

NSW GREYHOUND BREEDERS, OWNERS & TRAINERS' ASSOCIATION LIMITED



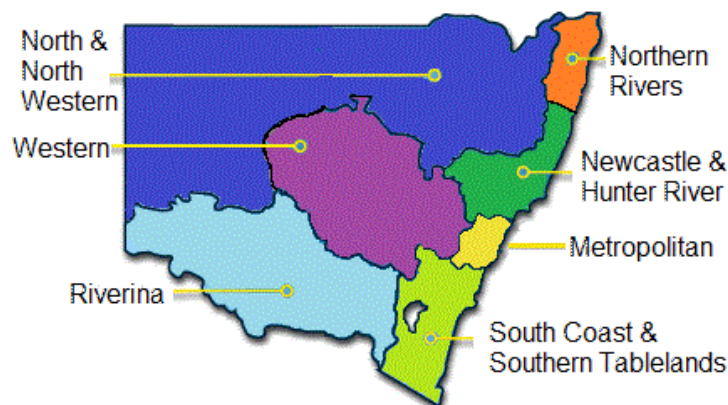
Election for Directorate 2022 - 2024 SCRUTINEER HANDBOOK

NSW Greyhound Breeders, Owners and Trainers' Association
Suite 3, Level 2 Wentworth Park Sporting Complex Grandstand
Wattle Street, ULTIMO NSW 2037
PO Box 485, Glebe NSW 2037
T: 02 9649 7166
website: www.wentworthpark.com.au

Thank you for assisting with NSW GBOTA electoral process by acting as a scrutineer. You are doing an extremely important job in ensuring the transparent election is maintained. Transparency and integrity in the conduct of any election is of the upmost importance. As a scrutineer, you need a clear understanding of your role, including what you can and cannot do under the law. This handbook is designed to help you, before and during the election day, to be as effective as possible as a scrutineer. Remember, you can play a significant part in helping to ensure, as far as possible, that every vote cast in this election counts.

History

The NSW Greyhound Breeders, Owners & Trainers Association was first formed in 1939. The Association has two prime functions; Membership and Racing Operations. Currently the NSW GBOTA membership is in excess of 1200 participants located across the width and breadth of the State. For the membership functions, the State is divided into areas, shown below.



As part of both its membership and racing functions, the NSW GBOTA prepares and submits numerous submissions annually to relevant reviews, controlling authorities and Government.

NSW GBOTA Operates nine venues. Eight of these venues operate for racing, while Appin Way is a trialling facility, with race capabilities when required.

About the Election

Directors are to be elected every two (2) years by the Full Members of the Association and Full Members are only entitled to vote in an election of Directors.

Directors will be elected for a term of two (2) years commencing on 1 June and expiring at midnight on 31st May of the election year.

There is 7 (seven) Districts: Metropolitan, Newcastle and Hunter River, Northern Rivers, South Coast and Southern Tablelands, North and Northern Western, Western and Riverina. Full members of the Association are invited to nominate candidates.

Once nominations close the process of creating Ballot documents begins in contested Districts. Where there is no contest the nominated candidate is appointed automatically or if there is no candidate the Board will appoint an interim Director at the next Board meeting. Full Members of the contested districts will receive the Ballot information and cast their vote.

What does a scrutineer do?

Candidates are not allowed to enter the counting area. They are also not permitted to observe the counting of votes. They have the right, however, to appoint scrutineers to represent them during the various stages of collecting and counting ballot papers.

NSW GBOTA Constitution Clause

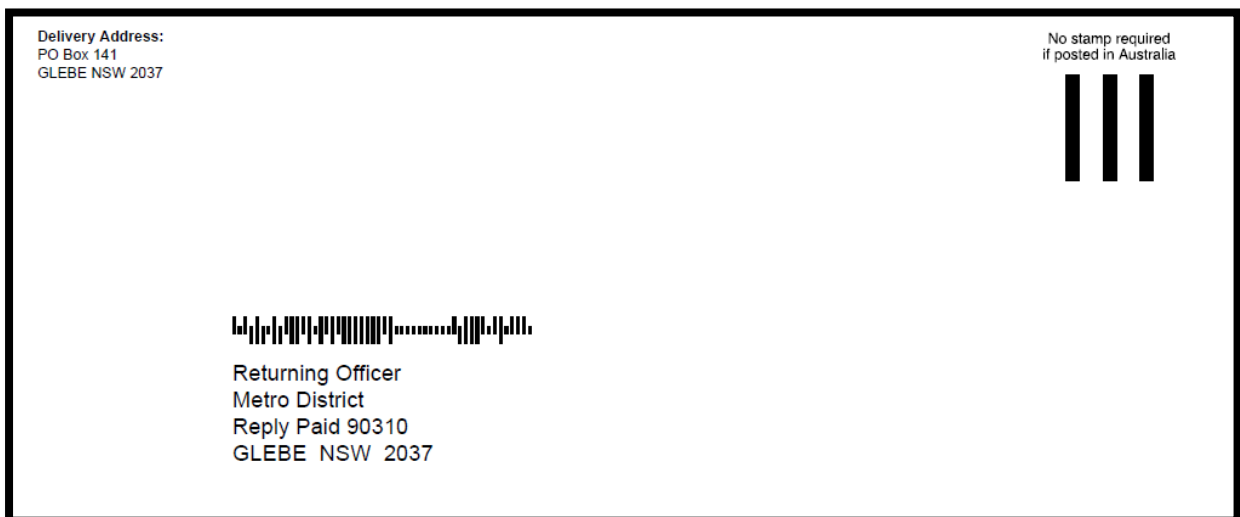
18.11.6. Each candidate may appoint one (1) scrutineer who may witness the collection and counting of votes.

