

Assistant early voting centre manager

The assistant early voting centre manager reports to the early voting centre manager and is responsible for assisting with the operation of an early voting centre. The assistant early voting centre manager must assist and support the early voting centre manager in all the required duties and is expected to deliver electoral services in an efficient, impartial, and professional manner. The assistant early voting centre manager will need to be comfortable and proficient in working with computers.

Duties:

- attend face-to-face training session with the election manager and/or assistant election manager
- read the *Early voting manager manual* and *Early voting officer manual*
- conduct a briefing session with early voting team onsite prior to opening of early voting
- assist with set up of the early voting centre, ensuring that the layout and set-up allows optimal access for all voters, including voters that require assistance
- 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 any voters/electors who require assistance are appropriately assisted
- ensure that candidate/party workers distributing election material outside the centre are not obstructing voters/electors
- ensure early voting centres are free of discarded campaign material
- account for all ballot papers and reconcile ballot papers at the end of each day
- ensure ballot papers and ballot boxes are secure at all times and laptops securely stored
- ensure procedures are carried out as per the *Early voting manager manual* and *Early voting officer manual*
- 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)
- ensure Designated entrance to voting centre P453 sign displayed at the entrance
- monitor candidate helpers/party workers to ensure rules regarding signs are being followed
- monitor activities outside early voting centre, including canvassing restricted zones
- ensure the *Early voting manager journal* is completed correctly and reconciled

- On election day establish a restricted zone for early sort activities as per the *Early voting manager manual*
- commencing on election day, assist with managing the extraction, sort, and count of:
 - own district and region early votes, as well as mobile early votes where required
 - other district early votes and declaration envelopes
- manage the pack up and return of materials to election office or hub as per the *Early voting manager manual*
- prepare the final pick up of all cardboard and stationery from the early voting centre other duties as directed by the Early voting centre manager
- assist the early voting centre manager with the management of paper timesheets for counting officers and any input required for staff assessments
- other duties as directed by the early voting centre manager.