

Mobile voting manager

The mobile voting manager reports to the election manager. Their role is to deliver electoral services in an efficient, impartial, and professional manner in accordance with the procedures set out in the *Mobile voting manual* and to display excellent customer service skills to all electors. The mobile voting manager's own vehicle will be required for this position.

Duties:

- read the *Mobile voting manual* and ensure the correct procedures are followed
- complete all required training
- supervise and train the mobile voting officers
- visit mobile voting venues as per itinerary scheduled by the election manager
- check with venue contact to identify electors able to vote at a static location and those who will need to be visited in their room
- sign and witness enrolment applications, therefore one team member must be on the State electoral roll
- deal with all electors in a fair, friendly, and helpful manner
- appropriately assist any electors who require assistance
- correctly mark elector's name off the roll and issue ballot papers to the electors
- establish the correct district and region for each elector to ensure correct ballot papers are issued
- ensure declaration envelopes are fully completed and signed by the elector and election official
- provide folder of registered how-to-vote cards for electors to view if requested at mobile voting centres
- ensure that group voting tickets for all Legislative Council groups for each region are readily accessible to electors
- ensure Designated entrance to voting centre P453 sign displayed at the entrance
- monitor candidate helpers/party workers and ensure rules regarding signs and canvassing restricted zones are being followed and complete all required documentation
- account for all ballot papers
- ensure the *Mobile voting manager journal* is completed correctly and reconciled
- ensure ballot papers and ballot boxes are secure always
- ensure laptops are securely stored
- return election material to the election office
- undertake other duties, as directed by the election manager.