

Run your own mock postal election

Instructions

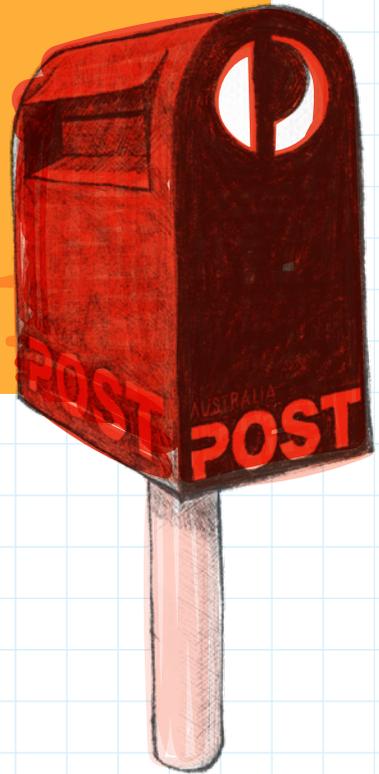
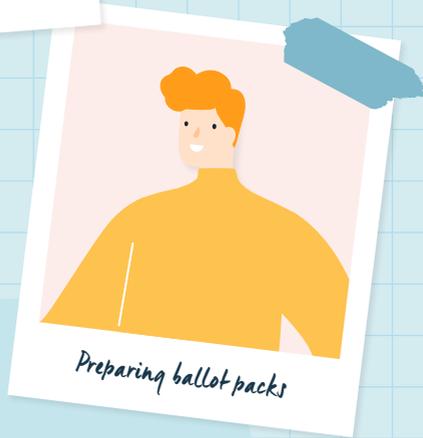
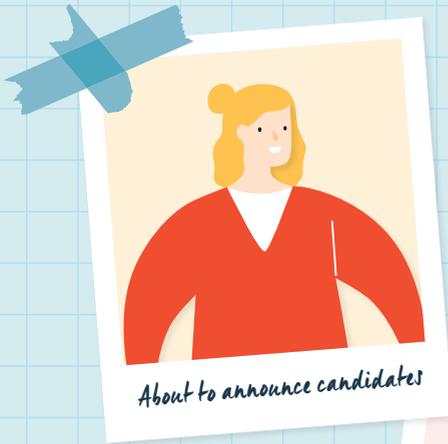


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Get snapping!

We'd love to have some images of learners using the Kits in our reports and presentations. As long as all learners have completed permission forms.

Explore the interactive presentation 'Story of a Local Government election'.

Identify the five different stages of the election.

While exploring the story, start to build a picture of the different roles involved.

Extra credit

You may like to watch the 'Ballot of Power' animation on our Kit page. This gives a simple, fun overview of the postal voting process.



Hint

These animations are best viewed full screen on a desktop computer or on a smart board.

Teaching tip

Find the interactive presentation on our website:

tec.tas.gov.au/education/kit

Use the arrows at the bottom of the screen to step through the story or click/scroll to zoom in and out to see more detail.

If you get lost, move your mouse to the right hand side of the screen and a home icon  will appear. Click on this to zoom back out.

Select the roles that learners will take on and create a timeline for your election.

Allocate roles to your learners – they can revisit the interactive presentation themselves to write their own job descriptions.

Essential roles

- » Electors
- » Candidates
- » Electoral Commission



Hint
Check page 14 for a list of roles and responsibilities.

Teaching tip

Lanyards and/or coloured name tags are a fun and simple way to identify who is playing what role.

Extra credit

Consider adding additional roles: Australia Post, printing/advertising agencies and the media.

Create a timeline for your election that reflects each stage. It's a good idea to begin with your **close of polling** date and work back from there.

Election timeline

STAGE 1

- » Publish the Notice of Election
- » Close of electoral roll
- » Advertise the election
- » Candidate nomination period

STAGE 2

- » Close of nominations and announcement of candidates
- » Print ballot papers
- » Prepare ballot packs

STAGE 3

- » Ballot packs mailed out
- » Voting (polling) period
- » Votes are mailed back in

STAGE 4

- » Voting (polling) period closes
- » Count votes

STAGE 5

- » Publish the Certificate of Election

Teaching tip

Remember to build a voting (polling) period into your timeline. Local Government elections are a postal vote, rather than an attendance vote. This means they have a polling period rather than a single polling day.

Who's on the roll for your mock election?

You can use your attendance/class list as your election roll.

