

Polling Place Procedures

- Declaration Vote
Issuing Officers/
Queue Controllers/
Inquiry Officers**

How to Use this Manual

You should read this Manual thoroughly before attending your Training session. Bring this manual to the Training session as you will need it 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 Polling Day.

Parts 2, 3 and 4 are the three phases of your duties as an Declaration Vote Issuing Officer/ Queue Contoller/ Inquiry Officer.

Part 2 Before Polling

Covers all the activities you must complete before Polling commences at 8:00am on Polling Day.

Part 3 Polling

Covers all the procedures to be followed through the hours of Polling 8:00am to 6:00pm.

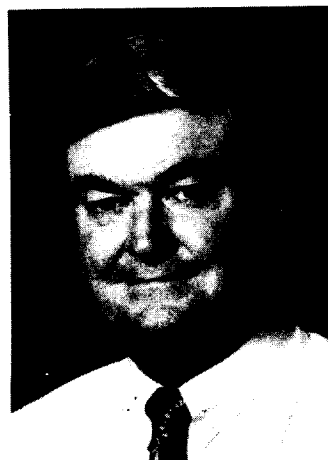
Part 4 After Polling

Covers procedures to be followed to conduct scrutinies and reconcile, package and return all materials.

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 a Polling Official, 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.

On Polling Day, polling is carried out 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.

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 cursive script, reading "Bill Gray".

Bill Gray

Electoral Commissioner

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Introduction

Role of a Polling Official

You have been selected as a Polling Official 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.

Polling Officials are responsible to the Officer in Charge (OIC) of the Polling Place for the conduct of the polling at your Polling Place. Your OIC will assign you to the duties of Declaration Vote Issuing Officer or Queue Controller or Inquiry Officer. During the course of the day your OIC will ensure that you are following the correct procedures as outlined in this manual.

Your OIC may rotate you between the duties of Declaration Vote Issuing Officer, Queue Controller and Inquiry Officer.

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

Substitute OIC

If the OIC is required to leave the Polling Place at any time during voting, the second-in-charge (2IC) or the most senior polling official will be appointed as substitute OIC. This appointment form is in the front of the 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 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. Your OIC will collect the identification badges at the end of polling day.

Equal Employment Opportunity (EEO)

The Australian Electoral Commission (AEC) is committed to the principles and practices of Equal Employment Opportunity (EEO). EEO aims to provide staff with opportunities to contribute based on their abilities, talent, performance and potential in a non-discriminatory working environment.

The Officer in Charge is responsible for ensuring that all staff are treated equitably and fairly and that the workplace is free of any unjustified discrimination. All staff must treat their co-workers with courtesy and sensitivity in accordance with EEO principles.

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, usually 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 of an individual or group.

The Officer in Charge of a Polling Place, is responsible for ensuring that your workplace is free of any type of harassment. 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.

Meal Breaks

There are no official meal breaks for polling staff. You will be rostered to meal breaks in non-peak times and you should be aware that these breaks will not always correspond to accepted meal times. You should take adequate food and refreshments for the day. You 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. You must therefore make sure that your 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.

An '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 the Officer in Charge.

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

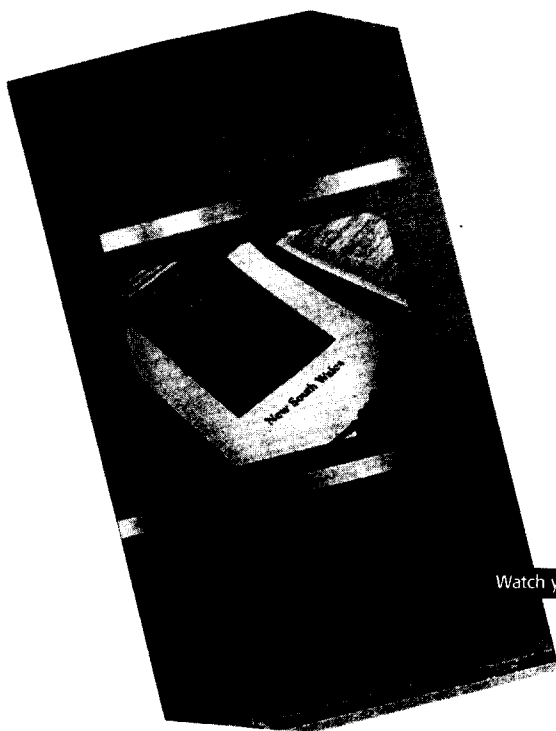
Ballot papers are colour-coded as follows:

- House of Representatives — GREEN
- Senate — WHITE.

Before Polling

Training

As part of your duties as a Declaration Vote Issuing Officer, you are required to attend a training session on Declaration Vote issuing procedures. Your DRO will inform you of the time and venue for your session.



Watch your video

Before attending you must read this manual and watch the video provided. At the training session your DRO will answer any questions you may have regarding this manual.

