

Melbourne City Council elections 2024



Scrutineer handbook

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Contents

Glossary	5
Election personnel	5
Election terms.....	5
Introduction	9
Legislative changes	9
Scrutineer timeline	10
1. Appointment as a scrutineer	11
Overview	11
1.1 About your role	11
1.2 Eligibility.....	11
1.3 Observing election activities	12
1.4 Scrutineer quotas.....	13
1.5 Scrutineer appointment	14
2. Conditions of entry for scrutineers	15
Overview	15
2.1 Expected scrutineer behaviour	15
2.2 Use of electronic devices – restriction on recording	16
3. Voting period activities	17
Overview	17
3.1 Observing ballot pack posting.....	17
3.2 Observing ballot paper envelope processing	17
4. Ballot paper extraction and counting activities	19
Overview	19
4.1 Observing ballot paper extraction	19
4.2 Observing ballot paper sorting and batching	21
4.3 Leadership team election computer count.....	23
4.4 Councillor election computer count	25
4.5 Availability of results	28
4.6 Adjournment	28
4.7 Recount of votes	29
5. Electoral compliance – scrutineers	30
Overview	30
5.1 Offences.....	30
6. Feedback and complaints	32
Overview	32
6.1 Responding to feedback and complaints.....	32
Appendices	33
Appendix 1. Appointment and declaration of scrutineer (MCC) form.....	33
Appendix 2. Registration checklist.....	34
Appendix 3. Scrutineer rights and responsibilities poster	35
Appendix 4. Conditions of entry for scrutineers poster	36
Appendix 5. Leadership team election ballot paper formality rules.....	37
Appendix 6. Councillor election ballot paper formality rules	43

Glossary

Election personnel

Candidate	A person who has nominated to contest an election.
Chief executive officer (CEO)	The person appointed under the <i>Local Government Act 2020</i> (Vic) by a council to be its chief executive officer or any person acting in that position.
Councillor	A person who holds the office of member of a council, including the lord mayor and deputy lord mayor.
Count team leader/ Computer count team leader	A person appointed to direct the activities of a team of counting officers/data entry operators.
Data entry operator	A person appointed to enter computer count data.
Electoral Commissioner	The statutory officer appointed by the Governor-in-Council with responsibility for the proper conduct of parliamentary and local council elections.
Election manager	The person appointed by the Electoral Commissioner to be responsible for the administration of a council election.
Election official	A person appointed by the VEC to work at an election.
Scrutineer	A person appointed by a candidate to represent the candidate during electoral activities and make sure the election is conducted according to the law.

Election terms

Above-the-line	Voting above the line is when a voter puts a preference in a box for a group above the line on the councillor election ballot paper.
Absolute majority	More than 50% of the formal votes in an election.

Ballot pack	<p>For the Melbourne City Council elections, the VEC mails each voter an envelope with all the ballot materials the voter needs. At a general election, it includes:</p> <ul style="list-style-type: none"> • 2 ballot papers, one for the leadership team election and one for the councillor election • a booklet containing: <ul style="list-style-type: none"> – leadership team election statements, photographs, indications of preferences and voting instructions in multiple languages – councillor election group statements, ungrouped candidate statements, photographs, ungrouped candidate indications of preferences, group voting tickets and voting instructions in multiple languages • a ballot paper envelope with a detachable declaration flap the voter must sign • a reply-paid envelope to post the sealed ballot paper envelope in.
Ballot paper	The official paper listing the names of all the candidates and teams or groups contesting the election on which the voter records their preferences for each candidate, team or group in the election.
Ballot paper envelope	The envelope the voter puts their completed ballot papers in. The envelope includes a detachable flap containing the name and address of the voter. The voter is required to sign a declaration on the flap.
Ballot paper extraction	The process of separating the declaration flap from a ballot paper envelope, removing the envelope's contents and determining if admissible ballot papers were contained in the envelope.
Below-the-line	Voting below the line is when a voter preferences individual candidates in boxes below the line on the councillor election ballot paper.
City of Melbourne Act	The <i>City of Melbourne Act 2001 (Vic)</i> .
City of Melbourne Regulations	The <i>City of Melbourne (Electoral) Regulations 2022 (Vic)</i> .
Computer count	The electronic counting of votes after ballot paper preferences are manually entered by an election official.
Council	A local government authority as defined and set out in the Local Government Act. There are 79 councils in Victoria.
Councillor election	The election of 9 councillors to Melbourne City Council.

Election day	<p>The day of an election, fixed under the Local Government Act. For elections held entirely by postal voting, there is no voting on election day.</p> <p>Election day for the 2024 local council elections is Saturday 26 October.</p>
Group voting ticket	<p>A statement setting out how a group of candidates for the councillor election gives preferences to all candidates in that election. Group voting tickets apply to ballot papers marked above the line. Each group of candidates must submit a minimum of 1 and a maximum of 2 group voting tickets.</p>
Grouped candidate	<p>A candidate for the councillor election who has formed a group with one or more other candidates in the election. Groups are listed above the line on the ballot paper.</p>
Leadership team	<p>The lord mayor and deputy lord mayor.</p>
Local Government Act	<p>The <i>Local Government Act 2020</i> (Vic).</p>
Local Government Regulations	<p>The <i>Local Government (Electoral) Regulations 2020</i> (Vic).</p>
Melbourne City Council	<p>The council governing the City of Melbourne local government area, made up of the lord mayor, deputy lord mayor and 9 councillors.</p>
Preference distribution	<p>The process used to determine the successful candidate(s) in an election when no candidate or team has received enough first preference votes to be elected or there are still vacancies to be filled.</p>
Preliminary scrutiny	<p>Checking envelopes containing postal, unenrolled and other declaration votes. Also known as 'ballot paper envelope processing' or 'declaration envelope processing'.</p>
Proportional representation	<p>The process used to elect representatives in proportion to their level of support in an election with multiple vacancies.</p>
Quota (counting)	<p>When a candidate must be elected on the number of votes equal to or exceeding a quota, the quota is determined by dividing the total number of formal votes by the number of vacancies plus one, and adding one to the result.</p>
Recount	<p>A re-examination and count of one or more parcels of ballot papers by an election manager before the declaration of the result.</p>
Replacement vote/replacement envelope	<p>A replacement vote is issued when a voter claims to have lost or spoilt their ballot material or claims that they did not receive a ballot pack.</p>

Short batch	A bundle of the remaining ballot papers when all the ballot papers in an activity have been grouped into bundles of a consistent number, such as 50. For example, if there are 215 ballot papers in an activity, they will be grouped into 4 bundles of 50 ballot papers and a short batch of 15.
Scrutiny	The checking and counting of ballot papers and ballot paper envelopes to determine the result of an election.
Unenrolled vote	A vote made by a person who claims to be entitled to vote but whose name cannot be found on the voters' roll.
Ungrouped candidate	A councillor election candidate who has not formed a group. Ungrouped candidates are only listed below the line on the ballot paper.
Unsubdivided council	A council not divided into wards.
Victorian Electoral Commission (VEC)	The Victorian Electoral Commission (VEC) is responsible for the conduct of parliamentary and local council elections in Victoria. The Electoral Commissioner is the head of the VEC.
Voter	A person enrolled to vote at a local council election.
Voters' roll	A list of the names and addresses of people who can vote in the election. The certified voters' roll is a merger of the CEO's list provided by council with the Electoral Commissioner's list of State electors in that council area. A voters' roll is created for each individual election.
Ward	A subdivision of a council. In subdivided councils, councillors are elected to represent a ward.

Introduction

This handbook is for anyone who has been appointed as a scrutineer in the 2024 Melbourne City Council general election. The Victorian Electoral Commission (VEC) administers this election and has produced this resource.

The handbook outlines aspects of electoral law that relate directly to scrutineers and explains the activities that you may be appointed to represent your candidate at. The handbook is not a substitute for the law and should be read alongside the *City of Melbourne Act 2001* (Vic) (City of Melbourne Act), *Local Government Act 2020* (Vic) (Local Government Act), *City of Melbourne (Electoral) Regulations 2022* (Vic) (City of Melbourne Regulations) and the *Local Government (Electoral) Regulations 2020* (Vic) (Local Government Regulations). The most recent versions of Victorian legislation are available at legislation.vic.gov.au

As a scrutineer, you represent the interests of a candidate in the election. Candidates should also read this handbook to familiarise themselves with the requirements of scrutineers and what can be expected at an election venue. We will provide information to your candidate throughout the election period. It is your candidate's responsibility to share this information with you.

Legislative changes

Local council elections are governed by the Local Government Act and Local Government Regulations. The *Local Government Amendment (Governance and Integrity) Act 2024* (Vic) amended the date for the close of roll for the elections. Moving this date earlier allowed for other key dates to be amended through changes to the the Local Government Regulations and City of Melbourne Regulations. Some of these changes impact candidates and scrutineers.

Dates and other information in the *Melbourne City Council elections 2024 Scrutineer handbook* have been updated to reflect these changes. Please read the handbook carefully to make sure you are aware of the changes.

Scrutineer timeline

Becoming a scrutineer

- 1.1 About your role
- 1.2 Eligibility
- 1.5 Scrutineer appointment

Scrutineer behaviour

- 2.1 Expected scrutineer behaviour
- 2.2 Use of electronic devices – restriction on recording

Scrutineering during voting activities

- 3.1 Observing ballot pack posting
- 3.2 Observing ballot paper envelope processing

Scrutineering during extraction

- 4.1 Observing ballot paper extraction

Scrutineering during ballot paper sorting and batching

- 4.2 Observing ballot paper sorting and batching

Scrutineering during counting

- 4.3 Leadership team election computer count
- 4.4 Councillor election computer count

Availability of results

- 4.5 Availability of results

1. Appointment as a scrutineer

Overview

This chapter explains the role and responsibilities of scrutineers at Melbourne City Council elections, including eligibility requirements and the process of being appointed as a scrutineer by a candidate.

1.1 About your role

Candidates are not permitted in election venues during extraction and counting activities. Instead, candidates appoint scrutineers to observe these activities and represent their interests. Scrutineers are an important part of delivering a free and fair election. You contribute to integrity, fairness, transparency and public trust in the election.

Scrutineers can observe or challenge certain election activities to ensure the integrity of the election. See [1.3 Observing election activities](#) later in this chapter for more information.

Each candidate is allowed to appoint one scrutineer for each election official involved in the election activity being observed. See [1.4 Scrutineer quotas](#) later in this chapter for more information.

Your candidate will need to appoint you as a scrutineer for the activities of the election they are contesting. You must be separately appointed to represent any other candidate for other elections.

You must cooperate with election officials. If you do not obey the instructions of an election official, election manager or VEC staff, you may be removed from a venue for misconduct. See [5.1 Offences](#) for more information.

1.2 Eligibility

You cannot be a scrutineer if you are:

- a councillor of the council
- a candidate at the election
- a candidate at another election occurring at the same time for the same council
- working for the VEC at the election.

1.3 Observing election activities

You can observe election activities before the close of voting as well as ballot material processing and counting.

The activities you can observe are:

- posting of ballot packs
- opening and emptying a post office box
- opening and emptying a postal ballot box
- receiving and processing of returned ballot paper envelopes
- ballot paper extraction
- ballot paper sorting and batching
- counting
- recounts.

We will advise your candidate of the venue and start time for each election activity. We will also advise your candidate of any major changes to start times and/or venues.

Your candidate is responsible for notifying you of activity schedules and any changes.

You should arrive before the start of a session to ensure you are signed in and briefed before activities begin.

You may be asked to wait in a designated scrutineer area or leave the venue when activities for your candidate's election are not occurring.

Observe or challenge

The role of scrutineers varies between election activities. Scrutineering activities comprise of observable and challengeable activities.

The activities you can be appointed to observe are outlined below.

Activity	Observe	Challenge
Posting of ballot packs	Yes	No
Opening and emptying a post office box	Yes	No
Opening and emptying a postal ballot box	Yes	No
Receiving and processing of returned ballot paper envelopes	Yes	No
Ballot paper extraction	Yes	No

Activity	Observe	Challenge
Initial sorting and batching of ballot papers	Yes	No
Further sorting and counting of above-the-line councillor election ballot papers	Yes	Yes
Computer count	Yes	Yes
Recount	Yes	Yes

While observing counting activities, you might disagree with the decision of an election official to count a ballot paper. If this happens, you may challenge the decision. The election manager will review your challenge and make a decision about the ballot paper. See [3. Voting period activities](#) for more information.

1.4 Scrutineer quotas


The number of scrutineers that can observe an election activity is limited. This is known as the scrutineer quota.

Each candidate can be represented by no more than one scrutineer for every election official engaged in the election activity being conducted.

