

# Polling Place Management Procedures

**Australian Electoral Commission / AEC**

EF135

**How to Use this Manual**

You should read this Manual thoroughly and complete the Home Exercise Workbook before attending your Training session. Bring both to the Training session as you will need them for reference during the session. Feel free to make any notes in this manual, as it is yours to refer to during all phases of your duties.

This manual has been divided into four Parts.

**Part 1 Introduction**

Contains general information about your responsibilities as a manager.

Parts 2, 3 and 4 are the three phases of your duties as an Officer in Charge of a Polling Place.

**Part 2 Before Polling**

Covers all the activities you must complete before you are ready to open your Polling Place at 8:00am on Polling Day.

**Part 3 Polling**

Covers all the procedures necessary in managing a Polling Place through the hours of Polling 8:00am to 6:00pm.

**Part 4 After Polling**

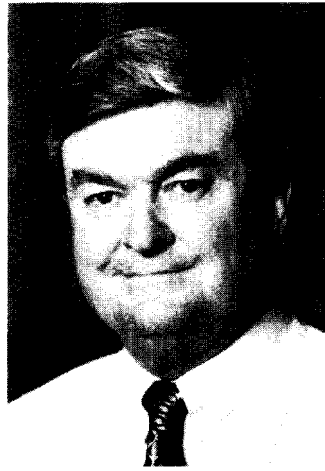
Covers procedures to be followed to conduct scrutinies, reconcile the 'OIC's Return' and package and return all materials.

CHECKLISTS have been provided at the end of each Part. These should be progressively 'ticked off' as you complete the three phases of your duties as an Officer in Charge of a Polling Place.

## Message from the Electoral Commissioner

Welcome to the Team

My name is Bill Gray and I am the Electoral Commissioner and the Chief Executive Officer of the Australian Electoral Commission (AEC).



You are about to play a vital role in the most important democratic process available to Australian citizens - a federal election.

The Australian electoral system is considered to be amongst the fairest and most open of any in the world. The forthcoming election is fundamental to our democratic processes and your part in that election will be critical. To maintain the confidence of the Australian electors, it is essential that the election is, and is seen to be, run fairly and impartially by the AEC. As part of the AEC team you will have a key role in meeting the objective of delivering a fair, impartial and professionally conducted election.

As the Officer-in-Charge of a polling place, you will be responsible for the conduct of the voting at your polling place and for the management of your team.

In managing the polling place, I would ask that you remember at all times that the AEC is a service-organisation, dedicated to helping eligible Australians to fulfil their legal obligation to vote and enabling them to do so with a minimum of fuss and a minimum of delay.

In addition to making sure that voting at your polling place runs smoothly, you will also be responsible for seeing that the conduct of your part of the scrutiny is carried out quickly and professionally and that it is done in line with the legislation and the guidelines set out in this manual. Please study the guidelines carefully and make sure they are strictly followed at your polling place.

The importance which attaches to the proper conduct of the scrutiny cannot be overstated.

Finally, on behalf of the AEC, I would like to thank you for making yourself available to undertake this important task. I wish you well in your study of this manual and in the conduct of the federal election. Once again, welcome to the team.

A handwritten signature in black ink, which appears to read 'Bill Gray'.

Bill Gray

Electoral Commissioner

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# Introduction

## Role of the Manager of a Polling Place

**As** the Officer in Charge (OIC) your primary function is to **MANAGE** the Polling Place.

You have responsibility for, and authority over, all aspects of the polling operation in your Polling Place. This should be exercised in a professional and politically neutral manner at all times.

You have been selected to manage your Polling Place by the Divisional Returning Officer (DRO) for the Electoral Division in which your Polling Place is situated.

Your DRO is a permanent Australian Public Servant responsible for the maintenance of the Electoral Roll and the conduct of federal elections for the whole of the Electoral Division in which your Polling Place is situated.

As a Polling Place Manager you are responsible to your DRO for the conduct of the polling at your Polling Place. Your DRO will advise you of Polling Place venue and layout details, staff numbers and recruitment arrangements and the times and locations for the pickup and return of all your polling materials. Your DRO will also advise you of the time and location of your training session.

If you are aware of any special activities planned for your area on polling day, such as sporting or social events, contact your DRO, so that special arrangements for voting can be made.

## Polling Place liaison Officers

Because your DRO will be unable to observe the operation of all Polling Places in the Division on polling day, Liaison Officers are selected to act as 'agents' for the DRO. Liaison Officers acting with the authority of the DRO will visit a group of Polling Places to observe and advise on proceedings. These visits are to be made during setting-up of the Polling Places on Friday night, prior to 8:00am on Saturday, during the hours of polling on Saturday, or after 6:00pm on Saturday.

The liaison officer will have the authority to:

- examine and sign the checklists in this manual;
- suggest improvements to the layout of the Polling Place;
- draw your attention to any incorrect procedures (and to advise you of the correct procedure, if necessary);
- provide advice to you as required during the hours of polling and during the scrutiny of votes;
- discuss with you and review your plans for the remainder of the polling day and for the scrutiny; and
- provide you with guidance (where necessary) in the completion of your OIC's General Return and the packing of material for delivery to the Divisional Office.

**Your DRO is required to assess your performance as an Officer in Charge of a Polling Place. Part of this assessment will include a report from the liaison officer on your performance and the operation of your Polling Place**

The liaison officer will also have on hand a small quantity of Ballot Papers and Declaration Envelopes.

### Substitute OIC

If you are required to leave the Polling Place at any time during voting, the second-in-charge (2IC) or the most senior polling official must be appointed as substitute OIC. This appointment form is in the front of your OIC's General Return.

### Employment Forms, Contracts and Identification Badges

Your DRO should have sent you initially an 'Offer of Employment' form, together with 'Taxation' forms and another form concerning 'Superannuation'. You should have returned all these forms to the Divisional Office. If you did not receive any of these forms or have not sent them back, contact the office urgently.

**Failure to complete these forms correctly and return them could affect your employment and payment.**

If you have completed and returned these forms you will have been sent a 'Confirmation of Employment'. You and your staff should bring your 'Confirmation of Employment' to the Polling Place.

To help electors identify polling staff, each staff member will be given an identification **badge**. This badge must be worn at all times when staff are on duty. You should collect the identification badges at the end of polling day.

## Meal Breaks

There are no official meal breaks for polling staff. You will roster staff to meal breaks in non-peak times and staff should be aware that these breaks will not always correspond to accepted meal times. Staff should take adequate food and refreshments for the day. Some may wish to take cushions and other small items for personal comfort.

## Property

Please note that the Australian Government accepts no responsibility for the loss of property belonging to employees or damage to their vehicles to and from or while at the Polling Place. Staff must therefore make sure that their personal property is safe and secure at all times.

## Smoking in the Polling Place

Smoking in the Polling Place is prohibited.



## Candidates, Party Workers and Scrutineers

Candidates, party workers and Scrutineers have very different responsibilities and rights at Polling Places.

### Candidates

Candidates are not allowed to take part in any way in the conduct of an election. They may not be Scrutineers and they may not enter a Polling Place except to record their own votes. They may of course mix with party workers and voters outside the Polling Place.

### Party Workers

Party workers distribute how-to-vote cards and encourage electors to vote for the party or candidate which the party worker supports. This is called 'canvassing'. Party workers are not allowed to canvass within six (6) metres of an entrance to a Polling Place. This provision should be enforced if the activities of party workers obstruct voters. Ensure the 'Electoral Offences' (EF 019) sign is placed near the entrance to the Polling Place.

Party workers may enter the Polling Place only once, to record their vote. An exception is made if an individual party worker is nominated as an assistant by a voter who needs help to complete the ballot paper. Party workers asked to assist voters must remove political badges they are wearing before entering the Polling Place.

### Scrutineers

Scrutineers are appointed by candidates to observe voting and the counting of votes. All Scrutineers are required to wear identification badges supplied by you.

Scrutineers and party workers will often be the same people.

Scrutineers play an important role in the election process as the candidates representatives. It is their job to observe that you are doing your job properly.

Scrutineers must follow certain rules in relation to:

- number of Scrutineers allowed in the Polling Place;
- presentation of appointment forms; and
- their rights and responsibilities.

These rules are covered in detail in sections 'Scrutineers during Polling' and 'Scrutineers during the Count'.

### Colour Coding of Ballot Papers

Ballot papers are colour-coded as follows:

- House of Representatives — GREEN
- Senate — WHITE

### Telephoning Results

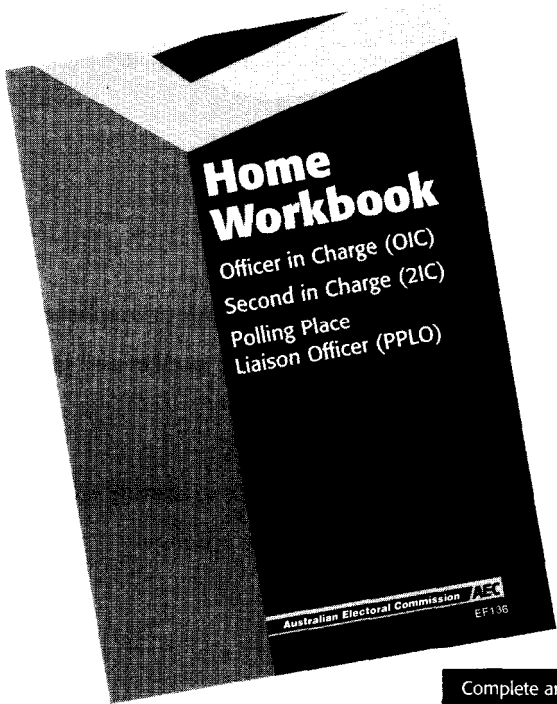
It is your responsibility as the Officer in Charge to ensure the results of each completed scrutiny are telephoned to your Divisional Office as soon as possible. Three telephone calls must be made, that is:

1. House of Representatives first preferences,
2. House of Representatives Two-candidate Preferred count, and
3. Senate.

# Before Polling

## Training and Home Exercises

**As** part of your duties as an Officer in Charge of a Polling Place, you are required to attend a training session on polling procedures. Your DRO will inform you of the time and venue for your session.



Complete and bring your 'Home Workbook' to the polling place

Before attending you must read this manual, watch the video provided and then complete the exercises in the 'Home Workbook. At the training session your DRO will collect your 'Home Workbook for marking and answer any questions you may have regarding the exercises involved.

**REMEMBER** to bring your manual with you to the training session for use as a reference.

## Venue

Familiarisation with the venue to be used as your Polling Place is a very important duty.

Your DRO will tell you the address of your Polling Place and the name of the person from whom you will collect the keys.

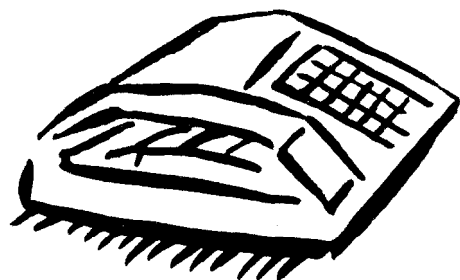
Make sure you inspect the Polling Place as soon as possible. This is **critical**. **Do** not leave this task until the last minute. Polling eve is too late! **CHECKLIST A** contains a summary of the tasks to complete when you carry out your inspection.

When you inspect the accommodation, check the following:

- arrangements for access to the Polling Place on polling eve to set up the tables and voting screens;
- enough suitable furniture to cover both voting and scrutiny needs;
- adequate lighting for evening work;
- suitable heating and cooling;
- toilet facilities;
- kitchen or tea-making facilities;
- security systems;
- waste paper facilities; and
- adequate staff parking.

Most importantly, check access to a **telephone**. **You** will need this to telephone in your results and any queries during polling day. Note the telephone number and give it to your DRO.

Also have a good look around the Polling Place and surrounds to identify any hazardous areas that may lead to accidents. Take appropriate preventive action.



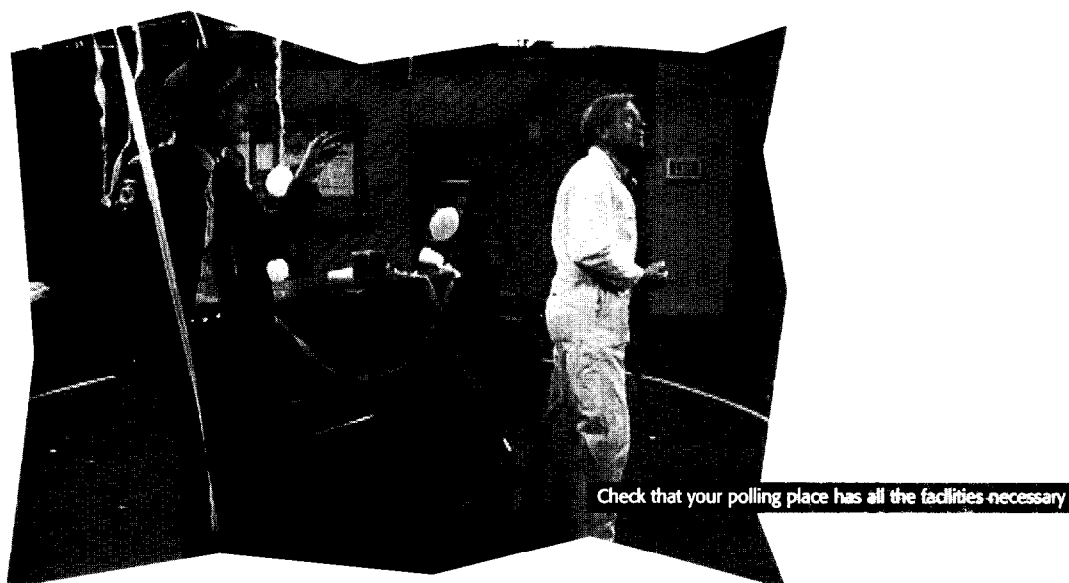
Access to a telephone is essential

## Furniture and Equipment

Most of the material and furniture you require (e.g. voting screens, litter bins) will be supplied by your DRO. This material is described in the section on 'Materials'. You need to check, however, that the following furniture items are available at your venue:

- tables for the OIC, inquiry station, each issuing point, and a spare for an extra issuing point in case of lengthy voter queues;
- chairs for the OIC, 2IC, each issuing point, and the Ballot Box Guard;
- chairs for frail or elderly electors;
- suitable tables for tabletop voting screens (each Polling Place will be provided with at least one); and
- suitable tables for conducting the count of votes on polling night.

**NOTE:** Any inadequacies in facilities, lighting or furniture must be taken up with your DRO as soon as possible after your inspection. You must also alert your DRO to any hazards you have identified.



Check that your polling place has all the facilities necessary

Polling Staff

Recruitment

**Your** DRO will advise you of the arrangements that have been made to recruit staff for your Polling Place. Your assistance may be required. Once appointments have been made you will be supplied with a list of the names, addresses and telephone numbers of your staff.

To ensure that your staff are still available and prepared for polling day, you should contact them before polling eve. Keep a record of any calls made. You will be reimbursed these expenses. If one of your staff informs you that they are unavailable, inform your DRO immediately so that a replacement can be organised.

Sometimes the DRO may ask you for help with the following tasks:

- a list of names, addresses and telephone numbers of people who would be suitable as polling staff;
- sending ‘Offer of Appointment’ forms to staff; and
- collection of ‘Confirmation of Employment’ forms.

Your DRO will inform you of any special tasks you are to undertake.

Staff Management

**You** are responsible for briefing, monitoring and directing all the staff engaged at your Polling Place. Specifically, this includes:

- allocating duties to each staff member;
- ensuring all staff members know their duties;
- allowing time for briefing:
  - before polling starts; and
  - before counting starts;
- organising rosters for staff meal breaks;
- monitoring the performance of staff during the day, for example, seeing that:
  - Certified Lists are being marked correctly;
  - the prescribed questions are being asked of voters;
  - there is one person per voting screen;
  - screens are kept clear of rubbish and pencils are sharpened;
  - ballot boxes are under supervision; and
  - all staff wear identification cards at all times.



Allocate staff their duties as they arrive

Staff will have been allocated already to one of three staffing groups, and trained or given background information on the functions of that group. These are:

- the Inquiry Officer/Queue Controller/Declaration Vote Issuing Officer group;
- the Ordinary Issuing Officer/Ballot Box Guard group; and
- the Scrutiny Assistant group.

Flexibility and variety of experience should be introduced in the deployment of staff to Polling Place duties, but staff should be rotated **only** within the groups for which they have been employed and trained.

You may move people between the three groups only in emergency situations.

**NOTE: If your Polling Place does not take enough votes to have an Inquiry Officer, you will carry out the duties listed for this officer.**

## Equal Employment Opportunity (EEO)

The AEC is committed to the principles and practices of Equal Employment Opportunity (EEO) in the workplace. As an Officer in Charge of a Polling Place, you are responsible for ensuring that your staff are treated equitably and fairly and are free of any unjustified discrimination regardless of their sex, race or mental or physical disability. EEO aims to provide staff with opportunities to contribute based on their abilities, talent, performance and potential, and to provide a working environment which gives recognition and job satisfaction.

When recruiting casual staff to assist in the conduct of electoral events, the AEC seeks to attract persons representative of the Divisional population. For example, there are Divisions with significant numbers of Aborigines and/or Torres Strait Islanders, and/or people from non-English-speaking backgrounds. Therefore you can expect that these groups will be represented in the ranks of polling officials employed on polling day. As the Officer in Charge it is your responsibility to ensure that these staff are treated fairly and equitably and that they are given the same opportunity to perform the same range of duties as other polling officials.

A copy of the AEC's EEO program 1993-96 is available in each Divisional Office.

## Workplace Harassment

The AEC has an obligation to provide, and all staff of the AEC have a right to expect, a harassment free work environment.

Workplace harassment is unwelcome, unsolicited, visually unreciprocated and usually (but not always) repeated. It makes the workplace unpleasant, humiliating, intimidating and makes it difficult for effective work to be done. It must, however, not be confused with legitimate comment and advice (including negative feedback) from managers and supervisors on the work performance on an individual or group.

As an Officer in Charge of a Polling Place, you are responsible for ensuring that your workplace is free of any type of harassment. You also have a responsibility to ensure that your staff are aware that the AEC strongly disapproves of improper conduct by its staff and harassment in any form will not be tolerated.

