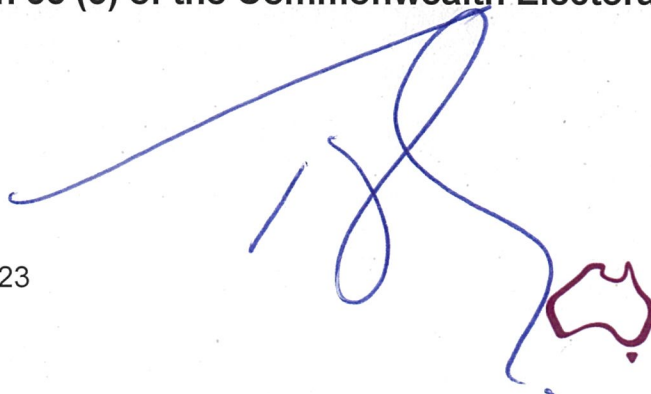


Commonwealth Electoral Act 1918

Collective Determination 2023/3

I, Tom Rogers, Electoral Commissioner make the following determination under subsection 35 (3) of the Commonwealth Electoral Act 1918.

Signed: 25 August 2023



AEC

Australian Electoral Commission

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PART A – Preliminary

1. Citation

- 1.1. This Determination may be cited as the Collective Determination 2023/3.

2. Period of operation

- 2.1. This Determination takes effect from the date of signature.
- 2.2. This Determination supersedes and replaces all previous Determinations made under section 35(3) of the *Commonwealth Electoral Act 1918* (CEA) applying to employees falling within the scope of Clause 3.
- 2.3. This Determination continues in force unless it is replaced wholly or in part by another Determination made under subsection 35(3) of the CEA.

3. Application

- 3.1. This Determination will only apply to an Employee who is employed under section 35(1)(a) of the CEA to undertake election related duties for the purpose of either:
 - a. An election, by-election or referendum conducted under the CEA or the *Referendum (Machinery Provisions) Act 1984*;
 - b. A national plebiscite conducted under Commonwealth law; or
 - c. A Torres Strait Regional Authority election under Division 5 of Part 3A of the *Aboriginal and Torres Strait Islander Act 2005*.

4. Interaction with other instruments

- 4.1. Employees engaged under section 35 of the CEA are covered by the *Fair Work Act 2009*.
- 4.2. Employees covered by this agreement may be covered by any AEC policy or procedure, as decided by the AEC.
- 4.3. For the avoidance of doubt, Employees who are engaged under section 35 of the CEA are:
 - a. Not covered by the *AEC Enterprise Agreement 2016-2019* and will not be covered by any successor instrument; and
 - b. Not covered by the *Public Service Act 1999*.

5. Delegation of powers

- 5.1. The Electoral Commissioner may, in writing, delegate any of the Electoral Commissioner's powers or functions under this Determination.

6. Definitions

6.1. The following definitions and interpretations are applicable to this Determination:

Term	Definition
AEC	Australian Electoral Commission.
APS	Australian Public Service.
ATO	Australian Taxation Office.
CEA	<i>Commonwealth Electoral Act 1918 (Cth)</i> .
Employee	A person who is employed under section 35 of the CEA to perform election related duties and who is an Australian Citizen.
Electoral Commissioner	Means the Chief Executive Officer of the AEC referred to in section 18 of the <i>Commonwealth Electoral Act 1918 (Cth)</i> , or his/her delegate as the context permits.
EOC	Electoral Officer Classification.
FWA	<i>Fair Work Act 2009 (Cth)</i> .
Pre-Polling Period	The period before Polling Day in which electors can vote in accordance with the CEA and RMP Act and includes activities undertaken by the AEC to enable pre-polling day voting.
Polling Day	The day fixed for polling in accordance with the CEA and <i>RMP Act</i> or for duties performed for the purposes of Clause 3.1.
Polling Service Day	A day, during the Pre-Polling Period, on which Mobile Polling or Remote Service Delivery Teams deliver gazetted voting services to electors.
Post-Polling Day Period	The period after Polling Day which includes activities undertaken by the AEC to prepare for the return of the Writ in accordance with the CEA and <i>RMP Act</i> .
<i>RMP Act</i>	<i>Referendum (Machinery Provisions) Act 1984 (Cth)</i> .
Remote Area	Isolated communities, town camps and mining sites located further than 20km from a polling place that offers a full day service and where the likely number of voters in a particular location is 10 or more.
RSDT	Remote Service Delivery Team
RSD Work	Any work performed, including AEC directed travel within a Remote Area, on days that are not Polling Service Days by Employees engaged in any of the RSMT positions identified in Part E.

PART B – Terms and conditions applying to all Employees

7. Application of Part B

- 7.1. Part B applies to all Employees who are covered by this Determination.

