

# **Session Workbook**

**Training of Polling Staff (TOPS)**

**Declaration Vote Issuing Officers**

**Queue Controllers**

**Inquiry Officers**

This “Declaration Vote Issue” training package is Module 3 extracted **from** the Officer in Charge training package.

This workbook contains the pages **from** the OICs workbook and retains the page numbers **from** that workbook. The pages relating to other modules in the OIC package have been removed.

# Module 3:

# Declaration Vote Issue

Types of Declaration Votes Issued in a Polling Place:

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## 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.

Australian Electoral CommissionAEC

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 seated declaration envelopes 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 envelopes EF093.

SIGNATURE OF DECLARATION VOTE ISSUING OFFICER

POLLING PLACE

WHEN COMPLETED, HAND THIS FORM TO THE POLLING PLACE MANAGER

EF098 – 7/95

Australian Electoral CommissionAEC

Polling Place

Division

Declaration Vote Issuing Point Ballot Paper inventory

Division	Ballot Papers from CIC	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 CIC' 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 - 6/96