Introduction

Purpose of this booklet
This information booklet is intended to assist candidates at Tasmanian local government elections. This booklet can be downloaded at www.tec.tas.gov.au. Hard copy versions are also available from the Tasmanian Electoral Commission (TEC).

For ease of reading, some sections of the Local Government Act 1993 have been paraphrased. However, it is important to note that this booklet has no legal status and should not be substituted for the Act itself.

Unless otherwise specified, section references in subject headings are from the Local Government Act 1993.

Useful tips: Shaded boxes throughout the booklet highlight practical advice for candidates.

Legislation relating to local government elections
Local government elections are conducted in accordance with the Local Government Act 1993 and the Local Government (General) Regulations 2015. Candidates should refer to the Act and Regulations or seek independent legal advice if they have any queries.

Tasmanian legislation can be viewed or downloaded at www.legislation.tas.gov.au

Role of the Tasmanian Electoral Commission and returning officers
Candidates should be aware that the role of the Tasmanian Electoral Commission and returning officers is to administer the election in accordance with the Local Government Act 1993. While interpretation of the Act forms part of the function of returning officers, it is not their role to provide legal advice to candidates.

It is in the best interests of candidates to obtain legal interpretations from their own legal advisers.
Contents

Election timetable — 2018........................................................................................................1
Councillors and aldermen ........................................................................................................1
Changes since 2014 ..................................................................................................................1
Notice of election .....................................................................................................................2
Publication of notice ................................................................................................................2
Role of Tasmanian Electoral Commission .............................................................................2
Appointment of returning officers .......................................................................................2
Electoral rolls .........................................................................................................................2
Nomination ................................................................................................................................3
Nomination as a councillor .....................................................................................................3
Nomination as mayor or deputy mayor ................................................................................3
Members of Parliament .........................................................................................................4
The nomination form .............................................................................................................4
Acceptance or rejection of nomination .................................................................................4
Withdrawal of nomination .....................................................................................................4
Display of notice of nominations .........................................................................................5
Candidate statements and photographs ..............................................................................5
Advertising .............................................................................................................................6
Electoral advertising ..............................................................................................................6
Electoral advertising return .................................................................................................6
Requirements for printed electoral advertising material ....................................................6
Posters and signs ...................................................................................................................7
Placement of posters ............................................................................................................7
Electoral roadside signs .......................................................................................................7
Offence to place electoral matter on electricity poles ........................................................7
Electronic billboards ............................................................................................................8
Use of candidate name, photograph or likeness .....................................................................8
Advertising gifts, donations and prizes .................................................................................8
Federal requirements for radio and television advertisements ............................................8
Broadcasting blackout .........................................................................................................8
Justices of the Peace ............................................................................................................9
Use of published materials without permission ...................................................................9
Joint electoral advertising ....................................................................................................9
Canvassing for votes .............................................................................................................9
Media return .........................................................................................................................9
Election timetable — 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice of election to be published</td>
<td>Saturday 8 September</td>
</tr>
<tr>
<td>Electoral rolls close at 6.00pm</td>
<td>Thursday 13 September</td>
</tr>
<tr>
<td>Nomination period</td>
<td>10 September – 24 September</td>
</tr>
<tr>
<td>Nominations close at 12 noon</td>
<td>Monday 24 September</td>
</tr>
<tr>
<td>Nominations announced at 12 noon</td>
<td>Tuesday 25 September</td>
</tr>
<tr>
<td>Ballot material delivered to electors by post</td>
<td>9 October - 12 October</td>
</tr>
<tr>
<td>Polling period</td>
<td>9 October – 30 October</td>
</tr>
<tr>
<td>Close of poll</td>
<td>10.00am Tuesday 30 October</td>
</tr>
</tbody>
</table>

Councillors and aldermen

Councillors for Tasmania’s six cities - Burnie, Clarence, Devonport, Glenorchy, Hobart and Launceston - are known as aldermen.

The Mayor and Deputy Mayor of the City of Hobart are known as the Lord Mayor and Deputy Lord Mayor.

In this booklet, and in forms used by the TEC, only the terms "councillor", "mayor" and "deputy mayor" are used. This is consistent with the Local Government Act 1993.

Changes since 2014

Since 2014, elections for Tasmania's 29 councils are now held once every four years. This means that mayors and deputy mayors are elected for four-year terms, and that all councillors will retire and become eligible for re-election at the same time.

Note, the Glenorchy City Council elections occurred earlier this year.

Changes to advertising reporting requirements and expenditure limit

The Local Government (General) Regulations 2015 were amended on 1 August 2018 and further amendments came into effect on 8 August 2018.

These amendments have resulted in:

- new reporting requirements that include all forms of advertising costs, and
- the following new expenditure limits:
  - $16 000 for all candidates contesting an election for Clarence City, Glenorchy City, Hobart City, Launceston City or Kingborough Council.
  - $10 000 for all other candidates contesting an election for any other Tasmanian local government council.

Please refer to the Changes to expenditure limits and the electoral advertising return section of this booklet for more information.
**Notice of election**

**Publication of notice** *(section 269)*

A local government ‘notice of election’ is similar to a writ for a Parliamentary election. It specifies the:

- date and time of closure of the roll;
- vacancies to be filled;
- details of entitlement to vote; and
- any other matter the Electoral Commissioner considers appropriate.

The Electoral Commissioner will advertise the notice of election in the relevant daily newspaper on the 8th Saturday before closing day.

Closing day is the last day of the polling period and is set down as the last Tuesday in October every four years unless the Governor changes this by an order under section 268A of the *Local Government Act 1993*.

**Role of Tasmanian Electoral Commission** *(sections 264 & 323)*

The *Local Government Act 1993* provides that the Tasmanian Electoral Commission and the Electoral Commissioner are responsible for the supervision of local government elections and for undertaking specific tasks.

These tasks include:

- management of the electoral roll;
- the production and despatch of ballot papers;
- approval of forms and procedures;
- the appointment of returning officers;
- public awareness; and
- statutory advertising.

