

Session Workbook

Training of Polling Staff (TOPS)

**Officer in Charge (OIC)
Second in Charge (2IC)
Polling Place
Liaison Officer (PPLO)**

Australian Electoral Commission

AEC

EF137

Module 1: Before Polling

Tasks to be Completed before Polling Day:

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Tasks to be Completed on Polling Day before the Polling Place opens at 8:00am:

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MODULE 2: POLLING

Completion of Certified List Cover (EF008)

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) on the next page for Issuing Point 1.

Australian Electoral Commission **AEC**

CERTIFIED LIST OF VOTERS

For the marking of ordinary electors

Division		
Polling Place		
Issuing Point No.		List No.

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 spoiled ballot papers	Less unused ballot papers	Total ballot papers issued to electors $5 - 6 - 7 = 8$
House of Reps								
Senate								

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
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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 Menzies	12 Jeffery Ct Vale Park
2354E	← Frost Kenneth Arthur M	94 Chasers St North Adelaide
2355E	← Frost Kristina Frances	6 Cameron Rd Klemzig
2356E	← Frost Nicholas Peter	282 Hendley St Adelaide
2357E	← Frost Robert	17 Riverglen Dr Windsor Gardens
2358E	← Froud John Robert	27 Third Av Klemzig
2359E	← Froud Margaret June	27 Third Av Klemzig
2360G	← Froud Margaret June	27 Third Av Klemzig
2361G	← Froud Margaret June	27 Third Av Klemzig
2362G	← Froud Margaret June	27 Third Av Klemzig
2363G	← Froud Margaret June	27 Third Av Klemzig
2364G	← Froud Margaret June	27 Third Av Klemzig
2365G	← Froud Margaret June	27 Third Av Klemzig
2366G	← Froud Margaret June	27 Third Av Klemzig
2367G	← Froud Margaret June	27 Third Av Klemzig
2368G	← Froud Margaret June	27 Third Av Klemzig
2369G	← Froud Margaret June	27 Third Av Klemzig
2370G	← Froud Margaret June	27 Third Av Klemzig
2371G	← Froud Margaret June	27 Third Av Klemzig
2372G	← Froud Margaret June	27 Third Av Klemzig
2373G	← Froud Margaret June	27 Third Av Klemzig
2374G	← Froud Margaret June	27 Third Av Klemzig
2375G	← Froud Margaret June	27 Third Av Klemzig
2376G	← Froud Margaret June	27 Third Av Klemzig
2377G	← Froud Margaret June	27 Third Av Klemzig
2378G	← Froud Margaret June	27 Third Av Klemzig
2379G	← Froud Margaret June	27 Third Av Klemzig
2380G	← Froud Margaret June	27 Third Av Klemzig

If you make a mistake

→ 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 left-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 the 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

Notes:

- Should the elector marked with a "W" wish to vote at your issuing point simply cross out the letter "W".
- If you make any other sort of mistake just follow the same simple procedure - Step ① clearly correct it; and then ...Step ② draw a thick black point-to-point line between the arrow heads on the error indicator.
- Do not mark this list in any other way.

Examples

- 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 Madison St Southern Rvr ← W

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

ERROR

EF008 5/95

Types of Declaration Votes Issued in a Polling Place:

PROVISIONAL VOTING

If you are claiming a vote for this Division but

- your name cannot be found on the certified list of voters; or
- your name is marked as having been issued with a ballot paper; or
- your address is not shown on the certified list of voters

you are entitled to cast a provisional vote.

Before you can be given a vote you will be asked to complete a Declaration Vote Envelope.

Your declaration will be checked against records held in the Divisional Office, before the Divisional Returning Officer decides, on the basis of those records, whether your vote can be counted.

If a decision is made not to count your vote the Divisional Returning Officer will advise you in writing.

If your name cannot be found on the certified list you will be asked to complete an enrolment form.

