



Electoral Commissioner

INSTRUMENT OF APPROVAL

'APPROVED FORM' FOR THE PURPOSES OF NON-VOTER PROCEEDINGS

Commonwealth Electoral Act 1918
Subsections 245(3), 245(6), 245(9)


Referendum (Machinery Provisions) Act 1984
Subsection 45(3), 45(6), 45(9)

I, Tom Rogers, Electoral Commissioner, in exercise of the power under subsection 4(1) of the *Commonwealth Electoral Act 1918* (Electoral Act) and subsection 3(1) of the *Referendum (Machinery Provisions) Act 1984* (Referendum Act), do hereby:

1. **REVOKE** all previous 'approved forms' for the purposes of section 245 of the Electoral Act and section 45 of the Referendum Act;
2. **APPROVE** the forms that appear in the Schedule to this instrument to be 'approved forms' for the purpose of issuing notices:
 - a. under section 245(3) of the Electoral Act and section 45(3) of the Referendum Act;
 - b. under section 245(6) of the Electoral Act and section 45(6) of the Referendum Act; and
 - c. under section 245(9) of the Electoral Act and section 45(9) of the Referendum Act.

Signature redacted

Tom Rogers
Electoral Commissioner
10 August 2016



SCHEDULE

EF043(a) – Penalty Notice

EF043(b) – Penalty Notice

EF044 – Notice

Address for correspondence
Divisional Returning Officer for
[DIV-NAME-HDR]
[DIV-POSTADDR-LINE1-HDR]
[DIV-POSTADDR-LINE2-HDR]



AEC
Australian Electoral Commission

Division of [DIV-NAME-HDR]
[DIV-ADDR-LINE1-HDR]
[DIV-ADDR-LINE2-HDR]
[DIV-ADDR-LINE3-HDR]

[MAIL-DPID-BCODE-HDR]
[ELECTOR-ID-HDR]
[MAIL-NAME]
[MAIL-ADDR-LINE1-HDR]
[MAIL-ADDR-LINE2-HDR]
[MAIL-ADDR-LINE3-HDR]
[MAIL-ADDR-LINE4-HDR]

Tel: [DIV-PHONE-NUM-HDR]
Fax: [DIV-FAX-DPID-HDR]

[POSTAGE-DATE-HDR]

Penalty Notice

Apparent failure to vote

Due Date: [DUE-DATE-HDR]

Dear [SALUTATION-NAME]

I am writing to you as, according to my records, it appears that you failed to vote at the [ELECTION-DESC-HDR] held on [ELECTION-DATE-HDR].

Under the *Commonwealth Electoral Act 1918 and Referendum (Machinery Provisions) Act 1984* it is a criminal offence to fail to vote without a valid and sufficient reason.

If you **did vote**, please provide details on the form on the back of this notice so that voting records can be rechecked, and corrected if necessary.

If you **did not vote**, you have two options:

1. If you have a valid and sufficient reason for not voting, please provide that reason on the form on the back of this notice by the due date. I will consider your reason and you will be notified if it is not considered valid and sufficient. In this case you will be required to pay the \$20.00 penalty.

OR

2. If you do not have a valid and sufficient reason for not voting, please pay the penalty of \$20.00 to the Australian Electoral Commission (AEC) by one of the methods listed below by the due date. No further payment will be required.


Should you require any further information, please contact this office on the phone number above.

If you do not either reply to this notice or pay the \$20.00 penalty by the due date, the matter may be referred to a court. There is a maximum fine of \$180.00 (plus court costs) if the matter is dealt with by the court and a criminal conviction may be recorded against you. If you are unable to respond someone else can complete the form or pay the penalty on your behalf.

Yours sincerely

[DRO-NAME]

Divisional Returning Officer

If you did vote, or did not vote and believe you have an acceptable reason, please turn to the back of this page for the form and reply details. 

Pay by credit card

Using Visa, Mastercard or Amex credit card at
Government EasyPay
Online: www.optussmartpay.com/govteasypay
Phone: 1300 453 579
Customer Ref. No. [PAY-BY-REF-ID-HDR]

Pay by cheque

Send this notice with your cheque or money order, made payable to the Australian Electoral Commission, in the reply paid envelope provided.

NOTE: PART PAYMENT NOT ACCEPTED.

Pay by cash

Present this notice with your payment at any AEC office.

OR

Present this notice with your payment at any Australia Post outlet.

