



**Electoral Commission of South Australia**

***Electoral Act 1985***

**Determination of Employment Terms and Conditions  
for Temporary Staff  
appointed under the Electoral Act 1985, Section 12(1)(b)**

**Effective 5 August 2024**

Issued: 28 October 2024

Mick Sherry  
**ELECTORAL COMMISSIONER**

**TABLE OF CONTENTS**

<b>PART A – PRELIMINARY .....</b>	<b>4</b>
1. Citation .....	4
2. Commencement .....	4
3. Application .....	4
4. Interaction with Other Instruments .....	5
5. Period of Operation for this Determination .....	5
6. Delegation of Powers .....	5
7. Definitions .....	5
<b>PART B – EMPLOYMENT TERMS AND CONDITIONS .....</b>	<b>6</b>
8. Engagement .....	6
9. Minimum Age of Employment .....	6
10. Conditions of Employment .....	6
11. Employee Obligations .....	6
12. Training.....	7
13. Superannuation .....	7
14. Termination of Employment .....	7
<b>PART C – WORK PERFORMED THAT IS PAID ON AN HOURLY BASIS .....</b>	<b>8</b>
15. Application of Part C .....	8
16. Hours of Work.....	8
17. Recording Time Worked .....	9
18. Fees for Work Performed Paid on an Hourly Basis (Hourly Fee).....	9
19. Overtime .....	10
20. Rest Relief between Shifts .....	10
<b>PART D – WORK PERFORMED IN POLLING BOOTHS ON POLLING DAY .....</b>	<b>11</b>
21. Application of Part D .....	11
23. Recording Attendance .....	12
24. Remuneration for Employees that Work in Polling Booths on Polling Day.....	12
<b>PART E – OTHER WORK PERFORMED THAT IS PAID AS FIXED FEE .....</b>	<b>13</b>
25. Application of Part E .....	13
26. Hours of Work.....	13
27. Recording Attendance is Not Required .....	13
28. Fixed Fee Remuneration.....	14
29. Polling Booth Inspection Allowance .....	14
30. Rest Relief between Shifts .....	15
<b>PART F – GENERAL CONDITIONS .....</b>	<b>15</b>
31. Application of Part F.....	15
32. Reimbursement of Work-Related Expenses.....	15
33. Allowance – Reimbursement for use of private motor vehicle .....	15
34. Meal Allowance.....	17
35. Salary Sacrifice Arrangements.....	18
36. Exceptional Circumstances Payment.....	18
37. Method of Payment.....	18
38. Contacts .....	18
<b>SCHEDULE 1 – RELEVANT ACTIVITIES.....</b>	<b>19</b>
<b>SCHEDULE 2 – FEES FOR WORK PERFORMED .....</b>	<b>20</b>

Table 1 – Hourly Fees, Fixed Fee Remuneration, and Fixed Day Rates..... 20

Table 2 – Hourly Fees Formula ..... 24

Table 3 – Overtime ..... 25

**PART A – PRELIMINARY****1. Citation**

- 1.1 This Determination may be cited as ‘Determination of Employment Terms and Conditions for Temporary Staff – 28 October 2024’.

**2. Commencement**

- 2.1 This Determination takes effect from 28 October 2024.

**3. Application**

- 3.1 This Determination applies to an employee who is employed under section 12(1)(b) of the *Electoral Act 1985* (the Electoral Act) for the purposes of an election or otherwise on a temporary basis as required for the administration of the Electoral Act or any other Act.

This Determination does not apply to an employee who is employed for the purposes of the conduct of the South Australian First Nations Voice to Parliament Election.

This Determination does not apply to Public Service employees assigned to assist the Electoral Commissioner under section 12(1)(a) of the Electoral Act.

- 3.2 Section 12(1)(b) of the Electoral Act applies to an employee who is employed for the purposes of any election to the South Australian parliament.
- 3.3 The phrase "... any other Act" in section 12(1)(b) of the Electoral Act links it to other Acts where the Electoral Commissioner is the mandated authority for the legislation. As at 28 October 2024 the Electoral Commissioner was the mandated authority for:

Enabling legislation	Recipient
• <i>Electoral Act 1985</i>	State of South Australia
• <i>City of Adelaide Act 1998 Schedule 1</i>	City of Adelaide council
• <i>Local Government (Elections) Act 1999</i>	All other councils (excl Roxby Downs)
• <i>Superannuation Funds Management Corporation of South Australia Act 1995</i> • <i>Superannuation Funds Management Corporation of South Australia Regulations 1995</i>	South Australian Superannuation Funds Management Corporation
• <i>Superannuation Act 1988</i> • <i>Superannuation Regulations 2001</i>	Superannuation Board
• <i>South Eastern Water Conservation and Drainage Act 1992</i>	South Eastern Water Conservation and Drainage Board
• <i>Architectural Practice Act 2009</i>	Architectural Practice Board of South Australia
• <i>Anangu Pitjantjatjara Yankunytjatjara Land Rights Act 1981</i>	Anangu Pitjantjatjara Yankunytjatjara (APY) Lands Council

- 3.4 Further this Determination also applies to an employee who is employed for the purposes of ballots or polls or other activities conducted by the Electoral Commission SA under an authority given to the Electoral Commissioner in order to maintain consistency across all activities.

#### 4. Interaction with Other Instruments

4.1 Employees who are engaged under section 12(1)(b) of the Electoral Act are not covered by:

- *S.A. Public Sector Salaried Employees Interim Award*
- *S.A. Public Sector Enterprise Agreement: Salaried 2021*
- *Determinations of the Commissioner for Public Sector Employment*
- any successor instruments.

#### 5. Period of Operation for this Determination

5.1 This Determination continues in force for persons employed for the purposes of an election or otherwise on a temporary basis as required for the administration of the Electoral Act or any other Act until it is replaced wholly or in part by another Determination made under section 12(1)(b) of the Electoral Act.

