Australian Electoral Commission. AEC

ELECTION PLANNER

Months after Election Day >	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	Officer Responsible	Date Completed	Remarks
TASK/MONTH >																																							
1. POLLING PLACE																																							
Assessment (OIC, PPLO, reports)																																							
Inspection (DRO/Staff)																																							
Abolish or Appoint/Change name																																							
Premises – Suitable/Alternative																																							
Mobiles (OIC reports/Timetables)																																							
Prepoll Centres																																							
Seek Approvals																																							
Update Computer Systems/ERA Records																																							
Approved Polling Place Layout																																							
Publicity Planning																																							
2. STAFF – PERMANENT																																							
Evaluate Performance/Roles																																							
Who Did What?																																							
Knowledge Levels/Skills																																							
Knowledge Needs/Skills																																							
Work Plans – Next Event																																							
Area Manager Oversight																																							
Staffing Contingency Plan																																							
3. STAFF – CASUAL																																							
Evaluate Performance																																							
Assess – Stay/Replace/Move																																							
Identify Replacement Needs																																							
Assess Skills/Knowledge Required																																							
Prepare Task Sheets/Work Plans																																							
Update Computer Systems/ERA Records																																							
Confirm Eligibility																																							
Actively Recruit Replacement Staff																																							
4. STAFF – POLLING																																							
Evaluate Performance – OIC/PPLO																																							
– Dec Officers																																							
– Polling Staff																																							

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