

# NIGC community representative election rules

## Contents

NIGC community representative election rules .....	1
1) Introduction .....	3
2) Definitions.....	3
a) Definitions.....	3
i) Australian Election Company .....	3
ii) Candidate.....	3
iii) Close of roll day .....	3
iv) The department.....	3
v) Direct voting system .....	4
vi) Election Manager.....	4
vii) Eligible nominee .....	4
viii) Eligible voter .....	4
ix) Month .....	4
x) NIGC.....	4
xi) Nominator.....	4
xii) Nominee .....	4
xiii) office of the Returning Officer.....	4
xiv) polling day.....	5
xv) pre-poll voting office .....	5
xvi) Pre-Poll Voting Officer .....	5
xvii) Returning Officer .....	5
b) Method of election - direct voting system .....	5
c) Time Zone.....	5
3) Returning Officer.....	6
a) Returning Officer – powers and duties .....	6
4) Advertising .....	6
a) Publication .....	6
b) Election notice .....	6
5) Scrutineers .....	7
a) Appointment.....	7
b) Rights and obligations .....	8
6) Timetable – nominations and voting .....	8

a)	Nominations .....	8
b)	Voting.....	9
7)	Eligibility to vote .....	9
8)	Eligibility to nominate .....	10
a)	Nominations .....	10
9)	Defective nominations.....	11
a)	Notification .....	11
10)	Withdrawal of nominations .....	11
a)	Notification of withdrawal.....	11
11)	Uncontested elections .....	11
a)	Declaration .....	11
12)	Roll of voters .....	11
a)	Creating the roll of voters.....	11
13)	Contested elections.....	12
a)	Ballot.....	12
14)	Ballot papers .....	12
a)	Ballot paper wording .....	12
15)	Polling processes .....	13
a)	Polling place for in-person voting.....	13
b)	Pre-poll voting offices.....	14
c)	Poll.....	14
d)	Supply of rolls and ballot papers .....	14
e)	Return of numbers of ballot papers before poll .....	14
f)	Ballot paper must be initialled .....	15
g)	Ballot paper may be photocopied, written or otherwise reproduced.....	15
h)	Questions put to voter .....	15
i)	Pre-poll voting.....	16
j)	Ordinary (in-person) voting.....	17
k)	Internet voting.....	19
16)	Absentee voting .....	19
a)	Absentee voting qualifications .....	19
b)	Absentee voting process .....	19
17)	Declaration of results .....	20
a)	Notice.....	20

## 1) Introduction

- a) The following election rules have been developed to enable individuals who are a minimum of 18 years of age and have been normally resident on Norfolk Island for a minimum of 1 month in the period immediately preceding the NIGC community representative election to be eligible to vote in this non-compulsory election.
- b) These rules set out the qualifications for nominees, nominators and voters, and the terms of office. For the purpose of simplicity, these rules have been based on a term of office of a maximum of three years or until the dissolution of the Norfolk Island Governance Committee (NIGC), whichever is the shorter period of time. If the NIGC is not dissolved within three years of its inaugural meeting, a new election for community representatives will occur.
- c) The Returning Officer is required to interpret and apply the provisions within the rules. The Returning Officer will apply rules as they are written but may seek clarification from the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the department) for any ambiguous terms.

## 2) Definitions

### a) Definitions

To avoid uncertainty and ambiguity the following definitions apply in these rules:

#### i) Australian Election Company

Means the independent company retained by the department to run the election for the NIGC community representatives. Australian Election Company will appoint the Returning Officer as identified throughout these rules.

#### ii) Candidate

Means a person who seeks to nominate or is nominated for an NIGC community representative position. Also known as a nominee.

#### iii) Close of roll day

The day on which the roll of voters for the ballot is closed. For the NIGC community representative election, there will be a continuous roll and eligible voters will be able to enrol up to, and including on polling day, Wednesday, 11 October 2023.

