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Tasmanian Electoral Commission
'21 HOUSE OF ASSEMBLY ELECTIONS

Mobile Polling

Supplement Manual

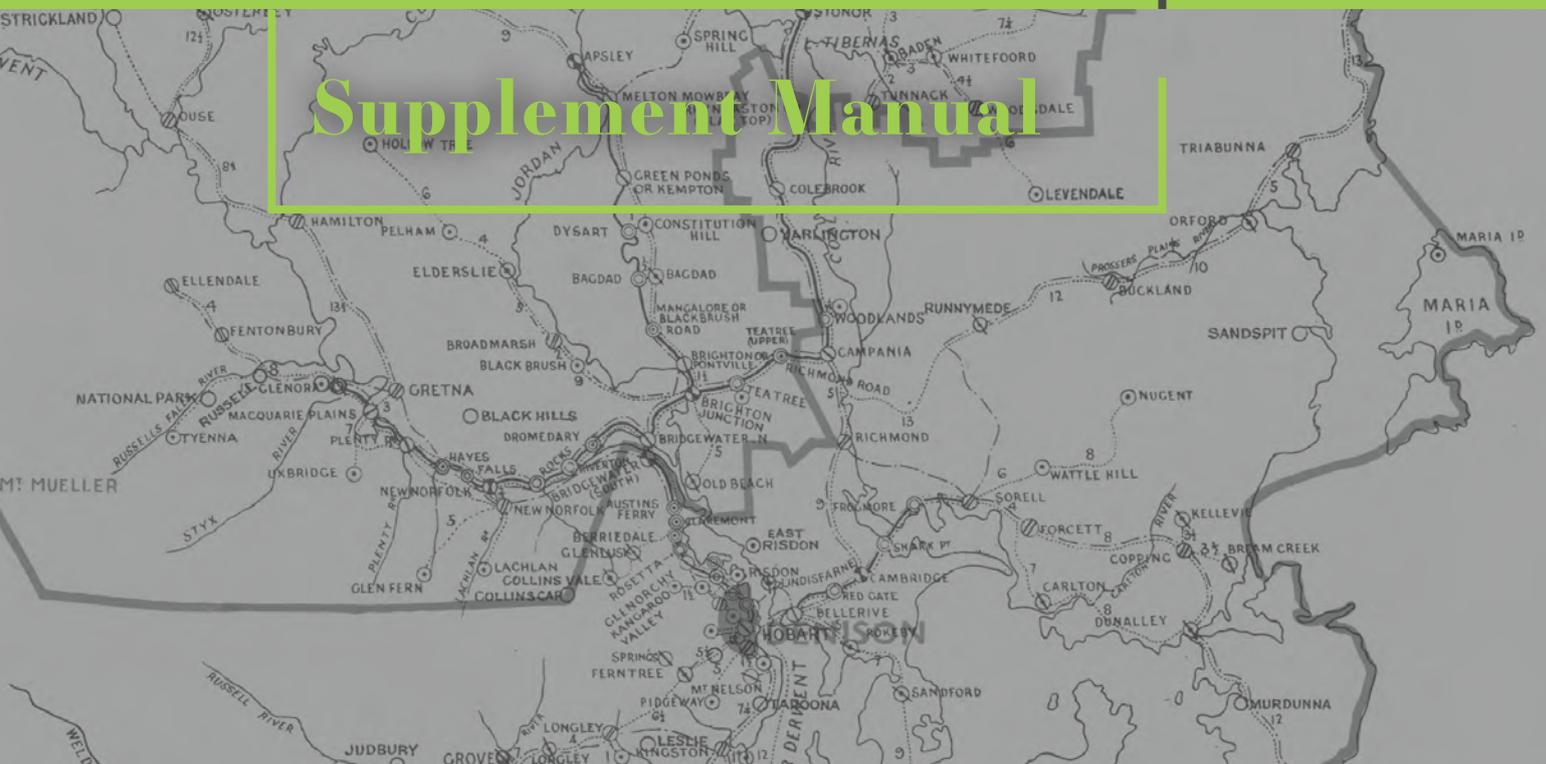


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Background

What is Mobile polling?

