

Mobile Polling Procedures

– Electoral Visitors

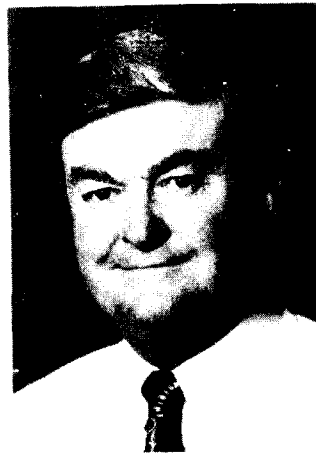
Australian Electoral Commission / AEC

EF147

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 an Electoral Visitor you will be responsible for the conduct of the voting at all polling places on your mobile polling run.

During polling, 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.

Mobile 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 on your mobile polling run.

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 dark ink, appearing to read 'Bill Gray'.

Bill Gray
Electoral Commissioner

Message from the Electoral Commissioner	3
Contents	4

Part 1 Introduction 9

Part 2 Mobile Team Staff 11

2.1 Divisional Returning Officer (DRO)	11
2.2 Electoral Visitor-in-Charge	11
2.3 Assistant to the Electoral Visitor	12
2.4 Employment Forms, Contracts and Identification Badges	12
2.5 Staff training	12
2.6 Equal Employment Opportunity (EEO)	13
2.7 Workplace Harrassment	13

Part 3 Candidates, Party Workers and Scrutineers 15

3.1 Candidates	15
3.2 Party workers	15
3.3 Scrutineers	15

Part 4 Electors in hospitals, nursing homes and prisons 19

4.1 Electors eligible to vote	19
4.2 Interstate electors	19
— Postal vote applications	
4.3 Situations you may face	20
— Electors unable to vote at first visit	
— Elector becomes distressed	
— Forbidden visits	
4.4 Secrecy of the vote	20
— People allowed to be present when votes are taken	

Part 8 Seal/lock ballot box 31

- 8.1 Sealing ballot box and maintaining records 31
- 8.2 First institution (preparation of a new ballot box) 31
 - At close of polling at an institution (or when a ballot box is full)
- 8.3 Second and subsequent institutions (preparation of ballot box) 33

Part 9 Issuing ordinary votes 35

- 9.1 Certified Lists 35
- 9.2 Questions to ask ordinary voters 35
- 9.3 Marking Certified Lists 37
- 9.4 Initialling ballot papers 38
- 9.5 Issuing ballot papers 38
- 9.6 Problems you may encounter when issuing ordinary votes 39
 - Elector's name not found on the Certified List
 - Elector's address different from the one on the Certified List
 - Elector's address not shown on the Certified List
 - Elector's name on the Certified List marked as having already voted
 - People who applied to enrol after the close of rolls
 - Roll discrepancies
 - Advice concerning the inability of other people to vote

Part 10 Issue of declaration votes 43

- 10.1 Types of Declaration Votes issued by Electoral Visitors 44
- 10.2 List of Localities and Streets (EF54) 44
- 10.3 Provisional Voting Statement 46
- 10.4 Completion of the Declaration Envelope 46

Part 11 Postal votes received at the institution 49

- 11.1 Receipt of a completed postal vote 49
- 11.2 Cancelling a postal vote 49

Part 12 Assistance to electors 51

- 12.1 Electors who may need assistance 51
- 12.2 People allowed to assist the elector 52
 - Person nominated by the elector
 - When the elector fails to nominate an assistant
- 12.3 Assistance with voting 52
 - Person nominated by the elector
 - Assistance by the electoral visitor-in-charge or his/her delegate
- 12.4 Preparation of a Declaration Envelope for assisted electors 53
- 12.5 Electors unable to sign their names 54

Part 13 Problems you may encounter 55

- 13.1 Problems you may encounter during polling 55
 - Provisional age enrolment
 - Provisional citizen enrolment
 - Adjournment of voting
 - Disturbances during voting
 - Photographers in the polling area
 - Political messages on badges and clothing
 - Shortage of polling material
 - People who have received and misplaced, or did not receive, postal ballot papers
- 13.2 Spoilt or discarded ballot papers 57
 - Spoilt ballot papers
 - Discarded ballot papers

Part 14 Records and returns 59

- 14.1 Responsibility of the Electoral Visitor 59
- 14.2 General Return 59
- 14.3 Other returns and documents 61

Part 15 Return of material and equipment 63

- 15.1 Parcelling voting material 63
 - Labelling and sealing parcels
- 15.2 Polling and travel equipment 65

Part 16 Checklists 66

- Checklist No.1 Polling material 66
- Checklist No.2 Polling equipment and material 67

Introduction

In order to provide a service to electors who are in hospitals, convalescent homes, registered nursing homes or prisons, the Commonwealth Electoral Act 1918 permits the taking of votes from electors in these institutions by Electoral Visitors on any of the five days before polling day, polling day, or a day to which polling is adjourned.

Mobile polling in prisons shall be made at any time suitable to the Governor of the prison and after the ballot papers are available, up until 6:00pm on polling day.

You have been appointed as an Electoral Visitor and will be either in charge of a team or a member of a team. Your duties and the procedures to follow in carrying out your various tasks are explained in detail in this manual.

Read the manual carefully. It is essential that you understand your duties fully before you begin. If you are unsure of any procedures, or if you have any questions, please contact the Divisional Returning Officer (DRO) who is responsible for your mobile polling.

This manual is dated November 1995. It has been published specifically for this federal election and supersedes any previous manual.

PLEASE BRING THIS MANUAL WITH YOU TO YOUR TRAINING SESSION

Mobile team staff

2.1 Divisional Returning Officer (DRO)

The Divisional Returning Officer (DRO), a permanent officer in the Australian Public Service, is responsible for the conduct of the election within the Division. The DRO, as your manager, will help you if you have any questions or problems relating to your duties or conditions of service. In some divisions the DRO may have delegated the responsibility for your mobile polling run to an Assistant Divisional Returning Officer (ADRO).

The Divisional Returning Officer:

- recruits and appoints suitable staff to perform the duties of Electoral Visitors;
- issues an identification badge and all necessary equipment to each Electoral Visitor;
- instructs Electoral Visitors in their duties and responsibilities;
- organises detailed arrangements with each institution to be visited; and
- where necessary, liaises with the appropriate management to ensure that hospitals, nursing homes and prisons provide adequate voting facilities.

2.2 Electoral Visitor-in-Charge

The Electoral Visitor-in-Charge of a mobile polling team is responsible for all aspects of the conduct of the election at each institution visited by the team. In addition to the normal duties of an Officer-in-Charge (OIC) of a Polling Place, the following matters require special attention and planning.

