Victorian State election 2022

Voting is for everyone
Facilitation guide

Victorian Electoral Commission

About this guide

This guide is for people with cognitive and intellectual disabilities their families and supporters/carers. It is designed to be used in combination with the online video *Voting is for Everyone* which looks at:

- how voting works
- how to enrol to vote
- why it is important for people with a disability to vote

How to use this guide

This guide has discussion points, activities, and support notes to help you understand the information in the *Voting is for Everyone* video.

The facilitator should read the guide first and print enough activities for the group.

Before you start you will need:

- the online video *Voting is for Everyone*: (https://youtu.be/H8lSaEn95mg)
- black or blue pens for filling in forms
- ID such as a driver licence, health care card or bank card
- citizenship number if you were not born in Australia.

If you need to enrol for the first time, or update your details, print an enrolment form from vec.vic.gov.au.

Set a time to watch the *Voting is for Everyone* video with your family or group. The video is about 17 minutes long.

Contents

What is government?

The government is a group of people that make laws for Australia.

There are three levels of government: local, State and Federal. Each level is responsible for different services in our community.

- Federal Government

- State Government

- local council.

The Victorian State Government

Victoria has a State Government that makes laws about:
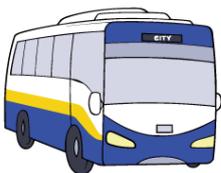
- Schools

- Hospitals

- Police and Prisons

- Ambulance and Fire Services

- Trains, trams and buses.

What is democracy?

The people in the state government make decisions about these things for you.

But the people in the State Government are ELECTED. That means they are chosen by the people that live in Victoria.

Saying who you would like to choose is your VOTE.

Every adult Australian citizen has the RIGHT to vote.

The Victorian Election

Voting and choosing the next government is called the election. At the end of election day, all the votes in Victoria are counted, and the State Government is chosen by the votes.

The Victorian Election is on the 26 November this year, and after everyone's votes have been counted, we will find out who will be in charge of Victoria for the next 4 years.

Which issues are important to you?

You might have ideas and feelings about laws in Victoria. For example, about transport, about hospitals, about schools.

These issues impact your day-to-day life.

It's important you have a say.

Whoever wins the election in your area will become your local member. You can talk to your local member about your thoughts and concerns, so they can hear what matters to you.

How do I decide which candidate to choose?

People that would like to be part of state government are called candidates. There are usually a few candidates for the area you live in – you can choose which candidate you think is best.

Different people have different ideas. For example, the government has money to spend, but how should they spend it? Which issues are most important?

You can find out who your candidates are on the VEC website after 11 November.

You can telephone the candidate and talk to them.

You can ask these people for written information about their ideas.

How-to-vote cards from candidates are given out at the voting centre. These cards tell you how each candidate would like you to vote.

You can talk to other people about their opinions, but no one should tell you how to vote. It matters what YOU think.

You can pick the person you think will do the best job.

Why should I vote?

Voting is a way for people to make a choice.

Voting is about everyone being heard.

Voting is about us all being a part of decision-making in the community.

Discussion Points

- How does democracy affect our everyday lives?
- What are some of the issues affecting your community?
- How many levels of government are there?
- Which levels are responsible for the different services in our community?

Support notes

Democracy comes from two ancient Greek words: Demos and Kratos. Democracy means 'rule by the people'.

In Australia we have a representative democracy, which means we elect people to make decisions on our behalf.

There are three levels of government: local, State and Federal. Each level is responsible for different services in our community.

Read *Easy English Guide — Vote in the 2022 Victorian State election* for more information.

Discussion - Who can vote?

- In the film David says, "I can't read or write, I didn't think I'd be able to do it". If you can't fill out a ballot paper, does that mean you can't vote?

- Who can vote?

- Why is it important to vote?

- Who in our group has voted before?

- The next Victorian State election will be held in November 2022. Who wants to vote at this election?

Support notes

If you want to have a say about the different issues in our community - and are an Australian citizen aged 18 years or older - you should enrol and vote, regardless of whether you have a disability or not.

If you need help to fill out a ballot paper, you can ask a friend, relative, support worker or election official to help you.

You can book a free electoral education session with the VEC to further support people to learn about voting and practice how to fill out ballot papers. We can do this remotely with you over the internet for State election 2022.

Complete an online booking form and we will call you to confirm a session with your group. Go to vec.vic.gov.au/voting/learn-to-vote/book-an-information-session.

Enrolling to Vote

To vote, you need your name on the list of voters.

