



## **Electoral Services Casual Election Staff**

### **Count Security Officer Job Description**

#### **The Count Security Team**

The purpose of the Count Security Team is to ensure only those authorised to attend will enter the Count Hall and to assist the Returning Officer in maintaining the secrecy of the Count.

#### **Duties:**

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- To be polite and professional in dealing with all persons present.
- Check passes to ensure that only authorised persons enter the Count Hall by the designated entry point.
- To ensure that Candidates, Agents, Counting Agents, Councillors and other guests remain in their designated area and do not cross barriers.
- To ensure that anyone attending the Count behaves in a manner so as not to breach the secrecy of vote (eg) use of mobiles phones, close contact with ballot papers, disrupting Count Assistants etc.
- To assist with any evacuation procedures in the event of any emergency.
- Assist with clearing away at the end of the Count.
- Any other duties as directed by the Returning Officer or Count Supervisors.

The length of time a Count takes will depend on the size and nature of the election and whether re-counts are required. You must be prepared to stay as long as it takes. If the Count takes place immediately after the close of poll, you will start working late into the evening and potentially into the early hours of the morning. You will be given adequate breaks and refreshments will be provided.

#### Night Security Officer

Where a Count is held over to the day following Election Day, a Night Security Officer may be employed to stay in the hall overnight to ensure the security of ballot boxes.

The Returning Officer is not permitted to employ anyone who is/or has carried out duties on behalf of any political party or candidate at the election, or who has been convicted of an offence under Electoral Legislation. All staff will be required to sign their agreement to maintain the secrecy of the poll.