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Tasmanian Electoral Commission  
2024 LEGISLATIVE COUNCIL ELECTIONS

# Issuing Declaration Votes

## Manual





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# Introduction

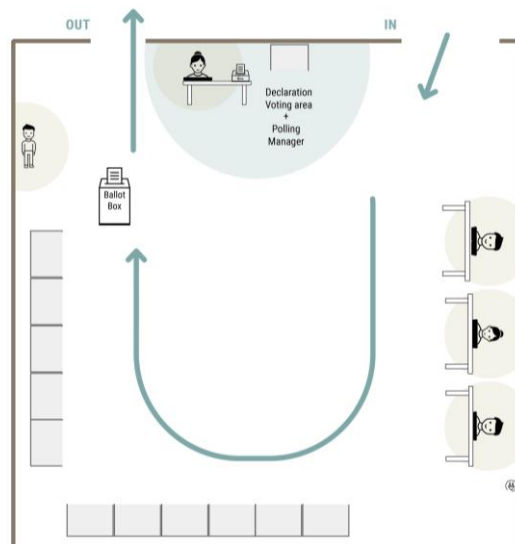
(sections 110, 115 – 118)

Polling places are required to have declaration voting available for all electors who cannot complete an ordinary vote. For instance, any elector who cannot be found on the netbook, or is a silent elector, should be issued with a declaration vote. Declaration votes must be issued by the Polling Manager or Second-in-Charge (2IC) (if appointed).

All staff who issue declaration votes must attend face-to-face training. Make sure you have read these instructions and the “Instructions for Polling Officers” together with the valuable online learning resources before attending training. Links to these are provided in your confirmation of employment email.

## Separate declaration voting area

All polling places will have a separate space set up for issuing declaration votes. This may be the same location as the Polling Manager’s desk.



The declaration voting area includes:

- A separate desk for the declaration issuing officer (Polling Manager or 2IC)
- Declaration voting material: declaration envelopes, silent elector envelopes, enrolment forms, and a Dec Return
- The Polling Manager/2IC is to source declaration ballot paper stock from the ordinary issuing points as required.
- A netbook for checking electors and enrolled addresses (or, if netbook used as a replacement, the paper based StreetFinder)
- A map of each division going to election
- Separate voting screen(s)
- A small declaration ballot box (if available)

Electors completing a declaration vote must place their ballot paper in the declaration envelope, as these votes require further assessment by the Returning Officer (RO) to determine whether they can be admitted to the count.

Ballot papers issued for declaration voting **MUST NOT** be placed in the main ballot box without being first placed in a declaration envelope.

# Declaration voting material

## Declaration Vote Envelope

There are four types of declarations made on the *Declaration Vote Envelope*:

### Name not on roll

(section 116)

This declaration is used where an elector cannot be found on any of the election rolls. This is the most common reason electors are required to cast a declaration vote.

Search all divisions on the netbook to ensure the elector's name has not been overlooked. Also check for previous names. **Note the close of roll date** - any changes made to enrolment after this date will not appear on the netbook roll.

### Interstate voter

This declaration is not issued in Tasmanian polling places. Pre-poll services provided by interstate electoral commissions use the Interstate Vote check box, as they do not have copies of the election rolls.

### Absent voter (section 115)

This declaration is used where the elector claims enrolment within a division and the roll for that division is not available.

With the introduction of netbooks, absent votes should only happen when ALL netbooks have failed.

### Already marked off roll (section 117)

This declaration is used where an elector has already been marked off an election roll.

## Silent Elector Envelope (section 36)

The *Silent Elector Envelope* is for electors whose address details are not shown on the election roll.

As the address of the silent elector cannot be verified the silent elector must vote using a *Silent Elector Envelope*. Issue a Silent elector envelope, if requested, even if the elector cannot be found on the roll.

Please note – **do not** ask silent electors for their address.

