

### Electoral Commission of Queensland

- Our **purpose**: Supporting democratic electoral process by preparing for, conducting and reporting on elections in Queensland
- Our **objectives**:
  - Promote awareness of and participation in electoral matters;
  - Ensure equitable representation across Queensland electoral boundaries;
  - Deliver fair and just Queensland elections;
  - Drive improvements to election services.

## Temporary Election Roles

There are a number of temporary staff positions available when working at an electoral event. Staff can be employed to work several weeks prior to the actual polling day, work on polling day at a polling booth or in a Returning Officer's Office. Returning Officers (RO's) are employees of the Commission who manage the election for their appointed state district, local government area or Brisbane City Council Ward.

#### Roles available at the Returning Officer's Office include:

- Pre-Poll Supervisor
- Election Assistant
- Office Assistant Day
- Office Assistant Night
- Sunday Assistant

#### Roles available on Polling Day include:

- Polling Booth Supervisor
- Second in Charge
- Declaration Voting Issuing Officer
- Issuing Officer
- Booth Assistant

### Pre-Poll Supervisor (hourly rate)

The duties include but are not restricted to:

- Complete any on-line or face to face training successfully (where applicable);
- Provide high quality face-to-face client service and assistance to a diverse range of people
- Manage the pre-poll centre activities and staff;
- Ensure that the pre-poll centre is operating efficiently;
- Assist in queue control;
- Issuing of votes
- Maintain the security of ballot material at all times;

#### Your contribution:

- Ability to work non-standard or extended hours over a prolonged period of time, including weekend work
- Experience in the management of staff
- Ability to maintain focus on tasks and deliver quality outcomes
- Proficient in the use of computers and tablets and familiar with computer applications including Word & Excel
- Ability to work under pressure and to tight deadlines
- Long hours of sitting and standing
- Physically able to lift and carry up to 12kg

Pre-Poll Supervisors are appointed on an as needs basis by the Returning Officer. Due to variations in workloads, there are no guarantees as to the nature or duration of the work.

This role may be required to work extended hours across the polling period.

#### Elections Handbook

Detailed information about the duties and responsibilities is available in the Election Handbook. A copy of a handbook relevant to your role will be provided following confirmation of employment.

#### Additional information

- The Electoral Commission Queensland is an equal opportunity employer.
- Intending applicants should note that the Electoral Commission of Queensland operates the following political neutrality policy:
  - *So that public confidence in the integrity of the electoral system and electoral outcomes can be maintained, Commission staff must be and must be seen to be politically neutral and are required to:*
    - *Refrain from membership of any political party;*
    - *Refrain from engaging in political activity which could be seen as reflecting adversely on the staff member's political neutrality; and*
    - *Remain politically neutral in all aspects of work and in dealing with all clients.*

### Election Assistant (hourly rate)

Election Assistants are employed by the Returning Officer to assist in a range of activities that support a successful election. This may include:

- The provision of administrative and clerical support to the Returning Officer and to contribute to the efficient operations of the officer throughout the period of the poll;
- Provide high quality face-to-face client service and assistance to a diverse range of people
- Data entry, customer service and enquiries;
- Assisting with confirming polling places and allocation of staff;
- Processing and issuing pre-poll votes, packing materials and counting ballot papers and assist in the packing up of the office and associated materials;
- Issuing Electoral Visitor votes to electors who are unable to leave their premises to vote;
- Visiting Declared Institutions and taking votes from the residents;
- Ensuring the security of ballot papers and ballot boxes.

#### Your contribution:

- Ability to work non-standard or extended hours over a prolonged period of time, including weekend work
- Ability to maintain focus on tasks and deliver quality outcomes
- Proficient in the use of computers and tablets and familiar with computer applications including Word & Excel
- Ability to work under pressure and to tight deadlines
- Ability to drive and navigate to multiple locations using your own motor vehicle (if required)
- Long hours of sitting and standing
- Physically able to lift and carry up to 12kg

Election Assistants are appointed on an as needs basis by the Returning Officer. Due to variations in workloads, there are no guarantees as to the nature or duration of the work.

