

Completing a Registration of Interest in the ECSA Employment Portal

Electoral Commission of South Australia (ECSA) offers employment opportunities to work at the state or local government elections or South Australia's First Nations Voice to Parliament election.

To be considered for employment, you will need to complete a Registration of Interest (ROI) in the ECSA Employment Portal but before you do, it is important you understand the eligibility requirements.

To work at an election, you must:

- not be active in political affairs or have an association with a political party or candidate. This ensures you do not compromise the strict neutrality of the Electoral Commission
- agree to undertake a Nationally Coordinated Criminal History Check (NCHCC) if it is a requirement for your position, as identified in the 'special conditions' section of the relevant duty statement
- be at least 16 years of age at the time of receiving an offer of employment to work at a state election (as a Polling Assistant) or at least 18 years old for all other positions.
- be at least 18 years old of age at the time of receiving an offer of employment to work at a local government election
- have a unique email address. If you share an email address with another person who would like to work at an election event, you must each register with a unique email address. This ensures offers of employment are sent to the correct person
- read and agree to abide by [ECSA's Code of Conduct for Electoral Officers](#). You do not need to complete or submit a Code of Conduct to ECSA as you will be asked to agree to the Code of Conduct as part of the registration process and again when you accept an offer of employment to enable ECSA to determine your eligibility for employment

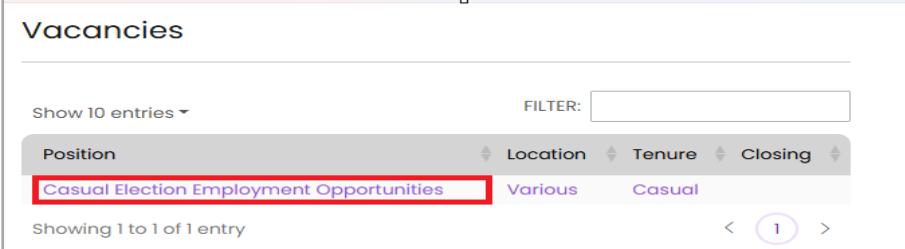
In accordance with [ECSA's Code of Conduct for Electoral Officers](#) temporary election workers are required to act honestly, impartially, professionally, ethically, and courteously in the performance of their duties.

Note: you only need to complete **one** ROI to be considered for employment at all ECSA elections and it will take roughly 30 to 45 minutes to complete the 3 part process.

Information on available roles is available on the [ECSA website](#) and you can locate your preferred/closest districts [here](#).

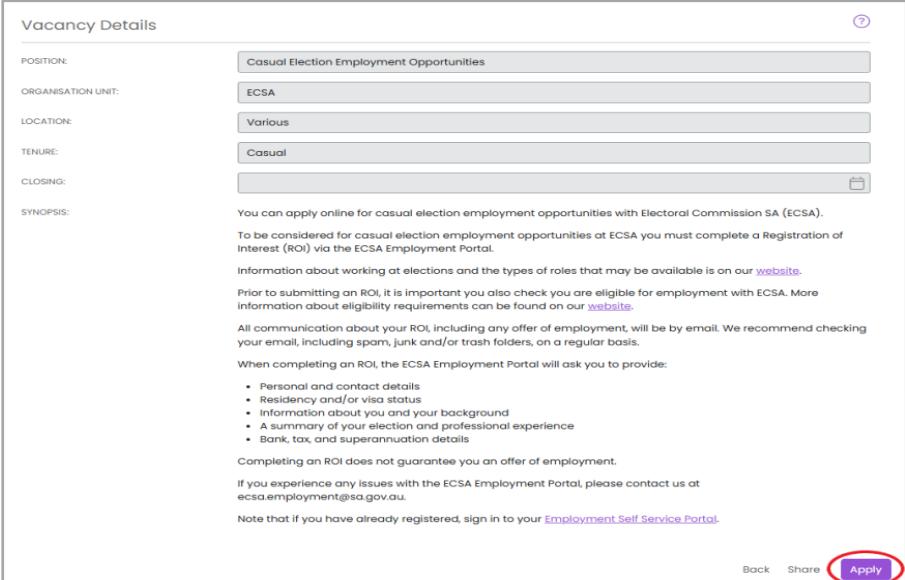
Part 1: Creating an account

- start your ROI by typing <https://candidate.aurion.cloud/ecs/production/> into your internet browser and click on **casual election employment opportunities**



