

Date March 2022

Commonwealth Electoral Act 1918

Collective Determination 2022/1

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

Signed 28 March 2022



PART A – Preliminary.....	3
1. Citation.....	3
2. Period of operation.....	3
3. Application	3
4. Interaction with other instruments.....	3
5. Delegation of powers	3
6. Definitions	4
PART B – Terms and conditions applying to all Employees.....	5
7. Application of Part B.....	5
8. Engagement.....	5
9. Eligibility to work.....	5
10. Minimum age of employment.....	5
11. Employee obligations.....	5
12. Hours of work	6
13. Overtime.....	6
14. Recording attendance.....	7
15. Rest and meal breaks.....	7
16. Method of payment.....	7
17. Superannuation	8
18. Other payments	8
19. Allowances	8
20. Termination	9
21. Classifications and Rates of Pay.....	9
PART C – Payment for work during the pre-polling period.....	11
22. Application of Part C.....	11
23. Hourly rates of pay	11
PART D – Payment for work on Polling Day	13
24. Application of Part D.....	13
25. Hours of work on Polling Day.....	13
26. Hourly rates of pay	14
27. Package rates of pay	15
28. Remuneration packages.....	16
29. Adjustments to remuneration packages.....	19
30. Additional hours worked on Polling Day.....	19
PART E – Payment for work during the post -polling period.....	20
31. Application of Part E	20
32. Hourly rates of pay	20
PART F – Payment for work for remote area mobile polling staff	21

33.	Application of Part F	21
34.	Hourly rates of pay	21
35.	Daily rate remuneration	22
	Attachment A – Values and Code of Conduct	24
	Code of Conduct	24
	APS Values.....	25

PART A – Preliminary

1. Citation

- 1.1. This Determination may be cited as the Collective Determination 2022/1.

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. 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.
CEA	<i>Commonwealth Electoral Act 1918.</i>
Employee	A person who is employed under section 35 of the CEA to perform election related duties and who is an Australian Citizen.
Fully Vaccinated	Having been administered the recommended full dosage of any approved vaccine at that time, according to Federal Government recommendations or State or Territory requirements where advice may vary to Federal Government requirements.
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 includes activities undertaken by the AEC to enable that pre-polling day voting.
Polling Day	The day fixed for polling in accordance with the CEA or for duties performed for the purposes of clause 3.1.
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.
Remote Area Mobile Polling Team	Remote mobile polling teams service 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.
Serious misconduct	As defined in reg 1.07 of the <i>Fair Work Regulations 2009.</i>

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 ongoing 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 as part of a character assessment 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.
- 9.2. Employees must be fully vaccinated against COVID-19 with an approved vaccine according to Federal Government or State/Territory recommendations or have an approved medical exemption. Remote area mobile polling and mobile polling employees must be fully vaccinated to undertake their roles.

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 allocated a position as a Temporary Assistant Level 1;
 - b. Must not be involved in administering polling during the early voting 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 Values and 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 neutrality and must not be, or be seen to be, active in any political affairs during their employment (this includes not being publicly active in any political affairs during employment with AEC);
- 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. Complete the Section 202A Undertaking form prior to performing any duties in relation to their employment; and
- i. Complete 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. 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.
- 12.3. 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.
- 12.4. Where exceptional circumstances exist, and as required by the AEC, operations for election duties may span across a 24-hour period.

13. Overtime

- 13.1. An Employee will be entitled to be paid overtime rates in accordance with Clause 21 when an Employee is directed by the Electoral Commissioner to work:
 - a. More than 8 hours on a day. Overtime rate A will only apply to the hours worked more than 8 hours; or
 - b. Outside the span of ordinary hours as specified in clause 12.1. Overtime rate A will only apply to the hours worked outside the span of ordinary hours; or
 - c. More than 38 ordinary hours in a week, each Thursday to the following Wednesday. Overtime rate A will only apply to the hours worked in excess of 38 ordinary hours; or
 - d. Despite a, b and c, all hours worked on a Sunday or Public Holiday will attract Overtime rate B.
- 13.2. An Employee 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 21.

