

Duties of the Counting Assistant

Counting Assistants do not have the responsibilities of the Counting Supervisor, but they must know all the procedures for counting of the votes.

The Counting Assistants main duties are to:

- ❑ have read and understood the statement of secrecy;
- ❑ must attend training/briefing session as and when required;
- ❑ assist in the verification process (further instructions will be provided);
- ❑ assist in the counting process (further instructions will be provided);
- ❑ inform the count supervisor of any potentially doubtful ballot papers (further instruction will be provided);
- ❑ re-count if directed to;
- ❑ refrain from engaging in conversation with candidates, agents and councillors;
- ❑ act impartially at all times; and
- ❑ ensure that that the hours worked have been recorded and authorised by the count supervisor.

You will start working late into the evening and potentially into the early hours of the morning, you must take appropriate breaks throughout the session to avoid extreme tiredness.