

CONSTITUTIONAL CONVENTION ELECTION

**QUALITY CONTROL PROCEDURES
PRODUCTION AND DISTRIBUTION OF
VOTING MATERIAL**

**PART 1
NEW SOUTH WALES, VICTORIA, QUEENSLAND,
TASMANIA AND ACT**

26 September, 1998

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OBJECTIVES

The objectives of the quality control systems for the production and distribution of voting material for the Constitutional Convention election are :

- 1 To ensure that the ballot papers, voting material envelopes and candidate information material for this election are printed, collated and packaged to the specifications, quantities and time schedules defined by the AEC.
- 2 To ensure that, for each elector eligible to vote in this election, a package is produced for collection at the designated point by Australia Post, containing the correct ballot paper, envelopes, and candidate information for that elector's place of residence.
- 3 To ensure that all electors who do not receive the elector package for this election from the initial automated mail out, have the opportunity to vote through receiving material processed manually according to the procedures adopted by the AEC for this election.

GUIDING PRINCIPLES

The quality control procedures for the production and despatch of voting material for the this election are based on the following guiding principles:

- 1 Ballot papers are accountable forms, and such as must be produced, handled and transported under strict security.
 - 2 Timing of production and distribution of voting material for this election is critical. Any errors in production, collation or distribution of this material must be quickly identified and rectified.
 - 3 Accuracy of print content and format for all material must be verified prior to production runs and continuously monitored during production.
 - 4 Quantities of voting material transferred between locations or organisations must be verified.
 - 5 Accuracy of insertion of voting material into elector packages must be continuously monitored prior to despatch.
-

RESPONSIBILITIES

Primary responsibility for ensuring the quality control of voting material produced for the Constitutional Convention election rests with the materials production, insertion and distribution contractors engaged by the AEC. Complementary quality control procedures are implemented by the AEC to verify that printing, insertion and distribution is meeting the AEC-specified standards. Responsibilities for these procedures rest with:

| PRODUCT | PROCESS | SAMPLING BY | QUALITY CHECK | |
|--|---|----------------------------|--|-------------------|
| | | | BY | LOCATION |
| Inner Envelopes | Manufacture/ Print | Contractor/ AEC (despatch) | AEC CO staff AEC HO staff | AEC CO On-site |
| Outer Envelopes | Manufacture/ Print | Contractor | AEC CO staff | AEC CO |
| Declaration Envelopes | Manufacture/ Print (All states) | Contractor* | AEC CO staff | AEC CO |
| | Print elector details (WA, SA, NT only) | AEC | AEC HO staff | On-site |
| Dec Envelope Address Labels (NSW, VIC, QLD, TAS, ACT only) | Print/Trim | AEC | AEC HO staff - Salmat sites - NSW, Vic ,Qld WA | On-site |
| | Affix to Dec Envelopes | AEC | AEC nominated staff | On-site |
| Ballot Papers | Print - sign off/ production | AEC# or Contractor | AEC HO staff/ CO staff | On-site/AEC CO |
| | Folding | AEC# or Contractor | AEC HO staff/ CO staff | On-site/AEC CO |
| Candidate Booklets | Print - sign off print for each set of plates | | AEC HO staff/ CO staff | On-site |
| | Print - production | Contractor | AEC CO staff | AEC CO |
| | Folding | Contractor | AEC HO staff/CO staff | On-site/AEC CO |
| Automated Insertion | Insertion of material | AEC | AEC nominated staff | On-site |
| | Print details | AEC | AEC nominated staff | On-site |
| | Sort for AP | AEC | AEC nominated staff | On-site |
| Manual Insertion | Insertion & re-address details | AEC | AEC divisional staff | Divisions |

* Envelopes already produced to be sampled by AEC Queensland HO staff.

AEC extraction only where resources permit full time production monitoring

Responsibilities for collation, analysis of and reporting on quality control data in Head Offices and Central Office must be clearly defined to assigned staff.

AEC CONTACT OFFICER DETAILS

Central Office **William Hogan**
Phone: **02 6714 4497**
Fax: **02 6714 4560**

STATES FOR WHICH VOTING MATERIAL IS SUPPLIED/INSERTED BY REXAM, CHAMPION PRINT, SALMAT

NSW and ACT **Kathy Mitchell**
Phone: **02 9375 6304**
Fax **02 9281 9381**

VIC **John Pepper**
Phone **03 9285 7134**
Fax **03 9639 3613**

QLD **Peter Spellman**
Phone **07 3834 3442**
Fax **07 3831 7223**

TAS **Alex Stanelos**
Phone **03 6235 0502**
Fax **03 6234 4268**

CONTRACTOR CONTACT DETAILS

REXAM PAPER PRODUCTS (NSW, VIC, QLD, TAS, ACT inner/outer envelopes)

HO ADDRESS: 282-294 Ferntree Gully Rd
NOTTING HILL VICTORIA 3149

CONTACT: David Tingay
PHONE: 03 9544 0211
FAX: 03 9544 8692

SALMAT (NSW, VIC, QLD, TAS, ACT declaration envelopes, declaration envelope labels and personalising, voting material insertion)

HO ADDRESS: 152 Miller Rd
CHESTER HILL NSW 2162

CONTACT (NATIONAL): Ken Gallie
PHONE: 02 6282 5804
0411 242 928
FAX: 02 6282 5803
Email: salmat@hamlet.ispsys.net

STATE CUSTOMER SERVICE CONTACTS

CANBERRA
Ken Gallie National Coordinator
Narelle Connor Customer Service Coordination
39 Geils Court
DEAKIN ACT 2600

PH: 02 6282 5804
FAX: 02 6282 5803

BRISBANE
Julie Croft Customer Service Manager
Scott Goleby State Manager
1123 Beaudesert Rd
ACACIA RIDGE QLD 4110

PH: 07 3875 1955
FAX: 07 3875 1298

SYDNEY
Vice Kepu Customer Service Manager
Craig Lawrence Sales Manager
1-13 Childs Rd
CHIPPING NORTON NSW 2170

PH: 02 9780 9777
FAX: 02 9780 9888

MELBOURNE
Ken Marshall/ Customer Service Manager
Megan Barrett
Pat Dalton Sales Manager
2-20 McDonalds Lane
MULGRAVE VIC 3170

PH: 03 9265 3000
FAX: 03 9265 3506

ADELAIDE

Ian Hollitt
Iain Cleveland

Customer Service Manager
State Manager
11 East Terrace
MILE END SA 5031

PH: 08 8443 8500**FAX: 08 8351 8653****PERTH**

Therese Richards
Patrick Ward

Customer Service Manager
State Manager
26 Hector St
OSBORNE PARK WA 6017

PH: 08 9446 8999**FAX: 08 9445 3563****CHAMPION PRINT (NSW, VIC, QLD, TAS, ACT ballot paper print and folding,
candidate booklet print and folding)**

HO ADDRESS:

160 Bourke Rd
ALEXANDRIA NSW 2015
champsales@hannan.com.au

Email

CONTACTS

Prime Contact - Contract
Administration
PHONE:
FAX:

Brett Rimmer
02 9353 0523
02 9669 2731

Logistical Print Control
All Plants
PHONE:

Roy Humphries
02 6292 3104
018 968 903
02 6292 3142

FAX:

**Customer Service Officer
(Prime Contact - For All Plants)**
PHONE
FAX

Andrew Macarthur
02 9353 0565
02 9669 2731

TYPESETTING**NSW**

HCR
180 Bourke Rd
ALEXANDRIA NSW 2015
PHONE
FAX

Alan Worsley

02 9353 0700
02 9353 0080

ACT

Robeys
6A Kembla Court
55 Kembla St

RYSWICK ACT 2609

PHONE

02 6280 4054

FAX

02 6280 4994

VIC

Mackenzies

Geoff Grimster

46 Chetwynd St

WEST MELBOURNE VIC 3003

PHONE

03 9328 2922

FAX

03 9326 5299

QLD

Sun Photoset

Keith Whittam

518 Brunswick St

NSW FARM QLD

PHONE

07 3254 3233

FAX

07 3254 1723

TAS

Printing Authority of Tasmania

David McIntyre

PHONE

03 6233 3191

FAX

03 62

PRODUCTION

Alexandria Factory Coordination

Andrew Macarthur

Champion Print

160 Bourke Rd

ALEXANDRIA NSW 2015

PHONE

02 9353 0565

FAX

02 9669 2731

Victorian Plant Liaison

Hannan Print

504 Princes Hwy

NOBLE PARK VIC 3174

PHONE

03 9213 3111

FAX

03 9797 9322

Brisbane Plant Liaison

Inprint

cnr Bilsen & Zillmere Rds

BOONDALL QLD 4034

PHONE

07 3360 1101

FAX

07 3360 1116

1 PRODUCT

1.1 OUTER AND INNER (RETURN) ENVELOPES

1.1.1 CONTACT DETAILS

CONTRACTOR: Rexam Paper Products
HO ADDRESS: 282-294 Ferntree Gully Rd
NOTTING HILL VICTORIA 3149

CONTACT: David Tingay
PHONE: 03 9544 0211
FAX: 03 9544 8692

1.1.2 PRODUCTION SITES AND SCHEDULES

OUTER ENVELOPES - PRODUCTION SITES AND SCHEDULES

| AEC MATERIAL FOR | PRODUCTION SITE ADDRESS | SITE CONTACT DETAILS | PRODUCTION DATES | QUANTITY |
|-------------------------|-------------------------|---|---------------------|----------|
| NSW, VIC, QLD, TAS, ACT | | David Tingay Ph 03 9544 0211 Fax 03 9544 8692 | 26/9/97 TO 14/10/97 | |

INNER (RETURN) ENVELOPES - PRODUCTION SITES AND SCHEDULES

| AEC MATERIAL FOR | PRODUCTION SITE ADDRESS | SITE CONTACT DETAILS | PRODUCTION DATES | QUANTITY |
|-------------------------|-------------------------|---|---------------------|----------|
| NSW, VIC, QLD, TAS, ACT | | David Tingay Ph 03 9544 0211 Fax 03 9544 8692 | 26/9/97 to 21/10/97 | |

1.1.3 OUTER AND INNER ENVELOPES - QUALITY CONTROL PROCEDURES

Production

- No manufacturing is to take place prior to proofs being signed off by the AEC following consultation with Australia Post
- **Contractor's staff** are to extract and despatch sample envelopes during the day of manufacture in the following fashion:
 - During each production shift, one sample envelope is to be extracted per hour from each machine manufacturing envelopes.
 - **Contractor's staff** must record the time and date of manufacture on each sample envelope extracted.