- 13.3. Overtime under clause 13.2 will only be paid for all hours worked after being directed by the Electoral Commissioner to recommence work until an 8 hour break can be taken.
- 13.4. No casual loading will be paid for any hours for which an Employee is paid at overtime rates.

14. Recording attendance

- 14.1. An Employee must accurately record their start and finish times (and any breaks) on any timekeeping system provided by the AEC.

15. Rest and meal breaks

- 15.1. Employees are entitled to rest breaks and meal breaks in accordance with the below table, noting the following:
 - a. A rest break is a 10 minute paid break that counts as time worked; and
 - b. 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

- 15.2. All breaks should be taken at a time suitable to the needs of the business and generally at the direction of the Officer in Charge/Supervisor.
- 15.3. 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 21) for the period from when the Employee worked 6 continuous hours until the time the break was taken.
- 15.4. For the avoidance of doubt, in clause 15.3 the overtime rate is paid in place of, not in addition to, the Employee's base rate of pay for Employees engaged to perform positions covered under Part C of this Determination.
- 15.5. Consideration of rest and meal breaks is included in the package rate remuneration provided for employees in Part D.

16. Method of payment

- 16.1. All Employees will be paid remuneration in arrears by electronic funds transfer to one Australian financial institution account nominated by an employee in accordance with section 323 of the FWA.

17. Superannuation

- 17.1. The AEC will make compulsory employer superannuation contributions as required by the applicable legislation.
- 17.2. The AEC will not make superannuation contributions for an Employee if the AEC pays the Employee less than \$450 gross earnings by way of salary or wages in a calendar month.
- 17.3. The AEC will make employer superannuation contributions equivalent to the Superannuation Guarantee Contribution rate (currently 10% of ordinary time earnings), unless the employee is an existing member of the:
 - a. Public Sector Superannuation Accumulation Plan (PSSap); or
 - b. 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.

- 17.4. 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 Australian Taxation Office.

18. Other payments

- 18.1. 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 an authorised AEC representative.
- 18.2. The Electoral Commissioner may discretionarily determine that an Employee is entitled to an exceptional circumstances' payment.
- 18.3. Any claims under clause 18 must be supported with reasonable evidence acceptable to the AEC.

19. Allowances

- 19.1. An Employee will be eligible to be paid one overtime meal allowance of \$31.25 where the Employee has attended the workplace more than 12 hours duty on a day, including rest and meal breaks. For the avoidance of doubt, the package rates for the following positions already incorporate this allowance:
 - a. Officer in Charge (001 – 004);
 - b. Polling Place Liaison Officer (007);
 - c. Second in Charge (008);
 - d. Pre-Poll Voting Centre (PPVC) Officer in Charge (Polling Day) (009);
 - e. Pre-Poll Voting Centre (PPVC) Second in Charge (Polling Day) (028);
 - f. Polling Assistant (013);
 - g. Declaration Vote Issuing Officer (023);
 - h. Inquiry Officer (024); and
 - i. Pre-Poll Voting Centre (PPVC) Issuing Officer (Polling Day) (011)
- 19.2. The Electoral Commissioner may approve a one-off telephone allowance of \$24.00 where an Employee is directed by an AEC representative to use their personal mobile phone. For the avoidance of doubt, the package rates for the following positions already incorporate this allowance:
 - a. Officer in Charge (001 – 004);
 - b. Polling Place Liaison Officer (007);