5.2 This Determination supersedes and replaces all previous employment terms and conditions made under section 12(1)(b) of the Electoral Act for persons employed for the purposes of an election or otherwise on a temporary basis as required for the administration of the Electoral Act or any other Act.

5.3 Schedule 2 contains fees for work performed under this Determination. These fees are subject to increments in line with the actual or budgeted public sector pay rises that are generally applicable from the first full pay period on or after 1 August each year.

Schedule 1 contains a list of relevant activities performed under this Determination. This Schedule may be updated for new activities as they arise and, as a minimum, will be updated each year at the same time as Schedule 2.

#### 6. Delegation of Powers

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

#### 7. Definitions

7.1 The following definitions and interpretations are applicable to this Determination:

ECSA	Electoral Commission of South Australia and Electoral Commission SA
Electoral Act	<i>Electoral Act 1985</i>
Employee	A person who is employed under section 12(1)(b) of the Electoral Act for the purposes of an election or otherwise on a temporary basis as required for the administration of the Electoral Act or any other Act.
Employment Period	The employment period for each activity is specified in Schedule 1 and represents the maximum period of employment for the activity. Most employees will not work throughout the employment period; some may only work for a single day (such as Polling Officials).

Polling Day	The polling day for a State general election or by-election for the House of Assembly and an election for the Legislative Council.
SE	State parliamentary election activities
BE	State parliamentary by-election activities
LG	Council periodic and supplementary election activities
APY	Anangu Pitjantjatjara Yankunytjatjara

## PART B – EMPLOYMENT TERMS AND CONDITIONS

### 8. Engagement

- 8.1 Employees are engaged on a casual basis to perform duties of an irregular or intermittent nature as required by ECSA during their Employment Period.
- 8.2 Employees are engaged from shift to shift and ECSA is under no obligation to provide an employee with a minimum amount of work or any work at all.

### 9. Minimum Age of Employment

- 9.1 ECSA has determined that no person under the age of 18 years shall be appointed to any position other than Polling Assistants, who must be at least 16 years of age at the time they receive an offer of employment.

### 10. Conditions of Employment

- 10.1 Employment is subject to the following conditions:

- Completing the Code of Conduct for Electoral Officers.
- Where required by ECSA, providing a criminal history check (or equivalent) or a written character check that is acceptable to ECSA.
- Completing and returning all the required employment documentation to ECSA.
- Successfully completing all training requirements for your position.
- Complying with all relevant workplace health and safety obligations and ensuring that you can perform the activities of your position.
- At all times complying with any and all lawful and reasonable directions given by ECSA.

### 11. Employee Obligations

- 11.1 Employees engaged under this Determination are required to abide by the Code of Conduct for Electoral Officers.

- 11.2 Employees must:

- perform the duties described in their Duty Statement with due care and diligence.

- b. perform other duties as directed from time to time by the Electoral Commissioner, with due care and diligence, including undertaking training.
- c. comply with the ECSA's procedures and policies in force during their Employment Period.
- d. comply with all relevant State laws relevant to their employment, including privacy and work health and safety under relevant legislation, regulations and codes of practice.
- e. complete all required employment documentation prior to commencing work, including completing all declarations in a manner acceptable to ECSA and signing the Code of Conduct for Electoral Officers.

## **12. Training**

- 12.1 Training may be provided for your position. This may be in the form of attendance-based training, briefing sessions, online training, on-the-job training or a combination of these and other methods. Your supervisor will provide details of training to be completed, including expected duration, venue, date and time, and/or source.
- 12.2 Completion of required training for your position is a condition of employment.

## **13. Superannuation**

- 13.1 ECSA will make employer superannuation contributions in accordance with the applicable superannuation legislation.
- 13.2 ECSA will pay employer superannuation contributions equivalent to the Superannuation Guarantee Contribution rate. This rate is currently 11.5% of the employee's ordinary time earnings. The term "ordinary time earnings" has the same meaning as in the *Superannuation Guarantee (Administration) Act 1992 (Cwth)*.  
  
ECSA will also make superannuation contributions based on overtime earnings for all employees.
- 13.3 Where an employee has not exercised superannuation choice, ECSA will pay employer superannuation contributions into the nominated default superannuation fund, which is presently the Southern State Superannuation (Triple S) Scheme administered by Super SA.

## **14. Termination of Employment**

- 14.1 Each period of casual employment terminates automatically at the end of the Employment Period detailed in Schedule 1.
- 14.2 ECSA may terminate the casual employment immediately without notice, with or without cause. In all circumstances, regardless of whether notice is provided, ECSA will pay the employee for the hours worked up to the end of the last period of casual employment, and the employee will not be entitled to payment in lieu of notice.

**PART C – WORK PERFORMED THAT IS PAID ON AN HOURLY BASIS****15. Application of Part C**

15.1 Part C sets out the work arrangements and fees paid for all work performed on an hourly basis by:

- a. Returning Officer Legislative Council (SE), Deputy Returning Officers (LG), Returning Officer Liaison Officers (SE), and Early Voting Liaison Officers (SE), ECSA Liaison Officers (LG)
- b. Clerical Assistants (1 & 2) in District Offices (SE)
- c. Clerical Assistants (1 & 2) for Legislative Council count
- d. Early Voting Centre Managers, Deputy Managers and Voting Officers
- e. Mobile Polling Team Leaders and Officers, and Aboriginal Information Officers
- f. Electoral Visitor Team Leaders and Electoral Visitors
- g. Central Processing Centre Deputy Managers, Supervisors, Table Supervisors, Clerical Assistants, and Data Entry Operators; Call Centre Supervisors and Customer Service Operators
- h. Warehouse Kit Packing Supervisors and Assistants
- i. Telephone Voting Centre Manager and Operators
- j. Call Centre Supervisors and Customer Service Operators
- k. Community Ambassadors
- l. HC Auto Operators, Count Table Supervisors and Scrutiny & Count Staff (at councils)
- m. Senior Project Managers, Project Managers and Project Officers (Levels 1, 2, 3, 4, 5)

15.2 All work performed by any position at any by-election will be paid on an hourly basis, for actual hours worked, including polling booth positions on polling day.

