

Form 13. Postal Voting Instructions

(a) Mayoral/Presidential or Ward Election

Local Government (Elections) Regulations 1997, r. 43(1)(a)

POSTAL VOTING INSTRUCTIONS

Election package	This is your Postal Voting Election Package. It contains: <ul style="list-style-type: none">• profiles of each of the candidates in your electorate;• a ballot paper;• an elector's certificate¹, 1a; and• a ballot paper envelope^{1a};• a postage pre-paid envelope addressed to the Returning Officer^{1a}. If any of these papers are missing from your package please contact the Returning Officer for your district.
How to vote ^{1b}	<p>∂ Decide which candidate(s) you want to elect and mark your choice on the ballot paper. The instructions on the ballot paper tell you how to do this.</p> <ul style="list-style-type: none">• Put your completed ballot paper into the ballot paper envelope and seal that envelope. <p>÷ Fill in and sign the elector's certificate.</p> <p>≠ Put the ballot paper envelope and the elector's certificate² into the envelope addressed to the Returning Officer and seal that envelope.</p> <p>≡ Post that envelope to the Returning Officer or deliver it to an electoral officer at:</p> <ul style="list-style-type: none">• the offices of the local government during office hours before election day; or• a polling place between 8 a.m. and 6 p.m. on election day. <p>If you post your vote the Returning Officer must receive it before 6 p.m. on election day. Make sure you post it in plenty of time.</p>
Any questions	If you have any questions about your Postal Voting Election Package or about how to lodge your vote, contact the Returning Officer for your district. <p>Returning Officer³</p> Name: Address: Phone No.: Fax No.: Email address:

Form 13. Postal Voting Instructions

(b) Simultaneous Mayoral/Presidential and Ward Elections

Local Government (Elections) Regulations 1997, r. 43(1)(a)

POSTAL VOTING INSTRUCTIONS

<p>Election package</p>	<p>This is your Postal Voting Election Package. It contains:</p> <ul style="list-style-type: none"> • for the election of the mayor ⁴: <ul style="list-style-type: none"> • profiles of each of the candidates; and • a mayoral 4 ballot paper; • for the election of councillors: <ul style="list-style-type: none"> • profiles of each of the candidates; and • a councillors ballot paper; • an elector's certificate ^{1, 1a}; • a ballot paper envelope ¹; • a postage pre-paid envelope addressed to the Returning Officer ^{1a}. <p>If any of these papers are missing from your package please contact the Returning Officer for your district.</p>
<p>How to vote ^{3a}</p>	<p>∂ Decide which candidate you want to elect as mayor 4 and mark your choice on the mayoral 4 ballot paper. The instructions on the ballot paper tell you how to do this.</p> <ul style="list-style-type: none"> • Decide which candidate(s) you want to elect as councillor(s) and mark your choice on the councillors ballot paper. The instructions on the ballot paper tell you how to do this. <p>÷ Put both your completed ballot papers into the ballot paper envelope and seal that envelope.</p> <p>≠ Fill in and sign the elector's certificate.</p> <p>≡ Put the ballot paper envelope and the elector's certificate 2 into the envelope addressed to the Returning Officer and seal that envelope.</p> <p>⑥ Post or deliver that envelope to the Returning Officer or deliver it to an electoral officer at:</p> <ul style="list-style-type: none"> • the offices of the local government during office hours before election day; or • a polling place between 8 a.m. and 6 p.m. on election day. <p>If you post your vote the Returning Officer must receive it before 6 p.m. on election day. Make sure you post it in plenty of time.</p>
<p>Any questions</p>	<p>If you have any questions about your Postal Voting Election Package or about how to lodge your vote, contact the Returning Officer for your district.</p> <p>Returning Officer ³</p> <p>Name: Address:</p> <p>Phone No.: Fax No.: Email address:</p>

Notes to Form 13

Notes to Returning Officer when preparing postal voting instructions

1 **Elector's certificate**

If the elector's certificate is —

- (a) attached to the ballot paper envelope insert “which is attached to the ballot paper envelope”; or
- (b) printed on the return envelope insert “which is printed on the envelope addressed to the Returning Officer”.

1a **Ballot paper envelopes and pre-paid envelopes**

If the ballot paper envelope is also the postage pre-paid envelope addressed to the Returning Officer and incorporates the elector's certificate, delete these 3 items and insert instead —

- “• a combined ballot paper envelope and postage pre-paid envelope addressed to the Returning Officer with an elector's certificate attached.”.

1b **How to vote (Form 13(a))**

If the ballot paper envelope is also the postage pre-paid envelope addressed to the Returning Officer and incorporates the elector's certificate, delete these “How to vote” instructions and insert instead —

How to vote	<ul style="list-style-type: none">⊇ Decide which candidate(s) you want to elect and mark your choice on the ballot paper. The instructions with the ballot paper tell you how to do this.⊘ Put your completed ballot paper into the envelope provided and seal the envelope.⊂ Fill in and sign the elector's certificate.⊆ Post the envelope to the Returning Officer, or deliver it to an electoral officer at:<ul style="list-style-type: none">• the offices of the local government during office hours before election day; or• a polling place between 8 a.m. and 6 p.m. on election day. <p>If you post your vote the Returning Officer must receive it before 6 p.m. on election day. Make sure you post it in plenty of time.</p>
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2 **Elector's certificate**

If the elector's certificate is:

- (a) attached to the ballot paper envelope, replace “and the elector's certificate” with “, including the elector's certificate”; or
- (b) printed on the return envelope, delete “and the elector's certificate” and renumber ‘How to vote’ instructions 3 and 4 as 4 and 3 respectively.

3 **Returning Officer**

Insert the name and contact details of the Returning Officer or, where the Electoral Commissioner has been declared responsible for the conduct of an election, such other contact details as are appropriate.

3a **How to vote (Form 13(b))**

If the ballot paper envelope is also the postage pre-paid envelope addressed to the Returning Officer and incorporates the elector’s certificate, delete these “How to vote” instructions and insert instead —

How to vote	<p>⇒ Decide which candidate you want to elect as mayor⁴ and mark your choice on the mayoral⁴ ballot paper. The instructions with the ballot paper tell you how to do this.</p> <p>⇧ Decide which candidate(s) you want to elect as councillor(s) and mark your choice on the councillors ballot paper. The instructions with the ballot paper tell you how to do this.</p> <p>⊂ Put your completed ballot papers into the envelope provided and seal the envelope.</p> <p>⊖ Fill in and sign the elector’s certificate.</p> <p>∈ Post that envelope to the Returning Officer, or deliver it to an electoral officer at:</p> <ul style="list-style-type: none"> • the offices of the local government during office hours before election day; or • a polling place between 8 a.m. and 6 p.m. on election day. <p>If you post your vote the Returning Officer must receive it before 6 p.m. on election day. Make sure you post it in plenty of time.</p>
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Mayor/President

For an election in a Shire replace “mayor” with “president” and “mayoral” with “presidential”.