#### iv) The department

The Australian Government Department of Infrastructure, Transport, Regional Development, Communications and the Arts, which administers the external territory of Norfolk Island on behalf of the Commonwealth of Australia.

v) Direct voting system

Means a method of election in which all eligible voters may vote and does not utilise a preferential voting system.

vi) Election Manager

Means the person appointed by Australian Election Company to manage the resources and processes underpinning the election and to ensure overall compliance with the Election Rules in the conduct and delivery of the Election.

vii) Eligible nominee

Means a person who meets the requirements to stand as a nominee in the NIGC community representative election, has been normally resident on Norfolk Island for the 1-month period immediately preceding this election, and is a minimum of 18 years of age.

viii) Eligible voter

Means a person who meets the requirements to vote in the NIGC community representative election, has been normally resident on Norfolk Island for the 1-month period immediately preceding this election, and is a minimum of 18 years of age.

ix) Month

A reference to a “month” in respect of eligibility requirements for voters and nominees means a calendar month.

x) NIGC

Means the Norfolk Island Governance Committee.

xi) Nominator

Means a person who nominates another person for a position as an NIGC community representative.

xii) Nominee

Means the person nominated for a position as an NIGC community representative. Also known as a candidate.

xiii) office of the Returning Officer

Means the office of the Returning Officer as established at the Old Military Barracks, Quality Row, Kingston, Norfolk Island.

#### xiv) polling day

For the NIGC community representatives' election, polling day is Wednesday, 11 October 2023 between 8:00 am and 6:00 pm, unless unforeseen circumstances arise that warrant a change of date. Polling day is also the day, along with the close of roll, by which the residency requirement must be fulfilled for nomination or inclusion on the voting roll as identified in these rules.

#### xv) pre-poll voting office

The pre-poll voting office shall be in an area designated by the Returning Officer in their office at the Old Military Barracks, Quality Row, Kingston, Norfolk Island.

#### xvi) Pre-Poll Voting Officer

Means a person appointed by Australian Election Company's Returning Officer, who provides pre-poll ballot assistance.

#### xvii) Returning Officer

Means the department's election services provider, Australian Election Company's appointee, or its employee/s, tasked with the provision of election services for the election of the NIGC community representatives.

### b) Method of election - direct voting system

- i) This direct election for the NIGC community representatives shall be by secret ballot.
- ii) In spite of anything else contained in these rules, a person is eligible to vote in this election if they are, on Close of Roll Day, a minimum of 18 years of age and normally resident on Norfolk Island in the immediately preceding 1-month period. Voting is not compulsory.
- iii) The NIGC community representatives are elected by all eligible voters identified in (ii) and who cast a formal in the NIGC community representative election.
- iv) The term of office for successful candidates will commence from the date of the declaration of the result of the election, on or about Thursday, 12 October 2023. Candidates shall hold office until such time as the NIGC is dissolved, which will be at or about the time of the re-establishment of a locally elected governance body on Norfolk Island, or for a maximum of three years, at which time a new election will be held.

### c) Time Zone

- i) For the avoidance of uncertainty and ambiguity, all times given in these rules are in accordance with the Time Zone being observed on that date in Norfolk Island.

These time zones are Norfolk Time (UTC + 11) or, from 1 October 2023, Norfolk Daylight Time (UTC +12).

### 3) Returning Officer

#### a) Returning Officer – powers and duties

- i) The Returning Officer shall prepare and circulate a notice calling for nominations for the NIGC community representative election in accordance with these rules.
- ii) After the close of nominations, the Returning Officer shall consider all nominations received during the nomination period. The Returning Officer shall reject any nominations received after the nomination period has closed.
- iii) The Returning Officer shall accept all nominations that satisfy the requirements of these rules.
- iv) The Returning Officer shall treat any defective nominations in the manner prescribed in these rules.
- v) Where a ballot is required, the Returning Officer shall conduct the ballot in accordance with the provisions of these rules.
- vi) In respect to any matter pertaining to the conduct of any election, and in spite of anything else contained in these rules, the Returning Officer shall take such action and give such direction as the Returning Officer considers necessary, including but not limited to making void a step already taken in the election, to ensure the secrecy of the ballot and to prevent or remedy an irregularity.

### 4) Advertising

#### a) Publication

- i) The Returning Officer shall cause an election notice to be published:
  - (1) on Australian Election Company's website, or other as agreed; and
  - (2) in local Norfolk Island media outlets.