Despatch of materials

- There is to be a label on the outside of each carton of **outer** envelopes indicating:
 - Product type (Outer)
 - Quantity
 - Carton number eg. 1 of 24, etc
 - There is to be a label on each carton of **inner** (return) envelopes indicating:
 - Product Type (Inner)
 - Quantity
 - Name of Division contained within
 - Carton Number - eg 1 of 24
 - Each carton of **inner** envelopes is to contain only **one** division.
 - **No mixed cartons or pallets** will be accepted for the **inner** envelope.
 - Outer envelopes (generic) are to be bulk packed on each pallet
 - Each pallet must be labeled with the number of cartons on the pallet, the number of pallets (eg 1 of 4) and the destination.
 - Wherever possible, the two products (outer and inner envelope) must be despatched on separate pallets. If there is a mixed pallet that needs to be shipped there is to be a board placed across the entire pallet to separate the different products, with the pallet contents clearly marked to indicate each different product.
 - Consignment notes for each shipment despatched must show:
 - :Destination
 - Type of product
 - Division names shipped (for inner envelopes only)
 - Quantity of envelopes per carton.
-

Quantity of cartons per product shipped.
Number of pallets per product shipped.
Acknowledgment of receipt of the specified quantity of the products by the transport contractor

Information to be provided to AEC

- Daily production and despatches will be monitored by the AEC. The following production materials and records are to be sent **DAILY** to the AEC addressed to:

Australian Electoral Commission
West Block
PARKES CANBERRA ACT 2604

Attention: Mr David Avery
Assistant Director Election Operations
Phone: 02 6271 4471
Fax: 02 6271 4560

- **By overnight courier:**
Sample envelopes extracted each day AND
Copies of consignment notes for shipments despatched that day

are to be despatched daily, in the one package

- **By fax**, to the above address by **10am** each morning:
The daily production sheet for the previous day's production.

This production sheet must list

for **outer envelopes**, the total units produced AND
for **inner envelopes**, the total envelopes produced and the names of the Divisions completed

during the previous day's shifts.

AEC quality control data to be forwarded to Central Office

- Copies of on-site Quality Control sheets and any Head Office sign offs are to faxed to the above Central Office number by 10am the next day.

Verification checks to be undertaken by AEC

ON-SITE Visits to the production site should be undertaken to verify that pallets are packed as specified above, ie, cartons are clearly labeled; no carton or pallet of inner envelopes for despatch contains more than one Division's material; and where inner and outer envelopes are packed on the same pallet the two products are separated by a board and clearly labeled. The attached On-Site Quality Control Sheets must be completed for each day a production site is visited.

ATCU

Sample envelopes are received as specified and adhere to size (130x240mm for outer, 114x225mm for inner), print and durability specifications

Production sheets are received as specified and indicate production is to agreed schedules.

Consignment notes are completed and received as specified and adhere to agreed shipping schedules.

The relevant Quality Control Sheets- for Inner or Outer Envelopes are to be completed and signed by AEC staff engaged in quality control on this product. Sample copies are attached.

PRODUCT

1.2 DECLARATION ENVELOPES

1.2.1 CONTACT DETAILS

CONTRACTOR: Salmat
HO ADDRESS: 152 Miller Rd
CHESTER HILL NSW 2162

CONTACT: Ken Gallie
PHONE: 02 6282 5804
0411 242 928 (mobile)
FAX: 02 6282 5803

1.2.2 PRODUCTION SITES AND SCHEDULES

DECLARATION ENVELOPES

| AEC MATERIAL FOR | PRODUCTION SITE ADDRESS | SITE CONTACT DETAILS | PRODUCTION DATES | QUANTITY |
|---------------------------------|--|-------------------------------------|-----------------------------|-----------------|
| NSW, VIC, QLD, TAS, ACT | Besley and Pike QLD | Ph Fax | | |

1.2.3 DECLARATION ENVELOPES - QUALITY CONTROL PROCEDURES

Production

- Prior to the full manufacturing process taking place a dummy run must be signed off by the AEC.
- **Contractor's staff** are to extract and despatch sample envelopes during the day of manufacture in the following fashion:
 - At each site, during each production shift, one sample envelope is to be extracted per hour from each machine manufacturing envelopes.
 - **Contractor's staff** must record the time and date of manufacture on each sample envelope extracted.

Despatch of materials

- There is to be a label on the outside of each carton of declaration envelopes indicating:
 - Product type
 - Quantity in carton
 - Carton number eg. 1 of 24, etc
- Declaration envelopes are to be bulk packed on each pallet. Each pallet must be labeled with the number of cartons on the pallet, the number of pallets (eg 1 of 4) and the destination.
- Consignment notes for each shipment despatched are to include:
 - :Destination
 - Type of product
 - Quantity of envelopes per carton.
 - Quantity of cartons shipped.
 - Number of pallets shipped.
 - Acknowledgment of receipt of the specified quantity of the products by the transport contractor

Information to be provided to AEC

- Daily production and despatches will be monitored by the AEC. The following production materials and records are to be sent **DAILY** to the AEC addressed to:

Australian Electoral Commission
West Block
PARKES CANBERRA ACT 2604

Attention: Mr David Avery

Assistant Director Election Operations

Phone: 02 6271 4471

Fax: 02 6271 4560

- **By overnight courier:**
Sample envelopes extracted each day AND
Copies of consignment notes for shipments despatched that day

are to be despatched daily, in the one package

- **By fax,** to the above address by **10am** each morning:
The daily production sheet for the previous day's production.

This production sheet must list the total units produced during the previous day's shifts.

AEC quality control data to be forwarded to Central Office

- Copies of on-site Quality Control sheets and any Head Office sign offs are to faxed to the above Central Office number by 10am the next day.

Material held by printer

- All repro material must be held by the printer until the task is finalised. On completion of the task the AEC will advise the contractor whether to destroy such material or return it to the AEC.

Verification checks to be undertaken by AEC

ON-SITE For stock already produced only: a random sample of 1 per 50,000 envelopes is to be extracted by AEC Queensland HO staff and despatched to the above Central Office address.

AT CO Sample envelopes are received as specified and adhere to specifications regarding:

Tint colour of the base stock
Colour and layout of the text in relation to the folded up position meets specifications
Die cutting shape of base stock
Folding up meets specifications
Glue lines are solid in construction (no holes evident)
'D' (sealing) tape position and length: within XXcm of side flaps of envelope, at least YYcm from base of envelope.
Size of envelope meets specifications and matches original samples provided.

Production sheets are received as specified and indicate production is to agreed schedules.

Consignment notes are completed and received as specified and adhere to agreed shipping schedules.

The attached Quality Control Sheets- Declaration Envelopes are to be completed and signed by AEC staff engaged in quality control on this product.

PRODUCT

1.3 ADDRESS LABELS FOR DECLARATION ENVELOPES

1.3.1 CONTACT DETAILS

CONTRACTOR Salmat
HO ADDRESS: 1123 Beaudesert Rd
ACACIA RIDGE QLD 4110

CONTACT (NATIONAL): Ken Gallie
PHONE: 02 6282 5804
0411 242 928
FAX: 02 6282 5803

CONTACT QLD Julie Croft
Scott Goleby
PHONE 07 3875 1956
FAX 07 3875 1956

1.3.2 PRODUCTION SITES AND SCHEDULES

ADDRESS LABELS FOR DECLARATION ENVELOPES

| AEC MATERIAL FOR | PRODUCTION SITE ADDRESS | SITE CONTACT DETAILS | PRODUCTION DATES | QUANTITY |
|------------------|---|---|--|----------|
| NSW | Salmat 1123 Beaudesert Rd Acacia Ridge QLD 4110 | Julkie Croft Ph 07 3875 1956 Fax 07 3875 1956 | 11 October (Data processing) 12 ?, 13, 14 October (print) | |
| VIC | | | | |
| QLD | | | | |
| TAS | | | | |
| ACT | | | | |

1.3.3 ADDRESS LABELS FOR DECLARATION ENVELOPES - QUALITY CONTROL PROCEDURES

Production

- Prior to the production run for each Division, the contractor must verify that fields and print positions are correct. When AEC staff are on-site they should participate in these checks.
- For each Division printed while AEC staff are on site, AEC staff on site must check 2 sheets per Division and verify that:
 - data appears in the correct position on the label and is prima facie complete and correct
 - print is legible and not smudged
- Copies of the attached Quality Control Sheets - Address Labels for Declaration Envelopes are to be completed and signed by AEC staff engaged in quality control on this product. At the close of checking the sheet is to be returned to the relevant State Head Office and a copy faxed to Central Office, to the address below, by 10am the following morning.
- If the any of the sample checked shows details that have been printed incorrectly or wrongly positioned, the relevant AEC head office, and the central office contacts should be immediately informed. Arrangements must be made for reprint of affected Divisions' labels to meet the production deadline.

Despatch of materials

- There is to be a label on the outside of each package of declaration envelopes address labels indicating:
 - Product type
 - Division name
 - Quantity in package
 - Package number eg. 1 of 24, etc
 - When declaration envelope address labels are consigned elsewhere for affixing to declaration envelopes, each pallet must be labeled with the number of packages by Division on the pallet, the number of pallets (eg 1 of 4) in the consignment and the destination.
 - Each package of address labels for declaration envelopes is to contain only **one** Division. Wherever possible, mixed pallets should be avoided. Where more than one Division's labels are packed on a pallet, there is to be a board placed across the entire pallet to separate the different Divisions, with the pallet contents clearly marked to indicate each different Division.
 - Consignment notes for each shipment despatched are to include:
-

.Destination

Type of product

Division names

Quantity of labels per package.

Quantity of labels per Division

Quantity of packages shipped.

Number of pallets shipped.

Acknowledgment of receipt of the specified quantity of the products by the transport contractor

Information to be provided by contractor to AEC

- Daily production and despatches will be monitored by the AEC. The following production materials and records are to be sent **DAILY** to the AEC addressed to:

Australian Electoral Commission

West Block

PARKES CANBERRA ACT 2604

Attention: Mr David Avery

Assistant Director Election Operations

Phone: 02 6271 4471

Fax: 02 6271 4560

- **By overnight courier:**
Copies of consignment notes for shipments despatched that day are to be despatched daily
- **By fax**, to the above address by **10am** each morning:
The daily production sheet for the previous day's production.