- c. Pre-Poll Voting Centre (PPVC) Officer in Charge (Polling Day) (009); and
 - d. Scrutiny Assistant (Return of Materials) (029).
- 19.3. The Electoral Commissioner may approve the payment of vehicle allowance where an Employee has been given prior approval by an authorised AEC officer to use their personal vehicle for AEC business purposes and this use is in accordance with the AEC policy for payment of a motor vehicle allowance. The rate of the vehicle allowance will be the cents per kilometre amount determined by the Australian Taxation Office for car expense tax deductions from time to time.
- 19.4. 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 policies and processes.
- 19.5. An employee will be paid an allowance to compensate them for the requirement to use personal protective equipment (e.g. masks, gowns or other PPE as applicable) at the locations they undertake their work. The rate is \$1.70 per hour for hours worked by an employee on an hourly rate basis or \$17.00 per day for employees on a daily package rate.
- 19.6. An employee will be paid an allowance to compensate them for the requirement to undertake a Rapid Antigen Test (RAT), where applicable for their position, required under Public Health Orders or where directed by the AEC. The rate of \$12.50 will apply for each day a RAT is to be undertaken by the employee. All remote area mobile polling employees and mobile polling teams will be required to have a RAT on each day worked.

20. Termination

- 20.1. The AEC or the Employee may terminate the employee's employment for any reason, other than serious misconduct, by giving at least one hour's notice, or payment in lieu of notice. No notice is required if the AEC terminates the employee's employment for serious misconduct.

21. Classifications and Rates of Pay

- 21.1 The classifications and rates of pay are:

Electoral Officer Classification	Base Hourly Rate	Hourly Rate with 25% Casual Loading	Overtime Rate A	Overtime Rate B
EO1	\$20.4300	\$25.5375	\$30.6450	\$40.8600
EO2	\$20.7011	\$25.8764	\$31.0517	\$41.4022
EO3	\$21.7806	\$27.2258	\$32.6709	\$43.5612
EO4	\$23.5029	\$29.3786	\$35.2544	\$47.0058
EO5	\$24.1443	\$30.1804	\$36.2165	\$48.2886

21.2 Overtime rates of pay are calculated as follows:

	Overtime Rate A	Overtime Rate B
Description	Payable to an Employee who performs overtime on Monday to Saturday (excluding public holidays)	Payable to an Employee who performs work on a Sunday or public holiday
Calculation	Base Hourly rate x 150%	Base Hourly rate x 200%

The 25% casual loading does not apply to any hours worked as overtime.

PART C – Payment for work during the pre-polling period

22. Application of Part C

- 22.1. Part C sets out the work arrangements and remuneration for Employees engaged to work on any day during the pre-polling period, excluding those positions covered by Part D, Part E and Part F.

23. Hourly rates of pay

- 23.1. An Employee will be paid the appropriate hourly rate according to their classification set out in Clause 23.3 for the time worked.
- 23.2. An Employee is also paid a casual loading of 25% of their base hourly rate of pay, in lieu of all paid leave entitlements. The casual loading is not paid for overtime.

23.3. Hourly and overtime rates for each position are:

Electoral Officer Classification	Work Code	Position Title	Base Hourly Rate	Hourly rate (incl casual loading)	Overtime Rate A	Overtime Rate B	PPE Allowance p/h (reference 19.5)
EO1	026	Pre-Poll Voting Centre Scrutiny	\$20.4300	\$25.5375	\$30.6450	\$40.8600	\$1.70
EO1	050	Temporary Assistant Level 1	\$20.4300	\$25.5375	\$30.6450	\$40.8600	\$1.70
EO2	019	Pre-poll Officer	\$20.7011	\$25.8764	\$31.0517	\$41.4022	\$1.70
EO2	021	Electoral Visitor	\$20.7011	\$25.8764	\$31.0517	\$41.4022	\$1.70
EO3	051	Temporary Assistant Level 2	\$21.7806	\$27.2258	\$32.6709	\$43.5612	\$1.70
EO4	020	Electoral Visitor Officer in Charge (OIC)	\$23.5029	\$29.3786	\$35.2544	\$47.0058	\$1.70
EO4	027	Pre-poll Second in Charge (2IC)	\$23.5029	\$29.3786	\$35.2544	\$47.0058	\$1.70
EO5	018	Pre-poll Officer in Charge (OIC)	\$24.1443	\$30.1804	\$36.2165	\$48.2886	\$1.70
EO5	080	Early Voting Liaison Officer (EVLO)	\$24.1443	\$30.1804	\$36.2165	\$48.2886	\$1.70
EO5	056	Trainer of Polling Officials (TOPS)	\$24.1443	\$30.1804	\$36.2165	\$48.2886	\$1.70

PART D – Payment for work on Polling Day

24. Application of Part D

- 24.1. Part D sets out the work arrangements and remuneration for Employees engaged to perform work on Polling Day.