#### b) Election notice

- i) The election notice shall:
  - (1) announce the election is being conducted by Australian Election Company as the Returning Officer;
  - (2) announce nominations are sought for NIGC community representative positions and refer potential nominees to the department's website for further information;

- (3) invite nominations for election from all eligible persons and state the requirements for nomination;
- (4) announce the location, time and date for the opening and closing of nominations;
- (5) announce the time and date for the opening and closing of the ballot;
- (6) announce the location of pre-poll voting offices and the dates from which pre-poll voting will be available (9:00 am, Wednesday, 4 October 2023 to 6:00 pm, Tuesday, 10 October 2023; excluding Sunday 8 October 2023);
- (7) specify the place where nomination forms may be obtained;
- (8) specify the place where nominations must be lodged;
- (9) specify the accepted method/s of lodgement;
- (10) announce a time and date for withdrawal of nominations;
- (11) specify the identification necessary to prove residency and age:
  - (a) photo identification with Norfolk Island residential address; or
  - (b) rates or utility notice with Norfolk Island residential address and
    - (i) photo identification that does not have a residential address, or
    - (ii) ATM card issued by a financial institution; or
    - (iii) Medicare card.
  - (c) a statutory declaration made by a person who can attest to the residential address, length of residency on Norfolk Island, and date of birth of the person who does not have the identification listed in (a) or (b);
- (12) specify other documentation that may be submitted with the nomination.

## 5) Scrutineers

### a) Appointment

- i) Each candidate for an NIGC community representative position may appoint, in writing, one person as a scrutineer to represent the candidate's interests in the conduct of the ballot for the NIGC community representative election. A scrutineer shall not be a candidate for a NIGC community representative position. The candidate may appoint one or more substitute scrutineers, if required.

## b) Rights and obligations

- i) A scrutineer may be present at any stage in the ballot for the NIGC community representative election. This includes:
  - (1) countersigning any seals;
  - (2) bringing to the attention of the Returning Officer any alleged irregularity in
    - (a) the issue of ballot papers;
    - (b) the scrutiny;
    - (c) the formality or informality of;
      - (d) ballot papers;
      - (e) the counting of votes.
- ii) A scrutineer shall not;
  - (1) interrupt the scrutiny without lawful reason;
  - (2) disclose any knowledge acquired by them concerning the votes of any particular voter or voters;
  - (3) fail to carry out any lawful request by the Returning Officer;
  - (4) touch any ballot material;
  - (5) act in a manner that will interfere with the proper conduct of the election.
- iii) Failure of a scrutineer to attend any scheduled event will not delay any step in the election.

## 6) Timetable – nominations and voting

### a) Nominations

- i) Nominations for all NIGC community representative positions shall open at 9:00 am, Wednesday, 6 September 2023.
- ii) Nominations for all NIGC community representative positions shall close at 12:00 noon, Wednesday, 13 September 2023.
- iii) Nominations shall be called for in the manner prescribed in these rules.
- iv) Nominations for an NIGC community representative position must be lodged with the Returning Officer, shall be in writing and include the following information:



- (1) the full name of the nominee;
- (2) the form in which the nominee's name is to appear on the ballot paper if different from above;
- (3) the nominee's contact details;
- (4) the name and address of the nominator;
- (5) proof of residency status and date of birth of the nominee.
- (6) the signed endorsement/consent of the nominee;
- (7) the signature of the nominator;
- (8) any further documentation required by the Returning Officer.

#### b) Voting

- i) Voting for the NIGC community representatives conducted under these rules shall open at 9:00 am Wednesday, 4 October 2023.
- ii) The ballot for the NIGC community representatives, both in-person and internet, shall close at 6:00 pm on Wednesday, 11 October 2023. Ballot material received by the Returning Officer after that time shall not be included in the scrutiny.

### 7) Eligibility to vote

- a) A person's eligibility to participate as a voter for the NIGC community representative positions shall be determined as at the day of polling.
- b) A person is eligible to vote in the NIGC community representative election if, on polling day, the person is:
  - i) 18 years of age or older; and
  - ii) has been normally resident on Norfolk Island for the preceding 1-month period prior to polling-day. This 1-month period does not include time off Norfolk Island for travel or accessing services in Australia or elsewhere.
- c) Proof of residency and age status may be satisfied by the voter providing the following:
  - (a) photo identification with Norfolk Island residential address; or
  - (b) rates or utility notice with Norfolk Island residential address and
    - (i) photo identification that does not have a residential address, or
    - (ii) ATM card issued by a financial institution; or

(iii) Medicare card.

