

HANDBOOK

Parties, Groups, Candidates
and Scrutineers at Local
Government Elections

INTRODUCTION

The *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2005* (the Regulation) govern the conduct of Local Government elections in New South Wales.

This handbook is intended to assist individual candidates, groups and registered political parties (RPPs) participating in the election by explaining relevant processes and procedures. It is not however a substitute for the law.

While the New South Wales Electoral Commission (NSWEC) will provide information, it does not provide legal advice. If candidates are in doubt about any legal matters regarding the election, they should seek their own independent legal advice.

Candidates should also read the following handbooks:

- Election Funding Guide for Candidates and Groups – Local Government Elections
- All forms and publications referred to in this handbook can be downloaded from the NSWEC's website: www.elections.nsw.gov.au and the Election Funding Authority's (EFA) website www.efa.nsw.gov.au. Candidates can also contact the NSWEC's candidate help desk on **1300 135 736**.

Candidates can also go to the following websites for further information:

- www.dlg.nsw.gov.au to view or download the publication "Becoming A Councillor"
- www.legislation.nsw.gov.au to view or download the relevant provisions of the *Local Government Act 1993* and *Local Government (General) Regulation 2005*.

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GLOSSARY

TERM	MEANING
ABSOLUTE MAJORITY	A candidate must have an absolute majority of formal votes in order to be elected. An absolute majority is 50% + 1 of formal votes.
ATL (ABOVE THE LINE)	Councillor ballot papers where there are groups and Group Voting Squares (GVS) have a thick black line dividing the ballot paper. Group voting squares appear Above The Line (ATL) on the ballot paper.
BALLOT PAPER DRAW	The process of determining which order the candidates (and groups if applicable) will appear on the ballot paper. Conducted by returning officer (RO) on nomination day.
BTL (BELOW THE LINE)	Councillor ballot papers where there are groups and Group Voting Squares (GVS) have a thick black line dividing the ballot paper. Candidates appear Below The Line (BTL) on the ballot paper.
CANDIDATE	A person who is nominated for election as Mayor and/or Councillor.
CANDIDATE INFORMATION SHEET (CIS)	The Candidate Information Sheet is part of the nomination papers and must be completed by all candidates.
CANDIDATE WORKER	See Party worker.
CERTIFIED LIST	The Certified List of electors who are eligible to vote at the election.
CHECK COUNT	A 'check' or second count of all first preference votes from all polling places, postal, pre-poll and DIs conducted by the RO on election Sunday.
CLOSE OF ROLL	The date when enrolments for the election are closed.
COUNCIL AREA	Also referred to as a Local Government Area (LGA), a council area is one of 152 geographical areas in NSW.
COUNCILLOR	Every council area has a number of elected councillor positions.
DECLARATION OF THE POLL	An official declaration made by the RO in writing that sets out the result of each election held for that council area.
DECLARATION VOTE	A vote cast by an elector where the ballot papers are enclosed in an envelope containing a printed declaration signed by the voter includes: postal, pre-poll, Declared Institution, silent elector, 'Name not on the roll' and 'Name already marked as voted' votes.
DECLARED INSTITUTION (DI)	A hospital, nursing home or convalescent home which is visited by election officials in the week before election day to take votes from patients.
DISTRIBUTION OF PREFERENCES	The process of determining the successful candidate in an election, by distributing ballot papers (either of an excluded candidate or the surplus of an elected candidate) to the remaining candidates according to the preferences on each ballot paper.
ELECTION	Selection by vote of a person(s) to hold political office.
ELECTION DAY	The day when electors go to polling places to vote. Sometimes referred to as polling day.
ELECTION NIGHT	After 6pm on election day, when the polling places are closed.

ELECTION SUNDAY	The Sunday following election day, when the check count of ballot papers and other activities take place in the RO office.
ELECTION OFFICIAL (EO)	A general term to refer to people appointed to officiate at a place where electors vote.
ELECTORAL COMMISSIONER (EC)	The statutory officer appointed to manage the conduct of Parliamentary and Local Government elections.
ELECTION FUNDING AUTHORITY (EFA)	The Election Funding Authority (EFA) administers the Election Funding Act 1981 and Regulations. For more information, refer to the EFA website at www.efa.nsw.gov.au
ELECTORAL MATERIAL	Any “how to vote” card, poster, advertisement or anything else containing electoral matter.
ELECTORAL MATTER	Generally, any matter capable of affecting the result of an election or capable of influencing an elector in casting a vote. Includes the name of a candidate or political party, or photograph, drawing, or image of a candidate.
ELECTORAL OFFENCES	An offence committed under the <i>Local Government Act</i> or Regulation.
EMA (ELECTION MANAGEMENT APPLICATION)	Computer application used by ROs to undertake tasks associated with running the election eg staffing of polling places; processing nominations; processing declaration votes; and recording election results.
EXHAUSTED BALLOT PAPERS	In a distribution of preferences, a formal ballot paper that has no further formal preferences for continuing candidates.
FORMALITY	Generally, a ballot paper completed according to the Directions for Voting on the ballot paper. There are a number of rules governing the formality of ballot papers.
GENERAL MANAGER	The General Manager (GM) of the council.
GROUPS	Candidates for councillor may request, in certain circumstances, to form groups with other candidates on the ballot paper.
GROUP VOTING SQUARES (GVS)	Candidates who have formed groups may request a Group Voting Square (GVS) on the ballot paper for ATL voting.
HOSPITAL POLLING PLACE	A polling place on election day that is located in a hospital. Not to be confused with a Declared Institution.
HOW-TO-VOTE (HTV) CARD	A leaflet that encourages an elector to vote for a particular candidate, party or group, often including a representation of a ballot paper.
INFORMAL	Generally, a ballot paper has not been completed according to the Directions For Voting on the ballot paper.
LOCAL GOVERNMENT AREA (LGA)	Also referred to as a council area, a Local Government Area (LGA) is one of 152 geographical areas in NSW.
MAYOR	Every council has a mayor. Some mayors are elected by the councillors. Some are elected by the electors.
MULTI-COUNCIL POLLING PLACE	Polling places located on or near the boundary between two or more council areas may issue votes for more than one council area.
MULTI-WARD POLLING PLACE	Polling places located on or near the boundary between two or more wards in a council area may issue votes for those wards.

NOMINATION	The process by which a person applies to become a candidate for election.
NON-RESIDENTIAL ROLL	Collated and certified by each General Manager, made up of the roll of non-residential owners and the roll of occupiers and rate paying lessees who have made application. Lapses after each election.
NSWEC	The New South Wales Electoral Commission (NSWEC) provides assistance to the Electoral Commissioner in the administration of the Act and the conduct of elections.
ORDINARY VOTE	Ordinary voting takes place in polling places on election day.
PARTY / CANDIDATE WORKER	A person who assists candidates by handing out how-to-votes. Unlike scrutineers, a party worker has no official status.
POLL	Council polls are run to capture voter opinion on any issue. The result of a council poll is not binding on the council.
POLLING PLACE	A building such as a school or community hall that has been designated as a place to which voters go on election day to vote.
POLLING PLACE MANAGER (PPM)	Employed by the RO to manage a polling place on election day.
POSTAL VOTE	Electors unable to attend a polling place on election day may vote by posting ballot papers to the RO.
POSTAL VOTE APPLICATION (PVA)	Electors wishing to postal vote must first apply for a postal vote using a Postal Vote Application (PVA).
POSTAL VOTE DECLARATION (PVD) ENVELOPE	Electors must complete and sign and send back to the RO with the ballot papers enclosed.
POPULARLY ELECTED MAYOR	Elected by electors on election day for a four year term.
PREFERENCES	The numbers written by the elector in the square next to a candidate's name or in a GVS on the ballot paper.
PRE-POLL	Electors unable to attend a polling place on election day may apply personally at a pre-poll voting centre for a pre-poll vote.
PRINCIPAL POLLING PLACE	Every council area that has wards will have one designated principal polling place to issue votes for every ward in the council area.
QUOTA	In a proportional count (3 or more to be elected), candidates are elected when they have received a 'quota' of formal votes. Quota is calculated by dividing the number of formal votes by one more than the number to be elected, then adding 1.
RECOUNT	May be conducted to confirm the original election result. Can be requested by candidates or ordered by the Electoral Commissioner.
REFERENDUM	Constitutional referendums are held to: change the number of councillors; create or abolish wards; change the way in which the mayor is elected; or change the method of electing councillors in a council with wards. The result is binding on the council.
REGISTERED ELECTORAL MATERIAL	Electoral material including how-to-vote cards registered for distribution on election day. Only registered electoral material can be distributed on election day.

REGISTERED GENERAL POSTAL VOTER (RGPV)	Electors who satisfy certain legislative provisions can register to receive postal votes automatically without further application.
REGISTERED POLITICAL PARTY (RPP)	An organised group with a common political philosophy which seeks to win and retain public office. Political parties must be registered with the NSWEC.
REGULATED ELECTION PERIOD	The period from close of roll date and ending 6.00pm election day in which certain campaigning activities are regulated.
RESIDENTIAL ROLL	Roll of all electors enrolled on Commonwealth/State electoral rolls for that council area as at close of rolls. Prepared by NSWEC.
RETURNING OFFICER (RO)	The official appointed by the Electoral Commissioner to conduct an election for one or more council areas.
SCRUTINEER	A person appointed by a candidate in writing to observe certain election processes and ensure that procedures are undertaken in a proper manner.
SCRUTINY	The check of declaration envelopes to ensure compliance before the vote is admitted to count.
SECTION VOTES	The general name given to 'Name not on the roll' votes and 'Name already marked as voted' votes cast by electors on election day using a declaration envelope.
SILENT ELECTOR	An elector whose name appears on the roll but whose address does not appear for personal safety reasons.
SPOILT BALLOT PAPERS	Electors who make a mistake when voting may exchange the "spoilt" ballot paper for a replacement.
UNCONTESTED ELECTION	An election is uncontested if by close of nominations, the number of nominations for a position is equal to or less than the number to be elected.
VOTECALC	A computer programme used by some ROs to assist with the distribution of preferences.
WARD	Some council areas are divided into smaller areas that are called wards. Each ward elects the same number of councillors.

1. THE NSW ELECTORAL COMMISSION

NSW Electoral Commission

The NSW Electoral Commission (NSWEC) is required by law to conduct council elections, referendums and polls in NSW to ensure they are independent, fair and impartial. The Commission has had responsibility for the conduct of council elections since 1987. The NSWEC appoints polling places, pre-poll voting centres and Declared Institutions for each election.

Returning Officer

The Electoral Commissioner appoints a returning officer to conduct the election in a council area. The returning officer conducts the election (or referendum or poll) pursuant to the Local Government legislation and under the direction of the Electoral Commissioner.

Returning Officer's Office

Returning officers set up office at the time of and for the duration of an election.

Details of the returning officer's address, when the office opens to the public and office hours will be available from the NSWEC's website or the candidate help desk.

NSW Electoral Commission Website

The NSWEC website will contain information such as key election dates, general information regarding by-elections enrolment information, details of registered political parties, nomination forms, candidate details following the close of nominations, pre-poll and postal voting details, polling place locations and election results.

The website address is www.elections.nsw.gov.au

Candidate Help Desk

The NSWEC has set up a help desk specifically for candidates who have questions in relation to their candidature or the election process.

The candidate help desk number is **1300 135 736**.

Elector Inquiry Centre

There is also an inquiry centre for electors.

The inquiry centre number is **1300 135 736**.

This phone number will appear in election advertising undertaken by the NSWEC.

2. ELECTION CALENDAR

Close of rolls	40 th day before election day
Advertisement calling for nominations	Published in a newspaper not later than 1 week before nomination day
Nomination day	5 th Wednesday before election day. Close of nominations at 12 noon.
Draw for positions on ballot paper	Nomination day after 12 noon
Registration of Electoral Material	From nomination day until the 8 th day (Friday week) before election day
Receipt of postal vote applications by returning officer	Between close of roll and 5pm on the fifth day (Monday) before election day
Pre-poll voting	Between the Monday that is two weeks before election day and the Friday before election day (weekdays only)
Declared Institution voting	Monday, Tuesday or Wednesday before election day
Return of postal votes to returning officer	Until 6pm on the Monday after election day
Distribution of preferences	Not before Tuesday after election day

3. ELECTORAL ROLLS

It is compulsory for all Australian citizens who are 18 years or older to be on the electoral roll for the address at which they reside, and to vote at Local Government elections.

The Australian Electoral Commission (AEC) maintains the electoral roll for all elections and any person wishing to enrol or change their enrolment details must complete an enrolment form. Enrolment forms can be downloaded from the AEC www.aec.gov.au and NSWEC www.elections.nsw.gov.au websites. They are also available from all AEC offices, the NSWEC and post offices.

The NSWEC undertakes enrolment advertising for each election.

A person can be enrolled only once in a particular council area, and a person who is qualified for enrolment in more than one ward of a council area (as a property owner), can only be enrolled in that council by virtue of their qualification as a resident.

The Electoral Roll

The roll of electors for each council area or ward is a composite roll, comprising:

- the residential roll;
- the roll of non-resident electors; and
- the roll of occupiers and rate paying lessees.

The Residential Roll

All electors enrolled on the Commonwealth/State electoral roll as at 6.00pm on the 6th Monday (the 40th day) before election day will automatically appear on the residential roll.

The NSWEC will prepare the residential roll for each council area or ward.

Voting is compulsory for all electors on the residential roll.

The Roll of Non-Residential Electors and the Roll of Occupiers and Rate Paying Lessees (The Non-Residential Roll)

The General Manager of each council receives applications for and prepares the non-residential roll (except City of Sydney council in which case the Electoral Commissioner prepares the roll).

Voting is not compulsory for electors on the non-residential roll (except City of Sydney where voting is compulsory).

The non-residential roll lapses after each election. Therefore any person who has appeared on a non-residential roll at a previous election will have to reapply for a subsequent by-election.

While a person can only appear on the residential roll for one council area, they may, subject to meeting the enrolment qualifications, appear on the non-residential roll of other

councils. The enrolment qualifications for the non-residential roll can be found at the NSWEC website www.elections.nsw.gov.au

Any enquiries regarding properties and entitlements for the non-residential roll should be directed to the relevant council.

Copy of the List of Electors to Candidates

Candidates will be entitled to receive a copy of the list of electors for the area or ward they are contesting. The list of electors will be available in a PDF or electronic format on CD and will contain the name and address of electors entitled to vote in the election but will not contain electors' dates of birth. Candidates can use the CD to print the list. Any candidate who cannot print from the CD can request the NSWEC for a printed list.

