



## ***Electoral Act 2017***

### **APPROVAL OF THE MANNER TO PACKAGE AND SECURE BALLOT PAPERS AND OTHER MATERIALS USED AND PROVIDED FOR USE AT VOTING CENTRES**

1. Pursuant to section 169(1) of the *Electoral Act 2017*, the Electoral Commissioner is to approve the manner for each voting centre manager to package and secure all the ballot papers and other materials used and provided for use at a voting centre.
2. I approve the manner set out in the Annexure hereto as the manner for each voting centre manager at the state general election 2023 to package and secure all the ballot papers and other materials used and provided for use at the voting centre.



John Schmidt

**Electoral Commissioner**

17 March 2023

# Annexure

## Declaration votes

### 1.1 Sort and pack declaration vote envelopes

Use the **Declaration vote packing instructions – election day SE.444**.

Detailed instructions are below.

#### Procedure


1. Before opening the declaration vote ballot box(es) at 6pm check the security seal number on the boxes against those recorded in the Record of seals on ballot boxes in the **Voting centre manager register SE.405**.

2. Open the declaration vote ballot box (es) and sort envelopes into their separate vote types and into own and other districts, using the **Declaration envelope sorting cards SE.448** and write the number of envelopes on the sorting card.

Bundle with sorting card and rubber band each 'own' and 'other district' bundles in 20s with any odd number placed on top with sorting card.

**Note: Postal vote certificate SE.301** envelope handed in at the voting centre will not have a sorting card place.

3. You **must** record the number of declaration vote envelopes for each vote type in Section 3 of **Account of declaration vote envelopes SE.418** by transferring the numbers from the sorting cards.


SE.418

### Account of declaration vote envelopes

**Electoral district:** \_\_\_\_\_  
**Venue name:** \_\_\_\_\_

Please ensure that this form is packed into the secure bag containing the declaration vote envelopes.  
Note: This one form records figures for ALL declaration vote issuing tables in the voting centre.

**Section 1 – Legislative Assembly ballot papers (all voters in own district)**  
Complete this section throughout the day.  
Record ballot papers received from the voting centre manager for all declaration vote issuing table(s) for own district in section 1.

Name of NSW District	1st ballot papers received	2nd ballot papers received	3rd ballot papers received	4th ballot papers received	5th ballot papers received	6th ballot papers received	Total ballot papers issued

Note: The figures from Section 1 are transferred to the Account of ballot papers – Legislative Assembly in the Voting centre manager register SE.405.

**Section 2 – Legislative Council ballot papers**  
Complete this section throughout the day.  
Record ballot papers received from the voting centre manager for all declaration vote issuing table(s).

1st ballot papers received	2nd ballot papers received	3rd ballot papers received	Total ballot papers received	1st ballot papers received	2nd ballot papers received	Total ballot papers issued

Note: The figures from Section 2 are transferred to the Account of ballot papers – Legislative Council in the Voting centre manager register SE.405.


**Section 3 – Declaration vote envelopes**  
Complete this section after 6pm.  
This section is used to record the total of all declaration vote envelopes in the voting centre. All declaration vote envelopes must be sorted into the vote types listed below. Record the totals and secure with an elastic band.

Declaration Envelope	Own district	Other district	Total
Absent			
Enrolment (Name not on roll)			
Name already marked as voted (NAMAV)			
<b>Total number of Declaration Envelopes</b>			

\*Note: The total number of own district declaration envelopes should equal or be close to the total ballot papers issued figure in section 1 above.  
\*\*Note: The total number of declaration envelopes, ie Box H (SE.510), should equal or be close to the total ballot papers issued figure in section 2 above.

Postal vote envelopes handed in at voting centre: \_\_\_\_\_

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SE.418

### Account of declaration vote envelopes

**Electoral district:** Sunshine  
**Venue name:** Sunshine High School

Please ensure that this form is packed into the secure bag containing the declaration vote envelopes.  
Note: This one form records figures for ALL declaration vote issuing tables in the voting centre.