This list is called the ELECTORAL ROLL.

You can put your name on the list by enrolling to vote.

To enrol, you fill out a form. You will need to write your name and address or ask someone to help you. You can get the form from the Victorian Electoral Commission (VEC) website. vec.vic.gov.au.

Enrolling to vote – Discussion Points

- What is the electoral roll?

- How do you enrol to vote?

- Is anyone in our group enrolled to vote?
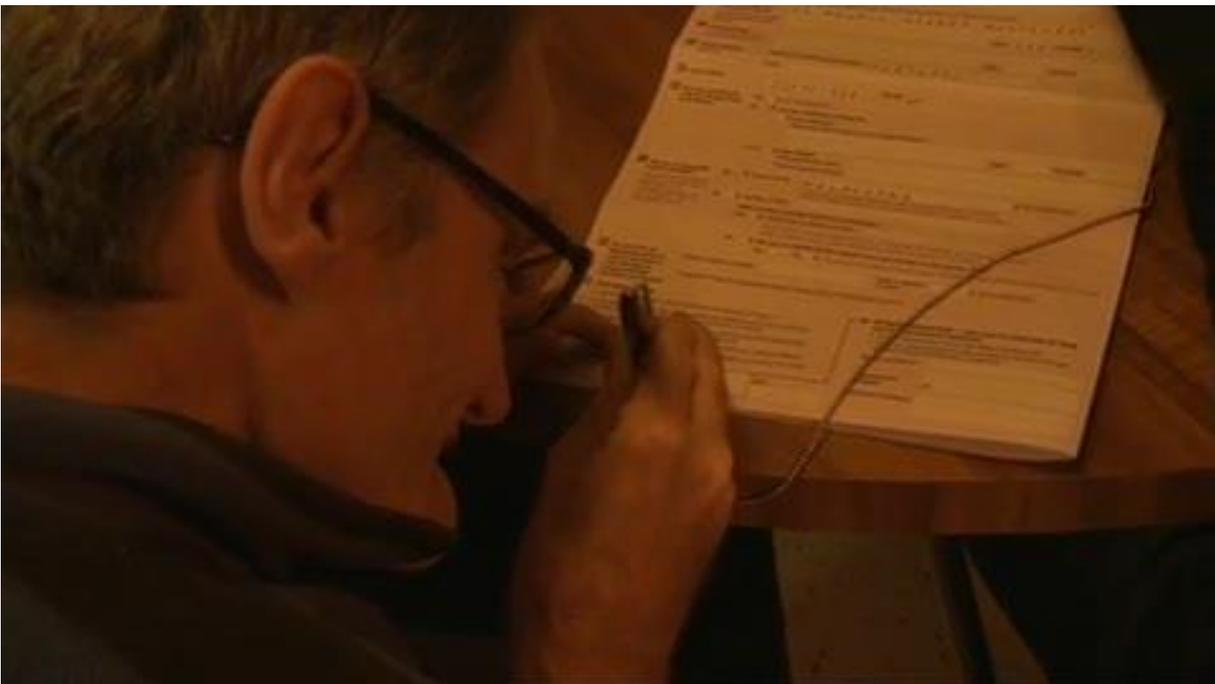
Support notes

The electoral roll is a list of people who can vote in an election.

- If you are an Australian citizen over 18 years of age you must enrol to vote.
- The enrolment deadline if you need to enrol for the first time, or update your details like your name or address, is **8 pm on Tuesday 8 November 2022.**
- You only need to fill out one enrolment form to enrol to vote in local, State and Federal elections.

What proof of identity do I need?
If you are using identification other than a driver licence (such as a Centrelink card), you will need someone else to verify your identity.

This person must know you and needs to be on the Commonwealth electoral roll.

Can someone help me fill in the form?
Yes, you can ask someone to help you. They should read out **everything** on the form, so you understand what you are signing.

What if I am unable to sign the form?
If you cannot sign the enrolment form you can make a mark.

If you cannot sign or make a mark you can ask someone to fill in a special enrolment form: "Electoral enrolment for persons unable to sign their name due to physical incapacity" on your behalf. A doctor's certificate must be supplied with this form.

Can someone be removed from the electoral roll?
You can apply to remove a person from the roll if they are incapable of understanding the nature or significance of enrolling and voting. This may be due to a medical condition or an injury.

A medical practitioner must complete the medical certificate section on an objection form which can be found at aec.gov.au. We write to the person to give them a chance to contest the decision before removing them from the roll.