**16. Hours of Work**

16.1 An employee will be required to work the hours directed, from time to time, by the Electoral Commissioner or delegate.

16.2 The span of ordinary hours for work performed during the Employment Period will be 7.30am to 9.00pm, Monday to Friday.

16.3 Work is generally not planned for outside the span of ordinary hours on Monday to Friday.

Any work to be performed outside the span of ordinary hours on Monday to Friday must be approved by the Electoral Commissioner or delegate prior to the work being performed.



Any pre-approved work performed on Monday to Friday outside the span of ordinary hours will be paid at Overtime Fee A rate.

16.4 All work performed on a Saturday will be paid at Overtime Fee A rate.

16.5 All work performed on a Sunday will be paid at Overtime Fee B rate.

16.6 All work performed on a public holiday will be paid at Overtime Fee C rate.

16.7 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

16.8 Employees must take a meal break of at least 30 minutes after 5 hours continuous work. The meal break time does not count as part of an employee's paid working hours.

All employees in managerial or supervisor roles must ensure every employee has enough brief breaks during the day so that every employee has had an aggregate of at least 30 minutes break during each 5-hour period.

Meal breaks will generally be at the direction of the location manager/supervisor on a roster system.

## **17. Recording Time Worked**

17.1 An employee must accurately record their start and finish times (and any breaks) and hours worked on a timesheet provided by ECSA.

Timesheets may be electronic through the ECSA Employment Portal or paper based.

17.2 Individual timesheets are generally used for work conducted in smaller groups or specialised project elements of activities.

17.3 A location may use a group timesheet to evidence each employee's hours worked and the actual role performed on one or more days. Completion of the group timesheet by each location is essential to the timely payment of all employees engaged in that activity in that location.

For example, the group timesheet may be used for the scrutiny and count weekend for the council periodic elections to cover all employees that work in the council location.

17.4 Some Central Processing Centre, Telephone Voting and Call Centre staff may complete daily shift timesheets in accordance with rostered times.

17.5 Time spent on training is usually captured on attendance sheets and paid as a fixed period. Otherwise, time spent on training is captured on timesheets.

## **18. Fees for Work Performed Paid on an Hourly Basis (Hourly Fee)**

18.1 Fees set out in Table 1 of Schedule 2 will be paid during the operation of this Determination.

18.2 Employees will be paid a 25% casual loading in lieu of all paid leave.

- 18.3 No casual loading will be paid for any hours for which an employee is paid at overtime fees.
- 18.4 Any position employed for any by-election will be paid in accordance with the relevant casual hourly fee or overtime fee, and not in-line with the fixed day rate which is only applicable to the state election.

## **19. Overtime**

- 19.1 An employee will be entitled to be paid overtime fees in accordance with Table 3 of Schedule 2 when an employee is directed by the Electoral Commissioner or delegate to work:
- a. in excess of 7.5 hours on a day for Monday to Friday; overtime fees will only apply to the hours worked in excess of 7.5 hours – for example: start at 8.00am, break from 12.30pm to 1.00pm, finish at 5.00pm = 8.5 hours worked paid as 7.5 ordinary hours and 1 hour Overtime Fee A
  - b. outside the span of ordinary hours for Monday to Friday; overtime fees will only apply to the hours worked outside the span of ordinary hours – for example: start at 6.00pm, no break, finish at 10.00pm = 4 hours worked paid as 3 ordinary hours (to 9.00pm) and 1 hour Overtime Fee A
  - d. any hours worked on a Saturday, Sunday or a public holiday

## **20. Rest Relief between Shifts**

- 20.1 An employee must have a break of at least eight (8) hours plus reasonable travelling time before recommencing work.
- 20.2 Where this break 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 at the Overtime Fee applicable to the day of work for all hours worked until an eight-hour break can be taken.

**PART D – WORK PERFORMED IN POLLING BOOTHS ON POLLING DAY****21. Application of Part D**

21.1 Part D sets out the work arrangements and remuneration for employees that work in polling booths on Polling Day:

- a. Polling Booth Managers and Deputy Polling Booth Managers (DBM)
- b. Declaration Vote Issuing Officers, including those with DBM training
- c. Polling Officials, including those with DBM training
- d. Polling Assistants

**22. Hours of Work on Polling Day**

22.1 An employee will be required to work the following hours on Polling Day:

Work classification	Start time	Finish time
Polling Booth Manager	7.00am	Approx. 11.00pm* When all required duties are complete in the polling booth (including the counting of ballot papers after 6.00pm) and materials are delivered to the Returning Officer's office
Deputy Polling Booth Manager (DBM) Declaration Vote Issuing Officer with DBM training Polling Official with DBM training	7.00am	Approx. 10.30pm* When all required duties are complete in the polling booth (including the counting of ballot papers after 6.00pm)
Declaration Vote Issuing Officer Polling Official	7.30am	Approx. 10.30pm* When all required duties are complete in the polling booth (including the counting of ballot papers after 6.00pm)
Polling Assistant (part day: 4 hours)	as advised by Polling Booth Manager	Fixed 4 hour period

\*In the case of a by-election, the approximate finish time will be earlier than estimated for a state election due to a lesser number of ballot papers to be counted after 6.00pm.

22.3 Employees must take a meal break of at least 30 minutes after 5 hours continuous work. The meal break time does not count as part of an employee's paid working hours.

Polling Booth Managers must ensure employees have sufficient brief breaks during the day so that they have had an aggregate of at least 30 minutes break during each 5-hour period.

Meal breaks will generally be at the direction of the Polling Booth Manager on a roster system.

All employees that work in a polling booth on Polling Day for more than 10 hours will be paid a meal allowance (dinner) based on completion of the Polling Day Attendance Record, or other approved manual location timesheet (i.e. for a by-election).

- 22.4 The Fixed Day Rates set out in Table 1 of Schedule 2 apply to work at a state election and include compensation for undertaking any required training prior to Polling Day.

