FOREWORD

This Manual contains guidelines for the performance of certain HO tasks at the Constitutional Convention election. Detailed procedures are given for those tasks which are bound by legislative constraints or AEC national policy and where no other authority exists (for example, GEM contains detailed procedures in relation to enrolment and close of rolls activities and these are not repeated here). Where tasks may vary from State to State general guidelines are given.

This Manual is designed to be used in conjunction with existing legislative and policy documents.

In addition to manuals written specifically for the Constitutional Convention election and which are provided with this manual you will need access to:

- *Constitutional Convention (Election) Act*
- *Commonwealth Electoral Act [CEA]*
- Divisional Office Procedures Manual - Elections (DOPE)
- Divisional Office Procedures - General Enrolment Manual (GEM)
- RMANS Manual
- Roll Status User Guide
- AECPAY Manual
- Finance Manual (Finance Regulations and Audit Act)
- Financial Delegations Manual
- DAS Procurement Guidelines and Environmental Purchasing Policy
- Financial Forecasting Guidelines
- Electoral Commissioner’s Finance Directions
- AEC Procedures for Issue and Use of Credit Cards
Abbreviations used in this Manual are:

AEC  Australian Electoral Commission
AEO  Australian Electoral Officer
AM   Area Manager
ATL  Above the line
BTL  Below the line
CCE  Constitutional Convention Election
CCEA Constitutional Convention (Election) Act
CCRMANS Refers to special screens and functions developed for the CCE
CO   Central Office
COP  Close of poll
COR  Close of rolls
DO(s) Divisional Office(s)
DOPs Director, Operations or equivalent
DRO(s) Divisional Returning Officer(s)
EC   Electoral Commissioner
ELMS Election Management System
HO(s) Head Office(s)
MPO(s) Materials Planning Officer(s)
RMANS Roll Management System (used for the computerised storing & manipulation of enrolment information)
RU   Returned undelivered
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1. INTRODUCTION

1.1 The election

The election of 76 delegates to the Constitutional Convention will be conducted by non-compulsory postal ballot. Voting material will be sent to each enrolled elector. The voting material will comprise:

- ballot paper
- vote certificate envelope
- reply-paid envelope
- information pamphlet which will include group and candidate statements and the List of Candidates

1.2 The number of delegates

The number of delegates to be elected to the convention from each State and Territory is:

<table>
<thead>
<tr>
<th>State</th>
<th>Delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>New South Wales</td>
<td>20</td>
</tr>
<tr>
<td>Victoria</td>
<td>16</td>
</tr>
<tr>
<td>Queensland</td>
<td>13</td>
</tr>
<tr>
<td>Western Australia</td>
<td>9</td>
</tr>
<tr>
<td>South Australia</td>
<td>8</td>
</tr>
<tr>
<td>Tasmania</td>
<td>6</td>
</tr>
<tr>
<td>Australian Capital Territory</td>
<td>2</td>
</tr>
<tr>
<td>Northern Territory</td>
<td>2</td>
</tr>
</tbody>
</table>

A sample ballot paper is at Attachment A. Voters may vote in one of two ways:

**Above the Line**

The voter should place a single number ‘1’ in the square alongside the preferred group or candidate. Preferences will be allocated according to the voting ticket, where one has been lodged, otherwise to the group in the order in which the candidates appear on the List of Candidates.

**Below the line**

The List of Candidates will show a unique “candidate number” for each candidate. A voter should show a preference for one or more candidates by transcribing candidates’ numbers from the List of Candidates to the preference squares. The voter may express preferences up to the number of delegates to be elected from the State or Territory.
## 2. PLANNING AND FINANCIAL FORECASTS

### 2.1 The timetable

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minister issues notice of election</td>
<td>Monday 29 September 1997</td>
</tr>
<tr>
<td>Nominations open</td>
<td>Monday 29 September 1997</td>
</tr>
<tr>
<td>Enquiry service to commence</td>
<td>Monday 29 September 1997</td>
</tr>
<tr>
<td>Rolls close</td>
<td>Tuesday 7 October 1997 (8.00pm)</td>
</tr>
<tr>
<td>Nominations close</td>
<td>Wednesday 8 October 1997 (noon)</td>
</tr>
<tr>
<td>Declaration of nominations</td>
<td>Thursday 9 October 1997 (noon)</td>
</tr>
<tr>
<td>Submission of candidate statements</td>
<td>Thursday 9 October 1997 (noon)</td>
</tr>
<tr>
<td>Lodgement of voting tickets</td>
<td>Friday 10 October 1997 (noon)</td>
</tr>
<tr>
<td>Alteration of candidate statements by mailout of original voting material</td>
<td>Saturday 11 October 1997 (noon)</td>
</tr>
<tr>
<td>Cut-off for posting replacement voting material. (Counter issues may continue until close of poll)</td>
<td>Thursday 4 December 1997 (6.00pm)</td>
</tr>
<tr>
<td>Close of poll</td>
<td>Tuesday 9 December 1997 (6.00pm)</td>
</tr>
<tr>
<td>Divisional exchange final despatch</td>
<td>Wednesday 10 December 1997</td>
</tr>
<tr>
<td>Divisions advise final despatch by email</td>
<td>Wednesday 10 December 1997 (noon)</td>
</tr>
<tr>
<td>Divisions advise final despatch complete to HO DOPs</td>
<td>Wednesday 10 December 1997 (1.00pm)</td>
</tr>
<tr>
<td>DOPs advise State despatches complete by email to CO Ops</td>
<td>Wednesday 10 December 1997 (1.30pm)</td>
</tr>
<tr>
<td>CO Ops advises State DOPs National despatches complete</td>
<td>Wednesday 10 December 1997 (4.00pm)</td>
</tr>
<tr>
<td>DOPs advise divisions National despatches complete</td>
<td>Wednesday 10 December 1997 (4.30pm)</td>
</tr>
<tr>
<td>Divisional exchange final receipt</td>
<td>Thursday 11 December 1997</td>
</tr>
<tr>
<td>Finalise multiple voting</td>
<td>Thursday 11 December 1997</td>
</tr>
<tr>
<td>Commence further scrutiny</td>
<td>Thursday 11 December 1997</td>
</tr>
<tr>
<td>Commence central scrutiny</td>
<td>Friday 12 December 1997</td>
</tr>
<tr>
<td>Finalise recheck</td>
<td>Wednesday 17 December 1997</td>
</tr>
<tr>
<td>Final despatch of BTL ballot papers to HO for data entry</td>
<td>Thursday 17 December 1997</td>
</tr>
<tr>
<td>Complete central scrutiny - by</td>
<td>Monday 29 December 1997</td>
</tr>
<tr>
<td>Declaration of final results</td>
<td>Tuesday 30 December 1997</td>
</tr>
<tr>
<td>Certification of results by EC</td>
<td>Tuesday 6 January 1997</td>
</tr>
<tr>
<td>Appeal period</td>
<td>14 days after certification of results</td>
</tr>
</tbody>
</table>

12 September 1997
2.2 Constitutional Convention election checklist

A CCE Checklist should be developed in each State/Territory. The checklist should set out the tasks, the officer responsible and timeframe in accordance with the provisions of the CCEA. A sample check list is at Attachment B.

2.3 Forecast preparation

A financial forecast for the conduct of the CCE should be prepared in the required format by HOs when requested by CO. It must be based on current costs and policies. These are to be approved by the AEO.

Information should be sought from DOS regarding their particular needs and resulting State/Territory estimates should include the following items:

- casual assistance/agency costs
- overtime
- travel
- equipment
- training required
- freight/courier services
- postage
- telephone
- temporary premises or storage
- transport (where temporary premises are used).

2.4 Expenditure monitoring

AMs or their equivalents are responsible for the monitoring of all expenditure related to their area.

DOPs/Asst DOPs are responsible for the monitoring of all expenditure/commitment related to their project(s). Appropriate financial reports (from AECPAY, FMIS etc) should be reviewed regularly to ensure accuracy of input and that expenditure patterns are consistent with expectations. They are also responsible for the regular updating of the approved monitoring system in their State. Unexpected departures from anticipated expenditure patterns or indications that the allocations will be insufficient must be brought immediately to the attention of the DOPs or AEO as appropriate.

2.5 Voting materials and forms

Preparation and distribution of election materials for the CCE will be organised by CO.
HOS will be required to arrange:

- typesetting and proofing of ballot papers and candidate booklets in preparation for printing;
- printing of the group and individual voting tickets book in accordance with the specifications to be provided by CO Information;
- printing of the forms from the masters provided by CO.

2.6 Advertising

CO Information Section will handle all advertising in consultation with HOS.

2.7 Mailhouse observers

Some States may be required to provide staff as mailhouse observers. Detailed procedures for this task are to be provided separately.

2.8 Staffing of Divisional Offices

Staffing of DOs should be maintained at 3 full time staff for the duration of the event.

It is intended that, as far as possible, casual staff will be employed in preference to permanent staff working overtime.

A schedule of proposed staffing levels for DOs during the event is at Attachment C.

2.9 Additional facilities

Consideration should be given to what additional facilities and equipment may be required for:

- the Public Enquiry Service
- Re-address service for RU mail with postal addresses
- Central Scrutiny

DOs should be equipped with at least one fully functional letter opening machine and sufficient headsets for enquiry staff. The provision of an additional fax machine is also recommended.

Area Managers should liaise with DOs regarding any additional space requirements for secure storage of vote certificate envelopes and the further scrutiny.
3. **AECPAY**

Pay administration details are to be advised to DOs.
4. **ENQUIRY SERVICE**

4.1 **Background**

The enquiry service will need to be in operation from the announcement of the election (29 September 1997) to the close of poll (9 December 1997) as a minimum. Obviously staffing levels will vary according to ‘peak’ periods of activity. Experience with Local Government elections indicates that the first week of the mail out and the week before polling closes are the ‘peak’ periods, as is the roll close and those times when our advertisements appear. You will be provided with the advertising schedule once it is finalised.

For the CCE the ‘13 23 26’ number has been configured so that calls are directed to the DO in the first instance. When divisional office lines are engaged, the call will go to the HO enquiry service. The number of calls a division can take at one time will depend on the number of lines in rotary on their public line.

From 3 November to 9 December there will also be a National Call Centre which will take ‘overflow’ calls from the HO enquiry services ie when all HO enquiry service lines are engaged, the call will divert to the National Call Centre.

4.2 **Hours of operation**

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday (from 29 September)</td>
<td>8am to 6pm</td>
</tr>
<tr>
<td>Tuesday 7 October (roll close day)</td>
<td>8am to 8pm</td>
</tr>
</tbody>
</table>

The Enquiry Services will also operate on 2 weekends:

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 &amp; 5 October (weekend before roll close)</td>
<td>10am to 4pm</td>
</tr>
<tr>
<td>6 &amp; 7 December (weekend before polling closes)</td>
<td>10am to 4pm</td>
</tr>
</tbody>
</table>

The ‘13’ number will be configured so that between 9am and 4.30pm the first call(s) go to the nearest DO and the overflow will go to the HO enquiry service (or the National Call Centre if all HO lines are busy). Outside those hours all calls will be diverted to the HO enquiry service (or the National Call Centre if all HO lines are busy). This ensures that staff in divisions are not required to work outside normal working hours to handle enquiries.

Ensure you have a voice mail message (or recorded message) advising the hours the enquiry service is open for those times when the service is not staffed.
4.3 Planning

Contact your recruitment agency to finalise procedures and contract arrangements.

Staffing

- Establish the number of staff you will require
- Prepare a roster for your casuals to help with estimation of costs - even though this may change according to workload
- Organise supervision of the enquiry service - casual or permanent staff on roster?
- Ensure you have arranged log-ons for your enquiry service staff prior to them commencing duty

Check that you have sufficient space, telephone lines and RMANS terminals for the load you expect. The RMANS terminals are particularly important as the majority of the calls will be RMANS linked - ie enrolment and issue of replacement voting material.

Prepare for the training of your enquiry service staff. See ‘Training’ below for more information on training of enquiry service staff.

Materials to be supplied from CO are:

- Outline of a training package for enquiry service staff
- Q&As (available in both Work and Uniplex formats
- RMANS - enquiries and issue of replacement voting materials procedures

If divisions are to be provided with additional fines in rotary with their public line, this needs to be arranged with your local Telstra representative. Although the configuration of the ‘13’ number is arranged by CO, acquisition of additional lines, headsets etc are the responsibility of the HO property section.

Prepare voice mail messages or any other recorded messages you will use as part of the enquiry service - CO Information can provide some suggested form of words if required.

4.4 Question and Answer sheets

CO Information will provide Q&A sheets to cover the most commonly asked questions on the election process, enrolment and the issue of voting material. Enquiry staff will also be supplied with a form of words on the purpose of the convention. All other questions related to the various groups contesting the election and the purpose of the convention (other than the form of words
supplied by the Department of Prime Minister and Cabinet) are to be referred to the relevant person or organisation.

The contact number for:

Department of Prime Minister and Cabinet is (02) 6271 5571
Groups and Candidates - from Candidate Details report in CC Nominations

4.5 Training

CO Information will supply an outline of a training session for your enquiry service staff. It will focus on:

- outline of the election processes and timetable
- using RMANS for enrolment enquiries
- using RMANS for issue of replacement voting materials
- a ‘walk through’ the Q & As and other materials available

You will need to prepare State specific material such as ‘how to use your telephone system’.

It would also be useful for each person to have samples of:

- contents of the ‘voting material pack’ (samples or mock ups) - sample ballot paper, blue declaration envelope, reply paid envelope, candidate statement booklet.
- sample nomination forms (if they are answering questions related to nominations
- enrolment card
- CCRMANS User Guide
- Q&As

If these are not available for the training session, they should have them in their resource folders once the enquiry service becomes operational.

4.6 Advice from electors of change to despatch address

Electors may advise of a changed despatch address for voting material (eg where the elector will be on holidays during the period of the mailout).

Following the announcement of the CCE and prior to the close of rolls a screen will be available in CCRMANS to record alternate despatch addresses. The voting material issued at the mailout will be despatched to this temporary address and not to the enrolled address. Entry of an alternate address will not change the elector’s enrolment details.
From the close of rolls until the CCRMANS re-issue screens are available (approx 13 October) temporary despatch addresses are to be recorded on the form provided for this purpose (CC017). The elector should be advised that, since the rolls have closed and processing of the mailout has already commenced, the original voting material will still be sent to their enrolled address. Replacement material will, however, be sent to the advised despatch address. Arrangements should be made to enter the details recorded on the CC017 forms into CCRMANS as soon as the re-issue screens becomes available.

Once the CCRMANS re-issue screens are available change of address details should be entered directly into the system.

4.7 Issue of replacement voting material

There are a number of circumstances when electors will need to have replacement voting material sent to them:

- they may not have received their materials - to assist with elector enquiries about delivery of materials, CO Information will be supplied with lists of delivery schedules by postcode. Australia Post have indicated that this will be done on a daily basis. These will be faxed to HOs daily.

- they may no longer be at the address shown on the roll, but have not advised the change of address by roll close.

- they may have materials that have been damaged or missing from the pack they have received.

Electors may request voting material only for themselves, either by telephone, in person or in writing. If the caller requests voting material on behalf of another elector they must be advised that the elector requiring the voting material must make the request.

The system for issue of replacement voting materials outlined below ensures that HOs will not be required to pick-and-pack material except for RTS mail to RMANS postal addresses within their State or Territory. Enquiry service staff will only be required to input information for electors requiring issue of replacement voting materials in the CCRMANS database.

STAGE 1: From Announcement to Close of Roll

- Enquiry service staff will be provided with access to specially designed CCRMANS screens. Operators will log-on to the Constitutional Convention Election enquiry system to access the RMANS enquiry screens.

- From the announcement of the Constitutional Convention Election (CCE) to the close of rolls (29 September - 7 October 1997) electors may advise a
Constitutional Convention Election  Head Office Guidelines

different despatch address for the mailout period. The address detail is to be entered into the Change Despatch Address screen in CCRMANS. This will not change the RMANS enrolment record but will allow the original voting material to be despatched to a different address.

Refer to the CCRMANS User Guide for detailed instructions

STAGE 2: For Week following Close of Roll

For a period of approximately one week from roll close CCRMANS will not be available. ‘Normal’ RMANS should be used to assist with enquiries. Until the CCRMANS screens are available with the List of Electors for the CCE loaded, (approx 13 October) it will be necessary for enquiry service operators to manually record requests for issue of ‘voting material to a different despatch address on the Request for Ballot Material form CC017. The elector should be advised that, since the roll has closed and processing of mailout material has already commenced, material will be despatched to their enrolled address. Replacement material can, however, be sent to a different despatch address. Standard RMANS ‘Elector Enquiry’ screens should be used to establish correct enrolment detail including ID number. Particular attention needs to be paid to the enrolment date. If the date is after the roll close (7 October 1997) then the previous enrolment record must be accessed.

All details on form CC017 must be input to CCRMANS when the system becomes available (approximately one week after COR). Re-issue labels will print in the elector’s enrolled division for the despatch of replacement voting material.

Refer to the CCRMANS User Guide for detailed instructions

STAGE 3: From one week after Close of Roll

From approximately one week after the roll close (1 3 October 1997) CCRMANS screens will be available for direct input of requests for issue of replacement voting materials. If the despatch address differs from the enrolled RMANS address this should be input to the Re-issue of Ballot Paper screen in CCRMANS to generate an address label. The address labels will print in the elector’s home division during the first five weeks of the election period. For the last week (1 : 4 December 1997) RMANS will be reconfigured to produce the labels and allow voting material to be despatched from the division in which the despatch address is located.

Divisions will receive the initial calls to the general enquiries number (13 26 26) that are placed from within their divisional area. The overflow will be diverted to head office enquiry services or the National Call Centre if all head office lines are engaged.
The enquiry service staff will input details for the issue of replacement voting material and the labels will be produced at the elector’s enrolled division from where the material will then be mailed. The labels will include the elector’s enrolled address, despatch address, division code (four letter alpha) and ID number.

Where no current RMANS record is found for a person requesting voting material the voter’s details will be input to a ‘supplementary’ roll for the purpose of issuing voting material. The labels will be produced and material mailed from the elector’s claimed division.