This production sheet must list the total units produced and Divisions completed during the previous day's shifts.

AEC quality control data to be forwarded to Central Office

- Copies of on-site Quality Control sheets and any Head Office sign offs are to faxed to the above Central Office number by 10am the next day.

Material held by contractor

- All repro material must be held **under security** by the contractor until the task is finalised. On completion of the task the AEC will advise the contractor when to return such material to the AEC.

Verification checks to be undertaken by AEC

ON-SITE AEC staff checking of print production has been detailed above. AEC staff on-site should also check that labels for despatch from the print site have been packaged as instructed -ie one division per package, package labels, and clear identification of quantities and separation of Divisions on pallets. The attached On-Site

Quality Control Sheets must be completed for each day a production site is visited.

AT CO Production sheets are received as specified and indicate production is to agreed schedules.
Consignment notes are completed and received as specified and adhere to agreed shipping schedules.
The attached CO Quality Control sheet must be completed.

PRODUCT

1.4 PERSONALISING DECLARATION ENVELOPES - AFFIXING ADDRESS LABELS

1.4.1 CONTACT DETAILS

CONTRACTOR Salmat
HO ADDRESS: 152 Miller Rd
CHESTER HILL NSW 2162
CONTACT (NATIONAL): Ken Gallie
PHONE: 02 6282 5804
0411 242 928
FAX: 02 6282 5803

1.4.2 PRODUCTION SITES AND SCHEDULES

PERSONALISING DECLARATION ENVELOPES

| AEC MATERIAL FOR | PRODUCTION SITE ADDRESS | SITE CONTACT DETAILS | PRODUCTION DATES | QUANTITY |
|-------------------------------------|--|--|--------------------------|-----------|
| NSW | Salmat 1-13 Childs Rd Chipping Norton NSW | Vice Kepu Ph 02 9780 9777 Fax 02 9780 9888 | 14 October to 29 October | |
| VIC (for insertion in Melbourne) | Salmat 2-20 McDonalds Ln MULGRAVE VIC | Ken Marshall Megan Barrett Ph 03 9265 3000 Fax 03 9265 3506 | 14 October to 4 November | 2,000,000 |
| (for insertion in Perth) | Salmat 26 Hector St Osborne Park WA | Therese Richards Ph 08 9446 8999 Fax 08 9445 3563 | 15 October to 30 October | 1,000,000 |
| QLD | Salmat 1123 Beaudesert Rd Acacia Ridge QLD | Julie Croft Ph 07 3875 1958 Fax 03 3875 1298 | 14 October to 3 November | |
| TAS | Salmat 2-20 McDonalds Ln MULGRAVE VIC | Ken Marshall Megan Barrett Ph 03 9265 3000 Fax 03 9265 3506 | 14 October to 4 November | |
| ACT | Salmat 1-13 Childs Rd Chipping | Vice Kepu Ph 02 9780 9777 Fax 02 9780 9888 | 14 October to 29 October | |

| | | | | |
|--|------------|--|--|--|
| | Norton NSW | | | |
|--|------------|--|--|--|

1.4.3 PERSONALISING DECLARATION ENVELOPES - QUALITY CONTROL PROCEDURES

Production

- The quantity of labels delivered to the contractor for cutting and gluing to declaration envelopes must be receipted, by Division, and a copy of the receipt provided to the AEC at the address below.
- Prior to the commencement of production AEC Central Office is to provide from the roll for each Division a list of 5 elector names, with the corresponding details that should appear on the address label, to the relevant AEC State Head Office. This list of 5 names must be different to the extract provided for final check at the insertion stage. It should be provided sorted by surname within postcode within Division.
- Prior to the commencement of production, AEC Head office staff must liaise with the production site contact to familiarise themselves with the process and arrange extraction of envelopes in a manner that does not interfere with production or insertion schedules.
- It is desirable that **AEC staff be on-site** continuously to monitor the label cutting and gluing process.
- **AEC staff on-site** should examine a test sample envelope for each Division, checking that glued elector data label lines up with the address block on the declaration envelope, and can be clearly seen after insertion in an outer envelope.
- When labels are being cut and glued to declaration envelopes **AEC staff on-site** are to extract, examine and replace in the original sequence the sample of 5 declaration envelopes for each Division. Each declaration label sampled is to be checked to verify that:
 - The following details on the address label match exactly the corresponding entries in the elector's roll extract:
Name
Postal Address/Postcode
Enrolled address/Postcode

and that the following details appear correctly:

Four letter divisional code

Code to indicate postal address, where different to enrolled address (P)

Code to indicate disabled elector (H)

Bar code

Numeric read of bar code

- The details are printed legibly, are not smudged and appear in the correct positions on the label
-

- Label cutting has not disfigured or trimmed any of the print.
- The glued elector data label lines up with the address block printed on the declaration envelope and
- The elector details can be clearly viewed after insertion in an outer envelope.
- The attached Quality Control Sheets- Personalising Declaration Envelopes is to be completed and signed by AEC staff engaged in quality control on this product. At the close of checking for each day the sheet is to be returned to the relevant State Head Office and a copy faxed to Central Office, to the address below, by 10am the following morning.
- If the any of the sample checked is printed or cut incorrectly, glued in an incorrect position, or glued in such a way that the elector's details are not clearly viewable when the declaration envelope is inserted in an outer envelope, the relevant AEC head office, and the central office contacts should be immediately informed. The extent of the problem must be identified. Arrangements must be made for reprint of the affected address labels to meet the production deadline.

Despatch of materials

- There is to be a label on the outside of each carton of personalised declaration envelopes indicating:
 - Product type
 - Division name
 - Quantity in carton
 - Carton number eg. 1 of 24, etc
 - Each carton of personalised declaration envelopes is to contain only **one** Division. No mixed cartons will be accepted.
 - Wherever possible, there are to be no mixed pallets. If there is a mixed pallet that needs to be transferred or shipped there is to be a board placed across the entire pallet to separate the different Divisions, with the pallet contents clearly marked to indicate each different Division. Each pallet must be labeled with the number of cartons by Division on the pallet, the number of pallets (eg 1 of 4) in the consignment and the destination.
 - If labels are to be shipped to another site, a consignment note must be raised. Consignment notes for each shipment despatched are to include:
 - :Destination
 - Type of product
 - Division names included
 - Quantity of personalised declaration envelopes per carton.
 - Quantity of personalised declaration envelopes by Division
 - Quantity of cartons shipped.
 - Number of pallets shipped.
 - Acknowledgment of receipt of the specified quantities of the products by the transport contractor
-

Information to be provided by contractor to AEC

- Daily production and any despatches will be monitored by the AEC. The following production materials and records are to be sent **DAILY** to the AEC addressed to:

Australian Electoral Commission
West Block

PARKES CANBERRA ACT 2604

Attention: Mr David Avery

Election Operations

Phone: 02 6271 4471

Fax: 02 6271 4560

- **By overnight courier:**

Copies of any receipts made out for consignments of blank declaration envelopes received that day.

Copies of consignment notes for shipments despatched that day

are to be despatched daily by overnight courier.

- **By fax**, to the above address by **10am** each morning:

The daily production sheet for the previous day's production.

This production sheet must list:

- the total units produced during the previous day's shifts, by Division, and
- the total spoils, by Division, requiring address label reprint.

AEC quality control data to be forwarded to Central Office

- Copies of on-site Quality Control sheets are to faxed to the above Central Office number by 10am the next day.

Verification checks to be undertaken by AEC

ON-SITE AEC staff checking of production samples for accuracy of print details, legibility of print and position of glued label as detailed above. AEC on-site staff should also undertake checks to ensure that the printed envelopes have been packaged according to instructions - ie one Division per carton, clear carton labels, and clearly identified separation of Divisions on pallets. The attached On-Site Quality Control Sheets must be completed for each day a production site is visited.

AT CO Production sheets are received as specified and indicate production is to agreed schedules.
Receipts for materials and consignment notes are completed and received as specified and adhere to agreed shipping schedules.

The attached CO quality control sheet must be completed.

PRODUCT

1.5 BALLOT PAPER PRINTING

1.5.1 CONTACT DETAILS

CONTRACTOR:
HO ADDRESS:

