

NORTHERN TERRITORY OF AUSTRALIA

*Public Sector Employment and Management Act 1993*

**REVOCAION OF DETERMINATIONS 1009 OF 2020 and 1002 of 2023**

I, Nicole Hurwood, Commissioner for Public Employment, pursuant to section 14(2) of the *Public Sector Employment and Management Act 1993* and with reference to section 43 of the *Interpretation Act 1978*, revoke Determination 1009 of 2020 and Determination 1002 of 2023.

**DETERMINATION 1033 OF 2024**

ELECTORAL CASUAL STAFF – NORTHERN TERRITORY ELECTORAL COMMISSION

I, Nicole Hurwood, Commissioner for Public Employment, pursuant to section 14(2) of the *Public Sector Employment and Management Act 1993* and with reference to section 13(a) of that Act, determine that:

1. Electoral Casual Staff may be engaged by the Northern Territory Electoral Commission on a casual basis in accordance with the terms and conditions set out in the Schedule.
2. An employee who was employed on 1 July 2024, and who is employed on the date this determination is signed, and who worked between 1 July 2024 and the day immediately before this Determination (the transitional period) is entitled to be paid an amount that is equal to the difference between:
  - a) the amounts already received, or purportedly received, in return for work performed during the transitional period; and
  - b) the amounts they would have been entitled to be paid during the transitional period if the entitlements set out in the Schedule had come into operation 1 July 2024.
3. This Determination will cease to have effect from 30 June 2029, unless revoked sooner.

Dated 31 July 2024

Nicole Hurwood  
Commissioner for Public Employment

# SCHEDULE

## **1. Application**

This Schedule applies to Electoral Casual Staff engaged by the Northern Territory Electoral Commission (NTEC) in a classification set out in this schedule.

## **2. Engagement**

- a. Electoral Casual Staff are employed on a casual basis and work only when required by the NTEC.
- b. There is no continuing contract of employment requiring Electoral Casual Staff to work on a subsequent occasion at a specified time.
- c. All Electoral Casual Staff are subject to the Electoral Commissioner's direction and subject to the direction of any other member of the Commissioner's staff authorised by the Commissioner to give direction.

## **3. Remuneration Package – Voting Centre Staff**

- a. Electoral Casual Staff will be paid a remuneration package in recognition of all work performed on and for Election Day.
- b. Election Day remuneration packages are set out in Table 1.
- c. Election Day remuneration packages include payment for:
  - i. the performance of all duties on Election Day,
  - ii. the required training completed prior to Election Day;
  - iii. set up activities prior to Election Day and pack up activities after Election Day (Managers and Deputy Voting Centre managers); and
  - iv. casual loading.
- d. Electoral Casual Staff will receive payment of 2 meal allowances in addition to their Election Day remuneration package for a full day, or 1 meal allowance for a half day.

## **4. Remuneration – Electoral Casual Staff not working in an election day voting centre**

- a. Electoral Casual Staff engaged to perform work not in an election day voting centre will be remunerated on an hourly basis.
- b. Remuneration for Electoral Casual Staff engaged to perform work not in an election day voting centre is set out at Table 2.

## **5. Remuneration – Electoral Casual Staff working in Remote and Regional areas**

- a. Electoral Casual Staff working in remote locations will be remunerated on the following basis:
  - i. a training package is payable for completing the required training prior to the commencement of official duties;
  - ii. a daily rate is payable for days on which travel and official voting occurs;

- b. Electoral Casual Staff working out of regional centres (including servicing hospitals and other institutions and returning to the regional centre at the end of each day), will be remunerated on the following basis:
  - i. a training package is payable for completing the required training prior to the commencement of official duties;
  - ii. an hourly rate of pay is payable for all hours worked.
- c. Remuneration for Electoral Casual Staff working in Remote and Regional areas is set out at Table 3.

