

3P

Tasmanian Electoral Commission

2024 LEGISLATIVE COUNCIL ELECTIONS

Pre-Poll

Supplement Manual



Contents

Background	3
What is pre-poll?	3
Who can vote at a pre-poll polling place?	3
How is a pre-poll polling place different from an ordinary polling place?	3
Managing the polling place	4
The vinyl ballot + materials boxes	4
Preparing for the pre-poll period	5
Voter flow across the pre-poll period	5
The first day of the pre-poll period	6
First morning of the pre-poll period	6
Material balancing at the end of the day	6
Once you have finished your reconciliation:	6
Every other morning of pre-poll period	7
On your second and later mornings:	7
Silent electors	8
End of pre-poll period	9
Once pre-poll voting has concluded & the last elector has voted:	9
In your final pack up:	9

Background

What is pre-poll?

(sections 91 - 94)

Under the *Electoral Act 2004*, the Tasmanian Electoral Commission (TEC) can appoint pre-poll polling places at which electors may vote during specific time periods before polling day.

The Electoral Commissioner determines the period that each pre-poll centre is open for voting. This period can vary from three weeks to two days.

As a general rule, your polling place will be open on weekdays from 8:30am – 5:30pm.

Who can vote at a pre-poll polling place?

(section 108)

A person is entitled to vote at a pre-poll polling place if they:

- expect to be unable to attend a polling place on polling day, or
- are a silent elector.

Unless the person is a silent elector, a pre-poll declaration form must be completed before issuing the ballot paper.

How is a pre-poll polling place different from an ordinary polling place?

Most of the functions and responsibilities of a Pre-Poll Manager are the same as those for a Polling Manager at an ordinary polling place on polling day. In summary, the main differences are:

- Pre-Poll staff are paid at an hourly rate instead of a day package.
- Pre-Poll Managers undertake daily opening and closing of poll procedures.
- A Pre-Poll Manager is responsible for opening and closing the premises over multiple days and is responsible for ensuring the secure overnight storage of election material - most importantly all used and unused ballot papers and netbooks.
- Pre-Poll Managers complete different final close of poll procedures.
- Pre-Poll Managers & their staff do not open ballot boxes and perform a scrutiny at close of polling.

Managing the polling place

It is important to maintain professionalism at all times. The pre-poll period can involve fluctuations in attendance, & some periods may be very quiet. It is important for the Pre-Poll Manager and staff to be ready at all times for when electors arrive. Be aware of patterns during the polling period which may help you determine staff breaks. Larger pre-polls may have staff rostered in the middle of the day to cover breaks.



Rules for canvassing are the same across ordinary, pre-poll and mobile polling places.



As pre-poll staff are paid at an hourly rate, make sure all staff keep their timesheet up to date before they finish work each day.



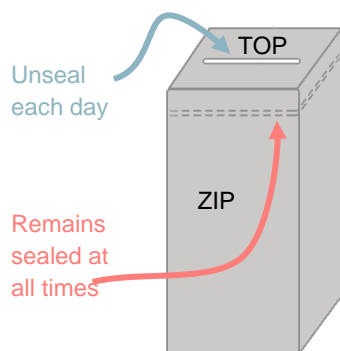
Similarly to an ordinary polling place on polling day, if there are a number of people already lined up waiting to vote at the time of the poll closing for a particular day, you can place a Polling Officer at the end of the line after which no one may join the queue to vote.

The vinyl ballot + materials boxes

Pre-poll polling places are provided with two special vinyl boxes: a **grey** ballot box and a **blue** election material storage box for secure storage of netbooks and unused ballot papers. Each vinyl box requires two seals – which / when you seal & unseal depends on the type of box:

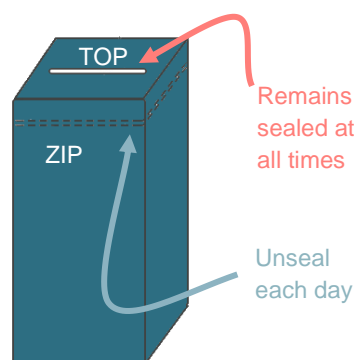
For the **GREY ballot** box:

- The zip seal: is sealed on the first morning of the pre-polling period & stays sealed.
- The top seal: is open during polling to enable voters to place their ballot paper in the grey ballot box and is sealed each night.