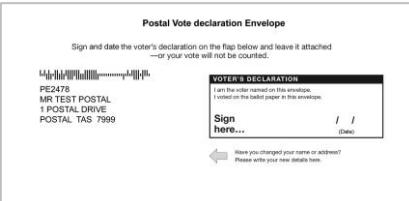


The image shows a 'Silent elector envelope' form. It includes fields for 'Family name', 'Given names (in full)', 'Former name (if applicable)', 'Date of birth', and 'Phone number (optional)'. There is a 'Voter's declaration' section with checkboxes for 'I declare that I am entitled to vote at the election for the division shown above' and 'I declare that the information I have given on this form is true and complete'. It also has fields for 'Signature of elector' and 'Date'. At the bottom, there are checkboxes for 'I am the voter named on this envelope' and 'I voted on the ballot paper in this envelope', and a 'Sign here...' field. There are also fields for 'Elector ID no.', 'Elector signed', and 'Election official signed'. The form is titled 'Silent elector envelope' and 'Form 1000 - Electoral Act 2004 - Section 36(2)'.

## Postal Vote Envelopes (section 130)

*Postal Vote Envelopes* can be handed in at a polling place. They can either be:

- Completed postal votes – which you receive, record and return to the RO, or
- Surrendered postal votes – which have not been completed and the elector is surrendering in exchange for being issued an ordinary ballot paper in the polling place.



The image shows a 'Postal Vote declaration Envelope' form. It includes a 'Voter's declaration' section with checkboxes for 'I am the voter named on this envelope' and 'I voted on the ballot paper in this envelope'. It also has a 'Sign here...' field. There is a section for 'How you changed your name or address?' with a 'Please write your new details here.' field. The form is titled 'Postal Vote declaration Envelope' and 'Form 1001 - Electoral Act 2004 - Section 130(2)'. It also includes a return address: 'PE2478 MR TEST POSTAL 1 POSTAL DRIVE POSTAL TAS 7999'.

### When receiving a completed postal vote:

- Ensure voter's declaration has been signed and dated by the elector.
- Write "Received at {name of polling place} polling place at {time} on {date}" and sign underneath your endorsement on the postal vote declaration envelope. For example, "Received at Coles Bay polling place at XX:00 am on DD / MM / YY".
- Enter details on the Postal Votes table for the correct division in the Dec Return booklet.
- Place the postal vote declaration envelope in the declaration ballot box.

### When receiving a surrendered postal vote (including a ballot paper):

- Write "Surrendered postal vote" on the envelope and the blank ballot paper.
- Issue an ordinary ballot paper and mark them on the roll as per the instructions in the Polling Officer manual.
- Enter details on the Postal Votes table for the correct division in the Dec Return booklet and write "surrendered" next to the elector's name.

Store the postal material securely until packing under Label 5A after the close of poll.

## Checking an elector's enrolled address

To check an enrolled address simply type the address into the netbook Street Finder (see Appendix A). If a netbook is not available on the dec table, the provided paper StreetFinder can be used instead.

If the address is located within a division going to ballot then issue a declaration vote. If the address is for a division not going to ballot then explain to the elector why they are not required to vote.

# Recording details of all envelopes

(section 118)

The Dec Return is the booklet provided to document the critical details of all envelopes issued or received at the polling place.

For each division, the booklet will include two pages containing sections for the three types of envelopes (See samples below).

## Cover

The cover of the Dec Return booklet features the Tasmanian Electoral Commission logo at the top left. The title 'Dec Return' is prominently displayed in the center. Below the title, it specifies the 'Division of Home', 'PP No. 788', and 'Polling Place Name: Ourtown'. A 'Summary of Issue and Receipts' table is provided, with columns for 'Home', 'Other 1', and 'Other 2'. This table includes rows for 'Declaration vote envelopes', 'Silent elector envelopes', and 'Postal vote envelopes'. At the bottom, there is a section for certification, 'I certify this return is correct', which includes fields for the 'Signature of Polling Manager' and 'Signature of Scrutineer / Witness', each with sub-fields for 'Print Surname' and 'Print Given names'.

