

Issuing Declaration Votes

Manual

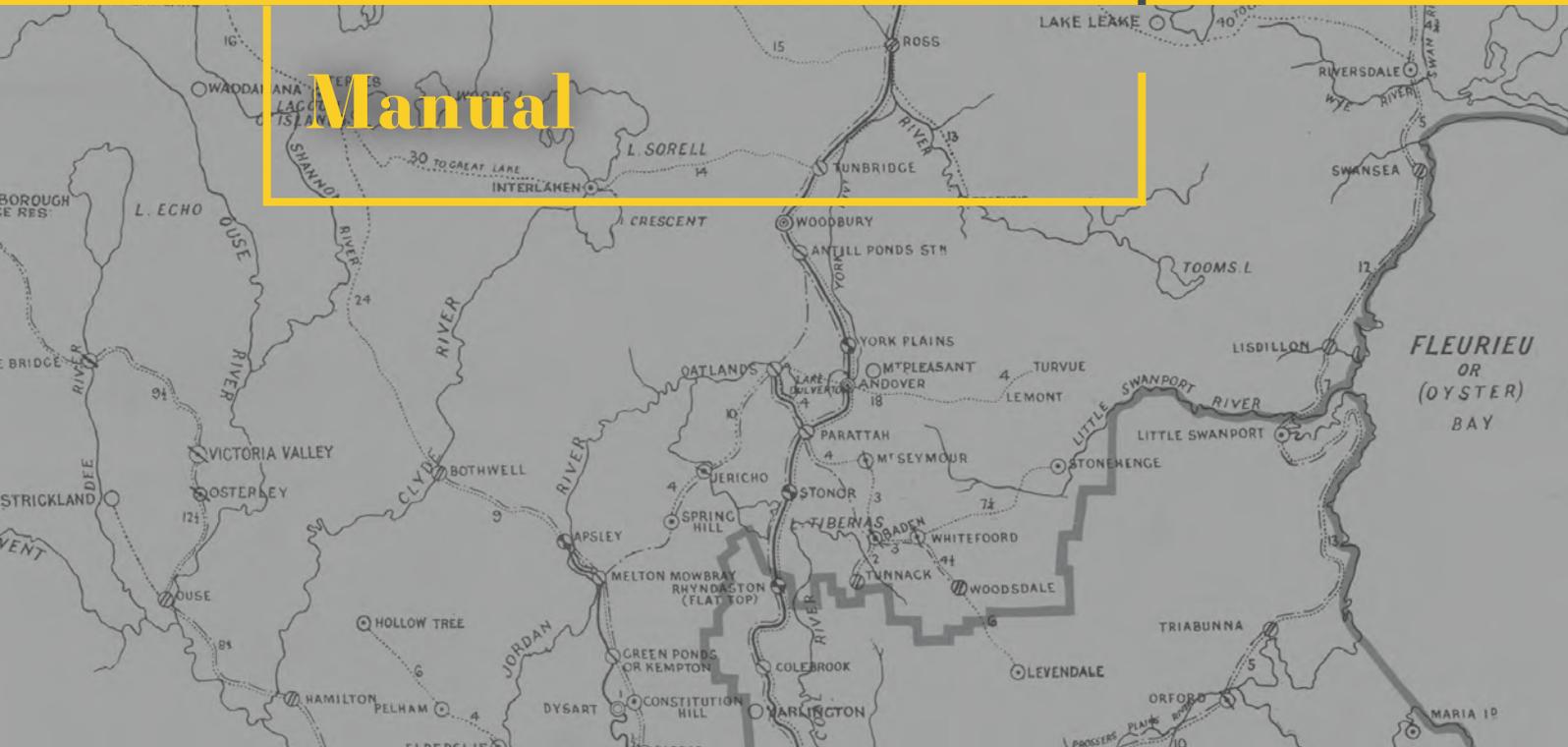


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Introduction

(sections 110, 115 - 118)

Polling places are required to have declaration voting available for all electors who cannot complete an ordinary vote.

