

Electoral Advertising &

If authorised for a candidate not endorsed by a registered political party (e.g. an independent candidate):

- 12 cards, plus one for each polling place in the Local Government Area in which the card is to be distributed, are to be lodged together with **Form 53 (Lodgement of a How-to-Vote Card)** with the RO.

GROUP HTV CARDS

If authorised for a group of candidates not endorsed by a Registered Political Party:

- 12 cards, plus one for each polling place in the Local Government Area, are to be lodged together with **Form 53 (Lodgement of a How-to-Vote Card)** with the RO.

General

Nomination

Electoral Advertising

Candidates, Party Workers

Votin

Counting & Formality of

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Scrutineers**

PARTY WORKERS & SCRUTINEERS

The presence of scrutineers during the election process helps ensure that the election is perceived as free and fair.



Scrutineers must not handle ballot papers, declaration envelopes or any other election

Section 59 Scrutineers

- (1) Each candidate for an election may, by notice given to the returning officer for the election in the approved form, appoint 1 or more adults as scrutineers for the candidate.
- (2) Scrutineers are entitled to be present in each polling booth at times when electors are allowed to vote at the booth.
- (3) Scrutineers are also entitled to be present-
 - (a) beforehand at each polling booth to-
 - (i) inspect ballot boxes; and
 - (ii) observe the examination of declaration envelopes received before 6pm the day before the polling day for the election; and
 - (b) afterwards at each polling booth and other places to observe the examination of declaration envelopes and the counting of votes.
- (4) For subsections (2) and (3), the number of scrutineers each candidate is entitled to have at a polling booth or other place is 1 scrutineer for each issuing officer present at the booth or place.
- (5) A scrutineer may-
 - (a) object to an issuing officer's decision on a person's entitlement to vote at the election; and
 - (b) object to the acceptance or rejection of a ballot paper by the returning officer or a presiding officer; and
 - (c) record the identification details given to an issuing officer at a polling booth by a person who votes at the election at the polling booth; and
 - (d) remove from the polling booth the scrutineer's record of identification details mentioned in paragraph (c); and
 - (e) do anything else permitted by this Act.

General

Nomination

Electoral
Advertising

Candidates, Party
Workers

Voting

Counting & Formality
of

Candidates, Party Workers & Scrutineers Advertising & Secretaries

Note-

A scrutineer may record the name and address, as given to an issuing officer, of a person voting at an election but may not record details of how the person voted at the election.

See

section 192(3).

(6) A scrutineer must carry adequate identification to show that the person is a scrutineer.

PARTY WORKERS

Party workers, other than those appointed as scrutineers, may only enter the polling booth to record their own vote. The only exception is when they are nominated by an elector to help that person vote. They must not wear or display in the polling booth on Election Day any badges or emblem of a candidate or political party.



At all other times party workers must remain at least six (6) metres from

PHOTOGRAPHERS AND MEDIA

Any person arranging for photographers and/or media to visit polling booths must contact the RO in sufficient time to enable arrangements to be made with the relevant Booth Presiding Officer.

It should be noted that photographers and members of the media or their equipment are not to hinder, inconvenience or delay any polling staff or electors and that the total secrecy of the vote must be maintained at all times.

ELECTORAL FUNDING & FINANCIAL DISCLOSURE REQUIREMENTS

All candidates and groups are required to comply with the Electoral funding and financial disclosure requirements set out in Part 6 of the *Local Government Electoral Act 2011*.

Handbooks setting out the detailed requirements of the Act for Candidates and third parties are available from ECQ. Copies are also available on ECQ's website at www.ecq.qld.gov.au

General

Nomination

Electoral Advertising

Candidates, Party Workers

Votin

Counting & Formality of

VOTING - CERTIFIED LIST

Before polling begins, each Ordinary Vote Polling Official is supplied with a copy of the certified list (list may be in electronic format) of electors for the Local Government Area for which they are appointed.

Only electors whose names are on the Certified List are entitled to an ordinary vote at a local government election. Other electors who believe they are entitled to vote at the election cast a declaration vote.

BALLOT PAPERS

An elector is issued with a Mayoral ballot paper and a Councillor ballot paper for their Local Government Area after their name has been marked on the Certified List.

Any elector who spoils a ballot paper before it is placed in the ballot box or a conveyance envelope may, on returning the spoilt ballot paper to the Polling Official receive a new one.

