Remote Mobile Polling Procedures
– Team Member

Read this first

In order to provide a service to electors in remote areas, the Commonwealth Electoral Act permits the taking of votes from electors by mobile polling teams on any of the twelve (12) days before polling day and on polling day or a day to which polling is adjourned.

You have been appointed as a Team Member of a remote area mobile polling team. Your duties and the procedures to follow in carrying out your various tasks are explained in detail in this manual.

You must read all of this manual carefully BEFORE you attend the training session. It is essential that you understand your duties fully before you begin your mobile polling run.

If unsure of any procedures, or if you have any questions, you should contact your Team Leader.

CONTACT FOR QUESTIONS

Name: . . . .

Title: ....

Phone No................................... ....(H)

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 Mobile Polling Team Member 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.

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.

Bill Gray
Electoral Commissioner

Electoral Terms Explained   9

Part 1 Staff   11

Part 2 Mobile Polling Information   17

Part 3   Aboriginal and Torres Strait Islander Communities 21

Part 4 Candidates, Party Workers and Scrutineers   23

Part 5 Assistance to Electors   27

Electoral terms explained

Absent Vote

An Absent Vote is given to an enrolled elector who is outside his or her electorate but within the same state or the ACT Absent votes are not issued in the Northern Territory as there is only one Federal Division. **Do** not confuse this type of vote with interstate pre-poll vote.

Australian Electoral Commission (AEC)

The independent Commission that:

- conducts Federal Elections and Referendums;
- maintains the Federal Electoral Roll and all States and Territories Electoral Rolls: and
- conducts Electoral Education programs.

Aboriginal and Torres Strait Islander Electoral Information Service (ATSIEIS)

The electoral education program conducted by the Australian Electoral Commission for Aboriginal and Torres Strait Islander people.

Community Electoral Assistants (CEAs)

Local people recruited and trained under the ATSIEIS program, (see above)

Certified List

The Certified List is a list of people who are eligible to vote in an election. They have enrolled before the 'Close of Rolls' for that election. Electors' names are marked on this document in the polling place when they are issued with ballot papers.

Close of Rolls

Seven days after the issue of the writ for each Federal Election the Electoral Roll closes. People who enrol after that date cannot vote in this election (these people can vote in subsequent elections).

Divisional Returning Officer (DRO)

Permanent Officer of the Australian Public Service responsible for the conduct of the election within the Division.

Division (Federal)

A specific geographical area represented by one member (House of Representatives) or more (Senate) members of Parliament.

Electoral Roll

The Electoral Roll is a list of people who are enrolled to vote for a particular Division. It is continuously updated between elections and is kept on computer in Canberra. Do not confuse the Electoral Roll with the Certified List. To enrol, an Electoral Enrolment Form must be completed. Prior to each election there is a particular 'Close of Rolls' cut-off date. People not enrolled by that date will not be able to vote in that particular election unless they are still enrolled for another address within the Division, but will be able to vote in following elections.

Elector

A person eligible to vote.

Electorate

Same as Division.

Local Assistant

Local Aboriginal/Torres Strait Islander people employed to assist in the polling place if:

- recommende CEAs are not available; or
- more local people are required to assist (not enough CEAs).

Ordinary Vote

Issued to enrolled people who are voting within their enrolled Division.

Provisional Vote

Issued to people who claim to be enrolled for the Division in which they are attempting to vote and whose:

- name cannot be found on the Certified List (if, after checking, the name is found on the Electoral Roll then the vote is counted — this occurs later at the AEC office);
- entry on the the Certified List is marked as already having voted;
- address is not shown on the Certified List (Silent Elector).

Walk List

Alphabetical list of eligible electors who live in a particular community. It is often easier to find a person's name on the Walk List first and then find and mark off the name on the Certified List. If the elector's name is on the Walk List then it must also be on the Certified List.

Staff

Divisional Returning Officer

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 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) or a Mobile Polling Coordinator.

Responsibilities

The DRO:

- recruits and appoints suitable staff to perform the duties of remote mobile team;
- issues an identification badge and all necessary equipment to each team staff;
- instructs remote mobile team staff in their duties and their responsibilities;
- organises detailed visitation arrangements for each remote polling place to be visited;
- where necessary, liaises with appropriate management to ensure that voting facilities are available; and
- arranges for entry permits to be issued to remote mobile team staff.

Team composition and duties.

Mobile Polling Teams usually consist of three or four people with an appropriate number of CEAs/Local Assistants employed at each polling booth.

All team personnel should function together as a team and be prepared to do any reasonable task allocated to them by the Team Leader.

One team member should be allocated the responsibility for the employment paperwork of the CEAs/ Local Assistants. These forms are complex and must be completed accurately, Most CEAs/Local Assistants will require assistance to complete them.

The remaining team member(s) should be allocated the task of setting up the polling place while these forms are being completed.

NOTE: Once polling commences, team members should issue ALL vote types.

Team Leader (Officer-in-Charge)

The Team Leader is responsible for all aspects of the conduct of the election at each polling station visited by the team. The Team Leader will delegate tasks to team members after briefing and training.

In addition to the normal duties of an Officer-in-Charge (Team Leader) of a polling place, the Team leader has the following duties:

· to make initial contact with team members well before the training session;
- to maintain regular contact with the DRO throughout the mobile polling run;
- to maintain the published timetable for polling;
- responsibility for the behaviour and conduct of team members;
- responsibility for all equipment supplied;
- responsibility for the security of all ballot boxes, ballot papers and other material;
- to complete correctly returns, reports and journals; and
- to ensure team safety.