Refer to the CCRMANS User Guide for detailed instructions

Stage 4 - for the last week before poll closes

For the last week of postal issue the system will be reconfigured to produce the re-issue labels in the division of the despatch address. This will ensure the most efficient means of despatch and return possible. A reply-paid envelope addressed to the division of despatch (ie the division of the elector’s despatch address) will be used and must be endorsed with “DRO for [elector’s enrolled division]”. On return these envelopes will be dealt with in the certificate exchange through courier service where available or by express post to home division.

4.8 Overseas Voting Arrangements

Overseas missions will be providing voting material, on request, to electors. The cut-off time for receipt of ballot material in overseas missions is Tuesday 2 December 1997 at 12 noon. Voters may choose to receive material after this time but must deliver their ballot material by other means (ie, by post or in person to their DRO) by close of poll (Tuesday 9 December 1997 at 6.00pm).

4.8 Translating services

CO Information will arrange a contract with Victorian Interpreting Translating Services (VITS) to provide translating and interpreting services for electors who require assistance in a language other than English.

The service will operate as follows:

16 dedicated lines - 15 lines for the languages specified below and one for all other languages, ie each of 15 selected languages will have their own number so that all communication on that line is in their selected language.
<table>
<thead>
<tr>
<th>Language</th>
<th>Phone Number</th>
<th>Language</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic</td>
<td>1800 067038</td>
<td>Polish</td>
<td>1800637487</td>
</tr>
<tr>
<td>Cambodian</td>
<td>1800688365</td>
<td>Portuguese</td>
<td>1800 659179</td>
</tr>
<tr>
<td>Cantonese</td>
<td>1800657294</td>
<td>Russian</td>
<td>1800803524</td>
</tr>
<tr>
<td>Croatian</td>
<td>1800636956</td>
<td>Serbian</td>
<td>1800240343</td>
</tr>
<tr>
<td>Greek</td>
<td>1800354274</td>
<td>Spanish</td>
<td>1800 358589</td>
</tr>
<tr>
<td>Italian</td>
<td>1800064025</td>
<td>Turkish</td>
<td>1800640352</td>
</tr>
<tr>
<td>Macedonian</td>
<td>1800 063851</td>
<td>Vietnamese</td>
<td>1800 671756</td>
</tr>
<tr>
<td>Mandarin</td>
<td>1800355081</td>
<td>Other languages</td>
<td>1800806894</td>
</tr>
</tbody>
</table>

These numbers will be advertised in all publications including the Candidate Statement booklet titled ‘Your Guide to the Constitutional Convention Election’.

With 95% of calls originating from Melbourne and Sydney all the callers requiring this service will be handled by the Melbourne enquiry service from 9am to 6pm. To ensure that WA callers requiring the interpreting service can still have access to the AEC, calls to the interpreting service from 6pm to 9pm (EST) will be handled by the Perth enquiry service.
5. **ENROLMENT AND CLOSE OF ROLLS**

5.1 The rolls for the election will close at 8.00pm on **Tuesday 7 October 1997**. Timely completion of data input is essential to enable the production of the List of Electors for the CCE and the production of the personalised certificate envelopes within the tight timeframe.

5.2 Refer to Part 1 Subpart 17 of the General Enrolment Manual (GEM) for detailed procedures.
6. NOMINATIONS

6.1 General

Checklists for planning for receipt of nominations, checking nominations and checking candidate statements are at Attachments G, H and I.

Nominations for candidates in an election can only be made to the Australian Electoral Officer for the State or Territory to which that election relates [CCEA s.27]. Divisions will not be agents for nominations.

- Qualifications for election and nomination [CCEA s.23]

To nominate, a person must be:
  - an Australian Citizen
  - 18 years of age or over
  - on the List of Electors for the election at the close of rolls on 7 October 1997.

Nominators are not required.

- Persons not entitled to nominate [CCEA s.24]

The following persons may not nominate as a candidate:
  - a member of the Commonwealth Parliament or a State Parliament
  - a member of the Legislative Assembly of the Northern Territory or the Australian Capital Territory
  - an appointed delegate.

- Multiple nominations are prohibited [CCEA s. 25]

6.2 Duplicate Candidates [CCEA s. 25]

If, at the close of nominations, more than one nomination has been received for a person, both nominations will be invalid.

In relation to this provision, where a person who has nominated for an election withdraws the nomination before the close of nominations, that nomination is taken to have ceased to have effect at the time when the person withdrew it.

The AEO should arrange to run the ‘Duplicate Candidate’ Report (CDUP) available in CC Nominations at least daily and certainly at the close of nominations. This report lists all candidates with the same surname nationally. Appropriate checks should be made of any suspected duplicate, and where a duplicate nomination is found the candidate should be advised of the above provisions.
6.3 Constitutional Convention nominations system in ELMS

A nominations system has been provided within ELMS which will enable you to:

- enter groups and the candidates standing for that group
- enter ungrouped candidates
- enter the ballot paper position draw for groups and for ungrouped candidates
- generate candidate numbers
- print reports providing
  - candidate details
  - list of candidates for lodgement of voting ticket
  - check for duplicate candidates
  - national list of candidates (alpha order)
  - nomination numbers

Refer to the CCE Nominations System User Guide for further details.

6.4 Mode of nomination [CCEA s.26]

A nomination, which may be in the approved form or otherwise, must set out the name and residential address of the candidate(s) [CCEA s. 26(1)].

Groups and candidates must be entered into the CCE Nominations system in ELMS.

The candidate name on the nomination must be the surname and one or more of the given names under which the candidate appears on the list of electors. [CCEA s.26(1)].

If the candidate’s name on the nomination form does not appear on the list of electors, because the candidate was not enrolled at the close of rolls, or because the candidate has since changed their name (eg by marriage) then the nomination must be rejected.

The given name may be represented by an initial or by an abbreviation or commonly accepted alternative form of that name. [CCEA s. 26(2) & (3)].

The nomination must include a statement of the form in which the candidate’s name or candidates’ names is/are to be printed on the ballot paper. [CCEA s.26(4)].

The address of a silent elector is not required to appear on the nomination form, however a correspondence address must be provided to the AEO. [CCEA ss. 26(5) & (6)].
6.5 Formal requirements of nomination [CCEA ss. 39, 40]

In order to be valid the nomination must contain:

- the person’s consent to act if elected
- a declaration that the person is qualified to be elected
- a declaration that the candidate is not, and does not intend to be, a candidate in any other election
- a statement that the person is an Australian citizen

and

- must be received by the AEO on or after the date the Minister issued the notice of election Monday 29 September 1997 and on or before the hour of nomination (noon on Wednesday 8 October 1997)
- be accompanied by a nomination fee of $500 for each person nominated or,
- where the nomination is faxed, the nomination fee must be received on or before the hour of nomination (noon on Wednesday 8 October 1997).

The nomination fee may be paid in cash, by bank cheque, money order or payment order drawn by a non-bank financial institution on itself. Personal cheques are not acceptable. The nomination fee is non-refundable but will be returned in the event of a candidate’s death or withdrawal before the close of the poll. [CCEA s.46].

The nomination fee will be paid into a revenue account. Refunds of nomination fees will be arranged through refunds of revenue.

6.6 Grouping of candidates [CCEA s.28]

Two or more candidates may make a written request that their names be grouped in the list of candidates. The request may specify the order in which the candidates’ names are to appear. Such a request must accompany the nomination/s of the candidates and be signed by all of the candidates. Requests may be made on the same document as the nomination. Where no order is specified the names will appear in alpha order.

A candidate may stand in one group only.
6.7 *Group and candidate names* [CCEA s. 29]

A request may be made for a group name to appear next to the name of the group’s first listed candidate on the ballot paper and the list of candidates.

The request must be in writing and signed by:
- where an order of candidates has been specified, the first listed candidate,
- where no order has been specified, by all of the candidates

and must be given to the AEO before close of nominations.

6.8 *Ungrouped candidate name*

An ungrouped candidate may request that a name be printed opposite his/her name on the ballot paper and list of candidates.

The request must be:
- in writing
- signed by the candidate, and
- must accompany the candidate’s nomination.

6.9 *Names which must be refused*

The AEO must refuse a request where the name:
- comprises more than 6 words, or
- in the opinion of the AEO, is obscene.

The AEO may wish to seek advice from GALS before refusing a name on the grounds that it is obscene.

The name of a registered political party, or its registered abbreviation, may be accepted only where the request has been certified in writing by the party’s registered officer.

The name ‘Australian Republican Movement’ may be accepted only where the request is certified in writing by the secretary of the Australian Republican Movement Limited, Australian Company Number 054 557 505.

The name ‘Australians for Constitutional Monarchy’ may be accepted only where the request is certified in writing by the secretary of Australians for Constitutional Monarchy, Australian Company Number 059 527 776.
Subject to the above provisions, the AEO may accept requests from more than one candidate to use the same name.

6.10 Group and candidate statements

A group or an ungrouped candidate may submit a statement for inclusion in the voting material to be distributed. The maximum number of words which may be included is:

- for an ungrouped candidate, 50 words
- for a group, 50 words + (25 x number of candidates for the group).

This formula is used to determine the total number of words which may be used. It is up to the group to determine how they wish to make use of their total word allocation.

The method for determining the number of words is set out below.
### Method of counting

If the AEO is required to count the number of words in a statement, they are counted as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Example</th>
<th>Number of Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>hyphenated words</td>
<td>Co-author sub-branch Vice-president 1980-93</td>
<td>One</td>
</tr>
</tbody>
</table>
|                       |                               | C
|                       |                               |andidates may attempt to hyphenate words to reduce the number of words. Generally, hyphenated words are only permitted when they are used according to standard usage: |
|                       |                               | Surrey/Tasmania 1984185 secretary/treasurer one |
|                       | Anf e.g. i.e.                 | one |
|                       | a, i                         | one |
|                       | paragraph numbers            | nil |
|                       | dots                         | nil |
|                       | dashes                       | nil |
|                       | asterisks                    | nil |
|                       | heading of statements        | nil |
|                       | name of candidate (as part of a heading) | nil |
|                       | group name (as part of a heading) | nil |
|                       | ungrouped name (as part of a heading) | nil |
6.11 Requirements for statements

The AEO must refuse to accept a statement (CCEA s. 35,) unless it is:

- in English and contains nothing other than words and numbers
- submitted to the AEO no later than 24 hours after the hour of nomination (12 noon Thursday 9 October 1997)
- signed, in the case of an ungrouped candidate, by the candidate; and in the case of a group, by the first listed candidate where an order was specified, or, where no order was specified, by the candidate authorised in writing by all of the candidates in the group.

The AEO must also refuse to accept a statement if:

- in the opinion of the AEO, it contains material that is obscene (the AEO may wish to seek advice from GALS before refusing)
- it contains a reference to another candidate in the election, other than a candidate in the same group, and is not accompanied by the written consent of that candidate to the reference.

6.12 Alterations to candidate statements [CCEA s. 36]

Alterations, in writing and signed by the person who signed the original statement, may be accepted up until 72 hours after the hour of nomination (12 noon Saturday 11 October 1997).

Where the AEO considers that a statement does not comply with the requirements of the CCEA s/he must make all reasonable and practicable efforts to contact the person who signed the statement and enable the person to make alterations to the statement.

6.13 Publication of candidate statements

Candidates’ statements must not be released or published in any form until after the 72 hour period from the close of nominations has expired. Candidates or other people requesting to view another candidate’s statement should be referred to the original author (who may, of course, refuse the request).

6.14 Printing of statements [CCEA s.37]

The candidate statements will form part of the information pamphlet which will be printed and distributed by CO. HOs will be required to prepare artwork and proof candidate statements in preparation for printing. Specifications will be provided by CO Information.

It is recommended that HOs arrange for statements to be keyed into a PC document (preferably Microsoft Word) while the candidate is present to clarify
any issues that arise. A copy of the document should be provided to the candidate and the candidate’s signed approval of the document obtained. The document, formatted in accordance with the specifications provided by CO Information, can then be provided on disk to the printer.

Where a statement exceeds the total of words allowed under the CCEA then the AEO may print only as much of the statement as does not exceed the allowed number. [CCEA s.37(2)].

If a group or ungrouped candidate does not have a statement accepted then a statement that there is no statement for that group or candidate must be printed in place of the group/candidate statement. [CCEA s.37(5)].

6.15 AEC not to be liable [CCEA s. 38]

The following persons are not liable to any action in relation to any act done, or omitted to be done, in good faith in the performance of a function or duty in relation to candidate statements:

- a member of the Electoral Commission
- an officer
- an employee or agent of the Electoral Commission.

6.16 Form of consent to act [CCEA s. 40]

The consent to act and declaration may be made by signing the nomination form or the AEO may accept any other form of consent s/he considers satisfactory, whether or not it accompanies the nomination. The AEO’s decision is final.

6.17 Rejection of nominations and requests [CCEA s. 41]

No nomination is to be rejected because of any formal defect or error in the nomination if the officer to whom the nomination is made is satisfied that the provisions of sections 26, 27, 39 and 40 have been substantially complied with. The AEO may wish to seek advice from GALS before rejecting a nomination.

Where a nomination is rejected a Rejection of Nomination form (CCO08) should be used to advise the candidate and provide details of the reasons on which the decision is based.

6.18 The place of nomination [CCEA s. 42]

The place of nomination for the election of delegates for a State or Territory is the office of the AEO for that State or Territory.
6.19 The hour of nomination [CCEA s. 43]

The hour of nomination is 12 noon on the date fixed by the Minister under section 13 of the CCEA as the date for nominations (Wednesday 8 October 1997).

6.20 Declaration of the nominations [CCEA s. 44]

The AEO must attend the place of nomination, or at another place specified in writing by the AEO, 24 hours after the hour of nomination, (12 noon, Thursday 9 October 1997), publicly produce all nomination papers received by him/her and declare the names and residences of all candidates. The address of a silent elector must not be disclosed.

6.21 Withdrawal of nomination [CCEA s. 45]

A candidate may withdraw his/her nomination at any time before the hour of nomination by lodging with the AEO a written notice of withdrawal, at which time the nomination is cancelled. The withdrawal may be made on the Withdrawal of Consent to Nomination form (CC006).

On withdrawal of the nomination, a refund of the nomination fee will be arranged through a refund of revenue account and will be returned to:

- if the candidate paid the fee, the candidate; and
- if another person paid the nomination fee, that other person.

6.22 Return of fee in case of candidate’s death [CCEA s. 46]

Where a candidate dies before the close of the poll, a refund of the nomination fee will be arranged through a refund of revenue account and will be returned to:

- if the candidate paid the fee, the personal representative of the estate of the candidate; and
- if another paid the nomination fee, that other person.

6.23 Proceedings on nomination day [CCEA s. 47]

If the number of candidates nominated in an election does not exceed the number of delegates to be elected, the AEO must declare the candidate/s nominated to be duly elected.

If the number of candidates nominated in an election exceeds the number of delegates to be elected, the result of the election will be determined by polling.
6.24 Death of a candidate after nomination [CCEA s. 48]

If a candidate dies after the declaration of nominations and before the closing
day of the poll, and the number of candidates remaining does not exceed the
number of delegates to be elected, they must immediately be declared elected.

6.25 Failure of election [CCEA s. 49]

If no candidate is nominated, or returned as elected, the election is taken to
have wholly failed and the Minister may fix dates for a new election.

6.26 The Draw

Prepare for the draw to determine the order of names on the ballot paper

The draw to determine the order of groups on the CCE ballot paper takes place
immediately following the public declaration of nominations by the AEO at the
hour of declaration of nominations (CCEA s. 58) (12 noon. Thursday 9 October
1997).

- The following personnel must be available for the draw:
  - AEO; and
  - two people employed by the AEC.

The person organising the venue for the draw must also notify candidates and
the media of the location of the draw so interested parties can attend.

- Ensure the following equipment is available:
  - one standard issue spherical container;
  - one set of numbered balls; (ensure adequate number of balls is
    available. It may be necessary to renumber or dye a second set
    of numbered balls);
  - one blindfold;
  - one notice/whiteboard and set of markers (or other suitable notice
    board or projection device);
  - forms CCO04, CC005 on which to write the determination of order on
    ballot paper; and
  - Constitutional Convention ballot paper template and typeset group
    names and candidate names.

Explain to the people present the procedures set out in the CCEA s. 58 which
you are required to follow (see Attachment D) to establish the order in which
the candidates’ names are to appear on the ballot paper. Further
explanations will be necessary during the draw for positions.
Note: Each candidate at the election must be given a unique number (the candidate number). The facility for allocating this number is provided in the CCE Nominations system.

**Determine the initial order of candidates’ names**

The AEO will arrange for the names of the groups and ungrouped candidates to be listed in the order s/he considers appropriate (usually the order in which they were lodged) on the whiteboard and on the form for determination of order on ballot paper. The determination of the order of this initial listing of groups is a matter for decision by the AEO. However, the AEO should announce to persons present at the draw the method to be used (e.g. order in which nominations were received). [CCEA s.58.1 (i)(vi)]. It should be explained that the draw to determine the order of groups will be completed before commencing the draws for ungrouped candidates.

**Conduct draw no. 1 for groups**

- Explain to those present that this draw (No. 1) is to allocate a number to each group; (see Attachment D).
- Ensure that the person selected to withdraw the balls from the container is blindfolded.
- Place consecutively numbered (from No. 1 onwards) balls equal to the number of groups nominated in the container.
- The AEO or his/her representative will then rotate the container and invite any other person present who wishes to rotate the container to do likewise.
- The container is opened by the AEO or an assistant.
- The blindfolded person withdraws one ball from the container and hands that ball to the other person assisting who will call out the number.
- The number called will be written against the first listed group on the board and also on the form for determination of order on the ballot paper. The process described above will be continued until all groups have been allocated their initial number. The blindfolded officer may remove the blindfold at this stage.

**Conduct draw no. 2 for groups**

- Explain to those present that this draw (No. 2) constitutes a draw to determine the order of groups on the ballot paper. (see Attachment A)
Constitutional Convention Election

Head Office Guidelines

- Ensure that the person selected to withdraw the balls from the container is again blindfolded. Return the balls used in the first draw to the container.

- The AEO or his/her representative will then rotate the container and invite any other person present who wishes to rotate the container to do likewise.

- The container is opened by the AEO or an assistant.

- The blindfolded person withdraws one ball from the container and hands that ball to the other person assisting who will call out the number. The number called will be written onto the board and the form for determination of order on the ballot paper and against this number will be written the name of the group which was allocated the same number at the first draw. The group represented by the first ball drawn will have the first position on the ballot paper, the group represented by the second ball drawn will have the second position and so on until all balls are drawn.