Because of this quota, you must identify which candidate you represent at every activity.

An election official is 'engaged in an activity' when they are participating, overseeing, monitoring, or otherwise involved in an activity or process. They remain 'engaged in the activity' even when they are temporarily absent.

The scrutineer quota for an activity is determined by the number of staff engaged in the activity and size of the venue. The scrutineer quota for each activity will be communicated to candidates by email with the counting schedule.

 Example: If there are 5 election officials counting ballot papers and 4 candidates contesting the election, you may be one of up to 5 scrutineers representing your candidate, and up to 20 scrutineers observing the activity.

From time to time, the VEC may change a scrutineer quota or limit the number of scrutineers able to represent each candidate for an activity or process to:

- maintain fair access for all scrutineers
- meet health and safety requirements
- meet other lawful obligations.

Candidates will be advised by email at the earliest time available, if any changes need to be made to the scrutineer quota for each activity.

📌 Important: It is your candidate's responsibility to share any scrutineer quota information with you and tell you about any changes that have been communicated to them.

Election officials will monitor the number of scrutineers observing an activity to ensure scrutineer quotas are maintained.

You can enter or leave at any time during election activities. When you leave, another scrutineer can enter the activity in your place if they have been appointed by your candidate and scrutineer quotas have not been reached.

You may be removed from a venue if there are more scrutineers for your candidate at an activity than allowed. In the event this happens, the election manager will ask the impacted scrutineers to decide who will continue to observe the activity, and who will leave the venue. If the scrutineers cannot reach a decision the election manager will ask the last scrutineer signed in to leave the venue.

1.5 Scrutineer appointment

Scrutineers are appointed for a specific election (leadership team or councillor election) and, once ballot papers are extracted from ballot paper envelopes, may only observe activities for that election. If you are also scrutineering for a candidate in another election, you must be separately appointed for that election by the candidate.

Before you can observe an election activity, you must be appointed by a candidate. You will need to:

1. complete an *Appointment and declaration of scrutineer (MCC)* form. Forms are available from the election manager, online at vec.vic.gov.au/scrutineer-council-election or in the *MCC Candidate information kit*
2. ensure your candidate has signed the form
3. bring the candidate-signed form to the venue and sign the declaration section yourself in front of an election official at the time of registration.

You must not sign the declaration section of the form until you are in the presence of an election official.

Election activities may take place at different venues during the election period. You must provide a separate *Appointment and declaration of scrutineer (MCC)* form for each venue that you attend before you can observe the election activities.

See [Appendix 1. Appointment and declaration of scrutineer \(MCC\) form](#) form for a sample version of the required form. Forms are available from the election manager, online at vec.vic.gov.au/scrutineer-council-election or in the *MCC Candidate information kit*.

See [Appendix 2. Registration checklist](#) to check you are prepared for all the required steps in registering as a scrutineer.

Scrutineer rights and responsibilities will be displayed as a poster in venues. Refer to [Appendix 4. Conditions of entry for scrutineers poster](#) to familiarise yourself with this information.

2. Conditions of entry for scrutineers

Overview

This chapter outlines all the conditions of entry requirements that you agree to follow when you sign the *Appointment and declaration of scrutineer (MCC)* form.

Conditions of entry for scrutineers 'Dos and Don'ts' will be displayed as a poster in venues to reinforce what is expected when you are observing election activities. Refer to [Appendix 4. Conditions of entry for scrutineers poster](#) to familiarise yourself with this information.

2.1 Expected scrutineer behaviour

We expect you to behave consistently with the obligations prescribed by law when observing election activities at your appointed venues.

Any misconduct or failure to obey the lawful directions of an election official is an offence and you may be removed from the venue. See [5. Electoral compliance – scrutineers](#) for more information.

Do:


- Present your completed *Appointment and declaration of scrutineer (MCC)* form to an election official at the scrutineer registration desk.
- Have multiple appointment forms if:
 - you have been appointed by more than one candidate at the same venue
 - you have been appointed by a single candidate for multiple venues.
- Sign the hard copy declaration in the presence of the election official at the scrutineer registration desk. If your form is not properly completed, you will not be able to enter the venue.
- Participate in the required briefings provided to all scrutineers. Briefings will cover your rights and responsibilities as a scrutineer and will explain the activity you are observing.
- Only enter the activity space when ballot material for your candidate's election is being processed. An activity space is any area where a process is occurring that scrutineers are allowed to observe.
- Always keep your scrutineer lanyard visible. This lanyard shows the election you have been appointed to observe.
- Follow all rules at the venue and follow the instructions of election managers and election officials.
- Behave courteously and professionally towards venue staff.

Don't:

- Interfere with or attempt to influence any voters.
- Communicate with anyone in the venue except when it is necessary for your scrutineer role.
- Touch ballot paper envelopes or ballot papers.
- Observe activities you are not registered and signed-in for.
- Communicate with election staff during activities or breaks.
- Behave in a way that distracts election officials from performing their duties. This includes talking loudly, talking on mobile phones, or not giving officials enough space to perform their duties.
- Obstruct or delay any activities, or behave in a disorderly manner.
- Share results with anyone other than your candidate (e.g., the media or other interested parties) until they are officially announced or published by the VEC.

2.2 Use of electronic devices – restriction on recording

You can use an electronic device as long as it doesn't interfere with election activities.

 Example: You must step away from the activity to use a mobile phone.

While you are a scrutineer you must not use your phone or any other device to record or photograph:

- ballot papers
- declarations
- forms
- any VEC employee, agent, appointee, or contractor. This includes election managers and officials.

Devices that must not be used to record include mobile phones, smart watches, tablets, laptops, cameras, video recorders, or any other technology that can record, save and transmit images and footage.

3. Voting period activities

Overview

This chapter explains key activities that take place during the voting period of Melbourne City Council general elections. Ballot pack posting and ballot envelope processing are activities that scrutineers may observe.

These activities are often spread over a number of days. This means that detailed schedules for when each council will conduct the specific activities are not routinely communicated to candidates in the emailed bulletins. If a candidate would like a scrutineer to attend any of these activities, they will need to contact the election manager for activity-specific scheduling information.

You can only observe activities for the election your candidate is contesting, so you may only be able to observe for small periods of time and may be asked to leave the venue when no activity is occurring for your appointed election.

3.1 Observing ballot pack posting

The VEC contracts the preparation of ballot packs to a mail house and supervises this activity. The general mail-out of ballot packs occurs over 4 days, between Monday 7 and Thursday 10 October 2024, with no more than 35% posted to voters on any one day.

You can observe ballot pack posting at the mail house. You can only be present during the ballot pack posting for the election that your candidate is contesting.

Australia Post delivers returned ballot material to the election office. The election manager or an assigned election official may also collect returned ballot material from the local postal facility.

3.2 Observing ballot paper envelope processing

You can observe election officials receiving and processing ballot paper envelopes returned by voters. This happens daily during the voting period and postal vote receipt period and includes checking if votes can be admitted to extraction or should be rejected (known as 'declaration scrutiny').

Postal vote receipt period

Postal voting closes at 6 pm on Friday 25 October 2024.

Postal votes may be admitted to the count if:

- the voter voted before 6 pm on Friday 25 October 2024, and
- the election manager receives the postal vote before 12 noon on Friday 1 November 2024.

Ballot paper envelope processing

Ballot paper envelopes are processed in 2 groups – group A and group B:

- group A: ballot paper envelopes returned before the close of voting
- group B: remaining ballot paper envelopes returned before the close of the postal vote receipt period.

Group A extraction will usually begin during the week following the close of voting.

Group B extraction cannot start until after the close of the postal vote receipt period.

When election officials receive ballot paper envelopes, they:

1. record the return of the ballot paper envelopes on the voters' roll
2. check if each envelope can be admitted for extraction.
 - If the declaration has been signed by the voter or an authorised person and the declaration is dated on or before the close of voting, the envelope can be admitted. Election officials will also consider any Australia Post markings on the envelope when deciding if the vote is eligible to be included in extraction.
 - If the declaration is not signed or the voter did not complete their vote on or before the close of voting, the envelope must be rejected.
 - If a voter has returned more than one envelope (for example, a general mail-out and a replacement envelope), the election manager will decide during group B processing if any of the returned envelopes can be admitted.
3. refer any envelope to the VEC's head office to check for entitlement if a voter does not appear on the voters' roll but their declaration claims they are (known as an 'unenrolled vote'). VEC head office staff will engage with the council to determine if the person is entitled to vote and will inform the election manager of the outcome
4. separate admitted and rejected envelopes
5. advise any scrutineers present how many envelopes have been admitted and can proceed to extraction
6. store the envelopes in a secure location when not being processed.

4. Ballot paper extraction and counting activities

Overview

This chapter explains the processes involved in ballot paper extraction and counting for Melbourne City Council general elections. More information on how the VEC manages extraction and counting at local council elections is available on our website at vec.vic.gov.au

Once the ballot paper envelopes have been processed, the ballot papers must be extracted from the ballot paper envelopes and sorted between the leadership team election and councillor election. After the extraction and sorting is complete, the count can begin.

There are different ways to count votes depending on what type of vacancy is being filled. Votes may be counted manually or entered into the VEC's computer count application and counted by computer. Counting for Melbourne City Council elections will be conducted by computer. You can observe the conduct of the computer count and challenge the formality of ballot papers progressing to the count during the data entry process.

Results cannot be finalised until after 12 noon on Friday 1 November 2024, to allow for all postal votes to be received. Because of this extended receipt period, counting activities may take place over more than one day.

The election manager will communicate the count schedule to your candidate by email before extraction and counting activities are due to begin.

The VEC will run a separate computer count information session to explain the process in detail. The election manager will provide candidates with the details of how to access the session by email. Scrutineers are also encouraged to view this session.

If you are observing a count activity that will continue into a different day, the election manager will let your candidate know the location and time of the continued count schedule.

4.1 Observing ballot paper extraction

You can observe election officials as they extract ballot papers from ballot paper envelopes so that the ballot papers can be counted.

During ballot paper extraction, identifying declaration flaps are separated and set aside, envelopes are opened, and ballot papers are extracted from the envelopes. The number of ballot papers that will proceed to the count is determined during the ballot paper extraction process.

To extract the ballot papers, the election officials will:

1. run envelopes through a letter opening machine to separate the identifying declaration flap on the envelope
2. remove the declaration flap containing the voter's details from each envelope and put these to the side for sorting and storage
3. run envelopes through the letter opening machine a second time to open them
4. open each envelope and remove the contents to determine if the ballot papers can be admitted to the count. If the ballot paper envelope:
 - contains a single leadership team election ballot paper and a single councillor election ballot paper, both ballot papers will be admitted for counting
 - contains a single leadership team election ballot paper but no councillor election ballot paper, the ballot paper will be admitted to the leadership team election count only
 - contains a single councillor election ballot paper but no leadership team election ballot paper, the ballot paper will be admitted to the councillor election count only
 - contains more than one leadership team election ballot paper, the ballot papers for the leadership team election will be rejected
 - contains more than one councillor election ballot paper, the ballot papers for the councillor election will be rejected
 - is empty, it will be rejected
 - is for the correct election but has ballot paper(s) for the wrong election inside, the ballot paper(s) will be rejected.
5. sort ballot papers into piles for the leadership team election and councillor election
6. put admitted ballot papers for each election into bundles of 50, plus short batches of the remainder (less than 50), unless moving immediately to ballot paper sorting and batching
7. put the empty ballot paper envelopes into bundles of 50 and put these to the side for sorting and storage.

When election officials have extracted all ballot papers from the envelopes, they will announce the total number of ballot papers proceeding to the count for each election. This may vary from the total number of envelopes as some envelopes may have been rejected or contained a ballot paper for only one election and not the other.

If no further processing is to occur, the ballot papers are packed into security boxes and stored until the ballot paper sorting and batching activity.

4.2 Observing ballot paper sorting and batching

Before ballot papers for both elections can proceed to the computer count, election officials need to undertake sorting and batching.

These activities may occur immediately after extraction activities or may be scheduled to occur on a different day prior to computer count activities. The election manager will clearly communicate the schedule for ballot paper sorting and batching to your candidate by email.

Leadership team election initial sort

Election officials will sort the leadership team election ballot papers to identify obviously informal votes before batching formal and obviously informal votes into piles of 50. This is an administrative process to help the computer count run smoothly. You cannot challenge the decision for a ballot paper to be placed into the 'obviously informal' batch at this stage.

❗ Important: You will have the opportunity to observe and challenge ballot paper formality during the computer count.

All leadership team election ballot papers sorted as 'obviously informal' during the initial sort will be reviewed again by the election manager during the computer count before they can be counted as informal. You can observe and challenge this process.