Candidates may request a list of electors by applying to the returning officer.

Candidates may only use the list of electors in connection with their candidacy at this election, and for monitoring the accuracy of information contained on the list of electors.

There are very sound reasons why candidates must treat the electoral roll with absolute privacy as it contains electors' personal information.

There are significant penalties for candidates using the electoral roll for a purpose other than in pursuit of their candidature for the election for which the roll has been prepared.

The returning officer will be able to advise candidates when the list of electors will be available.

4. CONSTITUTIONAL REFERENDUMS AND COUNCIL POLLS

Constitutional Referendums

A council may resolve to conduct a constitutional referendum, in conjunction with an election, on any of the following issues:

- determine whether or not the mayor is to be popularly elected;
- increase or reduce the number of councillors;
- divide the council area into wards or abolish all wards; and
- change the method of election of councillors for an area divided into wards.

A referendum must be held across the whole council area and is decided by a majority of the formal votes.

Voting in a referendum is compulsory for all electors on the roll and the result is binding on the council.

If the referendum is passed, the result takes effect at the next council general election in 2012.

Council Polls

A council may resolve to conduct a poll on any issue for its guidance, for example:

- the introduction of fluoride into drinking water; or
- constructing a roundabout in the main street.

A poll is decided by a majority of the formal votes.

The council may determine that a poll be held in only a specific part of the council area, such as in one ward or in a particular group of streets, and as such not all electors may be eligible to vote in a poll.

Voting in a council poll is not compulsory for electors on the roll and the result is not binding on the council.

You should refer to the NSWEC website for details of a constitutional referendum or poll.

5. ELIGIBILITY REQUIREMENTS FOR CANDIDATES

A candidate for councillor or mayor must be qualified to hold that office in order to be nominated for election.

Section 275 of the Local Government Act prescribes that the existence of certain circumstances disqualifies a person from nominating as a candidate for civic office. Details are set out in the nomination form and should be carefully noted by prospective candidates.

If a person has any doubt about their eligibility to stand as a candidate they should seek their own legal advice.

A person elected to civic office can be dismissed if it is subsequently determined that the person was in fact disqualified as a candidate at the time of nomination.

An application for dismissal is made to the Administrative Decisions Tribunal (ADT) and can be made by any person.

Candidate for Councillor in an Undivided Council Area

To be eligible for election as a councillor in an area that does not have wards, a person must be enrolled either on the residential roll or the non-residential roll in that council area by 6pm on the day the rolls close.

See the NSWEC website or call 1300 135 736 for roll closure details.

Candidate for Councillor in a Council Area with Wards

Where a council has wards a candidate for election as councillor must be enrolled in that council area (but not necessarily in the ward in which they are nominating as a candidate) either as a resident or non-resident elector. For example, a person may be enrolled in "B" ward of the council area but may decide to nominate as a candidate in "C" ward.

A person cannot be a candidate for more than one ward in a council area. A person can nominate for more than one ward in the same council area but must withdraw all but one nomination before the close of nominations.

A person may, if eligible, be a candidate for councillor in more than one council area and can be elected as a councillor in more than one council area.

Candidate for “Popularly Elected” Mayor

In an election for mayor, a candidate must be enrolled in the council area by 6pm on the day the rolls close, either as a resident or non-resident elector.

A person may be a candidate for mayor and councillor (if by-elections for both are held concurrently), but cannot be elected to both positions. If elected as mayor (the mayoral election is counted first) the person must accept that office. However, the preferences on each councillor ballot paper for the candidate elected as mayor are not disregarded. Each preference on ballot papers in the councillor election for the person elected as mayor (except 1st preferences) is reduced by one eg a 2nd preference becomes a 1st preference, a 3rd becomes a 2nd, etc.

In the City of Sydney, a candidate for Lord Mayor **must** also be a candidate for councillor. If elected as Lord Mayor the person must accept that office and cannot be elected as a councillor.

A person may, if eligible, be a candidate for mayor in more than one council area where the mayor is popularly elected, and can be elected as mayor in more than one council area.

6. THE NOMINATION PROCESS

Nomination forms are available from the returning officer, by downloading from the NSWEC website www.elections.nsw.gov.au or by calling the candidate help desk on **1300 135 736**. The nomination form is a multi-page document so care should be taken when printing from the website.

A nomination for mayor or councillor must be received by the returning officer for the council for which the nomination is made. Separate nominations are required for each position contested.

It is a candidate's responsibility to ensure a fully and correctly completed nomination is received by the returning officer, by Noon, on nomination day.

There will be a check list on each nomination form to help you complete the forms. It is suggested that you follow the check list.

The nomination form is a confidential document between the candidate and the returning officer and the returning officer will maintain that confidentiality.

A candidate for councillor or mayor may be nominated in one of two ways:

1. Nomination by a Registered Political Party (RPP)

The registered officer for a political party registered in the Local Government Register of Political Parties can nominate a candidate for mayor or councillor but the party must have been registered for 12 months prior to nomination day to be eligible to endorse a candidate.

If you have any doubts about whether a Registered Political Party is entitled to endorse candidates, contact the candidate help desk on 1300 135 736.

Candidates should use the form [Nomination of Candidate by Registered Political Party](#).

2. Nomination by Electors

A person can be nominated (or proposed) as a candidate in the following manner:

- Mayor - by at least 2 electors enrolled in the council area;
- Councillor - where the council area is undivided (no wards) by at least 2 electors enrolled in the council area;
- Councillor - where there are wards, by at least 2 electors enrolled in the ward the candidate is contesting; and
- Candidates should use the form [Nomination of Candidate by Two Electors](#).

Candidates for mayor or councillor should ensure that their nominators are enrolled for the council area or ward. Nominators can check their enrolment status on the Australian Electoral Commission (AEC) website at www.aec.gov.au.

As it is possible that some nominators may not be correctly enrolled it is suggested that candidates are proposed by more than two people.

A person cannot propose for nomination more candidates for councillor than the number to be elected.

For the office of mayor a person cannot propose for nomination more than one candidate.

A person can propose for nomination a candidate for councillor and mayor.

A person cannot self-nominate in any election.

Nomination Deposit

A nomination must be accompanied by a \$125 deposit which can only be cash or cheque drawn by an authorised deposit-taking institution made out to the NSWEC. However, where candidates for councillor lodge a Request To Form A Group with the returning officer at the same time as the nomination forms, and that group comprises 6 or more candidates the nomination deposit is \$625 for the group.

Personal cheques will not be accepted and EFTPOS is not available.

Nominations will be rejected if the appropriate deposit, in full, has not been received by the close of nominations.

The nomination deposit will be refunded if the election is uncontested; if the candidate dies before election day; if the candidate withdraws his/her nomination; if the candidate is elected or receives at least 4% of the total number of formal first preference votes cast at the election; or, if included in a group for the councillor election, any one of the group is elected or receives at least 4% of the total number of formal first preference votes.

Any deposit not refunded is forfeited to the council.

How to Lodge Nomination Papers

Nomination papers may be lodged with the returning officer conducting the election, either in person, by post, by fax or email. Where the nomination is faxed or emailed, the deposit must be delivered so that it reaches the returning officer by the close of nominations. If the nomination is received but the deposit is not received by the returning officer by that time, the nomination will be rejected.

Nominations can only be lodged from the day the rolls close, up to 12 noon on nomination day.

Candidates should ensure the following are lodged with the returning officer by the close of nominations:

- a nomination form;
- a candidate information sheet;
- a request to form a group (if applicable); and
- the nomination deposit.

Where a nomination is emailed, all forms comprising the nomination must be received by the returning officer and an image of the completed nomination papers showing the actual signatures of nominators and the candidate, as appearing on the nomination forms, must be included in or attached to the email.

Defective Nomination Papers

When a nomination is received the returning officer will check the forms to ensure they can be accepted.

This checking ensures that:

- the candidate is on the electoral roll for the council area;
- if the candidate is nominated by an RPP, that the details and the signature of the registered officer are correct;
- if the candidate is nominated by two electors, that the proposers are enrolled in the council area or the ward being contested and that the proposers have not nominated more than the number of candidates to be elected in the council area or ward;
- that all forms have been signed where necessary; and
- all necessary forms (see “How to Lodge a Nomination”) and the appropriate nomination deposit have been received by the returning officer.

In case some of the proposers are not enrolled, it is suggested that candidates be nominated by more than two proposers.

If the nomination is found to be defective, the person delivering the forms will be advised of the deficiency, or if otherwise received, every effort will be made to inform the candidate in sufficient time to rectify the nomination. It is the candidate’s responsibility to rectify any defective nomination and return it to the returning officer by the close of nominations.

It is suggested that nominations be lodged in sufficient time to enable any defects found during the checking process, to be remedied in time. If compliance with the necessary requirements has not occurred by the close of nominations, the nomination will be rejected.

It is also suggested that the person delivering the nomination wait at the returning officer’s office until the nomination has been checked and accepted.

List of Candidates will be displayed

Nomination papers are confidential documents, however certain details are required to be displayed at the returning officer’s office and on the NSWEC’s website. These are:

- each candidate’s full name;
- each candidate’s names as they will appear on the ballot paper; and
- the suburb, town or other locality of the candidate’s place of residence as enrolled (including candidates listed as silent electors).

Candidates' personal contact details will only be released to the media, the general public and displayed on the NSWEC website, if candidates have given their consent on the nomination form.

Candidate Information Sheet

Candidates for mayor or councillor are required to lodge a [Candidate Information Sheet](#) (CIS) as part of the nomination form. All information must be restricted to one side of the A4 size sheet provided.

If the completed CIS has not been received by the returning officer by the close of nominations the returning officer will reject the candidate's nomination.

The CIS must contain the candidate's full name and residential address and must be signed by the candidate and witnessed by a Justice of the Peace.

The CIS may also contain the candidate's date of birth, occupation, trade and professional qualifications, membership of organisations, the registered party (if any) which has endorsed the candidate, statements as to the candidate's policies and beliefs and other qualifications.

The *Local Government Act* contains provisions which prohibit the use of false or misleading information and allows for prosecution in such circumstances.

The CIS of every candidate will be published on the NSWEC website and will be available for public inspection in the returning officer's office from noon on nomination day at the pre-poll office(s) and at polling places on election day.

Details on the CIS may be hand written or typed. It will be displayed as it is provided to the returning officer. Grammar, misspellings, punctuation etc will not be corrected, however material considered inappropriate may be edited.

Withdrawal of a Nomination (see also "Withdrawal of a Request to Form a Group")

Candidates can withdraw their nomination by providing a signed notice to the returning officer before the close of nominations. The withdrawal notice can be faxed or emailed to the returning officer, but if emailed, an image of the notice showing the candidate's actual signature as appearing on the notice, must be included in or attached to the email.

A registered officer of a registered political party cannot withdraw a candidate's nomination.

The nomination deposit will be refunded after the election.

Candidate Information Kit

On request, an information kit will be provided. The kit will contain:

- nomination forms (and if applicable, grouping forms);
- nomination refund form;

- application to register electoral material;
- candidate handbook;
- request for list of voters;
- scrutineer appointment forms;
- Funding and Disclosure Guide and materials
- application for registration with the Election Funding Authority as a candidate;
- appointment of official agent;
- application for registration with the Election Funding Authority of a group (if applicable); and
- Election timetable.

Death of a Candidate

If a candidate dies between noon on nomination day and 6.00pm on election day, the election fails and a new election in that council area or ward will be held at a later date.

Uncontested Election

If, by the close of nominations at a by-election, only the required number of candidates or less have been duly nominated, those candidates will be declared elected on and from nomination day.

What Happens After Close of Nominations

When all nominations have been processed and finalised, the returning officer formally announces who the candidates are. This will occur sometime between noon and 3.00pm on nomination day. Any interested person may attend. Check with the returning officer for the likely time.

Draw for Position on Ballot Paper

A draw to determine positions of candidates and groups (where applicable) is conducted by the returning officer at his/her office as soon as practicable after the close of nominations and formal announcement of the candidates.

Check with the returning officer for the arrangements for the draw. Any interested person may attend the draw.

How the Draws are Conducted

- Election of one councillor or mayor

The returning officer places the name of each candidate on separate slips of paper. Each slip is enclosed in separate, identical containers which are then sealed and placed in a small ballot box. The ballot box is closed and the returning officer shakes and rotates it to mix the containers. Anyone else present may also shake and rotate the box. The box is

handed to an assistant who holds it so that the contents cannot be seen, and the returning officer withdraws the containers from the box one at a time.

The name of the candidate in the first container extracted will appear first on the ballot paper. The remaining candidates will appear in a single column in descending order as they are drawn from the ballot box.

- Election of two or more councillors (no groups)

The same process is followed as for one councillor to be elected (see above).

- Election of two or more councillors (where there are groups)

The returning officer will conduct the draw in two parts.

The first draw is to determine the order of the groups. The same process is undertaken as above. However the first group drawn will be 'Group A', the second 'Group B', and so on, appearing left to right across the ballot paper.

The second draw is for candidates who are not included in any group - the "Ungrouped" candidates is the same procedure as for the election of one councillor and those candidates are shown in a single column on the right-hand side of the ballot paper.

7. GROUPS AND GROUP VOTING SQUARES

Section 7 applies only to an election where two or more councillors are to be elected for a ward or council area.

In an election for two or more councillors, candidates are entitled to form a group and request a group voting square on the ballot paper. At least two candidates are required to form a group.

Candidates do not need to be nominated by a registered political party to form a group or to qualify for a group voting square.

Request to Form a Group

Two or more candidates may lodge a claim to form a group using the [Request to Form A Group](#) form.

A [Request To Form A Group](#) is available from the returning officer, the NSWEC website or by calling the candidate help desk. This form must be received by the returning officer before the close of nominations.

The claim must be signed by each candidate in the group, signifying their agreement to the order of the group, as it will appear on the ballot paper.

The registered officer of a registered political party cannot sign a claim to form a group on behalf of the group.

A candidate can appear in only one request to form a group in a council area.

Composite groups

A group can comprise:

- candidates endorsed by a single party - the party name will be printed on the ballot paper adjacent to each candidate's name and adjacent to the group voting square (if requested);
- candidates endorsed by more than one party (referred to as a composite group) - the respective party name will be printed on the ballot paper adjacent to each candidate's name and the composite party name printed adjacent to the group voting square (if requested);
- candidates who have requested the word "Independent" adjacent to their names - the word "Independent" is not printed adjacent to the group voting square (if requested);
- candidates who have chosen not to have the word "Independent" adjacent to their names; or
- any combination of the above.

