



## Terms & Conditions of Employment: Temporary Election Staff (TES)

The Electoral Commission Queensland (ECQ) is committed to accessible, fair and transparent elections, and its vision is to be an EVOLVING, TRUSTED and RESPECTED organisation serving a community engaged in the democratic process.

All temporary election staff play a critical role in achieving this purpose and vision.

I hope you find the experience of working with the ECQ enjoyable and rewarding, and I look forward to your contribution to the delivery of this critical electoral event.

Pat Vidgen  
**Electoral Commissioner**



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### **Acknowledgement of Traditional Owners**

The Electoral Commission of Queensland acknowledges the Traditional Owners of Country, and their connection to land, sea and community. We pay our respects to Elders past and present.

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## **PART A - Preliminary**

### **1. APPLICATION**

This document outlines the condition of employment applicable to temporary election staff (TES) who are employed under section 29 of the *Electoral Act 1992* (the Electoral Act) for the purpose of an election or otherwise on a temporary basis as required for the administration of the Electoral Act.

### **2. INTERACTION WITH OTHER INSTRUMENTS**

TES engaged under section 29 of the Electoral Act are Public Sector Employees under the *Public Sector Act 2022*. TES are covered by the Industrial Relations Act 2016 and are provided with the Queensland Employment Standards (QES). Relevant Public Sector Commission and minister for Industrial Relations directives apply. However, are not covered by:

- Queensland Public Sector *Modern Awards*
- Queensland Public Sector *Bargaining Awards*
- *Certified Agreements and Determinations* of Queensland Public Sector Employment
- Any successor instruments

### **3. COMMISSION EXPECTATIONS**

While the ECQ does not mandate COVID-19 vaccination in our workplace, we still encourage everyone to be 'up to date' with the vaccinations and, you will be asked to voluntarily provide your COVID-19 vaccination status. This helps the ECQ to achieve an accurate representation of vaccination rates in our workforce.

As a representative of the ECQ you are expected to be dressed in a manner that promotes a professional image. Temporary Election Staff (TES) are most often undertaking their work in an environment that is visible to electors, candidates and the media. As a representative of ECQ you are expected to be dressed in no less than smart casual attire.

Smoking is not permitted in the workplace.

All TES have a right to provide feedback and/or lodge a complaint. When providing feedback or complaints in relation to your employment, the ECQ expects that:

1. You will always attempt to resolve workplace matters, within the area of work in the first instance. This encourages shared responsibility when actions have been implemented to rectify a problem.
2. You will always attempt to resolve workplace matters, directly with the ECQ in accordance with the ECQ Complaints Journey.

Submission of feedback and complaints are to be in accordance with the Code of Conduct (section 10.1) and Confidentiality (section 10.2) of your employment, as outlined in this document. For more information, please visit <https://www.ecq.qld.gov.au/about-us/feedback-and-complaints>.

## PART B – Condition of employment

### 4. ENGAGEMENT

During periods of significant operational activity, such as a local government election or state election, the Electoral Commissioner authorises the appointment of TES (under section 29 of the *Electoral Act 1992*) to ensure that the ECQ can effectively and efficiently deliver the activity.

- A) TES are employed on a casual basis to perform duties of an irregular or intermittent nature as required by the ECQ during their employment period.
- B) TES are engaged from shift to shift and the ECQ is under no obligation to provide a TES with a minimum amount of work, continuous work, or any work at all.
- C) TES are engaged to perform duties at various locations and these locations will be determined and advised prior to each shift.

The reason for employing a TES is due to an election event with a fixed end date. The ECQ does not consider that there is a continuing need for someone to be employed as a TES on on-going basis based on the following considerations:

- There are only 2 election events reoccurring on quadrennial basis, in the same year.
- Each election event has a fixed end date with non-ongoing budget allocation.
- By-elections take place on ad-hoc basis, unpredictable by the ECQ.

