TRAINING OF POLLING STAFF (TOPS)

1996 FEDERAL ELECTION

PRESENTER'S MANUAL

HOW TO USE THIS MANUAL

Text that is boxed and shaded contains

PRESENTATION HINTS:

- What to do

- When to do

- How to do

For example:

> **Display OHT 5 Declaration Envelope**

Unshaded text contains

THE TRAINING SESSION CONTENT:-

* Definitions

- Solutions

- Checklists

For Example:

"These counterfoils form a record of who was issued with a declaration vote at the polling place."

PRESENTER'S NOTES

Aim
This TOPS package has been designed to ensure that all Polling Staff will be effectively and uniformly trained for the federal election.

Methods
This is a structured package that suggests a step-by-step approach for presenters and participants. Wherever possible, activities have been designed to draw on the knowledge and experience of participants and the presenter.

Even though this package places less emphasis on the presenter teaching the material, participants will still rely on the skills and knowledge of the presenter.

Needless to say, your experience and local knowledge as DRO or Divisional Clerk means that you may not always follow the suggested approaches in this package. **Remember, the content is uniform, how you present it depends on a number of local factors** including the enthusiasm of your participants and their knowledge and experience.

Feedback
The National Staff Development and Training Section in Central Office welcomes comments about the effectiveness of this package from presenters and participants. Please use the form at the end of this section for any comments which you wish to make.

--When to conduct TOPS
This course should be conducted according to the Divisional training schedule.

Pre-course work
All participants should be forwarded their relevant manual and, if appropriate, a self correcting home workbook and video at least a week prior to the training sessions. They should be instructed to read the manual and bring it and the completed workbook to the session. Participants may keep the video for reference purposes.

Preparation
A number of modules in this package require some preparation by the presenter before the session. It is vital that the presenter ensures he/she is familiar with the package, and has done the preparation well prior to commencing any training session.

Session leader/presenter
Training of Polling Staff is to be conducted by either the DRO or the Divisional Clerk.

Venue

This program requires a properly equipped training facility that will provide:
- adequate space for participants to work individually, in pairs, small and large groups;
- appropriate furniture (chairs and tables for writing);
- video recorder (preferably with remote control);
- television or monitor; and
- overhead projector (for Display purposes).

Thus a venue such as a school is better than the Divisional Office. The presenter should inspect the actual room well before the start of the training session. Remember to:
- check availability of equipment (including familiarization with the use of equipment);
- check power points (do they work?);
- check number of tables and chairs; and
- set up room well in advance.

Notification

Ensure all participants have been advised of the venue, time and duration of the session.

Name tags

Prepare name tags and/or name plates well in advance. Given names will suffice, but print or write them in letters large enough to be read. You may wish to include the polling place name on the name tags.

Group size

Group size should be restricted to a maximum of 15 participants for the session to encourage full participation. This means that the program will need to be run on a number of occasions.

SOME HINTS FOR GOOD PRESENTATION SKILLS

It is natural to be apprehensive when asked to make any sort of presentation - even experienced actors claim that they suffer from nerves before performances. The secret is to ensure that our apprehension just keeps us on our toes rather than freezing us rigid with fear.

You have been asked to be a presenter because of your expertise in conducting elections and referendums. But this does not mean that you are expected to tell everything you know non-stop for three hours!

If you think about how you have learnt a skill as an adult (eg learning how to use a computer) you will know that we learn best by 'having a go'. For example, few of us have learnt to use a computer successfully by reading the manual alone. In fact, most of us have found computer courses have been more beneficial after we have tried out the computer ourselves for a while.

So even though you have an important role to play, remember that your participants also bring skills and experience in the running of elections and referendums with them too. So you need to draw on their expertise to help them learn new information.

As the presenter, it does seem simpler to tell (or teach) information to your participants. However, your participants will gain more benefit (ie they will learn) if they come to this information through activities (by doing) rather than just listening to you. Naturally, common sense is the most important ingredient (there are times where it will be quicker and more effective to simply explain something).

Some other useful hints to bear in mind include:

Know your material
This means reading the Presenter's Manual several times, previewing the video, and anticipating the sorts of questions that participants may raise.

Ensure that you have adequate and comfortable facilities
People cannot concentrate if the chairs are uncomfortable or there are aerobics being conducted next door, so visit your venue beforehand and check!

Show participants the program outline and indicate the break and finish time
Even if you change the program, ensure that you break and finish as expected because participants lose concentration very quickly if a session runs overtime and they are worrying about picking up children, missing the bus etc.

Try to be yourself
Participants will understand that you may be nervous, that is why this TOPS package gets into activities early on to take some of the pressure off you (and to involve the participants),   Be careful of trying too hard with forced humour - a cheerful and friendly approach generally works best, particularly if you do not know your participants well.

Modulate your voice

A monotone quickly bores participants.   The most effective way to avoid monotony is to get others talking. Any more than two examples to answer any one question are wasted.   Consider also whether the volume of your delivery is appropriate for the room and the number of participants.

Ensure that all participants are involved

It is very easy to let those who are assertive and experienced do all the talking.   Ensure that after the first fifteen or twenty minutes everyone has contributed some comment.   By the same token, avoid unwittingly humiliating someone who is shy and does not know an answer (once again, the common sense rule!).

Protect minority opinion

Everyone's opinion is valid, and people should be able to disagree without it being taken personally. It is a good rule to avoid clashes in front of the group. It is more appropriate to talk privately to someone who is being aggressive or difficult. Many aggressive people do not realise that they are creating problems!

Preparation

A successful training session is a well prepared one! Preparation involves familiarity with:
· facilities (have you visited the room, checked for noise, ensured toilets are open etc?);
· equipment;
· the program (how well do you know the material, can you visualise answers to tricky questions, do any activities require special preparation?).

A good resource

Finally, the best way to hone your presentation skills is to practice what is preached - that is, by giving presentations!

But if you would like to do some reading on the subject, a good place to start amongst the hundreds of books on the topic is ***How to Create and Deliver a Dynamic Presentation by*** Doug Malouf, Simon Schuster (Australia). This is an easy to read and good humoured approach to many of the tricks of effective presentations.

Some other hints

Set up at your venue well before your session starts and have all materials prepared before participants arrive.

Ensure name tags are written out before participants arrive.

When sorting participants into pairs or groups ensure you have a mix of experienced and new staff. Possibly seat new staff next to experienced (and capable) staff.

Some presenters find a timer with an alarm (or watch with a beeper) is useful for helping everyone to keep track of time for specific activities.

Good luck with your presentation!

AMENDMENT SUGGESTION FORM FOR TOPS MANUALS

Name .... Phone ....

Division/location .... Date ....

AMENDMENT DETAIL8

Manual Name ....

Part No................................ Page No. ....

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**Please submit this form to your Area Manager.
The Area Manager should add comments below before forwarding to
the National Staff Development and Training Section in Central Office.**

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TRAINING OF POLLING STAFF (TOPS)

1996 FEDERAL ELECTION

PRESENTER'S MANUAL

OICs

2ICs

PPLOs

TRAINING OF POLLING STAFF (TOPS)

1996 FEDERAL ELECTION

OICs, 2ICs, PPLOs

CONTENTS

PRESENTER'S NOTES

Session Outline

The session is divided into four modules:

1) **Before Polling** - covers the activities an OIC is expected to undertake to prepare for the opening of the polling place;

2) **Polling** - covers procedures to be followed on polling day between 8:OOam and 6:00pm;

3) **Declaration Vote issue;** and

4) **After Polling** - covers tasks to be performed after polling finishes.

Module 3 is the "Declaration Vote Issuing Officer Training Package" which **every** polling official issuing Declaration Votes must receive.

The Officer in Charge of a Polling Place is ultimately responsible for the correct issue of Declaration Votes in the Polling Place. Whether they issue declaration votes personally in a smaller polling place or whether they supervise declaration vote issue in a larger polling place, it is essential that they are fully aware of the correct issuing procedures.

This four module approach will allow flexibility in the conduct of TOPS training sessions. Space permitting, Declaration Vote issuing officers can attend Module 3 of the OIC session rather than attend a separate session. You may like to start the session with Module 3 and then dismiss the Declaration Vote issuing staff and continue on with just OICs, 2ICs and PPLOs after a break.

Alternatively, you may conduct Module 3 prior to the announcement of an election.

You can organise your TOPS sessions to suit the circumstances of your Division.

MATERIALS

Materials and equipment required

The following materials and equipment are required to conduct the session:

Materials

· This Presenter's Manual
· Name tags and name plates x number of participants
· Participants' session workbooks (EF137) x number of participants
· TCP set of 100 marked House of Representatives ballot papers x number of participants
· Copy of Certified List with EF008 in place
· Special pen for marking Certified List x number of participants
· Spoilt/Discarded Envelopes x number of participants
· Ballot Paper Sorting/Packaging Cards x number of participants
· Spare copies of home workbook
· Voter time cards x number of participants
· Enrolment forms x number of participants
· OIC's General Return x number of participants

Materials for Declaration Vote Issue Module

- Dec. Vote Exercise set of House of Representatives ballot papers x number of participants
      (photocopy master ballot papers - 2 of each for each participant)
- Copies of divisional office address and prepoll voting centres x number of participants
. Copy of List of Localities and Streets (EF054) (or copies of relevant pages) x number of participants
- Set of Declaration Envelopes for exercise x number of participants
      (3 pre printed envelopes + 2 blank envelopes x number of participants)
- Declaration Records Folders x number of participants
- Postal Vote Certificate Envelopes

   Note: See the introduction to Module 3 for instructions on preparation of materials for this module.

Equipment

- VHS video cassette recorder and TV monitor
- TOPS video tape
- Overhead Projector and screen
- Double adaptor and extension cord
- Masking tape
- Whiteboard or Blackboard
- Whiteboard markers or chalk depending on board (don't use ordinary textas on whiteboards!)
- Ballot Paper Whiteboard
- Ballot box

BREAK UP OF TIMES

	Introduction	5 mins
Module 1	Before Polling	15 mins
Module 2	Polling	**35** mins
Module 3	Declaration Vote issue	50 mins
Module 4	After Polling	60 mins
	Conclusion	5 mins
	TOTAL	170 mins

There is also an allowance for a 10 minute break when convenient.

Break up of times

This break-up of times is a guide. As the presenter you have the responsibility to decide when to focus on a particular issue and when to move things along so that the time limit is not exceeded. Your knowledge of local conditions and your polling staff is very important here.

You may need to make changes according to local needs. However, participants are expected to complete the whole program, so it is best to avoid spending too much time on early activities at the expense of later ones. If you are running short of time you may leave the 'Return of Materials' segment of Module 4 until the OICs briefing.

In particular, detailed specific questions about polling places are best left till the break or at the end of the session unless you consider the issue will benefit all participants.

INTRODUCTION

Introduction (5 minutes)

As participants arrive:

. Introduce yourself to 1st time trainees
. Issue name tags
. Ask them to sign the attendance record and collect relevant handout material before taking their seats

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Welcome the group and discuss any administrative arrangements, eg location of toilets, etc.

Briefly discuss reasons for face-to-face training.

- Polling Day is our one chance to provide a quality service to our clients.
- Our objective must be to make every vote issued count.

