

**ADMINISTRATIVE ARRANGEMENTS FOR THE PROVISION OF
TRAVEL, MOTOR VEHICLE, COMMUNICATIONS, POSTAGE,
AND CHILD CARE ENTITLEMENTS FOR
MEMBERS OF THE LEGISLATIVE ASSEMBLY
OF THE NORTHERN TERRITORY
NOVEMBER 2007**

1. This document is in addition to the administrative arrangements in respect of Members of the Legislative Assembly entitlements to office space, staff and equipment tabled in the Legislative Assembly on 21 February 2007.
2. Members will be entitled to the benefits and facilities as set out in the attached schedule.
3. The schedule shall be amended by Government as required. Members may at any time make submissions to the Speaker as to suggested amendments to the schedule. The Speaker shall at least yearly, but more frequently if required, report to the Chief Minister on proposals received and possible amendments to the schedule and/or the administrative arrangements.
4. The schedule does not apply in regard to additional entitlements that may be provided to Office Holders. These are administered by separate arrangements.
5. Members may apply to the Speaker if they are of the view that special circumstance in their electorate warrants some arrangement in addition to the entitlements set out in the schedule. The Speaker shall consider all requests having regard to budgetary capacity.
6. Where, pursuant to paragraph 5 above, the Speaker does grant an additional arrangement to a particular Member, the Speaker shall advise all Members of the Assembly of the arrangement within 4 weeks of approval.

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CHIEF MINISTER
29 November 2007

SCHEDULE
**TRAVEL, MOTOR VEHICLE, COMMUNICATIONS, POSTAGE,
AND CHILD CARE ENTITLEMENTS FOR
MEMBERS OF THE LEGISLATIVE ASSEMBLY
OF THE NORTHERN TERRITORY**

NOVEMBER 2007

DEFINITIONS:

In these Administrative Arrangements:

"Assembly" means the Legislative Assembly;

"Assembly Committee", for the purpose of payment of Travelling Allowance, means one so designated by the Speaker;

"dependent child" means a dependent child under 16 years of age or a dependent full-time student under 25 years of age;

"dependent full-time student" means one whose income from all sources is less than the Minimum Adult Wage as determined from time to time by the Commissioner for Public Employment;

"nominee" means one de facto partner or close relative (parent, a son, daughter or a dependent child, brother or sister) nominated to the Speaker to receive travel privileges available to the spouse of a Member for the life of an Assembly. The Speaker shall have discretion to be exercised by him/her in special circumstances to approve or vary as the nominee of any Member, a person other than the de facto partner or close relative of the Member;

"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. Where the number of Members, including the Leader and the Deputy Leader of the Opposition, in the Schedule exceeds the number of Ministers, only those Members counted down the schedule to the same number as Ministers are to be regarded as Shadow Ministers for whom entitlements are granted;

The terms 'services as a Member' and 'official business' shall be interpreted liberally to cover all matters of relevance or interest to Northern Territory electors;

"2007 RTD" is a reference to the Remuneration Tribunal's Determination 2 of 2007 for Members of the Legislative Assembly, Members of Executive Council and Ministers of the Territory.

TRAVEL WITHIN AUSTRALIA

Member entitlement

- 1.1 Subject to this clause, a Member is entitled to travel outside of his/her electorate but within Australia at Government expense where the primary purpose of such travel is for:
- (a) attendance at meetings of the Assembly; or
 - (b) attendance at meetings of an Assembly Committee, and engaging in the business of such Committee, of which he/she is a member, provided that for travel outside the Northern Territory the approval of the Speaker is required; or
 - (c) performance of official business for and on behalf of an Office Holder drawing upon an entitlement under subclause 1.2 (b) or (c); or
 - (d) attendance at a meeting in the Northern Territory of his/her Assembly political party, including a meeting of its executive or one of its committees, provided that such meeting is properly constituted and that his/her attendance has been requested by the Leader of that party; or
 - (e) representing the Government or an Office Holder, or, where approved by the Speaker, the Assembly, on official or Commonwealth Parliamentary Association business; or
 - (f)
 - (i) attendance at official Government functions; or
 - (ii) attendance at Vice-regal functions or,
 - (iii) with the approval of the Speaker, attendance at Assembly functions; or
 - (g) representing his/her Assembly political party in proceedings before the Remuneration Tribunal in the Northern Territory; and provided that such travel is by the shortest practicable route.

