



Polling Place Liaison Officer

People in these roles are employed under the *Commonwealth Electoral Act, 1918* (Electoral Officer EO 5). Pay, terms and conditions can be found in the [Collective Determination](#).

Purpose of the role

The Polling Place Liaison Officer acts as a representative for the Divisional Returning Officer to provide assurance that policy and procedures are being adhered to. This role provides assistance and materials to the Officer in Charge as required on polling day.

The Polling Place Liaison Officer manages up to 5 polling places. This may require travel across large geographical areas to visit the polling places. You may be required to remotely manage polling places where it is not feasible to travel. In these instances, the 'virtual' Polling Place Liaison Officer is allocated up to 10 polling places to manage. The role is the point of escalation for the Officer in Charge at each polling place and manages issues as they arise.

Key responsibilities

1. Ensure that all polling place staff adhere to AEC policy, procedures and ballot paper principles
 - Monitor the Officer in Charge and staff at allocated polling places.
 - Undertake compliance checks.
 - Identify, document and report issues, taking appropriate action and escalating where needed.
2. Management and security of electoral materials
 - Collection of election materials and handover/return of materials.
 - Manage and maintain security protocols of election materials.
 - Compliance with legislation, AEC policy, procedures and guidelines.
 - Provide polling staff with materials as required, completing detailed documentation.
3. Manage the polling place and scrutiny
 - Oversee the operations of a polling place on election day.
 - Support the Officer in Charge in managing the set-up, preparation and dismantling of the polling place.
 - Brief, supervise and review staff performance on polling day.
 - Manage voters, party workers, scrutineers, and other stakeholders.
 - Support the Officer in Charge to organise and coordinate the sorting and counting of ballot papers.
 - Provide polling staff with advice, reporting back to the Divisional Returning Officer.
4. Accurate completion of all documentation
 - Progressively complete the Polling Place Liaison Officer return.
 - Complete required checklists and documentation to certify compliance.
5. Follow and promote COVID-19 safety measures

What to expect

You will:

- Work on polling day from 7am to 11pm.
- Possibly need to use a private motor vehicle to collect, transport and return polling material as well as travelling between polling places.
- Need to complete online and face-to-face 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.
- Work non-standard or extended hours under pressure in a fast-moving operational environment. You may need to undertake some work before polling day.
- Possibly have long periods of sitting or standing and ability to lift and carry up to 12 kilograms.
- Be able to communicate clearly and have good attention to detail.
- Need the ability to solve problems remain calm under pressure and build rapport, while remaining professional, confident, and decisive.
- Take ownership and responsibility for own work.
- Handle ballot papers safely and securely throughout all electoral processes.

It is expected that Polling Place Liaison 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 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.
- 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 or a valid medical exemption.
- Current driver's licence and access to a registered and comprehensively insured private motor vehicle suitable for transporting polling equipment.
- Access to a mobile phone.
- A police check.

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