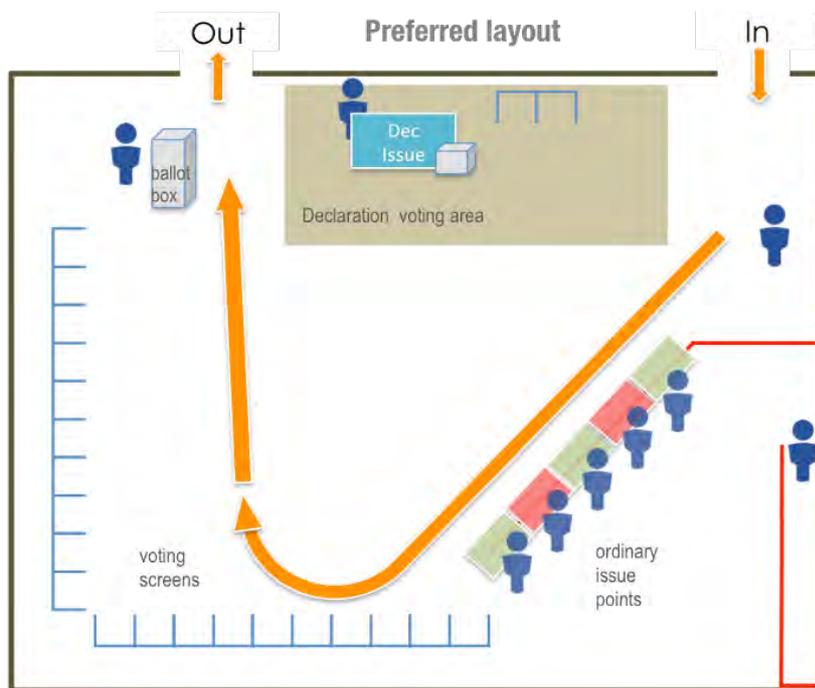
In polling places that are expected to issue a large number of declaration envelopes, a declarations officer has been appointed. For other polling places declaration votes will be issued by the Polling Manager or 2IC (if appointed)

All staff who issue declaration votes must attend face to face training. Make sure you have read these instructions and the “Instructions for Polling Officials” together with the valuable online learning resources before attending training. Links to these are provided in your confirmation of employment email.

No set of instructions can deal with every contingency. Always ask your Polling Manager for guidance if something occurs that is not covered by these instructions.

Separate declaration voting area

All polling places will have a separate space set up for issuing declaration votes. Where a Declaration Officer has not been assigned to a polling place, this may be the same location as the Polling Manager’s desk.



The declaration voting area includes:

- A separate desk for the declaration issuing officer
- Declaration voting material: declaration envelopes, silent elector envelopes, enrolment forms and a Dec Return
- Only where a declaration officer is in the polling place staffing profile will ballot paper packs for each of the divisions be issued to the declaration point. Where no declaration officer has been allocated, the Polling Manager or 2IC are to source declaration ballot paper stock from the ordinary issuing points as required.
- Separate voting screens and a small ballot box

Electors completing a declaration vote must place their ballot paper in the declaration envelope, as these votes require further processing by the Returning Officer (RO) to determine whether they can be admitted to the count.

Ballot papers issued for declaration voting **must not** be placed in the main ballot box.

Declaration Voting Material

Declaration vote envelope

There are four types of declaration made on the *Declaration Vote Envelope*:

Name not on roll

(Section 116)

This declaration is used where an elector cannot be found on any of the election rolls. This is the most common reason electors are required to cast a declaration vote.

Using a netbook at an ordinary issuing point, search all divisions to ensure the elector's name has not been overlooked. Also check for previous names. Note the close of roll date – and changes made to enrolment after this date will not appear on the netbook roll.

The declaration incorporates birth, citizenship and identity information that can be used by the AEC to update the elector's enrolment details after contacting the elector to verify their updated information.

Already marked off roll

(section 117)

Tasmania – Electoral Act 2004 – Sections 118 and 132

Declaration Vote Envelope

Division for enrolled address

Family name Given names in full

Former name (if applicable) Date of Birth / /

Enrolled address

Current permanent address (if different from enrolled address)

Voter's Declaration

Interstate voter
I declare I am entitled to vote at the election for the division shown above.