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

Venue

The address of your Polling Place will be on your 'Offer of Employment' and 'Confirmation of Employment' forms.

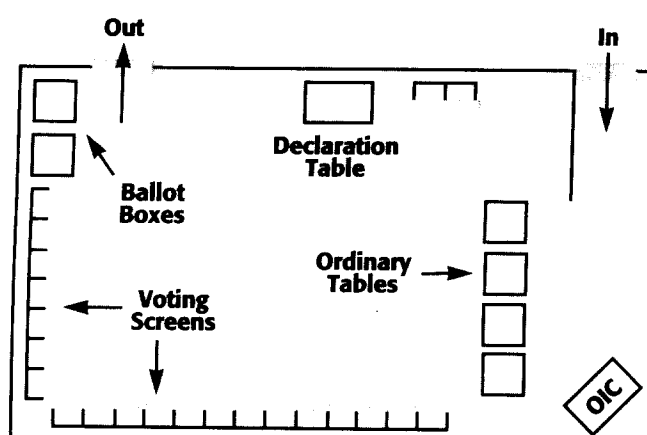
Make sure you know the exact location of your Polling Place as soon as possible. This is **critical**. Do not leave this until polling day morning.

Layout of Polling Place

Your OIC will follow a plan for the layout of your Polling Place.

The layout of your Polling Place should allow:

- orderly access (if the Polling Place has two doors, one is used 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.



Layout Plan example

Preparation for Commencement of Polling

On polling day the following tasks should be completed before the Polling Place opens at 8:00am.

Arrival of Staff

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

All other staff should arrive by 7:30am.

Make sure that you bring your appointment forms and this manual.

If for any reason you cannot work please contact your OIC or the Divisional Office immediately so that a replacement can be employed as soon as possible.

Prepare outside of Polling Place

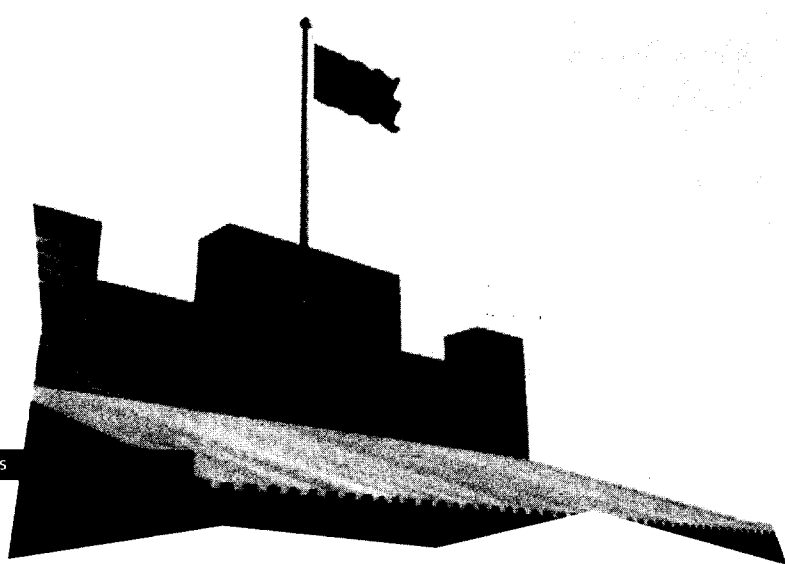
The Polling Place can be described as the whole of the grounds in which the building used as the Polling Place is situated, provided that the 'Electoral Offences' notice is displayed at the entrances to the grounds.



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.

Staff will be allocated 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.

A black and white illustration of a building with a flag on a pole. A sign is attached to the building. The sign reads: "Raise the flag and erect outside signs".

Raise the flag and erect outside signs

Staff duties

Staff are 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), will staff be moved between groups.

Distribution of Materials to Issuing Points

Materials will be issued to you by the OIC when you arrive at your Polling Place.

Ballot Papers

These steps must be followed every time you are issued with ballot papers:

- count **precisely** the total number of individual ballot papers received and tell the OIC if there is a discrepancy;
- Declaration Vote issuing officers **must** write the number of ballot papers received for each Division and Senate on the form entitled 'Declaration Vote Issuing Point Ballot Paper Inventory' (EF125).



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;

BEFORE POLLING

- 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.

REMEMBER: You should take time to familiarise yourself with the materials you will be using during the day. ENSURE THAT YOU ARE READY TO COMMENCE DUTIES AT 8:00am SHARP.

Just before 8:00am

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



Polling

8:00am

At **precisely 8:00am** the Polling Place is opened to admit any people waiting to vote.



Seal/lock ballot boxes

At 8:00am (and whenever a new ballot box is brought into use), your OIC will:

- 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 the entry; and
- allow any Scrutineers who may wish to do so to record the seal numbers.



