

Home workbook

Officer **in** Charge (OIC)

Second in Charge (2IC)

Polling Place

Liaison Officer (PPL0)

NAME

ADDRESS

POLLING PLACE

Introduction

This workbook contains a series of exercises which are designed to assist you to develop your understanding of your functions as a senior polling official.

All questions are based on the Polling Place Management Procedures manual. It will be necessary to view the video and read the procedures thoroughly before attempting to answer the questions in this workbook. The video provides an overview of important procedures.

Although the questions do not address every detail of polling place procedures, it is important that you understand everything contained in your Polling Place Management Procedures manual

If anything is unclear, make a note of it in the space provided at the end of this workbook. You should discuss these points with your Divisional Returning Officer at the training session.

Please bring this completed workbook and your Polling Place Management Procedures to the training session.

You will be asked to return this completed home workbook to the Divisional Returning Officer at the training session. You may keep the video.

NOTE; Even though you will be asked to return **your Polling Place Management Procedures at the end of polling day**, feel free to highlight **or underline important sections** (the procedures will be reprinted for the next election).

The details of your name and address required above are for the Divisional Returning **Officer** to authorise payment for completion of this aspect of your training. The Australian Electoral Commission will not disclose this information to unauthorised users.

This Home Workbook is dated December 1995 and has been published specifically for the Federal Election. It supersedes any previous Home Workbook for senior polling staff.

Exercises

1 **Introduction**

1.1 What is the primary function of the Polling Place Manager?

1.2 If the OIC is required to leave the Polling Place what must they do?

1.3 What are the rights and responsibilities of Candidates, Party Workers and Scrutineers?

1.4 How often must results be phoned to the DRO?

2 Before Polling

2.1 When should you inspect the Polling Place! Why?

2.2 When you inspect the Polling Place, what should you check?

2.3 What furniture is essential?

2.4 What are some of the staff management responsibilities of the OIC?

2.5 How is EEO applied in the Polling Place?

2.6 What must you do when you receive your materials?

2.7 How should Ballot papers be stored?

2.8 When planning the layout of your polling place, what do you need to consider?

2.7 What needs to be done before 8am on Polling day?

2.10 What material should be distributed to ordinary vote issuing points?

2.11 What materials should be distributed to declaration vote ~~issuing~~ points?

3 Polling

3.1 What procedures should you follow when sealing the ballot box?

3.2 How do you ensure the security of Ballot papers?

3.3 What action should be taken if lengthy queues form?

3.4 What are ordinary votes?

3.5 **What** are the three prescribed questions which must be asked of all ordinary voters?

3.6 How do you mark the Certified List?

3.7 What advice should be given to electors when issuing ballot papers?

3.8 What do you do if you cannot find an elector’s name on the Certified List?

3.9 What is a Declaration Vote?

3.10 When must you consult the List of Localities and Streets?

3.11 Can an elector ask anyone for assistance in completing a ballot paper!

3.12 In what circumstances can you make changes to the Certified List?

3.13 What do you do if a voter claims they applied for a Postal Vote but did not receive it?

3.14 How do you cancel a spoilt ballot paper?

3.15 What is a discarded ballot paper?

3.16 In what situations can voting be adjourned?

3.17 What do you do if an accident occurs in the Polling Place?

3.18 During Polling how many scrutineers can a candidate appoint?

3.19 What must you check on a scrutineers appointment form?

3.20 What do you do if there is still a queue outside the Polling Place at 6pm?

4 **After Polling**

4.1 What details on the inside cover of the Certified List must be completed before it is collected at the end of polling?

4.2 How many scrutineers is each candidate allowed to appoint for the count?

4.3 What proceedings are open to scrutiny?

4.4 If a Scrutineer objects to the formality of a ballot paper, what should you do?

4.5 What do you do with unused ballot papers?


4.6 In what order must used ballot papers be counted?

4.7 What is meant by 'production line system' for the scrutiny?

4.8 What is meant by the Two-candidate preferred count?

4.9 Please indicate if the House of Representative ballot papers (starting on page 19) are formal or informal and the reason for your decision.

4.10 Please indicate whether the above or below the line sections of the Senate ballot papers (starting on page 22) are formal or informal and then which section you would count.