Where candidates endorsed by a political party form a group with non-endorsed candidates, the endorsed candidates forfeit the right to have their party name printed adjacent to the group voting square (if requested).

A request to form a composite group is made on the [Request To Form A Group](#).

Group Voting Squares

A group voting square is printed in the space above the thick black line on the ballot paper for each group which has requested a group voting square. The purpose of a group voting square is to allow voters to vote for a group or groups as an alternative to showing preferences for individual candidates below the line.

A [Request To Form A Group](#) at a by-election will include provision to request a group voting square, but only if:

- **in the case of a council that is undivided (no wards)** – the number of candidates in the group is at least half the number of candidates to be elected (minimum of two required regardless of the number to be elected); or
- **in the case of a council divided into wards** – there are at least as many candidates in the group as there are candidates to be elected in that ward.

However, unless more than one group has requested a group voting square, there will be no group voting squares on the ballot paper and therefore no above the line voting. In these cases the candidates who have formed a group will still be shown as a group but voters would only be able to mark their preferences for individual candidates.

Where all the candidates in the group have been nominated by the one RPP, the RPP's name is printed on the ballot paper adjacent to the group voting square above the line.

The group voting square of a group comprised of 'Independent' candidates or candidates who have chosen not to have "Independent" is identified only by a letter of the alphabet (see "how the draws are conducted" in Chapter 6). The word 'Independent' cannot be printed adjacent to the group voting square above the line, but is printed adjacent to each candidate's name.

The group voting square of a group comprising a combination of candidates nominated by an RPP and 'Independent' candidates is identified only by the allocated letter of the alphabet. The RPP name or the word 'Independent' cannot be printed adjacent to the group voting square, but is printed adjacent to the respective candidate's name.

Withdrawal of a Request to Form a Group

A request to form a group can be withdrawn, if a candidate or candidates in the group wish to withdraw from that group. However the notice to withdraw the group must be signed by all the candidates who made the claim, signifying their agreement to dissolve the group. The withdrawal notice must be received by the returning officer before the close of nominations.

A person who withdraws from a group remains a candidate in the election unless they also withdraw their nomination as a candidate.

A registered officer of an RPP cannot withdraw a [Request To Form A Group](#).

A [Withdrawal Of A Request To Form A Group](#) form is available from the returning officer, the NSWEC website or by calling the candidate help desk.

Should any of the candidates in the original group wish to form another group, all the candidates in the new group must sign a new [Request To Form A Group](#) form and lodge it with the returning officer by noon on nomination day.

Ungrouped Candidates

Candidates who do not form a group with other candidates are called “ungrouped” candidates. There is nothing printed on the ballot paper to identify them as “ungrouped” candidates and they cannot have a group voting square for above the line voting.

Ungrouped candidates appear in a single column at the far right hand side of the ballot paper.

8. BALLOT PAPERS

The format of the councillor ballot paper will vary depending on the type of election and whether candidates have formed into groups and have requested group voting squares (see section 7).

Printing of Ballot Papers

The printing of ballot papers will be arranged by NSWEC. This is to control security in the printing process and ensure that the production of ballot papers is of a consistent format and of a high quality.

Candidates' Names on Ballot Paper

A candidate's surname and one given name will be printed on the ballot paper. The surname will appear as it is on the electoral roll. The given name can be any one of the candidate's given names.

A candidate may choose to use a recognised abbreviation, contraction or derivative of one of their given names, eg Tom or Tommy for Thomas, Jack for John, Peggy for Margaret, Bert for Albert, etc. Otherwise the given name will be printed as it appears on the electoral roll.

A nickname is not permitted even though a candidate may be well known by that nickname. The nickname could be used on the candidate's how-to-vote material.

No titles such as Dr, JP, etc are permitted.

Party Affiliation or "Independent" on Ballot Paper

Candidates nominated by RPPs will have the registered name of the party (or its registered abbreviation) printed on the ballot paper below their name and adjacent to the group voting square (if requested).

Candidates not endorsed by an RPP may request to have the word 'Independent' printed below their name on the ballot paper, or request not to have "Independent" printed on the ballot paper.

Directions for Voting

The directions for voting are printed on the ballot papers.

To vote formally in an election for one councillor or an election for mayor, electors are required to indicate a first preference and may indicate preferences for as many other candidates as they wish.

To vote formally in a councillor election where there are two or more to be elected, electors are required to indicate preferences for at least half the number of councillors to be elected. (ie if two are to be elected, at least one preference must be shown; if three are to be elected, at least two preferences must be shown for the vote to be formal).

In **Example 1**, electors are required to place the number 1 in the square next to their preferred candidate. They can then, if they wish, show as many preferences for as many other candidates as they like. If their preferred candidate is not elected, those preferences may help to get another candidate elected.

In **Example 2** there are two councillors to be elected, so electors are required to place the number 1 in the square next to their preferred candidate. They can then, if they wish, show as many preferences for as many other candidates as they like, in any order they like. If their preferred candidates are not elected, those preferences may help to get other candidates elected.

Example 3 is a ballot paper where some candidates have formed into groups and some have not. There are two councillors to be elected, so electors are only required to place the number 1 in the square next to their preferred candidate.

There is no restriction as to how preferences are given by the elector to other candidates. For example, their preferred candidate may be candidate Williams in the ungrouped candidates. The elector can then show as many preferences for as many other candidates as they like, in any order they like. If their preferred candidates are not elected, those preferences may help to get other candidates elected.

Example 4 is a ballot paper where there are groups and group voting squares. This means that electors have the choice of voting above the thick black line in the group voting squares, or below the line for individual candidates. They cannot vote in a group voting square and give preferences to individual candidates below the line.

If voting above the line, electors only need to place the number 1 in the group voting square above their preferred candidates. They can then, if they wish, show as many preferences in as many other group voting squares as they like, in any order they like.

If, for example, an elector voted above the line for Group A, that would equate to a 1st preference vote for Norton, 2nd preference for Cooper and 3rd for Sand.

If however the elector voted 1 above the line for Group A, then 2 for Group D, the candidate Borgan would receive the 4th preference, Church 5th and Lay 6th and final preference.

If voting below the line, there is no restriction as to how preferences are given by the elector to other candidates, as described above in Example 3.

Example 1- election of one councillor (or mayor):

BALLOT PAPER

BEACHSIDE COUNCIL

ELECTION OF 1 COUNCILLOR

Held on Saturday 29 November 2008

CANDIDATES

<input type="checkbox"/>	SWIMMER, James Independent
<input type="checkbox"/>	TOGS, Patricia WHITE PARTY
<input type="checkbox"/>	BROWN, Evan
<input type="checkbox"/>	CARSON, Sandy
<input type="checkbox"/>	REDDING, Victor

Directions for Voting

Place the number “1” in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with “2” in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

Example 2 - election of two councillors (no groups):

<h1>BALLOT PAPER</h1> <p>BEACHSIDE COUNCIL – CLIFFTOP WARD</p> <h2>ELECTION OF 2 COUNCILLORS</h2> <p>Held on Saturday 29 November 2008</p> <hr/>	
<h3>CANDIDATES</h3>	
<input type="checkbox"/>	TOWLER, Lee
<input type="checkbox"/>	BURNSTEIN, Ruben <small>Independent</small>
<input type="checkbox"/>	SHARKY, Sharon
<input type="checkbox"/>	WAVER, Will <small>BROWN PARTY</small>
<input type="checkbox"/>	FISCHER, Casey
<hr/>	
<h3>Directions for Voting</h3>	
<p>Place the number “1” in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with “2” in the squares next to those candidates in order of your preferences for them.</p>	
<p>You must not take a ballot paper out of the polling place</p>	

Example 3 - election of two councillors (groups but no group voting squares):

Ungrouped candidates

BALLOT PAPER

BEACHSIDE COUNCIL – CLIFFTOP WARD

ELECTION OF 2 COUNCILLORS

Held on Saturday 29 November 2008

CANDIDATES

GROUP A	GROUP B	
<input type="checkbox"/> SPOILER, Karen NO SWIMMING PARTY	<input type="checkbox"/> RADCLIFFE, John DAREDEVIL PARTY	<input type="checkbox"/> PADDLE, Mike Independent
<input type="checkbox"/> METO, Petra NO SWIMMING PARTY	<input type="checkbox"/> BRAVA, Ginger DAREDEVIL PARTY	<input type="checkbox"/> McBURN, Lisa
		<input type="checkbox"/> TANNER, Peter
		<input type="checkbox"/> WILLIAMS, Tom Independent

Directions for Voting

Place the number “1” in the square next to the candidate of your choice.
If you wish to vote for any more candidates, place consecutive numbers starting with the number “2” in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

Example 4 - election of three Councillors (groups with group voting squares):

Group voting squares

Group with no group voting square

Ungrouped candidates

<p>You may vote in one of two ways</p> <p>either </p> <p>Place the number "1" in the square above the group of candidates for whom you wish to vote. If you wish to vote for additional groups of candidates, place consecutive numbers beginning with the number "2" in the squares above the additional groups of candidates in order of your preferences for them.</p>	GROUP A NO FUN PARTY		GROUP C	GROUP D	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>or </p> <p>Place the numbers "1" and "2" in the squares opposite the names of 2 candidates in order of your preferences for them. If you wish to vote for additional candidates, place consecutive numbers beginning with the number "3" in the squares opposite the names of those additional candidates in the order of your preferences for them.</p>	GROUP A NO FUN PARTY	GROUP B	GROUP C	GROUP D	
	<input type="checkbox"/> NORTON, Mick NO FUN PARTY <input type="checkbox"/> COOPER, Diana NO FUN PARTY <input type="checkbox"/> SAND, Bill NO FUN PARTY	<input type="checkbox"/> CARRICK, Anne <input type="checkbox"/> GRIST, Leslie	<input type="checkbox"/> PARRY, Tony SURF PARTY <input type="checkbox"/> JONES, Lilly Independent <input type="checkbox"/> DARBY, Paris SURF PARTY	<input type="checkbox"/> BORGAN, Boris Independent <input type="checkbox"/> CHURCH, Peter Independent <input type="checkbox"/> LAY, Justin Independent	<input type="checkbox"/> GIFFORD, Nellie <input type="checkbox"/> JANSEN, Robert Independent <input type="checkbox"/> JACK, Kerry <input type="checkbox"/> VORGAN, Sylvia <input type="checkbox"/> RICKSON, Janet SAND PARTY

YOU MUST NOT TAKE A BALLOT PAPER OUT OF THE POLLING PLACE

9. ELECTION ADVERTISING

NSW electoral legislation regulates the content, size, type and placement of electoral material. Candidates and their workers must be aware of the rules regarding electoral material to avoid breaking the law.

Political parties, candidates, their workers, individuals, organisations or community groups must also comply with any other legal obligations such as complying with Local Government (Council) requirements.

What is Electoral Material?

Electoral material is a how-to-vote card, a poster, an advertisement or anything else containing electoral matter.

What is Electoral Matter?

Generally, any matter that is likely to affect or is capable of affecting the result of any election or is likely to influence or is capable of influencing an elector in relation to the casting of their vote. It is also the name of a candidate, the name of a political party, a photograph, drawing, image or representation of a candidate.

On election day only, electoral matter also includes reference to or comment on an election; a council or councillor, or a previous council or councillor; the Government or a previous Government, the Opposition or a previous Opposition or a member or former member of Parliament of any State, Territory or the Commonwealth; a political party or branch or division of a party or a candidate in an election; or any matter in connection with an election.

The Regulated Election Period

The regulated election period begins on the day the rolls close and ends at 6.00pm on election day.

Prior to the day the rolls close, there is no requirement to show authoriser and printer details on any electoral material.

The NSWEC, including the returning officer, has no role in dealing with any complaints regarding electoral material displayed or distributed before the beginning of the regulated election period. From the regulated election period, the directions for voting printed on any electoral material must be consistent with the requirements for a formal vote.

Non-Complying Electoral Material

During the regulated election period, electoral material does not comply with the legislation if it:

- contains voting directions that are misleading; or
- contains untrue or incorrect statements; or

- contains incorrect or misleading information about a person's candidature for an election; or
- uses the name of a registered political party in a way that is likely to be misleading; or
- uses the word "Independent" and the name of a political party suggesting an affiliation with that party; or
- uses voting directions contrary to the directions on the ballot paper, or that suggest a ballot paper be left blank, be written on, or that preferences be repeated or omitted; or
- could result in an elector voting informally; or
- suggests voting is not compulsory (except for a council poll); or
- contains words or matter that are obscene or offensive;

In addition, a how-to-vote card does not comply with the legislation if:

- in respect to registered political parties, the party has not endorsed a candidate for the election, or the voting directions give a preference to a candidate not endorsed by it before giving preferences to its endorsed candidates; or
- in respect to candidates in a group, the voting directions give a preference to a candidate not in the group before giving preferences to all the candidates in the group; or
- in respect to a candidate not in a group, the voting directions do not give the first preference to that candidate; or
- it has directions as to how-to-vote in group voting squares and directions for voting for candidates but does not show preferences for all the candidates in the group or shows candidates in a different order to the ballot paper; or
- in respect to voting directions not using group voting squares, it does not give directions stating the number of preferences required for a formal vote; or
- the voting directions relate to two or more council areas.

Posters

Candidates, RPPs and others may use posters in support of election campaigns, referendums or polls.

On and from the beginning of the regulated election period, all posters must show the name and address of the person authorising the printing of the poster, and the name of the printer and the address at which it was printed. These requirements give authenticity to the document and allow the source or printer to be contacted, if necessary.

This provision applies whether a poster is displayed on a building, a motor vehicle, attached to a wooden stake or is in banner form.

It is an offence to write, draw or depict any electoral matter directly on any roadway, footpath, building, vehicle, vessel, hoarding or place.

At any pre-poll voting office a person must not display a poster of any size in or on a building used as a pre-poll voting office.

The size of posters is only regulated when they are displayed in certain areas at a polling place on election day.