Absent voter, only if **not marked** on netbook computer
I declare I am entitled to vote at the election for the division shown above.

Name not on the roll
I declare I am entitled to vote at the election for the division shown above, in accordance with:
Section 107(2) –
(a) I believe my name has been on the roll for the division at some time during the 4 year period ending on the day of the close of the roll, and
(b) I have continuously resided within the current boundaries of the division since my name was removed from the divisional roll.
Or
Section 107(3) –
I believe that my name should appear on the roll and it has been omitted due to administrative error.

Name already marked off roll
I declare that I have not voted at the election.

Citizenship details (please complete if name not on roll)

Are you an Australian citizen by birth?

Yes Town of Birth Go to Evidence of identity

No Country of Birth Go to Evidence of identity

Have you been granted Australian citizenship?

Yes Go to Evidence of identity

No Are you an eligible British subject who was enrolled on 25 January 1984? Yes No

Evidence of identity
Confirm your identity by providing one of the following:
Australian Drivers licence number Australian passport number

If voting at a pre-poll polling place – I further declare I am unable to attend a polling place on polling day.
I declare that the information I have given on this form is true and complete.

Signature of elector Signature of electoral official

Electoral signature EI Off signature Elector ID number Office Use Only – Preliminary scrutiny Admit Initials Reject Initials RO confirm Initials

12/12

This declaration is used where an elector has already been marked off an election roll.

Absent voter (section 115)

This declaration is used where the elector claims enrolment within a division and the roll for that division is not available. With the introduction of netbooks, absent votes should only happen when ALL netbooks have failed, and you have no access to a paper-based reference roll.

Interstate voter

This declaration is not issued in Tasmanian polling places. Interstate pre-poll offices are not issued with an election roll so all interstate voters use this form to complete their vote.

Silent elector envelope

(Section 36)

The *Silent Elector Envelope* is for electors whose address details are not shown on the election roll.

As the address of the silent elector cannot be verified the silent elector **must** vote using a *Silent Elector Envelope*. Issue a silent elector envelope, if requested, even if the elector cannot be found on the roll.

Please note – **do not** ask silent electors for their address.

A form titled "Silent Elector Envelope" with fields for "Division", "Family name", "Given names & I.D.", "Home phone", "Mobile", and "Date". It includes instructions: "I declare I am entitled to vote at the election for the division shown above.", "If voting at a polling place - I further declare I am unable to attend a polling place on polling day.", and "I declare that the information I have given on this form is true and complete." There are also fields for "Signature of voter" and "Signature of electoral officer".

Postal vote envelopes

(section 130)

Postal vote envelopes can be handed in at a polling place. They can either be:

- Completed postal votes – which you receive, record and return to the RO, or
- Surrendered postal votes – which have not been completed and the elector is surrendering in exchange for being issued an ordinary ballot paper in the polling place.

A form titled "Postal Vote Declaration Envelope" with instructions: "Sign and date the voter's declaration below - no later than 5pm on polling day." and "I declare that the information I have given on this form is true and complete." It includes a "Voter's Declaration" section with a "Sign here:" field and a barcode. The address "PE2478 MR TEST POSTAL 1 POSTAL DRIVE POSTAL TAS 7999" is printed on the envelope.

When receiving a completed postal vote:

- Ensure Voter's Declaration section has been signed and dated by the elector
- Write "Received at {name of polling place} polling place at {time} on {date} and sign underneath your endorsement on the postal vote declaration envelope. For example, "Received at Howrah polling place at 11:00 am on 17/3/22".
- Enter details on the Postal Votes table for the correct division in the Dec Return booklet
- Place the postal vote declaration envelope in the ballot box

When receiving a surrendered postal vote (including a ballot paper):

- Write "Surrendered postal vote" on the envelope and the blank ballot paper
- Issue an ordinary ballot paper and mark them on the roll as per the instructions in the Polling Officer manual
- Enter details on the Postal Votes table for the correct division in the Dec Return booklet, and write "surrendered" next to the elector's name.
- Store the postal material securely until packing under label 5A

StreetFinder

For House of Assembly elections all declaration voting areas will be issued with a street finder to verify the division the elector claims entitlement to vote. This is a paper-based version of the StreetFinder netbook application.