### **23. Recording Attendance**

- 23.1 All employees that work in a polling booth on Polling Day will be required to sign the booth's Polling Day Attendance Record (or other approved manual location timesheet) to evidence their attendance, start and finish time and the actual role performed on the day, which will be endorsed by the Polling Booth Manager.

Completion and return of the Polling Day Attendance Record (or other approved manual location timesheet) by each booth on Polling Day is essential to the timely payment of all polling booth employees.

The Polling Booth Manager provides details of employees that perform polling booth set-up.

### **24. Remuneration for Employees that Work in Polling Booths on Polling Day**

- 24.1 The Fixed Day Rates set out in Table 1 of Schedule 2 will be paid during the operation of this Determination for all work performed during the Employment Period for a state election.

- 24.2 Remuneration will include compensation for:

- a. undertaking required training (if any)
- b. polling booth set-up (if performed)
- c. performance of all duties by the employee on Polling Day
- d. meal allowance (dinner) where more than 10 hours worked

All training undertaken will be paid at the Casual Hourly rate, including attendance-based training and online training undertaken on weekends and public holidays.

As polling booth set-up is often undertaken on Friday evening, the fixed amount will be paid to all employees that performed the polling booth set-up at Overtime Fee A rate applicable for a Deputy Polling Booth Manager.

All work performed on Saturday will be paid at Overtime Fee A rate.

- 24.3 If an employee does not perform all of their required duties on Polling Day, the Electoral Commissioner may determine that the employee will be paid a pro rata amount of the Fixed Day Rate for the day, based on the proportion of the duties actually performed by the employee on the day when compared against the hours that the employee would otherwise have been expected to perform on the day.
24. Where an employee completes training successfully but cannot attend on Polling Day for unforeseen reasons (for example, illness), the Electoral Commissioner may make a payment to the employee in respect of the completion of that training.
- 24.5 All Polling Booth Managers are expected to perform polling booth set-up, so their Fixed Day Rate already includes remuneration for polling booth set-up.

Fixed Day Rates for other Polling Day employees do not include remuneration for polling booth set-up – this is paid separately if performed.

- 24.6 Polling booth staff who work at a by-election will be paid at the Casual Hourly rate for training attendance and completion in accordance with the pre-determined hours of online and face-to-face training, advised by their Returning Officer.

## **PART E – OTHER WORK PERFORMED THAT IS PAID AS FIXED FEE**

### **25. Application of Part E**

- 25.1 Part E sets out the work arrangements and fixed fee remuneration for all work performed by:

- a. Returning Officers (SE)
- b. Assistant Returning Officers (SE)

### **26. Hours of Work**

- 26.1 An employee will be required to work the hours directed from time to time by the Electoral Commissioner or delegate.
- 26.2 The span of ordinary hours for work performed during the Employment Period will be 7.30am to 9.00pm, Monday to Friday.
- 26.3 Specific work is planned for these employees that is outside the span of ordinary hours on Monday to Friday, including training and particularly on Polling Day (Saturday), the Sunday after Polling Day, and the next Saturday after Polling Day.

Details of these plans are included in the employee's Duty Statement.

Work is generally not planned for public holidays. Any work performed on public holidays must be approved by the Electoral Commissioner or prior to the work being performed.

- 26.4 Employees must take a meal break of at least 30 minutes after 5 hours continuous work. The meal break time does not count as part of an employee's paid working hours.

All employees in managerial or supervisor roles must ensure every employee has enough brief breaks during the day so that every employee has had an aggregate of at least 30 minutes break during each 5-hour period.

Meal breaks will generally be at the direction of the location manager/supervisor on a roster system.

### **27. Recording Attendance is Not Required**

- 27.1 Employees covered by Part E are not required to record their times worked on a timesheet.

Employees covered by Part E will be required to monitor and informally record hours worked to provide reliable feedback after the conclusion of the election.

**28. Fixed Fee Remuneration**

- 28.1 The Fixed Fee Remuneration set out in Table 1 of Schedule 2 will be paid during the operation of this Determination for all work performed during the Employment Period.
- 28.2 The Fixed Fee Remuneration will include compensation for:
- a. the performance of all duties required of the employee and documented in their relevant Duty Statement
  - b. casual loading
  - c. overtime
  - d. allowances
  - e. training payments
- 28.3 If an employee does not perform all their required duties in accordance with the Duty Statement, the Electoral Commissioner may determine that the employee will be paid a pro rata amount of the Fixed Fee, based on the proportion of the duties (including training) actually performed by the employee when compared against the hours that the employee would otherwise have been expected to perform during their Employment Period.

**29. Polling Booth Inspection Allowance**

- 29.1 The Fixed Fee Remuneration does not include compensation for inspection of polling booths.
- 29.2 A Polling Booth Inspection Allowance will be paid for each polling booth that is inspected, irrespective of whether it is accepted or rejected.
- 29.3 The Polling Booth Inspection Allowance covers 2.0 hours at a fixed value of \$135.00 per polling booth inspection completed.
- This includes both time spent inspecting the polling booths and time spent travelling to and from the polling booths.
- 29.4 The Polling Booth Inspection Allowance is available to both Returning Officers (SE) and Assistant Returning Officers (SE).
- Each Returning Officer (SE) will determine the allocation of polling booth inspections to be performed between themselves and the Assistant Returning Officer (SE).
- 29.5 ECSA recognises that some Returning Officers (SE) and Assistant Returning Officers (SE) – particularly those in large, country electoral districts – may be required to spend significantly more time travelling to and from polling booths than others.
- The Electoral Commissioner will determine which Returning Officers (SE) and Assistant Returning Officers (SE) may be entitled to an additional amount based on the distances travelled and claimed/reimbursed for polling booth inspections and the estimated additional time travelling to and from polling booths. Any such payment is determined on the basis of the hourly fees set out in Table 1 of Schedule 2.
- 29.6 The Polling Booth Inspection Allowance does not include the allowance for travel undertaken in a private motor vehicle based on distance travelled. This is claimed separately and paid through payroll.