**Appointment of returning officers** *(section 264)*

The Electoral Commissioner will appoint a returning officer for each council. The returning officer has the independent statutory responsibility for the conduct of the election.

**Electoral rolls** *(section 261)*

On request, candidates will be provided with one copy of the relevant election roll, at no charge, as soon as practicable after the roll closes.

This may only be used for purposes connected with the election, and strict penalties apply for misuse.
Nomination

Nomination as a councillor

To nominate, you must be an elector in the municipal area and must not:

- be a councillor of another council whose term of office is to end after the issue of the certificate of election;
- have been barred by a court (under section 48(6), 338A, 339 or 339A) from nominating as a candidate;
- be an employee of the council in that municipal area;
- have previously been removed from the office of councillor because of inadequacy or incompetence;
- be bankrupt;
- be subject to an assessment order or treatment order under the Mental Health Act 2013 or an order under the Guardianship and Administration Act 1995;
- be undergoing a term of imprisonment; or
- have been sentenced for a crime but the sentence has not been executed.

A person may not be a candidate for the office of councillor in more than one municipal area.

Nomination as mayor or deputy mayor

The mayor and deputy mayor of a council are elected for a 4-year period by the electors of the municipal area concurrently with the election of councillors.

The Act provides that you are eligible to nominate as a candidate for mayor or deputy mayor if you are eligible to nominate for the office of councillor under Part 15.

You may not:

- be a candidate for both the offices of mayor and deputy mayor concurrently.
- accept the office of mayor or deputy mayor unless you are also an elected councillor.

Nomination forms for the positions of councillor, mayor or deputy mayor can be downloaded from the TEC’s website [www.tec.tas.gov.au](http://www.tec.tas.gov.au), and are also available in hardcopy at the Tasmanian Electoral Commission.

Candidates contesting two positions need only complete a single nomination form.
Members of Parliament

The office of a councillor becomes vacant if, at the time of commencing to hold that office, he or she is a member of the House of Assembly or Legislative Council and remains such a member for 30 days continuously during his or her term of office as a councillor.

The office of a councillor also becomes vacant if he or she becomes a member of the House of Assembly or Legislative Council after commencing to hold the office of councillor and remains a member of Parliament for 12 months continuously.

The nomination form

A nomination form (referred to as a ‘notice of nomination’ in the Act) must be:

- signed by at least 2 electors of the municipal area;
- signed by the candidate; and
- lodged, posted or faxed so as to be received by the returning officer or electoral officer for the council concerned before the close of nominations.

If your name has changed from that which appears on the electoral roll you must provide the returning officer with:

- evidence in writing of the change of name; and
- a statement specifying the form in which your name is to appear on the ballot paper.

The returning officer may accept a second nomination form, in substitution for the first, up to 24 hours after the close of nominations if satisfied that the first form:

- needs to be altered, completed, corrected or substituted; and
- was lodged, posted or faxed, and received by the close of nominations.

Late nominations cannot be accepted.

Acceptance or rejection of nomination

The returning officer may accept the nomination if satisfied that:

- the form has been completed;
- your name is on the electoral roll for the municipal area;
- your name is the name you normally use; and
- your name is not obscene, frivolous or assumed for an ulterior purpose.

The returning officer will advise a person whether his/her nomination is accepted or rejected as soon as possible after making the decision. Due to changes to Australia Post delivery times, the returning officers will, where possible, communicate with candidates via email.

A person may appeal to the Tasmanian Electoral Commission (Commission) against the rejection of a nomination no later than 24 hours after the end of the nomination period.

In considering an appeal, the Commission may either direct the returning officer to accept the nomination or confirm the rejection of the nomination. A decision of the Commission is final.

Withdrawal of nomination

You may withdraw your nomination for an election by lodging, posting, or faxing a notice in writing (which you have signed), which must be received by the returning officer before the close of nominations. Late withdrawals cannot be accepted.
Display of notice of nominations

As soon as possible after 12 noon on the day after nominations close, the returning officer will display a notice at the council office, listing the name and address of each person whose nomination has been accepted. A draw will then be conducted to determine the order of candidates’ names on the first rotation of ballot papers for mayor, deputy mayor & councillors.

Candidate statements and photographs

Candidate statements no longer constitute part of the nomination form and must be submitted electronically before the end of the nomination period. Please refer to our website for further information.

The purpose of candidate statements is to provide information about candidates to assist voters in making an informed choice. They are intended to supplement, rather than replace, other means which candidates may use to bring their candidature to the attention of electors. Since 2014 you can also include a photograph with your statement.

The following requirements for candidate statements and photographs have been approved by the Electoral Commission under section 284(4).

Candidate statement requirements:

- Statements will accompany the ballot papers sent to each elector and will be published on the TEC’s website.
- There will be one statement per candidate, even if the candidate is contesting two elections.
- Statements are limited to 600 characters, including spaces, punctuation and carriage returns.
- The heading above your statement will include your ballot paper name and the position(s) you are contesting.
- Statements are limited to two paragraphs.
- Statements may not include lists or dot points: use semi-colons within paragraphs if necessary.
- Statements may be amended or rejected at the Electoral Commissioner’s discretion.
- You may not mention another candidate by name without his or her written consent.
- You may not refer to the office of Justice of the Peace.
- You may not refer to giving gifts, donations or prizes.
- You are responsible for the accuracy of your statement.
- Statements are not compulsory for a valid nomination.
- Statements must be submitted before the close of nominations (12 noon Monday 24 September 2018).

Candidate photographs:

- Should be passport style, that is, head and shoulders on a neutral background. However, you may smile and/or wear glasses, as you wish.
- Should be recent.
- Will be published in black and white at a resolution of 300 dpi.
- May be adjusted or rejected at the Electoral Commissioner’s discretion.

