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# 2024 SRC Annual Elections Candidate Information Pack

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## 1. Timeline

The [Notice of Elections](#) contains the timeline for the 2024 Annual Elections. The table below summarises this timeline, with some additional information.

Calendar Week	Date	Time	Event
Week -1	23 July	9:00 AM	Notice + Nominations Open
Week 3	16 August	5:00 PM	Nominations Close
Week 4	20 August	–	Ballot Draw
Week 6	11 September	12:00 AM	Online Campaigning + Election Honi*
Week 7	16 September	12:00 AM	Physical Campaigning
Week 8	24–26 September	8:45 AM	Polling Days
Week 8	1 October	5:15 PM	Campaign Expenses Deadline
Weeks 8-10	26 September – 13 October	–	Counting
Weeks 12 OR 13	23 Oct, 30 Oct, or 6 Nov.	6:00 PM	Reps-Elect**

\* The Election Edition of Honi Soit will be made available for candidates and campaign managers to examine and proof-read on 9 September 2024. Campaign managers will be contacted to confirm various details ahead of that time.

\*\* These are provisional dates and may vary, depending on Secretary to Council's availability.

## Briefing Sessions

### **Candidates Briefing for Nominations**

8 August 2024                      4PM

This session summarises the online nomination process for those people who are interested in nominating for the SRC Annual Elections. It is being held via in-person (location TBD) and via Zoom, which is available at the following link:

<https://uni-sydney.zoom.us/j/81203948911>

### **Campaign Briefing**

4 September 2024                      4PM

This session is focussed towards campaign managers, although candidates are welcome to attend. Honi Soit candidates and Presidential candidates, in particular, are encouraged to come. The aim is to summarise the election process, explain some pertinent rules, and answer any questions you may have about the campaigning and election process. Importantly, it discusses some key responsibilities that campaign managers must undertake (w.r.t expenses and complaints). It will be held in-person (location TBD) and via Zoom, which is available at the following link:

<https://uni-sydney.zoom.us/j/81203948911>

## 2. Nominations

### 2.1 Eligibility requirements

#### Who can nominate, and for what?

In order to stand for any election, you must be a member of the student body. According to the Constitution, this consists of students that are:

- A. Enrolled in a Bachelor's degree;
- B. Enrolled in an undergraduate diploma, or;
- C. Non-degree (undergraduate) students.

This refers to students who are enrolled for at least one class. If you 'defer' your studies, please note that this may exclude you from eligibility to nominate or vote.

Note, however, that the meaning of 'enrolled' here is determined by the SRC, not by the University. Thus, a suspension of enrolment by the University may not entail your exclusion from membership of the student body or, consequently, of the SRC.

Please note that there are varying requirements for continued enrolment across the elections:

- President, Representative, NUS Delegate: must continue to be enrolled until their election i.e. at the Declaration of Final Results after counting is concluded
  - See Constitution 3(c) for President; Constitution 4(e) for Representative; NUS Regulations 18.2(d) for Delegates
- Editors of Honi Soit: must only be enrolled at the time of nomination
  - See Constitution 10.

Students who wish to nominate for Honi Soit cannot nominate for other elections, and vice versa.

In the past, affiliation and registration fees have been required for students to nominate for election. Both fees have been historically set to zero and all students are assumed to have "paid" both fees for the purposes of nomination.

#### Tickets and Brands

For the positions of Honi Soit Editor, Representative and Delegate, it is possible to nominate by yourself. However, you can also nominate as a part of a group, called a ticket.

If you nominate for **Honi Soit Editor** as a part of a ticket, and you are successful, the entire ticket shares the responsibilities of editing Honi Soit. The maximum number of students on any Honi Soit ticket is ten (10).

If you nominate for **Representative** as a part of a ticket, you are each eligible to be elected to one of the positions available (number not determined at time of writing, see [notice of elections](#)). The maximum number of students on any Representative ticket is eight (8).

If you nominate for **NUS Delegate** as a part of a ticket, you are each eligible to be elected to one of the seven (7) positions available. The maximum number of students on any Delegate ticket is seven (7).

If you gather enough like-minded students wishing to nominate for either or both of the Representative and Delegate positions, then you may form multiple tickets under what is called a Brand. A Brand means you can share similar names for each of the tickets, and pool your resources. A single Brand can include a number of Council tickets up to half plus one (rounded up) of the total number of Representative positions (e.g. 37 Representatives = 20 tickets), and up to four (4) tickets of Delegate candidates. It may be associated with at most one (1) Presidential candidate.

## 2.2 Guide to nomination forms

Nominations will only be accepted via the Google nomination forms.

This year, we are switching to just one nomination form for each ballot. Previously, there were individual or bulk nomination forms: now, the forms have been redesigned such that individual nominees can nominate through the same form as a group nomination.