**30. Rest Relief between Shifts**

- 30.1 Where possible, an employee must have a break of at least eight (8) hours plus reasonable travelling time before recommencing work.

**PART F – GENERAL CONDITIONS****31. Application of Part F**

- 31.1 Part F sets out work arrangements applicable to all temporary employees.

**32. Reimbursement of Work-Related Expenses**

- 32.1 The Electoral Commissioner or delegate may approve payments (excluding fees for work performed paid on an hourly basis or work performed in polling booths on polling day) to an employee to cover reimbursement of work-related expenses. An *Expense Claim* form is available for work-related expenses for payment through payroll.

Note that certain expense claims may be captured on the location's group timesheet.

- 32.2 The Electoral Commissioner may approve a one-off payment through payroll to reimburse employees for using their personal mobile phone and/or internet/email access to facilitate contact with ECSA, source staff and performance of their duties.
- a. \$20.00 for Returning Officer Legislative Council (SE), Returning Officers (BE and SE), Assistant Returning Officers (BE and SE), Deputy Returning Officers (LG), Returning Officer Liaison Officers (SE), and Early Voting Liaison Officers (SE)
  - b. \$5.00 for Early Voting Centre Managers as they are required to use their personal mobile phone to facilitate contact with Early Voting Liaison Officer (SE) or Returning Officer (BE)
  - c. \$5.00 for Polling Booth Managers as they are required to use their personal mobile phone on Polling Day and to facilitate contact with their Returning Officer.

**33. Allowance – Reimbursement for use of private motor vehicle**

- 33.1 Prior to any actual use, approval for use of a private motor vehicle by an employee must be obtained from the Electoral Commissioner or delegate. An *Application and Approval* form is available to obtain this approval.
- 33.2 The Electoral Commissioner has pre-approved use of a private motor vehicle for the following positions:
- a. Returning Officer Legislative Council (SE), Returning Officers (BE and SE), Assistant Returning Officers (BE and SE), Deputy Returning Officers (LG), Returning Officer Liaison Officers (SE), and Early Voting Liaison Officers (SE)
  - b. Early Voting Centre Managers (for transport of election materials)
  - c. Polling Booth Managers (for transport of election materials)
  - d. Mobile Polling Team Leaders and Officers
  - e. Electoral Visitor Team Leaders and Electoral Visitors
  - f. Senior Project Manager and Project Managers



33.3 Pre-approval for use of a private motor vehicle is conditional upon the employee confirming:

- a. The employee has a current and valid driver's licence.
- b. The vehicle is registered during the period listed above.
- c. The vehicle is covered either by comprehensive insurance or third-party property damage insurance.
- d. The vehicle's insurance provides cover for the employee and ECSA when the vehicle is used in the business of the employer (i.e. ECSA).
- e. The employee has informed their insurance company that the vehicle will be used in the course of their employment.

Note: ECSA accepts no responsibility for property damage or third-party bodily injury incurred in the use of a privately owned motor vehicle.

33.4 Generally, travelling from home to the workplace and returning home is deemed to be private travel and cannot be claimed.

33.5 However, where the employee is required by ECSA to use their own vehicle to perform election duties, an allowance for travel undertaken in a private motor vehicle may be claimed by the employee.

The following guidelines apply for this allowance where the employee is reimbursed for use of the private motor vehicle based on the distance(s) travelled:

- a. Travel must be wholly and directly associated with election duties performed by the employee (such as mobile polling duties based at a Returning Officer's office, delivery of early votes or polling day votes to the Returning Officer's office).
- b. The distance of the journey from the employee's home to the workplace (e.g. Returning Officer's office, early voting centre, or polling booth) should be by the shortest practical route. However, that payment is restricted to a one-way trip, not a return journey. Further, the maximum allowable distance for that one-way trip for which an allowance is to be paid is not to exceed 32 kilometres per day, even if the distance between the employee's home and the workplace is more than 32 kilometres.
- c. Where travel from the workplace to ECSA or other locations is required (e.g. collecting or returning materials), the total distance travelled from the workplace to that location and from that location back to the workplace can be claimed.
- d. An exception exists where travel is undertaken for attendance at a training session. The total distance travelled from the employee's home to the training venue and from that training venue back to the employee's home can be claimed where the distance travelled each way is greater than 32 kilometres.

33.6 A *Motor Vehicle Allowance Claim* form must be completed to record use of a private motor vehicle and enable payment through payroll.

Note that the travel allowance for attendance at certain training sessions may be captured on the attendance sheets – this will be advised at the training session.

Certain travel allowances may also be captured on the location's group timesheet or through the ECSA Employment Portal. This will be advised by the location's manager.



## 33.7 Examples

- a. Mobile Polling Team Leader working from Returning Officer's office:

Travels 35 km from home to ROs office	<i>capped at 32 km</i>	paid for 32 km
ROs office to first venue – 10 km	<i>100%</i>	paid for 10 km
First venue to second venue – 5 km	<i>100%</i>	paid for 5 km
Second venue to ROs office – 15 km	<i>100%</i>	paid for 15 km
ROs office to home – 35 km	<i>n/a – return journey</i>	paid for 0 km
<b>Total kilometres to be claimed and reimbursed</b>		<b>62 km</b>

- b. Polling Booth Manager taking voting materials to Returning Officer's office:

Travels 35 km home to polling booth	<i>capped at 32 km</i>	paid for 32 km
Polling booth to ROs office – 10 km	<i>100%</i>	paid for 10 km
ROs office to home – 45 km	<i>n/a – return journey</i>	paid for 0 km
<b>Total kilometres to be claimed and reimbursed</b>		<b>42 km</b>

- c. Employee attending training session:

Travels 50 km home to training venue	<i>greater than 32 km</i>	paid for 50 km
Training venue to home – 50 km	<i>greater than 32 km</i>	paid for 50 km
<b>Total kilometres to be claimed and reimbursed</b>		<b>100 km</b>

- d. Employee attending training session:

Travels 15 km home to training venue	<i>less than 32 km</i>	paid for 0 km
Training venue to home – 15 km	<i>less than 32 km</i>	paid for 0 km
<b>Total kilometres to be claimed and reimbursed</b>		<b>0 km</b>

- 33.8 Motor vehicle allowances will be paid in accordance with Determination 3.2 of the Commissioner for Public Sector Employment 'Employment Conditions – Remuneration – Allowances and Reimbursements' current at the date of the claim.

