

Staff required for the delivery of Voting Services for the 2026 General Election

as at July 2026

Role/Location Voting Place	Description	Duration	Hourly rate
Voting Place Manager	Managing a voting place - Managing staff, rostering breaks - Managing voting materials - Security and customer experience - Oversee set up and pack down of the voting place - Ensure that prescribed processes are followed by voting place staff	Election Day (one day) or up to 2 weeks (Advance Voting from 26 October)	\$32 excl. holiday pay
Voter Assistant	Assist voters when they enter a voting place - Greet voters and assist them in making sure they have everything they need to cast their vote, in a friendly and welcoming way - Directing voters to the correct Issuing Officer - Assisting with enrolment - Managing queues during busy periods - Assist the Voting Place Manager with set up and pack down of the voting place and end of day processes, including reconciliation	Election Day (one day) or up to 2 weeks (Advance Voting from 26 October)	\$28.95 excl. holiday pay
Issuing Officer	Issuing Votes to Voters - Issue voting papers accurately and efficiently - Adhere to prescribed practices and processes - Courteous and professional, with good communication skills. - Assist the Voting Place Manager with set up and pack down of the voting place and other end of day processes	Election Day (one day) or up to 2 weeks (Advance Voting from 26 October)	\$28.95 excl. holiday pay

Role/Location Head Quarters	Description	Duration	Hourly rate
HQ Support Officer	Support the Electorate Manager in the delivery of a successful election event. - Driving - Lifting and carrying - Phone screening, reference checking or other tasks related to recruitment and/or logistics and supplies management - Support the recruitment and/or logistics and supplies managers - Post Election Processes - Counting Votes, Data Entry	Casual – variable hours from mid-Aug until late-Nov	\$28.95 excl. holiday pay

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HQ Senior Support Officer	Support to the Electorate Manager in the delivery of a successful election event. Ensuring the smooth operation of electorate HQ processes, including coordinating training plans and various other task and responsibilities	Casual – variable hours from mid-Sep until late-Nov	\$32 excl. holiday pay
HQ Support Team Leader	Support the Electorate Manager in the delivery of a successful election event. Taking the lead on several tasks and processes and leading other HQ staff	Casual – variable hours from mid-Sep until late-Nov	\$32 excl. holiday pay
Mobile Support	Voting Place Support - Support for VPMs - Covering breaks - Picking up and dropping off supplies Mobile Support need a driver's licence	Election Day (one day) or up to 2 weeks (from 26 October)	\$32 excl. holiday pay
Post Election Manager	Assist the Electorate Manager with overseeing all post-election processes. - Early count of advance votes - The Official Count, Special Votes and Dual Votes processing - Scanning and upload of electoral rolls - Preparing supplies and equipment for the post-election processes - Managing Process Leaders - Monitoring the progress of post-election processes	Casual contract. Approx. 5 weeks (from approx mid-October)	\$36 excl. holiday pay
Voting Services Manager	Assist the Electorate Manager in the delivery of voting services in the electorate. - Reporting on progress and issues to the Electorate Manager daily - Assists with the management of logistics and supplies - Rostering and movement of employees - Overseeing the secure storage of voting materials	Variable – one to five weeks (from approx mid-September)	\$36 excl. holiday pay
Process Leader	Support the Electorate Manager after the election. - Early count of advance votes and the Official Count - The investigation of dual votes or the processing of special votes	Casual contract. Approx. 4 weeks (from approx mid-October)	\$32 excl. holiday pay
Electorate Trainer	Train Voting Place Staff - Deliver prescribed training programmes - Ensure that all voting place staff are trained to the required standard	Casual contract. Approx. 2 months (from approx late-September)	\$32 excl. holiday pay