

Counting team leader

The counting team leader reports to the election manager. The counting team leader takes responsibility for the conduct of manual counting at an election, according to the procedures set out in the *Counting team leader information notes*, and for managing staff and resources efficiently. The counting team leader is responsible for delivering electoral services in an efficient, impartial, and professional manner.

Duties:

- read the *Counting team leader information notes* and complete all required exercises, if applicable
- attend a training session if required
- direct a team of counting officers
- be familiar with the rules for formality of ballot papers
- keep scrutineers informed of the procedures at each stage of the count
- maintain good order among all persons present at the count
- supervise the counting of first preference votes
- supervise a recheck of ballot papers (attendance only)
- complete tracking documentation during counts as specified in procedures
- maintain a balance of ballot papers throughout all activities
- accurately complete required results documentation
- complete assessment documentation for counting staff
- label the bundles of ballot papers and place into security boxes
- label security boxes as instructed and
- at Parliamentary elections, prepare batches of below-the-line region ballot papers for dispatch to the computer count centre.

If required:

- supervise required preliminary checks for declaration votes (e.g., signatures)
- supervise the opening of postal declaration envelopes and extraction of ballot papers
- supervise any distributions of preferences
- supervise recount of ballot papers and
- other duties, as directed by the election manager or their designate.