At a polling place on election day:

- posters of any size cannot be exhibited in or on a polling place or within six metres of the entrance to a polling place (ie the entrance to the actual building being used as the polling place);
- posters up to 8,000 square centimetres in size can be displayed beyond six metres from the entrance to the polling place and on a perimeter fence or other boundary to the grounds of the polling place;
- several single posters of legal size (8,000sq cm) must not be joined together so as to create a sign or image in excess of the legal maximum size; and
- posters cannot be fixed to trees or buildings within any grounds being used as a polling place.

During the regulated election period posters of any size are not to be displayed on or in any premises owned or occupied by the Crown or by any statutory body representing the Crown or any council. However they may be exhibited at the office or committee room of a candidate or a political party or at the electoral office of a Member of Parliament.

Posters are not to be exhibited on or in unoccupied premises unless written permission has first been obtained from the owner, and it is also unlawful to attach posters to telegraph poles without the written consent of the appropriate electricity provider.

If the returning officer receives a complaint concerning an illegal poster outside a polling place, the candidate or RPP will be contacted and requested to arrange for its removal.

Election officials retain the power to remove non-compliant posters displayed at a polling place on election day.

Canvassing for Votes

A person must not canvass for votes in a pre-poll voting office (canvassing includes distributing electoral material).

It is also an offence to canvass for votes using a loud speaker, amplifier or similar broadcasting device that can be heard within a pre-poll voting office.

Similarly, on election day, it is an offence to canvass for votes within a polling place or within six metres of the entrance to a polling place or to use a loud speaker, amplifier or similar broadcasting device that can be heard within a polling place or within six metres of the entrance to a polling place.

Misleading Information

It is an offence to print, publish or distribute electoral material which misleads electors in the proper method of casting a vote (eg directing that two candidates each be given a first preference vote) and it is an offence to encourage an elector to vote using a tick or a

cross. Any directions for voting printed on any material must be consistent with the requirements for a formal vote as printed on the ballot paper.

These provisions do not extend to the truth or otherwise of statements seeking to influence electors in deciding for which candidate or party they should vote.

It is illegal for candidates and parties to print publish or distribute electoral advertising material which uses the name, abbreviation, derivative or acronym of the name of an RPP in a way which may mislead an elector.

A candidate is not permitted to distribute election advertising material marked with the printed logo of an RPP in a fashion which could lead electors to think the candidate was endorsed unless written approval to use the logo has been given by the registered officer of the party.

It is illegal to use the word 'Independent' and the name, abbreviation, derivative or acronym of an RPP in a way that suggests or indicates an affiliation with that RPP. For example, independent candidates cannot describe themselves as 'Independent Liberal' or 'Independent Labor'.

Authorisation of Electoral Advertising Material

During the regulated election period all electoral advertising material (advertisements, how-to-vote cards, handbills, pamphlets, posters or notices) must include details of the name and full address of the person authorising the printing of the material, and the name of the printer and the full address at which it was printed.

Where candidates or RPPs print material using their own resources they should print at the bottom of the material:

Authorised and Printed by: (name) of (address) .

If electoral material is printed at a candidate's home they must show their residential address as the printer's address. A post office box as the address is acceptable for use by the person authorising the material but it is not acceptable as the printer's address. This address must be a street address and suburb/town.

It is acceptable for electoral material found not to originally include this information to be amended by writing, stamping or overtyping the necessary details.

Advertisements placed in newspapers require the details of the name and address of the person authorising the material, but do not require the inclusion of details of the printer as long as these details appear on the newspaper.

Advertising in the Electronic Media

As the Commonwealth *Broadcasting Services Act* 1992 does not apply to Local Government elections there is no requirement to cease any political advertising on radio and television prior to election day.

10. REGISTRATION OF ELECTORAL MATERIAL FOR DISTRIBUTION ON ELECTION DAY

Electoral Material to be Registered – Election Day only

On election day:

- all electoral material being distributed, including how-to-vote cards, must have been registered by the returning officer by 5pm on the Friday that is the 8th day before election day;
- posters are not required to be registered;
- all registered electoral material can be inspected at a returning officer's office between 8am and 6pm on election day by an elector enrolled in the council area or any scrutineer;
- it is an offence to distribute unregistered electoral material in any public place on election day and any unregistered electoral material may be confiscated by an election official;
- no electoral material, whether registered or not, can be distributed within six metres of the entrance to a polling place; and
- material is deemed to be distributed if it is left in a position where it can be read or collected by any person.

An application to register electoral material for a particular area may be made in respect of any one or more of:

- an election of councillors;
- an election of mayor; and
- referendums and/or polls.

How to Register Electoral Material

The returning officer will register electoral material to be distributed on election day.

The NSWEC will provide advice on whether electoral material for distribution on election day may be registered even though it may not be in its final form. However, the application must contain a draft or sample version of the material. Only one copy of the material is required.

An application can be made by:

- the registered officer of a registered political party;
- the first candidate in a group of candidates;
- any candidate; or
- any person who is not a candidate.

If the electoral material is approved, a certificate of registration will be issued. The content of the printed version must not differ from that registered.

A number of versions of the material may be registered, however, there is no requirement that they all be distributed (eg a candidate may register four how-to-vote cards with the only difference being the order of preferences shown on them, and then only distribute one version on election day).

Candidates are advised to ensure the material is registered before being printed. The returning officer or NSWEC may provide verbal advice confirming registration prior to formally issuing a written certificate of registration.

Application forms to register electoral material can be downloaded from www.elections.nsw.gov.au or obtained from the NSWEC or the returning officer.

When to Register Electoral Material

An application for registration of electoral material is to be lodged with the returning officer for the election you are contesting, from nomination day and by no later than 5pm on the Friday that is eight days before election day.

This deadline applies equally to applications requesting variations from previously approved electoral material.

An application can be delivered, faxed or emailed to the returning officer. If emailed, it must include an image of the completed application which included an image of any signatures on the application.

Determining Whether Electoral Material can be Registered

Certain matters are to be considered in determining whether to register electoral material. Rather than stating what criteria electoral material must meet to be registered, a list of factors that will prevent registration is set out below.

Electoral material will not be registered if the material:

- does not include in legible characters:
 - the name and full address of the person on whose instructions the material was printed; and
 - the name of the printer and full address at which it was printed;
- contains information that is misleading or incorrect or could result in an elector casting an informal vote;

- contains directions for voting that are contrary to the directions on the ballot paper;
- in relation to an election or referendum states or implies that voting is not compulsory;
- contains words that are obscene or offensive; or
- contains a language other than English and is not accompanied by a translation certified as accurate.

Representation of a Ballot Paper or Directions on How-to-Vote Material

In addition, if the electoral material contains a representation of a ballot paper and directions on how-to-vote, other factors have to be considered. For example:

- a political party is correctly registered;
- the claimed affiliation of candidates with a particular party is accurate;
- a particular candidate is actually endorsed for a particular area or ward;
- an RPP directs that the highest preferences be given to its candidates;
- the word 'Independent' is not used in connection with the name of an RPP in a way intended or likely to mislead, eg a candidate cannot describe himself/herself as 'an Independent Liberal candidate';
- a candidate does not use the name, abbreviation or acronym of an RPP in a way that could mislead any elector, eg a candidate supported by an organisation known as 'Anti Licensed Premises' would not be able to use 'ALP' as this could be confused with the Australian Labor Party; and
- material showing a ballot paper with groups or candidates' names must show the groups or names in the order they appear on the ballot paper.

These provisions are aimed at ensuring that the information before the electors is not misleading and can be relied on by electors when casting their vote.

11. VOTING BEFORE AND ON ELECTION DAY

Postal Votes

Returning officers will commence issuing postal ballot papers as soon as ballot papers become available in the days following the close of nominations.

An elector may apply for a postal vote if he or she:

- will not be within his or her council area or ward on election day;
- will not be within eight kilometres of any polling place within his or her council area or ward on election day;
- will be travelling under conditions which will preclude him or her from voting on election day;
- is seriously ill or disabled and is unable to attend a polling place on election day;
- is prevented by approaching maternity from attending a polling place;
- is unable to vote in person on election day by reason of their membership of a religious order or their religious beliefs;
- is in a correctional centre;
- will be at a place other than a hospital caring for a person who requires care for medical reasons;
- will be working throughout the hours of polling; or
- is a silent elector.

Postal vote application forms can be downloaded from www.elections.nsw.gov.au. They are also available from the returning officers or local council offices.

Applications can be posted, faxed or emailed to the returning officer but must be received by the returning officer by no later than 5pm on the Monday preceding election day.

If emailed, an image of the completed and signed application, including the actual signatures must be included in or attached to the email.

Completed postal ballot papers must be received by the returning officer no later than 6pm on the Monday following election day. The postal vote must have been completed before 6.00pm on election day and the voter and witness make a declaration to that effect.

Registered General Postal Voters

Eligible electors can apply up until 6.00pm on the day the rolls close to be a registered general postal voter, which means that they will not need to make a separate postal vote application and will automatically receive their ballot papers from the returning officer.

Pre-Poll Votes

An elector may apply for a pre-poll vote if he or she:

- will not be within his or her council area or ward on election day;
- will not be within eight kilometres of any polling place within his or her council area or ward on election day;
- will be travelling under conditions which will preclude him or her from voting on election day;
- is unable to vote in person on election day by reason of his/her membership of a religious order or their religious beliefs;
- will be at a place other than a hospital, caring for a person who requires care for medical reasons;
- is disabled and is unable to attend a polling place on election day;
- is prevented by approaching maternity from attending a polling place;
- will be working throughout the hours of polling; or
- is a silent elector.

Pre-poll voting will be available at the returning officer's office and any other additional locations appointed within the council area.

Electors can only vote pre-poll within the council area in which they are enrolled.

The details of the pre-poll voting locations and times of operation will be available from the returning officer or at www.elections.nsw.gov.au or 1300 135 736.

The pre-poll voting procedure requires an oral application, telling the election official the grounds for requesting a pre-poll vote, followed by a written declaration by the voter, who then votes and returns the ballot paper(s) to the election official. The ballot paper(s) are placed in the envelope bearing the declaration which is sealed and placed directly into the ballot box.

A written declaration will also be required by:

- a person whose name does not appear on the electoral roll and who claims it should be;
- an elector who is shown as having already voted at the election and who claims this is not the case; and
- electors whose names appear on the roll and their addresses have been suppressed for personal safety.

Declared Institutions

Some institutions such as nursing homes, retirement villages and hospitals are appointed by the NSWEC as declared institutions. Election officials from the returning officer's office visit these declared institutions on the Monday, Tuesday or Wednesday preceding election day and take votes.

The procedure for voting is as for a pre-poll vote.

Voting at declared institutions is only for patients or residents.

Details of the declared institutions can be obtained from the returning officer. The returning officer will advise the times of visits so that candidates may appoint a scrutineer to accompany election officials. It may be necessary for the returning officer to restrict the number of scrutineers.

Scrutineers are able to accompany election officials, however, no electoral material can be distributed by scrutineers at any time during this visit.

Candidates should contact the returning officer to arrange for scrutineers to accompany election officials.

Election Day

Polling places will be open on election day from 8am until 6pm.

Votes may be cast by:

- electors enrolled in the council area or ward in which the polling place is located;
- a person whose name does not appear on the electoral roll and who claims it should be;
- an elector who is shown as having already voted at the election and who claims this is not the case; and
- an elector whose name appears on the roll and their address has been suppressed for personal safety.

There is no absent voting at Local Government elections. On election day an elector can only vote at the following polling places:

- undivided council area – at any polling place within the council area in which the elector is enrolled;
- council area with wards – at any polling place within the ward in which the elector is enrolled; or
- at a designated multi-ward polling place or multi-council polling place (if there are concurrent by-elections in adjoining wards or adjoining council areas).

12. ASSISTANCE TO VOTE

Assistance to Electors When Voting

Assistance will be provided to electors if any election official is satisfied that the elector is unable to vote without help. Any elector may seek help however the following groups have been identified as those most likely to require assistance:

- the elderly;
- people with a disability;
- people with vision impairment;
- illiterate people; and
- people from culturally and linguistically diverse backgrounds.

An elector can nominate any person, except a candidate, to assist them. If the elector declines to nominate someone then the election official may provide assistance.

Where a person nominated by the elector provides assistance, that person may accompany the elector to a voting screen and complete, fold and deposit the ballot paper in the ballot box or into the declaration envelope as appropriate. In this situation, scrutineers are not allowed to enter the voting screen (unless it is the scrutineer who has been nominated to provide assistance).

If assistance is being given for a declaration vote, only the election assistant or other election official should complete the envelope and the elector must sign or make their mark on the declaration.

An elector may be accompanied by an interpreter who is entitled to be present at all times if the elector needs such help.

Electors Who are Unable to Sign Their Name

When completing declaration envelopes, electors who are unable to sign their name may make their 'mark' as a signature. In these cases the elector must make their mark in the presence of the election official acting as a witness.

The election official must identify the fact that the elector made the mark by adding the words 'his mark' or 'her mark' next to the elector's mark.

A person who holds a power-of-attorney for an elector is not permitted to sign on behalf of the elector.

Elderly or Frail Electors or With a Disability

Voting screens suitable for such electors will be available at polling places, and they will also be available in the returning officer's office for pre-poll voting and at other appointed pre-poll voting centres.

Appropriate equipment will also be available at all polling places, pre-poll voting centres and declared institutions, eg maxi-pencils, which are extra large pencils for those who are unable to grip regular sized pencils, and magnifying sheets for visually impaired electors.

Braille Ballot Papers for Vision Impaired Voters

NSW electoral legislation now provides for vision impaired voters to request a Braille ballot paper.

Vision impaired voters may request a Braille ballot paper as either a postal or pre-poll voter or for voting at a polling place on election day, however, they will be required to mark their Braille ballot paper in the same way as a sighted voter.

An application for a Braille ballot paper must be received by the NSWEC between the 30th day before nomination day and 5pm on nomination day. An application can be verbal or written and can be faxed or emailed. If emailed, an image of the application and an image of the actual signature on the application must be included in or attached to the email.

Although Braille ballot papers will be different to regular ballot papers they will be counted in the same way.

Culturally and Linguistically Diverse Electors

Polling places will display a sign advising electors who do not read or speak English that assistance is available. The signs will also indicate whether there are election officials who speak another language in attendance.

13. COUNTING BALLOT PAPERS

Counting at the Polling Place

At the close of voting at 6.00pm on election day, election officials at each polling place will sort the formal ballot papers showing a 1st preference for each candidate (or for each group with a group voting square) into separate bundles for each candidate (or group).

They will then count and record those votes.

Informal ballot papers or those with unclear markings will also be counted and recorded as a single total.