On completion, all leadership team election ballot papers are packed into security boxes and stored until the computer count starts.

Councillor election initial sort

Election officials initially sort councillor election ballot papers into 3 categories:

- ballot papers marked above the line
- ballot papers marked below the line
- obviously informal ballot papers.

Councillor election ballot papers marked above the line undergo a further sort and manual count following the initial sort.

During the initial sort, councillor election ballot papers marked below the line and those obviously informal are each bundled into piles of 50 with short batches of the remainder (less than 50). These ballot papers are then packed into security boxes and stored until the computer count starts.

The councillor election initial sort is an administrative process to help the computer count run smoothly. You cannot challenge the decision for a ballot paper to be placed into any of the 3 categories at this stage.

❗ Important: You will have the opportunity to observe and challenge ballot paper formality for below-the-line and obviously informal ballot papers during the computer count for the councillor election.

All councillor election ballot papers sorted as below-the-line and obviously informal are reviewed again by the election manager or election officials during the computer count. You can observe and challenge these processes.

Above-the-line ballot paper further sort and manual count

All councillor election ballot papers marked above the line undergo a further sort to first preference and the number of ballot papers for each group are manually counted.

❗ Important: You can challenge ballot paper formality and sorting of preferences during the further sort and manual count of above-the-line ballot papers for the councillor election.

These above-the-line ballot papers are then bundled into piles of 50 with a short batch for the remainder (less than 50) for each group. Bundled ballot papers are packed into security boxes and stored. Above-the-line ballot papers will not be reviewed again unless deemed necessary by the election manager.

The election manager or assigned election official enters the tally of above-the-line ballot papers for each group into the computer count application during the computer count for the councillor election. The computer allocates preferences according to the group voting ticket(s) lodged by each group.

Challenges to ballot paper formality during an above-the-line ballot paper further sort and manual count

You may challenge the formality of an above-the-line ballot paper during the counting of votes for the councillor election.

If you disagree with how an election official has decided a ballot paper's formality, you can challenge the decision. Election officials place challenged ballot papers next to a 'challenged' card. The election manager will examine each challenged ballot paper and decide whether it can be admitted. They will write 'admitted' or 'rejected' on the back of each challenged paper with their initials and the date. This will indicate that the election manager has ruled on formality.

'Admitted' and 'rejected' are the only terms allowed to be written on ballot papers. Details of your challenge will not be recorded on a ballot paper.

❗ Important: The election manager's decision on a challenged ballot paper is final.

If required, the election manager may also place a dot sticker on admitted ballot papers and write their interpretation of a preference number on the dot sticker next to the number on the ballot paper for clarity.

See [Appendix 6. Councillor election ballot paper formality rules](#) for more information on above-the-line ballot paper formality.

4.3 Leadership team election computer count

The leadership team election is a single vacancy election, and candidates for the lord mayor and deputy lord mayor nominate as a team. Voters choose teams by numbering all the boxes on a ballot paper in order of preference. Number 1 is their first preference.

To be successfully elected in the leadership team election, a team must have more than half (more than 50%) of all formal votes. This is known as an 'absolute majority'. The preferences on each ballot paper are entered into our computer count application by data entry operators and a result is calculated. The VEC chooses to count the leadership team election by computer because the computer count application quickly and accurately applies the steps of the preferential counting method to determine a result.

The computer will calculate the number of first preference votes for each team. If no team has received an absolute majority (more than 50%) of first preference votes, the computer will calculate a preference distribution.

The team with the fewest votes will be excluded and the computer will transfer the excluded team's ballot papers to the remaining teams based on the next highest preference (e.g. number 2 for second preference).

The computer will then calculate the redistributed ballot papers for each eligible team and add the total to each team's previous result. If a team has received an absolute majority of votes (more than 50%) by this preference distribution, the team is elected.

The computer repeats this process using all remaining preferences until one of the remaining teams reaches an absolute majority of votes and is elected.

Further information on computerised calculation, including the C# source code used by the VEC's computer count application, is available at vec.vic.gov.au/vote-counting

Computer count

To obtain the results for the leadership team election by computer counting:

1. the number of boxes is confirmed to be correct and the security seals are checked before the boxes can be opened if the ballot papers have been stored
2. data entry operators enter the preferences on each leadership team election ballot paper into the computer count application
3. the computer count application checks each ballot paper for formality during data entry. If the application identifies any informal ballot papers, the data entry operator sets them aside
4. the election manager or assigned election official checks all informal ballot papers and returns any they decide are formal to data entry
5. only the preferences from formal ballot papers are saved to the computer count application
6. the application calculates a result for the election when the data entry operators have entered all ballot papers for the leadership team election

7. the election manager or assigned election official will make a provisional *Distribution of preferences* report available to you for review once the result has been calculated
8. the ballot papers are placed in security boxes and sealed when the count is completed.

Scrutiny of a computer count

You cannot engage in conversation or tell the data entry operator how to enter the preferences from a ballot paper.

During a computer count, you can:

- ask a computer count team leader for more information (such as when the *First preference votes counted report* will next be generated)
- query the data entry of a specific ballot paper or batch with the computer count team leader. If this occurs, the computer count team leader may review the relevant ballot paper(s) with you, comparing them to the preferences shown on the *Ballot paper details* report.
 - If any errors are found, the computer count team leader will correct these in the computer count application.
 - If you do not agree with what has been data entered, you can request that the computer count team leader flags the ballot paper as informal for review by the election manager. The election manager will examine the ballot paper to decide formality.
 - Copies of the Melbourne City Council ballot paper formality guide will be available to reference during the count. See [Appendix 5. Leadership team election ballot paper formality rules](#) for more information.

Batch audits will be conducted regularly throughout the count. Randomly selected batches from each data entry operator will be checked for accuracy against the *Ballot paper details* report.

Information on the VEC's validation procedures can be found in the *Availability of results guide*. This will be available online at vec.vic.gov.au by October or from the election manager by request.

Formality checking occurs regularly throughout the count. Ballot papers marked as informal in the computer count application are removed from the batch and reviewed by the election manager to determine formality. See [Appendix 5. Leadership team election ballot paper formality rules](#) for more information.

❗ Important: You can only challenge the formality of the ballot paper when it is being reviewed by the election manager or an assigned election official.

Ballot papers deemed informal are kept with the election manager and the total is entered into the computer count application before calculation.

Ballot papers that are deemed formal are added back into the count.

When a ballot paper is challenged, the election manager will write 'admitted' or 'rejected' on the back of each challenged paper with their initials and the date. If required, the election manager may also place a dot sticker on admitted ballot papers and write their interpretation of a preference number on the dot sticker next to the number on the ballot paper for clarity.

'Admitted' and 'rejected' are the only terms allowed to be written on ballot papers. Details of your challenge will not be recorded on a ballot paper.

❗ Important: The election manager's decision on a challenged ballot paper is final.

4.4 Councillor election computer count

The councillor election for Melbourne City Council is a multiple-vacancy election with a count conducted by computer. Proportional representation is used to count votes in multiple-vacancy elections where there is more than one councillor to be elected.

Candidates in the councillor election must obtain a proportion of votes known as a 'quota' to be successfully elected.

Once a candidate obtains the quota and is successfully elected, all the successful candidate's ballot papers are distributed to the remaining candidates at a reduced value according to the voters' preferences. The reduced value is calculated by dividing the number of votes over the quota by the number of ballot papers for the successful candidate.

If no candidate achieves the quota, or if there are still vacancies after all the votes over the quota have been passed on, the candidate with the fewest votes is excluded. Their votes are passed on to other candidates according to voters' preferences. The process is repeated until all vacancies are filled.

The quota is calculated by dividing the number of formal votes by the number of vacancies plus one, then adding one to this figure. Any remainder is disregarded:

$$\left(\frac{\text{Number of formal votes}}{\text{Number of vacancies} + 1} \right) + 1 = \text{Quota}$$

The VEC uses a computer application for proportional representation counting because conducting these counts manually would be complex and time-consuming.

Further information on computerised calculation, including the C# source code used by the VEC's computer count application, is available at vec.vic.gov.au/vote-counting

To obtain the results for the councillor election by computer count, the election manager or assigned election official must enter the tally of above-the-line ballot papers for each group into the computer count application and data entry operators must enter all the preferences on below-the-line ballot papers into the computer application.

Above-the-line count

Above-the-line ballot papers are sorted to each group and manually counted following extraction. The tally for each group is recorded ready for the computer count. See [4.2 Observing ballot paper sorting and batching](#) for more details.

The election manager or assigned election official enters the tally for each group into the computer count application. The computer allocates preferences according to the group voting ticket(s) lodged by each group.

A group voting ticket sets out how a group wishes to direct preferences from above-the-line votes for that group. A group must register at least one group voting ticket but can lodge up to a maximum of 2. If a group registers 2 group voting tickets, half of the above-the-line votes for that group will be counted in accordance with each group voting ticket or, if the tally cannot be evenly divided, the remaining vote will be counted according to the group's group voting ticket that is drawn by lot.

Below-the-line count

To process the below-the-line ballot papers for the councillor election by computer counting:

1. the number of boxes is confirmed to be correct and the security seals are checked before the boxes can be opened if the ballot papers have been stored
2. data entry operators enter the preferences on each below-the-line ballot paper for the councillor election into the computer count application
3. the computer count application checks each ballot paper for formality during data entry. If the application identifies any informal ballot papers, the data entry operator sets them aside
4. the election manager or assigned election official checks all informal ballot papers and returns any they decide are formal to data entry
5. only the preferences from formal ballot papers are saved to the computer count application.

When the data entry operators have entered all below-the-line ballot papers for the councillor election, the application adds the tallies of above-the-line ballot papers for each group and calculates a result.

The election manager or assigned election official will make a provisional *PR Distribution* report available to you for review once the result has been calculated.

The ballot papers are placed in security boxes and sealed when the count is completed.

Scrutiny of a computer count

You cannot engage in conversation or tell the data entry operator how to enter the below-the-line preferences from a ballot paper.

During a computer count, you can:

- ask a computer count team leader for more information (such as when the *First preference votes counted* report will next be generated)
- query the data entry of a specific ballot paper or batch with the computer count team leader. If this occurs, the computer count team leader may review the relevant ballot paper(s) with you, comparing them to the preferences shown on the *Ballot paper details* report.
 - If any errors are found, the computer count team leader will correct these in the computer count application
 - If you do not agree with what has been data entered, you can request that the computer count team leader flags the ballot paper as informal for review by the election manager. The election manager will examine the ballot paper to decide formality
 - Copies of Melbourne City Council ballot paper formality guide will be available to reference during the count. See [Appendix 6. Councillors election ballot paper formality rules](#) for more information.

Batch audits will be conducted regularly throughout the count. Randomly selected batches from each data entry operator will be checked for accuracy against the *Ballot paper details* report.

Information on the VEC's validation procedures can be found in the *Availability of results* guide. This will be available online at vec.vic.gov.au by October or from the election manager by request.

Formality checking occurs regularly throughout the count. Ballot papers marked as informal in the computer count application are removed from the batch and reviewed by the election manager to determine formality.

❗ Important: You can only challenge the formality of the ballot paper when it is being reviewed by the election manager or assigned election official.

Ballot papers deemed informal are kept with the election manager and the total is entered into the computer count application before calculation.

Any ballot papers determined to be formal below-the-line will be returned to data entry, or, if determined to be formal above-the-line, will be returned for inclusion with the above-the-line ballot papers. See [Appendix 6. Councillor election ballot paper formality rules](#) for information.

When a ballot paper is challenged, the election manager will write 'admitted' or 'rejected' on the back of each challenged paper with their initials and the date. If required, the election manager may also place a dot sticker on admitted ballot papers and write their interpretation of a preference number on the dot sticker next to the number on the ballot paper for clarity.

'Admitted' and 'rejected' are the only terms allowed to be written on ballot papers. Details of your challenge will not be recorded on a ballot paper.

❗ Important: The election manager's decision on a challenged ballot paper is final.

4.5 Availability of results

You may request the following information during a computer count:

1. First preference votes counted

Provisional results in the form of the *First preference votes counted* report may be generated and shared with you throughout the count, using the below table as a guide to frequency:

Estimated count duration	Less than 1 hour	1 to 3 hours	More than 3 hours
Data extraction frequency	End of count only	1.5 hours and end of count	1.5 hours, then minimum of every 3 hours and end of count

The election manager will post a copy of the report in an accessible location within the venue for you to view.

Result reports should not be shared with anyone other than your candidate (e.g., the media or other interested parties) until they are officially announced or published by the VEC.

2. Ballot paper details report

During the count the *Ballot paper details* report may be used by the computer count team leader when auditing batches. Upon request, the election manager can provide a copy of this report to candidates.