## 6. General

- a. Election Staff will be engaged for a minimum period of one hour on each occasion.
- b. Electoral Casual Staff receive a casual loading of 25%, in lieu of paid leave and public holidays not worked. The casual loading is incorporated into all remuneration packages.
- c. Electoral Casual Staff remunerated by hourly rate will receive overtime for work performed Monday to Saturday after 8 hours of continuous duty. The casual loading is not payable when overtime is paid.
- d. Electoral Casual Staff remunerated by hourly rate will receive shift penalties for work performed on Sundays and Public Holidays. The casual loading is not payable when shift penalties are paid.
- e. Voting Area Managers, Voting Centre Managers and Voting Team Leaders will be paid a weekly telephone allowance to reimburse for the costs of personal telephone use for NTEC purposes. This allowance is equivalent in value to the meal allowance.
- f. Travelling allowance is payable for the period of duty (away from home station), including days that do not involve travel.
- g. The meal allowance and travelling allowance rates are determined each year by the Commissioner for Public Employment.
- h. Remuneration packages and hourly rates of pay will increase on 1 January of each year in accordance with the salary increases provided to employees under the *Northern Territory Public Sector 2021-2025 Enterprise Agreement*, or any replacement agreement.

## 7. Relocation Expenses and Allowances

- a. Where Electoral Casual Staff employed by the Northern Territory Electoral Commission have the pre-requisite knowledge to perform specialised duties during an election, the Electoral Commissioner or their delegate may approve an entitlement to:
  - a. payment of relocation allowance in accordance with the provisions of the Public Sector Employment and Management Act [By-Law 28](#);
  - b. payment of travel costs in order to take up, and return from, such temporary employment at the rate of either:
    - i. the cost of return airfares where travel is by air; or
    - ii. payment of kilometre allowance at the rate determined for payments under By-Law 32 where travel is by road; and

- c. Payment of a one off setup payment in alignment with the living away from home allowance payable under *Public Sector Employment and Management Act 1993 By-Law 30A*.
- b. The provisions of this clause will only apply where the employee is an experienced electoral practitioner who has been engaged specifically for the preparations and conduct of the following major electoral events:
- Legislative Assembly General Elections;
  - Legislative Assembly By-Elections;
  - Legislative Assembly Supplementary Elections;
  - Local Government Council General Elections;
  - Local Government Council By-Elections;
  - Local Government Council Supplementary Elections; or
  - Territory-wide elections, Plebiscites or Referendums

## 8. Remuneration tables

**Table 1. Remuneration Packages – Voting Centre Staff**

NTEC Classification	Title	Standard Package (including training)	Hourly Rate Monday to Saturday (applies for pre-approved work not covered in standard hours)	Meal Allowances
NTEC 4.2	Voting Centre Manager (1 -3 voting staff)	21 hours @ hourly rate	NTEC4.2 + 25% loading hourly rate	2
NTEC 4.4	Voting Centre Manager (4 - 6 voting staff)	21 hours @ hourly rate	NTEC4.4 + 25% loading hourly rate	2
NTEC 4.6	Voting Centre Manager (7+ voting staff)	21 hours @ hourly rate	NTEC4.6 + 25% loading hourly rate	2
NTEC 3.3	Second In Charge - Voting Centre	21 hours @ hourly rate	NTEC3.3 + 25% loading hourly rate	2
NTEC 3.1	Declaration Vote Officer	15.5 hours @ hourly rate	NTEC3.1+ 25% loading hourly rate	2
NTEC 2.2	Voting Centre Staff Issuing Officer	14 hours @ hourly rate	NTEC2.2 + 25% loading hourly rate	2
NTEC 2.4	Voting Centre Staff	17.5 hours @ hourly rate	NTEC2.4 + 25% loading hourly rate	2
NTEC 5.1	Voting Area Managers	24 hours @ hourly rate	NTEC5.1 + 25% loading hourly rate	2
NTEC 2.4	Voting Centre Staff (half day)	10.75 hours @ hourly rate	NTEC2.4 + 25% loading hourly rate	1
NTEC 3.1	Senior Voting Centre Staff (half day)	10.75 hours @ hourly rate	NTEC3.1+ 25% loading hourly rate	1



