



Returning Officers - How to Vote Cards (HTVC) Assessment Independent Candidate – Mayoral / Councillor

Please advise all Candidates to submit an electronic copy of their HTV Cards along with the required number of physical copies

Name of Candidate		LG Area	
Mayoral / Councillor (Circle)		Division / Ward	
Card Lodgement	Type of HTV Card (✓ tick)		
Date	Time: am/pm	Single	
		Double Sided	
		Multiple Pages	
Is it a How to Vote card ? (must meet one of the following criteria)			
<p>a. Does it represent, or intend to represent a ballot paper or part thereof?</p> <p>b. Does it list the names of any of the Candidates with numbering to indicate an order of voting preference?</p> <p>c. Does it direct or encourage the making of preference votes, other than first preference votes.</p> <p>If not, it is not a HTV Card and is not to be accepted for lodgement</p>			
Check that the correct numbers of HTV Cards have been lodged by the Candidate.			Yes
12 copies + number of Polling Booths in LGA Division / Ward			No
Correct lodgement paperwork is present			Yes
Check that a Form LG 53 is present and has been completed correctly.			No
Check the Authorisation of the HTV Cards			Yes
The print size of the Authorisation is correct for the size of the HTV Card, please refer to the templates and guides: <ul style="list-style-type: none"> • 10pt - If the card is <i>not</i> larger than A6 • 14pt - If the card is larger than A6 but not larger than A3 • 20pt - If the card is larger than A3 			No
The Authorisation appears on each printed face of the HTV card.			
Name and Street Address (PO Box address will not be accepted) of the Authoriser appears on all sides of the HTV Card.			
Check the Content of the HTV Cards			Yes
Clearly identifies the Person, Political Party, Organisation or Group.			No
Lists the Candidates as they appear on the ballot paper, in the correct order.			
Names of all candidates and LGA Divisions / Ward have been spelt correctly.			
Each number is only displayed once.			

CCC EXHIBIT

Check the Content of the HTV Cards	Yes	No	
First Past the Post – <i>(Undivided councils – Councillor elections only)</i>			
Prompts the voter to number (or mark) ballot paper squares, up to the required number of candidates to be elected.			
Does not say, “Just vote one” or similar			
Does not contain number 1, ✓ or X and selects more than the required number of candidates to be elected			
Optional Preferential Voting (OPV) – <i>(All Mayoral elections and all divided council elections)</i>			
Prompts the voter to place the numeral 1, or a tick or a cross in the square opposite the name of a candidate			
Does not say, “You must number every square”			
Other considerations			
The HTV Card must not be misleading or deceptive, offensive or obscene.			
Ensure that any language other than ‘English’ on the HTV card also has an ‘English Translation’ attached with the lodgement.			
If the card is rejected based on content, complete the ‘Reasons for Rejection of How to Vote Card’ form.			
Comments			
Checked By:			
Name of Returning Officer	Signature	Date	Time
Forward this Form and the electronic copy to fad@ecq.qld.gov.au Please note the size of the HTV Card in the email (eg 15cm x 10cm or DLX or A4).			
The Funding and Disclosure Team will conduct a final check of the electronic version for compliance with <i>the Local Government Electoral Act 2011</i> and advise you of the result. You will then be able to advise the Authoriser of the Acceptance / Rejection of the HTV Card.			
Do not send the physical copies of the HTV Cards to ECQ headquarters. Please retain them locally and include them in the HTV Packs that will go out to Polling Booths.			
In you have any queries in relation to the lodgement and processing of HTV Cards please contact : ECQ Funding, Disclosure & Regulation (FADR) at fad@ecq.qld.gov.au or on (07) 3035 8017			

Crime and Corruption Commission
Exhibit No. 4 Hearing No. _____
Produced by Glen RICE QC
This 18 Day of April 2017
per J.
Presiding Officer