BALLOT PAPER
HOUSE OF REPRESENTATIVES
NEW SOUTH WALES
ELECTORAL DIVISION OF
NINGALOO

1

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

3

SMITH, Jack
INDEPENDENT

2

MELBA, Ellie
SINGERS PARTY

1

KELLY, Ed
BUSH RANGERS PARTY

5

WILSON, Anthea
PURPLE PARTY

4


SULLIVAN, Arthur
INDEPENDENT

SAMPLE

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

AEC

Formal ☐ Informal ☐
Reason _____



BALLOT PAPER
HOUSE OF REPRESENTATIVES
NEW SOUTH WALES
ELECTORAL DIVISION OF
NINGALOO

2

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

X

SMITH, Jack
INDEPENDENT

2

MELBA, Ellie
SINGERS PARTY

5

KELLY, Ed
BUSH RANGERS PARTY

4

WILSON, Anthea
PURPLE PARTY

3


SULLIVAN, Arthur
INDEPENDENT

SAMPLE

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

AEC

Formal ☐ Informal ☐
Reason _____



BALLOT PAPER
HOUSE OF REPRESENTATIVES
NEW SOUTH WALES
ELECTORAL DIVISION OF
NINGALOO

3

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

☐

SMITH, Jack
INDEPENDENT

☒

MELBA, Ellie
SINGERS PARTY

☐

KELLY, Ed
BUSH RANGERS PARTY

☐

WILSON, Anthea
PURPLE PARTY

☐


SULLIVAN, Arthur
INDEPENDENT

SAMPLE

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

AEC

Formal ☐ Informal ☐
Reason _____



BALLOT PAPER
HOUSE OF REPRESENTATIVES
NEW SOUTH WALES
ELECTORAL DIVISION OF
NINGALOO

4

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

1

SMITH, Jack
INDEPENDENT

2

MELBA, Ellie
SINGERS PARTY

3

KELLY, Ed
BUSH RANGERS PARTY

4

WILSON, Anthea
PURPLE PARTY

5


SULLIVAN, Arthur
INDEPENDENT

SAMPLE

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

AEC

Formal ☐ Informal ☐
Reason _____



BALLOT PAPER
HOUSE OF REPRESENTATIVES
NEW SOUTH WALES
ELECTORAL DIVISION OF
NINGALOO

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

☒ 3

SMITH, Jack
INDEPENDENT

☐ 1

MELBA, Ellie
SINGERS PARTY

☒ 2

KELLY, Ed
BUSH RANGERS PARTY

☐

WILSON, Anthea
PURPLE PARTY

☐

SULLIVAN, Arthur
INDEPENDENT


SAMPLE

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

AEC

Formal ☐ Informal ☐

Reason



BALLOT PAPER
HOUSE OF REPRESENTATIVES
NEW SOUTH WALES
ELECTORAL DIVISION OF
NINGALOO

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

☒ 4

SMITH, Jack
INDEPENDENT

☒ 2

MELBA, Ellie
SINGERS PARTY

☒ 3

KELLY, Ed
BUSH RANGERS PARTY

☐

WILSON, Anthea
PURPLE PARTY

☒ 1

SULLIVAN, Arthur
INDEPENDENT


SAMPLE

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

AEC

Formal ☐ informal ☐

Reason



BALLOT PAPER
HOUSE OF REPRESENTATIVES
NEW SOUTH WALES
ELECTORAL DIVISION OF
NINGALOO

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

☐

SMITH, Jack
INDEPENDENT

☐

MELBA, Ellie
SINGERS PARTY

☐

KELLY, Ed
BUSH RANGERS PARTY

☐

WILSON, Anthea
PURPLE PARTY

☐

SULLIVAN, Arthur
INDEPENDENT


SAMPLE

Remember...number
to make your vote count

AEC

Formal ☐ Informal ☐

Reason



BALLOT PAPER
HOUSE OF REPRESENTATIVES
NEW SOUTH WALES
ELECTORAL DIVISION OF
NINGALOO

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

☒ 6

SMITH, Jack
INDEPENDENT

☒ 5

MELBA, Ellie
SINGERS PARTY

☒ 4

KELLY, Ed
BUSH RANGERS PARTY

☒ 3

WILSON, Anthea
PURPLE PARTY

☒ 2

SULLIVAN, Arthur
INDEPENDENT

☒

SIMPSON, Bert


SAMPLE

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

AEC

Formal ☐ Informal ☐

Reason



BALLOT PAPER
HOUSE OF REPRESENTATIVES
NEW SOUTH WALES
ELECTORAL DIVISION OF
NINGALOO

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

<input checked="" type="checkbox"/> 5	SMITH, Jack INDEPENDENT
<input checked="" type="checkbox"/> 2	MELBA, Ellie SINGERS PARTY
<input checked="" type="checkbox"/> 1	KELLY, Ed BUSH RANGERS PARTY
<input checked="" type="checkbox"/> 4	WILSON, Anthea PURPLE PARTY
<input checked="" type="checkbox"/> 3	SULLIVAN, Arthur INDEPENDENT