Substitute Team Leader

If the Team Leader needs to leave the polling place at any time during voting, the Team Leader must appoint one of the other team members as substitute leader while absent.

Team members

Team members are appointed by the DRO to carry out any or all of the duties needed to conduct polling. The duties of these team members include:
- marking electors' names off the Certified List;
- issuing ballot papers (all types) to electors;
- with Team Leader's delegation, assisting electors as required;
- controlling elector flow;
- guarding the ballot box;
- assisting setting up and dismantling a polling place;
- maintaining the polling place in a clean and orderly condition; and
- other duties as directed by the Team Leader.

Community Electoral Assistants or local Assistants

AEC policy on the employment of CEAs/Local Assistants

Casual assistants with local knowledge of people and their dialect must be employed to assist the functioning of the polling place. Whilst a polling place can be run without local assistance, it is AEC policy that local people (when available — see next section) be employed to ensure the smooth and efficient running of polling places with numbers of Aboriginal or Torres Strait Islander electors.

Warning

Failure to employ CEAs/Local Assistants will result in:

- major delays, which will affect each subsequent poll;
- communication problems — electors have the right to clear instructions in their own language:
- cultural misunderstandings — as visitors to Aboriginal or Torres Strait Islander communities, the polling team has an obligation to respect cultural differences;
- insult to CEAs — CEAs have been recruited and trained under the ATSIEIS (Aboriginal Torres Strait Islander Electoral Information Service) program and expect to be employed during elections. Failure to appoint them will be seen as an insult, and could undermine the ATSIEIS program.

Actively recruit CEAs/Local Assistants

Do not assume CEAs/Local Assistants will arrive automatically at the polling place for employment. Many CEAs are shy and require the Team Leader to actively recruit them. Use the local contact person to assist you. This usually involves driving to the CEA/Local Assistant's house to collect them. This SHOULD BE DONE BEFORE POLLING COMMENCES. If the team is running late, open the poll as soon as possible but arrange for someone (contact person) to collect the CEAs /Local Assistants.

Recruit other local people if CEAs are not available

If the suggested CEAs are not available (away, sick, other commitments, etc.) the community contact person should be able to assist you to recruit suitable, local people. THIS IS CRUCIAL. These people are referred to in this manual as Local Assistants.

Political neutrality

When appointing CEAs/Local Assistants, the need for their strict political neutrality is essential. This requirement should be stressed by you to all local people employed.

Employment Forms

It **is essential** that CEA/Local Assistant employment forms be completed BEFORE people commence employment. This should be done before the poll commences but, if for some reason this is not possible, the employment forms still must be completed **before** that person takes up duties.

In some instances, at previous elections, CEAs/Local Assistants for a variety of reasons, have left the polling place before polling ceases. If their employment forms have not been completed, there will be **major problems** of remuneration which are extremely difficult to rectify from the Divisional Office.

It is the case that all polling staff must be appointed and sign the undertaking BEFORE they are officially designated as polling officials and can commence their duties.

Duties of CEAs/Local Assistants

Once recruited, CEAs/Local Assistants are members of the mobile polling team and, as such, can be delegated any **duty.** The Team Leader will consider carefully how their expertise can best be utilised, e.g. finding electors' names on the Certified List or, after instruction, assisting electors to vote when requested. As communy requirements and individual skills vary, the Team Leader will consider these factors when allocating duties. You or the Team Leader should explain in detail their duties to the CEAs/Local Assistants.

Number of CEAs/Local Assistants to be employed

All available CEAs MUST be employed in the polling place. Other local people should be recruited to make up the required number which is determined by the expected number of electors.

A general guide is to have one CEA/ Local Assistant **per issuing point plus one or two** others (depending on community size) to act as interpreters and/or to assist electors to cast their votes. One CEA/Local Assistant may be adequate at a very small Outstation (10 electors or less) — **in a very large community** (500 electors or more), four or more CEAs /Local Assistants should be employed.

Equal Employment Opportunity (EEO)

The Australian Electoral Commission (AEC) is committed to the principles and practices of Equal Employment Opportunity (EEO) in the workplace. As a member of a Mobile Team, you are entitled to be treated equitably and fairly and free of any unjustified discrimination regardless of your sex, race or mental or physical disability. EEO aims to provide staff with opportunities to contribute based on their abilities, talent, performance and potential, and to provide a working environment which gives recognition and job satisfaction.

When recruiting casual staff to assist in the conduct of electoral events, the AEC seeks to attract persons representative of the Divisional population. For example, there are Divisions with significant numbers of Aborigines and/or Torres Strait Islanders, and/or people from non-English-speaking backgrounds. Therefore you can expect that these groups will be represented in the ranks of polling officials employed on polling day. A copy of the AEC's EEO program 1993-96 is available in each Divisional Office.

Workplace Harassment

The Australian Electoral Commission (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 Team Leader 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 Dvisional Office.

Mobile Polling Information

Polling days

Mobile polling may take place on:

- any day during the 12 days before polling day; and

- on polling day (Saturday when general polling takes place).

Hours of polling

The itinerary prepared by the DRO will include the hours set down for polling at each location. On some days you may be asked to conduct polling at more than one location.

For example:	Location	Polling hours
	A	8am to 10am
	B	noon to 2pm
	C	4pm to 6pm

Polling hours before Saturday, general polling day

The **task of the mobile polling team is to allow all who wish to vote to do so. Sometimes** it may be necessary for you to alter the voting hours publicised by the DRO. If so, always keep in mind the following guidelines.