Should you have queries or wish to notify the ECQ as you meet the requirements outlined on the Review of non-permanent employment (Directive 02/23), please contact [staffing@ecq.qld.gov.au](mailto:staffing@ecq.qld.gov.au).

### 5. TYPE OF EMPLOYMENT

There are two (2) types of roles available during an Election event.

- **Election Day:** TES are appointed to roles in voting centres and Returning Officer's office on Election day.
- **Outside Election Day:** TES are appointed to roles before and after election day. TES may work in election offices, Returning Officer's office, region recount centres and mobile voting centres.

### 6. MINIMUM AGE OF EMPLOYMENT

TES must be at least sixteen (16) years of age. If you are sixteen (16) or seventeen (17) years old, you must be provisionally enrolled on the Australian electoral roll.

### 7. REIMBURSEMENT FOR LOSS OR DAMAGE

The ECQ is not liable for any loss or damage of personal assets, therefore it is the owner's responsibility to ensure adequate insurance coverage of their personal assets. The use of a private

assets, including motor vehicle and mobile phones requires the owner to accept costs incurred resulting from any accident or damage.

## **8. PERFORMANCE APPRAISAL**

At the conclusion of all work performed by TES, a performance rating will be assigned based on the performance and conduct of their duties.

## 9. REQUIREMENT TO COMPLETE TRAINING PRIOR TO COMMENCEMENT

### 9.1 Position Handbook

All TES are provided with a handbook respective to the position(s) being undertaken. It is mandatory for all TES to read the handbook/s assigned to them, as they are considered part of the training program with instructions on the responsibilities of your role and the use of election software.

### 9.2 Mandatory Online Training

All TES must complete their mandatory online training regardless of their history of working at elections. Completion of training is mandatory as procedures and legislations are updated regularly.

Online training must be completed 1 week prior to commencing employment, unless approved by the Returning Officer under special circumstances. Incompliance may result in withdrawal of employment.

### 9.3 Face-to-Face Training

#### A) Face-to-Face Training for Election Day

Senior Issuing Officers and Supervisors working on Election Day are required to complete face-to-face-training. Other positions are not required to complete the Face-to-Face training.

#### B) Face-to-Face Training outside Election Day

Supervisors working on Early Voting are required to complete face-to-face-training.

## 10. EMPLOYEE OBLIGATIONS

### 10.1 Code of Conduct

Consistent with employees engaged under the *Public Sector Act 2022*, TES engaged by this agreement are also required to abide by the Queensland Public Sector Values and the *Code of Conduct for the Queensland Public Sector* as provided for by the *Public Sector Act 2022*.

Any persons working for the ECQ is expected to uphold a high degree of integrity in their conduct during their employment. The professional conduct of elections maintains the public's trust and confidence in Queensland's electoral processes.

All ECQ employees are to demonstrate a high standard of workplace behaviour and personal conduct, ensuring that their behaviours do not reflect seriously and adversely on the Queensland Public Sector.

### 10.2 Confidentiality

In the course of your work, you may have access to confidential and sensitive information. You must not disclose such information or use it in an improper manner.

Click here to read the [ECQ Fact Sheet: Electoral Officials and Professional Standards of Conduct](#).

### **10.3 Political Neutrality**

*So that public confidence in the integrity of the electoral system and electoral outcomes can be maintained, Commission staff must be and must be seen to be politically neutral and are required to:*

- Refrain from membership of any political party;
- Refrain from engaging in political activity, which could be seen as reflecting adversely on the staff member's political neutrality; and
- Remain politically neutral in all aspects of work and in dealings with all clients.

Click here to read the [ECQ Political Neutrality Policy](#).

### **10.4 Media Representation**

All TES must exercise extreme care when making public comments so as not to explicitly or implicitly suggest an official position of the ECQ. This applies to all forms of media including social media platforms, and letters or emails to the Editor.

TES must not make any unauthorised audio, video or photographic recording inside an ECQ-operated venue. Any information received in an official capacity must be treated as strictly confidential. Failure to comply with these requirements may result in management action.