. .

Display OHT 1   'If you want to get it right, then you probably will'

- Do all the right things, eg homework, preparation, read manuals etc, then you should be able to solve any problems.

Display QHT 2   'List of Modules' and briefly introduce each module.

- Encourage participants to ask questions.

Module 1

Before polling

Module 1: Before Polling (15 Minutes)

This module covers all the duties an OIC must complete before 8:OOam on Polling Day.

Divide participants into two groups or into pairs,

Explain that you are going to show the "Before Polling" segment of the TOPS video

Ask each group or pair to note the tasks that are completed by the OIC in the video (and any others that should have been completed) either:
> **. before polling day; or**
> **• on polling day before 8:00 am**

(There is space on page 2 of the workbook for notes.)

Note: if you do not have access to a video player then you will need to think of another way to present this module — perhaps ask participants to 'brainstorm' the tasks.

Show "Before Polling" segment of TOPS video

(Stop when Jim says "I'll turn on the radio for the pips")

(Allow 7 minutes for this.)

Draw up a master list on the board from participants comments, ensure that main points (next page) are covered

or

display OHT 5 - 'Before Polling Day', and ask for additions/comments then display OHT 6 - 'Before 8:00 am.', and ask for additions/comments

(Ask participants to add to their notes any points they may have missed)

(Allow 8 minutes for this.)

BEFORE POLLING DAY

- Inspect Polling Place
- Collect keys/arrange for opening of Polling Place
- Check keys open what they are supposed to
- Contact staff
- Receive and check materials
- Inform DRO of any discrepancies
- Set up Polling Place on Polling Eve following the approved layout plan
- Erect internal signs/posters
- Prepare as much material as possible for the next day

Ensure you have check counted your bundles of ballot papers

Do not leave ballot papers or certified lists in polling places overnight!

BEFORE 8:00 AM

- Check arrival of staff
- Collect workbooks from staff
- Ensure all staff are wearing Identification Badges
- Issue ballot papers, Certified Lists and other polling materials
- Direct staff to check materials (including counts of ballot paper issues)
- Conduct staff briefings and ensure staff understand the duties they will be performing
- Erect external signs
- Prepare ballot boxes (but do not seal until 8:00 am)
- Be ready to open Polling Place at exactly 8:00 am

Module 2

Polling

Module 2: Polling (35 Minutes)

2.1 - 8:00 am *(10 Minutes)*

Ask participants to turn to page 3 of their workbooks and itemise the tasks that must be completed once the doors of the polling place are opened at 8:00 am.

(Allow 5 minutes for this)

Invite suggestions from group and draw up a quick checklist on the board

or

Display OHT 7- "8:00 am" and ask participants to add points they might have missed

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(Allow 5 minutes for this)

8:00 AM

- Brief scrutineers
- Seal ballot boxes in front of scrutineers/first electors
- Record seal numbers
- Check early that staff are performing duties correctly:
    - front of certified lists signed
    - certified lists being marked correctly, using the Pentel pen
    - initialling back of ballot papers
    - use of mini queues at tables
    - queue controller anticipating problems in queue
    - declaration envelopes being completed correctly (signed!)
    - spoilt and discarded ballot papers are being correctly sealed in envelopes

2.2 - Ordinary Vote Issue *(10 minutes)*

Cover the following:

1) Three questions that must be asked.

- What is your full name?
- Where do you live?
- Have you voted before in this election?

2) If an elector spoils a ballot paper?

A fresh ballot paper is issued after the returned spoilt ballot paper has been cancelled by writing "Spoilt" across the, ballot paper and then inserting the 'spoilt' ballot paper into a 'Spoilt/Discarded ballot paper envelope'.

Display 'Spoilt/Discarded Ballot Paper Envelope' and explain multi purpose of the envelope.

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3) Completion of Certified List Cover

Stress the importance of completing the inside front cover of the Certified List (EF008).

Display Certified List Cover and then ask participants to turn to page 4 of their workbooks, read the following exercise and then complete the Certified List cover on the next page,

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Exercise

Before polling commences you issue 400 House of Representatives ballot papers and 400 Senate ballot papers to Issuing Point 1.

At 12 noon, Issuing Point 1 tells you that they only have 20 of each ballot paper left. You issue them with an additional 200 of each ballot paper.

At 4:00 pm, Issuing Point 1 informs you that they are again down to their last 20 of each ballot paper. You issue them with another 100 of each ballot paper.

At the close of polling, Issuing Point 1 has 84 unused House of Representatives ballot papers, 89 unused Senate ballot papers, 6 Spoilt House of Representatives Ballot Paper envelopes, 1 Spoilt Senate Ballot Paper envelope and 1 Discarded House of Representatives Ballot Paper envelope.

Complete the Certified List Cover (EF008) for Issuing Point 1.

Display OHT 10 - *Completed Certified List cover' and confirm that the participants agree

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Note: **The** discarded House of Representatives ballot paper will be accounted for in the 'OIC's General Return'.

2.3 - Voter flow *(10 minutes)*

*Note: **This section MAY not be relevant if participants are from small polling places.***

Explain to participants the importance of ensuring that electors receive _efficient_ and courteous service eg. checking for people with the same name, elderly people or others who may require additional assistance.

Discuss the following points:

- The queue controller must direct electors to issuing tables and ensure an efficient flow of electors. This is achieved by directing electors with the same name to the one issuing point and those who require additional assistance, like elderly electors, to the issuing table set aside for them.

- The queue controller must direct electors from the bank style queue just inside the polling place to each issuing table. There should be no more than three or four electors in a **mini** queue in front of each issuing table.

- Voter time cards are used to record the length of time that electors stand in a queue. The voter time cards must be issued periodically during the hours of polling. Once the time is recorded on the card it is to be handed to the last voter in the queue and this person is to be asked to hand this card to the issuing officer.

Hand out voter time cards to each participant and demonstrate their use.

- Electors should move through the polling place smoothly from the queue to the issuing point - the issuing officer, to the voting screen, to the ballot box and finally to the exit. Declaration electors should not have to cross the path of other electors and signs and barricades are to be used within the polling place to achieve a flow through path for electors.

- **If delays do occur an extra issuing point is to be opened up promptly to alleviate any problem. A spare certified list and other material will be made available to cater for such instances.**

Display OHT 11 - 'Polling Place Layout' and discuss the major issues,

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2.4 - Scrutineers (5 *minutes*)

Display OHT 12 - 'Scrutineers' and discuss points with participants.

A scrutineer is a person appointed by a candidate to observe voting and the counting of votes. Each candidate may appoint one scrutineer per issuing point or person counting votes.

Scrutineers **must**
- present an appointment form to OIC
- wear an official badge
  (suggest badge is issued when appointment form is presented)

Scrutineers **can**
- observe all proceedings during polling except an elector actually voting
- assist electors to vote if nominated by elector
- object to the right of a person to vote
- observe all proceedings at the scrutiny
- leave the polling place at any time

Scrutineers **cannot**
- touch ballot papers
- interfere with or influence electors
- unnecessarily communicate with electors
- disclose how a person has voted
- wear a political badge or emblem in the polling place

Remind staff of the need to brief scrutineers.

The OIC is empowered by law to have anyone, including scrutineers, removed from a polling place for misconduct or failure to obey a lawful direction.

An offender may be removed by the police or person authorised by the OIC

Although the OIC has authority over everyone in the polling place, it is best to avoid problems with scrutineers by establishing an impartial rapport with them.

Module 3

Declaration Vote Issue

Instructions and preparation for . . .

Module 3: Declaration Vote Issue

Who should receive this module:

Module 3 is the "Declaration Vote Issuing Officer Training Package" which every polling official issuing Declaration Votes must receive.

The Officer in Charge of a Polling Place is ultimately responsible for the correct issue of Declaration Votes in their Polling Place. Whether they issue declaration votes personally in a smaller polling place or whether they supervise declaration vote issue in a larger polling place, it is essential that they are fully aware of the correct issuing procedures.

The following staff should receive this module:

- Officers in Charge
- Second in Charge
- Polling Place Liaison Officers
- Declaration Vote Issuing Staff:
  - Declaration Issuing Officers
  - Queue Controllers
  - Inquiry Officers
- Electoral Visitors

When to conduct this module:

This TOPS package allows flexibility in the conduct of this module.

Space permitting, Declaration Vote Issuing Staff can attend this module of the OIC session rather than attend a separate session. You may like to start the OIC session with this module and then dismiss the Declaration Vote issuing staff and continue on with just OICs, 2ICs and PPLOs after a break.

Alternatively, you may need to conduct the session separately for the Declaration Vote staff.

You can organise your TOPS sessions to suit the circumstances of your Division.

This module may be conducted prior to the announcement of an election - but only after the Electoral Commissioner has authorised this. DRO's should liaise with their Area Manager if they wish to conduct early training.

If this module is to be presented separately, include the Introduction from page 7, including OHT 1.

Materials required for this module:

- **Dec.** Vote Exercise set of House of Representatives ballot papers x number of participants
      (photocopy master ballot papers - 2 of each for each participant)
- Copies of divisional office address and prepoll voting centres x number of participants
- Copy of List of Localities and Streets (EF054) (or copies of relevant pages) x number of participants
- Set of Declaration Envelopes for exercise x number of participants
      (3 pre printed envelopes + 2 blank envelopes x number of participants)
- Declaration Records Folders x number of participants
- Postal Vote Certificate Envelopes

Preparation required for this module:

You will need to photocopy the master ballot papers provided separately. You will need 2 copies of each for every participant. (ACT divisions will need 4 copies of each ballot paper per participant).

One of the mock ballot papers has no division name at the top (with candidates Smith, Melba, Kelly, Wilson and Sullivan). This one should be used as a "home division" ballot paper for the provisional vote exercise. You will need to write or type your division name at the top prior to photocopying.

Senate ballot papers are not necessary for this exercise, however, if you wish to add to the reality you may wish to use a real Senate ballot paper. In this case you will need 5 Senate ballot papers per participant.

If you do not have enough copies of the new EF054, you will need to photocopy relevant pages for each participant.

For the EFO54 exercise, you will need to select:
- a suburb/locality which is contained wholly within your division; and
- a suburb/locality which is split between your's and another division, and two addresses from this suburb/locality, one from **each** division.

You will have received a set of 3 pre printed envelopes for each participant. You will need to add 2 more blank envelopes from the divisional supply for each participant.

Module 3: Declaration Vote Issue (50 Minutes)

3.0 - Introduction

Explain to staff why there is now a greater emphasis placed on Declaration vote training, ie, polling official errors in the past resulted in votes not being counted.

3.1 - What is a "Declaration Vote"? (5 *minutes)*

Hand out Declaration Envelopes to participants.

The following concepts should be covered:

1) Electors **declare** they are entitled to vote. They are unable to have an ordinary vote.

2) Elector's ballot-papers are put inside an envelope on which the elector has signed a declaration of entitlement. **(Refer participants to their declaration envelopes).**

3) There is no electoral roll at the point of issue to confirm the elector's entitlement, so the "Declaration Envelope" is forwarded to the Division for which the elector is claiming to be enrolled to enable that Division to check entitlement.

4) There are 4 **types** of Declaration Votes.

