



Polling Assistant (First Nations)

People in these roles are employed under the *Commonwealth Electoral Act, 1918* (Electoral Officer EO 2). Pay, terms and conditions can be found in the [Collective Determination](#).

Purpose of the role

Polling Assistants issue ballot papers at a polling place on voting day. Polling Assistants are one of the first points of contact for voters at a polling place and they also monitor ballot boxes, manage queues, and sort and count votes. This role is primarily responsible for assisting voters, including voters from Aboriginal and/or Torres Strait Islander backgrounds who may need support.

Key responsibilities

Assist voters, in particular Aboriginal and/or Torres Strait Islander voters.

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.
- Provide an accessible and culturally informed source of AEC information and instructions for Aboriginal and/or Torres Strait Islander voters where required.

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

Assist with end-of-day activities at the polling place.

- At the direction of the Officer in Charge, sort and count ballot papers
- Finalise documentation, secure materials, help tidy up the polling place and undertake other duties.

What to expect

You will:

- work on polling day from 7am to 11pm.
- complete online training before working.
- work with small groups of diverse people, so the ability to work effectively as part of a team is important.
- possibly be working under pressure in a fast-moving operational environment.
- possibly have long periods of sitting or standing

It is expected that a Polling Assistant (First Nations) 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.
- Identify as an Aboriginal and/or Torres Strait Islander person.

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.