(c) a statutory declaration made by a person who can attest to the residential address, length of residency on Norfolk Island, and date of birth of the person who does not have the identification listed in (a) or (b).

## 8) Eligibility to nominate

### a) Nominations

- i) A voter's eligibility to participate as a nominee for an NIGC community representative position shall be determined as at the close of nominations.
- ii) At the time of nomination, a nominee for an NIGC community representative position must:
  - (1) be 18 years of age or older; and
  - (2) have been normally resident on Norfolk Island for the preceding 1-month period prior to nomination. This 1-month period does not include time off Norfolk Island for travel or accessing services in Australia or elsewhere.
  - (3) Proof of residency and age status may be satisfied by the nominee providing the following:
    - (a) photo identification with Norfolk Island residential address or
    - (b) rates or utility notice with Norfolk Island residential address and
      - (i) photo identification that does not have a residential address, or
      - (ii) ATM card issued by a financial institution; or
      - (iii) Medicare card.
    - (c) a statutory declaration made by a person who can attest to the residential address, length of residency on Norfolk Island, and date of birth of the person who does not have the identification listed in (a) or (b).
- iii) Nominees for a NIGC community representative position may not be employees of the department or of the Queensland Department of Premier and Cabinet.
- iv) Once a nominator has endorsed the nomination of a candidate for election for one of the NIGC community representative positions, that nominator may not subsequently withdraw that endorsement.

## 9) Defective nominations

### a) Notification

- i) Where the Returning Officer finds that a nomination for a candidate for an NIGC community representative position is or may be defective, the Returning Officer shall, before rejecting the nomination, notify the person concerned of the defect and where practicable, give the person the opportunity of remedying the defect or providing further information in support of the nomination, within a period of five days from the time of notification.
- ii) Where the Returning Officer has notified a person of a defective nomination, and where that person has remedied the defect and advised the Returning Officer within the time prescribed by the Returning Officer, the Returning Officer shall accept the nomination.
- iii) Where the Returning Officer has notified a person of a nomination defect, and where that person has not corrected the defect and advised the Returning Officer within the time prescribed by the Returning Officer, the nomination shall be rejected.

## 10) Withdrawal of nominations

### a) Notification of withdrawal

- i) A person may withdraw their nomination by notice in writing to the Returning Officer by 12:00 noon, Monday, 18 September 2023.
- ii) The notification in writing referred to above must include the signed endorsement of the nominee and be in a form acceptable to and at a place determined by the Returning Officer.

## 11) Uncontested elections

### a) Declaration

If, after the close of nominations, the number of valid nominations received for NIGC community representatives does not exceed three, the Returning Officer shall declare elected the person or persons nominated.

## 12) Roll of voters

### a) Creating the roll of voters

- i) A person will be eligible to vote provided a person is a minimum of 18 years of age and have been normally resident on Norfolk Island for a minimum of the 1-month period immediately preceding election day.

- ii) Close of roll shall be at 6:00 pm, Wednesday, 11 October 2023 for the NIGC community representative election. This is a continuous enrolment election and enrolments for eligible voters will be open until the close of the poll.
  - (1) Provided a person, who is not on the roll, meets the residency and age requirements to vote, they will be able to enrol to vote on election day for in-person voting, if they provide the necessary identification to prove residency and age status.
  - (2) The exception to 12(a)(ii)(1) is for internet voting, for which registration and enrolment will close at 12:00 noon, Tuesday, 10 October 2023.
- iii) Under the formal authority of the department, the Returning Officer creates the roll of voters to be used in the NIGC community representative election.

### 13) Contested elections

#### a) Ballot

- i) If the number of valid nominations received for NIGC community representatives exceeds three, the Returning Officer shall conduct a secret ballot of the eligible electors entitled to vote.