Display OHT 14 - 'Types of Declaration Vote',

Discuss where and when each type is issued.

Refer participants to the "tick a box" options at the bottom section of the declaration envelope.

Display a "Postal Vote Certificate Envelope" and explain the use of this envelope.

- This'envelope is used for postal votes, ie. through the'mail.
- Applications are processed through Divisional offices.
- Postal votes may be delivered to the polling place and these must be:
  - marked as having been received;
  - recorded in the General Return; and
  - placed in the ballot box.

Display OHT 15 - 'Declaration Votes Issued in a Polling Place' and ask participants to copy the type of votes they will issue into page 6 of their workbooks.

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5) Declaration envelopes used in polling places have a counterfoil which is removed after details have been completed. This is put into a Declaration Records Folder in alphabetical order by division and by surname and given names.

Demonstrate removing and filing a counterfoil.

- These counterfoils form a record of who was issued with a declaration vote at the polling place.

NOTE: When a declaration voter does not return with his/her ballot papers the following should happen:

- the counterfoil should be removed, filed and endorsed "Ballot Papers Not Returned to Issuing Officer" and;

- the declaration envelope must be sealed and retained as it forms part of the reconciliation of ballot papers.

3.2 - Completion of the Declaration Envelope *(10 minutes)*

1) Asking the Right questions

> **Discuss how questions'asked of electors should be worded to ensure that issuing officers receive the information they need to enable selection of the correct H of R ballot-paper.**
>
> **Cover the following points:**

- Questions such as "Where are you from?" and "Where do you live?" are not **OF THEMSELVES** sufficient to establish which ballot-paper should be issued to the elector unless they are followed with a **further** question such as... "Are you **enrolled** for that address?"

- issuing Officers to warn those persons who choose to guess about their enrolled address of the possible consequences their vote may **NOT** be counted.

- Never assume that a person referred to you by an official issuing ordinary votes must need a Provisional vote. The elector's **enrolled address** must be established in case an Absent vote is appropriate.

2) Completion of the Envelope

> **Display OHT 16 - Declaration Envelope'.**
>
> **Illustrate which sections are to be completed by the** *elector.*

> **NOTE:** *Issuing Officers are NOT to complete this section except where the elector is unable to do so due to illiteracy, handicap or infirmity. The reason for this is to reduce the possibility of the name being spelt incorrectly, thereby resulting in more votes being allowed.*

- Request electors to **PRINT legibly and firmly.**

- Only **RESIDENTIAL ADDRESSES** must be written on the Declaration Envelope. Postal addresses are **NOT acceptable.**

3) **Practical Exercise**

> Prepare an example address from within the "Home" division (This address will initially be a PO Box number however, the street address will also be needed for this exercise - the divisional office address may suffice for this example),
>
> Write this Post Office Box address on the whiteboard.

1. Name Section

> Ask participants to take one of the blank declaration envelopes and write their name in "Name" section on the envelope,
>
> At the same time the presenter should also write his/her own name in the "Name" section on the OHT Declaration Envelope (OHT 16).

2. Former Name Section

> Discuss the necessity for name details and former name details if elector has previously been enrolled under another name,

3. Date of Birth Section

> Participants now fill in the "date **of** *birth*" section with a date of their choice, how old they'd like to be (not Polling Day Date).
>
> The presenter should fill in the "date *of birth*" section on the OHT at the same time.

4. Current Permanent Address Section

> Write the postal address on the OHT.

STOP!   Discuss the problem of Postal Addresses.

> Erase Postal Address from both the whiteboard and the OHT and substitute a street address from the "Home Division"' on the whiteboard.
>
> Ask participants to now complete the *"Current permanent address"* section of their dec. envelope using the street address written on the whiteboard. Do the same on the OHT.

5. Section beginning "Address you are enrolled under"

> Discuss *"Enrolled Address"* as opposed to where electors may actually live and the need to establish this quite clearly with the elector,
>
> Stress the need for this section to be completed by the elector if this address is different from their current permanent address.
>
> Discuss the purpose of the *'date moved to current address"*.

> For this example ask the participants to write *"As above"* in *the"enrolled address"* section (do the same on the OHT).

6. Signature sections

Discuss the critical importance of these signature sections and especially the implications of the elector failing to sign, ie VOTE DOES NOT COUNT.

Ask the participants to sign the dec. envelope and get their neighbour to act as the issuing officer and sign and date the envelope in the *"Polling Official to complete"* section.

Put your signature on the OI-IT and also an "issuing officer's" signature.

7. Polling Place and Issuing Division sections

- Usually pre-printed, however if not these details MUST be completed by polling official.

Ask the participants to keep this completed dec. envelope handy as it will be used in the next exercise.

3.3 - List of Localities and Streets (30 *minutes)*

1) Use of List of Localities and Streets

> **Refer participants to their copy of the List of Localities and Streets (EF054) and explain the purpose of each of the four sections.**

The four sections are:

- Front Matter
- Location Section
- Streets Section
- Map Section

> **Pick the name of a suburb/locality wholly contained within your division and ask participants to look it up.**

> **Using the whiteboard to illustrate, explain that quite often suburbs/localities are not wholly contained within just one electoral division.**

> **Draw a rough outline of a "divided" suburb/locality in your division on the whiteboard. Using a different colour draw the divisional boundary through the suburb/locality. Pick two examples of addresses within the suburb but on different sides of the boundary and ask participants to look them up,**

> **EMPHASISE AT THIS POINT THAT THE LIST OF STREETS AND LOCALITIES MUST BE CONSULTED FOR EVERY CASE OF DECLARATION VOTE ISSUE.**

2) Enrolled Division

Refer participants to the dec. envelope they partly completed in the previous exercise.

Explain that this envelope has been completed after the elector has come into the polling place for an ordinary vote but their name could not be found on the Certified List.

Refer participants to the *"Enrolled Address"* section and stress the point that it is the claimed *"Enrolled Address"* that is always used to determine the elector's division.

Ask participants to use their copy of the List of Localities and Streets to confirm that the address the elector is claiming to be enrolled for is in fact within your division.

Participants now complete the *"Enrolled Division"* section on their dec. envelopes. Do the same on the OHT.

3) Type of Vote

> **Discuss the point that this is a "Provisional Vote".**
>
> **Stress again that because an elector's name cannot be found on the electoral roll it is never taken for granted that they are provisional voters - always look up the claimed "Enrolled Address ."**

> **Using the OHT demonstrate which of the "Tick a Box" options to tick.**
> **Tell participants to also tick the correct box on their envelope,**

> **Display the Provisional Voting Statement and refer participants to the copy on page 7 of their workbooks,**

- All Provisional voters should read the Provisional Voting Statement (EF0ll).

> **Hand out Enrohnent Forms.**
>
> **STRESS: Enrolment forms must NOT be inserted into Declaration Envelopes!!!**

- Ensure that provisional voters whose names are not on the Certified List complete an enrolment form (ER016).

  *Note: Completing the enrolment form before the Declaration Vote is **proceeded** with helps establish the elector's entitlement and ensures the enrolment form will not be sealed inside the envelope in error.*

Note: If time permits you may complete an exercise on the completion of Enrolment Forms. This may be considered essential in country divisions.

4) Issue of Ballot Papers

- When the declaration envelope has been completed, the **"Enrolled Division Name"** on the envelope is matched to the same **"Division Name"** from the supply of House of Representatives ballot papers.

- Declaration Vote issuing officers will be supplied with H of R ballot papers for every Division in the State/Territory. These ballot papers must be reconciled before polling commences on the 'Declaration Vote Issuing Point Ballot Paper Inventory Form' (EF125).

Participants are asked to match the division name on their envelope with the correct ballot-paper from their supply of mock H of R ballot papers.

- When the correct H of R ballot paper has been located the polling official then initials it on the back and also the back of their State/Territory Senate ballot paper.

Participants are asked to initial the back of their ballot papers.

- The electors are now given their ballot papers, asked to take them to a voting screen for completion in secrecy, fold them separately, then return them to the issuing officer for sealing inside the declaration envelope.

5) While the elector is at the voting screen

- Check again that all necessary details have been completed and both the elector and you have signed the declaration envelope.

- The counterfoil is removed and checked to see if all the information on it can be read.

- Counterfoils are then placed in the "Declaration Records Folder" in alphabetical order, first by division and then by elector surname and given names.

Participants remove the counterfoil and file it in their declaration records folder.

---

6) When the elector returns

- When an elector returns to the issuing table with their completed ballot papers they are to be asked again for their name and enrolled address details to enable the correct match between elector and declaration envelope.

- Ensure the elector has both the ballot papers ready to insert into the envelope.

. For the purposes of this exercise, the participants are to imagine the elector has voted as described above and therefore the ballot papers can now be inserted into the dec. envelope.

- The sealed declaration envelope is now put into the special declaration vote ballot box.

If a ballot box is available, demonstrate this with one of the participant's envelopes.

---

7) **Further examples - Absent Votes**

> **After the first exercise has been completed to everyone's satisfaction, the 3 pre-printed envelopes are then used as absent vote issue exercises. If time permits, a 5th envelope can be used for another exercise (for example a silent elector).**

- With the exception of the provisional voting statement, all the procedures used in the first exercise are repeated for these exercises.

- The pre-printed envelopes are State specific. The names and addresses of electors are already printed on the envelopes and the participants are to imagine these electors have come into their polling place to vote.

- File the counterfoils in **alphabetical order** by division and then by surname and given names in the Declaration Records Folder.

- These exercises should be done one at a time.

> **Participants complete the three exercises.**
>
> **When all the exercises have been completed participants are to swap their envelopes with enclosed ballot papers with another participant for checking.**
>
> **The presenter will go through the details exercise by exercise.**

- If an **Interstate** elector comes into the polling place they are to be given directions to the nearest interstate polling centre.

> **Give participants a list of interstate polling centres.**

3.4 - The Five Golden Rules and 6:00 pm (5 *Minutes)*

1) The Five Golden Rules

Display OHT 17 - 'The Five Golden Rules' and refer participants to page 8 of their workbooks.

Stress that it is mandatory. for these to be observe@ by all officers issuing declaration votes,

Discussion should focus on:

RULE 1: *Always consult the List of Localities and Streets (EF54)*

Evidence from Post election audits and other surveys of cases where the House of Representatives ballot-paper was disallowed (Elector found to be enrolled for a Division other than the Division declared for) indicates that, in many cases, the List of Localities & Streets was **NOT** consulted rather than consulted incorrectly.

This applied particularly in cases where polling staff relied on personal perceived knowledge of divisional boundaries and where electors appear to have incorrectly nominated their division to the issuing officer (albeit with confidence).

RULE 2: *Enrolled Address → EF 54 3 Declaration Envelope*

Investigations conducted following the 1993 election indicate that, on occasions, selection of the elector's division was made exclusively on the basis of VERBAL communication between the elector and the issuing officer.

After reconsideration, the elector provided a different enrolled address in writing on the declaration envelope and this change of mind was not noticed by the issuing officer.

As a result, the elector was disenfranchised for the House of Representatives election.

RULE 3: *Ballot Paper Division Name = Declaration Envelope Enrolled Division Name*

Writing the elector's enrolled division onto the declaration envelope BEFORE ballot-papers are issued improves the likelihood of issuing the correct House of Representatives ballot-paper to the elector.

