



Australian Government

Department of Education, Employment and Workplace Relations

LGAGOVA506B Conduct council elections

Release 2

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Modification History

LGAGOVA506B Release 2: Layout adjusted.

LGAGOVA506B Release 1: Primary release.

Unit Descriptor

This unit covers conducting council elections, including the counting of voting papers and the declaration of results. It is appropriate for council staff directly involved in the conduct of council elections.

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 Prepare for council elections	1.1 Nomination forms are produced and distributed within required time frames. 1.2 Nomination forms are received and processed. 1.3 Candidates are advised of the electoral process and relevant statutory requirements. 1.4 Candidates how to vote cards are processed in accordance with statutory requirements.
2 Plan resource use for election day	2.1 Resource information for use in election day plans is collected, analysed and organised, in consultation with colleagues and management. 2.2. Key performance indicators are developed within the election day plan. 2.3. Contingency plans are prepared in the event that the initial plan needs to be varied. 2.4. Poll clerks are recruited and inducted. 2.5. Physical resources and services are acquired in accordance with council's practices and procedures.
3 Monitor election day performance	3.1. Performance systems and processes are monitored to assess progress in achieving service targets. 3.2. Unsatisfactory performance is identified and prompt action is taken to rectify the situation. 3.3. Mentoring and coaching are provided to support use of resources by individuals and teams to the required standard. 3.4. Recommendations for variation to the election day plan are negotiated and approved.
4 Process votes	4.1. Input data is checked and verified. 4.2. Voting papers are counted in accordance with statutory requirements. 4.3. Provisionally elected candidates are declared. 4.4. Formally disputed returns are responded to according to statutory requirements. 4.5. Electoral materials are stored and disposed of according to statutory requirements. 4.6. Report is prepared on the outcomes of the election.
5 Declare results	5.1. The successful candidates are declared. 5.2. Council, other candidates and the public are notified of the election results according to legal requirements and council procedures.

Required Skills and Knowledge

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

Required Skills

- adapting language to suit the purpose and audience
- working under pressure
- oral presentation
- maintaining a safe workplace and environment
- accessing and using feedback
- preparing recommendations
- accessing and using established systems and processes
- coaching and mentoring to provide support to colleagues

Required Knowledge

- council electoral procedures
- planning, acquiring and using resources
- monitoring and adjusting operational performance
- reporting performance
- statutory requirements relating to elections
- procedures for declaration of candidates
- procedures for notification of electoral result
- confidentiality procedures
- court 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

The demonstrated ability to:

- prepare nominations forms and candidates for elections
- plan and acquire resources for election day
- monitor and adjust performance on election day
- process votes and respond appropriately to formally disputed returns
- declare correctly and notify results.

Context of assessment

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

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 consistent performance

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

Resource implications

The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.

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>Advice to candidates</i> may include: | <ul style="list-style-type: none"> • legal requirements • how to vote cards • media campaigning • behaviour and actions on polling day |
| <i>Resource information</i> may include: | <ul style="list-style-type: none"> • number of voters • number of wards • electoral rolls • polling clerks • polling booth locations • voting cards • manuals • ballot boxes |
| <i>Performance systems and processes</i> may include: | <ul style="list-style-type: none"> • staff instructions and positions • electoral roll • voting compartments • spoilt or discarded ballot papers • voter information report • assistance to voters • guidelines for polling officials • communicating with people with disabilities • unrolled and declaration votes • postal ballot papers • counting of ballot papers • security of voting and other materials |
| <i>Voting papers</i> may be counted: | <ul style="list-style-type: none"> • manually • electronically |
| <i>Responding to formally disputed returns:</i> | <ul style="list-style-type: none"> • could involve presenting in court |

Unit Sector(s)

Administration Units