

Declaration issuing officer

The declaration issuing officer reports to the voting centre manager. The role of the declaration issuing officer is to assist in the conduct of the election at a voting centre according to the procedures set out in the *Election official manual*. The declaration issuing officer must display excellent customer service skills to all voters/electors.

Duties:

- read the *Election official manual*
- complete all training - this includes an online component and a face-to-face session
- arrive at the voting centre and be ready to start work at 7:30 am on election day
- assist with the set-up of the voting centre between 7.30 am and 8 am on election day
- deal with all voters/electors in a fair, friendly, and helpful manner and assist any voters with special needs
- keep the voting centre tidy
- assist voters/electors with enrolment and general enquiries
- sign and witness enrolment applications
- use a tablet, netbook or Streets List to establish the correct Ward and Council (Local Government elections)
- use a tablet, laptop (if applicable) or *List of Streets* to establish the correct district and region (Parliamentary elections)
- mark the roll correctly
- issue absent and declaration votes
- issue correct ballot papers to voters/electors
- ensure any declaration envelopes are completed correctly and signed by the voter
- sign declaration envelopes after elector have completed papers correctly
- complete all required documentation
- maintain security for election material always
- complete the sort, count and reconciliation of all absent and declaration votes ensuring paperwork is completed accurately
- assist with the packaging of ballot papers and materials, for return to the election office
- assist in the scrutiny and counting of ballot papers, as directed
- remain in the voting centre until all duties are completed which may be around 10pm
- any other duties, as directed.