**Table 2. Remuneration - Electoral Casual Staff not working in an election day voting centre**

NTEC Classification	Title	Hourly Rate Monday to Saturday (based on an eight hour day)	Overtime Rate (applies for pre-approved work not covered in standard hours) - No loading applies	Sunday Rate (applies for pre-approved work not covered in standard hours) - No loading applies	Public Holiday Rate (applies for pre-approved work not covered in standard hours) - No loading applies	Positions
NTEC 2.2	Casual Administrative Officer	NTEC2.2 + 25% loading hourly rate	Single time and half - hourly rate	Double hourly rate	Double time and half - hourly rate	EVC - Voting centre staff Issuing Officer EDVC - Voting centre staff - part time Material staff Postal staff Call centre staff Show/expo staff Remote voting - Community Assistants Count staff Data input staff Administration support staff Education support officer Enrolment staff IT support staff
NTEC 2.4	Casual Administrative Officer	NTEC2.4 + 25% loading hourly rate	Single time and half - hourly rate	Double hourly rate	Double time and half - hourly rate	EDVC - Voting centre staff - part time EVC - Voting centre staff
NTEC 3.1	Casual Administrative Officer	NTEC3.1 + 25% loading hourly rate	Single time and half - hourly rate	Double hourly rate	Double time and half - hourly rate	EVC - Declaration officer EDVC - Declaration officer part time Urban voting team - member Remote voting team - part time member Materials Planning officer Materials Logistic Officer Call centre supervisor Administration support supervisor Community delivery centre - member Education support officer IT support supervisor Community Engagement Officer Scrutiny table captain



NTEC 3.3	Casual Administrative Officer	NTEC3.3 + 25% loading hourly rate	Single time and half - hourly rate	Double hourly rate	Double time and half - hourly rate	EVC - Deputy voting centre manager Urban voting team - Deputy team leader
NTEC 4.1	Casual Administrative Officer	NTEC4.1 + 25% loading hourly rate	Single time and half - hourly rate	Double hourly rate	Double time and half - hourly rate	Administration support officer IT support manager Education Delivery Officer Community Engagement Officer (Senior)
NTEC 4.2	Casual Administrative Officer	NTEC4.2 + 25% loading hourly rate	Single time and half - hourly rate	Double hourly rate	Double time and half - hourly rate	EVC - Manager 1- 3 voting staff
NTEC 4.4	Casual Administrative Officer	NTEC4.4 + 25% loading hourly rate	Single time and half - hourly rate	Double hourly rate	Double time and half - hourly rate	EVC - Manager 4 -6 voting staff
NTEC 4.6	Casual Administrative Officer	NTEC4.6 + 25% loading hourly rate	Single time and half - hourly rate	Double hourly rate	Double time and half - hourly rate	EVC - Manager 7 or more voting staff Urban voting team leader Community delivery centre - leader Remote Logistics Officer Postal vote manager Community Engagement Leader
NTEC 5.1	Casual Administrative Officer	NTEC5.1 + 25% loading hourly rate	Single time and half - hourly rate	Double hourly rate	Double time and half - hourly rate	Scrutiny Manager Easy count coordinator Ballot paper coordinator Deputy Regional Area Coordinator Community Engagement Manager
NTEC 6.1	Casual Administrative Officer	NTEC6.1 + 25% loading hourly rate	Single time and half - hourly rate	Double hourly rate	Double time and half - hourly rate	Regional Area Coordinator Senior Support Centre Coordinator



**Table 3. Remuneration – Remote voting staff standard daily rate**

Title	Standard Daily Rate	Hourly Rate Monday to Saturday (applies only in certain circumstances See note Below)	Overtime Rate (applies for pre-approved work not covered in standard hours)	Sunday Rate	Public Holiday Rate	Training Packages
Remote Voting Team Leader	12 hours per day	NTEC4.6 + 25% loading hourly rate	Single time and half - hourly rate	Double hourly rate	Double time and half hourly rate	6.5 Hrs at hourly rate
Deputy Remote Voting Team Leader	12 hours per day	NTEC3.3 + 25% loading hourly rate	Single time and half - hourly rate	Double hourly rate	Double time and half hourly rate	6.5 Hrs at hourly rate
Remote Voting Team Member	12 hours per day	NTEC3.1 + 25% loading hourly rate	Single time and half - hourly rate	Double hourly rate	Double time and half hourly rate	3 Hrs at hourly rate

