



## Polling Assistant (supporting culturally and linguistically diverse voters)

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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 election 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. This role is responsible for assisting voters from culturally and linguistically diverse backgrounds who may require extra help or translated resources.

### 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.
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.
4. 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.
- Need to complete online 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.
- Possibly be working 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 Polling Assistants supporting CALD voters 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.
- 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.

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