For the **BLUE election material** box:

- The top seal: is sealed on the first morning of the pre-polling period and stays sealed.
- The zip seal: is open during polling and is sealed each night.



Preparing for the pre-poll period

Similar to an ordinary Polling Manager you are required to:

- check your election material allocation,
- undertake face-to-face training,
- set up your polling place, and
- count the ballot papers and charge the netbooks.

Responsibility for the collection of keys, building access details and overnight security arrangements may be your responsibility or may be undertaken by the Returning Officer's (RO) staff. Your RO will provide details concerning your polling place.

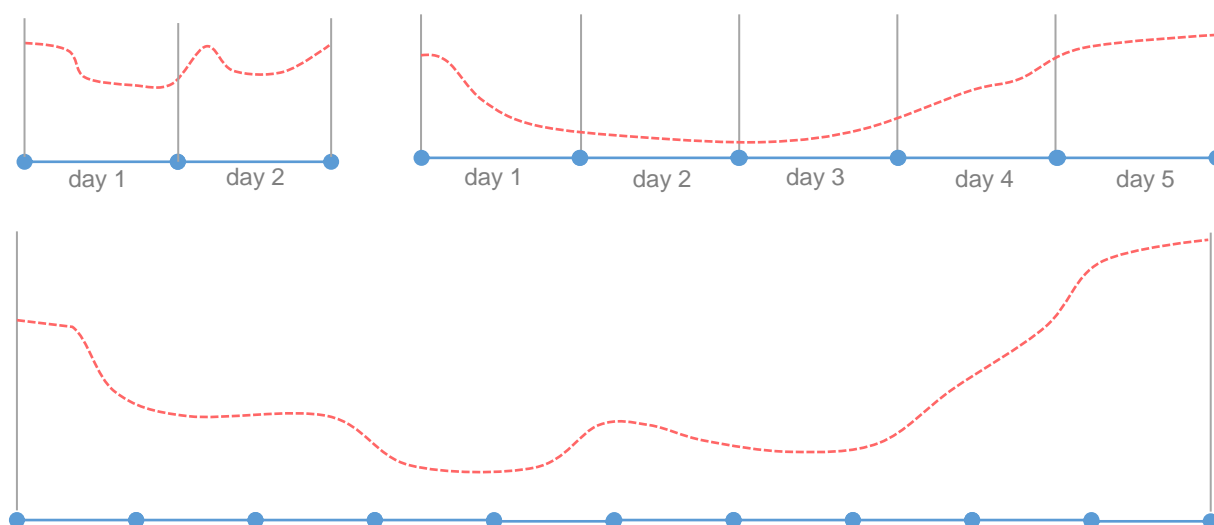
You will need to discuss the organised arrangements for the overnight storage of election material for your pre-poll centres with your RO. While most election items can be stored within the hired space or a locked room, special security arrangements will be made for ballot papers and netbooks.

Please ensure you arrive at your polling place on the first day at least an hour before polling commences to ensure the venue is set up correctly and you can train your staff. All normal opening processes, such as the processes for sealing the ballot box, still occur for the opening of a pre-poll centre.

Voter flow across the pre-poll period

The flow of voters at a pre-poll centre differs from the busy morning to quieter afternoon cycle of a polling place on polling day. In general, voter numbers at a pre-poll centre increase over time. A two-day pre-poll period may be consistently busy, compared to longer periods — as illustrated below.

Expect that the busiest times of the day will be the morning, lunchtimes, and towards the end of the day.



These graphs show possible variations in voter flow (red line) across short and longer pre-poll periods.

The first day of the pre-poll period

First morning of the pre-poll period

On your first morning:

- Record the opening time on Sheet 1.
- Before the first ballot paper is issued, have the first voter witness the sealing of the zip seal on the grey ballot box used for voting and record the seal details on Sheet 1.
- Enter the opening ballot paper balance in rows 1-3 of Sheet 3A (for each division).
- Enter the total number of ballot papers in row 1 of Sheet 3.

Material balancing at the end of the day

When the time for polling on the first day concludes, you need to undertake the following management and reconciliation tasks:

- In front of a witness (may be one of your staff),
 - secure the TOP seal of the ballot box,
 - record the seal number in Sheet 1 and
 - ensure you and the witness sign Sheet 1.
- Record the closing time for the day on Sheet 1.
- Count the unused ballot papers for each division.
- Count the sealed spoilt and discarded envelopes for the day for each division.
- Count the declaration votes issued for the day for each division.
- Check the number of electors marked off the netbooks.
- Count the votes issued on the VI Vote machine (if providing this service).
- Enter the relevant figures for the day into Sheet 3A for each division.

