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# VICTORIA GOVERNMENT GAZETTE

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MONDAY, JUNE 6

[1960

## The Constitution Act Amendment Acts.

At the Executive Council Chamber, Melbourne, the  
first day of June 1960.

PRESENT:

His Excellency the Governor of Victoria.  
Mr. Mibus | Mr. Fraser.

## VICTORIAN PARLIAMENTARY ELECTIONS REGULATIONS 1960

IN pursuance of the powers conferred by The Constitution Act Amendment Acts and all other powers enabling him in that behalf, His Excellency the Governor of the State of Victoria, by and with the advice of the Executive Council thereof, doth hereby make the Regulations following (that is to say):—

1. These Regulations may be cited as the *Victorian Parliamentary Elections Regulations 1960*.
2. The *Victorian Parliamentary Elections Regulations 1957* are hereby revoked.
3. These Regulations are divided into Parts and Divisions as follows:—

- Part I.—Voting by Unenrolled Voters.
- Part II.—Absent Voting.
- Part III.—Postal Voting.
- Part IV.—Compulsory Voting.
- Part V.—Miscellaneous.

Division 1.—Declaration of voters unable to produce naturalization certificates.

Division 2.—Ballot-papers set aside for separate custody.

Division 3.—Rates of allowances for expenses of conducting elections.

4. In these Regulations unless inconsistent with the context or subject matter—

“ Chief Electoral Officer ” means the Chief Electoral Officer for the State of Victoria;

“ District ” means Electoral District;

“ Part ” means Part of these Regulations;

“ Province ” means Electoral Province;

“ Subdivision ” means subdivision of a Province (or District) and also includes any unsubdivided District;

“ the Act ” means *The Constitution Act Amendment Act 1958* as amended by any Act;

and any reference to a form shall be a reference to the form in the First Schedule hereto or to any form to the like effect; and any duty prescribed for a Deputy Returning Officer for any Province (or District) may be performed by the Returning Officer for that Province (or District).

#### PART I.—VOTING BY UNENROLLED VOTERS.

5. (1) This Part shall apply only to voting pursuant to section 186 of the Act.

(2) In this Part—

“ Elector ” means a person claiming to vote or voting pursuant to section 186 of the Act;

“ Registrar ” means Electoral Registrar appointed pursuant to the Act; and

“ Unenrolled voter ” means a person who has voted pursuant to section 186 of the Act.

6. The declaration of an elector shall be printed on an envelope, and shall be in accordance with Form 94.

7. The ballot-paper to be used by an elector shall be in accordance with Form 96, and shall be marked, folded, and returned in strict accordance with the Directions printed thereon. The names of the candidates and the name of the province (or district) may be either printed or written on such ballot-paper.

8. Before an elector makes a declaration the Deputy Returning Officer shall put to him the following questions:—

(i) Have you already voted in any electoral province (or district) to-day?

(In the case of an adjourned poll, the day from which the poll was adjourned should also be named.)

(ii) Have you received a postal ballot-paper enabling you to vote at any election for the Legislative Council or the Legislative Assembly (as the case may be) to-day?

And the said Deputy may, if he thinks fit, and, if required by any scrutineer or by any two persons entitled to vote at the polling place at which he presides, shall put to the elector the following questions:—

(iii) Do you now reside in the electoral province (or district) of (the province (or district) for which the person claims to vote)?

(iv) (Where the answer to the question numbered (iii) is in the negative)—

Did you reside in the electoral province (or district) of (the aforesaid province (or district)) at any time within the last three months?; and

(v) Are you a natural-born or naturalized subject of Her Majesty?

9. Every elector to whom any of the prescribed questions are put who refuses or omits to answer such questions or in answering them does not show his right to vote shall be and be deemed to be prohibited from voting then or afterwards at such election.

10. Before issuing a ballot-paper to any elector the Deputy Returning Officer shall on the front thereof initial the ballot-paper in the space provided for the purpose and (if not already printed thereon) write the name of the province (or district) for which the elector declares he is entitled to vote and the surnames and Christian (or other) names of all the candidates for the said province (or district), and if the surnames and Christian (or other) names of two or more candidates are the same, shall distinguish them by the addition of their residences and occupations.

11. Every Deputy Returning Officer shall make a record of the full name of every elector who votes at his polling place, together with the name of the province (*or* district) and subdivision for which the elector claims to vote and the name of the polling place at which the vote is polled, as indicated on the form of declaration, and at the close of the poll shall sign and forward the record to the Returning Officer.

12. The Deputy Returning Officer, who is authorized under the provisions of the Act to open the ballot-box, shall forthwith—

- (i) without opening any envelopes containing ballot-papers of unenrolled voters, transmit such envelopes to the Registrar for the subdivision for which the voters claim that they are entitled to vote; and
- (ii) furnish a report to the Returning Officer by telegraph, or by such other expeditious means as may be available, stating the total number of envelopes forwarded to such Registrar.

13. The Returning Officer for every province (*or* district) shall, before polling day, notify every Deputy Returning Officer of the name and address of the Registrar to whom declaration envelopes containing ballot-papers of unenrolled voters shall be transmitted pursuant to Regulation 12 (i).

14. The Registrar, on receipt of any envelope containing a ballot-paper of any unenrolled voter, shall, without opening the envelope, or allowing any other person to do so, examine the declaration of the voter and, after making such inquiry as may be necessary, return the envelope, unopened, to the Returning Officer and report to him, in the place provided for the purpose on the envelope, whether in the Registrar's opinion the voter is or is not a person to whom paragraph (a) or (b) of sub-section (1) of section 186 of the Act applies.

15. Every Returning Officer shall preserve in his custody—

- (a) a book, in which he shall keep a record from time to time of the number of envelopes bearing declarations received by him from Registrars; and
- (b) a locked and sealed ballot-box marked "Unenrolled Voters," into which he shall forthwith place all such envelopes.

