedes and replaces all other contracts, understandings or arrangements relevant to the employment of the Employee by the Employer, prior to the execution of this Contract.
10. This Contract is governed by the law of the Northern Territory of Australia and is deemed to have been made in the Northern Territory of Australia.

11. All notices, approvals, consents, demands or other communications ("Notices") required or permitted to be given under this Contract must be in writing, and signed by a person duly authorised by the sender and served:
 - (a) personally; or
 - (b) by email; or
 - (c) by pre-paid certified post to the recipient's address for the service of notices specified by the recipient, as varied by any notice given by the recipient to the sender.

12. Notices are deemed to be given by the sender and received by the recipient, if:
- (a) given by delivery in person, when delivered to the recipient;
 - (b) sent by mail, on the second business day from and including the date of posting; or
 - (c) if sent by email, when the email is received at the specified email address; however
 - (d) if the delivery, receipt or transmission is not on a business day or is after 4.00pm (recipient's time) on a business day, the Notice is taken to be received at 9.00am on the next business day.

SIGNATURES

SIGNED by _____

CLERK & CHIEF EXECUTIVE OFFICER OF THE DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

for and on behalf of the Northern Territory of Australia pursuant to a delegation under the *Contracts Act 1978*

SIGNED by _____)

(print name)

Signature of Employer/Delegate

Date

Signature

Date
