

Telephone:

OFFER OF EMPLOYMENT

Dear

I am pleased to offer you employment at the forthcoming election in the following position:

Position No	Package Rate	Hourly Rate
Description		
Commencement - Time:	Date:	
Polling Place - Number:	Name:	
Employment		
Address		

If you wish to accept this offer please complete the reverse of this form. If you are unable to accept the position offered please advise me as soon as possible.

Attached is a copy of the Terms of Employment (EF084), an Application for Exemption from Taxation Payments (EF083) and an Employment Declaration form.

The completed documents should be returned together with completed taxation form(s) to the above address within 7 days. A "Confirmation of Employment" and further information will be forwarded to you as confirmation of your employment.

Yours sincerely

Divisional Returning Officer

Please complete/amend the details below if necessary:

Employee Identification No			
Surname or Family Name			
Given or Christian Names			
Residential Address		Postal Address	
Phone No	Home:	Work:	Date of Birth / /

Please turn over and complete all sections on the reverse.

If you wish to accept this offer please complete the details below then return to the AEC with **you** completed taxation form (Employment Declaration or Application for Exemption from Taxation Payments) as a matter of urgency.

EMPLOYER PRODUCTIVITY SUPERANNUATION CONTRIBUTIONS (For information see EF084)

(Please select option 1, 2 or 3 below, tick the appropriate boxes and provide information as required)

1

☐ Please pay my employer superannuation contribution(s) as a cash benefit on termination of employment (Note: if your contributions in any month exceed \$450 the contributions will be paid to AGEST. Where the total benefit payable to you on termination amounts to \$500 or more it must be paid to AGEST or an approved rollover fund.)

2

☐ Please arrange to have my contributions paid to:

☐ Australian Government Employees Superannuation Trust (AGEST) or

☐ Other Approved Fund

Fund Name

Member Number

If a fund other than AGEST is selected, the following information is required:

I am currently a member of the nominated fund.

☐ Yes

☐ No

The fund will accept contributions payable on my behalf.

☐ Yes

☐ No

3

☐ Please pay my employer superannuation contributions to the PSS. I am:

☐ a current member of the PSS in respect of casual employment with the AEC; or

☐ I am eligible to join the PSS (You must complete Form SE4. available from the DRO)

EEO STATISTICAL INFORMATION

The following information is requested for statistical purposes only. Your assistance in ticking the appropriate boxes is appreciated.

Are you:

Yes

No

☐

☐

Female

Aboriginal

Torres Strait Islander

Yes

No

☐

0

0

Disabled

Non English-speaking background

ACCEPTANCE OF OFFER AND UNDERTAKING

I am prepared to perform the duties of the offered position and agree to the terms of employment.

I hereby agree that, during the period of my employment with the Australian Electoral Commission, I shall not engage actively in political or electoral affairs. I acknowledge the importance of the Commission and its staff being seen to be, as well as being, completely impartial and politically neutral.

I undertake not to either directly or indirectly, unlawfully divulge or communicate any information with respect to the vote of an elector acquired by me in the performance of my duties or functions under the Commonwealth *Electoral Act 1918* or Electoral and Referendum Regulations, in a manner that is likely to enable the identification of an elector, and that (i) I will not interfere with or either directly or indirectly, attempt to influence the vote of any elector, and that (ii) I will not communicate with any person in the polling booth except so far as is necessary in the discharge of my functions.

I have read the Terms of Employment and Payment for Election Staff.

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TERMS OF EMPLOYMENT FOR ELECTION STAFF

General Conditions

- To be eligible for employment you must, if entitled, be enrolled at the residential address shown on the Offer of Employment form unless you are employed as a Scrutiny Assistant and are between 15 and 18 years of age.
- The remuneration for Officers-in-Charge covers all duties associated with running a polling place including a briefing session, setting up your polling place and the return of materials.
- The remuneration for Polling Place Liaison Officers includes the duty of checking the set-up of a number of polling places on election eve, as well as performing inspections on polling day.
- Hours of duty on polling day:

Officers-in-Charge, Second-in-Charge and Polling Place Liaison Officers

- assisting at the count - 7.00 am to the finish of the count and until all required duties are completed
- not assisting at the count - 7.00 am until all required duties are completed.

Polling Place Staff

- assisting at the count - 7.30 am to the finish of the count and until all required duties are completed
- not assisting at the count - 7.30 am until all required duties are completed
- half day - 7.30 am to 1.30 pm.

Scrutiny Assistants

- 5.30 pm to the finish of the count and until all required duties are completed.