A copy of the AEC's Workplace Harassment policy and Guidelines is available in each Divisional Office.

## Materials

### Receipt and Checking

**You** will receive the materials for your Polling Place at a time and location advised by your DRO. CHECKLIST B contains a summary of the tasks to be completed when checking materials.

There will also be two inventories included with the materials: 'Polling Place Inventory Election Material', and 'Inventory Form – Ballot Papers'. When **you** receive your materials you must:

- count the bundles of ballot papers and check against the number advised on the 'Inventory Form — Ballot Papers';
- count each ballot paper individually (because the number in bundles can vary) and write the total number of each type of ballot paper received on Page 4 of your 'OIC's General Return';
- after entering the number of ballot papers actually received, return the original copy of the 'Inventory Form — Ballot Papers' to your DRO;
- check that you have received the correct number of other items against the 'Polling Place Inventory — Election Material'; and
- complete and sign the 'Acknowledgment of Receipt' at the bottom of the 'Polling Place Inventory — Election Material' and return a copy to your DRO.

**NOTE: let your DRO know immediately of anything that is missing.**

### Security

**You** must keep all polling materials under your control  
SECURE AT ALL TIMES.

Ballot papers and Certified Lists should, if possible, be locked in a container (for example, a briefcase) and held in secure storage before polling day.



When you travel, ballot boxes, ballot papers and Certified Lists must always be inside the vehicle. Never leave polling material in a vehicle overnight.

### Cardboard Voting Equipment

Your DRO will advise you of the arrangements to supply cardboard voting equipment to your Polling Place. You should receive:

- queuing equipment (signs and barricades);
- voting screens for Ordinary Issuing Points;
- separate voting screens for Declaration Voters;
- ballot boxes; and
- litter bins.

If required, cardboard tables will also be provided.

You **MUST** check that your whole allocation has been delivered as arranged. If you have been short-supplied, phone your DRO immediately.

**NOTE: If more than one room is being used to issue Ordinary Votes, separate ballot boxes must be used in each room.**

## Set-up and layout of Polling Place

**CHECKLIST C** contains a summary of the tasks to be completed for the set-up and layout of your Polling Place.

### Polling Eve

Recheck arrangements made with your Polling Place venue.

Check the following:

- lighting;
- telephone;
- tables and chairs supplied as requested;
- keys supplied for access to the building, front gates, toilets, etc. Check that the keys provided actually open what they are supposed to;
- access to tea-making facilities or kitchen; and
- litter bins.

### Set-up of Polling Place

One of your duties as the Officer in Charge is to set up your Polling Place on polling eve.

If you need help to do this (and you probably will in a large Polling Place) contact your DRO well in advance.

You should set up only those items which can be prepared and displayed **inside** the Polling Place. Do not erect any external signs on polling eve.

Tasks to complete on polling eve:

- assemble the ballot boxes (BUT DO NOT SEALE);
- set up the voting screens and queuing equipment;
- assemble cardboard tables and position a table and chair for you and all members of staff issuing votes, and a chair for the Ballot Box Guard;
- tie sharp pencils to voting screens with string;
- display all signs, posters and notices for use inside the Polling Place; and
- assemble and position litter bins.

**NOTE:** Polling material such as ballot Papers, Certified lists and security seals must not be left in the Polling Place overnight. These materials must be kept in secure storage. You as OIC, are responsible for their safe custody.

**Layout**

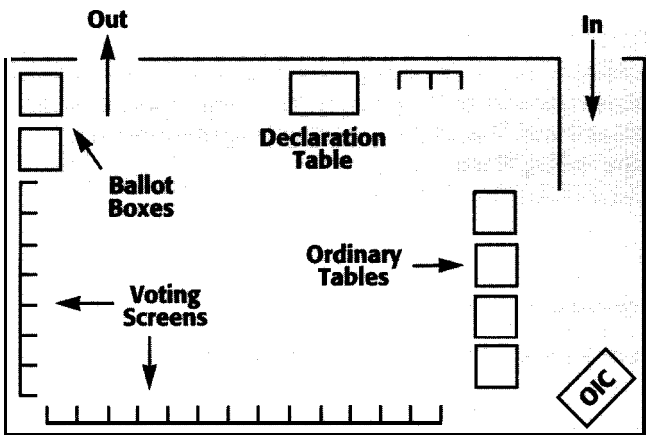
**Your** DRO will have given you a plan for the layout of your Polling Place. You should follow this plan wherever possible. However, if you consider there are good reasons for modifications to the plan, then discuss them with your DRO.

**REMEMBER:** You are the manager of the Polling Place, and as such you are responsible for the smooth and efficient delivery of service to electors.

The layout of your Polling Place should allow:

- orderly access (if the Polling Place has two doors, use one as an entry and the other as an exit);
- bank-style queuing of electors (a single queue at one point, away from the issuing points but well within the Polling Place venue);
- issuing staff a clear view of the voting screens, because they must ensure that only one elector is in a voting screen at any one time;
- electors a clear view of the ballot boxes, which should be near the exit;
- constant supervision of the ballot box;
- space to set up an additional issuing point, should lengthy delays occur during peak periods; and
- separate declaration voting area, with its own voter flow.

**NOTE:** Your DRO should have provided an approved layout plan for your Polling Place.



Layout Plan example

## Preparation for Commencement of Polling

On polling day the following tasks should be completed before you open the Polling Place at 8:00am. See CHECKLIST D for a summary of tasks.

### Arrival of Staff

The OIC and 2IC must arrive at the Polling Place no later than 7:00am.

Make sure you bring this manual, your appointment form, all polling materials including ballot papers, Certified Lists and security seals that you have been keeping in safe storage and, of course, all the keys required to open your Polling Place.

Your staff should all arrive by 7:30am. Make sure that you sight their appointment forms. Collect all training workbooks from your staff. If any staff have not arrived by 8:00am, phone your DRO as soon as possible.



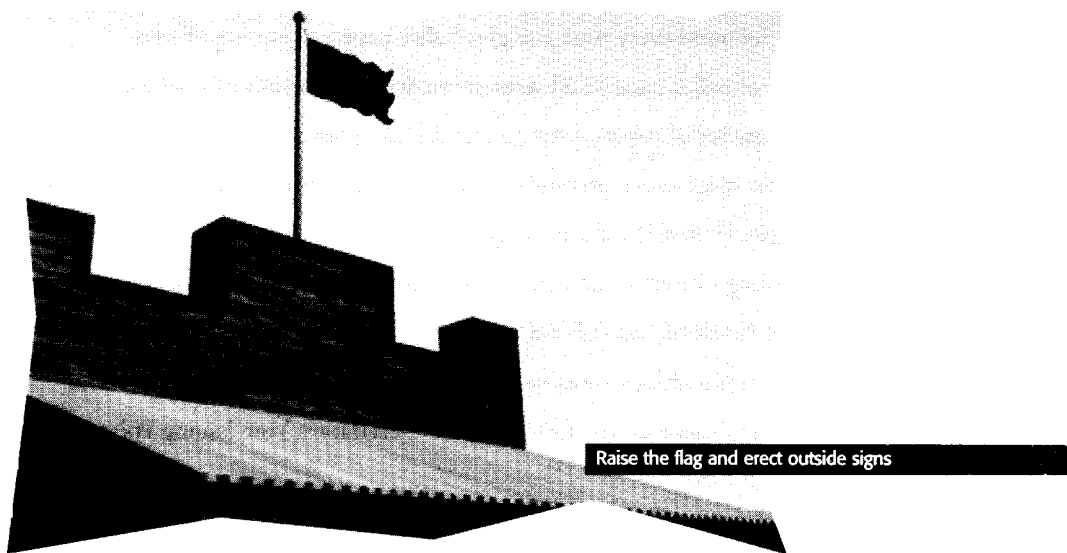
### Prepare outside of Polling Place

The Polling Place can be described as the whole of the grounds in which the building used as the Polling Place is situated, provided that you display the 'Electoral Offences' notice at the entrances to the grounds.

**EXAMPLE: If a school building is used as a Polling Place and notices are erected at each of the three entrances to the grounds, the whole school grounds are part of the Polling Place. The school boundary fence becomes the perimeter of the Polling Place.**

Allocate one of your staff to:

- make sure that all entrance gates, etc. are unlocked;
- erect all the necessary outside signs, e.g. 'Polling Place', 'Electoral Offences', directional arrows;
- if the building has a flagpole and flag, raise the Australian flag; and
- identify any hazardous areas which may lead to accidents.



### Allocate duties

As outlined in the Section 'Polling Staff', your staff (apart from your second-in-charge, if you have one), will already have been allocated to one of three groups:

- Declaration Vote Issuing Officer or Queue Controller or Inquiry Officer;
- Ordinary Vote Issuing Officer or Ballot Box Guard; or
- Scrutiny Assistants (they will not be present, as they commence duty at 5:30pm).

Staff can be rotated between various functions, but only within their group. They will have received different training, and therefore may not have been trained to perform the duties of another group.

Only in emergency situations (such as non-attendance), should you move staff between groups.

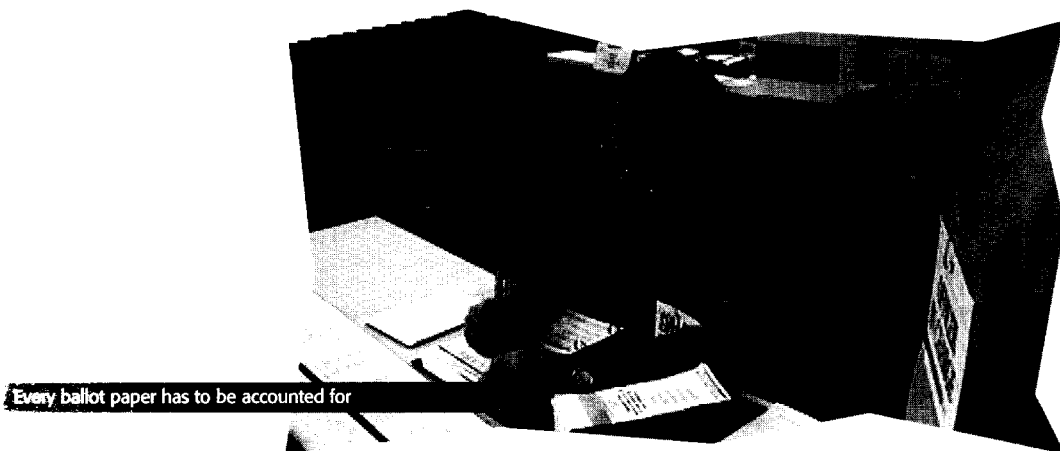
### Distribute Materials to Issuing Points

You should sort material for each Ordinary and Declaration Vote Issuing Point and for your table. Much of this can be done before polling day, with ballot papers and Certified Lists being added on polling day before 8:00am. You should keep a supply of material in reserve, including a spare Certified List (if you have been provided with one), in case lengthy elector delays necessitate opening an additional issuing point. The material should be sorted as follows:

## Ballot Papers

These steps must be followed every time you give ballot papers to issuing officers:

- count the bundles of ballot papers and write immediately into your OIC's General Return the total number of papers given to each issuing point;
- each Issuing Officer must count **precisely** the total number of individual ballot papers received and tell you if there is a discrepancy;
- Ordinary Vote issuing officers **must** write the number of ballot papers received on the inside cover of the Certified List (EF008); and
- Declaration Vote issuing officers must write the number of ballot papers received for each division and the Senate on the form entitled 'Declaration Vote Issuing Point Ballot Paper Inventory' (EF125).



Note: If you have been supplied with 'stubbed' House of Representatives Ballot Papers in booklets of 100 ballot papers, issuing officers record the total number of ballot papers received by counting the number of booklets, for example 4 booklets equals 400 ballot papers. Issuing officers must also be instructed to retain the stubs from fully used booklets and return them to you with their unused ballot papers after the close of polling.

## Ordinary Vote Issuing Points

**As** well as ballot papers, Ordinary Vote issuing points require the following:

- Certified List;
- special pen to mark Certified List;
- Elector Information Report;
- Spoilt or Discarded Ballot Paper Envelopes;
- instructional placecard;
- Electoral Enrolment Forms; and
- notepaper – to identify names not readily found on roll.

## Declaration Vote Issuing Points

Declaration Vote issuing points are given a supply of House of Representatives ballot papers for the Division in which the Polling Place is situated, for issuing to 'Provisional Voters'.

They are also supplied with either:

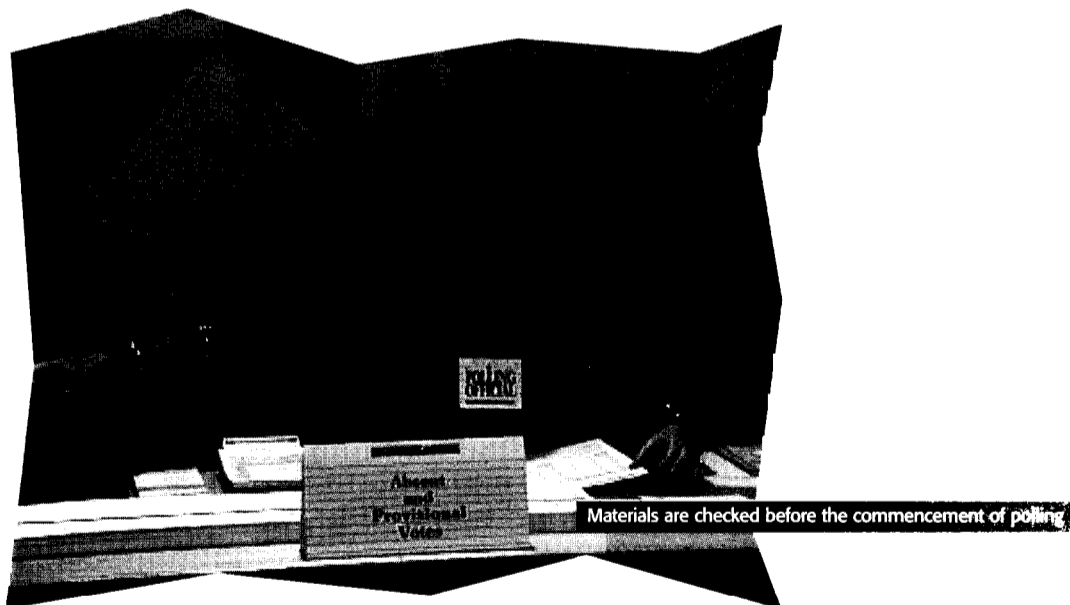
- fully printed House of Representatives ballot papers for all the other Divisions within the State/Territory (Absent Packs), or
- 'Open' House of Representatives ballot papers onto which are to be copied the EXACT details of the candidates for a Division as shown in the 'List of Candidates' booklet.

These are issued to voters who live in another Division within the same State/Territory (Absent Voters).

As well, they are supplied with the Senate ballot papers for the State/Territory, which are issued to both Provisional and Absent Voters.

As well as ballot papers, Declaration Vote issuing points should be issued with the following:

- Declaration Envelopes;
- Declaration Records Folder;
- 'Provisional Voting' statements;



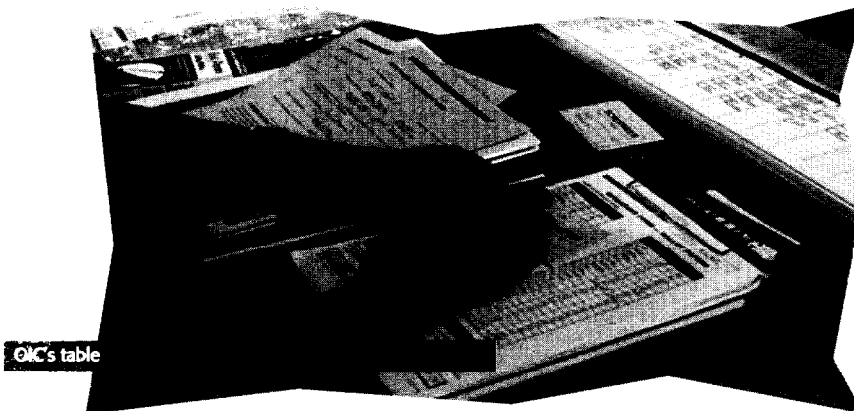
- Declaration Vote Issuing Point Ballot Paper Inventory (EF 125);
- After 6:00pm checklist for Staff Issuing Declaration Votes (EF 098);
- List of Localities and Streets, (EF 054);
- Spoilt or Discarded Ballot Paper Envelopes;
- Electoral Enrolment Forms;
- Elector Information Report;
- a ball-point pen (pens used for marking Certified Lists are not satisfactory);
- instructional placecard;
- 'List of Candidates' for all Divisions within your State/Territory;
- Declaration Votes Packaging Cards (EF 097); and
- notepaper – to identify names not readily found on roll.

#### OIC's table

You should have the following items on your table:

- spare Certified List(s);
- General Return of Officer in Charge;
- Electoral Enrolment Forms;
- Elector Information Report;
- Reference Roll (if allocated);
- any maps provided by DRO; and
- Scrutineer badges

Keep your OIC's reserve supply of ballot papers in a secure place.



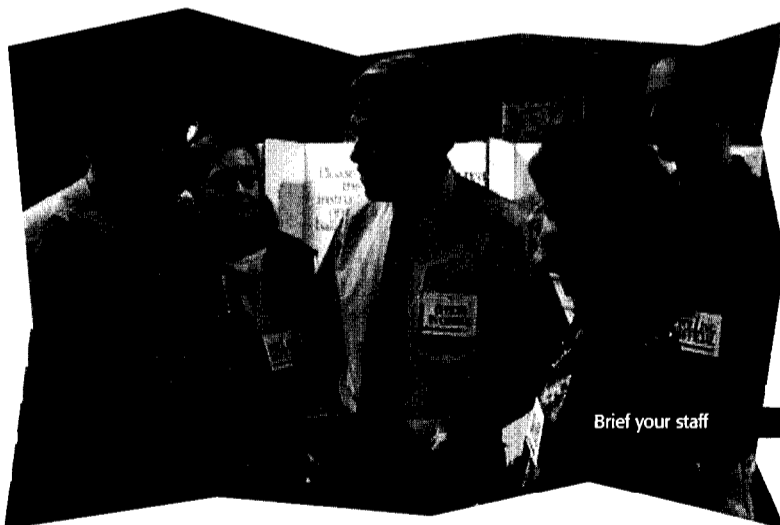
## Brief Your Staff

Time taken before polling commences to brief your staff can prevent possible mistakes being made during the day. Identify those people who have never worked in a Polling Place before, as they will benefit from a little extra supervision at the beginning of the day.