- Continue the process until all numbers (and the corresponding groups) have been listed on the board and form.

- The order in which the groups are set out in this final list is the order in which they will appear on the ballot paper.

- The draw must be entered in the CCE Nominations system as soon as possible. The report to provide the list of candidates for lodging voting tickets is available only after the ballot draw and candidate number generation have been completed and entered.

**Conduct draws for ungrouped candidates**

- Repeat the steps outlined above for ungrouped candidates.

**Advise candidates and media of the result of the draw**

- Print the candidates details report from the CCE Nominations system.

**Advice of determination of draw**

- Input the results of the draw into the CCE Nominations database.

  - Attach a copy of the result of the draw to the nomination forms.

  - Liaise with the person responsible for printing the ballot paper.
. Run the candidate number generation after the results of the draw have been entered for all groups and candidates.

. Print report (CGVT) to provide to candidates and groups for them to indicate preferences for voting tickets.

Candidate number allocation

Each candidate in the election must be given a unique number (the candidate number).

. To allocate the candidate’s numbers, run <Generate Candidate Number [CNGN]> from the CCE Nominations system after you have entered the ballot paper positions for all groups and ungrouped candidates.

6.27 Voting tickets

Groups and ungrouped candidates may lodge a Group or Individual Voting Ticket with the AEO setting out a preference ordering of candidates in the election which they wish voters to follow. The voting tickets must be lodged with the AEO within 48 hours of the declaration of nominations (12 noon, Friday 10 October 1997).

Form CC01 2 may be used by groups and CC013 may be used by ungrouped candidates to lodge their voting tickets. A report is available from the CCE Nominations system which lists all candidates standing in the election. The order in which they appear is by group in ballot paper order and then ungrouped in ballot paper order. This report should be provided to candidates to indicate their preferences for lodgement of their voting ticket. They do not have to use this form to lodge their voting ticket.

The order specified by a group must:

. give preferences to the candidates in the group before any other candidates.
. show a number of preferences at least equal to the number of candidates to be elected.
. The statement for lodgement of a voting ticket may be signed by the first candidate in the group or by a person authorised by all members of the group by written instrument given to the AEO with their nomination(s).

Groups which do not lodge a voting ticket will be taken to have indicated that their preferences are allocated to all the candidates in the group, in the order that they appear in the list of candidates ie 1, 2, 3, 4 etc down the list. Preferences are allocated only to candidates in the group. No other preferences are allocated

Ungrouped candidates lodging a voting ticket must:

. give the first preference to the candidate lodging the voting ticket; and
• show a number of preferences that is at least equal to the number of candidates to be elected.
• The statement for lodgement of a voting ticket must be signed by the candidate.

Ungrouped candidates who do not lodge a ticket vote will be taken to have indicated that their preferences are allocated to themselves only.

HOs should arrange printing of all voting tickets lodged with them in accordance with the template provided by CO Information. Copies of voting tickets will be available for inspection at AEC offices. Copies should also be held by enquiry staff to enable them to provide details over the phone or to fax or send relevant pages to enquirers.
7. MATERIALS HANDLING

7.1 Ballot materials

Ballot materials will be produced and despatched to all electors between 3 November and 14 November 1997. Additional supplies will be provided to DOs for the purpose of re-issuing to electors who have not received, or who have lost or spoilt their voting material. Electors calling to HOs in person should be referred to the nearest DO or advised to provide a written or faxed request.

7.2 Ballot papers

Production of artwork for the ballot papers is the responsibility of the nominated HO officer under the direction of the AEO. Arrangements should be put in place to enable production and checking of the artwork as soon as the draws for positions on the ballot papers have been completed.

Printing and distribution of the ballot papers will be organised by CO.

HOs will receive a quantity of surplus ballot papers (equivalent to 25% of their total enrolment) for distribution to their divisions and supply to other States. HOs should contact other States/Territories to ascertain the quantities of ballot papers they require and arrange their delivery to the HO or nominated delivery point.

Receipts for delivery should be signed at each stage of the ballot paper delivery process.

When assessing the quantities of ballot papers required for other States/Territories bear in mind that they will be mainly required during the final week of re-issuing, however, sufficient quantities should be provided for counter re-issues during the entire election period.

7.3 Storage boxes

Arrangements will be made by CO for the manufacture of purpose designed storage boxes to hold the batches of certificate envelopes after markback until further scrutiny in DOs.

7.4 Forms

CO will provide master copies of all necessary forms for the CCE to HOs who will arrange printing and distribution.
7.5 Distribution

The MPO/responsible officer will make arrangements for the distribution of forms and supplies of surplus ballot papers to divisions.

CO will arrange for the distribution of cardboard boxes to direct to stores in each State.

7.6 Returned undelivered mail

HOs will operate a re-addressing service for all return-to-sender ballot material which was initially posted to an elector’s RMANS postal address. These items will be re-addressed to the elector’s enrolled address.

Ballot material mailed to an elector’s postal address will display the code ‘P’ above the elector’s name. (The ‘P’ will be visible through the window of the outer envelope). These envelopes will be extracted and the remaining mail stored by HO until the conclusion of the event when it will be forwarded to the relevant division for enrolment follow-up action. Separate instructions will be issued at a later date for this exercise.

The extracted RTS postal addressed material must be re-labelled with the elector’s enrolled address, using the RMANS process specifically designed for this function.

Refer to the RTS procedures paper and user manual for detailed procedures.

The labels will be printed on the HO’s high speed printers in order of input. Batching of envelopes will be necessary to control this process. The new label must be fixed over the original label on the certificate envelope, and the ballot material re-enveloped in a new outer mailer.

Re-issuing of such material should cease from 6.00pm, 5 days before the close of the poll (6pm, Thursday 4 December 1997 [CCEA s. 66(3)]).

7.7 Purchasing regulations

Purchasing regulations should be observed as usual.

7.8 Courier services

Due to the high volume of material to be transported between AEC offices during the CCE HOs should ensure that suitable arrangements are put in place for secure carriage of materials. It is recommended that, where appropriate, a suitable daily courier service is provided for the receipt and despatch of material during the election period. Whether Government or private services are used...
the organisation should be informed of the urgency and security aspects relative to the material to be carried. The use of consignment notes is essential to alleviate any problems associated with the delivery of this material.

Tenders for courier services should be let and contracts arranged in accordance with DAS guidelines. Tendering companies should be given full details of the AEC's requirements including timetables, divisional addresses and an indication of the volume of material to be transported.
8. **ANTARCTIC VOTERS**

8.1 **Action to be taken by AEO Tasmania prior to close of nominations**

AEO Tasmania will send a message to all Antarctic stations providing details of the CCE including dates and reminding all enrolled electors that they need to be registered as Antarctic electors if they wish to vote while in Antarctica.

For the purposes of the CCEA, a station includes a supply ship carrying Antarctic personnel which will be at sea during the election period where the ship is so appointed by the EC by written instrument.

AEO Tasmania will ensure that Antarctic Returning Officer (ARO) and Assistant Antarctic Returning Officer (AARO) appointments for each station are current. The Electoral Commission will issue written instruments for these appointments.

The person in charge of a station must not be appointed to be the ARO, or AARO.

8.2 **Preparation of lists of Antarctic electors and forwarding of necessary documents**

After the close of nominations, the AEO for each State or Territory will provide the AEO Tasmania with the name of a contact officer and will advise that the list of registered Antarctic electors for their State or Territory, which will be generated by RMANS, is ready for access.

On receipt of these lists the AEO Tasmania will prepare a list of eligible electors based at each station.

The AEO Tasmania will forward to each station the following documents:

- instrument of appointment and undertaking for polling officials
- the name, enrolled address and division of each elector based at that station
- facsimile of, or directions for preparation of, the relevant ballot paper(s)
- instructions for conduct of the poll and the transmission of results.

AEO Tasmania and the Antarctic Returning Officer will prepare written statements of information transmitted.

Prior to the close of the poll the AEO Tasmania will assemble all the necessary ballot papers and domiciled envelopes for use for the transmission of envelopes to the relevant divisions.
0.3 Receipt of polling results

At a pre-arranged time after polling day Antarctic Returning Officers, in the presence of their Assistant Returning Officers, will transmit the polling results personally to the AEO Tasmania. The AEO Tasmania will accurately transcribe the results on to suitably initialled ballot papers in respect of each elector who voted at that station and seal each ballot paper in a certificate envelope for the elector concerned. The envelopes will be endorsed with 'Antarctic Elector' the elector's name, enrolled address, name of the electoral division and a certification by the AEO Tasmania.

The Antarctic Returning Officer and the AEO Tasmania will then prepare statements in writing of information transmitted, for forwarding to relevant DROs.

8.4 Despatch of Antarctic material

The envelopes containing the ballot papers will be despatched directly to individual electoral divisions together with a suitable advice.

8.5 Custody of original ballot material

All ballot material, completed undertakings and statements prepared in connection with the CCE will be parcelled up by the Antarctic Returning Officer, suitably endorsed and stored for eventual return to the AEO Tasmania by the first available means for safekeeping until it can be destroyed. Destruction comes under the same provisions as all other material connected with the CCE.
9. **CERTIFICATE EXCHANGE**

DOs will despatch certificate envelopes progressively, in accordance with State requirements.

Final despatches will be made on Wednesday 10 December 1997. When final despatches are complete DROs will notify HO of this fact by email. Nil responses are required. HOs should arrange immediate follow up of any divisions from whom advice is not received.

When all Divisions have advised that they have completed their last despatch HOs will advise CO. When all despatches are completed nationally, CO will advise HOs who will then advise Divisions that the further scrutiny can commence.
10. CENTRAL SCRUTINY

At the further scrutiny in DO, valid ATL ballot papers will be separated from papers marked BTL. ATL papers will be counted in the DO and the results transmitted to HO in accordance with local arrangements. HOs may wish to develop a spreadsheet or database for this purpose.

BTL ballot papers will be forwarded progressively to HO according to the State timetable, by secure daily courier service. Scrutiny will be conducted using the modified Senate computerised system.

Scrutineers

Candidates may appoint scrutineers to represent their interests at the central scrutiny.

Candidates may appoint scrutineers in writing and scrutineers must sign an undertaking to respect the secrecy of the ballot.

Scrutineers are entitled to observe all procedures where ballot papers are handled.

Staff should deal courteously with any requests or challenges made by scrutineers. The AEO is the arbiter of any disputes concerning the admissibility of declarations or ballot papers.

A candidate can appoint a number of scrutineers up to the number of officers engaged in the scrutiny or counting of ballot papers.

Refer to Central Scrutiny Procedures Paper for detailed procedures.
11. DECLARATION OF THE POLL

11.1 Preliminary arrangements

When the scrutiny and distribution of preferences for the CCE are near completion, the AEO will make arrangements to publicly declare the poll at the place of nomination, or at another place specified in writing by the AEO [CCEA s. 114].

The AEO should advise all candidates in writing of the arrangements for the declaration of the poll. The advice should incorporate an invitation to speak at the declaration ceremony if s/he so wishes.

11.2 Declaration of the poll

The AEO will act as Chairperson at the ceremony for the declaration of the poll.

While there is no legal requirement for any of the candidates to speak at the ceremony it is normal practice to accord this courtesy to those present.

To enable the ceremony to proceed smoothly the AEO, in the written confirmation of the arrangements, should advise candidates of the order in which they will be invited to speak - usually this will be successful candidates first followed by the remaining candidates (preferably in order from first elected through to last elected, followed by last excluded through to first excluded).

The AEO will open the ceremony with the formal declaration of the poll (see suggested format at Attachment E) and on completion of the candidates' speeches the AEO will formally close the ceremony.

11.3 Notice of the election results

As soon as the results of the election are known the AEO must send to the EC a signed notice certifying the names of the candidates elected.
12. STORAGE/DISPOSAL OF ELECTION MATERIAL

Election material is to be stored securely until disposal authorities are issued. States will make appropriate arrangements for disposal.
# CONSTITUTIONAL CONVENTION ELECTION CHECKLIST

## UP UNTIL CLOSE OF ROLLS

<table>
<thead>
<tr>
<th>ACTION</th>
<th>ACTION OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive advice of anticipated election dates from EC and advise all staff</td>
<td></td>
</tr>
<tr>
<td>Create “Convention Series” of Registry files.</td>
<td></td>
</tr>
<tr>
<td>Finalise election estimates for State and submit to CO (if necessary)</td>
<td></td>
</tr>
<tr>
<td>Ensure the CPM is available to issue receipts for nomination moneys received and is aware of the financial arrangements</td>
<td></td>
</tr>
<tr>
<td>From specified date receive nominations from candidates</td>
<td></td>
</tr>
<tr>
<td>Make arrangements for draw for position on Ballot Paper and advise candidates.</td>
<td></td>
</tr>
<tr>
<td>Advise Divisions of public information campaign and enquiry service arrangements</td>
<td></td>
</tr>
<tr>
<td>Arrange additional telephone and fax facilities for DOs</td>
<td></td>
</tr>
<tr>
<td>Appoint recruitment agency to provide customer service operators for enquiry service.</td>
<td></td>
</tr>
<tr>
<td>Book rooms for enquiry service operation.</td>
<td></td>
</tr>
<tr>
<td>Set up enquiry service workstations and facilities for required number of operators.</td>
<td></td>
</tr>
<tr>
<td>Liaise with facilities management regarding installation of ISDN lines and DAT card.</td>
<td></td>
</tr>
<tr>
<td>Draft and record voicemail messages.</td>
<td></td>
</tr>
<tr>
<td>Train enquiry staff in RMANS and Q &amp; A’s</td>
<td></td>
</tr>
<tr>
<td>Issue press releases and co-ordinate media enquiries (enrolment, enquiries, voting process, close of voting, results)</td>
<td></td>
</tr>
<tr>
<td>Assist candidates with nomination procedures</td>
<td></td>
</tr>
</tbody>
</table>
## UP UNTIL CLOSE OF ROLLS - Continued

<table>
<thead>
<tr>
<th>ACTION</th>
<th>ACTION OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrange publicity for ballot paper draw.</td>
<td></td>
</tr>
<tr>
<td>Meet with Michels Warren representative re strategy for election.</td>
<td></td>
</tr>
<tr>
<td>Develop NESB elector strategy.</td>
<td></td>
</tr>
<tr>
<td>Conduct telephone enquiry service load test including re-issue system.</td>
<td></td>
</tr>
<tr>
<td>Arrange for issue of candidates information packs</td>
<td></td>
</tr>
<tr>
<td>Send memo to DROs concerning the undertaking by DRO and staff and ensure return.</td>
<td></td>
</tr>
<tr>
<td>Ensure registry is aware of close of rolls requirements.</td>
<td></td>
</tr>
<tr>
<td>Inspect envelope stock at mailing house Liaise with appointed mailing houses.</td>
<td></td>
</tr>
<tr>
<td>Arrange supervision at mailing house.</td>
<td></td>
</tr>
<tr>
<td>Provide details of registered Antarctic electors as at close of nominations to AEO for Tasmania.</td>
<td></td>
</tr>
<tr>
<td>Arrange courier service for the delivery of enrolment forms on a daily basis.</td>
<td></td>
</tr>
<tr>
<td>Arrange printing of any outstanding election forms from masters supplied.</td>
<td></td>
</tr>
<tr>
<td>Arrange delivery of forms and equipment,</td>
<td></td>
</tr>
<tr>
<td>Finalise financial forecasts.</td>
<td></td>
</tr>
<tr>
<td>Monitor election expenditure in all DOs.</td>
<td></td>
</tr>
<tr>
<td>ACTION</td>
<td>ACTION OFFICER</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Ensure the post office box at the GPO is cleared on the close of rolls at 8pm</td>
<td></td>
</tr>
<tr>
<td>Determine premises required for Central Scrutiny</td>
<td></td>
</tr>
<tr>
<td>Issue instructions and oversight payment system for casual staff. Set up AECPay database.</td>
<td></td>
</tr>
<tr>
<td>Arrange employment of casual staff for Central Scrutiny</td>
<td></td>
</tr>
<tr>
<td>Arrange courier services to operate during Constitutional Convention period and advise divisions of arrangements.</td>
<td></td>
</tr>
</tbody>
</table>
## ATTACHMENT B

### CONSTITUTIONAL CONVENTION ELECTION CHECKLIST (Cont.)

#### CLOSE OF ROLLS TO NOMINATIONS

<table>
<thead>
<tr>
<th>ACTION</th>
<th>ACTION OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrange staffing, equipment and training for ballot paper draw.</td>
<td></td>
</tr>
</tbody>
</table>

12 September 1997  Page 57
## CONSTITUTIONAL CONVENTION ELECTION CHECKLIST

### CLOSE OF NOMINATIONS TO DECLARATION OF NOMINATIONS

<table>
<thead>
<tr>
<th>ACTION</th>
<th>ACTION OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set up area for ballot paper draw</td>
<td></td>
</tr>
<tr>
<td>Conduct draw for positions on ballot paper</td>
<td></td>
</tr>
<tr>
<td>input ballot paper positions for all groups and candidates to CC nominations system and run Random Number Allocation facility</td>
<td></td>
</tr>
<tr>
<td>Produce report CRCD Candidate Details for media release</td>
<td></td>
</tr>
<tr>
<td>Produce report CGVT - Group Voting Ticket and distribute to candidates for recording of preferences</td>
<td></td>
</tr>
<tr>
<td>Arrange production of ballot paper proofs for AEO to approve and proof the ballot papers</td>
<td></td>
</tr>
<tr>
<td>AEO to approve final proofs of ballot paper</td>
<td></td>
</tr>
<tr>
<td>Issue press release from AEO listing candidates</td>
<td></td>
</tr>
</tbody>
</table>
**CONSTITUTIONAL CONVENTION ELECTION CHECKLIST (Cont.)**

**NOMINATIONS TO CLOSE OF POLL**

**AS SOON AS POSSIBLE AFTER CLOSE OF NOMINATIONS**

<table>
<thead>
<tr>
<th>ACTION</th>
<th>ACTION OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive voting tickets from candidates up to 24 hours after declaration of nominations</td>
<td></td>
</tr>
<tr>
<td>Arrange printing of voting tickets booklets/sheets</td>
<td></td>
</tr>
<tr>
<td>Forward ballot paper proofs to printer</td>
<td></td>
</tr>
<tr>
<td>Receive interstate voting tickets and distribute to divisions</td>
<td></td>
</tr>
<tr>
<td>Arrange security for ballot papers (re-issue stocks)</td>
<td></td>
</tr>
<tr>
<td>Advise AEO Tasmania that the list of registered Antarctic electors is ready for access in RMANS and provide the name of a contact officer.</td>
<td></td>
</tr>
</tbody>
</table>
CONSTITUTIONAL CONVENTION ELECTION CHECKLIST

NOMINATIONS TO CLOSE OF POLL

ONE WEEK BEFORE

<table>
<thead>
<tr>
<th>ACTION</th>
<th>ACTION OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send memo to DROs re arrangements for despatch of ballot papers to Central Scrutiny Centre</td>
<td></td>
</tr>
<tr>
<td>Make arrangements for declaration of the poll</td>
<td></td>
</tr>
</tbody>
</table>
### AFTER CLOSE OF POLL

<table>
<thead>
<tr>
<th>ACTION</th>
<th>ACTION OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive DO notification of final certificate exchange despatch and follow-up non returns</td>
<td></td>
</tr>
<tr>
<td>Advise CO of completion of final despatch</td>
<td></td>
</tr>
<tr>
<td>Receive advice from CO of national exchange completion and advise divisions to commence further scrutiny</td>
<td></td>
</tr>
<tr>
<td>Receive progressive ATL results from divisions</td>
<td></td>
</tr>
<tr>
<td>Receive BTL ballot papers progressively from Divisions</td>
<td></td>
</tr>
<tr>
<td>Commence central scrutiny</td>
<td></td>
</tr>
<tr>
<td>Direct and control the post election program in accordance with timetable</td>
<td></td>
</tr>
<tr>
<td>Oversight scrutinies and monitor completion of returns</td>
<td></td>
</tr>
<tr>
<td>Monitor uniformity of decisions on informality/formality of ballot papers</td>
<td></td>
</tr>
<tr>
<td>Monitor completion of election returns</td>
<td></td>
</tr>
<tr>
<td>Advise Central Office of results</td>
<td></td>
</tr>
<tr>
<td>Declare the Poll</td>
<td></td>
</tr>
<tr>
<td>Oversight payment of casual staff</td>
<td></td>
</tr>
<tr>
<td>Arrange dismantling of HO telephone information service</td>
<td></td>
</tr>
</tbody>
</table>

12 September 1997
DECLARATION OF NOMINATIONS AND BALLOT DRAW

Constitutional Convention Draw for Positions on the Ballot Paper

On [date] a notice was issued by the Minister for Administrative Services to the Electoral Commissioner who instructed me to call for nominations for the election of Delegates for the Constitutional Convention in [name of State].