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

AEC

Save the Planet

SAMPLE

Formal ☐ Informal ☐
Reason _____



BALLOT PAPER
HOUSE OF REPRESENTATIVES
NEW SOUTH WALES
ELECTORAL DIVISION OF
NINGALOO

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


<input checked="" type="checkbox"/> 3	SMITH, Jack INDEPENDENT
<input checked="" type="checkbox"/> 3	MELBA, Ellie SINGERS PARTY
<input checked="" type="checkbox"/> 2	KELLY, Ed BUSH RANGERS PARTY
<input checked="" type="checkbox"/> 1	WILSON, Anthea PURPLE PARTY
<input checked="" type="checkbox"/> 4	SULLIVAN, Arthur INDEPENDENT

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

AEC

SAMPLE

Formal ☐ Informal ☐
Reason _____



BALLOT PAPER
HOUSE OF REPRESENTATIVES
NEW SOUTH WALES
ELECTORAL DIVISION OF
NINGALOO

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

<input checked="" type="checkbox"/> 2	SMITH, Jack INDEPENDENT
<input checked="" type="checkbox"/> 1	MELBA, Ellie SINGERS PARTY
<input checked="" type="checkbox"/> 4	KELLY, Ed BUSH RANGERS PARTY
<input checked="" type="checkbox"/> 5	WILSON, Anthea PURPLE PARTY
<input checked="" type="checkbox"/> 3	SULLIVAN, Arthur INDEPENDENT


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

AEC

Go Ellie, I voted for you, Tom Smith

SAMPLE

Formal ☐ Informal ☐
Reason _____



BALLOT PAPER
HOUSE OF REPRESENTATIVES
NEW SOUTH WALES
ELECTORAL DIVISION OF
NINGALOO

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

<input type="checkbox"/>	SMITH, Jack INDEPENDENT	2
<input type="checkbox"/>	MELBA, Ellie SINGERS PARTY	1
<input type="checkbox"/>	KELLY, Ed BUSH RANGERS PARTY	5
<input type="checkbox"/>	WILSON, Anthea PURPLE PARTY	3
<input type="checkbox"/>	SULLIVAN, Arthur INDEPENDENT	4

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

AEC

SAMPLE

Formal ☐ Informal ☐
Reason _____

You may vote in one of two ways

either

By placing the single figure 1 in one and only one of these squares to indicate the voting paper you wish to adopt as your vote.

