

## Terms and Conditions of Employment

There are a number of temporary staff positions available when working at an electoral event. Staff can be employed to work several weeks prior to the actual polling day, work on polling day at a polling booth or in a Returning Officer's office. Returning Officers (RO's) are employees of the Commission who manage the election for their appointed state district or local government area.

Please take time to read the information provided, as there may be some changes since the last election. You should note that your employment with ECQ will not be confirmed until you accept the terms and conditions online.

Failure to return the employment documentation within the prescribed timeframe may result in the withdrawal of the Offer of Employment and the position being offered to another applicant.

The ECQ accepts no responsibility for errors or omissions made by employees in the completion of employment details.

The Offer of Employment, when provided by your Returning Officer, provides full details of the offered position and shows personal details currently held by ECQ.

Important information related to the terms and conditions of employment for the offered position is provided in this handbook. Please ensure you read and understand this information before confirming your employment.

Any enquiries regarding the position should be directed to the Returning Officer making the offer.

### **General Conditions**

The terms and conditions in this booklet relate to casual staff engaged under the *Local Government Electoral Act 2011* and the *Electoral Act 1992* as determined by the Electoral Commission of Queensland.

Casual staff are employed on an as needs basis for specific functions and for a specified period of time. Employment finishes at the conclusion of the specified period of employment or when the duties are no longer required. Employment does not continue from one event to another and there is no entitlement to, or expectation of, future employment.

To be eligible for casual employment you must abide by and agree to the Electoral Commission of Queensland's political neutrality statement as shown below:-

So that public confidence in the integrity of the electoral system and electoral outcomes can be maintained, Polling Officials 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 dealing with all clients.

### **Staff Obligations**

**\*\* Election Officials are the public face of the ECQ and must reflect ECQ values\*\***

Staff employed in an election must:

- Perform the duties described in their job description with due care and diligence;
- Perform other duties as directed from time to time by the Electoral Commissioner or delegate of the Commissioner with due care and diligence;
- Comply with all laws relevant to their employment, including privacy and work health & safety laws;
- Not engage in any gambling activity relating to election results;
- Not take any photos or record any audio or video at a polling place, returning officer's office, or other workplace.
- Staff must not contact the media in their capacity as ECQ employees to make any comment about any enquiry, incident, ECQ policy or procedure. This applies to all media including TV, radio, commenting on social media platforms, and submitting letters or emails to the editor. This applies to Returning Officers and polling officials, regardless of how insignificant you think it is.

### **Performance Assessment**

Shortly after the conclusion of the election, all staff will be rated on their work performance by the Booth Supervisor/Presiding Officer and the Returning Officer.

### **Payment of Wages and Allowances**

Payment of wages and allowances will be made on the basis of information you provide. The onus is on you to provide correct information to enable payments to be correctly processed.

Payments will be made by direct credit to the account and financial institution nominated by you. Financial institutions will return payments to the ECQ where details provided are inaccurate this will then result in a cheque being sent to you.

The ECQ accepts no responsibility for payment delays resulting from the incorrect or incomplete information supplied by an employee. Payments will be processed as soon as possible following receipt of all information from the Returning Officer, including polling booth attendance, and confirmation that you actually performed the duties as agreed. If all documentation received is in order, you can be expected to be paid within three weeks following Election Day.

Payslips and Payment Summaries will be provided by email to the email address nominated by you in your EOI application. If you do not wish to have these documents emailed to you, please contact the ECQ payroll section on 1300 881 665 or at [Elections@ecq.qld.gov.au](mailto:Elections@ecq.qld.gov.au)

## **Working hours**

### **Hours of employment for Polling Booth Staff on Polling Day**

<b>Work Classification</b>	<b>Start and Finish</b>
Supervisor / Presiding Officer	Start time 7:00am and finish when all required duties are completed.
Other Polling Booth Staff	7:15am or as directed by Supervisor or Returning Officer until all required duties are completed.
Booth Assistants	5:30pm until all required duties are completed.

### **Hours of Employment for Staff Assisting Returning Officer**

<b>Work Classification</b>	<b>Start and Finish</b>
Election Assistants <i>(Includes staff to issue votes for Electoral Visitor and Declared Institution voting.)</i>	Employment will be within the hours directed by the Returning Officer. Employment is subject to the availability of work for this specific event and employment as an Election Assistant may be terminated at any time at the discretion of the Returning Officer.
Sunday Assistant	Employment will be at the discretion of the Returning Officer and will continue until all required duties are completed.
Office Assistant – Polling Day	7:30 am until 6:00 pm
Office Assistant – Polling Night	5:30 pm until all required duties are completed

## **Meal Breaks**

There are no official meal break times for polling staff. However, all staff must have a break at some time during the day. Staff should be aware that any meal break times as directed by the Supervisor/Presiding Officer will not always correspond to conventional meal times.

Only in exceptional circumstances will staff be permitted to leave the polling booth during the hours of duty. Accordingly, you should take adequate food and refreshments for the day. You may also like to take cushions and other small items for personal comfort.

## **Meal Allowance**

Staff who work on polling day will receive meal allowance/s, dependent on hours worked.

## **Training**

It is compulsory for all staff to complete on-line training and read training handbooks, as assigned for your role. Staff working in a polling booth will need to have their training completed one week prior to polling day; failure to do so may result in your offer of employment being withdrawn. All other staff assisting the RO or working at Pre-Poll offices must have their training completed prior to commencement of work. Depending on your role, you may also be required to attend a face-to-face training session - your Returning Officer will advise if this training is required for your position.