 **POST billpay**

[BPOST-BCODE]
[BPOST-TEXT]

DUE DATE: [DUE-DATE-HDR]

AMOUNT DUE: \$20.00

Office Use Only		
Date:	Result code:	Sub-reason:

Your enrolment as at Polling Day was:

[ELECT-ID-HDR]
 [FULL-NAME]
 [ENROLLED ADDRESS-HDR]

If you DID vote complete this part.

Location of the place where you voted _____

OR Tick the box if you voted by post (the AEC will need to confirm that you voted by post and if no record you may be penalised)

If you DID NOT vote and believe you have a valid and sufficient reason for failing to vote complete this part.

You will be advised if the reason you give is not acceptable.

I did not vote because (attach a separate sheet if required) _____

DO NOT SEND PAYMENT IF YOU COMPLETE THIS PART

Name (if different from above): _____

Daytime phone number: _____

Current residential address:
 (if different from above) _____

Signature of elector or person acting on elector's behalf: _____

Name of person acting on elector's behalf (if applicable): _____

Date: ____ / ____ / ____

FOLD HERE

FOLD HERE

▶▶ Return address

[RETN-ADDR-DPID-BC-HDR]
 Divisional Returning Officer for
 [DIV-NAME-HDR]
 [RETN-ADDR-LINE1-HDR]
 [RETN-ADDR-LINE2-HDR]

[FULL-NAME]
 [MAIL-ADDR-LINE1-HDR]
 [MAIL-ADDR-LINE2-HDR]
 [MAIL-ADDR-LINE3-HDR]
 [MAIL-ADDR-LINE4-HDR]

[ELECTOR-ID-BARCODE-HDR]
 [ELECTOR-ID-HDR]

Please fold this notice and place in the reply paid envelope provided.
 Ensure the return address to the left appears in the envelope window.

Address for correspondence
Divisional Returning Officer for
[DIV-NAME-HDR]
[DIV-POSTADDR-LINE1-HDR]
[DIV-POSTADDR-LINE2-HDR]



Division of [DIV-NAME-HDR]
[DIV-ADDR-LINE1-HDR]
[DIV-ADDR-LINE2-HDR]
[DIV-ADDR-LINE3-HDR]

[MAIL-DPID-BCODE-HDR]
[ELECTOR-ID-HDR]
[MAIL-NAME]
[MAIL-ADDR-LINE1-HDR]
[MAIL-ADDR-LINE2-HDR]
[MAIL-ADDR-LINE3-HDR]
[MAIL-ADDR-LINE4-HDR]

Tel: [DIV-PHONE-NUM-HDR]
Fax: [DIV-FAX-DPID-HDR]

[POSTAGE-DATE-HDR]

Penalty Notice Apparent Failure to Vote This is a final notice Action Required

Due Date: [DUE-DATE-HDR]

Dear [SALUTATION-NAME]

You were sent a penalty notice for failure to vote dated [NV1 POSTAGE-DATE-HEADER] in which you were informed that according to the records of the Australian Electoral Commission (AEC) you failed to vote at the [ELECTION-DESC-HDR] held on [ELECTION-DATE-HDR]. You have failed to respond to that notice in the manner required by that notice and within the required time.

As advised in the previous penalty notice, under the *Commonwealth Electoral Act 1918* and the *Referendum (Machinery Provisions) Act 1984* it is a criminal offence to fail to vote without a valid and sufficient reason.

If you **did vote**, please provide details on the form on the back of this notice so that voting records can be rechecked, and corrected if necessary.

If you **did not vote**, you have two options:

1. **If you have a valid and sufficient reason for not voting, please provide that reason on the form on the back of this notice by the due date. I will consider your reason and you will be notified if it is not considered valid and sufficient. In this case you will be required to pay the \$20.00 penalty.**

OR

2. If you do not have a valid and sufficient reason for not voting, please pay the penalty of \$20.00 to the AEC by one of the methods listed below by the due date. No further payment will be required.


Should you require any further information, please contact this office on the phone number above.

If you do not either reply to this notice or pay the \$20.00 penalty by the due date, the matter may be referred to a court. There is a maximum fine of \$180.00 (plus court costs) if the matter is dealt with by the court and a criminal conviction may be recorded against you. If you are unable to respond someone else can complete the form or pay the penalty on your behalf.

Yours sincerely

[DRO-NAME]

Divisional Returning Officer

If you did vote, or did not vote and believe you have an acceptable reason, please turn to the back of this page for the form and reply details. 

Pay by credit card

Using Visa, Mastercard or Amexcredit card at
Government EasyPay
Online: www.optussmartpay.com/govteasypay
Phone: 1300 453 579
Customer Ref. No. [PAY-BY-REF-ID-HDR]

Pay by cheque

Send this notice with your cheque or money order, made payable to the Australian Electoral Commission, in the reply paid envelope provided.