EF011 – 10/91

The Five Golden Rules

- 1** For every Declaration Voter consult the List Of Localities and Streets, regardless of whether you or the elector believe you know the Division for which the elector is enrolled.
- 2** From the enrolled address on the Declaration Envelope, determine the elector's Division by using the List of Localities and Streets, then write it on the Declaration Envelope.
- 3** Ensure that the House of Representatives ballot paper you select refers to the Enrolled Division you have written on the Declaration Envelope.
- 4** Before removing the counterfoil from the envelope, ensure that the elector has signed the declaration and that you have signed it.
- 5** Before sealing the envelope ensure that all relevant ballot papers (House of Representatives, Senate, Referendum as appropriate) have been placed inside it.

AFTER 6.00pm CHECKLIST FOR STAFF ISSUING DECLARATION VOTES

- ☐ **Unused** Ballot Papers **House of Reps, Senate & Referendum, (if applicable)**, counted and details entered on 'Declaration Vote Issuing Point Ballot Paper Inventory' (Form EF125).
 - ☐ **Unused** Ballot Papers wrapped in appropriate sort/packaging card and card endorsed with contents e.g. ... "Unused (137)"
 - ☐ **Used** spoilt and/or discarded Ballot Paper Envelopes checked for correct endorsement, sealed and number of each category for all ballot-paper types advised to Polling Place Manager.
 - ☐ All declaration envelopes containing ballot papers checked to ensure that the Issuing Officer has signed them.
 - ☐ All **used** envelopes checked to ensure that the correct polling place name is indicated below the Issuing Officer's signature.
 - ☐ **Used** declaration vote envelopes sorted into division order and alphabetical order of surname.
 - ☐ **Complete** EF097 indicating the number of envelopes in the bundle for each division then secure to the top of each bundle.
 - ☐ Total of used declaration envelopes (plus spoilt B/P's) agrees with number of **used** ballot papers (number received less unused). This check completed for **each type** of ballot paper.
- NOTE:** All ballot papers discarded in the declaration vote section of the polling place form **no part in the reconciliation** of ballot papers because of the assumption that every sealed declaration envelope contains all appropriate ballot papers.
- ☐ **Counterfoils** sorted into division order and in order of surname and placed in *declaration records* folder (EF015).
 - ☐ Total number of completed and sealed declaration envelopes agrees with the number of counterfoils in the folder.
 - ☐ All enrolment forms checked for signature of witness and sealed in envelope EF093.

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SIGNATURE OF DECLARATION VOTE ISSUING OFFICER

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POLLING PLACE

WHEN COMPLETED, HAND THIS FORM TO THE POLLING PLACE MANAGER.

EF098 – 7/95

EF125 – BP inventory

Australian Electoral Commission **AEC**

Polling Place

Division

Declaration Vote Issuing Point Ballot Paper Inventory

Division	Ballot Papers from OIC	Declaration Envelopes Issued	Unused Ballot Papers
QUEENSLAND			
BOWMAN			
BRISBANE			
CAPRICORNIA			
DAWSON			
DICKSON			
FADDEN			
FAIRFAX			
FISHER			
FORDE			
GRIFFITH			
GROOM			
HERBERT			
HINKLER			
KENNEDY			
LEICHHARDT			
LILLEY			
LONGMAN			
MCPHERSON			
MARANOA			
MONCRIEFF			
MORETON			
OXLEY			
PETRIE			
RANKIN			
RYAN			
WIDE BAY			
OPEN			
Total			
Senate			

Notice to Declaration Issuing Officer

You are responsible for counting the number of ballot papers received and recording these numbers in the column headed "Ballot Papers from OIC" before signing in the box below before returning this receipt to the Officer in Charge.

Signature of Officer in Charge

Signature of Declaration Issuing Officer

EF125 – 5/96

Module 4: After Polling

After 6:00 pm:

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Two Candidate Preferred Worksheet

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 MELBA LP	CANDIDATES KELLY ALP		TOTAL
* 1st Pref Votes -->		452	440		892
	V	V	V	Exh'd	V
		add	add		add
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

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):-

	<i>1st Issue</i>	<i>2nd Issue</i>	<i>3rd Issue</i>
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
<i>TOTAL</i>	<i>1020</i>

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