### **10.5 Conflict of Interest**

The public is entitled to expect the ECQ to conduct itself with fairness and impartiality. To meet this expectation, it is important that TES avoid conflicts of interest. A conflict of interest exists when it is likely that a TES could be influenced, or could be perceived to be influenced, by a personal interest in carrying out their public duty. For example, a TES's personal relationship with a candidate, or employing a close relative or friend, even on a casual basis is a conflict of interest.

TES must disclose any potential or actual conflicts of interest to their Returning Officer (RO) via the conflict of interest form in their self-service portal. Conflicts of interest will be assessed on a case-by-case basis by the ECQ delegate. While most conflicts will not preclude you from working for the ECQ, failure to make a conflict of interest declaration and have the matter managed in the public interest, may amount to misconduct or corrupt conduct and could result in disciplinary action.

Further information can be found in the ECQ [Conflict of Interest Policy](#).

### **10.6 Reasonable adjustment**

The ECQ supports diversity and inclusion in the workplace. TES are to note any disabilities and/or medical conditions (including pre-existing conditions) as part of their Expression of Interest form via ECQ Self Service Portal. Please outline any suggested modifications, adjustments or equipment you have or may require. This is so, where reasonably practicable to do so, ECQ can make modification and adjustments to the workplace or the role to meet the individual's special requirements. Please note that adjustment may be limited to the hired venue and building access.

## **PART C – Hours of work and overtime**

### **11. HOURS OF WORK APPLICABLE ON ELECTION DAY**

On election day TES are normally required to work extended hours, usually from 7.00am to 10.00pm; TES will issue votes at the polling booth from 8.00am to 6.00pm and then conduct a count of ballot papers once voting ends. TES are required to stay until 10pm or counting finishes, whichever occurs first.

Count Assistants will usually commence their role at 5:30pm, shortly before voting ends, until around 10:00pm or until counting finishes.

TES must remain at the polling booth until all duties are completed.

### **12. BREAKS APPLICABLE ON ELECTION DAY**

Supervisors are to ensure that TES have short breaks throughout the day. TES working beyond 5 hours are to take a 30 minute meal break, however there are no set times for meal breaks.

It is recommended to take regular breaks where possible to ensure wellbeing and to avoid fatigue.

### **13. HOURS OF WORK APPLICABLE OUTSIDE ELECTION DAY**

There are no set standard working hours for TES working outside the Election Day. TES working outside the Election Day can work around 8 hours per day with a 30-minute unpaid break. However, to meet operational demand TES may be required to work beyond 8 hours or as less as 2 hours.

It is recommended to take regular breaks where possible to ensure wellbeing and to avoid fatigue. Please note that breaks over 15 minutes are unpaid.

### **14. BREAKS APPLICABLE OUTSIDE ELECTION DAY**

It is recommended that TES working beyond 5 hours are to take 30 minutes unpaid meal break between the third and sixth hours of duty, unless directed otherwise. However, to meet operational demand TES may be required to take breaks outside the third and sixth hours of duty.

Should a TES be required to work beyond 8 hours, they are encouraged to take regular breaks where possible to ensure wellbeing and to avoid fatigue. Please note that breaks over 15 minutes are unpaid.

## **PART D – Salaries and allowances (on election day)**

### **15. SALARIES APPLICABLE ON ELECTION DAY**

TES will be paid a salary package as specified in [Election Pay Rates](#) in recognition of all work performed on Election Day.

TES are remunerated a predetermined daily salary for working on election day. The daily salary has factored in the extended hours of work and overtime calculations.

While the ECQ endeavour to process payments as soon as possible, salaries for working on election day may take up to 4 weeks to be processed into your nominated bank account.

### **16. PRO-RATA PAYMENTS FOR ELECTION DAY**

The daily salary is divided into three (3) proportional (pro-rata) payments. To be eligible to receive the full daily salary, TES must work at least 9 hours. TES who works part-day will receive a salary that is proportionate to the hours worked.

