



## Polling Assistant

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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

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.

### 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

#### 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
- possibly be asked to work part-time to assist with peak periods, including five-hour shifts
- complete online training before commencing in the role
- work with small groups of diverse people, so the ability to work effectively as part of a team is important
- work under pressure in a fast-moving operational environment
- possibly have long periods of sitting or standing and may need to lift and carry up to 12 kilograms

It is expected that a Polling Assistant 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

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*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](http://aec.gov.au) to learn more about what's involved.*

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