

WORKING AT THE PROCESSING CENTRE - 2021

Short term work opportunities

- for people who can follow directions, and standard procedures
- some jobs require lifting, receiving large quantities of bags and boxes
- keyboard and manual jobs require accuracy, speed and repetition, over an extended period of time

Hours of work

- a minimum of 3 hours work per day
- further work is advised at end of shift
- no guarantee of continued work
- work hours may change during the day

Postal Vote Applications

- Early Voting (by post) for 3 weeks before Election Day, processing requests for postal votes

Dispatch & Receivals team

- sorts, packs and arranges deliveries
- checks off election material returns
- some lifting and repetition work

Declaration vote processing

- checking declarations made by people who vote by post, at early voting centres, or make an absent or provisional vote at a polling place
- some tasks require the use of computers to check the electronic roll

District counts

- assisting Returning Officer, for a 1/2 to full day to conduct the full distribution of Legislative Assembly district votes
- requires good counting skills, long periods of standing and performing repetitive actions while maintaining attention to detail

Region counts

- teams manually sort Legislative Council ballot papers markings above the line. Then count for reconciliation; and prepare for scanning the below the line ballot paper.

Security of materials

- sealed boxes are opened by supervisors
- some boxes require signing and witnessing when opened
- the movement of materials is closely supervised, and always directed by a supervisor
- badges and electoral vests must be worn at all times, with only authorised visitors allowed, to maintain building security

Confidentiality

- all work is confidential
- no unauthorised details or references are to be placed on social media, radio, television or any other media
- cameras are only used if permission obtained from Processing Centre Manager
- all external requests for information must be directed to Electoral Commission management

Political Neutrality

- Employees cannot be members of political parties or closely associated with a candidate

Processing Centre Checklist

Processing Centre		ACTIONED BY
On initial arrival, at front desk		
<input type="checkbox"/>	Sign Declaration by Electoral Officer (workstation)	HR Staff
<input type="checkbox"/>	Wear Name Badge and Vest	
Each shift		
<input type="checkbox"/>	Register your arrival on the sign in sheet. Keep your timesheet in a file with your Supervisor. It is your responsibility to sign on and off each day otherwise you won't be paid. Pay date TBA.	
Induction briefing		
<input type="checkbox"/>	Evacuation procedures & assembly points	training presenter
<input type="checkbox"/>	Social Distancing (CV-19) and Hygiene Officers	
<input type="checkbox"/>	Mobile phones - Turn-off or place on silent mode	
<input type="checkbox"/>	Electoral information and voting details to remain confidential	
<input type="checkbox"/>	No photographs or videos to be taken	
<input type="checkbox"/>	Reporting of medical conditions or onsite injuries or accidents or safety issues	
<input type="checkbox"/>	No coffee cups, drinks or food near computer or electoral materials	
<input type="checkbox"/>	Meal breaks, kitchen, bathroom access within Processing Centre	
<input type="checkbox"/>	Electoral Commission Code of Conduct to be followed	
Do not		
<input type="checkbox"/>	Change or alter any procedure or form (not sure ask your Supervisor)	
<input type="checkbox"/>	Discuss/provide opinion or information to candidate, scrutineer or media	
<input type="checkbox"/>	Break a ballot box seal, or move electoral materials without direction by a Supervisor	
<input type="checkbox"/>	Move or change initial work allocation without direction from Supervisor	

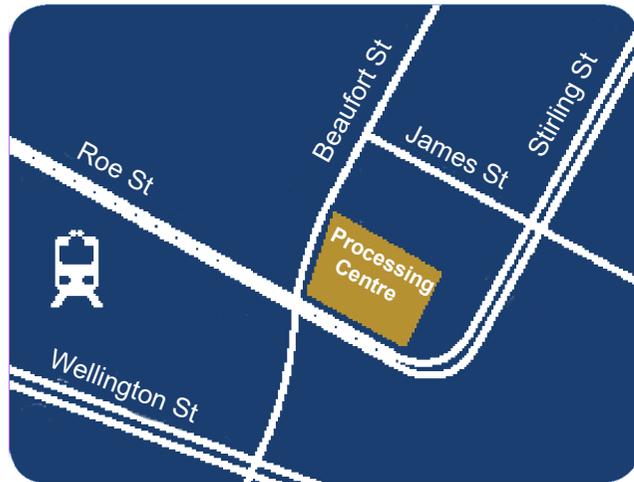
You will receive a checklist when you arrive at the processing centre, setting out the basic arrangements for your working day with the Commission. Take time to read through the checklist.

Political neutrality

All staff working at the election must remain impartial and non-aligned.

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Processing Centre



Location

Corner Roe and Beaufort Street, Perth

- you will need to provide your own transport to and from the centre; on occasion, the hours may vary or be late
- parking is not provided nor cost reimbursed

Transport

Bus

- Transperth website

Train

- nearest station is Wellington Street

Taxis

- cost not reimbursed

Health and Safety

- physical distancing must apply at the centre. Hygiene Officers will continuously clean and ensure that all CV19 protocols are followed
- some duties are not advisable for people with mobility, repetitive action or vision concerns
- work to be completed to tight timeframes, please consider this when applying
- you need to provide your own food and drink, and any medical requirements. Limited refrigeration facilities are available on site
- remain on-site during hours of work
- to ensure a safe work environment, all staff must comply with the Code of Conduct, and follow safe work practices, such as lifting of material. Any staff member not complying will be refused further work

Applying to work

- you can apply via www.elections.wa.gov.au

Observers (scrutineers and interest groups)

- observers (scrutineers) may watch your work but are not permitted to touch ballot papers or declaration envelopes at any time
- scrutineers are not to ask questions of staff and should be directed to a supervisor
- scrutineers must wear the identification vests provided on arrival
- other interest groups may be permitted by the Commission to observe parts of the Centre's operations

Did you know?

- over 160,000 voters will vote at a polling place outside of their district
- over 100,000 will receive a postal vote
- over 100,000 people will vote in person at a pre-poll location before election day
- over 3,000 votes are received from people casting votes at interstate and overseas issuing locations
- 900 computers will be used to mark people off the roll

Election Day

- over 1,000 people work at the Processing Centre handling over 2 million pieces of paperwork