Security of ballot papers

To ensure the security of ballot papers at all times, issuing officers should take every precaution with ballot papers in their care and never leave ballot papers unattended. 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. Inform the OIC 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 quickly enough to supply current demand, you may photocopy or amend forms in order to give electors a vote. If ballot papers are photocopied it is essential that 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.



Queue Controller

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, your OIC will 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 Return'.

Australian Electoral Commission

AEC

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 Returning Officer

Australian Electoral Commission

AEC

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 Returning Officer

EF004 10/91

Issue 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.



Issuing of ordinary votes

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 the voter’s name cannot be found on the Certified List, the spelling is checked with the voter. If that fails, the voter is asked to print the name on a piece of paper and the list is checked again. If the name still cannot be found or the name on the list has been marked in some way, the voter is sent 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, the voter is asked 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.

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). 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.

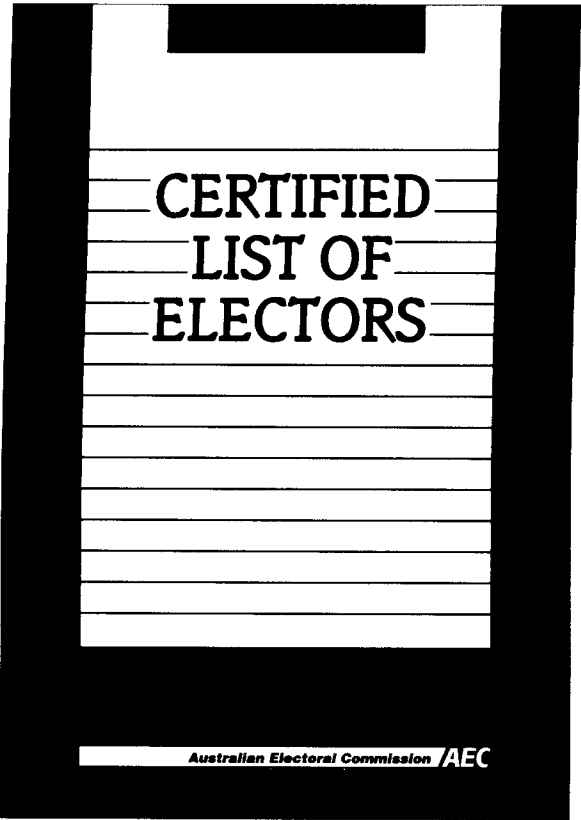
Question 3: 'Have you voted before in this election?'

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

If the voter answers 'YES', the issuing officer 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 arrowheads 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 a mistake is made when marking the Certified List, it can be corrected 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 Voters.)**

Included in the Certified List of Voters 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, the voter should be sent to the Declaration Vote issuing point.



Initiailling ballot papers

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

Issuing ballot papers

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.



Ensure only one elector at each voting screen

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 the name cannot be found on the Certified List:

- 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, the elector is directed 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, the elector is directed 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. The elector is directed 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.

NOTE: It may be necessary to question the elector to establish the enrolled address, as opposed to the address where currently living, if he or she has moved recently. Questions such as 'Where do you live?' are not of themselves sufficient and should be followed with a further question such as 'Have you enrolled for that address?' 'When?' 'Where did you live previously?'

Issue of Declaration Votes

Declaration Votes are votes issued to electors whose name and/or address details cannot be matched to the Certified List used at the Polling Place at which the elector has come to vote, or if their names have already been marked as if they had already voted.

Ballot papers used with Declaration Votes are inserted into envelopes and forwarded to the Division for which the elector is claiming enrolment. The envelope has a **counterfoil** which is removed and filed in a **‘Declaration Records’ folder**. This is a record that the elector voted at your Polling Place.

The elector **'Declares'** that he or she is entitled to vote by signing the envelope.

Types of Declaration Votes issued in a Polling Place

1. Absent Vote —

Where the elector's **enrolled address** is outside the Division for which the Polling Place is appointed, but within the same State or Territory.

2. Provisional Vote —

People claiming to be enrolled for the Division for which your Polling Place is appointed may be entitled to a Provisional Vote in the following cases:

- name not found on the Certified List,
- entry on Certified List matches elector's details but is already marked as voted
- address (only) not shown on Certified List (Silent Elector).

The elector **'declares'** that he or she is entitled to vote by signing the envelope.

GRIP HERE

AG90002

Declaration Vote Envelope

PRE-POLL NUMBER

DECLARATION VOTE

ELECTOR DETAILS - PLEASE PRINT NEATLY

Your full name

Signature

Given names

Your present name (if applicable)

Surname

Given names

Your date of birth DAY / MONTH / YEAR

Your current permanent address

Postcode

Address you are enrolled under (if different)

Postcode

If the addresses are different - date you moved to your current permanent address

Daytime phone no.

Declaration - I declare that I am entitled to vote, that I have not already voted in this election, and that the information I have given on this form is complete and correct.