On occasions, electors have been issued with the correct House of Representatives ballot-paper only to be subsequently disenfranchised because the division name written on the envelope later did not match the division for which the ballot-paper was issued.

RULE 4: *Signatures: Elector + you*

Discuss the implications of the elector failing to sign the declaration envelope:

- **Both B/P's are rejected.**
- **Too late to fix after polling day.**
- **The elector is told that the vote wasn't counted.**

Emphasise that this check must be made **BEFORE** removal of the counterfoil.

Discuss correct procedures when the elector is a **"marksman":**

- Issuing Officer to write "His/Her Mark" above the mark.
- Print the elector's Given names to the left of and under the mark.
- Print the elector's Surname to the right of and under the mark.
- Sign as the witness to the elector's mark.

RULE 5: *ALL ballot* **papers inserted into declaration envelope**

Discuss how this objective can be best achieved.

Issuing officers to request every elector to fold each ballot paper SEPARATELY before returning them for insertion into the declaration envelope.

Where electors fail to observe this instruction, issuing officers must insist on seeing that ALL ballot papers have been returned to them by the elector.

DON'T rely on the elector's insistence that all ballot papers are there. Reality has shown this is not always so..

2) AFTER 6:00 PM

Refer participants to their workbooks:

- **page 9 - 'After 6:00pm checklist'; and**
- page 10 - 'Declaration Vote Issuing Point Ballot Paper Inventory'

and explain the use of these forms.

Module 4

After Polling

Module 4: After Polling (60 Minutes)

4.1 - 6:00 PM *(10 Minutes)*

Form participants into groups or pairs and refer participants to page 11 of their workbook,

Ask each group or pair to:

*develop a checklist of the main organisational issues to be covered
for procedures after 6:00pm and organization of the scrutiny.*

(Allow 5 minutes for this)

Use the participants responses to draw up a checklist on the whiteboard and ensure the main points (below) are covered.

or

display OHT 18 - 'After 6:00 pm', and ask for additions/comments.

(Ask participants to add to their notes any points they may have missed).

AFTER 6:00 PM

- All staff should be aware of their duties before 6:00 pm
- Progressively close down screens and tables if possible
- Place polling official at end of queue if necessary
- Close doors at 6:00 pm
- Brief staff and scrutineers
- Set up production line system (plan table.layout well before 6:00 pm)
- As papers are unfolded, start staff on sorting and then counting
- Ensure scrutineers are not hindering staff

Organisation at 6:00 pm is the key to accuracy and efficiency.

Everyone (including scrutineers) should understand their tusk and responsibilities.

4.2 - Scrutiny and Formality of Ballot Papers *(10 minutes)*

1) Scrutiny

> **Display OHT 19 - 'Counting Chain Production Line' and discuss this procedure.**

Cover the following points:

- Use a lot of staff at the start to unfold and then move more experienced staff to sorting.
- Papers must be sorted into first preference order according to candidate and counted.
- Papers are bundled in groups of fifty.
- Do not write on ballot papers.

*All papers will be re-checked at the fresh **scrutiny by the DRO.** **Place doubtful papers in the informal pile.***

(Allow **5** minutes for this)

2) Formality of ballot papers

> *Use your Ballot Paper Whiteboard* as an aid to explain formality of ballot papers as below.

House of Representatives
Explain principles of formality for H of R papers:
- paper must contain number '1' and other numbers in every box or every box but one.
- all other papers must be referred to OIC for admission/rejection.

Senate
Explain the formality provisions of both sections (Ticket and Non-Ticket). Keep it simple, ie:
- one number 1 above the line; or
- all numbers below the line.

> **Take participants through the examples of House of Representatives and Senate ballot papers in the *Note* Workbooks not completed their Workbook.**

(Allow **5** minutes for this)

4.3 - **Two Candidate Preferred Count** *(15 Minutes)*

1) Explanation

> **Outline the key features of the two candidate preferred count.**

- The object of the two candidate preferred count is to provide an indicative result of the outcome of the election in the division on polling night.

- The OIC and/or the 21C look at how the preferences of minor candidates (who in most cases cannot possibly win the election) are being directed.

> **Use OHT 20 - 'Two Candidate Preferred Count Worksheet' to explain the activity.**

- The OIC Two Candidate Preferred Work Sheet will list the names of all candidates for the division ie. the names of the two selected candidates at the top of the form with all other candidates' names listed in a column on the left hand side. (See example on page 18 of the Workbook).

- The preferences of those candidates' names listed in the left hand column, will be distributed to those candidates' names at the top of the form (generally, but not always, the two selected candidates will be ALP and Liberal/National).

> **Inform participants of the names of the selected candidates and stress that these are not to be revealed to any person, including staff, until after 6:00 pm on polling day.**

2) Procedure

- The two candidate preferred count takes place after the first preferences of all House of Representatives ballot papers have been counted for all candidates.

- Ballot papers for the two selected candidates must be set aside in a secure area separate from the first preference scrutiny.

- Ballot papers for all of the other candidates must now be examined, one candidate at a time. **These ballot papers must not be amalgamated.**

- Each of the other candidates' ballot papers must be allocated to one of the two selected *candidates* according to which *selected candidate* is the more preferred by the elector.

  - This is done by sorting each ballot paper to the *selected candidate* who has the next available preference which is identified by which *selected candidate* has the **lowest** preference number (after the preference number 1) opposite his/her name.

  - When it is not possible to allocate a ballot paper to one of the *selected candidates,* it should be placed in the exhausted pile.

- Scrutineers are to be given reasonable access to observe the preferences of minor candidates during the two candidate preferred distribution providing that the scrutiny is not unreasonably delayed.

- Scrutineers should also be given a reasonable opportunity, if they request it, to look at the preferences on the ballot papers of the selected candidates. This would usually only be in those divisions where there is a three cornered contest.

- Record the figures for the two candidate preferred count on the OIC Two Candidate Preferred Work Sheet ensuring that:

  - their preferences are counted to one of the two selected candidates;

  - their exhausted ballot papers are counted; and

  - the number of votes allocated to each selected candidate plus the exhausted votes agrees with the total number of votes recorded for each excluded candidate.

- After all minor candidates have had their preferences counted and you have finalised the count, telephone the result of the two candidate preferred count to the DRO.

3) Practical Exercise

> **Explain this activity to participants as follows:**

This exercise assumes:

- a small polling place that has issued 992 formal votes
- the two selected candidates are Melba (452) and Kelly (440) and their first preference ballot papers are already stored in a secure area
- ballot papers for the remaining candidates have been sorted into first preference order

> **Ask each participant to conduct the two candidate preferred count using the set of 100 ballot papers supplied and page 12 of their workbooks.**

> **Use OHT 20 - 'Two Candidate Preferred Worksheet' to calculate the figures during the activity.**

In the exercise just completed for five candidates:
- on first preference votes alone, candidate Melba is ahead of candidate Kelly;
- however once all the other candidates preferences are counted it would appear that Kelly is ahead of Melba.

This is what is known as a two candidate preferred count.

> **Invite discussion and ensure that all initial questions have been answered.**

4.4 - OIC'S Return *(20 Minutes)*

Hand out a *copy* of the OIC's General Return to each participant.

**(Suggestion: also hand out a plastic sleeve to each participant so the Return can be placed
in their manuals for reference purposes.)**

Discuss the following points:

- Ensure as much as possible is completed during the day
- Ensure initial ballot paper figures are accurate (otherwise you will never balance!)
- Ensure OIC's Return is signed!

**Refer participants to the practical exercise on the OIC's Return located on page 13 of their
workbooks and using pages 4, 5 and 9 of their Return.**

Lead them through the exercise using OHT's 21, 22 & 23.

Note: The OICs return will have sample pages completed on the left *hand side to assist you!*

COMPLETION OF OIC'S RETURN - PRACTICAL EXERCISE

INSTRUCTIONS:　Using the following information complete pages 4, 5 and 9 of the Return.

1) Your DRO gave you a parcel and said that it contained 2000 House of Representatives ballot papers and 2000 Senate ballot papers.

2) When you count those ballot papers you find that whilst there are 2000 Senate ballot papers, you only have 1990 House of Representative ballot papers.

3) Your polling place was issued with Certified List Nos. 111, 112 and 113 and you issue List No 111 to Issuing Point 1, 112 to Issuing Point 2 and 113 is retained as a spare.   During the day, you issue the following numbers of ballot papers to each Certified List (issuing point):-

	1 st Issue	*2nd Issue*	*3rd Issue*
Certified List No. 111 (Issuing Point 1)	400	200	100
Certified List No. 112 (Issuing Point 2)	400	200	
Declaration Point	400		

4) The polling place closes.   All issuing staff return their material to you, including unused ballot papers.

For the House of Representatives:
- .　6 spoilt and 84 unused are returned from Issuing Point 1;
- •　4 spoilt and 183 unused are returned from Issuing Point 2;
- •　no spoilt, no discarded and 270 unused from the Declaration Issuing Point; and
- •　3 Discarded House of Representatives ballot papers were found in the voting screens.

5) You have also checked the quantities of ballot papers that you have left over (ie those that you didn't issue to your issuing officers) and found that there are 290 House of Representatives and 300 Senate.

6) The House of Representatives scrutiny has proceeded smoothly.   The figures arrived at are:

Smith	25
Melba	452
Kelly	440
Wilson	53
Sullivan	22
Informal	28
TOTAL	*1020*

7) Your Declaration Table advise you that there is a total of 130 Declaration Vote Envelopes in their ballot box.

REVIEW OF PRACTICAL EXERCISE

Work through each point in the Exercise displaying the appropriate completed page of the Return (OHT's 21,22 & 23) on the overhead projector and explaining which figures on the Return relate to each point.

Confirm that the participants understand each step that you take and invite them to ask questions on any point about which they are unsure.

Explain that the focus during this exercise will be on the House of Reps.

OHT 21 - 'Record of Receipt and Distribution of Ballot Papers (EF027/4)'

Point 1

Your DRO gave you a parcel which was said to contain 2000 House of Representatives ballot papers.

Show total of House of Representatives at Line 1.

Explain that the House Of Representatives ballot paper issue recorded will include ballot papers for other divisions in your State/Territory for use at the Declaration Vote Issue Point.

Point 2

When you count all those ballot papers you discover that in fact you only had 1990 House of Representatives ballot papers.

Line l(a) - H of R = (-) 10.

Enter amended figure of H of R at Line 2, ie 1990.

Line 6 Total =1990.

OHT 22 'Worksheet House of Representatives (EF027/5)'

Point 3

During the day, you issued the following number of ballot papers to each issuing point:

	1 st Issue	*2nd Issue*	*3rd Issue*
Certified List No. 111 (Issuing Point 1)	400	200	100
Certified List No. 112 (Issuing Point 2)	400	200	
Declaration Point	400		

Block 1 - enter 3 issuing points as follows:

- Line 1, enter '111 (IP1)'
- Line 2, enter '112 (IP2)'
- Line 3, enter '113'
- Below grey line, enter 'DPl'

Block 2 - enter details in lst, 2nd and 3rd issue and complete total column.

Total Block 2 at the bottom of the page.