Mobile polling stations

- do not close before the advertised time, even if it seems unlikely that any more electors will come;

- if the start is delayed, still operate for the full period advertised (e.g. if you begin I5 minutes late, continue 15 minutes after the advertised closing time);

- open longer if necessary to allow all who wish to vote to do so.

Polling hours, Saturday, general polling day

Any mobile polling station which operates on Saturday, general polling day, must close no later than 6pm sharp (anyone already in the polling place may vote). However, if the itinerary states that the poll will close earlier, and there are no electors left to vote, then close at the appointed time.

Itinerary for Mobile Polling Team

An itinerary for mobile polling will have been prepared by the DRO. These details will have been gazetted as well as publicised in the localities concerned.

The Team Leader will receive a copy of the itinerary and the following details:

- the days and times when polling will take place at different stations;
- the names and positions of contact people at each station;
- names of mobile polling team members;
- lists of CEAs/local assistants;
- pick-up arrangements for team, if you are arriving by air;
- accommodation arrangements (if applicable);
- maps as required.
- any other details the DRO considers appropriate.

> NOTE: It is essential that Team Leader understands the **details of the itinerary and keep to the timetable as far as possible. The Team Leader will be aware of any back-up arrangements to meet an emergency in the field. The DRO may have a stand-by team available.**

Staff preparations

You should check the following matters before departure.

Authority papers

The DRO will have obtained:

- offtcial identification cards for you; and
- permits to enter Aboriginal land (required in South Australia, Western Australia and the Northern Territory).

These authority papers **must** be carried on your mobile polling run. They will be included in the Team Leader's Folder.

Voting arrangements for team members

You should check, and attend to your personal voting arrangements before departure if required.

Equipment for mobile polling

Load constraints

While you must have sufficient material to conduct the poll at each location, avoid being overloaded. The team must be able to set up and move easily. Weight or space restrictions could apply, particularly for teams that use aircraft.

> **NOTE:** **If you are travelling by air, there will be very little space for personal gear. You should have no more than an overnight bag.**

Security of materials

As part of Mobile Polling Team, you are responsible at all times for the security of:

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

Because of the nature of remote area mobile polling, the ideal security solution may not always be available. Always ask yourself the question: 'Have I made the material as secure as is practicable?' This applies particularly when you are travelling.

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. However, use a spare (locked) ballot box as storage for unused ballot papers, and then ensure that this box is secure.

Aboriginal and Torres Strait Islander Communities

In order to avoid unintentionally giving offence, note the following advice on language and social customs. You should be satisfied that you understand this section. The following are some general guidelines. However, it is always best to seek local advice.

Customs and prohibitions

When talking with locals team members should:

- take care that their own style of speaking and their actions are not seen as officious or patronising;
- avoid excessive direct eye contact as this is considered impolite in Aboriginal culture; and
- avoid phrasing questions which may suggest to the listener that either 'yes' or 'no' is the expected answer.

Team members should be aware of local wishes and customs concerning the following points:

Alcohol — must NOT be taken onto Aboriginal land or into communities, OR be carried in any form of transport used in mobile polling. THIS IS CRUCIAL.

Avoidance customs — some groups are not able to mix with others in the community, for example, son-in-law with mother-in-law. You may therefore notice your local assistant avoiding a group of people, for example. When this happens, another assistant, acceptable to the group, should be directed to help.

Recent death — some people may be away from the community in 'sorry camp' if there has been a recent death.

Names **that can no** longer **be** used — because of a death, some names may not be spoken (however, they may be written).

Photographs — no photographs are to be taken in communities or polling places unless specifically authorised by the DRO for official purposes. This applies to all members of the mobile polling team.

Voting **procedures** — generally the community does not approve of white men assisting young Aboriginal women to vote or white women assisting young Aboriginal men to vote. However, be guided **by your local assistants.**

Dress standards — **as** a visitor you must respect local attitudes concerning modesty. Avoid provocative dress. You should be tidily dressed at all times. It is recommended that men wear long trousers or jeans, shoes and collared shirts. If shorts are worn they should not be the boxer type, for example, stubbies or ruggers. Communities prefer that women wear dresses or skirts, at least knee length, and not slacks.

Out-of-bounds areas — some areas may be sacred or ceremonial and therefore out of bounds. Remember, you and your staff are visitors. Do not wander around unless you have permission, and do not attempt to join any activity unless you are invited.

Payment for accommodation — payment for your stay should be arranged through the Community Council or your contact person. As Aboriginal people will not usually ask for payment, it is your responsibility to see that payment is made.

Names on the Certified List

Local assistants should be used in the task of finding names on the Certified List. If you have been given a Walk List, this will help identify electors' names on the Certified List. Some problems will occur in finding names because:

- some sounds are difficult to distinguish because of their unfamiliarity;
- some people have more than one name — they may temporarily or sometimes permanently discard the name under which they are enrolled; and
- some names are taboo because of a death — in these cases people may be able to write down the name or whisper it ('Kuminjay' or 'Kuminara' are alternatives to names that can no longer be used).

If people whisper a name, do not ask them to speak up. The local assistant or another elector may be able to point out the name on the Certified List.

Candidates, Party Workers and Scrutineers

Candidates, party workers and scrutineers have very different rights and responsibilities 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 electors outside the polling place.

Patty workers

Party workers are not allowed to canvass within six (6) metres of an entrance to a polling place.

Party workers may enter the polling place only once, to record their votes. 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 .