**Section 1 – Legislative Assembly ballot papers (all voters in own district)**  
Complete this section throughout the day.  
Record ballot papers received from the voting centre manager for all declaration vote issuing table(s) for own district in section 1.

Name of NSW District	1st ballot papers received	2nd ballot papers received	3rd ballot papers received	4th ballot papers received	5th ballot papers received	6th ballot papers received	Total ballot papers issued
Sunshine	200	0	0	200	3	148	49

Note: The figures from Section 1 are transferred to the Account of ballot papers – Legislative Assembly in the Voting centre manager register SE.405.

**Section 2 – Legislative Council ballot papers**  
Complete this section throughout the day.  
Record ballot papers received from the voting centre manager for all declaration vote issuing table(s).

1st ballot papers received	2nd ballot papers received	3rd ballot papers received	Total ballot papers received	1st ballot papers received	2nd ballot papers received	Total ballot papers issued
300	0	0	300	2	203	95

Note: The figures from Section 2 are transferred to the Account of ballot papers – Legislative Council in the Voting centre manager register SE.405.

**Section 3 – Declaration vote envelopes**  
Complete this section after 6pm.  
This section is used to record the total of all declaration vote envelopes in the voting centre. All declaration vote envelopes must be sorted into the vote types listed below. Record the totals and secure with an elastic band.

Declaration Envelope	Own district	Other district	Total
Absent		41	41
Enrolment (Name not on roll)	47	5	52
Name already marked as voted (NAMAV)	2		2
<b>Total number of Declaration Envelopes</b>	49	46	95

\*Note: The total number of own district declaration envelopes should equal or be close to the total ballot papers issued figure in section 1 above.  
\*\*Note: The total number of declaration envelopes, ie Box H (SE.510), should equal or be close to the total ballot papers issued figure in section 2 above.

Postal vote envelopes handed in at voting centre: 3

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- For Legislative Assembly **Own** District pads, complete Section 1 of the **Account of declaration vote envelopes SE.418**.

Section 1 - Legislative Assembly ballot papers allocation in own district							
<b>Complete this section throughout the day</b>							
Record ballot papers received from the voting centre manager for all declaration vote issuing table(s) for <b>own</b> district in section 1.							
Name of OWN District	1st ballot papers received	2nd ballot papers received	3rd ballot papers received	Total ballot papers received	Spoilt ballot papers	Unused ballot papers	Total ballot papers issued
					-	-	*
<b>Note:</b> the figures from Section 1 are transferred to the <b>Account of ballot papers - Legislative Assembly</b> in the <b>Voting centre manager register SE.405</b> .							

- For Legislative Council ballot papers complete Section 2 of **Account of declaration vote envelopes SE.418**.

Section 2 - Legislative Council ballot papers						
<b>Complete this section throughout the day</b>						
Record ballot papers received from the voting centre manager for all declaration vote issuing table(s).						
1st ballot papers received	2nd ballot papers received	3rd ballot papers received	Total ballot papers received	Spoilt ballot papers	Unused ballot papers	Total ballot papers issued
				-	-	**
<b>Note:</b> the figures from Section 2 are transferred to the <b>Account of ballot papers - Legislative Council</b> in the <b>Voting centre manager register SE.405</b> .						

- Nil returns:** In some smaller voting centres no declaration votes may be issued. If no declaration vote envelopes were issued the **Account of declaration vote envelopes SE.418** must still be completed.
- Place all **Voting centre Legislative Assembly spoilt ballot paper envelopes SE.435A** and **Voting centre Legislative Council spoilt ballot paper envelopes SE.435B** on the return of materials table.
- Return the completed **Account of declaration vote envelopes SE.418** to the Voting Centre Manager.
- The Voting Centre Manager must hand the **Account of declaration vote envelopes SE.418** form back to the nominated Declaration Vote Issuing Officer to pack with the declaration vote envelopes.

## 1.2 Pack Declaration Vote Envelopes

### Materials required

Materials required to pack declaration vote envelopes into NSWEC secure bags at the voting centre:

- One or more labels – **Return of declaration vote envelopes SE.427**
- NSWEC secure bags
- **Declaration envelope sorting cards SE.448**
- Rubber bands
- Completed **Account of declaration vote envelopes SE.418**.

