

Approved Procedure

Required by the *Electoral Act 2004*, section 137(1)(a)

Approved by the Tasmanian Electoral Commission on 5 May 2005

For the purposes of section 137(1)(a) of the *Electoral Act 2004*, the Tasmanian Electoral Commission approve the following procedures:

Procedure for preliminary scrutiny of declaration vote envelopes

When conducting a preliminary scrutiny of declaration vote envelopes under section 138, a returning officer is to ensure the following procedures are followed.

1. The declaration vote envelopes received from polling places are to be reconciled against the polling place records.
2. Declaration vote envelopes are to be securely stored and managed.
3. Declaration vote envelopes issued to persons entitled under section 115 ('absent from division') are to be kept separate from envelopes issued to persons entitled under sections 116 or 117 ('not on roll' or 'already marked off roll')
4. The RO may check the signature on any declaration with that on the voter's electoral enrolment form.
5. Check the declaration is signed and witnessed. If not witnessed the returning officer may admit the envelope if satisfied that it was otherwise issued in accordance with section 118.
6. Check the voter is entitled to vote at that election.
7. Admit the declaration vote envelope for further scrutiny at the election if satisfied that it complies with the checks listed above, and annotate each envelope accordingly.

Procedure for preliminary scrutiny of postal vote declaration envelopes

When conducting a preliminary scrutiny of postal vote declaration envelopes under section 139, a returning officer is to ensure the following procedures are followed.

1. Postal vote declaration envelopes returned are to be securely stored and managed separately from other declaration envelopes.
2. Postal vote declaration envelopes are to be date stamped on receipt.

3. The RO may check the signature on any declaration with that on the voter's electoral enrolment form.
4. Check the declaration is signed and dated before the close of poll. If the declaration is not dated, then reference should be made to the postmark.
5. If the voter's postal vote application is authenticated by the signature of the applicant — check the signature on the postal vote declaration envelope is the same as the signature on the application.
6. Check the voter is entitled to vote at that election.
7. Check the postal vote declaration envelope was received
 - at a polling place that was open for polling, or
 - at the office of the returning officer before the close of poll, or
 - by the returning officer by post no later than 10am on the second Tuesday after polling day.
8. Admit the postal vote declaration envelope for further scrutiny at the election if satisfied that it complies with the checks listed above, and annotate each envelope accordingly.