- You are not permitted to leave the polling place during the hours of duty and you should make prior arrangements for your meals.
- Hours of duty for Casual Assistants, Electoral Visitors, Scrutiny Assistants, Pre-poll Voting Officers and Mobile Polling Team Members will be advised by the Divisional Returning Officer.
- Employment for Election Casuals will be within the hours directed, and in accordance with procedures specified, by the Divisional Returning Officer, or Authorised Officer in Head Office or Central Office. Employment is subject to continued satisfactory work performance, eligibility for employment and the availability of work. Employment as a Casual Assistant may be terminated at any time at the discretion of the Divisional Returning Officer, or Authorised Officer in Central Office or Head Office.
- Attendance at a training session is a condition of employment for Officers in Charge, Second in Charge, Polling Place Liaison Officers, Pre-Poll Voting Staff, Remote Mobile Staff and Electoral Visitors. Declaration Issuing Officers, Inquiry Officers and Queue Controllers will attend a training session where possible. Details will be provided by the Divisional Returning Officer.
- At the end of the event all staff will be rated on their work performance. Staff will not be notified of their rating. Enquiries may be directed to the Divisional Returning Officer.

Expenses and Use of Private Motor Vehicle

- Expenses, e.g. fares and use of a private motor vehicle will not be reimbursed unless authorised in advance by the Divisional Returning Officer.
- Polling Officials and Casual Assistants may be eligible to receive a Motor Vehicle Allowance. Officers in Charge of polling places are responsible for the return of election material to the Divisional Returning Officer. Where the return of election material involves travel in excess of 30 kilometres the additional travel only may attract the Motor Vehicle Allowance.
- Where a polling official or casual assistant attends a TOPS training or briefing session involving travel in excess of 30 kilometres, the additional travel only may attract the Motor Vehicle Allowance.

Note: The use of a private motor vehicle requires the owner to accept costs incurred resulting from any accident or damage. The Commonwealth will NOT accept any responsibility. It is your responsibility to ensure that your vehicle insurance is effective whilst you are employed.

Workers Compensation

- Workers compensation insurance coverage is provided under the Commonwealth Safety Rehabilitation and Compensation Act 1988 (SRC Act). The SRC Act provides for a range of standard comprehensive worker's compensation entitlements. However, it specifically excludes payment of weekly incapacity benefits to employees over the age of 65 years. As such, an employee over 65 years of age has no entitlement to compensation in the form of weekly incapacity benefits. COMCARE has the responsibility for administration of the Act and enquiries regarding workers compensation insurance should be directed to that agency.

TAXATION INFORMATION

Exemption from Tax

- You may claim an exemption from taxation if you are an Australian resident and your annual income is not more than \$5400 gross (or \$8490 for a married pensioner or \$10060 for a single pensioner). If you wish to claim an exemption you should complete an Application for Exemption from Taxation Payments Form (EF083) available from your Divisional Returning Officer, or Personnel area if you are working in Head Office or Central Office. If you have complied with the Tax File Number (TFN) requirements and your application is approved, no tax will be taken out of your pay.

Employment Declaration Form

- If you are not exempt from tax you should complete an Employment Declaration Form, and tax will be deducted from your pay at the appropriate rate. You may claim the tax free threshold in respect of your employment with the AEC if you are an Australian resident and are not claiming it from another employer.

Tax File Number

- If you do not fill in your Tax File Number (TFN) on either an Employment Declaration Form or an Application for Exemption from Taxation Payments Form (EF083), tax will be deducted from you pay at the top marginal rate of 48.4 cents in the dollar, unless you are exempt from quoting a Tax File Number.

Note: You **are not breaking the law if you choose not to provide your Tax File Number.**

- If you cannot show your Tax File Number because:
 - you have a Tax File Number but cannot find it; or
 - you are not sure if you have a Tax File Number; or
 - you do not have a Tax File Number

you should immediately contact the nearest branch of the Australian Taxation Office and ask for a Tax File Number Application/Enquiry Form which should be completed and lodged as directed on the form. If you indicate that you have lodged a Tax File Number Application/Enquiry Form you will be allowed 28 days in which to produce your Tax File Number before tax will be deducted at the maximum rate.

- You are exempt from quoting a Tax File Number if:
 - you are under 16 and your annual income is not more than \$5400 gross; or
 - you receive a Social Security pension (excluding unemployment or sickness benefit) or a Service pension from the Department of Veterans Affairs.

