

Pre-Poll Position Descriptions

Pre-Poll Manager (PPM)

The Pre-Poll Manager is responsible for the management of a pre-poll polling place.

In the lead up to pre-poll a PPM 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

During polling the primary role is to manage staff and resources more than to undertake specific election processes.

Each day, a PPM must:

- Ensure polling commences and closes on time
- Manage staff breaks and ensure coverage
- Complete daily reconciliations
- Report figures to the Returning Officer
- Ensure ballot papers and other materials are securely stored overnight
- Provide assistance to electors who require it

PPMs need to be fully available throughout the pre-poll period.

Pre-Poll Second in Charge (PP2IC)

All pre-polls have a Pre-Poll Second-in-Charge appointed to assist the PPM and cover lunch breaks.

In the lead up to polling a PP2IC will need to perform the following duties:

- Attend a face-to-face training session
- Work with the PPM to set up the polling place

During polling, the PP2IC's primary role is to provide support to the PPM in the management of staff and resources. A PP2IC will be required to act as a PPM during lunch periods or when the PPM is not present.

PP2ICs need to be fully available throughout the pre-poll period.

Pre-Poll Officer (PPO)

Pre-Poll Officers undertake a variety of duties, assigned as required by the PPM or PP2IC, such as:

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

The primary role of PPOs is to find people on the roll, issue them a correct ballot paper and mark them off the roll.

The duties of the issuing officer include:

- Ensuring electors complete pre-poll voter declarations
- 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 roll
- Providing assistance to voters as required

Mobile Polling Officer

Mobile polling places are usually hospitals or nursing homes. Mobile Teams comprise of 2 Mobile Polling Officers, one designated as the manager, and one as the 2IC, and offer mobile voting services at designated facilities. It is important that Mobile Polling Officers are empathetic, professional, and able to cater to electors needs.

Most of the functions and responsibilities of a Mobile Polling Manager are the same as those for a Polling Manager managing an ordinary polling place on polling day.

In the lead up to pre-poll a Mobile Polling Officer will need to perform the following duties:

- Attend a face-to-face training session
- Receive and securely store netbooks and ballot papers
- Collect a hire car

Each day, a Mobile Polling Manager must:

- Ensure polling commences and closes on time at each location
- Complete reconciliations for each location
- Report figures to the Returning Officer
- Ensure ballot papers and other materials are securely stored between locations and overnight
- Provide assistance to electors who require it
- Mobile Polling Places are designed to cater for the elderly, infirm or other people unable to vote offsite. Please ensure that extra patience, courtesy and care is taken, and all people are shown respect at all times

Mobile Polling 2ICs provide support to the manager in all of the above functions.

Mobile Polling Officers need to be fully available in the week before polling day.