



Registration of Interest Form

Temporary Employment with the AEC

The AEC maintains a register of persons interested in temporary employment for federal electoral events. You can submit a Registration of Interest (ROI) either through the online *AEC Employment System* at www.aec.gov.au/Employment, or by filling out this form and returning it to your AEC Divisional office by email, post or in person. For further information, please contact your local AEC Divisional Office on 13 23 26.

The AEC uses its online AEC Employment System to employ approximately 70 000 polling officials for each federal election. The system is also a register of interest which may be accessed to fill other temporary positions throughout the periods between elections. The Registration of Interest (ROI) will capture a range of personal details and information from you, including:

- Personal and contact details
- Your availability and location preferences
- Australian citizenship details
- Language skills and other details
- A summary of your electoral experience and relevant skills
- Details of two referees

All information collected from this manual form will be entered into the online system - AEC Employment. It is important that you supply an email address and/or mobile phone number details so that the AEC can communicate with you electronically. Email is our preferred method of contact.

If you are selected and offered temporary employment with the AEC, a formal Offer of Temporary Employment (together with other employment forms and information) will be sent to you either electronically or, where no email is provided, posted out for you to complete and return.

If you need to change your contact details or other personal information in the ROI, please use the *user name* and *password* which will be provided (via email) to you and logon to AEC Employment. Alternatively, you can contact your local office on 13 23 26 for assistance.

The AEC assesses all ROIs for temporary employment on merit having regard to the person's work related qualities, skills and abilities, and previous experience. Your ROI should contain as much information as possible to enable an assessment of your suitability for temporary employment to be made.

Employment is in accordance with the *Commonwealth Electoral Act 1918* for electoral events, unless otherwise specified.



Registration of Interest for Temporary Employment

Please complete this form if you are interested in being considered for temporary employment in the AEC during an electoral event. The information provided below will be entered into the AEC Employment System.

You must complete all fields marked with an asterisk (*)

No Guarantee of Employment

Please note that registering your registration of interest **does not in any way guarantee** that the AEC will consider you for, or offer you employment.

I have read the *No Guarantee Of Employment* statement above and understand that registering my registration of interest does not guarantee me employment.

YES NO

Political Neutrality

The AEC operates in a politically sensitive environment. Any person who is, and is seen to be, active in political affairs, and intends to publicly carry on this activity, may compromise the strict political neutrality of the AEC and **cannot be considered** for temporary employment.

I have read the *Political Neutrality* statement above and am eligible to be considered. *

YES NO

Personal Details

Title:	Surname *:	Given Name *:	
Former Surname: (E.g. maiden name)	Date of Birth *:	Gender:	
Occupation:			
Are you an Australian Citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO		Do you have a current driver's licence <input type="checkbox"/> YES <input type="checkbox"/> NO (required for some positions)?	

Contact Details

Email Address *:		
Mobile Phone *:	Home Phone:	Work Phone:

Residential Address

Street *:	Suburb *:
State/Territory *:	Postcode *:
Are you enrolled at your current address? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Postal Address

As above

	Suburb:
State/Territory:	Postcode:

Criminal History

If you answer YES to any of the three (3) questions below, please provide details. This information does not necessarily preclude you from being considered for employment.

Are you the subject of any criminal charge(s) still pending before a court? YES NO

Do you have any recent convictions?
[i.e. Any conviction(s) or finding(s) of guilt which are less than 10 years old, or any juvenile conviction(s) or finding(s) of guilt which are less than 5 years old] YES NO

Do you have any old convictions?
[i.e. Any conviction(s) or finding(s) of guilt which are over 10 years old, or 5 years for juvenile conviction(s) or finding(s) of guilt, where the sentence imposed was greater than 30 months imprisonment] YES NO

If you answered yes to any of the 3 Criminal History questions above, please provide more details:

Election Experience

In the last 6 years have you worked as an election official in a Federal election? YES NO

In the last 8 years have you worked as an election official in a State Government election? YES NO

If you answered yes to either of the questions above, please provide more details on your election experience:

General Skills In the boxes below, please provide brief details of your experience and skills under the headings below. This information will assist us in determining appropriate position placement.