8. Engagement

- 8.1. In accordance with Section 15A of the FWA, Employees are:
- a. Engaged as casual employees to perform duties and with no firm advance commitment to continuing and indefinite work;
 - b. Engaged from day to day, with the AEC providing no obligation to an Employee with a minimum amount of work or any work at all;
 - c. Not obligated to accept offers of work from the AEC; and
 - d. Able to accept work from the AEC and as a result are required to perform their duties in accordance with this Determination.
- 8.2. Employees are required to perform duties at various locations, with these being determined and advised prior to each shift.

9. Eligibility to work

- 9.1. Employees may be required to undergo a police check prior to performing any duties in relation to their employment, in addition to other relevant pre-employment screening checks as required by the AEC from time to time.

10. Minimum age of employment

- 10.1. The minimum age for employment at which a person may be employed is determined by State or Territory legislation in each jurisdiction.
- 10.2. An employee under the age of 18 years:
- a. May only be engaged as a Temporary Assistant Level 1; and
 - b. Must not be involved in administering polling during the Pre-Polling Period or on Polling Day; and
 - c. Must not be involved in the counting, or unfolding, of ballot papers.

11. Employee obligations

11.1. Employees must:

- a. Abide by the Code of Conduct as provided for in Attachment A;
- b. Behave in accordance with the AEC values and adhere to AEC policies and procedures;
- c. Comply with all relevant Commonwealth, State and Territory laws relevant to their employment, including privacy, *Work Health Safety Act 2011* and relevant regulations and codes of practice;
- d. Comply with any lawful and reasonable direction given by an AEC Employee who has the authority to give the direction;
- e. Maintain political and issue neutrality during employment with the AEC by not being, or seen to be, active in political and referendum activities;
- f. Meet the position requirements as outlined in their position description and perform their duties with due care and diligence;
- g. Complete all required training prior to performing any duties in relation to their employment;
- h. Read and confirm understanding of the Section 202A Undertaking form prior to performing any duties in relation to their employment; and
- i. Read and confirm understanding of the Acknowledgement and Declaration of Key Obligations (ADKO) form prior to performing any duties in relation to their employment.

12. Hours of work

- 12.1. The span of ordinary hours for work performed will be 7:00am to 8:00pm, Monday to Saturday.
- 12.2. Employees must accurately record their start and finish times (and any breaks) on any timekeeping system provided by the AEC.
- 12.3. An Employee will be engaged for a minimum period of:
 - a. 1 hour for a day on which the Employee is required to undertake training; or
 - b. 3 hours on any day where the Employee is otherwise directed to perform duties.
- 12.4. Employees will only be required to work additional hours if they are considered reasonable in accordance with section 62 of the FWA. An Employee may refuse to work additional hours if they are unreasonable.
- 12.5. Where exceptional circumstances exist, and as required by the AEC, operations for election duties may span across a 24-hour period.

13. Remuneration

- 13.1. Employees will be paid in arrears by electronic funds transfer to one Australian financial institution account nominated by an employee in accordance with section 323 of the FWA.
- 13.2. Employees will be paid in accordance with the Electoral Officer Classification (EOC) and rates of pay set out in the table below, and in accordance with the relevant tables outlined in Parts C, D and E.

EOC	Base Hourly Rate	Casual Hourly Rate (Base Hourly Rate x 125%)	Overtime Rate A (Base Hourly Rate x 150%)	Overtime Rate B (Base Hourly Rate x 200%)
EO1	\$23.2441	\$29.0551	\$34.8661	\$46.4881
EO2	\$23.5524	\$29.4406	\$35.3287	\$47.1049
EO3	\$24.7806	\$30.9758	\$37.1709	\$49.5613
EO4	\$26.7402	\$33.4253	\$40.1104	\$53.4805
EO5	\$27.4357	\$34.2946	\$41.1535	\$54.8713

- 13.3. Employees are paid a Casual Loading of 25% of their Base Hourly Rate of pay, in lieu of all paid leave entitlements. No Casual Loading will be paid for any hours for which an Employee is paid at Overtime Rates as outlined in Clause 14.
- 13.4. Where an Employee is engaged:
- a. for at least three consecutive hours on a day, in more than one EOC, they will be paid either the Casual Hourly Rate for all hours worked on that shift or the relevant Package Rate for the higher value EOC.
 - b. in more than one position on a day, but at the same EOC, they will be remunerated in accordance with the position identified in their contract.
 - c. in a position with different work hours to their contract on Polling Day, they will be paid the Package Rate for the position performed, regardless of EOC.
- 13.5. Training Payments outlined in Parts C, D and E will be paid upon completion of all required training hours.
- a. When undertaking face-to-face training, Employees will be paid for all time spent undertaking training, even if it exceeds the rostered hours outlined in Attachment B.
 - b. When undertaking online training, Employees will only be paid for the time allocated to complete the online training, as outlined in Attachment B. Any additional hours undertaken by the Employee to complete the online training will not be payable.