Champion Print
160 Bourke Rd
ALEXANDRIA NSW 2015

Customer Service Officer
(Prime Contact - For All Plants)
PHONE
FAX

Andrew Macarthur
02 9353 0565
02 9669 2731

TYPESETTING

NSW

HCR
180 Bourke Rd
ALEXANDRIA NW 2015
PHONE
FAX

Alan Worsley

02 9353 0700
02 9353 0080

ACT

Robeys
6A Kembla Court
55 Kembla St
FYSHWICK ACT 2609
PHONE
FAX

02 6280 4054
02 6280 4994

VIC

Mackenzies
46 Chetwynd St
WEST MELBOURNE VIC 3003
PHONE
FAX

Geoff Grimster

03 9328 2922
03 9326 5299

QLD

Sun Photoset
518 Brunswick St
NSW FARM QLD
PHONE
FAX

Keith Whittam

07 3254 3233
07 3254 1723

IAS

Printing Authority of Tasmania

David McIntyre

PHONE

03 6233 3191

FAX

03 62

PRODUCTION

Alexandria Factory Coordination

Andrew Macarthur

Champion Print

160 Bourke Rd

ALEXANDRIA NSW 2015

PHONE

02 9353 0565

FAX

02 9669 2731

Victorian Plant Liaison

Hannan Print

504 Princes Hwy

NOBLE PARK VIC 3174

PHONE

03 9213 3111

FAX

03 9797 9322

Brisbane Plant Liaison

Inprint

cnr Bilsen & Zillmere Rds

BOONDALL QLD 4034

PHONE

07 3360 1101

FAX

07 3360 1116

1.5.2 PRODUCTION SITES AND SCHEDULES

BALLOT PAPER PRINTING

| AEC MATERIAL FOR | PRODUCTION SITE ADDRESS | SITE CONTACT DETAILS | PRODUCTION DATES | QUANTITY |
|------------------|--|--|--------------------------|-----------|
| NSW | | | | |
| Typeset | HCR 180 Bourke Rd Alexandria NSW | Alan Worsley Ph: 02 9353 0700 Fax: 02 9353 0080 | 9 October | |
| Film/Plate | Champion Print 160 Bourke Rd Alexandria NSW | Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 | 10 October | |
| Production | Champion Print 160 Bourke Rd Alexandria NSW | Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 | 11 October to 5 November | 4,900,000 |
| ACT | | | | |
| Typeset | Robeys 6A Kembla Court 55 Kemla st Fyshwick ACT | Ph 02 6280 4054 Fax 02 6280 4994 | 9 October | |
| Film/Plate | Champion Print 160 Bourke Rd Alexandria NSW | Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 | 10 October | |
| Production | Champion Print 160 Bourke Rd Alexandria NSW | Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 | 16 (14) October?? | 256,000 |
| VIC | | | | |
| Typeset | Mackenzies 46 Chetwynd St West Melbourne VIC | Geoff Grimster Ph 03 9328 2922 Fax 03 9326 5299 | 9 October | |
| Film/Plate | Hannan Print 504 Princes Hwy Noble Park VIC | Initial: Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 | 10 October | |
| Production | Hannan Print 504 Princes Hwy Noble Park VIC | Initial: Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 Plant Ph 03 9213 3111 Fax 03 9797 9322 | 11 October to 5 November | 3,800,000 |
| TAS | | | | |
| Typeset | Printing Authority of Tasmania | David McIntyre Ph 03 6233 3191 Fax 03 62 | 9 October | |
| Film/Plate | Hannan Print 504 Princes Hwy Noble Park VIC | Initial: Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 | 10 October | |
| Production | Hannan Print 504 Princes Hwy Noble Park VIC | Initial: Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 Plant | 13 October | 410,000 |

| | | | | |
|--|--|-------------------------------------|--|--|
| | | Ph 03 9213 3111 Fax 03 9797 9322 | | |
|--|--|-------------------------------------|--|--|

| AEC MATERIAL FOR | PRODUCTION SITE ADDRESS | SITE CONTACT DETAILS | PRODUCTION DATES | QUANTITY |
|------------------|--|--|--|---|
| QLD Typeset | Sun Photoset 518 Brunswick St New Farm QLD | Keith Whittam Ph 07 3254 3233 Fax 07 3254 1723 | 9 October | |
| Film/Plate | Inprint cnr Bilsen & Zillmere Rds Boondall QLD | Initial: Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 | 10 October | |
| Production | Inprint cnr Bilsen & Zillmere Rds Boondall QLD Champion Print 160 Bourke Rd Alexandria NSW | Initial: Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 Plant Ph 03 9213 3111 Fax 03 9797 9322 Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 | 11 October to 5 November (???????) | (?????) (?????) (Total 2,600,000) |

1.5.3 BALLOT PAPER PRINTING - QUALITY CONTROL PROCEDURES

Each Ballot Paper must be treated as an Accountable Form and must be handled in the appropriate way. Ballot paper stock and printed ballot papers must be kept under strict security at all times. Stock wastage from printing must be kept under security until its certified destruction.

Storage

- Any storage facilities for ballot paper stock or printed ballot papers must be completely secure, weather proof and humidity controlled where possible. Full details, including addresses of proposed storage facilities must be given to the AEC - in Canberra at the address listed below and to the relevant State Head Office - so that the facilities can be approved by the AEC. Shared storage facilities must be avoided where possible and may not be approved by the AEC..

Production

- All ballot paper stock received by the print contractor from the AEC must be receipted, and a copy of the receipt provided to the relevant AEC state head office.
 - Any paper wastage from cutting reels to sheets must be stored under security and held for certified destruction with printing spoils
 - Copy for ballot papers must be provided to the typesetter for each State by **Noon, 8 October**
 - All electronic artwork will be output to laser proofs. All laser proofs are to be faxed to the relevant AEC State head office for checking and signing off.
 - All changes which are required by the AEC must generate a new proof for checking and signing off
 - Once a clean proof is signed off by the AEC the printer can proceed to film
 - All film produced must be cross-referenced against the signed off laser proofs
 - Once the film is signed off by the AEC plates can be made
 - All plates made must be cross-checked against the signed off film to ensure that no text has been masked off. All plates must be signed off before they can go to press.
 - No printing is to commence until plates have been checked and signed off. by the AEC
-

- The AEC must be present when the printing commences for signing off the make ready process, checking the colour and the position of the image on the ballot paper. Final trimmed copies need to be checked to ensure the image does not trim off. This check must be completed for each kind of ballot paper to be printed.
- Where State resources permit, an AEC staff member will be present at all times during the printing process
- **Contractor's staff**, are to extract and despatch sample ballot papers during the day of manufacture in the following fashion:
 - During each production shift, one sample ballot paper is to be extracted per hour for each State's ballot paper produced from each machine manufacturing ballot papers.
 - **Contractor's staff** must record the time and date of manufacture on each sample ballot paper extracted.
- If resources available allow AEC staff to be on-site continuously during ballot paper production, **AEC staff on-site** are to check the sample ballot papers for the colour and the position of the image on the ballot paper. Final trim needs to be checked to ensure the image is not trimming off. If not done on site, these checks must be undertaken at the relevant AEC Head Office
- Sample ballot papers are to be stored under security until despatched with other material overnight to the State Head Office of the ballot paper's State, marked 'Attention AEO for'
- If the any of the sample checked shows details that have been printed poorly, wrongly positioned or trimmed off, the relevant AEC head office, and the central office contacts should be immediately informed. Further production should be halted until the extent of the problem is identified and spoils should be removed. If necessary, arrangements should be made for reprint of the affected ballot papers to meet the production deadline.

Despatch of materials

- If ballot papers are to be shipped off-site for folding they must be packed in cartons. Each carton, and each pallet of ballot papers must be labeled with the State whose ballot papers are on the pallet, the number of pallets (eg 1 of 4) and the destination
- Pallets must contain ballot papers for only one State. **No mixed pallets** of ballot papers may be shipped to the mailing house.
- Every consignment of ballot papers shipped from the printing site for folding or mail insertion must create a consignment note

- Consignment notes for each shipment despatched must show:
Destination
Quantity of pallets identified by State
Quantity of ballot papers on each pallet, identified by State.
Acknowledgment of receipt of the specified quantity of ballot papers by the transport contractor
- An acknowledgment of receipt of the ballot papers shipped must be obtained on delivery

Spoils and repro material

- All printing spoils must be placed in a secure bag for security shredding
- All ballot paper stock wastage must be held securely for destruction.
- All repro material, including all printing plates, must be held by the printer under secure conditions until advised by the AEC to have it securely destroyed.
- Certificates of destruction for the above items must be provided by the contractor to the AEC.

Information to be provided to AEC

TO STATE HEAD OFFICES

- Production of ballot papers for each State - no matter at what site - will be monitored by the AEC Head Office of that State. The following production materials and records are to be sent **DAILY** to the relevant AEC State Head Office at the following addresses:

NSW and ACT

Australian Electoral
Commission
Level 4 Roden Cutler
House
24 Campbell St
SYDNEY NSW 2000
Attention: AEO for NSW

PH: 02 9375 6333
FAX: 02 9281 9375

VIC

Australian Electoral
Commission
Level 22 Casselden Place
2 Lonsdale St
MELBOURNE VICTORIA
3000
Attention: AEO for
Victoria

PH: 03 9285 7171
FAX: 03 9281 9375

QLD

Australian Electoral
Commission
CM Place
484 Queen St
BRISBANE
QUEENSLAND 4000
Attention: AEO for
Queensland

PH: 07 3834 3400
FAX: 07 3834 3058

TAS

Australian Electoral
Commission
8th Floor AMP Building
86 Collins St
HOBART TASMANIA
7000
Attention: AEO for
Tasmania

- **By overnight courier**

Sample ballot papers for that State extracted for checking by AEC staff during the day's production

are to be despatched daily.

- **By fax** to the relevant above address by **10 am** each morning:
- The daily production sheet for the previous day's production of that State's ballot papers.

TO CENTRAL OFFICE

- Overall daily production and despatches will be monitored by the AEC's Central Office. The following production materials and records are to be sent **DAILY** to the AEC addressed to:

Australian Electoral Commission
West Block
PARKES CANBERRA ACT 2604

Attention: Mr David Avery
Assistant Director Election Operations
Phone: 02 6271 4471
Fax: 02 6271 4560

- **By overnight courier:**

Copies of consignment notes for shipments despatched that day

are to be despatched daily.

- **By fax**, to the above address by **10am** each morning:
Any receipts for ballot paper stock delivered AND
The daily production sheet for the previous day's production.

This production sheet must list the total ballot papers printed for each State during the previous day's shifts.

- Certificates of destruction for spoils/wastage and repro material, are also to be provided by overnight bag to the above AEC address

AEC quality control data to be forwarded to Central Office

- Copies of on-site Quality Control sheets and any Head Office sign offs are to faxed to the above Central Office number by 10am the next day.

Verification checks to be undertaken by AEC

ON-SITE Checking of film against signed off laser proofs. Checking of plates against signed off film. Signing off the make ready process for each type of ballot paper. If AEC staff are continuously on-

site, checking of sample production ballot papers as described above. Checking that ballot paper stock and printed papers, including spoils and wastage, are securely stored. Checking that ballot papers are packed and labeled as required for transportation. The attached On-Site Quality Control Sheets must be completed for each day a production site is visited.

AT STATE Check faxed copies of laser proofs against electronic artwork.
HO

Check amended laser proofs.

Sample ballot papers for that State are received as specified and checked that they adhere to print specifications and are accurate in content.

Production sheets for production of that State's ballot papers are received as specified and indicate production is to agreed schedules.

The attached HO Quality Control sheets must be completed

AT CO Production sheets for all States are received as specified and indicate production is to agreed schedules
Consignment notes are completed and received as specified and adhere to agreed shipping schedules.
Ballot paper stock receipts
The attached CO Quality Control sheet must be completed.

