



Lodgement of how-to-vote cards

*Intended for distribution at
a local government election*

USE FOR MAYORAL AND/OR COUNCILLOR HOW-TO-VOTE CARDS

Note: how-to-vote cards must be lodged by the person who authorised the card with the ECQ or the Returning Officer of the local government area in which the candidate is nominated.

More detailed information about how-to-vote cards can be found in **Fact sheet 5 – How-to-vote cards** at www.ecq.qld.gov.au/factsheets.

Lodgement timeframe

How-to-vote cards must be lodged at least **7 business days before** the how-to-vote card is to be distributed on a day when votes may be cast for the election.

Note: if a language other than English is printed on a how-to-vote card that is required to be lodged, you must provide a written translation with this form.

OFFICE USE ONLY

Received by

Time

am/pm (circle one)

Date

/ /

(dd/mm/yyyy)

It is an offence for a person to distribute, or permit or authorise someone else to distribute, a how-to-vote card on a day when votes may be cast for an election unless the required number of cards and statutory declaration relating to financial contributions have been properly lodged. How-to-vote cards that have not been lodged in accordance with the provisions of the *Local Government Electoral Act 2011* must not be distributed.

Definitions

“how-to-vote card” means:

- (a) a card, handbill or pamphlet, relating to an election for which **optional-preferential voting** applies, that:
 - (i) is or includes:
 - a representation of a ballot paper or part of a ballot paper; or
 - something apparently intended to represent a ballot paper or part of a ballot paper; or
 - (ii) lists the names of any or all of the candidates for the election with a number indicating an order of voting preference against the names of any or all of the candidates; or
 - (iii) otherwise directs or encourages the casting of preference votes, **other than first-preference votes**, in a particular way; or
- (b) a card, handbill or pamphlet, relating to an election for which **first-past-the-post voting** applies, that:
 - (i) is or includes:
 - a representation of a ballot paper or part of a ballot paper; or
 - something apparently intended to represent a ballot paper or part of a ballot paper; or

- (ii) directs or encourages the casting of a vote for a number of particular candidates **equal to the number of candidates to be elected**.

“distribute” a how-to-vote card:

- (a) includes make the card available to other persons; but
- (b) does not include merely displaying the card.

Examples:

- (1) A person “distributes” how-to-vote cards if the person hands the cards to other persons or leaves them at a place for other persons to take away.
- (2) A person does not “distribute” how-to-vote cards if the person attaches the cards to walls and other structures, merely for display.

“statutory declaration” means:

A person who authorised a how-to-vote card either for a candidate, group of candidates, a political party or for a candidate endorsed by a political party **MUST** complete the statutory declaration on page 3 of this form. This relates to any financial contribution received from either a political party (other than the party endorsing the candidate) or from another candidate in the election, whether directly or from someone else on behalf of the party or candidate, in relation to the production of the how-to-vote card.

“authorisation” of a how-to-vote card:

A how-to-vote card must state the name and address (other than a post office box) of the person who authorised the card.

A how-to-vote card must also state:

If the how-to-vote card is authorised for a **political party or a candidate endorsed by a political party**:

- (i) if the register of political parties includes an abbreviation of the party’s name – the party’s abbreviated name; or
- (ii) otherwise – the party’s full name included in the register of political parties.

Example: ‘Authorised P. Smith, 123 Main Street Brisbane for [name of political party]’

If the how-to-vote card is authorised for a **group of candidates** or for a candidate who is a member of a group of candidates – the group’s name;

Note: if the card is authorised for a group of candidates or for a candidate who is a member of a group of candidates, the authorising person must be a member of the group.

Example: ‘Authorised M. Taylor, 99 King Street Port Douglas for [name of group]’

Otherwise if the how-to-vote card is authorised for a **candidate** — the candidate’s name and the word ‘candidate’.

Example: ‘Authorised R. Jones, 88 Queen Street Brisbane for R. Jones (candidate)’

The authorisation above must appear:

- (a) at the end of each side of the how-to-vote card that contains print; and
- (b) in prominent and legible characters in print no smaller than:
 - (i) if the card is not larger than A6 – **10 point**; or
 - (ii) if the card is larger than A6 but not larger than A3 – **14 point**; or
 - (iii) if the card is larger than A3 – **20 point**.

The maximum penalty for distribution of how-to-vote cards that **do not** comply with the above authorisation requirements is:

- (a) for an individual – 20 penalty units; or
- (b) for a corporation – 85 penalty units.

For: (please select one)

☐ Candidate for local government area of

In division/ward of (if Mayoral, write "MAYOR"); **OR**

☐ Political party/group of candidates

Enquiries and lodgements

Please direct all enquires and lodgements to the Returning Officer of the local government area in which the candidate is nominated or to the ECQ by:

Email: HTVCards@ecq.qld.gov.au

Phone: 1300 881 665

I,
(state name in full)

of
(address)

being the person who authorised how-to-vote cards for:

(name of Independent Candidate OR Political Party OR Group of Candidates)

hereby lodge the required number⁽¹⁾ of the cards.

Signature

Date

/ /
(dd/mm/yyyy)

⁽¹⁾ The required number of each type of how-to-vote card is 12 more than the number of polling places in the local government area/division/ward in which the particular card is to be distributed.

Statutory declaration

I,

(name of person authorising cards)

of

(address)

Phone

Email

do solemnly and sincerely declare as follows (please tick one box only and complete appropriate details):

☐ (A) No financial contribution⁽²⁾ has been received, either from a political party (other than the party endorsing the candidate) or from another candidate in the election, whether directly or from someone else on behalf of the party or candidate, in relation to the production of the how-to-vote cards referred to in this form; **OR**

☐ (B) A financial contribution⁽²⁾ was received in relation to the production of the how-to-vote cards referred to in this form from (please tick one box only and complete appropriate details):

☐ (i) a political party (other than the party endorsing the candidate)

(name of Political Party)

or from someone else on behalf of the said party; **OR**

☐ (ii) another candidate in the election

(name of Candidate)

or from someone else on behalf of the said candidate.

The **nature** and **amount** of the financial contribution⁽²⁾ was

(details)

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867*.

Declarant signature

Taken and Declared before me at

on the

day of

20

at

am/pm (circle one)

Witness signature

(a Justice of the Peace/Commissioner for Declarations)

(2) A financial contribution is defined in the *Local Government Electoral Act 2011* as a contribution in the form of money, property or other valuable consideration.