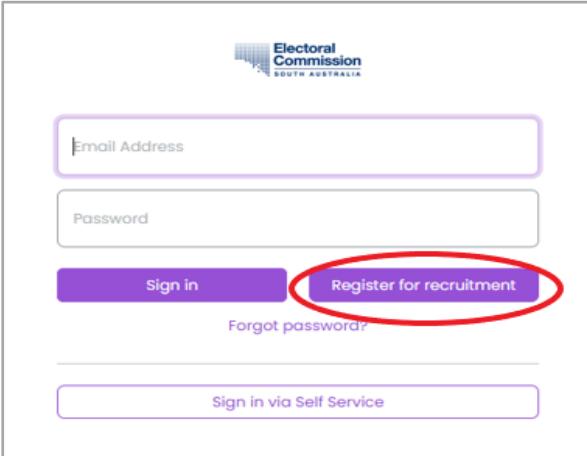
The screenshot shows a table of 'Vacancies'. The 'Position' column has a dropdown menu with 'Casual Election Employment Opportunities' selected. Other columns include 'Location' (Various), 'Tenure' (Casual), and 'Closing' (a date). A 'FILTER:' input field is at the top right. The page shows 'Showing 1 to 1 of 1 entry'.

- read the synopsis and click **apply**



The screenshot shows the 'Vacancy Details' page for a 'Casual Election Employment Opportunities' at 'ECSA' with 'Various' locations and 'Casual' tenure. The 'CLOSING:' field shows a date. The 'SYNOPSIS:' section contains text about applying online and completing a Registration of Interest (ROI). It also includes information about working at elections, eligibility requirements, communication via email, and the information required for the ROI. At the bottom, there are links for contacting ECSA and signing in to the Employment Self Service Portal. The 'Apply' button is highlighted with a red circle.

- click **register for recruitment** noting the Employment Portal will **not** recognise your email address until you have completed the first part of the ROI process



The screenshot shows the ECSA Employment Portal login page. It features fields for 'Email Address' and 'Password', and buttons for 'Sign in' and 'Register for recruitment'. A red circle highlights the 'Register for recruitment' button. Below the buttons is a 'Forgot password?' link. At the bottom, there is a 'Sign in via Self Service' link.

ECSA Employment Portal – updating your details

- read the privacy statement and click **accept**

Create Account

PRIVACY STATEMENT

This site is operated in compliance with the Government of South Australia's information privacy principles (IPPs).

System administrators are required to protect and handle your personal information in accordance with the IPPs.

Your personal information will not be disclosed to a third party except in accordance with the IPPs.

You should note that there are inherent risks associated with transmission of information via the Internet. You should make your own assessment of the potential risks to the security of your information when making a decision as to whether or not you should utilise this site.

- enter your details into the fields, noting your email address will be your username

Your username is the email address you used to create your Registration of Interest (ROI) and will never change even if you change your email address. You can, however update your communication email address in the [ECSA Employment portal](#) to ensure you receive any communication from ECSA or offers of employment.

Create Account

LOGIN DETAILS

EMAIL:
Your email address will be used as your username.

CONFIRM EMAIL:

PASSWORD:

CONFIRM PASSWORD:

✓ Password minimum length is 10 characters
 ✓ Password must contain a minimum of 1 uppercase characters
 ✓ Password must contain a minimum of 1 lowercase characters
 ✓ Password must contain a minimum of 1 numeric characters
 ✓ Password must not contain any spaces
 * Password must contain at least one of the following characters (@#\$%^&*())

PERSONAL DETAILS

FIRST NAME:

LAST NAME:

PERSONAL MOBILE:

Valid format(s) are ## #### #### or #### ## #### or ##### #####

- complete the eligibility questionnaire (15 questions) using the drop-down arrows
- when all questions have been answered, click **continue**

ELIGIBILITY QUESTIONNAIRE

QUESTION 1: Are you an Australian or New Zealand citizen, a permanent resident of Australia, or do you hold a current visa allowing you to work in Australia?

ANSWER 1: Yes

QUESTION 2: Have you received a voluntary separation package from employment in the South Australian Public Sector within the last 12 months?

Your response may make you ineligible to apply for this role. If this is the case a HR Team member will be in touch with you to seek further information.

