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This manual provides design specifications to ensure that ballot papers for Senate elections are printed in accordance with the *Commonwealth Electoral Act 1918* and Australian Electoral Commission specifications.

Please note that examples printed here are not bromides. They are for illustrative purposes only, they are NOT the correct size and do not necessarily show correct candidate details. (In some cases, candidates from different States have been shown on the one paper to highlight a particular example). These specifications will help Commission staff and printers to produce correct artwork for printing.

Further enquiries should be directed to the Australian Electoral Officer in the Head Office of the Australian Electoral Commission in your capital city:

- Sydney (02) 281 2500
- Melbourne (03) 9285 7 17 1
- Brisbane (07) 834 3400
- Perth (09) 470 7299
- Adelaide (08) 237 6555
- Hobart (002) 350 500
- Darwin (089) 811 477

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**Note**

This is an internal operational document of the Australian Electoral Commission. All examples are for illustrative purposes only and do not necessarily reflect the nomination or order of candidates, parties or groups at previous or forthcoming elections.
SPECIFICATIONS-GENERAL NOTES

Paper
1.1 If watermarked paper is to be used the Australian Electoral Commission will supply printers with the correct watermarked paper. However, if a security mark is to be overprinted on the paper, in lieu of a watermark, the Commission will advise the printers of the words, design or logo, as approved by the Electoral Commissioner, to be used.

1.2 The typeface should be black and the same kind that is ordinarily used in Commonwealth Government publications.

Points to note when setting and proofing
2.1 Insert required number of columns and boxes.

2.2 The size of the ballot paper is determined by the number of candidates and number of groups.

2.3 All columns must be the same width. The width is determined by the candidate with the longest surname (see spacing specifications on page 8).

2.4 Box shapes and sizes do not vary with the number of candidates/groups. All boxes should be 10mm square.

Above the line
3.1 Choose correct header set for State/Territory. Refer to page 6 for individual examples of specifications for each State and Territory header.

The header for an ordinary ballot paper has the following specifications:
- coat of arms, stylised version No. 2 (solid), 21.5mm;
- title ‘SENATE BALLOT PAPER’ in 14/16 pt Helvetica Condensed Bold;
- State/Territory and year in black bar, white inverse, various point sizes, (see page 6 for details).

- ‘ELECTION OF _ SENATORS’ IN 12/16pt Helvetica Condensed Light Roman, double word spacing. Examples shown in this manual are for half-Senate elections only – the number of Senators to be elected for each State will need to be changed to 12 for a full Senate election.

3.2 For a postal ballot paper insert the word ‘POSTAL’ between ‘SENATE’ and ‘BALLOT’ (see page 6).

3.3 Set name of group/registered political party in UPPER case (for example, AUSTRALIAN LABOR PARTY).

3.4 The word ‘or’ should appear after all but the last box above the line on the ballot paper.

Below the line
4.1 Insert the number of candidates below the line (‘By placing the numbers 1 to — in the order of your preference’).

4.2 Set name of registered political party in UPPER case (for example, LIBERAL) above the list of candidates and adjacent to the name of each candidate.
Party names may break between lines if the name is very long (for example, CITIZENS ELECTORAL COUNCILS OF AUSTRALIA GROUP) but care should be taken to ensure consistency.

4.3 Set the word ‘Ungrouped’ in upper and lower case above the column(s) of ungrouped candidates. Set the word ‘INDEPENDENT’ in UPPER case adjacent to the candidate’s name where required.

4.4 Set candidates’ names:
- in UPPER CASE for SURNAME (unless specified, for example McSHANE)
- in upper and lower case for given (Christian) names (eg. Caroline Joan)
- The candidates’ names are aligned with the top of each box. If the name is very long you may need to reduce the point size and tighten the tracking. The surname must be on one line. (NOTE: only under exceptional circumstances can a name be hyphenated or a hyphenated surname be split on two lines.) If a candidate’s name is reduced in point size for reasons of space, all other names in all columns must be similarly reduced, this is to ensure that all candidates’ names are of a consistent point size.