The nomination forms are linked below, and they are available on the SRC website via [bit.ly/SRC-noms](http://bit.ly/SRC-noms)

- Presidential Election
  - [Nomination Form](#)
- Honi Soit Election
  - [Nomination Form](#)
- Council Election
  - [Nomination Form](#)
- NUS Election
  - [Nomination Form](#)

**This year, the nomination forms have been updated. Rather than a “lone candidate” and “bulk” nomination form, there is one nomination form for all elections. If you are running with multiple people, then everyone on your ticket must enter their details into the same form.**

Each form is largely the same as the others, with the exception of the President form.

### 2.2.1 Step 1 of Nomination Form: Entering the form

When you enter the nomination form, you are first presented some basic information about nomination requirements. On this page, you are asked to enter your email address. This email address is *only* used to send the automatic confirmation of nomination email. That confirmation email includes an edit link if you wish to edit or revise the nomination. As a result, if you are a campaign manager filling out a nomination form, you should enter *your* email address so that you can access the nomination after submission.

Please note that receipt of the confirmation email does not constitute acceptance of your nomination.

### 2.2.2 Step 2 of Nomination Form: Ticket information

*For the presidential nomination form, skip this step and proceed to Step 5: Personal Information in this guide.*

The Ticket Information page asks you to provide your Ticket Name and Policy Statement.

A Ticket name is like a Party name in Australian government elections. You must use a ticket name if you are nominating a group of candidates. If you are nominating singly, you may

optionally enter a ticket name. Some examples of past ticket names include “Pokemon Liberation Front”, “Free Parking”, or “Stand Up for SRC”.

Every ticket – whether a group or individual – may submit a policy statement of up to 4500 characters, spaces included. This will appear in *Honi Soit* to indicate the views of your ticket on what the SRC should do.

### 2.2.3 Step 3 of Nomination Form: Campaign Manager details

This page asks you to provide details of your campaign manager, if you have one.

If you do not have a campaign manager, do not answer these questions. If you do not know what a campaign manager means, you probably don't have a campaign manager. If you do have a campaign manager, all communications relating to your candidacy will be directed to that person but you will still be copied in. You may, at any time, inform the EO that you no longer wish to be represented by your campaign manager.

### 2.2.4 Step 4 of Nomination Form: Candidate Photos

This page collects candidate photos, which will be published in the Election Edition of *Honi Soit*. If you have multiple candidates, you must submit ALL of your photos here: not one, not two, but all of your photos (at least, from those of you that wish to submit photos).

You may upload one image per candidate, up to 1MB in size. Please use a standard aspect ratio (4:3, which is taller than it is wider), or it will be cropped for you.

Please label each file clearly with the relevant candidate's name and SID. Failure to comply with clear naming may mean your image may not appear in the Election Honi Edition.

### 2.2.5 Step 5 of Nomination Form: Candidate information

*This is the second and third steps for the Presidential form.*

This page asks you to provide candidate information: the candidate's name (as it appears on the University roll of students), preferred name (as you wish it to appear on the ballot), SID, USYD email address, mobile phone number, and Degree and Year of Study. This is largely self-explanatory. Please, however, ensure that you accurately record your email address and SID.

The 'Preferred Name' field is **mandatory**. This is to simplify administration and ensure that all candidates are represented on the ballot as they feel appropriate. If your preferred name is simply your actual name, please copy your name into this field.

In the absence of any doubt or confusion, we will simply take the “preferred name” to appear on the ballot. Jokes or other attempts to game the system will not be permitted.

On the Council, NUS, and Honi Soit elections, this page includes space to provide a Candidate CV. This is a list of up to fifteen items that demonstrate your suitability for

election. Each item may be no longer than one reasonably brief sentence. Excess items or excessively long items will be truncated at the absolute discretion of the EO.

Finally, each candidate for Council, NUS, and Honi Soit must agree to abide by the candidate's declaration, which appears on this page. Presidential candidates must agree to the same declaration, but it appears on a later page.

**In the case of the Presidential election,** you are asked to provide your CV, policy statement, and candidate photo on the following page. For President, you may provide as many items as you wish in your CV, although each item must still be no longer than a reasonably brief sentence. Your policy statement may be no longer than 6000 characters. The same instructions for photos from Step 4, above, apply for Presidential candidates.

**For Council, NUS, and Honi Soit elections:** if you wish to enter additional candidates, you may click "yes" to the question at the bottom of this page. If you select "no" you will be taken to the end of the form.

**The order of candidates as submitted in the form will be taken to be the order that they will appear on the ballot. This is important because this is the order that they will be elected if you receive sufficient votes.** Late revisions to this order will not be accepted; amendments prior to the close of nominations are acceptable, but you must submit these through the 'edit response' link for your form submission.

#### 2.2.6 Step 6 of Nomination Form: Submission

On this page, you can submit the form. Congratulations!

Please ensure you check the confirmation email and confirm that the details provided are correct, including the order of candidates.

#### 2.2.7 Special Instructions for Presidential Nominations

In the Presidential nomination form only, you will be asked to supply a completed nominators form. This is a list of at least ten valid voting students willing to support your nomination. It must be uploaded as a single PDF, which you can find linked on the form at that page as well as [here](#).