Point 4

The polling place closes. All issuing staff return their material to you including unused ballot papers. From issuing point 1 you receive 6 spoilt and 84 unused ballot papers and from issuing point 2 you receive 4 spoilt and 183 unused. The Declaration Issuing point has no spoilt, no discarded and 270 unused ballot papers. 3 discarded ballot papers have been found during the day.

Block 3 - enter details.

Total Spoilt and Discarded columns at the bottom of the page.

Point 5

You have also checked the quantities of ballot papers that you have left over (ie those that you didn't issue to your issuing officer) and found that there are 290 House of Representatives and 300 Senate.

Enter 290 in the end column unused against OICs reserve.

Total unused equals 827.

OHT 23 - 'House of Representatives Ballot Paper Reconciliation (EF027/9)'

Point 6

The House of Representatives scrutiny has proceeded smoothly. The figures arrived at are:

Smith	*25*
Melba	452
Kelly	440
Wilson	53
Sullivan	22
Informal	28
TOTAL	*1020*

Point 7

Your declaration table advise you that there is a total of 130 Declaration Vote Envelopes in the ballot box.

Explain where each of the following figures is taken from:

Line 1	1020
Line 2	130
Line 3	10
Line 4	3
Line 5	827
Line 6	1990
Line 7	1990
Line 8	Nil

> **Explain that the Senate sheets should be completed basically the same way.**
>
> **Explain the use of each of the other pages in the Return.**

4.5 - **Packaging (5** *minutes)*

Explain to participants the procedure for packaging and returning materials, emphasising the following main points:

- the importance of correct packaging of materials.
- that parcels will only be opened as needed, so correct packaging is vital.
- all materials must be correctly packaged and labelled so the DRO can retrieve items as needed.
- each label lists the items to be included in that parcel.
- all materials must be returned to the DRO except training videos.

Pay particular attention to accounting for:

- all ballot papers;
- all certified lists; and
- OIC's Return.

The OIC's return *MUST be completed and signed before it is packed!*

Mention the last sequence of the video and encourage participants to watch it again.

Explain any local arrangements for the return of materials.

CONCLUSION

Conclusion (5 minutes)

Remind participants that **further** local instructions will be provided at the briefing when materials are collected (or in writing for country divisions}.

Ask participants if there are any issues relating to the video that they would like to discuss.

Suggest that participants review their video in the light of this session.

Invite any further questions or discussion.

Thank participants for attendance and wish them well.

Display OHT 1.

Conclusion (5 minutes)

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PRESENTER'S NOTES

Session Outline
The session is divided into three modules:

1) **Preparation for Polling** - covers the activities an Electoral Visitor Team is expected to undertake to prepare for polling;

2) **Polling** - covers procedures to be followed during polling;

3) **After Polling** - covers the completion of returns and the return of material

> *Note:As Electoral Visitors will be issuing Declaration Votes they must attend a Declaration Vote training session. They may attend a separate session or add Module 3 - Declaration Vote Issue from the OIC Presenter's Manual to this session.*

MATERIALS

Materials and equipment required

The following materials and equipment are required to conduct the session:

Materials

- This Presenter's Manual
- Name tags and name plates x number of participants
- Copy of Certified List with EFO08 in place
- Special pen for marking Certified List x number of participants
- Spoilt/Discarded Envelopes x number of participants
- Spare copies of home workbook
- Enrolment Forms
- General Return of Officer-in-Charge, Mobile Polling Team (Electoral Visitor) x number of participants

Equipment

- Overhead Projector and screen
- Double adaptor and extension cord
- Masking tape
- Whiteboard or Blackboard
- Whiteboard markers or chalk depending on board (don't use ordinary textas on whiteboards!)
- Ballot box

BREAK UP OF TIMES

	Introduction	5 mins
Module 1	Preparation for Polling	15 mins
Module 2	Polling	25 mins
Module 3	Records and Returns	10 mins
	Conclusion	5 mins
	TOTAL	**60** mins

Vote: If Electoral Visitors are not attending a separate Declaration Vote Issue session then add the 'Declaration Vote Issue' module from the OIC's Presenter's Manual after Module 2 - 'Polling'. This will increase the duration of this session to 2 hours.

Break up of times

This break-up of times is a guide. As the presenter you have the responsibility to decide when to focus on a particular issue and when to move things along so that the time limit is not exceeded. Your knowledge of local conditions and your polling staff is very important here.

You may need to make changes according to local needs. However, participants are expected to complete the whole program, so it is best to avoid spending too much time on early activities at the expense of later ones.

In particular, detailed specific questions about particular teams or institutions are best left till the break or at the end of the session unless you consider the issue will benefit all participants.

INTRoDUCTION

Introduction (5 minutes)

As participants arrive:

- **Introduce yourself to Ist time trainees**
- **Issue name tags**
- **Ask them to sign the attendance record and collect relevant handout material before taking their seats**

Welcome the group and discuss any administrative arrangements, eg location of toilets, etc.

Briefly discuss reasons for face-to-face training.

- Polling Day is our one chance to provide a quality service to our clients.
- Our objective must be to make every vote issued count.

Display OHT 1 - 'If you want to get it right, then you probably will'

- Do all the right things, eg homework, preparation, read manuals etc, then you should be able to solve any problems.

Display QHT 3 - 'List of Modules' and briefly introduce each module.

Note: if Declaration Vote Issue is to be presented during this session, inform participants that the session will continue for an extra 60 minutes.

- Encourage participants to ask questions.

Module 1

Preparation for Polling

Module 1: Preparation for Polling (15 Minutes)

This module covers all the duties the Electoral Visitor-in-Charge must complete in preparation for polling.

Divide participants into two groups or into pairs.

Ask each group or pair to note the tasks that are to be completed by the Electoral Visitor-in-Charge:

- before first day of polling; and
- before polling commences at each institution

(Allow 5 minutes for this.)

**Draw up a master list on the board from participants comments,
ensure that main points (next page) are covered**

or

**display OHT 8 - 'Before First Day of Polling', and ask for additions/comments
then display OHT 9 - 'Before Polling Commences', and ask for additions/comments**

(Allow 10 minutes for this.)

BEFORE FIRST DAY OF POLLING

- Receive and check materials

   Ensure you check count your bundles of ballot papers

- Inform DRO of any discrepancies
- Check itinerary
- Phone the contact person at each institution

BEFORE POLLING COMMENCES AT EACH INSTITUTION

- Locate the contact person
- Erect signs/posters
- Ensure all staff are wearing Identification Badges
- Issue ballot papers, Certified Lists and other polling materials
- Direct staff to check materials (including counts of ballot paper issues)
- Conduct staff briefings and ensure staff understand the duties they will be performing
- Brief scrutineers (if present) on their rights - particularly re How-to-Vote material
- Prepare ballot box

Demonstrate preparing the ballot box, including sealing the box at the end of polling

---

Module 2

Polling

Module 2: Polling (25 Minutes)

2.1 Ordinary Vote Issue *(10 minutes)*

Cover the following:

1) Three questions that must be asked.

.   What is your full name?
•   Where do you live?
•   Have you voted before in this election?

2) If an elector spoils a ballot paper?

A fresh ballot paper is issued after the returned spoilt ballot paper has been cancelled by writing "Spoilt" across the ballot paper and then inserting the 'spoilt' ballot paper into a 'Spoilt/Discarded ballot paper envelope'.

> **Display 'Spoilt/Discarded Ballot Paper Envelope' and explain multi purpose of the envelope,**

3) Completion of Certified List Cover

> **Display the inside front cover of the Certified List (EF008) and stress the importance of completing this.**

2.2 Assistance to 'Voters (5 *minutes)*

Explain to participants the procedure for assisting voters:

- Who may need assistance
- Who is allowed to assist
- How assistance is provided
- Voters unable to sign their name

2.3 Security of Material (5 *minutes)*

Explain to participants the importance of maintaining security of materials:

- ballot boxes
- ballot papers (used and unused)
- certified lists
- when travelling
- outside the hours of voting

2.4 Scrutineers and How to Vote Cards (5 *minutes)*

1) Scrutineers

Display OHT 12 - 'Scrutineers' and discuss points with participants.

A scrutineer is a person appointed by a candidate to observe voting. Each candidate may appoint one scrutineer per electoral visitor team.

Scrutineers **must**
- present an appointment form to OIC
- wear an official badge

Scrutineers can
- observe all proceedings during polling except an elector actually voting
- assist electors to vote if nominated by elector
- object to the right of a person to vote
- leave the polling place at any time

Scrutineers **cannot**
· touch ballot papers
- interfere with or influence electors
- unnecessarily communicate with electors
- disclose how a person has voted
- wear a political badge or emblem in the polling place

Remind staff of the need to brief scrutineers.

The OIC is empowered by law to have anyone, including scrutineers, removed from a polling place for misconduct or failure to obey a lawful direction.

An offender may be removed by the police or person authorised by the OIC

Although the OIC has authority over everyone in the polling place, it is best to avoid problems with scrutineers by establishing an impartial rapport with them.

2) How to Vote cards

Explain that if 'How to vote cards' are provided to the team, that these are to be given to electors *on request*.

Declaration Vote Issue

If the participants are not attending a separate Declaration Vote Issue session then present the Declaration Vote Issue module from the OIC Presenter's Manual at this point.

Module 3

After Polling

Module 3: After Polling (10 Minutes)

3.1 Records and Returns (5 *Minutes)*

> **Hand out a copy of the**
> **'General Return of Officer-in-Charge, Mobile Polling Team {Electoral Visitor)'**
> **to each participant.**
>
> **(Suggestion: also hand out a plastic sleeve to each participant so the Return can be placed in their manuals for reference purposes.)**
>
> **Explain the use of each page of the Return. In particular, focus on the following points:**

- The need to balance at the end of each day
- Ensure initial ballot paper figures are accurate (otherwise you will never balance!)
- Ensure Return is signed!

> **Explain the use of other records, in particular:**

- Elector Information Reports
- Enrolment Forms
- Any other forms

3.2 Packaging (5 minutes)

Explain to participants the procedure for packaging and returning materials, emphasising the following main points:

- the importance of correct packaging of materials.
- that parcels will only be opened as needed, so correct packaging is vital.
- all materials must be correctly packaged and labelled so the DRO can retrieve items as needed.
- each label lists the items to be included in that parcel.
- all materials must be returned to the DRO except training videos.

Pay particular attention to accounting for:

- all ballot papers
- all certified lists
- OIC's Return

The OIC's Return *MUST be completed and signed before it is packed!*

Explain any local arrangements for the return of materials.

CONCLUSION

Conclusion (5 *minutes*)
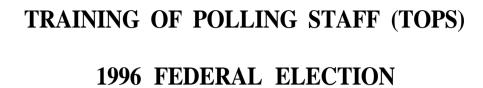
> **Provide any** local instructions.
>
> **It may be relevant to hand out itineraries and discuss them at this stage.**

> **Invite any further questions or discussion.**

> **Thank participants for attendance and wish them well,**
>
> **Display OHT 1.**

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Session Outline
The session is divided into three modules:

1) **Before Polling** - covers the activities Pre-Poll Voting Staff are expected to undertake to prepare for the opening of the Pre-Poll Voting Centre;

2) **Polling** - covers procedures to be followed during polling; and

3) **After Polling** - covers tasks to be performed after polling finishes.

