Introduction

This workbook contains a series of exercises which are designed to assist you to develop your understanding of your functions on Polling Day.

All questions are based on the 'Polling Place Procedures' manual. It is necessary to read the procedures thoroughly before attempting to answer the questions in this workbook.

Answers are provided at the back of this workbook, but you should resist the temptation to look at the model answers before you have written your answers.

Although the questions do not address every detail of polling place procedures, it is important that you understand everything contained in your 'Polling Place 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 the Officer-in-Charge of your Polling Place.

Please bring this completed workbook and your 'Polling Place Procedures' manual with you on polling day.

You will be asked to return this completed home workbook to the OIC.

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

1 Introduction

1.1 What is the role of a Polling Official?

1.2 What should you do if you have not received your ‘Offer of Employment’ form and your taxation form?

1.3 What are the differences between party workers and scrutineers?
2  **Before Polling**

2.1 How will you know the address of your polling place?

2.2 By what time must you arrive at the Polling Place on Polling Day?

2.3 What steps must be followed every time you are issued with ballot papers?

2.4 Name some of the materials you will have at your issuing point?

3  **Polling**

3.1 What precautions must you take to ensure the security of ballot papers?

3.2 If you run short of any election forms what should you do?
3.3 What are the three questions you must ask electors before issuing ballot papers?

3.4 What is a Certified List?

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

3.6 If an elector’s address differs from that shown on the Certified List, what should you do?

3.7 What should you do if the elector’s name is marked as having already voted?

3.8 How do you mark off an elector’s name on the Certified List?
3.9 What is an ordinary vote?

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________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3.10 When should an ordinary vote be issued and what instructions should be given to the voter?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3.11 What do you do if you make a mistake when marking the Certified List?

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________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3.12 What must you use to mark the Certified List?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3.13 Mark the name Jennifer June Bendall off the Certified List on the following page.

3.14 You find you have marked the wrong name off, the elector's name is really Jill Rosemary Bendall. Show (on the following page) how you would correct this error.
NOTE: This page contains sample data only
3.15 Describe the steps you would take if a voter claims to have spoilt his/her ballot paper.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

3.16 What are the different types of Declaration Votes issued in a Polling Place?

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__________________________________________________________________________
__________________________________________________________________________

3.17 If a voter needs assistance in completing their ballot papers, who may assist them?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

3.18 If a voter delivers a Postal Vote to you, what should you do?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
4 After Polling

4.1 What may scrutineers do?

4.2 What may scrutineers not do?

4.3 What happens to unused ballot papers?

4.4 What details must be completed on the inside cover of the Certified List?

4.5 Please indicate if the House of Representative ballot papers (starting on page 10) are formal or informal and the reason for your decision.

4.6 Please indicate whether the above or below the line sections of the Senate ballot papers (starting on page 13) are formal or informal and then which section you would count.

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

Formal  |  Informal  |  Reason

Formal  |  Informal  |  Reason

Formal  |  Informal  |  Reason

Formal  |  Informal  |  Reason

Formal  |  Informal  |  Reason

Formal  |  Informal  |  Reason

Formal  |  Informal  |  Reason

Formal  |  Informal  |  Reason

Formal  |  Informal  |  Reason
Number the boxes from 1 to 5 in the order of your choice.

Formal ☐  Informal ☐
Reason

Remember to make your vote count.