### Contents of the declaration vote NSWEC secure bag

The declaration vote NSWEC secure bag should contain the following:

Label number and name	Contents of declaration vote secure bag
<b>Return of declaration vote envelopes SE.427</b>	All declaration vote envelopes from all declaration vote tables including completed: <ul style="list-style-type: none"><li>• <b>Absent elector's declaration SE.415</b></li><li>• <b>Elector's declaration – Enrolment/Name not on roll SE.428</b></li><li>• <b>Name already marked as voted elector's declaration SE.431</b></li><li>• <b>Postal vote certificate SE.301</b> envelope handed in at the voting centre (if any); and</li><li>• Completed <b>Account of declaration vote envelopes SE.418</b></li></ul>

### Pack the declaration vote NSWEC secure bag

#### Procedure

Follow these steps to pack declaration vote envelopes into the NSWEC secure bag for return to the Election Manager's office:

1. Complete the details on the **Return of declaration vote envelopes SE.427** label with the electoral district name, voting centre name, the security bag seal number, the number of bags and the quantity of each type of declaration vote envelope. Place the label on the clear NSWEC secure bag carrying declaration vote envelopes.
2. Place all declaration envelopes, rubber banded in bundles of 20, secure with rubber band and with their respective **Declaration envelope sorting cards SE.448** and the completed **Account of declaration vote envelopes SE.418** inside the NSWEC secure bag.
3. Seal the NSWEC secure bag by peeling off the 'peel here' paper strip.

**Note:** Do not remove the blue adhesive strip otherwise the bag will not seal.

- Record the NSWEC secure bag seal number on the Record of seals on ballot paper cartons/bags in the **Voting centre manager register SE.405**.

- Place the **Return of declaration vote envelopes SE.427** bag(s) on the return of materials table.



### Nil returns

You must complete a nil return if your voting centre did not issue any declaration vote envelopes. The Election Manager will expect a **Return of declaration vote envelopes SE.427** label secure bag either containing declaration vote envelopes, or a nil return, from every voting centre.

### Procedure

Follow these steps to pack a nil return:

- Complete the details on the **Return of declaration vote envelopes SE.427** label with the District name, voting centre name, the NSWEC secure bag seal number, the number of **Return of declaration vote envelopes SE.427** label bags ie 1, and zero quantity of each type of declaration vote envelope.
- Place the completed **Account of declaration vote envelopes SE.418** form, showing a nil return with zero quantities in Section 3, inside the secure bag.
- Seal the NSWEC secure bag by peeling off the 'peel here' paper strip.  
**Note:** Do not remove the blue adhesive strip otherwise the bag will not seal.
- Record the security seal number on the **Record of seals on ballot paper cartons/bags** in the **Voting centre manager register SE.405**.
- Place the **Return of declaration vote envelopes SE.427** label bag on the return of materials table.

## Legislative Assembly ballot papers

### 1.3 Pack Legislative Assembly (LA) ballot papers

LA ballot papers are packed at the conclusion of the TCP Count.

Ensure the nominated staff have watched the training video on the roll tablet explaining how to pack the LA ballot papers.

#### Materials required

The LA ballot papers are packaged into the original cartons they were received in. The following materials required to complete the pack are:

- Packing tape.
- A **Green tamper evident seal EL.486** for each carton.
- Record of seals on ballot paper cartons/bags in the **Register**.