16. Upon the receipt from the Registrars of the envelopes containing ballot-papers of unenrolled voters the Returning Officer shall, with the assistance of such officers and poll clerks as he may deem necessary and in the presence of such of the scrutineers as choose to be present, but of no other persons, deal with the said envelopes and ballot-papers as follows:—

- (a) open the ballot-box and produce all envelopes contained therein;
- (b) (i) place in one parcel the unopened envelopes bearing the declarations of, and containing the ballot-papers of, persons who, according to the Registrars' reports, are persons to whom paragraph (a) or (b) of sub-section (1) of section 186 of the Act applies;
- (ii) examine such declarations to ensure that they are properly completed; and
- (iii) accept for further scrutiny the ballot-papers contained in such envelopes, as hereinafter provided:

Provided that the Returning Officer may accept for further scrutiny any such ballot-paper in respect of which the relevant declaration has been duly signed and attested, notwithstanding that in such declaration there is an omission or an incorrect or insufficient description or a misdescription in respect of any of the particulars required to be contained therein, if the Returning Officer is satisfied that the elector is entitled to vote;

- (c) place in another parcel all of the remaining unopened envelopes bearing or purporting to bear the declarations of unenrolled voters, fasten and seal the parcel, endorse thereon the words "Unenrolled Voters' Ballot-papers Rejected at the Preliminary Scrutiny" and add the name of his province (*or* district), his signature and the date;
- (d) place the envelopes containing the ballot-papers which he has decided to accept for further scrutiny before him on a table in such a manner that the face only of each envelope bearing the address of the Returning Officer shall be visible;

- (e) without further examining the declaration of any voter, or permitting any other person to do so, withdraw from each envelope the ballot-paper contained therein, and without inspecting or unfolding such ballot-paper, or allowing any other person to do so, forthwith deposit the folded ballot-paper in a locked and sealed ballot-box for further scrutiny; and
- (f) place the envelopes in a parcel endorsed with the words "Envelopes bearing unenrolled voters' declarations from which ballot-papers have been withdrawn for further scrutiny," fasten the parcel, add the name of the province (or district), his signature, and the date.
17. At the further scrutiny the Returning Officer shall open the ballot-box referred to in Regulation 16 (e), examine the ballot-papers contained therein, reject all informal ballot-papers, and count the first preference votes given for each candidate on all unrejected ballot-papers.
18. (1) The provisions of the Act in regard to the rejection of invalid ballot-papers shall apply to ballot-papers under this Part.
- (2) A ballot-paper shall not be rejected as informal merely because the surname only of any candidate has been written thereon if no other candidate has the same surname or because of the entry of a wrong Christian name, or address, or occupation, or of any mistake in spelling where there is no doubt as to the identity of the candidate.
- (3) A ballot-paper shall not be rejected as informal merely because of a formal defect therein through the name of the wrong province (or district) appearing thereon, or the omission of the name of the province (or district).
19. As soon as practicable after polling day, the Returning Officer shall enclose all ballot-papers, envelopes, and records in a sealed packet and comply with section 212 of the Act.

#### PART II.—ABSENT VOTING.

20. The exercise of the right of voting at a polling place as an absent voter is dependent upon the arrangements, at the polling place at which the elector claims to vote as an absent voter, being such as to enable the vote to be recorded without interference with the rights of the electors enrolled for the subdivision for which the polling place is appointed.
21. The declaration of an absent voter pursuant to section 187 (4) (a) of the Act shall be in accordance with Form 100, and shall be printed on an envelope addressed to the Returning Officer for the province (or district) for which the elector declares that he is enrolled.
22. Before any person makes any declaration for absent voting, the Deputy Returning Officer shall warn him that if he personates any elector for the purpose of voting, or knowingly makes a false declaration, he will be guilty of a misdemeanour.
23. The ballot-paper of an absent voter shall be in accordance with Form 101, provided that the names of the candidates and the name of the province (or district) may be either printed or written thereon, and shall be marked, folded, and returned in strict accordance with the directions printed thereon.
24. Before issuing an absent voter's ballot-paper the Deputy Returning Officer shall on the front thereof initial the ballot-paper in the space provided for the purpose, and (if not already printed thereon) write in the name of the province (or district) for which the elector declares he is enrolled, and the surnames and Christian (or other) names of all the candidates for that province (or district), and, if the surnames and Christian (or other) names of two or more candidates are the same, shall distinguish them by the addition of their residences and occupations.
25. The Deputy Returning Officer shall make a record of the full name of each elector who has voted at his polling place as an absent voter, together with the name of the province (or district) and subdivision for which the elector declares that he is enrolled, and the name of the polling place at which the vote is polled, as indicated on the form of declaration, and at the close of the poll shall sign and forward the record to the Returning Officer for the province (or district) in respect of which the Deputy Returning Officer is appointed.

26. (1) The Deputy Returning Officer who is authorized under the provisions of the Act to open the ballot-box shall forthwith without opening any envelopes containing absent voters' ballot-papers enclose such envelopes in a separate parcel, endorse such parcel with a description of the contents thereof, sign and date such endorsement, and forward such parcel, together with the sealed parcels required to be transmitted by the Act, to the Returning Officer for the province (or district) in respect of which the Deputy Returning Officer is appointed.

(2) The Returning Officer shall advise the Returning Officers for other provinces (or districts) by telegraph, or by such other expeditious means as may be available, of the number of absent votes polled for those provinces (or districts) within the province (or district) for which the first-mentioned Returning Officer acts, and shall transmit to the said Returning Officers in separate parcels and by the first available mail the envelopes containing the absent votes so polled.

27. Every Returning Officer shall preserve in his custody—

- (a) a book in which he shall record from time to time the respective numbers of envelopes bearing absent voters' declarations—
  - (i) despatched by him to Returning Officers for other provinces (or districts); and
  - (ii) received by him from Returning Officers for other provinces (or districts).
- (b) a locked and sealed ballot-box marked "Absent Voters' Ballot-box" into which he shall forthwith place all envelopes bearing absent voters' declarations received by him from such Returning Officers.

28. Upon the receipt by a Returning Officer of envelopes containing absent voters' ballot-papers, the Returning Officer shall, with the assistance of such officers and poll clerks as he may deem necessary and in the presence of such of the scrutineers as choose to be present, but of no other persons, deal with the said envelopes and ballot-papers as follows:—

- (a) open the ballot-box, produce the envelopes therein and examine such envelopes to ensure that the declarations thereon are properly completed;
- (b) place in one parcel the unopened envelopes bearing the duly signed and attested declarations of those persons who he is satisfied are enrolled for and entitled to vote in respect of his province (or district), accept for further scrutiny the ballot-papers contained therein and place a mark opposite the name of each of such persons on a certified copy of the roll to be used by him for the purposes of the scrutiny:

Provided that the Returning Officer may accept for further scrutiny any such ballot-paper in respect of which the relevant declaration has been duly signed and attested, notwithstanding that in such declaration there is an omission or an incorrect or insufficient description or a misdescription in respect of any of the particulars required to be contained therein, if the Returning Officer is satisfied that the elector is entitled to vote;

- (c) place in another parcel all of the remaining unopened envelopes bearing or purporting to bear the declarations of absent voters, fasten and seal the parcel, endorse thereon the words "Absent Voters' Ballot-papers Rejected at the Preliminary Scrutiny", and add the name of his province (or district), his signature and the date;
- (d) place the envelopes containing the ballot-papers which he has decided to accept for further scrutiny before him on a table in such a manner that the face only of each envelope bearing the address of the Returning Officer shall be visible;
- (e) without further examining the declaration of any voter, or permitting any other person to do so, withdraw from each envelope the ballot-paper contained therein, and without inspecting or unfolding such ballot-paper, or allowing any other person to do so, forthwith deposit the folded ballot-paper in a locked and sealed ballot-box for further scrutiny; and

(f) place the envelopes in a parcel endorsed with the words "Envelopes bearing absent voters' declarations from which ballot-papers have been withdrawn for further scrutiny", fasten the parcel, add the name of the province (*or* district), his signature, and the date.