ANSWER 2: No

- after creating your account, you will receive an email from noreply@aurion.cloud asking you to confirm your email address by clicking on included link or copy and paste the URL into your internet browser

From: noreply@aurion.cloud
 Subject: Confirm your email address - ECSA casual election employment opportunities
 Message:

To confirm your email address for casual election employment opportunities with the Electoral Commission SA click on this link: <https://candidate.aurion.cloud/ecsa/production/signupConfirm?afterAction=%2Fecsa%2Fproduction%2Fapply%2F2914020636533799~1&confirm=5E79BC52-8E4C-11EC-AA2F-C77024E2020E~!-5E81372A-8E4C-11EC-AA2F-C77024E2020E>

- after confirming your email address, you will receive another email from noreply@aurion.cloud

From: noreply@aurion.cloud
 Subject: Account created - ECSA casual election employment opportunities
 Message:

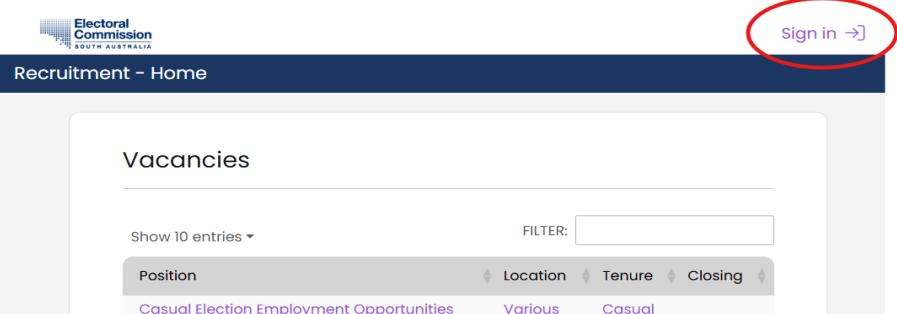
Thank you for creating an account for casual election employment opportunities with the Electoral Commission SA (ECSA).

ECSA Employment

Part 1 of the ROI process – creating your account is now complete.

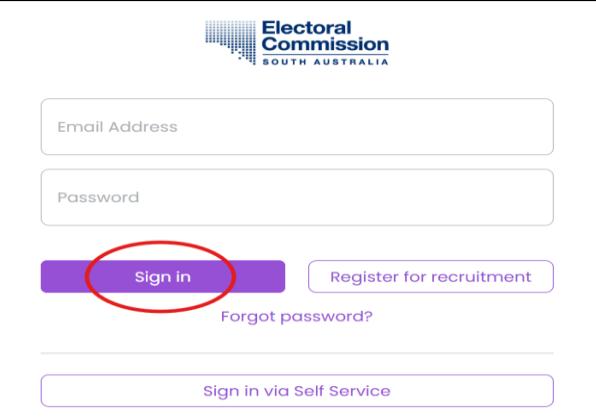
Part 2: Personal details and screening questionnaire

- start part 2 of your ROI by typing <https://candidate.aurion.cloud/ecsaa/production/> into your internet browser, and click **sign in** at the top right.



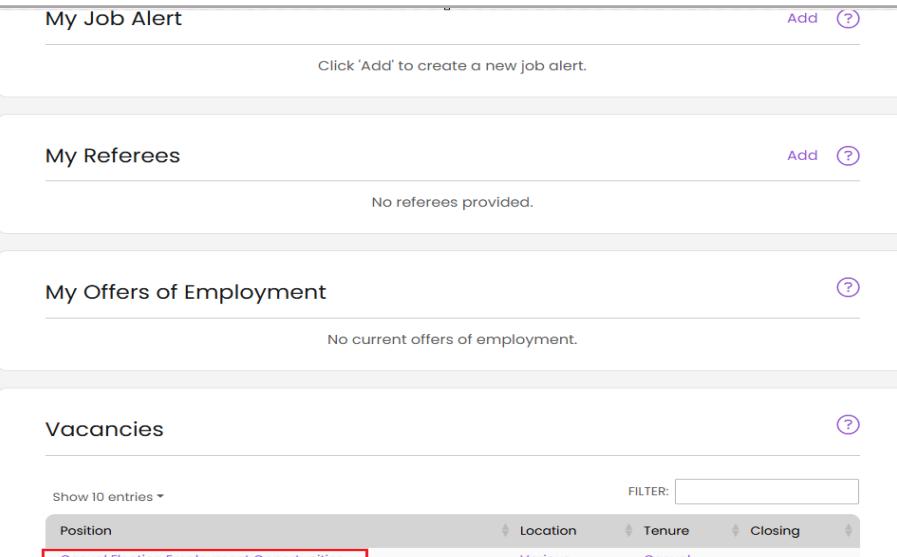
The screenshot shows the 'Recruitment - Home' page of the ECSA website. At the top right, there is a 'Sign in' button with a red circle around it. Below the header, there is a section titled 'Vacancies' with a table showing 10 entries. The table includes columns for Position, Location, Tenure, and Closing. A filter bar is also visible above the table.