First, remind your staff of general duties and arrangements which concern everyone, such as:

- constant supervision of ballot boxes and security of ballot papers;
- secrecy of the ballot;
- initialling ballot papers;
- controlling voter flow (one person per voting screen);
- the placement of ballot papers in the correct ballot box;
- using the Elector Information Report;
- maintaining the Polling Place in a tidy state (voting screens kept clean of rubbish, pencils kept sharp) ;
- remembering to vote themselves;
- signing the attendance sheet;
- roster arrangements for meals;
- Scrutineers' role;
- identification cards to be worn at all times; and
- quality service to electors.

Then, more specifically, for each of the two groups present:

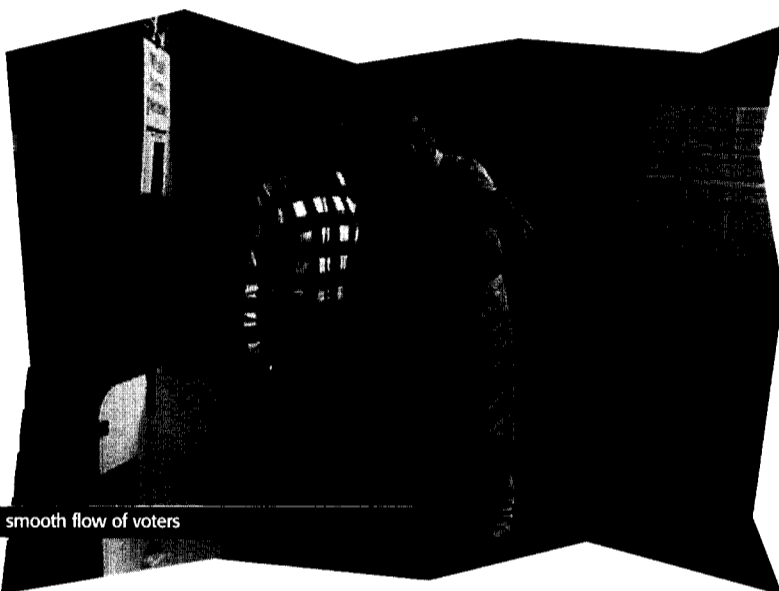


Brief your staff

### Declaration Vote Issuing Officer, Queue Controllers, and Inquiry Officer group

To ensure a smooth flow of voters through the Polling Place, Queue Controllers must also:

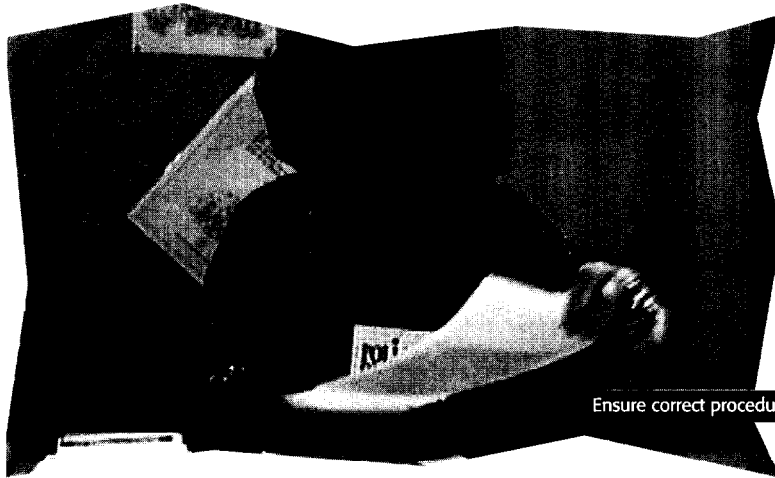
- be based beside the queuing sign;
- organise voters into a single queue;
- direct voters to issuing points, ensuring that two or three voters form a mini-queue in front of the issuing officer;
- direct members of a family group, with the same surname, to the one issuing point;
- let you (the **OIC**) **know** if lengthy delays occur; and
- issue 'voter time cards'.



Ensure a smooth flow of voters

To ensure correct Declaration Vote issuing procedures are used, Declaration Vote Issuing Officers must also:

- always use the List of Localities and Streets to determine an elector's correct Division from the address they claim to be enrolled for;
- check that electors have fully completed the Declaration Envelope;
- sign each envelope as the issuing officer
- place the counterfoil in the Declaration Records Folder; and
- issue enrolment forms.



Ensure correct procedures are being followed

To ensure that voters receive efficient service, Inquiry Officers must:

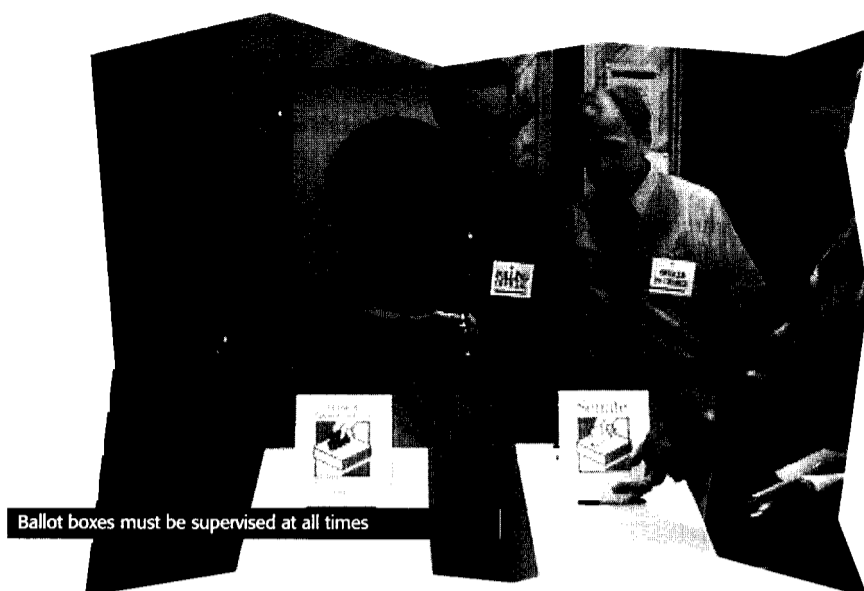
- pay particular attention to the needs of people waiting in the queue — any questions or problems which voters have should be dealt with before they reach the issuing point;
- provide assistance to electors who require help in casting a vote; and
- move around the polling area (not sit at a table) to help wherever needed.

### **Ordinary Vote Issuing Officer and Ballot Box Guard group**

Ordinary Vote issuing officers must also:

- ask the 'three questions';
- mark Certified Lists correctly;
- initial ballot papers;
- ask electors to write their full names if there is difficulty finding their names on the Certified List; and
- record ballot papers received from the OIC on the Certified List inside cover.





Ballot Box Guards must also:

- always guard the ballot box;
- check that voters do not leave the Polling Place with ballot papers, but place each separately in the correct ballot box;
- direct voters to the exit; and
- keep a record of the number of ordinary voters.

**REMEMBER:** **allow time for staff to familiarise themselves with the materials they will be using during the day, and ENSURE THAT THEY ARE READY TO COMMENCE DUTIES AT 8:00am. SHARP.**

### Just before 8:00am

Just before 8:00am take a time check by telephone or radio signal, so that your Polling Place opens at exactly 8:00am.



# BEFORE POLLING

(Complete Part A at your training session)

DRO's telephone number:

Polling Place: \_\_\_\_\_ Name: \_\_\_\_\_

Address:

Contact for Polling Place keys      Name:

Telephone No.:

- Polling Place available on polling eve
- Enough appropriately sized furniture
- Adequate lighting for evening work
- Adequate heating and/or air-conditioning
- Toilet facilities
- Waste paper facilities
- Kitchen or tea-making facilities
- Parking facilities
- Security devices identified
- Access to telephone
- Telephone number:

- Plan completed

PPLO / /

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# Checklist B: Material

- Material and equipment received from DRO ☒
- Material checked against 'Polling Place Inventory — Election Material' and original sent to DRO ☐
- Ballot papers check-counted (by bundle, type and then individually)
- Actual number of ballot papers received entered on 'Inventory Form — Ballot Papers' and original sent to DRO ☐
- Ballot paper numbers entered in 'OIC's General Return' ☐
- DRO notified of any differences ☒
- Required amount of cardboard equipment (ballot boxes, screens, litter bins and tables) received
- Keys to Polling Place, gates, toilets, etc. ☐
- Materials sorted for Issuing Points, and OIC's table secure ☐
- Sorting Cards for scrutiny received ☐

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# Checklist C: Polling Eve

At the Polling Place

- Check lighting
- Check heating and/or air-conditioning
- Check that keys open locks
- Check tea-making and/or kitchen facilities
- Check for hazardous areas
  - inside the Polling Place
  - outside the Polling Place
- Check telephone

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Assemble equipment and set up Polling Place using planned layout:

- Queuing equipment (signs and barricades)
- Tables and chairs
- Voting screens with pencils
- Tabletop screens with chairs
- Ballot boxes (do not seal at this stage)
- Litter bins
- Display posters and notices inside Polling Place
- Instructional placecard at each issuing point (Ordinary and Declaration)

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Turn off all lights

Check any security devices

Lock up securely before leaving

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# Checklist D: Polling Day before 8:00am

Before leaving home, make sure you have everything following

- Your Confirmation of Employment form
- All polling material including:
  - ballot papers
  - Certified Lists
  - security seals
  - all instructions, including this manual

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- Keys to Polling Place, gates, toilets, etc.

Before voting starts

- Check arrival of staff and allocate duties
- Make sure gates are unlocked
- Erect outside signs
- Distribute material for each issuing point
- Brief staff
- Complete Polling Place Attendance Record (EF085)
- Just before 8:00am, take a time-check by telephone or radio signal so that your Polling Place opens at **exactly** 8:00am
- Seal ballot boxes at 8:00am
- Write seal numbers in 'OIC's General Return'

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## 8:00am

At precisely 8:00am open the Polling Place and admit any people waiting to vote.

### Seal/lock ballot boxes

At 8:00am (and whenever a new ballot box is brought into use), you must:

- show the empty ballot box(es) to any Scrutineers and other people present;
- close the ballot box;
- seal it with numbered plastic seals;
- enter details of the security seal numbers in the OIC's General Return;
- have a witness sign your entry; and
- allow any Scrutineers who may wish to do so to record the seal numbers.



## Monitoring Polling Procedures

**As** the Officer in Charge it is essential that you monitor your staff and polling procedures. This should be done throughout the day but is particularly important during the first two hours of polling, as this will set the pattern for the rest of the day.

If you have a XC, he or she should be responsible for monitoring the issue of declaration votes. To help you with the monitoring task, CHECKLIST E has been prepared.

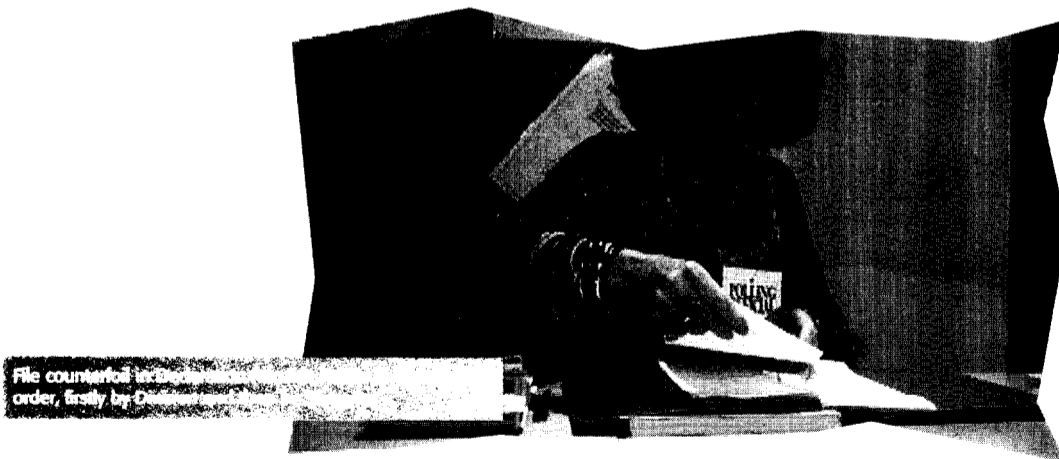
## Check Issuing Procedures

During the first two hours spend a little time with each of your staff to check that the correct procedures are being used at Ordinary **Issuing Points** to:

- ask voters the three set questions;
- mark Certified Lists;
- initial ballot papers; and
- process Spoilt or Discarded Ballot Paper Envelopes;

and at **Declaration Issuing Points** to:

- ensure the List of Localities and Streets is always used to determine whether an elector should be issued an Absent or Provisional Vote ;
- ensure prospective Provisional Voters read the 'Provisional Voting statement';
- issue Declaration Votes, including:
  - selecting and initialling the correct ballot papers;
  - witnessing the elector's signature; and
  - filing the counterfoil in the Declaration Records Folder;
- process Spoilt or Discarded Ballot Paper Envelopes; and
- Declaration Envelope checked before consulting List of Localities and Streets (EF054) and determining Division.



### **Security of ballot papers**

**You** must ensure the security of ballot papers at all times. Issuing officers should take every precaution with ballot papers in their care. Never leave ballot papers unattended and never leave your reserve stock of ballot papers in public view. If a part of the Polling Place is closed at any time, the ballot papers and other material must be removed from the issuing point(s) and put in a secure place. Ballot boxes which are full must remain sealed and be stored in a secure place.

### **Maintenance of the Polling Place**

The Polling Place should be maintained in a neat and tidy condition at all times. Make sure that Polling Place equipment is always fully serviceable (pencils sharpened, posters correctly displayed, voting screens cleared of litter, etc.).

### **Check reserve stocks of polling materials**

To avoid running out of ballot papers or any other polling material, you must check remaining supplies at regular intervals. Contact the Divisional Office immediately if you suspect you will be short of any item.

If you run short of any election forms, envelopes or ballot papers on polling day and you are unable to obtain additional copies from your DRO or PPLO quickly enough to supply current demand, you may photocopy or amend forms in order to give electors a vote. If you photocopy a ballot paper it is essential that your issuing staff initial the back of the copy of the ballot paper before giving it to an elector.

### **Treatment of pre-domiciled forms**

If it becomes necessary to use forms pre-domiciled to a Polling Place other than your own, these forms must be changed to show your Polling Place name before issue.

### **Queue Control and Voter Flow**

The Queue Controller and Inquiry Officer work together to control the flow of voters through the Polling Place. Issuing officers can help in this task by not giving ballot papers to electors until a voting screen is available.



The Queue Controller should be based near the queuing sign at the head of the queue, direct electors to issuing points as vacancies become available and should:

- ensure that two to three electors form a mini-queue in front of each issuing officer,
- ensure that members of the same family group, with the same surname, are directed to the one issuing point; and
- endeavour to identify electors who may need assistance eg. non-English speaking background (NESB) electors.

The Inquiry Officer should pay attention to any problems people waiting in the queue might need to resolve before they reach an issuing point. **Elderly or disabled electors should be escorted to the head of the queue.**

People should not be expected to queue outside the building in unsuitable weather conditions.

**REMEMBER:** If a significant queue forms, OICs must use spare Certified lists to open extra issuing points. OICs will have to use their own discretion as to what constitutes a 'significant queue', but every effort must be made to avoid excessive delays for electors.

### **Voter Time Cards**

At 30-minute intervals, the Queue Controller must issue a 'Voter Time Card' to the last elector in the queue. On this card the Queue Controller will note the number of issuing points open and the time of issue of the card.

The elector should be instructed to hand this card to the Issuing Officer when he or she finally reaches an issuing point. The time of receipt is recorded on the card by the Issuing Officer.

If there is no queue, tick the box marked 'No queue'. If an abnormal queue develops between the regular surveys issue an additional Voter Time Card.

The completed card is given to the OIC for recording on Page 17 of the 'OIC's General

**VOTER TIME CARD**

The Australian Electoral Commission is conducting a survey on the time it takes for a voter to be issued with ballot paper.

Please hand this notice to the person who issues you with your ballot paper.

No. of ord. issuing points open: \_\_\_\_\_

Time handed to voter: \_\_\_\_\_

Time handed to issuing officer: \_\_\_\_\_

Tick if no queue: ☐

Thank you for your assistance.

Divisional Returning Officer

**VOTER TIME CARD**

The Australian Electoral Commission is conducting a survey on the time it takes for a voter to be issued with a ballot paper.

Please hand this notice to the person who issues you with your ballot paper.

No. of ord. issuing points open: \_\_\_\_\_

Time handed to voter: \_\_\_\_\_

Time handed to issuing officer: \_\_\_\_\_

Tick if no queue: ☐

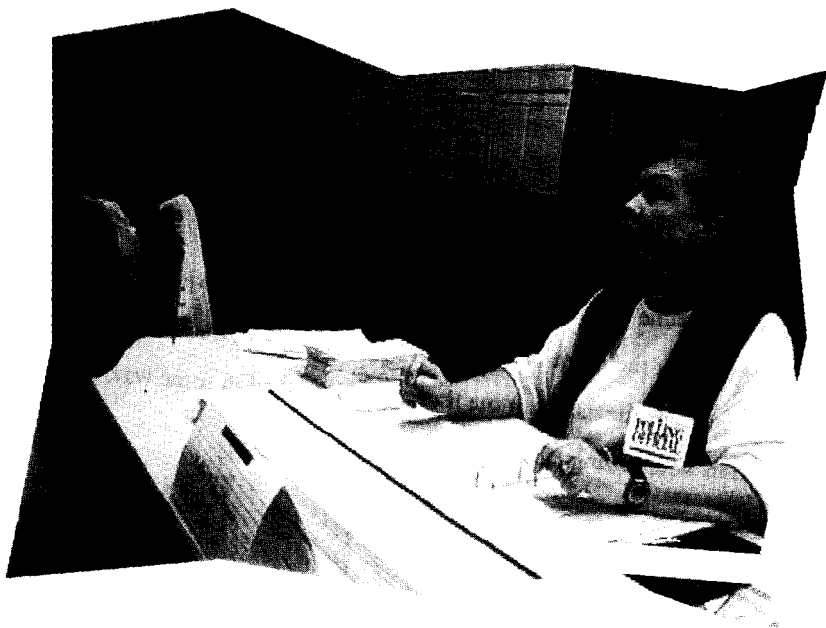
Thank you for your assistance.

