

# Employment guide for election officials

Congratulations on securing a position as an election official with the Electoral Commission of Queensland (ECQ).

The 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 election officials 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

## Election Staff

During periods of significant operational activity, such as a local government election or state election, the Electoral Commissioner authorises the appointment of a number of temporary election staff to ensure that the ECQ can effectively and efficiently deliver the activity.

## Code of Conduct

Any ECQ employee whether permanent, temporary, full time, part-time or casual is subject to the *Code of Conduct for the Queensland Public Service* (Code of Conduct). The professional conduct of election officials 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 Service.

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. We have a responsibility to deliver services fairly, courteously, and effectively.

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

## Impartiality

A justified community perception of political neutrality is critical to ensuring a high level of trust and confidence. As a condition of your employment you must agree to and abide by the ECQ political neutrality statement: -

Election 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 their work and dealings with all clients.

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

An election official must disclose any potential or actual conflicts of interest to their Returning Officer (RO) via the conflict of interest form in their self-service profile. 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](#).

## **General conditions of employment**

### **ECQ expectations**

As a representative of the ECQ you are expected to be dressed in a manner that promotes a professional image. Election officials 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.

Election officials are employed on a casual, as needs basis and employment does not continue from one event to another.

As part of the ECQ's continuous improvement culture, your performance will be rated.

### **Working Hours**

The hours of work an employee is expected to adhere to are outlined in your offer of employment or as directed by your RO. All election officials are casual appointments and as such do not have a firm commitment in advance about how long they will be employed for, or the days (or hours) they will work (e.g. may be offered an 8 hour shift, but due to lack of work available you may be sent home early). Each casual engagement will be supported with a minimum payment of 2 hours.

If you are appointed as an election official to do a full day position on election day, but only work for part of the day, you will be paid a pro rata amount of the full remuneration package based on the number of hours worked.

Working at a polling booth can be a long, busy day. Ensure you bring food with you for all meals (including lunch and dinner) and make arrangements for transport. Breaks are important and will be allocated to you as part of our duty of care to you. Breaks over 15 minutes however, are unpaid.

## **Training**

All positions require home study, which involves reviewing printed materials and completing the ECQ's online training program. The successful completion of the home study is essential for undertaking the position. The training materials have been developed specifically to build or reinforce the skills required for completing your role. RO's, Supervisors and Senior Issuing Officers will also be required to attend face-to-face training session/s.

The ECQ appreciates that many election officials have a history of working at elections. Even if you have worked with the ECQ previously, completing training is still important as procedures and legislation may have changed.

Staff working on Election Day must complete their training at least 1 week prior to the day. All other staff must complete their training before commencing work. Failure to do so may result in your offer of employment being withdrawn.

## **Media**

All staff 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.

Staff 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.

## **Remuneration and allowances**

Please ensure that your personal, bank, superannuation and tax details are correct. Documentation completed incorrectly may delay your payments.

There will be no payment for travel between your home and place of work; however, staff who are required to use their private motor vehicle to perform specific election functions will be reimbursed. Reimbursement for the use of a private motor vehicles will only occur where authorised in advance by the RO or ECQ.

The use of a private motor vehicle requires the owner to accept costs incurred resulting from any accident or damage. It is therefore the vehicle owner's responsibility to ensure adequate insurance coverage.

For Supervisors and Senior Issuing Officers, the remuneration package for Election Day will include an allowance for set up and pack up activities (where applicable).

Payment will be made by direct deposit to your nominated bank account within three weeks of election day.

A pay advice will be available to you through your online staff profile following your payment. With the introduction of Single Touch Payroll by the Australian Tax Office (ATO), ECQ is no longer providing end of financial year payment summaries (group certificates). Annual payment summaries can be obtained from the ATO via a myGov account. Employees will need to work through their options for accessing their payment summary information via myGov. To do this, employees who do not already have a myGov account will be required to create one.

## **Taxation**

You are required to complete the Tax File Number Declaration form to help us to produce the correct tax record for you. In addition, you have the option to complete a Withholding Declaration form to claim your entitlement or vary your entitlement to a tax offset.

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

## **Super Insurance information**

Staff who earn \$450 or greater in a calendar month will have superannuation contributions of 9.5% made to your nominated complying superannuation fund. ECQ complies with the Government's choice of fund requirements; ECQ's default fund is [QSuper](#). If you operate a self-managed fund, or you opt for choice of fund, then you need to provide all required information on the Superannuation Standard Choice form. Importantly, if you do not provide the correct and full information regarding your choice in superannuation, superannuation contributions will default to QSuper.

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