



Contingent Early Voting Officer (Mobile Polling & Pre-Poll)

People in these roles are employed under the *Commonwealth Electoral Act, 1918* (Electoral Officer EO3 and Electoral Officer EO2). Pay, terms and conditions can be found in the [Collective Determination](#).

Contingent Workforce

Staff allocated into contingent positions for Electoral Visitor (Mobile Polling) and Pre-Polling, come with the understanding that assignment to these positions is based on operational needs and availability and you may or may not be required to work once training has been completed.

Purpose of the role – Contingent Early Voting Leader

Staff will be trained as a contingency to undertake both Electoral Visitor (Mobile Polling) team member, and the Pre-poll Officer roles and be ready should any positions become available.

Electoral Visitor (Mobile Polling) Team Member

Electoral Visitor (Mobile Polling) Team Members work with the Electoral Visitor in Charge to deliver a mobile polling service during the early voting period (up to 2 weeks before voting day). Mobile polling is a unique and important voting service which enables voters who are unable to attend or have difficulties in attending a polling place to vote with AEC staff.

Mobile polling is conducted within a location that is operated by a service provider, for example a residential aged care facility, residential mental health facility, homeless shelter or a prison.

Each team usually consists of one Electoral Visitor in Charge and one or more team members. The Team is supported by the Early Voting Liaison Officer and the divisional office.

Key responsibilities

Provide services to electors in a patient, compassionate and supportive manner.

- Ensure information is provided clearly and in a manner the elector can understand
- Assist electors to access support (ie language translation materials) as required
- Use an approach to ensure people who may be experiencing health challenges and/or are in a difficult time in their life and may be experiencing barriers to participating in electoral processes feel comfortable during the voting process

Issue votes in accordance with policy, procedures and ballot paper principles.

- Use electronic certified lists
- Issue declaration votes (a declaration vote requires the voter to sign a declaration instead of having their name marked off a paper certified list)
- Manage and issue ballot papers to voters
- Assist voters to complete enrolment forms and record information provided
- Maintain ballot paper integrity and security

Monitor the ballot box and queue management.

- Ensure security of ballot boxes throughout polling
- Complete required documentation
- Manage voter queues, considering COVID-19 safe practices

Assist with end-of-day activities.

- Finalise documentation and contribute to packing of materials
- Undertake reconciliation, secure materials, and undertake other duties as directed

Pre-Polling Officer

Pre-poll Officers issue votes in pre-poll voting centres during the early voting period. The role may also complete other tasks during early voting, such as set-up of the voting centre, monitoring ballot boxes, queue management and managing voter inquiries.

Key responsibilities

Issue Votes

- Issue, manage and secure ballot papers in accordance with policy, procedure, and ballot paper principles
- Account for ballot papers received and complete compliance documentation
- Assist voters from culturally and linguistically diverse backgrounds and distribute translated resources where required
- Use electronic lists

Manage the use of ballot boxes by electors

- Ensure the security of ballot boxes throughout polling
- Ensure voters place the ballot papers in the correct ballot box

Manage the queue of voters and direct voters to relevant voting points and exits

Assist with the end-of-day activities as the voting centre

- Finalise documentation, secure materials, assist in tidying up the voting centre and undertake other duties as directed

What to expect

You will:

- complete online and face-to-face training for both Mobile Polling Visitor team member, and the Pre-poll Officer roles and be ready, should any positions become available.

If a position becomes available:

- work during the early voting period based on a roster
- be required to work over the early voting period based on a roster and to travel with the team each day
- work non-standard or extended hours under pressure in a fast-moving operational environment
- possibly have long periods sitting, standing or driving, and require the ability to lift and carry materials. Electoral materials must be packed and unpacked at each location and can be considerable.

- work with small groups of diverse people in potentially challenging or complex environments
- be able to communicate clearly, have good attention to detail, and work effectively as part of a team

All AEC employees are expected to:

- Adhere to the [APS Values and Code of Conduct](#), and the [AEC Values and Commitments](#) (we encourage you to read these before polling day)
- Comply with the procedures and policies outlined in your training
- Avoid any conflict of interest (real or apparent)
- Not be seen to be publicly active in political affairs, and not intend to publicly engage in these activities during your employment with AEC
- Be familiar with, abide by and promote AEC work health and safety frameworks, policies and procedures
- Follow and promote COVID-19 safety measures
- Demonstrate personal integrity and represent the AEC with professionalism
- Engage respectfully with diverse individuals and communities
- Be flexible, adaptable, and work as part of a team
- Take ownership and responsibility for own work
- Handle ballot papers safely and securely throughout all electoral processes

Mandatory requirements

- Australian citizen aged 18 years or over
- Maintain political and issue neutrality and impartiality
- Current driver's licence
- COVID-19 vaccination is required for all mobile polling staff to comply with entry requirements of establishments and communities.
- All staff entering residential aged care facilities also require a 2023 influenza vaccination.
- Facilities or communities may have additional vaccination requirements (such as an up-to-date COVID-19 booster or 2023 Influenza vaccination) which you will need to comply with.
- Other COVID-19 safety measures such as wearing masks and daily rapid antigen testing will apply to this role.
- Access to a mobile phone
- A police check as part of onboarding processes.

Thank you for your interest in working at a federal electoral event. We need over 100,000 people to fill our temporary jobs. We hope you'll consider joining our team.

Visit aec.gov.au to learn more about what's involved.

Working at an election – Electoral Visitor Team Member EO3

The terms and conditions for temporary staff employed by the AEC during federal elections, by-elections, plebiscites and referendums are set out in the [Collective Determination](#), which includes all remuneration information, including casual loading, overtime, allowances and payment for required training.