When election material has been sealed and stored after the declaration, the data will no longer be available.

More information on the reports available to candidates and scrutineers for computer counts can be found in the *Availability of results guide* online at vec.vic.gov.au from October, or from the election manager by request.

4.6 Adjournment

The election manager can suspend the extraction of ballot papers or the count of votes. This can occur for reasons such as:

- it is the end of the day and the venue must be packed up so counting can continue at a later date (usually the next day)
- an emergency or natural disaster.

If counting or ballot paper extraction is suspended, the election manager will inform all scrutineers that are present. Your candidates will be notified by email of the time, location and additional details (such as the scrutineer quota) for resuming the activity.

If counting or ballot paper extraction is adjourned for any reason, all ballot material will be packed and securely stored.

4.7 Recount of votes

A recount can be conducted for the leadership team election or councillor election any time after the provisional results have been calculated for the relevant election but before the declaration of the result. A recount involves the election manager opening a sealed parcel or parcels containing ballot papers to recount them:

- if they think it is necessary, or
- if a candidate submits a request in writing, and the election manager is satisfied the reasons given by the candidate may have affected the election result.

A candidate can only request a recount following the completion of the count activities and up until declaration. Any request received outside of this period will be rejected.

Candidates are not allowed to be present at a recount. They can appoint scrutineers to represent their interests at a recount.

The election manager:

- can conduct one or more recounts
- may recount specific parcels of ballot papers (partial recount) or all ballot papers (full recount)
- will make reasonable efforts to inform candidates before they conduct a recount
- may reverse any decision on any ballot paper (during a recount only).

A partial recount usually involves reviewing the informal ballot papers and considering whether they may be counted as formal. Any previously informal ballot papers that are found to be formal can be returned to the count.

The election manager will consider several factors when deciding to conduct a recount, including:

- any close margins at critical points during the preference distribution
- any procedural or system errors or failures that may have interrupted or interfered with the counting process
- the accessibility of the counting process for scrutineers to properly perform their duties.

The result of a recount supersedes the original count.

5. Electoral compliance – scrutineers

Overview

This chapter describes the offences that exist for local council elections relevant to scrutineers.

5.1 Offences

Offences for local council elections are listed in the Local Government Act. They apply to Melbourne City Council elections, the City of Melbourne Act and City of Melbourne Regulations by virtue of section 4 of the City of Melbourne Act.

Removal of scrutineers from a venue

As a scrutineer, you may be removed from a venue if:

- you commit any breach of the Local Government Act or the Local Government Regulations
- you handle any ballot papers
- you disrupt or hinder election activities, or behave in a disorderly manner
- you fail to obey a lawful direction from an election official.

False or misleading declaration

Under section 293 of the Local Government Act, it is an indictable offence to knowingly make a false written or spoken statement in a significant matter about voter enrolment or any declaration or application (such as an *Appointment and declaration of scrutineer (MCC)* form) under the Local Government Act, Local Government Regulations, City of Melbourne Act or City of Melbourne Regulations.

The maximum penalty is 600 penalty units or 5 years imprisonment.

Tampering

Under section 296 of the Local Government Act, it is an indictable offence to:

- open any sealed envelope containing a ballot paper, or break the seal or open any ballot box or parcel sealed under the Local Government Act, Local Government Regulations, City of Melbourne Act or City of Melbourne Regulations, or
- deal with any ballot papers, voter's rolls or other material used at an election under the Local Government Act, Local Government Regulations, City of Melbourne Act or City of Melbourne Regulations.

This does not apply to a person authorised by the Local Government Act, Local Government Regulations, City of Melbourne Act or City of Melbourne Regulations.

The maximum penalty is 600 penalty units or 5 years imprisonment.

Secrecy of vote

Except as authorised by law, it is an offence under section 297 of the Local Government Act for a person who is present when a voter votes to:

- ascertain or disclose by word, act or other means, the vote of the voter, or
- directly or indirectly require, induce or attempt to induce the voter to show how the voter intends to vote, or
- communicate with or assist the voter while voting, or
- look at the voter's vote or ballot paper.

The maximum penalty is 120 penalty units or one year imprisonment.

Interfering with postal ballots

Under section 299 of the Local Government Act, it is an indictable offence to interfere with any postal ballot material that will be sent or delivered to a voter by the VEC at an election.

This does not apply to a person who is acting with the authority of the VEC.

The maximum penalty is 600 penalty units or 5 years imprisonment.

Interference with rights

Under section 301(1) of the Local Government Act, it is an indictable offence for a person to hinder or interfere with the free exercise or performance of any other person's political right or duty relevant to an election.

The maximum penalty is 600 penalty units or 5 years imprisonment.

6. Feedback and complaints

Overview

This chapter provides information on our election complaints process.

6.1 Responding to feedback and complaints

The VEC has a customer feedback and complaints process for receiving and responding to feedback and complaints. This is detailed in our customer feedback policy and our customer service charter, available online at vec.vic.gov.au/complaints

Please submit your feedback or complaints to our Customer Feedback and Complaints team. You can do this:

- using the online tool at vec.vic.gov.au/complaints
- in writing to complaints@vec.vic.gov.au
- in writing to the election manager of the council in which you have been appointed as a scrutineer (only while the election office is open)
- by mail to Level 11, 530 Collins Street, Melbourne VIC 3000. Please address your letter to Customer Feedback and Complaints team.

Feedback and complaint processing

We will review all written feedback or complaints we receive. The content of the submission will determine who reviews and actions it. If the feedback or complaint:

- alleges an offence against the Act, it will be referred to the relevant enforcement agency (such as the Local Government Inspectorate (LGI) for candidate offences, or the Independent Broad-based Anti-corruption Commission (IBAC) for alleged offences of a current councillor)
- alleges a breach of local laws, it will be referred to the relevant council CEO
- alleges a criminal offence, it will be referred to Victoria Police
- relates to the administration of the election, including the actions and behaviours of election managers or their staff, it will be referred to the Electoral Commissioner or another authorised person for investigation and response.

If the matter has been referred externally, the VEC will advise the customer that the matter has been referred. In some cases, it may also be appropriate for us to notify the subject of the feedback or complaint that a matter has been raised, particularly where further information is necessary.

You may enquire about the progress of your submission by contacting the Customer Feedback and Complaints Team on 131 832 or 03 8620 1100.

Appendices

Appendix 1. Appointment and declaration of scrutineer (MCC) form

Appointment and declaration of scrutineer (MCC)

Councillor or Leadership team election

Election date

Before completing this form

1. A candidate can sign this original form by hand, or can sign by:
 - digitally pasting a copy of the candidate's signature into the form
 - signing a PDF on a tablet, smartphone or laptop using the 'draw' option (not a typed signature)
 - signing and scanning a hardcopy.
2. Scrutineers should make sure you have read the Scrutineer handbook on the VEC website at vec.vic.gov.au/scrutineer-council-election. It includes further details about this form, and useful information on scrutineer activities and expected behaviours.
3. It is an offence under the *Local Government Act 2020 (Vic)* to make a statement that you know is false or misleading in any declaration or application in relation to an election under the *Local Government Act 2020 (Vic)*, the *Local Government (Electoral) Regulations 2020 (Vic)* (the Regulations), the *City of Melbourne Act 2001 (Vic)* and the *City of Melbourne (Electoral) Regulations 2022 (Vic)*. This includes spoken statements or statements in writing. For more information see section 293(1) of the Act.

Candidate first and last name

Scrutineer first and last name

1 Appointment of a scrutineer

Candidate to complete. Please use BLOCK LETTERS.

I appoint of

to be a scrutineer at for the election on the above date.

Candidate signature Date

2 Scrutineer declaration

Scrutineer to complete in the presence of an election official. Please use BLOCK LETTERS.

I , scrutineer for

at the election for the council ward named above, declare that:

1. I agree to be a scrutineer for the above candidate.
2. I am eligible to be a scrutineer under the *Local Government Act 2020 (Vic)* and the *Local Government (Electoral) Regulations 2020 (Vic)*.
I am aware that a person cannot be appointed as a scrutineer if they are:
 - a) a councillor of the council the candidate has nominated in;
 - b) a candidate in this election or any other election for this council, held on the same day
 - c) an election official for the VEC.
3. I agree to obey all legal requirements in my capacity as a scrutineer.
4. I agree to follow all requirements set out in the *Conditions of entry for scrutineers*, outlined in the *Scrutineer handbook*.
5. I am aware it is an offence for a scrutineer to:
 - interfere with, or attempt to influence, any elector
 - communicate with any person except so far as is necessary for the role
 - handle any ballot papers.
6. I will not disclose any fact coming to my knowledge which I am required not to disclose according to the *Local Government Act 2020 (Vic)* and the *Local Government (Electoral) Regulations 2020 (Vic)*.
7. While performing the role as a properly appointed scrutineer I will not use any device to record or photograph:
 - a ballot paper
 - a declaration or form
 - any agent, appointee, contractor, or employee of the VEC (including election managers and election officials).
8. I am aware that failing to meet the conditions of this declaration may result in action taken against me, including (but not limited to) removal from the venue or prosecution.

Scrutineer signature Date

M307MCC (1 / 2)

Victorian Electoral Commission

Appendix 2. Registration checklist

To register as a scrutineer:	✓
Read the <i>Melbourne City Council elections 2024 Scrutineer handbook</i> available online at vec.vic.gov.au/scrutineer-council-election	
Complete an <i>Appointment and declaration of scrutineer (MCC)</i> form, available from the election manager, online at vec.vic.gov.au/scrutineer-council-election or in the <i>MCC Candidate information kit</i>	
Ensure your candidate has signed the form	
Bring an <i>Appointment and declaration of scrutineer (MCC)</i> form to the venue that is signed by the candidate	
Sign the declaration section of the form in front of an election official at registration	
Listen to the scrutineer briefing for information on your role	
Listen to the activity briefing for information on the activity you are observing	
You must follow all rules at the venue and follow the instructions of election managers and election officials.	

Appendix 3. Scrutineer rights and responsibilities poster

Scrutineer rights and responsibilities (MCC)

As a scrutineer for a Melbourne City Council election:

- You can observe all aspects of ballot paper processing for the election you have been appointed to observe.
- You can observe the activities outlined below and challenge an election official's decision on the formality of ballot papers during **computer counts and recounts**.


Activity ...	You can ...
Posting of ballot packs	Observe
Opening and emptying a ballot box	Observe
Opening and emptying a post office box	Observe
Receipt and processing of returned ballot paper envelopes	Observe
Ballot paper extraction	Observe
Initial sorting and batching of ballot papers	Observe
Further sorting and counting of above-the-line councillor election ballot papers	Observe, challenge
Computer count	Observe, challenge
Recount	Observe, challenge

Challenging ballot paper formality


- While observing **further sorting and counting of above-the-line councillor election ballot papers**, you can disagree with the decision of an election official to count a ballot paper by immediately calling 'Challenge' and alerting the election official and/or the counting team leader to the nature of your challenge.
- While observing **computer counting**, you can:
 - disagree with the data entry of a ballot paper by noting the batch number and ballot paper number of the ballot paper you are disputing, and raising it with the computer count team leader.
 - disagree with the decision of the election manager or assigned election official when reviewing informal ballot papers by immediately calling 'Challenge' and alerting the election manager or assigned election official to the nature of your challenge.
- You can challenge the decision to admit or reject a ballot paper, the formality of a ballot paper, or an election official's reading of preferences on a ballot paper.
- At a **recount**, challenged ballot papers will be reserved for decision by the election manager.
- The election manager's decision on a challenged ballot paper is final.

You must not touch a ballot paper, impede a count, or prevent an election official or another scrutineer from performing their duties.

You may be removed from the venue, with or without warning, if you do not follow an election official's instructions.



Scan the QR code for more information



STAT-LG-POSTER07

Appendix 4. Conditions of entry for scrutineers poster

Conditions of entry for scrutineers

Dos and don'ts of scrutineering

Do:

- Have the correct forms to access the activity you are here to observe.
- Participate in the required briefings provided to all scrutineers.
- Only enter the activity space when ballot material for your candidate's election is being processed.
- Keep your scrutineer lanyard visible at all times.
- Follow all the instructions of election managers and election officials.
- Behave courteously and professionally towards venue staff.

Don't:

- Communicate with anyone in the venue except when it is necessary for your scrutineer role.
- Touch ballot paper envelopes or ballot papers.
- Observe activities you are not registered and signed-in for.
- Distract election officials from performing their roles, such as by talking loudly, talking on mobile phones, or not giving election officials enough space to perform their duties.
- Obstruct or delay activities, or behave in a disorderly manner.
- Share results with anyone other than your candidate (e.g., the media or other interested parties) until they are officially announced or published by the VEC.