All totals for all ballot papers counted will then be telephoned to the returning officer and will be posted on the NSWEC website.

Check Counts

On the Sunday after election day the ballot papers are checked and counted again at the returning officer's office to ensure accuracy of the figures from the election night count.

Postal, pre-poll, declared institution, silent and section votes are counted as well.

Method of Election – election of 1 councillor (or mayor)

The method of election is optional preferential and is described in Schedule 4 of the Local Government (General) Regulation 2005.

To cast a formal vote, the elector must place the number '1' in the square next to their first choice candidate. They have the 'option' to show further preferences by placing the number '2' in the square next to their second choice candidate, the number '3' next to their third choice and so on. They may number as many or as few squares as they wish.

To be elected in the optional preferential system, a candidate has to get more than half of the votes in the count. This is called an "absolute majority".

If there are 8,756 formal first preference votes in an election the absolute majority is calculated as: $8,756 \div 2 = 4,378 + 1 = \mathbf{4,379}$

If a candidate has an absolute majority, that candidate is elected and no further counting is necessary.

If no candidate is elected, the candidate with the least number of votes is "excluded" which means the excluded candidate's votes are re-sorted to the other candidates according to the 2nd preference shown on each ballot paper.

However, if any of those ballot papers do not have a 2nd preference, those ballot papers are known as "exhausted" ballot papers and are removed from the count. They are then only used to balance the number of votes at the end of each exclusion, to the number of first preference votes.

If no candidate is elected after the first exclusion, then the candidate with the least number of votes is excluded and those ballot papers (which include the ballot papers received from the first excluded candidate) are re-sorted to the other candidates according to the next preference on each ballot paper.

The process of exclusions is repeated until such time as a candidate has an absolute majority of the votes remaining in the count and that candidate is elected.

The process is explained in the following example:

Candidates	First Preference Votes	Candidate D Excluded	Progressive Totals	Candidate C Excluded	Progressive Totals
Candidate A	3,024	250	3,274	822	4,096
Candidate B	2,552	441	2,993	1,189	4,182 Elected
Candidate C	2,290	87	2,377	Excluded	-----
Candidate D	890	Excluded	-----	-----	-----
Total Formal Votes	8,756	778	8,644	2,011	8,278
Informals	278	-----	278	-----	278
Exhausted	-----	112	112	366	478
Total Votes	9,034	890	9,034	2,377	9,034
<i>Absolute Majority</i>	<i>4,378</i>	-----	<i>4,322</i>	-----	<i>4,139</i>

The absolute majority is recalculated after every candidate is excluded. This is due to exhausted ballot papers (ie ballot papers that do not have continuing preferences) not continuing in the count.

The distribution of preferences cannot commence before the Tuesday following election day.

If there is a by-election for mayor held concurrently with a by-election for councillor, the mayoral result must be determined before counting in the councillor election can commence. Any first preferences on the councillor ballot paper for the person elected as mayor are disregarded and any subsequent preferences are reduced by one, ie a 2nd preference becomes a 1st preference; a 3rd preference becomes a 2nd preference, and so on.

Method of Election – election of 2 councillors

The method of election in a councillor election where there are **2 councillors to be elected** is optional preferential as described above. After the election of the first candidate, all the ballot papers are re-sorted to first preferences as if starting the count again. However, the first step is the distribution of preferences of the elected candidate and, if that does not get the second person elected, the process of exclusions continues until someone is elected.

Method of Election – election of 3 or more councillors

Where there are **3 or more councillors to be elected** the method of election is proportional representation and is described in Schedule 5 of the Local Government (General) Regulation 2005.

To be elected under the proportional representation system used in council elections, candidates generally need what is referred to as a “quota” of the formal votes cast.

In an election of 3 councillors, where there are 21,227 formal first preference votes, the quota would be calculated as follows:

$$21,227 \div 4 \text{ (number to be elected + 1)} = 5,306.75 \text{ (disregard any fraction)} + 1$$

$$= \mathbf{5,307}$$

Once calculated, the quota remains the same throughout the count.

Any votes a candidate has over and above the quota are called “surplus” votes and can help to get other candidates elected.

Votes of elected candidates are allocated or “distributed” to the other candidates according to the preferences indicated on each ballot paper transferred.

The following example may help to broadly explain the counting process.

If candidate **A** received 9,215 first preference votes and the quota is 5,307, the surplus is 3,908.

Candidate **A** is elected, so all 9,215 of **A**'s votes are distributed to the other candidates according to the 2nd preference indicated on each ballot paper.

However, only a proportion of the votes are actually “transferred” to the candidates because a “transfer value” is calculated using a formula prescribed in the legislation and applied to every ballot paper. In this example, the transfer value calculation is $3,908 \div 9,215 = 0.4241$. If, for example 7,149 of the 9,215 ballot papers were distributed to candidate **B**, only 3032 of them would be transferred to or retained by **B** ($7,149 \times 0.4241$).

After applying the transfer value to each quantity of votes distributed to the other candidates, only 3,908 of the 9,215 ballot papers are transferred to or retained by those candidates. The votes to be retained by each candidate are randomly selected from each candidate's bundle of ballot papers.

The 5,307 ballot papers which make up the elected candidate's quota are removed and take no further part in the count.

When the counting of votes reaches a particular stage and there are no more surplus votes to distribute, the candidates with the least votes are eliminated or “excluded” from the count, one by one, until all nine councillors are elected. A transfer value is not applied to these votes and they are passed on to candidates at full value.

The proportional representation system allows candidates receiving a high proportion of the vote to have other candidates benefit from their popularity, however, the transfer value ensures that only a proportion of the votes are passed on to the other candidates. If that was not the case and all of the votes are passed on through one group of candidates, then that group could monopolise the election.

On the other hand it still allows popular candidates not in groups to be elected and, through preferences, helps other candidates get elected.

Candidates will be advised by the returning officer of the arrangements for counting the ballot papers.

The distribution of preferences cannot commence before the Tuesday following election day.

Recounts

Any candidate can request a recount of ballot papers. Any request must be in writing to the returning officer within 24 hours of being notified of the election result, setting out the reasons for the request and signed by the candidate. A deposit to cover the cost of the recount must also be lodged.

The Electoral Commissioner can also direct that a recount be undertaken.

14. FORMALITY OF BALLOT PAPERS

- A ballot paper will be formal if it is marked in accordance with the directions for voting printed on the ballot paper.
- A ballot paper that has not been completed according to the directions on the ballot paper may still be formal under savings provisions contained in the legislation.
- A ballot paper is still formal if it has not been initialled by an election official as long as it has been printed on the NSWEC watermarked paper. If the ballot paper was photocopied, and it is not initialled by the election official, it is informal.
- If there are comments or additional names or signatures written on the ballot paper, they will be ignored.

Various examples of formal and informal ballot papers are shown in Section 19 of this handbook.

This, of course, is not an exhaustive list, but they are provided to assist candidates' and scrutineers' understanding of the formality provisions of the legislation.

15. SCRUTINEERS

Scrutineers play an important role in the election process. In representing the interests of their candidates and advising them on the procedures being followed by the returning officer and election officials, they ensure the election process is carried out fairly and impartially.

Appointment of Scrutineers

Scrutineers are appointed by candidates to represent their interests at polling places and counting centres, and to relay information to them on the procedures and progress during the election.

To be appointed as a scrutineer a person must be on the electoral roll. Candidates cannot act as scrutineers at an election which they contest or at any other election held simultaneously in the same council area.

The candidate completes the [Appointment of Scrutineer](#) form which can be downloaded from www.elections.nsw.gov.au or obtained from the returning officer.

The scrutineer must present the completed form to the returning officer, polling place manager or election official, as the case requires, prior to commencing duties. The declaration part of the form must be signed by the scrutineer in the presence of the election official who will then witness the declaration.

Other than declared institutions where one appointment form for all declared institutions visited in a ward or council area is sufficient, a new appointment form is required at each location where votes are being issued or counted. However, candidates are permitted to photocopy a signed appointment form or use a signature stamp on multiple forms, but scrutineers must sign the form on each occasion in the presence of the election official.

Scrutineers will be issued with identification which is to be worn at all times when scrutineering.

A candidate not in a group or any candidate in a group is entitled to appoint a scrutineer, however, an ungrouped candidate can only have one scrutineer, and a group of candidates can only have one scrutineer at each issuing point at a polling place or at any table or workstation where votes are being scrutinised, counted or data entered.

Attendance of Scrutineers

Scrutineers are entitled to:

- be present when pre-poll votes are being taken in the returning officer's office or at other pre-poll centres;
- be present at the scrutiny of declaration envelopes in the returning officer's office;
- be present when election officials are taking votes at declared institutions;
- be at a polling place during polling and after the close of polling on election day; and

- be present in the returning officer's office after election day to observe the check count of ballot papers from all the polling places, and on the following days during the distribution of preferences.

On election day in the polling place, a candidate or group can have one scrutineer per issuing table during the taking of votes.

On election day, at the close of polling, candidates or groups can have one scrutineer present for each election official counting votes. Details of the number of officials involved in the count at each polling place in a council area will be available from the returning officer.

Conduct of Scrutineers

Where a scrutineer wishes to clarify procedures or question the activities of an election official, they should discuss the matter with the returning officer or polling place manager (as appropriate).

Scrutineers must co-operate fully with election officials. Any misconduct at a pre-poll voting location, a declared institution, a returning officer's office or in a polling place on election day is an offence, as is failure to obey the lawful directions of any election official.

Scrutineers must not attempt to influence an elector's vote by threats or inducements, or intimidate any elector when casting their vote at a pre-poll voting location, declared institution or polling place.

Scrutineers must not touch ballot papers that are being counted or have been counted by election officials.

16. PARTY AND CANDIDATE WORKERS

Party and candidate workers act on behalf of candidates and/or political parties to distribute electoral material (such as how-to-vote cards) at pre-poll voting locations prior to election day and polling places on election day. They are not required to complete any appointment form to engage in these tasks unless they also wish to act as a scrutineer.

Party and Candidate Workers at Pre-poll Voting Centres

- Electoral material, including how-to-vote cards, may be distributed outside the pre-poll voting centre location. Material cannot be handed out inside the voting area.
- Unlike election day, electoral material, including how-to-vote cards, distributed outside pre-poll voting centres is not required to be registered with the NSWEC. It must however comply with electoral legislation.
- Electors must be given unrestricted access to and from the entry to the pre-poll voting location. Party and candidate workers must not obstruct the entrance to a pre-poll voting centre.
- Party and candidate workers may only enter the pre-poll voting centre to cast their vote, or where nominated, to assist an elector to cast their vote.

Party and Candidate Workers at Polling Places

- Party and candidate workers outside a polling place on election day must not obstruct access to the polling place.
- Party and candidate workers must not distribute election material, including how-to-vote cards, or display posters within six metres of the entrance to the polling place.
- Election material, including how-to-vote cards, distributed anywhere on election day must be registered with the NSWEC. It is an offence to distribute unregistered election material on election day.
- Party and candidate workers may only enter the polling place to vote or to assist an elector who has requested their assistance to cast their vote.

17. COMPLAINTS AND ELECTORAL OFFENCES

All registered political parties, candidates, their helpers and scrutineers, must comply with electoral legislation.

Infringements

Not all transgressions are of equal significance and some matters are more serious than others.

As a rule, when the NSWEC or its returning officers become aware of a possible infringement of the legislation, the political party or the candidate is given the opportunity to correct or redress the matter.

If the alleged offence is not redressed then the matter may be referred to the police for investigation or to the Crown Solicitor for possible prosecution action.

Complaints

There is no role for the NSWEC or returning officer to deal with the display or distribution of electoral material before the commencement of the regulated electoral period (which commences on the day the rolls close for a particular election).

Any alleged infringement of the legislation should be reported in writing to the returning officer in the first instance. The returning officer will consider the complaint and endeavour to arrange for any breach to be remedied.

The returning officer will refer any unresolved issues to the NSWEC for further consideration. Most issues are resolved by explanation of the laws.

Should the NSWEC decide not to act on an alleged offence and a complainant disagrees with the NSWEC's decision, they can commence their own proceedings for an alleged breach of the Act.

The Administrative Decisions Tribunal (ADT) may exercise its power to dismiss a person from civic office if it finds that there has been some "irregularity" in that person's election.

Any person may refer a matter to the ADT for consideration.

18. ELECTION FUNDING

Changes in mid 2008 to the election funding legislation have affected the election funding and disclosure obligations of registered political parties, Members of Parliament, councillors, groups of candidates and individual candidates.

An Election Funding Guide for candidates in Local Government elections is on the Election Funding Authority website www.efa.nsw.gov.au and is available to download.

Any enquiries should be directed to enquiries@efa.nsw.gov.au or the candidate help desk on 1300 135 736.

19. SAMPLE FORMAL AND INFORMAL BALLOT PAPERS

Examples of formal ballot papers (1 councillor to be elected or mayor)

FORMAL - EXAMPLE 1

BALLOT PAPER

BEACHSIDE COUNCIL

ELECTION OF MAYOR

CANDIDATES

SWIMMER, James
Independent

TOGS, Patricia
WHITE PARTY

BROWN, Evan

CARSON, Sandy

REDDING, Victor

Directions for Voting

Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with "2" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

A single tick or single cross is read as a "1".

FORMAL - EXAMPLE 2

BALLOT PAPER

BEACHSIDE COUNCIL

ELECTION OF MAYOR

CANDIDATES

SWIMMER, James
Independent

TOGS, Patricia
WHITE PARTY

BROWN, Evan

CARSON, Sandy

REDDING, Victor

Directions for Voting

Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with "2" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

A single tick or single cross is read as a "1".

FORMAL - EXAMPLE 3

BALLOT PAPER

BEACHSIDE COUNCIL

ELECTION OF MAYOR

CANDIDATES

2 SWIMMER, James
Independent

TOGS, Patricia
WHITE PARTY

BROWN, Evan

CARSON, Sandy

1 REDDING, Victor

Directions for Voting

Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with "2" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

Ballot paper completed according to directions. The tick is disregarded.

FORMAL - EXAMPLE 4

BALLOT PAPER

BEACHSIDE COUNCIL

ELECTION OF MAYOR

CANDIDATES

1 SWIMMER, James
Independent

3 TOGS, Patricia
WHITE PARTY

4 BROWN, Evan

5 CARSON, Sandy

2 REDDING, Victor

Directions for Voting

Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with "2" in the squares next to those candidates in order of your preferences for them.