PRODUCT

1.6 BALLOT PAPER FOLDING

1.6.1 CONTACT DETAILS

CONTRACTOR:

Champion Print

HO ADDRESS:

**160 Bourke Rd
ALEXANDRIA NSW 2015**

**Customer Service Officer
(Prime Contact - For All Plants)**

Andrew Macarthur

PHONE

02 9353 0565

FAX

02 9669 2731

PRODUCTION

Alexandria Factory Coordination

Andrew Macarthur

Champion Print

160 Bourke Rd

ALEXANDRIA NSW 2015

PHONE

02 9353 0565

FAX

02 9669 2731

Victorian Plant Liaison

Hannan Print

504 Princes Hwy

NOBLE PARK VIC 3174

PHONE

03 9213 3111

FAX

03 9797 9322

Brisbane Plant Liaison

Inprint

cnr Bilsen & Zillmere Rds

BOONDALL QLD 4034

PHONE

07 3360 1101

FAX

07 3360 1116

1.6.2 PRODUCTION SITES AND SCHEDULES

BALLOT PAPER FOLDING (NOTE: EQUAL QUANTITIES OF BOOKLETS AND FOLDED BALLOT PAPERS TO BE IN EACH DESPATCH OFF SITE)

| AEC MATERIAL FOR | PRODUCTION SITE ADDRESS | SITE CONTACT DETAILS | PRODUCTION DATES | QUANTITY READY FOR DESPATCH ON |
|------------------|---|--|--------------------------|--|
| NSW | Champion Print 160 Bourke Rd Alexandria NSW | Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 | 13 October to 6 November | (Despatch to Salmat NSW unless specified) 350,000 14 Oct 22,000 AEC 14 Oct 350,000 17 Oct 525,000 20 Oct 678,000 AEC 21 Oct 350,000 22 Oct 350,000 24 Oct 525,000 27 Oct 350,000 29 Oct 350,000 31 Oct 525,000 3 Nov 350,000 5 Nov 155,000 6 Nov |
| ACT | Champion Print 160 Bourke Rd Alexandria NSW | Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 | 14 October to 20 October | (To Salmat NSW unless shown) 210,000 14 Oct 4,500 AEC 14 Oct 41,500 AEC 21 Oct |
| VIC | Hannan Print 504 Princes Hwy Noble Park VIC | Initial: Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 Plant Ph 03 9213 3111 Fax 03 9797 9322 | 13 October to 6 November | (Despatch to Salmat VIC unless specified) 180,000 14 Oct 500,000 WA 14 Oct 15,000 AEC 14 Oct 180,000 17 Oct 230,000 20 Oct 300,000 WA 20 Oct 585,000 AEC 21 Oct 180,000 22 Oct 180,000 24 Oct 230,000 27 Oct 200,000 WA 27 Oct 180,000 29 Oct 180,000 31 Oct 230,000 3 Nov 180,000 5 Nov 50,000 6 Nov |
| TAS | Hannan Print 504 Princes Hwy Noble Park VIC | Initial: Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 Plant | 16 October to 21 October | (To Salmat SA unless shown) 2,000 AEC 14 Oct 200,000 17 Oct 124,000 20 Oct 84,000 AEC 21 Oct |

| | | | | |
|------------|--|--|-----------------------------|---|
| | | Ph 03 9213 3111 Fax 03 9797 9322 | | |
| QLD | Inprint cnr Bilsen & Zillmere Rds Boondall QLD AND Champion Print 160 Bourke Rd Alexandria NSW | Initial: Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 Plant Ph 03 9213 3111 Fax 03 9797 9322 | 13 October to 6 November | (To Salmat QLD unless shown) 180,000 15 Oct 180,000 17 Oct 8,500 AEC 17 Oct 240,000 20 Oct 504,500 AEC 21 Oct 180,000 22 Oct 180,000 24 Oct 240,000 27 Oct 180,000 29 Oct 180,000 31 Oct 240,000 3 Nov 180,000 5 Nov 107,000 7 Nov |

1.6.3 BALLOT PAPER FOLDING - QUALITY CONTROL PROCEDURES

Each Ballot Paper must be treated as an Accountable Form and must be handled in the appropriate way. Ballot papers, including spoils, must be kept under strict security at all times.

Storage

- Any storage facilities for ballot papers must be completely secure, weather proof and humidity controlled where possible. Full details, including addresses of proposed storage facilities must be given to the AEC - in Canberra at the address listed below and to the relevant State Head Office - so that the facilities can be approved by the AEC. Shared storage facilities must be avoided where possible and may not be approved by the AEC..

Production

- Where State resources permit, an AEC staff member will be present at all times during the ballot paper folding process
 - The AEC must sign off a sample of each State's folded ballot paper, prior to production folding commencing for each State. This sample must be checked to ensure that it conforms to the preset pattern agreed by the AEC, and to the following specifications provided by the mailing house:
 - the ballot paper is folded so that the face (printed side) is **out**
 - the folded size is 75mm X 210mm
 - Several samples should be tested from each folding machine whenever a new State's ballot paper is loaded, by test insertion into production declaration envelopes
 - **Contractor's staff** are to extract and despatch sample folded ballot papers during the day they were folded in the following fashion:
 - During each production shift, one sample folded ballot paper is to be extracted per hour for each State's ballot paper produced from each machine folding ballot papers.
 - **Contractor's staff** must record the time and date of folding on each sample ballot paper extracted.
 - If resources available allow AEC staff to be on-site continuously during ballot paper folding, **AEC staff on-site** are to check that the sample folded ballot papers conform to the preset pattern agreed by the AEC, to the specifications provided by the mailing house, and should be tested by manual insertion into a production declaration envelope. Checked sample
-

folded ballot papers are to be stored under security until despatched with other material overnight to central office.

- If the any of the sample checked shows incorrect folding, the relevant AEC head office, and the central office contacts should be immediately informed. Further folding should be halted until the extent of the problem is identified and spoils should be removed. If necessary, arrangements should be made for reprint of the affected ballot papers to meet the production deadline.

Despatch of materials

- Folded ballot papers must be packed in cartons for shipping to the mailing house. Each carton is to contain only **one** State.
- Each pallet of ballot papers must be labeled with the State whose ballot papers are on the pallet, the number of pallets (eg 1 of 4) and the destination
- Pallets must contain ballot papers for only one State. **No mixed cartons or pallets** of folded ballot papers may be shipped to the mailing house.
- Every consignment of ballot papers shipped from the folding site for mail insertion must create a consignment note
- .
- Consignment notes for each shipment despatched must show:
 - Destination
 - Quantity of pallets identified by State
 - Quantity of ballot papers on each pallet, identified by State.
 - Acknowledgment of receipt of the specified quantity of ballot papers by the transport contractor
- An acknowledgment of receipt of the ballot papers shipped must be obtained on delivery to the mailing house.

Spoils

- All spoils from folding must be placed in a secure bag for security shredding
- Certificates of destruction for these ballot papers must be provided by the contractor to the AEC.
- At the completion of folding, the quantity of folded ballot papers and spoils/wastage should be reconciled by the contractor with the quantity of ballot papers received for folding and a copy of the reconciliation provided to the AEC.

Information to be provided to AEC

TO STATE HEAD OFFICES

- Folding of ballot papers for each State - no matter at what site - will be monitored by the AEC Head Office of that State. The following production materials and records are to be sent **DAILY** to the relevant AEC State Head Office at the following addresses:

NSW and ACT

Australian Electoral
Commission
Level 4 Roden Cutler
House
24 Campbell St
SYDNEY NSW 2000
Attention: AEO for NSW

PH: 02 9375 6333
FAX: 02 9281 9375

VIC

Australian Electoral
Commission
Level 22 Casselden Place
2 Lonsdale St
MELBOURNE VICTORIA
3000
Attention: AEO for
Victoria

PH: 03 9285 7171
FAX: 03 9281 9375

QLD

Australian Electoral
Commission
CM Place
484 Queen St
BRISBANE
QUEENSLAND 4000
Attention: AEO for
Queensland

PH: 07 3834 3400
FAX: 07 3834 3058

TAS

Australian Electoral
Commission
8th Floor AMP Building
86 Collins St
HOBART TASMANIA
7000
Attention: AEO for
Tasmania

PH: 03 6235 0500
FAX: 03 6234 4268

- **By overnight courier**

Sample folded ballot papers for that State extracted for checking by AEC staff during the day's production

are to be despatched daily.

- **By fax** to the relevant above address by **10 am** each morning:
- The daily production sheet for the previous day's folding of that State's ballot papers.

TO CENTRAL OFFICE

- Overall daily production and despatches will be monitored by the AEC's Central Office. The following production materials and records are to be sent **DAILY** to the AEC addressed to:

Australian Electoral Commission
West Block
PARKES CANBERRA ACT 2604

Attention: Mr David Avery
Assistant Director Election Operations
Phone: 02 6271 4471

- **By overnight courier:**

Copies of consignment notes for shipments despatched that day

are to be despatched daily.

- **By fax, to the above address by 10am** each morning:

Any receipts for printed ballot papers delivered AND

The daily production sheet for the previous day's folding.

This production sheet must list the total ballot papers folding for each State during the previous day's shifts.

- Certificates of destruction for spoils/wastage and repro material, and the reconciliation of total ballot papers to be despatched to the mailing house with ballot paper stock are to be provided by overnight bag to the above AEC address.

AEC quality control data to be forwarded to Central Office

- Copies of on-site Quality Control sheets and any Head Office sign offs are to faxed to the above Central Office number by 10am the next day.

Verification checks to be undertaken by AEC

ON-SITE Checking that ballot papers are packed and labeled as required for transportation. If AEC staff are continuously on-site, checking that the sample folded ballot papers conform to the preset pattern agreed by the AEC - that is, the printed face of the ballot paper face outwards, and to the specifications provided by the mailing house: a folded size of 75mm by 210mm.
The attached On-Site Quality Control Sheets must be completed for each day a production site is visited.