Pro-rata - 1/3	Pro-rata 2/3	Full Payment
Below 5 hours (7am-12pm finish time)	5-9 hours (7am-4pm finish time)	Over 9 hours (7am-10pm finish time)

The above does not apply to Count Assistants as their duties and finish times can vary depending on the size of the polling booth. Count Assistants are remunerated their full salary regardless of hours worked.

### **17. ELECTION DAY ALLOWANCES**

#### **A) Online Training Allowance**

All TES regardless of their position are paid an allowance of \$20 for completing the mandatory online training prior to commencing work.

The online training allowance is only payable to TES once regardless of working multiple role(s) over both Election day and outside Election day. This is because online training is generic in nature, providing broad coverage of information which can be utilised across multiple positions.

#### **B) Face-to-Face Training Allowance**

Senior Issuing Officers and Supervisors who work on Election day are required to complete face-to-face-training and should attend this training prior to undertaking any work. An allowance of \$90 is paid for the face-to-face training and is payable once only.

Please note, if TES work both Early Voting and the Election Day in the same role, the allowance is paid once only.

### **C) Polling Booth Set Up and Return Allowance**

Senior Issuing Officers and Supervisors who are required and directed to participate in polling booth setup and returns may be paid the appropriate allowance below. This allowance is paid once only.

- Senior Issuing Officer - \$60
- Supervisor level 1 - \$60
- Supervisor level 2 - \$70
- Supervisor level 3 - \$80
- Supervisor level 4 - \$90

### **D) Dinner Allowance**

All TES, excluding Count Assistants and Election Assistants, who work on the election day for 6 hours or more are eligible to receive a meal allowance of \$24.55. This allowance is only payable once.

### **E) Travel Allowance**

There will be no payment for travel between your home and place of work. However, positions (such as Election Assistants) who are required to use their private motor vehicle to perform specific election functions will be reimbursed at \$0.81 per kilometre travelled.

Reimbursement for the use of a private motor vehicles will only occur where authorised in advance by the RO or ECQ.

### **F) Count Supervisor Allowance**

Election Assistants directed to lead and manage the counting of votes (for either early voting ballots or postal vote ballots) on the night of the election day will be provided with an allowance of \$114.08. This allowance is only applicable once only.

## PART E – Salaries and allowances (outside election day)

### 18. SALARIES APPLICABLE OUTSIDE ELECTION DAY

TES will be paid the hourly rate as specified in [Election Pay Rates](#) in recognition of all work performed outside Election Day.

The hourly rate has factored in the 23% casual loading component.

### 19. MINIMUM PAYMENT APPLICABLE OUTSIDE ELECTION DAY

TES working outside of Election Day, must work a minimum 2 hour shift.

Example: If a TES is sent home after working only 1 hour due to lack of work available, the TES is entitled to receive payment for 2 hours work.

### 20. ALLOWANCES APPLICABLE OUTSIDE ELECTION DAY

#### A) Online Training Allowance

As outlined in Section 19(A), all TES regardless of their position are paid an allowance of \$20 for completing the mandatory online training prior to commencing work.

Online training allowance is payable once only regardless of working multiple role(s) over both Election day and outside Election day. Training is generic in nature, providing broad coverage of information which can be utilised across multiple positions.

#### B) Face-to-Face Training Allowance

Supervisors and Senior Issuing Officers who work Early Voting are required to complete face-to-face training and should attend this training prior to undertaking any work. An allowance of \$90 is paid for completing face-to-face training and is payable once only.

Please note, if TES work both Early Voting and the Election Day in the same role, the allowance is paid once only.

### 21. OVERTIME APPLICABLE OUTSIDE ELECTION DAY

Hours worked after 6:00PM Monday to Saturday and all hours worked on a Sunday are considered overtime regardless of TES's start time. Below outlines the conditions and overtime rates payable to TES:

Monday to Saturday	Sunday or Public Holiday
<ul style="list-style-type: none"><li>12:00AM - 6:00AM: Overtime rate (x 1.5)</li><li>6:00AM – 6:00PM: Ordinary rate</li><li>6:00PM – 12:00AM: Overtime rate (x 1.5)</li></ul>	<ul style="list-style-type: none"><li>all hours: Overtime rate (x 2)</li></ul>

Example 1: If a TES commences work at 5:00PM to 9:00PM on Friday, they will be eligible to be paid:

- One (1) hour at their ordinary hourly rate.