Under the provisions of Section 58 of the Constitutional Convention (Election) Act, I am now required to publicly produce all the nomination papers which I have received for Constitutional Convention candidates and to declare the names and residences of all candidates nominated.

I have received nominations from [number] candidates

The [number] names and residences of those candidates and the groups they represent are (read out names and addresses):

..............................................................

..............................................................

..............................................................

..............................................................

..............................................................

..............................................................

..............................................................

..............................................................

..............................................................

NOTE: If a candidate is a silent elector, the address of the candidate is not to be disclosed and, instead of residence, it should state “Silent elector - address suppressed”.

I am now required to determine the order of the groups and ungrouped candidates on the ballot paper. This will be done in accordance with the Constitutional Convention (Election) Act by a method of double randomisation. I will complete the determination of the order of groups before commencing the draws to determine the order of ungrouped candidates.

I will, now, determine the order of the groups on the ballot paper. Let me explain how I will do it.
DECLARATION OF NOMINATIONS AND BALLOT DRAW

On the notice board under the heading ‘Random Number Allocation’, are the names of the groups nominated for the Constitutional Convention shown in the order in which these were lodged with me.

Two draws will be conducted. The first draw does not determine the group’s position on the ballot paper but merely allocates a number to each group.

At the second draw, the order on the ballot paper for each group will be determined in accordance with the sequence that the numbers are drawn, with each number representing the group for whom that number was allocated at the first draw.

DRAW 1

Now to the first draw. As there are [total number] groups, I will place balls numbered from 1 to [total] in the container.

Section 58 of the CCEA requires that a person, employed by the Commonwealth, or a State or by an authority of the Commonwealth or a State, be blindfolded to draw out the numbered balls. [name of blindfolded person] will perform this duty.

The Act now requires me to rotate the container and invite any other person present who wishes to rotate the container to do likewise.

Now [name of blindfolded person] will take the first ball out of the container and pass the ball to [name of other person] who will call out the number and I will write it next to the first group. This process of rotating the container and withdrawing each of the balls will continue until all the balls have been withdrawn.

I have just conducted the random number allocation, each number shown alongside the group is now deemed to represent that particular group.

DRAW 2

I will now conduct the second draw. The first number drawn will represent the group which will appear first on the ballot paper while the second number drawn will represent the group which will appear next on the ballot paper and so on. As they are drawn, we will display them on the board and this is how they will appear on the ballot paper.
I will now put the balls numbered 1 to [total of groups] back into the container and rotate the container and I invite any other person present who wishes to rotate the container to do likewise.

Now [name of blindfolded person] will take the first ball out of the container and pass the bail to [name of other person] who will call out the number then I will write it on the list. This process of rotating the container and withdrawing each of the balls will continue until all the balls have been withdrawn. I will now write the name of each group with the corresponding number from the first draw on the list beside that number.

This completes the draw for group positions. I shall now commence the draws to determine the order of ungrouped candidates. These draws will take place in the same manner as those for the groups. (Repeat the procedure for ‘Draw 1’ and ‘Draw 2’ above).

This completes the draw for positions on the Constitutional Convention ballot paper. For those groups and ungrouped candidates who wish to lodge voting tickets, I will shortly have available a form which may be used for the purpose of indicating preferences for that/those ticket(s). I remind those wishing to lodge voting tickets that the voting ticket(s) must be lodged with me no later than noon tomorrow.

Thank you.

[Fill in the required details]
DECLARATION OF NOMINATIONS AND BALLOT DRAW

12 September 1997
Good Afternoon ladies and gentlemen,

I am [name of AEO] the Australian Electoral Officer for [State/Territory] and I welcome you all to witness the Declaration of the Poll for the election of Constitutional Convention delegates for the State of [State/Territory] resulting from the Constitutional Convention Election held on [date]. It is my duty to publicly declare those results.

On [date] the Minister for Administrative Services gave notice that elections were to be conducted to elect delegates to the Constitutional Convention. [Number] delegates are to be elected to represent the State of [State/Territory] at the Constitutional Convention. At close of nominations on [date] [number] candidates had nominated and they are, in order of appearance on the ballot paper,

(Here state the candidates’ names as they appeared on the ballot paper, including the group name where appropriate).

The election was held by postal ballot between [date] and [date] and, following the distribution of preferences, [number] candidates were elected. Under section 114 of the Constitutional Convention Election Act I now formally declare:

[state names of successful candidates in order of election]

elected to be delegates to the Constitutional Convention. I offer my congratulations to the successful candidates.

Before calling on candidates to address the gathering I would like to make some brief comments. (Not compulsory). I now call on [name of first elected candidate] to address the gathering followed by the other successful candidates in order of election. The opportunity will then be extended to unsuccessful candidates and I will call upon them in order of standing in the Constitutional Convention Election count.

Thank you to all present - these proceedings are now closed.
# LIST OF STATE CONTACTS - AUSTRALIA POST

<table>
<thead>
<tr>
<th>State</th>
<th>Contact</th>
<th>Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>New South Wales</td>
<td>Wayne Garland</td>
<td>0292026787</td>
</tr>
<tr>
<td>Victoria</td>
<td>Bill Klaus</td>
<td>0392098608</td>
</tr>
<tr>
<td></td>
<td>David Smith</td>
<td>03 9299 4538</td>
</tr>
<tr>
<td>Queensland</td>
<td>John Reynolds</td>
<td>07 3405 1758</td>
</tr>
<tr>
<td>South Australia</td>
<td>Bruce Harrison</td>
<td>08 8216 2563</td>
</tr>
<tr>
<td></td>
<td>Pam Kalenjuk</td>
<td>08 8216 2388</td>
</tr>
<tr>
<td>Western Australia</td>
<td>John Dwyer</td>
<td>09 237 5471</td>
</tr>
<tr>
<td>Tasmania</td>
<td>Frank Catania</td>
<td>03 6231 5457</td>
</tr>
<tr>
<td></td>
<td>David Nailer</td>
<td>0363433388</td>
</tr>
</tbody>
</table>

ACT

NT
DECLARATION OF NOMINATIONS AND BALLOT DRAW
CONSTITUTIONAL CONVENTION ELECTION

NOMINATIONS PLANNING CHECKLIST

REFERENCES


Head Office Guidelines: Constitutional Convention [HOG] Part 6

ELMS Nominations System User Guide - Constitutional Convention

PLANNING FOR RECEIPT OF NOMINATIONS

1. All permanent staff who will be involved with the nomination process must be familiar with all reference material and the nomination forms.

2. Ensure local procedures for the receipt of nominations are in place and staff have been briefed on their responsibilities.

3. Ensure Candidate Information Kits are prepared.

4. Arrange for State Contact Officer to print a copy of the Register of Political Parties on 29 September 1997. Any subsequent changes to the register will be advised to the AEO and State Contact Officer as they occur. The register must be used to ensure that registered party names are used only where the registered officer of the party has authorised the nomination.

5. Ensure RMANS access is available to the person checking the nomination.

Lodging nominations

6. Nominations can only be accepted in the 10 day period commencing from the issue of the notice and until the hour of nomination, that is, from 29 September to 12 noon on 8 October 1997. [s. 15(1); s.43 CCEA]

7. Nominations are to be lodged at the office of the AEO for the State or Territory to which the election relates, that is, the place of nomination. [s. 42 CCEA]

8. Nominations can be lodged in person, by messenger, fax or post.

9. The nomination may be in the approved form (form CC002 or CC003) but must include the name, address and a statement setting out the form in which the candidate’s name(s) is/are to be printed on the ballot paper and the list of candidates. [s.26(1) & (4) CCEA]
10. The candidate's name on the nomination form must be the surname and given name or names under which the candidate appears on the list of electors for the State or Territory.

11. If the candidate's name on the nomination form does not appear on the list of electors, because the candidate was not enrolled at the close of rolls, or because the candidate has since changed their name (eg by marriage) then the nomination must be rejected.

12. A person whose address is not shown on the Roll because of silent enrolment is not required to include their address on the nomination paper. They must however provide the AEO with an address for correspondence. [s.26(5) & (6) CCEA]

13. A person may nominate for ONLY one State or Territory. If at close of nominations, a person has lodged a nomination for more than one State or Territory, each of those nominations will be invalid, unless the nomination(s) are withdrawn before the hour of nomination. [s.25 CCEA].

14. The AEO should arrange to run the 'Duplicate Candidate' Report (CDUP) available in CC Nominations at least daily and certainly at the close of nominations. This report lists all candidates with the same surname nationally. Appropriate checks should be made of any suspected duplicate, and where a duplicate nomination is found the candidate should be advised of the above provisions.

15. All nominations are confidential and must be held under security. Details regarding who has nominated must not be made public until nominations are declared. Public access to nomination forms is available after the declaration of nominations, 24 hours after the hour of nomination (12 noon, 9 October 1997).

16. At the time of lodging their nomination, two or more candidates may make a joint request that their names be grouped in the list of candidates. [s.28(1) CCEA]

17. The request must be in writing and signed by the candidates. [s.28(4) CCEA]

18. If the candidates in their request, DO NOT specify the order in which the names of the candidates in the group are to be set out in the list of candidates, then the names of the candidates will appear in alphabetical order. [s.28(2) & (3) CCEA]

19. A candidate's name may not be included in more than one group. [s.28(5) CCEA]
DECLARATION OF NOMINATIONS AND BALLOT DRAW

Nomination Fee

20. Nominations cannot be accepted until the non-refundable fee of $500 has been paid. This fee must be received before 12 noon on the day nominations close (8 October 1996).

21. If a nomination is received through the mail, a receipt for the nomination fee must be issued regardless of whether the nomination is accepted. If the nomination is not accepted the receipt should be sent with the Rejection of Nomination letter (form CC008). If a new/amended nomination form is not received by the hour of nomination, a refund of the nomination fee should be arranged.

PROCEDURES FOR RECEIPT OF NOMINATIONS

22. Each State/Territory should develop local instructions for the receipt, processing and inputting of nominations. Staff involved with nominations should be aware of the following:

(a) On receipt of a nomination, check that the $500 non-refundable nomination fee is included and in an acceptable form.

- Nominations cannot be considered unless the nomination fee is received with the nomination and before 12 noon on the day nominations close (8 October 1997).

- If the nomination fee is to be paid by bank cheque, verify details against list of accepted banks.

(b) Complete “Office Use” section of nomination form, recording consecutive number, received date and time details.

- A receipt should not be issued until a nomination is accepted, with the exception of nominations received by mail [refer Nomination Fee, point 27]

(c) Check nominations by using and completing nomination checklist [Attachment A or B] and statement checklist. [Attachment C] Attach the completed checklist to the nomination form for approval by the AEO.

(d) If the nomination is accepted by the AEO, issue Candidate Information Kit and a receipt for the nomination fee. Record details of the receipt number in “Office Use” section of nomination form.

Care should be exercised in completing a receipt, to ensure the confidentiality of prior receipted nominations.

Information on who or how many nominations have been received cannot be made public until the declaration of the nominations.
Therefore, receipt number information cannot be disclosed to any inquirer over the phone.

(e) If the nomination is NOT accepted by the AEO, advise the candidate or representative (by phone, fax or lettergram if the nomination was received by mail or fax) stating the reasons for rejecting the nomination.

- Retain a photocopy of the nomination form with the reason for rejection noted on it and return the original to the candidate or representative. Advise the candidate of the date and time for the close of nominations if they wish to lodge a new or amended nomination form.

(f) Inputting officer to enter details of accepted nominations into the ELMS CC Nominations System [refer CC Nominations System User Guide] as soon as possible after acceptance of nomination. Data entered should be verified by another officer.

- Input details exactly as they appear on the nomination form. Under no circumstances must AEC staff change the nomination form in any way. If there is to be a change, the candidate is to make the changes and initial them.

GROUP AND CANDIDATE NAMES

23. A request for a name by a group to be printed opposite the name of the group's first candidate on the ballot paper and the list of candidates must be in writing; signed by the first candidate in the order (if specified) otherwise by all candidates in the group and given to the AEO before the hour of nomination. [s.29 CCEA]

24. A request for a name by an ungrouped candidate to be printed opposite their name on the ballot paper and list of candidates must be in writing; signed by the candidate and given to the AEO with their nomination. [s.30 CCEA]

25. The AEO may accept a candidate's request for a name if it meets all the requirements, (refer to nomination checklist at Attachment A & 5) even though a request for the same name has already been accepted for another candidate. [s.31(4) CCEA]

PROCEDURES FOR CLOSE OF NOMINATIONS

40. Staff involved with nominations should be aware of the following:

(a) On the morning of close of nominations ensure that the office and public area clocks as well as the fax machine are set to the correct time. You may consider tuning a radio to the ABC so at the strike of 12 o'clock the beeps can be heard by all in attendance.
DEPARTMENT OF HUMAN SERVICES

DECLARATION OF NOMINATIONS AND BALLOT DRAW

(b) A public announcement is to be made at approximately 11.55am to announce that nominations will close at 12 noon and if any person wishes to nominate they must do so before then.

(c) A post office box clearance must occur just prior to 12 o'clock to allow for any nomination form and/or nomination payment to be lodged with the AEO before the hour of nomination.

(d) If nominations are received just prior to 12 o'clock, these will need to be processed. Care should be exercised to ensure that the checking is accurate.

(e) At 12 o'clock, the AEO is to make a public announcement stating that “the time is precisely 12 noon and nominations are now closed”.

(f) A nomination can not be accepted after 12 o'clock noon on the day of nomination, even if the person was in the office before 12 noon.
CHECKLIST
FOR CHECKING NOMINATION FORMS

No nomination is to be rejected because of any formal defect or error in the nomination if the officer to whom the nomination is made (AEO) is satisfied that the provisions of sections 26, 27, 39 and 40 have been substantially complied with. [s.41(2) CCEA]

When a nomination is received check the nomination form against the following checklist to ensure that all information has been completed correctly.

☐ Name of State/Territory candidate is nominating for

PART A: CANDIDATE’S DETAILS

☐ Surname/Family name

☐ Christian/Given names

The name can be:-

(a) one or more of the given names appearing on the list of electors; or

(b) an initial standing for the name; or

(c) a commonly accepted variation of the name.

☐ Form in which given name(s) is to appear on ballot paper

☐ Residential address (must be place of residence, not a postal address)

☐ Address for correspondence (silent enrolment only)

☐ Occupation and sex

☐ Citizenship details

☐ Candidate’s declaration signed and dated

PART B: CONTACT DETAILS

☐ Contact name, postal address and telephone number details provided

(These details should be provided separately to the AEO, if they are not to be made public)

☐ Candidate has ticked box giving approval for the release of telephone numbers to the public
DECLARATION OF NOMINATIONS AND BALLOT DRAW

PART C: REQUEST FOR A NAME BY AN UNGROUPED CANDIDATE

☐ Name for an Ungrouped Candidate provided

The name must satisfy points (a)-(e) to be acceptable:-

(a) ☐ the name has no more than six (6) words

(b) ☐ the name is not obscene (in the opinion of the AEO)

☐ AEO checked/initialled

(c) ☐ the name is not that of a registered political party, UNLESS, the registered officer of the party has certified the request in writing

(d) ☐ the name is not Australian Republican Movement, UNLESS the secretary of the Australian Republican Movement Limited has certified the request in writing (Australian Company Number 054 557 505)

(e) ☐ the name is not Australians for Constitutional Monarchy, UNLESS the secretary of the Australians for Constitutional Monarchy has certified the request in writing (Australian Company Number 059 527 776)

☐ Signature of candidate

☐ Nomination fee paid

Indicate the method of payment:-

(a) ☐ Cash

(b) ☐ Bank Cheque

(c) ☐ Money Order

(d) ☐ Payment order drawn by a non-bank financial institution on itself or on another branch of the non-bank financial institution

PART D: CANDIDATE STATEMENT

☐ Candidate statement checked (see Attachment C)

☐ Signature of candidate

☐ RMANS checked. Indicate whether: ☐ On List of Electors ☐ Not on List of Electors

Page 74 12 September 1997
DECLARATION OF NOMINATIONS AND BALLOT DRAW

NOMINATION CHECKLIST

No nomination is to be rejected because of any formal defect or error in the nomination if the officer to whom the nomination is made (AEO) is satisfied that the provisions of sections 26, 27, 39 and 40 have been substantially complied with. [s.4 I(2) CCEA]

When a nomination is received check the nomination form against the following checklist to ensure that all information has been completed correctly.

