



Remote Services Delivery Team Member

People in these roles are employed under the *Commonwealth Electoral Act, 1918* (Electoral Officer E03). Pay, terms and conditions can be found in the [Collective Determination](#).

Purpose of the role

Remote Services Delivery Team Members work before or on voting day and deliver services to voters in remote communities, where no other voting services are available. Remote Services Delivery Teams service isolated communities, town camps and mining sites located further than 20km from a polling place. Each team usually consists of up to 4 staff and may receive support from local assistants during polling.

Key responsibilities

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 certified list)
- Manage and issue ballot papers to voters
- Assist voters to complete enrolment forms and record information provided
- Always 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
- Complete reconciliation, secure materials and undertake other duties as directed

What to expect

You will:

- be required to work over the early voting period based on a roster. It may include travel in different types of transport including 4WD, light aircraft or helicopters. Small boats may be required in remote areas
- complete online and face-to-face training before commencing in the role
- be required to travel to one facility or remote community per 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 up to 12 kilograms of materials. Electoral materials must be packed and unpacked at each location and can be considerable.

- work with small groups of diverse people, so the ability to work effectively as part of a team is important.
- be able to communicate clearly and have good attention to detail

It is expected that a Remote Services Delivery Team Member will:

- 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
- 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.
- Current driver's licence
- Able to drive a 4x4 in various conditions including off road, wet weather, and hot conditions.
- A police check

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.

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