Once you have finished your reconciliation:

- Place the netbooks, unused ballot papers and sealed Spoilt & Discarded envelopes in the blue storage box,
- Seal the zip seal and
- Record the seal number against the correct date on Sheet 1A.

Ensure you plan for pack-up and overnight security of materials each day. If the security of the material cannot be guaranteed at the polling place location, or nearby (e.g. a police station), ensure that you take the materials home with you and store them securely (inside behind at least one locked door and out of sight).

Every other morning of pre-poll period

On your second and later mornings:

- Record the opening time on Sheet 1.
- Have a person confirm with you the number of the top seal on the ballot box is the same as recorded as sealing the top on the previous day
- Break the TOP seal on the ballot box (Do not break the zip seal).
- Enter the opening ballot paper balance in rows 1-3 of Sheet 3A (for each division) for the new date:

If your ballot box is close to being full, contact your RO.

BALLOT BOXES & SECURITY SEALS

SHEET 1

Before Pre-poll Begins

At the time of securing seal on ZIP

The seals shown below were secured on the empty ballot boxes prior to being used for polling on the first day of pre-poll voting.

Ballot Box No.

1

Box Seal Number

Polling Manager Signature

Date:

Witness Signature

Date:

The seals on the ballot boxes were verified and found to be intact prior to being broken to conduct the count of votes.

Zip Seal no.

Top Seal no.

RO Signature

Date:

RO TO COMPLETE

Each Day

At time of BREAKING seal on TOP

Confirm Top seal intact prior to breaking to conduct further polling.

At time of SECURING seal on TOP

Confirm Top seal secured at end of each polling day.

Opening & Closing of Polling Each Day

Confirm time.

Day / Date	Seal Number	Polling Manager Signature	Witness Signature	Seal Number	Polling Manager Signature	Witness Signature	Polling Opened	Polling Closed
Mon 27th Apr								
Tues 28th Apr								
Wed 29th Apr								
Thurs 30th Apr								
Fri 1st May								

Ballot Box No. 1

Returned to RO on this date

Polling Manager Signature

Witness Signature

DAILY RECEIPT & ISSUE OF BALLOT PAPERS

ELWICK

SHEET 3A

Day & Date	Mon 15/4	Tues 16/4	Wed 17/4	Thurs 18/4	Fri 19/4	Mon 22/4	Tues 23/4	Wed 24/4	Thu 25/4	Fri 26/4	Totals
1 Opening balance (unused from previous day)		1,005	900	820	700						(Transfer totals to sheet 3)
2 Received from RO	+ 1,025	-	-	-							
3 Total unused ballot papers to account for (row 1+2)	1,025	1,005	900	820							
4 Unused end of day (copy to row 1 - next opening balance)	- 1,005	900	820	700							
5 Spoilt for ELWICK	-	5	2	-							
6 Declaration votes issued for ELWICK (from Dec Return)	-	10	3	20							
7 Row 3 + 4 - 5 - 6 gives number of Ordinary ELWICK votes issued	= 20	90	75	100							
8 Cumulative number of electors marked on netbooks	20	110	187	287							
9 Progressive ordinary votes (today's Row 7 plus yesterday's row 8)	20	110	185	287							
10 VI Vote Ballot Papers Issued + (from Sheet 3B, row 8)	-	-	-	-							
10 Discarded for ELWICK	-	-	2	0							

Issuing a pre-poll vote

(sections 108 – 111)

A person entitled to vote at a pre-poll polling place should either:

- expect to be unable to attend an ordinary polling place on polling day, or
- be a silent elector.

When an elector presents to vote:

- Hand the elector a yellow declaration form and ask them to complete (not required of silent electors)
- Check that the form has been correctly completed and signed.
- Check the elector is on the roll. Ask the electors name, enrolled address and whether they have voted before in this election. Then search for them on the netbook using the 3 and 3 rule.
- Once found, confirm that the details on the completed form match the netbook entry.
- Mark the elector on the netbook
- Issue them with a ballot paper for the correct division.