Divisional Return \_\_\_\_\_

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Return'.

of Ordinary Votes



Ordinary votes are issued to electors whose names are on an electoral roll for the Division for which the Polling Place is appointed and whose names appear on the Certified List of Voters without being marked in any way.

**NOTE: Occasionally an elector may wish to vote whose name is listed on the Certified List, but whose address is not shown (i.e. a Silent Elector). DO NOT mark off this elector! These electors are to be directed to the Declaration Vote Issuing Point. Their names will be marked off as Provisional Voters when their Declaration Votes are processed in the Divisional Office.**

### **Certified Lists**

A Certified List is a copy of the Electoral Roll for the Division, produced for a particular election and certified by the Electoral Commissioner. After the election all Certified Lists are checked for multiple voters and non-voters.

### **Questions to ask Ordinary Voters**

The Commonwealth Electoral Act requires that certain questions must be put to all voters to establish their identity and to make sure that they have not voted previously in this election. The questions should be put in the stated form but, if people clearly do not understand, commonsense should be the rule.

All people seeking an Ordinary Vote must be asked the following questions before being issued with a ballot paper:

- ‘What is your full name?’
- ‘Where do you live?’
- ‘Have you voted before in this election?’

### **Question 1: ‘*What* is your full name?’**

If you cannot find the voter’s name on the Certified List, check the spelling with the voter.

If that fails, ask the voter to print the name on a piece of paper and check the list again. If you still cannot find the name, or the name on the list has been marked in some way, send the voter to the Declaration Vote issuing table.

NOTE: On the Certified List, Mac and Mc are indexed as Mac Names beginning with prefixes of Mc and Mac are treated as though the prefix is spelt Mac The next letter determines the position on the Certified list. 'O' names are indexed as starting with O. 'St' names are indexed as starting with Saint. For example:

12340 Maas	22341 O'Brien	32341 Sahara
12341 Macadam	22342 Ocker	32342 Saiby
12342 McBride	22343 O'Day	32343 St James
12343 Macca	22344 Oddine	32344 St John
12344 Mace		32345 Saintsom
12345 Macey		32346 Saintta
12346 McFadden		32347 Saint Thomas
12347 Madden		32348 St William
12348 Maguire		

Question 2: **Where** do you *live*?

If the address given is the same as that shown on the Certified List, ask the voter

Question 3, 'Have you voted before in this election?'

If the address differs from that shown on the Certified List, confirm that it is the entry for the person claiming to vote (for example a previous address may be shown).

If it is not the same person, the voter should be sent to the Declaration Vote issuing table.

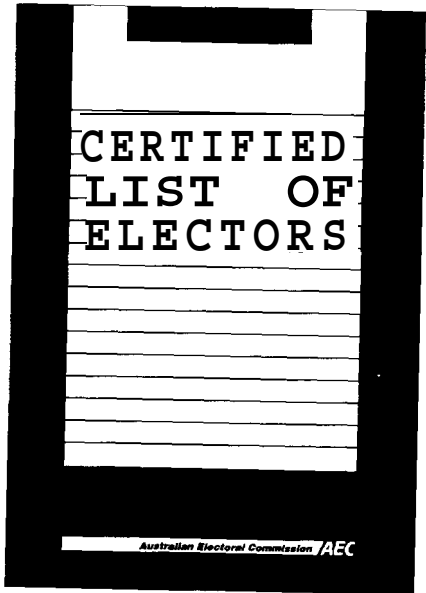
**Question 3: 'Have you voted before in this election?'**

If 'NO', then the voter is given an Ordinary Vote.

If the voter answers 'YES', you must be sure the question was understood. If the voter has voted before in this election they are not entitled to vote again.

**Marking Certified Lists**

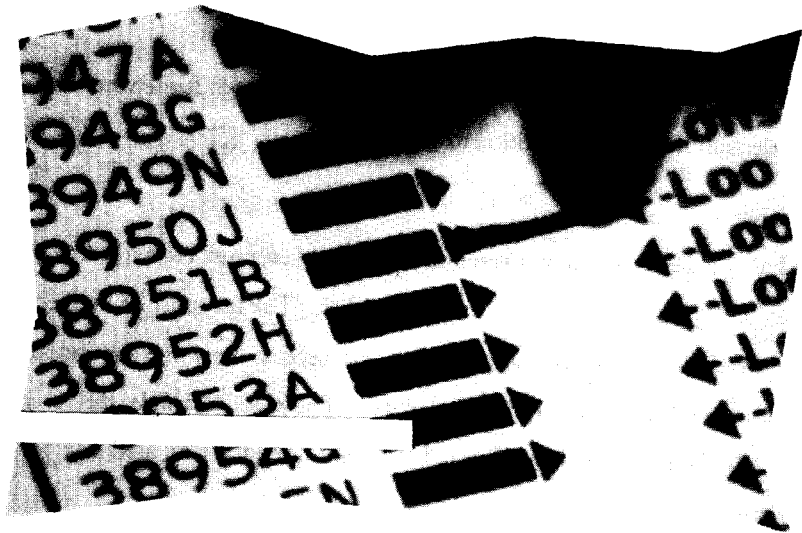
Before an ordinary ballot paper is issued to a voter, the Certified List must be marked. Care should be taken to ensure that the correct name is marked. The list must be marked only with the special **black pentel pen** provided. This pen is used to draw one continuous thick line between the arrow heads next to the voter's name. The black rectangle, the number or the name MUST NOT be drawn through. A ruler should not be used as it often smudges, marking more than one elector.



If you make a mistake when marking the Certified List, you can correct it by joining the arrow heads alongside the word ERROR at the top of the page and writing the letter 'W' in the left-hand or right-hand margin against the incorrectly marked name and indicating it clearly by drawing an arrow to the roll number or town/suburb. **(These instructions are shown on the front cover of the Certified List of Electors.)**

Included in the Certified List of Electors are names where the address details are not shown. These are Silent Electors who are to be directed to the Declaration Vote Issuing point. These entries must **not** be marked on the Certified List.

Remember, if a voter's entry on the Certified List has been marked already, in any way, send the voter to the Declaration Vote issuing point.



### **Initialling ballot papers**

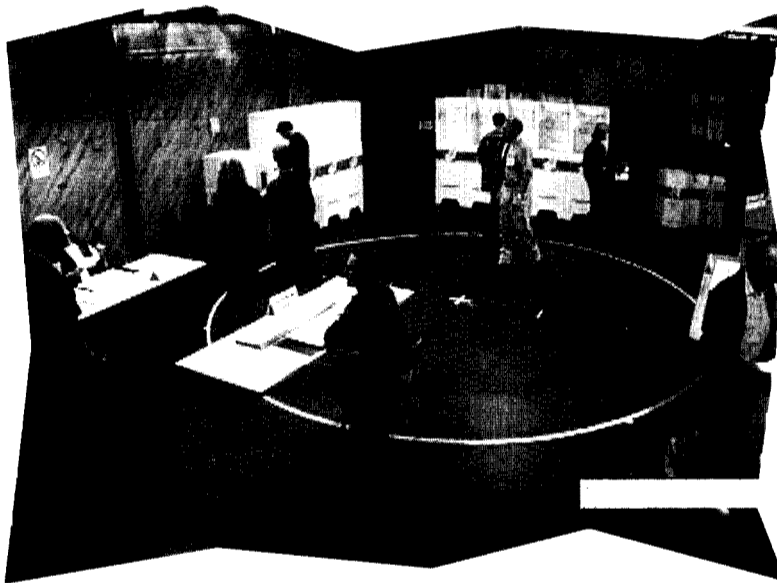
Before issue, each ballot paper must be initialled on the back, near the top right-hand corner.

### **Issuing ballot papers**

Ensure ballot papers are issued **ONLY** when there is a vacant voting screen available in which the voter may mark the ballot paper in secret.

The voter should be advised as appropriate to:

- proceed **ALONE** to a vacant voting screen;
- read the instructions printed on the ballot papers;
- fill in the ballot papers;
- fold the ballot papers to conceal the vote;
- put each ballot paper separately in the appropriate ballot box; and
- leave the Polling Place when finished.



**Only one elector is permitted in a voting screen at any one time UNLESS the elector is receiving assistance approved by the OIC (see section 'Assisted Votes').**

## Problems When Issuing Ordinary Votes

### Elector's name not found on the Certified list

If you cannot find the name on the Certified List you should:

- ask if the name has been changed; and/or
- ask the elector to PRINT the name on a piece of paper and recheck the Certified List.

If the name still cannot be found, direct the elector to the Declaration Vote issuing point.

**REMEMBER:** On the Certified List Mac and Mc are indexed as *Mac*. Names beginning with the prefixes *Mac* and *Mc* are treated the same way – as though the prefix is spelt *Mac*, with the next letter determining the position on the Certified List. Similarly, names beginning with the prefix *O'* are indexed as starting with *O* and names beginning with the prefix *St* are indexed as if they start with *Saint*.

### Elector's address different from the one on the Certified List

The person may be entitled to an Ordinary Vote or a Declaration Vote, depending upon the address claimed as 'the enrolled address'. If the listed address is a previous address for the elector and enrolment has not been updated, issue an Ordinary Vote. If the address on the Certified List is a place where the elector claims never to have lived, direct the elector to the Declaration Vote issuing point.

### Elector's address not shown on the Certified List

The names of certain electors will be shown on the Certified List but address details will not be included. They are called 'Silent Electors'. The elector's address is not shown for reasons of safety for the elector and their family. Polling staff must not question the elector about this but refer them directly to the Declaration Vote issuing point.

**REMEMBER:** Silent Electors must not have their names marked off the Certified List.

### Elector's name on the Certified List marked as having already voted

If an elector's name has already been marked on the Certified List, that elector may be entitled to a Declaration Vote. Direct the elector to the Declaration Vote issuing point.

### People who applied to enrol after the close of rolls

An elector who applied for enrolment after the close of rolls can vote only if the name appears on the Certified List for a previous address. If the name does not appear on the Certified List the elector should be sent to the Declaration Vote Issuing Point.



**list of Localities and Streets (EF054)**

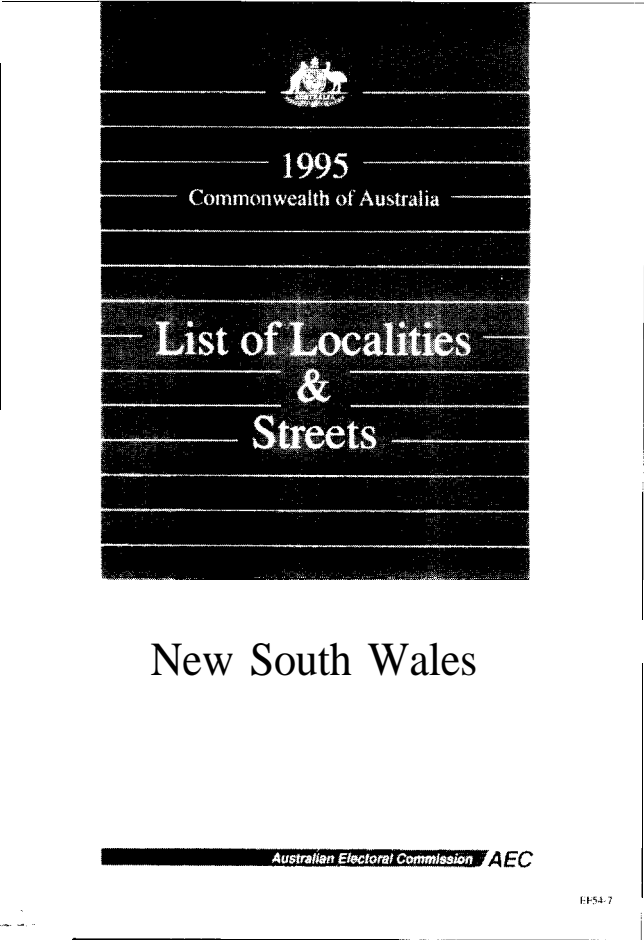
The List of Localities and Streets is an alphabetical listing of all localities within a State or Territory. It is used to determine to which Division any address within a State or Territory belongs. It comes in four parts:

- the Front matter with a red page edge;
- the Locality section with a green page edge,
- the Street section with a blue page edge; and
- the Map section with a purple page edge.

Suburbs or localities **wholly** contained within a Division will show the Division’s name as an entry next to the suburb or locality in the ‘Locality’ section. There is no need to use the ‘Street’ section in these cases.

If a suburb/locality crosses a Divisional boundary, comments will be shown so that you can determine the correct Division. The ‘Locality’ section will refer to the Street section when street information is required to determine the correct Division for a particular address.

Full instructions on how to use the List of Localities and Streets are to be found at the front of the list. You must fully understand the use of the List of Localities and Streets before you issue any Declaration Votes.



The following points are particularly noteworthy.

**Alphabetical indexing used in the List of Localities and Streets**

You will need to be aware of the style of alphabetical indexing used in the List of Localities and Streets.

It is the same as used in the Certified List. Some examples are:

<b>Maas St</b>	<b>O'Brien Rd</b>	<b>Sahora St</b>
<b>Macadam Rd</b>	<b>Ocker St</b>	<b>Sailby Pl</b>
<b>McBride Pl</b>	<b>O'Day St</b>	<b>St James St</b>
<b>Macca Cres</b>	<b>Oddine Pl</b>	<b>St John Rd</b>
<b>Mace Rd</b>		<b>Saintsom Cres</b>
<b>Macey St</b>		<b>Saintta Rd</b>
<b>McFadden St</b>		<b>Saint Thomas St</b>
<b>Madden Pl</b>		<b>St William St</b>

**Mac** and **Mc** are indexed as **Mac**  
**O'** names are indexed as starting with **O**  
**St** names are indexed as if they start with **Saint**.

Streets may belong to more than one Division

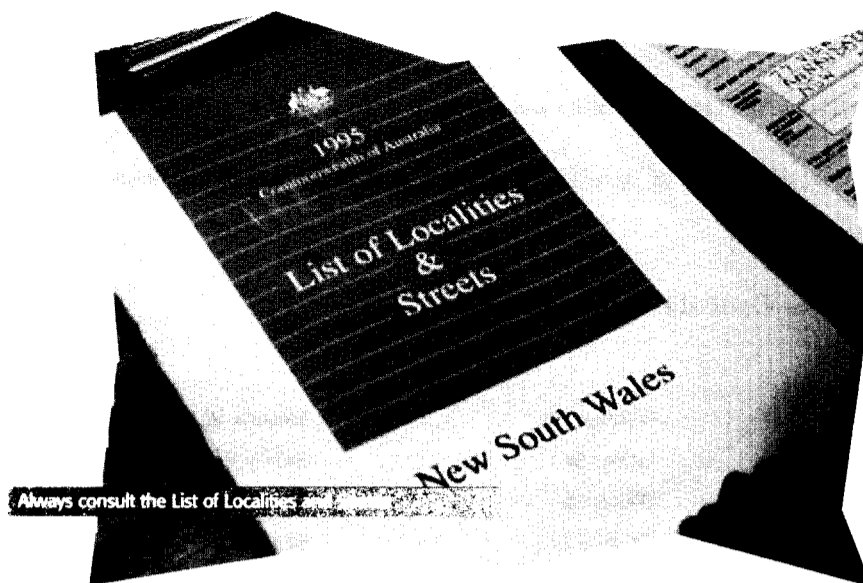
You should be aware and understand what is meant by such entries as:

Smith Street 1-99, Division of **ASTON** (i.e. all odd numbers between 1 and 99 (inclusive) are in the Division of Aston); and  
  
Smith Street 2-100, Division of **DEAKIN** (i.e. all even numbers between 2 and 100 (inclusive) are in the Division of Deakin).

**Always consult the ‘List of Localities and Streets’**

**You** must ensure your staff **always** consult the List of Localities and Streets to decide what type of Declaration Vote to issue. This will identify whether the elector is claiming enrolment for an address:

- within the Division for which your Polling Place has been appointed (a Provisional Vote)  
or
- in another Division within your State or Territory (an Absent Vote).



This method of determining entitlement covers the majority of all Declaration Votes. Therefore the accurate use of the List of Localities and Streets, combined with detailed questioning, will enable a maximum number of votes to be admitted to the count.

After an elector has advised the address they claim to be enrolled for, your staff must then find the Division which corresponds to that address in the List of Localities and Streets.

**Never assume that someone claiming to be enrolled for the Division in which your Polling Place is appointed and whose name cannot be found on the Certified List is a Provisional Voter. Check the claimed enrolled address in the List of Localities and Streets. Their names might be missing because they are actually enrolled for another Division.**

### **Provisional Voting Statement**

Once it has been determined that an elector is entitled to a Provisional Vote, hand the elector the Provisional Voting Statement (EFO 11) to read. This statement sets out the voter's rights. It is possible that the elector may decide not to vote after reading the statement.

### **Completion of the Declaration Envelope**

The envelope used to contain Declaration Vote ballot papers is called a 'Declaration Envelope'. On this envelope there are two sections — one section for the elector to complete and then one for polling officials to complete using the details provided by the elector.

To correctly issue Declaration Votes the following procedures should be followed:

- The elector must be given the Declaration Envelope and asked to fully complete the 'Elector Details' Section. Request the elector to PRINT legibly and firmly. Ensure that the elector signs the Declaration Envelope. You may assist an elector who has difficulty writing.
- From the address identified by the elector as their enrolled address, determine the elector's correct Division by referring to the 'List of Localities and Streets'. Print the elector's Division on the Declaration Envelope. Do this as soon as you have determined the Division. Do not leave it till later, as mistakes can be made.