14. Overtime

- 14.1. Employees directed by the Electoral Commissioner to work:
- a. more than 8 hours on a day; or
 - b. outside the span of ordinary hours as specified in Clause 12.1; or
 - c. more than 38 ordinary hours in a week, Thursday to Wednesday;
- will be paid Overtime Rate A only for the hours worked in excess of a, b or c.
- 14.2. Employees directed by the Electoral Commissioner to work on a Sunday or Public Holiday will be paid Overtime Rate B for all hours worked, despite 14.1 a, b, or c.
- 14.3. Employees must have a break of at least 8 hours plus reasonable travelling time before recommencing work without incurring any loss of pay. Where this is not possible due to operational requirements and the Electoral Commissioner directs the Employee to return to duty without the minimum break, the Employee will be paid Overtime Rate B as outlined in Clause 14 for all hours worked until an 8-hour break can be taken.

15. Public holidays

- 15.1. The following days are recognised as public holidays:
- New Year's Day (1 January)
 - Australia Day (26 January)
 - Good Friday
 - Easter Monday
 - Anzac Day (25 April)
 - The King's birthday holiday (on the day on which it is celebrated in a State or Territory or a region of a State or Territory)
 - Christmas Day (25 December)
 - Boxing Day (26 December)
 - any day, or part-day, declared or legislated by a State or Territory to be a public holiday, unless excluded from the Fair Work Regulations.
- 15.2. If, under a State or Territory law, a day or part-day is substituted for one of the public holidays listed above, then the substituted day or part-day is the public holiday.
- 15.3. If, under a State or Territory law, Easter Tuesday is declared or prescribed by or under that law to be a public holiday, there is no entitlement to receive Overtime Rate B if the employee would have worked, or does perform work, on that day.
- 15.4. Public holidays apply to an employee based on the location of their usual place of work, rather than their home address.

16. Rest and meal breaks

- 16.1. Employees are entitled to rest breaks and meal breaks in accordance with the below table, noting the following:
- A rest break is a 10 minute paid break that counts as time worked; and
 - A meal break is a 30 minute unpaid break that does not count as time worked.

Hours worked	Quantity of rest breaks	Quantity of meal breaks
Up to and including 3	0	0
Over 3 and up to and including 5	1	0
Over 5 and up to and including 8	1	1
Over 8 and up to and including 10	2	1
Over 10	2	2

- 16.2. All breaks should be taken at a time suitable to the needs of the AEC and generally at the direction of the Officer in Charge/Supervisor.
- 16.3. Employees should not work more than 5 continuous hours without a meal break.
- 16.4. In the exceptional circumstances where, due to the priorities of work, an Employee is directed to work more than 6 continuous hours without a meal break, they will be entitled to Overtime Rate B (as per Clause 14.1) for the period from when the Employee worked 6 continuous hours until the time the break was taken or the conclusion of the shift, whichever is earlier.

- 16.5. For the avoidance of doubt, in Clause 14 the overtime rate is paid in place of, not in addition to, the Employee's base rate of pay.
- 16.6. Consideration of rest and meal breaks is included in the package rate remuneration provided for employees in Part D.

17. Superannuation

- 17.1. The AEC will make compulsory employer superannuation contributions as required by the applicable legislation.
- 17.2. The AEC will make employer superannuation contributions equivalent to the Superannuation Guarantee Contribution rate, unless the employee is an existing member of the:
- Public Sector Superannuation Accumulation Plan (PSSap); or
 - Public Sector Superannuation Scheme (PSS);
- whereby the AEC will make employer superannuation contributions to a Commonwealth superannuation fund at the rate prescribed by that fund.
- 17.3. Employees are entitled to a choice of superannuation fund. For an Employee who elects not to choose a fund, the superannuation fund used will be the stapled fund nominated by the ATO.

18. Allowances

- 18.1. An Employee will be eligible to be paid one overtime meal allowance where an Employee attends the workplace for more than 12 hours of duty on a day, including rest and meal breaks, as directed by the Electoral Commissioner. The amount of this allowance will be \$35.65 based on the rate determined by the ATO at the time of the signing of the Collective Determination. Where the Package Rate position already incorporates this allowance, it will not be paid a second time for this position. The Package Rates for the following positions already incorporate this allowance:
- Officer in Charge (001 – 004);
 - Polling Place Liaison Officer (007);
 - Second in Charge (008);
 - Pre-Poll Voting Centre (PPVC) Officer in Charge (Polling Day) (009);
 - Pre-Poll Voting Centre (PPVC) Second in Charge (Polling Day) (028);
 - Polling Assistant (013);
 - Declaration Vote Issuing Officer (023);
 - Inquiry Officer (024); and
 - Pre-Poll Voting Centre (PPVC) Issuing Officer (Polling Day) (011)
- 18.2. The Electoral Commissioner may approve payment of a one-off telephone allowance of \$24.00 where an Employee is directed by the Electoral Commissioner to use their personal mobile phone for AEC business purposes. If approved, this allowance will only be paid once per role, per event covered under Clause 3.1. Where the package rate already incorporates this allowance, it will not be paid a second time. The package rates for the following positions already incorporate this allowance:
- Officer in Charge (001 – 004);
 - Polling Place Liaison Officer (007);
 - Pre-Poll Voting Centre Officer in Charge (Polling Day) (009); and
 - Scrutiny Assistant (Return of Materials) (029).