Signature or mark of elector

Signature

Mark

The personal information you give on this Declaration Vote envelope is used for electoral purposes only and may be viewed by authorised staff and scrutineers.

POLLING OFFICIAL TO COMPLETE - PLEASE PRINT FIRMLY

Pre-poll ☐

Absent ☐

Present ☐

Not present ☐

Invalid ☐

Other ☐

Enrolment here received ☐

Signature of returning officer

Date

Signature of Polling Officer

Signature of Polling Officer

Signature of Polling Officer

OFFICE USE

A Signatures Check

1 Enrolment ☐

2 Signature ☐

3 Polling Officer ☐

4 Other ☐

B Enrolment Check

1 Enrolment ☐

2 Polling Officer ☐

3 Other ☐

4 Other ☐

C Information

1 Enrolment ☐

2 Polling Officer ☐

3 Other ☐

4 Other ☐

D Other Check

1 Enrolment ☐

2 Polling Officer ☐

3 Other ☐

4 Other ☐

E Information

1 Enrolment ☐

2 Polling Officer ☐

3 Other ☐

4 Other ☐

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Sample of Declaration Vote Envelope

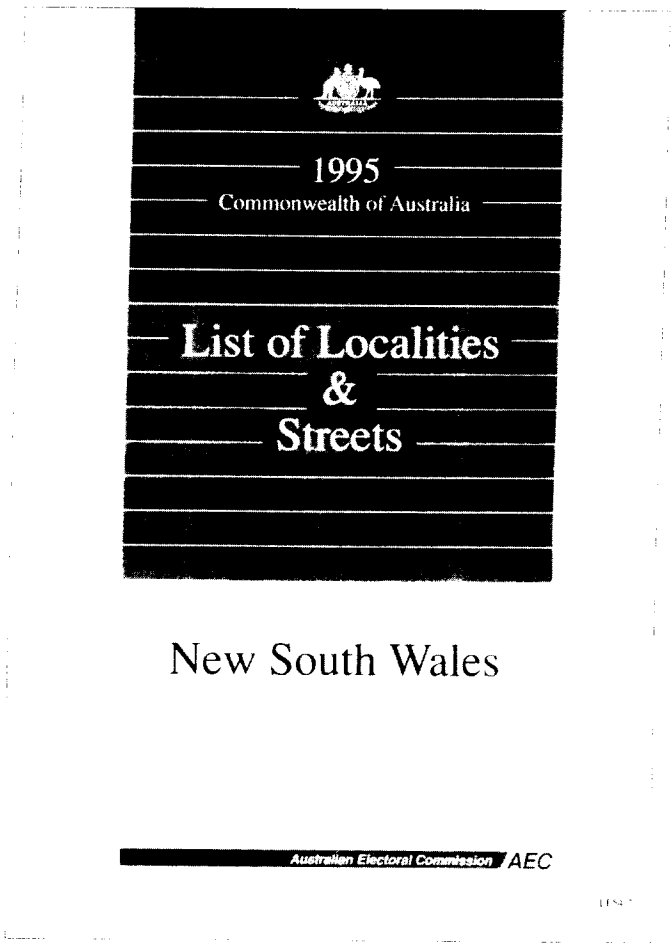
List of Localities and Streets (EF054)

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 section 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 Streets 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.

List of Localities and Streets

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:

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

- 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

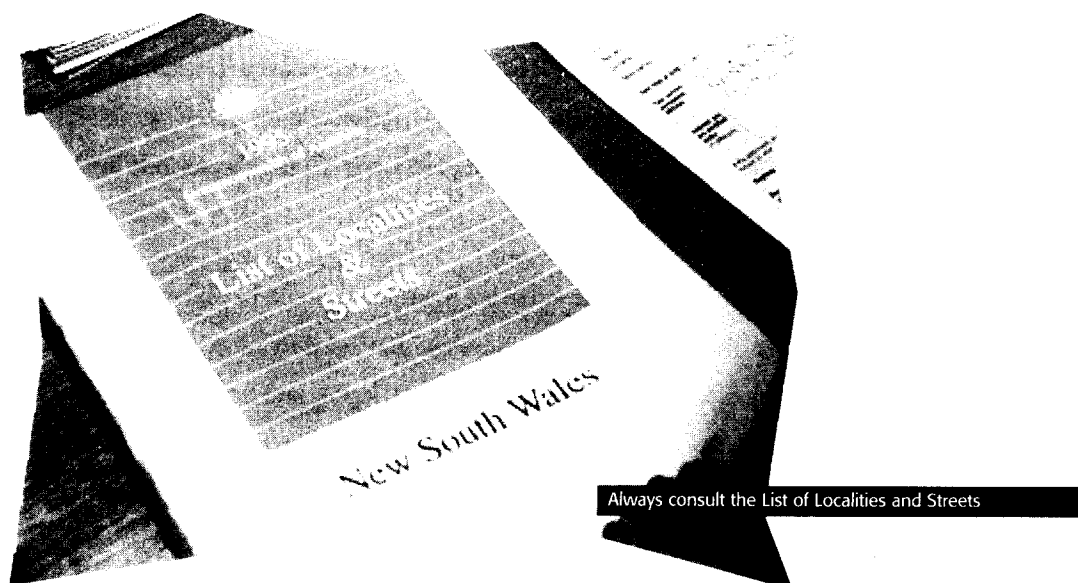
You should be aware and understand what is meant by such entries as:

- 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 **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, 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 their 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 (EF011) 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 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 voter'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.