> **NOTE:** **The elector must nominate the party worker or scrutineer to assist — the party worker or scrutineer cannot nominate himself or herself.**

Party workers asked to assist electors must remove political badges before entering the polling area.

Scrutineers

Scrutineers are appointed to observe voting and the counting of votes. All scrutineers are required to wear identification badges supplied by the Team Leader.

Number of scrutineers allowed in the polling place

For Senate and House of Representatives elections the candidate is entitled to appoint one scrutineer for each issuing point in the polling place.

Replacement of scrutineers

Scrutineers may come and go during voting but there must not be more than one scrutineer per candidate at each issuing point at any one time.

Prohibition of travel with the mobile polling team

Scrutineers are not allowed to travel with the mobile polling team. However, in genuine cases of medical or other emergency, travel assistance may be provided by the Australian Electoral Commission.

Observers

Anyone who does not satisfy the scrutineer requirements should be told to contact the party, candidate or campaign organisation. However, the Team Leader has the discretion to admit such a person as an observer. Observers do not have the right to object to proceedings or to be present when an elector is receiving assistance to vote unless nominated by elector.

Rights and responsibilities of scrutineers

The Team Leader will have been provided with a copy of the Scrutineer's 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 but are NOT entitled to accompany electors to voting screens EXCEPT to witness the marking of a ballot paper by mobile team staff in the case of a elector requiring assistance;
- be nominated by an elector requiring assistance to help with the completion of a ballot paper;
- object to the right of any person to vote (the elector may still vote but any such objection should be recorded immediately); and
- enter and leave the polling place 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 within the polling place a badge or emblem of a political party;

- deliberately show or leave in the polling place any How-to-Vote card or similar direction as to how an elector should vote; or

- help with the clearing of voting screens or removal of material from the polling place.

> **NOTE:** **Polling can proceed even if scrutineers are not present. Any elector or polling official can witness the opening or closing of the ballot box or other polling procedures that require witnessing.**

Objections by xrutineers

If procedures you are carrying out are questioned, refer the scrutineer to the relevant sections in the *Scrutineer's Handbook* or in this manual. Any objections should be noted in the Mobile Team Journal.

If the right to vote of any elector is objected to by a scrutineer, write the name and address of the elector, the name and address of the scrutineer and the details of the objection in the Elector Information Report. Remember, the Team Leader may decide that the elector may still vote.

Assistance to Electors

The Team's most important task is to make sure that each person 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 MUST be provided if the elector agrees to and/or requests assistance.

Electors who may need assistance

The following electors may seek help:

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

DO NOT assume people need help because they are taking a while to fill in the ballot paper, but offer the option of assistance if someone clearly is having problems. Your CEAs/Local Assistants should be able to advise you whether help is needed.

> **NOTE:** **In all cases where an elector seeks help from polling staff to complete the ballot paper, the elector must be directed to the Team Leader unless this role has been delegated to other people(s).**

People with English language problems

Electors who do not speak English or who have limited skills in English should be assisted in their own language whenever possible. **Scrutineers have no right to insist on English being used.**

People allowed to assist the elector

Person nominated by the elector

Electors are free to nominate anyone they choose, except a candidate. For example:

- a friend or relative;
- any scrutineer;
- any party worker;
- any polling official.

AUSTRALIAN ELECTOKAL COMMISSION

When the elector fails to nominate an assistant

If the elector fails to nominate another person, the Team Leader, is the only person who may assist unless the Team Leader delegated this duty to one or more staff members. Points to remember:

- a witness must be present;
- scrutineers have the right to be present (although they do not have to witness if they do not wish to do so) and observe all aspects of the assistance;
- If scrutineers do not wish to witness, or are not present, use a polling official (CEA/Local Assistant is a good choice) as a witness.

Assistance with voting

Person nominated by elector

The elector and the person nominated enter an unoccupied voting screen.

> **NOTE:** **In this situation, scrutineers are NOT entitled to be present nor is any other person (except the person nominated) while the ballot paper is being completed.**

Assistance by the Team Leader or delegate

If a staff member is assisting the elector, the following rules apply:

- scrutineers are entitled to listen to the conversation between the elector and the polling official instructing, but they may not discuss this with anyone;
- scrutineers must observe quietly, and not talk to the elector;
- written instructions on how to fill in the ballot paper, for example, a 'How-to-Vote' card, may be given to the polling official by the elector, but the polling official must be sure that this reflects the elector's true wishes;
- a witness (scrutineer or team member or some person nominated by the elector) must be present when assistance is being given by a polling official;
- an interpreter is entitled to be present at all times if the elector needs such help; and
- one scrutineer from each candidate is entitled to observe when assistance is provided by you or delegated polling officials.

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

Arrival at a Community

Arrival by plane

If your team is travelling by plane, the pilot should 'buzz the community ' to announce your arrival This is normal practice as airfields are often a long way from the community and your 'pickup person' will not be aware that your team has arrived at the airfield and may fail to collect the team. Once the plane has landed it is usually impossible to contact your 'pickup person'.

> NOTE: **Failure to 'buzz" the community could in result in a major delay in starting the polling.**

Contact person

As soon as you arrive your Team Leader will ask to be introduced to the contact person and will consult with them to determine:

- where you should set up the polling place (this should be prearranged);
- whether CEAs/Local Assistants previously arranged by the DRO are available — if they are not available, the contact person should be able to recommend other people to assist;
- collection and delivery of CEAs/Local Assistants to the polling booth;
- if you are staying overnight, confirmation of your accommodation arrangements;
- hours of fuel availability (for driving teams) and location. The team may be required to depart early (if overnighting in community) and fuel may not be available at that time. Be sure to fuel up the previous afternoon; and
- availability (hours, location) of telephone, to contact DRO.