Candidate web links:

Candidates are also invited to submit a web link with their candidate statement, as an opportunity to present more detailed policy and personal information to interested voters. The link could be your own website or a Facebook page or other online presence. Web links will be published on the TEC’s website, at the Electoral Commissioner’s discretion, and candidates are responsible for the content on the linked pages.
Advertising

Electoral advertising (section 3, 278 & regulations)

Electoral advertising is defined in the Local Government Act 1993 to mean:

Any advertising, by any of the following means, that is directly or indirectly in respect of a campaign for election by a candidate or intending candidate:

(a) any notice, sign or poster;
(b) any pamphlet or handbill;
(c) any “how-to-vote” card;
(d) any print medium;
(e) any broadcast by radio or television;
(f) on the internet.

A person must not purchase electoral advertising time or space in relation to the election of a candidate without the written authority of that candidate.

All candidates are subject to the new expenditure limits for electoral advertising. Further, the list of items captured by the expenditure limit has been broadened to include all electoral advertising.

Please refer to the section Changes to expenditure limits and the electoral advertising return (below) for further information.

Electoral advertising return (section 279)

All candidates must lodge with the Electoral Commissioner an electoral advertising return within 45 days after the day the certificate of election is given.

Please refer to the section Changes to expenditure limits and the electoral advertising return for further information.

Requirements for printed electoral advertising material (section 311)

All articles relating to an election printed or published between the notice of election and the end of the polling period, must contain the true name and address of the person taking responsibility for the article, at the end.

“Address” means an address, other than a post office box or an electronic address–

(a) at which the responsible person resides; or
(b) at or through which the responsible person may be readily contacted;

The above requirements apply to any advertisement, direct mail item, sign, circular, pamphlet, handbill, poster, sticker, dodger, and report.

This does not apply to the printing or publication of -

- a leading article;
- an article that consists solely of a report of a meeting and does not contain any comment (other than comment made by a speaker at the meeting) on a candidate at an election or on the issues being submitted to the electors at the election.

Authorisation: If you are unsure whether a particular item requires authorisation, it is prudent to authorise it.

Example of authorisation:

Authorised by Jane Citizen, 1 Long Road, Hobart.
Posters and signs

A person must not publicly display a poster or sign relating to the election of a candidate without the written authority of that candidate.

Aside from this restriction, following recent amendments to the *Local Government (General) Regulations 2015*, there are no longer any restrictions relating to the display of posters and signs. Candidates must, however, comply with the relevant council planning scheme and other State legislation.

Council planning schemes outline any restrictions on the size of signs, the earliest signs can be displayed without a permit, and when they must come down by. As planning schemes are currently variably between council areas, please check with your Council as to what applies.

| Permission: Candidates considering affixing signs in public places or to vehicles should ensure they have all required permissions. |
| Safety: Signs should not be placed in positions that could jeopardise public safety for example, near ‘stop’ signs, traffic lights, intersections or any other position where road users could be distracted or have their sight obstructed. |

Placement of posters

Electoral posters must be authorised, as mentioned above. Permission to display posters on private property must always be obtained from the owner of the land concerned.

It is generally not permitted to place signs or posters on public land or infrastructure.

Electoral roadside signs

The Transport division of the Department of State Growth have produced the Tasmanian Roadside Signs Manual. The manual contains the following information on page 82 in relation to electoral signs—

The erection or display of electoral advertising signs within State and Local Government Roads is prohibited. The provisions of Local Authority Planning Schemes and Bylaws make adequate provision for such advertising.

Queries or complaints related to roadside signs should be directed to the Transport division of the Department of State Growth on 1300 135 513.

Offence to place electoral matter on electricity poles

It is an offence under section 109(1)(a) of the *Electricity Supply Industry Act 1995* to attach anything to a power pole without proper authority.

The penalty for an offence under this section is a fine of up to $5,000 for an individual or $10,000 for a body corporate.

Queries or complaints related to material being attached to electricity power poles should be directed to TasNetworks.
Electronic billboards

It is an offence under section 78(1) of the Traffic Act 1925 for a person to—
(a) place or leave an electronic billboard on a public street; or
(b) place or leave an electronic billboard in a public place if any occupant of any motor vehicle on any public street can, with the naked eye, read any words or make out any images being displayed by the electronic billboard.

Penalty: Fine not exceeding 20 penalty units.

Section 78(2)(a) provides that subsection 1(a) does not apply to electronic billboards that are—
(a) used for traffic management or road safety purposes by a road authority; or
(b) used for the purposes of a civil or other emergency by a statutory service within the meaning of the Emergency Management Act 2006; or
(c) placed or left on a public street with and in accordance with the written approval of the Transport Commission.

Further, Section 78(2)(b) provides subsection 1(b) does not apply to an electronic billboard that is placed or left in a public place by, or with the approval of, the owner or occupier of that public place.

Queries or complaints related to electronic billboards should be directed to the Transport division of the Department of State Growth on 1300 135 513.

Use of candidate name, photograph or likeness

It is an offence under section 278(3) for a person, within the relevant period, to print, publish or distribute any electoral advertising that contains the name, photograph or a likeness of a candidate or intending candidate at an election without the written consent of the candidate or intending candidate.

Advertising gifts, donations and prizes

A person, within the relevant period, must not print, publish, keep on display, distribute any electoral advertising that refers to the offering, promising or giving by a candidate or intending candidate of a gift, donation or prize to or for any specific club, association or body or to or for clubs, associations or bodies generally.

Penalty: Fine not exceeding 50 penalty units.

Federal requirements for radio and television advertisements

There are Federal legal requirements relating to the broadcasting of television and radio advertisements.

The Commonwealth Broadcasting Services Act 1992 provides that broadcast political advertisements must include certain ‘required particulars’. Radio and television stations can provide more detailed information of the Commonwealth broadcasting requirements.

The Australian Communication and Media Authority (www.acma.gov.au) regulates broadcasting of political and election matters and the content of electronic communications. A fact sheet is available on its website.

Broadcasting blackout

The ‘broadcasting blackout’ on political advertising contained in the Broadcasting Services Act 1992 applies only to parliamentary elections, and not local government elections.
Justices of the Peace

Candidates who are Justices of the Peace are advised to take note of the Attorney General’s current policy which states that—

The fact that a person is a Justice of the Peace should not be mentioned in or on any papers relating to the candidature of the justice in Federal, State or Local Government Elections whether by the use of the letters “J.P.” or otherwise.