### **Expenses - Use of Private Motor Vehicles/Mobile Phones**

The Supervisor/Presiding Officer of a polling booth remuneration payment includes their motor vehicle and mobile phone allowance.

Election Assistants who are employed as issuing officers for Electoral Visitor Voting and Declared Institution Voting will be able to claim a motor vehicle allowance and mobile phone calls. Motor vehicle expenses will not be reimbursed unless authorised in advance by the Returning Officer for an approved task.

In extraordinary/emergency circumstances, Polling Officials and Election Assistants may be eligible to apply for Motor Vehicle Allowance with the approval of the Returning Officer.

*Note: The use of a private motor vehicle requires the owner to accept costs incurred resulting from any accident or damage. The State will NOT accept any responsibility. It is your responsibility to ensure that the vehicle insurance is effective whilst you are employed.*

**Travel to and from polling place or training session is considered to be a personal expense and is not subject to reimbursement.**

### **Property**

ECQ accepts no responsibility for the loss of property belonging to staff. All staff must therefore make sure that their personal property is safe and secure at all times.

### **Mobile Devices**

All mobile electronic devices (e.g. phones/IPads) must be switched to silent while electoral officers are engaged on official duty and may only be accessed during authorised meal breaks.

### **Superannuation**

Current legislation requires the ECQ to make superannuation contributions on your behalf if your earnings with the ECQ exceed \$450 in any calendar month (before tax).

All superannuation benefits will be made to the Government Superannuation Office (QSuper), which is able to provide a range of schemes, and is currently exempt from the superannuation “Choices” program. Should you wish to transfer your benefit to another Superannuation Scheme, this should be organised direct with QSuper once payment has been made.

If you are not an existing QSuper member, and a new account is opened for you, you will need to consider whether or not you wish to have the Death and TPD insurance cover (charges apply for this cover). If you do not wish to have this insurance, you will need to complete an [Application to Cancel Insurance form](#) within 30 days of commencement – this form can be found on QSuper’s website.

### **Taxation Information**

Most Australian citizens who work in Australia pay income tax during the year via the “pay as you go” method – where the employer works out how much income tax to take out of the individual’s wages and sends it on to the ATO. You may apply for a variation of tax to be deducted from your wages if, as an individual, you anticipate income earned from ECQ and income for all other sources in a financial year does not exceed the appropriate tax-free threshold. Variation of Income Tax Withholding Rate information can be accessed from the

ATO website: <https://www.ato.gov.au/forms/withholding-declaration/> Any taxation queries should be directed to the Australian Taxation Office on **13 28 61**.

### **Workplace, Health and Safety (WHS)**

The ECQ recognises it has an obligation, shared with its employees, to take all reasonable practicable steps to protect and promote the health and safety of employees in all ECQ workplaces. While at work, an election casual is subject to the following duties (as per section 28 of the *Work, Health and Safety Act 2011*):

- a) To take reasonable care for his or her own health and safety;
- b) To take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- c) To comply with, so far as the worker is reasonably able, any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- d) To cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

### **Workers Compensation**

Workers compensation coverage is provided under the *Work, Health and Safety Act 2011*. The Act provides for a comprehensive range of standard workers' compensation entitlements. Reports of accidents or incidents are to be made to the Supervisor / Presiding Officer who in turn is to report the incident to the Returning Officer. Time is very important; hence reports are to be made without delay.

### **Smoking in the Workplace**

Smoking in all ECQ workplaces and polling booths is strictly prohibited.

### **Privacy Statement**

The information collected on the ECQ Expression of Interest (EOI) website will only be used to access your suitability for employment as an Election Official with the Electoral Commission of Queensland (ECQ). This information is used only for the position and event you have applied for.

We provide your personal information where required to external agencies, such as the ATO, Centrelink and superannuation funds, to administer your entitlements.

Personal information collected by the ECQ is handled in accordance with the *Information Privacy Act 2009*.

### **Attachment One (1)**

Extract from the ECQ Code of Conduct 2013 – principles and values prescribed in the *Public Sector Ethics Act 1994*.

The Code applies to any Queensland public service agency employee whether permanent, temporary, full-time, part-time or casual. The Code applies at all times when performing official duties.

The *Public Sector Ethics Act 1994* under **The ethics values** states..... public officials –

#### **Integrity and impartiality**

- a) are committed to the highest ethical standards;
- b) accept and value their duty to provide advice which is objective, independent, apolitical and impartial;
- c) show respect towards all persons, including employees, clients and the general public;
- d) acknowledge the privacy of the public interest and undertake that any conflict of interest issue will be resolved or appropriately managed in favour of the public interest; and
- e) are committed to honest, fair and respectful engagement with the community.

#### **Promoting the public good**

- a) accept and value their duty to be responsive to both the requirements of government and to the public interest;
- b) accept and value their duty to engage the community in developing and effecting official public sector priorities, policies and decisions;
- c) accept and value their duty to manage public resources effectively, efficiently and economically;
- d) value and seek to achieve excellence in service delivery; and
- e) value and seek to achieve enhanced integration of services to better service clients.

#### **Accountability and transparency**

- a) are committed to exercising proper diligence, care and attention;
- b) are committed to using public resources in an effective and accountable way;
- c) are committed to managing information as openly as practicable within the legal framework;
- d) value and seek to achieve high standards of public administration;
- e) value and seek to innovate and continuously improve performance; and
- f) value and seek to operate within a framework of mutual obligation and shared responsibility between public service agencies, public sector entities and public officials.