**NOTE: Silent Electors (electors whose address is not shown on the Certified List) will not complete the address sections of the Declaration Envelope. The word SILENT is to be written in the section. If the elector does enter the address or telephone number it must be obliterated with black pen. To determine the Silent Elector's Division, explain the use of the 'List of Localities and Streets' and ask him or her to identify the Division from the List**

- Witness the elector's signature and make sure that the Polling Place details are shown on the envelope. Tick the relevant box on the envelope to indicate the type of Declaration Vote (Absent or Provisional).
- Select the correct House of Representatives ballot paper. Make sure that the name of the Division on the ballot paper matches the name of the enrolled Division on the Declaration Envelope. (If you do not have a supply of a Division's ballot papers you will need to issue an 'Open' ballot paper — see below.)
- Initial the back of this House of Representatives ballot paper and also the back of a Senate ballot paper for your State or Territory.
- Hand these ballot papers to the elector and direct them to a vacant voting screen. Ask the elector to complete and fold the ballot papers and return to you for inserting in the Declaration Envelope. Ensure that Declaration Vote ballot papers are not placed in the Ordinary Vote ballot box(es).
- Preparing an 'Open' House of Representatives ballot paper:
  - determine the elector's correct enrolled Division using the List of Localities and Streets (EF054);
  - print the name of the Division at the top of the ballot paper;
  - complete the 'Number of Candidates' section on the ballot paper  
(for example, 1, 2, 3, or 4);

- print the candidates' names and party affiliations (EXACTLY as shown in the List of Candidates booklet);
- recheck the ballot paper against the List of Candidates booklet; and
- cross out the section of the ballot paper below the name of the last candidate you have listed. Use a 'Z' (two horizontal lines connected by a diagonal line) to cross out the section of the ballot paper which contains unused boxes and spaces for candidates names and party affiliations which are unused.

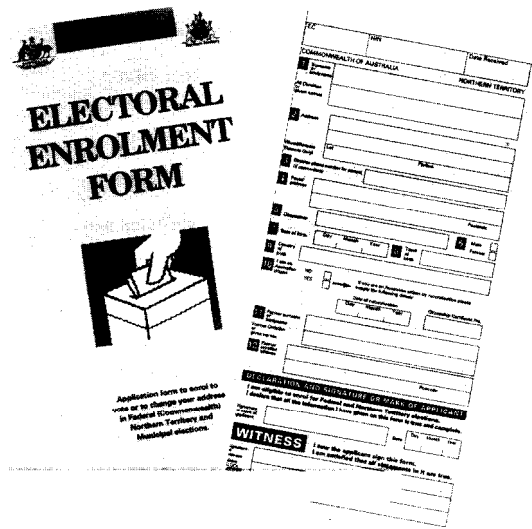
**While the elector is voting**

Keep the completed Declaration Envelope until the elector returns with the folded ballot papers. While the elector is voting:

- check again that all necessary details have been completed and both the elector and you have signed the Declaration Envelope;
- remove the counterfoil from the Declaration Envelope and check that the information on the counterfoil can be read;
- place the counterfoil in the Declaration Records Folder in alphabetical order, first by Division and then by voter surname. DO THIS STEP PROGRESSIVELY THROUGHOUT THE DAY.

When the elector returns with the completed ballot papers

- ask the elector to repeat the name to ensure that you have matched the elector with the correct Declaration Envelope;
- check that the elector still has *both* the ballot papers issued;
- insert *both* the ballot papers into the Declaration Envelope, seal it in the presence of the elector, and
- put the Declaration Envelope in the Declaration Vote ballot box.



**NOTE:** You will need to ask the elector to complete an electoral enrolment form if:

- the elector indicates a change of address, or
- the elector's name was not on the Certified List

The enrolment form must be completed in ink and be legible. It must be signed by the elector and witnessed. You can be the witness if needed.



**Completion of an Electoral Enrolment Form**

Separate the enrolment form from its instructions (perforated) as soon as the check for completeness is carried out.

Completed enrolment forms are to be placed in the special envelope provided for the purpose and kept by you as the OIC.

KEEP UNUSED ENROLMENT FORMS SEPARATE FROM COMPLETED ENROLMENT FORMS AT ALL TIMES.

**Postal Votes Received on Polling Day**

Some electors may wish to deliver their completed postal vote (or the postal vote of another person) to a Polling Place rather than post it to the AEC. Other electors may wish to cancel a Postal Vote in order to have an Ordinary Vote. These people should be directed to the OIC.

**Receipt of a Completed Postal Vote**

The OIC will take the completed Postal Vote and:

- on the back of the Postal Vote Envelope write the words ‘received by me at (name) Polling Place’, sign it and add the time and date of receipt;
- enter the details received in the Postal Votes Received section of the ‘OIC’s General Return’; and
- place the Postal Vote Envelope in the Declaration Vote ballot box.

**Cancelling a Postal Vote**

The OIC will take the postal voting material and:

- write ‘cancelled’ in large, clear letters on the Postal Vote Envelope, place the ballot papers in the envelope and seal it (or ensure that this has already been done);
- record the receipt of such an envelope in the ‘Postal Votes Cancelled’ section of the ‘OIC’s General Return’;
- place the cancelled envelope in the Declaration Vote ballot box; and
- direct the elector to an Ordinary Vote issuing point in order to vote.

**Assisted Votes**

**Assistance to Electors**

The most important task for polling staff is to make sure that each person who is eligible to vote has the full opportunity to cast a formal vote. Some people will require assistance to vote. Such assistance is to be provided if the OIC is satisfied the elector is unable to vote without help. The following electors may seek help:

- disabled people;
- blind or partially blind people;



- non-literate people; or
- people from non-English-speaking backgrounds.

In Polling places where there are large numbers of non-English speaking background (NESB) electors, polling staff should be made aware of any additional multilingual staff employed and the languages spoken, so that NESB electors requiring assistance may be referred to them.

It may be advantageous to use multilingual staff as Queue Controllers or Inquiry officers.

Where multilingual staff are not available to assist non-English speaking background electors, the following considerations will assist when communicating in English:

- speak a little more slowly than normal and as clearly as possible (there is no need to raise the voice);
- if there is still difficulty after repeating the sentence, change or simplify the language eg. 'Where do you live?' to 'What is your address?';
- use hand gestures or simple drawings to support what is being said if necessary; and
- ask the electors to write down the name to help with finding it on the roll (be aware that some NESB groups will write the surname first).

DO NOT assume people need help because they are taking a while to fill in the ballot paper. If they are obviously experiencing difficulty advise them how assistance can be arranged.

In all cases where an elector seeks assistance to complete the ballot paper, the elector **MUST** be directed to the OIC. The OIC will determine whether it is appropriate for assistance to be provided.

The elector can nominate any person (except a candidate) to assist. This person could be a friend or relative, a Scrutineer or a party worker. If the elector fails to nominate someone, then the OIC is to provide assistance.

A U S T R A L I A N   E L E C T O R A L   C O M M I S S I O N

Make sure that the elector understands that if the OIC provides assistance, Scrutineers have the right to be present while the ballot papers are filled in.

**NOTE: To prevent delays in large Rolling Places, the OIC may delegate the power to assist electors to one or more other polling officials. It would be logical for all 2ICs and Inquiry Officers to receive this delegation. (The Commonwealth Electoral Act provides for an OIC to direct any polling official to exercise all or any of the powers of an OIC)**

Where assistance is being provided by a person nominated by the elector, the elector and the nominated assistant enter an unoccupied voting screen. The assistant helps to complete, fold and deposit the ballot paper in the ballot box. In this situation Scrutineers ARE NOT allowed to enter the voting screen while the ballot paper is being completed.

Where assistance is being provided by the OIC or the delegated polling official the following rules apply:

- Scrutineers are entitled to listen to the instructions given by the elector and to observe how the ballot paper is completed;
- written instructions on how to complete the ballot paper (for example, a how-to-vote card) may be given by the elector; if the elector is visually impaired or non-literate, confirm that the elector is aware of the contents of the written instructions.
- a witness MUST be present when the OIC completes the ballot paper (Scrutineers OR if there are none a staff member OR a person nominated by the elector); and
- an interpreter is entitled to be present at all times if the elector needs such help.

**REMEMBER: Take care not to suggest particular answers or to ask leading questions.**

#### **Assistance to Declaration Voters**

Where assistance is being given to a Declaration Voter the Declaration Envelope should be completed ONLY by the OIC or the delegated polling official. The following steps are to be taken:

- complete the required details on the Declaration Envelope (see section 'Issue of Declaration Votes');
- read the details AND the declaration to the elector and have the elector confirm that the information is correct;
- have the elector sign the declaration;
- sign in the space provided for the issuing officer;
- obtain a witness's signature and title ('Scrutineer' OR 'polling official' OR 'elector') under the space provided for the elector's signature;

- issue and complete the ballot papers under the same procedures as for an ordinary assisted elector BUT ensure that the ballot papers are returned to the OIC or the delegated polling official for inserting in the Declaration Envelope;
- remove the counterfoil from the Declaration Envelope; and
- check that the information on the counterfoil can be read and place it in the Declaration Records Folder.

**NOTE: Electors unable to sign their name may make their mark as a signature. In such cases the elector must make the mark in the presence of the issuing officer acting as a witness. The issuing officer must identify the fact that the elector made the mark by:**

- adding the words 'his mark' or 'her mark' above the elector's mark; and
- printing under the elector's mark the elector's given name(s) to the left of the mark, and the elector's surname to the right of the mark\_

**The issuing officer must then sign as witness on the Declaration Envelope.**

**NOTE: A Person who holds a power-of-attorney for an elector IS NOT permitted to sign any electoral form on behalf of that elector.**

## Problems

### Problems You may Encounter at the Polling Place

Provisional age enrolment

Although this is available to 17-year-olds, they may not vote until they turn **18**. Do not confuse provisional enrolment with provisional voting.

Provisional Citizen Enrolment

A new citizen may have completed a provisional enrolment form and attended a citizenship ceremony. However, the name may not appear on the Certified List. These electors should be issued with a Provisional Vote.

Political messages on badges and clothing

Polling staff and Scrutineers are forbidden to wear political messages on badges and clothing when in the Polling Place. Electors ARE entitled to wear political messages on badges and clothing in the Polling Place if they wish to do so.

### Problems You may Encounter at the Issuing Point

Roll discrepancies

Some of the situations you may encounter are:

- misspelling of names;
- inaccurate address details;
- name on roll twice; and
- changes to elector's name by marriage, deed poll, etc.

For the above cases enter the details on the Elector Information Report and ask the elector to sign the form. DO NOT MAKE ANY CHANGES TO THE CERTIFIED LIST If these discrepancies do not otherwise alter the elector's right to vote, issue an Ordinary Vote. In most cases it is appropriate to give the elector an Electoral Enrolment Form to complete in the Polling Place in order to correct the enrolment details. All completed electoral enrolment forms should be placed in the envelope marked 'Completed Enrolment Forms'.

**NOTE: An elector can still remain on the roll and vote under a previous name.**

Advice concerning the inability of other people to vote

An elector may advise you of the illness, death or other circumstances of another elector.

A person may, for example, ask you to 'mark my husband/wife off the roll as he/she has died'. All these details are to be written in the 'Elector Information Report'. DO NOT MARK THE CERTIFIED LIST IN ANY WAY. You must NEVER issue a ballot paper to allow anyone to vote on behalf of another person. Avoid commenting on whether people may be fined for not voting — this will be determined after the election by the DRO.

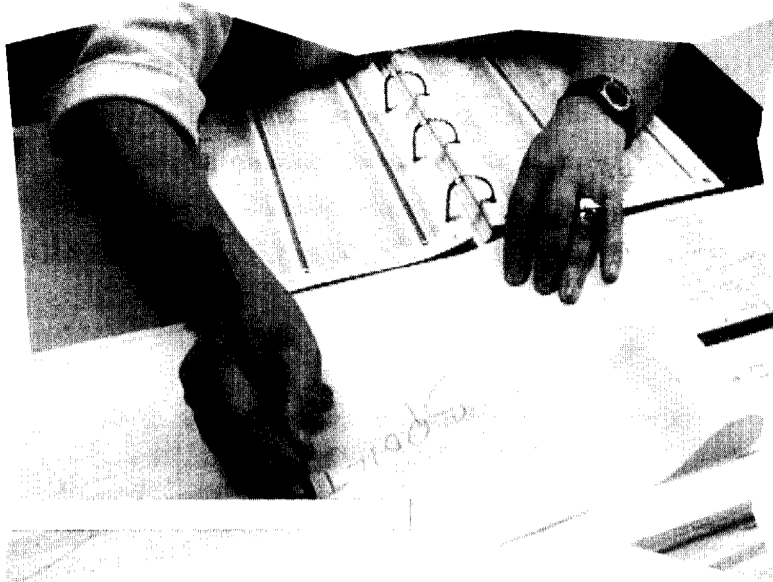
Postal Vote not received by applicant

People who advise that they have applied for a Postal Vote but did not receive it, or who received and misplaced postal ballot papers, should be given an Ordinary Vote. Details of such cases should be recorded in the 'OIC's General Return'.

### **Spoilt Ballot Papers**

An elector who claims to have spoilt a ballot paper MUST be given a fresh ballot paper, BUT ONLY AFTER handing back the original to the polling official who issued it. The elector's name must not be marked again on the Certified List. When the original ballot paper is handed back you must not look at the way it has been marked. The following steps are to be followed:

- cancel the spoilt ballot paper by writing 'SPOILT' on the back;
- in full view of the elector place the spoilt ballot paper in a 'Spoilt or Discarded Ballot Paper Envelope';
- tick the SPOILT box on the envelope;
- mark the envelope with the type of ballot paper (House of Representatives or Senate, Division or State, Ordinary or Declaration Voter) which is enclosed, and seal the envelope;
- issue a new ballot paper to the elector; and
- 'Spoilt or Discarded Ballot Paper Envelopes' are to be collected by you after 6:00pm.



### Discarded Ballot Papers

During the day you or an elector may find ballot papers (marked and unmarked) that have been dropped in the Polling Place or left in a voting screen. If you find any such ballot papers, or have them handed to you, DO NOT PUT THEM IN A BALLOT BOX.

The following steps are to be followed:

- write 'DISCARDED' on the back of the ballot paper;
- place the discarded ballot paper in a 'Spoilt or Discarded Ballot Paper Envelope';
- tick the 'DISCARDED' box on the envelope;
- mark the envelope with the type of ballot paper (House of Representatives or Senate, Division or State, Ordinary or Declaration Voter) which is enclosed, and seal the envelope; and
- 'Spoilt or Discarded Ballot Paper Envelopes' are to be collected by you after 6:00pm.

**NOTE:** When processing spoilt or discarded ballot papers a separate envelope **MUST** be used for each ballot paper.

<b>Australian Electoral Commission AEC</b>	
<b>SPOILT OR DISCARDED BALLOT PAPER ENVELOPE</b>	
<p style="text-align: center;">ON RECEIPT OF BALLOT PAPER</p> <ul style="list-style-type: none"> <li>Cancel the ballot paper by writing "spoilt" or "discarded" as appropriate on the back.</li> </ul> <p style="text-align: center;">IN THE CASE OF A SPOILT BALLOT PAPER</p> <ul style="list-style-type: none"> <li>In the presence of the voter, place the spoilt ballot paper in the envelope and seal it.</li> <li>Issue a replacement ballot paper to the voter.</li> </ul>	
<p>This envelope contains ONE ballot paper, namely:</p> <p style="text-align: center;"> <input type="checkbox"/> Spoilt    <input type="checkbox"/> Discarded         </p>	
<p>Tick relevant boxes <input checked="" type="checkbox"/></p> <p>↓</p> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </div> <div> <p>House of Representatives</p> <p>Division of <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span></p> <p>Senate</p> <p>State/Territory <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span></p> <p>Referendum</p> <div style="margin-left: 20px;"> <input type="checkbox"/> issued to ordinary voter  <input type="checkbox"/> issued to declaration voter         </div> </div> </div>	
4	SIGNATURE OF ISSUING OFFICER
5	POLLING PLACE
6	SPOILT - RECORD ON ACCOUNT OF BALLOT PAPERS AT 6PM DISCARDED -PASS DIRECTLY TO OIC ASAP



## **Special Problems**

### **Adjournment of polling**

Voting may be adjourned if it is interrupted by a flood, fire, severe storm, or by the outbreak of a riot or open violence. If, for any reason, it is considered that voting should be adjourned, it is vital that you try to telephone your DRO immediately. In the event of adjourned polling, you must display the 'Adjourned Polling Notice' at the Polling Place. Your DRO will advise you of alternative voting arrangements.

### **Disturbances during polling**

If a disturbance happens during the day, either inside or outside the Polling Place, you should try to solve the problem. In any such situation commonsense should prevail. Contact your DRO if you are concerned.

### **Removal of a person from the Polling Place**

A Scrutineer or any other person who commits any breach or misconduct or who fails to obey your lawful directions as OIC may be removed from the Polling Place at your request by either a member of the Federal, State or Territory police forces, or another person authorised by you. If this becomes necessary you should document details in the 'Incident Report' in your 'OIC's General Return' and if possible obtain a statement from witnesses.

### **Photographers in the Polling Place**

If the OIC is asked to allow photographers or television cameras into the Polling Place they may be admitted under the following conditions:

- their presence must be approved by the DRO;
- no photographs or film are to be taken of people actually recording a vote;

- photographers or camera crews, or their equipment, must not hinder, inconvenience or intimidate the polling staff or electors; and
- no undue delays are to be caused to electors recording their vote and entering or leaving the Polling Place.

### **Removal of 'How to Vote' material from Polling Places**

**No** Scrutineers or other party workers are to be given approval to rummage through litter bins inside the Polling Place in order to allow the redistribution of party literature. You should also not give approval for polling staff to rummage for the purposes of redistributing party literature.

Party workers distributing their literature should be advised to request voters to return the material to them after leaving the Polling Place.

### **Exit polls**

**An** increasing trend is for the media, or the AEC itself, to conduct 'exit polls'. This is where voters are asked, after they leave the Polling Place, how they have voted. In the case of AEC exit polls, the questions are usually about the service in the Polling Place and the AEC's own advertising campaigns.

As long as no attempt is made by the pollsters to enter the Polling Place and they do not impede or harass voters coming to and leaving the Polling Place, no intervention is necessary by you as the OIC.

You should monitor the situation, of course, and note any matters of contention in your OIC's General Return.

### **Accidents within the Polling Place**

The Australian Government may not necessarily accept liability for any accidents which happen on Australian Government-controlled premises, as liability will depend upon the circumstances of the individual case. To avoid prejudicing the Commission's position in these cases, under no circumstances should an injured person be told the Commission will pay medical accounts and/or make reimbursement for loss or damage to personal effects.