Additional travel by Members

- 1.2 In addition to the entitlement in subclause 1.1, a Member is entitled to make the following additional trips outside of his/her electorate each year at Government expense:
- (a) for each Member in performing services as a Member:
 - (i) up to four trips within the Northern Territory; and
 - (ii) subject to subclauses 1.14, 1.15 and 6.6, and provided that the Member has not received assistance in that year for overseas travel under paragraph 2.1, one trip by air, or by a car hired

from a major firm close to the Member's home base as approved by the Speaker, outside of the Northern Territory but within Australia;

- (b) for Ministers, the Speaker and the Leader of the Opposition:
 - (i) such trips as are necessary within the Northern Territory in the discharge of their official business; and
 - (ii) any additional trips specifically approved by the Government;
- (c) for the Deputy Leader of the Opposition and other Shadow Ministers, trips additional to all other trip entitlements within the Northern Territory depending on the number of Members in the Opposition, according to the following table:

Table 1

(1) Opposition Members Trips	(2) Deputy Leader Trips	(3) Each Shadow Minister Trips
9 or more	4	3
8	4	3
7	5	4
6	6	5
5	7	6
4 or less	8	7

1.3 The Opposition may "pool" the number of trips for Shadow Ministers in column (3) of Table 1 into a block of trips per annum to be allocated to Shadow Ministers, including the Deputy Leader, at the discretion of the Leader of the Opposition.

Mode of travel

- 1.4 Travel within the entitlements in subclauses 1.1 and 1.2 must be undertaken either:
- (a) unless the hire car option under subclause 1.2(a)(ii) is used, on scheduled commercial-/commuter services or other vehicles operating as regular carriers; or
 - (b) at the discretion of the Speaker where regular services within the Northern Territory are not available or impracticable, by charter transport, or by hired aircraft if the Member is appropriately qualified and indemnifies the Government; or

- (c) at the election of the Member, and with the approval of the Speaker, by private vehicle or by the Government vehicle provided under subclause 6.1 ; or
 - (d) by other transport within the Northern Territory as approved by the Speaker; or
 - (e) by bus, light rail, taxi or hire-car at the discretion of the Speaker when Travelling Allowance is payable during stay/s in a particular location and no Government arranged transport is available. Reimbursement of reasonable costs under this subclause will be made where the transport cost is directly associated with the official business of such travel.
- 1.5 For the purposes of subclause 1.4(c) the border towns of Marla in South Australia, Camooweal in Queensland, and Kununurra in Western Australia, and the highway into those towns from the Northern Territory border, are part of the Northern Territory and for the purposes of the 2007 RTD each is part of the electorate from where the respective highway leaves the Northern Territory.
- 1.6 In the case of use of a private vehicle within the Northern Territory, the Member shall be paid vehicle allowance, at current Northern Territory Government rates, to a maximum of the cost of the scheduled service otherwise available. Where more than one Member shares the private vehicle, only one Member may be paid the vehicle allowance.

Conditions of travel

- 1.7 Subject to this clause, Member travel entitlements established in subclauses 1.1 and 1.2 shall not be applied to:
- (a) travel outside Australia or offsetting the cost of overseas travel; or
 - (b) holiday travel, suburban rail, ferry and tram travel or bridge, road or other tolls; or
 - (c) taxis, local hire cars or other charter transport; or
 - (d) travel by spouse or nominee or dependent children; or
 - (e) travel by the staff of a Member.
- 1.8 Travel at Government expense shall be the premium cabin class available on the service used.
- 1.9 A Member may only convert his/her own premium cabin class air travel within the Northern Territory to economy class travel so as to utilise the savings towards the travel cost of the Member's accompanying spouse or nominee/s and/or dependent child or children. A Member may only convert his/her own premium cabin class air travel outside the Northern Territory but within Australia to economy class travel so as to utilise the savings towards the

travel cost of the Member's accompanying spouse or nominee/s and/or dependent child or children, where the Member has not made a nomination under subclause 1.15.

- 1.10 If a Member chooses to travel economy class, provision may be made for the Member to have access to the airline club facilities.
- 1.11 Frequent flier points accrued as a result of any expense met or reimbursed by the Government can only be used:
- (a) to reduce the cost of future travel under the provisions of this Determination; or
 - (b) for class upgrade; or
 - (c) for further travel in the Northern Territory; or
 - (d) for further travel interstate where the Member has made a nomination under subclause 1.15; or
 - (e) for travel interstate where travel under subclause 2.1 has been taken in the year;
- by the person accruing the points.
- 1.12 The Government may provide, at its expense, transport for a Member, spouse, 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.
- 1.13 A Member when travelling by air to and from Darwin on Assembly business or on official business as an Office Holder or Shadow Minister shall be entitled at Government expense to carry one additional piece of luggage within the airline size limits.
- 1.14 Air travel under subclause 1.2(a)(ii) shall be to an interstate Capital City, or another interstate city, town or place on business associated with his/her services as a Member and subject to the following conditions:
- (a) under special circumstances the Speaker may approve the inclusion of additional Capital City destinations in other States or Territory subject to a detailed proposed itinerary;
 - (b) Government arranged transport may be provided at Government expense at the destination.
- 1.15 In respect of any year during which a Member has an interstate travel entitlement under subclause 1.2(a)(ii), that Member may, having made advance nomination to the Speaker, make more than one interstate visit. In such instance the following conditions shall apply:

- (a) the total cost of airfares, including any airfare under subclause 1.20, and hire car costs including reimbursement of receipted direct running costs where the commercial hire car option under subclause 1.2(a)(ii) is used, to be met by the Government, shall not exceed the cost of two return premium cabin domestic airline fares from Darwin to Melbourne as determined by the Speaker;
- (b) any balance of unused airfare value will transfer to the next year nominated under this clause;
- (c) there is no entitlement to both interstate travel and overseas travel at Government expense in the same year under clauses 1.14 or 1.15, other than by the sole use of frequent flyer points as prescribed by sub-clause 1.11(e).

Local travel

1.16 The Government may provide, at its expense, transport for Members to and from:

- (a) sittings of the Assembly; and
- (b) Committee meetings at the Assembly; and
- (c) meetings at the Assembly directly related with business as a Shadow Minister; and
- (d) official business, subject in such case to the prior approval of the Speaker.

Entitlement to travel by others

1.17 A Member shall be entitled to have his/her spouse, nominee or dependent child, at the same class as the Member where a scheduled carrier is used:

- (a) travel at Government expense to and return from official Government, Assembly, or Vice-regal functions, provided that the spouse, nominee or dependent child has also been invited and a copy of that invitation is provided to the Speaker in advance; and
- (b) accompany him/her at Government expense on return travel up to four times each year when the Member is travelling within the Northern Territory on business associated with his/her services as a Member;

provided that where the spouse, nominee or dependent child drives a private vehicle for this purpose, and the Member travels by air, the Government will meet the expense for using such vehicle, at current Northern Territory Government rates, to a maximum of the cost of the entitlement to travel by air.

- 1.18 For the purpose of this entitlement 'accompany' means where spouse/nominee/dependent child joins the Member for the purpose of the visit whether he/she travels with or does not travel with the Member.
- 1.19 A Member whose nominated home base is located outside Darwin shall be entitled to have each dependent child travel at Government expense from the Member's nominated home base to Darwin and return up to twice a year.
- 1.20 A Member shall be entitled to have his/her spouse or nominee accompany him/her on return interstate travel once each year at Government expense. For air travel, the spouse or nominee shall be entitled to the same class of travel as the Member. For clarification purposes, where on this single occasion a Member and his/her accompanying person undertakes air or hire car travel following a nomination under subclause 1.15, the downgrading of the premium cabin class air travel entitlement by that accompanying person does not diminish the cost limit established by subclause 1.15(a).
- 1.21 The terms of approval for additional travel under subclause 1.2(b)(ii) may include approval for that Office Holder to be accompanied by his/her spouse or nominee.

TRAVEL OVERSEAS

Conditions of Travel

- 2.1 A Member is entitled to financial assistance from the Government towards the cost of overseas travel once in the four year life of an Assembly on the following conditions:
- (a) "cost of overseas travel" includes only:
 - (i) fares, inoculations, travel insurance, and hire transport charges for the Member;
 - (ii) fares of a spouse or de facto partner accompanying the Member;
 - (iii) accommodation and subsistence costs for the Member and spouse or de facto partner;
 - (iv) cost of travel by sea but not the cost of ship cruises.
 - (b) at the date of travel the Member has at least two years of parliamentary service;
 - (c) with the exception of travel taken under subclause 1.11(e), no interstate travel in respect of which Government travel assistance has been provided has been undertaken so far in the year in which overseas travel is undertaken by the Member during the term of an Assembly;

- (d) the purpose of such travel is to undertake studies and investigations related to his/her services as a Member;
 - (e) the Member has obtained the Speaker's written endorsement of the purpose of the travel, the assistance claimed, and the itinerary;
 - (f) there are no outstanding reports required under subclause 2.2;
 - (g) the Government contribution towards the cost of overseas travel shall not exceed the cost of one direct Qantas business class return fare from Darwin to London or two such fares if the Member is accompanied by his/her spouse or de facto partner;
 - (h) no part of this entitlement may be used for any other purpose.
- 2.2 The Member shall, within 30 days of completing overseas travel, present the Speaker with a report of the key meetings, outcomes, findings, and conclusions, as well as of any changes to the endorsed itinerary and verification of use of Commercial Accommodation, for tabling in the Assembly.
- 2.3 In addition to the entitlement under subclause 2.1, a Member, or a Member and his/her spouse or de facto partner, may, pursuant to specific approval by the Government, travel overseas as a participant in an official delegation or as a formal representative of the Assembly.
- 2.4 An approval given under subclause 2.3 shall specify the class of travel on the services to be used.