Use of electronic devices – restriction on recording

You can use an electronic device as long as it doesn't interfere with election activities. Please step away from the activity to use a mobile phone as it can be distracting.

While you are a scrutineer you must not use an electronic device or any other device to record or photograph:

- ballot papers
- declarations
- forms
- any VEC employee, agent, appointee, or contractor. This includes election managers and officials.


Electronic devices that must not be used to record or photograph include mobile phones, smart watches, tablets, laptops, cameras, video recorders, or any other technology that can record, save and transmit images and footage.

Penalties


Any misconduct or failure to obey the lawful directions of an election official is an offence and you may be removed from the venue.

Some offences are subject to a penalty of up to 600 penalty units or 5 years prison sentence. Please read the *Scrutineer handbook* for more information on offences.

The rules relating to scrutineer behaviour are detailed in the *Local Government Act 2020 (Vic)*, the *Local Government (Electoral) Regulations 2020 (Vic)*, and determinations issued by the VEC, which can be found on our website at vec.gov.au/determinations



Scan the QR code for more information



STAT-LG-POSTER01

Appendix 5. Leadership team election ballot paper formality rules

1. Ballot papers must have all boxes numbered using the full sequence of numbers (starting with 1) indicated on the ballot paper to be considered formal.
2. The only exception is where one box is left blank and would logically have contained the last number (such as when there are 6 teams and the number 6 is the only missing number).
3. Ballot papers must have a number 1 in, adjacent to, or level with, one box to be considered formal.
4. Numbers next to names are acceptable providing the voter's intention is clear.
5. Amendments are acceptable providing the voter's intention is clear. All other marks are to be ignored.
6. Unconventional but recognisable numbers, such as continental 1s and 7s and roman numerals are acceptable.

Recognisable numbers	
ONE	SEVEN
<i>i</i>	<i>vii</i>
<i>1</i>	<i>7</i>
<u><i>1</i></u>	<i>7</i>
<i>1</i>	<i>7</i>
<i>I</i>	<i>VII</i>

7. Numbers may be spelled out (for example one, two, three, etc.), but only in English.
8. Damaged ballot papers are formal if the voter had access to all candidate information on the ballot paper when recording their preferences.
9. Poorly formed numbers must be considered in the context of the whole ballot paper and are acceptable if they can reasonably be construed as numbers in the sequence.
10. More than one blank box makes the ballot paper informal.
11. A number missing from the sequence makes the ballot paper informal.
12. A number other than the last number in the sequence missing makes the ballot paper informal.
13. A duplicated number makes the ballot paper informal.
14. If the number '0' (zero) is included, the ballot paper is informal.
15. Ticks, crosses, As and Bs, etc., are not acceptable as indicators of preference and make the ballot paper informal.
16. Damaged ballot papers are informal if any candidate information or preferences are not visible.

Each sample ballot paper is numbered to demonstrate the corresponding formality rule.

City of Melbourne

Election of the Leadership Team of the Melbourne City Council
Lord Mayor and Deputy Lord Mayor

Number the boxes 1 to 6 in the order of your choice.
Number every box to make your vote count.
You must not use any number more than once.

<input type="checkbox"/>	6	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	2	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	4	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	1	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	3	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	5	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	

Formal

The numbers are consecutive, starting at 1

City of Melbourne

Election of the Leadership Team of the Melbourne City Council
Lord Mayor and Deputy Lord Mayor

Number the boxes 1 to 6 in the order of your choice.
Number every box to make your vote count.
You must not use any number more than once.

<input type="checkbox"/>	2	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	4	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	1	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	3	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>		CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	5	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	

Formal

Only one box left blank, clearly last preference

1. All boxes should be numbered using the full sequence of numbers as indicated on the ballot paper.

2. The only exception is where one box is left blank and would logically have contained the last preference.

City of Melbourne

Election of the Leadership Team of the Melbourne City Council
Lord Mayor and Deputy Lord Mayor

Number the boxes 1 to 6 in the order of your choice.
Number every box to make your vote count.
You must not use any number more than once.

<input type="checkbox"/>	2	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input checked="" type="checkbox"/>	1	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	3	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	4	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	5	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	6	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	

Formal

Even though there is a tick, number 1 is clear

City of Melbourne

Election of the Leadership Team of the Melbourne City Council
Lord Mayor and Deputy Lord Mayor

Number the boxes 1 to 6 in the order of your choice.
Number every box to make your vote count.
You must not use any number more than once.

2	<input type="checkbox"/>	CANDIDATE, Name	Lord Mayor	Team name
		CANDIDATE, Name	Deputy Lord Mayor	
3	<input type="checkbox"/>	CANDIDATE, Name	Lord Mayor	Team name
		CANDIDATE, Name	Deputy Lord Mayor	
6	<input type="checkbox"/>	CANDIDATE, Name	Lord Mayor	Team name
		CANDIDATE, Name	Deputy Lord Mayor	
1	<input type="checkbox"/>	CANDIDATE, Name	Lord Mayor	Team name
		CANDIDATE, Name	Deputy Lord Mayor	
4	<input type="checkbox"/>	CANDIDATE, Name	Lord Mayor	Team name
		CANDIDATE, Name	Deputy Lord Mayor	
5	<input type="checkbox"/>	CANDIDATE, Name	Lord Mayor	Team name
		CANDIDATE, Name	Deputy Lord Mayor	

Formal

Numbers outside boxes are still clearly allocated

3. Each ballot paper must have a number 1 in, adjacent to, or level with one box.

4. Numbers next to names are acceptable if the voter's intention is clear.

City of Melbourne

Election of the Leadership Team of the Melbourne City Council
Lord Mayor and Deputy Lord Mayor

Number the boxes 1 to 6 in the order of your choice.
Number every box to make your vote count.
You must not use any number more than once.

4	CANDIDATE, Name CANDIDATE, Name	Lord Mayor Deputy Lord Mayor	Team name
3	CANDIDATE, Name CANDIDATE, Name	Lord Mayor Deputy Lord Mayor	Team name
2*	CANDIDATE, Name CANDIDATE, Name	Lord Mayor Deputy Lord Mayor	Team name
1	CANDIDATE, Name CANDIDATE, Name	Lord Mayor Deputy Lord Mayor	Team name
6	CANDIDATE, Name CANDIDATE, Name	Lord Mayor Deputy Lord Mayor	Team name
5	CANDIDATE, Name CANDIDATE, Name	Lord Mayor Deputy Lord Mayor	Team name

Formal

The correction is clear

City of Melbourne

Election of the Leadership Team of the Melbourne City Council
Lord Mayor and Deputy Lord Mayor

Number the boxes 1 to 6 in the order of your choice.
Number every box to make your vote count.
You must not use any number more than once.

II	CANDIDATE, Name CANDIDATE, Name	Lord Mayor Deputy Lord Mayor	Team name
III	CANDIDATE, Name CANDIDATE, Name	Lord Mayor Deputy Lord Mayor	Team name
I	CANDIDATE, Name CANDIDATE, Name	Lord Mayor Deputy Lord Mayor	Team name
V	CANDIDATE, Name CANDIDATE, Name	Lord Mayor Deputy Lord Mayor	Team name
IV	CANDIDATE, Name CANDIDATE, Name	Lord Mayor Deputy Lord Mayor	Team name
VI	CANDIDATE, Name CANDIDATE, Name	Lord Mayor Deputy Lord Mayor	Team name

Formal

All figures clearly represented in unconventional format

5. Amendments are acceptable if the voter’s intention is clear. All other marks are ignored.

6. Unconventional but recognisable numbers (e.g. Roman numerals or continental numbers) are acceptable.

City of Melbourne

Election of the Leadership Team of the Melbourne City Council
Lord Mayor and Deputy Lord Mayor

Number the boxes 1 to 6 in the order of your choice.
Number every box to make your vote count.
You must not use any number more than once.

one	CANDIDATE, Name CANDIDATE, Name	Lord Mayor Deputy Lord Mayor	Team name
five	CANDIDATE, Name CANDIDATE, Name	Lord Mayor Deputy Lord Mayor	Team name
two	CANDIDATE, Name CANDIDATE, Name	Lord Mayor Deputy Lord Mayor	Team name
four	CANDIDATE, Name CANDIDATE, Name	Lord Mayor Deputy Lord Mayor	Team name
six	CANDIDATE, Name CANDIDATE, Name	Lord Mayor Deputy Lord Mayor	Team name
three	CANDIDATE, Name CANDIDATE, Name	Lord Mayor Deputy Lord Mayor	Team name

Formal

Written numbers are acceptable

City of Melbourne

Election of the Leadership Team of the Melbourne City Council
Lord Mayor and Deputy Lord Mayor

Number the boxes 1 to 6 in the order of your choice.
Number every box to make your vote count.
You must not use any number more than once.

6	CANDIDATE, Name CANDIDATE, Name	Lord Mayor Deputy Lord Mayor	Team name
2	CANDIDATE, Name CANDIDATE, Name	Lord Mayor Deputy Lord Mayor	Team name
4	CANDIDATE, Name CANDIDATE, Name	Lord Mayor Deputy Lord Mayor	Team name
1	CANDIDATE, Name CANDIDATE, Name	Lord Mayor Deputy Lord Mayor	Team name
3	CANDIDATE, Name CANDIDATE, Name	Lord Mayor Deputy Lord Mayor	Team name
5	CANDIDATE, Name CANDIDATE, Name	Lord Mayor Deputy Lord Mayor	Team name

Formal

Candidate information and preferences are discernible

7. Numbers may be written (one, two, three, etc.), but non-English words or characters are not acceptable.

8. Voter had access to all candidate information on the ballot paper when recording preferences.

City of Melbourne

Election of the Leadership Team of the Melbourne City Council
Lord Mayor and Deputy Lord Mayor

Number the boxes 1 to 6 in the order of your choice.
Number every box to make your vote count.
You must not use any number more than once.

<input type="checkbox"/>	6	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	2	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	4	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	1	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	3	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	5	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	

Formal

Numbers can be determined taking the whole ballot paper into account

City of Melbourne

Election of the Leadership Team of the Melbourne City Council
Lord Mayor and Deputy Lord Mayor

Number the boxes 1 to 6 in the order of your choice.
Number every box to make your vote count.
You must not use any number more than once.

<input type="checkbox"/>	5	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	4	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	2	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	3	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	6	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	1	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	

Informal

Numbers in the third and fourth boxes are not distinguishable

9a. Poorly formed numbers are acceptable if they can reasonably be construed as part of the sequence.

9b. Poorly formed numbers must be considered in the context of the whole ballot paper.

City of Melbourne

Election of the Leadership Team of the Melbourne City Council
Lord Mayor and Deputy Lord Mayor

Number the boxes 1 to 6 in the order of your choice.
Number every box to make your vote count.
You must not use any number more than once.

<input type="checkbox"/>	2	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>		CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	1	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>		CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	3	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>		CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	

Informal

More than one box left blank

City of Melbourne

Election of the Leadership Team of the Melbourne City Council
Lord Mayor and Deputy Lord Mayor

Number the boxes 1 to 6 in the order of your choice.
Number every box to make your vote count.
You must not use any number more than once.

<input type="checkbox"/>	4	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	5	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	1	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	2	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	6	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	
<input type="checkbox"/>	7	CANDIDATE, Name	Lord Mayor	Team name
<input type="checkbox"/>		CANDIDATE, Name	Deputy Lord Mayor	

Informal

Sequence broken between 2 and 4 (3 is missing)

10. More than one box left blank makes the ballot paper informal.

11. Any omission of a number from the sequence makes the ballot paper informal.

City of Melbourne

Election of the Leadership Team of the Melbourne City Council
Lord Mayor and Deputy Lord Mayor

Number the boxes 1 to 6 in the order of your choice.
Number every box to make your vote count.
You must not use any number more than once.

1	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	
3	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	
5	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	
6	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	
	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	
2	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	

Informal

The number 4 has been omitted from the sequence

City of Melbourne

Election of the Leadership Team of the Melbourne City Council
Lord Mayor and Deputy Lord Mayor

Number the boxes 1 to 6 in the order of your choice.
Number every box to make your vote count.
You must not use any number more than once.

2	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	
4	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	
1	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	
4	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	
3	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	
5	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	

Informal

The number 4 appears twice

12. Any omission of a number from the sequence makes the ballot paper informal.

13. Any duplicate of a number in the sequence makes the ballot paper informal.

City of Melbourne

Election of the Leadership Team of the Melbourne City Council
Lord Mayor and Deputy Lord Mayor

Number the boxes 1 to 6 in the order of your choice.
Number every box to make your vote count.
You must not use any number more than once.

