

# **Responsibilities of Count Assistants**

## **Role**

To assist the Returning Officer in the counting of ballot paper.

To make sure that the votes are counted fairly, efficiently and accurately.

## **Duties**

- Assist the Table Supervisor in the sorting and counting of votes.
- Ensure the requirements for secrecy and security are observed
- Remain at the Count Centre until all votes are counted.
- Ensure that the proper procedure for the sorting and counting of votes is followed, as per instructions.
- Act impartially at all times, be polite and professional but not engage in debate with any counting agent.
- During the counting of the votes, draw the Table Supervisors attention to any doubtful papers as instructed.
- Be responsible for the Health and Safety of yourself and others