- enter your username and password and click **sign in**



The screenshot shows the sign-in page for the ECSA. It features two input fields for 'Email Address' and 'Password', followed by a 'Sign in' button (which is circled in red) and a 'Register for recruitment' link. Below these are 'Forgot password?' and 'Sign in via Self Service' links.

- click **casual election employment opportunities**



The screenshot shows the 'My Job Alert' section of the ECSA portal. It includes a 'My Referees' section (empty), a 'My Offers of Employment' section (empty), and a 'Vacancies' section. The 'Vacancies' section contains a table with a single entry: 'Casual Election Employment Opportunities' (which is circled in red), 'Various', and 'Casual'. There is also a 'Show 10 entries' dropdown and a 'FILTER' input field.

- click **apply**

Casual Election Employment Opportunities – Vacancy Details

Vacancy Details ?

POSITION:	Casual Election Employment Opportunities
ORGANISATION UNIT:	ECSA
LOCATION:	Various
TENURE:	Casual
CLOSING:	
SYNOPSIS:	<p>You can apply online for casual election employment opportunities with Electoral Commission SA (ECSA).</p> <p>To be considered for casual election employment opportunities at ECSA you must complete a Registration of Interest (ROI) via the ECSA Employment Portal.</p> <p>Information about working at elections and the types of roles that may be available is on our website.</p> <p>Prior to submitting an ROI, it is important you also check you are eligible for employment with ECSA. More information about eligibility requirements can be</p>

Back Share ▾ Apply

- read the overview and click **continue**

Casual Election Employment Opportunities – Application Form

1 Overview ?

2 Contact Details

3 Questionnaire

4 Submit Application

Overview ?

Casual Election Employment Opportunities

Thank you for registering your interest with the Electoral Commission SA.

Please complete the additional questions on the following screens to finalise your registration of interest.

You can navigate to the next/previous pages by clicking the appropriate link at the bottom of the page or by using the menu headings above to navigate to a specific screen.

Once you have completed the required sections, please submit your registration. You will be prompted to complete any mandatory fields before your registration can be submitted.

Save and exit Continue

- work through the fields entering your personal details

Personal Details ?

Please enter your personal details on this screen noting that the red marker on the response box indicates that a response is mandatory.

SALUTATION:	Ms
GIVEN NAMES:	Bella
SURNAME:	Test
PREFERRED NAME:	Bella
SEX:	Female ▼
DATE OF BIRTH:	1 Jun 2000 📅

ECSA Employment Portal – updating your details

- when entering your address, type your post code and if your suburb doesn't appear in the drop-down box, click on the magnifying glass to find your suburb

ADDRESS ?

We require your residential address.

STREET ADDRESS: 125 Alphabet Street

POSTCODE: 5023 ?

SUBURB: Findon - 5023
SA
Australia

STATE: Seaton - 5023
SA
Australia

COUNTRY: Seaton - 5023
SA
Australia

[Save and exit](#) [Back](#) [Save](#) Save and continue

- click **save and continue**
- complete the screening questionnaire using the drop-down arrows, noting you **do not** need to upload a copy of your vaccination certificate

Questionnaire ?

Additional Questions

Please provide a response to the questions on this screen noting that the red marker on the response box indicates that a response is mandatory.

Are you on the South Australian Electoral Roll? *Note that you don't need to be on the roll to be employed by ECSA.

Question 1 Yes

Are you willing to work in a Polling Booth on Polling Day?

Question 2 Yes

Are you willing to work in a casual role on Mondays to Fridays between the hours of 7:30am and 5:00pm?

Note that you don't need to be available every week day to answer yes.

Question 3 Yes

Are you willing to work Mondays to Fridays after 5:00pm?

Note that you don't need to be available every week day after 5:00pm to answer yes.

Question 4 Yes

- information on available roles is available on [ECSA website](#) and you can locate your preferred/closest districts [here](#)

Please nominate/select your first work location preference.

