



WESTERN AUSTRALIAN Electoral Commission

Job Description Form

1. Position Identification



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|-----------------|---|
| POSITION TITLE | Local Government Election Returning Officer (RO) |
| CLASSIFICATION | Level 4 |
| POSITION NUMBER | LGERO111 |
| DIVISION/BRANCH | Election Operations |
| LOCATION | Perth |
| EFFECTIVE DATE | 1 March 2023 |

2. Reporting Relationships

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|---------------------------------|--|
| NUMBER OF POSITIONS SUPERVISED | Various – depending on whether metro or regional |
| SUPERVISOR POSITION TITLES | Returning Officer Liaison Officer |
| SUPERVISOR CLASSIFICATION/LEVEL | Level 5 |
| SUPERVISOR POSITION NUMBER | WAEC0081 |

3. Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

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| DIRECTOR | ELECTORAL COMMISSIONER |

4. Role

Responsible for delivering a Local Government Ordinary election (either in-person or postal or both) at a Local Government in accordance with *Local Government Act 1995* and *Local Government (Elections) Regulations* and ensuring a high standard of communication, integrity and compliance is established and maintained throughout the election period.

5. Key Result Areas and Duties

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| <p>Coordination</p> | |
| <ul style="list-style-type: none"> • Comply with the RO Coordination Project Plan and standard operational procedures • Provides open and transparent communication with ROLOs • Regularly liaise with both internal and external stakeholders (including Local Government contacts) • Meets election milestone activities and ensures they are delivered on time and with impartiality at all times • Coordinates all Temporary Election Workforce for their election | |
| <p>Administration</p> | |
| <ul style="list-style-type: none"> • Uses Commission software to accept nominations; input count data and perform election activities • Completes processes in accordance with procedures outlined in RO Manual • Completes the RO election report at conclusion of the election and provides feedback on issues and identify areas for improvement | |
| <p>Supervision</p> | |
| <ul style="list-style-type: none"> • Supports, supervises and monitors all temporary election workforce within election allocation • Communicates with the WA Electoral Commission Temporary Election Workforce project re requirements or issues with workforce | |
| <p>Operations</p> | |
| <ul style="list-style-type: none"> • Receives nominations and conducts the ballot draw • Conducts the ballot paper count • Conducts formal declaration of results | |
| <p>Training</p> | |
| <ul style="list-style-type: none"> • Delivers training sessions for the temporary election workforce at each Local Government location throughout the election at different stages • Identifies temporary election workforce who may need additional training or support | |
| <p>Governance and Integrity</p> | |
| <ul style="list-style-type: none"> • Ensures the election is conducted in accordance with <i>Local Government Act 1995</i> and <i>Local Government (Elections) Regulations</i> • Adhere to security of ballot papers and safekeeping of election material at all times • Follow instructions regarding representing the WA Electoral Commission at any post-election 'Court of Disputed Returns' Claims • Observes conduct throughout the election by Candidates and Scrutineers, intervening as required to ensure election is delivered in accordance with <i>Local Government Act 1995</i> and <i>Local Government (Elections) Regulations</i> | |
| <p>Division Support</p> | |
| <ul style="list-style-type: none"> • As a member of the Election Operations Division, contributes to the overall objectives of the Division and participates in the Division's planning activities. | |
| <p>Other Duties</p> | |
| <ul style="list-style-type: none"> • Conducts other duties as required. | |

6. Requirements of the Position (or Selection Criteria)

ESSENTIAL:

- Excellent verbal and written communication skills
- Demonstrated time management and operational skills
- Strong adherence to procedures and process

DESIRABLE:

- General knowledge in the conduct of elections
- Working with staff and experience in training delivery
- Knowledge of the *Local Government Act 1995* and *Local Government (Elections) Regulations*

7. Appointment Details

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| INDUSTRIAL AGREEMENT/AWARD | Public Sector CSA Agreement 2022 or subsequent replacements. |
| SPECIAL CONDITIONS | Nil |
| ALLOWANCES | Nil |
| ACCOMMODATION | Not applicable |
| SPECIALISED EQUIPMENT OPERATED | Not applicable |

Registered



Human Resources Officer

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