MATERIALS

Materials and equipment required
The following materials and equipment are required to conduct the session:

Materials
- This Presenter's Manual
- Name tags and name plates x number of participants
- Spoilt/Discarded Envelopes x number of participants
- Spare copies of home workbook
- General Return for Pre-Poll and Postal Voting x number of participants
- Dec. Vote Exercise set of House of Representatives ballot papers x number of participants
  (photocopy master ballot papers - 2 of each for each participant)
- Copy of List of Localities and Streets (EF054) (or copies of relevant pages) x number of participants
- Set of Declaration Envelopes for exercise x number of participants
  (3 pre printed envelopes + 2 blank envelopes x number of participants)
- Declaration Records Folders x number of participants
- Postal Vote Certificate Envelopes
- Copy of 'The Five Golden Rules' x number of participants

Preparation of materials
You will need to photocopy the master ballot papers provided separately. See the Declaration Vote Issue module (page 19) of the OICs Presenter's Manual for instructions on preparing these ballot papers.

If you do not have enough copies of the new EF054, you will need to photocopy relevant pages for each participant.

For the EF054 exercise, you will need to select:
- a suburb/locality which is contained wholly within your division
- a suburb/locality which is split between your's and another division, and two addresses from this suburb/locality, one from **each** division.

You will have received a set of 3 pre printed envelopes for each participant. You will need to add 2 more blank envelopes from the divisional supply for each participant.

Equipment
- Overhead Projector and screen
- Double adaptor and extension cord
- Masking tape
- Whiteboard or Blackboard
- Whiteboard markers or chalk depending on board (don't use ordinary textas on whiteboards!)
- Ballot box

BREAK UP OF TIMES

	Introduction	**3** mins
Module 1	Before Polling	5 mins
Module 2	Polling	40 mins
Module 3	After Polling	10 mins
	Conclusion	2 mins
	TOTAL	**60** mins

Break up of times

This break-up of times is a guide. As the presenter you have the responsibility to decide when to focus on a particular issue and when to move things along so that the time limit is not exceeded. Your knowledge of local conditions and your polling staff is very important here.

You may need to make changes according to local needs. However, participants are expected to complete the whole program, so it is best to avoid spending too much time on early activities at the expense of later ones.

In particular, detailed specific questions about particular Pre-Poll Voting Centres are best left till the break or at the end of the session unless you consider the issue will benefit all participants.

INTRODUCTION

Introduction (**3** minutes)

As participants arrive:

- **Introduce yourself to first tinne trainees**
- **Issue name tags**
- **Ask them to sign the attendance record and collect relevant handout material before taking their seats**

Welcome the group and discuss any administrative arrangements, eg location of toilets, etc.

Briefly discuss reasons for face-to-face training.

- Polling Day is our one chance to provide a quality service to our clients.
- Our objective must be to make every vote issued count.
. .

Display OHT 1 - 'If you want to get it right, then you probably will'

- Do all the right things, eg homework, preparation, read manuals etc, then you should be able to solve any problems.

Display OHT 4 - 'List of Modules' and briefly introduce each module.

- Encourage participants to ask questions.

Module 1

Before Polling

Module 1: Before Polling (5 Minutes)

1.1 Grounds for a Pre-Poll Vote

> **Display OBT 13 - 'EF050 - "You are entitled to a Pre-Poll Vote'"**
> **and explain each criterion.**

1.2 Before Polling

> **Explain to participants the need to check materials and the important points to remember when setting up the Pre-Poll Voting Centre.**
>
> **Cover the following:**

Materials
- check materials
- count ballot papers and record the number in the return
- inform DRO of any discrepancies

Setting up
- check furniture
- toilet/kitchen/tea-making facilities
- telephone
- parking
- ***seciroty/storage*** - emphasise this point (especially for Centres operating prior to polling day)
- layout

Module 2

Polling

Module 2: Polling (40 Minutes)

2.0 Introduction

Explain to staff why there is now a greater emphasis placed on Declaration vote training, ie, polling official errors in the past resulted in votes not being counted.

2.1 What is a "Declaration Vote"? (3 *minutes)*

Hand out Declaration Envelopes to participants.

The following concepts should be covered:

1) Electors **declare** they are entitled to vote, ie they meet one or more of the "Grounds for a Pre-Poll Vote".

2) Elector's ballot-papers are put inside an envelope on which the elector has signed a declaration of entitlement. **(Refer participants to their declaration envelopes).**

3) There is no electoral roll at the point of issue to confirm the elector's entitlement, so the "Declaration Envelope" is forwarded to the Division for which the elector is claiming to be enrolled to enable that Division to check entitlement.

4) There are 4 **types** of Declaration Votes.

Display OHT 14 - 'Types of Declaration Vote'.

Explain that the Pre-Poll Voting Centre will only issue Pre-Poll Votes.

Refer participants to the "tick a box" options at the bottom section of the declaration envelope. (Pre-Poll envelopes will generally be pre-ticked.)

Display a "Postal Vote Certificate Envelope" and explain the use of this envelope.

- This envelope is used for postal votes ie; through the **mail.**
- Applications are processed through Divisional offices.
- Postal votes may be delivered to the Pre-Poll Voting Centre and these must be:
  - marked as having been received;
  - recorded in the General Return; and
  - placed in the ballot box.

5) Declaration envelopes used in Pre-Poll Voting Centres have a **counterfoil** which is removed after details have been completed. This is put into a **Declaration Records Folder in** alphabetical order by state, by division and by surname and given names.

Demonstrate removing and filing a counterfoil.

- These counterfoils form a record of who was issued with a declaration vote at the polling place.

NOTE: When a declaration voter does not return with his/her ballot papers the following should happen:

- the counterfoil should be removed, filed and endorsed "Ballot Papers Not Returned to Issuing Officer"; and

- the declaration envelope must be sealed and retained as it forms part of the reconciliation of ballot papers.

2.2 Completion of the Declaration Envelope (10 *minutes)*

1) Asking the Right questions

Discuss how questions asked of voters should be worded to ensure that issuing officers receive the information they need to enable selection of the correct H of R ballot-paper,

Cover the following points:

- Questions such as "Where are you from?" and "Where do you live?" are not **OF THEMSELVES** sufficient to establish which ballot-paper should be issued to the elector unless they are followed with a **further** question such as... "Are you **enrolled** for that address?"

- Issuing Officers to warn those persons who choose to guess about their enrolled address of the possible consequences their vote may **NOT** be counted.

2) Completion of the Envelope

Display OHT 16 - 'Declaration Envelope'.

Illustrate which sections are to be completed by the *elector.*

> NOTE: *Issuing Officers are <u>NOT</u> to complete this section except where the elector is unable to do so due to illiteracy, handicap or infirmity. The reason for this is to increase the possibility of the name being spelt correctly, thereby resulting in more votes being counted.*

- Kequest electors to **PRINT legibly and firmly.**

- Only **RESIDENTIAL ADDRESSES** must be written on the Declaration Envelope. Postal addresses are **NOT acceptable.**

3) Practical Exercise

Prepare an example address from within the "Home" division (This address will initially be a PO Box number however, the street address will also be needed for this exercise - the divisional office address may suffice for this example).

Write this Post Office Box address on the whiteboard.

1. Name Section

Ask participants to take one of the blank declaration envelopes and write their name in "Name" section on the envelope.

At the same time the presenter should also write his/her own name in the *"Name"* section on the OHT Declaration Envelope (OHT 16).

2. Former Name Section

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Discuss the necessity for name details and former name details if elector has previously been enrolled under another name.

3. Date of Birth Section

Participants now fill in the *"date of birth* section with a date of their choice, how old they'd like to be (not Polling Day Date).

The presenter should fill in the *"date of birth"* section on the OHT at the same time.

4. Current Permanent Address Section

Write the postal address on the OHT.

STOP!   Discuss the problem of Postal Addresses

Erase Postal Address from both the whiteboard and the OHT and substitute a street
address from the "Home Division" on the whiteboard.

Ask participants to now complete the *"Current permanent address"* section of their dec.
envelope using the street address written on the whiteboard. Do the same on the OHT.

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5. Section beginning "Address you are enrolled under".

Discuss "Enrolled *Address" as* opposed to where electors may actually live and the need
to establish this quite clearly with the elector.

Stress the need for this section to be completed by the elector if this address is different
from their current permanent address.

Discuss the purpose of the *"date moved to current address".*

For this example ask the participants to write *"As above"_* in the "enrolled address"
section (do the same on the OHT).

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6. Signature sections

Discuss the critical importance of these signature sections and especially the implications of the elector failing to sign, ie VOTE DOES NOT COUNT.

Ask the participants to sign the dec. envelope and get their neighbour to act as the issuing officer and sign and date the envelope in the *"Polling Official to complete"* section.

Put your signature on the OHT and also an "issuing officer's" signature.

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7. Polling Place and Issuing Division sections

- Usually pre-printed, however if not these details MUST be completed by polling official.

Ask the participants to keep this completed dec. envelope handy as it will be used in the next exercise.

2.3 List of Localities and Streets (25 *minutes*)

1) Use of List of Localities and Streets

Refer participants to their copy of the List of Localities and Streets (EF054)
and explain the purpose of each of the four sections.

The four sections are:

- **Front Matter**
- **Location Section**
- **Streets Section**
- **Map Section**

Pick the name of a suburb/locality wholly contained within your division and ask
participants to look it up

Using the whiteboard to illustrate, explain that quite often suburbs/localities are not wholly
contained within just one electoral division.

Draw a rough outline of a "divided" suburb/locality in your division on the whiteboard.
Using a different colour draw the divisional boundary through the suburb/locality. Pick
two examples of addresses within the suburb but on different sides of the boundary and ask
participants to look them up

EMPHASISE AT THIS POINT THAT THE LIST OF STREETS AND
LOCALITIES MUST BE CONSULTED FOR EVERY CASE OF
DECLARATION VOTE ISSUE.

2) Enrolled Division

Refer participants to the dec. envelope they partly completed in the previous exercise,

Refer participants to the *"Enrolled Address"* section and stress the point that it is the claimed *"Enrolled Address"* that is always used to determine the elector's division.

Ask participants to use their copy of the List of Localities and Streets to confirm that the address the elector is claiming to be enrolled for is in fact within your division.

Participants now complete the *"Enrolled Division "* section on their dec. envelopes.
Do the same on the OHT.

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3) Type of Vote

Using the OHT demonstrate which of the "Tick a Box" options to tick.
Tell participants to also tick the correct box on their envelope.

This box may be pre-ticked.

4) Issue of Ballot Papers

- When the declaration envelope has been completed, the **"Enrolled Division Name"** on the envelope is matched to the same **"Division Name"** from the supply of House of Representatives ballot papers.

- Pre-Poll Voting Centres will be supplied with House of Representatives ballot papers for every Division in Australia. These ballot papers must be reconciled in the General Return before polling commences.

Participants are asked to match the enrolled division name on their envelope with the correct ballot paper from their supply of mock H of R ballot papers.

- When the correct H of R ballot paper has been located the polling official then initials it on the back and also the back of the Senate ballot paper.