A TASMANIAN INDEPENDENT SENATOR BRIAN HARRADINE

B AUSTRALIAN LABOR PARTY

C TASMANIA SENATE TEAM

D LIBERAL/NATIONAL PARTY

E TASMANIAN GREENS

F CALL TO AUSTRALIA (FRED NILE) GROUP

G NATURAL LAW PARTY

H AUSTRALIAN DEMOCRATS

Un grouped

JAMIESON ☐ **INDEPENDENT**

HARMSEN ☐ **AUSTRALIAN DEMOCRATS**

STEPHEN DAVEY ☐ **AUSTRALIAN DEMOCRATS**

BRODZITZKY ☐ **NATURAL LAW PARTY**

DAVIES ☐ **CARIBBEAN NATIONAL LAW PARTY**

HOPSON ☐ **CALL TO AUSTRALIA (FRED NILE) GROUP**

HOPSON ☐ **CALL TO AUSTRALIA (FRED NILE) GROUP**

HENDERSON ☐ **TASMANIAN GREENS**

JONES ☐ **TASMANIAN GREENS**

FRY ☐ **MELBORN TASMANIAN GREENS**

BALINE ☐ **LIBERAL/NATIONAL PARTY**

TIERNEY ☐ **LIBERAL/NATIONAL PARTY**

MACDONALD ☐ **SANDY MACDONALD PARTY**

PAYNE ☐ **LIBERAL/NATIONAL PARTY**

SPROULE ☐ **ALAN SPROULE TASSIE TEAM**

McSHANE ☐ **ALAN McSHANE TASSIE TEAM**

TATE ☐ **Michael Tate Australian Labor Party**

COATES ☐ **JOHN COATES AUSTRALIAN LABOR PARTY**

MURPHY ☐ **Shayne Murphy Tasmanian Labor Party**

ALLUCH ☐ **Ian Alluch Australian Labor Party**

HARRADINE ☒ **Brian Harradine Independent Senator for Tasmania**

OR

By placing the numbers 1 to 71 in the order of your preference

A TASMANIAN INDEPENDENT SENATOR BRIAN HARRADINE

B AUSTRALIAN LABOR PARTY

C TASMANIA SENATE TEAM

D LIBERAL/NATIONAL PARTY

E TASMANIAN GREENS

F CALL TO AUSTRALIA (FRED NILE) GROUP

G NATURAL LAW PARTY

H AUSTRALIAN DEMOCRATS

Un grouped

JAMIESON ☐ **INDEPENDENT**

HARMSEN ☐ **AUSTRALIAN DEMOCRATS**

STEPHEN DAVEY ☐ **AUSTRALIAN DEMOCRATS**

BRODZITZKY ☐ **NATURAL LAW PARTY**

DAVIES ☐ **CARIBBEAN NATIONAL LAW PARTY**

HOPSON ☐ **CALL TO AUSTRALIA (FRED NILE) GROUP**

HOPSON ☐ **CALL TO AUSTRALIA (FRED NILE) GROUP**

HENDERSON ☐ **TASMANIAN GREENS**

JONES ☐ **TASMANIAN GREENS**

FRY ☐ **MELBORN TASMANIAN GREENS**

BALINE ☐ **LIBERAL/NATIONAL PARTY**

TIERNEY ☐ **LIBERAL/NATIONAL PARTY**

MACDONALD ☐ **SANDY MACDONALD PARTY**

PAYNE ☐ **LIBERAL/NATIONAL PARTY**

SPROULE ☐ **ALAN SPROULE TASSIE TEAM**

McSHANE ☐ **ALAN McSHANE TASSIE TEAM**

TATE ☐ **Michael Tate Australian Labor Party**

COATES ☐ **JOHN COATES AUSTRALIAN LABOR PARTY**

MURPHY ☐ **Shayne Murphy Tasmanian Labor Party**

ALLUCH ☐ **Ian Alluch Australian Labor Party**

HARRADINE ☒ **Brian Harradine Independent Senator for Tasmania**

1

2

3

4

5

6

7

TOP

Formal ☐Informal ☐

BOTTOM

Formal ☐Informal ☐

COUNT

Top

Bottom ☐

Informal

Informal ☐

Bottom

2

You may vote
in one
of two ways

either

By placing the single figure 1 in one and only one of these squares to indicate the voting figure you wish to adopt as your vote

A	B	C	D	E	F	G	H
<input style="width: 40px; height: 40px; margin: 0 auto;" type="checkbox"/>	<input style="width: 40px; height: 40px; margin: 0 auto;" type="checkbox"/>	<input style="width: 40px; height: 40px; margin: 0 auto;" type="checkbox"/>	<input style="width: 40px; height: 40px; margin: 0 auto;" type="checkbox"/>	<input style="width: 40px; height: 40px; margin: 0 auto;" type="checkbox"/>	<input style="width: 40px; height: 40px; margin: 0 auto;" type="checkbox"/>	<input style="width: 40px; height: 40px; margin: 0 auto;" type="checkbox"/>	<input style="width: 40px; height: 40px; margin: 0 auto;" type="checkbox"/>
TASMANIAN INDEPENDENT SENATOR BRIAN HARRADINE	AUSTRALIAN LABOR PARTY	TASMANIA SENATE TEAM	LIBERAL/ NATIONAL PARTY	TASMANIAN GREENS	CALL TO AUSTRALIA (FRED MILE) GROUP	NATURAL LAW PARTY	AUSTRALIAN DEMOCRATS