25. Hours of work on Polling Day

- 25.1. 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	5:00pm	When all required duties are complete in the polling place and generally concludes at 11:00pm.
029	Scrutiny Assistant (Return of Materials)	5:00pm	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.	

26. Hourly rates of pay

- 26.1. An Employee will be paid the appropriate hourly rate according to their classification set out in Clause 26.3 for the time worked if they are not paid a package rate for work performed on Polling Day in accordance with Clause 27.
- 26.2. An Employee is also paid a casual loading of 25% of their base hourly rate of pay, in lieu of all paid leave entitlements. The casual loading is not paid for overtime.

26.3. Hourly and overtime rates for each position are:

Electoral Officer Classification	Work Code	Position Title	Base Hourly Rate	Hourly rate (incl casual loading)	Overtime Rate A	Overtime Rate B	PPE Allowance p/h (reference 19.5)
EO1	050	Temporary Assistant Level 1	\$20.4300	\$25.5375	\$30.6450	\$40.8600	\$1.70
EO3	051	Temporary Assistant Level 2	\$21.7806	\$27.2258	\$32.6709	\$43.5612	\$1.70

27. Package rates of pay

27.1 An employee performing work in one of the following positions on polling day will be paid a package rate:

- 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).

28. Remuneration packages

- 28.1. An Employee performing a position identified in Clause 27 will be paid a remuneration package as specified in Clause 28.4 in recognition of work and hours outlined in clause 25.1 that are performed on Polling Day.
- 28.2. The remuneration package will include compensation for:
- a. The performance of all duties by the Employee on Polling Day during the hours of work specified in Clause 25.1 and rostered hours of work before as specified in Clause 28.3;
 - b. Rostered overtime;
 - c. Casual loading of 25% of the base hourly rate in lieu of all paid leave;
 - d. Applicable allowances; and
 - e. Completing the required training prior to Polling Day.
- 28.3. For Officers in Charge (001 – 004), Pre-Poll Voting Centre Officer in Charge (009) 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.

28.4. Package rates for each position are:

Note: A daily allowance rate of \$17.00 is included in the package rates to account for the wearing of PPE (excludes training days).