Issuing Ordinary
Votes

Ordinary Votes

Ordinary votes are issued to those people ENROLLED for the Division in which they are voting AND whose name appears on the Certified List of Electors.

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 electors and non-electors.

> **NOTE:** **If the elector's name on the Certified List has been marked as having voted, or if the elector's address is missing, or elector is not listed in Certified List, refer to the Declaration Voting section.**

Questions to ask Ordinary Electors

The Commonwealth Electoral Act requires that certain questions must be put to each elector to establish the elector's identity and to make sure that the elector has not voted previously in the election.

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?'

These questions should be put in the stated form but if people clearly do not understand, commonsense should be the rule. This includes using a local language, rephrasing the question, getting assistance from the CEAs/Local Assistants.

SEE SUGGESTED QUESTIONING SEQUENCE AND QUESTIONING FLOW CHART.

AUSTRALIAN ELECTORAL COMMISSION

QUESTION 1: "WHAT IS YOUR NAME?"

QUESTION 2: "WHERE DO YOU LIVE?"

NOT FOUND

FOUND

ASK LOCAL ASSISTANT

FOUND

NO

YES

EVER VOTED BEFORE?

NO

YES

ENROLLED? SHOW ENROLMENT CARD

NO

YES

18 YEARS OR OLDER?

NO

YES

NO VOTE DON'T ENROL UNDERAGE

1. COMPLETE ENROLMENT CARD
2. NO VOTE (NOT ENROLLED)

HAS VOTER GOT A:
1. ANOTHER NAME?
2. SKIN NAME?

FOUND

NO

YES

1. CHECK SPELLING VARIATIONS
2. ANYTHING WITH VOTER'S NAME ON IT?

YES

NO

FOUND

ENROLLED ADDRESS WITHIN SAME ELECTORATE (CONSULT EF054)

NO

YES

PROVISIONAL VOTE

ENROLLED ADDRESS IN ANOTHER ELECTORATE? (CONSULT EF054) (NOT N.T.)

NO

ADDRESS SAME AS CERTIFIED LIST?

YES

YES

NO

YES

WITHIN SAME STATE?

QUESTION 3 "HAVE YOU VOTED BEFORE IN THIS ELECTION"?

QUESTION 3 "HAVE YOU VOTED BEFORE IN THIS ELECTION"?

YES

NO

YES

NO

ASK "WHEN; WHERE;" ETC. SO VOTER UNDERSTANDS QUESTION 3

YES

NO

ABSENT VOTE

INTERSTATE PRE-POLL VOTE

NO

YES

ASK "WHEN; WHERE;" ETC. SO VOTER UNDERSTANDS QUESTION 3

HAS VOTER ALREADY VOTED IN THIS ELECTION?

YES

NO

HAS VOTER ALREADY VOTED IN THIS ELECTION?

ISSUE ORDINARY VOTE

NO

YES

1. ISSUE ORDINARY VOTE
2. CHANGE ADDRESS

NO VOTE (HAS ALREADY VOTED)

NOTE:
SILENT ELECTORS AND ELECTORS WHOSE NAME HAS ALREADY BEEN MARKED OFF CERTIFIED LIST ARE NOT COVERED BY THIS CHART. THESE ELECTORS WILL REQUIRE A DECLARATION VOTE,

Questioning Sequence Flow Chart

Question 1: "What is your full name?"

If found correctly on Certified List go to question 2.

If not found, then:

- **ask the CEA/Local** Assistant to help you;
- use the Walk List (the Walk List is smaller and having only electors' names from each individual community is much easier to use than the Certified List);
- ask 'have you EVER voted before?' (elector may not be enrolled — show enrolment form);
- if the answer is 'NO' and elector is obviously young, ask their age (elector may be under age);
- ask **'where do you live?'** (elector may be enrolled in another electorate and require an Absent Vote OR elector may be enrolled in another community; if so, use Walk List for that community);
- ask **'do you have any other name?'** (elector may be enrolled under another name);
- ask **'do you have a skin name?'** (elector may be enrolled under their skin name);
- ask 'can you **write your name?'** (may be different from what was given orally);
- ask 'do you have anything with your name written on it?' (e.g. driver's licence) (may be different from name **given** orally);
- **consider different spellings of the name** (DRO may provide a spelling variation sheet).

> NOTE: if elector's name is not found after all these inquiries, then the elector may require! a Declaration Vote (see Declaration Voting Section).

12340 **Maas**	22341 O'Brien	32341 Sahora
12341 **Macadam**	m42 **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 S t -
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: '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 the address differs, then an Enrolment Form must be completed.

NOTE: If established that the elector has an intention to return to their enrolled address (elector may be on holidays, visiting on business, etc.), then do not complete an Enrolment Form.

NOTE: Elector may be visiting from another area (outside this electorate but inside same state or ACT) and be enrolled for that area. The elector will require an Absent Vote (see Declaration Voting section) (not applicable in the Northern Territory).

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

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

If the answer is 'YES' then rephrase the question, as the elector is unlikely to have voted elsewhere.

Rephrase the question such as **'when and where did you vote in THIS election?'**

If the answer is still 'YES' (after rephrasing question and using an interpreter if required so that the elector clearly understands), then elector cannot vote.