29. At the further scrutiny the Returning Officer shall open the ballot-box referred to in Regulation 28 (e), examine the absent voters' ballot-papers contained therein, reject all informal ballot-papers, and count the first-preference votes given for each candidate on all unrejected ballot-papers.

30. (1) The provisions of the Act in regard to the rejection of invalid ballot-papers shall apply to absent voters' ballot-papers.

(2) An absent voter's ballot-paper shall not be rejected as invalid merely because the surname only of any candidate has been written thereon if no other candidate has the same surname, or of the entry of a wrong Christian name or address, or occupation, or of any mistake in spelling, where there is no doubt as to the identity of the candidate.

(3) An absent voter's ballot-paper shall not be rejected as informal merely because of a formal defect therein through the name of the wrong province (*or* district) appearing thereon, or the omission of the name of the province (*or* district).

31. As soon as practicable after polling day the Returning Officer shall enclose all ballot-papers, rolls, envelopes, and records relating to absent voting in a sealed packet and comply with section 212 of the Act.

#### PART III.—POSTAL VOTING.

32. This Part shall apply to voting by post pursuant to Division 15 of Part V. of the Act.

33. Together with the ballot-paper and envelope required by section 220 of the Act there shall be delivered or posted to the applicant a copy of the "Directions to Elector and Authorized Witness" in accordance with Form 44 (a).

34. Where, pursuant to section 224 of the Act, any postal ballot-paper is delivered before the close of the poll on the polling day to any polling place open in Victoria, the Deputy Returning Officer at such polling place shall, without opening the envelope containing the same—

- (a) make a record of the name of the voter and the name of the electoral province (*or* district) and subdivision as endorsed on such envelope;
- (b) endorse on the envelope the words "Received by me at polling place" and add his signature, the words "Deputy Returning Officer" and the date; and
- (c) forthwith deposit the envelope in the ballot-box used for the purpose of the polling at his polling place.

35. (1) At the close of the poll, the Deputy Returning Officer shall—

- (a) open the ballot-box and remove therefrom all envelopes containing postal ballot-papers and without opening such envelopes enclose them in a separate parcel, endorse such parcel with a description of the contents thereof, sign and date such endorsement, and forward such parcel, together with the sealed parcels required to be transmitted by the Act, to the Returning Officer for the province (*or* district) in respect of which the Deputy Returning Officer is appointed; and
- (b) sign and forward the record of such voters to the said Returning Officer.

(2) The Returning Officer shall advise the Returning Officers for other provinces (*or* districts) by telegraph or by such other expeditious means as may be available of the number of postal votes polled in respect of those provinces (*or* districts) within the province (*or* district) for which the first-mentioned Returning Officer acts and shall transmit to the said Returning Officers in separate parcels and by the first available mail the envelopes containing the postal votes so polled.

36. Every Returning Officer shall preserve in his custody a book in which he shall record from time to time the respective numbers of envelopes containing postal ballot-papers—

- (a) despatched by him to Returning Officers for other provinces (or districts); and
- (b) received by him from Returning Officers for other provinces (or districts).

37. No postal ballot-paper shall be capable of being allowed by a Returning Officer unless he is satisfied that the envelope containing such postal ballot-paper has been received by him through the post before the close of the poll or has been transmitted to him pursuant to sub-section (2) of section 230 of the Act.

#### PART IV.—COMPULSORY VOTING.

38. (1) The marked roll on which the Returning Officer (or Substitute Returning Officer) is required to indicate by a distinguishing mark, pursuant to section 270 of the Act, the names of the electors who have not recorded their votes at the election, shall be a fair copy of the roll for each subdivision of the province (or district) for which the Returning Officer (or substitute) has been appointed.

(2) The marked roll for each province (or district) shall be certified by statutory declaration in accordance with Form 110.

(3) For the purpose of this Part, the rolls for all the subdivisions of a province (or district) shall together form the roll for that province (or district).

39. The notice which the Chief Electoral Officer is required, pursuant to section 271 of the Act, to send by post to each elector who has failed to record his vote shall be in accordance with Form 111.

40. The form of reply of any elector, pursuant to section 272 of the Act, shall be witnessed by an elector, or a person qualified to be an elector in the State of Victoria, and shall be in accordance with Form 112.

41. (1) Where the reply of the elector states a reason for his failure to record his vote which, in the opinion of the Chief Electoral Officer is not a valid and sufficient reason for that failure, the Chief Electoral Officer shall, after endorsing on the marked roll his opinion in accordance with section 272 of the Act, notify the elector, in accordance with Form 113, of his opinion, and inform him that he has the option of having the matter dealt with by the Chief Electoral Officer or by a Court of Petty Sessions.

(2) Before sending the notice referred to in Regulation 39 or that provided for by Regulation 41 (1), the Chief Electoral Officer shall insert therein a date (not being less than twenty-one days after the date of the posting of the notice) before, or on which, the form at the foot of the notice, duly filled up and signed by the elector and witnessed, is to be in the hands of the Chief Electoral Officer.

(3) Any elector to whom a notification has been sent pursuant to Regulation 41 (1), who desires the matter to be dealt with by the Chief Electoral Officer, and who is prepared to abide by the decision of that officer, may notify the Chief Electoral Officer in accordance with Form 114.

42. Pursuant to section 274 of the Act—

- (a) The Chief Electoral Officer may make an order in accordance with Form 115 requiring the elector to pay a sum of not more than Ten shillings.
- (b) If the sum as stated in the order of the Chief Electoral Officer is not paid within fourteen days after the date of the order, the Chief Electoral Officer may forward to a Clerk of a Court of Petty Sessions a certificate under his hand in accordance with Form 116.

43. (1) The Chief Electoral Officer may, pursuant to section 274 of the Act, authorize in writing, in respect of any province (or district) some person to institute proceedings for the enforcement of penalties under the said section.

(2) Such authorization shall be in accordance with Form 117.

44. In any proceedings in a Court of Petty Sessions against an elector for a contravention of section 272 of the Act, there shall be served on the defendant a notice, in accordance with Form 118, that the defendant may attend the Court and answer the charge in person, or may, at any time, not less than seven days before the date fixed for the hearing, lodge with or send by post to the Chief Electoral Officer, a statutory declaration setting out any matter which he desires to set out in answer to the charge, and unless the said Chief Electoral Officer after inquiring into the truth of the statements therein set out, so far as it is practicable for him to do so, is satisfied with the explanation given, and authorizes an application to the Court for the withdrawal of the charge, the matter shall be proceeded with. The notice may be printed or written on the summons.

45. The certified extract of a marked roll (as referred to in section 273 of the Act) shall be in accordance with Form 119.

PART V.—MISCELLANEOUS.

