

Duty Statement

Position:	Early Voting Officer
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The Early Voting Officer is accountable to the Early Voting Centre Manager (EVCM).

Early Voting Officers are generally asked to rotate through a range of tasks such as issuing declaration ballot material, ordinary ballot material, act as a ballot box guard, absent ordinary votes, Local First Nation voice votes and queue management.

Declaration Vote Issuing

- view EasyVote Cards or Digital EasyVote Card Apps presented by electors to confirm eligibility
- ask required questions and mark the elector off the roll correctly
- initial and issue ballot papers to eligible electors
- reconcile unused and cancelled/spoilt ballot papers at the close of polling.

Queue Monitor

- organise electors into a single queue and request they have their EasyVote Card or Digital EasyVote Card App ready
- identify elderly and frail electors and escort them to the head of the queue
- control the flow of electors allowing for two to three electors at each issuing table.

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 Early Voting 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
 - Face-face training in March 2026
- a competent level of technical literacy
- ability to follow procedures exactly
- high attention to detail and accuracy
- good teamwork and customer service skills
- ability to work safely

Essential Hours of Duty

- Early Voting Officers must be available for face-to-face training scheduled in March 2026.

Duty Statement

- after the training, Early Voting Officers must be available to work potentially from 13th March 2026 to 23rd March 2026, noting that early voting centres will be open from 8am to 6pm
- some out of normal working hours will be required including the possibility of Thursday night and Saturday and potentially Sunday for continued vote count during the one-week period
- you may not be required to work every day of early voting and will be rostered shifts based on projected demand.

Reports to

- Early Voting Centre Manager (EVCM)

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