A U S T R A L I A N E L E C T O R A L C O M M I S S I O N
**Number the boxes from 1 to 5 in the order of your choice.**

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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</tbody>
</table>

**Formal** □  **Informal** □

**Reason**

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

<p>| | | | | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
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<td>5</td>
</tr>
</tbody>
</table>

**Formal** □  **Informal** □

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

- **Formal**
- **Informal**

**Formal**

**Informal**

Fill in the boxes with a code for your first preference or leave them blank to vote informal.
You may vote in one of two ways:

1. **Either**

   - **A** Tasmanian Independent Senator [Brian Harradine]
   - **B** Australian Labor Party
   - **C** Tasmanian Liberal Party
   - **D** Tasmanian Greens
   - **E** Call to Australia (Greenfield Group)
   - **F** National Party
   - **G** Australian Democrats
   - **H** Unrepresented

2. **By using the numbers 1 to 26 in the order of your preference**

   - **1** Tasmanian Independent Senator
   - **2** Australian Labor Party
   - **3** Tasmanian Liberal Party
   - **4** Tasmanian Greens
   - **5** Call to Australia (Greenfield Group)
   - **6** National Party
   - **7** Australian Democrats
   - **8** Unrepresented

To fill the ballot paper, place it in the postage-paid envelope in the topleft hand corner and return it to the Australian Electoral Commission (AEC).
You may vote in one of two ways:

1. By placing the symbols (A to I) in the order of your preference.

2. By marking the circles in the order of your preference.

If you have any questions, please ask a member of staff or refer to the AEC website.
You may vote in one of two ways:

**A** - Tasmanian Independent

**B** - Tasmanian Labor Party

**C** - Tasmanian Liberal Party

**D** - Tasmanian Nationals

**E** - Tasmanian Greens

**F** - Call to Australia (Fred Nile) Group

**G** - Natural Law Party

**H** - Australian Law Democrats

Or by placing the numbers 1 to 6 in the order of your preference:

1. **A** Tasmanian Independent
2. **B** Tasmanian Labor Party
3. **C** Tasmanian Liberal Party
4. **D** Tasmanian Nationals
5. **E** Tasmanian Greens
6. **F** Call to Australia (Fred Nile) Group
7. **G** Natural Law Party
8. **H** Australian Law Democrats

Enter the ballot paper either in the manner illustrated or in the manner permitted by the General Election Acts. If you do not so enter the ballot paper, your vote will be disregarded.

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**SENATE POSTAL BALLOT PAPER**

**ELECTION OF 6 SENATORS**

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

1. By placing the number 1 to 7 in the order of your preference.
2. By placing the number 1 to 7 in this order:
   - Tasmanian Independent Senator
   - Tasmanian Senator
   - Tasmanian Nationals
   - Tasmanian Greens
   - Tasmanian Liberals
   - Tasmanian Nationals
   - Tasmanian Senators

To ensure your vote is counted, please follow the instructions on the ballot paper.
SENATE POSTAL BALLOT PAPER

You may vote in one of two ways:

1. Formal
2. Informal

You must place an 'X' by the name of the ballot papers you wish to vote for, in the position corresponding to your choice of seat on the ballot paper.

Top

Bottom

20
You may vote in one of the following ways:

**Either**

1. **A**

   Tasmanian ALP

2. **B**

   Tasmanian Liberal/National Group

3. **C**

   Tasmanian Greens

4. **D**

   Call to Australia (Free Mee)

5. **E**

   National Law

6. **F**

   Australian Democrats

7. **G**

   Unaffiliated

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**Or**

1. **A**

   Tasmanian ALP

2. **B**

   Tasmanian Liberal/National Group

3. **C**

   Tasmanian Greens

4. **D**

   Australian Democrats

5. **E**

   Unaffiliated

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Follow the ballot paper instructions as printed on the back of this envelope. Do not mark any other box.
Answers

1 Introduction

1.1 A Polling Official is responsible to the OIC for the conduct of the polling at a Polling Place. The OIC assigns polling officials to issuing points or to guard the ballot boxes.

1.2 Contact the Divisional Office immediately.

1.3 Party workers distribute how-to-vote cards and encourage electors to vote for the party or candidate which the party worker supports. This is called 'canvassing'. Party workers are not allowed to canvass within six (6) metres of an entrance to a Polling Place provision.

