



Scrutiny Assistant (Return of Materials)

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

Scrutiny Assistants support the timely completion of end of day tasks in a polling place. This includes the sorting and counting of votes and the pack-up of the polling place. A Scrutiny Assistant (Return of Materials) will also return election materials to the out-posted centre, hub or other location once polling activities are finalised.

Work hours

- Election day 4pm to approximately midnight (when all election materials have been returned).

Training requirements

- Paid online 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

Election materials

- Assist the Officer in Charge with the packaging of materials as directed

Ensure the security of all election materials

- Return election materials, including ballot papers, to the assigned location

Operational aspects of the polling place

- Sort and count ballot papers after polling, at the direction of the Officer in Charge
- Assist with the pack-up of the polling place
- Work with scrutineers and other stakeholders as required

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
- 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
- Current driver's licence and access to a registered and comprehensively insured private motor vehicle suitable for transporting election materials
- A police check

It is expected that a Scrutiny Assistant (Return of Materials) 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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