

What is a Returning Officer (RO)?

Under the Electoral Act 2004, the Returning Officer is a statutory position responsible for the conduct of a ballot (election).

A separate election is held for each Parliamentary division - meaning 5 elections are held for the House of Assembly (State), and two or three elections are due to be held each year as part of the Legislative Council election cycle. A Returning Officer and Assistant is appointed to each division.

Core Responsibilities:

- Responsible for the election Writ
- Receiving and accepting nominations
- Managing candidate, party and public queries
- Training of polling officials
- Oversight of the return and processing of postal votes
- Oversight of dispatch and return of materials and equipment to polling places
- Oversight of mobile, pre-poll, postal and polling day election staff
- Accountable for daily balances and sign off of processes
- Responsive management of polling day issues
- Managing post close of poll procedures
- Conduct large scrutiny processes
- Conduct formal public ceremonies

Attributes:

- Capacity to quickly gain a knowledge and understanding of new processes and willingness to follow strict procedures whilst operating within tight timeframes.
- "Hands-on" project management skills in an operations or logistics environment.
- Strong communication and interpersonal skills including the proven ability to motivate, consult, negotiate, resolve conflict and work with a broad range of people.
- Capacity to develop a team-based positive work environment, through delegation, supervision, motivation and training of staff.
- Ability to operate calmly, courteously and with focused priorities when under significant pressure.
- A good knowledge of and appropriate experience with the internet and computer software products such as Outlook, Word and Excel.

Mandatory Requirements

- The position requires strict political neutrality
- Significant extra hours are required, especially during peak election periods
- A current driver's licence

What is an Assistant Returning Officer (ARO)?

The Assistant Returning Officer supports the Returning Officer during an election period through management of key administration duties. In an emergency, may be required to undertake the role of Returning Officer.

Core Responsibilities:

- Handle public enquiries and escalate where necessary
- Assist in the preparation, set-up and presentation of polling manager training
- Oversee casual staff within the Election Office environment
- Receive nominations in the absence of the Returning Officer
- Assist in the management and processing of returned postal votes
- Assist in the dispatch and return of materials and equipment
- Attend to pre-poll voting in the Election Office environment
- Assist in the management of staff involved in mobile and pre-poll voting
- Reconcile and provide daily pre-poll and postal vote figures to the Returning Officer
- Manage polling place staff changes and absences at short notice
- Manage the return and security of polling place materials at close of polling
- Assist in the management of post close of poll procedures
- Manage the completeness and submission of polling place staff time-sheets to the TEC
- Assist in scrutiny processes
- Liaise with TEC contacts regarding staffing / materials / hire vehicles arrangements
- Attend to administrative requirements as instructed by the Returning Officer and TEC staff

Attributes:

- Capacity to quickly gain a knowledge and understanding of new processes and willingness to follow strict procedures whilst operating within tight time-frames
- Strong communication and interpersonal skills including the proven ability to work with a broad range of people
- Contribute effectively within a team-based positive work environment
- Strong ability to multi-task with a focus on accuracy whilst operating calmly, courteously and with focused priorities when under pressure.
- A good knowledge of and appropriate experience with the internet and computer software products such as Outlook, Word and Excel.

Mandatory Requirements

- The position requires strict political neutrality
- Significant extra hours are required, especially during peak election periods
- A current driver's licence