or

By placing the numbers 1 to 21 in the order of your preference

A	B	C	D	E	F	G	H	Ungrouped
TASMANIAN INDEPENDENT SENATOR BRIAN HARRADINE	AUSTRALIAN LABOR PARTY	TASMANIA SENATE TEAM	LIBERAL/ NATIONAL PARTY	TASMANIAN GREENS	CALL TO AUSTRALIA (FRED MILE) GROUP	NATURAL LAW PARTY	AUSTRALIAN DEMOCRATS	Ungrouped
<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">1</div> HARRADINE Brian TASMANIAN INDEPENDENT SENATOR BRIAN HARRADINE	<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">2</div> TATE Michael AUSTRALIAN LABOR PARTY	<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">6</div> SPROULE Alan TASMANIA SENATE TEAM	<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">8</div> BALME Michael LIBERAL	<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">12</div> HENDERSON Judy TASMANIAN GREENS	<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">15</div> HOPSON Philip CALL TO AUSTRALIA (FRED MILE) GROUP	<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">17</div> BROSCZYK Greg NATURAL LAW PARTY	<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">19</div> HARMSEN Patsy AUSTRALIAN DEMOCRATS	<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">25</div> JAMESON Ian INDEPENDENT
<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">3</div> COATES John AUSTRALIAN LABOR PARTY	<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">7</div> McSHANE Frances TASMANIA SENATE TEAM	<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">9</div> TIERNEY John LIBERAL	<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">13</div> JONES Peter TASMANIAN GREENS	<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">16</div> HOPSON Janette CALL TO AUSTRALIA (FRED MILE) GROUP	<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">18</div> DAVES Caroline NATURAL LAW PARTY	<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">20</div> STEPHEN David AUSTRALIAN DEMOCRATS		
<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">4</div> MURPHY Shayne AUSTRALIAN LABOR PARTY		<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">10</div> MACDONALD Sandy NATIONAL PARTY	<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">14</div> FRY Marion TASMANIAN GREENS					
<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">5</div> AULICH Terry AUSTRALIAN LABOR PARTY		<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">11</div> PAYNE Marise Ann LIBERAL						

Fold the ballot paper, place it in the envelope addressed to the Divisional Returning Officer and fasten the envelope.

AEC

Bottom ☐

Fold the ballot paper, place it in the envelope addressed to the Divisional Returning Officer and fasten the envelope.

Informal ☐

Informal ☐

Bottom

9

SENATE POSTAL BALLOT PAPER
TASMANIA 1993
ELECTION OF 6 SENATORS

**You may vote
in one
of two ways**

either

by placing the single figure 1 in one and only one of these squares to indicate the voting ticket you wish to adopt as your vote.

10

by placing the numbers
1 to 21 in the order of
your preference

Fold the ballot paper, place it in the envelope addressed to the Divisional Returning Officer and fasten the envelope.

AEC

A	<input type="checkbox"/>	TASMANIAN INDEPENDENT SENATOR BRIAN HARRADINE
B	<input type="checkbox"/>	AUSTRALIAN LABOR PARTY
C	<input type="checkbox"/>	TASMANIA SENATE TEAM
D	<input type="checkbox"/>	LIBERAL/ NATIONAL PARTY
E	<input type="checkbox"/>	TASMANIAN GREENS
F	<input type="checkbox"/>	CALL TO AUSTRALIA (FRED NILE) GROUP
G	<input checked="" type="checkbox"/>	NATURAL LAW PARTY
H	<input type="checkbox"/>	AUSTRALIAN DEMOCRATS
A	<input checked="" type="checkbox"/>	TASMANIAN INDEPENDENT SENATOR BRIAN HARRADINE
B	<input type="checkbox"/>	AUSTRALIAN LABOR PARTY
C	<input type="checkbox"/>	TASMANIA SENATE TEAM
D	<input type="checkbox"/>	LIBERAL/ NATIONAL PARTY
E	<input type="checkbox"/>	TASMANIAN GREENS
F	<input type="checkbox"/>	CALL TO AUSTRALIA (FRED NILE) GROUP
G	<input type="checkbox"/>	NATURAL LAW PARTY
H	<input type="checkbox"/>	AUSTRALIAN DEMOCRATS
A	<input checked="" type="checkbox"/>	TASMANIAN INDEPENDENT SENATOR BRIAN HARRADINE
B	<input type="checkbox"/>	AUSTRALIAN LABOR PARTY
C	<input type="checkbox"/>	TASMANIA SENATE TEAM
D	<input type="checkbox"/>	LIBERAL/ NATIONAL PARTY
E	<input type="checkbox"/>	TASMANIAN GREENS
F	<input type="checkbox"/>	CALL TO AUSTRALIA (FRED NILE) GROUP
G	<input type="checkbox"/>	NATURAL LAW PARTY
H	<input type="checkbox"/>	AUSTRALIAN DEMOCRATS