4	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	
5	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	
3	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	
2	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	
0	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	
1	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	

Informal

Sequence must be 1, 2, 3 etc. Zero (0) is not permitted

City of Melbourne

Election of the Leadership Team of the Melbourne City Council
Lord Mayor and Deputy Lord Mayor

Number the boxes 1 to 6 in the order of your choice.
Number every box to make your vote count.
You must not use any number more than once.

2	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	
✓	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	
3	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	
4	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	
5	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	
6	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	

Informal

No number one

14. '0' (zero) makes the ballot paper informal as it is outside range of numbers in the instructions.

15a. Ticks, crosses, As and Bs, etc., are not acceptable as indicators of preference. Must have a number 1.

City of Melbourne

Election of the Leadership Team of the Melbourne City Council
Lord Mayor and Deputy Lord Mayor

Number the boxes 1 to 6 in the order of your choice.
Number every box to make your vote count.
You must not use any number more than once.

×	CANDIDATE, Name	Lord Mayor	Team name
×	CANDIDATE, Name	Deputy Lord Mayor	
×	CANDIDATE, Name	Lord Mayor	Team name
×	CANDIDATE, Name	Deputy Lord Mayor	
	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	
×	CANDIDATE, Name	Lord Mayor	Team name
×	CANDIDATE, Name	Deputy Lord Mayor	
×	CANDIDATE, Name	Lord Mayor	Team name
×	CANDIDATE, Name	Deputy Lord Mayor	
×	CANDIDATE, Name	Lord Mayor	Team name
×	CANDIDATE, Name	Deputy Lord Mayor	

Informal

Sequence stops after number one

15b. Ticks, crosses, As and Bs, etc., are not acceptable as indicators of preference.

City of Melbourne

Election of the Leadership Team of the Melbourne City Council
Lord Mayor and Deputy Lord Mayor

Number the boxes 1 to 6 in the order of your choice.
Number every box to make your vote count.
You must not use any number more than once.

6	CANDIDATE, Name	Lord Mayor	Team name
6	CANDIDATE, Name	Deputy Lord Mayor	
2	CANDIDATE, Name	Lord Mayor	Team name
2	CANDIDATE, Name	Deputy Lord Mayor	
4	CANDIDATE, Name	Lord Mayor	Team name
4	CANDIDATE, Name	Deputy Lord Mayor	
1	CANDIDATE, Name	Lord Mayor	Team name
1	CANDIDATE, Name	Deputy Lord Mayor	
3	CANDIDATE, Name	Lord Mayor	Team name
3	CANDIDATE, Name	Deputy Lord Mayor	
	CANDIDATE, Name	Lord Mayor	Team name
	CANDIDATE, Name	Deputy Lord Mayor	

Informal

The number 5 is missing

16. Candidate information or preferences are not visible.


Appendix 6. Councillor election ballot paper formality rules

Voting above-the-line

1. Ballot papers must have a preference mark in, adjacent to, or level with, one box to be considered formal. A single tick, a cross, or a number 1 are all acceptable preference marks.
2. A preference mark (a tick, a cross, or a number 1) in 2 or more boxes makes the ballot paper informal unless it is an obvious correction or rule 3 applies.
3. If a ballot paper has more than one box marked but only one preference mark (a tick, a cross, or a number 1) and the voter's intention is clear, the ballot paper is considered formal. Any marks other than the preference mark can be ignored.

Voting below-the-line

4. If a ballot paper has 9 or fewer candidates below the line, it must have all boxes numbered using the full sequence of numbers (starting with 1) indicated on the ballot paper to be considered formal, unless rule 5 or rule 12 apply.
5. If a ballot paper with 9 or fewer candidates below the line has one box left blank and that box would logically have contained the last number in the full sequence of numbers, the ballot paper is considered formal.
6. If a ballot paper has 10 or more candidates below the line, it must have at least 90% of boxes numbered using the full sequence of numbers (starting with 1) to be considered formal, unless rule 12 applies.
7. Ballot papers must have a number 1 in, adjacent to, or level with, one (and only one) box to be considered formal.
8. Numbers next to names are acceptable providing the voter's intention is clear.
9. Poorly formed numbers must be considered in the context of the whole ballot paper and are acceptable if they can reasonably be construed as numbers in the sequence.
10. A number missing from the sequence makes the ballot paper informal, unless rule 12 applies.
11. A duplicated number makes the ballot paper informal, unless rule 12 applies.
12. If a ballot paper appears to be informal but a change to only one marked preference (other than the first preference) on the ballot paper would make it formal, then the ballot paper can be considered formal.

 Note: In this scenario, the ballot paper is formal but preferences are only distributed up until the last consecutive number in the sequence before the error. This is known as the preference being 'exhausted'.
13. If the number '0' (zero) is included, the ballot paper is informal.
14. Ticks, crosses, As and Bs, etc., are not acceptable as indicators of preference and make the ballot paper informal.

General

15. Amendments are acceptable providing the voter's intention is clear. All other marks are to be ignored.
16. Unconventional but recognisable numbers, such as continental 1s and 7s and roman numerals are acceptable.

Recognisable numbers	
ONE	SEVEN
<i>i</i>	<i>vii</i>
<i>1</i>	<i>7</i>
<u><i>1</i></u>	<u><i>7</i></u>
<i>1</i>	<i>7</i>
<i>I</i>	<i>VII</i>

17. Numbers may be spelled out (for example one, two, three, etc.), but only in English.
18. Damaged ballot papers are formal if the voter had access to all candidate information on the ballot paper when recording their preferences.
19. Damaged ballot papers are informal if any candidate information or preferences are not visible.
20. If a ballot paper is marked both above the line and below the line, the marks below the line will be considered first. If the marks below the line result in the vote being considered informal, the marks above the line will be considered instead and the marks below the line will be ignored.

Directions **City of Melbourne** Election of 9 Councillors of the Melbourne City Council

Either
Place the single figure 1 in one, and one only of these squares to indicate the group voting ticket which you wish to adopt as your vote.

<input checked="" type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input checked="" type="checkbox"/>	OR	<input checked="" type="checkbox"/>	OR	<input checked="" type="checkbox"/>	OR	<input checked="" type="checkbox"/>	OR	<input checked="" type="checkbox"/>
Group name		Group name		Group name		Group name		Group name		Group name		Group name

Or
Place the numbers 1 to 35 in the squares immediately to the left of the names of the respective candidates so as to indicate the order of your preference for them.

<input type="checkbox"/> 3	CANDIDATE, Name Group name	<input type="checkbox"/> 1	CANDIDATE, Name Group name	<input type="checkbox"/> 8	CANDIDATE, Name Group name	<input type="checkbox"/> 11	CANDIDATE, Name Group name	<input type="checkbox"/> 15	CANDIDATE, Name Group name	<input type="checkbox"/> 19	CANDIDATE, Name Group name	<input type="checkbox"/> 24	CANDIDATE, Name Group name	<input type="checkbox"/> 27	CANDIDATE, Name Group name	<input type="checkbox"/> 30	CANDIDATE, Name Group name	<input type="checkbox"/> 17	CANDIDATE, Name
<input type="checkbox"/> 4	CANDIDATE, Name Group name	<input type="checkbox"/> 2	CANDIDATE, Name Group name	<input type="checkbox"/> 9	CANDIDATE, Name Group name	<input type="checkbox"/> 12	CANDIDATE, Name Group name	<input type="checkbox"/> 16	CANDIDATE, Name Group name	<input type="checkbox"/> 20	CANDIDATE, Name Group name	<input type="checkbox"/> 25	CANDIDATE, Name Group name	<input type="checkbox"/> 28	CANDIDATE, Name Group name	<input type="checkbox"/> 31	CANDIDATE, Name Group name	<input type="checkbox"/> 18	CANDIDATE, Name
<input type="checkbox"/> 5	CANDIDATE, Name Group name			<input type="checkbox"/> 10	CANDIDATE, Name Group name	<input type="checkbox"/> 13	CANDIDATE, Name Group name			<input type="checkbox"/> 21	CANDIDATE, Name Group name	<input type="checkbox"/> 26	CANDIDATE, Name Group name	<input type="checkbox"/> 29	CANDIDATE, Name Group name	<input type="checkbox"/> 32	CANDIDATE, Name Group name		
<input type="checkbox"/> 6	CANDIDATE, Name Group name					<input type="checkbox"/> 14	CANDIDATE, Name Group name			<input type="checkbox"/> 22	CANDIDATE, Name Group name								
<input type="checkbox"/> 7	CANDIDATE, Name Group name									<input type="checkbox"/> 23	CANDIDATE, Name Group name								

Note: and i are p provi

Formal – below-the-line
Below-the-line is formal as at least 90% of the boxes are numbered in consecutive sequence. Preferences will exhaust after 32. Above-the-line is informal but can be ignored in this case.

Example 5
Rules 2, 6 and 20

Directions **City of Melbourne** Election of 9 Councillors of the Melbourne City Council

Either
Place the single figure 1 in one, and one only of these squares to indicate the group voting ticket which you wish to adopt as your vote.

<input checked="" type="checkbox"/>	OR	<input type="checkbox"/> N	OR	<input type="checkbox"/> O	OR	<input type="checkbox"/> G	OR	<input type="checkbox"/> O	OR	<input type="checkbox"/> O	OR	<input type="checkbox"/> D	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>
Group name		Group name		Group name		Group name		Group name		Group name		Group name		Group name		Group name

Or
Place the numbers 1 to 35 in the squares immediately to the left of the names of the respective candidates so as to indicate the order of your preference for them.

<input type="checkbox"/> 1	CANDIDATE, Name Group name	<input type="checkbox"/> 27	CANDIDATE, Name Group name	<input type="checkbox"/> 29	CANDIDATE, Name Group name	<input type="checkbox"/> 8	CANDIDATE, Name Group name	<input type="checkbox"/> 6	CANDIDATE, Name Group name	<input type="checkbox"/> 22	CANDIDATE, Name Group name	<input type="checkbox"/> 1	CANDIDATE, Name Group name	<input type="checkbox"/> 14	CANDIDATE, Name Group name	<input type="checkbox"/> 17	CANDIDATE, Name Group name	<input type="checkbox"/> 34	CANDIDATE, Name
<input type="checkbox"/> 2	CANDIDATE, Name Group name	<input type="checkbox"/> 28	CANDIDATE, Name Group name	<input type="checkbox"/> 30	CANDIDATE, Name Group name	<input type="checkbox"/> 9	CANDIDATE, Name Group name	<input type="checkbox"/> 7	CANDIDATE, Name Group name	<input type="checkbox"/> 23	CANDIDATE, Name Group name	<input type="checkbox"/> 12	CANDIDATE, Name Group name	<input type="checkbox"/> 15	CANDIDATE, Name Group name	<input type="checkbox"/> 18	CANDIDATE, Name Group name	<input type="checkbox"/> 33	CANDIDATE, Name
<input type="checkbox"/> 3	CANDIDATE, Name Group name			<input type="checkbox"/> 31	CANDIDATE, Name Group name	<input type="checkbox"/> 10	CANDIDATE, Name Group name			<input type="checkbox"/> 24	CANDIDATE, Name Group name	<input type="checkbox"/> 13	CANDIDATE, Name Group name	<input type="checkbox"/> 16	CANDIDATE, Name Group name	<input type="checkbox"/> 19	CANDIDATE, Name Group name		
<input type="checkbox"/> 4	CANDIDATE, Name Group name					<input type="checkbox"/> 11	CANDIDATE, Name Group name			<input type="checkbox"/> 25	CANDIDATE, Name Group name					<input type="checkbox"/> 20	CANDIDATE, Name Group name		
<input type="checkbox"/> 5	CANDIDATE, Name Group name									<input type="checkbox"/> 26	CANDIDATE, Name Group name					<input type="checkbox"/> 21	CANDIDATE, Name Group name		
																<input type="checkbox"/> 32	CANDIDATE, Name Group name		

Note: and i are p provi

Formal – above-the-line
Below-the-line is informal as there are two number 1s. Above-the-line is formal as 'X' is a valid preference mark and all other marks are ignored.

Example 6
Rules 3, 7 and 20

Directions City of Melbourne Election of 9 Councillors of the Melbourne City Council

Either
Place the single figure 1 in one, and one only of these squares to indicate the group voting ticket which you wish to adopt as your vote.

<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>
Group name		Group name		Group name		Group name		Group name		Group name		Group name

Or
Place the numbers 1 to 35 in the squares immediately to the left of the names of the respective candidates so as to indicate the order of your preference for them.