The published timetable of your itinerary must be maintained. If unavoidable changes occur, the DRO and the institutions involved need to be informed as soon as possible (see Section 5.4).

Behaviour of team members must be of a high standard at all times. As visitors, Electoral Visitors must respect the special needs of voters and institutions. The Electoral Visitor-in-Charge is responsible for the conduct and actions of the mobile team.

Material necessary for polling is listed in the inventory. The Electoral Visitor-in-Charge must make sure that all the material needed to complete polling at each institution has been collected before beginning the mobile polling run.

Security of all ballot boxes, ballot papers and other material under the control of the Electoral Visitor-in-Charge must be maintained at all times (see Section 6).

Returns, reports and journals which you have been instructed to prepare are to be completed promptly and as directed (see Section 14).

2.3 Assistant to the electoral visitor

An Assistant will be appointed by the DRO to help the Electoral Visitor-in-Charge to carry out any or all of the duties which need to be done in order to conduct polling. The duties of the Assistant include:

- issuing ballot papers to voters;
- assisting voters as required (see Section 12.2);
- ensuring that the voter places the completed ballot paper in the ballot box; and
- guarding the ballot box.

2.4 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 assist electors distinguish between polling officials and other people accompanying the mobile team in the institution, mobile team members will be given identification cards. These cards must be worn at all times when the team is on duty.

2.5 Staff training

The DRO will arrange training sessions for mobile team staff.

2.6 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.

2.7 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.

Candidates, party workers and scrutineers

Candidates, party workers and scrutineers have very different rights and responsibilities at polling places.

3.1 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 area except to record their own vote. They may of course mix with party workers and electors outside the polling area.

NOTE: Candidates may not enter special hospitals for any official election purpose (hospitals that are not Polling Places, visited by a mobile team), from the issue of the writ to the end of polling day (*Commonwealth Electoral Act 1918, Section 226 (5) (a)*). Also, because only patients may vote, candidates may not enter even to vote, except in the unlikely event that the candidate is a patient at that hospital.

3.2 Party workers

Party workers may not enter the polling area. An exception is made if an individual party worker is nominated as an assistant by an elector who needs help to complete the ballot paper (see Section 12.2). Party workers asked to assist electors must remove political badges before entering the polling area.

3.3 Scrutineers

Scrutineers play a role in the election process but must follow certain rules in relation to:

- the number of Scrutineers allowed to accompany a mobile polling team;
- presentation of appointment forms; and
- rights and responsibilities of Scrutineers.

Number of Scrutineers allowed to accompany each mobile polling team

For each Senate and House of Representatives election a candidate is entitled to appoint one Scrutineer for each mobile polling team.

Replacement of Scrutineers

Scrutineers may come and go during voting but there must not be more than one Scrutineer per candidate with the mobile polling team at any one time. Their places may be taken by duly appointed replacements.

Presentation of appointment forms

Scrutineers must present their appointment forms to the Electoral Visitor-in-Charge.

CHECK all appointment forms to see that:

- the name of the polling place (Mobile) has been entered (as there is no need for a Scrutineer to have a separate form for each institution on a mobile run, the word 'mobile' may be used instead of the name of an institution).
- 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 is also acceptable).

A Scrutineer may also be appointed by a telegram or fax sent to the Electoral Visitor-in-Charge or the DRO. The DRO will notify you if this happens.

Unappointed scrutineers

Anyone who does not have a 'Scrutineers Appointment Form' should be told to contact the party, candidate or campaign organisation.

Rights and responsibilities of scrutineers

Electoral Visitors will be provided with a copy of the *Scrutineers Handbook*, setting out the rights, duties and responsibilities of Scrutineers. The main points for you to remember about Scrutineers are summarised below.

Scrutineers may:

- observe all voting procedures except the elector actually voting, unless the elector is an assisted voter (see Section 12.3);
- be nominated by a disabled or non-literate voter to help with the completion of a ballot paper (see Section 12.2);
- object to the right of any person to vote;
- enter and leave the polling area at any time during voting (their places may be taken by other appointed Scrutineers).

Scrutineers **must not**:

- touch ballot papers;
- interfere with, or attempt to influence, any elector;
- disclose any knowledge gained concerning the vote of any person;
- wear a badge or emblem of a political party when accompanying the mobile team;
- deliberately show or leave in the polling area any how-to-vote card or similar direction as to how an elector should vote; and
- help with the clearing of voting screens or removal of material from the polling area or assist in transporting mobile polling equipment.

Objections by Scrutineers

If procedures being carried out are questioned, refer the Scrutineer to the relevant sections in the *Scrutineers Handbook* or this manual. Any objections should be noted in the OIC's Return.

If the right to vote of any person is objected to by a Scrutineer, write the name and address of the elector objected to, name and address of the Scrutineer, and the details of the objection, in the OIC's Return.

The Electoral Visitor-in-Charge of the mobile team may still decide that the elector may vote.

Disputes with scrutineers

A Scrutineer (or any other person) who commits any breach or misconduct or who fails to obey lawful directions may be removed from the polling area by a member of a police force.

For procedures to follow should a member of a police force not be available to assist you, see Section 13.1. Before action along these lines is taken the Electoral Visitor-in-Charge should attempt to phone the DRO.

Travel with the mobile polling team

Scrutineers are not allowed to travel to and from institutions in the same vehicles as the mobile polling team.

Electors in hospitals, nursing homes and prisons

To make sure that the conduct of polling in hospitals, nursing homes and prisons proceeds smoothly, you will need to be aware of the following matters.

4.1 Electors eligible to vote

Mobile voting is available to resident electors only. Such electors must wish to vote, but not necessarily with the mobile team. They can opt for a postal vote if their personal circumstances prevent them from voting with the mobile team. An Electoral Information pamphlet (EF126) explaining patients' options will have been distributed by the administration of the institution in advance of the mobile team's visit.

Electors are eligible to vote at the general election, if they are enrolled for the State or Territory in which the institution is located.

Staff and visitors are NOT entitled to vote with a mobile polling team.

4.2 Interstate electors

Mobile voting is only available to electors who are enrolled for the same State/Territory in which the institution is located. Interstate electors need to apply for a postal vote if they expect to be outside their State/Territory on polling day.

Postal vote applications

Mobile teams will supply postal vote applications to interstate voters if there is time for ballot papers to be posted to the elector.

Postal ballot papers cannot be posted to voters after the last outward mail clearance on the Thursday before general polling day (Saturday).

NOTE: When there is not enough time for the elector to have a postal vote, a note to that effect is to be made on the Elector Information Report.

4.3 Situations you may face

As a member of a mobile polling team you may encounter various situations which will require the use of commonsense and tact.

REMEMBER: The privacy of voters must be respected at all times.