- 18.3. The Electoral Commissioner may approve the payment of a motor vehicle allowance where an Employee has been given prior approval by the Electoral Commissioner to use their personal vehicle for AEC business purposes. The rate of this allowance is the cents per kilometre rate determined by the ATO for deductions of motor vehicle expenses, for the relevant financial year.
- a. Generally, there is no entitlement to this allowance for employees transporting themselves between their home and usual place of work, with the exception of extraordinary circumstances, as approved by the Electoral Commissioner.
 - b. Where an employee is undertaking travel for the purposes of attending scheduled face-to-face training as directed by the Electoral Commissioner and has received prior approval to receive the motor vehicle allowance, the allowance will be paid in line with the cents per kilometre rates determined by the ATO.
- 18.4. The Electoral Commissioner may approve payment of reasonable expenses relating to travel where the Employee is directed to undertake official travel for the AEC. Any payments will be in accordance with the AEC's travel procedures and any related policies and processes.
- 18.5. The Electoral Commissioner may approve the payment of a Community Language Allowance (CLA) at a rate of \$10 per day where an employee uses a language other than English to support a voter. For the avoidance of doubt, an employee who uses Auslan to support a voter will be eligible to receive this allowance.
- 18.6. The Electoral Commissioner may approve the payment of a Travelling Voter Services (TVS) allowance at a rate of \$140 per day where the employee is directed by the Electoral Commissioner to deliver Mobile or Remote Voter Services. This allowance applies to each day when an employee:
- a. works and/or travels on a Polling Service Day, regardless of how many hours are worked and/or travelled; or
 - b. is not delivering a Polling Service Day, but are travelling or staying in a Remote Area, away from home, due to the requirements of their role, and
 - c. is engaged in one of the following positions:
 - Remote Service Delivery Team Leader (016).
 - Remote Service Delivery Team Member (017);
 - Remote Service Delivery Team 2IC (025)
 - Remote Service Delivery Team Assistant (055)
 - Electoral Visitor Officer in Charge (020)
 - Electoral Visitor (021)
 - Early Voting Liaison Officer (080)
- 18.7. The Electoral Commissioner may approve the payment of the TVS allowance to an employee who is not engaged in one of the positions listed in Clause 18.6(c) provided they are satisfied that there are extraordinary circumstances which require the employee to travel and/or stay in a Remote Area, away from home, due to the requirements of their role.

19. Other payments

- 19.1. The Electoral Commissioner may discretionarily approve a payment to reimburse an Employee fully or partially for reasonable work-related expenses. All work-related expenses must be pre-approved by the Electoral Commissioner.
- 19.2. The Electoral Commissioner may discretionarily determine that an Employee is entitled to an exceptional circumstances' payment.
- 19.3. Any claims under Clause 19 must be supported with reasonable evidence acceptable to the AEC.

20. Termination

- 20.1. The Electoral Commissioner or the Employee may terminate the Employee's employment verbally, or in writing, at any time, for any reason. No notice period is required, and the termination takes effect immediately.

PART C – Payment for work during periods other than polling day

21. Application of Part C

21.1. Part C sets out the work arrangements and remuneration for Employees engaged to work on any day before or after polling day, excluding those positions covered by Part D and Part E.

22. Hourly rates of pay

22.1. An Employee will be paid the appropriate hourly rate according to their classification set out in Clause 22.2 for the time worked.

22.2. Hourly and overtime rates for each position are:

Position Title	EOC / Work Code	Training		Training payment	Base Hourly Rate	Hourly Rate (inc. casual loading)	Overtime Rate A	Overtime Rate B
		Maximum hrs	Rate					
Temporary Assistant Level 1	EO1/050	2	\$29.0551	\$58.1102	\$23.2441	\$29.0551	\$34.8661	\$46.4881
Pre-Poll Officer	EO2/019	3.5	\$29.4406	\$103.0419	\$23.5524	\$29.4406	\$35.3287	\$47.1049
Electoral Visitor	EO3/021	3.5	\$30.9758	\$108.4153	\$24.7806	\$30.9758	\$37.1709	\$49.5613
Temporary Assistant Level 2	EO3/051	4*	\$30.9758	\$123.9032	\$24.7806	\$30.9758	\$37.1709	\$49.5613
Pre-Poll Second in Charge	EO4/027	6	\$33.4253	\$200.5518	\$26.7402	\$33.4253	\$40.1104	\$53.4805
Pre-Poll Officer in Charge	EO5/018	6	\$34.2946	\$205.7675	\$27.4357	\$34.2946	\$41.1535	\$54.8713
Electoral Visitor in Charge	EO5/020	6	\$34.2946	\$205.7675	\$27.4357	\$34.2946	\$41.1535	\$54.8713
Early Voting Liaison Officer	EO5/080	7*	\$34.2946	\$240.0620	\$27.4357	\$34.2946	\$41.1535	\$54.8713
Trainer of Polling Staff	EO5/056	9h10m	\$34.2946	\$314.3681	\$27.4357	\$34.2946	\$41.1535	\$54.8713

* May be required to undertake additional training - payable at the Hourly Rate (inc. casual loading) above.

