

# Polling Day Position Descriptions

## Polling Manager (PM)

The Polling Manager is responsible for the management of a polling place.

In the lead up to polling a Polling Manger will need to perform the following duties:

- Attend a face-to-face training session
- Receive and securely store netbooks and ballot papers
- Visit the polling place to collect keys and check the premises
- Contact the staff working in the polling place
- Set up the polling place on the Friday before polling

On polling day, the Polling Manager's primary role is to manage staff and resources more than to undertake specific election processes. These processes include:

- Completion of reconciliation paperwork
- Providing assistance to electors who require it
- Management and briefing of scrutineers
- Conducting a first preference count of ballot papers

At the conclusion of the count, Polling Managers are responsible for transporting polling place materials back to a designated return point.

Polling Managers are supported by Polling Place Liaison Officers on polling day.

## Polling Place Second in Charge (2IC)

In larger polling places a Second-in-Charge (2IC) is appointed to assist the Polling Manager.

In the lead up to polling a 2IC will need to perform the following duties:

- Attend a face-to-face training session
- Work with the PM to set up the polling place on the Friday before polling

On polling day, the 2IC's primary role is to provide support to the polling manager in the management of staff and resources. You may be asked to assist in any duties that the polling manager is responsible for, but you will not be required to return materials after the count.

This role is a pathway for polling place workers seeking future Polling Manager opportunities.

## Polling Place Staff

On polling day, polling place staff undertake a variety of duties, assigned as required by the Polling Manager or 2IC, such as:

- issuing ordinary votes
- guarding the ballot box
- serving as queue controller
- counting the votes after polling finishes

The primary role of polling place staff is to find people on the netbook roll, issue them a correct ballot paper and mark them off the roll. The duties of the issuing officer include:

- Checking the number of ballot papers allocated
- Keeping the netbook computers and ballot papers secure
- Issuing the correct ballot paper to the elector and marking the elector off the netbook roll
- Providing assistance to voters as required

## Polling Place Liaison Officer (PPLO)

A PPLO is the conduit between each Polling Manager and the divisions Returning Officer (RO). They are the “eyes on the ground”, providing feedback to the RO on the conduct of polling, reporting any concerns or trends, and providing assistance and advice to Polling Managers.

Where possible PPLOs will be provided with a hire car to travel between polling places on polling day. For some of the more remote areas of Tasmania a hire car may not be available, and a PPLO will be required to use their own vehicle. This vehicle must be roadworthy, registered and insured and must be suitable for the secure storage and transport of election materials and equipment (e.g., no single cab utes). A claim form will be provided where a PPLO is required to use their own vehicle.

Each PPLO will be allocated backup supplies that may be needed at a polling place at short notice on polling day.

In the lead up to polling a PPLO will need to perform the following duties:

- Attend a face-to-face training session
- Receive and securely store netbooks and ballot papers
- Collect the hire car (if applicable)
- If required, assist with set up of a polling place on the Friday before polling

On polling day, PPLOs will be asked to carry out a variety of duties, such as:

- Conduct evaluations of Polling Manager performance
- Complete reconciliation paperwork
- Provide additional materials to polling places where required
- Provide assistance and advice on conducting various processes
- Reporting back to the RO and identifying any trends or concerns
- Assist in returning materials back to a designated return point

After polling day

- Return the hire car (if applicable)
- Participate in a telephone debrief facilitated by the RO