The street finder is an alphabetical listing of all localities within Tasmania. To determine the division for a specific address, first look up the *locality* in the finder. If the locality refers you to the *street* section, use that to look up the street address and therefore the division.



Recording details of all envelopes

The Dec Return is the booklet provided to document the critical details of all envelopes issued or received at the polling place.

For each division, the booklet will include at least one page divided into sections for the three types of envelopes.

Cover page

Division page

Division of BASS

DECLARATION Votes Issued

| Sequence Number | Family Name | Given Names | Date of Birth | Claimed Enrolled Address | Previous Family Name (if applicable) |
|-----------------|-------------|-------------|---------------|--------------------------|--------------------------------------|
| 1 | | | // | | |
| 2 | | | // | | |
| 3 | | | // | | |
| 4 | | | // | | |
| 5 | | | // | | |
| 6 | | | // | | |
| 7 | | | // | | |
| 8 | | | // | | |
| 9 | | | // | | |
| 10 | | | // | | |
| 11 | | | // | | |
| 12 | | | // | | |
| 13 | | | // | | |
| 14 | | | // | | |
| 15 | | | // | | |
| 16 | | | // | | |
| 17 | | | // | | |
| 18 | | | // | | |
| 19 | | | // | | |
| 20 | | | // | | |
| 21 | | | // | | |
| 22 | | | // | | |

Division of BASS

DECLARATION Votes Issued (continued from previous page)

| Sequence Number | Family Name | Given Names | Date of Birth | Claimed Enrolled Address | Previous Family Name (if applicable) |
|-----------------|-------------|-------------|---------------|--------------------------|--------------------------------------|
| 23 | | | // | | |
| 24 | | | // | | |
| 25 | | | // | | |
| 26 | | | // | | |
| 27 | | | // | | |
| 28 | | | // | | |
| 29 | | | // | | |
| 30 | | | // | | |
| 31 | | | // | | |
| 32 | | | // | | |
| 33 | | | // | | |

SILENT Votes Issued

| Sequence Number | Family Name | Given Names |
|-----------------|-------------|-------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

POSTAL Votes Handed In

| Postal Vote ID Number | Family Name | Given Names |
|-----------------------|-------------|-------------|
| | | |
| | | |
| | | |

Issuing declaration votes

The process

The following are the key steps in issuing a declaration vote:

Step 1: Elector completes declaration

Ask the elector to complete and sign their personal details on a declaration envelope.

When issuing a *Name not on roll* declaration vote – ensure all citizenship and evidence of identity sections are completed



Step 2: Find the elector's division

Establish the elector's division based on the stated enrolled address.
The elector's current permanent address is irrelevant at the moment.

Check the enrolled address using the Street Finder.

Please **do not rely on your memory, or the elector's assertion**.
Divisional boundaries change and humans are fallible.



Step 3: Check the declaration envelope

Complete the following:

- Write the name of your polling place in the space provided.
- Write the name of the division containing the elector's enrolled address.
- Ensure that the appropriate declaration box is ticked and all relevant details included.
- Have the elector sign the declaration if they have not already done so.
- Sign and date the envelope as witness.



Step 4: Elector votes

- Select a ballot paper for the division you have written on the declaration envelope.
- Initial the front of the ballot paper and hand it to the elector.
- Ask the elector to mark their vote alone in a voting declaration voting screen, fold the ballot paper, and return it to you so the ballot paper can be put in the declaration envelope.



Keep the declaration envelope with you while the voter marks the ballot paper.

Step 5: Make an entry in the Dec Return booklet

Transcribe details from the declaration envelope to your Dec Return booklet, while the elector is voting. Write (and circle) the sequence number (from the dec return booklet) above the division name on the front of the declaration envelope.

Step 6: Sealing the envelope

The final steps for the declaration vote are:

- Reconfirm the name on the envelope matches the electors name (when assisting multiple electors),
- Have the elector place their folded ballot paper in the declaration envelope,
- Seal the envelope, and
- Place it in the declaration ballot box in the elector's presence.