*Division 1.—Declaration of Voters Unable to Produce Naturalization Certificates.*

46. Any person tendering his vote at any election who answers to a question put to such elector, pursuant to section 181 (2) (v) of the Act, that he is a naturalized subject of Her Majesty, but fails to produce his letters of naturalization on being required to do so by the Returning Officer or Deputy, shall be and be deemed to be prohibited from voting at such election unless he makes and signs before the Returning Officer or Deputy a declaration as required by section 183 (3) of the Act. Such declaration shall be in accordance with Form 68.

*Division 2.—Ballot-papers set aside for separate custody.*

47. Every envelope in which, pursuant to section 190 (2) of the Act, is placed a ballot-paper set aside for separate custody shall be endorsed by the Returning Officer or Deputy with the particulars in accordance with Form 78 (a).

*Division 3.—Rates of Allowances for Expenses of Conducting Elections.*

48. The rates of allowances for expenses of conducting elections shall be as set forth in the Second Schedule hereto.



## FIRST SCHEDULE.

FORM 44 (A).

Regulation 33.

State of Victoria.

*Postal Voting.*

## DIRECTIONS TO ELECTOR AND AUTHORIZED WITNESS.

(These Directions should be noted by the Elector and handed to the Authorized Witness for his information and guidance at the same time as the Elector exhibits his unmarked postal ballot-paper to such Authorized Witness.)

## DIRECTIONS TO ELECTOR.

- (a) The elector shall exhibit his postal ballot-paper unmarked to an authorized witness.
- (b) The elector shall in the presence of the authorized witness, but so that the witness cannot see the vote, indicate the order of his preference by placing the figures 1, 2, 3, 4 and so on opposite the candidates' names.
- (c) If the elector's sight is so impaired that he is unable to vote without assistance the authorized witness at the request of the elector—
  - (i) shall mark his vote on the ballot-paper and shall (if the elector so desires) mark the same in the presence of another person; or
  - (ii) shall permit some other person appointed by the elector to mark the ballot-paper for him.
- (d) The elector shall then fold the ballot-paper place it in the envelope provided and seal the envelope.
- (e) The elector shall then sign his name in his own handwriting on the envelope in the place provided for the signature of the voter.
- (f) The authorized witness shall then sign his name in his own handwriting in the place provided for the signature of the witness and shall add—
  - (i) if signed in Victoria, the address in respect of which the authorized witness is enrolled or entitled to be enrolled as an elector for the Legislative Council or the Legislative Assembly;
  - (ii) if signed outside Victoria, the title or capacity in respect of which he acts as an authorized witness and his address—and, in either case, the date.
- (g) The elector shall then post the ballot-paper or cause it to be posted to the Returning Officer at the address endorsed on the envelope so as to reach him before the close of the poll, or deliver it or cause it to be delivered before the close of the poll on the polling day to any polling place open in Victoria for transmission to such Returning Officer.

## DIRECTIONS TO AUTHORIZED WITNESS.

(See also the above "Directions to Elector".)

The authorized witness (whether within or outside Victoria) shall—

- (a) see that the foregoing directions are substantially complied with;
- (b) refrain from looking at the vote given by the elector except where the elector cannot vote without assistance and the elector requests his assistance;
- (c) not disclose any knowledge officially acquired by him touching the vote of the elector, save in answer to some question which he is legally bound to answer or in compliance with the express provisions of the law relating to parliamentary elections.

An authorized witness (whether within or outside Victoria) shall not—

- (a) visit any elector for the purpose of witnessing the signature of such elector to the declaration relating to his postal ballot-paper;
- (b) witness the signature of any elector to the declaration relating to his postal ballot-paper at any place other than the ordinary residence or place of business of the authorized witness; or
- (c) witness the signature of any elector to the declaration relating to his postal ballot-paper unless the authorized witness has satisfied himself as to the identity of the elector and has seen the elector sign the declaration in the elector's own handwriting.

Provided that if any elector has received a postal ballot-paper and is unable on account of ill-health or infirmity or approaching maternity to appear before an authorized witness any authorized witness when so requested in writing may visit such elector for the purpose of witnessing such elector's signature to the declaration relating to such postal ballot-paper.

Every authorized witness guilty of any contravention of any of these instructions to authorized witnesses is liable to a penalty of not more than One hundred pounds or to imprisonment with or without hard labour for a term of not more than three months.

FORM 44 (A) continued.

List of Authorized Witnesses.

The following persons shall be authorized witnesses within the meaning of the postal voting provisions of The Constitution Act Amendment Acts—

- (a) within Victoria—any person who is enrolled or who is entitled to be enrolled as an elector for the Legislative Council or the Legislative Assembly;
- (b) within any other State or Territory in Australia—any, justice of the peace for the State or Territory or the appropriate part thereof, any member of the police force of the Commonwealth or of any State or Territory, any officer of the public service of any State or of the Commonwealth permanently employed in any State or Commonwealth electoral office, any legally qualified medical practitioner, any nurse or midwife registered by the Nurses Board or Midwives Board of any State or Territory, any officer in charge of a quarantine station, any minister of religion, any postmaster or postmistress or postal official in charge of a post office, any commissioned officer of the naval military or air forces of the Commonwealth;
- (c) within the United Kingdom or the Dominion of New Zealand—any member of any police force in the United Kingdom or the Dominion of New Zealand, any High Commissioner, Trade Commissioner or Agent-General for the Commonwealth of Australia or the State of Victoria or any officer of the public service of the Commonwealth of Australia or the State of Victoria on the staff of any such High Commissioner, Trade Commissioner or Agent-General.

No person who is a candidate at any election shall be an authorized witness at or in connexion with that election.

FORM 68.

Regulation 46.

State of Victoria.

The Constitution Act Amendment Act 1958 (Section 183).

DECLARATION BY NATURALIZED PERSON FAILING TO PRODUCE LETTERS OF NATURALIZATION.

I, ....., of ....., do solemnly and sincerely declare that—

- (1) I am a naturalized subject of Her Majesty.
- (2) I was naturalized at..... in the year.....
- (3) I am unable to produce my Letters of Naturalization for the following reason:—

.....  
.....  
.....

(Signed).....

Signed and declared at.....polling booth  
this ..... day of ....., 19....., before me—

Returning Officer or Deputy Returning Officer.

Any person who knowingly makes a false statement in any declaration shall be liable to a penalty of not more than Twenty pounds or to imprisonment with or without hard labour for a term of not more than three months.

FORM 78 (a).

Regulation 47.

State of Victoria.

.....Province (or District).

.....Subdivision.

.....Polling Booth.

This envelope contains the ballot-paper of a person who tendered his vote as No. (Number on Roll.....) (Full name)..... on the roll for the above-mentioned Subdivision used at the election held on the..... day of ....., 19....., for the above-mentioned Province (or District), such person being the second person who tendered a vote in that name.

Returning Officer or Deputy Returning Officer.

