

## General Election Delivery Taskforce - Roles and responsibilities

### Taskforce Stand-Ups August 2023

Role	Role Description
<b>Chairperson</b> Anusha Guler, DCE Operations	<ul style="list-style-type: none"><li>• Direct, monitor and provide advice across the daily updates, SITREP and incident report.</li><li>• Approve the response action plan and ensure it can be executed within timeframes and resource availability.</li><li>• Liaise with the Executive Leadership Team, Board and Incident Management team to provide regular updates.</li><li>• Escalation of issues to CE, ELT and/or Board.</li><li>• Ensure Taskforce structure reflects scale and priorities.</li><li>• Provide support and check-in on staff wellbeing, pastoral care</li></ul>
<b>Deputy Chairperson</b> Martin Rodgers Director Voting Services	<ul style="list-style-type: none"><li>• Provide insight to the Chair on any reputational risks, operational issues, and/or opportunities for the response from Voting Services</li><li>• Escalation of issues to Taskforce from Voting Services</li><li>• Acting Chairperson in the absence of the Chairperson</li></ul>
<b>Taskforce Support</b> Crispian ██████ Principal Advisor Operations	<ul style="list-style-type: none"><li>• Assist the Chair with the management of tasks and the operation of Taskforce.</li><li>• Ensure each function understands their role and the actions required.</li><li>• Ensure information flows are effective between functions.</li><li>• Ensure functions are appropriately resourced and resolve any internal conflicts.</li></ul>
<b>Executive Assistant</b> Paula-Ann, Executive Assistant Operations	<ul style="list-style-type: none"><li>• managing the administrative arrangements for the Taskforce</li></ul>
<b>Operations</b> Strategic Engagement and Partnerships Director  Enrolment Director	<ul style="list-style-type: none"><li>• Support of operational aspects of the delivery of General Election through enrolment and engagement teams (to be incorporated into voting services team during the election period)</li><li>• Provide insight and data on processing of enrolment forms</li></ul>
<b>Customer Services</b> Grace ██████ Business Enablement Manager	<ul style="list-style-type: none"><li>• Collect information on Customer enquiries to inform the Intel and enquiry function.</li><li>• Update on Day-to-day response activities</li><li>• Provide trends to affected functions (including locations) via Customer Enquiries platform to Taskforce</li></ul>
<b>Communications</b> Suzanne Knight-Tinirau, Manager Communications and Education	<ul style="list-style-type: none"><li>• Manage internal and external messages</li><li>• Determine key messages in association with the Taskforce</li><li>• ensuring these are accessible, updated, and consistent.</li><li>• Prepare media releases and briefings if required</li><li>• Monitor media views/comments to identify any risks.</li></ul>
<b>Intelligence</b> Beth ██████ Principal Advisor Data and Insights	<ul style="list-style-type: none"><li>• Production and dissemination of the Dashboard</li><li>• Collect information to provide situational awareness to the response and inform the Action Plan.</li><li>• Ensure accuracy and usability of response information.</li></ul>

---

**Business Unit Representatives**

---

**Overseas Voting Services Manager**

John [REDACTED] Mgr Overseas VS

- Field staff delivering the General Election
- Provide insight into the overseas operational delivery of the General Election
- Coordination day-to-day operations activities

---

**Regional Manager Voting Services**

RMs VS

- Field staff delivering the General Election
- Provide insight into the operational delivery of the General Election across the country
- Coordination day-to-day operations activities

---

**Principal Advisor Voting Services**

Adele [REDACTED] Principal Advisor VS

- Subject matter expert on processes and manuals for Voting Services

---

**Legal and Policy**

Legal Team

- Provide legal and policy advice, guidance and updates on legal matters.
- Investigate and respond to complaints about possible breaches of electoral rules

---

**Senior Advisor Security**

Sarah [REDACTED] Senior Advisor, Ops, Security and Resilience

- Provision of security support and advice to the Chairperson and other functions
- Provide information from intra-agency

---

**Finance**

Emma Gillard, Mgr Finance and Admin

- Provision of finance support to the Chairperson and other functions

---

**Information Technology**

James [REDACTED] CIO

- Provision of IT and systems support to the Chairperson and other functions
- Analyse, prioritise and understand issues of internal systems

---

**People and Culture**

Izak [REDACTED] P&amp;C Mgr

- Provision of HR, ER, and recruitment advice to the Controller and other functions.
  - Analyse, prioritise, and understand the needs of affected staff.
  - Liaise with unions/associations
-