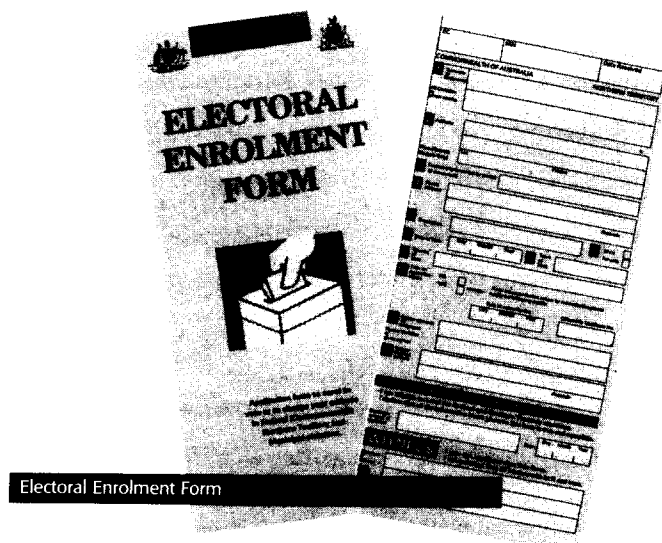
While the elector is voting

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 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

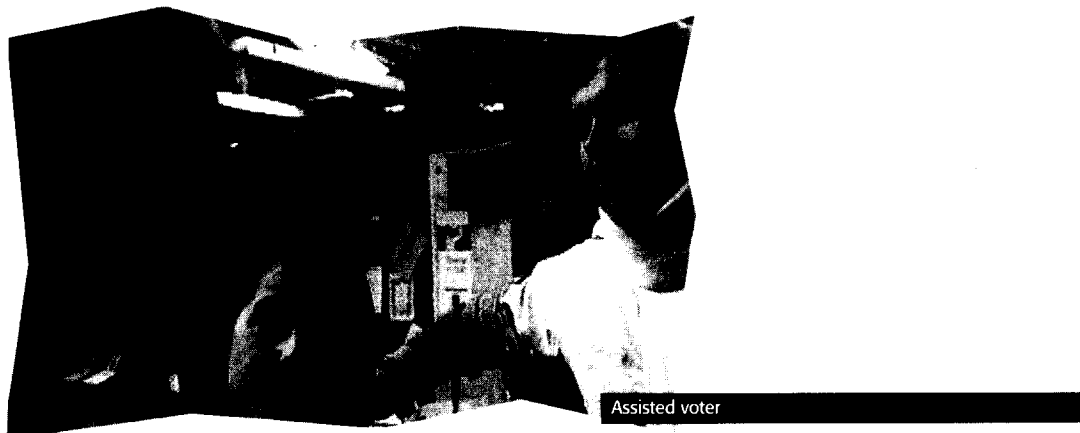
The OIC will take the completed Postal Vote and:

- 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 required in the 'Postal Votes Received' section of the 'OIC's 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 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 (NESB).

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.

Make sure that the voter 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 Polling 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;

Polling Place Name
Division

Australian Electoral Commission **AEC**

ELECTOR INFORMATION REPORT

ENROLMENT DETAILS, DECEASED AND NON-VOTING ELECTORS

NOTES

- Complete a separate page for each elector.
- If an elector has
 - changed address
 - changed his or her name
 - changed both name and address
 he or she should complete a new enrolment form while at the polling place. If an enrolment form is completed **DO NOT** enter the details in this report.
- The elector **must sign** section A.
- Interstate electors should be directed to the nearest Pre-poll Voting Centre at _____ (City to complete)
- Do not detach the pages from this booklet.

ENCLOSE THIS BOOKLET IN PARCEL LABELLED NO. 3

Particulars of Elector

Elector's Roll No. _____

Surname or Family Name _____

Given names _____

Postal Address (if different to enrolment address) _____

Date of birth _____

Contact No's: _____ Business _____ After Hours _____

Postcode _____

Section A – Correction to enrolment particulars

(Only complete change of enrolment particulars if no enrolment form is completed)

☐ My address has not changed but is shown incorrectly. It should be _____

☐ My name is spelled incorrectly. It should be _____

☐ My name is on the roll more than once. Provide details _____

☐ My new address is _____

☐ I have changed my name to _____

Signature of Elector _____

Section B

Information about an elector provided by another elector.