This includes all electoral advertising.

Use of published materials without permission

Reproduction of published materials (e.g. newspaper photos, headlines or articles) is likely to require the permission of the authors and publishers. Candidates should clarify the status of material with the publisher to avoid breaching the Commonwealth Copyright Act 1968.

Joint electoral advertising

Regulation 22(6) provides that —

‘A candidate is taken to have incurred the total time and space of, and expenditure involved in, advertising which promotes that candidate, in respect of an election, irrespective of whether or not that electoral advertising also promotes another candidate.’

In other words, in the case of joint advertising, all candidates involved are required to declare the total time and space and expense of any advertisements in their electoral advertising returns.

Canvassing for votes

Section 312(3)(d) states—

A person must not personally attempt to induce an elector within the elector’s residence during the polling period to vote or not to vote for a particular person.

This is not intended to be a full ban on doorknocking.

At the time this provision was introduced in Parliament, it was stated that it will still allow canvassing at the front door but will give the elector the protection of not being pressured by candidates or canvassers while in the act of recording his or her postal vote.

Media return

Electoral advertising returns are also required from anyone who prints, publishes, or broadcasts electoral advertising. Therefore, all media and publishers involved in electoral advertising must also lodge a return.
Changes to expenditure limits and the electoral advertising return

Changes to the *Local Government (General) Regulations 2015*

The Government has made amendments to the *Local Government (General) Regulations 2015*, with changes coming into effect on 8 August 2018.

The election related changes to the Regulations are:

- The previous limits on the size and number of posters/signs have been removed. *Posters/signs still need to comply with the relevant local council planning scheme.*
- The previous advertising limits on radio and television time and newspaper space have been removed.
- New reporting requirements that include *all* forms of advertising costs.
- The new expenditure limits are:
  - $16 000 for all candidates contesting a Clarence City, Glenorchy City, Hobart City, Launceston City or Kingborough election.
  - $10 000 for all candidates contesting any election for any other Tasmanian local government council.
- *All electoral advertising* used during the relevant period is to be included in the expenditure limit. *Previously, the limit only included purchased newspaper, television and radio advertising.*

The *relevant period* for the 2018 local government elections is 9 August to 30 October.

As the expenditure limit relates to the *cost incurred*, these limits are inclusive of GST.

All electoral advertising expenditure must be declared

The new Regulation 22A(1)(a) provides that the total expenditure on electoral advertising by, or on behalf of, a candidate during the relevant period must not exceed the sum of:

- $16 000 for all candidates contesting an election for Clarence City, Glenorchy City, Hobart City, Launceston City or Kingborough Council.
- $10,000 for all other Tasmanian local government council election candidates.

This means every candidate must now declare the costs incurred for all electoral advertising used during the relevant period, including costs incurred prior to 9 August for electoral advertising used on or after 9 August 2018.

Electoral advertising is defined in section 3 of the *Local Government Act 1993* to include:

- any notice, sign or poster;
- any pamphlet or handbill;
- any “how-to-vote” card;
- any print medium;
- any broadcast by radio or TV;
- advertising on the internet.

Candidates are required to declare their costs of electoral advertising in an “electoral advertising return” (Appendix A). A copy of the return is available online at www.tec.tas.gov.au and will be sent to each candidate once his/her nomination has been accepted.
Electoral advertising return

All candidates must lodge with the Electoral Commissioner an electoral advertising return within the 45-day period after the certificate of election is issued. Candidates must declare all electoral advertising in their returns, and include all invoices, accounts, receipts.

Candidates must sign the completed return in front of a Justice of the Peace or Commissioner for Declarations.

As all expenditure on electoral advertising must be declared, candidates now need to consider costs such as:

- design costs for printed advertising;
- materials for erecting signs
- stationery and postage or delivery costs for mail outs to electors;
- production costs for newspaper advertising or television advertising;
- productions costs, and costs of showing online advertising;
- website development; and
- printing costs of advertising via business cards, stickers, fliers, balloons etc.

It is an offence not to complete and lodge a return with the Electoral Commissioner. The penalty that may be imposed by a court for this offence is a fine up to 30 penalty units.

Electoral Commissioner’s responsibilities

Under section 280, the Electoral Commissioner must be satisfied that each return is authentic and accurate and that all particulars that ought to have been included in the return have been included. As part of this assessment, the Commissioner will evaluate the total expenditure incurred by the candidate to ensure compliance section 278 of the Act and the Regulations.

For the 2018 local government elections, the Electoral Commissioner, for the purpose of assessing candidate returns, is of the view that:

- The full cost of new signs must be declared in the return.
- If signs from a previous election (or elections) are used, at least 50% of the original cost is to be declared along with the full cost of any stickers overlaid upon these signs. Original receipts are still required.
- In lieu of providing receipts for the materials and costs to erect signs, each candidate can declare a cost of $2 per sign as the set-up cost.
- Other than reused signs, the full cost provided on any invoice must be declared. Where an invoice includes a discount or reimbursed of a commission, the original full cost is to be declared, as these deductions cannot be included in the return.

Candidates must complete an electoral advertising return, even if no expenditure has been incurred.
Consequences for exceeding the new expenditure limits (section 278)

As stated earlier, Regulation 22A(1) provides the relevant amount for candidates for these elections ($16,000 or $10,000). Section 278(1) provides that a person must not use electoral advertising during the relevant period otherwise than in accordance with the regulations (this includes the $16,000 or $10,000 limit).

If a candidate exceeds their expenditure limit for electoral advertising used during the relevant period, a court may impose a penalty of a fine up to 100 penalty units.

Further, under section 278(2), if a court convicts a candidate who is successful at an election, the court must declare that candidate’s election void, unless the court is satisfied that that there are special circumstances that make it undesirable or inappropriate for it to make such a declaration.

One penalty unit is currently $163.
**‘Prescribed’ and ‘relevant’ periods**

Below is a summary only of some of the periods relating to restrictions on candidates at local government elections. The time periods shown below are for the 2018 local government elections.

