

## Approved Procedure

Required by the *Electoral Act 2004*, section 132

Approved by the Tasmanian Electoral Commission on 18 February 2010

For the purposes of section 132 of the *Electoral Act 2004*, the Tasmanian Electoral Commission approves the attached procedures, titled "Alternate procedures for overseas voting" and "Alternate procedures for remote voting", and both dated 02/10.

### **Alternate procedures for overseas voting**

In addition to normal postal voting provisions, Tasmanian electors who are overseas during a Parliamentary election may apply on the TEC website for an express vote and may choose for the express vote to be sent to them by email or facsimile.

Such an application must be received by the TEC by 5 pm Tasmanian time on the Friday before polling day or it will not be accepted.

After confirming that a person is eligible, the TEC will, as requested, email or send by facsimile to the elector:

- (i) a copy of the ballot paper for that election; and
- (ii) a copy of the express vote declaration form.

The voter is then to complete his or her ballot paper in accordance with the instructions on it, complete the declaration on the form provided, and return both of them to the TEC:

- as images attached to an email to the TEC email address provided, or
- by facsimile transmission to the phone number provided, or
- by post.

If the overseas elector wishes to receive confirmation of receipt of the ballot paper, he or she may indicate this on the declaration form and provide an email address for reply.

As soon as practicable after receiving a ballot paper and declaration form from an overseas elector, an election official appointed by the Electoral Commissioner for this purpose, is to undertake the following—

1. Confirm the voter's entitlement to vote and check the signature contained on his or her declaration against the signature contained on his or her electoral enrolment form.
2. If satisfied as to the matters in paragraph 1 above, separate the declaration form from the ballot paper and place the ballot paper into a ballot box, preserving the secrecy of the vote as far as practicable.
3. If the voter has requested confirmation of receipt of his or her ballot paper, an email of confirmation is then to be sent to that voter.

Periodically, 2 election officials are to transcribe the vote contained on each ballot paper received electronically to a standard ballot paper. Then, securely store the originals and parcel the standard ballot papers for further scrutiny.

A completed ballot paper and declaration sent by facsimile or email must be received prior to the close of poll. Normal postal vote provisions apply to those sent by post.

Ballot papers received by mail close to the cut-off for postal votes may be faxed to the relevant returning officer for inclusion in the count.

#### Alternate procedures for remote voting

An elector in a remote area who wishes to vote, may apply on the TEC website for their area to be declared a remote area and to be issued with an express vote and may choose for the express vote to be sent to them by email or facsimile.

To be declared a remote area, the Commissioner must be satisfied electors in that area do not have reasonable opportunity to use normal postal or pre-poll voting provisions.

Such applications must be received by the TEC by 5 pm Tasmanian time on the Friday before polling day or it will not be accepted.

As soon as possible after receiving an application, the Commissioner is to consider and if appropriate declare an area to be a remote area, if it has not already been so declared. After confirming that the person is eligible, the TEC will, as requested, email or send by facsimile to the elector:

- a copy of the ballot paper for that election; and
- a copy of the express vote declaration form.

The voter is then to complete his or her ballot paper in accordance with the instructions on it, complete the declaration on the form provided, and return both of them to the TEC:

- as images attached to an email to the TEC email address provided, or
- by facsimile transmission to the phone number provided, or
- by post.

If the remote elector wishes to receive confirmation of receipt of the ballot paper, he or she may indicate this on the declaration form and provide an email address for reply.

As soon as practicable after receiving a ballot paper and declaration form from a remote elector, an election official appointed by the Electoral Commissioner for this purpose, is to undertake the following–

- Confirm the voter’s entitlement to vote and check the signature contained on his or her declaration against the signature contained on his or her electoral enrolment form.
- If satisfied as to the matters in paragraph 1 above, separate the declaration form from the ballot paper and place the ballot paper into a ballot box, preserving the secrecy of the vote as far as practicable.
- If the voter has requested confirmation of receipt of his or her ballot paper, an email of confirmation is then to be sent to that voter.

Periodically, 2 election officials are to transcribe the vote contained on each ballot paper received electronically to a standard ballot paper. Then, securely store the originals and parcel the standard ballot papers for further scrutiny.

A completed ballot paper and declaration sent by facsimile or email must be received prior to the close of poll. Normal postal vote provisions apply to those sent by post.

Ballot papers received by mail close to the cut-off for postal votes may be faxed to the relevant returning officer for inclusion in the count.