Preference 1 District of Adelaide

Please nominate/select your second work location preference.

Preference 2 District of Cheltenham

Please nominate/select your third work location preference.

Preference 3 District of Enfield

Please nominate/select up to 5 specific casual positions you would like to register your interest for.

Preference 1 Early Voting Officer

Please nominate/select up to 5 specific casual positions you would like to register your interest for.

Preference 2 Polling Official

Please nominate/select up to 5 specific casual positions you would like to register your interest for.

Preference 3 Dec Vote Officer

Please nominate/select up to 5 specific casual positions you would like to register your interest for.

Preference 4 Clerical Asst (Dist Off)

Please nominate/select up to 5 specific casual positions you would like to register your interest for.

Preference 5 Clerical Asst (Leg Coun)

Back [Save](#) [Save and continue](#)

- click **save and continue**

1 Overview

2 Contact Details

3 Questionnaire

4 Submit Application

Submit Application

Thank you for completing your registration of interest with the Electoral Commission SA.

Please note that completing a registration of interest does not guarantee that you will be offered employment.

You will be contacted by email if you are offered employment.

To finalise your registration, please click the 'Submit' button below.

APPLICATION STATUS: Draft

[Save and exit](#) [Back](#) [Submit](#)

- click **submit**

ECSA Employment Portal – updating your details

Application Summary	
VACANCY DETAILS	
POSITION:	Casual Election Employment Opportunities
ORGANISATION UNIT:	ECSA
LOCATION:	Various
TENURE:	Casual
SYNOPSIS:	<p>You can apply online for casual election employment opportunities with Electoral Commission SA (ECSA).</p> <p>To be considered for casual election employment opportunities at ECSA you must complete a Registration of Interest (ROI) via the ECSA Employment Portal.</p> <p>Information about working at elections and the types of roles that may be available is on our website.</p> <p>Prior to submitting an ROI, it is important you also check you are eligible for employment with ECSA. More information about eligibility requirements can be found on our website.</p> <p>All communication about your ROI, including any offer of employment, will be by email. We recommend checking your email, including spam, junk and/or trash folders, on a regular basis.</p> <p>When completing an ROI, the ECSA Employment Portal will ask you to provide:</p> <ul style="list-style-type: none"> Personal and contact details Residency and/or visa status Information about you and your background A summary of your election and professional experience Bank, tax, and superannuation details <p>Completing an ROI does not guarantee you an offer of employment.</p> <p>If you experience any issues with the ECSA Employment Portal, please contact us at ecsa.employment@sa.gov.au.</p> <p>Note that if you have already registered, sign in to your Employment Self Service Portal.</p>
APPLICATION DETAILS	
STATUS:	Submitted
MODIFIED:	30/10/2025 12:46:55
Withdraw Back Share + Recall	

- if you need to change any of the details in your ROI, click **recall**
- if you decide not to work for ECSA, click **withdraw** to cancel your ROI

Part 2 of the ROI process – personal details and screening questionnaire is now complete.

Part 3: Finalising your ROI – bank, tax and super details

- start part of your ROI 3 by clicking on the hyperlink to access the [ECSA Employment Portal](#) or enter the URL <https://erm.aurion.cloud/ecsса/production/personnel/login> into your internet browser, enter your username and password and click **sign in**



indi.bella@test.com.au

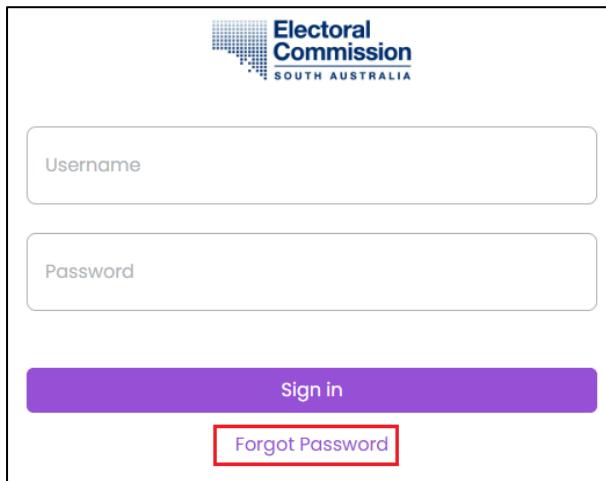
.....

Sign in

Forgot Password

Your username is the email address you used to create your Registration of Interest (ROI) and will never change even if you change your email address. You can, however update your communication email address in the [ECSA Employment portal](#) to ensure you receive any communication from ECSA or offers of employment.