#### Procedure

1. Pack the following items into the specified cartons:

Carton with label name and number	Contents of LA ballot paper carton(s)
<b>LA ballot paper own district pads carton label SE.422A</b>	All own district LA ballot papers in first preference order for each candidate, and all informal ballot papers, each with a completed <b>Legislative Assembly Result Slip – Ordinary ballot papers SE.412</b> .  All unused own district ballot papers from: <ul style="list-style-type: none"><li>• each ordinary vote table</li><li>• each declaration vote table</li><li>• the reserve stock in the Secure Area.</li></ul> All <b>LA spoiled ballot paper envelopes SE.435A</b> from ordinary and declaration vote table(s).  The <b>LA discarded ballot paper envelope SE.436A</b> from the Voting Centre Manager table.
<b>LA ballot paper other districts pads carton label SE.422B</b> (if applicable).	Unused other districts LA ballot paper pads from each declaration vote table.
<b>LA ballot paper book sets carton label SE.422D</b>	Other districts book sets of LA ballot papers.

2. Close and seal each carton containing ballot papers with packing tape, and secure each with a **Green tamper evident seal EL.486** placed over the long opening. Record each green seal number in the 'Green seal number EL.486' box on its carton label. Sign and witness the carton label.



3. Record each green seal number in the Record of seals on ballot paper cartons/bags in the **Register**.
4. Place all LA ballot paper cartons, including any empty ballot paper cartons (as these must also be returned to the Election Manager's office), on the return of materials table.

## Legislative Council ballot papers

### 1.4 Pack Legislative Council (LC) ballot papers

LC ballot papers are packed at the conclusion of the LC Initial Count.

#### Materials required

The LC ballot papers are packaged into the original cartons they were received in. The following materials required to complete the pack are:

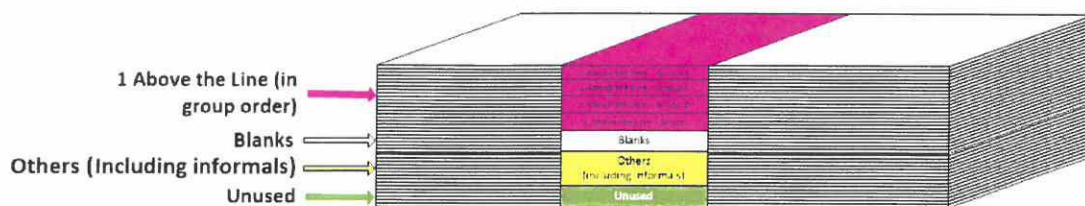
- Packing tape.
- A **Green tamper evident seal EL.486** for each carton.
- Record of seals on ballot paper cartons/bags in the **Voting centre manager register SE.405**.

#### Procedure

Follow these steps to pack the ballot papers in the original ballot paper carton(s) with **Legislative Council ballot papers carton labels SE.422E**:

1. Pack the ballot paper piles in the following order (from top to bottom):
  - each 'Above The Line' group in group order– group A on top, group B, group C, etc – each separately wrapped with a pink **Legislative Council ballot paper wrap SE.438**
  - 'Blanks' wrapped with a black **Legislative Council ballot paper wrap SE.439**
  - 'Others (including Informals)' wrapped with a yellow **Legislative Council ballot paper wrap SE.440**
  - 'Unused' ballot papers wrapped with a green **Legislative Council ballot paper wrap SE.441**.

If multiple cartons are required, try to pack it in this same order (where carton 1 contains the first ATL groups, carton 2 the next ATL groups, and so on, with the last carton(s) containing the Unused), but they may be packed in a different order if they won't fit in this manner.



2. Pack the **Legislative Council spoilt ballot paper envelopes SE.435B** and the **Legislative Council discarded ballot paper envelope SE.436B** on top of the 'Above The Lines' groups.

NSW Electoral Commission SE.435B

**Voting centre**  
**Legislative Council spoilt ballot paper envelope**

The total district:  Voting centre:

Use one envelope for each Authorised Roll and one envelope for all declaration vote tables combined.  
Please complete only one of the below two sections.

1. Ordinary vote loading table

The total number of **South Legislative Council** seats in the Authorised roll number:

The total number of **South Legislative Council** seats in the Authorised Roll number. Page SE.432 of the Electoral Roll Book.

2. Declaration vote loading table

The total number of **South Legislative Council** seats in the Authorised Roll number. Page SE.432 of the Electoral Roll Book.