- Three (3) hours at their overtime rate (x1.5).

Example 2: If a TES commences work at 2:00PM to 7:00PM on Sunday, they are eligible to be paid:

- Five (5) hours at their overtime rate (x2).

## **PART F – Recording work attendance**

### **22. TIMESHEETS**

All TES must record their hours of work in their Self Service Portal (SSP) for both early voting and election day.

- **TES Timesheet Responsibilities**  
All TES are responsible for completing timesheets accurately and honestly. Timesheets are to be submitted via SSP for RO's approval by no later than each Sunday 6:00PM.
- **Supervisors and RO Timesheet Responsibilities**  
RO's will review and approve timesheets before submitting to the ECQ payroll team by 6:00PM Monday. Any timesheets received after 6:00PM Monday will be paid in the following weeks pay cycle.

#### **22.1 Timesheet Discrepancy**

Timesheet discrepancies up to 30 minutes may be accepted and approved based on RO's discretion. However, it is to be noted that discrepancies should not occur repetitively without justification.

The ECQ Human Resources team monitors timesheets by conducting regular reporting and audit. Deliberately making false entries on timesheets and in leave applications can be a criminal offence for which a public sector employee can be charged under the Queensland Criminal Code.

## **PART G – Superannuation and taxation**

### **23. SUPERANNUATION**

The ECQ will make employer superannuation contributions equivalent to the General Superannuation Guarantee Contribution rate. [View the current Superannuation Guarantee percentage rate here.](#)

Please note that The minimum [Superannuation Guarantee](#) is calculated as a percentage of each eligible employee's earnings (ordinary time earnings).

The ECQ will make employer superannuation contributions on monthly basis, following the end of each month and it can take up to 4-6 weeks to reach your nominated funds.

#### **23.1 Super Choice**

The ECQ will make employer superannuation contributions to nominated complying funds. To enable this, you will be required to supply the below information in the “financial details” section of your expression of interest via ECQ's Self Service Portal:

- Fund name
- Fund USI (Unique Superannuation Identifier)
- Member(ship) number

#### **23.2. Self-Managed Super Fund (SMSF)**

The ECQ will make employer superannuation contributions to nominated complying SMSFs. To enable this, you will be required to supply the below information in the “financial details” section of your expression of interest via ECQ's Self Service Portal.

- Fund name
- Fund BSB and Account Number
- ESA (Electronic Service Address)

#### **23.3. Default Super**

The ECQ complies with the Government's choice of fund requirements and the ECQ's default fund is QSuper. Employer superannuation payments are defaulted to QSuper if:

- A) TES do not nominate their choice of Super Fund.
- B) TES do not provide the correct and full details as required.

#### **23.4. Super insurance**

The Australian Government has made changes to when insurance cover is provided through superannuation as part of their Putting Members' Interests First reforms. These changes aim to protect members under the age of 25 or with low superannuation balances from having their retirement savings unnecessarily eroded by insurance premiums.

These reforms came into effect on 1 April 2020 and only relate to insurance held through an [Accumulation account](#).

For more information on these changes, please refer to the fact sheet on QSuper website – [Putting Members' Interests First insurance changes](#).

## **24. TAXATION**

TES are required to complete the Tax File Number Declaration form in order to help us provide the correct tax record for you. In addition, you have the option to complete the Variation of Income Tax form to claim an exemption from paying tax if you earn less than the current threshold of \$18,200 for this financial year.

You must complete the Tax File Number Declaration form regardless of whether you are claiming a tax exemption; if you choose not to, we are required to deduct tax at the top marginal rate.