Electors unable to vote at first visit

If any patient is not able to vote when a visit is made (due to sedation, indisposition, etc.), every effort must be made to return before you leave the institution. In cases where the elector was unable to vote during your visit make a note of the details in the Elector Information Report. If there is time for an application to be processed, leave a postal vote application.

Elector becomes distressed

If an elector becomes distressed, do not proceed with the taking of the vote. Simply record the problem in the Elector Information Report. On no account should the elector's name be marked on the Certified List if a vote is not taken.

Forbidden visits

You may be told by a member of the staff that for some reason a visit to an elector is not possible. In such cases a visit shall not be made. Just make a note of the matter in the Elector Information Report including the full name and address of the elector.

The administrator may provide a list of people unable to vote. Place this in the front of the Elector Information Report booklet.

4.4 Secrecy of the vote

You must take whatever measures are necessary to maintain the secrecy of the elector's vote. This requirement must be enforced, regardless of any lack of concern shown by the elector about the matter.

People allowed to be present when votes are taken

When the elector is voting, the only people allowed to be present in the polling area are:

- person nominated by the elector to assist (if necessary);
- Scrutineers;
- members of the mobile team;
- any person required by the hospital, nursing home or prison to be in attendance on medical or other legitimate grounds; and
- any other person with the approval of the Electoral Visitor-in-Charge (for example, an interpreter).

A mobile polling run

Before setting out on your mobile polling run you should confirm that all the necessary arrangements have been made and that you have collected all the equipment and voting material you require.

5.1 Polling days

Mobile polling may take place on:

- any day during the 5 days before polling day;
- on polling day; and
- for prisons, at any time after ballot papers become available with the agreement of prison authorities up until 6pm on polling day.

5.2 Hours of polling

Voting is allowed only from 8:00am to 6:00pm.

On some days you may be asked to conduct polling at more than one institution, for example:

Hospital A, polling hours 8:00am to 11:00am, and
Hospital B, polling hours 2:00pm to 4:00pm.

You must never leave the building before the end of the advertised voting hour, even if it seems unlikely that any more voters will come.

5.3 Itinerary for Mobile Polling Team

An itinerary for mobile polling at one or more institutions will have been prepared by the DRO. The Electoral Visitor-in-Charge will receive a copy of the itinerary and the following details:

- the days and times when polling will take place at different institutions;
- the names of contact people at each institution;

- the names of mobile team members;
- accommodation arrangements (if applicable); and
- any other details the DRO considers appropriate.

A map of the area may also be provided.

It is essential that you understand the details of the itinerary and keep to the timetable as far as possible.

Arrangements for walking electors in hospitals and nursing homes

The DRO will have consulted the institution to determine how many walking electors would be able to come to a specific polling area within the institution. The DRO will also tell you if any special arrangements for walking electors are necessary. If there is only a small number of walking electors, no specific polling area will be established.

Notice displayed by DRO

The DRO is required to display a notice at the Divisional Office which details the arrangements for visits by mobile polling teams to institutions. In addition, the DRO will have advised institutions of the polling arrangements and the name of the Electoral Visitor-in-Charge. The DRO will provide the Electoral Visitor-in-Charge with a copy of the public notice (which sets out starting and finishing times for voting) for display in a prominent position within each institution.

Travel with the mobile team

No-one is allowed to travel to and from institutions in the same vehicles as members of the mobile team.

5.4 Variations to itinerary

Special circumstances

The Electoral Visitor-in-Charge may need to change the itinerary because of special circumstances, such as:

- unforeseen problems at the institution,
- vehicle breakdown, or
- additional time needed to allow all electors eligible to vote to do so.

Procedure for variations

If the itinerary needs changing, the Electoral Visitor-in-Charge must:

- advise the DRO of changes to the timetable;
- advise by telephone institutions concerned;
- advise Scrutineers, if present; and
- record all variations to the itinerary in the Mobile Team Journal.

5.5 Staff preparations

Electoral Visitors will attend a training session organised by the DRO. The Electoral Visitor-in-Charge should ensure that the Assistant Electoral Visitor is aware of the itinerary and travel arrangements.

5.6 Polling material

Polling material will be given to the Electoral Visitor-in-Charge by the DRO. The most important items are the ballot papers, Certified List of Electors and the ballot box.

See Checklist No. 1 for a summary of tasks to complete.

Receive and check material

When the Electoral Visitor-in-Charge receives polling materials the following steps must be taken:

- check against the inventory to ensure that the correct number of each item has been received;
- count each ballot paper individually (because the number in bundles can vary) and write the total number of each type of ballot paper received in the General Return (see Section 14.2);
- let the DRO know immediately if anything is missing;
- return to the DRO the 'Acknowledgment of Receipt' at the bottom of the inventory form; and
- make sure that the material is securely stored at all times (see Section 6).

Sorting material

Before leaving for your mobile polling run the Electoral Visitor-in-Charge should have sorted the material to be used for Ordinary and Declaration Votes.

To issue Ordinary Votes you need:

- House of Representatives ballot papers for your Division;
- Senate ballot papers for your State/Territory;
- Certified List;
- a special Pentel pen for marking the Certified List;
- Elector Information Report;
- Spoilt or Discarded Ballot Paper Envelopes;
- instructional place card;
- pens/pencils; and
- Electoral Enrolment Forms.

To issue Declaration Votes you need:

- House of Representatives ballot papers for all Divisions in your State/Territory;
- Senate ballot papers for your State/Territory;
- Declaration Envelopes;
- Declaration Records Folder;
- Provisional Voting Statement;
- List of Localities and Streets (EF054);
- Declaration Vote Issuing Point Ballot Paper Inventory Form (EF125);
- Spoilt or Discarded Ballot Paper Envelopes;
- Electoral Enrolment forms;
- Elector Information Report;
- ball-point pen;
- instructional place card; and
- any maps provided by the DRO.

How-to-vote cards

Institutions may receive supplies of 'How-to-vote' material for the use of voters.

Institutions are to make the material available to voters who request it.

Candidates may have supplied the DRO with 'How-to-vote' cards or other literature for the purpose of availability to patients on mobile visits. In these cases, the DRO will supply you with that material and you may supply it to the patient on request.

Security of ballot material

6.1 Responsibility of the Electoral Visitor

As an Electoral Visitor you are responsible at all times for the security of:

- ballot boxes,
- ballot papers (both used and unused), and
- Certified Lists.

A ballot box is not in itself a security container and therefore must not be left unattended at any time, even when locked and sealed as outlined in Section 8.

Certified Lists

If a separate Certified List is used at each institution on your mobile run, each must be individually parcelled and sealed at the completion of polling at an institution (see Section 15.1).