**Table 4 Remuneration amounts (applicable from 1 January 2024)**

NTEC classification	\$/HR loaded	Overtime (after 8 hours of work)	Sunday (CASUAL ONLY)	Public Holiday (CASUAL ONLY)
NTEC 2.2	\$ 38.93	\$ 46.72	\$ 62.29	\$ 77.86
NTEC 2.3	\$ 39.69	\$ 47.62	\$ 63.50	\$ 79.37
NTEC 2.4	\$ 40.45	\$ 48.55	\$ 64.73	\$ 80.91
NTEC 2.5	\$ 41.24	\$ 49.49	\$ 65.99	\$ 82.48
NTEC 3.1	\$ 42.23	\$ 50.68	\$ 67.57	\$ 84.47
NTEC 3.2	\$ 43.02	\$ 51.63	\$ 68.84	\$ 86.05
NTEC 3.3	\$ 43.83	\$ 52.60	\$ 70.13	\$ 87.66
NTEC 3.4	\$ 45.48	\$ 54.57	\$ 72.76	\$ 90.95
NTEC 4.1	\$ 47.66	\$ 57.19	\$ 76.25	\$ 95.31
NTEC 4.2	\$ 48.52	\$ 58.22	\$ 77.62	\$ 97.03
NTEC 4.3	\$ 49.99	\$ 59.99	\$ 79.99	\$ 99.98
NTEC 4.4	\$ 51.47	\$ 61.76	\$ 82.35	\$ 102.94
NTEC 4.5	\$ 52.94	\$ 63.53	\$ 84.71	\$ 105.89
NTEC 4.6	\$ 54.52	\$ 65.42	\$ 87.23	\$ 109.03
NTEC 5.1	\$ 56.27	\$ 67.52	\$ 90.03	\$ 112.53
NTEC 5.2	\$ 57.70	\$ 69.24	\$ 92.32	\$ 115.40
NTEC 5.3	\$ 59.13	\$ 70.96	\$ 94.61	\$ 118.26
NTEC 6.1	\$ 61.69	\$ 74.03	\$ 98.71	\$ 123.39

**Table 5 Remuneration amounts (applicable from 1 January 2025)**

NTEC classification	\$/HR loaded	Overtime (after 8 hours of work)	Sunday (CASUAL ONLY)	Public Holiday (CASUAL ONLY)
NTEC 2.2	\$ 40.24	\$ 48.28	\$ 64.38	\$ 80.47
NTEC 2.3	\$ 40.99	\$ 49.19	\$ 65.59	\$ 81.98
NTEC 2.4	\$ 41.76	\$ 50.11	\$ 66.81	8\$ 3.52
NTEC 2.5	\$ 42.55	\$ 51.05	\$ 68.07	8\$ 5.09
NTEC 3.1	\$ 43.54	\$ 52.24	\$ 69.66	\$ 87.07
NTEC 3.2	\$ 44.33	\$ 53.19	\$ 70.93	\$ 88.66
NTEC 3.3	\$ 45.14	\$ 54.16	\$ 72.22	\$ 90.27
NTEC 3.4	\$ 46.78	\$ 56.14	\$ 74.85	\$ 93.56
NTEC 4.1	\$ 48.96	\$ 58.75	\$ 78.34	\$ 97.92
NTEC 4.2	\$ 49.82	\$ 59.78	\$ 79.71	\$ 99.64
NTEC 4.3	\$ 51.30	\$ 61.55	\$ 82.07	\$ 102.59
NTEC 4.4	\$ 52.77	\$ 63.33	\$ 84.44	\$ 105.55
NTEC 4.5	\$ 54.25	\$ 65.10	\$ 86.80	\$ 108.50
NTEC 4.6	\$ 55.82	\$ 66.98	\$ 89.31	\$ 111.64
NTEC 5.1	\$ 57.57	\$ 69.09	\$ 92.11	\$ 115.14
NTEC 5.2	\$ 59.00	\$ 70.80	\$ 94.40	\$ 118.00
NTEC 5.3	\$ 60.43	\$ 72.52	\$ 96.69	\$ 120.87
NTEC 6.1	\$ 63.00	\$ 75.60	\$ 100.80	\$ 126.00