

**ADMINISTRATIVE ARRANGEMENTS FOR THE PROVISION OF  
OFFICE SPACE, STAFF AND EQUIPMENT TO  
MEMBERS OF THE LEGISLATIVE ASSEMBLY**

(Tabled in the Assembly 21 February 2007)

1. Following the disallowance of Part 7 of the Remuneration Tribunals Determination No 1 of 2006, the following administrative arrangements will become effective.
2. Members of the Legislative Assembly will be entitled to the staff and facilities as set out in the attached schedule.
3. The schedule shall be amended by the 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 circumstances in their electorate warrant 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, the Speaker does grant an additional arrangement to a particular Member, he/she shall advise all Members of the Assembly of the arrangement within 4 weeks of approval.

.....  
CHIEF MINISTER  
February 2007

## **SCHEDULE OF OFFICE, STAFF AND EQUIPMENT ENTITLEMENTS**

### **Office Space and Equipment**

- 1 A secure office will be made available to each Member in the Assembly building, with convenient access to a photocopier, at least during sittings of the Assembly, and a basic ink-jet printer unless provided under some other Government entitlement.
- 2 The Government will provide, maintain, and pay utility services costs for, a conveniently accessible and identified electorate office with parking, for each Member, within uniform guidelines set by the Speaker, to support his or her services as a Member. Stationery requisites will also be supplied subject to those guidelines. The ongoing cleaning costs for the Electorate Office are to be met by the Member unless he/she elects that these be met by the Government. The Member must ensure that the Office is not used for commercial or electioneering purposes.
- 3 Unless available under some other Government funded entitlement, each Member will be provided with a standard laptop computer and software.
- 4 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 upon demand. These items remain the property of the Government or its contractors. Where a telephone line to the electorate office is sufficiently enabled, the office computer supplied under this entitlement shall be connected by broadband link directly to the Government Wide Area Network.
- 5 Members are entitled to either the Rolldata database of the Northern Territory Electoral Roll in their electorate office at Government expense or, with the approval of the Speaker, to a payment of up to \$1,500 each year towards the cost of an alternative electoral database.

### **Staff**

- 6 Except during a reasonable handover period where there is a changeover of employees, during which time a Member may have two Electorate Officers or two Liaison Officers as the case may be, a Member shall be entitled to the services of one full-time staff member as an Electorate Officer, and for the Member for Stuart an additional part-time Liaison Officer for up to 12 hours per week in Katherine, employed by the Northern Territory Government. Members with electorate offices located outside Darwin may use the respective Electorate Officer entitlement in their electorate office or in Darwin.
- 7 Any staff for such purposes as relief and part-time shall be as determined, from time to time, by the Speaker.
- 8 The salary and allowances and other terms and conditions of employment of permanent, permanent part-time, and casual staff of a Member shall be as determined, from time to time, by the Speaker following endorsement by the Commissioner for Public Employment.

- 9 An Electorate Officer located outside Darwin shall be entitled to travel at Government expense to Darwin to attend a period of a sitting of the Assembly once per annum. The stay shall not exceed two days prior to the commencement of the sittings and two days after the completion of the sittings.
- 10 Use of an Electorate Officer's private vehicle shall be by arrangement between the Member and the Electorate Officer. Reimbursement for use of the vehicle shall be at Northern Territory Public Service rates or by mutual agreement between the Member and the Electorate Officer and the reimbursement shall be met from the Member's own funds.
- 11 Any travel costs within the Electorate by the Electorate Officer or Liaison Officer shall be met from the Member's own funds.