4.5 Where candidates from different parties have requested to be grouped together (for example, ‘LIBERAL/NATIONAL PARTY’) a composite name should be printed adjacent to the box above the line. However, the registered political party name not the composite name, should be printed adjacent to the candidate’s name below the line (for example see page 7, Group D).

4.6 See page 7 for font specifications.

General points

5.1 Ungrouped candidates’ names should be printed in a single column. However, where a single column would be longer than any column of grouped candidates, then the names may be printed in 2 or more columns.
- A column of ungrouped candidates should not be longer than the longest column of grouped candidates. (see example on page 8).

5.2 Where a group of candidates has registered a group voting ticket, a box shall be printed on the ballot paper above the line in the column above the names of those candidates (for example, see page 7).

5.3 If a nominated group does not lodge a group voting ticket within the required 24 hour period, the group is not entitled to a box above the line (see example on page 9).

5.4 Where an incumbent Senator lodges an individual voting ticket(s) he/she is entitled to a box above the line (see example on page 9).

5.5 In some circumstances the entire ballot paper may be reduced or enlarged within a range of 10 per cent if this will assist administratively (eg. to fit packing cartons). Any reduction or enlargement must not reduce legibility of the text.

Open Postal Ballot Papers

6.1 In the unlikely event that an open postal ballot paper is required, follow the specifications on page 12 (omitting the candidates’ names) and page 13. Refer also to pages 5 (for positioning), 6 (for headers), 7 (for fonts) and 8 (for spacing).
BALLOT PAPER POSITIONING SPECIFICATION

This sample is for illustrative purposes only and is not exact size. It must also be read in conjunction with the general notes on specifications and the relevant specification pages.

You may vote in one of two ways:

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

- **Or**
  - By placing the numbers 1 to _ in the order of your preference.
GENERAL SPECIFICATIONS - SENATE BALLOT PAPER

These Headers are full size (100%)

Coat of Arms
Stylised Version No. 2 (Solid)
21.5mm

SENATE BALLOT PAPER

ELECTION OF 6 SENATORS

South Australia 1993
10/16pt Helvetica Condensed reversed
centred inside solid banner 98.5 x 4.2mm
Track 150 double word spacing
0.7mm space after line.

SENATE BALLOT PAPER

ELECTION OF 6 SENATORS

Queensland 1993
10/16pt Helvetica Condensed reversed
centred inside solid banner 98.5 x 4.2mm
Track 250 double word spacing
0.7mm space after line.

SENATE BALLOT PAPER

ELECTION OF 6 SENATORS

New South Wales 1993
10/16pt Helvetica Condensed reversed
centred inside solid banner 98.5 x 4.2mm
Track 150 double word spacing
0.7mm space after line.

SENATE BALLOT PAPER

ELECTION OF 6 SENATORS

Tasmania 1993
10/16pt Helvetica Condensed reversed
centred inside solid banner 98.5 x 4.2mm
Track 210 double word spacing
0.7mm space after line.

SENATE BALLOT PAPER

ELECTION OF 6 SENATORS

Western Australia 1993
10/16pt Helvetica Condensed reversed
centred inside solid banner 98.5 x 4.2mm
Track 150 double word spacing
0.7mm space after line.

SENATE BALLOT PAPER

ELECTION OF 6 SENATORS

Northern Territory 1993
10/16pt Helvetica Condensed reversed
centred inside solid banner 98.5 x 4.2mm
Track 120 double word spacing
0.7mm space after line.

SENATE BALLOT PAPER

ELECTION OF 6 SENATORS

Victoria 1993
10/16pt Helvetica Condensed reversed
centred inside solid banner 98.5 x 4.2mm
Track 240 double word spacing
0.7mm space after line.

SENATE BALLOT PAPER

ELECTION OF 6 SENATORS

Senate Postal Ballot Paper
14/16pt Helvetica Condensed Bold
Track 40 double word spacing.

SENATE OPEN BALLOT PAPER

ELECTION OF 6 SENATORS

Australian Capital Territory 1993
10/16pt Helvetica Condensed reversed
centred inside solid banner 98.5 x 4.2mm
Track 55 double word spacing
0.7mm space after line.