6.2 When travelling

Make sure when you travel that ballot boxes, ballot papers and Certified Lists are always inside the vehicle. In particular, ballot papers and Certified Lists are to be stored in a locked container and secured (e.g. a briefcase).

6.3 Outside the hours of voting

Anytime you are not conducting polling, ballot papers and Certified Lists must be locked in a container and secured as necessary.

Overnight security

If ballot boxes containing votes need to be kept overnight and they cannot be returned to the Divisional Office, the Electoral Visitor-in-Charge may be able to obtain permission to use the security facilities in establishments such as:

- the institution you are visiting,
- a bank,
- a post office,
- a police station, or
- local government authority offices.

If such premises are not available, the Electoral Visitor-in-Charge should discuss the best alternative with the DRO.

Preparation for polling at an institution

One or two days before the date of your visit, the Electoral Visitor-in-Charge should phone the person in charge to confirm the arrangements made by the DRO. On the first day of your visit you will need to arrive half an hour before voting is due to begin, to complete the following arrangements.

7.1 Contact person

As soon as you arrive the Electoral Visitor-in-Charge should ask to be introduced to the contact person and consult with them concerning:

- a polling location for voters able to attend in person (if this is necessary, see Section 5.3); and
- the arrangements for you to attend voters confined to bed.

7.2 Ballot papers

To make sure that returns will balance at the end of voting you must be satisfied that every bundle of ballot papers supplied to you actually contains the total claimed. The Electoral Visitor-in-Charge should have confirmed this on receipt of the material from the DRO (see Section 5.6).

At each institution BEFORE voting begins:

- recheck the number of ballot papers on hand; and
- enter in the OIC's General Return the number of ballot papers held for that institution (see Section 14.2).

7.3 Prepare polling equipment

Check that you have all your material organised for voting (see Checklist No. 2).

7.4 Briefing for scrutineers

Before polling begins, the Electoral Visitor-in-Charge should inspect Scrutineers' appointment forms and check that they are aware of their rights and responsibilities as outlined in the *Scrutineers Handbook*.

It is worthwhile to let Scrutineers know right from the start the importance of respecting the privacy of the patient. Discuss situations which may arise (see 4.3; 4.4 and section 12).

Also remind Scrutineers that the scrutiny of votes from mobile polling will be conducted by the DRO after polling day.

Display the notice 'Offence to Influence Voters' (Form EF019(a)) and draw Scrutineers' attention to it.

Seal/lock ballot box

8.1 Sealing ballot box and maintaining records

As an Electoral Visitor you are responsible at all times for the security of the ballot box and the ballot papers. Your DRO may supply you with metal ballot boxes or the newer polypropylene ballot boxes.

Note how the procedures to be followed differ between the FIRST institution visited and the rest of the institutions on your run. TAKE CARE to follow exactly the steps outlined.

8.2 First institution (preparation of a new ballot box)

To prepare a ballot box at the first institution or whenever a new ballot box is brought into use, you must:

- show the empty ballot box to any Scrutineers and other people present;
- close the ballot box.

If using metal ballot boxes:

- lock the ballot box by attaching a padlock to the locking staple;
- seal the ballot box by threading a security seal through the locking staple so that the box cannot be opened without first breaking that seal;
- put the key to this padlock in **Key Envelope Number 1** and seal the envelope with security tape;
- label **Key Envelope Number 1** with the ballot box number;
- sign across the security tape on the back of the envelope;
- invite any Scrutineers present to sign across the security tape (this envelope may only be opened by a DRO or an officer to whom you deliver the material); and
- enter details of the ballot box number and security seal number in the 'Record of ballot-box and security seal numbers' section of the OIC's General Return (see Section 14.2).

If using polypropylene ballot boxes:

- seal the ballot box by threading two security seals through the seal holes at each end of the ballot box so that it cannot be opened without first breaking the seals



Polypropylene ballot box ready for polling

- enter details of the ballot box number and security seal numbers in the 'Record of ballot-box and security seal numbers' section of the OIC's General Return (see Section 14.2).

At close of polling at an institution (or when a ballot box is full)

At the finish of voting at an institution or when a ballot box is full, or when all institutions have been visited you must lock and seal the ballot box.

If using metal ballot boxes you must:

- lock and seal the ballot box using a second padlock and a second seal;
- put the key to the second padlock in **Key Envelope Number 2** and seal the envelope with security tape;
- label **Key Envelope Number 2** with the ballot box number;
- sign across the security tape on the back of the envelope;
- have any Scrutineers present sign across the security tape; and
- enter details of ballot box number and security seal number in the 'Record of ballot-box and security seal numbers' section of the OIC's General Return (see Section 14.2).

NOTE: If the ballot box is not full and is to be used at another institution during the mobile run, the key to the second padlock should be retained by the Electoral Visitor-in-Charge for safekeeping

If using polypropylene ballot boxes you must:

- lock the ballot box by attaching a padlock to the locking staple;
- seal the ballot box by threading a security seal through the locking staple so that the box cannot be opened without first breaking that seal;



Sealed polypropylene ballot box

- put the key to this padlock in **Key Envelope Number 1** and seal the envelope with security tape;
- label **Key Envelope Number 1** with the ballot box number;
- sign across the security tape on the back of the envelope;
- invite any Scrutineers present to sign across the security tape (this envelope may only be opened by a DRO or an officer to whom you deliver the material); and
- enter details of the ballot box number and security seal number in the 'Record of ballot-box and security seal numbers' section of the OIC's General Return (see Section 14.2).

8.3 Second and subsequent institutions (preparation of ballot box)

At the time set down for the start of voting at any other institutions on your run (if the ballot box already contains ballot papers), you should take the following steps to reactivate the ballot box:

- show the locked and sealed ballot box to Scrutineers and other people present;
- check the seal numbers to see that they match your records;
- have Scrutineers and other people present check the seal numbers;
- sign an entry in the OIC's General Return certifying the numbers of the seals on the ballot box;
- have the Scrutineers and any other person present witness the entry;
- confirm the seals are in order.

If using metal ballot boxes:

- remove the second seal and second padlock; and
- retain the broken seal to return to the DRO.

NOTE: When reactivating a metal ballot box the first padlock and first seal securing the ballot box must not be removed.

If using polypropylene ballot boxes:

- remove the padlock and seal from the locking staple; and
- retain the broken seal to return to the DRO.

