

Approved Procedure

Required by the *Electoral Act 2004*, section 128(1)(b)

Approved by the Tasmanian Electoral Commission on 26 March 2009

In accordance with the procedures set out in clause 6 of Schedule 2 of the *Electoral Act 2004*, the Tasmanian Electoral Commission resolve that—

- the approval for the purposes of section 128(1)(b) of the Act and dated 23 February 2006 is hereby revoked; and
- for the purposes of section 128(1)(b) of the Act, the following manners of keeping a record of all persons issued with a postal ballot paper under section 128 are approved:

Where a manual process is to be undertaken

As applications arrive, the Returning Officer is to:

- a. Stamp the date of the receipt, forwarding any applications for other divisions to the appropriate divisional office.
- b. Mark each application with a number in consecutive order.
- c. Write on each postal vote declaration envelope the number endorsed on the application.
- d. File the applications for the respective division in numerical order.
- e. Mark the name and the application/declaration number on the postal voting reference roll, providing an alpha list for quick reference.

Where the electronic Postal Vote Management System (PVMS) process is to be undertaken

As applications arrive, the Returning Officer is to:

- a. Stamp the date of the receipt, forwarding any applications for other divisions to the appropriate divisional office.
- b. Record the receipt of the application in PVMS.
- c. Write the Postal Vote Certificate Number (PVCN) generated by PVMS on the application.

d. File the applications for the respective division in PVCN order.