



## Polling Place Second in Charge

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People in these roles are employed under the *Commonwealth Electoral Act, 1918* (Electoral Officer EO 4). Pay, terms and conditions can be found in the [Collective Determination](#).

### Purpose of the role

The Second in Charge manages a polling place, supporting the Officer in Charge and acting in the role when required. The role includes assisting the Officer in Charge with the set-up of the polling place, supervision of polling place staff, management and security of materials including ballot papers, liaison with voters and party workers, scrutiny management (counting of votes), collection of materials and handover/return of materials.

### Key responsibilities

1. Assist the Officer in Charge to monitor staff compliance with policy, procedures and ballot paper principles
  - Identify, document and report issues and take appropriate action as directed.
  - Escalate and resolve issues, problems and complaints as directed.
2. Management and security of electoral materials
  - Manage and maintain security protocols of election materials.
  - Compliance with legislation, AEC policy, procedures and guidelines.
3. Assist the Officer in Charge to manage the polling place and scrutiny
  - Manage the operations of a polling place on election day.
  - Manage 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.
  - Organise and coordinate the sorting and counting of ballot papers.
4. Accurate completion of all documentation
  - Complete required checklists and documentation to certify compliance.
  - Assist in the completion of detailed operational documents.
5. Follow and promote COVID-19 safety measures.

### What to expect

You will:

- Work on polling day from 7am to 11pm.
- Supervise 3 to 20 staff depending on the size of the polling place.
- Require the use of a private motor vehicle to assist the Officer in Charge to collect polling material and in some cases return material as instructed.
- Need to complete online and face-to-face training before polling day.

- Work with small groups of diverse people, so the ability to work effectively as part of a team is important.
- Need to work non-standard or extended hours under pressure in a fast-moving operational environment. You may need to undertake some work before polling day.
- May have long periods of sitting or standing and be able to lift and carry up to 12 kilograms.
- You will need to be able to communicate clearly and have good attention to detail.

It is expected that a Second in Charge 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.
- 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.
- 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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