This role may be required to work extended hours across the polling period.

#### Elections Handbook

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### Office Assistant Day (fixed rate)

The duties include but are not restricted to:

- Complete any online or face to face training successfully (where applicable);
- Be in attendance at the Returning Officer's office during polling hours on election day;
- Maintain communications between the RO's Office, polling booths and the Returning Officer when in transit;
- Maintain the security of ballot material at all times;
- Perform preliminary scrutiny of postal votes;
- Other duties as directed by the Returning Officer.

#### Your contribution:

- Ability to work non-standard or extended hours over a prolonged period of time, including weekend work;
- Ability to maintain focus on tasks and deliver quality outcomes over extended hours and in varying work environments
- Ability to perform activities that require physical exertion including sitting, standing, walking, bending, pushing, pulling and use of stairs;
- Physically able to lift and carry up to 12kg

This role will be required to work the hours 7:30am till 6:00pm

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### Office Assistant Night (fixed rate)

The duties include but are not restricted to:

- Complete any online or face to face training successfully (where applicable);
- Prepare the office for the return of materials from all polling booths;
- Accept and verify materials from polling booths;
- Maintain the security of ballot material at all times;
- Answer and record polling result calls received from Supervisor / Presiding Officers;
- Assist with the counting of any category of voting as directed by the Returning Officer
- Other duties as directed by the Returning Officer

#### Your contribution:

- Ability to work non-standard or extended hours over a prolonged period of time, including weekend work;
- Ability to maintain focus on tasks and deliver quality outcomes over extended hours and in varying work environments
- Ability to perform activities that require physical exertion including sitting, standing, walking, bending, pushing, pulling and use of stairs;
- Physically able to lift and carry up to 12kg

This role will commence at 5:30pm and may be required to work extended hours to assist in delivering key election projects within tight deadlines.

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### Sunday Assistant (fixed rate)

The duties include but are not restricted to:

- Complete any on line or face to face training successfully (where applicable);
- Check count of ballot papers issued on polling day;
- Sort and check material received from polling booths;
- Conduct scrutiny of declaration votes received;
- Assist with the counting of any category of voting as directed by the Returning Officer;
- Participate in the declaration vote exchange process;
- Maintain the security of ballot material at all times;
- Sort and pack certified lists for dispatch;
- Assist in packing up materials
- Other duties as directed by the Returning Officer.

#### Your contribution:

- Ability to work non-standard or extended hours over a prolonged period of time, including weekend work;
- Ability to maintain focus on tasks and deliver quality outcomes over extended hours and in varying work environments
- Ability to perform activities that require physical exertion including sitting, standing, walking, bending, pushing, pulling and use of stairs;
- Physically able to lift and carry up to 12kg

This position may be required to work extended hours to assist in delivering key election projects with tight deadlines.

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### Polling Booth Supervisor (fixed rate)

The remuneration package for Supervisor's includes payment for all duties associated with running a polling booth. These duties include, but are not restricted to:

- Completion of a compulsory online training package
- Attendance at a briefing session (if one is available),
- Collection, transport and secure storage of election materials,
- Inspection, organising for access and setting up the polling booth prior to polling day
- Completion of all documentation in accordance with ECQ instructions (eg: General Return for the polling booth)
- Provide high quality face-to-face client service and assistance to a diverse range of people;
- the return of materials in accordance with instructions at the conclusion of polling
- Managing and supervising polling staff and their duties;
- Supervision of one or more staff and may supervise up to 20 staff in larger polling places.
- Providing clear accurate advice to electors, party workers and scrutineers;
- Issue declaration votes where necessary and
- Cleaning/tidying up of the polling booth

#### Your contribution:

- Ability to work non-standard or extended hours over a prolonged period of time, including weekend work;
- Experience in the management of staff
- Ability to maintain focus on tasks and deliver quality outcomes over extended hours and in varying work environments
- Proficient in the use of computers and tablets.
- Ability to work under pressure and to tight immutable deadlines
- Long hours of sitting and standing;
- Ability to perform activities that require physical exertion including sitting, standing, walking, bending, pushing, pulling and use of stairs;
- Physically able to lift and carry up to 12kg

This role may be required to work extended hours on polling day.