Marking Certified Lists

Before an ordinary ballot paper is issued to a elector, 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 elector'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.

Directions to Issuing Officers

- BEFOf?E issuing an ordinary vote you MUST USE the special black pan provided and draw a line point-to-point between arrow heads next to the voter's name.

- DO NOT draw through the black rectangle, the number or the name.

Section of Certified List cover
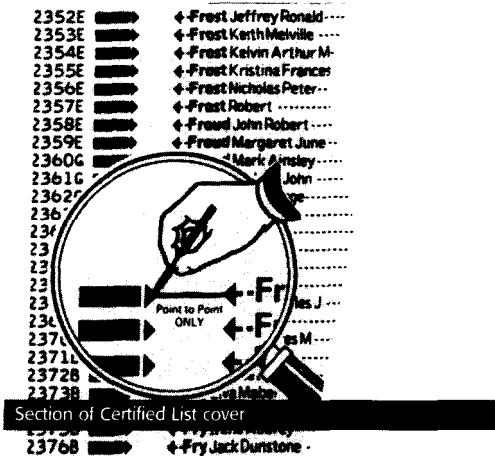
If you make a mistake

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. 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.

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 Armdle
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

Remember, if a elector's entry on the Certified List has been marked already, in any way, refer to Declaration Voting Section.

Initialling ballot papers

Before issuing an ordinary ballot paper issuing *staff must* initial it on the back, near the top right-hand corner.

Ensure you issue a ballot paper ONLY when there is a vacant voting screen available. This is important to control elector flow.
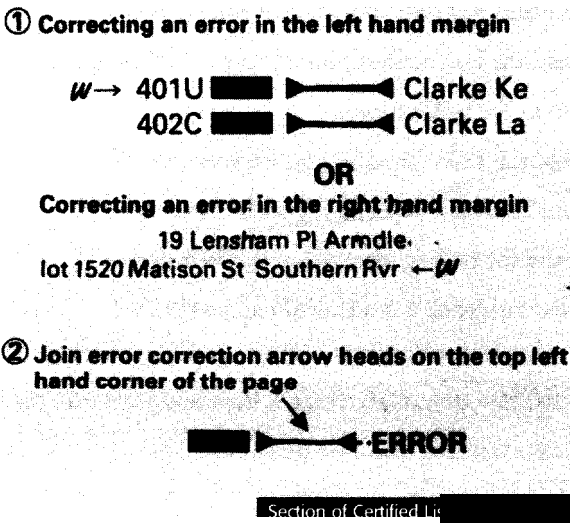
The elector should be advised as appropriate to:

- proceed ALONE to a vacant voting screen;
- read the instructions printed on the ballot paper;
- fill in the ballot paper;
- fold the ballot paper to conceal the vote;
- put the ballot paper in the ballot box;
- leave the polling place when finished; and
- that assistance is available if required.

NOTE: **Do not allow more than one elector in the same voting screen at the same time unless the elector needs assistance (see Assistance Section).**

The elector may need an explanation as to how to fill out a ballot paper. Issuing Officers should tell electors that if they need help, they should ask the Team Leader or delegated person(s).

Enroiment

Enrolment and voting are now compulsory for all Australian citizens. This has been the case since 1924 for most Australians. For Aboriginal and Torres Strait Islanders it was 1984 before compulsory enrolment and voting became law. Prior to 1962 very few Aboriginal and Torres Strait Islander people could vote. Between 1962 and 1984 Aboriginal and Torres Strait Islander people had the option of enrolling. Once enrolled, it was then compulsory for them to vote.

Qualifications for enrolment

- Australian citizenship,
- ages 18 years or older (people may provisionally enrol at 17 years but not vote until turning 18 years),
- have lived at least one month at current address.

An electoral enrolment form enrols for:

- Federal Elections and Referendums (voting compulsory);
- State and Territory Elections and Referendums (voting compulsory);
- most local government Elections in States and Territories (compulsion varies);
- ATSIC Elections (Aboriginal and Torres Strait Islander people only) (not compulsory).

Fines (Federal Elections and Referendums)

- Not enrolling — up to $50.00 plus court costs.
- Not voting — up to $50.00 plus court costs.

Completing the Enrolment Form

1. **FILL OUT THE ENROLMENT FORM PROPERLY. (Unless the enrolment form is completed correctly it will not be processed, and will be returned to the elector for completion.)**

2. **If electors cannot sign their name in writing they may use a mark. If they do so, then the person witnessing MUST verify and witness the elector's mark by:**

   — **writing 'his mark or 'her mark' (as the case may be) either side of elector's mark;**

   — **signing the witness' name after the word 'mark, and**

   — **writing 'witness' in brackets after the signature;**

3. **ensure elector's correct address is recorded on the Enrolment Form. If the elector lives at an Outstation, put the address as that Outstation, not just the main community.**

NOTE: SEE SAMPLE ENROLMENT FORM ON THE NEXT PAGE

How do I fill in the form?

These notes will help you fill in your enrolment form.

PLEASE USE BLOCK LETTERS AND BLUE OR BLACK INK

2 Please give full details to show your exact residential address.
Rural and Remote Electors: If you live in an area where there are no street numbers, please give sufficient information to identify your residence. Draw a sketch in the space provided overleaf if necessary.