PART D – Payment for work on Polling Day

23. Application of Part D

23.1. Part D sets out the work arrangements and remuneration for Employees engaged to perform work on Polling Day, excluding those positions covered by Part E.

24. Hours of work on Polling Day

24.1. An Employee will be required to work the following hours on Polling Day:

Work Code	Position title	Start time	Finish time
007	Polling Place Liaison Officer (PPLO)	7:00am	When all required duties are complete in the polling places the PPLO supports and generally concludes at 11:00pm.
001, 002, 003, 004	Officer in Charge (OIC)	7:00am	When all required duties are complete in the polling place and either materials returned, or custody of materials handed over to the Scrutiny Assistant (ROM), and generally concludes at 11:00pm.
009	Pre-Poll Voting Centre Officer in Charge (Interstate Voting Centre) (Polling Day)	7:00am	When all required duties are complete in the polling place or custody of materials handed over and generally concludes at 11:00pm.
008	Second in Charge (2IC)	7:00am	When all required duties are complete in the polling place and generally concludes at 11:00pm.
028	Pre-Poll Voting Centre Second in Charge (Interstate Voting Centre) (Polling Day)	7:00am	When all required duties are complete in the polling place and generally no later than 11:00pm.
013	Polling Assistant	7:00am	When all required duties are complete in the polling place and generally concludes at 11:00pm.
023	Declaration Vote Issuing Officer	7:00am	When all required duties are complete in the polling place and generally concludes at 11:00pm.
024	Inquiry Officer	7:00am	When all required duties are complete in the polling place and generally concludes at 11:00pm.

Work Code	Position title	Start time	Finish time
011	Pre-poll Voting Centre Voting Officer (Interstate Voting Centre) (Polling Day)	7:00am	When all required duties are complete in the polling place and generally no later than 11:00pm
015	Scrutiny Assistant	4:00pm	When all required duties are complete in the polling place and generally concludes at 11:00pm.
029	Scrutiny Assistant (Return of Materials)	4:00pm	When all required duties are complete in the polling place and materials are returned and generally no later than 12:00am.
030	Part-Day Polling Assistant	Start time as at the direction of the AEC during polling hours (8am to 6pm)	When all required duties are complete in the polling place as required by the Officer in Charge and generally during polling hours (8am to 6pm)
050	Temporary Assistant Level 1	Starting and finishing times and breaks as directed by the AEC to undertake duties as directed to support election preparation, election conduct and election finalisation.	
051	Temporary Assistant Level 2	Starting and finishing times and breaks as directed by the AEC whilst performing a supervisory role to assist in election preparation, election conduct and election finalisation.	
	All other positions	Starting, finishing, and breaks times as directed by the AEC.	

25. Hourly rates of pay

- 25.1. An Employee will be paid the appropriate hourly rate according to their classification set out in Clause 22.2 for the time worked if they are not paid a Package Rate for work performed on Polling Day in accordance with Clause 26.5.
- 25.2. Hourly and overtime rates for each position are:

Position Title	EOC / Work Code	Training		Training payment	Base Hourly Rate	Hourly Rate (inc. casual loading)	Overtime Rate A	Overtime Rate B
		Maximum hrs	Rate					
Temporary Assistant Level 1	EO1/050	2	\$29.0551	\$58.1102	\$23.2441	\$29.0551	\$34.8661	\$46.4881
Temporary Assistant Level 2	EO3/051	4*	\$30.9758	\$123.9032	\$24.7806	\$30.9758	\$37.1709	\$49.5613

* May be required to undertake additional training - payable at the Hourly Rate (inc. casual loading) above.

26. Package Rate

- 26.1. A Package Rate (Clause 26.5) will be paid to an Employee performing work in one of the following positions on Polling Day:
- a. Scrutiny Assistant (015);
 - b. Scrutiny Assistant (Return of Materials) (029);
 - c. Pre-poll Voting Centre Voting Officer (011) - (Interstate Voting Centre);
 - d. Polling Assistant (013);
 - e. Declaration Vote Issuing Officer (023);
 - f. Inquiry Officer (024);
 - g. Part-Day Polling Assistant (5 hours) (030);
 - h. Officer in Charge:
 - i) 1 – 3 Issuing Points (001);
 - ii) 4 – 6 Issuing Points (002);
 - iii) 7 – 10 Issuing Points (003); and
 - iv) 11+ Issuing Points (004);
 - i. Second in Charge (2IC) (008);
 - j. Pre-Poll Voting Centre Second in Charge (028) - (Interstate Voting Centre);
 - k. Pre-Poll Voting Centre Officer in Charge (009) - (Interstate Voting Centre); and
 - l. Polling Place Liaison Officer (007)
- 26.2. The Package Rate will include compensation for:
- a. the hours for any Pre-Polling duties as specified in Clause 26.5
 - b. the performance of all duties on Polling Day during the hours of work specified in Clause 26.5.
 - c. casual loading (as per Clause 13.3).
 - d. overtime hours (as per Clause 14); and
 - e. applicable allowances (as per Clause 18);
- 26.3. For Polling Place Liaison Officer (007), Officers in Charge (001 – 004), Pre-Poll Voting Centre Officer in Charge (009), Pre-Poll Voting Centre Second in Charge (028) and Second in Charge (008), the remuneration package for Polling Day will include compensation for activities required to be undertaken prior to Polling Day in relation to their position on Polling Day, as specified in Clause 26.5.
- 26.4. Payment for hours of required training prior to Polling Day is separate to the Package Rate as per Clause 13.5.