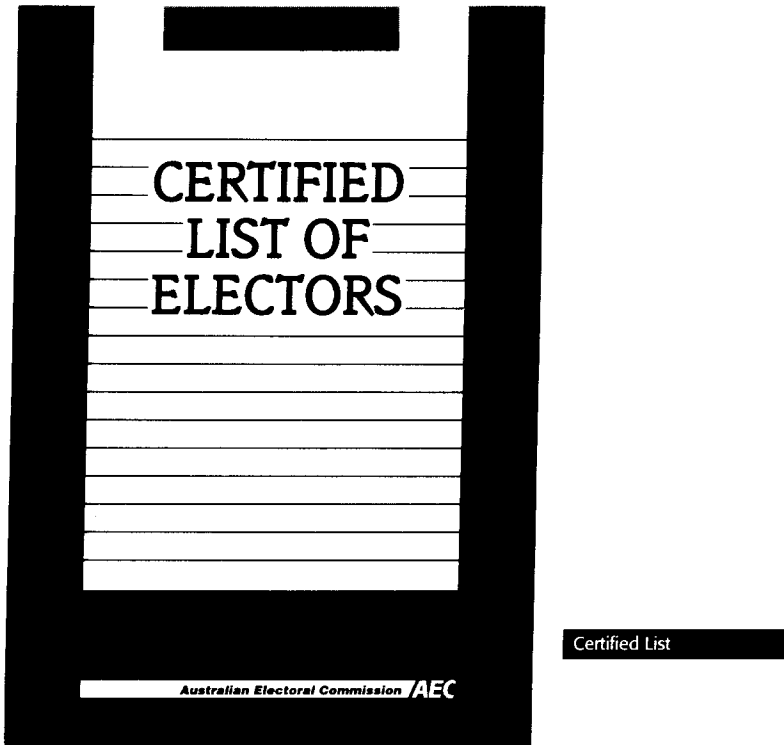
NOTE: When reactivating a polypropylene ballot box the security seals initially attached to each end of the box must not be removed.

Issuing ordinary votes

Ordinary votes are issued to those people enrolled for the Division in which the institution is located and whose names appear on the Certified List without being marked in any way.

9.1 Certified Lists

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



9.2 Questions to ask ordinary voters

The *Commonwealth Electoral Act 1918* provides that certain questions must be put to all electors 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 elector’s name on the Certified List, check the spelling with the elector. If that fails, ask the elector 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, issue the elector a Declaration Vote (see section 10).

NOTE: On the certified lists, 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 if they start with Saint. For example:

12340	Maas	22341	O’Brien	32341	Sahora
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 elector Question 3.

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

If it is not the same person, the elector should be given an Electoral Enrolment Form to complete before being given a declaration vote.

If you make a mistake

If you make a mistake when marking the Certified List, you can correct it by joining the arrowheads 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.

① Correcting an error in the left hand margin

W → 401U [] ← Clarke Ke
402C [] ← Clarke La

OR

Correcting an error in the right hand margin

19 Lensham Pl Armidle
lot 1520 Matison St Southern Rvr ← W

② Join error correction arrow heads on the top left hand corner of the page

[] → ← ERROR

Section of Certified List cover

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

9.4 Initialling ballot papers

Before issuing ballot papers you must initial each one on the back, near the top right-hand corner.

9.5 Issuing ballot papers

ONLY issue ballot papers when the elector may mark the ballot papers in secret.

The elector should be advised as appropriate to:

- use a voting screen for privacy;
- read the instructions printed on the ballot papers;
- fill in the ballot papers;

- fold the ballot papers to conceal the vote; and
- put the ballot papers in the ballot box; and leave the polling place when finished.

The elector may receive assistance approved by the Electoral Visitor-in-Charge (see Section 12).

9.6 Problems You may Encounter 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, issue a Declaration Vote to the elector.

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 and obtain a completed enrolment form from the elector. If the address on the Certified List is a place where the elector claims never to have lived, issue the elector with a Declaration Vote.

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 should issue a Declaration Vote to the elector.

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.

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 issued with a Declaration Vote.

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.

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.

ELECTOR INFORMATION REPORT
ENROLMENT DETAILS, DECEASED AND NON-VOTING ELECTORS

Particulars of Elector	
------------------------	--

Elector's Roll No.

Surname or Family Name

Given names

Postal Address (if different to
mailing address)

Date of birth:

Section A - Correction to enrolment particulars
(An enrolment form is completed)

Section A - Correction to enrollment

- (Only complete change of address)
- ☐ My address has not changed but is shown incorrectly. It should be -
- ☐ My name is spelt incorrectly. It should be -
- ☐ My name is on the roll more than once. Provide details
- ☐ My new address is
- ☐ I have changed my name

Signature of Elector

Signature of Elector _____

Section B

Section C

- ☐ The elector named above is deceased.
- ☐ The elector named above is unable to vote because -

Information provided by
FULL NAME IN BLOCK LETTERS

Office Use Only

- ☐ Excuses roll noted

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 institution at which the elector is voting, or if their name has already been marked as if they had already voted.

Ballot papers used with Declaration Votes are inserted into envelopes and forwarded to the Division which the elector is claiming enrolment for. 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.

GRIP HERE

DECLARATION VOTE

ELECTOR DETAILS - PLEASE PRINT NEATLY

Name: _____

Date of Birth: _____

Postcode: _____

Address you are currently living at:
(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: _____

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

Printed Name: _____

Signature of Polling Official: _____

Date: ____ / ____ / ____

Security Officer or Telling Clerk: _____

Police Constable: _____

Counted Envelope: _____

OFFICE USE

A

B

C

D

E

10.1 Types of Declaration Votes issued by Electoral Visitors

1. Absent Vote —

where the elector's **enrolled address** is outside this Division, but within the same State or Territory.

2. Provisional Vote —

people claiming to be enrolled for the Division for which the institution is appointed as a polling place may be entitled to a Provisional Vote in the following cases:

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

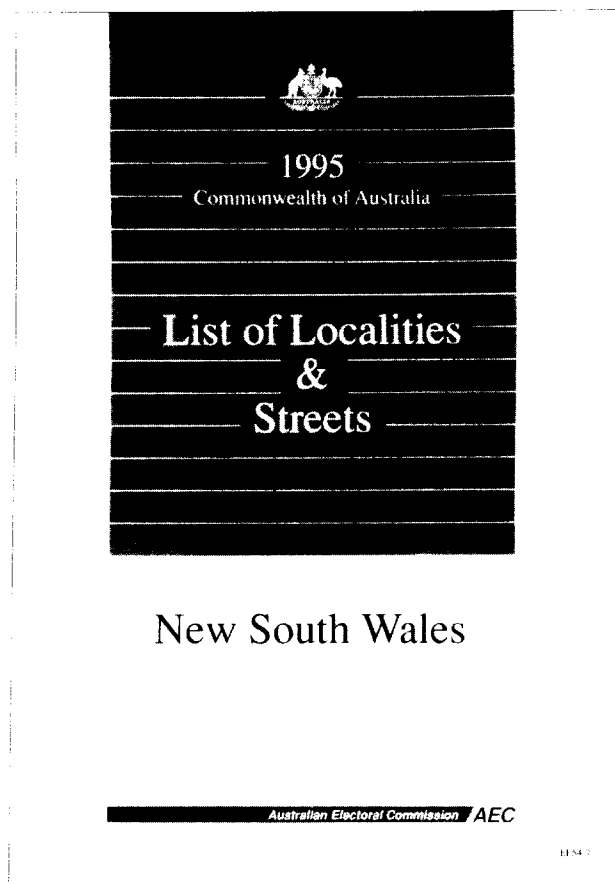
10.2 List of Localities and Streets (EF54)

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 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/location 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 commence issuing any Declaration Votes.