SUPERANNUATION INFORMATION

Superannuation Contributions

- The AEC is required by law to make superannuation contributions on behalf of all employees. Generally these contributions must be paid to an approved superannuation fund. In some cases, however, the contributions may be paid to you as a cash benefit when you cease employment.
- Superannuation contributions will be paid on your behalf to the Australian Government Employee's Superannuation Trust (AGEST) unless you elect to:
 - receive a cash benefit when you cease employment (this option is available only if you earn less than \$450 per month; or
 - have your contributions paid to another approved fund of which you are a member (a list of approved funds is printed on the back of this page); or
 - have your contributions paid to a fund which is not on the approved list (you must be a pre-existing member of the fund); or
 - join the Public Sector Superannuation Scheme (PSS).

Election to Receive a Cash Payment

- If you expect to earn less than \$450 per month from your work with the AEC you may elect to receive a cash payment of your superannuation contributions. Your contributions will be paid to you, with interest, when you cease employment. The advantage of this option is that your contributions will not be eroded by administration fees which are levied by superannuation funds. The disadvantage is that you will not be covered by death and disability insurance which would have applied to you had you elected to join a fund which offered this cover.
- You should note that if you earn \$450 or more in any calendar month your contributions for that month MUST be paid to a fund, even if you have elected to receive a cash payment. If, on ceasing employment, the contributions owing to you amount to \$500 or more, they MUST be rolled over into AGESt or another fund and remain there until you retire from the workforce.

Fund Membership

- AGESt will deduct a fixed amount from your contributions each week to cover administration costs, and will charge a fee when you withdraw your money from the fund. An additional \$1 will be deducted each week to cover death and disability insurance. Insurance is compulsory unless you have this cover with another fund. If you do not want insurance cover, or wish to have additional cover, you should complete the appropriate section of AGESt membership application form. Forms can be obtained from the Divisional Returning Officer or from the Personnel area if you work in Head Office or Central Office.
- If you are a member of an approved fund, other than AGESt, you may elect to have your contributions paid to that fund. If you choose this option you must quote your fund membership number.
- You may elect to have your contributions paid to a fund which is not on the approved list provided that: you are already a member of the fund; the fund is prepared to accept the contributions payable on your behalf; and the fund is regulated under the Superannuation Industry Supervision Act 1994. If you choose this option you must provide full details of the fund including your membership number.

Election to Join the Public Sector Superannuation Scheme (PSS)

- You may elect to join the PSS if you have completed three months Commonwealth employment during the past two years, are currently a member of the PSS or CSS, or have a transfer value which is to be paid to the PSS. As a member of the PSS you will be required to pay contributions of between 2% and 10% of your earnings. The AEC will also pay contributions on your behalf. Benefits are payable on retirement from the workforce, either as a lump sum or an indexed pension.
- Further information about the PSS, and relevant forms, are available from the Divisional Returning Officer, or the Personnel Officer in Head or Central Office. On joining the PSS you will be required to complete a medical questionnaire which should be forwarded to Comsuper within 14 days of membership commencing. If you do not complete the questionnaire and return it to Comsuper within the prescribed time you will not be entitled to claim full benefits in the event of death or disability.
- If you currently have contributions in AGESt you may, on becoming a member of the PSS, arrange with Comsuper to transfer your contributions from AGESt to the PSS. Requests for transfer must be made within three months of becoming a PSS member.

APPROVED SUPERANNUATION FUNDS

Nominated Fund

Australian Government Employees Superannuation Trust (AGEST)
Jacques Martin Pty Ltd, Locked Bag 999, Carlton South VIC 3053
Phone (03) 9667 9555

Approved Funds

Australian Retirement Fund (ARF)
General Manager, GPO Box 1469N, Melbourne VIC 3001
Phone (03) 9690 9844

Building Unions Superannuation Fund (BUSF)
Jacques Martin Pty Ltd, Locked Bag 999, Carlton South VIC 3053
Phone (03) 9667 9555

CANPLAN Multi-Industry Superannuation Fund (CANPLAN)
Nexis Pty Ltd, GPO Box 280, Sydney NSW 2001
Phone (02) 563 3194

Health Employees Superannuation Trust of Australia (HESTA)
Nexis Pty Ltd, PO Box 658, Carlton South VIC 3053
Phone (03) 9287 4486

Joint Entertainment Superannuation Trust (JEST)
Jacques Martin Pty Ltd, Box K900, Haymarket NSW 2000
Phone (02) 289 9499

Journalists Union Superannuation Trust (JUST)
Jacques Martin Pty Ltd, Locked Bag 999, Carlton South VIC 3053
Phone (03) 9667 9555

Labour Unions Co-operative Retirement Fund (LUCRF)
Fund Administrator, 17 Lygon Street, Carlton VIC 3053
Phone (03) 9326 6588

Superannuation Trust of Australia (STA)
Jacques Martin Pty Ltd, Locked Bag 999, Carlton South VIC 3053
Phone (03) 9667 9555