TRAVELLING LIMITS WITHIN AUSTRALIA

Overnight stays

- 3.1 The following limitations on the number of overnight stays in any year, for which payments under subclauses 3.1 or 3.5 in the 2007 RTD are made, shall apply:
- (a) for travel under the entitlement granted for travel in the Northern Territory by subclause 1.2(a)(i) – 16;
 - (b) for travel under the entitlement granted for interstate travel by subclause 1.2 (a)(ii), including interstate travel by Government vehicle under subclause 1.4(c) – 14;
 - (c) for travel under the entitlement granted for travel in the Northern Territory by the Deputy Leader of the Opposition and Shadow Ministers by subclause 1.2 (c), cumulative with the stays in paragraph (a) above – the number according to the following table depending on the number of Opposition Members.

Table 2

(1) Opposition Members	(2) Deputy Leader	(3) Each Shadow Minister
	Nights	Nights
9 or more	20	15
8	21	15
7	23	20
6	26	24
5	29	26
4 or less	32	28

- 3.2 For the purposes of subclause 3.1(b) a Member may nominate the 14 overnight stays for which payment under subclauses 3.1 or 3.5 in the 2007 RTD may be made during any period of travel which, at the discretion of the Member at his/her own expense, may exceed 14 days in total.
- 3.3 The Opposition may "pool" the number of overnight stays for Shadow Ministers in column (3) of Table 2 into a block of nights in respect of which payment under subclause 3.1 in the 2007 RTD may be made per annum to be allocated to Shadow Ministers, including the Deputy Leader, at the discretion of the Leader of the Opposition.
- 3.4 Where a travel entitlement is taken under subclause 1.4(c) or (d), payments under subclause 3.1 in the 2007 RTD may be made, for a maximum of two overnight stays en route, to a maximum amount of the cost of travel by the alternative scheduled air service over the same route.

Child Care

- 4.1 An Office Holder shall be entitled to claim reimbursement of vouched expenditure up to a maximum sum of \$5,000 per annum for child care services required because of activities and functions within Australia attended in his/her capacity as an Office Holder.
- 4.2 A Member representing an Office Holder at particular activities and functions within Australia shall, under the same conditions as the Office Holder, be entitled to claim reimbursement of vouched expenditure for child care services.

Accountability for travel

- 5.1 Government expense for Member travel, and for associated Travelling Allowance or expenses reimbursement, may not be incurred unless accountability requirements and procedures established by the Accountable Officer, including certification that conditions set out in this Determination are met, are followed.
- 5.2 Where Government expense has been incurred for Member travel as well as for Travelling Allowance or expenses reimbursement, the Member must

confirm the application of such expense under procedures established by the Accountable Officer. Where a Member is paid Travelling Allowance at a Capital City rate in Schedule 1 of the 2007 RTD the Member must specifically confirm that the relevant overnight stays were in the Capital City concerned.

- 5.3 The Speaker shall table an "Annual Schedule of Member travel at Government expense" during the first Sittings of the Assembly each year. For each occasion of Member travel, including travel using frequent flier points under subclause 1.11, this Schedule is to contain the following particulars:
- (a) the name and home base of the respective Member;
 - (b) the subclause of this Determination covering the entitlement to travel;
 - (c) the primary purpose of the travel;
 - (d) a brief form itinerary;
 - (e) the dates of the travel;
 - (f) the category of accompanying person (if any);
 - (g) the number of overnight stays Travelling Allowance or expenses reimbursement paid; and
 - (h) Government expense incurred.

PROVISION OF MOTOR VEHICLE

Entitlement

- 6.1 A Member shall, at his or her request, be provided with a Government supplied private plated motor vehicle for use on parliamentary, electorate and private business.
- 6.2 The standard of motor vehicles provided to Members through this provision shall not exceed the standard of vehicles available through the period contract of NT Fleet to Northern Territory Executive Contract Officers Level 4/5, and all running and maintenance costs for that vehicle will be met by the Government.
- 6.3 The Speaker may approve a model of four wheel drive vehicle exceeding the standard if the Speaker is satisfied it is required for operational purposes. In such case the Speaker will, in the reasonably expected circumstances of its use, ensure that accessories fitted to or made available in the vehicle provide a modern workplace health and safety standard for the Member.