☐ The elector named above is deceased.

Section C

☐ The elector named above is unable to vote because _____

Information provided by _____ FULL NAME IN BLOCK LETTERS

Office Use Only

☐ Enrolment action follow up

☐ Excludes returned

EP016 395

- 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 **Elector Information Report** 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.

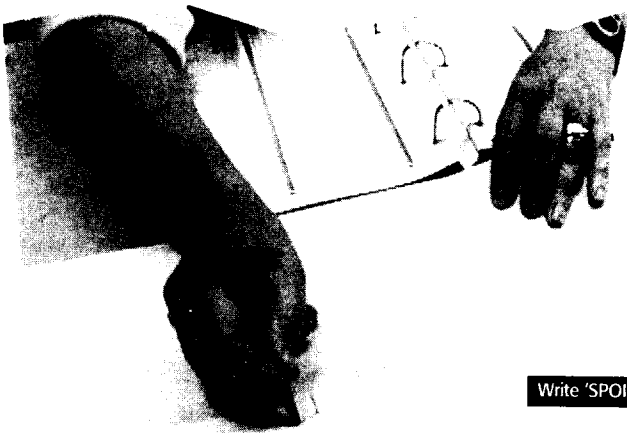
Postal Vote not received by applicant

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 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 the OIC after 6:00pm.



Write 'SPOILT' on the back of the ballot paper

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 the OIC after 6:00pm.

Australian Electoral Commission AEC	
SPOILT OR DISCARDED BALLOT PAPER ENVELOPE	
1	ON RECEIPT OF BALLOT PAPER <ul style="list-style-type: none">• Cancel the ballot paper by writing "spoilt" or "discarded" as appropriate on the back. IN THE CASE OF A SPOILT BALLOT PAPER <ul style="list-style-type: none">• In the presence of the voter, place the spoilt ballot paper in the envelope and seal it.• Issue a replacement ballot paper to the voter.
2	This envelope contains ONE ballot paper, namely: <input type="checkbox"/> Spoilt <input type="checkbox"/> Discarded
3	Tick relevant boxes <input checked="" type="checkbox"/> ↓ <input type="checkbox"/> House of Representatives Division of <input type="text"/> <input type="checkbox"/> Senate State/Territory <input type="text"/> <input type="checkbox"/> Referendum <input type="checkbox"/> issued to ordinary voter <input type="checkbox"/> issued to declaration voter
4	SIGNATURE OF ISSUING OFFICER <input type="text"/>
5	POLLING PLACE <input type="text"/>
6	<small>SPOILT - RECORD ON ACCOUNT OF BALLOT PAPER AT LAST DISCARDED - PASS DIRECTLY TO OIC ASAP</small>
EF022 — 5/95	
Spoilt/Discarded Envelope	

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

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 your OIC telephones your DRO immediately. In the event of adjourned polling, the 'Adjourned Polling Notice' must be displayed 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, the OIC should try to solve the problem. In any such situation commonsense should prevail.



Voting may be adjourned due to disaster

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 the lawful directions of the OIC may be removed from the Polling Place by either a member of the Federal, State or Territory police forces, or another person authorised by the OIC.

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 the OIC.

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.

The OIC will complete an 'Accident Report' in the OIC's return. If you have witnessed the accident you may also be required to write a report.



Take corrective action to prevent a recurrence of the accident. If there is some obstacle (piece of furniture or polling equipment) that may have contributed to the accident, then action should be taken to remove or circumvent that obstacle. If an accident occurs due to a hazardous area (for example, highly polished floor) warning signs suggesting caution should be erected. If appropriate, the area should be roped off.

REMEMBER: If a serious accident occurs advise the OIC immediately who will call the emergency services.

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 inform your OIC immediately.

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 the OIC to check 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).

The OIC will then issue the Scrutineer with an identification badge.

A Scrutineer may also be appointed by facsimile or lettergram sent to the 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.

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.



Scrutineers present their appointment forms

Rights and Responsibilities of Scrutineers

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

SCRUTINEER	
Surname	Given Names
Appointed by: Candidate	
Party	
Polling Place/Scrutiny Centre	

Scrutineer's Identification Badge

- 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 the OIC. The details of any objection must be recorded in the 'OIC's Return'.

Preparation for the Close of Polling

Depending upon the size of the Polling Place and how busy you are, during the latter part of the afternoon the OIC 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 have voted.

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

Close of Poll

Just before 6:00pm the OIC will take a time-check by telephone or radio signal so that your Polling Place closes at exactly 6:00pm.

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.

All Ordinary Vote issuing officers must fully complete the Certified List cover, especially the 'Account of Ballot Papers' section.



