



Australian Government

Department of Education, Employment and Workplace Relations

LGAGOVA403A Arrange and supervise polling places

Release 2

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Modification History

LGAGOVA403A Release 2: Layout adjusted.

LGAGOVA403A Release 1: Primary release.

Unit Descriptor

This unit covers the organisation and supervision of polling places.

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 Make arrangements for polling	1.1 Location of polling places is arranged taking into account ease of public access and ensuring coverage throughout the area. 1.2 Information advising electors of location of polling places is clear and caters for diversity of user needs. 1.3 Polling places are equipped and furnished as required. 1.4 Ballot papers are prepared and available when required. 1.5 Security necessary for ballot papers is determined and arranged. 1.6 Advanced voting procedures are implemented to ensure that public can access this arrangement.
2 Provide access to polling places	2.1 Polling places are opened and closed in accordance with requirements and regulations governing individual polls. 2.2 Physical facilities for voters are provided to ensure equal access and egress. 2.3 Security of polling places is maintained to ensure integrity of polling activities.
3 Coordinate polling places	3.1 Roles and responsibilities of electoral officers are established. 3.2 Electoral officers are selected to reflect diversity of the community. 3.3 Electoral officers are trained appropriately to ensure effectiveness and compliance with legal requirements. 3.4 Directions and assistance to voters are provided in a socially and culturally appropriate manner.
4 Maintain public safety	4.1 Environment is monitored and appropriate action is taken to ensure compliance with council regulations and standards. 4.2 Emergency situations are quickly and correctly recognised and assessed and appropriate emergency procedures are implemented. 4.3 Incidents/accidents are reported accurately and in accordance with council procedures and guidelines.

Required Skills and Knowledge

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

Required Skills

- organisational
- conflict resolution
- providing clear explanations
- computer
- time management
- negotiation

Required Knowledge

- demographics of the local area
- council procedures regarding elections
- council emergency procedures
- legal requirements relating to elections
- council regulations regarding cleaning and site maintenance
- polling management procedures
- security and confidentiality procedures

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	Regulations are followed. Appropriate legislation is known and applied. Communication with voters is adjusted to suit the receiver. Work is planned and managed effectively. Clear directions in devolving responsibility are provided. Unexpected demands are responded to effectively.
Context of assessment	On the job or in a simulated work environment.
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 in particular: • LGACORE103B Provide service to local government customers
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 consistent performance	Evidence will need to be gathered across a range of variables.
Resource implications	Access to a workplace or simulated case study that provides resources including: • relevant legislation and regulations governing elections • examples of council procedures on polling • simulated or real polling booth equipment and election process

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.

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| <i>Diversity</i> may include: | <ul style="list-style-type: none">• appropriate community languages |
| <i>Polling places</i> may include: | <ul style="list-style-type: none">• community venue• school• processing point for postal votes |
| <i>Equipment and furnishing</i> may include: | <ul style="list-style-type: none">• ballot boxes• cardboard polling booths• tables• chairs for staff and public |
| <i>Regulations</i> may include: | <ul style="list-style-type: none">• security• opening and closing times |
| <i>Direction to voters</i> may include: | <ul style="list-style-type: none">• face to face spoken exchange• telephone (if postal voting)• signs• voting papers |
| <i>Socially and culturally</i> may include: | <ul style="list-style-type: none">• consideration of the needs of inexperienced, elderly, non-English speaking background or Aboriginal voters |
| <i>Reporting</i> may include: | <ul style="list-style-type: none">• verbal• written |

Unit Sector(s)

Administration Units