



Electoral Visitor (Team Member)

People in these roles are employed under the *Commonwealth Electoral Act, 1918* (Electoral Officer EO2). Pay, terms and conditions can be found in the [Collective Determination](#).

Purpose of the role

Electoral Visitor (Team Members) work before polling day and assist with delivery of services to voters who are unable to attend or have difficulties in attending a polling place to vote. Each team usually consists of one Electoral Visitor in Charge and one or more team members.

Key responsibilities

1. Issue votes in accordance with policy, procedures and ballot paper principles.
 - Use electronic certified lists.
 - Issue declaration votes (a declaration vote requires the voter to sign a declaration instead of having their name marked off a paper certified list).
 - Manage and issue ballot papers to voters.
 - Assist voters to complete enrolment forms and record information provided.
 - Maintain ballot paper integrity and security.
2. Monitor the ballot box and queue management.
 - Ensure security of ballot boxes throughout polling.
 - Complete required documentation.
 - Manage voter queues, considering COVID-19 safe practices.
3. Assist with end-of-day activities.
 - Finalise documentation and contribute to packing of materials.
 - Undertake reconciliation, secure materials, and undertake other duties as directed.

What to expect

You will:

- Be required to work over the early voting period on a roster.
- Need to complete online and face-to-face training before polling day.
- Be required to travel to one facility per day.
- Work non-standard or extended hours under pressure in a fast-moving operational environment.
- Take ownership and responsibility for own work.
- Handle ballot papers safely and securely throughout all electoral processes.
- Possibly have long periods sitting, standing or driving, and require the ability to lift and carry up to 15 kilograms of materials. Polling materials must be packed and unpacked at each location and can be considerable.
- Be working with small groups of diverse people, so the ability to work effectively as part of a team is important.

It is expected that Electoral Visitor (Team Members) 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 the training you will receive.
- Handle ballot papers safely and securely throughout all electoral processes, and account for every ballot paper at all times.
- 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.

Mandatory requirements

- Australian citizen aged 18 years or over.
- Full COVID-19 vaccination.
- Current influenza vaccination or approved exemption.
- A police check and character check.
- Current driver's licence.
- Access to a mobile phone.

Thank you for your interest in working at an election. We need over 100,000 people to fill our temporary election jobs.

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