- 6.4 The Speaker may withdraw the vehicle provided under this clause and suspend the entitlement in subclause 6.1 if the Speaker has cause to believe the vehicle is being improperly used.
- 6.5 The vehicle provided under this Section is to be driven only by a licensed driver, being the Member or a person nominated by the Member.
- 6.6 When a vehicle provided under this Section is used for travel to which the Member (or spouse or nominee) is otherwise entitled by the provisions of this Determination (such as travel at Government expense) the other entitlements are voided. Likewise no private vehicle allowance is payable for travel for a Government supplied private plated motor vehicle.
- 6.7 Where a Member elects not to seek the issue of a Government supplied motor vehicle pursuant to this clause and where that Member does not have a vehicle supplied or made available at Government expense under some other entitlement, that Member shall receive an amount of \$11,500 per annum in lieu thereof as a supplementary general allowance.

COMMUNICATIONS

Telephones and Information Technology

- 7.1 The cost of the installation and rental of a telephone service not exceeding five lines in the electorate office, including one for a broadband connection directly or via the Internet to the Government Wide Area Network where reasonably available, shall be at Government expense.
- 7.2 The cost of calls made on lines connected to the electorate office, including the service provider charges and modem cost for the broadband or Internet/broadband connection, within any capacity limits set by the Speaker, shall be at Government expense.
- 7.3 The cost of installation of standard telephone services in a Member's private residence shall be at the Member's own expense. The line and cost of all calls within Australia from one home telephone service and one separate facsimile service if installed shall be at Government expense.
- 7.4 The Government will meet the cost of broadband connection to the Member's private residence where the service is reasonably available, or to the laptop computer provided under the administrative arrangements for MLA entitlements tabled in the Assembly on 21 February 2007 but not both, and meet related service provider charges, within any capacity limits set by the Speaker.
- 7.5 The cost of installation, maintenance and the rental of one telephone answering system in a Member's private residence, of a type to be specified by the Government, shall be at Government expense.
- 7.6 A Member who is eligible for Travelling Allowance through application of Darwin (i) of Part B of Schedule 1 of the 2007 RTD, and who routinely uses

the accommodation qualifying him/her to such rate, shall meet the cost of any installation and rental of a telephone service in that accommodation. The Government shall reimburse the cost of all calls within Australia charged to this service if that accommodation is routinely occupied by the Member during his/her travel to Darwin.

- 7.7 Members for the electorates of Arafura, Arnhem, Barkly, Goyder, MacDonnell, Nhulunbuy, Stuart, Katherine and Daly are entitled to a satellite telephone supplied, installed, and maintained at Government expense in the vehicle supplied to them under subclause 6.1.
- 7.8 (a) A Member and an Electorate Officer not having a mobile telephone supplied for use under any other source of entitlement shall, upon application, be provided with a basic mobile telephone connected to the Government preferred carrier.
- (b) The standard of the mobile telephone supplied to a Member who is an Office Holder may be superior to that provided to other Members, at the discretion of the Government.
- 7.9 (a) All network charges generated by the ongoing connection and use of any satellite telephone provided under subclause 7.7, and mobile telephone under subclause 7.8, will be paid by the Government.
- (b) The Member for the Electorate concerned will reimburse the Government with the monthly costs it incurs for the mobile telephone supplied to an Electorate Officer.
- (c) An annual Schedule containing the respective totals of Government payments on behalf of each Member for satellite telephones and for mobile telephones is to be tabled by the Speaker during the first Sittings of the Assembly in each year.
- 7.10 Subject to subclause 7.11, no originating commercial use of a telephone, including charge back to a telephone, may be made at Government expense.
- 7.11 A Government funded fixed line to the residence of the Member, or the Government funded fixed line to the Darwin residence for which Travelling Allowance is payable, may not be used as the hub of any commercial enterprise operated by the Member or any other person residing there. Originating local calls associated with such enterprise may only be made from such residences where necessarily ancillary to the operation of such commercial enterprise.

Postage

- 8.1 A Member shall meet the cost of all mail, including courier bags from his or her own funds.
- 8.2 Ministers, the Leader of the Opposition and the Speaker shall each be provided with unlimited postage for official business as an Office Holder.