

## Early Voting Centre Officer (EVCO) - Duty Statement

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|-----------------------|-----------------------------------------------------------|
| <b>Title:</b>         | Early Voting Centre Officer                               |
| <b>Rate of pay:</b>   | \$37.20 (includes 25% casual loading)                     |
| <b>Reports to:</b>    | Early Voting Centre Manager                               |
| <b>Location:</b>      | Early Voting Centre (positions available across Victoria) |
| <b>Last reviewed:</b> | June 2026                                                 |

### 1. Position statement

This role helps deliver early voting by assisting voters, issuing ballot papers, and following all required procedures.

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### 2. Duties

The Early Voting Centre Officer:

- completes all required training
- reads, understands and carries out all tasks in the instructional products
- accurately marks off the voter's name from the roll
- issues ballot papers to voters and, where required, issues declaration votes
- manages queuing and assists with voter flow, including directing voters to the correct issuing point and supports voters with mobility or access needs
- guards ballot box and ensures voters place their ballot paper in the correct ballot box
- engages with all voters in a fair, friendly, and helpful manner, and provide appropriate assistance to voters requiring additional support
- ensures ballot papers and ballot boxes are secure at all times
- ensures laptops and other materials are securely stored when not in use
- completes required documentation accurately
- completes reconciliation for issuing points at the end of each shift
- understands and follows the VEC code of conduct, policies, procedures, and risk requirements
- performs other duties as required

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### 3. Key selection criteria

The Early Voting Centre Officer is able to:

- work as part of a team by following instructions, supporting colleagues, and helping the early voting centre run smoothly
- communicate clearly and respectfully with voters and colleagues, including explaining simple information and providing assistance in a friendly and professional way
- provide good customer service by treating all voters fairly, patiently and with respect, including voters who need extra help or have access or mobility needs
- follow instructions and procedures accurately, including reading and applying the Early Voting Centre Officer Manual and completing tasks correctly
- work carefully and pay attention to detail, including accurately marking the roll, issuing ballot papers, and completing required paperwork
- identify issues and respond appropriately, including fixing simple problems where possible and asking the Early Voting Centre Manager for help when needed
- adapt to changing situations, such as busy periods, changes in tasks, or new instructions during the day
- confidence using basic electronic devices, such as laptops
- commitment to electoral integrity, including keeping ballot papers and materials secure, following procedures, and maintaining accurate records at all times.

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### 4. Physical requirements

The following list is not exhaustive and other tasks may be required.

The Early Voting Centre Officer should be able to:

- move between sitting, standing and walking while undertaking tasks across different areas of the venue as required
- walk short distances upwards of 200 metres or more, depending on venue requirements
- safely lift, carry, and pack materials and equipment such as ballot papers and ballot boxes (usually less than 13 kilograms), which may involve pushing, pulling and squatting actions
- perform tasks using fine motor skills, concentration and sustained visual focus
- use a laptop or computer for extended periods of time.