<input type="checkbox"/>	CANDIDATE, Name Group name	1	<input type="checkbox"/>	CANDIDATE, Name Group name	6	<input type="checkbox"/>	CANDIDATE, Name Group name	8	<input type="checkbox"/>	CANDIDATE, Name Group name	11	<input type="checkbox"/>	CANDIDATE, Name Group name	21	<input type="checkbox"/>	CANDIDATE, Name Group name	23	<input type="checkbox"/>	CANDIDATE, Name Group name	15	<input type="checkbox"/>	CANDIDATE, Name Group name	18	<input type="checkbox"/>	CANDIDATE, Name Group name	28	<input type="checkbox"/>	CANDIDATE, Name Group name	Ungrouped
<input type="checkbox"/>	CANDIDATE, Name Group name	2	<input type="checkbox"/>	CANDIDATE, Name Group name	7	<input type="checkbox"/>	CANDIDATE, Name Group name	9	<input type="checkbox"/>	CANDIDATE, Name Group name	12	<input type="checkbox"/>	CANDIDATE, Name Group name	22	<input type="checkbox"/>	CANDIDATE, Name Group name	24	<input type="checkbox"/>	CANDIDATE, Name Group name	16	<input type="checkbox"/>	CANDIDATE, Name Group name	19	<input type="checkbox"/>	CANDIDATE, Name Group name	29	<input type="checkbox"/>	CANDIDATE, Name Group name	
<input type="checkbox"/>	CANDIDATE, Name Group name	3	<input type="checkbox"/>	CANDIDATE, Name Group name	10	<input type="checkbox"/>	CANDIDATE, Name Group name	13	<input type="checkbox"/>	CANDIDATE, Name Group name	25	<input type="checkbox"/>	CANDIDATE, Name Group name	17	<input type="checkbox"/>	CANDIDATE, Name Group name	20	<input type="checkbox"/>	CANDIDATE, Name Group name	27	<input type="checkbox"/>	CANDIDATE, Name Group name	30	<input type="checkbox"/>	CANDIDATE, Name Group name	31	<input type="checkbox"/>	CANDIDATE, Name Group name	
<input type="checkbox"/>	CANDIDATE, Name Group name	4	<input type="checkbox"/>	CANDIDATE, Name Group name	14	<input type="checkbox"/>	CANDIDATE, Name Group name	26	<input type="checkbox"/>	CANDIDATE, Name Group name	18	<input type="checkbox"/>	CANDIDATE, Name Group name	20	<input type="checkbox"/>	CANDIDATE, Name Group name	31	<input type="checkbox"/>	CANDIDATE, Name Group name	32	<input type="checkbox"/>	CANDIDATE, Name Group name	33	<input type="checkbox"/>	CANDIDATE, Name Group name				
<input type="checkbox"/>	CANDIDATE, Name Group name	5							<input type="checkbox"/>	CANDIDATE, Name Group name	27				<input type="checkbox"/>	CANDIDATE, Name Group name	32	<input type="checkbox"/>	CANDIDATE, Name Group name	33				<input type="checkbox"/>	CANDIDATE, Name Group name				

Note: and li are p provi

Formal
Below-the-line is formal as the voter's intent placing numbers next to names is clear and at least 90% of the boxes are numbered in consecutive sequence. Preferences will exhaust after 33.

Example 7
Rules 6 and 8

Directions City of Melbourne Election of 9 Councillors of the Melbourne City Council

Either
Place the single figure 1 in one, and one only of these squares to indicate the group voting ticket which you wish to adopt as your vote.

<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>
Group name		Group name		Group name		Group name		Group name		Group name		Group name

Or
Place the numbers 1 to 35 in the squares immediately to the left of the names of the respective candidates so as to indicate the order of your preference for them.

<input type="checkbox"/>	CANDIDATE, Name Group name	1	<input type="checkbox"/>	CANDIDATE, Name Group name	9	<input type="checkbox"/>	CANDIDATE, Name Group name	6	<input type="checkbox"/>	CANDIDATE, Name Group name	11	<input type="checkbox"/>	CANDIDATE, Name Group name	32	<input type="checkbox"/>	CANDIDATE, Name Group name	15	<input type="checkbox"/>	CANDIDATE, Name Group name	26	<input type="checkbox"/>	CANDIDATE, Name Group name	29	<input type="checkbox"/>	CANDIDATE, Name Group name	20	<input type="checkbox"/>	CANDIDATE, Name Group name	34
<input type="checkbox"/>	CANDIDATE, Name Group name	2	<input type="checkbox"/>	CANDIDATE, Name Group name	10	<input type="checkbox"/>	CANDIDATE, Name Group name	7	<input type="checkbox"/>	CANDIDATE, Name Group name	12	<input type="checkbox"/>	CANDIDATE, Name Group name	33	<input type="checkbox"/>	CANDIDATE, Name Group name	16	<input type="checkbox"/>	CANDIDATE, Name Group name	27	<input type="checkbox"/>	CANDIDATE, Name Group name	30	<input type="checkbox"/>	CANDIDATE, Name Group name	21	<input type="checkbox"/>	CANDIDATE, Name Group name	35
<input type="checkbox"/>	CANDIDATE, Name Group name	3	<input type="checkbox"/>	CANDIDATE, Name Group name	8	<input type="checkbox"/>	CANDIDATE, Name Group name	13	<input type="checkbox"/>	CANDIDATE, Name Group name	17	<input type="checkbox"/>	CANDIDATE, Name Group name	18	<input type="checkbox"/>	CANDIDATE, Name Group name	28	<input type="checkbox"/>	CANDIDATE, Name Group name	31	<input type="checkbox"/>	CANDIDATE, Name Group name	22	<input type="checkbox"/>	CANDIDATE, Name Group name	23	<input type="checkbox"/>	CANDIDATE, Name Group name	
<input type="checkbox"/>	CANDIDATE, Name Group name	4	<input type="checkbox"/>	CANDIDATE, Name Group name	14	<input type="checkbox"/>	CANDIDATE, Name Group name	26	<input type="checkbox"/>	CANDIDATE, Name Group name	19	<input type="checkbox"/>	CANDIDATE, Name Group name	24	<input type="checkbox"/>	CANDIDATE, Name Group name	25	<input type="checkbox"/>	CANDIDATE, Name Group name	32	<input type="checkbox"/>	CANDIDATE, Name Group name	33	<input type="checkbox"/>	CANDIDATE, Name Group name				
<input type="checkbox"/>	CANDIDATE, Name Group name	5																											

Note: and li are p provi

Formal
Below-the-line is formal. The numbers 5 and 10 may be poorly formed but they can be reasonably construed as part of the sequence when considering the full ballot paper.

Example 8
Rules 6 and 9

Directions **City of Melbourne** Election of 9 Councillors of the Melbourne City Council

Either
Place the single figure 1 in one, and one only of these squares to indicate the group voting ticket which you wish to adopt as your vote.

<input type="checkbox"/>	OR	<input checked="" type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>
Group name		Group name		Group name		Group name		Group name		Group name		Group name		Group name

Or
Place the numbers 1 to 35 in the squares immediately to the left of the names of the respective candidates so as to indicate the order of your preference for them.

<input type="checkbox"/> 6 CANDIDATE, Name Group name	<input type="checkbox"/> 11 CANDIDATE, Name Group name	<input type="checkbox"/> 16 CANDIDATE, Name Group name	<input type="checkbox"/> 19 CANDIDATE, Name Group name	<input type="checkbox"/> 23 CANDIDATE, Name Group name	<input type="checkbox"/> 1 CANDIDATE, Name Group name	<input type="checkbox"/> 25 CANDIDATE, Name Group name	<input type="checkbox"/> 14 CANDIDATE, Name Group name	<input type="checkbox"/> 30 CANDIDATE, Name Group name	<input type="checkbox"/> 34 CANDIDATE, Name
<input type="checkbox"/> 7 CANDIDATE, Name Group name	<input type="checkbox"/> 12 CANDIDATE, Name Group name	<input type="checkbox"/> 17 CANDIDATE, Name Group name	<input type="checkbox"/> 20 CANDIDATE, Name Group name	<input type="checkbox"/> 24 CANDIDATE, Name Group name	<input type="checkbox"/> 2 CANDIDATE, Name Group name	<input type="checkbox"/> 26 CANDIDATE, Name Group name	<input type="checkbox"/> 15 CANDIDATE, Name Group name	<input type="checkbox"/> 31 CANDIDATE, Name Group name	<input type="checkbox"/> 35 CANDIDATE, Name
<input type="checkbox"/> 8 CANDIDATE, Name Group name		<input type="checkbox"/> 18 CANDIDATE, Name Group name	<input type="checkbox"/> 21 CANDIDATE, Name Group name		<input type="checkbox"/> 3 CANDIDATE, Name Group name	<input type="checkbox"/> 27 CANDIDATE, Name Group name	<input type="checkbox"/> 16 CANDIDATE, Name Group name	<input type="checkbox"/> 32 CANDIDATE, Name Group name	
<input type="checkbox"/> 9 CANDIDATE, Name Group name			<input type="checkbox"/> 22 CANDIDATE, Name Group name		<input type="checkbox"/> 4 CANDIDATE, Name Group name			<input type="checkbox"/> 33 CANDIDATE, Name Group name	
<input type="checkbox"/> 10 CANDIDATE, Name Group name					<input type="checkbox"/> 5 CANDIDATE, Name Group name			<input type="checkbox"/> 28 CANDIDATE, Name Group name	
								<input type="checkbox"/> 29 CANDIDATE, Name Group name	

Note: and i are p provi

Formal – above-the-line
Below-the-line is informal as there are two errors in the sequence of numbers (13 is missing and 16 is repeated). Above-the-line is formal as only one box has been marked with preference mark '1' and the other box has been crossed out which is a clear correction.

Example 9
Rules 2, 10, 11 and 20

Directions **City of Melbourne** Election of 9 Councillors of the Melbourne City Council

Either
Place the single figure 1 in one, and one only of these squares to indicate the group voting ticket which you wish to adopt as your vote.

<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input checked="" type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>
Group name		Group name		Group name		Group name		Group name		Group name		Group name		Group name

Or
Place the numbers 1 to 35 in the squares immediately to the left of the names of the respective candidates so as to indicate the order of your preference for them.

<input type="checkbox"/> 7 CANDIDATE, Name Group name	<input type="checkbox"/> 5 CANDIDATE, Name Group name	<input type="checkbox"/> 12 CANDIDATE, Name Group name	<input type="checkbox"/> 15 CANDIDATE, Name Group name	<input type="checkbox"/> 19 CANDIDATE, Name Group name	<input type="checkbox"/> 1 CANDIDATE, Name Group name	<input type="checkbox"/> 27 CANDIDATE, Name Group name	<input type="checkbox"/> 30 CANDIDATE, Name Group name	<input type="checkbox"/> 21 CANDIDATE, Name Group name	<input type="checkbox"/> 17 CANDIDATE, Name
<input type="checkbox"/> 8 CANDIDATE, Name Group name	<input type="checkbox"/> 6 CANDIDATE, Name Group name	<input type="checkbox"/> 13 CANDIDATE, Name Group name	<input type="checkbox"/> 16 CANDIDATE, Name Group name	<input type="checkbox"/> 20 CANDIDATE, Name Group name	<input type="checkbox"/> 2 CANDIDATE, Name Group name	<input type="checkbox"/> 28 CANDIDATE, Name Group name	<input type="checkbox"/> 31 CANDIDATE, Name Group name	<input type="checkbox"/> 22 CANDIDATE, Name Group name	<input type="checkbox"/> 18 CANDIDATE, Name
<input type="checkbox"/> 9 CANDIDATE, Name Group name		<input type="checkbox"/> 14 CANDIDATE, Name Group name	<input type="checkbox"/> 17 CANDIDATE, Name Group name		<input type="checkbox"/> 3 CANDIDATE, Name Group name	<input type="checkbox"/> 29 CANDIDATE, Name Group name	<input type="checkbox"/> 32 CANDIDATE, Name Group name	<input type="checkbox"/> 23 CANDIDATE, Name Group name	
<input type="checkbox"/> 10 CANDIDATE, Name Group name			<input type="checkbox"/> 18 CANDIDATE, Name Group name		<input type="checkbox"/> 4 CANDIDATE, Name Group name			<input type="checkbox"/> 24 CANDIDATE, Name Group name	
<input type="checkbox"/> 11 CANDIDATE, Name Group name					<input type="checkbox"/> 5 CANDIDATE, Name Group name			<input type="checkbox"/> 25 CANDIDATE, Name Group name	
								<input type="checkbox"/> 26 CANDIDATE, Name Group name	

Note: and i are p provi

Formal – above-the-line
Below-the-line is informal as the numbers 5, 17, and 18 are all repeated breaking the sequence. Above-the-line is formal and will be considered in this case.