26.5. Package Rates for each position are outlined in the table below:

Position title	EOC/ Work Code	Training		Training Payment	Pre-Polling Day			Polling Day					Allowances		Package Payment	
		Maximum hours	Rate		Hours	Rate	Payment (A)	Hours	Rate	Payment (B)	Overtime hours	Overtime rate	Overtime payment (C)	Overtime Meal (D)		Telephone (E)
Scrutiny Assistant	EO1/015	2	\$29.0551	\$58.1102	0	\$29.0551	\$0.0000	4	\$29.0551	\$116.2203	2.5	\$34.8661	\$87.1652	\$0.0000	\$0.0000	\$203.3855
Scrutiny Assistant (ROM)	EO2/029	2	\$29.4406	\$58.8811	0	\$29.4406	\$0.0000	4	\$29.4406	\$117.7622	3.5	\$35.3287	\$123.6503	\$0.0000	\$24.0000	\$265.4126
Pre-Poll Voting Centre Voting Officer (Interstate Voting Centre)	EO2/011	3.5	\$29.4406	\$103.0419	0	\$29.4406	\$0.0000	8	\$29.4406	\$235.5245	7	\$35.3287	\$247.3007	\$35.6500	\$24.0000	\$542.4751
Part-day Polling Assistant (5 hours)	EO2/030	1	\$29.4406	\$29.4406	0	\$29.4406	\$0.0000	5	\$29.4406	\$147.2028	0	\$35.3287	\$0.0000	\$0.0000	\$0.0000	\$147.2028
Polling Assistant	EO2/013	1	\$29.4406	\$29.4406	0	\$29.4406	\$0.0000	8	\$29.4406	\$235.5245	7	\$35.3287	\$247.3007	\$35.6500	\$0.0000	\$518.4751
Polling Assistant (Bilingual)	EO2/014	1	\$29.4406	\$29.4406	0	\$29.4406	\$0.0000	8	\$29.4406	\$235.5245	7	\$35.3287	\$247.3007	\$35.6500	\$0.0000	\$518.4751
Polling Assistant (First Nations)	EO2/070	1	\$29.4406	\$29.4406	0	\$29.4406	\$0.0000	8	\$29.4406	\$235.5245	7	\$35.3287	\$247.3007	\$35.6500	\$0.0000	\$518.4751
Declaration Vote Issuing Officer	EO2/023	3	\$29.4406	\$88.3217	0	\$29.4406	\$0.0000	8	\$29.4406	\$235.5245	7	\$35.3287	\$247.3007	\$35.6500	\$0.0000	\$518.4751
Inquiry Officer	EO2/024	3	\$29.4406	\$88.3217	0	\$29.4406	\$0.0000	8	\$29.4406	\$235.5245	7	\$35.3287	\$247.3007	\$35.6500	\$0.0000	\$518.4751
Officer in Charge 1-3 Issuing Points	EO4/001	6	\$33.4253	\$200.5518	3	\$33.4253	\$100.2759	8	\$33.4253	\$267.4025	7	\$40.1104	\$280.7726	\$35.6500	\$24.0000	\$708.1009
Second in Charge	EO4/008	6	\$33.4253	\$200.5518	3	\$33.4253	\$100.2759	8	\$33.4253	\$267.4025	7	\$40.1104	\$280.7726	\$35.6500	\$0.0000	\$684.1009
Pre-Poll Voting Centre Second in Charge (Interstate Voting Centre)	EO4/028	6	\$33.4253	\$200.5518	3	\$33.4253	\$100.2759	8	\$33.4253	\$267.4025	7	\$40.1104	\$280.7726	\$35.6500	\$0.0000	\$684.1009
Pre-Poll Voting Centre Officer in Charge (Interstate Voting Centre)	EO5/009	6	\$34.2946	\$205.7675	3	\$34.2946	\$102.8837	8	\$34.2946	\$274.3566	7	\$41.1535	\$288.0744	\$35.6500	\$24.0000	\$724.9648
Officer in Charge 4-6 Issuing Points	EO5/002	6	\$34.2946	\$205.7675	3	\$34.2946	\$102.8837	8	\$34.2946	\$274.3566	7	\$41.1535	\$288.0744	\$35.6500	\$24.0000	\$724.9648
Officer in Charge 7-10 Issuing Points	EO5/003	6	\$34.2946	\$205.7675	5	\$34.2946	\$171.4729	8	\$34.2946	\$274.3566	7	\$41.1535	\$288.0744	\$35.6500	\$24.0000	\$793.5539
Officer in Charge 11+ Issuing Points	EO5/004	6	\$34.2946	\$205.7675	8	\$34.2946	\$274.3566	8	\$34.2946	\$274.3566	7	\$41.1535	\$288.0744	\$35.6500	\$24.0000	\$896.4376
Polling Place Liaison Officer	EO5/007	7	\$34.2946	\$240.0620	5	\$34.2946	\$171.4729	8	\$34.2946	\$274.3566	7	\$41.1535	\$288.0744	\$35.6500	\$24.0000	\$793.5539