Inform the person the matter will be reported to the DRO and take the following steps:

- complete the 'Accident Report' in your 'OIC's General Return' setting out all the details you can establish, including a sketch of the accident area showing any obstructions, etc., which you believe may have caused the accident;
- obtain a report from any polling officials who may have witnessed the accident; and
- if a member of the public witnessed the accident, request the person to record details of the accident and how it occurred.



## Political Signs and Banners on Buildings and Fences of a Polling Place

You may receive complaints from the public or other candidates that large banners or signs are attached to buildings or fences. Provided that the signs are outside the area which has been proclaimed part of a Polling Place by your 'Electoral Offences' sign, the issue of placement of signs/banners is not one within your responsibility.

You should advise these people that the Commonwealth Electoral Act does not address the placement of signs outside the proclaimed area. However, if it is considered that there is a danger posed to the public, or they are obstructing access to voters, you should ask that they be moved or relocated.

If cooperation is not forthcoming, contact your DRO.

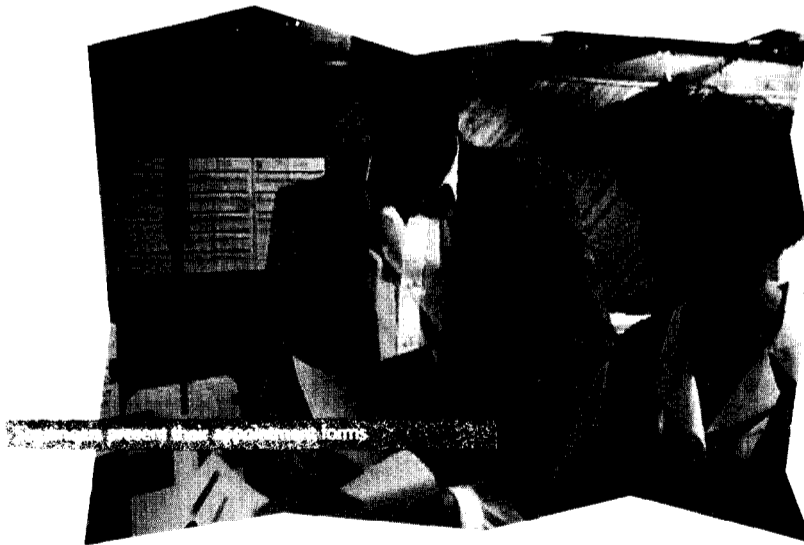
## Scrutineers During Polling

During polling a candidate is entitled to appoint one Scrutineer for each issuing point in the Polling Place. Scrutineers must present their appointment forms to you as OIC and you must check to see that:

- the name of the Polling Place has been entered;
- the 'Undertaking by Scrutineer' on the form has been signed by the Scrutineer; and
- the form has been signed by the candidate (a rubber stamp or facsimile will suffice).

You then issue the Scrutineer with an identification badge.


A Scrutineer may also be appointed by facsimile or lettergram sent to you as OIC, or your DRO, but it must satisfy the above requirements. Anyone who does not satisfy these requirements should be told to contact the party, candidate or campaign organisation.



A U S T R A L I A N   E L E C T O R A L   C O M M I S S I O N

Scrutineers may come and go during polling but there must not be more than one Scrutineer per candidate per issuing point at any one time. That place may be taken by a duly appointed replacement.

**NOTE: A Scrutineer must always wear an identification badge when inside the Polling Place.**



A rectangular identification badge form for scrutineers. The word "SCRUTINEER" is printed in large, bold, capital letters at the top. Below it, the form is divided into several sections by horizontal lines. The first section is labeled "Given Names" and contains a line for the name. The second section is labeled "Surname" and contains a line for the surname. The third section is labeled "Party" and contains a line for the party name. The fourth section is labeled "Appointed by: Candidate" and contains a line for the candidate's name. The fifth section is labeled "Polling Place/Scrutiny Centre" and contains a line for the location.

**Rights and Responsibilities of Scrutineers**

**You** should check with all Scrutineers that they are aware of their rights and responsibilities as outlined in the ‘Scrutineers’ Handbook’.

Scrutineers may:

- observe all voting procedures except the elector actually voting, unless the elector is an assisted voter;
- object to the right of any person to vote;
- be nominated by a disabled or non-literate voter to help with the completion of a ballot paper; and
- enter and leave the Polling Place at any time during voting.

Scrutineers **may not:**

- remain in a Polling Place without an identification badge;
- interfere with, or attempt to influence, any elector;
- disclose any knowledge gained concerning the vote of a person;
- wear a badge or emblem of a political party or candidate within the Polling Place; or
- deliberately show or leave in the Polling Place any how-to-vote card or similar direction as to how an elector should vote.

**Objections**

If a Scrutineer objects to any procedures or questions staff in any way, staff should immediately refer the matter to you as the OIC. You should refer the Scrutineer to the relevant section of the ‘Scrutineers’ Handbook’ or this Manual. The details of any objection must be recorded in the 'OIC's General Return’.

**Preparation for the Close of Polling**

Tasks which need to be completed are summarised in CHECKLIST F.

Depending upon the size of the Polling Place and how busy you are, during the latter part of the afternoon you may arrange to dismantle some voting screens and close down some issuing points. The dismantled voting screens can be placed ready for collection.



**REMEMBER: Make sure you and your staff have voted.**

If Scrutiny Assistants are to be employed in your Polling Place they should arrive by 5:30pm. As they arrive tell them their duties, which at this stage include dismantling voting screens and clearing the premises. After 6:00pm they will also be employed unfolding ballot papers and other duties as directed by you.

**Prepare for Scrutiny**

During the afternoon make sure that:

- staff have been assigned specific tasks at the scrutiny;
- staff understand how to carry out their tasks; and
- material is ready for a ‘production line’ scrutiny.

### Close of Poll

Just before 6:00pm take a time-check by telephone or radio signal so that your Polling Place closes at exactly 6:00pm. Have a second person (preferably a Scrutineer) witness the time-check and confirm the time of closure of the Polling Place by signing CHECKLIST F.



When the doors of the Polling Place are closed at 6:00pm SHARP any person still in the Polling Place has a right to vote. If there is a queue and it is not possible for all electors to be in the Polling Place, a polling official must join the end of the queue at 6:00pm sharp and no other person should be allowed to join the queue.

Ensure that all issuing officers have fully completed the Certified List cover, especially the 'Account of Ballot Papers' section.



# Checklist E: Polling Day

	8:00am	10:00am
<b>Ordinary issuing procedures</b>		
• Asking electors the three questions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Correct marking of Certified Lists		<input type="checkbox"/>
• Initialling of ballot papers	<input type="checkbox"/>	<input type="checkbox"/>
• Security of ballot papers	<input type="checkbox"/>	<input type="checkbox"/>
<b>Declaration issuing procedures</b>		
• 'List of Localities and Streets' always being consulted	<input type="checkbox"/>	<input type="checkbox"/>
• 'Provisional Voting' statement card being used	<input type="checkbox"/>	<input type="checkbox"/>
• Declaration Envelope being completed and signed	<input type="checkbox"/>	<input type="checkbox"/>
• Counterfoils placed in Declaration Records Folder	<input type="checkbox"/>	<input type="checkbox"/>
• Correct ballot papers being issued	<input type="checkbox"/>	<input type="checkbox"/>
• Enrolment forms being issued and completed	<input type="checkbox"/>	<input type="checkbox"/>
<b>Polling Place control</b>		
• Flow of voters	<input type="checkbox"/>	<input type="checkbox"/>
• Clearing litter from screens	<input type="checkbox"/>	<input type="checkbox"/>
<b>Materials check</b>		
• Number of ballot papers received at ordinary issuing points recorded on inside cover of Certified List	<input type="checkbox"/>	<input type="checkbox"/>
• Reserve supply of ballot papers checked		<input type="checkbox"/>
<b>Assistance to voters</b>		
• Correct procedures being used	<input type="checkbox"/>	<input type="checkbox"/>

PPLO / /

OIC / /



# Checklist F: Before close of polling

**If possible, progressively close parts of the Polling Place**

- Some voting screens dismantled ☐
- Some issuing points closed ☐

**Ensure all staff members have voted**

☐

**Preparing for scrutiny**

- Staff given scrutiny tasks ☐
- Check arrival and brief Scrutiny Assistants ☐
- Prepare material for production-line scrutiny ☐
- Prepare furniture for scrutiny ☐

**Close of Poll – 6:00pm**

- Time-check taken by radio or telephone time signal ☐
- Polling Place doors closed at exactly 6:00pm ☐
- Electors inside Polling Place complete their vote and leave ☐

**Polling Place closed:**

CONFIRMED

OIC

WITNESS

PPLO / /

OIC / /

A U S T R A L I A N E L E C T O R A L C O M M I S S I O N

# After Polling

6:00pm

## Announcement of Two-candidate preferred count

Before briefing staff and Scrutineers you must announce the names of the two candidates selected for the Two-candidate Preferred count. Your DRO will have advised you of these names and provided you with an OIC Two-candidate Preferred Work Sheet listing all candidates including the two selected candidates and a Two-candidate Preferred Result Slip.



Note: **Although you will have been advised of the names of the two selected candidates for the Two-candidate Preferred count, you must not disclose these names to any person (including your staff or scrutineers) before the close of the poll.**

## Briefing Staff and Scrutineers

As OIC you are in control of the scrutiny and must therefore be alert and assertive at all times. Explain the order of tasks to be carried out. Remind staff and Scrutineers of the checks for formality and informality of ballot papers (see Section 'Conduct of Scrutiny'). Remind staff and Scrutineers of the procedures for Scrutineers to object to certain ballot papers (see Section 'Scrutineers during the Count'). Outline your plan of operation in a well thought-out and professional manner and be concise in your instructions.

The key to an efficient and successful scrutiny is to establish a figure to balance to, before opening any ballot boxes. Reconciling unused and spoilt ballot papers against what was received for the Polling Place provides a clearer focus on what to expect from the ballot box(es). Explaining this to Scrutineers and staff at the briefing builds support and engenders trust.

Plan of Operations

The following tasks need to be completed by the staff indicated, after 6:00pm:

- Collect and reconcile material — Ordinary Vote Issuing Officers
- Reconciliation of declaration votes — Declaration Vote Issuing Officers
- Dismantle equipment and prepare scrutiny work area — Queue Controller, Inquiry Officer, Ballot Box Guard, and Scrutiny Assistants
- Empty ballot boxes and unfold ballot papers — Queue Controller, Inquiry Officer, Ordinary Vote Issuing Officers, Ballot Box Guard and Scrutiny Assistants
- Sort, count and bundle ballot papers — Queue Controller, Inquiry Officer. Ordinary Vote Issuing Officers, Ballot Box Guard and Declaration Vote Issuing Officers (once they have completed Declaration Vote reconciliation)
- Two-candidate Preferred Count — OIC or 21C
- Telephone results — OIC, 21C or delegated official
- Completion of OIC's General Return — OIC and 21C
- Packaging of material — OIC and 21C (or other experienced polling official)
- Final housekeeping and tidying — All staff, as delegated by OIC duties

Scrutineers During the Count

Each candidate is entitled to employ one Scrutineer per polling official employed in the count.

**As OIC you will be the point of contact for Scrutineers during the count. You must check appointment forms when Scrutineers arrive (see Section 'Scrutineers During Polling') and issue Identification Badges. You should always conduct yourself in a courteous professional manner and respond to any legitimate inquiry from Scrutineers. You will need to exercise discretion to ensure that reasonable requests by Scrutineers are met, while not unduly delaying election results from your Polling Place.**

All proceedings at the scrutiny are open to inspection by Scrutineers.

Scrutineers may:

- enter and leave the Polling Place at any time during the scrutiny (their places may be taken by other appointed Scrutineers); and
- inspect any first preference vote and any other preference votes being counted in the scrutiny for a candidate.

Scrutineers may not:

- remain in a Polling Place without having first presented to the OIC a duly completed appointment form;
- enter a Polling Place without an identification badge;
- help with clearing voting screens or removal of material from the Polling Place;
- touch ballot papers; or
- unreasonably delay, or interfere in the progress of, the scrutiny of votes.

This places a responsibility upon you as OIC to monitor the activities of Scrutineers in the Polling Place.

### Objections

If a Scrutineer objects to the formality of a ballot paper it should be set aside for examination by you as the OIC. After examining the ballot paper and making a determination upon its formality, you must write on the back of the ballot paper 'Admitted' or 'Rejected' according to your decision, and add your initials and the date. The ballot paper is then sorted to the candidate if admitted or to informal if rejected.

**NOTE: In the Polling Place your decision as OIC on the formality of a ballot paper is final. All ballot papers are subject to further scrutiny by your DRO when the material is returned.**

### Collection and Reconciliation of Material

CHECKLIST G gives a summary of the tasks to complete for the next three sections.

Before you commence the scrutiny, instruct Ordinary and Declaration Vote Issuing Officers on the procedures for reconciling material and returning it to you, keeping each issuing point's material separate. After being reconciled on the Worksheets, Ordinary material may be merged. A 2IC who is provided should coordinate the reconciliation of Declaration Voting material.

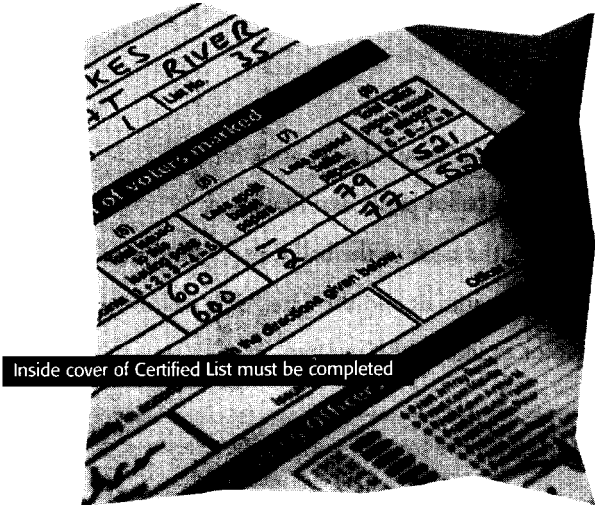
Make sure the following items are collected:

**Unused ballot papers**

The officer for each Issuing Point must count all unused ballot papers individually, except in the case of unbroken bundles, where the bundle total can be taken to be correct. When the ballot papers and stubs are returned to you, record the total in the 'OIC's General Return'. Keep the ballot papers secure and separate from the area where used ballot papers will be unfolded and counted.

**Spoilt or Discarded Ballot Paper Envelopes**

The envelopes from each issuing point should be sorted into bundles of spoilt and discarded, and the number in each bundle counted. When the bundles are returned to you record the totals in the 'OIC's General Return'. Note that discarded declaration ballot papers need to be kept separate as they must be recorded differently so they are not totalled. This is to prevent double-counting as each sealed declaration envelope is counted as if it contains a full set of ballot papers.



**Certified lists**

The inside cover of the Certified List is an accountable document. The following details must have been completed on all Certified List inside covers:

- all Ordinary Issuing Officers who used the Certified List must have signed it; and
- the 'Account of Ballot Papers' section must have been completed.

When the Certified Lists have been returned to you, enter the figures from the 'Account of Ballot Papers' section into the 'OIC's General Return'.

**Elector Information Reports**

Issuing Officers should check that they have correctly completed and signed the reports before returning them to you.

As material is returned to you, arrange it ready for packaging (see Section 'Packaging and Return of Material').

## Preparation for Scrutiny

The Inquiry Officer, Queue Controller, Ballot Box Guard and any Scrutiny Assistants are not involved in the collection and reconciliation of material, or the reconciliation of Declaration Envelopes. These staff should be instructed to commence preparation for scrutiny by dismantling all remaining cardboard polling equipment and setting up all available tables for a systematic scrutiny.

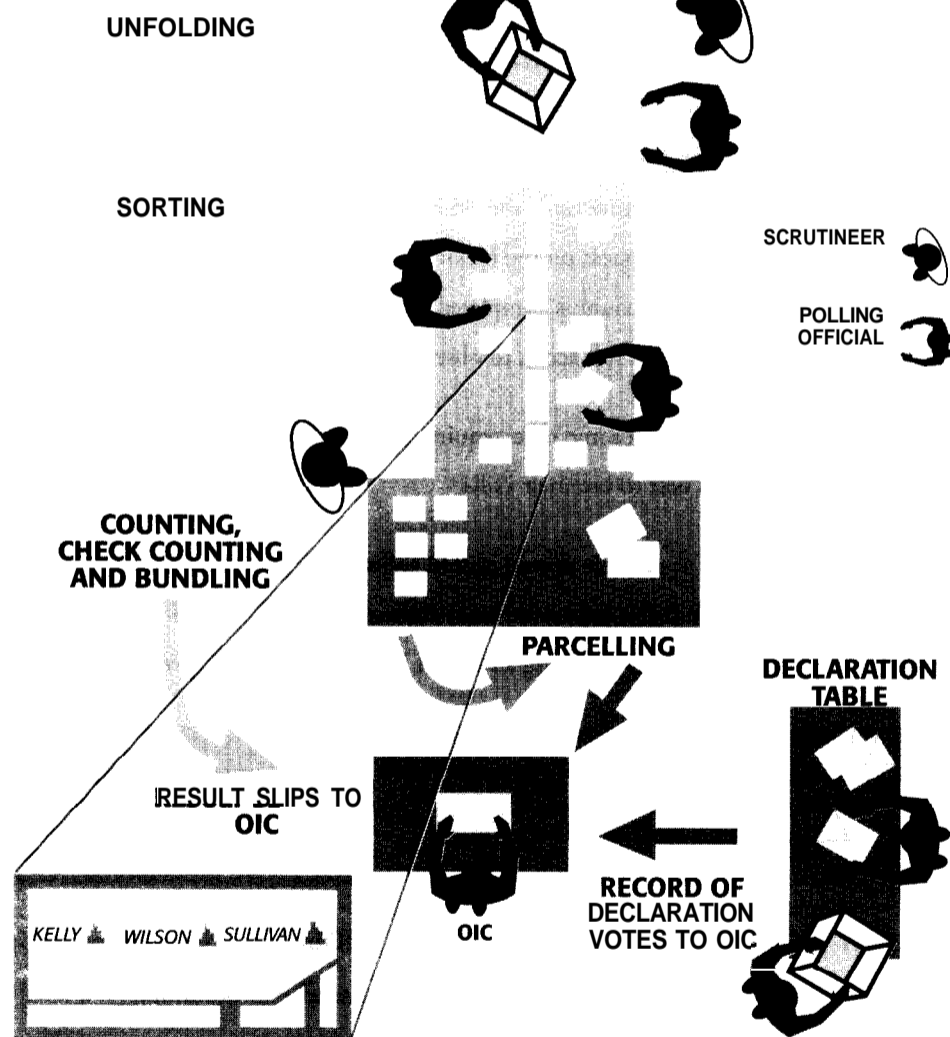
## Order of the scrutiny

Ballot papers **must** be counted in the following order:

1. House of Representatives first preference;
2. House of Representatives Two-candidate Preferred Count; and
3. Senate.

When counting one type of ballot paper, it is essential that the other types are kept secure.