Position Title	Classification/ Work Code	Base Hourly Rate	Casual Hourly Rate (inc. 25% casual loading)	Training			Pre-Polling Day				Polling Day						Allowances		Package Rate (Total of Payment and Allowances - excludes superannuation)	
				Rostered Hours	Rate	Training Payment	Rostered	Rate	Payment	PPE Allowance	Rostered Hours	Ordinary Rate	Ordinary Time Payment	Rostered Overtime Hours	Overtime Rate	Overtime Payment	PPE Allowance	Overtime Meal		Telephone
Scrutiny Assistant	EO1/015	\$20.4300	\$25.5375	2	\$25.5375	\$51.0750	0	\$ -	\$ -	\$ -	3	\$25.5375	\$76.6125	2.5	\$30.6450	\$76.6125	\$17.00	\$ -	\$ -	\$221.3000
Scrutiny Assistant (ROM)	EO2/029	\$20.7011	\$25.8764	2	\$25.8764	\$51.7528	0	\$ -	\$ -	\$ -	3	\$25.8764	\$77.6292	3.5	\$31.0517	\$108.6810	\$17.00	\$ -	\$24.00	\$279.0630
Pre-Poll Voting Centre Voting Officer (011) (Interstate Voting Centre)	EO2/011	\$20.7011	\$25.8764	3.5	\$25.8764	\$90.5674	0	\$ -	\$ -	\$ -	8	\$25.8764	\$207.0112	7	\$31.0517	\$217.3619	\$17.00	\$31.25	\$ -	\$563.1905
Polling Assistant	EO2/013	\$20.7011	\$25.8764	1	\$25.8764	\$25.8764	0	\$ -	\$ -	\$ -	8	\$25.8764	\$207.0112	7	\$31.0517	\$217.3619	\$17.00	\$31.25	\$ -	\$498.4995
Declaration Vote Issuing Officer	EO2/023	\$20.7011	\$25.8764	3	\$25.8764	\$77.6292	0	\$ -	\$ -	\$ -	8	\$25.8764	\$207.0112	7	\$31.0517	\$217.3619	\$17.00	\$31.25	\$ -	\$550.2523
Inquiry Officer	EO2/024	\$20.7011	\$25.8764	3	\$25.8764	\$77.6292	0	\$ -	\$ -	\$ -	8	\$25.8764	\$207.0112	7	\$31.0517	\$217.3619	\$17.00	\$31.25	\$ -	\$550.2523
Part-day Polling Assistant (5 hours)	EO2/030	\$20.7011	\$25.8764	1	\$25.8764	\$25.8764	0	\$ -	\$ -	\$ -	5	\$25.8764	\$129.3820	0	\$ -	\$ -	\$17.00	\$31.25	\$ -	\$203.5084
Officer in Charge (OIC) 1-3 Issuing Points	EO4/001	\$23.5029	\$29.3786	6	\$29.3786	\$176.2716	3	\$29.3786	\$88.1358	\$17.00	8	\$29.3786	\$235.0288	7	\$35.2544	\$246.7808	\$17.00	\$31.25	\$24.00	\$835.4670
Second in Charge (2IC)	EO4/008	\$23.5029	\$29.3786	6	\$29.3786	\$176.2716	2	\$29.3786	\$58.7572	\$17.00	8	\$29.3786	\$235.0288	7	\$35.2544	\$246.7808	\$17.00	\$31.25	\$ -	\$782.0884

Position Title	Classification/ Work Code	Base Hourly Rate	Casual Hourly Rate (inc. 25% casual loading)	Training			Pre-Polling Day				Polling Day						Allowances		Package Rate (Total of Payment and Allowances - excludes superannuation)	
				Rostered Hours	Rate	Training Payment	Rostered	Rate	Payment	PPE Allowance	Rostered Hours	Ordinary Rate	Ordinary Time Payment	Rostered Overtime Hours	Overtime Rate	Overtime Payment	PPE Allowance	Overtime Meal		Telephone
Pre-Poll Voting Centre Second in Charge (PPVC 2IC) (Interstate Voting Centre)	EO4/028	\$23.50 29	\$29.37 86	6	\$29.37 86	\$176.2 716	1	\$29.37 86	\$29.37 86	\$17.00	8	\$29.37 86	\$235.02 88	7	\$35.25 44	\$246.7 808	\$17.00	\$31.25	\$ -	\$752.7098
Pre Poll Voting Centre Officer in Charge (PPVC OIC) (Interstate Voting Centre)	EO5/009	\$24.14 43	\$30.18 04	6	\$30.18 04	\$181.0 824	1	\$30.18 04	\$30.18 04	\$17.00	8	\$30.18 04	\$241.44 32	7	\$36.21 65	\$253.5 155	\$17.00	\$31.25	\$24.00	\$795.4715
Officer in Charge (OIC) 4-6 Issuing Points	EO5/002	\$24.14 43	\$30.18 04	6	\$30.18 04	\$181.0 824	3	\$30.18 04	\$90.54 12	\$17.00	8	\$30.18 04	\$241.44 32	7	\$36.21 65	\$253.5 155	\$17.00	\$31.25	\$24.00	\$855.8323
Officer in Charge (OIC) 7-10 Issuing Points	EO5/003	\$24.14 43	\$30.18 04	6	\$30.18 04	\$181.0 824	5	\$30.18 04	\$150.9 020	\$17.00	8	\$30.18 04	\$241.44 32	7	\$36.21 65	\$253.5 155	\$17.00	\$31.25	\$24.00	\$916.1931
Officer in Charge (OIC) 11+ Issuing Points	EO5/004	\$24.14 43	\$30.18 04	6	\$30.18 04	\$181.0 824	8	\$30.18 04	\$241.4 432	\$17.00	8	\$30.18 04	\$241.44 32	7	\$36.21 65	\$253.5 155	\$17.00	\$31.25	\$24.00	\$1006.734 3
Polling Place Liaison Officer (PPLO)	EO5/007	\$24.14 43	\$30.18 04	7	\$30.18 04	\$211.2 628	5	\$30.18 04	\$150.9 020	\$17.00	8	\$30.18 04	\$241.44 32	7	\$36.21 65	\$253.5 155	\$17.00	\$31.25	\$24.00	\$946.3735