## Division pages

The two pages of the Dec Return booklet for the Division of HOME are shown side-by-side. The left page is titled 'DECLARATION Votes Issued' and contains a table with the following columns: 'Sequence Number', 'Family Name', 'Given Names', 'Date of Birth', 'Claimed Enrolled Address', and 'Previous Family Name (if applicable)'. The table contains two rows of sample data: Row 1 for 'Sample' (Jane, 1/1/70, 86 Saddle Rd Kettering) and Row 2 for 'Street' (Justin, 3/7/79, 1678 Huon Rd Longley). A 'Training Sample' watermark is visible over the table. The right page is also titled 'DECLARATION Votes Issued (continued from previous page)' and contains a similar table with rows numbered 23 to 33. Below this table is a section for 'SILENT Votes Issued' with a table for 'Sequence Number', 'Family Name', and 'Given Names' (rows 1-6). At the bottom of the right page is a section for 'POSTAL Votes Handed In' with a table for 'Postal Vote ID Number', 'Family Name', and 'Given Names' (rows 1-2).

# Issuing declaration votes

(section 118)

Before commencing the issuing of a declaration vote it may be worthwhile having the elector check their enrolled address against the division map.

If the elector has a change of name or address advise them they will need to update their enrolment by one of the methods provided in the Polling Officer manual - if they have not already done so.

## The process

The following are the key steps in issuing a declaration vote:

### Step 1: Elector completes declaration

Ask the elector to complete and sign the “Elector to complete” section of the declaration envelope

Please note that these forms are NOT used to update a person’s enrolment.



### Step 2: Find the elector’s division

Establish the elector’s **division based on the stated enrolled address. The elector’s current residential address is irrelevant to this process.**

Check the enrolled address using the netbook Street Finder application.

Please **do not rely on your memory, or the elector’s assertion.** Divisional boundaries change and humans are fallible.



### Step 3: Complete the declaration envelope

- Ensure that the appropriate declaration box is ticked and all relevant details included.
- Complete the division field in the top right of the envelope
- Have the elector sign the declaration if they have not already done so.
- Sign the envelope as witness.
- Write the name of your polling place in the space provided.





#### Step 4: Elector votes

- Select a ballot paper for the division written on the declaration envelope.
- Initial the ballot paper and hand it to the elector.
- Ask the elector to mark their vote in a declaration voting screen, fold the ballot paper, and return it to you so the ballot paper can be put in the declaration envelope.

Keep the declaration envelope with you while the voter marks the ballot paper.



#### Step 5: Make an entry in the Dec Return booklet

Transcribe details from the declaration envelope to your Dec Return booklet, while the elector is voting. Write the sequence number from the Dec Return booklet into the provided field in the top right of the envelope.

#### Step 6: Sealing the envelope

The final steps for the declaration vote are:

- Reconfirm the name on the envelope matches the elector's name (when multiple electors),
- Have the elector place their folded ballot paper in the declaration envelope,
- Seal the envelope, confirm it has been signed by the elector and
- Place it in the declaration ballot box in the elector's presence.

Note: Provisions for spoiled ballot papers and assisting electors are the same as for ordinary voters.

# Issuing silent votes

Before commencing the issuing of a silent vote, it may be worthwhile having the elector check their enrolled address against the division map. Alternately, show them how they can check their address on a netbook Street Finder by showing them how to look up a random address, or use the paper-based Street Finder. **Do not check their address yourself as it must remain secret.** Make sure to turn away from the elector when they type an address. Ensure they press F2 to clear the search before giving you back the netbook.

## The process

Issuing a silent elector vote is simpler than issuing a declaration vote:

### Step 1: Elector completes declaration

On a Silent Elector Envelope, ask the elector to complete their:

- personal details and
- **enrolled division**

### Step 2: Check the Silent Elector Envelope

Complete the following:

- Write the name of your polling place in the space provided.
- Have the elector sign and date the declaration if they have not already done so.
- Sign the envelope as witness.

### Step 3: Elector votes

- Select a ballot paper for the division written on the top of the Silent Elector Envelope.
- Initial the ballot paper and hand it to the elector.
- Ask the elector to mark their vote in a voting screen, fold the ballot paper, and return it to you so the ballot paper can be put in the Silent Elector Envelope.

Keep the Silent Elector Envelope with you while the voter marks the ballot paper.