You must not take a ballot paper out of the polling place

All numbers are not in squares but are adjacent to them.

When distributing preferences, all numbers both in and adjacent to squares are considered.

FORMAL - EXAMPLE 5

BALLOT PAPER
BEACHSIDE COUNCIL
ELECTION OF MAYOR



CANDIDATES

2 SWIMMER, James
Independent

2 TOGS, Patricia
WHITE PARTY

1 BROWN, Evan

2 CARSON, Sandy

2 REDDING, Victor

Directions for Voting

Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with "2" in the squares next to those candidates in order of your preferences for them.


You must not take a ballot paper out of the polling place

Where the number 1 appears once only it is still formal even if a subsequent preference is repeated.

In a distribution of preferences this ballot paper would exhaust after the 1st preference.

FORMAL - EXAMPLE 6

BALLOT PAPER
BEACHSIDE COUNCIL
ELECTION OF MAYOR



CANDIDATES

5 SWIMMER, James
Independent

2 TOGS, Patricia
WHITE PARTY

1 BROWN, Evan

6 CARSON, Sandy

3 REDDING, Victor

*AS Smith
27.09.08*

Directions for Voting

Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with "2" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place


Where the number 1 appears once only it is still formal if a subsequent preference is missing.

If marked in accordance with directions, other marks, writing, names or signatures should be disregarded even if it is the name of a person on the electoral roll.

In a distribution of preferences this ballot paper would exhaust after the 3rd preference.

FORMAL - EXAMPLE 7

BALLOT PAPER
BEACHSIDE COUNCIL
ELECTION OF MAYOR



CANDIDATES

4 SWIMMER, James
Independent

TOGS, Patricia
WHITE PARTY

1 BROWN, Evan

2 CARSON, Sandy

3 REDDING, Victor

Directions for Voting

Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with "2" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

Ballot paper completed according to directions.

Examples of informal ballot papers (1 councillor to be elected or mayor)

INFORMAL - EXAMPLE 8

BALLOT PAPER

BEACHSIDE COUNCIL
ELECTION OF MAYOR

CANDIDATES

3 SWIMMER, James
Independent

2 TOGS, Patricia
WHITE PARTY

BROWN, Evan

CARSON, Sandy

4 REDDING, Victor

Directions for Voting

Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with "2" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

A tick or cross is not read as a "1" when there are numbers in other squares.

INFORMAL - EXAMPLE 9

BALLOT PAPER

BEACHSIDE COUNCIL
ELECTION OF MAYOR

CANDIDATES

SWIMMER, James
Independent

TOGS, Patricia
WHITE PARTY

BROWN, Evan

CARSON, Sandy

REDDING, Victor

Directions for Voting

Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with "2" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

A tick is not read as a "1" when there are crosses or lines in other squares.

INFORMAL - EXAMPLE 10

BALLOT PAPER

BEACHSIDE COUNCIL
ELECTION OF MAYOR

CANDIDATES

1 SWIMMER, James
Independent

2 TOGS, Patricia
WHITE PARTY

3 BROWN, Evan

4 CARSON, Sandy

1 REDDING, Victor

Directions for Voting

Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with "2" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

There are two number 1s.

INFORMAL - EXAMPLE 11

BALLOT PAPER

BEACHSIDE COUNCIL
ELECTION OF MAYOR

CANDIDATES

SWIMMER, James
Independent

TOGS, Patricia
WHITE PARTY

BROWN, Evan

CARSON, Sandy

REDDING, Victor

Directions for Voting

Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with "2" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

If outside the square, the number, tick or cross must be adjacent to the square.

Examples of formal ballot papers (2 councillors to be elected – no group voting squares)

FORMAL - EXAMPLE 1

BALLOT PAPER

BEACHSIDE COUNCIL- CLIFFTOP WARD

ELECTION OF 2 COUNCILLORS

CANDIDATES

<p>GROUP A</p> <p><input type="checkbox"/> SPOILER, Karen NO SWIMMING PARTY</p> <p><input type="checkbox"/> METO, Petra NO SWIMMING PARTY</p>	<p>GROUP B</p> <p><input checked="" type="checkbox"/> 1 RADCLIFFE, John DAREDEVIL PARTY</p> <p><input type="checkbox"/> BRAVA, Ginger DAREDEVIL PARTY</p> <p><input type="checkbox"/> RAYSUN, Olivia</p> <p><input type="checkbox"/> WETTY, Jacob</p>	<p><input type="checkbox"/> PADDLE, Mike Independent</p> <p><input type="checkbox"/> McBURN, Lisa</p> <p><input type="checkbox"/> TANNER, Peter</p> <p><input type="checkbox"/> SORE, Tom Independent</p>
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Directions for Voting

Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with the number "2" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

The elector has followed the Directions for Voting.

FORMAL - EXAMPLE 2

BALLOT PAPER

BEACHSIDE COUNCIL- CLIFFTOP WARD

ELECTION OF 2 COUNCILLORS

CANDIDATES

<p>GROUP A</p> <p><input checked="" type="checkbox"/> 1 SPOILER, Karen NO SWIMMING PARTY</p> <p><input checked="" type="checkbox"/> 2 METO, Petra NO SWIMMING PARTY</p>	<p>GROUP B</p> <p><input type="checkbox"/> RADCLIFFE, John DAREDEVIL PARTY</p> <p><input type="checkbox"/> BRAVA, Ginger DAREDEVIL PARTY</p> <p><input type="checkbox"/> RAYSUN, Olivia</p> <p><input type="checkbox"/> WETTY, Jacob</p>	<p><input checked="" type="checkbox"/> 4 PADDLE, Mike Independent</p> <p><input checked="" type="checkbox"/> 3 McBURN, Lisa</p> <p><input type="checkbox"/> TANNER, Peter</p> <p><input type="checkbox"/> SORE, Tom Independent</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Directions for Voting

Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with the number "2" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

The number 1 is outside but adjacent to the square.

FORMAL - EXAMPLE 3

BALLOT PAPER

BEACHSIDE COUNCIL- CLIFFTOP WARD

ELECTION OF 2 COUNCILLORS

CANDIDATES

5 TOWLER, Lee

2 BURNSTEIN, Ruben
Independent

1 SHARKY, Sharon

6 WAVER, Will
BROWN PARTY

3 FISCHER, Casey

Handwritten signature and date 27.09.08

Directions for Voting

Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with the number "2" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

If marked in accordance with directions, other marks, writing, names or signatures should be disregarded even if it is the name of a person on the electoral roll.

In a distribution of preferences this ballot paper would exhaust after the 3rd preference.

FORMAL - EXAMPLE 4

BALLOT PAPER

BEACHSIDE COUNCIL CLIFFTOP WARD

ELECTION OF 2 COUNCILLORS

CANDIDATES

1 TOWLER, Lee

6 BURNSTEIN, Ruben
Independent

4 SHARKY, Sharon

5 WAVER, Will
BROWN PARTY

8 FISCHER, Casey

2 HOOKEY, Joanne

9 BATTER, John
RED PARTY

7 SAND, Sandy

Directions for Voting

Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with the number "2" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place


Where the number 1 appears once only, the ballot paper is still formal even if there is a repeat or break in subsequent preferences .

In a distribution of preferences this ballot paper would exhaust after the 2nd preference

FORMAL - EXAMPLE 5

BALLOT PAPER

BEACHSIDE COUNCIL- CLIFFTOP WARD
ELECTION OF 2 COUNCILLORS



CANDIDATES

<p>GROUP A</p> <p><input checked="" type="checkbox"/> SPOILER, Karen NO SWIMMING PARTY</p> <p><input checked="" type="checkbox"/> METO, Petra NO SWIMMING PARTY</p>	<p>GROUP B</p> <p><input checked="" type="checkbox"/> RADCLIFFE, John DAREDEVIL PARTY</p> <p><input checked="" type="checkbox"/> BRAVA, Ginger DAREDEVIL PARTY</p>	<p><input checked="" type="checkbox"/> PADDLE, Mike Independent</p> <p>1 McBURN Lisa</p> <p><input checked="" type="checkbox"/> TANNER, Peter</p> <p><input checked="" type="checkbox"/> SORESKIN, Tom Independent</p>
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Directions for Voting

Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with the number "2" in the squares next to those candidates in order of your preferences for them.


You must not take a ballot paper out of the polling place

The elector has followed the Directions for Voting. If so, ticks and/or crosses are disregarded.

FORMAL - EXAMPLE 6

BALLOT PAPER

BEACHSIDE COUNCIL - CLIFFTOP WARD
ELECTION OF 2 COUNCILLORS



CANDIDATES

3 TOWLER, Lee

4 BURNSTEIN, Ruben
Independent

5 SHARKY, Sharon

2 WAVER, Will
BROWN PARTY

2 FISCHER, Casey

2 HOOKEY, Joanne

2 BATTER, John
RED PARTY

1 SAND, Sandy

Directions for Voting

Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with the number "2" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

Where the number 1 appears once only, the ballot paper is still formal even if there is a repeat or break in subsequent preferences.

In a distribution of preferences this ballot paper would exhaust after the 1st preference.


Examples of informal ballot papers (2 councillors to be elected – no group voting squares)

INFORMAL - EXAMPLE 7

BALLOT PAPER

BEACHSIDE COUNCIL – CLIFFTOP WARD

ELECTION OF 2 COUNCILLORS



CANDIDATES

GROUP A	GROUP B	
<input type="checkbox"/> SPOILER, Karen NO SWIMMING PARTY	<input type="checkbox"/> RADCLIFFE, John DAREDEVIL PARTY	<input type="checkbox"/> PADDLE, Mike Independent 1
<input type="checkbox"/> METO, Petra NO SWIMMING PARTY	<input type="checkbox"/> BRAVA, Ginger DAREDEVIL PARTY 3	<input type="checkbox"/> McBURN, Lisa
		<input type="checkbox"/> TANNER, Peter 2
		<input type="checkbox"/> SORESKIN, Tom Independent

Directions for Voting

Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with the number "2" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place


If outside the square, the number must be adjacent to the square.

INFORMAL - EXAMPLE 8

BALLOT PAPER

BEACHSIDE COUNCIL – CLIFFTOP WARD

ELECTION OF 2 COUNCILLORS



CANDIDATES

1	<input checked="" type="checkbox"/>	TOWLER, Lee
3	<input type="checkbox"/>	BURNSTEIN, Ruben Independent
4	<input type="checkbox"/>	SHARKY, Sharon
5	<input type="checkbox"/>	WAVER, Will BROWN PARTY
1	<input type="checkbox"/>	FISCHER, Casey

Directions for Voting

Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with the number "2" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place


The number one appears more than once. All numbers both in and adjacent to the squares are considered when determining formality.

INFORMAL - EXAMPLE 9

BALLOT PAPER

BEACHSIDE COUNCIL – CLIFFTOP WARD

ELECTION OF 2 COUNCILLORS



CANDIDATES

	<input type="checkbox"/>	TOWLER, Lee
	<input checked="" type="checkbox"/>	BURNSTEIN, Ruben Independent
	<input type="checkbox"/>	SHARKY, Sharon
	<input type="checkbox"/>	WAVER, Will BROWN PARTY
	<input type="checkbox"/>	FISCHER, Casey
	<input type="checkbox"/>	HOOKEY, Joanne
	<input type="checkbox"/>	BATTER, John RED PARTY
	<input type="checkbox"/>	SAND, Sandy

Directions for Voting

Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with the number "2" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

Ticks or crosses are not accepted as preferences where 2 or more to be elected.

Examples of formal ballot papers (2 councillors to be elected – with group voting squares)

BTL FORMAL - EXAMPLE 1

You may vote in one of two ways		BALLOT PAPER Election of 2 councillors				Beachside Council – Sandy Ward Held on 27 September 2008
<p>either </p> <p>Place the number "1" in the square above the group of candidates for whom you wish to vote. If you wish to vote for additional groups of candidates, place consecutive numbers beginning with the number "2" in the squares above the additional groups of candidates in order of your preferences for them.</p>	GROUP A NO FUN PARTY		GROUP C	GROUP D		
	<input type="checkbox"/>		1	<input type="checkbox"/>		
<p>or </p> <p>Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with "2" in the squares next to those candidates in order of your preferences for them.</p>	GROUP A NO FUN PARTY	GROUP B	GROUP C	GROUP D		
	<p>1 NORTON, Mick NO FUN PARTY</p> <p>2 COOPER, Diana NO FUN PARTY</p> <p><input type="checkbox"/> SAND, Bill NO FUN PARTY</p> <p><input type="checkbox"/> COOLING, Pat NO FUN PARTY</p>	<p><input type="checkbox"/> CARRICK, Anne</p> <p><input type="checkbox"/> GRIST, Leslie</p>	<p><input type="checkbox"/> PARRY, Tony SURF PARTY</p> <p>3 JONES, Lilly Independent</p> <p><input type="checkbox"/> DARBY, Paris SURF PARTY</p> <p>4 FORSTER, Jo Independent</p>	<p><input type="checkbox"/> BORGAN, Boris Independent</p> <p>5 CHURCH, Peter Independent</p> <p><input type="checkbox"/> LAY, Justin Independent</p> <p><input type="checkbox"/> BURN, Babette Independent</p>	<p><input type="checkbox"/> GIFFORD, Nellie</p> <p><input type="checkbox"/> JANSEN, Robert Independent</p> <p>6 JACK, Kerry</p> <p><input type="checkbox"/> VORGAN, Sylvia</p> <p><input type="checkbox"/> RICKSON, Janet SAND PARTY</p>	

YOU MUST NOT TAKE A BALLOT PAPER OUT OF THE POLLING PLACE

If the elector has marked both above and below the line, and both are formal, then the BTL vote takes precedence over the above the line (ATL) vote

ATL FORMAL - EXAMPLE 2

You may vote in one of two ways		BALLOT PAPER Election of 2 councillors				Beachside Council – Sandy Ward Held on 27 September 2008
<p>either </p> <p>Place the number "1" in the square above the group of candidates for whom you wish to vote. If you wish to vote for additional groups of candidates, place consecutive numbers beginning with the number "2" in the squares above the additional groups of candidates in order of your preferences for them.</p>	GROUP A NO FUN PARTY		GROUP C	GROUP D		
	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
<p>or </p> <p>Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with "2" in the squares next to those candidates in order of your preferences for them.</p>	GROUP A NO FUN PARTY	GROUP B	GROUP C	GROUP D		
	<p><input type="checkbox"/> NORTON, Mick NO FUN PARTY</p> <p><input type="checkbox"/> COOPER, Diana NO FUN PARTY</p> <p><input type="checkbox"/> SAND, Bill NO FUN PARTY</p> <p><input type="checkbox"/> COOLING, Pat NO FUN PARTY</p>	<p><input type="checkbox"/> CARRICK, Anne</p> <p><input type="checkbox"/> GRIST, Leslie</p>	<p><input checked="" type="checkbox"/> PARRY, Tony SURF PARTY</p> <p>2 JONES, Lilly Independent</p> <p>3 DARBY, Paris SURF PARTY</p> <p>4 FORSTER, Jo Independent</p>	<p><input type="checkbox"/> BORGAN, Boris Independent</p> <p><input type="checkbox"/> CHURCH, Peter Independent</p> <p><input type="checkbox"/> LAY, Justin Independent</p> <p><input type="checkbox"/> BURN, Babette Independent</p>	<p>5 GIFFORD, Nellie</p> <p>6 JANSEN, Robert Independent</p> <p><input type="checkbox"/> JACK, Kerry</p> <p><input type="checkbox"/> VORGAN, Sylvia</p> <p><input type="checkbox"/> RICKSON, Janet SAND PARTY</p>	

YOU MUST NOT TAKE A BALLOT PAPER OUT OF THE POLLING PLACE

A single tick or single cross above the line is read as a "1". You cannot accept a tick or a cross as a preference below the line. The below the line vote is informal and would therefore be disregarded.