Participants are asked to initial the back of their ballot papers

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- The electors are now given their ballot papers, asked to take them to a voting screen for completion in secrecy, fold them separately, then return them to the issuing officer for sealing inside the declaration envelope.

5) While the elector is at the voting screen

- Check again that all necessary details have been completed and both the elector and you have signed the declaration envelope.

- The counterfoil is removed and checked to see if all the information on it can be read.

- Counterfoils are then placed in the "Declaration Records Folder" in alphabetical order, first by state, then division and then by elector surname and given names.

Participants remove the counterfoil and file it in their declaration records folder.

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6) When the elector returns

- When an elector returns to the issuing table with their completed ballot papers they are to be asked again for their name and enrolled address details to enable the correct match between elector and declaration envelope.

- Ensure the elector has both the ballot papers ready to insert into the envelope.

> **For the purposes of this exercise, the participants are to imagine the elector has voted as described above and therefore the ballot papers can now be inserted into the dec. envelope.**

- The sealed declaration envelope is now put into the special declaration vote ballot box.

> **If a ballot box is available, demonstrate this with one of the participant's envelopes.**

7) Further examples

> **After the first exercise has been completed to everyone's satisfaction, the 3 pre-printed envelopes are then used as further exercises.**

- All the procedures used in the first exercise are repeated for these exercises.

- The pre-printed envelopes are State specific. The names and addresses of electors are already printed on the envelopes and the participants are to imagine these electors have come into their Pre-Poll Voting Centre to have a Pre-Poll vote.

- File the counterfoils in **alphabetical order** by state, by division and then by surname and given names in the Declaration Records Folder.

- These exercises should be done one at a time.

> **Participants complete the three exercises.**
>
> **When all the exercises have been completed participants are to swap their envelopes with enclosed ballot papers with another participant for checking.**
>
> **The presenter will go through the details exercise by exercise.**

2.4 The 'Five Golden Rules (2 *Minutes)* (Optional - if time permits)

Display OHT 17 - 'The Five Golden Rules',

Provide participants with a copy.

Stress that it is mandatory for these to be observed by all officers issuing declaration votes.

Brief discussion should focus on:

RULE 1: *Always consult the List of Localities and Streets (EF54)*

Evidence from Post election audits and other surveys of cases where the House of Representatives ballot-paper was disallowed (Elector found to be enrolled for a Division other than the Division declared for) indicates that, in many cases, the List of Localities & Streets was **NOT** consulted rather than consulted incorrectly.

This applied particularly in cases where polling staff relied on personal perceived knowledge of divisional boundaries and where electors appear to have incorrectly nominated their division to the issuing officer (albeit with confidence).

RULE 2: *Enrolled Address → EF 54 → Declaration Envelope*

Investigations conducted following the 1993 election indicate that, on occasions, selection-of the elector's division was made exclusively on the basis of VERBAL communication between the elector and the issuing officer.

After reconsideration, the elector provided a different enrolled address in writing on the declaration envelope and this change of mind was not noticed by the issuing officer.

As a result, the elector was disenfranchised for the House of Representatives election.

RULE 3: *Ballot Paper Division Name = Declaration Envelope Enrolled Division Name*

Writing the elector's enrolled division onto the declaration envelope BEFORE ballot-papers are issued improves the likelihood of issuing the correct House of Representatives ballot-paper to the elector.

On occasions, electors have been issued with the correct House of Representatives ballot-paper only to be subsequently disenfranchised because the division name written on the envelope later did not match the division for which the ballot-paper was issued.

RULE 4: *Signatures: Elector + you*

Discuss the implications of the elector failing to sign the declaration envelope:
- **Both B/P's are rejected**
- **Too late to fix after polling day**
- **The elector is told that the vote wasn't counted**

Emphasise that this check must be made **BEFORE** removal of the counterfoil.

Discuss correct procedures when the elector is a **"marksman":**
- Issuing Officer to write "His/Her Mark" above the mark.
- Print the voter's Given names to the left of and under the mark.
- Print the voter's Surname to the right of and under the mark.
- Sign as the witness to the elector's mark.
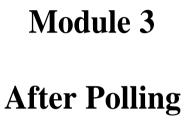
RULE 5: *ALL ballot papers inserted into declaration envelope*

Discuss how this objective can be best achieved.

Issuing officers to request every voter to fold each ballot- paper SEPARATELY before returning them for insertion into the declaration envelope.

Where electors fail to observe this instruction, issuing officers must insist on seeing that ALL ballot-papers have been returned to them by the elector.

DON'T rely on the elector's insistence that all ballot-papers are there. Reality has shown this is not always so.

Module 3

After Polling

Module 3: After Polling (10 Minutes)

3.1 Records and Returns (5 *Minutes)*

> **Hand out. a copy of the 'General Return for Pre-Poll and Postal Voting' to each participant.**
>
> **(Suggestion: also hand out a plastic sleeve to each participant so the Return can be placed in their manuals for reference purposes,)**
>
> **Explain the use of each page of the Return, In particular, focus on the following points:**

- The need to balance at the end of each day
- Ensure initial ballot paper figures are accurate (otherwise you will never balance!)
- Ensure Return is signed!

> **Explain the use of other records, in particular:**

- . Spoilt or Discarded Ballot Paper Envelopes
- Elector Information Reports

3.2 Packaging (5 *minutes)*

> **Explain to participants the procedure for packaging and returning materials, emphasising the following main points:**

- the importance of correct packaging of materials.
- that parcels will only be opened as needed, so correct packaging is vital.
- all materials must be correctly packaged and labelled so the DRO can retrieve items as needed.
- each label lists the items to be included in that parcel.
- all materials must be returned to the DRO

Pay particular attention to accounting for:

- all ballot papers
- completed declaration envelopes
- General Return

The **General Return** *MUST be completed and signed before it is packed!*

> **Explain any local arrangements for the return of materials.**

CONCLUSION

Conclusion (2 minutes)

Provide any local instructions.

Invite any further questions or discussion.

Thank participants fur attendance and wish them well.

Display OHT 1.

"If you want to get it right then you probably will."

List of Modules

OICs, 2ICs, PPLOs

Introduction

Module 1   **Before Polling**
Before Polling Day
Before 8:00 am

Module 2   **Polling**
● *8:00 am*
Ordinary Vote Issue
Voter flow
● *Scrutineers*

Module 3   **Declaration Vote Issue**
What is a Dec Vote
Completion of a Dec Envelope
List of Localities and Streets
Five Golden Rules
6:00 pm

Module 4   **After Polling**
6:00 pm
Scrutiny and Formality
● *TCP Count*
OIC's Return
Packaging

Conclusion

EXPECTED SESSION TIME: 180 mins

OHT

List of Modules

Electoral Visitors

Introduction

Module 1 **Preparation for Polling**
Before first day of polling
Before commencing at Institution

Module 2 Polling
Ordinary Vote issue
Assistance to Voters
Security of Material
Scrutineers

Module 3 After Polling
Records and Returns
Packaging

Conclusion

EXPECTED SESSION TIME: 60 mins

List of Modules

Pre-Poll Voting Staff
I ntroduction

Module 1 Before Polling
&rounds for a Pre-Poll Vote
*Before Polling

Module 2 Polling
*What is a Dec Vote?
Completion of Dec Envelope
*List of Localities and Streets
*Five Golden Rules

Module 3 After Polling
*Records and Returns
*Packaging

Conclusion

EXPECTED SESSION TIME: 60 mins

OHT·

Before Polling Day

- Inspect Polling Place

- Collect keys/arrange for opening of Polling Place

- Check keys open what they are supposed to

- Contact staff

- Receive and check materials

- Inform DRO of any discrepancies

- Set up Polling Place on Polling Eve following the approved layout plan

- Erect internal signs/posters

- Prepare as much material as possible for the next day

Ensure you have check counted your bundles of ballot papers

Do not leave ballot papers or certified lists in polling places overnight!

Before 8:00 am

- Check arrival of staff
- Co lect workbooks from staff
- Ensure all staff are wearing Identification Badges
- ssue ballot papers, Certified Lists and other polling materials
- Direct staff to check materials (including counts of ballot paper issues)
- Conduct staff briefings and ensure staff understand the duties they will be performing
- Erect external signs
- Prepare ballot boxes (but do not seal until 8:00 am)
- Be ready to open Polling Place at exactly 8:00 am

8:00 am

- Brief **scrutineers**
- Seal ballot boxes in front of scrutineers/first voters
- Record seal numbers
- Check early that staff are performing duties correctly:
    - *front of certified lists signed*
    - *certified lists being marked correctly, using the Pentel pen*
    - *initialling back of ballot papers*
    - *use of mini queues at tables*
    - *queue controller anticipating problems in queue*
    - *declaration envelopes being completed correctly (signed!)*
    - *spoilt and discarded **ballot** papers are being correctly sealed in envelopes*

OHT

Before Firs+ Day of Polling

◗ Receive and check materials

Ensure you check count your bundles of ballot papers

• Inform DRO of any discrepancies

• Check itinerary

• Phone the contact person at each institution

Before Polling Commences

at Each Institution

- Locate the contact person

- Erect signs/posters

- Ensure all staff are wearing Identification Badges

- Issue ballot papers, Certified Lists and other polling materials

- Direct staff to check materials (including counts of ballot paper ssues)

- Conduct staff briefings and ensure staff understand the duties they will be performing

- Brief scrutineers (if present) on their rights - particularly re How-to-Vote material

- Prepare ballot box

Division	NINGALOO		
Polling Place	ROSEVILLE		
Issuing Point No.	I	List No.	111

CERTIFIED LIST OF VOTERS

For the marking of ordinary electors

Account of ballot papers and certification of voters marked
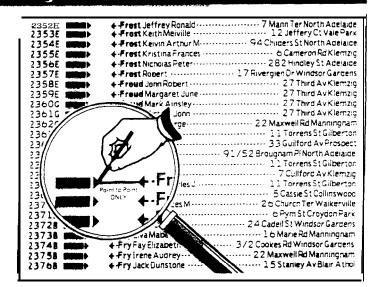
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	1st ballot paper issue	2nd ballot paper issue	3rd ballot paper issue	Less re-allocated to other issuing points	Total issued to this issuing point 1 + 2 + 3 – 4 = 5	Less spoilt ballot papers	Less unused ballot papers	Total ballot papers issued to electors 5 – 6 – 7 = 8
House of Reps	400	200	100	–	700	6	84	610
Senate	400	200	100	–	700	1	89	610

I certify that this certified list of voters has been marked strictly in accordance with the directions given below.

Issuing Officer	Issuing Officer	Issuing Officer	/ / Officer In Charge

Directions to Issuing Officers

- BEFORE issuing an ordinary vote you MUST USE the special black pen provided and draw **a line point-to-point** between arrow heads next to the voter's name.

- DO NOT draw through the black rectangle, the number or the name.

