

Mobile voting officer

The mobile voting officer reports to the mobile voting manager. Their role is to deliver electoral services in an efficient, impartial, and professional manner in accordance with the procedures set out in the *Mobile voting manual* and to display excellent customer service skills to all electors. The mobile voting officer's own vehicle may be required for this position.

Duties:

- complete all required training
- read the *Mobile voting manual* and ensure the correct procedures are followed
- visit mobile voting venues as per itinerary scheduled by the election manager
- sign and witness enrolment applications, therefore one team member must be on the State electoral roll
- deal with all voters in a fair, friendly, and helpful manner
- appropriately assist any voters with special needs
- correctly mark voter's name off the roll
- establish the correct district and region for each voter to ensure correct ballot papers are issued
- issue ballot papers to the voters
- ensure declaration envelopes are fully completed and signed by the voter and election official
- provide folder of registered how-to-vote cards for voters to view if requested at mobile voting centres
- ensure that group voting tickets for all Legislative Council groups for each region are readily accessible for voters
- complete all required documentation
- assist mobile voting manager in ensuring *Mobile voting manager journal* is completed correctly and reconciled
- ensure ballot papers and ballot boxes are secure at all times
- ensure laptops are securely stored
- return election material to the election office with mobile voting manager, if required
- undertake other duties, as directed by the mobile voting manager or election manager.