4 If your postal address is the same as the address shown at question 2, print "as above".

7 If date of birth not known, estimate year of birth.

10 Answer YES or NO. Are you an Australian citizen?

11 If you have changed any part of your name since your last enrolment, show here the full name you previously used.

12 Fill this in only if you have moved since your last enrolment.

Please check the section "Am I eligible to enrol?" before you sign this declaration.
You must sign this declaration in front of a person who is eligible to be on the Commonwealth of Australia electoral roll.

This form must be witnessed by a person who is eligible to be on the Commonwealth of Australia electoral roll and can sign his or her name in writing. If the elector is a markesperson, the witness must also verify and witness the elector's mark. eg.

EC	NIN *Sample*		Date Received
COMMONWEALTH OF AUSTRALIA			NORTHERN TERRITORY

1 Surname: JONES
All Christian or given names: William Henry

2 Address: MOMOB OUTSTATION Bulman

4 Postal address: P.O. Box 120 Katherine 0756

5 Occupation: unemployed   Male/Female

7 Date of Birth: 08.08.63   Ramingining

8 Country of birth: AUSTRALIA

10 I am an Australian citizen: NO / YES

WITNESS J. Smith / John Smith / 13 Cheel Place Darwin.

AUSTRALIAN ELECTORAL COMMISSION

41

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.

Sample of Declaration Vote Envelope

Types of declaration vote issued at a polling place

Absent vote — where the elector's enrolled address is OUTSIDE the electorate (Division), but within the same State or Territory;

NOTE: Absent votes are NOT issued in the Northern Territory for Federal Elections as there is only one Federal Division.

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 not shown on Certified List (Silent Elector).**

List *of Localities and* Streets (EF054)
(not used in the Northern Territory).

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 in front 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.

1995
Commonwealth of Australia

List of Localities
&
Streets

New South Wales
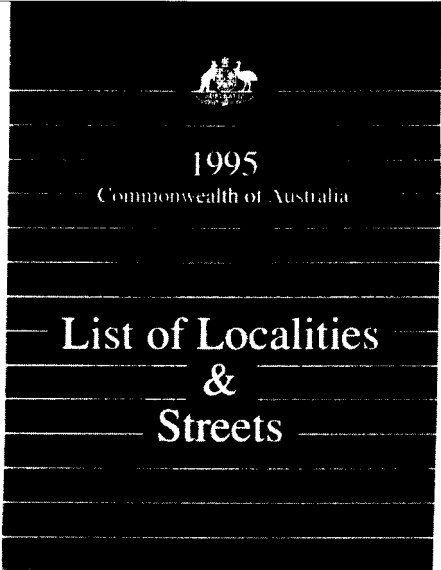
List of Loca

AEC

EF54-7

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 Street section when street information is required to determine the correct Division for a particular address.

Full instructions on how to use the *List **of** Locality and Streets* are to be found at the front of the book. You must fully understand the use of the List of Localities and Streets before you commence issuing any Declaration Votes.

NOTE: There is not a *'List of Localities and Streets'* (EFO54) for the Northern Territory as there is only one Federal Division and therefore Absent Votes are not issued.

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

Mac and Mc are indexed as **Mac.**

0' names are indexed as starting with 0.

St names are indexed as if they start with Saint.

Streets may belong to more than one Division

You should be aware of 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 Axon);

- 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'(except* in the NT)

Staff 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)

O R

- 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 judicious questioning, will enable a maximum number of votes to be admitted to the count.

> **NOTE:** **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 Elector. Check the claimed enrolled address in the List of Localities and Streets. The name might be missing because he or she is actually enrolled for another Division.**

Provisional Voting Statement

Once it has been determined that an elector is entitled to a Provisional Vote, hand him/her the Provisional Voting Statement (EF01 1) to read. This statement sets out the elector's rights. It is possible that after reading the statement the elector may decide not to vote .

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 complete fully the Elector Details Section. Request the elector to PRINT legibly and firmly. Ensure that the elector signs the Declaration Envelope. You may assist a elector who has difficulty writing or understanding the process.

  From the address identified by the elector as the 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 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 the elector 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.

- 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 the elector 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.

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; and
- place the counterfoil in the Declaration Records Folder in alphabetical order, first by Division and then by elector surname.

When the elector returns with the completed ballot papers

NOTE: ENSURE THE BALLOT PAPERS ARE NOT PLACED IN THE BALLOT BOX AT THIS STAGE.

- 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 ballot box.

Electoral Enrolment Form
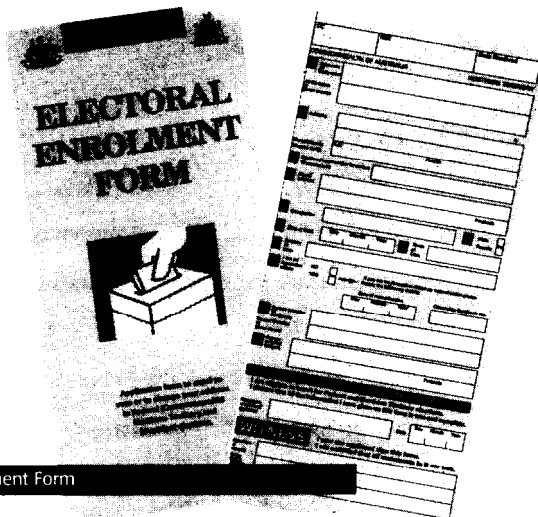
NOTE: You will need to ask the elector to complete an electoral enrolment form if:
- the elector indicates a change of address, or
- the elector's name was not on the Certified List.

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

Completed enrolment forms are to be placed in the special envelope provided for the purpose and kept by the Team Leader. Do not under any circumstances insert enrolment forms into Declaration Envelopes.