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

Scrutineers are appointed by candidates to observe voting and the counting of votes within the Polling Place. All Scrutineers are required to wear identification badges supplied by you. Scrutineers and party workers will often be the same people.
2 Before Polling

2.1 The address of your Polling Place will be on your 'Confirmation of Employment form.

2.2 You must arrive by 7.30am

2.3 Every time you are issued with ballot papers you must:
   - count precisely the total number of individual ballot papers received and tell the OIC if there is a discrepancy; and
   - write the number of ballot papers received on the inside cover of the Certified List.

2.4 As well as ballot papers, Ordinary Vote issuing points will have:
   - Certified List
   - Elector Information Report
   - special Pentel black pen for marking the Certified List
   - instructional place card
   - Electoral Enrolment Forms
   - Spoilt and Discarded Ballot Paper envelopes
Polling

3.1 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 which are full must remain sealed and be stored in a secure place.

3.2 To avoid running out of ballot papers or any other polling material, your OIC will check remaining supplies at regular intervals and contact the Divisional Office immediately if a shortage of any item is suspected.

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

3.3 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?

3.4 A Certified List is a copy of the Electoral Roll for the Division, produced for a particular election and certified by the Electoral Commissioner.

3.5 If you cannot find the name on the Certified List you should:
- ask if the name has been changed
- ask the elector to PRINT the name on a piece of paper and recheck the Certified List.
- If the name still cannot be found, direct the elector to the Declaration Vote issuing point.

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

3.8 The list must be marked only with the special black pentel pen provided. This pen is used to draw one continuous thick line between the arrow heads next to the voter’s name. The black rectangle, the number or the name MUST NOT be drawn through. A ruler should not be used as it often smudges, marking more than one elector.

3.9 Ordinary votes are issued to electors whose names are on the 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.

3.10 Ensure ballot papers are issued ONLY when there is a vacant voting screen available in which the voter may mark the ballot paper in secret. The voter should be advised as appropriate to:

- proceed alone to a vacant voting screen
- read the instruction 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
- leave the Polling Place when finished.

3.11 If you make a mistake when marking the Certified List, you can correct it by:

- joining the arrow heads alongside the 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, indicating it clearly by drawing an arrow to the roll number or town/suburb.

3.12 The list must be marked only with the special black pentel pen provided.

3.13 Answer illustrated on the following page.

3.14 Answer illustrated on the following page.
NOTE: This page contains sample data only.
3.15 An elector who claims to have spoilt a ballot paper must be given a fresh ballot paper, but only after handing back the original to the polling official who issued it. The elector’s name must not be marked again on the Certified List. When the original ballot paper is handed back you must not look at the way it has been marked. The following steps are to be followed:

- cancel the spoilt ballot paper by writing ‘Spoilt’ on the back;
- in full view of the elector, place the spoilt ballot paper in a ‘Spoilt or Discarded Ballot Paper Envelope’;
- tick the spoilt box on the envelope;
- mark the envelope with the type of ballot paper which is enclosed, and seal the envelope; and
- issue a new ballot paper to the elector.

‘Spoilt or discarded Ballot Paper Envelopes’ are collected by the OIC after 6pm.

3.16 Absent and Provisional.

3.17 The elector can nominate any person (except a candidate) to assist.

3.18 You should direct them to the OIC. The OIC will take the completed Postal Vote and;

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

4.1 All proceedings at the scrutiny are open to inspection by Scrutineers. Scrutineers may enter and leave the Polling Place at any time during the scrutiny (their places may be taken by other appointed Scrutineers). They may inspect any first preference vote and any other preference votes being counted in the scrutiny for a candidate.

4.2 Scrutineers may not;
- remain in the Polling Place without having first presented to the OIC a duly completed appointment form
- enter a Polling Place without an identification badge
- help with clearing voting screens or removal of material from the Polling Place
- touch ballot papers; or
- unreasonably delay, or interfere in the progress of the scrutiny of votes.

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

4.4 The inside cover of the Certified List is an accountable document. The following details must 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.

4.5 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.

9. 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.

4.6 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.