

Early Voting Centre Manager

The Early Voting Centre Manager reports to the Election Manager and is responsible for the operation of an early voting centre. The early voting centre maybe located at a site other than the election office. The Early Voting Centre Manager must assist and support the Election Manager in all the required duties and is expected to deliver electoral services in an efficient, impartial and professional manner. The Early Voting Centre Manager will need to be comfortable and proficient in working with computers.

Duties:

- attend a 2-3 hour face-to-face training session with the Election Manager and/or Assistant Election Manager
- read the Early Voting Manual
- conduct a coaching/briefing session with early voting team onsite prior to the opening of early voting
- receive resources and set up the early voting centre, ensuring that the layout and set-up allows optimal access for all voters, including voters with disabilities
- ensure that the early voting centre is always staffed by an individual on the state electoral roll, to enable enrolment applications to be signed and witnessed
- supervise and monitor staff in the performance of their duties and ensure efficient operation of the early voting centre
- ensure that all staff are dealing with all voters in a fair, friendly and helpful manner
- ensure that any voters/electors with special needs are being identified and assisted appropriately
- ensure that candidate/party workers distributing election material outside the centre are not obstructing voters/electors
- ensure early voting centres are free of any campaign material discarded by previous voter/electors
- issue ballot papers to early voters/electors
- account for all ballot papers
- reconcile ballot papers at the end of each day
- ensure ballot papers and ballot boxes are secure at all times
- ensure netbooks are securely stored
- ensure procedures are carried out as per the Early Voting Manual
- ensure the Early Voting Journal is completed correctly and reconciled
- at the close of early voting, return all unused ballot papers, ballot boxes and other electoral materials to the election office
- commencing on election day, lead the count of own electorate early votes (refer Counting Officer Duties)
- ensure that group voting tickets for all Legislative Council groups for each Region are readily accessible for electors (for parliamentary elections)
- provide copies of registered how-to-vote cards to voters/electors if requested (for local government elections) and,
- other duties as directed by the Election Manager or their delegate.