## THE COUNTING CHAIN



Organise Work Area

You need to organise your available space into four general areas:

- production line scrutiny (largest area);
- storage of ballot papers not presently in the count;
- Two-candidate Preferred Count; and
- OIC's General Return and Parcelling.

Production Line Scrutinies

This work space has three main parts:

- an unfolding area;
- a sorting area; and
- a counting area.

Sorting



The UNFOLDING area needs to be arranged so that a large workforce can commence unfolding ballot papers. The SORTING area needs to have sorting cards placed so that staff may work from both sides of the table. There must be sorting cards for each candidate, for informal papers, for disputed ballot papers (where a Scrutineer has objected to the ballot paper), and for '?' where the sorting staff are unsure of formality and require your determination as OIC. Sorting cards should be placed along the table in the same order as the candidates' names appear on the ballot paper. You will need to change sorting cards after the scrutiny for each count is completed. The COUNTING area needs to be arranged so that Scrutineers have full access to observe and record the count.

During the course of the evening some tasks require different numbers of workers and they should be reallocated tasks best to use their skills.

**EXAMPLE:** as many staff as possible should unfold ballot papers when the ballot box is first opened. Once enough ballot papers are ready for sorting, move some of your more experienced staff from unfolding to sorting and from House of Representatives to Senate.

**NOTE:** Scrutiny Assistants should be allocated tasks such as dismantling equipment, tidying up, and unfolding ballot papers. They are NOT permitted to assist with sorting or counting ballot papers.

The progress of the scrutinies can be facilitated by these staff unfolding Senate ballot papers so that no House of Representatives ballot papers are discovered after the count.

## Conduct of Scrutiny

### OIC Checks Seals and Opens Ballot Box

Before a ballot box is opened you must check the seals in the presence of your polling staff and any Scrutineers present. Note in the 'OIC's General Return' any discrepancies. Make sure that there are no electors in the Polling Place when the ballot box is opened.

### Unfolding

Make sure that:

- polling officials emptying the ballot box tilt it onto the table and progressively empty it by withdrawing the ballot papers by hand;
- any types of ballot papers not being counted by your team are heaped, separating House of Representatives and Senate papers;
- any Declaration Envelopes found in the ballot box are given to the Declaration Vote Issuing Officers;
- any rubbish is heaped at the end of the unfolding table; and
- ballot papers are unfolded and piled at the head of the sorting table.

**REMEMBER: Check carefully that all ballot papers have been removed from the ballot box and that all ballot boxes have been emptied before the end of the counts.**

## House of Representatives Scrutiny

### Formality of House of Representatives Ballot Papers

If there is a number 1 against only one candidate and other numbers against all other candidates then the ballot paper is formal.

A ballot paper is informal when:

- it has more than 1 square blank;
- the number 1 does not appear against any candidate;
- the number 1 appears against two or more candidates;
- a cross (X) or a tick (J) has been used instead of a number 1 to show the elector's preference; or
- it is marked in any way by which the elector can be identified, such as a signature and the signature is legible. Initials will not usually identify an elector.

**NOTE: Alterations to the numbers, or numbers placed outside the box, do not make a ballot paper informal provided that the elector's intention is clear.**

**Repeating or omitting a number other than 1 does NOT make a ballot paper informal if not more than one box is left unmarked.**

**If you as OIC are unable to determine the formality of a ballot paper it should be put with the informal ballot papers ('When in doubt it's informal').**

**All ballot papers, whether formal or informal, will be rechecked by the DRO.**

### Sorting

Make sure that:

- each ballot paper is being checked for formality and sorted and placed in piles according to first preference by candidate (remember to use sorting cards);
- informal ballot papers are placed in a separate pile to one side (as the OIC, you must check the informal pile throughout the evening to ensure that all the ballot papers ARE informal); and
- if polling officials are uncertain whether a ballot paper is formal, the ballot paper is being placed in a '?' pile. As OIC, you must check the '?' pile throughout the evening and determine whether ballot papers are formal or informal.

### Disputed Ballot Papers

**Any ballot paper objected to by a Scrutineer is placed at the end of the sorting table near the sorting card for disputed ballot papers for you to examine. After examining the ballot paper and making a decision you must write on the back 'Admitted' or 'Rejected' and add your initials and the date. The ballot paper is then sorted to the candidate if 'Admitted' or to informal if 'Rejected'.**

In the Polling Place your decision as OIC is final. You should advise all Scrutineers that every ballot paper will be subjected to further scrutiny by the DRO when material is returned to the Divisional Office.

### Counting

Make sure that:

- ballot papers are placed face up so that the number 1 for the candidate can be checked at the same time as they are counted;
- formal ballot papers for each candidate are counted into bundles of 50, plus a bundle for any remainder (placed on top). Elastic bands should be used for bundling. DO NOT FOLD OR ROLL BALLOT PAPERS; and

- informal ballot papers are counted into bundles of 50, plus a bundle for any remainder (on top). Elastic bands should be used for bundling. **DO NOT FOLD OR ROLL BALLOT PAPERS.**
- the total number of bundled ballot papers is written on the count/packaging card which is placed on the top of each bundle.

**REMEMBER: Do not write on ballot papers (except to note 'Rejected' or 'Admitted' on the back).**

## Recording Results

**When counting is finished the polling official supervising the production line must write on the count/packaging cards the number of first preference votes for each candidate and the number of informal ballot papers. ALWAYS recheck that these figures are correct and that there has been no transposition of figures.**

### Check Count

The total count of ordinary ballot papers should agree with the number of ballot papers issued for both the House of Representatives and the Senate. If the number of first preference votes PLUS informal ballot papers PLUS Spoilt ballot papers PLUS Discarded ordinary ballot papers is less than the number issued, staff should check to see if any ballot papers have been overlooked. You should check:

- ALL ballot boxes, including the Declaration Vote ballot boxes;
- litter bins; and
- a general check of the premises.

If necessary do one recount of the ballot papers. If there is still a difference it may be due to electors not putting their ballot papers in the ballot box. Your balance will be achieved by entering the difference figure in the 'OIC's General Return'.

**DO NOT TAKE ANY MORE TIME BY AGAIN SEARCHING OR RECOUNTING.  
THIS WILL DELAY THE RELEASE OF RESULTS.**

When satisfied with your figure, record the details in the OIC's General Return.

**NOTE:** Experience has shown that a common balancing error is in the number of unused. This can occur because of:

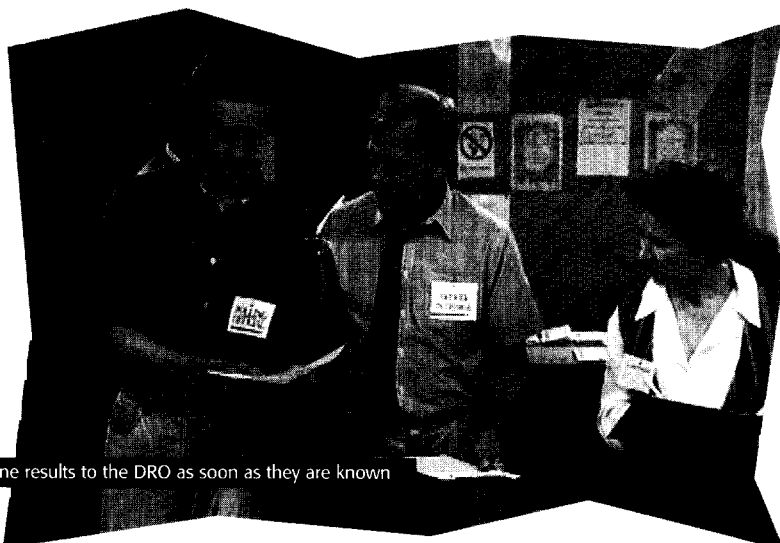
- not conducting an accurate count of ballot papers when first received;
- a miscount of unused at the end of the day's polling; and/or
- neglecting to include your OIC's reserve of ballot papers in the unused.

## Telephoning Results

When the House of Representatives scrutiny is completed you must telephone the results to the Divisional Office as soon as possible. A telephone number for results will have been provided.

If there is no telephone in the Polling Place you must remain in the room and have one of your staff make the phone call. Do not end the telephone call until told to do so by Divisional Office staff. As a guide, the House of Representatives scrutiny telephone call and the Two-candidate Preferred (TCP) counts telephone call should have been made to the DRO by 7:30pm.

While you proceed with the TCP count, you should organise your staff to continue with the Senate count. Keep Scrutineers and staff informed of what is going on.



Telephone results to the DRO as soon as they are known

## Two-candidate Preferred Count – House of Representatives

### Definition of the Two-candidate Preferred Count

A Two-candidate Preferred Count will take place in all Polling Places where more than two candidates are contesting the election. The object of this count is to provide an indication of the result of the election in the Division on polling night.

The Australian Electoral Commission will select two candidates, to whom the preferences of all other candidates are to be distributed. Their names will be advised by your DRO. You can announce the names after the close of polling. Preferences from the ballot papers for all other candidates will be distributed between these two **selected candidates**.

The later preferences counted to the two **selected candidates** are added to the first preference votes received by those candidates. This gives the total Two-candidate Preferred result for the Polling Place, in the Division.

### Scrutineers' rights during the Two-candidate Preferred Count

**As** well as inspecting any first preference vote, Scrutineers are to be given reasonable access to observe the preferences of minor candidates during the Two-candidate Preferred distribution, providing that the scrutiny is not unreasonably delayed.

Scrutineers should also be given reasonable opportunity, if they request it, to look at the preferences on the ballot papers of the **selected candidates**. This would usually only be in those Divisions where there is a three-cornered contest. Your DRO will provide further advice should this occur.

### Steps involved in the Two-candidate Preferred Count

The Two-candidate Preferred Count takes place after the first preferences of all House of Representatives ballot papers have been counted. The Two-candidate Preferred Count will be performed by you as the OIC and/or your 21C.

To conduct the Two-candidate Preferred Count the following steps must be undertaken. Firstly, set aside the ballot papers with first preferences for the two **selected candidates** in a secure area separate from the first preference scrutiny. (These ballot papers do not need to be examined in this exercise.)

**Secondly,** Each of the other candidates' ballot papers must now be distributed to one of the two **selected candidates** according to which **selected candidate** is more preferred by the elector.

Sort the other candidates' bundles of ballot papers, one candidate at a time, into three piles.

1. Those showing the next available preference (lowest preference number) for Selected Candidate 1.
2. Those showing the next available preference (lowest preference number) for Selected Candidate 2.

3. ‘Exhausted’ ballot papers, i.e. when it is not possible to allocate a ballot paper to either of the selected candidates.

This is illustrated in the examples below.

**NOTE: No Ballot papers of any candidate should be amalgamated or mixed with those of any other candidate at any time during this count.**


EXAMPLES

In the following examples candidates ‘Melba’ and ‘Kelly’ have been nominated as the selected candidates for the Division of Ningaloo.

Example 1.

Kelly is the more preferred candidate as the elector has given Kelly second preference before third preference to Melba. This ballot paper would therefore be sorted to Kelly in a Two-candidate Preferred Count.

Example 1.



BALLOT PAPER  
HOUSE OF REPRESENTATIVES  
ELECTORAL DIVISION OF  
NINGALOO

**Number the boxes from 1 to 5 in the order of your choice.**

4

SMITH Jack  
Independent

3

MELBA Ellie  
Singers Party

2

KELLY Ed  
Bush Rangers Party

1

WILSON Anthea  
Purple Party

5

SULLIVAN Arthur  
Independent


Remember...number every box to make your vote count.

AEC

Example 2.

In this example Melba is the more preferred candidate as the elector has given third preference to Melba whereas Kelly is only fifth preference. This ballot paper would be sorted to Melba.

Example 2.



BALLOT PAPER  
HOUSE OF REPRESENTATIVES  
ELECTORAL DIVISION OF  
NINGALOO

**Number the boxes from 1 to 5 in the order of your choice.**

4

SMITH Jack  
Independent

3

MELBA Ellie  
Singers Party

5

KELLY Ed  
Bush Rangers Party

1

WILSON Anthea  
Purple Party

2

SULLIVAN Arthur  
Independent

Remember...number every box to make your vote count.

Example 3.

Sorted to Kelly,  
preference number 4 is  
lower than Melba's  
preference number 5.

Example 4.

This is an exhausted  
ballot paper as there is no  
available preference for  
either of the selected  
candidates. It exhausts  
after the second  
preference as it is not  
possible to determine to  
which candidate the  
elector wished to give  
third preference.

Example 5.

This is also an exhausted  
ballot paper. It exhausts  
after the first preference  
as there is no second  
preference recorded.

Example 3.

BALLOT PAPER  
HOUSE OF REPRESENTATIVES  
ELECTORAL DIVISION OF  
NINGALOO

Number *the*  
Boxes from 1 to 5  
in the order of  
your choice.

3

SMITH Jack  
Independent

5

MELBA Ellie  
Singers Party

4

KELLY Ed  
Bush Rangers Party

1

WILSON Anthea  
Purple Party

2

SULLIVAN Arthur  
Independent

Remember...number every box  
to make your vote count.

Example 4.

BALLOT PAPER  
HOUSE OF REPRESENTATIVES  
ELECTORAL DIVISION OF  
NINGALOO

Number *the*  
boxes from 1 to 5  
in the order of  
your choice.

3

SMITH Jack  
Independent

3

MELBA Ellie  
Singers Party

4

KELLY Ed  
Bush Rangers Party

1

WILSON Anthea  
Purple Party

2

SULLIVAN Arthur  
Independent

Remember...number every box  
to make your vote count.

Example 5.

BALLOT PAPER  
HOUSE OF REPRESENTATIVES  
Electoral Division of  
NINGALOO

Number *the*  
boxes from 1 to 5  
in the order of  
your choice.

6

SMITH Jack  
Independent

5

MELBA Ellie  
Singers Party

4

KELLY Ed  
Bush Rangers Party

1

WILSON Anthea  
Purple Party

3

SULLIVAN Arthur  
Independent

Remember...number every box  
to make your vote count.

Recording the result of the Two-candidate Preferred Count

Record the figures for the Two-candidate Preferred Count on page 8 of the OIC's General Return.

For each minor candidate ensure that:

- their preferences are counted to one of the selected candidates;
- their exhausted ballot papers are counted; and
- the number of votes distributed to each selected candidate plus the exhausted votes agrees with the total number of votes recorded for each minor candidate.

The ballot papers for each minor candidate are then placed back with their original packaging card and placed in the parcel with Label No. 5.

Do not amalgamate these ballot papers with those of other candidates — keep them in first-preference candidate order.

Continue these steps until all the minor candidates have had their preferences counted.

Telephone the result of the Two-candidate Preferred Count to the DRO as soon as you have finalised it.

**NOTE: Ensure that the figure shown in the 'Two-candidate Preferred Total' Column agrees with the total number of ballot papers issued and is recorded in the 'OIC's General Return'.**

An example of a completed OIC Two-candidate Preferred Work Sheet is shown below. This example is based on five candidates. You will notice that on first preferences alone, candidate Melba is ahead of candidate Kelly. However, once all the other candidates preferences are counted it would appear that Kelly is ahead of Melba. This is known as a Two-candidate Preferred Count and your DRO will instruct you in this task at training.

		Melba	Kelly	Exhausted	Total
1st Pref. Votes		452	440		892
Smith	25	13	12	0	25
Wilson	53	18	32	3	53
Sullivan	22	9	11	2	22
Two-candidate Preferred Total		492	495	5	992

**NOTE: The 'Two-candidate Preferred Total' line above is what is phoned to your DRO as the result. It includes the first preference totals of the selected candidates.**

## Senate Scrutiny

### Formality of Senate Ballot Papers

A Senate vote can be made in either of the following ways:

- by showing a preference against one of the squares in the Group Ticket part at the top of the ballot paper (above the thick black line); or
- by showing a number 1 and the continuing preferences against all candidates’ names in the bottom part of the ballot paper.

The steps to determine formality of Senate ballot papers are more complex than those used for the House of Representatives.

#### Informal Senate ballot papers — general

Senate ballot papers are informal when:

- totally blank; or
- marked in any way by which the voter can be identified, for example, if the voter has signed the ballot paper and this signature identifies the voter (initials will not usually identify a voter).

#### Informal Senate ballot papers — Group Ticket (top)

Senate ballot papers are informal when two or more first preferences are shown in the Group Ticket part at the top of the ballot paper. For example:

- the number 1 appears more than once;
- the number 1 and a tick appear;
- the number 1 and a cross appear;
- a tick and a cross appear;
- a tick appears more than once; or
- a cross appears more than once.