The role requires the use of a private motor vehicle to collect and return polling material to the Returning Officer's Office.

#### Elections Handbook

Detailed information about the duties and responsibilities is available in the Election Handbook. A copy of a handbook relevant to your role will be provided following confirmation of employment.

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### Second in Charge (fixed rate)

The Second in Charge assists the Polling Booth Supervisor in overseeing the operations of the polling booth, duties include but are not limited to:

- Complete any on line or face to face training successfully (where applicable);
- Provide high quality face-to-face client service and assistance to a diverse range of people;
- Assist in queue control;
- Supervision of staff;
- Issuing of votes;
- Maintain the security of ballot material at all times;
- Ensure that the polling booth is operating efficiently

#### Your contribution:

- Ability to work non-standard or extended hours over a prolonged period of time, including weekend work;
- Ability to maintain focus on tasks and deliver quality outcomes over extended hours and in varying work environments
- Proficient in the use of computers and tablets.
- Ability to work under pressure and to tight immutable deadlines
- Long hours of sitting and standing;
- Ability to perform activities that require physical exertion including sitting, standing, walking, bending, pushing, pulling and use of stairs;
- Physically able to lift and carry up to 12kg

This role may be required to work extended hours on polling day.

#### Elections Handbook

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### Declaration Vote Issuing Officer (fixed rate)

The duties include, but are not restricted to:

- Complete any on line or face to face training successfully (where applicable);
- Provide high quality face-to-face client service and assistance to a diverse range of people;
- Provide enrolment and voting advice and assistance to electors;
- Ascertain the correct State District / Local Government Area using maps, elector information or an electronic list mark off device;
- Take details regarding non-voting or minor corrections to the electoral roll;
- Maintain the security of ballot material at all times;
- Reconcile all ballot papers issued at close of poll and count unused and spoilt ballot papers;
- Assist with counting of ordinary ballot papers and in the packing up of materials.

#### Your contribution:

- Ability to work non-standard or extended hours on polling day;
- Ability to maintain focus on tasks and deliver quality outcomes over extended hours and in varying work environments
- Proficient in the use of computers and tablets.
- Ability to work under pressure and to tight immutable deadlines
- Long hours of sitting and standing and;
- Physically able to lift and carry up to 12kg

This role is required to work past polling close (6pm).

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### Issuing Officer (fixed rate)

The duties include but are not restricted to:

- Complete any on-line or face to face training successfully (where applicable);
- Provide high quality face-to-face client service and assistance to a diverse range of people;
- Issuing of ballot papers;
- Accountable for ballot materials;
- Maintain the security of ballot material at all times;
- Take details regarding non-voting or minor corrections to the electoral roll;
- Reconcile all ballot papers issued at close of poll and count unused and spoilt ballot papers;
- Assist with polling close activities i.e. dismantle equipment, packing up equipment.

#### Your contribution:

- Ability to work non-standard or extended hours on polling day;
- Ability to maintain focus on tasks and deliver quality outcomes over extended hours and in varying work environments
- Proficient in the use of computers and tablets.
- Ability to work under pressure and to tight immutable deadlines
- Long hours of sitting and standing
- Physically able to lift and carry up to 12kg

This role is required to work past polling close (6pm).

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### Booth Assistant (fixed rate)

The duties of the Booth Assistant include but are not restricted to:

- Prepare for the close of polling such as dismantling equipment
- Assist with packing up material and tidying polling place
- Work as directed by the Polling Booth Supervisor

#### Your contribution:

- Ability to work non-standard or extended hours on polling day;
- Ability to maintain focus on tasks and deliver quality outcomes over extended hours and in varying work environments
- Ability to perform activities that require physical exertion including sitting, standing, walking, bending, pushing, pulling and use of stairs;
- Physically able to lift and carry up to 12kg

The Booth Assistant commences at the designated polling booth at 5:30pm and remains until completion of all duties.

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