(sections 91 to 94)

Under the *Electoral Act 2004*, the Electoral Commission can appoint mobile polling teams that can issue votes to electors during specific time periods at appointed mobile polling places before or on polling day.

Mobile polling places are usually hospitals or nursing homes. The Electoral Commissioner determines the periods each mobile polling place is open for voting.

Who can vote at a mobile polling place?

(section 108)

A person is entitled to vote at a mobile polling place if they are:

- a resident of the institution where you are conducting polling,
- staff at the institution,
- visitors, and
- residents of peripheral accommodation of the institution.

How is managing mobile polling different from an ordinary polling place?

Most of the functions and responsibilities of a Mobile Polling Manager are the same as those for an Polling Manager managing an ordinary polling place on polling day. As a quick summary the main differences are:

- Mobile teams are paid on an hourly rate instead of a day package
- Mobile Polling Managers undertake opening and closing of poll procedures for each location
- A Mobile Polling Manager is responsible for opening and closing polling over multiple mobile polling places and is responsible for ensuring the secure overnight storage and transfer of election material
 - most importantly all used and unused ballot papers and netbooks
- Mobile Polling Managers complete different final close of poll procedures
- Mobile Polling Places are designed to cater for the elderly, infirm or other people unable to vote offsite. Please ensure that extra patience, courtesy and care is taken, and all people are shown respect at all times.

Preparing for mobile polling

Similar to an ordinary Polling Manager you are required to:

- check your election material allocation
- undertake eLearning and face-to-face training, and
- count the ballot papers and charge the netbooks.

Arrangements for each visit will already have been completed by the Returning Officer's (RO) staff. Your RO will provide details concerning who you need to contact at each location and when you need to be there.

Managing the polling place

The RO will, with the agreement of the venue, aim to set reasonable polling periods to enable for the number of potential electors to vote. However, there may be quiet periods. It is important to maintain professionalism at all times.

Similar to an ordinary polling place on polling day you will be issuing ordinary votes and declaration votes for all House of Assembly divisions. Remember that declaration votes received during mobile polling are placed into the same ballot box as ordinary mobile votes. If the ballot box is close to full, contact your RO.



Rules about candidate canvassing are the same for ordinary, pre-poll and mobile polling places.



At the time the poll period is to close for that mobile polling place, if people are lined up waiting to vote, allow those electors to complete voting. At the close of polling, place a Polling Officer at the end of the line after which no one may join the queue to vote.



Please ensure that you adhere to the gazetted times for voting at each polling place. You may not start collecting votes before the publicised time or continue after.



As mobile staff are paid at an hourly rate, make sure all staff keep their timesheet up-to-date before they finish work each day.



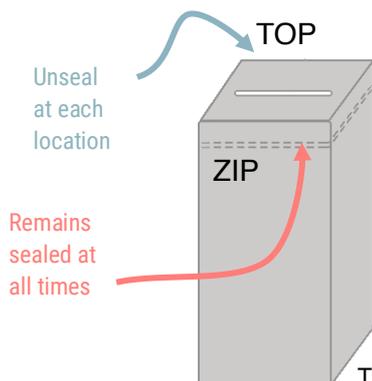
You are responsible for the security of all your election material & cardboard between places. Ensure you discuss security arrangements with your RO when you collect your election material.

