



Appendix 1 Registering how-to-vote cards – Checklist

This checklist is a guide to help you meet requirements for registering a HTVC.

Note: Publishing or distribution of a HTVC is not permitted unless it has been registered with the Commission.

Checklist items	Yes	No	N/A
Does the HTVC clearly identify the person, political party or group it is being distributed or published on behalf of?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Voting instructions for Legislative Assembly (LA) elections</p> <p><u>More than two candidates</u></p> <ul style="list-style-type: none"> The HTVC instructs the voter to place the number ‘1’ in the box adjacent to the preferred candidate and also clearly instructs the voter to place consecutive numbers from ‘2’ for all the remaining candidates listed on the ballot paper. <p><u>ONLY two candidates</u></p> <ul style="list-style-type: none"> The HTVC instructs the voter to place the number ‘1’ in the box adjacent to the preferred candidate. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Voting instructions for Legislative Council (LC) elections</p> <p><u>Above-the-line voting instructions:</u></p> <ul style="list-style-type: none"> The HTVC instructs the voter to place the number ‘1’ in the box adjacent to the preferred group The HTVC <i>may</i> instruct the voter to place consecutive numbers from ‘2’ for any number of the remaining groups, though this is not required. <p><u>Below-the-line voting instructions:</u></p> <ul style="list-style-type: none"> The HTVC instructs the voter to place the number ‘1’ in the box adjacent to the preferred candidate The HTVC instructs the voter to place numbers in sequence from ‘2’ to ‘20’ in an order of preference <p><u>Above- and below-the-line voting instructions:</u></p> <ul style="list-style-type: none"> The HTVC <i>may</i> include instructions for both above- and below-the-line voting If instructions are included for above- and below-the-line voting the HTVC clearly communicates that only one voting method is to be used and that filling out both sections may invalidate the ballot. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Checklist items	Yes	No	N/A
Legislative Assembly ballot paper representations: <ul style="list-style-type: none">• Candidates are listed in correct ballot paper order• District and candidate names must be spelt correctly• Political party affiliation (or independent status) is accurate for each candidate shown• Ballot paper representation markings are numbers only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legislative Council ballot paper representations: <u>Above-the-line:</u> <ul style="list-style-type: none">• Groups are listed in correct ballot paper order• Group names are spelt correctly• Political party affiliation (or independent status) is accurate for each group shown• Ballot paper representation markings are numbers only <u>Below-the-line:</u> <ul style="list-style-type: none">• Candidates are listed in correct ballot paper order• Candidate names are spelt correctly• Political party affiliation (or independent status) is accurate for each candidate shown• Ballot paper representation markings are numbers only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you listed all candidates on the HTVC in ballot paper order, with the correct spelling of their names?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured that the HTVC displays the name and address of the authorising person, political party or group on each side of the HTVC that specifies a method of marking the ballot paper?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the HTVC includes a language other than English, the application is accompanied by: <ol style="list-style-type: none">1. An English translation; and2. A certificate from the person who performed the translation, stating the translator's name and address, their qualification to translate the language into English and a statement that the translation is correct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured that if the HTVC includes or gives access to audio or audio-visual material, the application is accompanied by: <ol style="list-style-type: none">1. A copy of the audio or audio-visual material; or2. A transcript of the audio or audio-visual material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Checklist items	Yes	No	N/A
Have you ensured that the HTVC does not contain an error? <ul style="list-style-type: none">An error may include misspellings, incomplete sentences, incomplete graphics, or anything else that may cause confusion for the reader.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured that the HTVC does not contain abusive, threatening, violent, unlawful or similarly offensive material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured that the HTVC is not designed to look as though it has been produced by or communicated from the Western Australian Electoral Commission or the Electoral Commissioner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the HTVC is for a political party, have you ensured that the voting directions preference your own candidates before all others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the HTVC is for a group, have you ensured that the voting directions give preferences to the whole group before giving preferences to any other candidates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the HTVC is for an independent, have you ensured that the voting directions give preference to them before giving preferences to any other candidates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If registered, your HTVC will be displayed online. Have you ensured you are satisfied with the quality of the digital imagery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you submitted an electronic PDF version of the HTVC in the final print ready format?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured the HTVC contains the following statement? “Registered by the Western Australian Electoral Commission”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>