### 14) Ballot papers

#### a) Ballot paper wording

- i) The following features shall appear on all ballot papers prepared in respect of a secret ballot for an election for a NIGC community representative position:
  - (1) the name of the committee – the Norfolk Island Governance Committee;
  - (2) the initials of the Returning Officer or other authenticating mark;
  - (3) that there are three NIGC community representatives to be elected;
  - (4) the names of the candidates in the format and order required by these rules;
  - (5) instructions for marking the ballot paper;
  - (6) instructions for returning the ballot paper;
  - (7) name of the Returning Officer; and
  - (8) any other instruction considered necessary by the Returning Officer.
- b) The Returning Officer shall arrange for the printing of ballot papers in sufficient quantity and distribution to voters eligible for ordinary, pre-poll and internet voting.

- c) The ballot papers shall contain the names of the candidates with the family name first followed by the given names. No other candidate information will be printed on the ballot paper.
- d) The order of names in each ballot on the ballot paper shall be determined by lot drawn by the Returning Officer.
- e) The ballot shall be conducted under the **'first past the post'** voting system. That voting system being:
  - i) The three candidates for NIGC community representative positions are elected with a simple majority of votes, that is, the three candidates receiving the three highest number of votes.
  - ii) Voters are required to mark ballot papers within the boxes next to the candidate of choice to identify their three choices equivalent to the number of candidates to be elected.
  - iii) The result of the ballot is determined by counting the number of votes shown against the name of each candidate. The three candidates with the highest number of votes are elected.
  - iv) If two or more candidates each receive the same number of votes, and the pool of candidates who have received the same number of votes exceeds the number of positions remaining to be determined, the Returning Officer shall decide by lot which candidate is to be elected.
  - v) A ballot paper shall be deemed informal if marked other than in accordance with this Rule.
- f) The ballot paper shall contain instructions for the voter to place '✓'s (ticks) against the name or names of the candidates for whom the voter wishes to vote.
- g) The voter may vote for up to three candidates.
  - i) If the ballot paper is marked with four or more selections and there is no clear way to determine which candidates, up to a limit of three, for whom the voter has voted, the ballot paper will be informal.
- h) If the ballot paper is not marked as per instructions, the Returning Officer will determine if the paper can be admitted into the count.

## 15) Polling processes

### a) Polling place for in-person voting

The Returning Officer must secure and announce at least one polling place for the election on Wednesday, 11 October 2023.

## b) Pre-poll voting offices

The office of the Returning Officer will utilise the office of the Returning Officer at the Old Military Barracks as the place for enrolment for pre-poll voting.

The Returning Officer must make provisions for a person/s on Norfolk Island to be appointed to oversee the pre-polling services should an employee of Australian Election Company not be in attendance on Norfolk Island during part or all of the pre-polling period.

## c) Poll

A contested election for the NIGC community representatives must be determined by secret ballot.

## d) Supply of rolls and ballot papers

i) On or before polling day the Returning Officer is to:

(1) provide for use at the polling place sufficient authorised copies in printed form of the roll of voters for Norfolk Island, and

(2) deliver to the polling place manager, appointed by the Returning Officer, and retain, such numbers of the ballot-papers as are sufficient for the use of the voters entitled to vote.

ii) The Returning Officer is to keep an exact count of all those ballot-papers.

iii) The Returning Officer is to retain for use at their office:

(1) at least one authorised copy of the roll of voters for Norfolk Island, and

(2) such number of ballot-papers as the Returning Officer considers will be required for the use of voters who are permitted to vote at pre-polling venues before election day.

iv) The Returning Officer is to keep an exact count of those ballot-papers.

## e) Return of numbers of ballot papers before poll

i) The Returning Officer is to maintain a record of the following numbers of ballot papers:

(1) the numbers of ordered and received from the printer;

(2) the numbers issued for use at pre-poll voting offices, declared institutions and polling places; and

(3) the numbers not issued at all.

f) **Ballot paper must be initialled**

A ballot-paper for the NIGC community representative election, before being delivered or sent to a voter, is to be initialled on the front by an election official, as appointed by the Returning Officer, except in the case of an Internet ballot, which will include other authenticating elements.

g) **Ballot paper may be photocopied, written or otherwise reproduced**

- i) If a polling place or pre-poll voting venue does not have or runs out of ballot-papers printed in accordance with rule 15(d), the Returning Officer, polling place manager or other election official in charge, as appointed by the Returning Officer, at the time may have the ballot-paper reproduced by photocopying or writing or may use copies obtained by facsimile or email.
- ii) A ballot-paper so reproduced or obtained is still required to be in the same general format as the ballot-paper printed in accordance with rule 15(d).
- iii) A ballot-paper so reproduced or obtained and complying with paragraph 15(g)(ii) is as valid as a form printed in accordance with rule 15(d).

