

Western Australian Electoral Commission

2021 State General Election

Guide for polling staff and other casual workers



Level 2, 111 St Georges Terrace
Perth WA 6000

GPO Box F316
Perth WA 6841

Phone 13 63 06

Email hr.elections@waec.wa.gov.au

Website www.elections.wa.gov.au

Translating & Interpreting Service (TIS)
13 14 50 and then ask for (08) 9214 0400

National Relay Service (NRS)
Speak & Listen number 1300 555 727
SMS Relay number 0423 677 767



WESTERN AUSTRALIAN
Electoral Commission



Foreword

Thank you for joining the WA Electoral Commission team in this important part of the democratic system in our state. You are now part of an enormous team working together to ensure all eligible West Australians can cast their vote in the State general election 2021.

All of you will play an incredibly important part in helping the community participate in this election and in helping the Commission deliver an accurate, timely and fair election outcome.

As a result we need you to be respectful of everyone you interact with, impartial in any comments or discussions you may have with voters and others and accountable in keeping official documents safe and completing your tasks carefully and accurately.

Please read your training materials thoroughly and if you are unsure about any aspect of your role ask your supervisor or Returning Officer.

Thank you again for helping make the State general election 2021 a success.

Yours sincerely

Robert Kennedy
Electoral Commissioner

Impartiality and confidentiality

- ✓ All staff working for the Commission are expected to uphold the highest level of professional conduct. This includes the highest principles of personal integrity and impartiality.

A justified community perception of political neutrality is critical in ensuring a high level of public trust and confidence. You should therefore exercise extreme care in everything you do and avoid making comments which might be construed as political. This includes avoiding comments in social media about the election. Also in the course of your work you may have access to confidential and sensitive information. You must not disclose such information or use it in an improper manner. If you have any concerns you should consult your supervisor.

Commission expectations

- ✓ As a representative of the Commission you are expected to be dressed in a manner that promotes a professional image. Denim jeans and sports shoes can be worn. However, clothing such as singlets, inappropriate shorts or skirts, and thongs are not acceptable.

Smoking is not permitted in the workplace or in Commission vehicles.

The global COVID-19 pandemic is likely to impact precise polling venue arrangements. It is important that all staff carefully follow instructions and set procedures.

Training

- ✓ For most positions a manual will be provided. You must read this manual prior to election day. Online training has been developed to build or reinforce the skills required for all positions.

Polling Place Managers (PPMs), Assistant Polling Place Managers (APPMs) and Mobile Polling Place Managers (MPPMs) will be required to attend a face to face training session. Training hours are included as part of your payment package. Other polling staff will receive on the job training, in addition to the mandatory online training.

Employment conditions and wages

General employment conditions

- ✓ Polling staff are employed on a casual, as needed, basis and employment does not continue from one event to another.

Working at a polling place can be a long, busy day. Apart from exceptional circumstances you will not be able to leave the polling place during the hours of duty. This means you should make arrangements for all meals (lunch and dinner) and transport.

Breaks are important and supervisors will ensure polling staff have short breaks throughout the day, however there are no set times for meal breaks.

Your supervisor will be responsible for assigning your work tasks. Please refer to them if you have any questions or issues on the day.

As part of the Commission's continuous improvement culture your performance will be rated.

Payment of wages

- ✓ Remember to read, complete and return your employment pack. Please ensure your personal, bank, superannuation and tax details are correct. Incorrectly completed documentation may delay your payment.

An allowance is not payable to polling place staff for travel to and from their place of employment. Expenses for the use of a private motor vehicle will not be reimbursed unless authorised in advance by the Commission.

Within four weeks after polling day, payment will be made by direct deposit to the bank account nominated by you.

A pay slip will be forwarded to you following payment. Income Statements can be found in your myGov account. For more information please contact the ATO on 132 307.

Other employment conditions

- ✓ The payment to PPMs is inclusive of any election related mobile phone calls.

Mobile polling place managers and mobile polling officers as well as polling place managers undertaking multiple or additional travel may be reimbursed for private motor vehicle use at the standard public service rates on a per claim basis, requiring prior approval from the Returning Officer.