FORM 34. REGULATION 6.

**“ UNENROLLED VOTER’S ” ENVELOPE**

To be deposited in the ballot-box by the Returning Officer or Deputy when he has enclosed herein the Voter’s ballot-paper. (See directions on other side)

**O.H.M.S.**

**The Returning Officer for the  
Electoral Province of  
District of**

I hereby certify that the person whose declaration appears on the other side hereof  
{ is, } a person to whom paragraph (a) or  
{ or, }  
{ is not, } (b) of sub-section (1) of Section 188 of The  
Constitution Act Amendment Act 1958  
applies.

*Electoral Registrar*  
Date / /

(Back of Form 94.)

STATE OF VICTORIA.

The Constitution Act Amendment Act 1958, Section 186. Form of Declaration to be used at the Polling by a person claiming to Vote under the Provisions of Section 186 of The Constitution Act Amendment Act 1958 who declares that his Name has been omitted from, or struck out of, the certified roll being used at the polling place at which he claims to be entitled to vote, owing to an error of an officer ("), or a mistake of fact.

I, (a) Name in full of (b) Address in full of (c) Occupation. That I am entitled to be enrolled on the Electoral Roll for the Province (or District) of Subdivision of the Electoral District. That after becoming qualified for enrollment for such Subdivision I sent or delivered to the Registrar for the Subdivision a duly completed form (or transfer of enrollment), and that my claim was received by the Registrar not later than six o'clock in the afternoon on the day of the issue of the writ for the election being held this day. That from the time of sending or delivering my claim to the Registrar and until six o'clock in the afternoon on the day of the issue of the writ as aforesaid, I continuously retained my right to be enrolled for the Subdivision and did not become qualified for enrollment for any other Subdivision. That this polling place owing to an error of an officer ("), or a mistake of fact, or omission on the ground of non-residence or other disqualification, or in consequence of the transfer or duplication of my enrollment.

Personal Signature of Voter. Signed before me the day of 19 at polling place. Deputy Returning Officer.

(\*) An officer includes a person performing the duties of an officer under Division 6 of Part III. or Division 5 of Part IV. of The Constitution Act Amendment Act 1958. NOTE—A person making any false declaration is liable to a penalty of Twenty pounds, or imprisonment for a term of not more than three months.

DIRECTIONS.

This form of declaration must, after being filled up, be signed by the Voter with his personal signature in the presence of the Deputy Returning Officer and then be completed and attested by the Deputy Returning Officer. The Deputy Returning Officer shall then initial and hand to the Voter one ballot-paper headed "Unenrolled Voter's Vote" for the Election held on the date upon which this declaration is made. The Voter will then forthwith—(i) retire alone to an unoccupied compartment of the polling booth; (ii) fold the ballot-paper handed to him, in the manner directed thereon; (iii) fold the ballot-paper in such a manner as to conceal the name of the candidate for whom he made his declaration; (iv) return so folded to the Deputy Returning Officer before whom he made his declaration. The Deputy Returning Officer will see that he receives from the Voter the ballot-paper duly folded, and, if necessary for purposes of identification, will request the Voter again to state his name, and then, without unfolding the ballot-paper, will forthwith, in the presence of the Voter and of such Scrutineers as may be present, place the ballot-paper in the envelope bearing the name of the Voter and addressed to the Returning Officer (or District) for which the Voter claims to be entitled to vote, securely fasten the envelope, and deposit it in the ballot-box.

FORM 96.

Regulation 7.

UNENROLLED VOTER'S VOTE. BALLOT-PAPER.

Electoral Province of District of

(Deputy Returning Officer's initials.) (It is the duty of the Returning Officer (or Deputy), before issuing this ballot-paper to an elector, to fill in the name of the province (or district) for which the elector declares that he is entitled to be enrolled and the names of all the candidates for that province (or district) if not already printed thereon.)

Candidates' Names [arranged in alphabetical order of surnames].

- Three empty square boxes for candidate names.

Directions.

The voter must not strike out the name of any candidate. The voter must place the figure 1 opposite the name of the candidate whom the voter wishes to be elected. The voter must then place opposite the name of each of the remaining candidates figures 2, 3, 4 (and so on as the case requires) to indicate the order of the voter's preference for each such candidate. The ballot-paper so marked and folded so as to conceal the vote must be returned to the Returning Officer (or Deputy) to be inserted by him in the envelope containing the voter's declaration. The voter must not take the ballot-paper out of the polling booth.

FORM 100.

Regulation 21.

*The Constitution Act Amendment Act 1958 (Section 187).*

**ABSENT VOTER. DECLARATION TO BE MADE ON POLLING DAY BY AN ELECTOR VOTING AT A POLLING PLACE OTHER THAN A POLLING PLACE APPOINTED FOR THE SUBDIVISION FOR WHICH HE IS ENROLLED.**

I declare that I am the person enrolled as—

Surname:	Full Christian or other names.	Residence (as appearing on Roll).	Occupation.

on the Electoral Roll for the Subdivision of the Electoral Province (or District) of \_\_\_\_\_, that I have not been and will not be to-day during the hours of polling within the subdivision for which I am enrolled under conditions which would permit of my voting at any polling place appointed for that subdivision, and that I have not voted at this or any other polling place, or by post, in connexion with the election being held this day; and I promise and declare that if I am permitted to vote at this polling place as an absent voter I will not again vote in connexion with this election.

I am aware that if I falsely personate or attempt to personate any other person for the purpose of securing a ballot-paper to which I am not entitled, or knowingly make any false declaration, I shall be guilty of a misdemeanour.

Signed before me the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, at \_\_\_\_\_ polling place appointed for the Electoral Province (or District) of \_\_\_\_\_

Personal signature of elector.

Deputy Returning Officer.

*Directions.*

1. This form of declaration must, after being filled up, be signed by the voter with his personal signature in the presence of the Deputy Returning Officer, and then be completed and attested by the Deputy Returning Officer.
2. The Deputy Returning Officer shall then initial and hand to the voter a ballot-paper.
3. The voter will then forthwith—
  - (i) retire alone to an unoccupied compartment of the polling booth, and there, in private, mark his vote on the ballot-paper handed to him in the manner directed thereon;
  - (ii) fold the ballot-paper in such a manner as to conceal the vote marked thereon, and at once return the same so folded to the Deputy Returning Officer before whom he made his declaration.
4. The Deputy Returning Officer will see that he receives from the voter the ballot-paper duly folded, and, if necessary for purposes of identification, will request the voter again to state his name, and then, without unfolding the ballot-paper, will forthwith, in the presence of the voter and of such scrutineer or scrutineers (if any) as are present, enclose the ballot-paper received from the voter, in the envelope bearing the declaration of the voter and addressed to the Returning Officer for the Province (or District) for which the voter declares that he is enrolled, securely fasten the envelope, and deposit it in the ballot-box.

FORM 101.