h) **Questions put to voter**

- i) A person claiming to vote at a polling place for the NIGC community representative election must state to an election official, as appointed by the Returning Officer, the name under which the person claims to vote, and such other particulars as the official requires for the purpose of checking that name on the authorised copy of the roll.
- ii) The election official must check that the name given by the person is on the authorised copy of the roll.
- iii) The election official must ask the following questions before giving the person a ballot-paper:
  - (1) What is your name?
  - (2) What is your residential address?
  - (3) Have you already voted in this election?
- iv) A person must not be given a ballot-paper and must not be allowed to vote if the person:
  - (1) fails to satisfy a requirement under sub-rule h(iii) above; or
  - (2) if the person answers yes to 15(h)(iii)(3) above.
- v) This rule does not prevent a person from voting in the NIGC community representative election because:

- (1) of errors or omissions in the entry of the person's name or date of birth as appearing on the authorised copy of the roll of voters if he or she satisfies the election official of his or her identity as the person referred to in the authorised copy of the roll; or
- (2) the person's name is not on the authorised copy of the roll of voters. The person will be able to enrol up to the close of the poll, if they provide evidence as to their residency and age status as in rule 7.

i) Pre-poll voting

i) Pre-poll voting qualifications for the NIGC community representative election

- (1) A person is qualified to vote before election day under this rule if the person is eligible to vote in the NIGC community representative election.

ii) Pre-poll voting procedure

(1) Application may be made

- (a) A person qualified under this rule may apply for a pre-poll ballot paper for the NIGC community representative election. The application is to be made orally:
  - (i) by the voter in person, and
  - (ii) to a Pre-Poll Voting Officer at the office of the Returning Officer on Norfolk Island, on a day and during the hours, identified.

(2) Oral declaration by elector

- (a) The voter is to make an oral declaration to a Pre-Poll Voting Officer (appointed by the Returning Officer) stating:
  - (i) the name under which the voter claims to vote and such other particulars as the officer requires for the purpose of checking the name on the officer's authorised copy of the roll; and
  - (ii) that the voter is entitled to vote at the NIGC community representative election; and
  - (iii) that the voter has not already voted in connection with the NIGC community representative election and will not vote anywhere else in connection with this election.

(3) Questions

- (a) A Pre-Poll Voting Officer, appointed by the Returning Officer, may, and must if requested to do so by any scrutineer, put to the voter who made



the application under this section any of the questions set out in rule 15(h)(iii).

(4) Ballot paper handed to the voter

- (a) If the voter answers the questions satisfactorily or no questions are to be put to the voter, the Pre-Poll Voting Officer must hand to the voter a ballot-paper that is initialled on the front by the officer.

(5) Record of voting

- (a) The Pre-Poll Voting Officer is to make an appropriate notation on the officer's authorised copy of the roll of voters to show that the voter has received a ballot-paper.

(6) Delivery of ballot paper to voter

- (a) On receiving a pre-poll ballot-paper for the NIGC community representative election, the voter is to:
  - (i) go alone to an unoccupied space set aside for voting at the pre-poll voting office, and privately record his or her vote there on the ballot-paper; and
  - (ii) hold the ballot-paper so as to conceal the vote marked on it, and then put it in the pre-poll ballot-box without unfolding it; and
  - (iii) leave the pre-poll voting office.

(7) Pre-poll ballot for the NIGC community representative election to be delivered or sent to the Returning Officer or their appointed agent

- (a) A pre-poll ballot-box is to be delivered or sent unopened to the Returning Officer as soon as the ballot-box is no longer required for further voting.

(8) Pre-poll voting offices and times for the NIGC community representative election

- (a) The Returning Officer is to determine the days and hours of operation of the pre-poll voting office to be used to enable voters to vote in person before election day in accordance with this rule in consultation with the department.

j) Ordinary (in-person) voting

i) Polling place arrangements

- (1) Assignment of polling place manager: the Returning Officer must appoint an election official to preside at each polling place as polling place manager.

