

#### The role of a scrutineer

A scrutineer may be appointed by a candidate to:

- act as an independent observer of the electoral processes at voting locations and ECSA's processing and counting centre
- verify that the procedures undertaken by electoral officers are fair, proper, and according to law.

A candidate:

- cannot be a scrutineer
- may appoint more than one scrutineer to observe proceedings.

No more than two scrutineers per candidate can be present at any one time at the same place.

#### Appointment as a scrutineer

Before acting in the role of scrutineer, you must:

- identify yourself to the officer-in-charge of proceedings at the location, and
- present a completed Scrutineer Authority Form signed by the candidate.

Scrutineer Authority Forms will be provided to candidates and made available on the ECSA website following the declaration of nominations.

#### Rights and responsibilities of scrutineers

**You must:**

- discuss with your candidate the rules of conduct that apply to them, as they also apply to you.
- direct all enquiries to the officer-in-charge of proceedings at the location.

**You may:**

- observe the processing of returned postal vote envelopes and declaration envelopes at the processing centre.
- observe the scrutiny and counting of ballot papers.
- enter or leave the scrutiny and count location at any time provided no more than two scrutineers are present per candidate.
- object to the admission of a ballot paper to the count.
- observe the electoral process at voting locations.

**You must not:**

- bribe or intimidate electors.
- interfere with or attempt to influence a person voting.
- attempt to gain possession of postal voting papers for another person.
- assist a person to vote either in person or via postal voting papers.
- attempt to discover or disclose how an elector has voted.
- touch any electoral material or equipment including ballot papers and declaration envelopes.
- interfere with the conduct of the count.
- undertake any other activities contrary to fair electoral practice.

**If your behaviour is disorderly or disruptive to the voting, processing or counting location, the officer-in-charge may request you to leave the premises.**

#### Declaration vote envelopes

Following the close of voting, all declaration vote envelopes will be returned to a central location for processing to determine whether they can be accepted for further scrutiny. Some declaration vote envelopes may be rejected and will not be included in the count.

All declaration vote envelopes will be stored securely until the count commences.

The reasons a declaration vote envelope may be rejected include if:

- the declaration is unsigned.
- the declaration flap is missing.
- the ballot paper is returned outside of the declaration envelope.
- it is a duplicate of an envelope already received.
- the elector's name does not appear on the roll and the name has not been omitted in error.

## The scrutiny and count of ballot papers

Candidates will be advised of an approximate schedule for the scrutiny and count, however the initial processes involved can take time subject to the volume of votes. The officer-in-charge will provide scrutineers with a briefing at the commencement of each count, and will be available to answer questions.

Order of initial proceedings:

1. The declaration flaps will be removed from the envelopes and put aside for storing.
2. The envelopes will be rearranged and opened.
3. A ballot paper will be removed from each envelope.

The ballot paper removed from each envelope must be for the region being counted.

If there are multiple ballot papers removed from an envelope the first ballot paper to be retrieved from the envelope will be accepted into the count, and all other ballot papers inside the same envelope will be rejected. If an envelope contains a ballot paper for a different region to the count being conducted, the ballot paper will be rejected.

When all ballot papers have been extracted from the envelopes, informal ballot papers will be identified and set aside. The formal ballot papers will be sorted to first preference votes for each candidate and counted.

Preferences will then be distributed until the required number of candidates are elected, subject to the gender representation requirements. The officer-in-charge will make a provisional declaration of the results, which will be made available on the ECSA website as soon as possible.

Following the conclusion of the count, all ballot material including empty envelopes and declaration flaps, will be securely stored.

## Ballot paper formality

A ballot paper must have the number **1** written in the box next to one of the candidate's names. A ballot paper may have further consecutive numbers against the names of other candidates to indicate the elector's preferences.

A single tick (✓) or single cross (X) is equivalent to the number **1**.

Numbers outside the boxes next to names of candidates will be accepted as formal, if the elector's intention is clear.

If there is an error in a sequence of numbers, the preferences will be counted up until the error in the sequence.

A ballot paper will not be informal if the elector can be identified from the ballot paper (e.g. the elector chose to write their name on the ballot paper).

The officer-in-charge at the counting location will determine the formality of all ballot papers. As a scrutineer, you may challenge the formality of a ballot paper, however decisions of the officer-in-charge are final.

## Recounts

An unsuccessful candidate may request a recount within 48 hours of the provisional declaration. A candidate must provide specific reasons to support their request.

As a scrutineer, you cannot request a recount on the candidate's behalf. However, you may provide the candidate with information and observations obtained during the count to assist with their request.

## Further information

For further information of voting services, processing of declaration vote envelopes, and the method of counting, please access the Candidate Handbook via the ECSA website: [www.ecsa.sa.gov.au](http://www.ecsa.sa.gov.au)