ATL FORMAL - EXAMPLE 3

BALLOT PAPER					
Election of 2 councillors					
Beachside Council – Sandy Ward Held on 27 September 2008					
<p>You may vote in one of two ways</p> <p>either </p> <p>Place the number "1" in the square above the group of candidates for whom you wish to vote. If you wish to vote for additional groups of candidates, place consecutive numbers beginning with the number "2" in the squares above the additional groups of candidates in order of your preferences for them.</p>	<p>GROUP A NO FUN PARTY</p> <input checked="" type="checkbox"/>		<p>GROUP C</p> <input checked="" type="checkbox"/>	<p>GROUP D</p> <input checked="" type="checkbox"/>	
<p>or </p> <p>Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with "2" in the squares next to those candidates in order of your preferences for them.</p>	<p>GROUP A NO FUN PARTY</p> <input type="checkbox"/> NORTON, Mick NO FUN PARTY <input type="checkbox"/> COOPER, Diana NO FUN PARTY <input type="checkbox"/> SAND, Bill NO FUN PARTY <input type="checkbox"/> COOLING, Pat NO FUN PARTY	<p>GROUP B</p> <input type="checkbox"/> CARRICK, Anne <input type="checkbox"/> GRIST, Leslie	<p>GROUP C</p> <input type="checkbox"/> PARRY, Tony SURF PARTY <input type="checkbox"/> JONES, Lilly Independent <input type="checkbox"/> DARBY, Paris SURF PARTY <input checked="" type="checkbox"/> FORSTER, Jo Independent	<p>GROUP D</p> <input type="checkbox"/> BORGAN, Boris Independent <input type="checkbox"/> CHURCH, Peter Independent <input type="checkbox"/> LAY, Justin Independent <input type="checkbox"/> BURN, Babette Independent	<input checked="" type="checkbox"/> 1 GIFFORD, Nellie <input checked="" type="checkbox"/> 2 JANSEN, Robert Independent <input checked="" type="checkbox"/> 3 JACK, Kerry <input type="checkbox"/> VORGAN, Sylvia <input type="checkbox"/> RICKSON, Janet SAND PARTY
YOU MUST NOT TAKE A BALLOT PAPER OUT OF THE POLLING PLACE					





A tick, with more than one cross in other squares above the line is read as a '1'. The below the line vote is informal and would therefore be disregarded.

BTL FORMAL - EXAMPLE 4

BALLOT PAPER					
Election of 2 councillors					
Beachside Council – Sandy Ward Held on 27 September 2008					
<p>You may vote in one of two ways</p> <p>either </p> <p>Place the number "1" in the square above the group of candidates for whom you wish to vote. If you wish to vote for additional groups of candidates, place consecutive numbers beginning with the number "2" in the squares above the additional groups of candidates in order of your preferences for them.</p>	<p>GROUP A NO FUN PARTY</p> <input type="checkbox"/>		<p>GROUP C</p> <input type="checkbox"/>	<p>GROUP D</p> <input type="checkbox"/>	<input checked="" type="checkbox"/> 1
<p>or </p> <p>Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with "2" in the squares next to those candidates in order of your preferences for them.</p>	<p>GROUP A NO FUN PARTY</p> <input checked="" type="checkbox"/> 1 NORTON, Mick NO FUN PARTY <input checked="" type="checkbox"/> 2 COOPER, Diana NO FUN PARTY <input type="checkbox"/> SAND, Bill NO FUN PARTY <input type="checkbox"/> COOLING, Pat NO FUN PARTY	<p>GROUP B</p> <input type="checkbox"/> CARRICK, Anne <input type="checkbox"/> GRIST, Leslie	<p>GROUP C</p> <input type="checkbox"/> PARRY, Tony SURF PARTY <input checked="" type="checkbox"/> 3 JONES, Lilly Independent <input checked="" type="checkbox"/> 3 DARBY, Paris SURF PARTY <input checked="" type="checkbox"/> 4 FORSTER, Jo Independent	<p>GROUP D</p> <input type="checkbox"/> BORGAN, Boris Independent <input checked="" type="checkbox"/> 5 CHURCH, Peter Independent <input type="checkbox"/> LAY, Justin Independent <input type="checkbox"/> BURN, Babette Independent	<input type="checkbox"/> GIFFORD, Nellie <input type="checkbox"/> JANSEN, Robert Independent <input checked="" type="checkbox"/> 6 JACK, Kerry <input type="checkbox"/> VORGAN, Sylvia <input type="checkbox"/> RICKSON, Janet SAND PARTY
YOU MUST NOT TAKE A BALLOT PAPER OUT OF THE POLLING PLACE					

Electors cannot vote for ungrouped candidates above the line. That marking is disregarded. Below the line, the minimum number of preferences required has been shown. In a distribution of preferences, this would exhaust after the 2nd preference.




ATL FORMAL - EXAMPLE 5

You may vote in one of two ways		BALLOT PAPER Election of 2 councillors			Beachside Council – Sandy Ward Held on 27 September 2008	
<p>either </p> <p>Place the number "1" in the square above the group of candidates for whom you wish to vote. If you wish to vote for additional groups of candidates, place consecutive numbers beginning with the number "2" in the squares above the additional groups of candidates in order of your preferences for them.</p>	<p>GROUP A NO FUN PARTY</p> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">2</div>		<p>GROUP C</p> <div style="display: flex; align-items: center; justify-content: center;"> 1 <div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">  </div> </div>	<p>GROUP D</p> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">3</div>		
<p>or </p> <p>Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with "2" in the squares next to those candidates in order of your preferences for them.</p>	<p>GROUP A NO FUN PARTY</p> <p><input type="checkbox"/> NORTON, Mick NO FUN PARTY</p> <p><input type="checkbox"/> COOPER, Diana NO FUN PARTY</p> <p><input type="checkbox"/> SAND, Bill NO FUN PARTY</p> <p><input type="checkbox"/> COOLING, Pat NO FUN PARTY</p>	<p>GROUP B</p> <p><input type="checkbox"/> CARRICK, Anne</p> <p><input type="checkbox"/> GRIST, Leslie</p>	<p>GROUP C</p> <p><input type="checkbox"/> PARRY, Tony SURF PARTY</p> <p><input type="checkbox"/> JONES, Lilly Independent</p> <p><input type="checkbox"/> DARBY, Paris SURF PARTY</p> <p><input type="checkbox"/> FORSTER, Jo Independent</p>	<p>GROUP D</p> <p><input type="checkbox"/> BORGAN, Boris Independent</p> <p><input type="checkbox"/> CHURCH, Peter Independent</p> <p><input type="checkbox"/> LAY, Justin Independent</p> <p><input type="checkbox"/> BURN, Babette Independent</p>	<p><input type="checkbox"/> GIFFORD, Nellie</p> <p><input type="checkbox"/> JANSEN, Robert Independent</p> <p><input type="checkbox"/> JACK, Kerry</p> <p><input type="checkbox"/> VORGAN, Sylvia</p> <p><input type="checkbox"/> RICKSON, Janet SAND PARTY</p>	
YOU MUST NOT TAKE A BALLOT PAPER OUT OF THE POLLING PLACE						

The number '1' is outside but adjacent to the square.




Examples of informal ballot papers (2 councillors to be elected with group voting squares)

ATL & BTL INFORMAL - EXAMPLE 6

You may vote in one of two ways		BALLOT PAPER Election of 2 councillors				Beachside Council – Sandy Ward Held on 27 September 2008
<p>either </p> <p>Place the number "1" in the square above the group of candidates for whom you wish to vote. If you wish to vote for additional groups of candidates, place consecutive numbers beginning with the number "2" in the squares above the additional groups of candidates in order of your preferences for them.</p>	GROUP A NO FUN PARTY		GROUP C	GROUP D		
	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>		
<p>or </p> <p>Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with "2" in the squares next to those candidates in order of your preferences for them.</p>	GROUP A NO FUN PARTY	GROUP B	GROUP C	GROUP D		
	<p>3 <input type="checkbox"/> NORTON, Mick NO FUN PARTY</p> <p>4 <input type="checkbox"/> COOPER, Diana NO FUN PARTY</p> <p>5 <input type="checkbox"/> SAND, Bill NO FUN PARTY</p> <p><input type="checkbox"/> COOLING, Pat NO FUN PARTY</p>	<p><input type="checkbox"/> CARRICK, Anne</p> <p><input type="checkbox"/> GRIST, Leslie</p>	<p>2 <input type="checkbox"/> PARRY, Tony SURF PARTY</p> <p>3 <input type="checkbox"/> JONES, Lilly Independent</p> <p>4 <input type="checkbox"/> DARBY, Paris SURF PARTY</p> <p><input type="checkbox"/> FORSTER, Jo Independent</p>	<p>4 <input type="checkbox"/> BORGAN, Boris Independent</p> <p>5 <input type="checkbox"/> CHURCH, Peter Independent</p> <p><input type="checkbox"/> LAY, Justin Independent</p> <p><input type="checkbox"/> BURN, Babette Independent</p>	<p><input type="checkbox"/> GIFFORD, Nellie</p> <p><input type="checkbox"/> JANSEN, Robert Independent</p> <p><input type="checkbox"/> JACK, Kerry</p> <p><input type="checkbox"/> VORGAN, Sylvia</p> <p><input type="checkbox"/> RICKSON, Janet SAND PARTY</p>	
YOU MUST NOT TAKE A BALLOT PAPER OUT OF THE POLLING PLACE						

There is no group voting square for Group B above the line so an elector cannot vote for this group ATL. There is no number '1' below the line.

ATL INFORMAL - EXAMPLE 7

You may vote in one of two ways		BALLOT PAPER Election of 2 councillors				Beachside Council – Sandy Ward Held on 27 September 2008
<p>either </p> <p>Place the number "1" in the square above the group of candidates for whom you wish to vote. If you wish to vote for additional groups of candidates, place consecutive numbers beginning with the number "2" in the squares above the additional groups of candidates in order of your preferences for them.</p>	GROUP A NO FUN PARTY		GROUP C	GROUP D		
	<input type="checkbox"/> 3		<input type="checkbox"/> 2	<input checked="" type="checkbox"/>		
<p>or </p> <p>Place the number "1" in the square next to the candidate of your choice. If you wish to vote for any more candidates, place consecutive numbers starting with "2" in the squares next to those candidates in order of your preferences for them.</p>	GROUP A NO FUN PARTY	GROUP B	GROUP C	GROUP D		
	<p><input type="checkbox"/> NORTON, Mick NO FUN PARTY</p> <p><input type="checkbox"/> COOPER, Diana NO FUN PARTY</p> <p><input type="checkbox"/> SAND, Bill NO FUN PARTY</p> <p><input type="checkbox"/> COOLING, Pat NO FUN PARTY</p>	<p><input type="checkbox"/> CARRICK, Anne</p> <p><input type="checkbox"/> GRIST, Leslie</p>	<p><input type="checkbox"/> PARRY, Tony SURF PARTY</p> <p><input type="checkbox"/> JONES, Lilly Independent</p> <p><input type="checkbox"/> DARBY, Paris SURF PARTY</p> <p><input type="checkbox"/> FORSTER, Jo Independent</p>	<p><input type="checkbox"/> BORGAN, Boris Independent</p> <p><input type="checkbox"/> CHURCH, Peter Independent</p> <p><input type="checkbox"/> LAY, Justin Independent</p> <p><input type="checkbox"/> BURN, Babette Independent</p>	<p><input type="checkbox"/> GIFFORD, Nellie</p> <p><input type="checkbox"/> JANSEN, Robert Independent</p> <p><input type="checkbox"/> JACK, Kerry</p> <p><input type="checkbox"/> VORGAN, Sylvia</p> <p><input type="checkbox"/> RICKSON, Janet SAND PARTY</p>	
YOU MUST NOT TAKE A BALLOT PAPER OUT OF THE POLLING PLACE						

A tick or cross above the line is not read as a "1" when there are other numbers, other than the number '1', present above the line.

Examples of formal ballot papers (3 or more councillors to be elected – no group voting squares)

FORMAL - EXAMPLE 1

BALLOT PAPER

BEACHSIDE COUNCIL- CLIFFTOP WARD

ELECTION OF 4 COUNCILLORS

CANDIDATES

<p>GROUP A</p> <p><input type="checkbox"/> SPOILER, Karen NO SWIMMING PARTY</p> <p><input type="checkbox"/> METO, Petra NO SWIMMING PARTY</p>	<p>GROUP B</p> <p><input checked="" type="checkbox"/> 1 RADCLIFFE, John DAREDEVIL PARTY</p> <p><input type="checkbox"/> BRAVA, Ginger DAREDEVIL PARTY</p> <p><input type="checkbox"/> RAYSUN, Olivia</p> <p><input type="checkbox"/> WETTY, Jacob</p>	<p><input type="checkbox"/> PADDLE, Mike Independent</p> <p><input checked="" type="checkbox"/> 2 McBURN, Lisa</p> <p><input type="checkbox"/> TANNER, Peter</p> <p><input type="checkbox"/> SORE, Tom Independent</p>
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Directions for Voting

Place the numbers "1" and "2" in the squares next to the 2 candidates in order of your preferences for them. If you wish to vote for any more candidates, place consecutive numbers starting with "3" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

The elector has followed the Directions for Voting.

