

Duty Statement

Position:	Declaration Vote Issuing Officer
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Role Summary

The position is primarily responsible for managing declaration vote issuing. The Declaration Vote Issuing Officer is responsible for issuing ballot papers to absentee voters by looking up the elector's details and completing declaration vote certificates, and other documentation which tracks the issued materials.

Key Duties

The key duties for the Declaration Vote Issuing Officer are to:

- ensure ballot papers and Lookup Device are kept secure at the issuing table
- determine elector's district by checking their EasyVote Card/Digital EasyVote Card App Cor Lookup Device
- complete declaration vote envelopes correctly and ensure they are signed and issue ballot papers to eligible electors
- place completed ballot papers in declaration vote envelope, seal and place in ballot box
- reconcile ballot papers at the close of polling
- sort & tally declaration vote envelopes and complete the ballot paper reconciliation form
- assist in the scrutiny and count of ordinary vote ballot papers
- assist in packaging and booth closure activities.

Immediately after voting has ceased at 6.00pm, each Declaration Vote Issuing Officer must reconcile the material at their table.

After reconciliation, the Declaration Vote Issuing Officer will assist the other polling staff with:

- undertaking the scrutiny and count of ballot papers
- packaging of election materials
- tidying and closing the booth
- any other duties as required.

Your election training will include a series of on-line learning and assessments plus a face-to-face training session. You must also read the procedures manual associated with your role.

The Declaration Vote Issuing Officer will follow procedures and methods of work to ensure the safety and wellbeing of fellow staff, contractors and visitors at all times.

Essential requirements

- available to work the essential hours of duty
- ability to complete training & assessment comprising:
 - e-learning modules
 - reading a manual
- ability to follow procedures exactly

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- high attention to detail and accuracy
- good teamwork and customer service skills
- ability to work safely

Essential Hours of Duty

- Approximately 2 hours in the fortnight prior to polling day to undertake online learning and face to face training
- 7.30 am until late evening on polling day (21 March 2026).

The role requires flexibility in working hours as an exact finish time can't be guaranteed.

Reports to

- Polling Booth Manager

Special Conditions

- In order to not compromise the strict neutrality of the Commission, no person who is active in political affairs or intends to carry on this activity may be an employee