



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 the *Local Government Electoral Act 2011* and how-to-vote cards can be found in **Fact sheet 5 – How-to-vote cards** at www.ecq.qld.gov.au/factsheets.

For: (please select one)

Candidate for local government area of

In division/ward of (if Mayoral, write “MAYOR”); OR

Registered political party/group of candidates

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.

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 how-to-vote card 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.

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

OFFICE USE ONLY

Received by	Time	am/pm (circle one)	Date	(dd/mm/yyyy)
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Checklist

You can use this to help get your how-to-vote card ready for lodgement.

Candidates and preferences

Are all candidates' names, party endorsements and Local Government Area names/divisions/wards spelled correctly if they appear on the card?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>								
Are candidates' names listed in the order of ECQ's ballot? (If more than one candidate is listed on the card)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>						
If preferences are numbered, is each number only used once?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>						
For first-past-the-post cards, has the card indicated the correct number of councillors to be elected?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>						
What size is your how-to-vote card? (Tick one)	A3	<input type="checkbox"/>	A4	<input type="checkbox"/>	A5	<input type="checkbox"/>	DL	<input type="checkbox"/>	A6	<input type="checkbox"/>	Other	<input type="checkbox"/>

How-to-vote card's authorisation

Does the authorisation font size meet the minimum required for the size of your card? Reminder:

- **minimum 10-point** for cards A6 or smaller
- **minimum 14-point** for cards larger than A6 up to A3, including DL, A5 and A4
- **minimum 20-point** for cards larger than A3.

Yes No

Does the authorisation appear at the end of each side of the card containing print?

Yes No

Does the authorisation contain the authoriser's name and address? E.g. 1 Eagle St Brisbane

Yes No

Does the authorisation correctly state who the card was authorised for/on behalf of? Reminder, it must include:

- For a non-endorsed candidate – the candidate's name and the word "candidate"
- For a group – must include the group's registered name, and be authorised by a candidate in the group
- For an endorsed candidate/registered political party – either the full or abbreviated name as recorded in Queensland's Register of Political Parties.

Yes No

More detailed information about the *Local Government Electoral Act 2011* and how-to-vote cards can be found in **Fact sheet 5 – How-to-vote cards** at www.ecq.qld.gov.au/factsheets.



Authoriser's details

I,
(state name in full)

of
(address*)

Phone Email

being the person who authorised how-to-vote card/s for:

(name of candidate OR registered political party OR group of candidates)

hereby lodge the attached how-to-vote card for a local government election.

Signature Date
(dd/mm/yyyy)

Statutory declaration

I,
(name of person authorising cards)

of
(address*)

do solemnly and sincerely declare via the following page:

*If it would be unsafe to state your address, you may simply write 'Queensland' or 'Australia'.



Statutory declaration – continued

Please tick one box only and complete appropriate details:

(A) No financial contribution⁽¹⁾ has been received, either from a registered political party (other than the party endorsing the candidate if they are endorsed) 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⁽¹⁾ 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 registered 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⁽¹⁾ 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)

Full name of witness

Type of witness

For example: Australian legal practitioner, lawyer, justice of the peace, commissioner for declarations, notary public

Signature of witness

1. 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.