**Will I be fined if I have not enrolled in the past?**
No. Enrolment is compulsory, but you will not be fined if you have never enrolled to vote before now. If you have been enrolled to vote in the past and believe you have an unpaid fine for not voting, you should call the VEC on 131 832 for advice.
All forms are available from vec.vic.gov.au or you can call 131 832 and ask for them.

Voting in the Election

Once you are on the list, you can vote a number of different ways.

1. You can go to a polling booth on the day of the election – November 26. There are voting centres all around Victoria – you can find out which is closest to you.

2. You can vote early – before the day -- at a voting centre.

3. If it's hard to get to a voting centre on the day, because you are working or have another reason, you can ask for a postal vote and the VEC can send your voting papers. You can also ask for your voting papers to be sent to you for every election, now and in the future. This is called enrolling as a General Postal Voter.
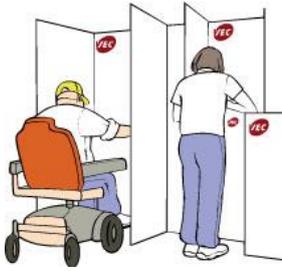
Election Day – Voting Centres

When you go to vote in person, the staff at the voting centre will ask 3 questions:

1. What is your name?
2. Where do you live?
3. Have you voted in this election before?

(This is to make sure everyone only votes once).

They will then cross your name off the list to show you have voted, and give you your papers.

You can fill out the ballot papers yourself, or ask someone to help you. You can take someone with you to the voting centre or you can ask an election official.

It's important to fill out the ballot paper correctly so your vote will be counted. Have a look at the worksheets at the end of this guide to practice.

Discussion

- What happens when you go to a voting centre?

- How do you fill out a ballot paper?

- When you vote can you ask for help? Can you take someone to the voting centre with you?

Support notes

Can I take a support person?

Yes. You can take someone with you to the voting centre to help you fill in the ballot paper. You can also take any writing aids or equipment you need. If you prefer, you can ask an election official to assist you. Remember, no one should tell you who you should vote for. It is up to you.

How do I fill out a ballot paper?

To make your vote count you need to fill in the ballot paper correctly. Follow the instructions on the ballot paper or ask for help. See *Easy English Guide — Vote in the 2022 Victorian State election* for more information.

For State and Federal elections: When you go to vote in person, the staff at the voting centre will ask 3 questions:

- What is your name?
- Where do you live?
- Have you voted in this election before?*

* The election official is required by law to ask this question. It is designed to stop people from voting in the election more than once.

Voting by post

If you have chosen to vote by post, postal vote ballot packs will be posted out. Open and fill out your ballot papers as soon as you get them in your letterbox and post them back to the VEC as quick as you can.

Your ballot papers need to be in the post before **6pm Saturday 26 November**, which is the day of the election.

Discussion

- In the video Greg must work on election day so he has decided to vote by post.

- Will anyone in your group need to vote by post?

Some people may already be general postal voters (GPV), which means they automatically receive ballot papers in the post for every local, State and Federal election.**
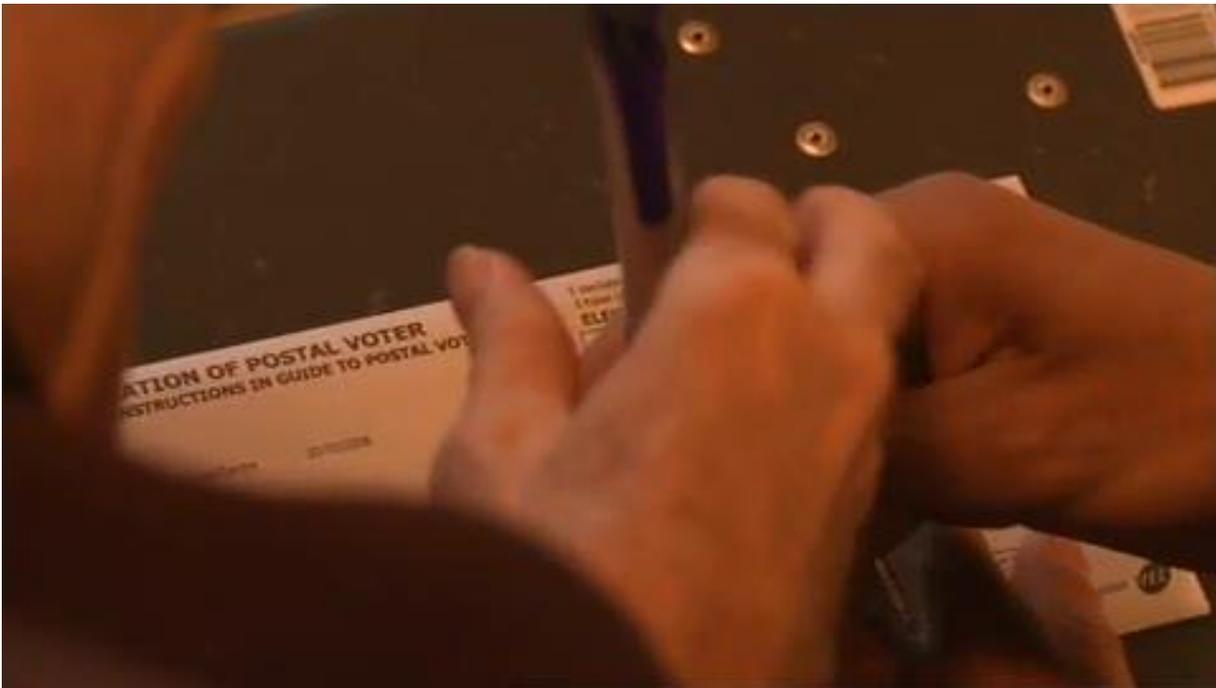
Support notes

