



## Pre-poll Officer

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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](#).

### The role

Pre-poll Officers issue votes in pre-poll voting centres during the early voting period. The role also includes managing voters and maintaining security of election materials.

### Work hours

- Work during the two weeks before election day, mostly between Monday to Friday. It may include some weekend work.
- Rostered work hours are based on operational demand and are offered on a casual basis. This may include full time or part time hours. Your rostered hours will be provided to you by the AEC.

### Training requirements

- Paid online and face-to-face training will be provided. This training must be completed before working.

### Key responsibilities

- Comply with relevant legislation, AEC policies and procedures
- Accurately complete all required documentation
- Identify and report issues, taking appropriate action as directed

#### Voters

- Provide high quality customer service in a professional manner
- Assist all voters as required, including people from diverse backgrounds
- Distribute translated resources where required
- Manage the queue of voters and direct voters to relevant voting points and exits
- Provide instructions to voters on how to fill in their ballot papers
- Ensure voters place the ballot papers in the correct ballot box
- Manage enquiries and escalate where required

#### Election materials

- Account for ballot papers received
- Ensure the security of ballot boxes throughout polling
- Use electronic certified lists

## Operational aspects of the polling place

- Assist with the set-up and preparation of the early voting centre each day
- Assist with end of day activities such as securing materials and tidying up the early voting centre

## Skills and abilities

- Work effectively in a team with diverse groups of people
- Work in a fast-moving operational environment with non-standard or extended hours
- Communicate clearly with good attention to detail
- Remain calm under pressure and maintain professionalism
- Build rapport with a range of stakeholders
- Lift and carry up to 12 kilograms\*
- Comfortable sitting or standing for long periods of time\*
- Work in a range of different physical environments\*

\*If you require workplace adjustments due to disability or injury, please outline these in your Registration of Interest

## Mandatory requirements

- Australian citizen aged 18 years or over
- Maintain political and issue neutrality and impartiality
- A police check

It is expected that a Pre-poll Officer will:

- adhere to the Code of Conduct outlined in Attachment A of the [Collective Determination](#) 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 and materials
- avoid any conflict of interest (actual or perceived)
- 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.

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