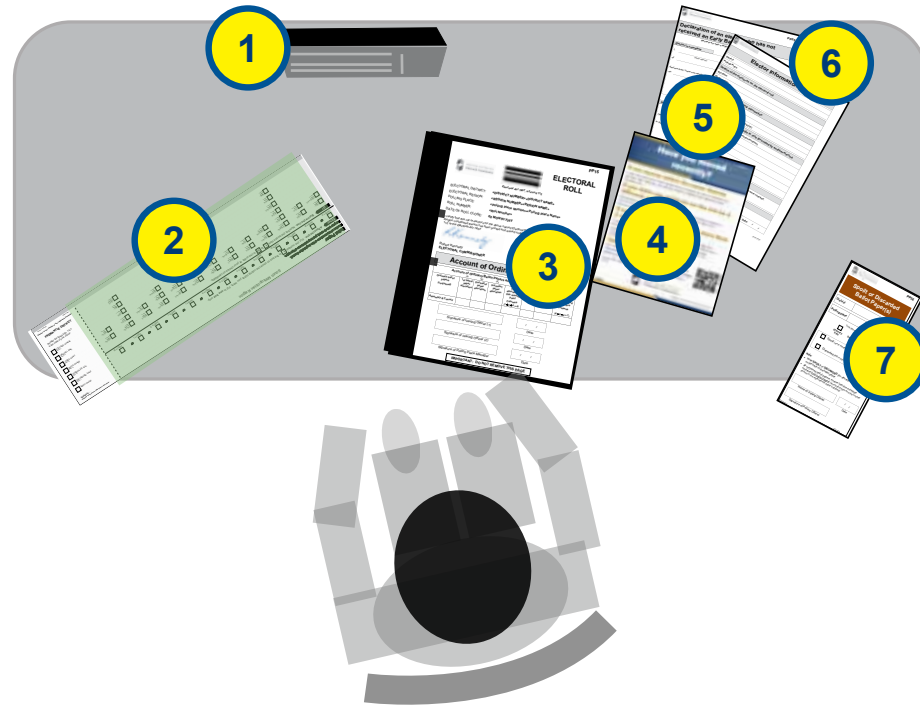


ISSUING ORDINARY VOTES - 2021

What's involved

- issuing votes using a paper roll for the district in which the polling place is located
- keeping track of your ballot papers and forms
- answering general enquiries
- working on the count after 6pm
- packaging materials and polling place clean-up



Ordinary Issuing Officer Materials

1. Process for Issuing Ordinary votes Triangular Card (PP37)
2. District ballot papers (conjoined)
3. Electoral Roll - Account of Ordinary Ballot Papers (PP15)
4. Have you moved recently? (PP21)
5. Elector Information Report pads (PP34)
6. Declaration by an elector who has applied for, but not received an Early Ballot paper (by post) (PP35)
7. Spoilt or Discarded Ballot Paper envelope (PP36)

Step 1 Ask the elector the three (3) compulsory questions
 1. Have you cast an early vote for this election or already voted today?
 2. What is your full name?
 3. Where do you live?

An elector should only be issued with ballot paper(s) if they:
 • Have not voted before in this election
 • Are found on the electoral roll for this electoral district

Step 2 Mark name on electoral roll (Certified List)
 Take care to ensure you mark the correct name.
 With black pen draw a continuous line between the arrowheads to the left of the voter's name
 Do not draw through the number or name.

ERROR
 201 Smith Jayne Margaret
 202 Smith John Anthony
 203 Smith Peter Matthew

Step 3 Issue the ballot papers
 Separate the LA and LC ballot papers down the perforation line before handing both papers to the elector when a voting screen is vacant

Step 4 Advise the elector to vote
 Advise the elector to:
 • Go to a vacant voting screen
 • Read the instructions on the ballot papers
 • Complete the ballot papers – fold them separately and put into the appropriate ballot boxes

Correcting an error on the Certified List

- Write the letter "W" to the left of the incorrect mark and draw an arrow to the roll number.
- Draw a firm line between the arrowheads on the error correction indicator at top left of page.
- Mark the correct name with a line between the arrowheads.

ERROR
 W → 202 Smith John Anthony
 201 Smith Jayne Margaret
 203 Smith Peter Matthew

NOTE:

- If the elector's name is not on the roll, check variation of the name.
- If the elector cannot be found, direct them to a Declaration Vote Issuing Officer or Polling Place Manager.
- If the elector is enrolled for a different address and the address is still within the same district and their name appears on the roll – mark their name off roll and issue ballot papers.
- If they have moved outside of the District – refer them to the Declaration Issuing table.