AT STATE Sample folded ballot papers are received as specified and
HO conform to folding specifications.
Production sheets for folding of that State's ballot papers are received as specified and indicate folding is to agreed schedules.
The attached HO Quality Control sheets must be completed

AT CO Production sheets are received as specified and indicate production is to agreed schedules
Consignment notes are completed and received as specified and adhere to agreed shipping schedules.
The attached CO Quality Control sheets must be completed

PRODUCT

1.7 CANDIDATE BOOKLET PRINTING

1.7.1 CONTACT DETAILS

CONTRACTOR:
HO ADDRESS:

Champion Print
160 Bourke Rd
ALEXANDRIA NSW 2015

Customer Service Officer
(Prime Contact - For All Plants)
PHONE
FAX

Andrew Macarthur
02 9353 0565
02 9669 2731

TYPESETTING

NSW

HCR
180 Bourke Rd
ALEXANDRIA NW 2015
PHONE
FAX

Alan Worsley

02 9353 0700
02 9353 0080

ACT

Robeys
6A Kembla Court
55 Kembla St
FYSHWICK ACT 2609
PHONE
FAX

02 6280 4054
02 6280 4994

VIC

Mackenzies
46 Chetwynd St
WEST MELBOURNE VIC 3003
PHONE
FAX

Geoff Grimster

03 9328 2922
03 9326 5299

QLD

Sun Photoset
518 Brunswick St
NSW FARM QLD
PHONE
FAX

Keith Whittam

07 3254 3233
07 3254 1723

IAS

Printing Authority of Tasmania

David McIntyre

PHONE

03 6233 3191

FAX

03 62

PRODUCTION

Alexandria Factory Coordination

Andrew Macarthur

Champion Print

160 Bourke Rd

ALEXANDRIA NSW 2015

PHONE

02 9353 0565

FAX

02 9669 2731

Victorian Plant Liaison

Hannan Print

504 Princes Hwy

NOBLE PARK VIC 3174

PHONE

03 9213 3111

FAX

03 9797 9322

Brisbane Plant Liaison

Inprint

cnr Bilsen & Zillmere Rds

BOONDALL QLD 4034

PHONE

07 3360 1101

FAX

07 3360 1116

1.7.2 PRODUCTION SITES AND SCHEDULES
CANDIDATE BOOKLET PRINTING

| AEC MATERIAL FOR | PRODUCTION SITE ADDRESS | SITE CONTACT DETAILS | PRODUCTION DATES | QUANTITY |
|--------------------------------|---|--|--------------------------|-----------|
| NSW* Typeset & Proof | HCR 180 Bourke Rd Alexandria NSW | Alan Worsley Ph: 02 9353 0700 Fax: 02 9353 0080 | 9 October | |
| Corrections | | Ph | 11 October | |
| Plate | | Fax | 12 October | |
| Production | Champion Print 160 Bourke Rd Alexandria NSW | Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 | 13 October to 5 November | 4,900,000 |
| ACT Typeset & Proof | Robeys 6A Kembla Court 55 Kembla st Fyshwick ACT | Ph 02 6280 4054 Fax 02 6280 4994 | 9 October | |
| Corrections | | Ph | 11 October | |
| Plate | | Fax | 13 October | |
| Production | Champion Print 160 Bourke Rd Alexandria NSW | Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 | 14 October | 256,000 |
| QLD* Typeset & Proof | Sun Photoset 518 Brunswick St New Farm QLD | Keith Whittam Ph 07 3254 3233 Fax 07 3254 1723 | 9 October | |
| Corrections | | Ph | 11 October | |
| Plate | | Fax | 12 October | |
| Production (12pps) | Champion Print 160 Bourke Rd Alexandria NSW | Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 | 13 October to 5 November | 2,600,000 |
| OR | OR | OR | | |
| Production (16pps +) | ? ? DUBBO NSW | Initial: Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 Plant Ph Fax | (??????) | 2,600,000 |

* If NSW16pps or less booklet, QLD 12pps or less, NSW and QLD to be printed together at Alexandria.

| AEC MATERIAL FOR | PRODUCTION SITE ADDRESS | SITE CONTACT DETAILS | PRODUCTION DATES | QUANTITY |
|------------------------|--|--|--------------------------|---|
| VIC Typeset & Proof | | Ph Fax | 9 October | |
| Corrections | | Ph Fax | 11 October | |
| Plate | | | 12 October | |
| Production | Hannan Print 504 Princes Hwy Noble Park VIC Despatch flat to Salmat Victoria or WA for folding | Initial: Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 Plant Ph 03 9213 3111 Fax 03 9797 9322 | 13 October to 5 November | (Despatch to Salmat VIC unless specified) 180,000 14 Oct 500,000 WA 14 Oct 180,000 17 Oct 230,000 20 Oct 300,000 WA 20 Oct 180,000 22 Oct 180,000 24 Oct 230,000 27 Oct 200,000 WA 27 Oct 180,000 29 Oct 180,000 31 Oct 230,000 3 Nov 180,000 5 Nov 50,000 6 Nov |
| TAS Typeset & Proof | Printing Authority of Tasmania | David McIntyre Ph 03 6233 3191 Fax 03 62 | 9 October | |
| Corrections | | Ph Fax | 11 October | |
| Plate | | | 13 October | |
| Production | Hannan Print 504 Princes Hwy Noble Park VIC | Initial: Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 Plant Ph 03 9213 3111 Fax 03 9797 9322 | 14 October | 410,000 |

1.7.3 CANDIDATE BOOKLET - QUALITY CONTROL PROCEDURES

Production

- Electronic artwork supplied by the design agency will be output to film and a colour separated dyeline proof will be made. This proof must be signed off by the AEC before the printing plates are made. *(NOTE: In some cases fully completed artwork may be provided by the AEC)*
 - All printing plates made must be cross-checked against the film output to ensure that no text has been masked off in the plate making process. Both all edges and body of text must be checked.
 - Some States will require more than one set of plates. The AEC must check and sign off **each set** of plates made for each State.
 - **AEC staff** must be present **on-site** to check each made ready print (this could be early am). The printer must not proceed to production until a made ready print has been signed off by the AEC.
 - Made ready prints must be produced and signed off by the AEC whenever:
 - a new set of plates is to be placed on the machine AND
 - a new State is being made ready
 - **AEC staff** must check the following details of each made ready print and ensure they are correct before signing off:
 - colour is correct for the State . Each State is a different colour, and must match the following PMS colours:
 - NSW PMS209U
 - VIC PMS3435U
 - QLD PMS285U
 - TAS PMS314U
 - ACT PMS BLACK
 - ALL STATES PMS WARM RED for the 'AEC' in the logo
 - AEC on-site staff must have a copy of the PMS colour chart with them to enable colour checking.
 - density of ink is the same as the chemical proof (the chemical proof will be glossy, the made ready proof will not)
 - check the text for omissions, and the position of the print on the folded up section after it has been trimmed down to final size
 - ensure the image does not trim off
 - ensure the glue on the spine is adhering to all sections
 - page numbers are in correct sequence
 - Once the made ready print is correct and signed off, the printer should store it with the print job bag.
 - **Contractor's staff** are to extract sample candidate booklets during the day of manufacture in the following fashion:
-

- During each production shift, one sample candidate booklet is to be extracted per hour from each machine manufacturing candidate booklets.
- **Contractors' staff** must record the time and date of manufacture on each sample candidate booklet extracted.

Despatch of materials

- Each pallet of candidate booklets must be labeled with the State whose candidate booklets are on the pallet, the quantity of booklets on the pallet, the number of pallets (eg 1 of 4) and the destination
- Pallets must contain candidate booklets for only one State. **No mixed pallets** of candidate booklets may be shipped to the mailing house.
- Every consignment of candidate booklets shipped from the printing site for folding or mail insertion must create a consignment note
- Consignment notes for each shipment despatched must show:
 - Destination
 - Quantity of pallets, identified by State
 - Quantity of ballot papers on each pallet, identified by State.
 - Acknowledgment of receipt of the specified quantity of ballot papers by the transport contractor
- An acknowledgment of receipt of the candidate booklets shipped must be obtained on delivery

Repro material

- All repro material must be held by the printer until the task is finalised. On completion of the task the AEC will advise the contractor whether to destroy or return the repro material to the AEC.

Information to be provided to AEC

TO STATE HEAD OFFICES

- Production of candidate booklets for each State - no matter at what site - will be monitored by the AEC Head Office of that State. The following production materials and records are to be sent **DAILY** to the relevant AEC State Head Office at the following addresses:

NSW and ACT

Australian Electoral
Commission
Level 4 Roden Cutler
House
24 Campbell St
SYDNEY NSW 2000
Attention: AEO for NSW

PH: 02 9375 6333
FAX: 02 9281 9375

VIC

Australian Electoral
Commission
Level 22 Casselden Place
2 Lonsdale St
MELBOURNE VICTORIA
3000
Attention: AEO for
Victoria

PH: 03 9285 7171
FAX: 03 9281 9375

QLD

Australian Electoral
Commission
CM Place
484 Queen St
BRISBANE
QUEENSLAND 4000
Attention: AEO for
Queensland

PH: 07 3834 3400
FAX: 07 3834 3058

TAS

Australian Electoral
Commission
8th Floor AMP Building
86 Collins St
HOBART TASMANIA
7000
Attention: AEO for
Tasmania

PH: 03 6235 0500
FAX: 03 6234 4268

- **By overnight courier**

Sample candidate booklets extracted for that State during the day's production

are to be despatched daily.

- **By fax** to the relevant above address by **10 am** each morning:
- The daily production sheet for the previous day's production of candidate booklets for that State.

TO CENTRAL OFFICE

- Overall daily production and despatches will be monitored by the AEC's Central Office. The following production materials and records are to be sent **DAILY** to the AEC addressed to:

Australian Electoral Commission
West Block
PARKES CANBERRA ACT 2604

Attention: Mr David Avery
Assistant Director Election Operations
Phone: 02 6271 4471
Fax: 02 6271 4560

- **By overnight courier:**
Copies of consignment notes for shipments despatched that day

are to be despatched daily.

- **By fax,** to the above address by **10am** each morning:
The daily production sheet for the previous day's folding.

This production sheet must list the total candidate booklets printed for each State during the previous day's shifts.

AEC quality control data to be forwarded to Central Office

- Copies of on-site Quality Control sheets and any Head Office sign offs are to faxed to the above Central Office number by 10am the next day.

Verification checks to be undertaken by AEC

ON-SITE Checking of each made ready proof. Checking that candidate booklets are packed and labeled as required for transportation. The attached On-Site Quality Control Sheets must be completed for each day a production site is visited.

AT STATE Artwork and/or colour separated dyeline proof.