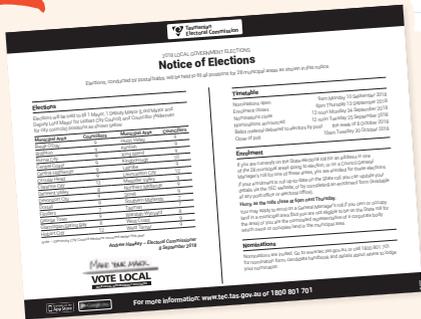
Stage 1

It's nomination time! Learners can nominate, write their candidate statements and think about their campaign.

The Notice of Election signals the start of the election period, and outlines the election timeframe, who the Returning Officers are, which positions are vacant, how to nominate as a candidate and the voting process.

Teaching tip

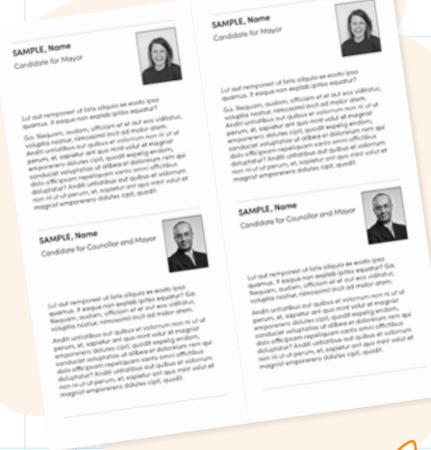
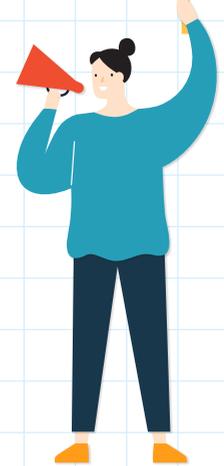
Make sure your class knows the election is on – learners assigned as the Electoral Commission should advertise key dates (via the school newsletter, assembly, emails, or posters).



For learners who wish to nominate as a candidate for **Yourtown Council**, now is the time to fill out a nomination form and write a candidate statement. Candidates lodging a nomination form must include the details of two electors (their classmates) who nominate them as a candidate.

Candidates should also start to think about their campaign (e.g. creating advertising collateral such as posters/signs).

VOTE 1



SAMPLE, Name
Candidate for Mayor



Nunc convallis, eros eget ultricies ultricies, dolor dolor feugiat felis, ut faucibus lorem ligula vitae elit. Sed aliquam purus vitae dignissim fermentum. Phasellus vitae sodales nibh, maximus finibus massa. Mae cenas fincidunt, lectus eu auctor imperdiet, nisi arcu pretium arcu, ac vulputate lorem elit ut quam.

SAMPLE, Name
Candidate for Councillor



Curabitur fringilla metus magna, id condimentum arcu semper vel. Integer rutrum accumsan porttitor. Phasellus sed eros eget mauris tristique suscipit sit amet id justo. Present justo diam, consequat vitae blandit eget, mattis in dui. Quisque at euismod quam.



Stage 2

Generate ballot papers and use the items in the kit to create a ballot pack for every elector.

Once nominations have closed, announce the candidates. For Local Government elections this is at 12 noon the day after nominations close, but pick a time that best suits your class.

Now you're ready to produce your ballot papers! Download the ballot paper generator from the Kit website, enter the names of all candidates and print off.

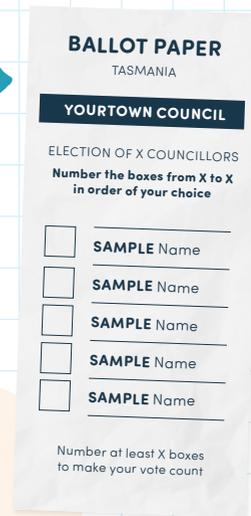
Teaching tip

The TEC publishes a list of candidates in the newspaper. You might like to do the same in the newsletter.

Extra credit

Why are the names rotated? The Robson Rotation system was first used in 1980 and is named after a Tasmanian politician, Neill Robson.

Voters who don't know who they want to vote for often vote from the top down, so rotating the names means your place on the ballot paper can't give you an advantage.