### Step 4: Make an entry in the Dec Return booklet

Transcribe details from the Silent Elector Envelope to your Dec Return booklet, while the elector is voting. Write the sequence number from the Dec Return booklet into the provided field in the top right of the envelope.

### Step 5: Sealing the envelope

The final steps for the silent elector vote are:

- Have the elector place their folded ballot paper in the Silent Elector Envelope,
- seal the envelope, and
- place it in the declaration ballot box in the elector's presence.

Note - Processes for spoilt ballot papers and assisting electors are the same as for ordinary voters.

The image shows a 'Silent elector envelope' form. At the top, it says 'Silent elector envelope' and 'Ballot paper issued for (Division)'. Below this, there are fields for 'Division for your enrolled address', 'Family name', 'Given names (in full)', 'Former name (if applicable)', 'Date of birth', and 'Phone number (optional)'. There is a 'Voter's declaration' section with two checkboxes: 'I declare that I am entitled to vote of the election for the division shown above' and 'I declare that the information I have given on this form is true and complete'. Below this are fields for 'Signature of elector' and 'Date'. At the bottom, there is a section for 'Issue ballot paper for enrolled division' with fields for 'Signature of election official', 'Polling Place', 'Division ID no.', 'Initial to reject', 'Initial to add', 'Elector signed', 'Election official signed', 'ID - initial to confirm', and 'TEC office only'.


# Packing and reconciliation

## After the close of the poll

The Polling Manager or 2IC will open the declaration ballot box. Before opening the ballot box the Polling Manager or 2IC will check the seals and enter details in the Polling Manager Return.

Once open undertake the following steps:

- Sort the envelopes to envelope type by division.
- Sort envelopes into sequence order by type and division.
- Check that all envelopes have been recorded in the Dec Return booklet.
- Complete Labels 5A (one for each division).
- Place the label securely on top of each division bundle and secure with rubber bands.
- Complete the cover of the Dec Return booklet – must balance against the label 5A.
- Record details in the Polling Manager Return and pack materials – remember to also include the 5B Labels with the out of division ballot papers.



# Label 5A




to be placed in Parcel 5

This sub-parcel contains:

## declaration envelopes

for division of Home

No. of envelopes:

—	Declaration vote envelopes	
2	Silent elector envelopes	
1	Postal vote declaration envelopes	


Signature of Polling Manager: \_\_\_\_\_ date DD / MM / YYYY

*B. Ruddle*

Polling Place: \_\_\_\_\_ no. 788

*Ourltown*

11/21



YYYY Legislative Council elections




# Dec Return

Division of **Home**

PP No. 788

Polling Place Name: Ourltown

**Summary of Issue and Receipts**

		Home	Other 1	Other 2
After close of poll				
				
				

**I certify this return is correct:**

Signature of Polling Manager	Print Surname
/ / YYYY	Print Given names
Signature of Scrutineer / Witness	Print Surname
/ / YYYY	Print Given names

# Examples of completed material

**Declaration vote envelope**  
Tasmania - Electoral Act 2004 - Sections 118 and 132

Official use only: Ballot paper issued for (Division) **HOME** Dec Return sequence no. **3**

Family name **Sample**  
Given names (in full) **Jane**  
Former name (if applicable)  
Date of birth **01-01-70** Phone number (optional) **0409 323 777**  
Current residential address **86 Saddle Rd, Kettering**

Is this where you believe you are enrolled?  NO  YES **Go to Voter's declaration**

Enrolled address

**Elector to complete**  
**Voter's declaration** (tick ✓ one applicable option)  
 Name not found on roll  Interstate voter  Absent voter  Name already marked off roll  I declare I have not already voted at this election.

I declare I am entitled to vote at the election for the division shown above, in accordance with: Section 10(2) - I believe my name has been on the roll for the division at some time during the 4 year period ending on the day of the close of roll.  
I have continuously resided within the current boundaries of the division since my name was removed from the divisional roll.  
Or Section 10(3) - I believe that my name should appear on the roll and it has been omitted due to an administrative error.