Note that the motor vehicle allowance includes both a taxable and a non-taxable component in accordance with the Australian Taxation Office guidance.

## 34. Meal Allowance

- 34.1 An employee will be eligible to be paid a meal allowance where the employee works a period of approved overtime that immediately follows the employee's rostered hours, and the employee has performed in excess of 10 hours work on that day.

- 34.2 An employee may be eligible for meal allowances when travelling from the country for training courses. These meal allowances will be provided in conjunction with the travel and accommodation arrangements made by ECSA.
- 34.3 Meal allowances will be paid in accordance with Determination 3.2 of the Commissioner for Public Sector Employment *‘Employment Conditions – Remuneration – Allowances and Reimbursements’* current at the date of the claim.

### **35. Salary Sacrifice Arrangements**

- 35.1 The Electoral Commissioner has determined that salary sacrifice arrangements will be made available to the following staff on the basis previously approved by the Attorney-General's Department, in particular that salary may only be sacrificed to the Southern State Superannuation (Triple S) Scheme administered by Super SA.
- a. Returning Officer Legislative Council (SE), Returning Officers (BE and SE), Assistant Returning Officers (BE and SE), Deputy Returning Officers (LG), and Returning Officer Liaison Officers (SE)
  - b. Senior Project Managers and Project Managers
- 35.2 The Electoral Commissioner may determine that salary sacrifice arrangements may be made available to other casual staff where the aggregate remuneration or other matters warrant consideration.

### **36. Exceptional Circumstances Payment**

- 36.1 The Electoral Commissioner may determine that an employee is entitled to an Exceptional Circumstances Payment in addition to the remuneration paid based on the hours worked. Any such payment is determined on the basis of the hourly fees set out in Table 1 of Schedule 2.

### **37. Method of Payment**

- 37.1 All employees will be paid in arrears by electronic funds transfer according to ECSA general pay arrangements.
- 37.2 It is generally expected that employees whose approved timesheet has been received by 3:30pm on the following Tuesday will be paid on the Friday immediately following the week worked.

For example: approved timesheet received before 3:30pm on Tuesday 30 July 2024 is expected to be paid to the employee on Friday 2 August 2024.

### **38. Contacts**

- 38.1 Electoral Commission SA  
Level 6, 60 Light Square  
Adelaide SA 5000
- 38.2 Postal address:  
GPO Box 646  
Adelaide SA 5001
- 38.3 Head Office: 7424 7400
- 38.4 Website: [ecsa.sa.gov.au](http://ecsa.sa.gov.au)

**SCHEDULE 1 – RELEVANT ACTIVITIES**

*Note: This Schedule may be updated for new activities as they arise.*

<b>Relevant Activities</b>	<b>Polling day / Close of voting</b>	<b>Employment Period</b>
Local council supplementary election(s): • Tbc	Tbc	Tbc
2024 District of Black By-election	16 November 2024	15 October 2024 to 20 December 2024
<b><i>Other election activities as required:</i></b>		
2026 State parliamentary elections: House of Assembly and Legislative Council	21/03/2026	Tbc
2026 Local council periodic elections: 67 councils	Tbc	Tbc

**SCHEDULE 2 – FEES FOR WORK PERFORMED****Table 1 – Hourly Fees, Fixed Fee Remuneration, and Fixed Day Rates**

Position	Relative Classification		Hourly Fee	Casual Hourly Fee	Overtime Fee A	Overtime Fee B	Overtime Fee C	Fixed Fee Remuneration/ Fixed Day Rate
<i>Basis of Rate ...</i>	ASO	Level	<i>Base</i>	<i>Base x 125%</i>	<i>Base x 150%</i>	<i>Base x 200%</i>	<i>Base x 250%</i>	<i>Fixed</i>
<b>STATE GENERAL ELECTIONS</b>								
Returning Officer Liaison Officer	6	3	\$53.24728	\$66.56	\$79.87	\$106.49	\$133.12	
Returning Officer Legislative Council	6	3	\$53.24728	\$66.56	\$79.87	\$106.49	\$133.12	
Returning Officer (SE)	6	3	\$53.24728	\$66.56	\$79.87	\$106.49	\$133.12	\$19,500.00
Assistant Returning Officer (SE)	5	1	\$43.85431	\$54.82	\$65.78	\$87.71	\$109.64	\$13,700.00
Clerical Assistant 2 (District Office)	3	2	\$35.68409	\$44.61	\$53.53	\$71.37	\$89.21	
Clerical Assistant 1 (District Office)	1	10	\$28.37061	\$35.46	\$42.56	\$56.74	\$70.93	
Polling Booth Manager 11+ tables	4	3	\$40.83323	\$51.04	\$61.25	\$81.67	\$102.08	\$1,439.37
Polling Booth Manager 7-10 tables	4	1	\$39.13661	\$48.92	\$58.70	\$78.27	\$97.84	\$1,379.56
Polling Booth Manager 4-6 tables	3	3	\$36.82198	\$46.03	\$55.23	\$73.64	\$92.05	\$1,297.97
Polling Booth Manager 1-3 tables	3	1	\$34.55029	\$43.19	\$51.83	\$69.10	\$86.38	\$1,217.89
Deputy Polling Booth Manager (DBM)	3	1	\$34.55029	\$43.19	\$51.83	\$69.10	\$86.38	\$1,062.42
Declaration Vote Issuing Officer DBM Trained	2	1	\$30.01099	\$37.51	\$45.02	\$60.02	\$75.03	\$922.84
Declaration Vote Issuing Officer	2	1	\$30.01099	\$37.51	\$45.02	\$60.02	\$75.03	\$761.53
Polling Official DBM Trained	1	10	\$28.37061	\$35.46	\$42.56	\$56.74	\$70.93	\$872.40
Polling Official	1	10	\$28.37061	\$35.46	\$42.56	\$56.74	\$70.93	\$648.97
Polling Assistant	1	5	\$25.35361	\$31.69	\$38.03	\$50.71	\$63.38	\$163.21
Clerical Assistant 2 (Legislative Council)	3	2	\$35.68409	\$44.61	\$53.53	\$71.37	\$89.21	
Clerical Assistant 1 (Legislative Council)	1	10	\$28.37061	\$35.46	\$42.56	\$56.74	\$70.93	
Early Voting Liaison Officer	4	3	\$40.83323	\$51.04	\$61.25	\$81.67	\$102.08	
Early Voting Centre Manager	4	1	\$39.13661	\$48.92	\$58.70	\$78.27	\$97.84	