The vinyl ballot + materials boxes

Pre-poll polling places & mobile polling teams are provided with two special vinyl boxes: a **grey** ballot box and a **blue** election material storage box for secure storage of netbooks and unused ballot papers, between locations. Each vinyl box requires two seals – which/when you seal & unseal depends on the type of box:

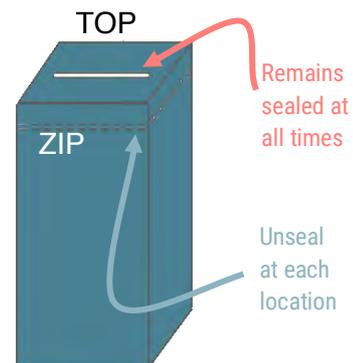
For the **GREY** ballot box:

- The zip seal: is sealed on the first morning of the mobile polling period and secures the ballot papers within the grey ballot box
- The top seal: is open during polling to enable voters to place their ballot paper in the grey ballot box and is sealed between each location



For the **BLUE** election material box:

- The top seal: is sealed on the first morning of the polling period and secures the unused ballot papers and netbooks within the blue ballot box
- The zip seal: is open during polling and is sealed between each mobile polling location



Conducting mobile polling

A mobile team is usually employed multiple days and attends several venues. You may be carrying out polling:

- in one dedicated voting area,
- by moving between rooms at the venue, or
- a combination of the two.

However, it is important to be flexible and be able to alter the circumstances if needed to ensure electors are able to receive their ballot paper. Please make sure you keep in contact with your RO should you have any questions.



When conducting polling from room-to-room, please ensure that the elector is treated in the same manner as if they had attended a dedicated voting area, and maintain the secrecy of the ballot by creating circumstances that mirror as much as possible the situation in a dedicated voting area.



Please make sure you are aware of the rules around electors who need assistance (page 9 of your Polling Officials manual) as this situation is likely to occur more often at mobile polling places.



If the person in charge of the venue, or their delegate, informs you that a visit to a resident is not permitted on medical grounds, you must not visit that resident (Electoral Act 2004, Section 114).

Ensure that these resident's details are recorded on the Unable to Vote list provided by the facility.

For each mobile polling place

For each location ensure you —

- Arrive at the mobile polling place location at least half an hour before polling is due to open (unless otherwise scheduled);
- introduce yourself to the venue contact, or their delegate and request a list of residents who are unable to vote on the day. (This list is emailed to polling places prior to your visit and is used to remove electors from any Non-Voter follow-up contact by the TEC);
- if required, show the venue contact the mobile polling premise agreement located in the Admin section of your Polling Manager Return; and
- set up for polling.

Special processes for your first mobile polling place

At your first mobile polling place:

- Record the opening time on Sheet 1.
- Before the first ballot paper is issued, have the first voter witness the sealing of the zip seal on the ballot box used for voting and record the seal details on Sheet 1.
- Enter the opening ballot paper balance in Rows 1-3 of Sheet 3a (for each division).
- Enter the total number of ballot papers in Row 1 of Sheet 3.

Commencement of polling at each subsequent mobile polling place

- Record the opening time on Sheet 1.
- Have a person confirm with you the number of the top seal on the grey ballot box is the same as recorded as sealing the top at the previous mobile polling location.
- Break the TOP seal on the grey ballot box (**Do not break the zip seal**).
- Enter the opening ballot paper balance in rows 1-3 of Sheet 3A (for each division) for the new location.

End of mobile polling period

Some time during the final day of mobile polling complete the staff evaluations.

Under the Electoral Act, **no votes can be counted** until after the close of the poll at 6pm on polling day.

As a Mobile Polling Manager, you must seal the ballot box as is, which will be opened in the RO's office after the close of the poll.



Once the polling period for the final mobile polling place has concluded and the last elector has voted:

- Record the time that you closed voting on sheet 1
- Seal the top of the ballot box and record the final seal number on Sheet 1
- Enter the final elector figures for each netbook on Sheet 2
- Complete the final day's figures and totals on Sheet 3a for each division, and
- Complete Sheet 3 items as outlined in checklist G.



In your final pack up:

- Make sure all staff have entered all their work times and have signed the timesheet.
- Pack up the voting screens
- Make sure you seal all election material in the provided packing bags and labels.
(Full process provided in checklist H of the Polling Manager Return)

All election material should be sealed in the secure election material box for returning to the RO.

Your RO will organise these details with you at training.

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Redistribution Proposal Map circa 1948