8

TOP Formal ☐ Informal ☐

BOTTOM Formal ☐ informal ☐

COUNT Top ☐ Bottom ☒

A	B	C	D	E	F	G	H	
1 TASMANIAN INDEPENDENT SENATOR BRIAN HARRADINE	2 AUSTRALIAN LABOR PARTY	3 TASMANIA SENATE TEAM	4 LIBERAL/ NATIONAL PARTY	5 TASMANIAN GREENS	6 CALL TO AUSTRALIA (FRED NILE) GROUP	7 NATURAL LAW PARTY	8 AUSTRALIAN DEMOCRATS	
A TASMANIAN INDEPENDENT SENATOR BRIAN HARRADINE	B AUSTRALIAN LABOR PARTY	C TASMANIA SENATE TEAM	D LIBERAL/ NATIONAL PARTY	E TASMANIAN GREENS	F CALL TO AUSTRALIA (FRED NILE) GROUP	G NATURAL LAW PARTY	H AUSTRALIAN DEMOCRATS	Ungrouped
7 HARRADINE Brian TASMANIAN INDEPENDENT SENATOR BRIAN HARRADINE	12 TATE Michael AUSTRALIAN LABOR PARTY	1 SPROULE Alan TASMANIA SENATE TEAM	16 BAUME Michael LIBERAL	3 HENDERSON Judy TASMANIAN GREENS	21 HOPSON Philip CALL TO AUSTRALIA (FRED NILE) GROUP	8 BROSZCZYK Greg NATURAL LAW PARTY	10 HARMSEN Patsy AUSTRALIAN DEMOCRATS	6 JAMIESON Ian INDEPENDENT
13 COATES John AUSTRALIAN LABOR PARTY	14 MURPHY Shayne AUSTRALIAN LABOR PARTY	2 McSHANE Frances TASMANIA SENATE TEAM	17 TIERNEY John LIBERAL	4 JONES Peter TASMANIAN GREENS	20 HOPSON Janelle CALL TO AUSTRALIA (FRED NILE) GROUP	9 DAVIES Caroline NATURAL LAW PARTY	11 STEPHEN David AUSTRALIAN DEMOCRATS	
15 AULICH Terry AUSTRALIAN LABOR PARTY			18 MACDONALD Sandy NATIONAL PARTY	5 FRY Marilyn TASMANIAN GREENS				
			19 PAYNE Maureen Ann LIBERAL					

	TOP	BOTTOM	COUNT
Formal	<input type="checkbox"/>	<input type="checkbox"/>	
Informal	<input type="checkbox"/>	<input type="checkbox"/>	
Top	<input type="checkbox"/>	<input type="checkbox"/>	
Bottom	<input type="checkbox"/>	<input type="checkbox"/>	

Answers

1 Introduction

- 1.1 The primary function of the Polling Place Manager is to manage the polling place.
- 1.2 If the OIC is required to leave the Polling Place at any time during voting, the second-in-charge (2IC) or the most senior polling official must be appointed as substitute OIC. This appointment form is in the front of your OIC's General Return.
- 1.3 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 mix with party workers and voters outside the Polling Place.

Party workers distribute how to vote cards and encourage electors to vote for the party or candidate which the party worker supports. Party workers are not allowed to canvass within six metres of an entrance to a Polling Place. Party workers may only enter the Polling Place once, to record their vote. An exception is made if an individual party worker is nominated as an assistant by a voter who needs help to complete the ballot paper. Party workers asked to assist voters must remove political badges they are wearing before entering the Polling Place.

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

Scrutineers must follow certain rules in relation to:

- number of scrutineers allowed in a polling place
- presentation of appointment forms
- their rights and responsibilities.

- 1.4 Results of each completed scrutiny must be phoned through as soon as possible.
- Three phone calls must be made:
- House of Representatives first preferences result;
 - House of Representatives Two-candidate Preferred count result, and
 - Senate count result.

2 Before Polling

- 2.1 Inspect the Polling Place as soon as possible. This is *critical*. If left to the last minute it may not be possible to fix any problems.
- 2.2 When you inspect the Polling Place, check the following:
- arrangements for access to the polling place on polling eve to set up the tables and voting screens;
 - enough suitable furniture to cover both voting and scrutiny needs;
 - adequate lighting for evening work;
 - suitable heating and cooling;
 - toilet facilities;
 - kitchen or tea making facilities;
 - security systems;
 - waste paper facilities; and
 - adequate staff parking.

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

- 2.3 Most of the material and furniture you require (eg. voting screens, litter bins) will be supplied by your DRO. You need to check, however, that the following furniture items are available at your venue:
- tables for the OIC, inquiry station and each issuing point;
 - chairs for the OIC, 2IC, each issuing point, and the ballot box guard;
 - chairs for frail or elderly electors;
 - suitable tables for tabletop voting screens (each polling place will be provided with at least one); and
 - suitable tables for conducting the count of votes on polling night.