- (2) Assignment of other election officials to assist: the Returning Officer must assign at least one other election official to assist in taking the poll at a polling place.
- (3) Returning Officer and polling place manager: if the Returning Officer's instrument of appointment or another instrument issued by the Election Manager authorises them to do so, the Returning Officer may act as the polling place manager at a polling place, in which case the Returning Officer is taken to be a polling place manager duly assigned to preside at the polling place.
- (4) Assignments to be in writing: assignments under this section must be made in writing.
- (5) Functions of polling place managers and other election officials: the functions of polling place managers and other election officials are to be as determined by - in relation to an election administered by an electoral services provider— the Returning Officer.

#### ii) Hours of voting

- (1) The voting for the NIGC community representatives at a poll is to commence at 8:00 am and close at 6:00 pm on the same day. A person entitled to vote who at the time of closing the poll is within the polling place is to be permitted to vote.

#### iii) Delivery of NIGC community representative election ballot paper to a voter

- (1) An election official appointed by the Returning Officer is to deliver a ballot paper initialled on the front by an election official to each person who is entitled to vote.
- (2) The election official is to make a notation, in the manner and form specified by the Returning Officer on the official's authorised copy of the roll of voters to show that the voter has received a ballot-paper.

#### iv) Voting

- (1) After receiving a ballot paper for the NIGC community representative election, a voter is to:
  - (a) go alone to an unoccupied space set aside for voting at the polling place, and privately record his or her vote there on the ballot paper; and
  - (b) fold the ballot paper so as to conceal the vote marked on it, and then put it in the ballot box without unfolding it; and
  - (c) leave the polling place.

## k) Internet voting

- i) A person may nominate to use internet (online) voting, or ordinary (in-person) voting when completing their enrolment form to be included on the NIGC community representative voter roll. A person nominating to use internet (online) voting must supply a current, valid, email address on their completed enrolment form
- ii) To nominate for internet voting, a person must complete and submit their enrolment to the Returning Officer including their nomination to use internet (online) voting, at least a minimum of 24 hours before the voter may submit their internet vote, to allow Australian Election Company to provide a password and internet voting instructions to the voter.
- iii) Registration for internet voting shall close at 12:00 pm, Tuesday, 10 October 2023.
- iv) Internet voting may be used from the opening of the pre-poll period (9:00 am, Wednesday, 4 October 2023) to the close of the ordinary poll (6:00 pm, Wednesday, 11 October 2023).
- v) To register for internet voting, Australian Election Company will need to collect and apply the following enrolled voter information:
  - (1) full name;
  - (2) date of birth;
  - (3) residential address on Norfolk Island;
  - (4) current, valid, email address; and
  - (5) any other information required.
- vi) A person may change the method by which they vote, providing they only vote once.

## 16) Absentee voting

### a) Absentee voting qualifications

- i) A person is qualified for an absentee vote for the NIGC community representative election under this rule if the person is eligible to vote in this election.

### b) Absentee voting process

- i) The absentee voting process is the same as for the pre-polling and internet polling described in 15(i) and 15(k).

### (1) Record of voting

- (a) The Pre-Poll Voting Officer is to make an appropriate notation on the officer's authorised copy of the roll of voters to show that the voter has voted.

## 17) Declaration of results

### a) Notice

- i) A preliminary result for the NIGC community representatives shall be announced by the Returning Officer by 9:00 pm, Wednesday, 11 October 2023, after the close of the polls, assuming that the polls are not too close to call without detailed counting of ordinary, internet and pre-poll votes.
- ii) The Returning Officer shall declare the result of the election by Thursday, 12 October 2023 by giving notice of the result in writing to the relevant officer of the department at its registered office. An announcement shall be made providing the final results in Norfolk Island media outlets.
- iii) The Returning Officer declares the result of the election, and will declare the following information in relation to the ballot:
  - (1) the total number of persons on the roll of voters;
  - (2) the total number of ballot papers issued;
  - (3) the total number of ballot papers received by the Returning Officer;
  - (4) the total number of ballot papers rejected as informal;
  - (5) the total number of internet passwords issued;
  - (6) the total number of internet passwords consumed;
  - (7) the total number of internet passwords unconsumed;
  - (8) the total number of internet votes cast; and
  - (9) the total number of attempted multiple voters in the election.