<table>
<thead>
<tr>
<th>Section/regulation</th>
<th>Subject</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>s.3, s.278, s.279</td>
<td>Limit on ‘electoral advertising’ expenditure</td>
<td>‘relevant period’ – starts on the 30th day before the notice of election and finishes on polling day.</td>
</tr>
<tr>
<td></td>
<td>Prohibition on use of candidate name, photograph or likeness of a candidate or intending candidate without consent.</td>
<td>9 August - 30 October 2018</td>
</tr>
<tr>
<td>s.279 reg 22A</td>
<td>Reporting of ‘electoral advertising’ expenditure</td>
<td></td>
</tr>
<tr>
<td>s.311</td>
<td>Authorisation of electoral ‘articles’</td>
<td>‘prescribed period’ – means the period commencing on the day on which the notice of election is advertised and ending on the closing day.</td>
</tr>
<tr>
<td></td>
<td>Electoral ‘article’ includes any advertisement, direct mail item, sign, circular, pamphlet, handbill, poster, sticker, dodger and report</td>
<td>8 September – 30 October 2018</td>
</tr>
<tr>
<td>s.314(3)</td>
<td>The supply of food, drink or entertainment with a view to influencing the vote of an elector during the period opposite.</td>
<td>‘relevant period’ – starts on the 30th day before the notice of election and finishes on polling day.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9 August - 30 October 2018</td>
</tr>
<tr>
<td>s.314(4) &amp; (5)</td>
<td>Gifts or donations to clubs associations or bodies (regular donations may be excepted)</td>
<td>‘relevant period’ – starts on the 30th day before the notice of election and finishes on polling day.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9 August - 30 October 2018</td>
</tr>
</tbody>
</table>
Voting

Who can vote at a local government election (sections 254 – 258)

Anyone who is enrolled on the State roll for an address in a municipal area, is automatically enrolled for the municipal area as well.

Other people who own or occupy land in the municipal area, or are the nominated representatives of a corporate body which owns or occupies land in the municipal area, are also eligible to enrol, but must lodge an application with the General Manager.

Voting in Tasmanian local government elections is not compulsory.

Order of names on ballot papers (section 288 and regulations)

The Electoral Commissioner is to prepare and print ballot papers.

The order of candidates' names on the ballot papers is rotated in accordance with the “Robson Rotation” system, as set out in the regulations.

This system rotates the names of the candidates so that each name appears in each position on the ballot paper.

The returning officer will conduct a draw to determine the random order of candidate names for the first rotation.

Postal ballot pack (section 284)

All enrolled electors will automatically be sent a postal ballot pack. The postal ballot pack will contain:

- voting instructions;
- ballot papers;
- a booklet containing candidate statements and photographs;
- a ballot paper envelope in which to place the completed ballot paper(s); and
- a reply paid envelope to return the ballot paper envelope at no cost to voters.

Replacement postal ballot pack (section 286)

An elector may be issued with a supplementary postal ballot pack if he or she has not received the original pack, has spoiled the contents, is entitled to vote but is not on the list of electors, or is absent from his or her enrolled address.

Electors may request a replacement pack from the Tasmanian Electoral Commission in writing or by phone. Electors may also apply and vote at the issuing place(s) appointed for their council (usually located at the council office(s)).

In the case where a replacement postal ballot pack has been issued to an elector, security measures are in place to ensure that an elector can cast only one vote.
Security and privacy of the postal ballot

The Tasmanian Electoral Commission takes very seriously the right of electors to cast their vote in a secret and secure manner. To this end, in conjunction with Australia Post security personnel, there are a number of measures in place to ensure the safe delivery and return of your ballot paper. In particular:

- to protect the privacy of the elector in the postal system, no elector details are shown on the reply-paid envelope;
- to ensure the secrecy of the vote, the elector declaration is printed on a perforated extension of the flap of the ballot paper envelope;
- to verify that the eligible elector has voted on the ballot paper, he/she must sign the declaration flap;
- these declaration flaps are removed from the still sealed envelope and stored separately, usually on the same day the envelope is received by the returning officer; and
- as a separate process after the close of the poll, all envelopes are opened and the ballot papers removed.

Close of poll (closing day)

Closing day is the last day of the polling period. It is the last Tuesday in October every four years, unless the Governor fixes another day. The Electoral Commissioner sets the hours of the polling period.

In 2018, the closing day is 30 October, and the Electoral Commissioner is expected to determine that the polling period will end at 10am on that day. All votes must be received by this time.

How to return a vote

Electors should return their ballot papers by post as soon as possible, to ensure they are received in time.

As an alternative, electors can physically deliver their vote by placing it in the ballot box at the council. However, the ballot papers must still be sealed within the signed ballot paper declaration envelope.
Formality & informality

Formal votes

Voters are encouraged to record a preference for all candidates on the ballot paper.
For a councillor ballot paper to be formal, the elector must record a preference for at least as many candidates as there are councillors to be elected. The elector must consecutively number his or her preferences, starting from 1.
For example, if there are 17 candidates and 9 councillors are to be elected, to cast a formal vote an elector must number at least 1, 2, 3, 4, 5, 6, 7, 8 and 9 on his or her ballot paper but may continue part or all the way to 17.
For a mayor or deputy mayor ballot paper to be formal, the elector must mark the ballot paper by placing the number 1 in the box next to the name of the candidate of the elector’s first preference.

Informal votes

A ballot paper will be treated as informal if:
- no vote has been recorded on it;
- the vote is recorded on the ballot paper otherwise than in accordance with section 290 (see above formality requirements);
- it contains a mark or writing which will identify the voter; and
- it has not been appropriately authenticated.
A ballot paper is not to be treated as informal if, in the opinion of the returning officer, the elector’s intention is clearly indicated.
Scrutineers

Role of the scrutineer
{section 293}
A candidate is entitled to appoint one or more scrutineers. Scrutineers may not be candidates at that election.
The role of the scrutineer is to represent the candidate at any place where ballot material is sorted, checked or counted.
While acting as a scrutineer, a person must not:
- fail to comply with a reasonable direction given by an electoral officer;
- interfere with or attempt to influence an elector or other person;
- communicate with a person except if necessary to do so while scrutineering; or
- without authority, touch or interfere with ballot material.

