



Declaration Vote Issuing and Inquiry Officer

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

Declaration Vote Issuing and Inquiry Officers issue declaration votes in a polling place. A declaration vote requires the voter to sign a declaration instead of having their name marked off a paper certified list. Declaration Vote Issuing and Inquiry Officers may also manage voter enquiries, assist with the completion of enrolment forms, monitor ballot boxes, manage voter queues, and issue ordinary votes.

Key responsibilities

Issue votes and assist with elector enquiries

- Issue declaration votes and ensure declaration vote envelopes are completed correctly
- Use electronic certified lists (where required) to identify the voter and record that they have completed a declaration vote
- Assist voters from culturally and linguistically diverse backgrounds and provide high quality customer service in a professional matter
- Respond to queries from voters, providing instructions relating to voting formality and assistance in the completion of ballot papers as required

Management and security of election materials

- Reconcile, manage and track allocated election materials including ballot papers
- At the direction of the Officer in Charge, sort and count ballot papers
- Finalise relevant documentation with attention to detail
- Secure materials, help tidy up the polling place and undertake other duties

What to expect

You will:

- work on voting day from 7am to 11pm.
- complete online and face-to-face training before commencing in the role
- work 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
- possibly have long periods of sitting or standing and may need to lift and carry up to 12 kilograms.
- be able to communicate clearly and have good attention to detail

It is expected that a Declaration Vote Issuing and Inquiry Officer 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
- 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
- Maintain political and issue neutrality and impartiality
- A police check may be required

Thank you for your interest in working at a federal electoral event. We need over 100,000 people to fill our temporary jobs. We hope you'll consider joining our team.

Visit aec.gov.au to learn more about what's involved.