HO Sample candidate booklets are received as specified and indicate production is to agreed schedules
Production sheets for that State are received as specified and indicate that production is to agreed schedules.
The attached HO Quality Control sheets must be completed

AT CO Production sheets are received as specified and indicate production is to agreed schedules
Consignment notes are completed and received as specified and adhere to agreed shipping schedules.
The attached CO Quality Control sheets must be completed

PRODUCT

1.8 CANDIDATE BOOKLET FOLDING

1.8.1 CONTACT DETAILS

CONTRACTOR:
HO ADDRESS:

Champion Print
160 Bourke Rd
ALEXANDRIA NSW 2015

Customer Service Officer
(Prime Contact - For All Plants)
PHONE
FAX

Andrew Macarthur
02 9353 0565
02 9669 2731

PRODUCTION

Alexandria Factory Coordination
Champion Print
160 Bourke Rd
ALEXANDRIA NSW 2015
PHONE
FAX

Andrew Macarthur

02 9353 0565
02 9669 2731

Victorian Plant Liaison
Hannan Print
504 Princes Hwy
NOBLE PARK VIC 3174
PHONE
FAX

03 9213 3111
03 9797 9322

Brisbane Plant Liaison
Inprint
cnr Bilsen & Zillmere Rds
BOONDALL QLD 4034
PHONE
FAX

07 3360 1101
07 3360 1116

1.6.2 PRODUCTION SITES AND SCHEDULES
CANDIDATE BOOKLET FOLDING

| AEC MATERIAL FOR | PRODUCTION SITE ADDRESS | SITE CONTACT DETAILS | PRODUCTION DATES | QUANTITY READY FOR DESPATCH ON |
|------------------|---|--|--------------------------|---|
| NSW# | Champion Print 160 Bourke Rd Alexandria NSW | Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 | 13 October to 6 November | (Despatch to Salmat NSW unless specified) 350,000 14 Oct 22,000 AEC 14 Oct 350,000 17 Oct 525,000 20 Oct 678,000 AEC 21 Oct 350,000 22 Oct 350,000 24 Oct 525,000 27 Oct 350,000 29 Oct 350,000 31 Oct 525,000 3 Nov 350,000 5 Nov 155,000 6 Nov |
| ACT | Champion Print 160 Bourke Rd Alexandria NSW | Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 | 14-21 October | (To Salmat NSW) unless shown) 210,000 14 Oct 4,500 AEC 14 Oct 41,500 AEC 21 Oct |
| QLD# | Champion Print 160 Bourke Rd Alexandria NSW OR ? ? DUBBO NSW | Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 Initial: Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 Plant Ph 03 9213 3111 Fax 03 9797 9322 | 13 October to 6 November | (To Salmat QLD unless shown) 180,000 15 Oct 180,000 17 Oct 8,500 AEC 17 Oct 240,000 20 Oct 504,500 AEC 21 Oct 180,000 22 Oct 180,000 24 Oct 240,000 27 Oct 180,000 29 Oct 180,000 31 Oct 240,000 3 Nov 180,000 5 Nov 107,000 7 Nov |

Offer to Salmat to plastic wrap packages between 15 and 29 October if booklets 16pps or more

| AEC MATERIAL FOR | PRODUCTION SITE ADDRESS | SITE CONTACT DETAILS | PRODUCTION DATES | QUANTITY READY FOR DESPATCH ON |
|------------------|---|--|--------------------------|--|
| VIC | Hannan Print 504 Princes Hwy Noble Park VIC | Initial: Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 Plant Ph 03 9213 3111 Fax 03 9797 9322 | 13 October to 6 November | 15,000 AEC 14 Oct 585,000 AEC 21 Oct |
| TAS | Hannan Print 504 Princes Hwy Noble Park VIC | Initial: Andrew Macarthur Ph: 02 9353 0565 Fax 02 9669 2731 Plant Ph 03 9213 3111 Fax 03 9797 9322 | 14-21 October | (To Salmat SA unless shown) 2,000 AEC 14 Oct 200,000 17 Oct 124,000 20 Oct 84,000 AEC 21 Oct |

1.8.3 CANDIDATE BOOKLET FOLDING - QUALITY CONTROL PROCEDURES

NOTE: Booklets for each State will be folded down to a 'DL' size for mechanical insertion, if they are 12 pages or less in size. Should any State's booklet exceed 12 pages that particular booklet will not be folded. If a booklet is greater than 12 pages, the printing site may also change.

Production

- The booklet will be crash folded off-line - ie not on the printing press. The folding process is considerably slower than printing and may or may not immediately follow the printing process..
- **AEC staff** must be **on-site** when the folding commences for each State to check that the booklet in its folded form:
 - fits into the outer envelope (check height and width),
 - that it is folded square (no corners hanging out)
 - and that the spine glue holds.
- Several samples should be tested from each folding machine whenever a new State's booklet is loaded, or whenever a machine is stopped and started, by test insertion into production outer envelopes. The AEC must sign off a sample of each State's folded candidate booklet, prior to production folding commencing for each State.
- **Contractors' staff** are to extract sample folded candidate booklets during the day they were folded in the following fashion:
 - During each production shift, one sample folded candidate booklet is to be extracted per hour for each State's candidate booklet produced from each machine folding candidate booklets.
 - **Contractors' staff** must record the time and date of folding on each sample candidate booklet extracted.

Despatch of materials

- Each pallet of candidate booklets must be labeled with the State whose candidate booklets are on the pallet, the total quantity of candidate booklets, the number of pallets (eg 1 of 4) and the destination
 - Pallets must contain candidate booklets for only one State. **No mixed pallets** of folded candidate booklets may be shipped to the mailing house.
 - Every consignment of candidate booklets shipped from the folding site for mail insertion must create a consignment note
 - Consignment notes for each shipment despatched must show:
Destination
-

Quantity of pallets identified by State
Quantity of candidate booklets on each pallet, identified by State.
Acknowledgment of receipt of the specified quantity of candidate booklets by the transport contractor

- An acknowledgment of receipt of the candidate booklets shipped must be obtained on delivery to the mailing house.

Information to be provided to AEC

TO STATE HEAD OFFICES

- Folding of candidate booklets for each State - no matter at what site - will be monitored by the AEC Head Office of that State. The following production materials and records are to be sent **DAILY** to the relevant AEC State Head Office at the following addresses:

NSW and ACT

Australian Electoral
Commission
Level 4 Roden Cutler
House
24 Campbell St
SYDNEY NSW 2000
Attention: AEO for NSW

PH: 02 9375 6333
FAX: 02 9281 9375

VIC

Australian Electoral
Commission
Level 22 Casselden Place
2 Lonsdale St
MELBOURNE VICTORIA
3000
Attention: AEO for
Victoria

PH: 03 9285 7171
FAX: 03 9281 9375

QLD

Australian Electoral
Commission
CM Place
484 Queen St
BRISBANE
QUEENSLAND 4000
Attention: AEO for
Queensland

PH: 07 3834 3400
FAX: 07 3834 3058

TAS

Australian Electoral
Commission
8th Floor AMP Building
86 Collins St
HOBART TASMANIA
7000
Attention: AEO for
Tasmania

PH: 03 6235 0500
FAX: 03 6234 4268

- **By overnight courier**
Sample folded candidate booklets extracted for that State during the day's production

are to be despatched daily.

- **By fax** to the relevant above address by **10 am** each morning:
 - The daily production sheet for the previous day's folding of candidate booklets for that State.
-

TO CENTRAL OFFICE

- Overall daily production and despatches will be monitored by the AEC's Central Office. The following production materials and records are to be sent **DAILY** to the AEC addressed to:

Australian Electoral Commission
West Block
PARKES CANBERRA ACT 2604

Attention: Mr David Avery

Assistant Director Election Operations

Phone: 02 6271 4471

Fax: 02 6271 4560

- **By overnight courier:**

Copies of consignment notes for shipments despatched that day

are to be despatched daily.

- **By fax**, to the above address by **10am** each morning:

Any receipts for printed candidate booklets delivered for folding

The daily production sheet for the previous day's folding.

This production sheet must list the total candidate booklets folded for each State during the previous day's shifts.

AEC quality control data to be forwarded to Central Office

- Copies of on-site Quality Control sheets and any Head Office sign offs are to faxed to the above Central Office number by 10am the next day.

Verification checks to be undertaken by AEC

ON-SITE Sign off initial sample of folded candidate booklet for each State. Checking that candidate booklets are packed and labeled as required for transportation. The attached On-Site Quality Control Sheets must be completed for each day a production site is visited

AT STATE Sample folded booklets are received as specified and
HO adhere to folding specifications
Production sheets for the State's candidate booklets are received as specified and indicate production is to agreed schedules.
The attached HO Quality Control sheets must be completed

AT CO Production sheets are received as specified and indicate production is to agreed schedules
Consignment notes are completed and received as specified and adhere to agreed shipping schedules.
The attached CO Quality Control sheets must be completed

2 INSERTION

2.1 INSERTION OF MATERIAL INTO OUTER ENVELOPES

2.1.1 CONTACT DETAILS

CONTRACTOR Salmat
HO ADDRESS: 152 Miller Rd
CHESTER HILL NSW 2162

CONTACT (NATIONAL): Ken Gallie
PHONE: 02 6282 5804
0411 242 928
FAX: 02 6282 5803

2.1.2 INSERTION SITES AND SCHEDULES

| AEC MATERIAL FOR | INSERTION SITE ADDRESS | SITE CONTACT DETAILS | INSERTION DATES | QUANTITY | AP PICK UP LOCATION | AP PICK UP DATES |
|------------------|---|--|--------------------------|-----------|---|------------------|
| NSW | Salmat 1-13 Childs Rd CHIPPING NORTON NSW | Vice Kepu Ph 02 9780 9777 Fax 02 9780 9888 | 15 October to 7 November | 3,970,000 | Salmat 1-13 Childs Rd CHIPPING NORTON NSW | |
| VIC | Salmat 2-20 McDonalds Lane MULGRAVE VIC | Ken Marshall Megan Barrett Ph 03 9265 3000 Fax 03 9265 3506 | 18 October to 7 November | 2,000,000 | Salmat 2-20 McDonalds Lane MULGRAVE VIC | |
| | Salmat 26 Hector St OSBOURNE PARK WA | Therese Richards Ph 08 9446 8999 Fax 08 9445 3563 | 17 October to 24 October | 1,000,000 | Salmat 2-20 McDonalds Lane MULGRAVE VIC | |
| QLD | Salmat 1123 Beaudesert Rd ACACIA RIDGE QLD | Julie Croft Ph 07 3875 1958 Fax 03 3875 1298 | | 2,087,000 | Salmat 1123 Beaudesert Rd ACACIA RIDGE QLD | |
| TAS | Salmat 11 East Terrace MILE END SA | Ian Hollitt Iain Cleveland Ph 08 8443 8500 Fax 08 8351 8653 | 20 October to 27 October | 324,000 | Salmat 2-20 McDonalds Lane MULGRAVE VIC | |
| ACT | Salmat 1-13 Childs Rd CHIPPING NORTON NSW | Vice Kepu Ph 02 9780 9777 Fax 02 9780 9888 | | 210,000 | Salmat 1-13 Childs Rd CHIPPING NORTON NSW | |

2.1.3 INSERTION OF MATERIAL INTO OUTER ENVELOPES - QUALITY CONTROL PROCEDURES

- An AEC staff member must be on-site at all time when insertion is taking place.
- ***Material being inserted includes ballot papers, which are to be treated as accountable forms and must be handled in the appropriate way. Printed ballot papers must be kept under strict security at all times.***
- Prior to the commencement of insertion AEC Central Office is to provide from the roll for each Division a list of 26 elector names, where possible one surname beginning with each alpha character, with the corresponding details that should appear on the declaration envelope, to the relevant AEC State Head Office. This list of 26 names must be different to the extract provided for check at the label print stage. It should be provided sorted by surname within postcode within Division.
- The insertion contractors must ensure that all voting material arriving at the insertion site is checked, verified as correct in quantity and a receipt of delivery is issued. A copy of these receipts is to be provided to AEC central office.