☐ Name of State/Territory candidate is nominating for

PART A: CANDIDATE'S DETAILS
(One for each candidate in the group)

☐ Surname/Family name

☐ Christian/Given names

*The name can be:-*

(a) one or more of the given names appearing on the list of electors; or

(b) an initial standing for the name; or

(c) a commonly accepted variation of the name.

☐ Form in which given name(s) is to appear on ballot paper

☐ Residential address (must be place of residence, not a postal address)

☐ Address for correspondence (silent enrolment only)

☐ Occupation and sex

☐ Citizenship details

☐ Candidate’s declaration signed and dated

☐ RMANS checked. Indicate whether: ☐ On List of Electors ☐ Not on List of Electors

PART B: LIST OF CANDIDATES FOR THE GROUP

☐ List of candidate’s names

☐ Nomination fee paid ($500 per candidate)
Indicate the method of payment:-

(a)  Cash
(b)  Bank Cheque
(c)  Money Order
(d)  Payment order drawn by a non-bank financial institution on itself or on another branch of the non-bank financial institution

PART C: NOTIFICATION OF GROUP NAME

☐ First named candidate in the group
☐ Name for Group provided

The name must satisfy points (a)-(e) to be acceptable:-

(a)  ☐ the name has no more than six (6) words
(b)  ☐ the name is not obscene (in the opinion of the AEO)
(c)  ☐ the name is not that of a registered political party, UNLESS the registered officer of the party has certified the request in writing
(d)  ☐ the name is not Australian Republican Movement, UNLESS the secretary of the Australian Republican Movement Limited has certified the request in writing (Australian Company Number 054 557 505)
(e)  ☐ the name is not Australians for Constitutional Monarchy, UNLESS the secretary of the Australians for Constitutional Monarchy has certified the request in writing (Australian Company Number 059 527 776)

☐ Signature of candidate (first candidate listed at Part D OR if not by all candidates in group)
DECLARATION OF NOMINATIONS AND BALLOT DRAW

[PHOTOCOPY QUANTITIES REQUIRED, ONE FOR EACH CANDIDATE IN THE GROUP]
PART D: CONTACT DETAILS

☐ Contact name, postal address and telephone number details provided

(These details should be provided separately to the AEO, if they are not to be made public)

☐ Candidate has ticked box giving approval for the release of telephone numbers to the public

PART E: GROUP STATEMENT

☐ Candidate statement checked (see Attachment C)

☐ Signature of candidate

(first candidate listed at Part D OR candidate authorised by the group in Part D)

Checked by: ________________ Date: __________ Time: ________
DECLARATION OF NOMINATIONS AND BALLOT DRAW
STATEMENT CHECKLIST

The statement must satisfy points (a)-(e) to be acceptable:-

(a) □ is in English

(b) □ contains ONLY words and numbers

(c) □ is not obscene (in opinion of AEO) ______________ AEO checked/initialled

(d) □ does not contain unauthorised references to other candidates (in a group statement, the reference to another candidate does not apply to candidates in the group)

(e) □ is signed by the appropriate person
   • for an ungrouped candidate -the candidate
   • for a group -the first listed candidate OR
   • the candidate who has been authorised in writing by all the other candidates
   (delete whichever is not applicable)

Maximum number of words:
Ungrouped candidate - 50
Group - 50 + [25 x ____ (Number of candidates in group)]

Group/candidate name

Actual : ___________________

Maximum: ___________________

METHOD OF COUNTING

If the AEO is required to count the number of words in a statement, they are counted as follows:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>EXAMPLE</th>
<th>NUMBER OF WORDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>hyphenated words</td>
<td>co-author; sub-branch;</td>
<td>one</td>
</tr>
<tr>
<td></td>
<td>Vice-president; 1980-93</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Candidates may attempt to hyphenate words to reduce the number of words. Generally, hyphenated words are only permitted when they are used according to standard usage: * for compound numbers eg forty-six * for two part components eg re-election * for compound expressions eg flow-on * to avoid ambiguity eg three two -metre lengths</td>
<td></td>
</tr>
<tr>
<td>slashes</td>
<td>Victoria/Tasmania; 1984/85</td>
<td>one</td>
</tr>
<tr>
<td></td>
<td>secretary/ treasurer</td>
<td></td>
</tr>
<tr>
<td>abbreviations</td>
<td>e.g.; i.e.</td>
<td>one</td>
</tr>
<tr>
<td>one-letter words</td>
<td>a; i</td>
<td>one</td>
</tr>
<tr>
<td>Field</td>
<td>Value</td>
<td></td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>paragraph numbers</td>
<td>nil</td>
<td></td>
</tr>
<tr>
<td>dotc</td>
<td>nil</td>
<td></td>
</tr>
<tr>
<td>dashes</td>
<td>nil</td>
<td></td>
</tr>
<tr>
<td>asterisks</td>
<td>nil</td>
<td></td>
</tr>
<tr>
<td>heading of statements</td>
<td>nil</td>
<td></td>
</tr>
<tr>
<td>name of candidate(s)</td>
<td>nil</td>
<td></td>
</tr>
<tr>
<td>group name</td>
<td>nil</td>
<td></td>
</tr>
<tr>
<td>ungrouped name</td>
<td>nil</td>
<td></td>
</tr>
</tbody>
</table>
CONSTITUTIONAL CONVENTION ELECTION

DIVISIONAL OFFICE PROCEDURES

12 September 1997
## ABBREVIATIONS

Abbreviations used in this Manual are:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEC</td>
<td>Australian Electoral Commission</td>
</tr>
<tr>
<td>AEO</td>
<td>Australian Electoral Officer</td>
</tr>
<tr>
<td>AM</td>
<td>Area Manager</td>
</tr>
<tr>
<td>ATL</td>
<td>Above the line</td>
</tr>
<tr>
<td>BTL</td>
<td>Below the line</td>
</tr>
<tr>
<td>CCE</td>
<td>Constitutional Convention Election</td>
</tr>
<tr>
<td>CCEA</td>
<td>Constitutional Convention (Election) Act</td>
</tr>
<tr>
<td>CCRMANS</td>
<td>Refers to special screens and functions developed for the CCE</td>
</tr>
<tr>
<td>co</td>
<td>Central Office</td>
</tr>
<tr>
<td>COP</td>
<td>Close of poll</td>
</tr>
<tr>
<td>COR</td>
<td>Close of rolls</td>
</tr>
<tr>
<td>DO(s)</td>
<td>Divisional Office(s)</td>
</tr>
<tr>
<td>DOPs</td>
<td>Director Operations</td>
</tr>
<tr>
<td>DRO(s)</td>
<td>Divisional Returning Officer(s)</td>
</tr>
<tr>
<td>HO(s)</td>
<td>Head Office(s)</td>
</tr>
<tr>
<td>RMANS</td>
<td>Roll Management System (used for the computerised storing &amp; manipulation of enrolment information)</td>
</tr>
</tbody>
</table>
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Attachment A       Sample ballot paper
Attachment B       Advice to nursing homes
1. INTRODUCTION

1.1 The election of 76 delegates to the Constitutional Convention will be conducted by non-compulsory postal ballot. Voting material will be sent to each enrolled elector. The voting material will comprise:

- ballot paper
- vote certificate envelope
- reply-paid envelope
- information pamphlet, ‘Guide to the Constitutional Convention Election’, which will include group and candidate statements, the List of Candidates and the candidate ID numbers

1.2 The number of delegates to be elected to the Convention from each State and Territory is:

- New South Wales: 20
- Victoria: 16
- Queensland: 13
- Western Australia: 9
- South Australia: 8
- Tasmania: 6
- Australian Capital Territory: 2
- Northern Territory: 2

1.3 A sample ballot paper is at Attachment A. Voters may vote in one of two ways:

- Above the Line
  
The voter should place a single number ‘1’ in the box alongside the preferred group or candidate. Preferences will be allocated according to the voting ticket, where one has been lodged, otherwise to the group in the order in which the candidates appear on the List of Candidates.

- Below the Line
  
The List of Candidates displays a unique ‘candidate number’ next to each candidate. A voter should show a preference for one or more candidates by transcribing candidates’ numbers from the List of Candidates to the preference squares.
## 2. ADMINISTRATION

### 2.1 The Timetable

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue of notice of election by Minister</td>
<td>Monday 29 September 1997</td>
</tr>
<tr>
<td>Nominations open</td>
<td>Monday 29 September 1997</td>
</tr>
<tr>
<td>Enquiry Service commences</td>
<td>Monday 29 September 1997</td>
</tr>
<tr>
<td>Rolls close</td>
<td>Tuesday 7 October 1997 (8.00pm)</td>
</tr>
<tr>
<td>Nominations close</td>
<td>Wednesday 8 October 1997 (noon)</td>
</tr>
<tr>
<td>Declaration of nominations</td>
<td>Thursday 9 October 1997 (noon)</td>
</tr>
<tr>
<td>Submission of Candidate Statements</td>
<td>Thursday 9 October 1997 (noon)</td>
</tr>
<tr>
<td>Lodgment of Voting Tickets</td>
<td>Friday 10 October 1997 (noon)</td>
</tr>
<tr>
<td>Alteration of Candidate Statements by email to other divisions</td>
<td>Saturday 11 October 1997 (noon)</td>
</tr>
<tr>
<td>Mail out of voting material</td>
<td>Monday 3 - Friday 14 November 1997</td>
</tr>
<tr>
<td>Cut-off for postal re-issues</td>
<td>Thursday 4 December 1997 (6.00pm)</td>
</tr>
<tr>
<td>Close of poll</td>
<td>Tuesday 9 December 1997 (6.00pm)</td>
</tr>
<tr>
<td>Divisions advise final despatch by email to other divisions</td>
<td>Wednesday 10 December 1997 (noon)</td>
</tr>
<tr>
<td>Divisions advise final despatch complete to HO DOPs</td>
<td>Wednesday 10 December 1997 (1.00pm)</td>
</tr>
<tr>
<td>DOPs advise State despatches complete by email to CO Ops</td>
<td>Wednesday 10 December 1997 (1.30pm)</td>
</tr>
<tr>
<td>CO Ops advises State DOPs National despatches complete</td>
<td>Wednesday 10 December 1997 (4.00pm)</td>
</tr>
<tr>
<td>DOPs advise divisions National despatches complete</td>
<td>Wednesday 10 December 1997 (4.30pm)</td>
</tr>
<tr>
<td>Divisions complete dup investigations</td>
<td>Wednesday 10 December 1997</td>
</tr>
<tr>
<td>Divisional exchange receipt</td>
<td>Thursday 11 December 1997</td>
</tr>
<tr>
<td>Commence further scrutiny</td>
<td>Thursday 11 December 1997</td>
</tr>
<tr>
<td>Commence despatch of BTLs to Central Scrutiny</td>
<td>Thursday 11 December 1997</td>
</tr>
<tr>
<td>Finalise recheck</td>
<td>Wednesday 17 December 1997</td>
</tr>
<tr>
<td>Final despatch of BTLs to Central Scrutiny</td>
<td>Thursday 18 December 1997</td>
</tr>
<tr>
<td>HO declaration of results</td>
<td>Tuesday 30 December 1997</td>
</tr>
<tr>
<td>Certification of results by EC by</td>
<td>Tuesday 6 January 1998</td>
</tr>
<tr>
<td>Appeal period</td>
<td>14 days after certification of results</td>
</tr>
</tbody>
</table>
2.2 Divisional office preparations

Divisional staff should identify electors and locations where there are concerns about the effectiveness of postal delivery. It may be necessary to consider alternative arrangements for some remote areas.

In consultation with AMs, DROs should submit proposals to head office where alternatives to Australia Post are contemplated.

2.3 Financial forecast

Divisions are not required to submit a financial forecast. Estimates will be prepared at the Head/Central Office level.

To assist divisional staff with planning, the proposed work rates used to prepare the financial forecast are shown at Attachment B.

2.4 Staffing

Each divisional office will be staffed by no fewer than 3 full-time officers during the election period.

An enquiry service will operate throughout the election period on 13 23 26. Divisional offices will be responsible for answering the initial calls in their area. The overflow will be served by an enquiry service in each HO and a national call centre located in CO.

Casual staff will be employed under the Commonwealth Electoral Act. As early as possible, DROs should identify casuals who can be employed flexibly. For example, it may be necessary to employ a number of people for a few hours a day to open mail. Those people can be released once the mail is opened.

It is intended that, as far as possible, casual staff will be employed in preference to permanent staff working overtime.

Recruitment of casual staff will be in accordance with Part 12 of the Divisional Office Procedures (Elections) (DOPE) Manual.

2.5 Election journal

An election journal will be supplied and must be maintained for the event.
2.6 AECPAY

AECPAY will be used to pay casual staff. Pay administration details will be issued by each head office.

2.7 Additional storage/premises

Some divisions may require additional premises for the conduct of the further scrutiny. It is envisaged that the bulk of the further scrutiny will be completed in one week.

Proposals and costings are to be submitted to AMs for approval before alternative accommodation is hired.

Each head office will provide directions as to the minimum level of storage facilities for vote certificate envelopes.

2.8 Advice to nursing homes and special hospitals

A letter (Attachment C) has been drafted to inform nursing homes and special hospitals normally serviced by mobile polling of the nature of the Constitutional Convention election (postal ballot) which results in mobile polling not being conducted for this event. A copy of Attachment C should be sent to all relevant nursing homes and special hospitals before 3 November 1997.

2.9 Advice from electors of change to despatch address

Electors may advise of an address other than their enrolled address to which voting material is to be sent. (eg where the elector will be on holidays during the period of the mailout).

Refer to Procedures for Issue of Replacement Voting Materials for detailed instructions

Pre Roll Close

Prior to the close of rolls, after the announcement of the CCE, a screen will be available in CCRMANS to record alternate despatch addresses (this will not change the elector’s enrolled details). The voting material issued at the mailout will be despatched to this temporary address and not to the enrolled address.
From close of rolls to CCRMANS screens becoming available

From the close of rolls until the CCRMANS re-issue screens are available (approx 13 October 1997) temporary dispatch addresses should be noted on the form provided for this purpose in the election journal (form CCO16). The elector should be advised that, since the rolls have closed and processing of the mailout has already commenced, the original voting material will still be sent to their enrolled address, however replacement material will be sent to the advised dispatch address.

When CCRMANS screens are available

Once the CCRMANS screens are available, details recorded in the election journal must be entered into the appropriate screen to enable the generation of the replacement material.

2.10 Materials

Voting materials required for the election will be supplied to divisions. Ballot papers for all States will be provided.

Ballot papers must be held in secure storage and the numbers received must be recorded in the election journal.

Refer to Materials Handling and Markback Procedures for detailed instructions.

3. CLOSE OF ROLLS ARRANGEMENTS

3.1 The rolls for the election will close at 8.00pm on Tuesday 7 October 1997. Refer to Part 1 Subpart 17 of the General Enrolment Manual (GEM) for procedures.

3.2 Divisional offices will open on Saturday 4 October between the hours of 10.00am and 4.00pm. For NSW, SA and ACT where Monday 6 October is a public holiday, DOs will open from 10.00am to 4.00pm on this date.

3.3 Interim acknowledgments will be centrally despatched to all electors whose claim forms are received after the close of rolls.

3.4 Divisions will be provided with 2 roll extracts: a public reference roll for sale and public inspection; and a confidential in-house roll, containing ID number and DOB, for use by divisional staff to assist with counter issues.
4. **NOMINATIONS**

4.1 Nominations can only be accepted by the AEO for the State or Territory. Divisions will not be agents for receipt of nominations.

4.2 To be eligible to nominate, a person must be an Australian Citizen 18 years of age or over and on the List of Electors for the State/Territory for the election at the close of rolls on Tuesday 7 October 1997. Nominators are not required.

4.3 Completed nomination forms and a $500 non-refundable nomination fee must be received by the Australian Electoral Officer for the State or Territory before 12 noon on Wednesday 8 October 1997.

4.4 Divisions can provide Candidate Information Pamphlets, Candidate Handbooks and nomination forms to potential candidates. Further inquiries should be directed to the AEO.

4.5 For further information refer to the Candidates Handbook.

5. **PUBLIC ENQUIRY SERVICE**

5.1 An enquiry service using the 13 23 26 number will operate during the election period. Calls from within a division will initially be routed to the available divisional office lines, but all overflow will be diverted to enquiry services in each HO. Those calls which cannot get through to either DO or HO will be diverted to a national enquiry centre from 3 November - 9 December 1997. Outside of normal business hours the system is programmed to route calls directly to the HO enquiry service.

5.2 Divisional staff and selected casuals should be able to answer questions about the election process, enrolment and issue of voting material. AEC staff should not attempt to answer questions about the purpose of the Convention or the issues involved. The Information and Education Section will provide reference material with suggested answers to commonly asked questions and a form of words developed by the Department of Prime Minister and Cabinet on why the Constitutional Convention is being held and its purpose. All other questions related to the purpose of the Convention are to be referred to the Department of Prime Minister and Cabinet, telephone (02) 6271 5571. Any questions related to the various groups contesting the election are to be referred to the relevant person or organisation. A list of contact numbers will be supplied by HO.
6. TELEPHONE RE-ISSUES

6.1 After the close of rolls electors may request issue of replacement voting material due to non-receipt, loss or damage of original mailout material. These requests may be made by telephone, letter or fax, to any AEC office regardless of the elector's enrolled division. Most requests will come via the 13 23 26 enquiry number. Do not request electors to return damaged materials.

6.2 Requests for replacement voting materials must be made by individual voters. The legislation does not allow for ballot papers to be issued at the request of a third person. If a third person request is received, advise the caller that the voter must contact the AEC for a replacement. [CCEA S. (66)]

6.3 When a request is received you should:
   - Establish the elector’s full name and date of birth (DOB)
   - Check the elector’s RMANS record using the CCRMANS facility.