Transport Workers Superannuation Fund (TWSF)
Fund Administrator, GPO Box 4207, Sydney NSW 2001
Phone (008) 222 071

Professional Employees Superannuation Fund (PESF)
Jacques Martin Hewitt, PO Box 119, Abbotsford VIC 3067
Phone (03) 9667 9555

REMUNERATION FOR ELECTION STAFF

Date of effect: 1 February 1996

Position Number	POLLING OFFICIALS		
001	Officer in Charge (Counting Centre)	● 3 issuing points or less	\$375.00
002		● 4-7 issuing points	8400.00
003		● 8-15 issuing points	\$435.00
004		● 16 or more issuing points	\$490.00
005	Officer in Charge (Non-Counting Centre)	● engaged for the count	\$355.00
006		● not engaged for the count	\$295.00
026	Officer in Charge Hourly Rate - Training		\$17.1595 per hour
	Officer in Charge -Training (5 Hours)		\$86.00
007	Polling Place Liaison Officer		\$405.00
027	Polling Place Liaison Officer Hourly Rate - Training		\$17.1595 per hour
	Polling Place Liaison Officer - Training (5 Hours)		\$86.00
008	Second in Charge		\$275.00
028	Second in Charge Hourly Rate - Training		\$15.4739 per hour
	Second in Charge -Training (5 Hours)		\$77.00
009	Pre-poll Voting Officer in Charge (on Polling Day)	● engaged for the count	\$270.00
010	Pre-poll Voting Officer in Charge (on Polling Day)	● not engaged for the count	\$210.00
018	Pre-poll Voting Officer in Charge - appointed Pre-poll Voting Centre only		\$15.4739 per hour
	Pre-poll Voting Officer in Charge -Training (2 Hours)		\$31.00
011	Pre-poll Voting Officer (on Polling Day)	● engaged for the count	\$255.00
012	Pre-poll Voting Officer (on Polling Day)	● not engaged for the count	\$195.00
019	Pre-poll Voting Officer - appointed Pre-poll Voting Centre only		\$15.1116 per hour
	Pre-poll Voting Officer - Training (2 Hours)		\$30.00
013	Polling Place Staff - Ordinary Issuing Officers and Ballot Box Guards	● engaged for the count	\$255.00
023	Polling Place Staff - Declaration Issuing Officers, Inquiry Officers and Queue Controllers	● engaged for the count	\$255.00
014	Polling Place Staff - Full Day	● not engaged for the count	\$195.00
024	Polling Place Staff - Declaration Issuing Officers - Full Day	● not engaged for the count	\$195.00
030	Polling Place Staff - Half Day	● not engaged for the count	\$105.00
	Polling Place Staff - (positions 023 & 024 only) - Training (1 Hour)		\$15.00
015	Scrutiny Assistant		\$55.00
016	Remote Mobile Team Leader		\$200.00 per day
	Remote Mobile Team Leader - Training (2 Hours)		\$31.00
017	Remote Mobile Team Member		\$195.00 per day
	Remote Mobile Team Member-Training (2 Hours)		\$30.00
020	Electoral Visitor in Charge		\$15.4739 per hour
	Electoral Visitor in Charge - Training (2 Hours)		\$31.00
021	Electoral Visitor		\$15.1116 per hour
	Electoral Visitor-Training (2 Hours)		\$30.00
022	Assistant (Driver)		\$13.8732 per hour

Daily Travelling Allowance and Camping Allowance where appropriate in accordance with Australian Public Service Rates.
Mileage Allowance (effective 28 December 1995) 53.1 cents per kilometre.

ELECTION CASUALS		
Election Casual	for first 8 hours Monday to Friday and first 4 hours Saturday	\$13.6732 per hour
	for all hours in excess of 8 Monday to Friday and all hours in excess of 4 on Saturday	\$17.8346 per hour
	for all hours worked on Sunday and Public Holidays	\$23.7794 per hour
Senate Recheck Supervisor	for first 8 hours Monday to Friday and first 4 hours Saturday	\$15.1116 per hour
	for all hours in excess of 8 Monday to Friday and all hours in excess of 4 on Saturday	\$19.7108 per hour
	for all hours worked on Sunday and Public Holidays	\$26.2810 per hour
Scanning Centre Supervisor	for first 8 hours Monday to Friday and first 4 hours Saturday	\$17.6250 per hour
	for all hours in excess of 8 Monday to Friday and all hours in excess of 4 on Saturday	\$22.9892 per hour
	for all hours worked on Sunday and Public Holidays	\$30.6522 per hour