**NOTE: The number 1 by itself, a tick by itself or a cross by itself is formal. A single first preference and second, third, etc. preference shown above the line is formal.**

#### Informal Senate ballot papers — preferentially numbered (bottom)

Senate ballot papers are informal if the preferentially numbered bottom part has been used when:

- the number 1 does not appear against any candidate’s name (a tick or cross is not acceptable) on the bottom part of a Senate ballot paper;

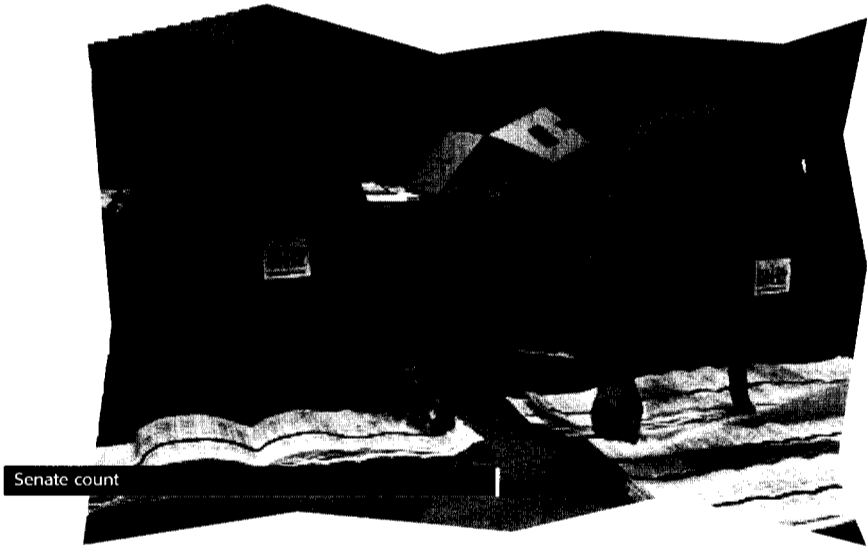
- any number is repeated against two or more candidates' names (some of these may be formal but as the procedures to determine this are complex, they will be re-examined by your DRO); or
- less than 90% of the candidates' names are consecutively numbered, starting with the number **1** (the number of candidates' names to be consecutively numbered will be advised by your DRO) .

**NOTE: Alterations to the numbers or numbers placed outside the boxes do not make a ballot paper informal, providing the voter's intention is clear.**

**Senate ballot papers with both top and bottom parts marked**

Where a voter has used BOTH the Group Ticket part and the preferentially numbered part, the ballot paper is treated as follows:

- when both top and bottom are formal (the ballot paper is formal), use the preferentially numbered bottom part for scrutiny;
- when only one part is formal, use the formal part for scrutiny; and
- when both top and bottom are informal, the ballot paper is informal.



**Count of Senate ballot papers**

First, sort the ballot papers according to the part that has been completed (top or bottom). Put to one side informal ballot papers.

If polling officials are unsure about any ballot paper, these papers should be put aside for you as the OIC to determine whether formal or informal.

### Group Ticket ballot papers (top)

The following steps must be taken when counting Group Ticket ballot papers.

- Sort the ballot papers according to the preference shown (whether a 1, tick or cross), for each party or group.
- As the ballot papers are sorted put them in bundles along the table in the same order as the preference boxes appear along the top of the ballot paper. Sorting cards placed along the table will help with this task.
- To count ballot papers place them face up so that the first preference (1, tick or cross) for the Group can be checked as you count. This will allow incorrectly sorted or missed informal ballot papers to be noticed immediately and also allows Scrutineers to observe fully the process.
- Count the formal ballot papers into bundles of 50 for each party or group, plus bundles for any remainders, and check that they are sorted to the correct party or group. Elastic bands should be used for bundling, but do not fold or roll ballot papers.
- Write the number of ballot papers in each large bundle on the count/packaging card and place on top of the large bundle. **DO NOT WRITE ON BALLOT PAPERS.**

### Preferentially numbered ballot papers (bottom)

The following steps must be taken when counting preferentially numbered ballot papers.

- Use the sorting cards provided.
- Sort the ballot papers for each candidate according to the first preference, i.e. the number 1 (one) shown against the candidate's name.
- As the ballot papers are sorted put them in bundles along the table in the same order as the candidates' names appear on the ballot paper.
- To count ballot papers place them face up so that the number 1 for the candidate can be checked as you count. This will allow incorrectly sorted or missed informal ballot papers to be noticed immediately and also allows Scrutineers to observe fully the process.
- Count the formal ballot papers into bundles of 50 for each candidate, plus bundles for any remainders, and check that they are sorted to the correct candidate. Elastic bands should be used for bundling, but do not fold or roll ballot papers.
- Write the number of ballot papers in each bundle on the count/packaging card and place this on top of each bundle. **DO NOT WRITE ON BALLOT PAPERS.**

### Informal ballot papers

The following steps must be taken when counting informal ballot papers.

- Count into bundles of 50, plus a bundle for any remainder. Elastic bands should be used for bundling, but do not fold or roll ballot papers.

- Write the number of ballot papers on the count/packaging card and place on top of the large bundle. DO NOT WRITE ON BALLOT PAPERS.

**Recording the result of the Senate Count**

Record the figures for the Senate Count in the OIC's General Return and total.

**NOTE: Record individual candidates' results on your return, but only telephone one total figure for each Group (that is, Group Ticket plus each candidate in the group) and each Ungrouped Candidate's results, along with formal and informal totals.**

**Telephone** the result of the Senate Count to your DRO as soon as you have finalised it.

**Scrutiny – Referendum**

This section has been reserved for a Referendum Scrutiny and is not applicable to this election.

**Reconciliation of Declaration Votes**

The OIC will check the seal and open the Declaration Vote ballot box(es) after 6:00pm.

All envelopes are to be removed from the box but **MUST NOT BE OPENED**.

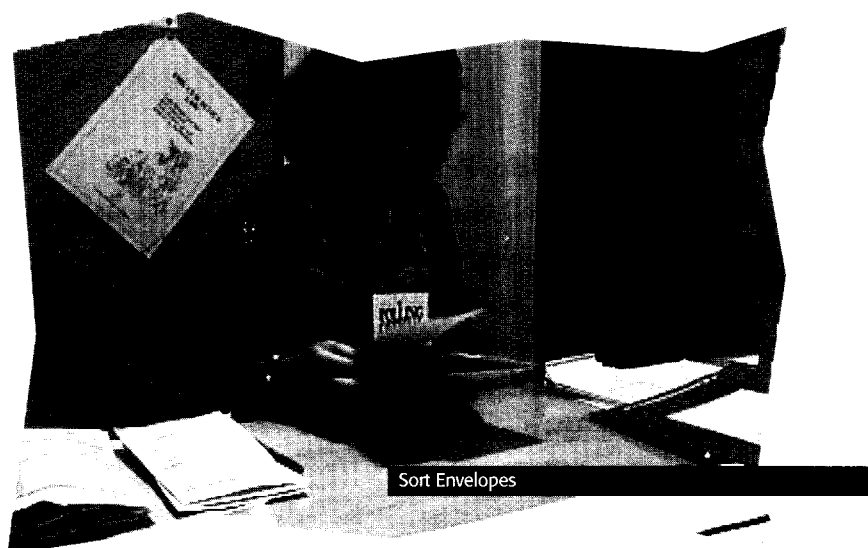
CHECKLIST H summarises the tasks to be undertaken.

The following steps must be followed by Declaration Vote Issuing Officers:

- unused ballot papers counted and totals entered on 'Declaration Vote Issuing Point Ballot Paper Inventory'(EF 125);
- unused ballot papers wrapped in appropriate Packaging/Count Card and contents notated (for example, 'Unused 137');
- Spoilt or Discarded Ballot Paper Envelopes checked for correct endorsement and that they have been sealed. and advise number of each category for each type to OIC;
- any Postal Vote envelopes separated from other Declaration Envelopes and given to the OIC;
- all Declaration Envelopes containing ballot papers checked to ensure that the Issuing Officer has signed them. If the Issuing Officer's signature is missing it may be added to the envelope, provided the Issuing Officer can remember the elector signing the envelope:

**REMEMBER to sign the counterfoil as well as the envelope in this situation.**

- all Declaration Envelopes containing ballot papers checked to ensure that the official Polling Place name is entered below the Issuing Officer's signature;



- all Declaration Envelopes containing ballot papers sorted into alphabetical order, firstly by Division and then by elector's surname;
- a Declaration Votes Packaging Card (EF 097) indicating the number of envelopes in the bundle completed for each Division and then secured to the top of each bundle using an elastic band;
- total number of Declaration Envelopes for each Division entered on 'Declaration Vote Issuing Point Ballot Paper Inventory' form (EF 125);
- the total number of Declaration Envelopes and Spoilt Ballot Paper Envelopes for each Division checked to ensure that the total agrees with number of USED ballot papers for each Division (number of ballot papers received less number unused);

**NOTE: All ballot papers discarded in the declaration voting section of the Polling Place form no part in the reconciliation of ballot papers because of the assumption that every sealed Declaration Envelope contains a ballot paper.**

- counterfoils are sorted into alphabetical order, firstly by Division and then by elector's surname in the Declaration Records Folder;

**NOTE: The sorting of counterfoils should have been undertaken progressively throughout polling day.**

- the total number of completed and sealed Declaration Envelopes is checked and balanced to the total number of counterfoils in the Folder;
- all Electoral Enrolment Forms are checked for elector and witness signatures and then handed to the OIC; and
- OIC is advised of any unresolved problems.

At the completion of the reconciliation of Declaration Envelopes the OIC must be given the following items:

- unused ballot papers;
- Spoilt or Discarded Ballot Paper Envelopes;
- bundles of completed Declaration Vote Envelopes, and the number in each bundle;
- Declaration Records Folder containing all counterfoils;
- Declaration Vote Issuing Point Ballot Paper Inventory Form (EF 125);
- After 6:00pm checklist for staff issuing Declaration Votes (EF098);
- completed Electoral Enrolment Forms; and
- Elector Information Reports.

**NOTE: If there was more than one Declaration Vote issuing point, all Declaration Envelopes must be merged and sorted alphabetically by surname for each Division. Also do this with the counterfoils and place them in the one Declaration Records Folder.**

As OIC you will now need to complete the Declaration Checklist H.

After Declaration Vote Issuing Officers have completed the reconciliation of Declaration Votes, they will assist with the rest of the scrutiny.

### Completion of OIC's General Return

The records of your Polling Place are consolidated in your 'OIC's General Return'.

IT IS ESSENTIAL THAT THIS RETURN IS COMPLETED ACCURATELY in order to account properly for ballot papers and the conduct of the polling and the scrutiny.

It is also the appropriate place to document any accidents, complaints by electors and/or Scrutineers, and any other incidents in your Polling Place.

**REMEMBER: The consistent maintenance of accurate records is essential to ensure a quality service.**

The following sections MUST be completed during the course of the day.

- Record of ballot boxes and security seals;
- record of receipt and distribution of each type of ballot paper, including the Worksheet showing numbers of ballot papers given to each issuing point; and
- report on voter flow.

The following sections are to be completed during the day if the need arises.

- Appointment of substitute OIC;
- record of Postal Vote Certificates handed in:

- record of cancelled Postal Vote Certificates;
- Incident Report (complaints and disturbances during polling); and
- Accident Report.

The following sections MAY be commenced during the day and MUST be completed after the scrutiny of ballot papers:

- Polling Place profile (a summary of the condition of furniture and facilities within the Polling Place); and
- OIC's report on the Polling Place staff.

Would it help the running of your polling place if multilingual staff were employed?

The following sections MUST be completed after the collection and reconciliation of material:

- Total of Completed Electoral Enrolment Forms;
- Summary of Declaration Envelopes by Division; and
- Worksheet showing ballot papers issued, spoilt, discarded, and unused for each type of ballot paper.

**REMEMBER to include your OIC's reserve of each type of ballot paper.**

The following sections MUST be completed after the scrutiny of ballot papers.

- Result Sheet for each count; and
- ballot paper reconciliation for each Count.

You may also have to add to the Incident Report any complaints about the scrutiny

**When the 'OIC's General Return' is completed you must sign the title page and ask a Scrutineer to witness your signature.**

## Packaging and Return of Material

CHECKLIST I has a summary of the tasks to complete.

When the scrutiny is finished all material must be returned to the Divisional Office.  
All packages must be sealed with AEC security tape. Your DRO will tell you how to deliver the material.

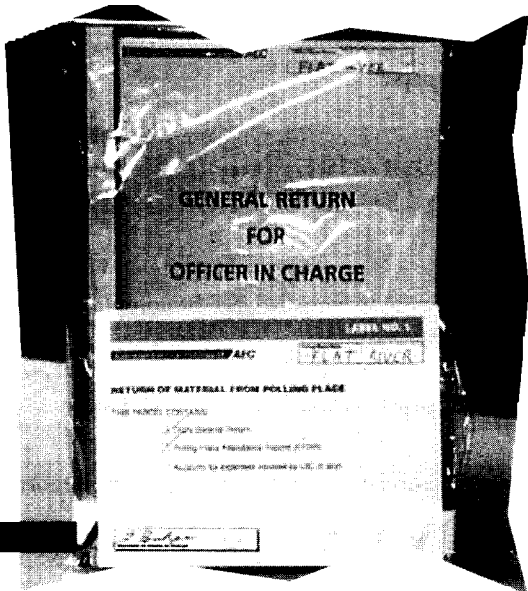
**Note:** If you were supplied with 'stubbed' booklets of House of Representatives ballot papers, all stubs from fully used booklets must be returned with unused ballot papers in the Parcel with Label No.5.

### Parcelling Material

Material is packaged in parcels with the following labels:

#### In Parcel with Label No. 1

- OIC's General Return;
- Confirmation of Employment Forms
- Polling Place Attendance Record (EF085); and
- accounts for expenses incurred by OIC (if any).



Parcel with Label

#### In Parcel with Label No. 2

- Completed Declaration Vote Envelopes sorted alphabetically by Division and then by surname;
- Declaration Records Folder(s) containing counterfoils, sorted same as Envelopes;
- Completed Postal Vote Certificates; and
- Cancelled Postal Vote Certificates.

**In Parcel with Label No. 3**

- Elector Information Reports (EF016);
- Completed Enrolment Forms Envelopes (EF093); and
- Completed Scrutineer Appointment Forms (EF107).

**In Parcel with Label No. 4**



- Certified List(s); and
- Reference Rolls (if issued).

**In Parcel with Label No. 5**

- House of Representatives Ballot Papers:
  - formal (sorted by candidate);
  - informal;
  - unused (including stubs); and
  - Spoilt or Discarded (in Envelopes EF022).

**In Parcel with Label No. 6**

- Senate ballot papers
  - formal Group (sorted by group above the line and by candidate below the line);
  - formal Ungrouped (sorted by candidate);
  - informal;
  - unused; and
  - Spoilt or Discarded (in Envelopes EF022).

**In Parcel with Label No. 8**

- Polling Place Management Procedures;
- Ordinary and Declaration Polling Place Procedures and Workbooks for Polling Staff;
- List of Localities and Streets (EF 054);
- List of Candidates;
- all unused Enrolment Forms;
- all unused envelopes (Declaration (EFO 12), Spoilt or Discarded (EF022)); and
- all other Polling Place forms and equipment (badges, pens, pencils, signs, seals, etc.).

[NOTE: Label No. 7 is for **Referendum Ballot papers and is not being used at this election.**

Labelling and Sealing Parcels

**REMEMBER to follow specific instructions issued by the DRO for the return of all material from the Polling Place under your control.**

You must carry out the following steps for the delivery of your OIC material:

- put the correct label on the parcel;
- check the description of the contents listed on the label, and sign the endorsement;
- place the security tape on the parcel in such a way that the contents cannot be withdrawn without damaging or breaking the seal; and
- invite any Scrutineers present to countersign the endorsement.

If a Scrutineer declines to sign, write the details in your 'OIC's General Return'. The parcel with Label No. 1 is the last to be sealed.

MATERIAL SHOULD THEN BE SECURELY TRANSPORTED TO THE ADDRESS YOU HAVE BEEN GIVEN FOR THE RETURN OF MATERIAL TO THE DRO.

**NOTE: You will be asked to wait at the delivery point while your OIC material is checked in.**

Final Duties

As staff finish their scrutiny duties they should help with the following tasks:

- dismantle any remaining Polling Place equipment;
- remove any remaining signs or posters;
- inspect the premises to make sure no election material has been overlooked;
- return any furniture to its proper place;
- make sure that the premises are left tidy and in the condition agreed to when the building was hired; and
- return keys of premises according to agreed arrangements.

# Checklist G: After Close of Polling

## Briefing staff and Scrutineers

- Scrutineers correctly appointed and Badge supplied ☐
- Brief staff and Scrutineers on plan of operation for the scrutiny and advise candidates names' for the Two-candidate Preferred Count ☐

## Collect accountable materials from issuing points

- Unused ballot papers counted, returned and number entered in 'OIC's General Return' ☐
- Spoilt or Discarded Envelopes counted, returned and number entered in 'OIC's General Return' ☐
- Certified Lists signed, dated and account of ballot papers completed before collection ☐
- Elector Information Reports collected ☐
- Completed Enrolment Forms — separated from instructions ☐

## Open ballot boxes and sort ballot papers

- Seals checked and ballot boxes opened ☐
- Ballot papers unfolded and sorted ☐
- Declaration Envelopes sorted and counted ☒

## Count of ballot papers and telephoning of results

- |                                  | Counted                  | DRO Phoned               |
|----------------------------------|--------------------------|--------------------------|
| • House of Representatives count | <input type="checkbox"/> | <input type="checkbox"/> |
| • Two-candidate Preferred count  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Senate count                   | <input type="checkbox"/> | <input type="checkbox"/> |

PPLO / /

OIC / /

# Checklist H: Declaration Envelopes

- Checklist A in Declaration Vote Issue Point Staff Manual checked for completeness ☐
- Counted bundles of Declaration Envelopes received from staff — ☐  
alphabetically sorted by Division and then by surname
- Merged and sorted counterfoils in Declaration Records Folder received from staff ☐
- Declaration Vote Issuing Point Ballot Paper Inventory received from staff and figures entered into Page 12 of 'OIC's General Return' ☐
- Elector Information Reports received ☐
- Completed Electoral Enrolment Forms received ☐

PPLO / /

OIC

# Checklist I: Returns, Packaging and Final Duties

## OIC's General Return

- Completed and signed ☐

## Parceling of material (see Section on Parcelling for contents of each parcel)

- Parcel with Label No. 1
- Parcel with Label No. 2 ☐
- Parcel with Label No. 3 ☐
- Parcel with Label No. 4 ☐
- Parcel with Label No. 5 ☐
- Parcel with Label No. 6 ☐
- Parcel with Label No. 8 ☐

## Final duties

- Check ballot boxes and premises for election material ☐
- Dismantle all remaining cardboard equipment and place in agreed position
- Leave premises tidy and in agreed condition ☐
- Lock premises and activate any security devices ☐
- Return keys (if applicable) ☐

PPLO / /

OIC / /

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