Regulation 23.

**ABSENT VOTE. BALLOT-PAPER.**

Electoral Province of \_\_\_\_\_  
District of \_\_\_\_\_

(Deputy Returning Officer's initials.) (It is the duty of the Returning Officer (or Deputy), before issuing this ballot-paper to an elector, to fill in the name of the province (or district) for which the elector declares that he is enrolled and the names of all the candidates for that province (or district) if not already printed thereon.)

Candidates' Names [arranged in alphabetical order of surnames].

- 
- 
- 

*Directions.*

- The voter must not strike out the name of any candidate.
- The voter must place the figure 1 opposite the name of the candidate whom the voter wishes to be elected.
- The voter must then place opposite the name of each of the remaining candidates figures 2, 3, 4 (and so on as the case requires) to indicate the order of the voter's preference for each such candidate. The ballot-paper so marked and folded so as to conceal the vote must be returned to the Returning Officer (or Deputy) to be inserted by him in the envelope containing the voter's declaration.
- The voter must not take the ballot-paper out of the polling booth.

FORM 110.

Regulation 38.

STATE OF VICTORIA.

*The Constitution Act Amendment Act 1958 (Section 270).*

Electoral Province of  
District of

I, \_\_\_\_\_, of \_\_\_\_\_ in the State of Victoria  
\*Returning Officer \_\_\_\_\_ Province of  
\*Substitute Returning Officer for the Electoral District of \_\_\_\_\_  
do solemnly and sincerely declare that the within fair copy of the roll for the above-mentioned Electoral Province (or District), with distinguishing marks indicating the names of electors who have not recorded their votes at the election held on Saturday, the \_\_\_\_\_ was prepared by me pursuant to section 270 of *The Constitution Act Amendment Act 1958*.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of an Act of the Parliament of Victoria rendering persons making a false declaration punishable for wilful and corrupt perjury.

\* Returning Officer \_\_\_\_\_ for the  
\* Substitute Returning Officer \_\_\_\_\_  
Electoral Province of \_\_\_\_\_  
District of \_\_\_\_\_

Declared before me at \_\_\_\_\_, in the State aforesaid, the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

Justice of the Peace.

\* Strike out the words which do not apply.  
† NOTE.—Sec. 275 of *The Constitution Act Amendment Act 1958* provides that the Returning Officer (or substitute) may employ the assistance of Deputy Returning Officers and Poll Clerks to examine rolls for the purpose of indicating on the marked roll the names of the electors who have not voted at the election.

FORM 111.

Regulation 39.

STATE OF VICTORIA.

*The Constitution Act Amendment Act 1958 (Section 271).*

Electoral Province of  
District of

Subdivision of \_\_\_\_\_ No. on roll \_\_\_\_\_

To the Elector whose name and address appear on the back hereof.

You are notified that an inspection of the rolls used at the election held on Saturday, the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_, shows that you have failed to record your vote at that election, and you are hereby required to give the true reason why you failed so to vote.

You are therefore requested to—

- (a) fill in the particulars at the foot of this notice—
  - (i) by stating the true reason why you failed so to vote, or
  - (ii) by inserting a true statement concerning your alleged failure to vote;
- (b) complete, and personally sign the form, and have it witnessed by an elector or a person qualified to be an elector in the State of Victoria; and
- (c) fold the form so that the address "Chief Electoral Officer for the State of Victoria" shall be visible, and post or deliver it so as to reach me on or before the \_\_\_\_\_

Chief Electoral Officer, Spring-street, Melbourne. C.1.  
Date \_\_\_\_\_ 19 \_\_\_\_\_

NOTE.—If the elector to whom this notice is addressed is unable to complete and return the form at the foot hereof within the time specified in the form, any other elector who has personal knowledge of the facts may complete and return it for him.

‡ Not being less than twenty-one days after the posting of this notice.

FORM 112.

Regulation 40.

STATE OF VICTORIA.

STATEMENT TO BE COMPLETED AND RETURNED TO THE CHIEF ELECTORAL OFFICER.

I, \_\_\_\_\_, do hereby state—  
That the following is the true reason why I,\* failed to vote at the election on Saturday, the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_ :—

Or  
That in regard to my alleged failure to vote on Saturday, the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_, the following is a true statement:—

†  
Personal Signature of Elector

I, the undersigned, being an elector or a person qualified to be an elector of the State of Victoria, certify that I have seen the above-named elector sign the above statement.

Signature of Witness  
(in own handwriting)  
Occupation  
Address

Date \_\_\_\_\_ 19 \_\_\_\_\_

[Not to be detached.]

\* Where this form is filled up on behalf of an absent or physically incapacitated elector, the word "I" must be struck out, and the name of such elector inserted.  
† Here set out briefly the true reason for having failed to vote, or a true statement concerning the alleged failure to vote.

(Back of Forms 111 and 112.)

O.H.M.S.

The Chief Electoral Officer,  
Spring-street,  
Melbourne. C.1.

O.H.M.S.

M  
If not claimed within seven days  
please return to  
Chief Electoral Officer,  
Spring-street,  
Melbourne. C.1.

Every elector who—

- (a) falls to record his vote at an election without a valid and sufficient excuse for such failure; or
  - (b) on receipt of a notice in accordance with section 271 of *The Constitution Act Amendment Act 1958* fails, neglects, or refuses to fill up, sign, and post or deliver to the Chief Electoral Officer so as to reach him within the time specified in the notice, the form (duly witnessed) attached thereto; or
  - (c) states in such form a false reason for not having recorded his vote, or in the case of an elector filling up or purporting to fill up a form on behalf of any other elector, states in such form a false reason why that other elector did not vote,
- is guilty of an offence and liable to a penalty not exceeding Two pounds.

FORM 113.

Regulation 41.

STATE OF VICTORIA.

*The Constitution Act Amendment Act 1958* (Section 274).

Subdivision of

Electoral Province of  
District

No. on roll

NOTIFICATION TO ELECTOR WHOSE REASON FOR FAILING TO  
VOTE IS HELD NOT TO BE A VALID AND SUFFICIENT EXCUSE.

To the Elector whose name and address appear on the back hereof.

You are hereby notified—

- (1) that the reason given by you in your statement dated the  
19 , is not, in my opinion, a valid and sufficient excuse for  
your failure to record your vote at the election held on  
Saturday, the day of 19 ; and
- (2) that you have the option of having the matter dealt with by me  
(thus avoiding costs of Court) or by a Court of Petty Sessions.

If you desire to have the matter dealt with by me you must fill in and  
sign, in the presence of a witness, the form of consent at the foot hereof,  
and send or deliver it to me so as to reach me not later than the \*.

In the event of the form not reaching me on or before the date set out  
in the preceding paragraph, it will be taken that you desire to have the  
matter dealt with by a Court of Petty Sessions.

Chief Electoral Officer,  
Spring-street,  
Melbourne. C.1.