As a scrutineer, you have the right to be present at the collection (*notwithstanding any provision of the Constitution to the contrary - where attendance would breach the existing social distancing and essential travel requirements*), when the envelopes are opened, when votes are being issued, and when the votes are sorted and counted so you may confirm the integrity of election processes on behalf of the candidate who has appointed you.

Ballot Documentation

The documents you will be handling are as follows:

Outer ballot envelope front

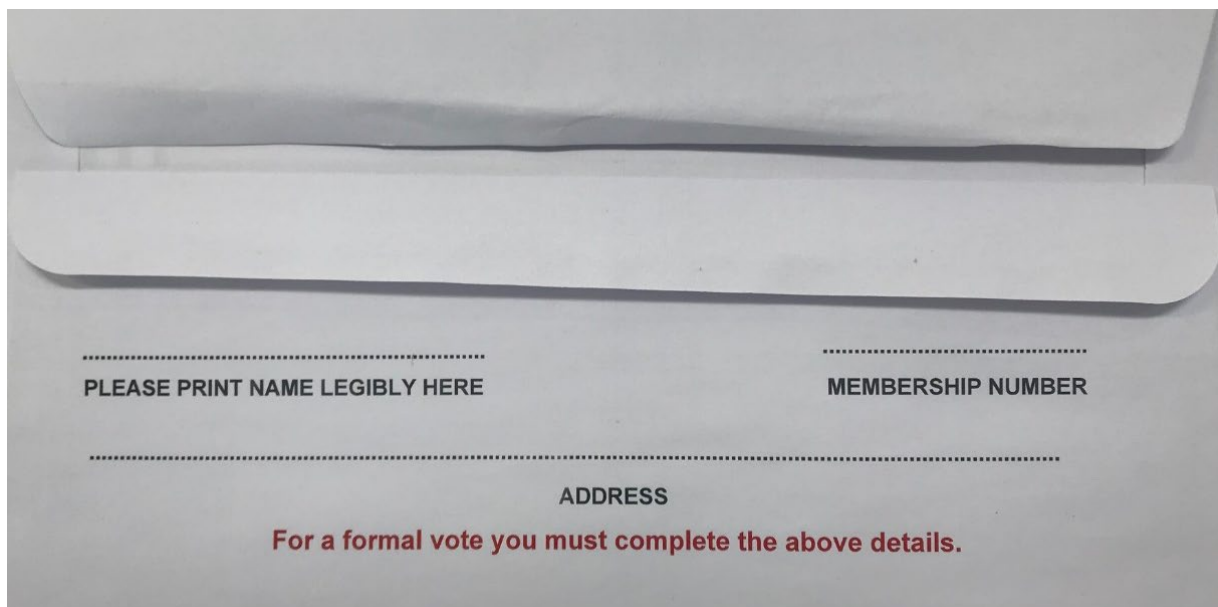


Delivery Address:
PO Box 141
GLEBE NSW 2037

No stamp required
if posted in Australia

Returning Officer
Metro District
Reply Paid 90310
GLEBE NSW 2037

Outer ballot envelope rear

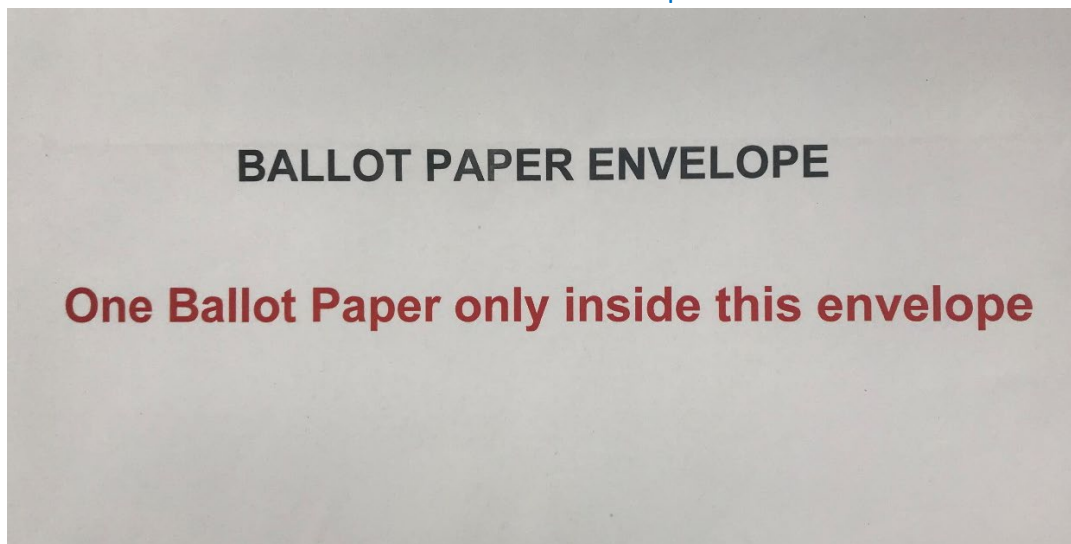


PLEASE PRINT NAME LEGIBLY HERE

MEMBERSHIP NUMBER

ADDRESS

For a formal vote you must complete the above details.