29. Adjustments to remuneration packages

- 29.1. 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.
- 29.2. 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 a pro rata amount of the remuneration package for the day, as follows:
 - a. Employees who worked from the 7:00am start time, listed in clause 25.1 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 25.1 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 25.1 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 25.1 until 7:00pm or beyond, are released by the AEC prior to the conclusion of the work in the polling place will receive the full remuneration package.
- 29.3. Where an employee completes training successfully but cannot attend on Polling Day for unforeseen reasons (for example, illness) and provides adequate notification and explanation of that reason, the Electoral Commissioner may make a payment to the employee in respect of the completion of that training.

30. Additional hours worked on Polling Day

- 30.1. The Electoral Commissioner may determine that an Employee is required to work beyond the finish times specified in clause 25.1.
- 30.2. An Employee who is required to work beyond the finish times specified in clause 25.1 will be paid for the additional hours:
 - a. If the Employee is in the position of Part-Day Polling Assistant (5 hours) (030), at the hourly rate of pay for the classification specified in Clause 21.1, hours worked more than a total of 8 hours on Polling Day will be paid in accordance with the relevant overtime rate described in Clause 21.2; and
 - b. If the Employee is in a position other than Part-Day Polling Assistant (5 hours) (030), overtime is in accordance with the relevant overtime rate described in Clause 21.

PART E – Payment for work during the post - polling period

31. Application of Part E

31.1. Part E sets out the work arrangements and remuneration for Employees engaged to work on any day during the post-polling period, excluding those positions covered by Part C, Part D and Part F.

32. Hourly rates of pay

32.1. An Employee will be paid the appropriate hourly rate according to their classification set out in Clause 32.3 for the time worked.

32.2. An Employee is also paid a casual loading of 25% of their base hourly rate of pay, in lieu of all paid leave entitlements. The casual loading is not paid for overtime.

32.3. Hourly and overtime rates for each position are:

Electoral Officer Classification	Work Code	Position Title	Base Hourly Rate	Hourly rate (incl casual loading)	Overtime Rate A	Overtime Rate B	PPE Allowance p/h (reference 19.5)
EO1	050	Temporary Assistant Level 1	\$20.4300	\$25.5375	\$30.6450	\$40.8600	\$1.70
EO3	051	Temporary Assistant Level 2	\$21.7806	\$27.2258	\$32.6709	\$43.5612	\$1.70

PART F – Payment for work for remote area mobile polling staff

33. Application of Part F

- 33.1. Part F sets out the work arrangements and remuneration for Employees engaged to work in the following positions before and on Polling Day:
- Remote Mobile Team Member (017);
 - Remote Mobile Team Second in Charge (2IC) (025); and
 - Remote Mobile Team Leader (016).
 - Remote Area Mobile Polling Assistant (055)

34. Hourly rates of pay

- 34.1. An Employee will be paid the appropriate hourly rate according to their classification set out in Clause 34.3 for the time worked, unless the daily rate of remuneration applies as per clause 35.
- 34.2. An Employee is also paid a casual loading of 25% of their base hourly rate of pay, in lieu of all paid leave entitlements. The casual loading is not paid for overtime.
- 34.3. Hourly and overtime rates for each position are:

Electoral Officer Classification	Work Code	Position Title	Base Hourly Rate	Hourly rate (incl casual loading)	Overtime Rate A	Overtime Rate B	Allowance p/h (Reference 19.5)	Allowance RAT p/d (Reference 19.6)
EO2	055	Remote Area Mobile Polling Assistant	\$20.7011	\$25.8764	\$31.0517	\$41.4022	\$1.70	\$12.50
E02	017	Remote Mobile Team Member	\$20.7011	\$25.8764	\$31.0517	\$41.4022	\$1.70	\$12.50
E04	025	Remote Mobile Team 2IC	\$23.5029	\$29.3786	\$35.2544	\$47.0058	\$1.70	\$12.50
E05	016	Remote Mobile Team Leader	\$24.1443	\$30.1804	\$36.2165	\$48.2886	\$1.70	\$12.50

35. Daily rate remuneration

- 35.1. An Employee, other than an Employee paid according to Clause 34, engaged for the delivery of remote mobile polling services at remote locations shall be paid a daily rate remuneration as specified in Clause 35.6 in recognition of all mobile polling work performed on each day.
- 35.2. An Employee will be paid the appropriate daily remuneration for the work classification they actually perform. If an Employee performs in more than one work classification on the rostered day, they will receive the daily rate remuneration for the higher value work classification for the rostered shift.
- 35.3. The daily rates in 35.6 include compensation for:
 - a. The performance of all rostered hours by the Employee during the hours of work specified in Clause 35.6. This includes ordinary hours as stated in clause 12 and rostered overtime hours in clause 13;
 - b. Casual loading of 25% of the base hourly rate in lieu of all paid leave.
 - c. Compensation for working within the remote locations.
 - d. Overtime.
 - e. Allowances.
- 35.4. The remuneration package paid for the first day of remote mobile polling work will also include compensation for completing the required training requirements for the position prior to commencing the position.
- 35.5. All other work performed by an Employee prior to the commencement of official remote mobile polling, including travel hours on non-Polling Days to remote mobile polling locations, shall be paid at an hourly rate for the classification at set out in Clause 35.6.

35.6. Daily rates for each position are:

Position Title	Level/ Code	Base Hourly Rate	Casual Hourly Rate	Training			Work on Remote Polling Days									Package Total Day 1 (Incl training)	Package Total Day 2+
				Hours	Rate	Pay	Ordinary Time Hours	Ordinary Rate	Ordinary Time Payment	Overtime Hours	Overtime Rate	Overtime Payment	PPE Allowance (daily)	RAT Allowance (daily)			
Remote Mobile Team Leader	EO5/016	\$24.1443	\$30.1804	10.5	\$30.1804	\$316.8942	8	\$30.1804	\$241.4432	6	\$36.2165	\$217.2990	\$17.00	\$12.50	\$805.1364	\$488.2422	
Remote Mobile Team 2IC	EO4/025	\$23.5029	\$29.3786	10.5	\$29.3786	\$308.4753	8	\$29.3786	\$235.0288	6	\$35.2544	\$211.5264	\$17.00	\$12.50	\$784.5305	\$476.0552	
Remote Mobile Team Member	EO2/017	\$20.7011	\$25.8764	9.5	\$25.8764	\$245.8258	8	\$25.8764	\$207.0112	6	\$31.0517	\$186.3102	\$17.00	\$12.50	\$668.6472	\$422.8214	

Attachment A – Values and 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, when acting in connection with their employment with the AEC, must treat everyone with respect and courtesy, and without harassment.
4. 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.
5. An Employee must comply with any lawful and reasonable direction given by someone in the AEC who has authority to give the direction.
6. An Employee must maintain appropriate confidentiality about dealings that the employee has with any Minister or Minister's member of staff.
7. 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.
8. An Employee must use Commonwealth resources in a proper manner and for a proper purpose.
9. 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.
10. 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.
11. 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.
12. An Employee on duty overseas must at all times behave in a way that upholds the good reputation of Australia.

13. 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*.
14. Employees must also maintain political neutrality and must not be, or be seen to be, active in any political affairs during their employment (this includes not being publicly active in any political affairs during employment with AEC);

APS Values

1. Impartial
2. Committed to service
3. Accountable
4. Respectful
5. Ethical