Note – Provisions for spoiled ballot papers and assisting electors are the same as for ordinary voters.

Issuing silent votes

Before commencing the issuing of a silent vote, it may be worthwhile having the elector check their enrolled address against the division map. Or, show them how they can check their address on a netbook Street Finder by showing them how to look up a random address. **Do not check their address as it must remain secret.** Make sure to turn away from the elector when they type an address. Ensure they press F2 to clear the search before giving you back the netbook.

The process

Issuing a Silent elector vote is simpler than issuing a Declaration vote:

The image shows a 'Silent Elector Envelope' form. At the top right is a field for 'Polling place name'. Below that is a 'Division' field. The form is divided into two columns: 'Family name' and 'Given names in LU'. Below these are 'Former name (if applicable)' and 'Date of birth' fields. There are three lines of declaration text: 'I declare I am entitled to vote at the election for the division shown above.', 'If voting at a pre-poll polling place - I further declare I am unable to attend a polling place on polling day.', and 'I declare that the information I have given on this form is true and complete.' There are two signature lines: 'Signature of elector' and 'Signature of witness/official'. At the bottom, there are checkboxes for 'Ballot paper', 'Pre-poll', 'Office Use Only - Post-election scrutiny', 'Mark', 'Mark', and 'Pre-poll'.

Step 1: elector completes declaration

Ask the elector to complete their:

- personal details and
- enrolled division

on a silent elector envelope.

Should the elector be unsure of their division, show them how to use the paper Street Finder to determine this

Step 2: check the Silent Elector Envelope

Complete the following:

- Write the name of your polling place in the space provided.
- Have the elector sign the declaration if they have not already done so.
- Sign and date the envelope as witness.

Step 3: elector votes

- Select a ballot paper for the division written on the top of the Silent Elector Envelope.
- Initial the front of the ballot paper and hand it to the elector.
- Ask the elector to mark their vote alone in a declaration voting screen, fold the ballot paper, and return it to you so the ballot paper can be put in the Silent Elector Envelope.

Keep the Silent Elector Envelope with you while the voter marks the ballot paper.

Step 4: make an entry in the Dec Return booklet

Transcribe details from the Silent Elector Envelope to your Dec Return booklet, while the elector is voting. Write (and circle) the sequence number (from the Dec Return booklet) above the division name on the front of the envelope.

Step 5: Sealing the envelope

The final steps for the declaration vote are:

- Have the elector place their folded ballot paper in the Silent Elector Envelope,
- Seal the envelope, and

Place it in the declarations ballot box in the elector's presence.

Note – Processes for spoiled ballot papers and assisting electors are the same as for ordinary voters.

Packing and reconciliation

After the close of the poll

The Polling Manager will direct you to open the declaration point ballot box. Before you open the box the Polling Manager will check the seals and enter details in the Polling Manager Return.

Once open, undertake the following steps:

- Sort the envelopes to envelope type by division
- Sort envelopes into sequence order by type and division
- Check that all envelopes have been recorded in the Dec Return
- Complete the Labels 5A (one for each division) provided by the Polling Manager
- Place the label securely on top of each division bundle and secure with rubber bands
- Complete the cover of the Dec Return booklet – must balance against label 5As
- Hand all declaration election material to the Polling Manager for packing and recording in the Polling Manager Return.

HOUSE OF ASSEMBLY ELECTIONS **2018**
Tasmanian Electoral Commission

Dec Return

Division of **HOME**
PP No. 788
Polling Place Name: Ourtown

SUMMARY OF ISSUE AND RECEIPTS:

| | OTHER 1 | OTHER 2 | OTHER 3 | HOME | OTHER 4 |
|-------------------|---------|---------|---------|------|---------|
| Declaration Votes | - | 1 | 1 | 4 | - |
| Silent Electors | - | - | - | 1 | - |
| Postal Votes | 1 | - | - | 1 | - |

Transfer totals to Label 5As - one label per division

I certify this return is correct:

Signature of OIC: [Signature] 31 / 02 / 2018

Signature of Scrutineer/Witness: [Signature] 02 / 03 / 2018

Label 5A
Tasmanian Electoral Commission
to be placed in Parcel 5

This sub-parcel contains:
declaration envelopes
for division of **HOME**

No. of envelopes:

- 4** Declaration vote envelopes
- 1** Silent elector envelopes
- 1** Postal vote declaration envelopes

Signature of Polling Manager: *B. Rubble* 31 / 02 / 18

Polling Place: _____

Examples of completed material

Tasmania – Electoral Act 2004 – Sections 118 and 132

Poling place name: **Ourtown**

Declaration Vote Envelope

Division for enrolled address: **Home**

Family name: **Sample** Given names in full: **Jane**

Former name (if applicable): _____ Date of Birth: **1 / 1 / 70**

Enrolled address: **1 Big Walk Way, Ourtown**

Current permanent address (if different from enrolled address): _____

Voter's Declaration

Interstate voter
I declare I am entitled to vote at the election for the division shown above.

Absent voter, only if **not marked** on netbook computer
I declare I am entitled to vote at the election for the division shown above.

Name not on the roll
I declare I am entitled to vote at the election for the division shown above, in accordance with:
Section 107(2) –
(a) I believe my name has been on the roll for the division at some time during the 4 year period ending on the day of the close of the roll, and
(b) I have continuously resided within the current boundaries of the division since my name was removed from the divisional roll.
Or
Section 107(3) –
I believe that my name should appear on the roll and it has been omitted due to administrative error.

Name already marked off roll
I declare that I have not voted at the election.

Citizenship details (please complete if name not on roll)

Are you an Australian citizen by birth?
 Yes → **Ourtown** → Evidence of identity
Town of Birth
 No → _____ → Evidence of identity
Country of Birth

Have you been granted Australian citizenship?
 Yes → Go to Evidence of identity
 No → Are you an eligible British subject who was enrolled on 25 January 1984? Yes No

Evidence of identity
 Confirm your identity by providing one of the following:
 023456 _____
Australian Drivers licence number Australian passport number

If voting at a pre-poll polling place – I further declare I am unable to attend a polling place on polling day.
 I declare that the information I have given on this form is true and complete.

Signature of elector: **J Sample** Signature of electoral official: **F Hindstone**

12/12

Tasmania – Electoral Act 2004 – Section 36(5)

Poling place name: **Ourtown**

Silent Elector Envelope

Division: **Home**

Family name: **Quiet** Given names in full: **Girl**

Former name (if applicable): _____ Date of Birth: **1 / 1 / 70**

I declare I am entitled to vote at the election for the division shown above.

If voting at a pre-poll polling place –
 I further declare I am unable to attend a polling place on polling day.

I declare that the information I have given on this form is true and complete.

Signature of elector: **Quiet Girl**

Signature of electoral official: **RBright**

12/12

Postal Vote declaration Envelope

Sign and date the voter's declaration on the flap below and leave it attached
 —or your vote will not be counted.

PE2478
 MR TEST POSTAL
 1 POSTAL DRIVE
 POSTAL TAS 7999

VOTER'S DECLARATION

I am the voter named on this envelope.
 I voted on the ballot paper in this envelope.

Sign here... **F Postal** **20 / 12 / 18**
(Date)

Received at Ourtown polling place at
3:10pm on 1 / 1 / 18
Olobern

← Have you changed your name or address?
 Please write your new details here.

Division of HOME

DECLARATION Votes Issued

| Sequence Number | Family Name | Given Names | Date of Birth | Claimed Enrolled Address | Previous Family Name (if applicable) |
|-----------------|-------------|-------------|---------------|---------------------------|--------------------------------------|
| 1 | Sample | Jane | 1/1/70 | 2 Brookside St, Invermay | - |
| 2 | Shift | Late | 2/14/55 | 3 Eden St, Riverside | - |
| 3 | Street | Justin | 3/10/79 | 8 Baker Court, Blackstone | - |
| 4 | New | Beverley | 2/02/59 | 7 Vermont St, Mowbray | Old |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| 23 | | | | | |
| 24 | | | | | |