Your returning officer will be happy to advise you when the issue, scrutiny and counting of ballot papers is taking place, and the number of scrutineers permitted.

Appointment of scrutineers
{sections 292 & 293}
The appointment of a scrutineer is to be:
- in an approved form; and
- signed by the candidate and the scrutineer.
Signed appointment forms are to be presented to the returning officer or the electoral officer in charge who will provide an identity badge to be worn by the scrutineer.

Appointment forms: the returning officer will provide appointment of scrutineer forms to candidates. A copy will also be available at www.tec.tas.gov.au.
Filling a casual vacancy

A councillor casual vacancy is filled by recount, if possible, unless that vacancy occurs during the period commencing 6 months before the day on which the notice of election for a forthcoming council election is to be given.

What is a recount?  
(sections 307 & 308)

In a recount, the electors who elected the vacating member determine that councillor’s replacement. Therefore, only the ballot papers received by the vacating councillor are distributed in the recount.

The elected candidate remains as a councillor until the next ordinary council election.

Candidates contesting a recount  
(section 307 & Schedule 8)

A person may be included in a recount for a vacancy so long as he/she:

- was a candidate not elected at the relevant election;
- remains eligible (see ‘Nomination’ section); and
- consents to be included in the recount.

Consent to contest a recount  
(section 307)

The Electoral Commissioner is required to notify candidates that a recount will take place by either:

- written notice sent to each eligible candidate; or
- an advertisement published in a local daily newspaper.

If a candidate wishes to be included in a recount, he or she can provide written consent by hand, post, fax or scan.

Written consent must be received by the Electoral Commissioner at or before noon, on the 8th day after the notice of vacancy.

Notification to candidates  
(schedule 8)

Candidates who have consented will receive a notice detailing the time and location at which the re-count will take place. Recounts will be finalised within 7 days of the close of nominations.

Scrutineers  
(section 292 & 293)

A candidate for the recount may appoint a scrutineer to represent him or her. See ‘Scrutineers’ section for more information.

By-elections  
(sections 46 & 308)

By-elections will only occur when:

- a vacancy cannot be filled by recount
- the vacating councillor is also the mayor: in this case the councillor vacancy is filled at a by-election held concurrently with the mayoral by-election
Hare-Clark electoral system

The Hare-Clark electoral system is a Single Transferable Vote (STV) method of proportional representation used in multi-member electorates. Single transferable vote means that a ballot paper moves between candidates as determined by the elector’s preferences.

Where does the name Hare-Clark come from?
Thomas Hare was an Englishman who, in 1856, proposed the idea of a proportional representation election system which was further developed and became known as the Hare system. Andrew Inglis Clark, Tasmanian Attorney-General, introduced a modified version of the Hare system into Tasmanian law in 1896. This system is now known as the Hare-Clark electoral system.

How is a candidate elected?
A candidate is elected when his/her total number of votes equals or exceeds the quota.

What is the quota?
The quota is the lowest number of votes a candidate needs to be certain of election.
To calculate the quota, the number of formal votes is divided by one more than the number of candidates to be elected. This figure is then rounded up to the next whole number.

2 decimal places: Due to the relatively small number of electors in some municipal areas, votes for each candidate in all councils will be calculated to 2 decimal places during the distribution of preferences to reduce the loss of votes by fraction.

A more detailed explanation can be found on our website.
### Offences – as set out in the Local Government Act 1993

#### Electoral advertising

**(1)** A person must not during the relevant period use electoral advertising with a view to promoting or procuring the election of the candidate at an election otherwise than in accordance with the regulations.

**PENALTY** Fine not exceeding 100 penalty units.

**(2)** If a court convicts under this section a candidate who is successful at an election, the court must declare that candidate’s election void, unless the court is satisfied that there are special circumstances that make it undesirable or inappropriate for it to make such a declaration.

**(3)** A person, within the relevant period, must not print, publish or distribute any electoral advertising that contains the name, photograph or a likeness of a candidate or intending candidate at an election without the written consent of the candidate or intending candidate.

**PENALTY** Fine not exceeding 50 penalty units.

**(4)** Subsection (3) does not apply to -

(a) any matter printed, published or distributed by or on behalf of the Electoral Commissioner in the exercise or performance of his or her powers and functions; or

(b) any electoral advertising by means of any broadcast by radio or television or by a repeat on the internet of any such broadcast.

**(5)** A person, within the relevant period, must not print, publish, keep on display, broadcast or distribute any electoral advertising that refers to the offering, promising or giving by a candidate or intending candidate of a gift, donation or prize to or for any specific club, association or body or to or for clubs, associations or bodies generally.

**PENALTY** Fine not exceeding 50 penalty units.

#### Return in relation to electoral advertising

**(1)** Within 45 days after the day on which the returning officer gives a certificate of election, every candidate must sign and declare before a justice or a commissioner for declarations and lodge with the Electoral Commissioner a return in an approved form stating the candidate’s relevant electoral advertising.

**PENALTY** Fine not exceeding 30 penalty units.

**(2)** A return under subsection (1) is to be accompanied by any invoice, account or receipt in respect of electoral advertising.

**(3)** Any person who prints, publishes or broadcasts electoral advertising is to lodge a return in an approved form with the Electoral Commissioner within 45 days after the day on which the returning officer gives a certificate of election.

**PENALTY** Fine not exceeding 30 penalty units.

At the time of publication a penalty unit = $163.
Electoral articles to be signed

section 311

(1) A person must not, during the prescribed period, print, publish, keep on display or distribute an article relating to an election that does not contain the true name and address of the responsible person at the end of the article.

PENALTY Fine not exceeding 5 penalty units.

(1A) An article is published or kept on display by a person if the publication or display is published or kept on display with that person's consent.