Example 10
Rules 1, 11, 12 and 20

Directions **City of Melbourne** Election of 9 Councillors of the Melbourne City Council

Either
Place the single figure 1 in one, and one only of these squares to indicate the group voting ticket which you wish to adopt as your vote.

<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>
Group name		Group name		Group name		Group name		Group name		Group name		Group name		Group name

Or
Place the numbers 1 to 35 in the squares immediately to the left of the names of the respective candidates so as to indicate the order of your preference for them.

<input type="checkbox"/> 6 CANDIDATE, Name Group name	<input type="checkbox"/> 4 CANDIDATE, Name Group name	<input type="checkbox"/> 24 CANDIDATE, Name Group name	<input type="checkbox"/> 33 CANDIDATE, Name Group name	<input type="checkbox"/> 22 CANDIDATE, Name Group name	<input type="checkbox"/> 17 CANDIDATE, Name Group name	<input type="checkbox"/> 1 CANDIDATE, Name Group name	<input type="checkbox"/> 29 CANDIDATE, Name Group name	<input type="checkbox"/> 12 CANDIDATE, Name Group name	<input type="checkbox"/> 27 CANDIDATE, Name
<input type="checkbox"/> 7 CANDIDATE, Name Group name	<input type="checkbox"/> 5 CANDIDATE, Name Group name	<input type="checkbox"/> 25 CANDIDATE, Name Group name	<input type="checkbox"/> 34 CANDIDATE, Name Group name	<input type="checkbox"/> 23 CANDIDATE, Name Group name	<input type="checkbox"/> 18 CANDIDATE, Name Group name	<input type="checkbox"/> 2 CANDIDATE, Name Group name	<input type="checkbox"/> 30 CANDIDATE, Name Group name	<input type="checkbox"/> 13 CANDIDATE, Name Group name	<input type="checkbox"/> 28 CANDIDATE, Name
<input type="checkbox"/> 8 CANDIDATE, Name Group name		<input type="checkbox"/> 26 CANDIDATE, Name Group name	<input type="checkbox"/> 35 CANDIDATE, Name Group name		<input type="checkbox"/> 19 CANDIDATE, Name Group name	<input type="checkbox"/> 3 CANDIDATE, Name Group name	<input type="checkbox"/> 31 CANDIDATE, Name Group name	<input type="checkbox"/> 14 CANDIDATE, Name Group name	
<input type="checkbox"/> 9 CANDIDATE, Name Group name			<input type="checkbox"/> 36 CANDIDATE, Name Group name		<input type="checkbox"/> 20 CANDIDATE, Name Group name			<input type="checkbox"/> 15 CANDIDATE, Name Group name	
<input type="checkbox"/> 10 CANDIDATE, Name Group name					<input type="checkbox"/> 21 CANDIDATE, Name Group name			<input type="checkbox"/> 16 CANDIDATE, Name Group name	
								<input type="checkbox"/> 32 CANDIDATE, Name Group name	

Note: and i are p provi

Formal

Below-the-line is formal. Although there is a break in the sequence after number 10, 90% of the boxes would be in sequence with a change to only one box. Preferences would exhaust after 10.

Example 11
Rules 6 and 12

Directions **City of Melbourne** Election of 9 Councillors of the Melbourne City Council

Either
Place the single figure 1 in one, and one only of these squares to indicate the group voting ticket which you wish to adopt as your vote.

<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>
Group name		Group name		Group name		Group name		Group name		Group name		Group name		Group name

Or
Place the numbers 1 to 36 in the squares immediately to the left of the names of the respective candidates so as to indicate the order of your preference for them.

<input type="checkbox"/> 1 CANDIDATE, Name Group name	<input type="checkbox"/> 6 CANDIDATE, Name Group name	<input type="checkbox"/> 8 CANDIDATE, Name Group name	<input type="checkbox"/> 11 CANDIDATE, Name Group name	<input type="checkbox"/> 15 CANDIDATE, Name Group name	<input type="checkbox"/> 17 CANDIDATE, Name Group name	<input type="checkbox"/> 22 CANDIDATE, Name Group name	<input type="checkbox"/> 25 CANDIDATE, Name Group name	<input type="checkbox"/> 28 CANDIDATE, Name Group name	<input type="checkbox"/> 34 CANDIDATE, Name
<input type="checkbox"/> 2 CANDIDATE, Name Group name	<input type="checkbox"/> 7 CANDIDATE, Name Group name	<input type="checkbox"/> 9 CANDIDATE, Name Group name	<input type="checkbox"/> 12 CANDIDATE, Name Group name	<input type="checkbox"/> 16 CANDIDATE, Name Group name	<input type="checkbox"/> 18 CANDIDATE, Name Group name	<input type="checkbox"/> 23 CANDIDATE, Name Group name	<input type="checkbox"/> 26 CANDIDATE, Name Group name	<input type="checkbox"/> 29 CANDIDATE, Name Group name	<input type="checkbox"/> 0 CANDIDATE, Name
<input type="checkbox"/> 3 CANDIDATE, Name Group name		<input type="checkbox"/> 10 CANDIDATE, Name Group name	<input type="checkbox"/> 13 CANDIDATE, Name Group name		<input type="checkbox"/> 19 CANDIDATE, Name Group name	<input type="checkbox"/> 24 CANDIDATE, Name Group name	<input type="checkbox"/> 27 CANDIDATE, Name Group name	<input type="checkbox"/> 30 CANDIDATE, Name Group name	
<input type="checkbox"/> 4 CANDIDATE, Name Group name			<input type="checkbox"/> 14 CANDIDATE, Name Group name		<input type="checkbox"/> 20 CANDIDATE, Name Group name			<input type="checkbox"/> 31 CANDIDATE, Name Group name	
<input type="checkbox"/> 5 CANDIDATE, Name Group name					<input type="checkbox"/> 21 CANDIDATE, Name Group name			<input type="checkbox"/> 32 CANDIDATE, Name Group name	
								<input type="checkbox"/> 33 CANDIDATE, Name Group name	

Note: and i are p provi

Informal

The ballot paper is informal as the number '0' (zero) cannot be included in the sequence below the line and no preference has been marked above the line.

Example 12
Rule 13

Directions **City of Melbourne** Election of 9 Councillors of the Melbourne City Council

Either
Place the single figure 1 in one, and one only of these squares to indicate the group voting ticket which you wish to adopt as your vote.

<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input checked="" type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>
Group name		Group name		Group name		Group name		Group name		Group name		Group name		Group name

Or
Place the numbers 1 to 35 in the squares immediately to the left of the names of the respective candidates so as to indicate the order of your preference for them.

<input type="checkbox"/> 23 CANDIDATE, Name Group name	<input type="checkbox"/> 21 CANDIDATE, Name Group name	<input type="checkbox"/> 31 CANDIDATE, Name Group name	<input checked="" type="checkbox"/> 1 CANDIDATE, Name Group name	<input type="checkbox"/> 5 CANDIDATE, Name Group name	<input type="checkbox"/> 7 CANDIDATE, Name Group name	<input type="checkbox"/> 28 CANDIDATE, Name Group name	<input type="checkbox"/> 18 CANDIDATE, Name Group name	<input type="checkbox"/> 12 CANDIDATE, Name Group name	<input type="checkbox"/> 34 CANDIDATE, Name
<input type="checkbox"/> 24 CANDIDATE, Name Group name	<input type="checkbox"/> 22 CANDIDATE, Name Group name	<input type="checkbox"/> 32 CANDIDATE, Name Group name	<input type="checkbox"/> 2 CANDIDATE, Name Group name	<input type="checkbox"/> 6 CANDIDATE, Name Group name	<input type="checkbox"/> 8 CANDIDATE, Name Group name	<input type="checkbox"/> 29 CANDIDATE, Name Group name	<input type="checkbox"/> 19 CANDIDATE, Name Group name	<input type="checkbox"/> 13 CANDIDATE, Name Group name	<input type="checkbox"/> 35 CANDIDATE, Name
<input type="checkbox"/> 25 CANDIDATE, Name Group name		<input type="checkbox"/> 33 CANDIDATE, Name Group name	<input type="checkbox"/> 3 CANDIDATE, Name Group name		<input type="checkbox"/> 9 CANDIDATE, Name Group name	<input type="checkbox"/> 30 CANDIDATE, Name Group name	<input type="checkbox"/> 20 CANDIDATE, Name Group name	<input type="checkbox"/> 14 CANDIDATE, Name Group name	
<input type="checkbox"/> 26 CANDIDATE, Name Group name			<input type="checkbox"/> 4 CANDIDATE, Name Group name		<input type="checkbox"/> 10 CANDIDATE, Name Group name			<input type="checkbox"/> 15 CANDIDATE, Name Group name	
<input type="checkbox"/> 27 CANDIDATE, Name Group name					<input type="checkbox"/> 11 CANDIDATE, Name Group name			<input type="checkbox"/> 16 CANDIDATE, Name Group name	
								<input type="checkbox"/> 17 CANDIDATE, Name Group name	

Note: and i are p provi

Formal – above-the-line
Below-the-line is informal as a tick mark is only acceptable as an indicator of preference above-the-line. Above-the-line is formal and will be considered in this case.

Example 13
Rules 1, 14 and 20

Directions **City of Melbourne** Election of 9 Councillors of the Melbourne City Council

Either
Place the single figure 1 in one, and one only of these squares to indicate the group voting ticket which you wish to adopt as your vote.

<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>
Group name		Group name		Group name		Group name		Group name		Group name		Group name		Group name

Or
Place the numbers 1 to 35 in the squares immediately to the left of the names of the respective candidates so as to indicate the order of your preference for them.

<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name
<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name
<input type="checkbox"/> CANDIDATE, Name Group name		<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name
<input type="checkbox"/> CANDIDATE, Name Group name			<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name
<input type="checkbox"/> CANDIDATE, Name Group name				<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name	<input type="checkbox"/> CANDIDATE, Name Group name

Note: and i are p provi

Formal
The ballot paper is damaged but all candidate information and preferences are visible. The ballot paper is formal.

Example 14
Rules 1 and 18

Directions **City of Melbourne** Election of 9 Councillors of the Melbourne City Council

Either
Place the single figure 1 in one, and one only of these squares to indicate the group voting ticket which you wish to adopt as your vote.

<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>
Group name		1		2		3		Group name		Group name

Or
Place the numbers 1 to 35 in the squares immediately to the left of the names of the respective candidates so as to indicate the order of your preference for them.

<input type="checkbox"/>	CANDIDATE, Name Group name	<input type="checkbox"/>	1	CANDIDATE, Name Group name	<input type="checkbox"/>	3	CANDIDATE, Name Group name	<input type="checkbox"/>	6	CANDIDATE, Name Group name	<input type="checkbox"/>	CANDIDATE, Name Group name	<input type="checkbox"/>	CANDIDATE, Name Group name	<input type="checkbox"/>	CANDIDATE, Name Group name	
<input type="checkbox"/>	CANDIDATE, Name Group name	<input type="checkbox"/>	2	CANDIDATE, Name Group name	<input type="checkbox"/>	4	CANDIDATE, Name Group name	<input type="checkbox"/>	7	CANDIDATE, Name Group name	<input type="checkbox"/>	CANDIDATE, Name Group name	<input type="checkbox"/>	CANDIDATE, Name Group name	<input type="checkbox"/>	CANDIDATE, Name Group name	
<input type="checkbox"/>	CANDIDATE, Name Group name	<input type="checkbox"/>		<input type="checkbox"/>	5	CANDIDATE, Name Group name	<input type="checkbox"/>	8	CANDIDATE, Name Group name	<input type="checkbox"/>	CANDIDATE, Name Group name	<input type="checkbox"/>	CANDIDATE, Name Group name	<input type="checkbox"/>	CANDIDATE, Name Group name	<input type="checkbox"/>	CANDIDATE, Name Group name
<input type="checkbox"/>	CANDIDATE, Name Group name	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	9	CANDIDATE, Name Group name	<input type="checkbox"/>	CANDIDATE, Name Group name	<input type="checkbox"/>	CANDIDATE, Name Group name	<input type="checkbox"/>	CANDIDATE, Name Group name	<input type="checkbox"/>	CANDIDATE, Name Group name	
<input type="checkbox"/>	CANDIDATE, Name Group name	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	CANDIDATE, Name Group name	<input type="checkbox"/>	CANDIDATE, Name Group name	<input type="checkbox"/>	CANDIDATE, Name Group name	<input type="checkbox"/>	CANDIDATE, Name Group name	<input type="checkbox"/>	CANDIDATE, Name Group name

Note: and li are p provi

Informal
The ballot paper is damaged and candidate information and preferences are not all visible. The ballot paper is informal.

Example 15
Rule 19



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July 2024

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