

Duty Statements for Polling Place Positions

Polling Place Manager (PPM)

- Supervise the conduct of polling at a polling place according to instructions issued by the Returning Officer and the Western Australian Electoral Commission.
- Set up a polling place for polling.
- Instruct and supervise polling place staff in their duties on polling day.
- Provide electoral advice to electors on polling day and, where requested, provide assistance to incapacitated electors.
- Conduct count of ordinary votes cast at polling place and transmit results to Returning Officer.
- Package all election material and return to Returning Officer.
- Attend training session prior to election day.
- Hours of employment – 6.45am to finish of count and when all required duties are complete.

Assistant Polling Place Manager (APPM)

- Have a thorough knowledge of the duties of a PPM and assist the PPM in carrying out these duties.
- Assume responsibility for the polling place in the absence of the PPM, or in the event that the PPM is unable to continue in the position.
- Assist in the scrutiny and count of ballot papers and the parcelling of materials.
- Hours of employment – 6.45am to finish of count and when all required duties are complete.

Ordinary Issuing Officer

- Be responsible for the proper conduct of ordinary vote polling at a polling place on polling day.
- Issue ballot papers to electors according to instructions provided by the Polling Place Manager.
- Mark off electors' names on a voters' roll.
- Assist in the scrutiny and count of ballot papers and the parcelling of materials.
- Hours of employment – 7.00am to finish of count and when all required duties are complete.

Declaration Issuing Officer

- Be responsible for the proper conduct of declaration voting on polling day.
- Prepare declaration forms (for Absent and Provisional votes) according to instructions provided by the Polling Place Manager and the Western Australian Electoral Commission and issue relevant ballot papers.
- Complete relevant election returns.
- Assist in the scrutiny and count of ballot papers and the parcelling of materials.
- Attend training session prior to election day.
- Hours of employment – 7.00am to finish of count and when all required duties are complete

Other Polling Place Officers

- Duties could include those of a Ballot Box Guard, Queue Controller, and/or General Assistant.

Remote/Mobile Officer

- Conduct mobile polling at special institutions and/or hospitals declared for the purpose.
- Issue ballot papers to eligible electors.
- Mark off electors' names on voters' roll.
- Issue declaration votes as required at declared institutions.
- Reconcile ballot papers.