List of Localities and Streets

The following points are particularly noteworthy.

The 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
Macadam Rd
McBride Pl
Macca Cres
Mace Rd
Macey St
McFadden St
Madden Pl

O'Brien Rd
Ocker St
O'Day St
Oddine Pl

Sahora St
Sailby Pl
St James St
St John Rd
Saintsom Cres
Saintta Rd
Saint Thomas St
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 entries such as:

Smith Street 1—99, Division of ASTON (i.e. all odd numbers between 1 and 99 (inclusive) are in the Division of Aston)

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 should 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 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.

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. The name might be missing because the elector is actually enrolled for another division.

10.3 Provisional Voting Statement

Once it has been determined that an elector is entitled to a Provisional Vote hand the Provisional Voting Statement (EF011) to the elector 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.

10.4 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 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'. Write 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 addresses are 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 their 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 the elector to identify their 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.
- 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 instruct them to use a voting screen for privacy. Ask the elector to complete and fold the ballot papers and return them to you for inserting in the Declaration Envelope. **Ensure that Declaration Vote ballot papers are not put directly into the ballot box.**

While the elector is voting

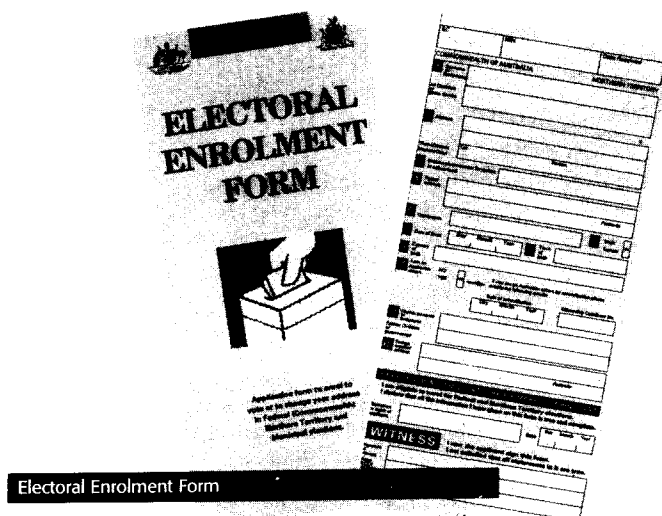
Keep the completed Declaration Envelope until the elector completes the ballot papers.

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 elector surname.

When the elector has completed their ballot papers

- ask the elector to repeat his or her 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 and seal it in the presence of the elector; and
- put the Declaration Envelope in the 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.

Completed Enrolment Forms are to be placed in the special envelope provided for the purpose and kept by the Electoral Visitor-in-Charge.

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 Electoral Visitor-in-Charge.

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

Do not under any circumstances place completed Enrolment Forms into Declaration Envelopes.

Keep unused Enrolment Forms separate from completed Enrolment Forms at all times.

Postal votes received at the institution

Some electors may deliver their completed Postal Vote (or the Postal Vote of another person) to you rather than post it to the Divisional Office. Other electors may wish to cancel a Postal Vote in order to vote as an ordinary or absent voter.

11.1 Receipt of a completed Postal Vote

All completed postal votes received at the institution are to be given immediately to the Electoral Visitor-in-Charge.

The Electoral Visitor-in-Charge will:

- write the words 'received by me', at ' _____ ' institution and add the time and date of receipt and signature on the back of the Postal Vote Certificate Envelope;
- enter the details required in the 'Postal Votes Received' section of the OIC's General Return; then
- place the Postal Vote Certificate Envelope in the ballot box.

11.2 Cancelling a postal vote

An elector may ask to cancel a Postal Vote so that an ordinary or absent vote can be made.

In such cases you should take the following action:

- write 'cancelled' in large, clear letters on the Postal Vote Envelope handed to you, place the ballot papers in the envelope, if not already done, and seal the envelope;
- inform the Electoral Visitor-in-Charge of the details of any cancelled Postal Vote Envelope; the Electoral Visitor-in-Charge will then record the receipt of such envelopes in the OIC's General Return;
- issue either an ordinary or declaration vote as required (see Sections 9.2 and 10.1);
- after the close of polling, place all cancelled Postal Vote Envelopes in the parcel with Label No. 2.

Assistance to electors

The most important task is to make sure that each elector who wishes to vote has the full opportunity to cast a formal vote.

It has been the experience of staff on mobile polling runs that a great many people require assistance to vote. Such assistance may be provided if the Electoral Visitor-in-Charge is satisfied the elector is unable to vote without assistance.

12.1 Electors who may need assistance

The following electors may seek help:

- disabled people;
- blind or partially blind people;
- non-literate people;
- people with language problems; or
- people who, for any other reason, lack the ability to complete a ballot paper.

In institutions where language difficulties are expected to cause problems, multilingual pamphlets and/or interpreters may be provided by the DRO.

In institutions 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.

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 having problems, advise them how assistance can be arranged.

In all cases where an elector seeks help to complete the ballot paper, the elector must be directed to the Electoral Visitor-in-Charge.

12.2 People allowed to assist the elector

Person nominated by the elector

A person nominated by the elector is allowed to assist.

Electors are free to nominate anyone they choose except a candidate, for example,

- a friend or relative,
- a Scrutineer, or
- a party worker.

When the elector fails to nominate an assistant

If the elector fails to nominate another person to assist, the Electoral Visitor-in-Charge is the only person who may fill in, fold and deposit the ballot paper unless this duty has been delegated to one or more staff members. The Commonwealth Electoral Act 1918 permits the Electoral Visitor-in-Charge to direct any polling official to exercise all or any of the powers of the Electoral Visitor-in-Charge. To prevent delays, the Electoral Visitor-in-Charge may choose to delegate the power to help electors in polling places with a large number of electors requiring assistance.

Make sure that the elector understands that if the Electoral Visitor-in-Charge, or delegate, provides assistance, scrutineers have the right to be present while the ballot paper is filled in.

12.3 Assistance with voting

Person nominated by the elector

The elector and the person nominated enter an unoccupied voting screen. The assistant helps to fill in, fold and deposit the ballot paper in the ballot box.

