



Lodgement of How-to-Vote Cards

*Intended for distribution
on election day*

(FOR A REGISTERED POLITICAL PARTY OR A CANDIDATE ENDORSED BY A REGISTERED POLITICAL PARTY)

Note: How-to-Vote cards must be lodged by the person who authorised the card with the Electoral Commission of Queensland (ECQ), Level 20, 1 Eagle Street Brisbane.

Lodgement timeframe

How-to-Vote cards must be lodged by 5.00pm on Friday that is 7 days before election day.

Note: How-to-Vote cards will be rejected if the ECQ or the Returning Officer is satisfied, on reasonable grounds, the How-to-Vote card does not comply with the formal requirements of the *Electoral Act 1992* (Act) or is likely to mislead or deceive an elector in voting under the Act. 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)

In accordance with the provisions of the Act, it is an offence for a person to distribute, or permit or authorise someone else to distribute, a How-to-Vote card on election day unless the required number of cards and statutory declaration relating to financial contribution have been properly lodged.

Definitions

“How-to-Vote card” means a card, handbill or pamphlet that:

- (a) is or includes:
 - (i) a representation of a ballot paper or part of a ballot paper; or
 - (ii) something apparently intended to represent a ballot paper or part of a ballot paper; OR
- (b) lists the names of any or all of the candidates for an election with a number indicating an order of voting preference against the names of any or all of the candidates; OR
- (c) otherwise directs or encourages the casting of preference votes, other than first preference votes, in a particular way.

“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” A person who authorised a How-to-Vote card either for a registered political party or for a candidate endorsed by a registered political party **MUST** complete the Statutory Declaration on page 4 of this form, relating to any financial contribution received from either a registered 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:

How-to-Vote cards authorised for a registered **political party or a candidate endorsed by a registered political party** must state the following particulars:

- (a) the name and address (not a post office box) of the person who authorised the card.
- (b) if the party has registered an abbreviation in the register of political parties the abbreviation must be used.

Example: “Authorised P. Smith, 100 Green Street, Brisbane for [registered abbreviation]”.

- (c) if no abbreviation has been registered, the name of the registered political party must be used.

Example: “Authorised P. Smith, 100 Green Street, Brisbane for [name of registered political party]”.

The particulars in (a) and (b) above must appear:

- (a) at the end of each printed face of the How-to-Vote card; 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.

Enquiries

Please direct all enquires to the ECQ by:

Email: HTVCards@ecq.qldgov.au

Phone: 1300 881 665

Lodgement details

I,

(state name in full)

of

(address other than a post office box)

being the person who authorised How-to-Vote cards for:

(name of Registered Political Party AND/OR Name of Candidate Endorsed by a Registered Political Party)

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

Signature

Date

/ /

(dd/mm/yyyy)

Exception:

In the case of an “All Districts” or “Whole of State” How-to-Vote card only six (6) copies of the card are required to be lodged.

Where a card, other than an “All Districts” or “Whole of State” How-to-Vote card is to be distributed on election day in more than one (1) electoral district, please complete a copy of the enclosed Form 53A (the A4 size page insert) in respect of each type of card by:

- (i) describing the How-to-Vote card to be distributed; and
- (ii) indicating the electoral districts in which that particular How-to-Vote card, will be distributed; and
- (iii) attaching a copy of that card to the corresponding Form 53A (A4 size page insert).
(N.B. This card is in addition to the required number⁽¹⁾)

(1) The required number of each type of How-to-Vote card is **12 more than the number of polling places** in the electorate 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 registered 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 *Electoral Act 1992* as a contribution in the form of money, property or other valuable consideration.