If you have forgotten your password, click 'forgot password?', enter your username and a new password will be sent to your email from noreply@aurion.cloud.



Username

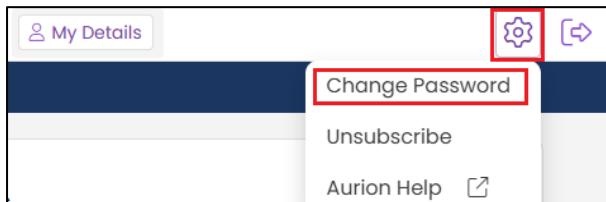
Password

Sign in

Forgot Password

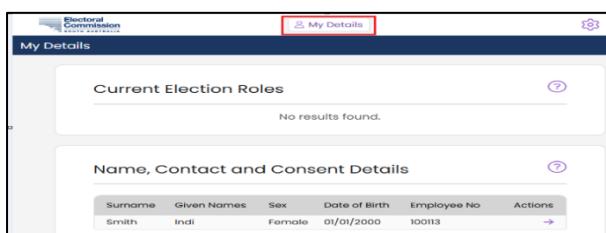
If you do not have access to the email address you used to create your ROI, please contact the ECSA Employment Desk on 1300 974 103 (9am to 5pm Monday to Friday) or email ecsа.employment@sa.gov.au for assistance resetting your password.

To change your reset password to a password of your choice, login to the [ECSA Employment Portal](#), click on the 'settings cog' and 'change password'.



Your password must contain at least 10 characters including 1 capital letter, 1 lowercase letter, 1 numeric character and 1 of the following special characters (!@#\$%^&*) and is case sensitive.

The **My Details** screen is your home page in the [ECSA Employment Portal](#) and you can return to it at any time by clicking on the 'my details' box.



The **current election roles** section will remain empty until you have accepted an offer of employment.



The **name, contact and consent details** field captures your personal information.

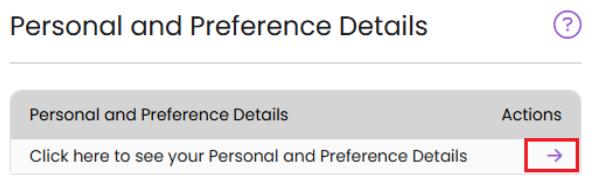
To enter/update your **name, contact and consent details**, click on the arrow to open the details screen and enter the required information.

- click **save** to keep changes or **back** to discard your changes

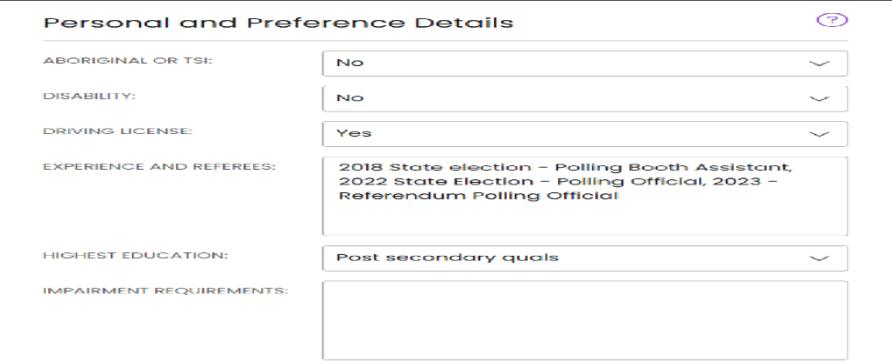
ECSA Employment Portal – updating your details

The **personal and preference details** field captures your personal details.

To enter/update your **personal and preference details** including your availability to work, click on the arrow to open the details screen and enter the required information.



Personal and Preference Details	Actions
Click here to see your Personal and Preference Details	



Personal and Preference Details	
ABORIGINAL OR TSI:	No
DISABILITY:	No
DRIVING LICENSE:	Yes
EXPERIENCE AND REFEREES:	2018 State election - Polling Booth Assistant, 2022 State Election - Polling Official, 2023 - Referendum Polling Official
HIGHEST EDUCATION:	Post secondary qual
IMPAIRMENT REQUIREMENTS:	

- click **save** to keep changes or **back** to discard your changes

The **emergency contacts** field captures your emergency contact details.