FORMAL - EXAMPLE 2

BALLOT PAPER

BEACHSIDE COUNCIL- CLIFFTOP WARD

ELECTION OF 4 COUNCILLORS

CANDIDATES

<p>GROUP A</p> <p><input checked="" type="checkbox"/> 1 SPOILER, Karen NO SWIMMING PARTY</p> <p><input checked="" type="checkbox"/> 2 METO, Petra NO SWIMMING PARTY</p>	<p>GROUP B</p> <p><input type="checkbox"/> RADCLIFFE, John DAREDEVIL PARTY</p> <p><input type="checkbox"/> BRAVA, Ginger DAREDEVIL PARTY</p> <p><input type="checkbox"/> RAYSUN, Olivia</p> <p><input type="checkbox"/> WETTY, Jacob</p>	<p><input checked="" type="checkbox"/> 4 PADDLE, Mike Independent</p> <p><input checked="" type="checkbox"/> 3 McBURN, Lisa</p> <p><input type="checkbox"/> TANNER, Peter</p> <p><input type="checkbox"/> SORE, Tom Independent</p>
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Directions for Voting

Place the numbers "1" and "2" in the squares next to the 2 candidates in order of your preferences for them. If you wish to vote for any more candidates, place consecutive numbers starting with "3" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

The number 1 is outside but adjacent to the square.

FORMAL - EXAMPLE 3

BALLOT PAPER

BEACHSIDE COUNCIL- CLIFFTOP WARD

ELECTION OF 6 COUNCILLORS

CANDIDATES

<input checked="" type="checkbox"/> 1 TOWLER, Lee	
<input checked="" type="checkbox"/> 6 BURNSTEIN, Ruben Independent	
<input checked="" type="checkbox"/> 3 SHARKY, Sharon	
<input checked="" type="checkbox"/> 5 WAVER, Will BROWN PARTY	
<input checked="" type="checkbox"/> 8 FISCHER, Casey	<i>AS</i>
<input checked="" type="checkbox"/> 2 HOOKEY, Joanne	<i>27.09.08</i>
<input checked="" type="checkbox"/> 9 BATTER, John RED PARTY	
<input checked="" type="checkbox"/> 7 SAND, Sandy	

Directions for Voting

Place the numbers "1", "2" and "3" in the squares next to the 3 candidates in order of your preferences for them. If you wish to vote for any more candidates, place consecutive numbers starting with "4" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

If marked in accordance with directions, other marks, writing, names or signatures should be disregarded even if it is the name of a person on the electoral roll. The 4th preference has been omitted, however this is outside the minimum number of preferences required by the Directions for Voting.

In a distribution of preferences this ballot paper would exhaust after the 3rd preference.

FORMAL - EXAMPLE 4

BALLOT PAPER

BEACHSIDE COUNCIL- CLIFFTOP WARD

ELECTION OF 5 COUNCILLORS

CANDIDATES

<input checked="" type="checkbox"/> 3 TOWLER, Lee	
<input checked="" type="checkbox"/> 4 BURNSTEIN, Ruben Independent	
<input checked="" type="checkbox"/> 5 SHARKY, Sharon	
<input checked="" type="checkbox"/> 2 WAVER, Will BROWN PARTY	
<input checked="" type="checkbox"/> 2 FISCHER, Casey	
<input checked="" type="checkbox"/> 2 HOOKEY, Joanne	
<input checked="" type="checkbox"/> 2 BATTER, John RED PARTY	
<input checked="" type="checkbox"/> 1 SAND, Sandy	

Directions for Voting


Place the numbers "1", "2" and "3" in the squares next to the 3 candidates in order of your preferences for them. If you wish to vote for any more candidates, place consecutive numbers starting with "4" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

One number (other than 1) may be repeated (any number of times) within the minimum number of preferences required by the Directions for Voting.

In a distribution of preferences this ballot paper would exhaust after the 1st preference,

FORMAL - EXAMPLE 5

BALLOT PAPER 

BEACHSIDE COUNCIL- CLIFFTOP WARD
ELECTION OF 5 COUNCILLORS

CANDIDATES

5 TOWLER, Lee

5 BURNSTEIN, Ruben
Independent

4 SHARKY, Sharon

3 WAVER, Will
BROWN PARTY

3 FISCHER, Casey

3 HOOKEY, Joanne

2 BATTER, John
RED PARTY

1 SAND, Sandy

Directions for Voting


Place the numbers "1", "2" and "3" in the squares next to the 3 candidates in order of your preferences for them.
If you wish to vote for any more candidates, place consecutive numbers starting with "4" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

One number (other than 1) may be repeated (any number of times) within the minimum number of preferences required by the Directions for Voting. Subsequent numbers repeated outside the minimum number of preferences required, do not affect formality.

In a distribution of preferences this ballot paper would exhaust after the 2nd preference,

FORMAL - EXAMPLE 6

BALLOT PAPER 

BEACHSIDE COUNCIL- CLIFFTOP WARD
ELECTION OF 5 COUNCILLORS

CANDIDATES

8 TOWLER, Lee

8 BURNSTEIN, Ruben
Independent

7 SHARKY, Sharon

6 WAVER, Will
BROWN PARTY

5 FISCHER, Casey

4 HOOKEY, Joanne

2 BATTER, John
RED PARTY

1 SAND, Sandy

Directions for Voting


Place the numbers "1", "2" and "3" in the squares next to the 3 candidates in order of your preferences for them.
If you wish to vote for any more candidates, place consecutive numbers starting with "4" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

One number (other than 1) may be missing within the minimum number of preferences required by the Directions for Voting.

In a distribution of preferences this ballot paper would exhaust after the 2nd preference,

FORMAL - EXAMPLE 7

BALLOT PAPER 

BEACHSIDE COUNCIL- CLIFFTOP WARD
ELECTION OF 5 COUNCILLORS

CANDIDATES

4 TOWLER, Lee

5 BURNSTEIN, Ruben
Independent

1 SHARKY, Sharon

6 WAVER, Will
BROWN PARTY

9 FISCHER, Casey

10 HOOKEY, Joanne

2 BATTER, John
RED PARTY

7 SAND, Sandy

Directions for Voting

Place the numbers "1", "2" and "3" in the squares next to the 3 candidates in order of your preferences for them.
If you wish to vote for any more candidates, place consecutive numbers starting with "4" in the squares next to those candidates in order of your preferences for them.


You must not take a ballot paper out of the polling place

One number (other than 1) may be missing within the minimum number of preferences required by the Directions for Voting.

In a distribution of preferences this ballot paper would exhaust after the 2nd preference,

Examples of informal ballot papers (3 or more councillors to be elected – no group voting squares)

INFORMAL - EXAMPLE 8

BALLOTPAPER 

BEACHSIDE COUNCIL- CLIFFTOP WARD
ELECTION OF 7 COUNCILLORS

CANDIDATES

<input type="checkbox"/> 2	TOWLER, Lee
<input type="checkbox"/> 3	BURNSTEIN, Ruben <small>Independent</small>
<input type="checkbox"/> 1	SHARKY, Sharon
<input type="checkbox"/> 4	WAVER, Will <small>BROWN PARTY</small>
<input type="checkbox"/> 5	FISCHER, Casey
<input type="checkbox"/> 6	HOOKEY, Joanne
<input type="checkbox"/> 2	BATTER, John <small>RED PARTY</small>
<input type="checkbox"/> 3	SAND, Sandy


Directions for Voting

Place the numbers "1", "2", "3" and "4" in the squares next to the 4 candidates in order of your preferences for them.
If you wish to vote for any more candidates, place consecutive numbers starting with "5" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

Only one number (other than 1) may be repeated within the minimum number of preferences required by the Directions for Voting. If a second number is missing or repeated within the minimum number of preferences required, the ballot paper is informal.

INFORMAL - EXAMPLE 9

BALLOTPAPER 

BEACHSIDE COUNCIL- CLIFFTOP WARD
ELECTION OF 7 COUNCILLORS

CANDIDATES

<input type="checkbox"/> 2	TOWLER, Lee
<input type="checkbox"/> 3	BURNSTEIN, Ruben <small>Independent</small>
<input type="checkbox"/> 1	SHARKY, Sharon
<input type="checkbox"/> 7	WAVER, Will <small>BROWN PARTY</small>
<input type="checkbox"/> 5	FISCHER, Casey
<input type="checkbox"/> 6	HOOKEY, Joanne
<input type="checkbox"/> 3	BATTER, John <small>RED PARTY</small>
<input type="checkbox"/> 8	SAND, Sandy


Directions for Voting

Place the numbers "1", "2", "3" and "4" in the squares next to the 4 candidates in order of your preferences for them.
If you wish to vote for any more candidates, place consecutive numbers starting with "5" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

Only one number (other than 1) may be repeated or missing within the minimum number of preferences required by the Directions for Voting. If a second number is repeated or missing within the minimum number of preferences required, the ballot paper is informal.

INFORMAL - EXAMPLE 10

BALLOT PAPER 

BEACHSIDE COUNCIL- CLIFFTOP WARD
ELECTION OF 4 COUNCILLORS

GROUP A	GROUP B	
<input checked="" type="checkbox"/> SPOILER, Karen <small>NO SWIMMING PARTY</small> <input checked="" type="checkbox"/> METO, Petra <small>NO SWIMMING PARTY</small>	<input checked="" type="checkbox"/> RADCLIFFE, John <small>DAREDEVIL PARTY</small> <input checked="" type="checkbox"/> BRAVA, Ginger <small>DAREDEVIL PARTY</small> <input checked="" type="checkbox"/> RAYSUN, Olivia <input checked="" type="checkbox"/> WETTY, Jacob	<input checked="" type="checkbox"/> PADDLE, Mike <small>Independent</small> <input checked="" type="checkbox"/> McBURN, Lisa <input checked="" type="checkbox"/> TANNER, Peter <input checked="" type="checkbox"/> SORE, Tom <small>Independent</small>


Directions for Voting

Place the numbers "1" and "2" in the squares next to the 2 candidates in order of your preferences for them. If you wish to vote for any more candidates, place consecutive numbers starting with "3" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

Ticks or crosses are not accepted as preferences.

INFORMAL - EXAMPLE 11

BALLOT PAPER 

BEACHSIDE COUNCIL- CLIFFTOP WARD
ELECTION OF 4 COUNCILLORS

GROUP A	GROUP B	
<input type="checkbox"/> SPOILER, Karen <small>NO SWIMMING PARTY</small> <input type="checkbox"/> METO, Petra <small>NO SWIMMING PARTY</small>	<input type="checkbox"/> RADCLIFFE, John <small>DAREDEVIL PARTY</small> <input type="checkbox"/> BRAVA, Ginger <small>DAREDEVIL PARTY</small> <input type="checkbox"/> RAYSUN, Olivia <input type="checkbox"/> WETTY, Jacob	<input type="checkbox"/> PADDLE, Mike <small>Independent</small> 1 <input type="checkbox"/> McBURN, Lisa <input type="checkbox"/> TANNER, Peter 2 <input type="checkbox"/> SORE, Tom <small>Independent</small>

Directions for Voting

Place the numbers "1" and "2" in the squares next to the 2 candidates in order of your preferences for them. If you wish to vote for any more candidates, place consecutive numbers starting with "3" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

If outside the square, the number must be adjacent to the square.

INFORMAL - EXAMPLE 12

BALLOT PAPER

BEACHSIDE COUNCIL- CLIFFTOP WARD
ELECTION OF 6 COUNCILLORS

CANDIDATES

1 TOWLER Lee

2 BURNSTEIN Ruben
Independent

SHARKY Sharon

WAVER Will
BROWN PARTY

FISCHER, Casey

HOOKEY Joanne

BATTER John
RED PARTY

SAND, Sandy

Directions for Voting

Place the numbers "1", "2" and "3" in the squares next to the 3 candidates in order of your preferences for them.
If you wish to vote for any more candidates, place consecutive numbers starting with "4" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

Elector has not shown minimum number of preferences required.

INFORMAL - EXAMPLE 13

BALLOT PAPER

BEACHSIDE COUNCIL- CLIFFTOP WARD
ELECTION OF 6 COUNCILLORS

CANDIDATES

TOWLER, Lee

BURNSTEIN, Ruben
Independent

SHARKY, Sharon

WAVER Will
BROWN PARTY

FISCHER, Casey

HOOKEY, Joanne

BATTER, John
RED PARTY

SAND, Sandy

Directions for Voting

Place the numbers "1", "2" and "3" in the squares next to the 3 candidates in order of your preferences for them.
If you wish to vote for any more candidates, place consecutive numbers starting with "4" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

Ticks or crosses are not accepted as preferences.

INFORMAL - EXAMPLE 14

BALLOT PAPER

BEACHSIDE COUNCIL- CLIFFTOP WARD
ELECTION OF 6 COUNCILLORS

CANDIDATES

<p style="text-align: center;"><small>GROUP A</small></p> <p><input type="checkbox"/> 1 SPOILER, Karen <small>NO SWIMMING PARTY</small></p> <p><input type="checkbox"/> METO, Petra <small>NO SWIMMING PARTY</small></p>	<p style="text-align: center;"><small>GROUP B</small></p> <p><input type="checkbox"/> 7 RADCLIFFE, John <small>DAREDEVIL PARTY</small></p> <p><input type="checkbox"/> 5 BRAVA, Ginger <small>DAREDEVIL PARTY</small></p> <p><input type="checkbox"/> 9 RAYSUN, Olivia</p> <p><input type="checkbox"/> 3 WETTY, Jacob</p>	<p><input type="checkbox"/> 4 PADDLE, Mike <small>Independent</small></p> <p><input type="checkbox"/> 6 McBURN, Lisa</p> <p><input type="checkbox"/> 8 TANNER, Peter</p> <p><input type="checkbox"/> SORE, Tom <small>Independent</small></p>
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Directions for Voting

Place the numbers "1", "2" and "3" in the squares next to the 3 candidates in order of your preferences for them.
If you wish to vote for any more candidates, place consecutive numbers starting with "4" in the squares next to those candidates in order of your preferences for them.

You must not take a ballot paper out of the polling place

The number 2 has been omitted. Where electing 3 or more there must be a sequence of '1' and '2'.