AEC Australian Electoral Commission

Election Questionnaire

Please complete this questionnaire and return by email in order for the Australian Electoral Commission (**AEC**) to prepare a quotation for the conduct of an **election.**

Contact Details of Client Organisation	
Client The Client is the legal entity that requires the election	Legal entity: ABN: Postal Address: Physical Address:
Client Contact The Client Contact must: • have legal authority to act on behalf of the Client to approach the AEC in relation to conducting the election; and • be responsible for entering into and accepting any contract with the AEC for the conduct of the election. If the Client Contact is the Client's agent, please provide written evidence of authority to act on behalf of the Client.	Name: Title: Phone: Mobile: Fax: Email:
Client administrator Please specify a contact person for the AEC to deal with in relation to day-to-day administrative matters if that person is not the Client Contact.	Name: Title: Phone: Mobile: Fax: Email:

AEC MINIMUM STANDARDS

The AEC will only conduct elections that accord with generally accepted Australian democratic principles. The following eight minimum standards were developed by the AEC as a result. For the AEC to conduct the election, the Client will need to agree to these minimum standards. **If, in the AEC's view, the Client's rules, regulations or constitution do not satisfy the AEC's minimum standards, the AEC may decline to conduct the election.**

1. The Ballot will be conducted as a secret ballot.
2. The AEC will only conduct the Ballot in its entirety (from announcement to declaration).
3. Voters will be informed of the event concerned.
4. Each voter will have one vote, subject to the Client's rules, regulations or constitution.
5. Voters will be provided with a reasonable opportunity to vote.
6. There will be provision for the appointment of scrutineers.
7. The names on the roll of voters are only available for viewing by candidates and scrutineers under AEC supervision.
8. The ballot material will be retained by the AEC until the close of the period for challenging the Ballot.

Do you agree to these minimum standards? YES ☐ NO☐

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Part 1 - Election Parameters

1.A	**Are there any organisational rules, regulations or a constitution which cover the conduct of this election?** • If yes, an up to date electronic copy of the relevant rules, regulations or constitution must be supplied with this questionnaire for the AEC to consider before a quotation will be issued.
1.B	**Is your organisation subject to any governing legislation?** □ Yes, please insert link to relevant Act/Legislation □ No **PLEASE NOTE – If you have selected YES, the AEC will need to review whether it is authorised to conduct this election as the official ballot agent (Returning Officer).** An example of governing legislation is Corporations Law.
2.	**Is the election to be conducted by attendance or by post?** □ by attendance (*please also complete Part 2 of this questionnaire*) □ by post (*please also complete Part 3 of this questionnaire*) □ both by attendance and by post (*please complete both Part 2 and Part 3 of this questionnaire*)
3.	**When is the election to be conducted?** Date and time nominations open: Date and time nominations close: Date and time for withdrawal of nominations (if applicable) **Please note** – If the organisational rules are silent it is recommended that there be an appropriate amount of time for nominations to open and close (approximately 2 weeks) and (approximately 3 weeks) before voting commences to allow the AEC sufficient time to check eligibility of nominees with the client, conduct a ballot draw (if required) and to produce and prepare voting materials for despatch. Date and time ballot opens: Date and time ballot closes: Date and time of Count:
4.	**What type of voting system is required?** *Please **select ONE** from the following options **based on the Client's rules, regulations or constitution**. For more information on each system, please go to* *http://www.aec.gov.au/About_AEC/AEC_Services/Industrial_Elections/voting.htm* □ First-Past-the-Post System □ Standard Preferential System – election of one candidate □ Standard Preferential System – election of more than one candidate □ Optional Standard Preferential System □ Multiple Preferential System □ Proportional Representation System □ Senate System □ Points System □ Other System – *Please specify type of system and where this is outlined in the Client's rules, regulations or constitution*