Polling Place closes at 6pm sharp



After Polling

6:00pm

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 2IC |
| Telephone results | — | OIC, 2IC or delegated official |
| Completion of OIC's Return | — | OIC and 2IC |
| Packaging of material | — | OIC and 2IC (or other experienced polling official) |
| Final housekeeping and tidying duties | — | All staff, as delegated by OIC |

Scrutineers During the Count

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

The OIC will be the point of contact for Scrutineers during the count. The OIC will 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.

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.

Objections

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

Collection and Reconciliation of Material

The following items will be collected by the OIC:

Unused ballot papers

The officer for each Ordinary Vote 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. The ballot papers and stubs are returned to the OIC who will record the total in the 'OIC's Return'. The ballot papers will be kept secure and separate from the area where used ballot papers will be unfolded and counted.

NOTE: Reconciliation of ballot papers issued to Declaration Vote Issuing Points is covered in the section, 'Reconciliation of Declaration Vote.' (see below)

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. The bundles are returned to the OIC who will record the totals in the 'OIC's 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 Vote Issuing Officers who used the Certified List must have signed it; and
- the 'Account of Ballot Papers' section must have been completed.

Elector Information Reports

You should check that you have correctly completed and signed the reports before returning them to your OIC.

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 A 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' (EF125);

- 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;



Sort Envelopes

- 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 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;
- After 6:00pm checklist for staff issuing Declaration Votes (EF 098);
- completed Electoral Enrolment Forms; and
- Elector Information Reports.

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

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.

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 will 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.

Work Area

There are four general areas:

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

THE COUNTING CHAIN

UNFOLDING

SORTING

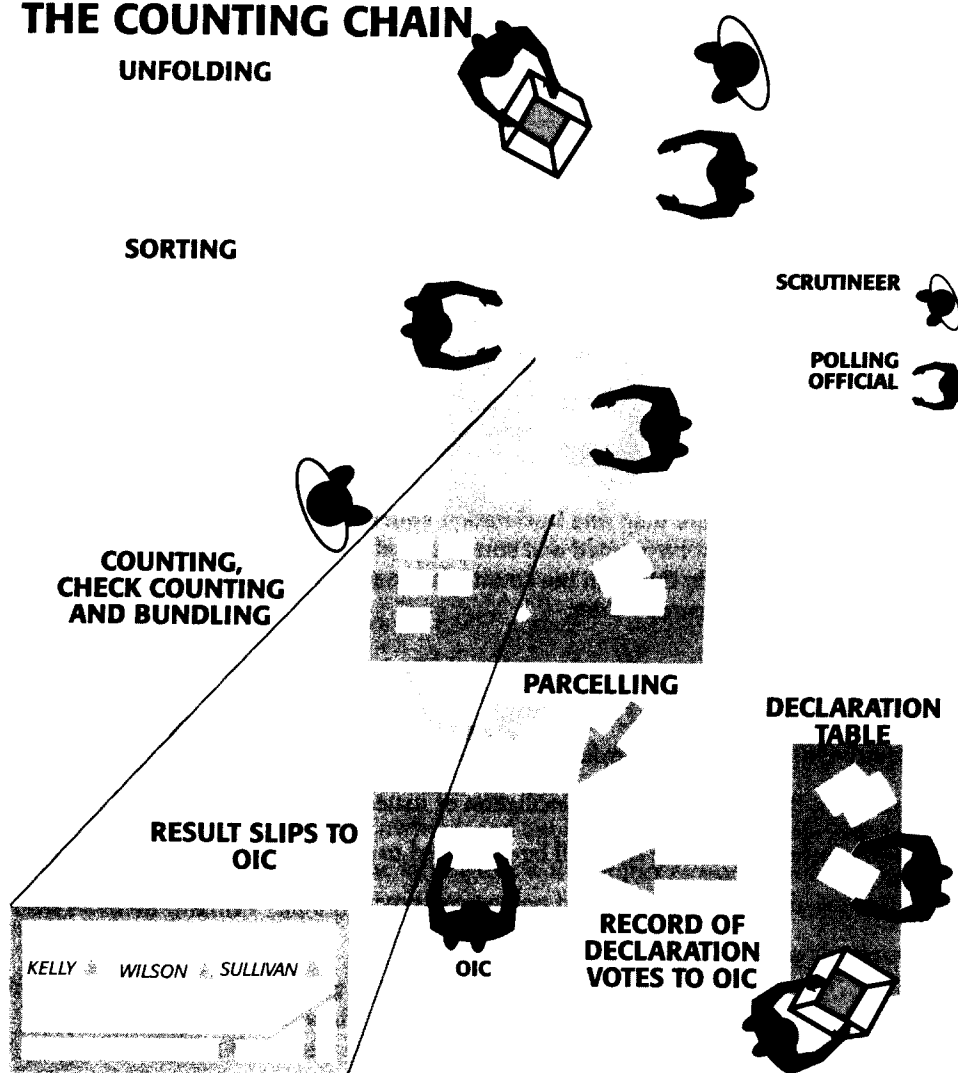
COUNTING, CHECK COUNTING AND BUNDLING

PARCELLING

DECLARATION TABLE

RESULT SLIPS TO OIC

RECORD OF DECLARATION VOTES TO OIC



Production Line Scrutinies

This work space has three main parts:

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

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 a determination by the 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, some of the more experienced staff will be moved 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 the OIC must check the seals in the presence of other polling staff and any Scrutineers present. Any discrepancies will be noted in the 'OIC's Return'. Make sure that there are no electors in the Polling Place when the ballot box is opened.