Date 19

\* Not being less than twenty-one days after the posting of this notice.

FORM 114.

Regulation 41.

STATE OF VICTORIA.

FORM OF CONSENT TO BE USED BY AN ELECTOR WHO DESIRES  
TO HAVE HIS CASE DEALT WITH BY THE CHIEF ELECTORAL  
OFFICER.

I, of  
enrolled as an elector on the roll for the above-named Subdivision and  
Province (or District), having failed to record my vote at the election held  
on Saturday, the day of , 19 , and having been  
notified by you that the reason given by me for such failure to record my  
vote is not, in your opinion, a valid and sufficient excuse for such failure,  
do hereby notify you that I consent to have the matter dealt with by you,  
and to abide by your decision.

Personal Signature of Elector

I, the undersigned, being an elector or a person qualified to be an  
elector of the State of Victoria, certify that I have seen the above-named  
elector sign the above form.

Signature of Witness  
(in own handwriting)

Occupation

Address

Date 19

[Not to be detached.]

(Back of Forms 113 and 114.)

O.H.M.S.

M  
If not claimed within seven days  
please return to  
Chief Electoral Officer,  
Spring-street,  
Melbourne. C.1.

O.H.M.S.  
The Chief Electoral Officer,  
Spring-street,  
Melbourne. C.1.

FORM 115. Regulation 42.

STATE OF VICTORIA.

*The Constitution Act Amendment Act 1958 (Section 274).*

Electoral Province of  
District of Subdivision of No. on roll

ORDER REQUIRING AN ELECTOR TO PAY A SUM FOR FAILURE TO VOTE.

To the Elector whose name appears on the back hereof.  
You are notified that, pursuant to your notification of consent dated the day of I have dealt with the matter of your failure to record your vote for the above-mentioned Electoral Province (or district).  
I make this order requiring you to pay to me at the address hereunder the sum of shillings.\*  
Chief Electoral Officer,  
Spring-street,  
Melbourne. C.1.

Date  
\* If the said sum is not paid within fourteen days after the date of this order the matter will be referred to a Clerk of a Court of Petty Sessions for the enforcement of this order.

(Back of Form 115.)

M  
If not claimed within seven days  
please return to  
Chief Electoral Officer,  
Spring-street,  
Melbourne. C.1.

FORM 116. Regulation 42.

STATE OF VICTORIA.

*The Constitution Act Amendment Act 1958 (Section 274).*

Chief Secretary's Office,  
Melbourne. C.1.

Memorandum

To the Clerk of Petty Sessions at  
In accordance with section 274 of *The Constitution Act Amendment Act 1958*, I hereby certify that the schedule hereto contains a list of the names and enrolment particulars of persons against whom I have made an Order, pursuant to the said section, for the payment of the sums respectively specified.  
As the said sums have not been paid within fourteen days after the date of the Order in each case, I have to request that steps be taken to enforce payment.  
I shall be pleased if you will state on the schedule whether or not the payment has been enforced and return it to me.  
Given under my hand this day of 19  
Chief Electoral Officer.

[Schedule to Form 116.]

SCHEDULE.

Electoral Province of  
District of Subdivision of

Year of Print of Roll

No. on Roll.	Surname.	Christian or other name or names.	Residence.	Sum which elector has been ordered to pay.	Date of Order.

Chief Electoral Officer.  
Date



FORM 117.

Regulation 43.

STATE OF VICTORIA.

*The Constitution Act Amendment Act 1958 (Section 274).*

**AUTHORIZATION OF THE CHIEF ELECTORAL OFFICER FOR A PERSON TO INSTITUTE PROCEEDINGS.**

I, \_\_\_\_\_, the Chief Electoral Officer for the State of Victoria, hereby authorize \_\_\_\_\_ whose signature appears hereunder to institute proceedings for the enforcement of penalties for the contravention of any of the provisions of The Constitution Act Amendment Acts.

Chief Electoral Officer.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_.

Signature of person authorized to institute proceedings—  
\_\_\_\_\_

FORM 118.

Regulation 44.

STATE OF VICTORIA.

**NOTICE TO THE WITHIN-NAMED DEFENDANT.**

You may attend the Court and answer the charge in person, or may, at any time, not less than seven (7) days before the date fixed for the hearing, lodge with or send by post to the Chief Electoral Officer a statutory declaration setting out any matter which you desire to set out in answer to the charge, and, unless the said Chief Electoral Officer, after inquiring into the truth of the statements therein set out, so far as it is practicable for him to do so, is satisfied with the explanation given and authorizes an application to the Court for the withdrawal of the charge, the matter shall be proceeded with and the said statutory declaration may thereupon be put to such use at the hearing as may be necessary and permissible for the proper determination of the offence.

Form 119.  
STATE OF VICTORIA.  
Regulation 45.  
The Constitution Act Amendment Act 1958 (Section 273).  
Subdivision of

Province of  
Electoral District

EXTRACT FROM THE MARKED ROLL FOR THE ABOVE-MENTIONED SUBDIVISION SHOWING THE NAMES OF ELECTORS WHO DID NOT VOTE AT THE ELECTION HELD ON SATURDAY, THE DAY OF 19

No. on Roll.	Name and Description of Elector.	Notification to Elector, Section 271 of the Act. Date sent.	Elector's Reply.			Action under Proviso to Section 274.		Subsequent Proceedings (if any).	
			Date to be in hands of Chief Electoral Officer.	Whether received by Chief Electoral Officer. (c)	Whether reason stated in reply is to the opinion of the Chief Electoral Officer, a valid and sufficient excuse for failure to vote.	Notification to Elector that his reply is not considered a valid and sufficient excuse for failure to vote. Date sent.	Consent of Elector to Matter being dealt with by the Chief Electoral Officer.		Whether received by Chief Electoral Officer. (d)
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

(c) Insert in this column "Yes" and date of receipt if a reply has been received or "No" if a reply has not been received. I hereby certify that the above is a true extract of the marked roll for the said District.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_  
Chief Electoral Officer.

Section 273 of *The Constitution Act Amendment Act 1958* provides:—  
The marked roll indicating—

- (a) the names of the electors who did not vote at the election;
  - (b) the names of the electors from whom or on whose behalf the Chief Electoral Officer received, within the time allowed pursuant to this Division,\* forms properly filled up and signed;
  - (c) the names of the electors from whom or on whose behalf the Chief Electoral Officer did not within that time receive forms properly filled up and signed; and
- (d) the opinions of the Chief Electoral Officer—  
or a copy of any such marked roll, or any extract therefrom certified by the Chief Electoral Officer under his hand, shall in all proceedings be *prima facie* evidence of the contents of such marked roll or extract, and of the fact that the electors whose names appear therein marked as aforesaid did not vote at the election, and that the notice specified in this Division\* was received by those electors, and that those electors did, or did not (as the case may be), comply with the requisitions contained in the notice within the time allowed pursuant to this Division.\*

\* Division 21 of Part V. of *The Constitution Act Amendment Act 1958*.

