Early Voting Liaison Officer (EVLO) - Duty Statement

Title:	Early Voting Liaison Officer
Rate of pay:	$53.58 (inclusive of 25% casual loading)
Reports to:	Election Manager
Location:	Various (positions available across Victoria)
Last reviewed:	June 2026

1. Position statement

This role supports the effective operation of early voting centres and mobile voting teams during the early voting period. The Early Voting Liaison Officer (EVLO) monitors compliance with procedures and provides guidance and assistance to Early Voting Centre Managers and mobile voting teams. The role requires travel between early voting venues using the officer's own vehicle.

2. Duties

The Early Voting Liaison Officer:

- supports the delivery of early voting services, including early voting centres, mobile voting teams and low sensory voting
- completes all required training and becomes familiar with instructional products
- visits early voting centres throughout the early voting period and provides support and assistance to Early Voting Centre Managers as directed by the Election Manager
- visits mobile voting venues and supports mobile voting teams during early voting and low sensory voting
- observes and assesses early voting processes and procedures, identifying issues and providing feedback to Early Voting Centre Managers and Mobile Voting Managers
- handles enquiries from Early Voting Centre Managers and Mobile Voting Managers, resolving or escalating as needed
- carries and delivers election materials to early voting centres and mobile voting teams as provided by the Election Manager
- carries and manages registered how-to-vote cards (HTVCs) as provided
- evaluates the performance of Early Voting Centre Managers and Mobile Voting Managers
- completes paperwork on early voting services
- maintains comprehensive entries in the Early Voting Liaison Officer journal throughout the early voting period

- maintains the security of ballot papers and other election materials at all times
- understands and follows the VEC code of conduct, VEC policies, guidelines and procedures, and risk standard procedures
- performs other duties as requested.

3. Key selection criteria

The Early Voting Liaison Officer is able to:

- learn early voting procedures and election practices from relevant instructional products
- support Early Voting Centre Managers and Mobile Voting Managers by providing clear guidance, practical problem solving and accurate feedback
- communicate effectively with the Election Manager, Early Voting Centre Managers, Mobile Voting Managers, election casual staff, electors, candidates and campaigners
- manage time efficiently, work independently and travel between multiple locations
- demonstrate professionalism, impartiality, reliability and strong customer service skills.

4. Physical requirements

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

The Early Voting Liaison Officer should be able to:

- safely lift, carry, and pack materials and equipment (usually less than 13 kilograms), which may involve pushing, pulling and squatting actions
- move between sitting, standing and walking while undertaking tasks across different areas of the venue as required
- climb stairs if the venue has multiple levels
- walk moderate distances upwards of 500 metres or more depending on venue requirements
- work for extended periods in mobile or temporary environments.