Declaration Issuing Officer (DIO) - Duty Statement

Title:	Declaration Issuing Officer
Rate of pay:	$39.15 (includes 25% casual loading)
Reports to:	Voting Centre Manager
Location:	Voting Centre (positions available across Victoria)
Last reviewed:	June 2026

1. Position statement

This role assists voters who need declaration or absent votes and ensures these votes are issued and recorded correctly.

The Declaration Issuing Officer:

- helps voters complete declaration or absent voting,
- issues and records declaration votes accurately,
- keeps election materials secure, and
- assists with counting and end of day procedures.

2. Duties

The Declaration Issuing Officer:

- is familiar with the instructional products
- completes required training
- arrives at the voting centre and is ready to start work at 7:20 am on election day
- assists with the set-up of the voting centre on election day
- deals with all voters in a fair, friendly and helpful manner, including providing assistance to voters who require additional support
- assists voters with general enquiries about voting and enrolment, including helping them complete relevant forms where required
- marks electors off the electoral roll and issues absent and declaration votes in accordance with procedures
- completes all required documentation accurately and promptly, including balancing and reconciling figures
- maintains the security of ballot papers and other election materials at all times

- sorts, counts and reconciles absent and declaration votes
- assists with the count of ballot papers at the close of voting, as directed
- assists with packaging ballot papers and other election materials for return to the hub
- remains at the voting centre until all duties are completed
- understands and follows the VEC code of conduct, policies, procedures, and risk requirements
- performs other duties as required.

3. Key selection criteria

The Declaration Issuing Officer is able to:

- provide clear, friendly and respectful customer service to voters
- work effectively as part of a team and contribute to a positive and respectful working environment
- recognise issues as they arise and respond appropriately
- follow procedures accurately and pay close attention to detail when completing documentation and handling votes
- apply basic numeracy skills: complete simple calculations and accurately balance and reconcile figures
- confidently use basic electronic devices, such as laptops or smart phones to complete required tasks
- understands and follows the VEC code of conduct, policies, procedures, and risk requirements.

4. Physical requirements

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

A Declaration Issuing 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 (usually less than 13 kilograms), which may involve pushing, pulling and squatting actions
- perform tasks requiring fine motor skills, concentration and sustained visual focus
- use a laptop or computer for extended periods of time.