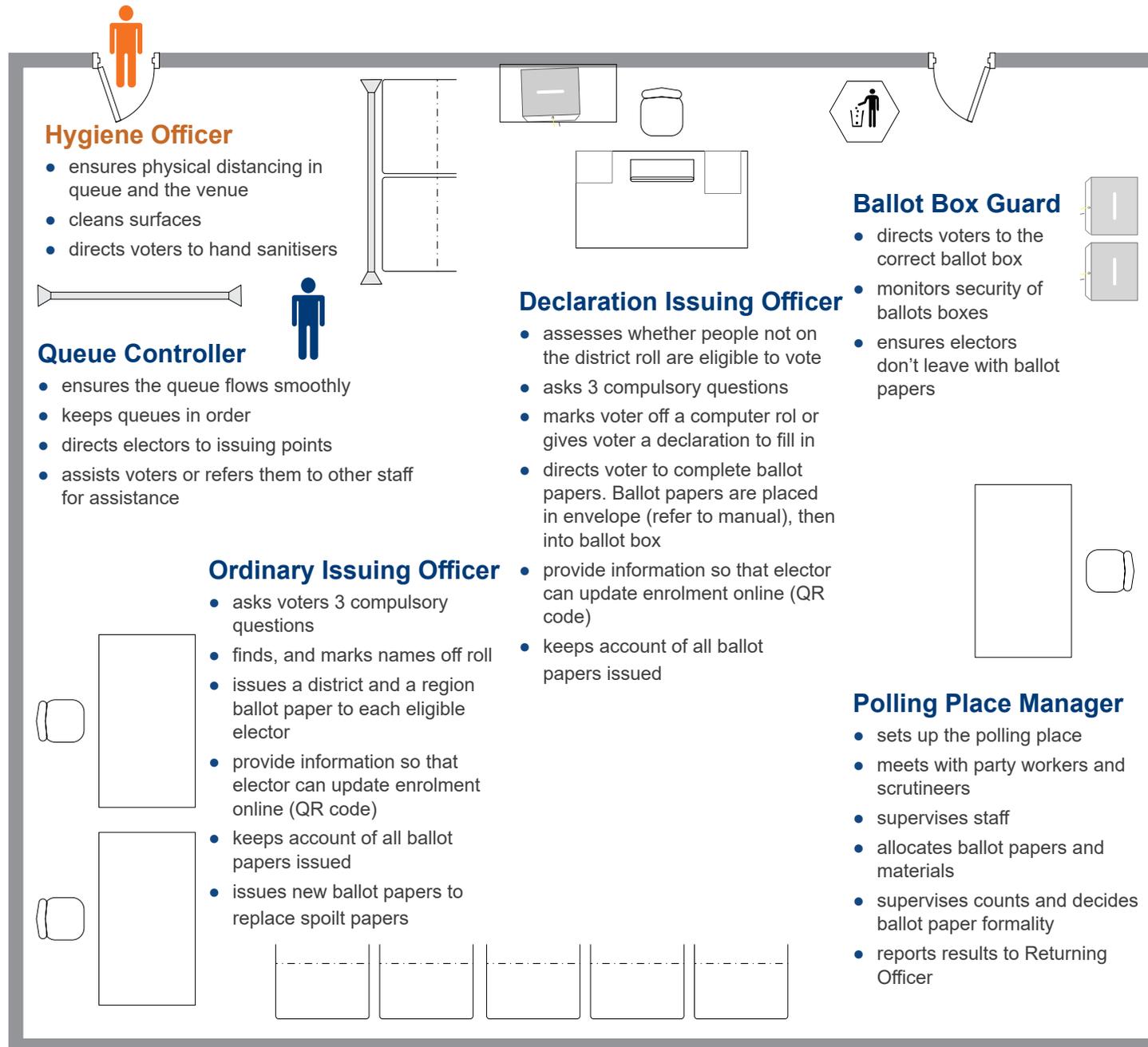


# WORKING IN A POLLING PLACE - 2021



example only

## Party workers

- hand out how-to-vote cards to encourage people to vote for their candidate
- are outside the polling place on Election day, but no closer than 6 metres from entrance

## Scrutineers

- appointed by a candidate to observe the election process
- enquiries are referred to the Polling Place Manager

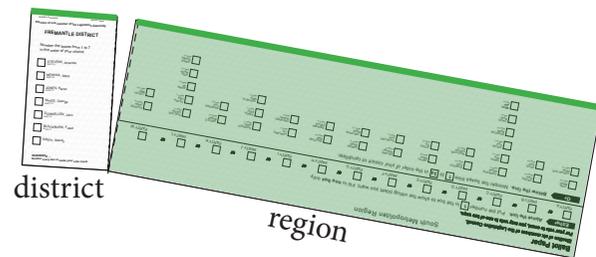
## Returning Officer

- appointed to conduct the election for their whole district
- the Polling Place Manager reports directly to them
- conducts final counts and makes final formality decisions after Election Day

# WORKING IN A POLLING PLACE - 2021

## Ballot papers

- both ballot papers are joined together (conjoined)
- separated as they are handed to elector
- number is counted before voting begins and at the end of the day
- must be kept secure at all times



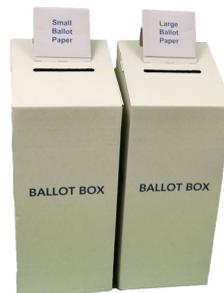
electors receive one of each ballot paper

## Why ask the 3 compulsory questions

- legal requirement under *Electoral Act 1907*, to verify that electors are entitled to vote before they are given ballot papers
- the elector is making a public declaration before a polling official

## Ballot Boxes

- set up and opened only by the Polling Place Manager
- sealing and opening always witnessed and seal numbers are recorded
- Ballot Box Guard ensures boxes are not tampered with



## Printed Rolls

- only opened when ready to be used
- show names and addresses of electors
- pages kept in order by issuing officer
- must not be smudged or scribbled on

## Electronic Roll

- the Elector Recording System (ERS) provides access to a central statewide electronic roll for Declaration Issuing Officers
- no private devices are to be attached to computer

## Contents of rubbish bin

- not to be sorted through by electoral officials or party workers

## Customer service

- move electors with mobility issues to front of voting queue, use seated voting screens if requested
- use instructions on the Better Hearing card
- help voters with Multilingual Guide and provide magnifying sheets to enlarge text if requested



## Confidentiality

- do not discuss the operations of your polling place on any social media, during or after Election Day
- do not use phones, cameras or other media devices within the polling place

## Payment

- a fixed amount is set for each role within the polling place
- paid to your nominated account 3 to 4 weeks after Election Day

## Teamwork

- arrive 7 am to set-up, then be briefed by manager
- polling place opens at 8 am and closes at 6 pm
- Election Day is busy, especially in the morning
- follow instructions in the manuals, checklists and from your manager
- forms are completed fully to meet administrative and legal requirements
- meal breaks at various times so as not to disrupt service delivery
- many people are waiting on count results from your polling place
- Don't expect to go home early, you will work typically at least until 9 pm, sometimes later

## Electoral Vests

- blue vest worn by all polling officials
- orange vest worn by hygiene officer
- yellow vest worn by appointed scrutineers