



Declaration Vote Issuing Officer

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

Declaration Vote Issuing Officers issue declaration votes in a polling place. A declaration vote requires the voter to sign a declaration instead of having their name marked off a paper certified list. The Declaration Vote Issuing Officer may also manage voter enquiries, assist with the completion of enrolment forms, monitor ballot boxes, manage voter queues, and issue ordinary votes.

Key responsibilities

1. Issue votes and assist with elector enquiries
 - Issue declaration votes and ensure declaration vote envelopes are completed correctly.
 - Use electronic certified lists (where required) to identify the voter and record that they have completed a declaration vote.
 - Manage ballot papers, including security and documentation requirements.
 - Assist voters from culturally and linguistically diverse backgrounds and provide high quality customer service in a professional matter.
 - Respond to queries from voters, providing instructions relating to voting formality and assistance in the completion of ballot papers as required.
2. Management and security of election materials
 - Reconcile and track allocated election materials including ballot papers.
 - At the direction of the Officer in Charge, sort and count ballot papers.
 - Finalise relevant documentation with attention to detail.
 - 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.
- Need to complete online and face-to-face training before polling day.
- Be working with small groups of diverse people, so the ability to work effectively as part of a team is important.
- Work non-standard or extended hours under pressure in a fast-moving operational environment.
- Have long periods of sitting or standing and may need to lift and carry up to 12 kilograms.
- You will need to be able to communicate clearly and have good attention to detail.

It is expected that Declaration Vote Issuing Officer 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.
- Full COVID-19 vaccination or a medical exemption.

Thank you for your interest in working at an election.

We need over 100,000 people to fill our temporary election jobs. We hope you'll consider joining our team.

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