METHODS OF RECORDING A VOTE - ATTENDANCE ELECTIONS

Scrutineers will observe electors using various methods to cast a vote. Consequently, they should be aware of the different categories and methods of voting, as their rights and duties differ slightly in the observation of each:

- Ordinary Voting at a polling booth;
- Declared Institution Voting
- Electoral Visit Voting;
- Declaration Voting:
 - Unenrolled Voting
 - Postal Voting
- Pre-Poll (In Person) Voting

Ordinary Voting at a Polling Booth

An ordinary vote is a vote recorded by an elector on polling day at a polling booth appointed for the Local Government Area for which they are enrolled. The Polling Official will ask the elector their full name and address, look up the certified list and mark-off the elector (this may include electronic mark off). The Polling Official will hand ballot papers for Mayor and Councillor to the elector and ask them to go to a vacant voting compartment and read and follow the instructions on top of the ballot papers. **Proof of Identity is NOT required to cast an ordinary vote.** This legislative requirement has been removed.

Nomination General

Electoral Advertising

Candidates, Party Workers

Votin

Counting & Formality of

Votin

The elector must then retire alone to a voting compartment and, in private:

- Mark their votes on the ballot papers;
- Fold them so that the vote is concealed; and
- Place them in the correct ballot box (Mayor and Councillor) and leave the polling booth.

Declared Institutions

A scrutineer may be present during the conduct of polling in Declared Institutions. Polling Officials take ballot boxes and necessary voting equipment to patients, residents and inmates in these institutions. The Polling Official may display a How-to-Vote (HTV) Card board of participating candidates, (who have provided a copy of their HTV card to the RO) to any elector who requests it.

Advise your scrutineers of the date, time and place at which voting will commence.

Advise scrutineers to be sensitive to the particular needs of these electors and perform their scrutineering duties in as low-key a manner as possible. They should not contact the electors in any manner which could be construed as canvassing for their vote.

Scrutineers should undertake their duties of observing proceedings, but having regard at all times for the secrecy of the vote.

Electoral Visits

Scrutineers may be present during the conduct of Electoral Visit Voting. Any elector who has qualified through illness, disability or advanced pregnancy or being a carer of such a person and is therefore unable to get to a polling booth, is entitled to an Electoral Visit Vote. Polling Officials will take ballot

boxes and necessary voting equipment to electors who qualify. The Polling Official may display a

to-Vote (HTV) Card board of participating candidates,(who have provided a copy of their HTV card to the RO) to any elector who requests it.

Advise your scrutineers of the date, time and place of departure of Polling Officials.

They should:

- Observe proceedings in a low-key manner having regard for the particular needs of this type of voter and the secrecy of the vote.
- Refrain from assisting the Polling Official in any way.
- Refrain from any action which might be construed as canvassing for the elector's vote.

An elector may request that scrutineers do not enter their residence to observe the taking of their vote.

General

Nomination

Electoral Advertising

Candidates, Party Workers

How-


Votin

Counting & Formality of

Declaration Voting

An elector who is unable to vote as an Ordinary Voter on Election Day may vote as a Declaration Voter. Declaration votes include unenrolled votes and postal votes.

To make a Declaration Vote, an elector must complete and sign a Declaration claiming they are entitled to vote at the election. This is not the case when a Local Government Area is a full postal ballot.



There is NO absent voting in Local Government

Unenrolled Voting

An elector who claims a vote but whose name cannot be found on the certified list of electors may, upon making a declaration, vote on Election Day at any polling booth in the Local Government Area or Ward in which he or she claims to be enrolled.

The following procedures apply to unenrolled voting:

- After the Polling Official has established the elector's name is not on the roll, the elector completes a Declaration envelope stating their particulars (name, address, date of birth.);
 - Electors can update their enrolment details after the first close of rolls date but before 6pm on the day before Polling Day and claim a declaration vote for their updated enrolled address.
- The elector signs the declaration in the presence of the Polling Official who signs as witness to the signature;
- On receipt of the Mayoral and Councillor ballot paper for the Local Government Area for which the elector claims to be enrolled, the elector marks their vote; and
- The unenrolled elector returns to the Polling Official with the folded ballot papers. The ballot papers are placed in the signed and witnessed Declaration Envelope, sealed and placed in the ballot box.
- These votes will only be counted if ECQ can establish that the elector is entitled to have their vote admitted to the count.

Postal Voting

No qualifications apply to electors for postal voting. Electors can apply online at ECQ's website www.ecq.qld.gov.au

Applications close at 7pm on Wednesday before Polling Day.

General

Nomination

Electoral Advertising

Candidates, Party Workers

Votin

Counting & Formality of

Votin

On receipt of the postal vote material the elector must:

- Fill out and sign the postal vote declaration envelope in the presence of an authorised witness (Before 6pm on polling day);
- Have the authorised witness sign the postal vote declaration envelope;
- Cast a vote in the presence of the authorised witness, but so that the authorised witness cannot see the vote; and
- Immediately enclose the ballot papers in the declaration envelope, and post, send or deliver the sealed envelope to the RO, so that they receive it by 6pm on the 10th day after polling day.

