

Election Liaison Officer

The Election Liaison Officer reports to and acts as a representative of the Election Manager on election day. The Election Liaison Officer will, as far as possible, visit each of their allocated voting centres, attend the scrutiny at a selected voting centre/s, provide assistance to the Voting Centre Manager (if required), assess the performance of the Voting Centre Manager and report back to the Election Manager.

Duties before election day:

- read the Voting Centre Manager's Guide and Election Official's Manual
- attend Voting Centre Manager training
- complete all training - this includes an online component
- assist with Voting Centre Manager training if required and
- attend voting centres on the evening before election day, to observe and advise on the setting up of voting centres (if required).

Duties on election day and night:

- visit a designated group of voting centres, or as directed by the Election Manager
- ensure correct procedures are being followed
- provide support and assistance to Voting Centre Managers, as required
- carry a folder of registered how-to-vote cards provided by the Election Manager
- deliver additional electoral material, as required
- assist with the delivery and receipt of election material to the election office on election night, if required
- complete reports on voting centres and staff and
- other duties, as directed.