(2) This section does not apply to the printing or publication of -
(a) a leading article; or
(b) an article that consists solely of a report of a meeting and does not contain any comment (other than comment made by a speaker at the meeting) on a candidate at an election or on the issues being submitted to the electors at the election.

(4) In this section -
"address" means an address, other than a post box or an electronic address—
(a) at which the responsible person resides; or
(b) at or through which the responsible person may be readily contacted;
"article" includes any advertisement, direct mail item, sign, circular, pamphlet, handbill, poster, sticker, dodger and report;
"prescribed period" means the period commencing on the day on which the notice of election is advertised and ending on the closing day;
"responsible person" means the person taking responsibility for causing the matter to be printed or published.

Offences relating to polling

section 312

(1) A person must not -
(a) vote at an election if not entitled to do so; or
(b) obtain or attempt to obtain more ballot papers at an election than that to which he or she is entitled.

PENALTY Fine not exceeding 5 penalty units.

(2) A person is not -
(a) to obstruct an elector when the elector is marking a ballot paper; or
(b) by any word or action, to directly or indirectly aid in discovering the name of a person for whom an elector has voted or intends to vote.

PENALTY Fine not exceeding 10 penalty units.

(3) A person must not -
(a) personate or attempt to personate any elector; or
(b) vote, offer to vote or attempt to vote more than once in his or her own right at the same election; or
(c) attempt to vote by means of a ballot paper that has been handed or delivered to another person; or
(d) personally attempt to induce an elector within the elector’s residence during the polling period to vote or not to vote for a particular person; or
(f) steal, misdirect, hide, destroy or otherwise tamper or interfere with any of the documents sent or delivered under section 284 or 286.

PENALTY Fine not exceeding 50 penalty units.
Offences in violation of secrecy of ballot

A person must not -

(a) at an election, attempt to find out, or directly or indirectly aid in finding out, the person for whom a vote is given; or

(b) disclose any knowledge of the person for whom an elector has voted at an election that he or she has obtained in the exercise of his or her office at that election.

PENALTY Fine not exceeding 10 penalty units.

Bribery and undue influence

(1) A person must not -

(a) promise or offer any money or valuable consideration, advantage, recompense, reward or benefit in relation to -

(i) a nomination for an election; or

(ii) a withdrawal of nomination from an election; or

(iii) a vote or abstention from voting at a poll; or

(iv) support of, or opposition to, a candidate; or

(v) a promise of any such vote, abstention, support or opposition; or

(b) give or take any money or valuable consideration, advantage, recompense, reward or benefit in relation to a nomination, withdrawal, vote, abstention, support, opposition or promise.

PENALTY Fine not exceeding 20 penalty units or imprisonment for a term not exceeding 12 months.

(2) A person who instigates the commission of an offence under this section is punishable in the same manner as if that person had committed the offence.

(3) An offence under this section includes the supply of food, drink or entertainment with a view to influencing the vote of an elector at an election if the supply is made during the relevant period.

(4) A candidate or intending candidate must not directly or indirectly offer, promise or give a gift, donation or prize to or for any specific club, association or body or to or for clubs, associations or bodies generally during the relevant period.

PENALTY Fine not exceeding 5 penalty units.

(5) In proceedings for an offence under subsection (4), it is a defence for the person charged to show that gifts, donations or prizes similar in nature and in amount or value are regularly given by that person to the specific club, association or body.

(6) A person must not directly or indirectly threaten, offer, suggest, use, cause, inflict or instigate violence, punishment, damage, loss or disadvantage to another person in relation to -

(a) a nomination for an election; or

(b) a withdrawal of a nomination from an election; or

(c) a vote, or any abstention from voting at a poll; or

(d) support of, or opposition to, a candidate; or

(e) a promise of any such vote, abstention, support or opposition.

PENALTY Fine not exceeding 10 penalty units.

(7) A declaration of public policy or promise of public action is not an offence against subsection (6).
False or misleading statements

section 315

A person must not, in giving any information, filing a return or making an application under this Part -

(a) make a statement knowing it to be false or misleading; or
(b) omit any matter from a statement knowing that without that matter the statement is misleading.

PENALTY Fine not exceeding 10 penalty units or imprisonment for a term not exceeding 6 months.

Posters and signs

regulation 21, Local Government (General) Regulations 2015

(1) ........
(2) ........
(3) ........
(4) A person must not publicly display a poster, or sign, relating to the election of a candidate without the written authority of that candidate.

Advertising

regulation 22, Local Government (General) Regulations 2015

(1) A person must not purchase electoral advertising time or space in relation to the election of a candidate without the written authority of that candidate.
(2) ........
(3) ........
(4) ........
(5) ........
(6) A candidate is taken to have incurred the total time and space of, and expenditure involved in, electoral advertising which promotes that candidate in respect of an election irrespective of whether or not that advertising also promotes another candidate.
(7) A candidate who authorises a person to conduct electoral advertising on his or her behalf relating to an election is taken to have personally undertaken that advertising.
Total expenditure for advertising

(1) For the purposes of section 278 of the Act, the total expenditure on electoral advertising by, or on behalf of, a candidate during the relevant period must not exceed the sum of-

(a) If the relevant period commences during the financial year commencing on 1 July 2018, the relevant amount for the candidate; or
(b) if the relevant period commences during a subsequent financial year, the amount calculated for that candidate in that financial year under subregulation (2).

(2) For the purposes of subregulation (1)(b), the total expenditure for a subsequent financial year is calculated in accordance with the following formula and rounded off in accordance with subregulation (3)

\[ A = B \times \frac{C}{D} \]

Where –

A is the total expenditure for the relevant financial year being calculated;
B is the relevant amount for the candidate in respect of which the total expenditure is being calculated;
C is the CPI figure for Hobart for the March quarter immediately preceding the relevant financial year in which the total expenditure is to apply;
D is the CPI figure for Hobart for the March quarter 2018.

(3) If the value of the total expenditure calculated in accordance with subregulation (2) is not a multiple of $500, the amount is to be rounded off to the nearest multiple of $500.