TRAINING SAMPLE

Division of HOME

DECLARATION Votes Issued (continued from previous page)

| Sequence Number | Family Name | Given Names | Date of Birth | Claimed Enrolled Address | Previous Family Name (if applicable) |
|-----------------|-------------|-------------|---------------|--------------------------|--------------------------------------|
| 25 | | | | | |
| 26 | | | | | |
| 27 | | | | | |
| 28 | | | | | |
| 29 | | | | | |
| 30 | | | | | |
| 31 | | | | | |
| 32 | | | | | |
| 33 | | | | | |
| 34 | | | | | |
| 35 | | | | | |
| 36 | | | | | |

SILENT Votes Issued

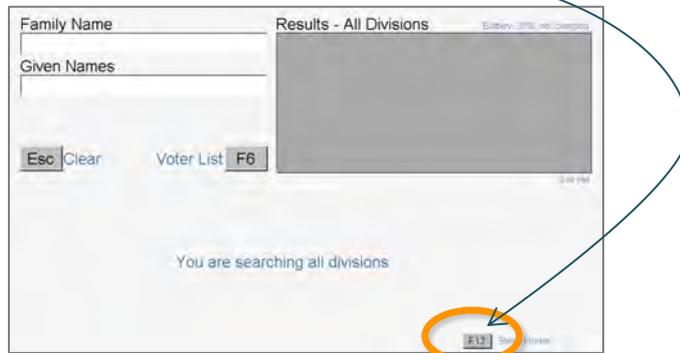
| Sequence Number | Family Name | Given Names |
|-----------------|-------------|-------------|
| 1 | Quiet | Girl |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

POSTAL Votes Handed In

| Postal Vote ID Number | Family Name | Given Names |
|-----------------------|-------------|-------------|
| HOMC203 | Postal | Test |
| | | |
| | | |

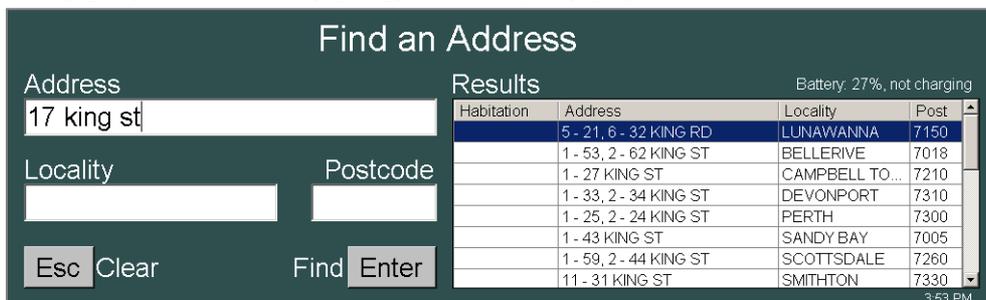
Appendix A: Street Finder

Street Finder is used in relation to providing a declaration vote for someone who cannot be found on the roll. To access Street Finder, press F12 at the bottom right of screen:



This will open Street Finder. To check an address, enter the following into the Address field:

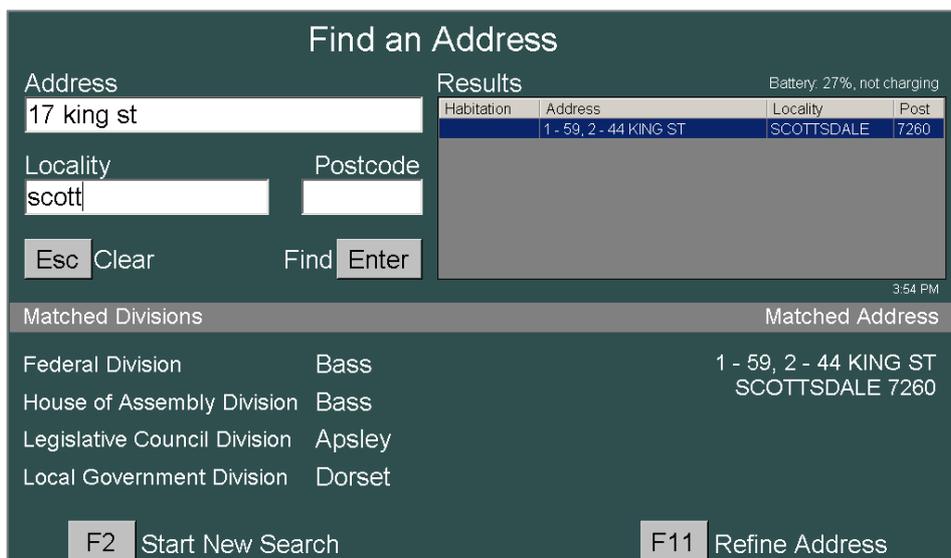
- street number (eg 17) • street name (eg king) • street type (eg st)