NOTE: In this situation, scrutineers are NOT entitled to enter the voting screen while the ballot paper is being completed. However, they may observe the proceedings from a distance.

Assistance by the Electoral Visitor-in-Charge or his/her delegate

If the Electoral Visitor-in-Charge (or a staff member to whom the Electoral Visitor-in-Charge delegated this duty) is assisting the elector, the following rules apply:

- Scrutineers are entitled to listen to instructions given by the elector and to observe the filling-in of the ballot paper;
- written instructions on how to fill in the ballot paper, for example, a 'How-to-Vote' card, may be given by the elector;
- a witness must be present when you fill in the ballot paper (Scrutineers OR staff OR some person nominated by the elector); and
- an interpreter is entitled to be present at all times if the elector needs such help.

If a visually impaired or non-literate elector presents written instructions (or a 'How-to-Vote' card), confirm the elector is aware of the contents of the written document.

TAKE CARE not to suggest particular answers or ask leading questions.

12.4 Preparation of a Declaration Envelope for assisted electors

Where assistance is being given to an absent or provisional voter, the Declaration Envelope may be completed only by the Electoral Visitor-in-Charge or his/her delegate.

The following steps should be taken:

- complete the required details on the Declaration Envelope (see Section 10);
- 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 (electors unable to sign may make their mark — see Section 12.5);
- sign in the space provided for the issuing officer;
- obtain a witness signature and title ('scrutineer' OR 'polling official' OR 'elector') under the space provided for the elector's signature;
- issue ballot paper(s) following the procedures laid down in Sections 12.2 and 12.3 BUT ensure that the ballot papers are returned to the Electoral Visitor-in-Charge 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.

12.5 Electors unable to sign their names

Electors unable to sign their names may make their mark as a signature. In such cases the elector must make a mark in the presence of the Issuing Officer or a Scrutineer, acting as a witness. The Issuing Officer or scrutineer must identify the fact that the elector made the mark by:

- adding the word 'his mark' or 'her mark' above the elector's mark; and
- printing under the elector's mark the elector's given names to the left of the mark and the elector's surname to the right of the mark; and
- signing 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 for that elector.

Problems you may encounter

13.1 Problems you may encounter during polling

Provisional age enrolment

Although provisional age enrolment is available for 17-year-olds, they are not entitled to vote until they turn 18. This procedure enables anyone who turns 18 between the close of rolls and polling day to vote at the election. 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.

Adjournment of voting

Voting may be adjourned from day to day if it is interrupted by a storm, flood, fire, or by the outbreak of a riot or open violence. If for any reason you consider that voting should be adjourned, you must phone the DRO immediately.

In the event of adjourned polling, the Electoral Visitor-in-Charge should display the notice of adjourned polling at the institution. The DRO will advise you of alternative polling arrangements.

Disturbances during voting

If a disturbance happens during the day, either inside or outside the institution, the Electoral Visitor-in-Charge should try to solve the problem. In any such situation, commonsense should prevail. Contact your DRO if you are concerned.

A scrutineer (or any other person) who commits any breach or misconduct or who fails to obey the lawful directions of the Electoral Visitor-in-Charge may be removed from the polling area by a member of the Federal, State or Territory police forces. The *Commonwealth Electoral Act 1918* empowers the Electoral Visitor-in-Charge to authorise

one or more persons to remove an offender from the polling area in the institution. However, such action is to be taken sparingly and only after all other alternatives (including calling the police) have been exhausted.

In the unlikely event that you need to proceed without police assistance, you should put your authorisation in writing in the following terms:

I, _____,
Electoral Visitor-in-Charge of the Mobile Polling team _____,
under the power vested in me by Section 218(3) and Section 348(5) of the
Commonwealth Electoral Act 1918 authorise _____ **to remove**
_____ **from the polling area in** _____ **institution.**
Signed _____
Date _____

You should also document details and if possible obtain a statement from witnesses.

Photographers in the polling area

If you are asked to allow photographers or television cameras into the institution they may be admitted under the following conditions:

- their presence must be approved by the DRO and the institution concerned;
- no photographs or films are to be taken of persons actually recording a vote;
- photographers 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.

Political messages on badges and clothing

Electoral Visitors and Scrutineers are forbidden to wear political messages or badges on clothing when in the institution.

Electors are entitled to wear political messages on badges or clothing in the institution if they wish to do so. Scrutineers are required to wear an identification badge supplied by the OIC when in the institution.

Shortage of polling material

If you run short of any election forms, envelopes or ballot papers, and you are unable to obtain additional copies from the DRO, you may photocopy or amend forms in order to

give electors a vote. If you photocopy ballot papers, it is essential that issuing staff initial the back of each ballot paper before giving it to an elector, and keep a record in the OIC's General Return of the number of photocopies made.

People who have received and misplaced, or did not receive, postal ballot papers

People who advise you that they applied for a postal vote but did not receive it or who have received and misplaced postal ballot papers should be given an ordinary vote or absent vote, if applicable. Details of such cases should be recorded on the OIC's General Return.

13.2 Spoilt or discarded ballot papers

You have been issued with Spoilt or Discarded Ballot Paper Envelopes to use when processing spoilt or discarded ballot papers. A separate envelope should be used for each ballot paper.

Spoilt ballot papers

An elector who claims to have spoilt a ballot paper **MUST** be given a new one **AFTER** handing back the original at the table which issued it. The elector's name on the Certified List must not be marked again. When the original ballot paper is handed back you must not look at the way it has been marked. The steps for dealing with spoilt ballot papers are:

- cancel the spoilt ballot paper by writing 'SPOILT' on the back;
- in view of the elector, put 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) which is enclosed, and seal the envelope;
- initial and issue a new ballot paper to the elector; and
- keep Spoilt or Discarded Ballot Paper Envelopes for delivery to the DRO at the completion of your run.

Spoilt/Discarded Ballot Paper Envelope

Australian Electoral Commission **AEC**

**SPOILT OR DISCARDED
BALLOT PAPER ENVELOPE**

1

ON RECEIPT OF BALLOT PAPER

- Cancel the ballot paper by writing "spoilt" or "discarded" as appropriate on the back.

IN THE CASE OF A SPOILT BALLOT PAPER

- 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:

☐ Spoilt ☐ Discarded

3

Tick relevant boxes ☒

↓

☐ House of Representatives
Division of

☐ Senate
State/Territory

☐ Referendum
☐ issued to ordinary voter
☐ issued to declaration voter

4

SIGNATURE OF ISSUING OFFICER

5

POLLING PLACE

6

SPOILT - RECORD ON ACCOUNT OF BALLOT PAPERS AT GPM
DISCARDED -PASS DIRECTLY TO OIC ASAP

EF022 — 5/95

Discarded ballot papers

During your mobile polling rounds you or an elector may find ballot papers (marked or unmarked) that have been dropped in the institution or left in a voting screen. If you find any such ballot papers, or they are handed to you, you must not put them in the ballot box but should:

- write 'DISCARDED' on the back of the ballot paper;
- put the 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) which is enclosed, and seal the envelope; and
- keep Spoilt or Discarded Ballot Paper Envelopes for delivery to the DRO at the completion of your run.

