



## Pre-poll Officer

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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

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

1. 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 certified lists.
2. 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.
3. Manage the queue of voters and direct voters to relevant voting points and exits.
4. Assist with end-of-day activities at 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:

- Be asked to work on a roster throughout the 2-week early voting period and you may also be asked to work part-time to assist with peak periods, including 5-hour shifts.
- Need to complete online and face to face training before early voting commences.
- Be working with small groups of diverse people, so the ability to work effectively as part of a team is important.
- Need to be a clear communicator and have good attention to detail.
- Possibly need to work non-standard or extended hours under pressure in a fast-moving operational environment.
- Possibly have long periods of sitting or standing and be able to lift and carry up to 12 kilograms.

It is expected that Pre-poll Officers 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.
- 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.
- A police check.

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