BALLOT PAPER
TASMANIA
YOURTOWN COUNCIL
ELECTION OF X COUNCILLORS
Number the boxes from X to X
in order of your choice

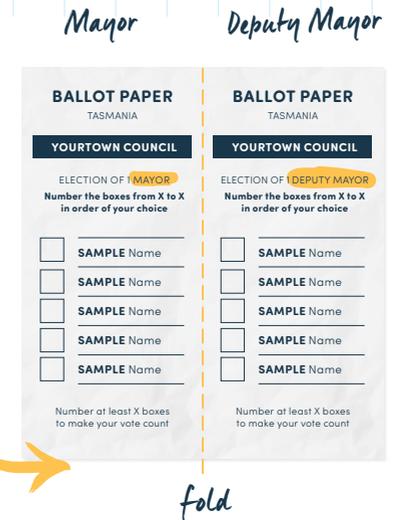
SAMPLE Name
 SAMPLE Name
 SAMPLE Name
 SAMPLE Name
 SAMPLE Name

Number at least X boxes
to make your vote count

Mayor and Deputy Mayor

After clicking 'generate', you will see two ballot papers per A4 sheet (one for Mayor and one for Deputy Mayor).

Print and trim the excess paper and fold it in half, so that each elector gets one sheet with 2 ballot papers.



Mayor **Deputy Mayor**

BALLOT PAPER **BALLOT PAPER**
TASMANIA TASMANIA
YOURTOWN COUNCIL **YOURTOWN COUNCIL**
ELECTION OF 1 **MAYOR** ELECTION OF 1 **DEPUTY MAYOR**
Number the boxes from X to X
in order of your choice Number the boxes from X to X
in order of your choice

SAMPLE Name SAMPLE Name
 SAMPLE Name SAMPLE Name
 SAMPLE Name SAMPLE Name
 SAMPLE Name SAMPLE Name
 SAMPLE Name SAMPLE Name

Number at least X boxes
to make your vote count Number at least X boxes
to make your vote count

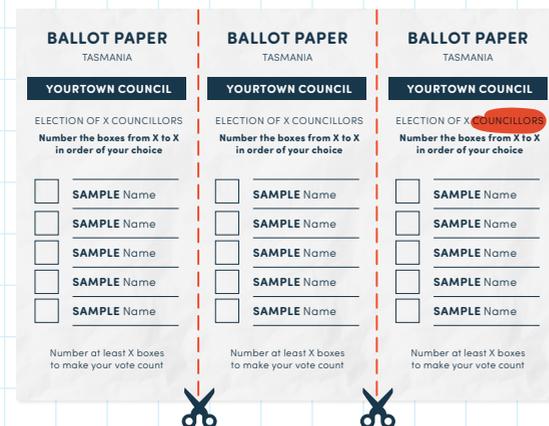
fold

Councillor

You'll see that the Councillor ballot paper generator creates three ballot papers per A4 page. You will need to cut these down into three so that every elector gets 1 ballot paper each.

Teaching tip

It's a good idea to experiment with the ballot paper generator ahead of time. There are easy to follow instructions in the generator.



BALLOT PAPER **BALLOT PAPER** **BALLOT PAPER**
TASMANIA TASMANIA TASMANIA
YOURTOWN COUNCIL **YOURTOWN COUNCIL** **YOURTOWN COUNCIL**
ELECTION OF X COUNCILLORS ELECTION OF X COUNCILLORS ELECTION OF X COUNCILLORS
Number the boxes from X to X Number the boxes from X to X Number the boxes from X to X
in order of your choice in order of your choice in order of your choice

SAMPLE Name SAMPLE Name SAMPLE Name
 SAMPLE Name SAMPLE Name SAMPLE Name

Number at least X boxes
to make your vote count Number at least X boxes
to make your vote count Number at least X boxes
to make your vote count

Councillor

Anatomy of a ballot pack

Write the names and 'addresses' of all the electors on the roll on the **ballot paper envelopes**.

Before you start assembling the ballot packs, make sure you have these items:

1. outer envelope
2. ballot paper envelope
3. reply paid envelope
4. 3 ballot papers on two sheets of paper
5. candidate statement booklet (printed, cut to DL size and stapled together).

To assemble: start with the candidate statements booklet on the bottom (5). Place the ballot papers (4) on top. Then layer the reply paid envelope (3) on top of the ballot papers. Lastly, stack the ballot paper envelope (2) on the top and stuff into the outer envelope (1), ensuring the address is visible through the window.

Teaching tip

It's time to make your Candidate Statement booklets. Visit the Kit website to download the template.

Enter candidate statements into the PDF, print, trim along the dashed lines and staple.

Teaching tip

Each ballot pack is assembled in this order, so that the preprinted address on the ballot paper envelope can be seen through the window on the outer envelope.

Hint 
Set up a production line and play some music!



Stage 3

It's time to vote. Learners mail their votes in the mini postbox during the voting period.

During the polling period, ask electors to "mail" their votes back by placing them in the mini Australia Post box (this is included in the Kit).