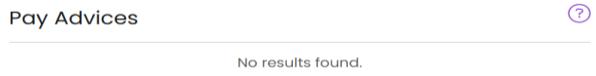
To enter/update your emergency contacts details, click on the arrow and enter your next of kin details, noting the person you nominate as priority '1' will be the first person contacted in the case of an emergency.



Emergency Contacts					
Name	Priority	Relationship	Work	Home	Actions
Andy	1	Husband			

- click **save** to keep changes or **back** to discard your changes

The **pay advices** section will remain empty until your first pay is processed. You pay advice will be available the Friday after the week worked.



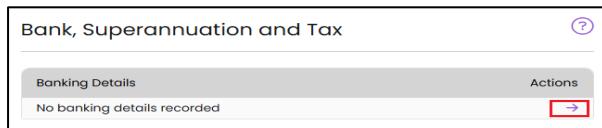
Pay Advices
No results found.

ECSA reports your income directly to the ATO so you will not receive a payment summary at the end of the financial year. Instead, this information will be available on your final pay advice and/or your MyGov profile.

The bank, super and tax field captures your bank, tax and super details.

To enter/update your **bank, super and tax details** click on the arrow and enter the relevant details.

Note: the Employment Portal is locked between **3.30pm Tuesdays and 1pm Thursdays** and you will not be able to enter or update your bank, super or tax details during this time.

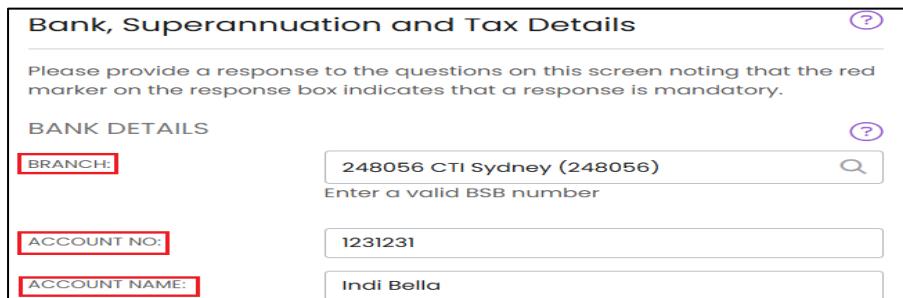


Bank, Superannuation and Tax

Banking Details	Actions
No banking details recorded	

To enter/update your **bank** details:

- click on 'branch' and enter the bank BSB and select your bank from the drop-down menu
- click on 'account no' and enter your account number without spaces or dashes (i.e. 1231231)
- click on 'account name' and enter your given name and family name (first and surname)



Bank, Superannuation and Tax Details

Please provide a response to the questions on this screen noting that the red marker on the response box indicates that a response is mandatory.

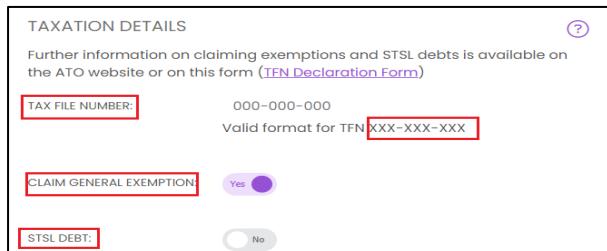
BANK DETAILS

BRANCH:	248056 CTI Sydney (248056) Enter a valid BSB number
ACCOUNT NO:	1231231
ACCOUNT NAME:	Indi Bella

If you cannot find your BSB please email ecsapayroll@sa.gov.au with your banks' name and BSB and it will be added into the [ECSA Employment Portal](#) for you to select.

To enter/update your **taxation** details:

- enter your tax file number (TFN) in the format XXX-XXX-XXX (i.e. 123-456-789).
- if you are eligible to claim the tax-free threshold (general exemption, click **claim general exemption** radio button to turn the field purple).
- If you have a study and training support loan, click **STSL debt** radio button to turn the field purple.



TAXATION DETAILS

Further information on claiming exemptions and STSL debts is available on the ATO website or on this form ([TFN Declaration Form](#))

TAX FILE NUMBER:	000-000-000 Valid format for TFN  XXX-XXX-XXX
CLAIM GENERAL EXEMPTION:	<input checked="" type="radio"/> Yes <input type="radio"/> No
STSL DEBT:	<input checked="" type="radio"/> Yes <input type="radio"/> No

If you are eligible to claim the tax-free threshold but you do not click the 'claim general exemption' radio dial or you do not enter your TFN, you will be taxed by the Australian Taxation Office (ATO) at the highest tax rate.