NOTE: PART PAYMENT NOT ACCEPTED.

Pay by cash

Present this notice with your payment at any AEC office.

OR

Present this notice with your payment at any Australia Post outlet.



[BPOST-BCODE]
[BPOST-TEXT]

DUE DATE: [DUE-DATE-HDR]

AMOUNT DUE: \$20.00

Office Use Only		
Date:	Result code:	Sub-reason:

Your enrolment as at Polling Day was:

[ELECT-ID-HDR]
 [FULL-NAME]
 [ENROLLED ADDRESS-HDR]

If you DID vote complete this part.

Location of the place where you voted _____

OR Tick the box if you voted by post (the AEC will need to confirm that you voted by post and if no record you may be penalised)

If you DID NOT vote and believe you have a valid and sufficient reason for failing to vote complete this part.

You will be advised if the reason you give is not acceptable.

I did not vote because (attach a separate sheet if required) _____

DO NOT SEND PAYMENT IF YOU COMPLETE THIS PART

Name (if different from above): _____

Daytime phone number: _____

Current residential address: _____
 (if different from above) _____

Signature of elector or person acting on elector's behalf: _____

Name of person acting on elector's behalf (if applicable): _____

Date: ____ / ____ / ____

FOLD HERE

FOLD HERE



[FULL-NAME]
 [MAIL-ADDR-LINE1-HDR]
 [MAIL-ADDR-LINE2-HDR]
 [MAIL-ADDR-LINE3-HDR]
 [MAIL-ADDR-LINE4-HDR]

[RETN-ADDR-DPID-BC-HDR]
 Divisional Returning Officer for
 [DIV-NAME-HDR]
 [RETN-ADDR-LINE1-HDR]
 [RETN-ADDR-LINE2-HDR]

[ELECTOR-ID-BARCODE-HDR]
 [ELECTOR-ID-HDR]

Please fold this notice and place in the reply paid envelope provided.
 Ensure the return address to the left appears in the envelope window.

Division of

Tel:

Fax:

**Notice
Failure to Vote**

Dear

You were recently sent a penalty notice about your failure to vote at the recent <<elec desc>> held on Saturday <<elec date>>. In my opinion, the reason you have provided for not voting is not a valid and sufficient reason for the failure to vote. Under the *Commonwealth Electoral Act 1918* and *Referendum (Machinery Provisions) Act 1984* it is a criminal offence to fail to vote without a valid and sufficient reason.

As you did not provide a valid and sufficient reason for why you did not vote, you may:

1. avoid having this matter dealt with by a court by paying \$20.00 to the Divisional Returning Officer by <<due date>>; or
2. allow the AEC to pursue the option of referring the matter to be dealt with by the courts by completing the form below and returning it by <<due date>> in the envelope provided.

If you do not meet either of the requirements above this matter may be referred to a court.

Having the matter dealt with by a court may result in a maximum fine of \$180.00 (plus any court costs) and a criminal conviction may be recorded against you.

If you are unable to respond someone else can complete the form or pay the penalty on your behalf.

Should you require any further information, please contact this office on the phone number above.

Yours sincerely
<<DRO name>>

Divisional Returning Officer

I,	of
wish to have the matter of my failure to vote at the <<elec desc>> held on Saturday <<elec date>> dealt with by a Court	
Signature of or on behalf of elector	If this form is completed by another person acting on behalf of the elector please print your name below your signature.

*Note: Payment of the \$20.00 penalty will finalise this matter. No further proceedings can then be taken against you and you will not have been convicted of an offence. However, if for any reason a payment by cheque is not honoured by the drawer's bank, payment of the penalty will be deemed not to have been made.

PAYMENT OPTIONS



Pay by credit card

Using Visa, Mastercard or Amexcredit card at Government EasyPay

Online: www.optusmartpay.com/govteasypay

Phone: 1300 453 579

Customer Ref. No. [PAY-BY-REF-ID-HDR]

Pay by cheque

Send this notice with your cheque or money order, made payable to the Australian Electoral Commission, in the reply paid envelope provided.

Pay by cash

Present this notice with your payment at any AEC office.

OR

Present this notice with your payment at any Australia Post outlet.

POST billpay

[BPOST-BCODE]

[BPOST-TEXT]

NOTE: PART PAYMENT NOT ACCEPTED

DUE DATE:

AMOUNT DUE: \$20.00

▶▶ Return address
Divisional Returning Officer for
Division of

Returning this form by folding where indicated and
place in the reply paid envelope provided.