SECOND SCHEDULE.

# RATES OF ALLOWANCES FOR EXPENSES OF CONDUCTING ELECTIONS

1. SUBSTITUTE RETURNING OFFICERS—

	Contested Election.	Uncontested Election.
	£	£
<b>Metropolitan Districts—</b>		
All Districts .. .. .	120	40
<b>Urban and Country Districts—</b>		
Where the number of polling booths does not exceed 55 .. .. .	120	40
Where the number of polling booths exceeds 55, but does not exceed 75 ..	135	40
Where the number of polling booths exceeds 75, but does not exceed 95 ..	150	45
Where the number of polling booths exceeds 95, but does not exceed 115 ..	165	50
Where the number of polling booths exceeds 115, but does not exceed 135 ..	180	55
Where the number of polling booths exceeds 135 .. .. .	195	55
<b>Metropolitan Provinces—</b>		
All Provinces .. .. .	310	90
<b>Urban and Country Provinces—</b>		
Where the number of polling booths does not exceed 230 .. .. .	400	110
Where the number of polling booths exceeds 230, but does not exceed 280 ..	440	110
Where the number of polling booths exceeds 280, but does not exceed 330 ..	480	120
Where the number of polling booths exceeds 330, but does not exceed 380 ..	520	120
Where the number of polling booths exceeds 380, but does not exceed 430 ..	560	130
Where the number of polling booths exceeds 430 .. .. .	600	140

If a Substitute Returning Officer acts for a contested election for a District as well as a contested election for a Province, he shall be allowed only half the fee fixed for the District in addition to the fee fixed for the Province.

Where any person or persons are required to be employed to assist a Substitute Returning Officer in his performance of the normal duties associated with the organizing and conduct of the election, such assistance shall be paid for out of the fee fixed for such Substitute Returning Officer.

Where a Substitute Returning Officer acts as a Deputy Returning Officer or a Relieving Deputy Returning Officer on polling day no payment will be allowed other than that made for acting as Substitute Returning Officer.

2. DEPUTY RETURNING OFFICERS—

	£	s.	d.
To a Deputy Returning Officer (or Relieving Deputy)—For the Polling Day .. .. .	5	12	6
To a Relieving Deputy Returning Officer required by a Returning Officer to take charge of the arrangements at a polling place containing more than one polling booth—			
Where the number of polling booths exceeds 1 but does not exceed 3 .. .. .	6	5	0
Where the number of polling booths exceeds 3 but does not exceed 7 .. .. .	7	0	0
Where the number of polling booths exceeds 7 but does not exceed 12 .. .. .	7	15	0
Where the number of polling booths exceeds 12 but does not exceed 20 .. .. .	8	10	0
Where the number of polling booths exceeds 20 .. .. .	9	10	0

3. POLL CLERKS—

To a Poll Clerk—For the Polling Day .. .. .	4	15	0
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4. TO OFFICERS ASSISTING THE RETURNING OFFICER IN THE FOLLOWING DUTIES, namely:—

- (a) counting and distributing preference votes;
  - (b) conducting a recount of ballot-papers; and
  - (c) preparing "marked rolls" of electors who have not recorded their votes.
- Substitute Returning Officers, 12s. 6d. per hour, Deputy Returning Officers (or Relieving Deputies), 10s. per hour. Poll Clerks, 8s. per hour.

5. TRAVELLING EXPENSES—

To a Returning Officer, a Substitute Returning Officer, a Deputy Returning Officer (or Relieving Deputy), a Poll Clerk, and to a Special Messenger—only where indispensable necessary, the actual expense incurred. In all the above cases, when the travelling can be done by railway or by road service—the actual fares only. Provided that the cost of travelling shall not in any case exceed One shilling per mile each way, the mileage to be specified on each account. When the distance travelled exceeds 40 miles each way, for each day that he is necessarily absent from his residence, in addition—  
 To a Returning Officer .. .. . 2 15 0  
 To a Substitute Returning Officer .. .. . 2 10 0  
 Under no circumstances whatever will any charge for refreshments be allowed.

6. HIRE OR ERECTION OF BOOTHS AND THE TRANSPORT OF MATERIALS—

The actual cost as proved by vouchers. When a poll is taken in any school-house or building not used exclusively for religious services, and which is supported wholly or in part by any public funds or by any perpetual endowment, or which has been built or is supported wholly or in part by any grant from the public revenue, the actual cost of erection of the "compartments" and the cost of cleaning only will be allowed. In Metropolitan and Urban Provinces or Districts, whenever it is necessary to engage a contractor to transport voting screens and ballot-boxes or to erect voting screens, a quotation should be obtained from a reliable contractor. Further quotations from other contractors should be obtained if the original quotation is considered excessive in price or otherwise unsatisfactory.

7. STATIONERY—

The stationery required by Deputy Returning Officers and Poll Clerks will be supplied by the Government Printer, made up in packets, each containing sufficient for one table and the voting compartments connected therewith. Returning Officers when submitting requisitions should state the number of packets required. All printing should, if time permits, be carried out by the Government Printer.

8. ADVERTISEMENTS—

As certified by the Government Printer.

9. ALLOWANCES FOR CLERICAL ASSISTANCE—

In the case of a contested election the following allowances for clerical assistance shall be paid to Returning Officers—  
 For dealing as required with all postal ballot-papers and all applications therefor:—

(a) to cover all necessary duties pertaining to applications in respect of which postal ballot-papers are issued—for each postal ballot-paper so issued .. .. .	0	1	0
---	---	---	---

	£ s. d.		£ s. d.
<p>(b) to cover all necessary duties associated with applications in respect of which postal ballot-papers are not issued (i.e., defective or disallowed applications)—an additional allowance for every one hundred postal ballot-papers actually issued (and for any remaining fraction of one hundred so issued) of ..</p>	0 6 0	<p>For dealing with:—</p> <p>(a) all absent voters' declarations made at polling places within his own Province or District; and</p> <p>(b) postal votes delivered to polling places within his own Province or District for transmission to Returning Officers for other Provinces or Districts—</p> <p>for every one hundred of the sum of such declarations and postal votes and for the remaining fraction of one hundred ..</p>	0 10 0
<p>For scrutinizing and counting (where necessary) <b>absent votes</b> and <b>votes of unenrolled voters polled</b> for the Province or District—for every one hundred of the sum of such votes and for the remaining fraction of one hundred ..</p>	2 5 0	<p>For bringing <b>booth rolls</b> into conformity with certified rolls—an allowance for each Province or District as fixed from time to time by the Minister.</p>	

And the Honourable Lindsay Hamilton Simpson Thompson, for and on behalf of Her Majesty's Chief Secretary for the State of Victoria, shall give the necessary directions hereing accordingly.

A. MAHLSTEDT,  
Clerk of the Executive Council.