



Australian Government

Department of Education, Employment and Workplace Relations

LGAGOVA401B Administer the electoral roll

Release 2

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Modification History

LGAGOVA401B Release 2: Layout adjusted.

LGAGOVA401B Release 1: Primary release.

Unit Descriptor

This unit covers developing and distributing an electoral roll of eligible voters. It is appropriate for council staff responsible for ensuring the electoral roll is compiled and administered in accordance with council and legislative requirements.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|---|
| 1 Compile electoral roll | <ul style="list-style-type: none">1.1 Eligible voters are identified from state and federal electoral rolls.1.2 Advice is provided to the public that the electoral roll is being compiled.1.3 <i>Classes of eligible voters with relevant entitlements</i> are identified within council and <i>legislative requirements</i>.1.4 Opportunities are provided for enrolment of eligible voters on a regular basis.1.5 <i>Methods</i> are implemented to update electoral roll information in accordance with statutory and council requirements.1.6 The public is invited to inspect the roll to confirm that details of eligible voters are accurate. |
| 2 Produce and distribute roll for electoral purposes | <ul style="list-style-type: none">2.1 Distribution requirements are identified.2.2 Style and media used for electoral roll reproduction are determined in line with council requirements.2.3 Copies of electoral roll produced are distributed to <i>interested parties</i>. |

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit

Required Skills

- database management
- word processing
- accuracy checking procedures
- adapting spoken and written language to meet customer needs
- selecting and applying relevant parts of legislation

Required Knowledge

- relevant sections of local government legislation
- various categories of ownership: sole owner, joint owner and body corporate
- council policy relating to ethical practice in distributing information

Evidence Guide

Overview of assessment requirements

A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated

Critical aspects of evidence to be considered

The demonstrated ability to:

- compile an accurate electoral roll in accordance with statutory and council requirements
- coordinate the production and distribution of the electoral roll

Context of assessment

Competency is demonstrated by performance of all stated criteria applicable to the workplace environment, within the scope of the Range Statement, with particular attention to critical aspects of evidence and the knowledge and skills elaborated in the Evidence Guide.

Assessment must take account of the endorsed Assessment Guidelines in the Local Government Training Package.

Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment.

Assessment should reinforce the integration of the key competencies for the particular AQF level. Refer to the key competency levels at the end of this unit.

Relationship to other units(prerequisite or co-requisite units)

To enable holistic assessment this unit may be assessed with other units that form part of the job role.

Method of assessment

The following assessment methods are suggested:

- observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies
- written and/or oral questioning to assess knowledge and understanding
- completion of workplace documentation
- third-party reports from experienced practitioners
- completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor

Evidence required for demonstration of

Evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and

consistent performance variety of situations.

Resource implications The learner and trainer should have access to appropriate documentation and resources normally used in the workplace including access to a workplace or simulated case study that encompasses resources such as:

- legislation governing local government elections
- relevant council policy and procedures manuals
- computers and relevant software

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Classes of eligible voters with relevant entitlements may include:

- company and group nominees
- rate payers who are not Australian citizens

Legislative requirements may include:

- state
- local government
- electoral

Methods for updating information may include:

- electronic database

Interested parties may include:

- public
- electoral officers
- councillors
- political parties

Unit Sector(s)

Administration Units