Store the declaration in the provided A5 folder

Tasmanian Electoral Commission
**PRE-POLL
VOTER'S DECLARATION**
to be made by an elector voting at a pre-poll polling place

Family name: _____ Given names in full: _____

Enrolled address: _____

Current permanent address (if different from enrolled address): _____

Declaration

1. I am unable to attend a polling place on polling day.
2. I have not voted previously in this election.

Signature of elector: _____ Date: ____/____/____

Warning: It is a serious offence to give false or misleading information.

To be completed by issuing officer
Enrolled Division: _____

Tasmanian Electoral Commission 2024 Section 108(2)
02/16

Silent electors

If the elector's name is found on the netbook, but no address details are shown, this indicates that they are a silent elector. Have them complete the silent elector envelope and process the vote as a declaration vote. If they have written an address on the voter's declaration form already, please ensure that you completely blank it out using a black marker pen so that no detail can be seen.

Remember that declaration votes received at a pre-poll centre are placed into the same ballot box as ordinary pre-poll votes.

To clarify the 2 different uses of the word 'declaration' –



A declaration vote is a ballot paper that is placed inside the declaration envelope (as seen in the 'Issuing Declaration Votes Manual').



A voter's declaration is a statement of eligibility to vote at pre-poll. These should be collected in the A5 folders provided to each issuing point. At the end of each day, remove them from the folders, collate, secure them with a rubber band, and store them in the blue materials ballot box.

End of pre-poll period

(section 142)

Sometime during the final afternoon complete the staff evaluations.

Under the Electoral Act, **no votes can be counted** until after the close of the poll at 6pm on polling day. As a Pre-Poll Manager you must seal the ballot box as is, which will be opened in the RO's office after the close of the poll.



Once pre-poll voting has concluded & the last elector has voted:

- Record the time that you closed pre-poll voting on Sheet 1
- Seal the top seal on the grey ballot box and record the final seal number in Sheet 1
- Enter the final elector figures for each netbook in Sheet 2
- Complete the final day's figures and totals in Sheet 3A for each division, and
- Complete Sheet 3 items as outlined in Checklist G.

FINAL CLOSE OF POLL

CHECKLIST G

CLOSE OF PRE-POLL – FRIDAY 6 PM

- Time-check using mobile phone or radio
- Polling place doors closed at exactly 6:00pm
- If electors are lined up outside the door, place a Polling Officer at end of queue
- Complete any remaining pack-up tasks
- Advise any Polling Officers and Scrutineers that the count will occur from 6pm on the Saturday after close of poll, at the RO's office
- Do NOT open the ballot box**

CLOSING ISSUING POINTS: ALLOCATE OFFICER(S) TO

- Collate all unused ballot papers and complete Label 1C
- Collate all spoilt and discarded envelopes and complete Label 1D
- Collect all enrolment forms (Enrolment form envelope), Elector Information Reports and Scrutineer forms (Parcel 4)

Note: includes material from the declaration table.

DECLARATION OFFICER IS TO:

- Finalise the Dec Return booklet
- Update Row 6 on Sheet 3A
- Place Dec Return booklet in Parcel Label 5

COMPLETING INTEGRITY SHEETS

SHEET 2 -

- Record the votes issued by each netbook and calculate totals
- Transfer total votes to Sheet 3, Row 6

SHEET 3A -

- Confirm Labels 1C and 1D are consistent with each Sheet 3A
- Finalise all Sheet 3As

SHEET 3 -

- Rows 1-5 Finalise the Receipt of ballot papers table

Transcribe figures from packaging labels to sheet 3 as follows -

<input type="radio"/> Row 11	Unused ballot paper totals	from Label 1C
<input type="radio"/> Row 12	Spoilt totals	from Label 1D
<input type="radio"/> Row 13	Discarded totals	from Label 1D

[rows 7, 8, 9 and 10 will be completed by the RO after 6pm on Polling Day]

Remember - DO NOT open the ballot box.



In your final pack up:

- Make sure all staff have entered all their work times and have **signed** the timesheet.
- Pack up the voting screens.
- Make sure you seal all election material in the provided packing bags and labels. (Full process provided in Checklist H).

All sensitive election material should be sealed in the blue storage box for returning to the RO. Your RO will organise these details with you at training.

Level 3, 169 Main Road
Moonah Tasmania 7009

Phone 1800 801 701
Email ballot.box@tec.tas.gov.au
Web www.tec.tas.gov.au