6.4 Where no current RMANS record is found for a person requesting voting material the voter’s details will be input to a ‘supplementary’ roll using the CCRMANS screen provided for the purpose of issuing voting material. The labels will be produced and material mailed from the elector’s claimed division.

6.5 Do not terminate calls until data entry in CCRMANS is completed.

6.6 Enrolment follow-up action will be undertaken at a later date.

6.7 During the first seven weeks (13 October - 28 November 1997) CCRMANS is configured to produce the address labels for the despatch of replacement material in the elector’s enrolled division regardless of where the telephone request was made. (The system will not print the labels until voting materials are available for issue in DOs.)

6.8 During the last week (1 - 4 December 1997) the system will be reconfigured to produce the labels, and allow materials to be despatched from the division in which the despatch address is located. This method of issue will ensure the most timely despatch and return possible. The returned certificate envelopes will be dealt with through the certificate exchange.

6.9 In all instances own-division reply-paid envelopes are to be used, however, where the re-issue is for another division it will be necessary to endorse the envelope above the address block with the following:

   DRO for [elector’s enrolled division].
6.10 Air mail must be used when mailing to overseas addresses.

6.11 The cut-off date for issuing voting material by post is Thursday 4 December 1997 at 6.00pm. From that time up until the close of the poll only counter-issues will be available.

7. **COUNTER RE-ISSUES**

7.1 Electors may request issue of replacement voting material in person at any divisional office during normal business hours from Monday 3 November 1997 to close of poll at 6.00pm on Tuesday 9 December 1997. Electors have the option of taking voting material away with them or completing their ballot papers and vote certificates on the spot. After Thursday 4 December 1997 electors should be encouraged to take the latter option.

7.2 Requests for replacement voting materials must be made by individual voters. The legislation does not allow for ballot papers to be issued at the request of a third person. If a third person request is received, advise the caller the voter must contact the AEC for a replacement. [CCEA S. (66)]

7.3 The elector should complete a form Counter Issue of Voting Material (form CC01 4) to allow details of the issue to be entered into CCRMANS.

7.4 Prepare a label for the vote certificate envelope. If the elector’s enrolled address is within your division check the confidential in-house roll print provided and write the elector’s ID number on the label with the name and address details.

7.5 If the elector’s claimed enrolled address is outside your division, determine the correct division from the relevant EF 54.

7.6 If the elector’s claimed enrolled address and current permanent address are different, ask the elector to complete an Electoral Enrolment Form.

7.7 The following material should be collated and handed to the elector:

- ballot paper for the correct State or Territory
- vote certificate envelope with completed label
- own division reply-paid envelope (endorsed ‘DRO for [claimed division]’)
- information pamphlet, ‘Guide to the Constitutional Convention Election’, which will include group and candidate statements, the List of Candidates and candidate ID numbers.

7.0 The elector may take the voting material away, or may go to a voting screen to record his or her vote. If the elector votes on the spot, check that the vote certificate envelope is complete and place the vote certificate envelope inside a sealed ballot box.
7.9 Where the elector decides to take the material away, provide an own division reply-paid envelope. Where the elector is enrolled for another division it will be necessary to endorse the envelope above the address block with the following: “DRO for [elector’s enrolled division]”.

7.10 Electors issued with voting material on Friday 5 December, Monday 8 and Tuesday 9 December 1997 should be encouraged to complete and hand in voting material on the spot.

7.11 Where a vote certificate envelope is handed in over the counter at the divisional office it should be placed in a sealed ballot box. Vote certificate envelopes should be extracted daily and processed along with materials received from the post office (refer to Part 9, Preliminary Scrutiny and Markback). The seal numbers must be recorded in the election journal along with the reason for opening the ballot box.

7.12 At the end of the day the number of ballot papers issued from your stock should equal the number of Counter Issue of Voting Material forms (CC014) you hold, plus spoilt ballot papers.

7.13 Details on the Counter Issue of Voting Material forms (CC01 4) should be entered daily into CCRMANS to record the issue.

Refer to the CCRMANS User Guide for detailed procedures.

8. OVERSEAS VOTING ARRANGEMENTS

8.1 Overseas missions will be providing voting material, on request, to electors. The cut-off time for receipt of ballot material in overseas missions is Tuesday 2 December 1997 at 12 noon. Voters may choose to receive material after this time but must deliver their ballot material by other means (ie, by post or in person to their DRO).

8.2 Voters will be required to complete an Overseas Issue of Voting Material form. It will be strongly recommended that completed certificates are handed in at place of issue however, if the voter wishes to take material away a return envelope will be provided.

8.3 The deadline for receipt in divisions of completed overseas certificates will be Monday 15 December 1997 at 6.00pm. In order that divisions may commence further scrutiny as per the timetable, arrangements (yet to be determined) will be made for advice of issues from all overseas voting centres to be provided to divisions at close of poll. This will enable investigations of apparent multiple votes to proceed in divisions on Wednesday 10 December 1997 as scheduled.
9. **PRELIMINARY SCRUTINY AND MARKBACK**

Refer to Materials Handling and Markback procedures, for detailed instructions.

**Receipt of vote certificates from Australia Post**

9.1 Australia Post will deliver daily all reply paid envelopes containing vote certificate envelopes addressed to each division in closed trays. Scrutineers are entitled to witness all stages of the preliminary scrutiny including the receipt of mail.

9.2 There is to be no manual count of reply paid envelopes or vote certificate envelopes received from Australia Post. The number of vote certificate envelopes received is obtained by scanning.

9.3 Compare the daily total in the ‘Post’ row with the number advised by Australia Post. Large discrepancies must be investigated to ensure no envelopes are misplaced. Effective management of the process is essential. Details surrounding any large unresolved discrepancies should be recorded in the election journal and a report provided to your AM immediately.

9.4 Open the reply-paid envelopes and extract the vote certificate envelopes. Members of the one household may post together rather than posting individually therefore care is needed to ensure ALL vote certificate envelopes are removed.

9.5 Vote certificate envelopes must be retained in their daily batches until all stages of the preliminary scrutiny are complete.

9.6 Note that vote certificate envelopes MUST remain sealed until after the close of the poll.

9.7 Where a ballot paper is loose within the outer envelope (ie not contained in a vote certificate envelope) it cannot be accepted for further scrutiny. Such ballot papers should be placed in a *Spoilt or Discarded Ballot Paper Envelope (CC025)* and stapled to the reply-paid envelope, parcelled together and securely stored as rejected certificates. If a loose ballot paper is accompanied by a sealed vote certificate envelope then the vote certificate envelope must proceed to preliminary scrutiny, whether or not it appears to contain a ballot paper.

9.8 Record on the *Daily Certificate Reconciliation (CC015)* the number of vote certificate envelopes set aside for the next Certificate Exchange. Stamp the time, date and division of receipt on the back of the flap (so as not to
obscure the barcode or details) of all vote certificate envelopes and set aside for exchange. [CCEA S. 72(c)].

**Receipt of vote certificates at the counter**

9.9 An elector or their agent may personally return completed vote certificates for your own or another division to your office.

9.10 When a vote certificate is received for another division, stamp the time, date and division of receipt on the back of the flap of the vote certificate. [CCEA S. 72(c)]

9.11 In the elector or agent’s presence, place all vote certificates delivered to the counter in the appropriate sealed ballot box. Two separate ballot boxes should be provided: one for own-division and one for other division vote certificates. Seal numbers should have been previously noted in the election journal.

9.12 The other-division ballot box must be opened at the end of each day for exchange. The own-division ballot box should be opened at the start of each day so that vote certificates can be processed. The number of certificates extracted must be recorded on the Daily Certificate Reconciliation (CC015) for the date on which each box is opened.

**Receipt of vote certificates from divisional exchange**

9.13 The receipt stage of the divisional exchange is discussed in detail at Part 12, Divisional Exchange - Receipt. The number of vote certificates received should be recorded on the Daily Certificate Reconciliation (CC015).

**Preliminary Scrutiny of Vote Certificates Received**

9.14 Check that each vote certificate has been signed by the elector. Parcel unsigned vote certificates separately. Where a certificate is returned by a marksman, the DRO must be satisfied that the mark is that of the elector. Refer to paragraphs 9.27 -9.31 for procedures where a vote certificate is signed, but there are *substantial* grounds to believe that the signature is not that of the elector.

9.15 Sort vote certificates for markback and process in the following order:

- those with a pre-printed bar code
- those with an elector ID number
- those remaining
Replacement issues will not have a bar code and will require manual data entry of the elector ID number or the elector name.

9.16 A vote must not be rejected because of an omitted given name, incorrectly entered name or address, or misspelt surname in the list of electors if the DRO is satisfied as to the identity of the elector. Nor may an elector be disqualified from voting under the name appearing on the list of electors because their surname has been changed by marriage.

Markback procedures

Refer to the PC User Manual for detailed operating procedures

9.17 Scan bar-codes, or key in details, of vote certificates.

9.18 Keep the vote certificates in their batches and store the batches securely in the sealed and labelled boxes (which are to be supplied) awaiting further scrutiny. [CCEA S. 95(13)]

9.19 The batch header produced by the PC must be kept with the batch of vote certificate envelopes to enable investigation of possible multiple votes.

Multiple votes

9.20 During markback the PC will indicate on-screen when an apparent multiple vote is detected.

9.21 Set aside any envelope detected as an apparent multiple and continue with the scanning process. Investigation of apparent multiple votes should not delay the scanning of other envelopes.

9.22 Investigate each case by locating the relevant envelopes in their respective batches. If the multiple vote results from a data entry error, correct the error.

9.23 If an apparent multiple vote is discovered, obtain a copy of the elector's enrolment form. If the elector appears to have cast more than one vote, admit the last recorded vote, that is, the vote recorded closest to the close of poll.

9.24 If the elector appears to have recorded only one vote - that is, other vote(s) appear to be the result of personation - admit the vote recorded by the elector.

9.25 If the DRO is not satisfied that the elector cast any of the votes, reject all vote certificates.
9.26 Record on the rejected vote certificate the reason for the rejection and the batch details of the accepted vote certificate. The accepted vote certificate is returned to the original batch. Prepare a detailed report of the circumstances for consideration by the AEO.

Doubtful signatures and dates of birth

9.27 If two or more of the DOB elements (Day, Month, Year) match, accept the declaration without further investigation. If details do not match refer to paragraph 9.29.

9.28 It is expected that, in general, an elector’s signature and date of birth on a vote certificate will be accepted at face value; no systematic validation of signatures is to be undertaken. You may accept a vote certificate unless you have reason to believe that the certificate has not been signed by the elector.

9.29 In other circumstances, obtain a copy of the elector’s enrolment form from head office. If the DRO is satisfied that the declaration has been signed by the elector, it should be admitted for further scrutiny, if not, it should be rejected. Refer to DOPE Part 28 Subpart 1 .1 0 for further guidance.

9.30 If a signature is challenged by a scrutineer the vote certificate should be investigated. If significant numbers of vote certificates are challenged by scrutineers, DROs should discuss the appropriate course of action with AMs.

9.31 If evidence of personation is found, prepare a detailed report of the circumstances for consideration by the AEO.

Investigation of voters not found on the List of Electors

9.32 Make an exhaustive search of RMANS using available elector enquiry facilities. Where an elector is found to be enrolled for another division in your State/Territory write the elector’s enrolled address and elector ID in red ink, stamp the time, date and division of receipt on the reverse of the certificate flap, and set aside for exchange.

9.33 For voters who cannot be found on the Roll, the decision on whether or not to admit the vote certificate must be based on the most recent RMANS history enrolment record.

9.34 Section 95(7) of the Constitutional Convention (Election) Act 1997 (CCEA) provides a range of circumstances in which the vote of an elector omitted from the List of Electors for the State or Territory may be counted. The provisions differ from those contained in the Commonwealth Electoral Act 7918 and it is essential that you clearly distinguish between the two sets of provisions.
9.35 For voters who cannot be found on the Roll, the vote certificate must be admitted if:

- The deletion date of the most recent RMANS history record was on or after 6 February 1996. [CCEA s. 95(8)]

**AND**

The enrolled address in the most recent RMANS history record is the same as the claimed enrolled address on the vote certificate.

9.36 For voters who cannot be found on the Roll, the vote certificate must be rejected if:

No RMANS record for your State/Territory can be found

**AND**

A) The most recent RMANS history record was deleted before 6 February 1996. [CCEA s.95(8)]

**OR**

B) The claimed enrolled address on the vote certificate differs from the enrolled address in the most recent RMANS history record.

9.37 The vote certificate of an elector who has changed their name, eg by marriage, may be admitted provided that you can positively identify that elector from date of birth, address and residual name details.

9.38 Note that you may admit the vote certificate of an elector who has been deleted from the roll in error by means of an “M” transaction providing it meets the rules set out in paragraphs 9.35 and 9.36.

9.39 Rejected vote certificates should be sealed up in a parcel in accordance with S. 95(11).

9.40 Vote certificates which, after investigation, are to be admitted in accordance with S. 95(7) should be put aside for data entry to the scanning system. Pending reinstatement on RMANS the ID number of the elector’s most recent RMANS history record should be used to add the elector to the supplementary roll. The number of vote certificates admitted should be recorded on the Daily Certificate Reconciliation (CC015) in the ‘Fresh Scrutiny’ row.

9.41 Where investigations reveal that the elector is entitled to reinstatement under the provisions of the Commonwealth Electoral Act **AND** their vote...
certificate envelope is rejected from the further scrutiny under Section 95(8) of the CCEA, RMANS reinstatement transactions should be prepared.

**Late receipts**

9.42 Vote certificates received after the close of the poll, other than those being returned by overseas posts and through the inter-divisional certificate exchange, should be stamped with the time, date and division of receipt and parcelled securely. The parcel should be endorsed with a description of the contents, the division and the date.

**Fresh preliminary scrutiny**

9.43 A fresh preliminary scrutiny of rejected vote certificates must be undertaken by the DRO. [CCEA S. 95(12)]

9.44 Rejected vote certificates will consist of:

- vote certificates not signed by the elector [CCEA S. 95(3)]
- manually issued vote certificates not admitted under S. 95(7) [S.95(9)]
- apparent multiple votes excluded under S. 95(10) (see paragraphs 9.20 - 9.26 for further details)

9.45 The DRO should take all reasonable steps to confirm that the vote certificate has been correctly excluded.

9.46 Where a vote certificate is being rejected on the grounds that it has been signed by a person other than the elector, take particular care to ensure that the elector is not registered under Sections 184A(2)(e) or (f) of the Commonwealth Electoral Act 1918, that is, a registered general postal voter who is unable to sign his/her name or the vote has been recorded by an Antarctic elector and signed by the AEO for Tasmania.

9.47 The Record of Fresh Scrutiny, CC020 must be completed.

9.48 Sections 95(5) and 95(11) of the CCEA require that the 3 different categories of rejected vote certificates be sealed up in separate parcels. The parcels must be endorsed with descriptions of their contents, the division and date.
IO. BALLOT MATERIAL RETURNED UNDELIVERED

10.1 Australia Post will return all undelivered ballot material to each State HO. Where undelivered mail is received in a divisional office it must be forwarded to HO for action.

10.2 Where ballot material has been returned undelivered from a postal address HO will redirect mail to electors’ residential addresses except where an issue of replacement voting material has already been recorded in CCRMANS. Returned mail will not be re-directed after the last mail on Thursday 4 December 1997.

10.3 Returned undelivered material will be sent back to divisions for necessary enrolment action AFTER the election.

11. DIVISIONAL EXCHANGE - DESPATCH

11.1 Ensure that the time, date and division of receipt of vote certificates received for other divisions is clearly stamped on the back of each vote certificate flap. [S 72(c)].

11.2 Sort vote certificates to their home divisions. If the home division is not shown on a vote certificate, refer to the List of Localities and Streets for that State or to the RMANS Street Enquiry screen.

11.3 Complete the Advice of Despatch of Vote Certificates, CC01 9. Enclose one copy with the despatch, fax the second copy to the receiving division. Retain the third copy and attach the Express Post Satchel sticker, where used.

11.4 The method of despatch will be by courier service, where available, within a State or metropolitan area. In all other cases Australia Post Express Post must be used.

11.5 The receiving division is responsible for follow-up of non-receipt of any consignment through Australia Post, where appropriate, or through State store/Registry.

11.6 As a minimum requirement, despatches should be made on Thursday 4 December 1997 and Wednesday 10 December 1997, regardless of how many certificates are held. Subject to local arrangements, however, despatches should be made daily or whenever you accumulate five vote certificates for another division.

11.7 The final despatch must be complete and fax advices sent by noon on Wednesday 10 December 1997. The words ‘FINAL DESPATCH’ must be written on the top of form CC01 9 at this stage.
11.8 By 1.00pm on Wednesday 10 December 1997 DROs must advise DOPs in their head office that ALL certificate despatches are complete and that despatch advices have been faxed to other divisions. **Nil responses ARE required.**

12. **DIVISIONAL EXCHANGE - RECEIPT**

12.1 Progressively match the two parts of the *Advice of Despatch of Vote Certificates* (CC019) which you receive from each sending division. If a Part B is received but no corresponding consignment of vote certificates follows, it is the responsibility of the receiving division to follow up the missing consignment.

12.2 Check the contents of each consignment of vote certificates against the details recorded on the *Advice of Despatch of Vote Certificates* (CC019). Advise the sending division of any discrepancies, and record any unresolved discrepancies in your election journal.

12.3 Redirect any missorted vote certificates in your next despatch.

12.4 Deal with vote certificates received in the divisional exchange in the same way as certificates received in the mail.

12.5 When faxed advices of final despatch are received, immediately check to detect possible missorts and urgently advise the correct division by fax of any missorted vote certificates. Missorted vote certificates could affect the integrity of that division's preliminary scrutiny.

12.6 Details of issues by overseas voting centres will be advised following close of poll by a method to be determined.

12.7 Check all advices to identify apparent multiple votes. If necessary extract certificates from the batches and set aside for further investigation when the despatch is received.

12.8 State HO will advise when all despatches are complete. Provided any apparent multiples have been extracted the further scrutiny may now commence.
13. FORMALITY OF BALLOT PAPERS

Refer to the Divisional Office Further Scrutiny paper: far detailed procedures'.

