

Polling Official Role Profile – Declaration Vote Issuing Officer

Position Details

CEA Classification	EO 2	Engagement Status	CEA Act
Location	Polling Place	Date Last Modified	November 18
APS Family	Administration	APS Function	General administrative support
APS Role	Administrative support	Work Classification Code	023 & 024

Purpose of the role

The purpose of the Declaration Vote Issuing Officer role is to issue declaration votes to electors through the completion of declaration vote envelopes. The role will also complete documentation tracking the issue of votes and materials.

This role may also provide assistance to electors on polling day, including advice on formality and enrolment, in the capacity of an Inquiry Officer.

The Declaration Officer will also assist with post-polling activities and may also act as Ballot Box Guard, Queue Controller or Ordinary Issuing Officer.

Role context

This role reports to the Officer in Charge (OIC) and is required to work on polling day in a polling place. The role typically involves long hours and prolonged periods of sitting and standing. Polling places vary in size depending on location. The role may be required to work either side of polling day.

Key position responsibilities

- 1 Issue declaration votes in compliance with policy, procedures and ballot paper principles:
 - Issue declaration votes;
 - Manage ballot papers, including security and documentation requirements;
 - Ensure declaration vote envelopes are completed correctly and fully;
 - Issue ballot papers in accordance with the procedures.

- 2 Assist electors with enrolment and voting information:
 - Assist voters to complete enrolment forms and record information provided;
 - Respond to queries from electors attending the polling place, directing more complex queries to the OIC;
 - Provide formality instructions to voters where required;
 - Assist voters to complete ballot papers if required;
 - Support the OIC in managing workflow and waiting times in the polling place.

- 3 Management and security of electoral materials:
 - Assist with the conduct of scrutines and preparation of returns for the polling place;
 - Supply and track allocated materials;
 - Finalise documentation relating to polling place activities;
 - Participate in counts as directed.

Key organisational accountabilities

- Adherence to the:
 - APS Values and Code of Conduct; and
 - AEC Values and Commitments.
- Ability to handle ballot papers safely and securely throughout all electoral processes and to account for every ballot paper at all times;
- Ability to comply with the AEC's procedures and policies as varied from time to time;
- Ability to take reasonable steps to avoid any conflict of interest (real or apparent) in connection with your employment with the AEC;
- Must not be or be seen to be publically active in political affairs and not intend to publicly engage in such activities during your employment with the AEC;
- Be familiar with, abide by and promote all AEC work health and safety frameworks, policies and procedures.

Mandatory Requirements

- Ability to work non-standard or extended hours under pressure in a highly agile and fast pace operational environment and take ownership and responsibility for own work;
- Knowledge and experience in successfully completing allocated tasks, accepting stated importance of tasks and to a compliant standard while delivering results within competing timeframes and priorities;
- Proven ability to communicate and willingness to engage with diverse individuals and communities and to be flexible and adaptable;
- Demonstrated personal integrity whilst achieving results within legislative, policy and budget parameters;
- Ability to represent the AEC in a professional manner and work effectively as part of a team to support the efficient delivery of an electoral event;
- Completion of AEC online and face to face training prior to polling day.

Other Essential Requirements

- Australian citizenship;
- 18 years or over.