The 2022 State election will be an attendance election, which means we can go to vote in person. You can also ask for a postal vote for State elections if it is just a one-off request, by registering with the VEC at the time of a State election.

For all elections, eligible people can register as a General Postal Voter, so that you will automatically receive your ballot papers in the post.

Key dates for voting by post

2-23 November – you can apply for a postal vote. You can do this online or get a form at any post office. After 23 November – it is too late to vote by post.

14-18 November general postal vote ballot packs will be posted out. Open and fill out your ballot papers as soon as you get them in your letterbox and post them back to the VEC as quick as you can.

If you have not received your ballot pack by **18 November 2022**, please call the VEC on **131 832**.

Your completed ballot papers need to be in the post before **6 pm Saturday 26 November 2022.**

** Voters do not receive ballot packs for Federal elections if they applied to be a GPV under the age criteria (70 years or older).

Discussion - Make a plan for voting

- Who might help you to vote (if you need it) in the election?
- How do we find out who the candidates are and what they stand for?
- What do the people in the video say about it?

On your election plan (activity on page 32), fill out how you will vote in the election (in person or by post), and how you will find out who you can vote for.
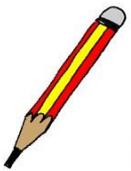
If you live or work in a Specialist Disability Accommodation (SDA), write the election dates in the house diary.
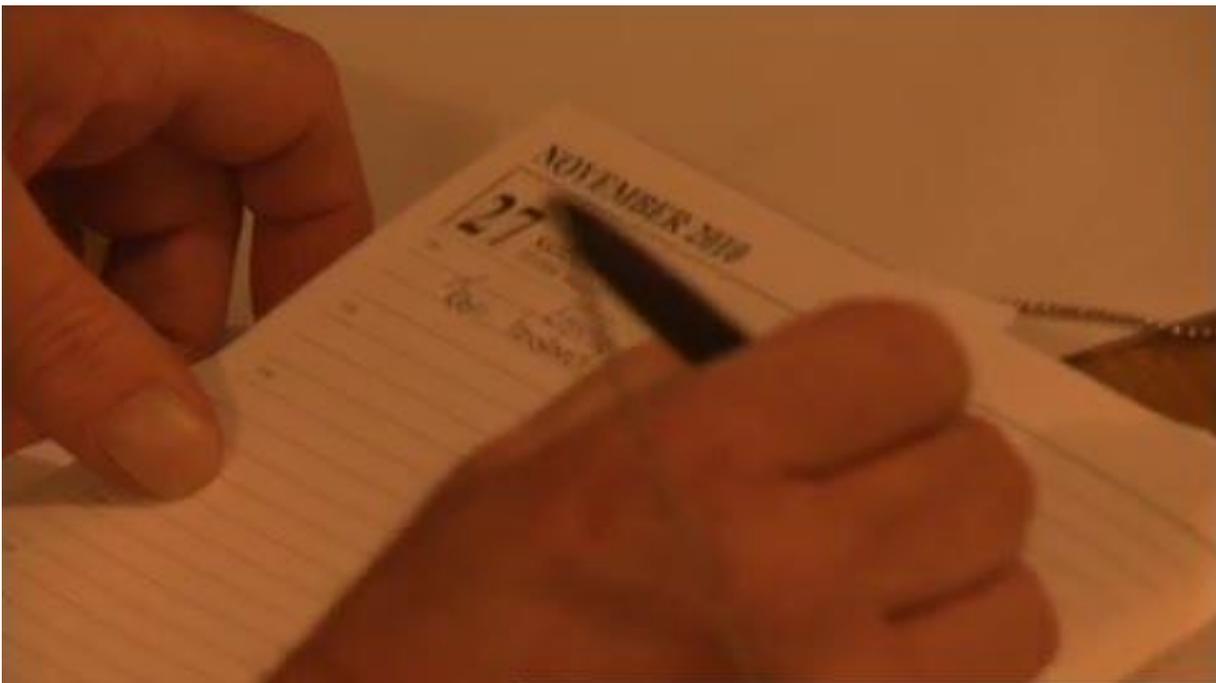
Support notes