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

Records and returns

14.1 Responsibility of the Electoral Visitor

The information recorded on your returns is required by the DRO to:

- complete the General Return;
- process payments for staff; and
- plan arrangements for the next election.

The Electoral Visitor-in-Charge is responsible for completing the official records for your mobile polling run. The records on voting at each institution must be completed before you leave the institution. THIS TASK CANNOT BE DELAYED.

14.2 General Return

The records of your mobile polling run are consolidated in the document called 'General Return of Officer In Charge — Mobile Polling Team (Electoral Visitor)' (Form EF180)

The return is intended to provide a detailed and complete record of your mobile polling run. As accuracy is essential, any comments should be recorded as soon as practical after polling ends and before you leave that institution, while events are fresh in your mind.

Entries should record fully what happened.

The sections in the Return are:

- 'Appointment of Substitute Team Leader' form;
- Mobile Polling Itinerary details;
- Report/Variation to Itinerary Details;
- Record of Ballot Box and Security Seal Numbers;
- Worksheets for House Of Representatives Ballot Papers;
- Worksheets for Senate Ballot Papers;
- Summary of Declaration Envelopes by Division;
- Reconciliation of Ballot Papers;
- Record of Postal Vote Certificates Handed In;
- Staff Report and Record of Employment;

- Record of Expenses; and
- Attendance/Mileage Record.

While all sections are important, please take great care with the following records.

Worksheets for House of Representatives and Senate Ballot Papers

This return is completed progressively. You are required to balance the number of votes issued and ballot papers at the finish of voting at each institution. When more than one institution is visited on a run, you must complete a summary of the individual balances at the finish of voting for that particular run.

Numbers of ballot papers should be rechecked before issuing starts at each institution on a run, to ensure that returns will balance at the end of voting. It is particularly important that, before voting starts at the first institution, you should be satisfied that every bundle of ballot papers supplied to you ACTUALLY contains the number claimed.

Once you have determined the exact number of ballot papers on hand before voting starts at each institution, the figure is written in the appropriate place in the OIC's General Return.

Record of ballot box and security seal numbers

This document serves as a continuous check record of the security arrangements made and must be signed and witnessed whenever a security seal is attached to, or removed from, a ballot box.

Report/Variation to Itinerary Details

In particular, give full details of the steps taken to inform the DRO and the public of any changes.

Record of Expenses

If a government purchase order is not accepted, receipts should be obtained for out-of-pocket expenses.

NOTE: The front cover of the Certified List must also be completed to show the ballot paper summary and the issuing officer's signature.

14.3 Other returns and documents

Other records and forms which you will need to supervise and return with your material include:

- Undertakings by Scrutineers;
- Elector Information Report;
- Declaration Records Folder;
- cancelled postal votes surrendered by voters who voted personally at the institution; and
- completed Electoral Enrolment Forms.

Return of material and equipment

After you have visited all the institutions on your run you must prepare the material for return to the DRO or an officer nominated. You must return the locked and sealed ballot box, your completed returns and all other used and unused material.

15.1 Parcelling voting material

The task of parcelling should be undertaken only by members of your mobile polling team.

At the close of poll at the final institution on your run your voting material should be divided into the following parcels.

In Parcel with Label No. 1

- General Return of Officer-In-Charge — Mobile Polling Team (Electoral Visitor) (Form EF180);
- Polling Place Attendance Record (Form EF085); and
- accounts for expenses incurred by Electoral Visitor-in-Charge (if any).

In Parcel with Label No. 2

- 'Declaration Records Folder(s)' (Form EF015) containing counterfoils; and
- cancelled Postal Vote Certificates.

In Parcel with Label No. 3

- Elector Information Reports (Form EF016);
- envelopes containing completed Enrolment Forms (Form EFO93); and
- completed Scrutineer Appointment Forms (Form EF107).

In Parcel with Label No. 4

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

In Parcel with Label No. 5

- Unused House of Representative Ballot Papers
- Spoilt and Discarded House of Representatives Ballot Paper Envelopes.

In Parcel with Label No. 6

- Unused Senate Ballot Papers
- Spoilt and Discarded Senate Ballot Paper Envelopes.

In Parcel with Label No. 8

- Mobile Polling Procedures — Electoral Visitors;
- Instructions for Polling Place Staff;
- Polling staff workbooks;
- Lists of Localities and Streets (EF054);
- List of Candidates (EF132);
- all unused envelopes (Declaration, Spoilt or Discarded);
- Unused Electoral Enrolment Forms; and
- all other polling place forms and equipment (badges, pens, signs, posters, seals, etc).

There is no Parcel with Label No. 7 – this label is used for Referendums.

NOTE: Where Electoral Visitors return their material directly to the Divisional Office for counting and sorting, all completed postal votes received, are to remain in the ballot box (see Sections 11.1 and 11.2).

The DRO will sort the Postal-Vote Certificate Envelopes once the ballot box has been opened in the Divisional Office.

Labelling and sealing parcels

To prepare the parcels for delivery, the Electoral Visitor-in-Charge should carry out the following steps:

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

If Scrutineers decline to sign, write the details in the comments section of your General Return.

Do not seal Parcel No. 1 till you have completed all your work.

15.2 Polling and travel equipment

The DRO will advise you of the arrangements for packaging and returning your polling and travel equipment.

Checklist No.1: Polling material

- Material and equipment received from DRO ☐
- Material checked against inventory ☐
- Ballot papers counted individually and total number written on Return ☐
- DRO told of any differences ☐
- Acknowledgment of Receipt' of material sent to DRO ☐
- Material sorted and kept secure ☐

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Checklist No. 1: Polling equipment and material

Special polling area for walking voters (if necessary)

- Table and chairs for you and your assistant ☐
- Tabletop screens and chairs for voters ☐

Polling material:

- Ballot box ☐
- Ballot papers ☐
- Certified List of Electors ☐
- Special Pentel pen to mark Certified List ☐
- Pens/pencils ☐
- Elector Information Report ☐
- Spoilt or Discarded Ballot Paper Envelopes ☐
- List of Localities and Streets ☐
- Declaration Records Folder ☐
- Declaration Envelopes ☐
- Provisional Voting Statement ☐
- Electoral Enrolment Forms ☐
- Postal Vote applications ☐

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