27. Adjustments to remuneration packages

- 27.1. If an Employee performs in more than one work classification on Polling Day, they will receive the remuneration package for the higher value work classification for the rostered shift.
- 27.2. If an Employee is not required by the AEC to perform all their duties on Polling Day, the Electoral Commissioner may determine that the Employee will be paid, as follows:
- a. Employees who worked from the 7:00am start time, listed in Clause 24.1 but are released by the AEC prior to 11:00am will receive payment for 4 hours of work;
 - b. Employees who worked from the 7:00am start time, listed in Clause 24.1 but are released by the AEC prior to 3:00pm will receive payment for 8 hours of work, inclusive of unpaid breaks;
 - c. Employees who worked from the 7:00am start time, listed in Clause 24.1 but are released by the AEC prior to 7:00pm will receive payment for 12 hours of work, inclusive of unpaid breaks; or
 - d. Employees who worked from the 7:00am start time, listed in Clause 24.1 but are released by the AEC prior to 11:00pm will receive the full remuneration package;
 - e. Employees who worked from the 4:00pm start time listed in Clause 24.1, but are released by the AEC prior to 7:00pm, will receive payment for 3 hours of work;
 - f. Employees who worked from the 4:00pm start time listed in Clause 24.1, but are released by the AEC prior to 12:00am, will receive the full remuneration package.

28. Additional hours worked on Polling Day

- 28.1. The Electoral Commissioner may determine that an Employee is required to work beyond the finish times specified in Clause 24.1.
- 28.2. An Employee who is required to work beyond the finish times specified in Clause 24.1 will be paid for the additional hours:
- a. at the EO2 casual hourly rate specified in Clause 13 if the Employee is in the position of Part-Day Polling Assistant (5 hours) (030). Overtime rates of pay may still apply in accordance with Clause 14.
 - b. at the relevant overtime rate specified in Clause 14 for the relevant EOC of the position performed if the Employee is in a position other than Part-Day Polling Assistant (5 hours) (030).

PART E – Payment for work in Remote Service Delivery Teams (RSDT)

29. Application of Part E

- 29.1. Part E sets out the work arrangements and remuneration for Employees engaged to work in the following positions before and on Polling Day:
- Remote Service Delivery Team Assistant (055)
 - Remote Service Delivery Team Member (017)
 - Remote Service Delivery Team 2IC (025)
 - Remote Service Delivery Team Leader (016).

30. Hourly rates of pay

- 30.1. A RDST Employee will be paid the relevant hourly rate when performing RSD work according to their EOC set out the table below:

Position Title	Electoral Officer Classification	Work Code	Base Hourly Rate	Hourly Rate (inc. casual loading)	Overtime Rate A	Overtime Rate B
Remote Services Delivery Team Assistant	EO2	055	\$23.5524	\$29.4406	\$35.3287	\$47.1049
Remote Services Delivery Team Member	EO3	017	\$24.7806	\$30.9758	\$37.1709	\$49.5613
Remote Services Delivery Team 2IC	EO4	025	\$26.7402	\$33.4253	\$40.1104	\$53.4805
Remote Services Delivery Team Leader	EO5	016	\$27.4357	\$34.2946	\$41.1535	\$54.8713

31. RSDT Package Rate

- 31.1. A RDST Employee, will be paid the relevant daily Package Rate on Polling Service Days according to their EOC as set out in Clause 31.5 if they are engaged in one of the following positions:
- Remote Service Delivery Team Member (017)
 - Remote Service Delivery Team 2IC (025)
 - Remote Service Delivery Team Leader (016).
- 31.2. The Package Rate includes compensation for:
- the hours worked on Polling Service Days
 - casual loading (as per Clause 13.3);
 - overtime hours (as per Clause 14); and
 - applicable allowances (as per Clause 18).
- 31.3. All other work performed by an Employee other than during Polling Service Days, including travel hours on non-Polling Service Days, shall be paid at an hourly rate for the classification at set out in Clause 30.1.