OFFICIAL

ECSA Employment Determination for Temporary Staff – Electoral Act 1985, Section 12(1)(b) – 28 October 2024

Position	Relative Classification		Hourly Fee	Casual Hourly Fee	Overtime Fee A	Overtime Fee B	Overtime Fee C	Fixed Fee Remuneration/ Fixed Day Rate
<i>Basis of Rate ...</i>	ASO	Level	<i>Base</i>	<i>Base x 125%</i>	<i>Base x 150%</i>	<i>Base x 200%</i>	<i>Base x 250%</i>	<i>Fixed</i>
Deputy Early Voting Centre Manager	3	1	\$34.55029	\$43.19	\$51.83	\$69.10	\$86.38	
Early Voting Officer	2	1	\$30.01099	\$37.51	\$45.02	\$60.02	\$75.03	
Mobile Polling Team Leader	4	1	\$39.13661	\$48.92	\$58.70	\$78.27	\$97.84	
Mobile Polling Officer	2	1	\$30.01099	\$37.51	\$45.02	\$60.02	\$75.03	
Electoral Visitor Team Leader	2	3	\$32.28319	\$40.35	\$48.42	\$64.57	\$80.71	
Electoral Visitor	2	1	\$30.01099	\$37.51	\$45.02	\$60.02	\$75.03	
Aboriginal Information Officer	2	1	\$30.01099	\$37.51	\$45.02	\$60.02	\$75.03	
Central Processing Centre Supervisor	2	1	\$30.01099	\$37.51	\$45.02	\$60.02	\$75.03	
Central Processing Centre Data Entry Operator	1	7	\$26.57073	\$33.21	\$39.86	\$53.14	\$66.43	
Central Processing Centre Clerical Assistant	1	7	\$26.57073	\$33.21	\$39.86	\$53.14	\$66.43	
Warehouse Kit Packing Supervisor	4	1	\$39.13661	\$48.92	\$58.70	\$78.27	\$97.84	
Warehouse Kit Packing Assistant	1	7	\$26.57073	\$33.21	\$39.86	\$53.14	\$66.43	
Call Centre Supervisor	2	1	\$30.01099	\$37.51	\$45.02	\$60.02	\$75.03	
Call Centre Operator	1	7	\$26.57073	\$33.21	\$39.86	\$53.14	\$66.43	
Community Ambassador	2	1	\$30.01099	\$37.51	\$45.02	\$60.02	\$75.03	
<b>STATE BY-ELECTIONS</b>								
Returning Officer (BE)	6	3	\$53.24728	\$66.56	\$79.87	\$106.49	\$133.12	
Assistant Returning Officer (BE)	5	1	\$43.85431	\$54.82	\$65.78	\$87.71	\$109.64	
Clerical Assistant 2 (District Office)	3	2	\$35.68409	\$44.61	\$53.53	\$71.37	\$89.21	
Clerical Assistant 1 (District Office)	1	10	\$28.37061	\$35.46	\$42.56	\$56.74	\$70.93	
Polling Booth Manager 7-10 tables	4	1	\$39.13661	\$48.92	\$58.70	\$78.27	\$97.84	
Polling Booth Manager 4-6 tables	3	3	\$36.82198	\$46.03	\$55.23	\$73.64	\$92.05	
Polling Booth Manager 1-3 tables	3	1	\$34.55029	\$43.19	\$51.83	\$69.10	\$86.38	
Deputy Polling Booth Manager (DBM)	3	1	\$34.55029	\$43.19	\$51.83	\$69.10	\$86.38	

OFFICIAL

ECSA Employment Determination for Temporary Staff – Electoral Act 1985, Section 12(1)(b) – 28 October 2024

