ISSUING ORDINARY VOTES

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. Electoral Enrolment form
8. Spoilt or Discarded Ballot Paper envelope (PP36)
ISSUING ORDINARY VOTES

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 whom to issue votes to, when to provide the elector an enrolment form and how to complete administration forms.

Will I be trained?

Yes. Read through the manual and watch the training videos on our WAEC public website before Election Day. 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.

Old address on roll

Use Have you moved Recently? card

• moved to another district (less than 3 months) and not updated your enrolment, you may vote for candidates in your old district, provided name is on that district’s roll.

• change of residence within the same electoral district does not disqualify you from voting at the election for that district providing name is still on the roll.

• moved permanently to another electoral district more than 3 months ago and not updated your enrolment for your new address, then not eligible to vote.

Have you moved house recently?

Do you need to update your enrolment?

If you have moved house recently, you need to update your enrolment details on the State electoral roll.

Left it too late?

If it has been more than three months since your details changed, you may not be able to vote at this election.

Check with a polling official.

The issuing officer can check whether you are enrolled or give you an enrolment form. You can also update your details online at www.elections.wa.gov.au/enrol

Don’t risk missing out on making your voice heard.