Informality

13.1 A ballot paper is informal [CCEA s. 103] if:

- it does not have the official mark, unless the officer conducting the scrutiny is satisfied that it is an authentic ballot paper; or
- the voter can be identified; or
- the ballot paper is blank; or
- it is only marked in Part A (ie ATL) and it is Part A invalid; or
- it is only marked in Part B (ie BTL) and it is Part B invalid; or
- it is marked in both Part A and Part B, and it is Part A invalid and Part B invalid.

Part A invalid

13.2 A ballot paper is invalid in Part A unless it indicates a unique first preference for a candidate.

13.3 As with "above-the-line" Senate ballot papers, ticks and crosses as well as the number 1 are treated as first preference marks. For example, a ballot paper indicating "1" for Candidate A and "X" for Candidate B would be Part A invalid as it contains two first preference marks.

13.4 The first preference mark may be outside the box adjacent to a candidate's name provided the elector's intention is clear.

13.5 The numbers 2,3,4... written next to the names of candidates are irrelevant to a ballot paper's formality.

Part B invalid

Note: DROs are not required to determine the formality of BTL ballot papers.

13.6 A ballot paper is Part B invalid unless at least one preference box satisfies all of the following:

1. the box has a candidate number in it; and
2. no other candidate number is in that box; and
3. the candidate number is not duplicated in any other box; and
4. none of the boxes, if any, standing higher in the order than the box referred to at 1, has 2 or more candidate numbers marked in it; and
5. none of the boxes standing higher in the order than the box referred to at 1, has a candidate number which has been duplicated.

13.7 If a candidate is deceased, his/her candidate number is ignored.

13.8 Ballot papers which are formal in both Part A and Part B are taken to have been marked only in Part A (above the line).

14. FURTHER SCRUTINY

Refer to the Divisional Office Further Scrutiny paper for detailed procedures

14.1 The further scrutiny cannot commence until your head office has advised that the exchange is final.

14.2 For each batch of admitted envelopes, remove vote certificates from the envelopes. Parcel the vote certificates with the relevant batch header.

14.3 Each batch of envelopes should then be opened and the ballot papers unfolded. If an envelope is found to contain two or more ballot papers, both should be rejected. These ballot papers should be placed back in the envelope and the envelope marked ‘Rejected as containing 2 ballot papers’, parcelled and separately stored. Use the Balancing Sheet - Further Scrutiny, CC033, to keep a tally of missing and multiple ballot papers so that there is a known number of ballot papers to balance to when the votes are counted.

14.4 Check count the admitted ballot papers from each batch and balance to the number of envelopes.

14.5 Sort the admitted ballot papers into:

| (1) | Part A valid |
| (2) | Part A invalid and marked in Part B |
| (3) | Informal |
|     | . Pat-t A invalid and blank in Part B |
|     | . Blank in both Parts |
14.6 Count and record ballot papers in group (1) for each group and each ungrouped candidate. Count the ballot papers in group (2) and group (3). The total of all ballot papers counted should equal the tally of admitted ballot papers obtained at paragraph 14.3.

14.7 Progressive totals should be advised to the AEO according to State instructions and timetable.

14.8 All ballot papers which have candidate numbers recorded in Part B and which do not show a unique first preference mark in Part A must be sent to the head office central scrutiny centre for data entry. DROs are not required to identify invalid Part B ballot papers as this would delay the central scrutiny. Data entry will identify invalid Part B ballot papers.

14.9 Each head office will provide instructions for the despatch of Part B ballot papers to the central scrutiny centre.

15. RECHECK PROCEDURES

15.1 All Part A valid and informal ballot papers must be subjected to a full re-check. Check particularly that no paper has more than one first preference mark.

15.2 Informal ballot papers should be rechecked by the DRO.

15.3 Transmit final figures to the AEO according to the State instructions and timetable.

16. STORAGE/DISPOSAL OF ELECTION MATERIAL

16.1 Vote certificates should be retained in batches as entered in the markback program. The batches (and batch headers) should be parcelled and held in secure storage. Divisional staff will be advised when the parcels are to be opened to undertake necessary enrolment action. Parcels should be resealed with the label Resealing of Opened Parcels.

16.2 Ballot papers for each candidate, along with informal ballot papers, should be parcelled separately and held in secure storage.

16.3 Rejected vote certificates, reply-paid envelopes received after the close of the poll and ballot papers withdrawn from envelopes containing two or more ballot papers should be parcelled using the label Rejected Certificate Envelopes and held in secure storage.
16.4 AEOs will advise when the above records may be transferred to central storage or destroyed.

16.5 Reply-paid envelopes from which completed vote certificate envelopes have been extracted may be disposed of on a daily basis through local recycling arrangements. Reply paid envelopes containing ballot papers which are not enclosed in a vote certificate envelope should be retained. The ballot paper should be placed in a discarded ballot paper envelope which should then be stapled to the reply paid envelope.

17. **SPECIAL PROVISIONS FOR SILENT AND ANTARCTIC ELECTORS.**

**Silent Electors**

17.1 Silent elector details will be extracted from the Roll at COR and input to the CCRMANS system which will generate labels in divisional offices to enable voting materials to be despatched to silent electors.

17.2 Prepare the following materials

- ballot paper
- vote certificate envelope
- reply-paid envelope
- information pamphlet, ‘Guide to the Constitutional Convention Election’, which will include group and candidate statements, the List of Candidates and the candidate ID numbers

17.3 In preparing the vote certificate envelope, write or stamp the words ‘silent elector’ in the address section to assist with processing on return. The address area should be treated in such a way that the elector does not inadvertently record their address details on the vote certificate.

**Antarctic electors**

17.4 Antarctic electors can vote at an attendance ballot similar to a Federal Election.

17.5 Ballot papers, List of Candidates and copies of voting tickets will be faxed to stations and the results will be transmitted to the AEO for Tasmania.

17.6 The AEO for Tasmania will sign the envelope and indicate that the envelope contains ballot papers representing the vote of an Antarctic elector.

17.7 The votes of Antarctic electors will be sent to divisions as part of the divisional exchange.
18. SCRUTINEERS

18.1 Candidates may appoint scrutineers at any divisional office to represent their interests. Scrutineers may observe all procedures where vote certificates and ballot papers are handled.

18.2 Scrutineer appointments must be in writing and scrutineers must sign an undertaking to respect the secrecy of the ballot.

18.3 DROs should deal courteously with any requests or challenges made by scrutineers. As delegate of the AEO, however, the DRO remains the arbiter of any disputes concerning the admissibility of vote certificates or ballot papers.

18.4 A candidate can appoint a number of scrutineers up to the number of officers engaged in the scrutiny or counting of ballot papers.
Dear Sir/Madam

I am writing to advise you of voting arrangements for the forthcoming election for delegates to the Constitutional Convention, and to ask for your cooperation.

The normal mobile polling conducted at nursing homes by the Australian Electoral Commission (AEC) for federal parliamentary elections will not take place at this election. Instead, each elector will receive ballot material by individual mail addressed to their postal address, whether this be a post office box or a residence.

The mailout will commence no later than 3 November and be completed by 14 November 1997. The close of the poll is at 6.00pm on Tuesday 9 December 1997. This is the last day for receipt of completed ballot papers in an AEC office.

In addition to a ballot paper, information on candidates and instructions on voting will be provided. There will also be a blue ballot paper envelope and a reply paid envelope so that completed ballot papers can be returned to the AEC by mail.

If your office receives voting material for an elector who is not currently living at the nursing home and for whom you do not have a forwarding address, please return it unopened to Australia Post so that it can be returned to the AEC.

Please note that it is not compulsory to vote at this election.

You should be aware that under the Constitutional Convention (Election) Act it is an offence to:

- unlawfully mark another elector's ballot paper;
- interfere with an elector in the marking of a ballot paper;
- fail to post or deliver a certificate envelope or a request for voting material, or
- to induce an elector to hand over a marked ballot paper.

In addition, the penalty for an employee or proprietor of a hospital or nursing home who does anything to influence the vote of a patient is 6 months imprisonment.

Please do not hesitate to contact me on the above number if you have any questions about voting arrangements for the Constitutional Convention election.

Yours sincerely

Divisional Returning Officer
CONSTITUTIONAL CONVENTION ELECTION

DIVISIONAL OFFICE

MATERIALS HANDLING

AND

MARKBACK PROCEDURES

12 September 1997
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Attachments

Checklist
1. PLANNING

DROs should make detailed plans for the various activities in the divisional office relating to the Constitutional Convention election (CCE).

1.1 Office Layout

Separate areas are recommended for telephone enquiries, mail processing and markback. In planning the layout for markback attention should be given to OH&S issues outlined in the User Impact paper provided separately.

**Telephone enquiries**

Each operator must have:
- a telephone connected to the general enquiries number;
- a telephone headset;
- an RMANS terminal;
- procedural documentation and User Guide; and
- enquiry information/material supplied by CO Information Section.

**Mail processing**

Processing of each day’s mail must be conducted in an area free of any other voting material with which it could be confused.

**Markback**

The PC, barcode reader and printer for the markback of certificates should be installed in an area with suitable furniture and power supply.

The processing of mail received and the markback, may best be conducted using a production line system. Office layout should be assessed on the basis of the flow of mail associated with the receipt and processing, checking, markback and storage. The production line system should enable better control and more effective use of available space and staff resources.

If office accommodation is not suitable, (size/configuration etc), identify suitable additional accommodation in consultation with area manager.

1.2 Permanent staff

The DRO should allocate specific tasks to each permanent/temporary staff member so that all aspects of divisional activities are supervised, coordinated and controlled.

Ensure that staff are conversant with procedures and controls, that appropriate training has been conducted, and that documentation relating to each task is available and understood.
1.3 Casual staff

A detailed plan should be devised for casual staff usage throughout the election period, i.e. from close of rolls (7 October 1997) through receipt of vote certificates after posting from 3 November 1997 to finalisation of the further scrutiny (17 December 1997).

Casuals should be allocated to each phase of production line processing from receipt of mail through to markback. Allowance should also be made for enquiries, both telephone and counter, including the issue of replacement voting material.

Flexibility is the key to usage of casual staff during the preliminary scrutiny stage, possibly employing staff for short (2-3 hour) periods in the main, depending on the tasks being undertaken. As well, rotation of staff through some of the more mundane tasks will improve efficiency and staff well being.

Staff recruited for the further scrutiny may need to be employed for full days, given the restricted timeframe in which the further scrutiny must be conducted.

1.4 Furniture

Assess furniture requirements for both mail receipt and markback phases, and for the further scrutiny (especially where alternative premises are to be used).

Secure quotations for provision of suitable furniture.

1.5 Accommodation

Accommodation requirements will depend on the suitability of the divisional office for the various phases of the election, i.e. mail receipt through markback, storage and the further scrutiny.

Additional accommodation may need to be secured to effectively conduct the further scrutiny, given the probable numbers of vote certificates involved, and the limited timeframe in which the scrutiny must be finalised.

Security of voting material will need to be considered when assessing additional accommodation. Voting material may need to be transported each day to and from the divisional office.

1.6 Transport

Assess suitable transport arrangements for the movement of voting material from the divisional office to any outposted accommodation (primarily further scrutiny).

1.7 Storage
Assess security storage requirements, taking into account state policy regarding the storage of voting material. Assess whether the security available in the divisional office (compactus, storeroom, DRO's office) meets these requirements.

Clear storeroom/office/compactus of all material not relevant to the CCE and normal divisional operations during the election.

Plan storage for the following material:

- voting material for re-issue purposes
- boxes of batched vote certificates after markback
- ballot boxes containing vote certificates for exchange
- parcels containing rejected vote certificates
- work in progress during mail receipt and markback
- ATL ballot papers and vote certificate flaps during and after the further scrutiny
2. MATERIALS

2.1 Voting Materials

The following materials will be used in divisional offices during the CCE:

- Material for counter/telephone re-issue
  - ballot papers for all States
  - vote certificate envelopes (blank)
  - reply-paid envelopes for own division
  - Candidate information booklet (incorporating the List of Candidates) for all States

- Material for sorting/batching vote certificates
  - containers for sorting mail prior to processing [Australia Post trays may be used]
  - boxes (inner and outer) for batching and sealing after markback (purpose designed boxes are to be supplied to divisions)

- Voting equipment
  - ballot boxes for counter voting/receipts
  - voting screens/pencils
  - security seals

- Nominations
  - nomination forms (for supply only)
  - candidate information

- Other
  - control forms for receipt and processing of vote certificates
  - blank labels for re-issues
  - CC election journal
  - CCE forms

2.2 Ballot Papers

Check count ballot papers received for all States.

Acknowledge receipt of ballot papers to HO. Record the receipt of ballot papers in the CC election journal, noting date of receipt and checking, and quantities received.

Store all ballot papers securely.
2.3 Prepare voting material for despatch from telephone re-issues.

Pre-pack in outer envelopes the following re-issue voting material as soon as it is received in the divisional office:

- ballot paper (pre-folded)
- reply-paid envelope (own division)
- candidate information booklet

Batch outer envelopes of pre-packed material in 50s, ready for insertion of vote certificate envelope once the address label has been affixed to it.

Record on the Daily Paper Reconciliation (CC026) the number of ballot papers transferred to telephone re-issue stock.

Keep pre-packed material separate for each State.
3. RE-ISSUE PROCEDURES

3.1 Counter

Counter-staff

Allocate trained staff to attend to enquiries and counter issue of voting material. DRO/Clerk will need to closely monitor work undertaken by counter staff to maximise their use on other tasks.

Materials

Assemble sufficient voting screens and ballot boxes to cater for expected counter issue. Two separate ballot boxes, one for own-division and one for other divisions’ certificates, should be used to assist in reconciliation and exchange.

Assemble the following voting materials for counter issue and store in an area adjacent to the counter:

- blank address labels
- vote certificate envelopes (blank)
- ballot papers for all States (return to overnight security)
- reply-paid envelopes (own division)
- candidate information booklet for all States

Count ballot papers on hand for each State at the beginning of the day. Record on Daily Ballot Paper Reconciliation (CC026).

Issue voting material on demand (personal issue only - no third party issue).

Ensure that the correct State voting material (ballot paper and candidates booklet) is provided to the voter - organise the material for easy access by counter staff.

If the voter decides to take the voting material away provide an own division reply paid envelope endorsed: ‘DRO for [elector’s enrolled division]’. After 4 December 1997 voters should be encouraged to complete and hand in the voting material on the spot.
3.2 Telephone

Staff

Allocate the necessary number of trained staff to attend to telephone enquiries on a roster.

Telephone staff must use telephone headsets and CCRMANS for enquiries and re-issues.

Materials

Keep pre-packed voting material in security until labels have been printed in readiness for despatch at the end of each day.

Up until the last week voting material for your own State only will be required (keep all other States voting material separate until this stage).

Determine the number of labels ready to print through CCRMANS (CCRMANS will only print own division labels up until the last week). See CCRMANS procedures.

Print labels onto A4 paper for photocopying onto adhesive label sheets.

Do not print directly on to label sheets as this can cause printer problems.

Process issues at least daily. At the end of each day, record the number of issues on the Ballot Paper Summary - Telephone Issues - Despatched by Post form (CC028).

Provide staff resources and allow sufficient time to print and photocopy labels, affix labels to vote certificates and insert vote certificates into pre-packed outer envelopes for daily posting.

In the last week, use both own State and other States pre-packed voting material. Cross-check the division code on label with voting material.

Record the number of ballot papers issued for each State in the telephone issues line on the Ballot Paper Reconciliation Summary (CC029).
4. **MAIL PROCESSING PROCEDURES**

4.1 **Production line processing**

Organise separate areas for:

- receiving and opening Australia Post mail trays daily
- opening outer envelopes
- sorting of mail
- markback

Each day’s receipts must be kept separate for control and reconciliation purposes.

4.2 **Receipt of mail**

Open the trays delivered by Australia Post, in the presence of scrutineers (if any). Using preferably 2 letter opening machines, open **outer envelope only**.

Use the Daily Checklist at the back of this paper to control the production line processing of vote certificates.

Tick the appropriate boxes on the daily checklist at each stage. Attach the checklist to that day’s Daily Certificate Reconciliation (CC015).

Sort mail into the following categories:

- other divisions
- own divisions

Own division certificates should be further sorted for processing in the following order:

- barcoded certificates, signed
- manual re-issues (with ID number), signed
- manual re-issues (without ID number), signed
- defaced barcodes, signed
- unsigned certificates (except those bearing code ‘H’ or those issued for Antarctic electors).

Use two staff for this - preferably experienced permanent/temporary staff.

Other division certificates must be time, date and division stamped on the reverse side of the certificate flap so as not to obscure the barcode. Record on Daily Certificate Reconciliation (CC015), bundle with Control Slip (CC030) as appropriate and set aside for daily exchange.
When sufficient mail is opened, use one trained staff member to start the markback of valid own division vote certificates through the barcode reader and PC.

4.3 Counter Receipts

Separate ballot boxes are to be used for own and other divisions’ receipts.

The sealed ballot box containing counter issues for other divisions should be opened at the end of each day, in the presence of scrutineers (if any).

Record the seal numbers in the election journal (CC01 6).

Leave sufficient time to include other divisions’ receipts in the current day’s exchange of material.

Stamp time, date and receiving division on back of vote certificate so as not to obscure the barcode.

Peruse vote certificates to ensure that there are no own division certificates are included with the other divisions. See separate instruction for exchange.

The sealed ballot box containing counter issues for own division should be opened at the start of each day and the contents included in that day’s processing.

Certificates handed in over the counter which were not issued by your division must be recorded on the Record of Completed Certificates Handed-/n (CC022) and Record of Canceled Certificates Handed-/n (CC023).

Completed certificates must be placed in the appropriate ballot box.

Cancelled certificates should be retained and stored separately so as not to be confused with completed certificates. At close of poll parcel the cancelled certificates together with the Record of Canceled Certificates Handed-/n (CC023).

4.4 Daily Reconciliation

At the end of each day

- record the number of ballot papers issued for each State on the Daily Ballot Paper Reconciliation (CC026) and the Ballot Paper Summary - Counter Issues (CC027).

- open other-divisions ballot box in accordance with 4.3.

- reconcile the number of Counter Issue of Voting Material forms (CC01 4) and the number of vote certificates recorded on the Record of Completed
Certificates Handed In (CC022) with the number of vote certificates extracted from the ballot box.

record the number of certificate envelopes extracted from the ballot box on the Daily Certificate Reconciliation (CC01 5).

4.5 Procedures for work in progress.

It is probable in the first week that mail receipts will not be fully processed each day. Care must be taken with work in progress to ensure that it is not merged with previous or subsequent days’ mail receipts.