BALLOT PAPER
TASMANIA

YOURTOWN COUNCIL

ELECTION OF X COUNCILLORS
Number the boxes from X to X
in order of your choice

2	SAMPLE Name
5	SAMPLE Name
7	SAMPLE Name
3	SAMPLE Name
4	SAMPLE Name

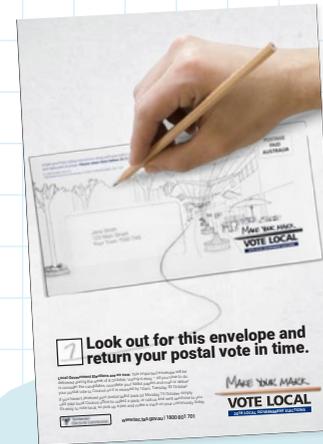
Number at least X boxes
to make your vote count

During this time candidates can campaign and engage with electors – through advertising, giving speeches, etc.

Electors will also begin to see advertising from the Electoral Commission, reminding them to vote before the close of poll.

Teaching tip

Advise learners that electors should be guided by the instructions inside the candidate statement booklet.



VOTE 1



Count the votes and announce the successful candidates.

VOTE 1

After the close of poll, Returning Officers (Electoral Commission) will receive the final deliveries of postal packs.

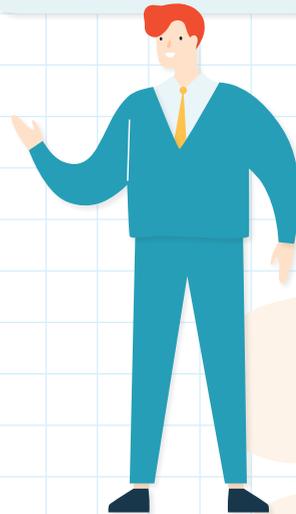
To prepare the ballot papers for counting, tear the declaration flap off each ballot envelope. Group the envelopes (flaps removed) into bundles.

Remove ballot papers from each envelope and trim along the dotted lines to separate the Mayor and Deputy Mayor ballot papers.

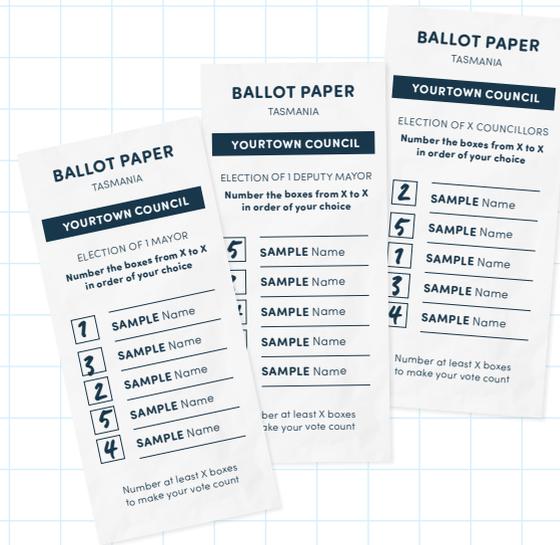
Count the votes as outlined in **Story of a Local Government election** (remember to check for formality).

Teaching tip

The TEC bundles ballot envelopes into groups of 50 as a way to contain errors. If you have lots of students, consider bundles of 10, 20 or 50. It's a smart way to count!



Ballot envelope showing removal of declaration flap



Teaching tip

Removing the declaration flaps is an important step. This ensures votes are kept secret.

Once votes are counted, announce the results with a **Certificate of Election!**



A detailed summary of mock election roles and responsibilities

Electors

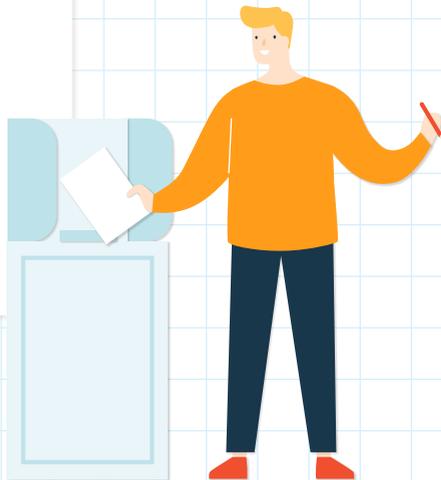
In addition to their assigned roles, each learner is also an elector. Electors:

- » receive their ballot packs in the “mail”
- » consider their vote by reading candidate statements
- » vote by recording their preferences on the ballot paper (don't forget the formality rule printed on the ballot paper)
- » “mail” their vote in the mini mailbox during the polling period.