Electors who are registered special postal voters will automatically receive postal ballot material as soon as they become available after the close of Nominations.

Pre-Poll (In Person) Voting

An elector may cast a pre-poll (in person) vote at any advertised pre-poll voting centre in their Local Government Area.

Pre-Poll (In Person) Voting may commence 2 weeks before Polling Day and ceases at 6pm on the Friday before polling day – this is subject to variation and dependant on local government area requirements. Individual operating times will be available on ECQ’s website.

The Polling Official will supply the elector with ballot papers for Mayor and Councillor for their Local Government Area.

The elector then casts a vote in privacy and folds the ballot papers and places them in the correct Ballot Box (Mayor and Councillor).


In divided Local Government Areas, the elector may be required to place their ballot papers into a Conveyance Envelope before placing them in the designated ballot box.

 Counting of votes will not commence at any place until 6pm on polling

FULL POSTAL BALLOTS

Local Governments can apply to the relevant Minister to conduct their election by postal ballot. If approved, all electors are automatically sent postal ballot material to their enrolled postal address.

If an elector’s postal ballot material is lost in transit or is accidentally defaced or destroyed, they MUST apply for replacement ballot material by completing a declaration form.

 **NO** polling booths are established in full postal ballot

General
Nomination
Electoral Advertising
Candidates, Party Workers
Votin
Counting & Formality of

Counting of Votes

At each polling booth and the RO's Office counting of votes may begin after the poll closes on Election Day.

There are two systems of voting at Local Government Elections depending on the divisional arrangements of your Council.

Voting Systems

First-Past-the-Post

Conducted in all Local Government Areas which are not divided into single member divisions. This voting system covers only undivided Local Government Areas and Local Government Areas which have a division or divisions with two or more councillors representing the divisions.

For election of a Councillor, under this system, the elector casts a valid vote by:

- **If one candidate is to be elected** – electors place a '1' or a ' ' or an 'X' in the square opposite the name of the candidate the elector prefers.
- **If two or more candidates to be elected** – placing a '1' or a ' ' or an 'X' opposite the name of one of the preferred candidates and then placing a '2' or '2', '3' and so on in numerical order in the squares opposite the names of the other preferred candidates, up to the number of candidates to be elected. For example, if there are eight councillors required with 12 candidates, the elector would mark the ballot paper to indicate which eight candidates they wished to vote for.

First-Past-the-Post is a system of voting whereby the candidate with the highest number of formal votes is elected.

Optional Preferential Voting

Required for election of Mayor and where the Local Government Areas are divided into single member divisions (i.e. one councillor represents each division).

Under this system the elector has a choice about how they mark the ballot paper:

- They can place a '1' or a ' ' or an 'X' in the square opposite the candidate they prefer to indicate their choice, or
- The elector may vote giving preferences by marking a ballot paper with a '1' or a ' ' or an 'X' in the square opposite the name of the preferred candidate to record the electors first preference.
The elector then marks the required number of preference (i.e. '2', '3', '4' and so on in numerical order in the other squares) to record the order of preference for one or more other candidates. The elector need not give a preference to all candidates.

General

Nomination

Electoral
Advertising

Candidates, Party
Workers

Votin

Counting & Formality
of

Formality & Scrutiny of Votes

Optional Preferential is a system of voting whereby a candidate is elected with an absolute majority of formal votes remaining in the count.

At each polling booth and the RO's Office counting of votes may begin after the poll closes on Election Day.

INFORMALITY OF VOTES

In an Optional Preferential Voting Event.

These will be regarded as informal:

- Any ballot paper with no marking on it;
- Any ballot paper not having either the number '1', '✓' or 'X' against the name of one candidate;
- Any ballot paper with a distinguishing mark or writing;
- Any ballot paper that has a combination of two or more of the number '1', '✓' or 'X'; and
- Any ballot paper which has been placed in a **Discarded Ballot Paper Envelope**

(Form 20) In A First-Past-the-Post Voting Event.

These would be regarded as informal:

- Any ballot paper with no marking on it;
- Any ballot paper not having selected up to the required number of candidates;
- Any ballot paper with a distinguishing mark or writing;
- Any ballot paper that has used the number '1', '✓' or 'X' that selects more candidates than the required number to be elected; and
- Any ballot paper which has been placed in a **Discarded Ballot Paper Envelope (Form 20)**.

DECLARATION VOTES SCRUTINY

Scrutiny of Declaration Votes is carried out by the RO. The scrutiny is conducted in two stages.

Preliminary scrutiny of declaration votes to determine whether claimant is entitled to vote and the count.

If it is found that the claimant was, or should have been, enrolled for the Local Government Area as claimed the ballot paper is removed from the declaration envelope and counted.

General
Nomination

Electoral
Advertising

Candidates, Party
Workers

Votin

Counting & Formality
of

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