1. Customer service and communication skills [E.g. Experience dealing directly with the general public, one-on-one]

Approx: 200 words

2. Working in a team environment [E.g. Provide examples where you have had to work with people in a team environment, including from different backgrounds or cultures]

Approx: 200 words

3. Accuracy in the completion of administrative and numerical tasks within time constraints [E.g. Outline examples where you have had to calculate figures accurately, working to tight deadlines]

Approx: 200 words

4. Management/Supervisory skills [E.g. Outline any work experience where you have had to manage/ supervise staff]

Approx: 200 words

5. Administrative skills [E.g. Provide examples of administrative work experience]

Approx: 200 words

Computer Skills		Microsoft Word <input type="checkbox"/>	Microsoft Excel <input type="checkbox"/>	Data Entry <input type="checkbox"/>	[tick where applicable]
Additional comments (if any):					
How often do you use a computer?		Everyday <input type="checkbox"/>	Once a week <input type="checkbox"/>	Rarely <input type="checkbox"/>	Never <input type="checkbox"/>
Highest level of education achieved					
<i>[E.g. Secondary school, Certificate I or II, Certificate III or IV, Diploma, Bachelor Degree or Above]</i>					
Languages		I am fluent in the following Language/s			
English	<input type="checkbox"/> WRITTEN			<input type="checkbox"/> SPOKEN	
[other]	<input type="checkbox"/> WRITTEN			<input type="checkbox"/> SPOKEN	
[other]	<input type="checkbox"/> WRITTEN			<input type="checkbox"/> SPOKEN	
Hours of Availability		Please select days when you are available.			
Weekdays	Business Hours			After Hours	
Monday	<input type="checkbox"/>			<input type="checkbox"/>	
Tuesday	<input type="checkbox"/>			<input type="checkbox"/>	
Wednesday	<input type="checkbox"/>			<input type="checkbox"/>	
Thursday	<input type="checkbox"/>			<input type="checkbox"/>	
Friday	<input type="checkbox"/>			<input type="checkbox"/>	
Weekends and Public Holidays	Business Hours			After Hours	
Saturday	<input type="checkbox"/>			<input type="checkbox"/>	
Sunday	<input type="checkbox"/>			<input type="checkbox"/>	
Public Holidays	<input type="checkbox"/>			<input type="checkbox"/>	
Not Available		Please let us know of any dates you will not be available.			
	Start			End	
Period 1	___/___/___			___/___/___	
Period 2	___/___/___			___/___/___	
Period 3	___/___/___			___/___/___	
Period 4	___/___/___			___/___/___	
Period 5	___/___/___			___/___/___	
Work Preferences					
Please select your preferred location(s) to work. You can choose up to ten work location preferences. Indicate the AEC office that you want to lodge your Registration of Interest with, in the space below. If you are not certain which office covers the area you are interested in please write the area you would prefer (e.g. suburb/town).					
Office/Area:					
Do you have a preference to work in a TSRA election?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Do you have a preference to work in the AEC State Office (in your capital city)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Do you have a preference to work in the AEC Divisional Office (in your area)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
What distance are you willing to travel outside one of your preferences? <i>[E.g. 0, 10, 20, 50, 100, 200+ kms]</i>				_____ kms	

Positions**Important Notes:**

- i. **Positions may require manual handling tasks. These may include:**
- **Lifting furniture**
 - **Lifting, sorting and packaging ballot papers**
 - **Extended periods of standing or sitting**
- ii. **Employment in all polling place positions may require a person to remain at the polling place after 6pm, until counting is completed.**

Select the positions you are interested in. Refer to **Appendix 1** for a description of the duties involved in each position.

1. Election Related Positions

Employed under section 35 of the Commonwealth Electoral Act 1918.

Polling Official - Are to remain at the Polling Place after 6pm, until counting is complete.

- | | |
|---|--------------------------|
| Polling Place Liaison Officer (PPLO) | <input type="checkbox"/> |
| Officer-in-Charge (OIC) | <input type="checkbox"/> |
| Second-in-Charge (2IC) | <input type="checkbox"/> |
| Declaration Vote Issuing Officer or Inquiry Officer | <input type="checkbox"/> |
| Polling Assistant | <input type="checkbox"/> |
| Part-time Polling Assistant | <input type="checkbox"/> |
| Scrutiny Assistant | <input type="checkbox"/> |

Temporary Assistant - Start and finish times and hours vary during an event and you will be advised accordingly.

- | | |
|--|--------------------------|
| Pre polling day | <input type="checkbox"/> |
| Overnight materials preparation | <input type="checkbox"/> |
| Post polling day (Sunday after polling day) | <input type="checkbox"/> |
| Post polling day (2-4 weeks after polling day) | <input type="checkbox"/> |

Pre-polling day Official - Polling positions in the 4-6 weeks prior to polling day.

- | | |
|------------------------------------|--------------------------|
| Electoral Visitor (Mobile polling) | <input type="checkbox"/> |
| Pre-poll (Early) Voting Officer | <input type="checkbox"/> |
| Remote Mobile Polling | <input type="checkbox"/> |

2. Non-Election Positions

Employed under the Public Service Act 1999.

- | | |
|------------------|--------------------------|
| Office Assistant | <input type="checkbox"/> |
|------------------|--------------------------|

Other Information

- | | | |
|--|------------------------------|-----------------------------|
| Are you an Aboriginal or Torres Strait Islander? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Are you a person with a disability? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Are you a person of non-English speaking background? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

References

References may be required for the assessment of your Registration of Interest. Please supply the names and contact details for two referees.

