

## **ELECTIONS OFFICE**

### **RUNNER - JOB DESCRIPTION**

#### **INFORMATION**

The length of time the receipting of boxes will take will depend on the time it takes all of the ballot boxes to reach the Count Centre. You must be prepared to stay as long as it takes and you may be required to work late into the evening and potentially into the early hours of the morning. You will be given adequate breaks and refreshments such as tea and coffee will be provided.

The Deputy Returning Officer is not permitted to employ anyone who is/or has carried out duties on behalf of any Candidate for the Election. By accepting this appointment you agree to maintain the secrecy of the poll.

#### **RUNNERS ROLE**

The role of the Runner is to assist wherever instructed to do so by the Ballot Box Receipting Officers and Count Supervisors. You will be specifically required to help with the distribution of ballot boxes and associated paperwork, and packing away of equipment.

#### **DOs AND DON'Ts**

- Don't forget to bring your appointment letter with you to gain access to the Count Centre.
- Dress appropriately as you will be representing public service at its best.
- Do not wear colours that could strongly associate you with any political parties.
- Do not bring any food or drink into the Counting Hall at any time.
- Ensure that you have your mobile phone switched off whilst in the Counting Hall.
- Smoking is strictly prohibited anywhere in the Count venue.
- Do wear your wristband and tabard at all times.
- You may be working outside so please dress accordingly.

To undertake these duties satisfactorily, Runners must:

- Have read and agreed to the terms of the Statement of Secrecy.
- Act impartially at all times and respect confidentiality of material handled.
- Refrain from engaging in conversations with any observers or the media.

## **DUTIES**

1. Assist Presiding Officers to carry ballot boxes and relevant paperwork to the ballot box receipting area.
2. Upon delivery of Ballot Boxes, and under instruction of the Zone Supervisor, take Ballot Boxes to the designated area and other documentation to the relevant area.
3. Assist in the removal of parcels and reorganisation of material as instructed.
4. Any other duties that may be asked of you.