2.4 You are responsible for briefing, monitoring and directing all the staff engaged at your polling place. Specifically, this includes:

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

2.5 The Officer in Charge of a polling place is responsible for ensuring that all staff are treated equitably, fairly and are free of any unjustified discrimination regardless of their sex, race or mental or physical disability. EEO aims to provide staff with opportunities to contribute based on their abilities, talent, performance and potential, and to provide a working environment which gives recognition and job satisfaction.

2.6 When you receive your materials you must:

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

- 2.7 You must keep all polling material under your control secure at all times. Ballot papers and Certified Lists should, if possible, be locked in a container and held in secure storage before polling day.
- 2.8 The layout of your Polling Place should allow:
- orderly access;
 - bank-style queuing of electors;
 - issuing staff a clear view of the voting screens;
 - electors a clear view of the ballot boxes;
 - constant supervision of the ballot box;
 - space to set up an additional issuing point; and
 - separate declaration voting area, with its own voter flow.
- 2.9 Before polling commences at 8.00am on polling day you must
- Check arrival of staff & allocate duties;
 - Make sure gates are unlocked;
 - Erect outside signs;
 - Distribute material for each issuing point;
 - Brief staff;
 - Complete Polling Place Attendance Record (EF085); and
 - Just before 8.00am, take a time-check by telephone or radio signal so that your Polling Place opens at exactly 8.00am.
- 2.10 As well as ballot papers, Ordinary Vote issuing points require the following:
- certified list;
 - special pen to mark certified list;
 - Elector Information Report;
 - Spoilt or Discarded Ballot Paper Envelopes;
 - instructional placecard;
 - electoral enrolment forms; and
 - notepaper – to identify names not easily found on the roll

- 2.11 Declaration issuing points are given a supply of House of Representatives ballot papers for the Division in which the polling place is situated, for issuing to 'Provisional Voters'.

They are also supplied with either:

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

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

As well, they are supplied with the Senate ballot papers for the State/Territory, which are issued to both provisional and absent voters.

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

- Declaration envelopes;
- Declaration Records folder;
- 'Provisional Voting' statements;
- List of Localities and Streets;
- Spoilt or Discarded Ballot Paper Envelopes;
- Electoral enrolment forms;
- Elector Information Report;
- ball-point pens (pens used for marking certified lists are not satisfactory);
- instructional placecard;
- 'List of Candidates' for all divisions within your State/Territory; and
- Declaration Votes Packaging Cards.

3 POLLING

- 3.1 At 8:00am (and whenever a new ballot box is brought into use), you must:
- show the empty ballot box(es) to any scrutineers and other people present;
 - close the ballot box;
 - seal it with numbered plastic seals;
 - enter details of the security seal numbers in the OIC's General Return;
 - have a witness sign your entry; and
 - allow any scrutineers who may wish to do so to record the seal numbers.
- 3.2 Ballot papers must never be left unattended. If a part of the polling place is closed at any time, the ballot papers and other material must be removed from the issuing point(s) and put in a secure place. Ballot boxes that are full must remain sealed and be stored in a secure place.
- 3.3 If a significant queue forms, OIC's must use spare certified lists to open extra issuing points. OICs will have to use their own discretion as to what constitutes a 'significant queue' but every effort must be made to avoid delays for electors.
- 3.4 Ordinary votes are issued to electors whose names are on an electoral roll for the Division for which the Polling Place is appointed and whose names appear on the Certified List of Electors without being marked in any way.
- 3.5 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?'
- 3.6 The Certified List must be marked only with the special black pentel pen provided. This pen is used to draw one continuous thick line between the arrowheads next to the voter's name. The black rectangle, the number or the name MUST NOT be drawn through. A ruler should not be used as they often smudge, marking more than one elector.

- 3.7 The elector should be advised as appropriate to:
- proceed ALONE to a vacant voting screen;
 - read the instructions printed on the ballot papers;
 - fill in the ballot papers;
 - fold the ballot papers to conceal the vote;
 - put each ballot paper separately in the appropriate ballot box; and
 - leave the polling place when finished.

- 3.8 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 their name on a piece of paper and recheck the certified list.

If the name still cannot be found direct the elector to the declaration vote issuing point.

- 3.9 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 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.

- 3.10 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).

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

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

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

- 3.12 There are no circumstances where you can make changes to the Certified List. If there are roll discrepancies then the details should be noted in an Elector Information Report, signed by the elector concerned. In most cases it is appropriate to ask the elector to complete an Enrolment Form to correct enrolment details.

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

- 3.14 You cancel the spoilt ballot paper by writing 'SPOILT' on the back and in full view of the elector, place the spoilt ballot paper into a 'Spoilt or Discarded Ballot Paper Envelope'.

