

# ***Electoral Act 2017***

## **STATE BY-ELECTIONS**

### **APPROVAL OF THE MANNER FOR PACKAGES OF ITEMS USED IN CONNECTION WITH THE STATE BY-ELECTION TO BE MADE UP AND SEALED**

1. This instrument is made in respect of any state by-election held between the date of this instrument and the 2027 general election.
2. Pursuant to section 170(1) of the *Electoral Act 2017*, the Electoral Commissioner is to approve the manner for packages of the following items used in connection with the by-election to be made up and sealed:
  - a. envelopes from which any ballot papers were removed;
  - b. unopened envelopes containing ballot papers; and
  - c. ballot papers allowed as formal or rejected as informal.
3. I approve the manner set out in the Annexure hereto for packages of the above listed items used in connection with the by- election.



Matthew Phillips  
**Acting Electoral Commissioner**

21 June 2024

# Annexure

## Packaging of envelopes from which ballot papers were removed and unopened envelopes containing ballot papers

### Unopened envelopes containing ballot papers

1. Following scrutiny, pack all unopened (i.e., rejected) declaration or postal vote envelopes in an archive box.
2. Close the archive box and seal it with a white security seal.
3. Seal the box using a white seal and record the seal number in the **Record of security seals EL.117**.
4. Place the archive box in the secure zone.

### Opened envelopes

1. Following extraction, pack all opened (i.e., accepted) declaration or postal vote envelopes in an archive box.
2. Close the archive box and seal it with a white security seal.
3. Seal the box using a white seal and record the seal number in the **Record of security seals EL.117**.
4. Place the archive box in the secure zone.

## Packaging of ballot papers allowed as formal or rejected as informal

Extract from “Counting and results: Legislative Assembly Check Count data entry manual (SE.007D)”, as at October 2022

### Section 6: Approve venue/vote type

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10. The supervisor:

- Writes “Approved in PRCC” on the bottom of the Result Sheet, names, signs and dates it, and files it in the results folder for this district (EM office: Filing system folder 7: Counting and Results)
- EM office: Marks the venue/vote type as complete on the **Voting centre venues FORM.406**
- Checks the ‘Ballot Paper Markings’ reports are appropriately completed, signs and date them, and places them in the carton
- The cartons are placed in the ‘QA approved’ holding area, ready for sealing and storage.

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11. EM office: As convenient, for each carton in the ‘QA approved’ holding area’, the QA team:

- Seals the carton(s) with a **Purple tamper evident seal EL.487**, writing the seal number in the ‘Purple seal number EL.487’ field on the carton label.

- Completes a **Record of seal numbers EL.117** form and files it Filing system folder 7: Counting and Results.
  - Returns the cartons to the Secure Zone.
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