Teaching tip

Voting and mailing is more authentic if you don't do it all in one lesson, but rather across a number of days.

When considering their vote, remind electors to take note of all the campaigning the candidates have been doing.



Candidates

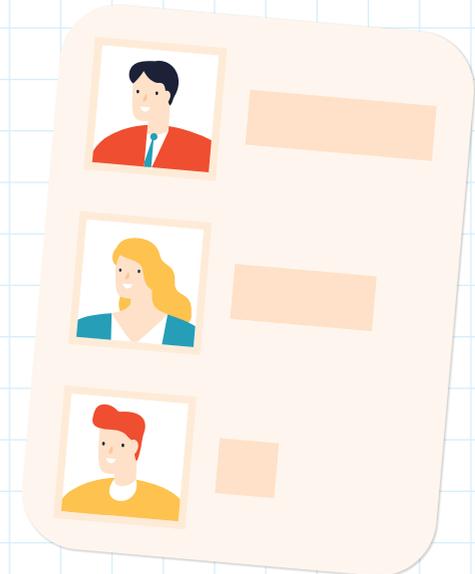
In order to be considered as a candidate in this mock election, candidates:

- » lodge a nomination form
- » write a candidate statement detailing why they should be elected
- » create advertising material such as posters, video ads
- » write and deliver an acceptance speech (if they are successful).

Teaching tip

To create an even playing field for candidates, the TEC requires all Local Government candidate statements to be capped at 600 characters. Characters include punctuation and spaces between words.

Consider applying similar parameters to your class.



A detailed summary of mock election roles and responsibilities

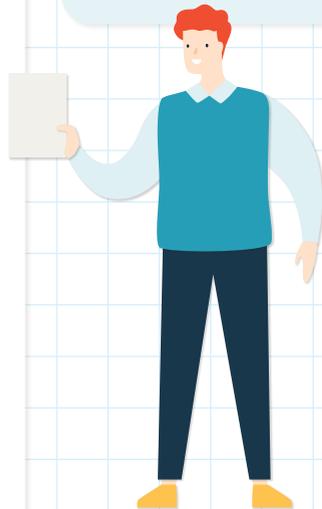
Electoral Commission

The Electoral Commission is responsible for:

- » producing the Notice of Election
- » managing the election roll (this is the list of people allowed to vote)
- » announcing the candidates after nominations close
- » generating, printing, checking and trimming the ballot papers
- » assembling ballot packs
- » advertising the election (including important dates)
- » counting the votes
- » producing the Certificate of Election.

Teaching tip

Don't forget to invite witnesses (who are not Commission staff) to observe counting of the votes.



Get creative! Perhaps you could publish this announcement in the school newsletter.

Australia Post

Australia Post is responsible for:

- » delivering ballot packs to electors
- » delivering completed ballots to the Returning Officer during the polling period.

Media

The media's role is:

- » publishing the Notice of Election
- » interviewing candidates
- » reporting results as they are counted
- » publishing the Certificate of Election.

Printing/advertising agencies

Printing/advertising agencies' role is:

- » creating advertising for candidates
- » creating a general election awareness campaign.

More educational resources are available on the TEC website.

The Tasmanian Electoral Commission have a range of educational resources available online: tec.tas.gov.au/education

Browse interactive resources and activities for learners from Kinder to Year 10.



Feedback 😊

Thanks for ordering the Mock Postal Election Kit. We would love to hear your feedback and suggestions on how we can improve in the future.

Please consider sending an email to let us know what did and didn't work for you and your class.

Your feedback will help the TEC to support teachers, and give young people a positive experience of democracy.

education@tec.tas.gov.au

This postal ballot kit has been designed for learners from Kinder to Year 12 and for community groups. The kit also links to the below Australian Curriculum Humanities and Social Sciences content.



Year 3

Knowledge and Understanding – Civics and Citizenship

The importance of making decisions democratically (ACHASSK070)

Year 6

Knowledge and Understanding – Civics and Citizenship

The responsibilities of electors and representatives in Australia's democracy (ACHASSK145)

Inquiry and Skills – Researching

Sequence information about people's lives, events, developments and phenomena using a variety of methods including timelines (ACHASSI097)

Inquiry and Skills – Evaluating and Reflecting

Work in groups to generate responses to issues and challenges (ACHASSI102)

Knowledge and Understanding – Civics and Citizenship

The key features of the electoral process in Australia (ACHASSK116)



Hint

Visit our website for further information regarding Australian Curriculum Elaborations and General Capabilities www.tec.tas.gov.au/education