	Referee 1	Referee 2
Name		
Phone		
Email Address		

Signature of Applicant:	Date:
Office Use Only	
Input by: Date:	Verified by: Date:

Appendix 1**Positions - Description of duties****Temporary Assistants:**

Temporary Assistants are engaged on a 'needs' basis to assist with tasks related to a specific event, such as a federal election.

Due to variations in workloads there are no guarantees as to the nature or duration of the work on a particular day. Temporary Assistants are engaged at the manager's discretion and may not be required for duty after a specific task is completed.

As a general rule Temporary Assistants work during normal business hours, however due to deadlines imposed during an election there may be a requirement to work during evenings and/or weekends and public holidays.

Polling Officials:

There are two categories of Polling Officials engaged for Federal Elections – those who are required to work in the period immediately prior to polling day to assist with early voting (mobile and pre-poll voting) and those who are required to work in a polling place on polling day only.

The Divisional Returning Officer (DRO) determines hours of duty for mobile and pre-poll voting.

Polling officials employed on polling day are advised of the hours of duty when an Offer of Temporary Employment is made. Duty can commence as early as 7.00am and staff are required to remain on duty after 6.00pm until all work at the polling place is completed. Note: You may be required to wear an Inquiry Officer bib as part of your duties.

In terms of responsibilities, polling official roles fall into two classifications - (A) Senior Polling Official Positions, and (B) General Polling Official Positions.

(A) Senior Polling Official Positions**Polling Place Liaison Officer (PPLO):**

PPLOs are selected to act as "agents" for the Divisional Returning Officer (DRO) on polling day. Acting with the authority of the DRO, PPLOs visit a specified group of polling places to observe and provide advice on proceedings.

Officer In Charge (OIC):

OIC's are responsible for the management and the conduct of polling at the polling place. Responsibilities include setting up the polling place, receiving and checking election materials, supervising polling staff in their duties, conducting the count after close of poll, packaging and returning materials to the Divisional Office.

Second-In-Charge (2IC):

2ICs are employed mainly in larger polling places to assist the OIC with polling and counting duties. They may also provide relief for other polling staff as required.

Declaration Vote Issuing Officer or Inquiry Officer:

Process *Declaration Vote Certificate Envelopes*, issue votes to absent and provisional electors, complete relevant returns and assist with packaging and labelling of materials. Attend to the needs of electors, assist electors who require help in casting a vote, provide relief for other polling staff as required and assist with the conduct of the count after close of poll.

Electoral Visitors (Mobile Polling):

Electoral Visitors conduct mobile polling at identified institutions such as hospitals, convalescent homes and aged care facilities in the week prior to polling day in accordance with a published itinerary.

Pre-Poll Voting Officers:

Pre-poll Voting Officers issue votes from a Pre-poll Voting Centre (PPVC). These are generally located in holiday areas, transport terminals, shopping centres and areas remote from a Divisional Office. They provide a service to electors who are unable to vote on polling day or are from interstate. The Officer-In-Charge of the PPVC is responsible for the supervision of staff, daily reconciliation, final balancing, packaging and returning all materials to the Divisional Office.

Remote Mobile Polling:

In some states (NSW, NT, QLD, WA and SA), some polling officials are engaged to conduct mobile polling in remote areas, frequently Aboriginal communities. A person expressing interest in this type of polling must be able to demonstrate cross cultural awareness and sensitivity and must be physically capable of undertaking work in extreme temperatures, and be able to undertake transport for long periods in light aircraft, 4WD vehicles and boats.

(B) General Polling Official Positions**Polling Assistants**

Polling Assistants consist of the following positions:-

- **Ordinary Vote Issuing Officer:**

Ordinary Vote Issuing Officers issue ballot papers to electors whose names are found on the Certified List of Voters, mark the Certified List, account for ballot papers issued to them and assist with the conduct of the count after close of poll.

- **Ballot Box Guard:**

Ballot Box Guards supervise ballot boxes to ensure that voters place ballot papers in the correct ballot box, direct voters to the exit and assist with the conduct of the count after close of poll.

- **Queue Controller:**

Queue controllers organise electors into a single queue, direct electors to Issuing Points, ensure absent electors are directed to Declaration Issuing Points, identify electors who require assistance and assist with the conduct of the count after close of poll.

Part-Time Polling Official:

Part-Time Polling Officials may be assigned to issue ordinary votes during peak periods on polling day. The start and finish times are determined by the DRO but generally do not exceed 5 hours.

Scrutiny Assistant:

Scrutiny Assistants are employed from 5.30pm to assist with the dismantling of voting screens, unfolding of ballot papers, packaging of material and tidying the polling place.

Non-Election Positions**Office Assistant:**

Examples of non-elections duties include: enrolment update, citizenship ceremonies and other miscellaneous activities.