How to vote in the 2022 State election

State elections are held on the last Saturday in November every 4 years. The next State election will be Saturday 26 November 2022. State elections are attendance elections. Voters can cast their vote at any voting centre in Victoria. There are also options for early voting, postal voting and overseas and interstate voting.

Can I vote before election day?

Early voting centres across Victoria will open at 9 am Monday 14 November 2022.

Who should I vote for?

The VEC website will have a full list of candidates for each District and Region after 1 pm Friday 11 November 2022. Got to [vec.vic.gov.au](vec.vic.gov.au)

WORKSHEETS

How to enrol (activity)

Practice answering questions:

Write your first name _____

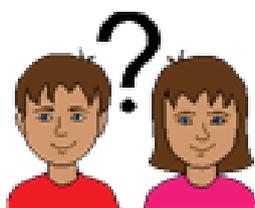Write your last name _____

Write your date of birth _____

Write your address _____

Practice signing your name _____

You are now ready to fill in an enrolment form!

The form is on the VEC website or the Australian Electoral Commission website.

Let's go look for the form vec.vic.gov.au

Who would you ask to help you to enrol and vote?
Write their name here:

_____

How to fill out ballot papers (activity)

Ballot Paper
Sample District

Election of the Legislative Assembly

Number the boxes **1** to **8** in the order of your choice.
Number every box to make your vote count.

☐ **CANDIDATE, One**
Sample Party Name

☐ **CANDIDATE, Two**
Sample Party Name

☐ **CANDIDATE, Three**
Sample Party Name

☐ **CANDIDATE, Four**
Sample Party Name

☐ **CANDIDATE, Five**
Sample Party Name

☐ **CANDIDATE, Six**
Sample Party Name

☐ **CANDIDATE, Seven**
Sample Party Name

☐ **CANDIDATE, Eight**
Sample Party Name

Fold the ballot paper and put it in the ballot box or declaration envelope as appropriate.

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In Australia, we do our voting on a piece of paper called a ballot paper.

We must fill this ballot paper out the right way.

We use numbers to mark our choices in the order of who we want to win. This is called preferential voting.

You need to do some research first about the people on the ballot paper, so you know the top people you want to vote for.

Remember they will make choices about laws and your community on your behalf, so it is important.
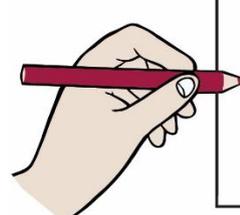
So your favourite person will be number 1.

Then your next favourite will be number 2.

And you keep filling in the boxes till every box has a different number in order of your choice.

Every ballot paper can be different, so get help to read the instructions before you start.

Do not leave any box empty.

Ballot Paper
Sample District

Election of the Legislative Assembly

Number the boxes **1** to **8** in the order of your choice.
Number every box to make your vote count.

☐ **CANDIDATE, One**
Sample Party Name

☐ **CANDIDATE, Two**
Sample Party Name

☐ **CANDIDATE, Three**
Sample Party Name

3 **CANDIDATE, Four**
Sample Party Name

1 **CANDIDATE, Five**
Sample Party Name

2 **CANDIDATE, Six**
Sample Party Name

Let's have a go at this.

Can you write your numbers in order of your choice, from **1** to **8.**

Ballot Paper
Sample District

Election of the Legislative Assembly

Number the boxes **1** to **8** in the order of your choice.
Number every box to make your vote count.