2352E	Frost Jeffrey Ronald	7 Mann Ter North Adelaide
2353E	Frost Keith Melville	12 Jeffery Ct Vale Park
2354E	Frost Kelvin Arthur M	94 Childers St North Adelaide
2355E	Frost Kristina Frances	6 Cameron Rd Klemzig
2356E	Frost Nicholas Peter	282 Hindley St Adelaide
2357E	Frost Robert	17 Rivergien Dr Windsor Gardens
2358E	Froud John Robert	27 Third Av Klemzig
2359E	Froud Margaret June	27 Third Av Klemzig
2360G	Mark Ainsley	27 Third Av Klemzig
2361G	John	27 Third Av Klemzig

→ and mark the wrong name you must follow this three-step **correction** procedure:

Step ① Error Correction

Write the Letter "W" for "wrong" in the **loft-hand margin** against the incorrectly marked name and indicate it clearly by drawing an arrow to the roll number.

OR

Write the letter "W" for **"wrong" in thr right-hand margin against the incorrectly marked name** and indicate it clearly by drawing an arrow to the town/suburb.
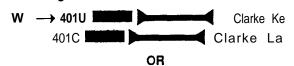
Step ② Error Correction

Draw a firm black line from arrow head to arrow head on the error indicator in the **top left-hand corner of the same page.**

Step ③ Mark off the correct name

Examples
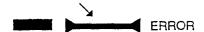
① Correcting an error **In the left hand margin.**

W → 401U ◼◼ ▶◼◀ Clarke Ke
401C ◼◼ ▶◼◀ Clarke La

OR

Correcting an error in the rIght hand margin
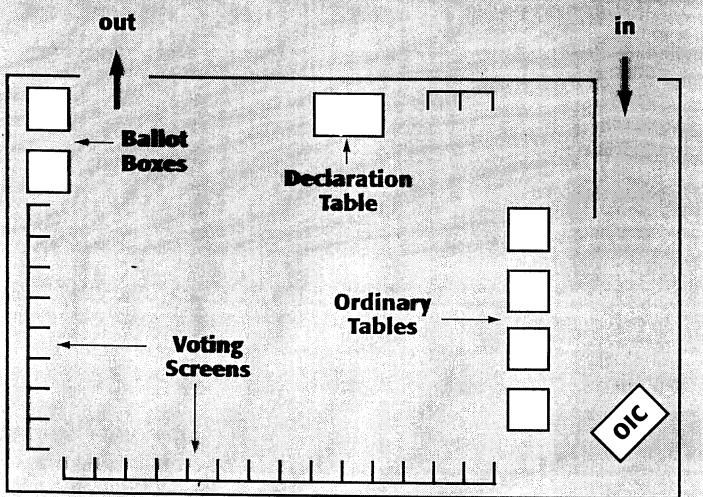
19 Lensham Pl Armdle
lot 1520 Matison St Southern Rvr ← w

② Join error correction arrow heads on the top left hand corner of the page.

◼◼ ▶◼◀ ERROR

POLLING PLACE LAYOUT
FLOOR PLAN EXAMPLE

out   in

Ballot Boxes

Declaration Table

Ordinary Tables

Voting Screens

OIC

Scrutineers

Scrutineers musf

- present an appointment form to OIC
- wear an official badge

Scrutineers can

- observe all proceedings during polling except an elector actually voting
- assist electors to vote if nominated by elector
- object to the right of a person to vote
- observe all proceedings at the scrutiny
- leave the polling place at any time

Scrutineers cannot

- touch ballot papers
- interfere with or influence electors
- unnecessarily communicate with electors
- disclose how a person has voted
- wear a political badge or emblem in the polling place

YOU ARE ENTITLED TO A PRE-POLL VOTE

If, between 8 am and 6 pm on polling day :-

- you will not be within the State or Territory for which you are enrolled; or

- you will not be within 8 kilometres by the nearest practicable route of a polling place in the State or Territory for which you are enrolled; or

- you will be travelling under conditions which will prevent you from voting in the State or Territory for which you are enrolled; or

- you will not be able to attend a polling place because of illness, infirmity or approaching maternity; or

- you will be at a place other than a hospital, caring for a seriously ill or infirm person or a woman approaching maternity and therefore unable to attend a polling place; or

- you will be a patient in a hospital and unable to vote at that hospital; or

- you are not able to attend a polling place because of membership of a religious order or religious belief; or

- you are not able to attend a polling place because you are imprisoned, in lawful custody or in detention; or

- you have silent enrolment; or

- you will not be able to attend a polling place because of employment responsibilities.

Types Of

Declaration Votes

- Pre-Poll

* Absent

- Provisional (3 Types)

- Postal

Declaration Votes
Issued in a Polling Place

Absenf Votes:

- Elector out of their Division but within their State/Territory

Provisional Votes: (3 Types)

1 Elector's name not on the roll

2. Elector's name already marked off

3. Elector's name on the roll but no address details (Silent Elector)

A950062

PRE-POLL NUMBER

DECLARATION VOTE

ELECTOR DETAILS – PLEASE PRINT NEATLY	

Your full name

Surname

Given names

Your former name (if applicable)

Surname

Given names

Your date of birth (DAY / MONTH / YEAR)

Your current permanent address

Postcode

Address you are enrolled under (if different)

Postcode

If the addresses are different – date you moved to your current permanent address

Daytime phone no.

Declaration – *I declare that I am entitled to vote, that I have not already voted in this election, and that the information I have given on this form is complete and correct.*

Signature or mark of elector

The personal information you give on this Declaration Vote envelope is used for electoral purposes only and may be viewed by authorised staff and scrutineers.

POLLING OFFICIAL TO COMPLETE PLEASE PRINT FIRMLY	

Pre-poll ☐   Enrolment form received ☐

Absent ☐   Signature of issuing officer

Provisional: ☐

Not found ☐   Date   /   /

Issued ☐   Issuing Division or O/seas Post

Silent ☐

Polling Place / Pre-poll Centre

Enrolled Division

OFFICE USE

PRELIMINARY SCRUTINY

A Signature Check
Yes No
1 Elector ☐ ☐
2 Issuing Off ☐ ☐

B Eligibility Check
Yes No
1 Cert List ☐ ☐
2 Street ☐ ☐
3 State ☐ ☐
This Div ☐
Other Div ☐
Subdivision Code

Yes No
4 Deletions ☐ ☐

Del Code
Date Deleted

Subdivision Code

Yes No
5 Reinstated ☐ ☐

C Determination
1 Admitted
This Div
Other Div
Advised
2 Rejected
Det letter sent
3 Initials

D DRO Check of Rejects
1 Enr sign check
2 Admitted
This Div
Other Div
3 Rejected
4 Initials

E Enrolment
Tick box if enrolment action required ☐

EF012 – 10/94

OHT 16

The Five Golden Rules

1. Always consult the *List of Localities and Streets* (EF54)

2. Enrolled Address → *EF54* → Declaration Envelope

3. Ballot Paper Division Name = Declaration Envelope Enrolled Division Name

4. Signatures: Elector + You

5. ALL Ballot Papers inserted into Declaration Envelope

After 6:00 pm

- All staff should be aware of their duties before 6:00 pm
- Progressively close down screens and tables if possible
- Place polling official at end of queue if necessary
- Close doors at 6:00 pm
- Brief staff and scrutineers
- Set up production line system (plan table layout well before 6:00 pm)
- As papers are unfolded, start staff on sorting and then counting
- Ensure scrutineers are not hindering staff

Organisation at 6:00 pm is the key to accuracy and efficiency

Everyone (including scrutineers) should understand their task and responsibilities

OHT 18

THE COUNTING CHAIN

UNFOLDING

SORTING

SCRUTINEER

POLLING
OFFICIAL

COUNTING,
CHECK COUNTING
AND BUNDLING

PARCELLING

DECLARATION
TABLE

RESULT SLIPS TO
OIC

KELLY   WILSON   SULLIVAN

OIC

RECORD OF
DECLARATION
VOTES TO OIC

POST ELECTION (RHTC)
Polling Place Two Candidate Preferred Worksheet

Polling Place Name: Roseville
     Premises Name: Roseville Ladies College
          Division: Ningaloo
             State: New South Wales
   Estimated Votes: 1200

                                SELECTED CANDIDATES
                                 MELBA   KELLY
                                  LP   ALP   TOTAL

                    * 1st Pref
                      Votes -->   452   440   892
                        !
                                     add i add Exh'd   ' add
                      V   V   V   V

SMITH   25

WILSON.   53

SULLIVAN..............   22

Two Candidate Preferred Total   @

Date and Time Input _/_-/-   _ = -

* 1st Preference votes must be copied from the Fresh Scrutiny Result Slip.
@ This figure must be the same as the total first preference votes

Record of Receipt and Distribution of Ballot Papers

	House of Representatives	Senate
1. Number of ballot papers received from DRO (as shown in inventory provided by DRO)		
1(a) Adjustments after your check count	+ −	+ −
2. ACTUAL NUMBER OF BALLOT PAPERS RECEIVED FROM D.R.O		
3. Ballot Papers produced by photocopying		
4. LESS ballot papers DISPATCHED to ether polling places (Name of Polling Place) _____ on Polling Day (if applicable)	−	−
5. PLUS ballot papers RECEIVED from _____ (if applicable)	+	+
(a) Adjustments after your check count	+	+
TOTAL NUMBER OF BALLOT PAPERS TO BE ACCOUNTED FOR		

Transfer this figure to Line 7 of Page 9

Transfer this figure to Line 7 of Page 11

Worksheet House of Representatives

For • recording the numbers of ballot papers given to each table during thr **day**, total at 6 pm (Blocks 1 and 2)
    • recording each issuing officer's **figures at 6** pm (Block 3)

NOTE: Check that the front cover of each Certified List has boon completed.

Block 1	Block 2				Block 3		
Certified List No. (ord. issuing point)	1st Issue	2nd issue	3rd issue	Total (at 6 pm)	Spoilt	Discarded Ord. own Div.	Unused
Declaration issuing point	1st issue	2nd issue	3rd issue	Total (at 6 pm)	Spoilt		Unused
TOTAL							

Discarded declaration ballot paper figure ➤ [   ]

DO NOT TRANSFER THIS FIGURE

Transfer this figure to tine (3) of Page 9

Transfer this figure to tine (4) of Page 9

Transfer this figure to Line (5) of Page 9

Figures checked and verified [–   ]

OHT 2;

House of Representatives — Ballot Paper Reconciliation

(1)	TOTAL VOTES COUNTED		Figure transferred from Page 7.
(2)	Number of completed DECLARATION ENVELOPES in the ballot box		This figure comprises ail envelopes containing Declaration Votes. Figure transferred from Total Page 12.
(3)	Number of ballot papers SPOILT		Number of Spoilt/Discarded envelopes containing spoilt ballot papers. Figure transferred frem Block 3 Page 5.
(4)	Number of ordinary ballot papers DISCARDED (own Division-excluding declaration)		Number of Spoilt/Discarded envelopes containing ordinary discarded ballot papers. Figure transferred from Block 3 Page 5.
(5)	Number of ballot papers UNUSED		'his figure comprises all ballot papers not issued to electors. Figure transferred from Block 3 Page 5.
(6)	TOTAL of lines 1 to 5		
(7)	Number of ballot papers to be ACCOUNTED FOR		Figure transferred from Page 4 No. 6.
(8)	DIFFERENCE Line 7 less fine 6		This is a balancing figure only, do not alter above figures to obtain a 'nil' balance.

Figures checked and verified

signed