

Form 18. Appointment of Scrutineer – original copy

Local Government (Elections) Regulations 1997, reg 69

APPOINTMENT OF SCRUTINEER

To be completed by candidate. See back for notes on how to complete this form.

Candidate	Full name:
	Address:
	Candidate for: <input type="checkbox"/> Mayor/President <input type="checkbox"/> Councillor

Scrutineer	Full name:
	Address:
	Phone numbers (H): (W): (M):
	Fax number: Email:

Election	Local government district:
	Ward:
	Election date:
	Polling Place(s):

Signature of Candidate:	Date:
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Where to send this form	<p>When you have completed and signed your part of this form and the declaration by the scrutineer has been completed, send both copies of the form to the returning officer for the district or give them to the presiding officer at the polling place.</p> <p>You may send it by post, by fax or by other electronic means so long as it is capable of being printed in its entirety, including signatures. If you send it by fax or electronically you should check that it has been received.</p>
Duplicate copy of form	<p>You must complete 2 copies of this form. The original will be retained by the returning officer or presiding officer. The duplicate will be returned and must be given to and retained by the scrutineer.</p>

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	Address:
	Candidate for: <input type="checkbox"/> Mayor/President <input type="checkbox"/> Councillor

Scrutineer	Full name:
	Address:
	Phone numbers (H): (W): (M):
	Fax number: Email:

Election	Local government district:
	Ward:
	Election date:
	Polling Place(s):

Signature of Candidate:	Date:
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ACKNOWLEDGEMENT OF APPOINTMENT

Returning officer or presiding officer	Full name:
	Signature: Date:

DECLARATION BY SCRUTINEER
To be completed before the notice of appointment has been acknowledged and returned

Declaration¹ [Making a false declaration is an offence]	I declare that I am at least 18 years of age and will comply with the provisions of the <i>Local Government Act 1995</i> and the <i>Local Government (Elections) Regulations 1997</i> which relate to scrutineers.
	Signature: Date:

Witness	Full name:
	Office:
	Signature: Date:

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1. Declaration	The declaration by the scrutineer must be signed before: <ul style="list-style-type: none">• a Justice of the Peace;• a person authorised under the <i>Declarations and Attestations Act 1913</i> to take statutory declarations; or• the returning officer, deputy returning officer or a presiding officer.
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The right and duties of a scrutineer

What you may do	As a scrutineer you may: <ul style="list-style-type: none">• attend at a polling place mentioned in your notice of appointment to observe the conduct of the election and to make sure that the Local Government Act 1995 is being complied with;• observe the checking of absent and postal votes;• be present at the preparation of postal voting papers but only at a sufficient distance so that you cannot ascertain the markings on the ballot papers; and• be present when ballot boxes are opened, when preferences indicated on ballot papers are recorded electronically and during the counting of the votes.
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What you must do	As a scrutineer you must: <ul style="list-style-type: none">• wear identification of your appointment as scrutineer;• have your copy of the appointment with you at all times and produce it when requested to do so by the presiding officer at a polling place; and• comply with all directions given by the Returning Officer and all reasonable requests made by any other electoral officer.
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What you must not do	As a scrutineer you must not: <ul style="list-style-type: none">• enter a polling place if another scrutineer appointed by the same candidate is already there (unless one of you is there just to cast your vote);• take part in the conduct of the election;• while in or within 6 metres of a polling place:<ul style="list-style-type: none">• canvass for votes;• solicit the vote of an elector;• induce an elector to vote for a particular candidate;• induce an elector not to vote at the election;• record the name of a person who attends a polling place to vote or record any information given by a person to an electoral officer in order to receive a ballot paper.
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