☐ **CANDIDATE, One**
Sample Party Name

☐ **CANDIDATE, Two**
Sample Party Name

☐ **CANDIDATE, Three**
Sample Party Name

☐ **CANDIDATE, Four**
Sample Party Name

☐ **CANDIDATE, Five**
Sample Party Name

☐ **CANDIDATE, Six**
Sample Party Name

☐ **CANDIDATE, Seven**
Sample Party Name

☐ **CANDIDATE, Eight**
Sample Party Name

Fold the ballot paper and put it in the ballot box
or declaration envelope as appropriate.

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Then at times we get a bigger ballot paper to fill in.

We still use numbers to fill it in, but you must read the instructions as to how many boxes you have to fill out.

It could look like this example:

Directions | **Ballot Paper** | Sample Metropolitan Region | Election of 5 members of the Legislative Council

For your vote to count, you must vote in either one of the two ways described below.

A OR	B OR	C OR	D OR	E OR	F OR	G OR
□	□	□	□	□	□	□
Party Name	Party Name	Party Name	Party Name	Party Name	Party Name	Party Name

Either

Place the number **1** in one, and one only of these squares to indicate your choice.

Or

Place the numbers 1 to at least 5 in these squares to indicate your choice.

A	B	C	D	E	F	G	UNGROUPED
□ CANDIDATE, One Party Name Suburb	□ CANDIDATE, One Party Name Suburb	□ CANDIDATE, One Party Name Suburb	□ CANDIDATE, One Party Name Suburb	□ CANDIDATE, One Party Name Suburb	□ CANDIDATE, One Party Name Suburb	□ CANDIDATE, One Party Name Suburb	□ CANDIDATE, One Suburb
□ CANDIDATE, Two Party Name Suburb	□ CANDIDATE, Two Party Name Suburb	□ CANDIDATE, Two Party Name Suburb	□ CANDIDATE, Two Party Name Suburb	□ CANDIDATE, Two Party Name Suburb	□ CANDIDATE, Two Party Name Suburb	□ CANDIDATE, Two Party Name Suburb	□ CANDIDATE, Two Suburb
□ CANDIDATE, Three Party Name Suburb	□ CANDIDATE, Three Party Name Suburb	□ CANDIDATE, Three Party Name Suburb	□ CANDIDATE, Three Party Name Suburb	□ CANDIDATE, Three Party Name Suburb	□ CANDIDATE, Three Party Name Suburb	□ CANDIDATE, Three Party Name Suburb	□ CANDIDATE, Three Suburb
□ CANDIDATE, Four Party Name Suburb	□ CANDIDATE, Four Party Name Suburb	□ CANDIDATE, Four Party Name Suburb	□ CANDIDATE, Four Party Name Suburb	□ CANDIDATE, Four Party Name Suburb	□ CANDIDATE, Four Party Name Suburb	□ CANDIDATE, Four Party Name Suburb	□ CANDIDATE, Four Suburb
□ CANDIDATE, Five Party Name Suburb	□ CANDIDATE, Five Party Name Suburb	□ CANDIDATE, Five Party Name Suburb	□ CANDIDATE, Five Party Name Suburb	□ CANDIDATE, Five Party Name Suburb	□ CANDIDATE, Five Party Name Suburb	□ CANDIDATE, Five Party Name Suburb	

Fold the ballot paper and put it in the ballot box or declaration envelope as appropriate.

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You must make a choice to either vote in the boxes above or below-the-line.

Above-the-line means just filling in one box with the number **1.**

Voting below-the-line means you need to fill in AT LEAST 5 boxes below-the-line. You can number more or all of the boxes if you wish.

Remember to use your numbers and to fill in every box when asked to do so. Ask for help from someone you trust.

Election plan (activity)

Fill out this plan before the election:

Learn about who to vote for:

_____

_____

_____

The date we are going fill out the ballot paper is:

_____

_____

_____

The time we are going to vote is:

_____

_____

_____

Our support people will be:

_____

_____

_____

The nearest post box is at:

_____

_____

_____

We are going to get there by:

_____

_____

_____

How to contact us

You can get more information from the Victorian Electoral Commission.

Website   vec.vic.gov.au

Email   info@vec.vic.gov.au

Postal address

Victorian Electoral Commission

Level 11, 530 Collins St, Melbourne, 3000.
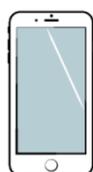
Phone

131 832

+61 3 86201100 (from outside Australia)

National Relay Service 133 677
and ask for 03 8620 1100

For speech-to-speech relay, phone 1300 555 727 and
ask for 03 8620 1100

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Address all enquiries to the Victorian Electoral Commission, Level 11, 530 Collins St, Melbourne, Victoria, 3000