Note. These Ballot paper heads were created in QuarkXpress 3.3 for the Macintosh. Kerning values will differ if using different Software packages.
You may vote in one of two ways

either

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

or

- By grouping the numbers 3 to 21 in the order of your preference.
SPACING SPECIFICATIONS – ORDINARY SENATE BALLOT PAPER

NOTE: This sample is for illustrative purposes only and is not exact size. It must also be read in conjunction with the general notes on specifications and other relevant specification pages.

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

**either**

- **Group Letter**
  - 2mm in and 0.5mm above down rule

- **Number Box**
  - 10mm square line weight 0.2pt
  - 2mm in from down rule

- **Solid bar**
  - 5mm x total length of columns

- **2.5mm space**

- **Down Rules**
  - Line weight 0.2pt
  - 170mm in depth

- **Total length**
  - 30mm

- **Black arrow box**
  - 10mm x 40mm

3mm from bottom of number box to top of party text

5mm x total length of columns

2.5mm space

5mm space

Space between down rules must be uniform throughout. Space will depend on width of longest name.

2mm space from the deepest block of text to the top of number box

3mm space from the deepest block of text to the party members name

3mm space from the deepest block of text to top of solid block

All text and box edges should not go closer than 2mm to the down rule.

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You may vote in one of two ways

- **Group Letter**
  - 2mm in and 0.5mm above down rule

- **Number Box**
  - 3mm from bottom of number box to top of party text

- **Solid bar**
  - 5mm x total length of columns

- **2.5mm space**

- **Down Rules**
  - Line weight 0.2pt
  - 170mm in depth

- **Total length**
  - 30mm

- **Black arrow box**
  - 10mm x 40mm

3mm from bottom of number box to top of party text

5mm x total length of columns

2.5mm space

5mm space

Space between down rules must be uniform throughout. Space will depend on width of longest name.

2mm space from the deepest block of text to the top of number box

3mm space from the deepest block of text to the party members name

3mm space from the deepest block of text to top of solid block

All text and box edges should not go closer than 2mm to the down rule.
You may vote in one of two ways:

**either**

- By placing the single figure 1 in one of the two squares to indicate the voting ticket you wish to adopt as your vote.

**or**

- By placing the numbers 1 to 25 in the order of your preference.

Where a group has not lodged a voting ticket within the required 24 hour period, that group is not entitled to a box above the line.
GENERAL SPECIFICATIONS - SENATE BALLOT PAPER: LARGE (MORE THAN 26 GROUPS)

NOTE: Groups 1 to 26 are currently identified by the letters A to Z. Where there are more than 26 groups they should be identified by AA, AB, AC etc.

This sample is for illustrative purposes only and is not exact size. It must also be read in conjunction with the general notes on specifications and the relevant specification pages.

You may vote in one of two ways

either

or

By placing the number 1 in only one of these squares to indicate the voting ticket you wish to adopt as your vote.
GENERAL SPECIFICATIONS – SENATE BALLOT PAPER: SMALL

NOTE: Where a small number of candidates nominate the ballot paper will still require suitable space for the header.

This sample is for illustrative purposes only and is not exact size. It must also be read in conjunction with the general notes on specifications and the relevant specification pages.

You may vote in one of two ways:

**either**

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

**or**

By placing the numbers 1 to 4 in the order of your preference.

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![Ballot Paper Diagram]

AEC
GENERAL SPECIFICATIONS – SENATE POSTAL BALLOT PAPER

NOTE: The ballot paper to be used for postal voting must have the words "SENATE POSTAL BALLOT PAPER" as a heading and must contain the following directions. "Fold the ballot paper, place it in the envelope addressed to the Divisional Returning Officer and fasten the envelope." This sample is for illustrative purposes only and is not exact size. It must also be read in conjunction with the general notes on specifications and relevant specification pages.
NOTE: There are three parts to the Senate open ballot paper.

You may vote in one of two ways

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

**or**
By placing the numbers 1 to in the order of your preference.
NOTE: There are three parts to the Senate open ballot paper.
NOTE: There are three parts to the Senate open ballot paper.