Computer count team leader

The computer count team leader reports to the election manager and is responsible for the overall management of the computer count. The computer count team leader reconciles boxes of ballot papers once they arrive at the computer count venue, manages, and monitors the computer count, and conducts the reconciliation of ballot papers after data entry is complete and prior to calculation.

Duties:

- assisting the election manager to present the computer count briefing session for candidates, scrutineers, and other interested parties
- preparation of the computer count venue
- testing the computer count application at the count venue before commencement of data entry, including report generation
- creating formal batch cover sheets at the election office and coordinating batching of ballot papers
- reconciliation of ballot papers once they arrive at the count venue
- training data entry operators (DEOs)
- managing the flow and allocation of batches of ballot papers throughout the computer count
- monitoring the progress of computer count via batch manager, count overview and reports
- management of scrutineers
- auditing batches of ballot papers for accuracy of DEOs and at the request of scrutineers
- reconciliation of batches of ballot papers once data entry is completed
- removal of informal ballot papers for determination by the election manager
- providing the election manager with results reports for distribution
- generation and filing of reports
- preparing the venue and computer count application for calculation
- performing final reconciliation steps before calculation
- packaging the ballot papers at the completion of the computer count
- ensuring agency staff timesheets and assessments are finalised
- preparing for a recount if necessary
- packing up the computer count venue
- Melbourne City Council (Local Government elections only)

In addition to the above duties could include:

- following procedures in City of Melbourne manual for preparing leadership team and councillors ballot papers for computer count

- finalising ATL ballot papers and allocation of ATL votes in the computer count application

- data entry of ballot papers that are admitted under the exhaust rule