(4) In this regulation CPI figure for Hobart means the Consumer Price Index: All Groups Index Number for Hobart published by the Australian Statistician under the authority of Census and Statistics Act 1905 of the Commonwealth;

Relevant amount, for a candidate, means –

(a) if the nomination of the candidate relates to an election in municipal area of Clarence City, Glenorchy City, Hobart City, Kingborough or Launceston City, $16 000; or
(b) if the nomination of the candidate relates to an election in any other municipal area, $10 000.
Appendix A – Sample Advertising Expenditure Return

Local Government Act 1993 – section 279

2018 Local Government elections
Candidate’s electoral advertising return
– to be completed by every candidate

I,  

<table>
<thead>
<tr>
<th>Candidate details (please print)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Given names</td>
<td>Family name</td>
</tr>
<tr>
<td>Residential address</td>
<td></td>
</tr>
</tbody>
</table>

a candidate at the 2018 Local Government elections for the

<table>
<thead>
<tr>
<th>Name of council</th>
</tr>
</thead>
</table>

make the following return of all expenditure incurred by me or a person authorised by me on
my behalf on electoral advertising used during the relevant period of the 2018 elections.

I am aware that my expenditure limit for this election is: 2018 is:

<table>
<thead>
<tr>
<th>Candidate for:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarence City, Glenorchy City, Hobart City, Launceston City, or Kingborough election</td>
<td>$16,000</td>
</tr>
<tr>
<td>Candidate for:</td>
<td></td>
</tr>
<tr>
<td>election for any other Tasmanian local government council</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

NOTE: Final changes to the Local Government (General) Regulations 2015 came into effect on 8 August 2018.

Every candidate is now required to declare the total expenditure on electoral advertising
during the relevant period (9 August 2018 – 10am 30 October 2018).

In the “Expenditure section” overleaf each different type of electoral advertising must be set
out separately. Please provide:

- details of the expenditure;
- details of the service/product provider;
- the cost incurred; and
- the date of payment.

If there is insufficient space on the form, please attach additional pages and mark each page
clearly with your full name.

This form is to be accompanied by any invoice, account or receipt in respect of electoral
advertising (under section 279(2) of the Local Government Act 1993).

The declaration on the back page of this form is to be made before either a Justice of the
Peace or a Commissioner for Declarations.

This return (and associated invoices, accounts, receipts) must be lodged at the address below
within 45 days after the day on which the returning officer issues a certificate of election.

Tasmanian Electoral Commission  Level 3, 169 Main Road, Moonah, 7009
PO Box 307, Moonah, 7009  ballot.box@tec.tas.gov.au  Phone: 1800 801 701

Form approved by TEC 7 August 2018
Expenditure section

Note: If you have not incurred expenditure, please state “nil” in the relevant section(s) below.

“Electoral advertising” is defined in section 3 of the Local Government Act 1993 to include:

- any notice, sign or poster;
- any pamphlet or handbill;
- any “how-to-vote” card;
- any print medium;
- any broadcast by radio or TV;
- advertising on the internet.

Notices, signs or posters (e.g. design, printing, material for erecting, recycled signs)

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
<th>Amount</th>
<th>Date</th>
<th>Payment to</th>
<th>Address</th>
<th>Receipt* Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

Pamphlets, brochures, letters etc. (e.g. design, printing, envelopes, postage, delivery)

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
<th>Amount</th>
<th>Date</th>
<th>Payment to</th>
<th>Address</th>
<th>Receipt* Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

Print medium (e.g. newspaper advertising, production costs)

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
<th>Amount</th>
<th>Date</th>
<th>Payment to</th>
<th>Address</th>
<th>Receipt* Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

* Note: Supporting documentation must be attached – including all invoices, accounts, receipts etc.

Television and radio advertising (including production costs)

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
<th>Amount</th>
<th>Date</th>
<th>Payment to</th>
<th>Address</th>
<th>Receipt* Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

Internet advertising (e.g. online advertising, website development)

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
<th>Amount</th>
<th>Date</th>
<th>Payment to</th>
<th>Address</th>
<th>Receipt* Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

* Note: Supporting documentation must be attached – including all invoices, accounts, receipts etc.

Expenditure summary

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notices, signs or posters</td>
<td></td>
</tr>
<tr>
<td>Pamphlets, brochures, &amp; letters</td>
<td></td>
</tr>
<tr>
<td>Print medium</td>
<td></td>
</tr>
<tr>
<td>Television and radio</td>
<td></td>
</tr>
<tr>
<td>Internet advertising</td>
<td></td>
</tr>
</tbody>
</table>

Total

* Note: Supporting documentation must be attached – including all invoices, accounts, receipts etc.
Declaration

I solemnly and sincerely declare that the information I have given on this form, and all attached documentation is true, complete and accurate.

I make this solemn declaration under the Oaths Act 2001

Declared at .................................................................
(place)

on .................................................................
(date)

.................................................................
Signature of candidate

Before me,

.................................................................
Signature
(Justice of the Peace/Commissioner for Declarations)

It is an offence under section 279(1) of the Local Government Act 1993 for a candidate not to complete an electoral advertising return. The sanction that may be imposed by a court for an offence under this section is a fine up to 30 penalty units. (A penalty unit is currently $163.)

All expenditure returns are open for public inspection for 12 months at the office of the Tasmanian Electoral Commission under section 281 of the Local Government Act 1993. Copies are also provided to the General Manager of the relevant council, under that section, for public inspection.

Personal Information Protection Statement
(required under the Personal Information Protection Act 2004).
1. Personal information will be collected from you for the purpose of assessing your electoral advertising expenditure in accordance with the Local Government Act 1993.
Level 3 TasWater Building
169 Main Rd, Moonah

PO Box 307 Moonah 7009
Phone  1800 801 701 or 03 6208 8700
Fax    03 6208 8791
email  ballot.box@tec.tas.gov.au
Website www.tec.tas.gov.au

All electoral forms mentioned in this booklet can be obtained from the TEC’s website: www.tec.tas.gov.au, or the Tasmanian Electoral Commission, or the returning officer.