



Position Description

Electoral Commissioner Western Australian Electoral Commission

Organisation overview

The office of Electoral Commissioner (the Commissioner) is established by the *Electoral Act 1907* (the Act). The Commissioner is appointed by the Governor and is an independent officer directly responsible to the Western Australian Parliament.

The Western Australian Electoral Commission (the Commission) is the department responsible for the conduct of parliamentary, local government and industrial elections under various statutes, as well as elections for private organisations by agreement.

Key responsibilities of the role

The Commissioner, as chief executive officer of the Commission, is responsible for shaping and achieving the Commission's strategic reform, business, policy and budget objectives and the delivery of the statutory functions specified in section 5F of the Act.

The Commissioner provides a range of services to various stakeholders in the following functional areas:

- maintaining the State Electoral Roll
- conducting State Parliamentary elections and referenda, local government elections and other statutory and non-statutory elections
- promoting community awareness of the electoral process
- providing information and advice on electoral matters to Members of Parliament, the Government, departments and authorities of the State
- conducting and promoting research into electoral matters and other matters that relate to the functions of the office.

The Commissioner will also hold the office of Electoral Distribution Commissioner as provided under section 16B of the Act.

At a whole-of-government level, the Commissioner contributes to the development and achievement of high-level strategic goals for the government. This requires an understanding of the policy objectives of government in regard to electoral affairs.

The Minister for Electoral Affairs holds responsibility for the governing legislation.

Significant issues and trends

Major challenges faced by the Commission centre on the following issues and trends:

- The modernisation of electoral processes and improved elector experiences, including the development and adoption of innovative systems and technology, including possible electronic roll mark off and scanning, drive in polling places, internet voting and direct enrolment.
- The possible expansion of internet voting while managing the associated risks of such a significant reform. As part of a modernisation process, strong collaborative working relationships will be required with the Electoral Council of Australia and New Zealand on a project to develop a secure national internet voting capability with ownership shared among all members.
- Planning for the 2021 State general election, which will include a range of student involvement initiatives.
- Greater community engagement, particularly with marginalised groups such as residents of remote communities, to increase participation, raising the profile of the agency.

Selection criteria

The role of the Commissioner is critical to departmental and sector-wide performance. The Public Sector Commission's CEO Success Profile identifies criteria that are essential role requirements for an effective Chief Executive Officer in the WA Public Sector. You are required to demonstrate these and other criteria, identified below, in your application.

	Contribute to the development and achievement of high level strategic government and sector-wide goals.
	Shape and achieve the department's strategic, business, policy and budget objectives and goals.
	Accountable for making high-quality decisions and sustainable outcomes.
	Demonstrate significant personal integrity, exemplary ethical standards and resilience.
	Navigate the role of the public sector and all levels of government.
	Foster effective consultative and collaborative working relationships and networks.

Desirable Criteria

Demonstrated civic engagement/community practice experience would be highly regarded.

Employment conditions

Term of appointment

An appointment of up to five years will be considered for the successful applicant.

Remuneration

Remuneration is determined independently by the Salaries and Allowances Tribunal (SAT).

As a guide, a salary of \$252 020 per annum may be applicable. An attractive remuneration package comprising cash salary, employer contribution to superannuation and a fully maintained motor vehicle or the provision of a motor vehicle allowance in lieu of a vehicle will be offered, subject to a determination of the final value being made by the SAT.

Leave and allowances

Leave and allowances are determined by the Governor.

The office holder would ordinarily have the same leave and allowances as those which apply to a public service officer in accordance with the provisions of the [Public Service Award 1992](#) and the [Public Service and Government Officers CSA General Agreement 2017](#).

Eligibility

To be eligible for appointment, applicants must be Australian citizens, have permanent residency or must be entitled to remain and work in Australia indefinitely (i.e. Special Category Visa for New Zealand citizens).

No person who is or has been a member of the Parliament of the Commonwealth or any State or Territory shall be appointed as Commissioner, and if the Commissioner is nominated for Election for the Parliament of the Commonwealth or any other State, or a Territory then they shall vacate the office of Commissioner.

Further information

Information regarding the Commission can be accessed from the agency website www.elections.wa.gov.au

The statutory functions of the Commissioner are specified in the Act. Under section 4 of the *Public Sector Management Act 1994*, the Commissioner is deemed to be the chief executive officer (CEO) of the Electoral Commission. [Sections 29 and 30](#) of the *Public Sector Management Act 1994*, and the Public Sector Commission's publication, [CEO essentials](#), detail the functions and responsibilities of CEOs