**Packing instructions:**  
This envelope must be packed into the Legislative Council ballot paper control (LCP) in tandem with Legislative Council ballot paper SE.432B.

NSW Electoral Commission SE.436B

**Voting centre**  
**Legislative Council discarded ballot paper envelope**

The total district:  Voting centre:

Please write in the box the number of discarded ballot papers contained in this envelope.  
This envelope contains:

The total Legislative Council ballot papers.

**Packing instructions:**  
This envelope must be packed into the Legislative Council ballot paper control (LCP) in tandem with Legislative Council ballot paper SE.432B.

3. Close and seal each carton containing ballot papers with packing tape, and secure each with a **Green tamper evident seal EL.486** placed over the long opening. Record each green seal number in the 'Green seal number EL.486' box on its carton label. Sign and witness the carton label.
4. Record each green seal number in the Record of seals on ballot paper cartons/bags in the **Register**.
5. Place all LC ballot paper cartons, including any empty ballot paper cartons (as these must also be returned to the Election Manager's office), on the return of materials table.



## Other materials and items

As well as packing the ballot papers there are many other materials that need to be packed for return to the Election Manager's office.

### 1.5 Used secure material

All used secure materials are placed inside a NSWEC secure bag and sealed with a **Used secure materials SE.422S** label. These include:

- Legislative Assembly ballot paper stubs (ie where no ballot papers are left on the stub)
- used security seals
- used sorting cards.

### 1.6 Secure items

The following items need to be packed in the boxes they came in and secured with white plastic seal:

- Authorised rolls
- Tablet with charger (pack carefully as fragile).

Pack the following in the **Voting centre manager forms and records envelope SE.420**:

#### Form

**Voting centre manager register SE.405**

**Legislative Assembly first preference votes – voting centre result sheet SE.500**

**Legislative Assembly Two Candidates Preferred (TCP) – voting centre result sheet SE.501**

**Legislative Council first preference votes – voting centre result sheet SE.510**

**Completed Elector unable to vote register EL.111**

**Workplace health and safety checklist EL.175** (in the register)

**Completed Appointment of scrutineer SE.213**

**Voting centre attendance list SE.404**

**Voting centre attendance list** (blank manual version) **SE.404A** (if used)

**Completed Postal ballot papers lost/not received elector's declaration SE.429**

## 1.7 Summary of items to be returned to the Election Manager's office

The following items should be on the return of materials table, packed and labelled for return to the Election Manager's office:

- **Legislative Assembly ballot paper own district pads carton labelled with SE.422A**
- **Legislative Assembly ballot paper other districts pads carton labelled with SE.422B** (if supplied)
- **Legislative Assembly ballot paper book sets labelled with SE.422D**
- Any empty Legislative Assembly ballot paper carton(s)
- **Legislative Council ballot papers cartons labelled with SE.422E**
- any empty Legislative Council ballot paper carton(s)
- **Return of declaration vote envelopes SE.427** label bag(s)
- **Voting centre manager forms and records envelope SE.420**
- **Used secure materials SE.422S** label bag(s)
- Authorised rolls, roll tablets
- Stationery: secured in a archive box. Will include items such as pens, vests, ID lanyards, unused forms, electoral district map, **Vote here EL.458 and Accessible parking available EL.462.**

The **Voting centre manager register SE.405** must be completed prior to the Voting Centre Manager returning all items to the Election Manager's office on election night. This will be placed in the **Voting centre manager forms and records envelope SE.420** and handed directly to the office assistant in the Election Manager's office.

## 1.8 Returning all items to the Election Manager's office

The **Packing materials in a voting centre SE.102G** should be used to ensure all items are accounted for and packed correctly.

Pack all materials in the Voting Centre Manager's car and return directly to the Election Manager's office. Ballot papers and other secure items must be stored securely during the transport of items from the voting centre to the Election Manager's office. Voting Centre Managers should not leave ballot papers unattended at any time during transit.

On arrival at the Election Manager's office, all voting centre material will be checked by Election Manager staff in the presence of the Voting Centre Manager. Once all the checks are completed, the Voting Centre Manager can leave.