It is the vehicle owner's responsibility to ensure adequate insurance coverage.

Taxation and superannuation

- ✓ You will be sent an employment pack to complete, requesting all relevant details to process your payment.

You are required to complete the *Tax File Number Declaration* form in order to help us produce the correct tax record for you. In addition, you have the option to complete the *Variation of Income Tax* form to claim an exemption from paying tax if you earn less than the current threshold of \$18,200 for this financial year.

You have to complete the *Tax File Number Declaration* form regardless of whether you are claiming a tax exemption; if you choose not to, we are required to deduct tax at the top marginal rate.

Superannuation contributions of 9.5% will be made to your nominated complying superannuation fund. The Commission complies with the Government's choice of fund requirements. The Commission's default fund is the Government Employees Superannuation Board (GESB). If you operate a self-managed fund, or you opt for choice of fund, you must provide all required information of your *Choice Super* fund. Importantly, if you do not provide the correct and full information required your superannuation contributions will default to GESB.

Position (and rates of pay)	Responsibilities	Election day start time
Polling Place Manager (PPM) 1–3 issuing points \$1,098.85 4–7 issuing points \$1,173.78 8 or more \$1,252.09	<ul style="list-style-type: none"> ✓ Complete training online and face to face in advance of polling day. ✓ Set up polling place and supervise the conduct of polling. ✓ Instruct, train and supervise staff. ✓ Collect polling materials from the returning officer. ✓ Provide advice and assistance to electors. ✓ Conduct the count of ordinary votes and transmit results to the returning officer. ✓ Package all election material and return to the returning officer. 	6:30 am
Assistant Polling Place Manager \$885.54 per day	<ul style="list-style-type: none"> ✓ Complete training online and face to face in advance of polling day. ✓ Attend training session in advance of polling day. ✓ Assist PPM in management of polling and staff. ✓ Help supervise declaration voting. ✓ Have full knowledge of PPM duties, and relieve PPM as required. ✓ Help supervise scrutiny, count of ballot papers, parcelling and clean-up of premises. 	6:30 am
Declaration Issuing Officer \$620.43 per day	<ul style="list-style-type: none"> ✓ Complete online training and read manual. ✓ Responsible for declaration (absent & provisional) voting on polling day. ✓ Prepare declaration forms. ✓ Mark electors' names off electronic electoral rolls if applicable. ✓ Issue ballot papers to electors. ✓ Assist in scrutiny, count of ballot papers, parcelling and clean-up of premises. 	7:00 am
Ordinary Issuing Officer \$488.05 per day	<ul style="list-style-type: none"> ✓ Complete online training and read manual. ✓ Responsible for the conduct of ordinary voting at the polling place. 	7:00 am
Student Electoral Officer \$271.56 per day	<ul style="list-style-type: none"> ✓ Mark electors' names off rolls and issue ballot papers. ✓ Perform queue controller or ballot box guard duties. ✓ Assist in scrutiny, count of ballot papers, parcelling and clean-up of premises. ✓ Perform hygiene duties – wipe surfaces and touch points. 	
Mobile Polling Place Manager \$38.50 p/hr	<ul style="list-style-type: none"> ✓ Complete training online and face to face in advance of polling day. ✓ Attend training session in advance of polling day. ✓ Collect polling materials from returning officer. ✓ Conduct mobile polling at special institutions and/or hospitals. ✓ Issue declaration and ordinary votes at required institutions. ✓ Reconcile ballot papers and complete associated returns. 	as advised
Mobile Staff \$34.47 p/hr		
Returning Officer's Assistant \$38.50 p/hr	<ul style="list-style-type: none"> ✓ Duties and hours as assigned by the returning officer in accordance with guidelines and Commission approvals. 	
General Assistant \$28.21 p/hr	<ul style="list-style-type: none"> ✓ Duties and hours as assigned by PPM or RO in accordance with the guidelines. 	

Please note: Polling place staff working on election day are required to work until the count is finished and all duties are completed.

Forms you need to complete

Everyone MUST complete the following forms:

- All Employment Pack Forms
- Choice in Super fund letter (if applicable)
- Polling Place Attendance Sheet