

Position:	<b>Electoral Visitor Officer</b>
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### **Role Summary**

The Electoral Visitor Program provides a voting service for electors who are unable to attend a polling place on polling day. This service is conducted within locations operated by service providers, such as:

- residential care facilities
- prisons
- hospitals
- other facilities classified as 'institutions' under the *Electoral Act 1985*.

### **Team Structure and Responsibilities**

Electoral Visitor teams consist of two members: Electoral Visitor Team Leader and Electoral Visitor Officer. Together, they complete a schedule of designated electoral visits during the Mobile Polling period. The team member supports the team leader in delivering the service effectively.

All Electoral Visitor staff members share responsibility for the security and integrity of election materials, including ballot papers, laptops/ tablets, ballot boxes, and declaration envelopes

### **Essential Hours of Duty**

- the role operates on a rostered schedule between Tuesday, 10 March 2026 and Saturday, 21 March 2026, from 7:30 am to 5:30 pm
- the role requires flexibility in working hours, and extended hours may be necessary depending on operational needs.

There will be a requirement to attend the Returning Officer (RO) office before and after daily visits to pick up and drop off materials.

The team must attempt to commence polling on time and must not leave the polling place before the end of the advertised time, even if it seems unlikely that any more electors will attend.

The hours of polling may be extended at a location to allow all electors the opportunity to vote. If this extension affects the scheduled voting time at another venue, ECSA must be advised together with the district RO, scrutineers and affected voters (where possible).

### **Training requirements**

Paid online and face-to-face training will be provided. This training must be completed before working. You must also read the procedures manual associated with your role.

### **Key Duties**

The key duties for the Electoral Visitor Officer are to:

- assist in the preparation and set up for the voting service at each location

- ensure ballot papers and ICT equipment are kept secure at all times
- determine elector's district by checking their details from EMA system
- complete declaration vote envelopes correctly, issue ballot papers to eligible electors, and ensure the envelopes are signed
- place completed ballot papers in declaration vote envelope, seal, and place in ballot box
- assist to reconcile ballot papers and declaration vote envelopes at the end of each day
- manage security of materials
- assist with the completion of relevant documentation
- package all materials including ballot papers.

The Electoral Visitor 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**

- follow facility operational requirements as instructed
- provide high quality customer service in a professional manner
- ensure information is provided clearly and in a manner the voter can understand
- assist all voters as required including people from diverse backgrounds
- provide information and support to voters in a patient, compassionate and supportive manner
- manage voters, party workers, scrutineers, and other stakeholders
- adhere to the published voting itinerary in consultation with the Mobile Polling Team Leader
- manage enquiries and escalate where required.

#### **Reports to**

- Electoral Visitor Team Leader

#### **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
- appointment is subject to a satisfactory Criminal History Check
- ability to lift and carry up to 12 kilograms
- comfortable sitting or standing for long periods of time
- work in a range of different physical environments
- current full driver's licence and access to a registered and comprehensively insured private motor vehicle\*

\*As electoral visitors travel in pairs, only one team member is able to claim the private motor vehicle allowance.