The system brings up all King Street addresses across the state. Do not scroll down this list.

- press Tab and in the locality field, enter "s c o".

As you enter the Locality, the list is reduced to available matching options, which is why Scottsdale does not need to be entered in full.



Write the matched Division name on the declaration envelope. Press F2 to clear the search. Press F12 to leave Street Finder.

Please do not rely on your memory, or the elector's assertion. Divisional boundaries change and humans are fallible.

The following examples show the importance of checking the number range, as a number of roads in Tasmania pass through more than one division.

Find an Address

Battery: 39%, not charging

Address:

Locality:

Postcode:

Clear Find

| Habitation | Address | Locality | Post |
|--------------|--------------------------|-----------|------|
| SPRING VA... | BASKERVILLE RD | OLD BEACH | 7017 |
| | 1 - 99 BASKERVILLE RD | OLD BEACH | 7017 |
| | 155 - 640 BASKERVILLE RD | OLD BEACH | 7017 |
| | 156 - 650 BASKERVILLE RD | OLD BEACH | 7017 |
| | 2 - 154 BASKERVILLE RD | OLD BEACH | 7017 |
| KOORINGAL | 221 - 221 BASKERVILLE RD | OLD BEACH | 7017 |
| CREEKSIDE | 239 - 239 BASKERVILLE RD | OLD BEACH | 7017 |
| ROSELANDS | 257 - 257 BASKERVILLE RD | OLD BEACH | 7017 |

8:34 AM

| Matched Divisions | | Matched Address |
|------------------------------|----------|--------------------------|
| Federal Division | Lyons | 156 - 650 BASKERVILLE RD |
| House of Assembly Division | Lyons | OLD BEACH 7017 |
| Legislative Council Division | Derwent | |
| Local Government Division | Brighton | |

Start New Search Refine Address

Find an Address

Battery: 39%, not charging

Address:

Locality:

Postcode:

Clear Find

| Habitation | Address | Locality | Post |
|--------------|--------------------------|-----------|------|
| SPRING VA... | BASKERVILLE RD | OLD BEACH | 7017 |
| | 1 - 99 BASKERVILLE RD | OLD BEACH | 7017 |
| | 155 - 640 BASKERVILLE RD | OLD BEACH | 7017 |
| | 156 - 650 BASKERVILLE RD | OLD BEACH | 7017 |
| | 2 - 154 BASKERVILLE RD | OLD BEACH | 7017 |
| KOORINGAL | 221 - 221 BASKERVILLE RD | OLD BEACH | 7017 |
| CREEKSIDE | 239 - 239 BASKERVILLE RD | OLD BEACH | 7017 |
| ROSELANDS | 257 - 257 BASKERVILLE RD | OLD BEACH | 7017 |

8:35 AM

| Matched Divisions | | Matched Address |
|------------------------------|----------|------------------------|
| Federal Division | Franklin | 2 - 154 BASKERVILLE RD |
| House of Assembly Division | Franklin | OLD BEACH 7017 |
| Legislative Council Division | Derwent | |
| Local Government Division | Brighton | |

Start New Search Refine Address

Level 3, 169 Main Road
Moonah Tasmania 7009

Phone 1800 801 701
Email ballot.box@tec.tas.gov.au
Web www.tec.tas.gov.au

