

Appendix B: DRAFT Terms of Reference

General Election Delivery Taskforce (GEDT)

Purpose:

The overarching purpose of the General Election Delivery Taskforce is to assist and enable the Electoral Commission to fulfil its key areas of focus:

- Provide assurance to ELT and the Board on the status of election activities across the country
- Provide trust and confidence in the General Election
- Provide a point of escalation of issues and risks
- Provide support and solutions to field staff

Functions:

The GEDT is responsible for:

- Driving, coordinating, monitoring the conduct of the electoral event/s across the country, to ensure consistent election delivery;
- Managing key operational risks and ensuring the effectiveness of the controls;
- Driving coordinated and consistent progression of activities against the Writ to Writ timetable;
- Identifying, raising and discussion issues in a timely manner;
- Exemplifying leadership and best practise in the management of GE operations and delivery;
- Ensuring fit for purpose briefings on new and emerging issues impacting on election delivery;
- Ensuring awareness of media coordination and responses; and
- Ensuring where appropriate awareness of security issues.

Members

Members of the General Election Delivery Taskforce are as follows:

- Deputy Chief Executive Operations (Chairperson),
- Director Voting Services (Deputy Chairperson)
- Director Enrolment
- Director Strategic Engagement and Partnerships
- Chief Information Officer
- Manager People and Culture
- Manager Communications and Education
- Manager Business Enablement
- Principal Advisor Legal

- Principal Advisor Data Insights
- Manager Finance and Administration
- Overseas Operations Manager
- Senior Advisor Security
- Principal Advisor Voting Services
- 5 Regional Managers
- Secretariat - Principal Advisor Operations and Executive Assistant to DCE.

Member responsibilities are to provide updates on areas of responsibility as required and ensure the completion of relevant action items raised at meetings. Each member and their respective team are expected to have their own stand-up meetings to identify and raise issues/incidents and oversee issue resolution. This will provide members of GEDT with the information they need to report into SitRep.

Members are expected to attend all meetings and are required to send a representative if they are unable to attend.

A majority members of the GEDT forms the quorum of the meeting.

Role of the Chairperson:

The role of the Chairperson is to lead GEDT and facilitate the effective contribution of all members to update GEDT on events, reach robust decisions and ensure outcomes and actions are linked to a staff with timeframe.

The Chairperson's role includes the following:

- Hold responsibility for facilitating the effectiveness of the meeting and its outcomes
- Evaluate options, identify problems and provide the relevant resources to support the delivery of the election
- Monitor and mitigate any risks escalated to GEDT
- Assess any critical issues and escalate to CE and ELT
- Liaison between GEDT, ELT and the Programme Director
- Provide updates at ELT Stand-Up.

Post GEDT update, the Chairperson will attend the afternoon ELT Stand-Up to provide a summary update, lessons learnt, assessment of the day and urgent request/decision that has been highlighted in the Actions Register from ELT.

ELT Stand-Up will be provided with the daily SitRep and Actions Register. The focus for ELT for the Stand-Up is on (critical) risks and challenges that are beyond the scope and functions of GEDT.

The Chairperson of GEDT is the Deputy Chief Executive Operations. Deputy Chairperson is the Director of Voting Services.

GEDT will be supported with a secretariat to provide administrative support.

Administration:

Meeting Frequency:

Once the Chief Electoral Officer has received the Writ (10 September 2023), GEDT will be activated. GEDT will meet daily from 10 September until 20 October at 1pm, including weekend meetings.

Structure of Meetings:

Meetings are a mix of face-to-face and virtual platform.

Agenda:

The secretariat will provide an agenda to all members at an agreed time.

Situation Report (SitRep):

A decision/actions register will be created which will document all relevant items from the daily updates. SitRep will capture the following:

- Decision and action register
- Confirmation of any actions
- Due date
- Accountable GEDT member
- The person responsible to implement the action.

The secretariat will provide the SitRep of the day and Actions Register for the afternoon ELT Stand-Up. These documents will be saved in a folder that will be accessible to all members of GEDT.