Example of Ballot Paper

NSW GREYHOUND BREEDERS, OWNERS & TRAINERS' ASSOCIATION LIMITED

BALLOT PAPER

DIRECTORS' ELECTION

June 2022 to May 2024 Period

METROPOLITAN DISTRICT

Three (3) Directors required

- | | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | WELSH, Raymond |
| <input type="checkbox"/> | MANGAFAS, Gabriel (Bill) |
| <input type="checkbox"/> | CURBY, Norman |
| <input type="checkbox"/> | HOOPER, Michael |

IMPORTANT

VOTING INSTRUCTIONS

1. Mark X in the square next to the names of the three candidates you wish to fill the Directorship. *Only an X will be acceptable. Do not insert numbers. You must vote for three candidates and only three candidates.*
2. The Ballot Paper, when completed, should be placed in the envelope marked 'Ballot Paper Envelope' which should then be sealed and placed in the Reply Paid Envelope.
3. Clearly write your name and member's card number where indicated on the back of the Reply Paid Envelope. Seal the envelope and:
 - a. Mail the Ballot paper in sufficient time to reach the Returning Officer, D English by 10.00am Friday 27th May 2022 or
 - b. Deposit it in the locked box provided for the receipt of ballot papers in the Association's office at Level 2 in the Grandstand at Wentworth Park by 10.00am Friday 27th May 2022. *Notwithstanding any provision of the Constitution to the contrary - where attendance would breach the existing social distancing and essential travel requirements.*

Returning Officer

Date: 22 April 2022

Check Box
Internal use only

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The Process

- 2 Scrutineers (ballot draw) will proceed to the PO Box 141 GLEBE NSW 2037 at approx. 9.50 to view the collection of ballot envelopes.
- The ballot envelopes in the care of the Returning Officer (RO) are returned to Head office
- On entering the designated counting area, you will be required to leave your bags/personal effects (Including mobile phones, iPad, laptop etc) in a special area which will be monitored by a Returning Officer team member. This is not a reflection on any Scrutineer, this is to keep the transparency and integrity of the counting room process.
- You may place a water bottle on the floor next to your table.
 - Each table will have the following items: Letter opener, Tissues, Hand sanitizer, Water bottle, Gloves, Post It, Timblettes, Masks, Elastic bands and Pens.
- Scrutineers may assist the RO team with the checking the outer envelope with member details against the member register that they are full financial members. As the checking process continues the checked outer envelopes are placed in district order on pre-prepared tables where Scrutineers are waiting.
- **ONLY** when told by the Returning Officer may the scrutineers begin to open the outer envelope.
 - The outer envelopes must be counted and put in bundle of 50. The final bundle may be less than 50 therefore you will put a post it (supplied in your Scrutineer pack) on that bundle indicating the number of envelopes
 - A member of the RO team will come and remove the envelopes from your table
- Once the Returning Officer is satisfied that all is correct with the outer envelopes, and that the internal Ballot envelope has maintained its integrity the RO will instruct you to open the ballot envelopes
 - Once all the envelopes have been opened, they must be counted and put in bundle of 50. The final bundle may be less than 50 therefore you will put a post it (supplied in your Scrutineer pack) on that bundle indicating the number of envelopes
 - A member of the RO team will come and remove the envelopes from your table

- **Placement of votes.**

- The RO will go through every ballot paper and initial in the box that it is a valid vote. Scrutineers will watch this process until complete.
- Some Districts will only have 2 choices of candidate and these ballot papers are put in Candidate order and counted, then recounted and then final count by Returning Officer
- Another District may have many choices of candidate as previously shown in the example of Ballot paper. These are more complicated to sort and tally but we will go through this in more details on the day. However, the ballot papers are put in Candidate order as indicated on the ballot paper and counted, then recounted and then final count by the Returning Officer and the number of votes declared for that candidate. The process begins again with the next name on the ballot paper and so on.

- **Declaration**

As per NSW GBOTA Constitution Clause 18.20. The Returning Officer must declare the number of ballot papers printed, the number issued, the number unissued, the number included in the count, and will declare elected the required number of candidates who have polled the highest number of votes in the relevant District.

- **Candidate Notification**

Once the count is completed the Scrutineers will be asked to remain seated while the candidates as informed of the results.

- **Media**

A media release will be done as soon as possible after the declaration. This will be posted to the NSW GBOTA website and sent to other media outlets.