31.4. Daily rates for each RSDT position are set out in the table below:

Position Title	EOC/Work Code	Training		Training Payment	Work on Polling Service Days						Polling Service Days Daily Payment
		Maximum hours	Rate		Hours	Rate	Payment	Overtime hours	Overtime rate	Overtime payment	
Remote Services Delivery Team Leader	EO5/016	39.25	\$34.2946	\$1,346.0621	8	\$34.2946	\$274.3566	6	\$41.1535	\$246.9209	\$521.2775
Remote Services Delivery Team 2IC	EO4/025	27.75	\$33.4253	\$927.5522	8	\$33.4253	\$267.4025	6	\$40.1104	\$240.6622	\$508.0647
Remote Services Delivery Team Member	EO3/017	26.25	\$30.9758	\$813.1144	8	\$30.9758	\$247.8063	6	\$37.1709	\$223.0257	\$470.8320

Attachment A – Code of Conduct

Code of Conduct

1. An Employee must behave honestly and with integrity in connection with their employment.
2. An Employee must act with care and diligence in connection with their employment.
3. An Employee must maintain political and issue neutrality during employment with the AEC by not being, or seen to be, active in political and referendum activities.
4. An Employee, when acting in connection with their employment with the AEC, must treat everyone with respect and courtesy, and without harassment.
5. An Employee, when acting in connection with their employment with the AEC, must comply with all applicable Australian laws. For this purpose, Australian law means:
 - a) Any legislation, or any instrument made under legislation; or
 - b) Any law of a State or Territory, including any instrument made under such a law.
6. An Employee must comply with any lawful and reasonable direction given by someone in the AEC who has authority to give the direction.
7. An Employee must maintain appropriate confidentiality about dealings that the employee has with any Minister or Minister's member of staff.
8. An Employee must:
 - a) Take reasonable steps to avoid any conflict of interest (real or apparent) in connection with the employee's employment with the AEC; and
 - b) Disclose details of any material personal interest of the employee in connection with the employee's employment with the AEC.
9. An Employee must use Commonwealth resources in a proper manner and for a proper purpose.
10. An Employee must not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's employment with the AEC.
11. An Employee must not improperly use inside information or the employee's duties, status, power or authority:
 - a) To gain, or seek to gain, a benefit or an advantage for the employee or any other person;
or
 - b) To cause, or seek to cause, detriment to the AEC, the Commonwealth or any other person.
12. An Employee must at all times behave in a way that upholds:
 - a) The AEC Values; and
 - b) The integrity and good reputation of the AEC.
13. An Employee on duty overseas must at all times behave in a way that upholds the good reputation of Australia.
14. Although Employees are not employed under the *Public Service Act 1999*, they must comply with the requirements concerning the disclosure of information throughout the course of their duties as prescribed under section 2.1 of the *Public Service Regulations 1999*

Attachment B – Training hours

Position title	Work code	Maximum Training hours	Breakdown of training hours		
			Online training	Instructional training (face-to-face)	Briefing (face-to-face)
Temporary Assistant Level 1	050	2h	2h		
Pre-poll Officer	019	3h 30m	2h	1h 30m	
Electoral Visitor	021	3h 30m	2h	1h 30m	
Temporary Assistant Level 2	051	4h*	2h	2h*	
Electoral Visitor in Charge	020	6h	3h	3h	
Pre-poll Second in Charge	027	6h	3h	3h	
Pre-poll Officer in Charge	018	6h	3h	3h	
Early Voting Liaison Officer	080	7h*	3h	3h*	1h
Trainer of Polling Officials	056	9h 10m	3h 10m		6h
Scrutiny Assistant	015	2h	2h		
Scrutiny Assistant (ROM)	029	2h	2h		

* May be required to undertake additional face to face training depending on responsibilities

Pre-Poll Voting Centre Voting Officer (Interstate Voting Centre)	011	3h 30m	2h	1h 30m	
Polling Assistant	013	1h	1h		
Declaration Vote Issuing Officer	023	3h	2h	1h	
Inquiry Officer	024	3h	2h	1h	
Part-day Polling Assistant (5 hours)	030	1h	1h		
Officer in Charge 1-3 Issuing Points	001	6h	3h	3h	
Second in Charge	008	6h	3h	3h	
Pre-Poll Voting Centre Second in Charge (Interstate Voting Centre)	028	6h	3h	3h	
Pre-Poll Voting Centre Officer in Charge (Interstate Voting Centre)	009	6h	3h	3h	
Officer in Charge 4-6 Issuing Points	002	6h	3h	3h	
Officer in Charge 7-10 Issuing Points	003	6h	3h	3h	
Officer in Charge 11+ Issuing Points	004	6h	3h	3h	
Polling Place Liaison Officer	007	7h	3h	3h	1h
Remote Mobile Team Leader	016	39h 15m	9h 15m	30h	
Remote Mobile Team Second in Charge	025	27h 45m	5h 15m	22h 30m	
Remote Mobile Team Member	017	26h 15m	3h 45m	22h 30m	
Remote Mobile Polling Assistant	055	Nil			