Ordinary Issuing Officers

During the day you are likely to be rotated into different roles in the polling place, these include:

- issuing ordinary votes
- ballot box guard
- queue controller/enquiry officer
- hygiene officer

Silent electors

- have their address omitted from the roll for security reasons
- 'Section 51B' appears on the roll in lieu of address

ISSUING ORDINARY VOTES - 2021

How will I know what to do?

Use the checklists in your manual to check materials on your desk, count your ballot papers, and be ready to issue votes. The manual tells you how to issue votes, provides advice on how an elector can update their enrolment and how to complete the various administration forms.

Will I be trained?

Yes. Read through the manual and complete the compulsory online training. Then when you arrive on Election Day at 7 am, the manager will instruct you on the forms and processes to use. This is the time to ask any questions you may have!

Paperwork and sorting

So that we know how many ballot papers are issued, you must always account for and record the number of ballot papers you get from the manager on the form (PP15) at the front of the Electoral Roll.

After 6 pm, to find out how many you issued, count the Spoilt or Discarded Ballot Paper envelopes issued, and your remaining number of unused ballot papers.

The top form is the 'Elector Information Form' (PP34) from the Western Australian Electoral Commission. It contains sections for:

- Details of the elector as on the electoral roll:** District, Polling Place, Surname, Given names, Date of birth.
- Details of the person supplying information:** Full name, Relationship (if not the elector), Mobile number/email address (in case of enquiry).
- A Information about the elector unable to vote (provided by another elector):** Mark the box below and add details (eg date/reason/location). Options include Deceased, Unwell, Out of the State, Working, and Other reason for not voting (please provide details).
- B Elector not on the roll:** The elector name above could not be found on the Ordinary Roll.
- C Information supplied by elector to correct:** Name or address requiring correction, Signature.

The bottom form is the 'Elector Information Report' (PP34). It is titled 'COMPLETE A SEPARATE PAGE FOR EACH ELECTOR' and contains:

- Section A: Elector Unable to Vote** - Note: Some details provided in Section A may be subject to confirmation before being considered as a valid and sufficient reason for not voting.
- Section B: Elector Not Found on Roll** - The Ordinary Roll and ERS Computer, if available, should be checked to confirm whether or not an elector is on the roll. If an elector cannot be found on the roll, this information will be considered during the non-voter process.
- Section C: Enrolment Correction** - This section is to be used only if the details an elector supplied on his/her enrolment claim is different on the electoral roll. It is not to advise of a new name or address. If an elector's ADDRESS or NAME has changed, they will need to update their details online by scanning the QR code below or visiting www.eac.gov.au.

 A QR code is provided for enrolment correction. At the bottom, it says 'Do not remove any pages from this pad.' and 'Return this pad in Parcel 7 (PP34)'.

The top part shows the 'ELECTORAL ROLL' form with fields for:

- ELECTORAL DISTRICT: «DISTRICT NUMBER»«DISTRICT NAME»
- ELECTORAL REGION: «REGION NUMBER»«REGION NAME»
- POLLING PLACE: «Polling Place Number»«Polling Place Name»
- ROLL NUMBER: «Roll Number»
- DATE OF ROLL CLOSE: dd MONTH yyyy

 It includes a signature of Robert Kennedy, ELECTORAL COMMISSIONER, and a date.

Below is the 'Account of Ordinary Ballot Papers' form. It includes a table for 'Account of Ordinary Ballot Papers and Certification of Voters Marked' with columns for:

- Ordinary ballot papers (conjoined)
- 1st ballot paper allocation
- 2nd ballot paper allocation
- 3rd ballot paper allocation
- Total allocated to this issuing point Columns (1+2+3+4)
- Spilt ballot papers
- Unused ballot papers (conjoined)
- Total ballot papers issued to electors Columns (4+5+6+7)

 There are also signature lines for the Issuing Officer (1), Issuing Officer (2), and Polling Place Manager, each with a date field. A prominent box states 'IMPORTANT: DO NOT REMOVE THIS PAGE'.

This is an informational page titled 'Have you moved recently?' from the Western Australian Electoral Commission. It provides guidance on:

- If you moved within the same district:** If your new address is in the same electoral district as your old address you can still vote. However, you will also need to update your address on the electoral roll.
- If you think you might be on the roll for a different address:** A declaration issuing officer with a computer can check whether you are on the roll in another electoral district for a different address. If they don't have a computer you can have a provisional vote.
- If you moved to another district more than 3 months ago:** If you moved to a different electoral district more than 3 months ago and didn't update your enrolment details, you are not entitled to vote. Make sure a polling official takes down your details so you don't receive a penalty notice for not voting. You will also need to update your address on the electoral roll.

 It includes instructions on 'Updating your address' and provides a QR code for online updates.