Unfolding

Your OIC will ensure 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 (✓) 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.

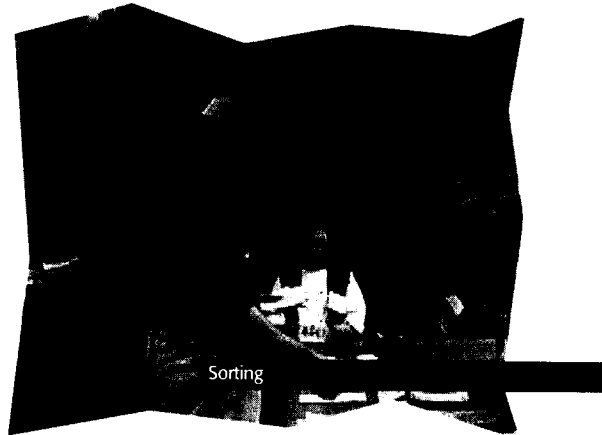
If the OIC is unable to determine the formality of a ballot paper it should be put with the informal ballot papers ('When in doubt it's informal').

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

Sorting

Make sure that:

- each ballot paper should be 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 (the OIC, will 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 placed in a '?' pile. The OIC, will 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 the OIC to examine. After examining the ballot paper and making a decision the OIC will write on the back 'Admitted' or 'Rejected' and add their initials and the date. The ballot paper is then sorted to the candidate if 'Admitted' or to informal if 'Rejected'.

In the Polling Place the OIC's decision is final. Scrutineers will be advised that every ballot paper will be subjected to further scrutiny by the DRO when material is returned to the Divisional Office.

Counting

- 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/package card which is placed on the top of each bundle.

REMEMBER: Do not write on ballot papers .

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. The OIC will 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. Check:

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

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

Telephoning Results

When the House of Representatives scrutiny is completed the OIC will 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 the OIC must remain in the room and have one of the staff make the phone call.

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 announced by the OIC after 6:00pm. 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.

Your OIC may ask you to assist with this count and if so will instruct you in the procedures to be followed.

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 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 a count/packaging card and place on top of the 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 bundle. DO NOT WRITE ON BALLOT PAPERS.

Recording the result of the Senate Count

The figures for the Senate Count are recorded in the OIC's General Return and totalled.

The result of the Senate Count is telephoned to your DRO as soon as it has been finished.

Packaging and Return of Material

When the scrutiny is finished all material must be returned to the Divisional Office.

All packages must be sealed with AEC security tape.

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).

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; 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 (EF012), 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.

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 A

- Postal Vote Envelopes separated from other Envelopes and given to OIC ☐
- *Unused* Ballot Papers (Reps, Senate, and Referendum , if applicable) counted and entered on 'Declaration Vote Issuing Point Ballot Paper Inventory Form' ☐
- *Unused* Ballot Papers wrapped in appropriate packaging/count card and count card endorsed with contents. ie. 'Unused (137)' ☐
- Spoilt and/or discarded Ballot Papers Envelopes **checked for correct endorsement**, sealed and number of each category for all Ballot Paper types advised to OIC ☐
- All Declaration Envelopes **containing Ballot Papers** checked to ensure that the Issuing Officer has *signed* them ☐
- All Declaration Envelopes containing Ballot Papers checked to ensure that the **Official** Polling Place name is indicated below the Issuing Officer's signature ☐
- All Declaration Envelopes containing Ballot Papers sorted into alphabetical order, firstly by Division and then by electors surname ☐
- Declaration Envelopes bundled by Division with the total number of envelopes indicated on the top of each bundle ☐
- Declaration Vote Issuing Point Ballot Paper Inventory completed ☐
- Total of used Declaration Envelopes and Spoilt Ballot Paper Envelopes agrees with the number of *used* Ballot Papers (numbers received *less* unused) for each Division. ☐

Note: All Ballot Papers discarded in the Declaration Vote section of the Polling Place form no part in the reconciliation of Ballot Papers because of the assumption that every sealed Declaration Envelope contains all appropriate Ballot Papers

- Counterfoils sorted into Division order and in order of surname and place in Declaration Records Folder (EF015). ☐
- Total number of completed and sealed Declaration Envelopes agrees with the number of counterfoils in the folder. ☐
- All enrolment forms checked for signature of witness and sealed in envelope EF093. ☐

OIC / /

Declaration Issuing Officer / /