Information on your eligibility to claim the general exemption or applying for a TFN is available at www.ato.gov.au.

ECSA is unable to make any tax adjustments once your pay is processed, including reducing the amount of tax paid. Instead, you will need to submit a tax return at the end of the financial year and the ATO will determine if you are entitled to a tax refund based on your individual circumstances.

To enter/update your **superannuation details**, select one of the following:

1. join ECSA's default fund, Super SA by clicking on the radio button;

SUPERANNUATION FUND:
<input type="radio"/> I wish to join the default fund, Super SA Triple S Scheme - USI=40651037780001

2. use your existing super account with Super SA by clicking on the radio button and entering your member number without spaces or dashes (i.e. 123123123123)

SUPERANNUATION FUND:
<input type="radio"/> I wish to join the default fund, Super SA Triple S Scheme - USI=40651037780001 <input checked="" type="radio"/> I am already a member of the default fund, Super SA Triple S Scheme - USI=40651037780001, and I have a current membership number <input type="radio"/> I wish to provide my own fund details If you wish to nominate your Self Managed Superannuation Fund (SMSF) please email the details of the fund (including the fund BSB, account number, ABN and ESA) along with a document confirming the SMSF is an ATO regulated Super Fund to ecsae.employment@sa.gov.au
MEMBERSHIP NO:
1231231231

If you do not have a TFN and want to select Super SA, click on the radio button and enter 'new member' in the membership no field.

SUPERANNUATION FUND:
<input type="radio"/> I wish to join the default fund, Super SA Triple S Scheme - USI=40651037780001 <input checked="" type="radio"/> I am already a member of the default fund, Super SA Triple S Scheme - USI=40651037780001, and I have a current membership number <input type="radio"/> I wish to provide my own fund details If you wish to nominate your Self Managed Superannuation Fund (SMSF) please email the details of the fund (including the fund BSB, account number, ABN and ESA) along with a document confirming the SMSF is an ATO regulated Super Fund to ecsae.employment@sa.gov.au
MEMBERSHIP NO:
new member

3. nominate your preferred super fund/ ATO registered self-managed super fund by:

- clicking on the fund Spins/USI field and start typing your fund's name
- selecting the correct USI for your super fund
- clicking in the membership number field and enter your member number without spaces or dashes (i.e. 123123123123)

SUPERANNUATION FUND:

I wish to join the default fund, Super SA Triple S Scheme - USI=40651037780001
 I am already a member of the default fund, Super SA Triple S Scheme - USI=40651037780001, and I have a current membership number
 I wish to provide my own fund details
If you wish to nominate your Self Managed Superannuation Fund (SMSF) please email the details of the fund (including the fund BSB, account number, ABN and ESA) along with a document confirming the SMSF is an ATO regulated Super Fund to ecsa.employment@sa.gov.au

FUND SPIN / USI:

MEMBERSHIP NO.:

If you cannot find your super fund in the [ECSA Employment Portal](#), please email ecsa.payroll@sa.gov.au with your super fund name, ABN and USI and it will be added into the [ECSA Employment Portal](#) for you to select.

If you wish to nominate your SMSF, email the fund's details including fund name, ABN, BSB, account number, electronic service address (ESA) and your member number, if applicable to ecsa.payroll@sa.gov.au and it will be added into the [ECSA Employment Portal](#) for you to select.

Click **save** to keep changes or **back** to discard your changes.

After you click 'save', a pop-up screen containing your bank, tax and super details will appear. Please review details carefully as providing incorrect details will delay payment into your bank or super fund.

Confirm Updates

Please confirm that the updated details below are correct otherwise the funds may go to the wrong account, and we may not be able to recover them for you.

Fund SPIN / USI:
Super SA Triple S Scheme – USI=40651037780001

Cancel **Confirm**

Click **confirm**

What now?

Your Registration of Interest is now completed, and you will be moved into the employment pool and considered for employment at a future election.

Keep an eye on your email inbox (including your spam/junk folders) as offers of employment will be sent to the email address you used in your ROI.

Thank you for your registration and your interest in working with the Electoral Commission of SA.

Contact

If you need further assistance, please contact the ECSA Employment Desk on 1300 974 103 (9am to 5pm Monday to Friday) or email ecs.employment@sa.gov.au.