Position	Relative Classification		Hourly Fee	Casual Hourly Fee	Overtime Fee A	Overtime Fee B	Overtime Fee C	Fixed Fee Remuneration/ Fixed Day Rate
<i>Basis of Rate ...</i>	ASO	Level	<i>Base</i>	<i>Base x 125%</i>	<i>Base x 150%</i>	<i>Base x 200%</i>	<i>Base x 250%</i>	<i>Fixed</i>
Polling Official DBM Trained	1	10	\$28.37061	\$35.46	\$42.56	\$56.74	\$70.93	
Polling Official	1	10	\$28.37061	\$35.46	\$42.56	\$56.74	\$70.93	
Polling Assistant	1	5	\$25.35361	\$31.69	\$38.03	\$50.71	\$63.38	
Early Voting Centre Manager	3	3	\$36.82198	\$46.03	\$55.23	\$73.64	\$92.05	
Deputy Early Voting Centre Manager	3	1	\$34.55029	\$43.19	\$51.83	\$69.10	\$86.38	
Early Voting Officer	2	1	\$30.01099	\$37.51	\$45.02	\$60.02	\$75.03	
Electoral Visitor Team Leader	2	3	\$32.28319	\$40.35	\$48.42	\$64.57	\$80.71	
Electoral Visitor	2	1	\$30.01099	\$37.51	\$45.02	\$60.02	\$75.03	
CPC Electoral Assistant	2	1	\$30.01099	\$37.51	\$45.02	\$60.02	\$75.03	
Warehouse Kit Packing Supervisor	3	1	\$34.55029	\$43.19	\$51.83	\$69.10	\$86.38	
Warehouse Kit Packing Assistant	1	7	\$26.57073	\$33.21	\$39.86	\$53.14	\$66.43	
Call Centre Supervisor	3	1	\$34.55029	\$43.19	\$51.83	\$69.10	\$86.38	
Call Centre Operator	1	7	\$26.57073	\$33.21	\$39.86	\$53.14	\$66.43	
<b>COUNCIL PERIODIC AND SUPPLEMENTARY ELECTIONS</b>								
Deputy Returning Officer (at Council)	6	3	\$53.24728	\$66.56	\$79.87	\$106.49	\$133.12	
HC Auto Operator (at Council)	2	3	\$32.28319	\$40.35	\$48.42	\$64.57	\$80.71	
Count Table Supervisor (at Council)	2	1	\$30.01099	\$37.51	\$45.02	\$60.02	\$75.03	
Scrutiny & Count Staff (at Council)	1	7	\$26.57073	\$33.21	\$39.86	\$53.14	\$66.43	
ECSA Liaison Officer	4	1	\$39.13661	\$48.92	\$58.70	\$78.27	\$97.84	
Central Processing Centre Supervisor / Admin	2	1	\$30.01099	\$37.51	\$45.02	\$60.02	\$75.03	
Central Processing Centre Clerical Table Supervisor	1	10	\$28.37061	\$35.46	\$42.56	\$56.74	\$70.93	
Central Processing Centre Data Entry Operator	1	7	\$26.57073	\$33.21	\$39.86	\$53.14	\$66.43	

OFFICIAL

ECSA Employment Determination for Temporary Staff – Electoral Act 1985, Section 12(1)(b) – 28 October 2024

Position	Relative Classification		Hourly Fee	Casual Hourly Fee	Overtime Fee A	Overtime Fee B	Overtime Fee C	Fixed Fee Remuneration/ Fixed Day Rate
<i>Basis of Rate ...</i>	ASO	Level	<i>Base</i>	<i>Base x 125%</i>	<i>Base x 150%</i>	<i>Base x 200%</i>	<i>Base x 250%</i>	<i>Fixed</i>
Central Processing Centre Clerical Assistant	1	7	\$26.57073	\$33.21	\$39.86	\$53.14	\$66.43	
Warehouse Kit Packing Supervisor	4	1	\$39.13661	\$48.92	\$58.70	\$78.27	\$97.84	
Warehouse Kit Packing Assistant	1	7	\$26.57073	\$33.21	\$39.86	\$53.14	\$66.43	
Telephone Voting Centre Manager	3	1	\$34.55029	\$43.19	\$51.83	\$69.10	\$86.38	
Telephone Voting Operator	1	10	\$28.37061	\$35.46	\$42.56	\$56.74	\$70.93	
Call Centre Supervisor	2	1	\$30.01099	\$37.51	\$45.02	\$60.02	\$75.03	
Call Centre Operator	1	7	\$26.57073	\$33.21	\$39.86	\$53.14	\$66.43	
<b>COMMON TO ANY ELECTION EVENT OR OTHER ACTIVITY</b>								
Senior Project Manager	7	2	\$56.78927	\$70.99	\$85.18	\$113.58	\$141.97	
Project Manager	6	3	\$53.24728	\$66.56	\$79.87	\$106.49	\$133.12	
Project Officer (Level 5)	5	1	\$43.85431	\$54.82	\$65.78	\$87.71	\$109.64	
Project Officer (Level 4)	4	1	\$39.13661	\$48.92	\$58.70	\$78.27	\$97.84	
Project Officer (Level 3)	3	1	\$34.55029	\$43.19	\$51.83	\$69.10	\$86.38	
Project Officer (Level 2)	2	1	\$30.01099	\$37.51	\$45.02	\$60.02	\$75.03	
Project Officer (Level 1)	1	7	\$26.57073	\$33.21	\$39.86	\$53.14	\$66.43	

Notes:

- Polling Booth Inspection Allowance covers 2.0 hours at a fixed value of \$135.00 per polling booth inspection completed.
- Remuneration for **STATE GENERAL ELECTION** employees that work in polling booths on Polling Day comprises:

|----- on Polling Day -----|

Position	Training	Booth Set-up	Hours Worked	Breaks	Meal Allowance
Polling Booth Manager	7.2	2.5	15.0	2 x 30min	Yes
Deputy Booth Manager, including DVIO and PO with DBM training	7.2	<i>Eligible for Booth Set-up allowance if performed</i>	14.5	2 x 30min	Yes
Declaration Vote Issuing Officer	3.5		14.0	2 x 30min	Yes
Polling Official	1.5		14.0	2 x 30min	Yes
Polling Assistant	0.35	na	4.0 per shift	na	No

Fixed Day Rates for employees other than Polling Booth Managers do not include remuneration for polling booth set-up. This allowance is paid separately if performed. The allowance covers 2.5 hours at a fixed value of \$130.00.

**Table 2 – Hourly Fees Formula**

<b>Casual Hourly Fee</b>	Hourly Fee with casual loading = Base Hourly Fee x 125%
<b>Overtime Fee A</b>	Overtime (x1.5) = Base Hourly Fee x 150%
<b>Overtime Fee B</b>	Overtime (x2) = Base Hourly Fee x 200%
<b>Overtime Fee C</b>	Overtime (x2.5) = Base Hourly Fee x 250%

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



Table 3 – Overtime

The employee will be paid the following overtime rates:

Type	Overtime Fee A	Overtime Fee B	Overtime Fee C
Description	Payable to an employee who works on a Saturday or performs overtime on Monday to Friday (excluding public holidays).	Payable to an employee who works on a Sunday.	Payable to an employee who works on a public holiday.
Calculation	Base Hourly Fee x 150%	Base Hourly Fee x 200%	Base Hourly Fee x 250%