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5.	**How many voters are eligible to vote and location of voters?** **Are there any different electorates, category of voters or location of voters that require different ballot papers?** • If yes, please specify: • Please note an AEC Officer will need to discuss this matter with the Client to ensure confirmation of any different categories of voters and the ballot paper(s) they are to receive.
6.	**How will nominations be submitted?** • This will depend on the Client's rules, regulations or constitution (if any). • Please note all nominations must be received directly by the AEC Returning Officer. • Can nominations be called for and submitted prior to an AGM or meeting in the case of an attendance election (see Question 14)
7.	**Election Notice & Nomination Form - How will voters be notified of this election including:** • nomination opening and closing dates/times • where and how to lodge nominations • where and how to lodge candidate statements/photos • date/time for withdrawal of nominations (if applicable) • ballot opening and closing dates/times (and venue if it is an attendance ballot) • contact details of the AEC Returning Officer (Refer to Minimum Standard 3 on page 1) Please note - an AEC Officer will discuss this matter with the Client Contact or Client Administrator as per Question 18 in Part 4. If the Client's election notice and nomination form do not meet the AEC's minimum standards, the AEC will create an election notice and nomination form that meets these standards.
8.	**Title of each office to be elected and number of each office to be elected.** • Please specify exact positions/titles and number of vacancies per position
9.	**Are there any confidentiality issues which would prevent the AEC from commencing the process as soon as the quote is accepted?** • If yes, please specify.
10.	**Preferred location for the counting of the votes?** • Please note the default venue for counting ballot papers for a postal ballot is AEC premises. • Any request to have the count completed at a different venue (for a postal ballot) will need to be specified and the location will need to be separate, secure and where access can be limited
11.	**The AEC has introduced an IT portal which allows the electronic submission of data such as the list of voters. The AEC encourages organisations to use this facility as it provides greater**

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	security than email. In order to be able to use this facility, organisations must first submit an account request to the AEC via the portal (AEC staff will assist with this process and answer any technical inquiries). Does your organisation agree to the use of this Portal for the submission of the list of voters and any other key ballot documents as requested?
12.	Roll of voters - The roll of voters also needs to be certified by an authorised Client representative as containing the names of all the persons eligible to vote in this election. • Please provide details of the Client representative that will certify the roll:
13.	Close of Rolls – Is there a cut-off date/time as to when voters can be added or deleted from the roll (if applicable)? • Please specify

Part 2 – Election by attendance	
14A	How will the nomination process be conducted if nominations are allowed leading up to attendance election?

Election requirements

Name of electorate	Address where election to be held	Date of election	Hours of polling	Estimated Number of voters *(based on roll of voters)*

14B. Please outline any Work Health and Safety (WHS) requirements that AEC staff need to meet prior to conducting the election/ballot (i.e. training, safety equipment, induction) at all of the sites listed in 14A?

Part 3 –Election by post	
15.	Are there any items to be posted with the ballot paper? • Description of item(s): e.g. candidate statements and photos, information sheets? • Size(s)/format(s) of item(s): e.g. A4, A3, Booklet

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16.	**Please specify any special delivery requirements for ballot material** • e.g. express post

Part 4 – Additional information
An AEC Officer will contact you to discuss responses to this questionnaire and any further questions that may arise after any rules, regulations or constitution have been considered. Matters which will be covered in this discussion are as follows. The questions below need to be resolved if a Client Organisations Rules are silent.

17.	**Specific Election requirements** The AEC will need to work through a number of Client requirements with the Client Contact or the Client administrator, which will include: a) eligibility to become a candidate, a voter, or a scrutineer; b) whether and how candidates may withdraw after the period for nominations is closed; c) dealing with multiple nominations (i.e. can one person nominate and/or be elected to more than one office?); d) the order of names (ballot draw) and the style of name (i.e. preferred names) on the ballot paper; e) how to deal with a tied vote at the count; f) what are rules regarding candidate statements in a postal ballot (if any) including word limit, format and photos and whether candidate statements can be changed or altered once submitted and whether they need to be checked approved by the client organisation. g) declaration voting in a postal ballot; and h) where the election is by attendance whether proxy voting is permitted and how will voters indicate a proxy. i)
18.	**Election Notice & Nomination Form** The AEC will discuss with the Client Contact or Client administrator whether the Client's rules, regulations or constitution require election notices and nomination forms to be distributed to all eligible voters (as well as the method for distribution). If the Client has an election notice and nomination form that do not meet the AEC's minimum standards, the AEC will prepare new versions that satisfy its minimum requirements and the Client's election rules, at an additional fee. **As outlined in Question 7, all election notices and nomination forms must meet AEC requirements and all nominations must be received directly by the AEC Returning Officer.**
19.	**Scrutineers** The AEC's Minimum Standard 6 requires provision for the appointment of scrutineers. All candidates can appoint scrutineers but are there any other eligibility requirements in the rules. Appointments need to be made in writing and the AEC can provide a Scrutineer Appointment Form for use in this election.
20.	**Counting of the votes and declaration of results** The votes are counted as soon as practicable after the close of the election, usually on the same day. The declaration of results will be signed by the AEC Returning Officer and transmitted to the Client as soon as practicable after the completion of the count. Is there a requirement for the results to be kept confidential until they are officially announced?
21.	**Retention of ballot material -** The ballot material will be retained by the AEC until the expiration of the period of challenge to the results.

NOTE: *Any election related matters not covered in the Client's constitution/rules/regulations must be discussed and determined before the election commences. If the Client's processes require consultation, please allow adequate lead time.*

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