

Counting Team Leader (CTL) - Duty Statement

Title:	Counting Team Leader
Classification:	VPS 2.1.8
Rate of pay:	\$44.71 (includes 25% casual loading)
Reports to:	Election Manager or Project Lead
Location:	Various locations (positions available across Victoria)
Last reviewed:	June 2026

1. Position statement

This role supervises the ballot paper count to ensure an accurate, secure and orderly count process.

The Counting Team Leader:

- supervises counting officers
- maintains order in the count room
- ensures scrutineers are informed and appropriately managed
- reconciles ballot papers
- completes required documentation to support an accurate election result.

2. Duties

The Counting Team Leader:

- reads and understands the instructional products
- completes all training required
- delivers daily activities and induction briefings to scrutineers and counting officers
- directs and supports a team of counting officers
- is familiar with ballot paper formality
- keeps scrutineers informed of procedures at each stage of the count
- maintains order among all persons present during the count
- ensures the team efficiently conducts multiple activities at the same time
- supervises counts as directed and according to procedures and training
- supervises the extraction and reconciliation of ballot papers from declaration envelopes

- supervises vote exchange activities as directed and according to procedures and training
- completes tracking documentation during counts as specified in procedures
- keeps track of the number of ballot papers at all times during the count
- accurately completes required results documentation
- completes performance assessments for counting staff
- labels bundles of ballot papers and places them into security boxes
- labels security boxes as instructed
- for Parliamentary elections, prepares batches for all region ballot papers for dispatch to the computer count area
- understands and follows the VEC code of conduct, policies, procedures, and risk requirements
- performs other duties as required.

3. Key selection criteria

- The Counting Team Leader is able to:
- supervise and support counting officers: allocate tasks, explain counting activities, monitor progress, provide guidance, and ensure counting procedures are followed correctly
- work respectfully with different people, including counting staff, scrutineers and project staff
- recognise issues during the count and respond appropriately
- communicate clearly, both verbally and in writing: give instructions, answer questions, inform scrutineers, and complete required documentation
- coordinate and manage multiple counting activities, maintain ballot paper balance, and ensure results and tracking documentation are completed accurately
- learn, interpret and accurately apply counting procedures, demonstrating strong attention to detail, literacy and numeracy skills and ensure votes are counted and reconciled correctly
- uphold electoral integrity, following procedures, handle ballot papers securely, maintain confidentiality, and ensure accurate reconciliation and documentation.

4. Physical requirements

The following list is not exhaustive and other tasks may be required.

The Counting Team Leader should be able to:

- move between sitting, standing and walking while undertaking tasks across different areas of the venue as required

- walk short distances upwards of 200 metres or more, depending on venue requirements
- safely lift, carry, and pack materials and equipment such as ballot papers (usually less than 13 kilograms), which may involve pushing, pulling and squatting actions
- work in a warehouse-style environment where temperatures and noise levels may vary
- perform tasks requiring fine motor skills, concentration and sustained visual focus.