On-Site Pre-Insertion Checks

- Thorough checks must be carried out by **AEC on-site staff** prior to the commencement of insertion for **each** Division. The product contained in each hopper in the inserting line must be checked for a total match as follows.:
 - The abbreviated code for each Division printed on the Inner (Return) envelope matches the code printed on the declaration envelope label
 - All Division codes on both envelopes match the Ballot Paper State being inserted
 - Both the envelopes and the ballot paper match the State of the colour coded candidate booklet being inserted
 - **NOTE: If the candidate booklet for a State is more than 12 pages and hence cannot be folded, the voting material for electors in that State will be packed in a plastic wrap.**
 - All inserting lines must be checked every time a new Division is loaded.
 - All Division-specific excess material from the previous Division (inner envelopes, and candidate booklets/ballot papers if a Division from a different State is being loaded) should be secured on pallets and taken off the floor before a new Division is loaded into the inserting line.
-

- Once insertion has commenced, AEC on-site staff **AEC Staff on-site** are to extract the filled envelopes from the relevant Australia Post mailing tray for each Division, examine and replace in the original order the printed declaration envelopes for those 26 electors appearing on the sample list for each Division.
 - The following checks to be conducted, to ensure both completeness and accuracy of the final product:
 - Check the position (viewing alignment) of the elector's details through the envelope window and ensure name, postal address, and codes are visible.
 - Check each name, address and details against the sample roll extract provided for correctness, and presence of bar code.
 - Open each envelope and check that it contains:
 - Inner (Return) envelope for the correct Division code
 - Declaration envelope
 - Ballot paper for the correct State
 - Candidate booklet for the correct State
 - If the material is contained in a plastic wrap (candidate booklet more than 12 pages and not folded.) check that all voting material except the candidate booklet has been inserted in the outer envelope, within the plastic wrap.
 - Following the opening and checking procedure, material for each elector is to be inserted by the checker into a fresh outer envelope, and a quality control stamp/sticker placed on the back of the outer envelope. Where all material fits into the outer envelope (candidate booklet folded), the outer envelope must then be placed back into the Australia Post mailing tray in its correct sequence. Where the material has to be plastic wrapped, arrangements must be made to ensure that each check sample outer envelope with its correct candidate booklet is re-wrapped in plastic and placed in the appropriate mailing tray.
 - If the any of the samples checked show details that have been printed incorrectly or wrongly positioned, or the incorrect insertion of material, the relevant AEC head office, and the central office contacts should be immediately informed. Further insertion for that Division should be halted until the extent of the problem is identified. Arrangements may need to be made for reprint of affected material and the re-insertion of all voting material for that Division, to meet the insertion deadline.
 - The contractor must have in place systems to track that all insertion spoils are replaced - particularly to ensure that replacements are printed for spoilt personalised declaration envelopes - and new voting material packages are made up for issue to affected electors. **AEC staff on-site** should **thoroughly monitor** that any spoils from the insertion process are recorded by the contractor and arrangements made for reprinting and processing. For declaration envelopes spoilt during insertion, this will require arrangements for reprinting and affixing of personalised address labels to declaration envelope stock.
-

- **AEC staff on-site** should also carefully monitor that replacement voting material packages made up to replace spoils contain the correct ballot paper, inner (return) envelope and candidate booklet for the elector's enrolled Division
- The Quality Control Sheet - Mail Insertion is to be completed and signed by AEC staff engaged in quality control of the insertion line. A sample copy is on the following page. At the close of checking for each day the sheet is to be returned to the relevant State Head Office and a copy faxed to Central Office, to the address below, by 10am the following morning.

Despatch for mail out

- The contractor is responsible for having Australia Post sign off all acceptances for all postal trays lodged with Australia Post. The sign off must specify the quantity accepted for each Division. Copies of these acceptances are to be provided to AEC central office.

Information to be provided to AEC

TO STATE HEAD OFFICES

- Insertion and despatch of voting material for each State - no matter at what site - will be monitored by the AEC Head Office of that State. The following records are to be sent **DAILY** to the relevant AEC State Head Office at the following addresses:

NSW and ACT

Australian Electoral
Commission
Level 4 Roden Cutler
House
24 Campbell St
SYDNEY NSW 2000
Attention: AEO for NSW

PH: 02 9375 6333
FAX: 02 9281 9375

VIC

Australian Electoral
Commission
Level 22 Casselden Place
2 Lonsdale St
MELBOURNE VICTORIA
3000
Attention: AEO for
Victoria

PH: 03 9285 7171
FAX: 03 9281 9375

QLD

Australian Electoral
Commission
CM Place
484 Queen St
BRISBANE
QUEENSLAND 4000
Attention: AEO for
Queensland

PH: 07 3834 3400
FAX: 07 3834 3058

TAS

Australian Electoral
Commission
8th Floor AMP Building
86 Collins St
HOBART TASMANIA
7000
Attention: AEO for
Tasmania

PH: 03 6235 0500
FAX: 03 6234 4268

- **By overnight courier**

Copies of mail acceptance records for material for that State signed off by Australia Post that day AND

Copies of receipts for voting material for that State received at the insertion site that day

are to be despatched daily.

- **By fax** to the relevant above address by **10 am** each morning:

The daily production sheet for the previous day's insertions for Divisions from that State.

This production sheet must list:

- quantity of outer envelopes/plastic wraps correctly filled, by Division
- quantity of insertion spoils that require a new personalised declaration envelope, by Division
- quantity of re-insertions for spoils requiring a new personalised declaration envelope, by Division
- the quantity lodged with Australia Post, by Division for the previous day's shifts.

TO CENTRAL OFFICE

- Overall daily insertions and despatches will be monitored by the AEC's Central Office. The following records are to be sent **DAILY** to the AEC addressed to:

Australian Electoral Commission

West Block

PARKES CANBERRA ACT 2604

Attention: Mr David Avery

Assistant Director Election Operations

Phone: 02 6271 4471

Fax: 02 6271 4560

- **By overnight courier**

Copies of all mail acceptance records signed off by Australia Post that day AND

Copies of receipts for voting material received at the insertion site that day

are to be despatched daily, in the one package

- **By fax**, to the above address by **10am** each morning:

- The daily production sheet for all the previous day's insertions.

This production sheet must list:

- quantity of outer envelopes/plastic wraps correctly filled, by Division
- quantity of insertion spoils that require a new personalised declaration envelope, by Division
- quantity of re-insertions for spoils requiring a new personalised declaration envelope, by Division
- the quantity lodged with Australia Post, by Division for the previous day's shifts.

:

- Copies of consignment notes for shipments despatched that day.

AEC quality control data to be forwarded to Central Office

- Copies of on-site Quality Control sheets and any Head Office sign offs are to faxed to the above Central Office number by 10am the next day.

Verification checks to be undertaken by AEC

ON-SITE Pre-insertion check for each Division that insertion line hoppers are correctly filled. Post insertion check of roll extract sample to verify completeness and correctness of material inserted; correctness of elector details; and visibility of elector details through envelope window. Check that replacement procedures for insertion spoils are being followed. The attached On-Site Quality Control Sheets must be completed for each day a production site is visited.

AT STATE Material has been received at the insertion site
HO Production sheets for the State's insertions are received as specified and indicate insertion is to agreed schedules.
 Australia Post acceptance signoffs received as specified and adhere to agreed posting schedules
 The attached HO Quality Control sheets must be completed

AT CO Production sheets are received as specified and indicate insertion and lodgment with Australia Post is to agreed schedules.
 Australia Post acceptance signoffs received as specified and adhere to agreed posting schedules.
 Quantity of material delivered to Australia Post corresponds to Divisional enrolment (net of Antarctic, silent electors).
 The attached CO Quality Control sheet must be completed.

INSERTION

2.2 ISSUE OF REPLACEMENT VOTING MATERIAL FROM DIVISIONAL OR OTHER OFFICES

2.2.1 MANUAL INSERTION AND ISSUE OF REPLACEMENT VOTING MATERIAL - QUALITY CONTROL PROCEDURES

Make up of outer envelopes

- Voting materials should be pre-packed according to Section 2 of the Divisional Office Materials Handling and Markback Procedures (Constitutional Convention Election). A sample of 1 per 200 pre-packed outer envelopes should be checked by a permanent staff member for correct insertion.
- Voting material for each State must be kept clearly labeled and separate.
- Pre packed voting material envelopes and ballot papers must be kept under strict security until issue.

Personalised labels

- Check position of elector details on photocopied address labels, to ensure details line up properly against the label trim.
- Check that photocopied print is legible, and not smudged
- A sample of at least one sheet from each day's label generation should be rechecked by a permanent staff member against CCRMANS records.

Insertion

- Prior to inserting a personalised declaration envelope with the voting material pack for issue, ensure that the ballot paper and candidate booklet match the State of the voter's enrolled address.
 - After insertion, check that the address label on the declaration envelope is clearly visible through the outer envelope window.
 - Record and reconcile ballot paper issues according to Section 3 of the Divisional Office Materials Handling and Markback Procedures (Constitutional Convention Election).
-