If mail receipts for the day have not been processed completely up to and including the markback stage, it will be necessary to seal all work from that day’s receipts in the trays provided. The checklist for that day must note the stage of processing.

Record seal numbers in the CC election journal.
5. MARKBACK

5.1 Markback

When all mail is opened for that day, commence the markback process. See instructions below on barcode and manual markback processing.

For OH&S reasons staff should be regularly relieved and given breaks of reasonable duration during which time they can be allocated other tasks.

 Procedures for barcode reader:

- place vote certificates for processing to one side of the barcode reader (the barcode reader should be placed “in line” with the PC).

- as the vote certificate is passed under the barcode reader, the relevant elector’s details will be displayed on the PC screen.

- match DOB on vote certificate with PC screen details.

- if details do not match, put vote certificate aside for further investigation.

Do not investigate at this time as it will delay markback processing

- if details on the screen indicate a duplicate vote certificate, mark duplicate on the PC screen, print duplicate report, attach report to vote certificate and put aside for further investigation. See procedures for dealing with duplicates.

- if DOB matches, place vote certificate in batch box, in the same order as processed. Band together every 50 vote certificates within batches (the screen will indicate when 50, 100, 150 etc. vote certificates have been passed through the markback within that batch).

- When the PC indicates that the batch is complete print the batch header and place it at the front of the box containing the batch of vote certificates.
Manual entry (no barcode/defaced barcode):

- enter certificates with ID number separately from certificates with no ID in accordance with PC user manual.

- if no ID, enter name into PC system. If found write ID on vote certificate in red.

- if no record is found, set certificate aside for further investigation.

Allocate a staff member to take batch headers from the printer and reconcile with boxed batches. Store in batch order, with batch headers attached to the front of each batch.

DRO or clerk should continually monitor production line process (mail opening and sorting, markback and storage), to ensure that no bottle necks are occurring. Relieve any bottle necks with flexible use of staff resources.

Note the number of vote certificates processed through the barcode reader for the day by referring to batch numbers and totals. Transfer total to the Daily Certificate Reconciliation (CC0 15).

5.2 Storage

DROs will need to plan storage so that batches (boxed) can be systematically stored for easy location and retrieval of duplicate material.

5.3 Fresh preliminary scrutiny

A fresh preliminary scrutiny of rejected vote certificates must be undertaken by the DRO.

Rejected vote certificates will consist of:

- vote certificates not signed by the elector [S. 95(3)]
- manually issued vote certificates not admitted under S. 95(7) [S.95(9)]
- apparent multiple votes excluded under S. 95(10)

The DRO should take all reasonable steps to confirm that the vote certificate has been correctly excluded.

Where a vote certificate is being rejected on the grounds that it has been signed by a person other than the elector, take particular care to ensure that the elector is not registered under Sections 184A(2)(e) or (f) of the Commonwealth Electoral Act 1918, that is, a registered general postal voter who is unable to sign his/her
name or the vote has been recorded by an Antarctic elector and signed by the AEO for Tasmania.

The *Record of Fresh Scrutiny(CC020)* should be completed.

Seal the 3 different categories of rejected vote certificates in separate parcels and attach Rejected Certificate Envelope Label.

### 5.4 Processing Duplicates

Refer to PC User Manual.

Extract previously received vote certificate/s from the batch box as detailed on duplicate report.

Replace the original vote certificate with an interleaf as it is extracted from the batch.

Compare both vote certificates to confirm that they are duplicates.

If a duplicate is confirmed, replace the interleaf with the **latest vote certificate**. Retain the rejected certificate, attached to the duplicate report, for follow-up action.
6.  FURTHER SCRUTINY - MATERIAL PREPARATION

6.1 Planning

Plan staff, accommodation and furniture requirements for the further scrutiny.

Organise for the processing of vote certificates in readiness for the separation of the vote certificate flap from the envelope containing the ballot papers.

The process will involve the following three steps:

- using letter opening machines, slice the flaps from the vote certificate envelopes;
- manually separate flaps and envelopes;
- using letter opening machines, slice open the envelopes containing the ballot papers.

Plan to commence this task as soon as advice is received from HO that the exchange is complete in all States. Notification of outstanding exchange material will have been received by this time. This task may best be undertaken in the divisional office, thereby providing security and circumventing the need to transport voting material to an outposted centre at this stage.

Plan for staff to be allocated to the following tasks:

- transporting batched vote certificates from storage
- feeding vote certificates (banded in 50s) to letter openers
- two letter opener operators
- taking opened bundles to staff for separation of flaps from envelopes
- transporting envelopes containing ballot papers to secure storage
- supervision and coordination-ordination of the process

6.2 Production line opening of vote certificates

Transport sealed cartons containing batched vote certificates from secure storage to the area set aside for the opening of vote certificates. Letter opening machines will have already been set up in this area.

In the presence of scrutineers (if any), break the seals on the cartons (sufficient to commence feeding envelopes to the letter opening machines). Record details in the CC election journal (CC016).

Keeping vote certificates in 50s within batches from the markback, commence the process of separating the vote certificate from the envelope containing the ballot papers.

One person should be allocated to each letter opening machine, continually feeding through the vote certificates, banding the bundle of flaps and envelopes and placing these in an area ready for separating flaps from envelopes.
Two or three staff should be allocated to separating the cut flaps from the envelopes containing ballot papers, ensuring that both envelopes and flaps are retained in their respective original bundles. Retain the batch headers with the separated flaps.

At an appropriate stage in this process, designate one letter opening machine to commence opening sufficient envelopes containing ballot papers for the first day’s further scrutiny (this should equate to 8000 envelopes or 20% of the total received, whichever is the greater).

**Do not remove ballot papers from envelopes at this stage.**

Seal these opened envelopes in separate ballot boxes, ready for the further scrutiny.

Record seal numbers in the CC election journal.

Continue the process of separating the vote certificate flaps from envelopes containing ballot papers until completion.

**Do not remove ballot papers from envelopes at this stage**

When all flaps have been separated from envelopes containing ballot papers, and sufficient envelopes have been opened for the first day’s further scrutiny, progressively open all other envelopes containing ballot papers. This process may need to continue into the next day, depending on the number of vote certificates involved. If this is the case, seal all vote certificates in ballot boxes and store securely. Note seal numbers in the CC election journal.

### 6.3 Continuation of the further scrutiny.

Transport sealed ballot boxes containing opened envelopes to the scrutiny centre.

In the presence of scrutineers (if any), open the sealed ballot boxes. Record details in the CC election journal (CC01 6).

Extract envelopes (already banded in 50s) ready for process of extraction of the ballot papers.

Refer to Further Scrutiny Procedures paper for details.
CONSTITUTIONAL CONVENTION ELECTION

CHECKLIST
FOR CONTROL OF RECEIPT AND PROCESSING OF VOTE CERTIFICATES IN DIVISIONAL OFFICE

DATE..................................

PROCESS EACH DAY’S RECEIPTS SEPARATELY TO THE STAGE WHERE VOTE CERTIFICATES ARE BATCHED AFTER MARKBACK

1. Locked bag received from Australia Post, and opened

2. Bundles of outer envelopes opened, vote certificates extracted.

3. Other divisions vote certificates segregated and stamped with time, date and place of receipt (back of flap) Recorded on Daily Certificate Reconciliation.

4. Own division vote certificates checked for signature. Valid voter certificates ready for markback.

5. Previous day’s own Division counter receipts check counted and included. Recorded on Daily Certificate Reconciliation.


7. Vote certificates without bar codes or with defaced bar codes set aside for manual processing.

8. Bar code issued vote certificates scanned and marked back. Totals Recorded on Daily Certificate Reconciliation. Retain in batches as allocated by PC.

9. Manually issued vote certificates input to PC. Retain in batches as allocated by PC Recorded on Daily Certificate Reconciliation

10. Vote certificates for investigation put aside in daily batch . Recorded on Daily Certificate Reconciliation

11. Batches boxed and sealed ready for further scrutiny

File this form with Daily Certificate Reconciliation for that day.

Batch numbers - FROM ................... TO ......................
CONSTITUTIONAL CONVENTION ELECTION

DIVISIONAL OFFICE PROCEDURES FOR
ISSUE OF REPLACEMENT VOTING MATERIAL

12 September 1997
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1. **OVERVIEW**

**STAGE 1: From Announcement to Close of Roll**

From the announcement of the Constitutional Convention Election (CCE) to the close of rolls (29 September to 7 October 1997) electors may advise a different despatch address for the mailout period. The address detail is to be entered into the Change Despatch Address screen in CCRMANS. This will not change the RMANS enrolment record but will allow the original voting material to be despatched to a different address.

**STAGE 2: For Week following Close of Roll**

For a period of approximately one week, from roll close until the CCRMANS screens are available with the List of Electors for the CCE loaded, (approx 13 October 1997) it will be necessary for enquiry service operators to manually record requests for re-issue to different despatch addresses on form *CCRMANS Request Reissue* (CC016A) provided with the CC election journal. The elector should be advised that, since the roll has closed and processing of mailout material has already commenced, material will be despatched to their enrolled address or existing RMANS postal address. Replacement material can, however, be sent to a different despatch address. Standard RMANS ‘Elector Enquiry’ screens should be used to establish correct enrolment detail including ID number. Particular attention needs to be paid to the enrolment date. If the date is after the roll close (7 October 1997) then the previous enrolment record must be accessed.

All detail on form *CCRMANS Request Reissue* (CC016A) must be input to CCRMANS when the system becomes available (approximately 13 October 1997). Re-issue labels will print in the elector’s enrolled division for the despatch of replacement voting material.

**STAGE 3: From one week after Close of Roll**

From approximately 13 October 1997 CCRMANS screens will be available for direct input of re-issue requests. Replacement ballot material requested due to non-receipt, loss or damage of original mailout material may be provided. If the despatch address differs from the enrolled RMANS address this should be input to the *Re-Issue of Ballot Paper* screen in CCRMANS to generate an address label. The address labels will print in the elector’s home division for the period up until 28 November 1997. For the last week (1 - 4 December) CCRMANS will be reconfigured to produce the labels, and allow voting material to be despatched, from the division in which the despatch address is located.

Divisions will receive the initial calls to the general enquiries number (13 26 26) that are placed from within their divisional area. The overflow will be diverted to head office enquiry services.
2. PREPARATION

2.1 CCRMANS

A training database is available in CCRMANS for all staff members to trial prior to commencement of operation. In addition a user guide will be provided.

2.2 Workstations

Enquiry operators will require suitable workstations. Telephone headsets are to be utilised by officers processing re-issues in CCRMANS. Delivery schedules from Australia Post, copies of voting tickets and ‘Question & Answer’ document prepared by Information should be set up on a document holder. Ensure that workstations comply with OH & S requirements.

2.3 Counter

The counter area should be set up with the following material: Counter Issue of Voting Material (CC01 4) forms, EF 54s, blank certificate envelopes, pre-packed voting material for each state, copy of List of Electors reference roll (office use only), sufficient pens and two sealed ballot boxes (own division & other divisions). Ensure seal numbers are recorded in the CC election journal. Bound copies of the List of Electors (roll) will be available as saleable items.

2.4 Public Area

Voting screens must be set up in this area for use by electors wishing to cast their votes in the office. Voting Tickets must be displayed.

2.5 Despatch

Up until the last week of issue all replacement issues resulting from telephone requests will be despatched from the elector’s home division; counter requests, however, must cater for all divisions.

The following material should be pre-packed in the window-faced envelope in readiness for despatch in response to telephone requests:

- Ballot paper for your State or Territory
- Reply-paid envelope for your division
- the ‘Guide to the Constitutional Convention Election.

Each division will be supplied with address labels for telephone requests and a supply of blank vote certificate envelopes. The address labels are to be printed on A4 paper in the bubblejet printer and photocopied onto the supplied labels. The labels are to be fixed to the blank certificate envelope.
Airmail stickers must be applied to overseas mail.

In the last week of re-issue CCRMANS will print re-issue labels in the division of the voter’s despatch address. Care must be taken to ensure correct voting material is despatched for each State or territory. Regardless of the voter’s enrolled division, reply-paid envelopes for the division of re-issue are to be enclosed. These must be endorsed to the “DRO for [Elector’s enrolled division]”.

Certificates returned for other divisions will be exchanged by courier or express post delivery.

3. **ENQUIRIES - TELEPHONE & COUNTER**

3.1 A ‘Question & Answer’ document will be provided by CO Information Section to address possible enquiries relating to the CCE.

3.2 Questions regarding political issues must be referred to the special enquiry number, (02) 6271 5571, established by Department of Prime Minister & Cabinet. Any questions relating to the candidates or groups nominating for the election are to be directed to the candidate or group contact person. A list of contacts will be supplied by HOs.

3.3 HOs should provide copies of voting tickets to enquiry staff to enable them to provide details over the phone or to fax or send relevant pages to enquirers.

3.4 Electors may request voting material for themselves only, either by telephone, -fax; in person or in writing. If the caller requests voting material on behalf of another elector they must be advised that the elector requiring the voting material must make the request.

3.5 The first point of reference for enquiries relating to the non-receipt of ballot material should be the Australia Post Delivery Schedule which lists intended posting dates by postcode. Delivery of voting material will commence on Monday 3 November 1997 with the final despatch being Friday 14 November 1997. Advise the elector of the expected delivery date if they call prior to the despatch date.

3.6 Certificates may be handed in over the counter. Place in the appropriate ballot box (own division or other divisions). If a third party returns a certificate the details must be recorded on Record of Completed Certificates Handed In (CC022) or Record of Cancelled Certificates Handed In (CC023).
4. **RE-ISSUE - TELEPHONE ENQUIRY**

4.1 Access the CCRMANS screen and input elector detail (name & DOB). The data base contains the List of Electors as at 7 October 1997 (COR). There is no access to current or deleted records from this screen. Date of birth is to be requested to confirm identity.

4.2 If record of caller is found then flag that record for re-issue of voting material adding, if necessary, a different despatch address. Adding a different despatch address will not change the RMANS record. If the elector has changed residential address, flag record for enrolment action.

Refer to the CCRMANS User Guide for instructions.

4.3 If no record is found after checking through all CC enquiry screens then move to *Add a Possible Elector* and enter full name, date of birth and address/es. Each record in this screen is flagged for enrolment follow-up action.

4.4 Silent electors requesting a re-issue must be referred to the DRO for their enrolled division. The DRO must confirm their identity by requesting the elector to provide name, date of birth and enrolled address detail. If the despatch address differs from the RMANS record then the detail is to be written on a silent enrolment form and entered into CCRMANS *Re-issue of Ballot Paper*. This detail will not change the enrolment record nor be accessible once entered. A label will be produced which must be affixed by the DRO to the certificate and despatched to elector with all other voting material. The form is to be filed in the Silent Elector Register.

5. **RE-ISSUE - COUNTER ENQUIRY**

5.1 Voters will be required to complete a *Counter Issue of Voting Material* form (CC01 4). If voter claims for an address within your division then access the List of Electors for ID number and record on form if found. In most instances counter staff will not have access to RMANS, however each division will be provided with a roll print containing name, address, DOB and ID number for all electors as at close of roll.

5.2 For electors who claim addresses outside own division, the EF54 should be used to determine correct division.

5.3 Complete certificate label using *Counter Issue of Voting Material* form (CC01 4) information.

5.4 The elector has the option of completing the ballot paper in the divisional office using the voting screens or taking the ballot away and returning by post. Notate the *Counter Issue of Voting Material* form (CC01 4) to indicate if voter has handed in the certificate or taken it away for posting.
5.5 If voter chooses to take material away remind them of the close of poll date, (Tuesday 9 December 1997 6.00pm).

5.6 On Friday 5 December, Monday 8 and Tuesday 9 December 1997 voters should be encouraged to complete counter issues in the divisional office.

5.7 All completed Counter Issue of Voting Material forms (CCO14) are to be entered into the CCRMANS Re-issue of Ballot Paper screen, noting the date and time of re-issue. For voters not found on the List of Electors it will be necessary to access the screen Add a Possible HectoR before entering the Re-Issue of Ballot Paper screen. This will not generate a label as the re-issue has been handled manually. The elector detail will be captured in CCRMANS for future use.

Refer to the CCRMANS User Guide for detailed instructions

5.8 File Counter Issue of Voting Material forms (CCO14) in two counterfoil binders, one for own division and one for all other divisions, alphabetically by surname within division.

6. DESPATCH OF VOTING MATERIAL.

6.1 Records flagged for re-issue in CCRMANS will be held in batches. During the first five weeks these batches will only include re-issues for your Division. In the last week of postal re-issues, (from Monday 1 December until close off on Thursday 4 December 1997) CCRMANS will print re-issue labels in the division of the despatch address.

6.2 Printing of these batches must be done at regular intervals determined through monitoring of screen throughout the day.

6.3 Labels will be grouped by State within batches for printing during the last week.

6.4 Labels are to be affixed to blank vote certificate envelopes. The certificate is then placed in a window-faced envelope together with correct voting material for each state plus reply paid envelope for your division. During the last week of re-issue when you may be despatching material for other divisions you MUST ensure that each reply paid envelope is endorsed with the following: “DRO for [electors' enrolled division]”. This is to comply with the legislation which states the certificate must be directed to the DRO for the division to which the vote is issued but may be posted to any divisional office. Interdivisional exchange via courier or Express Post.

6.5 Air mail stickers must be affixed to all overseas addresses.
7. **OVERSEAS VOTING ARRANGEMENTS**

7.1 Overseas missions will be providing voting material, on request, to electors. The cut-off time for receipt of ballot material in overseas missions is **Tuesday 2 December 1997 at 12 noon**. Voters may choose to receive material after this time but must deliver their ballot material by other means (ie, by post or in person to their DRO) by close of poll (Tuesday 9 December 1997 at 6.00pm).

7.2 Voters will be required to complete an Overseas Issue of **Voting Material** form. It will be strongly recommended that completed certificates be handed in at place of issue however, if the voter wishes to take material away a return envelope will be provided. The deadline for receipt in divisions of completed overseas certificates will be **Monday 15 December 1997 at 6.00pm**. In order that divisions may commence further scrutiny as per the timetable, arrangements (yet to be determined) will be made for advice of issues from all overseas voting centres to be provided to divisions at close of poll. This will enable investigation of apparent multiple votes to proceed in divisions on Wednesday 10 December 1997 as scheduled.