You then tick the SPOILT box on the envelope; mark the envelope with the type of ballot paper (House of Representatives or Senate, Division or State, Ordinary or Declaration Voter) which is enclosed, and seal the envelope;

A new ballot paper is then issued to the elector.

- 3.15 Ballot papers (marked and unmarked) that have been dropped in the Polling Place or left in a voting screen. They must never be put into a ballot box. These discarded ballot papers should be marked on the back 'DISCARDED' and placed in a completed 'Spoilt or Discarded Ballot Paper Envelope'.

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

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

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

REMEMBER: if a serious accident occurs call the emergency services first, then contact your DRO.

3.18 During polling a candidate is entitled to appoint one scrutineer for each issuing point in the polling place

3.19 You must check to see that:

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

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

4 AFTER POLLING

4.1 The inside cover of the Certified List is an accountable document. The following details are to be completed on all Certified List inside covers:

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

4.2 Each candidate is entitled to appoint one scrutineer per polling official employed in the count.

4.3 All proceedings at the scrutiny are open to inspection by scrutineers

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

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

4.6 Ballot papers must be counted in the following order:

1. House of Representatives first preference;
2. House of Representatives two candidate preferred count; and
3. Senate.

4.7 A 'Production Line' scrutiny has three main areas for the scrutiny of ballot papers:

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

- 4.8 The Australian Electoral Commission will select two candidates, to whom the preferences of all other candidates are to be distributed. Preferences from the ballot papers for all other candidates will be distributed between these two selected candidates.

The later preferences counted to the two selected candidates are added to the first preference votes received by those candidates. This gives the total Two-candidate preferred result for the polling place.

The object of this count is to provide an indication of the result of the election in the division on polling night.

4.9 Answers to Formality questions — House of Representatives

1. Ballot paper 1 is formal because numbers can be written as words rather than figures.
2. Ballot paper 2 is informal because 'X' is not a valid first preference mark.
3. Ballot paper 3 is informal because '✓' is not a valid first preference mark and there are no numbers being used.
4. Ballot paper 4 is formal, one first preference and numbers in all boxes.
5. Ballot paper 5 is informal as there is more than one box without numbers.
6. Ballot paper 6 is formal as one box, other than for the 1st preference can be left blank.
7. Ballot paper 7 is informal because it has been left completely blank.
8. Ballot paper 8 is informal **because** there is no first preference mark against a nominated candidate.
3. Ballot paper 9 is formal. The slogan is irrelevant and, in this case, does not obscure a preference.
10. Ballot paper 10 is formal because there is a single first preference and numbers in every box. Note that this ballot paper will exhaust after the number 2.
11. Ballot paper 11 is informal because the signature on the ballot paper identifies the voter.
12. Ballot paper 12 is formal because a number can be written outside the box so long as it is clear to which box the number relates.

4.10 Answers to Formality questions — Senate

1. Top section is formal because there is only one first preference mark.
Bottom section is informal because less than 90% of the squares have been numbered.
*Count the top section of this paper. **
2. Top section is formal because there is only one first preference mark.
Bottom section is informal because no squares have been numbered.
Count the top section of this paper.
3. Top section is informal because no first preference has been expressed.
Bottom section is formal because the voter has numbered all squares with one acceptable error.
Count the bottom section of this paper.
4. Top section is informal because there is more than one first preference mark.
Bottom section is informal because there is more than one first preference mark.
Neither section of this paper can be counted.
5. Top section is formal because the voter has expressed a first preference.
The numbers 2, 3, 4, and so on are irrelevant.
Bottom section is informal because there is no first preference mark.
Count the top section of this paper.
6. Top section is informal because there is no first preference mark.
Bottom section is formal because the voter has completed at least 90% of the paper with no errors.
*Count the bottom section of this paper. **
7. Top section is informal because there is no valid first preference mark.
Bottom section is informal because no squares have been numbered.
Neither section of this paper can be counted
8. Top section of this paper is formal because a cross is a valid first preference mark in Senate ballot papers above the line only.
Bottom section of this paper is informal because less than 90% of the squares have been numbered.
Count the top section of this paper.

9. Top section of this paper is formal because there is only one first preference mark.

Bottom section of this paper is formal as the voter has numbered all squares starting with the number 1.

Count the bottom section of this paper.

*** NOTE** 90% of 21 candidates is 18.9 Therefore a paper on which a voter has numbered only 18 squares will be informal while one on which 19 or more squares are numbered satisfies this criterion of formality and may be further examined.