Signature of elector **J Sample** Date **07-05-22**

Issue ballot paper for enrolled address  
Signature of electoral official **R-bright** Polling Place **Ourtown**

RMANS ID no.  Elector signed  Electoral official signed  Initial to reject  Initial to admit  RO - initial to confirm

Reject reason:  Enrolled in division post-COR  Enrolled out of division  Not enrolled  Elector not found  Other (specify below)

Admit reason:  Found on roll  Eligible for reinstatement  Other (specify below)

TEC office only  Marked off on Netbook  Sent to AEC for reinstatement  12/21

**Silent elector envelope**  
Tasmania - Electoral Act 2004 - Section 36(5)

Official use only: Ballot paper issued for (Division) **HOME** Dec Return sequence no. **3**

Division for your enrolled address **Home**  
Family name **Quiet**  
Given names (in full) **Girl**  
Former name (if applicable)  
Date of birth **04-07-72** Phone number (optional) **03 6088 1212**

**Elector to complete**  
**Voter's declaration**  
I declare that I am entitled to vote at the election for the division shown above.  
I declare that the information I have given on this form is true and complete.

Signature of elector **R Girl** Date **07-05-22**

Issue ballot paper for enrolled division  
Signature of electoral official **R-bright** Polling Place **Ourtown**

RMANS ID no.  Elector signed  Electoral official signed  Initial to reject  Initial to admit  RO - initial to confirm

TEC office only  Marked off on Netbook  12/21

**Postal Vote declaration Envelope**

Sign and date the voter's declaration on the flap below and leave it attached  
—or your vote will not be counted.

HOM2478  
MR TEST POSTAL  
1 POSTAL DRIVE  
POSTAL TAS 7999

Received at Ourtown polling place at 3:10pm on 21 / 4 / 20  
*F Flintstone*

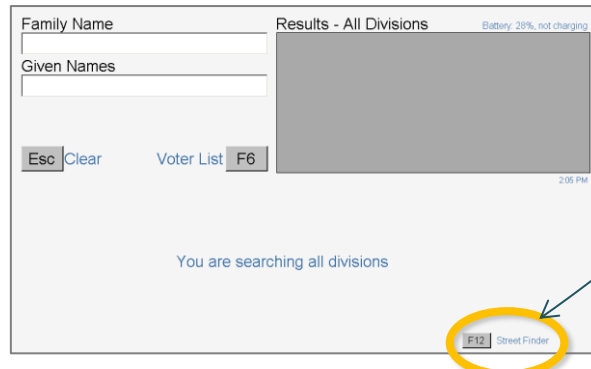
**VOTER'S DECLARATION**  
I am the voter named on this envelope.  
I voted on the ballot paper in this envelope.

Sign here... **TPostal 18 / 4 / 22**  
(Date)

← Have you changed your name or address?  
Please write your new details here.

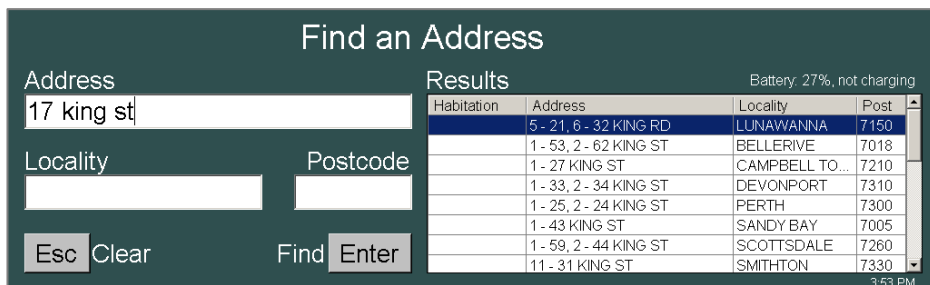
# Appendix A: Netbook Street Finder

Street Finder is used in relation to providing a declaration vote for someone who cannot be found on the roll. To access Street Finder, press F12 at the bottom right of screen:



This will open Street Finder. To check an address, enter the following into the Address field:

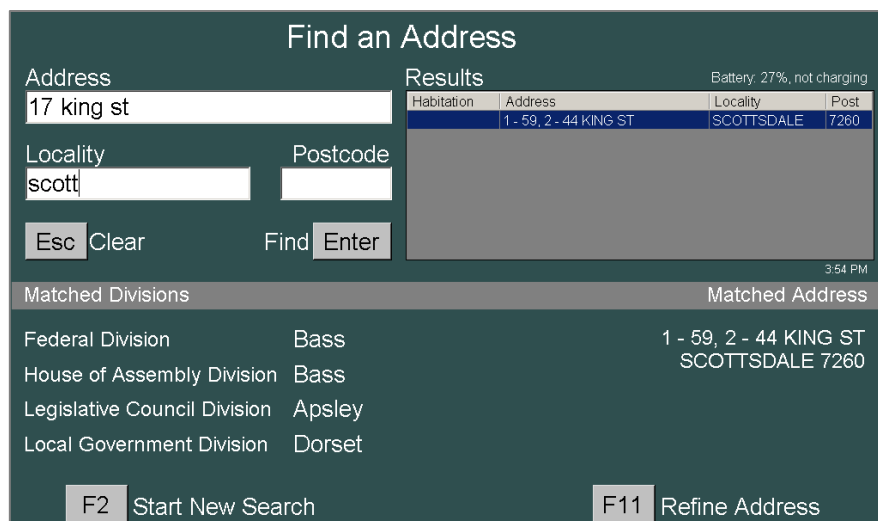
- street number (eg 17) • street name (eg king) • street type (eg st)



The system brings up all King Street addresses across the state. Do not scroll down this list

- press Tab and in the locality field, enter "s c o".

As you enter the Locality, the list is reduced to available matching options, which is why Scottsdale does not need to be entered in full.



Write the matched Division name on the declaration envelope. Press F2 to clear the search. Press F12 to leave Street Finder.

Please do not rely on your memory, or the elector's assertion. Divisional boundaries change and humans are fallible.

The following examples show the importance of checking the number range, as a number of roads in Tasmania pass through more than one division.

### Find an Address

Battery: 39%, not charging

Address:

Locality:  Postcode:

Clear

Habitation	Address	Locality	Post
SPRING VA...	BASKERVILLE RD	OLD BEACH	7017
	1 - 99 BASKERVILLE RD	OLD BEACH	7017
	156 - 650 BASKERVILLE RD	OLD BEACH	7017
	2 - 154 BASKERVILLE RD	OLD BEACH	7017
KOORINGAL	221 - 221 BASKERVILLE RD	OLD BEACH	7017
CREEKSIDE	239 - 239 BASKERVILLE RD	OLD BEACH	7017
ROSELANDS	257 - 257 BASKERVILLE RD	OLD BEACH	7017

8:34 AM

Matched Divisions	Matched Address
Federal Division Lyons	156 - 650 BASKERVILLE RD
House of Assembly Division <b>Lyons</b>	OLD BEACH 7017
Legislative Council Division Derwent	
Local Government Division Brighton	

Start New Search  Refine Address

### Find an Address

Battery: 39%, not charging

Address:

Locality:  Postcode:

Clear

Habitation	Address	Locality	Post
SPRING VA...	BASKERVILLE RD	OLD BEACH	7017
	1 - 99 BASKERVILLE RD	OLD BEACH	7017
	156 - 650 BASKERVILLE RD	OLD BEACH	7017
	2 - 154 BASKERVILLE RD	OLD BEACH	7017
KOORINGAL	221 - 221 BASKERVILLE RD	OLD BEACH	7017
CREEKSIDE	239 - 239 BASKERVILLE RD	OLD BEACH	7017
ROSELANDS	257 - 257 BASKERVILLE RD	OLD BEACH	7017

8:35 AM

Matched Divisions	Matched Address
Federal Division Franklin	2 - 154 BASKERVILLE RD
House of Assembly Division <b>Franklin</b>	OLD BEACH 7017
Legislative Council Division Derwent	
Local Government Division Brighton	

Start New Search  Refine Address



Level 3, 169 Main Road  
Moonah Tasmania 7009

Phone 1800 801 701  
Email [ballot.box@tec.tas.gov.au](mailto:ballot.box@tec.tas.gov.au)  
Web [www.tec.tas.gov.au](http://www.tec.tas.gov.au)