> NOTE: • keep unused enrolment forms separte from completed enrolment froms at all times;
>
> • detach front cover from **completed** enrolment form to **distinguish** it from unused forms.

Preparation of a Declaration Envelope for Assisted Electors

The Declaration Envelope for an assisted elector may be completed only by the Team Leader OR delegate. The following steps should be taken:

- complete the required details on the Declaration Envelope ;
- 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);
- sign in the space provided for the issuing officer;
- obtain a witness' signature and title ('scrutineer' OR 'polling official') under the space provided for the elector's signature;
- remove the counterfoil from the Declaration Envelope;
- check that the information on the counterfoil can be read; and
- place the counterfoil in the folder provided.

> 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 witness. The issuing officer must identify the fact that the elector made the mark by:**
>
> • **adding the works '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-attumey for an elector IS NOT permitted to sign any electoral form on behalf of that elector.

> NOTE: If a elector's name cannot be found on the Certified List, complete an enrolment form for the elector.

Postal Votes received at the polling place

Some electors may deliver their completed Postal Vote (or the postal vote of another person) to a polling place rather than post it to the Divisional Office. Other electors may wish to cancel a Postal Vote in order to have an Ordinary or Absent Vote.

Receipt of a completed Postal Vote

All completed postal votes received at the polling place are to be given immediately to the Team Leader.

AUSTRALIAN ELECTORAL COMMISSION

Problems you may encounter

Provisional enrolment

Provisional enrolment is available for 17-year-olds but they are **not** entitled to vote until they turn 18. This procedure allows anyone who turns 18 between the close of rolls and polling day to vote. Do **not confuse provisional enrolment with provisional voting.**

Political messages on badges and clothing

Scrutineers are forbidden to wear political messages on badges or clothing when in the polling place. Electors are entitled to wear political messages on badges or clothing in the polling place if they wish to do so.

Problems you may encounter at the issuing point

Roll discrepancies

Some of the situations you may encounter are:

- misspelling of names;
- inaccurate address details;
- name on roll twice; and
- changes to electors' names by marriage, deed poll, etc. (note: a elector can still remain on the roll and vote under a previous name).

For the above cases, enter the details on an Elector Information Report. 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. The elector should be given an Electoral Enrolment Form to complete in the polling place in order to correct the error.

Advice concerning the inability of people to vote

A elector may advise you of the illness, death or other circumstances of people on the roll. All **such details should be written in the Elector Information Report. Do not mark the Certified List in any way. You** must NEVER issue ballot papers to allow anyone to vote on behalf of another person.

> **NOTE:** Exercise extreme care when a person says 'mark so-and-so off the roll as he/she has died'. You are NOT to mark the Certified List. Furthermore, marking the Certified List will not remove the name from the roll. These details MUST be written in the Elector Information Report only. The DRO will then take action to remove the name from the roll.

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

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 _____

• 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 enrolled address)   Postcode

Date of birth

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 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 to

Signature of Elector

Information about an elector provided by another elector.

Section B

☐ 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

☐ Excuses roll noted   ☐ Enrolment action follow up

People who applied to enrol after close of rolls

You may meet a person who has applied for enrolment after the close of rolls. Because late **application,** they do not have

appears on the Certified List for a right to vote as an ordinary *elector unless their name* of a

may be eligible to vote as or some other address within the Division. However, they

electoral roll f an Absent Elector (not in Northern Territory) if they are

or another Division in your State. ort if they are

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.

Australian Electoral Commission ***AE*** C

SPOILT OR DISCARDED
BALLOT PAPER ENVELOPE

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.

This envelope contains ONE ballot paper, namely:

☐ Spoilt ☐ Discarded

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 6PM DISCARDED - PASS DIRECTLY TO OIC ASAP

EF022 — 5/95

Spoilt or Discarded Ballot Paper

Spoilt ballot papers

A elector who claims to have spoilt a ballot paper MUST be given a new one AFTER handing back the original. 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);
- • enclose the ballot paper in the envelope and seal;
- • 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.

Discarded ballot papers

During the day you or an elector may find ballot papers (marked or unmarked) that have been dropped in the polling place 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:

1. write 'DISCARDED' on the back of the ballot paper;
2. put the ballot paper in a Spoilt or Discarded Ballot Paper Envelope;
3. tick the 'DISCARDED' box on the envelope;
4. mark the **envelope with the type of ballot paper** (House of Representatives or Senate), enclose and seal;
5. keep Spoilt or Discarded Ballot Paper Envelopes for delivery to the DRO at the completion of your run.

Common mistakes and/or misinformation

1. Discarded or Spoilt ballot papers are placed in the ballot box.

2. Absent votes should not be confused with interstate pre-poll votes.

3. Elector flow is not properly controlled.

4. Teams underestimate packing and departure time requirements on first day.

5. Teams underestimate the value of CEAs/Local Assistants.

6. Team Leader fails to actively recruit CEAs/Local Assistants.

7. Team Leader fails to recruit other local people as assistants if suggested people (CEAs) are not available.

8. Team postpones the completion of CEAs/Local Assistants' employment forms.

9. Not enough effort or time is given to finding the elector's correct name on Certified List.

10. Issuing Officers incorrectly assume that the issue of a Declaration Vote will always ensure the elector's vote will count.

11. Team member duties not correctly defined. (Team Leader should not issue votes but concentrate on the overall management of the polling place).

12. Team Leader, if experiencing difficulty in contacting DRO, gives up too quickly or postpones contact to the following day.