### 2.3 Brand / ticket slogans or colours

#### What can I use as a ticket/brand name, slogan or logo?

Candidate and ticket names must not exceed thirty characters in length, so that they can fit on the ballot paper. This includes spaces.

The name, slogan and logo of the ticket or brand cannot be similar to any person or organisation that might leave a voter thinking you were endorsed by that person or organisation. The question which I am obliged to consider is whether a reasonable elector



might incorrectly conclude there was an endorsement on the basis of a high degree of similarity between your name, slogan, or logo and the relevant person(s) or organisation(s).

Of course, if you are endorsed by the relevant entity, this restriction does not apply.

Additionally, you cannot use anything that is racist, sexist, ableist, homophobic, transphobic, classist, or vilifies a person in any way.

#### What if someone else uses the same name, slogan, logo, or colour as me?

The name, slogan and logo for your ticket or brand must be unique - if there are tickets or brands that are accidentally similar, the EO will reach out and work with you to amend them. As a first port of call, the EO will test to see if the relevant campaign managers or candidates have any objections to any putative similarity.

If there is a dispute over the choice of name, slogan, logo or colour of any ticket or brand, then the EO can mediate or decide who has the best claim. Using that name, slogan, logo or colour previously, or having a genuine connection to them, are factors the EO takes into account when deciding.

Any similarity issues that I identify will be canvassed to campaign managers on 19 August, and concluded by 23 August. In the event of all of the above factors being equal, the first to reply to me will win the tiebreaker.

## 3. Election Process

### 3.1 Advice on campaigning

#### How can I campaign for myself or others?

The day for the commencement of online campaigning is 11 September, and physical campaigning opens on 16 September. In general, it is your responsibility to comply with any relevant laws or University policies that relate to in-person campaigning.

In particular, please note that early campaigning is strictly prohibited. In the past, a number of candidates have been excluded from the ballot for early campaigning. Campaigners should be aware that this can happen again. Having said that, it is clear that many kinds of ancillary election activities are permissible: e.g. recruiting candidates, recruiting campaigners, spreading general awareness of the election, or promoting online absentee votes. At the same time, however, many of these activities can quite readily bleed over into campaigning, depending on the nature of any communications or actions or the scale and functional effect of the relevant activities. Do not take this advice as tacit permission to campaign by covert means. Assume nothing; apply common-sense; query with the EO if you have concerns.

Any student that would be eligible to nominate can campaign. This means postgraduate students, students from other campuses, or members of the general public are strictly prohibited from campaigning.

Any material published online for the purposes of campaigning must have one of the following:

- A. If being distributed to ten or less other people, the author must be abundantly obvious – e.g. a direct message that bears the name of the author, or;
- B. If being distributed to more than ten people, the name and student number of the elector responsible for authorising that material – e.g. any Facebook post, Instagram photo, Tweet, or instant message to more than ten people must have “Authorised by Student Name, 123456789” clearly visible.

This is so the average elector, as well as the EO, understand who published and is ultimately responsible for the material.

A systematic pattern of failure to include authorisation indicates a potential attempt to minimise electoral responsibility, which is a serious concern.

#### What am I not able to say when campaigning?

You cannot say anything that is untrue – or misleading and deceptive *in the sense* that it seriously misrepresents a member of the student body, a member of Council, or a member of the SRC staff. **For this latter point, please note that complaints must demonstrate that both that there is a misrepresentation and that this misrepresentation is serious.** Respondents may reject either that there is a misrepresentation, or that the misrepresentation is serious, or they can provide reasonable grounds for their belief in that representation.

You cannot say anything that is discriminatory on any basis, including gender, sexuality, race, ethnicity, disability or religion.

You cannot engage in bribery, threats, forgery, ballot tampering, or threaten or intimidate any student or SRC Staff member.

Sections 68 and 69 of Part 8 of the Regulations deal with this in more detail.

#### What else can't I do during in-person campaigning?

There are a lot of limitations that you should be aware of. They are contained in 8.69. Generally, however, they boil down to not being a dickhead, whether verbally or physically.

#### Can I campaign in a language other than English (LOTE)?

Yes – and no.

You may not campaign *verbally* in a language other than English. This means you must speak English while campaigning verbally.

You may produce *written* materials in a language other than English, as long as it is accompanied by a legible and accurate English translation. For the purposes of this rule, I accept native translation functions within apps like WhatsApp or WeChat as satisfying this rule. Importantly, such a translation function must be native *to the app itself* i.e. accessible to everyone using an up-to-date version of that app.

#### Can I campaign for multiple candidates in different elections?

If you are a candidate for Honi Soit Editor, you cannot campaign for any candidate in any other race. You may only talk about your own ticket or other Honi Soit tickets.

If you are a candidate for President, you cannot campaign for any Honi Soit candidate or ticket. You can advocate for Representative or Delegate candidates, tickets or brands.

If you are a candidate for Representative or Delegate, you can campaign for an Honi Soit candidate or ticket, as long as you are not simultaneously campaigning for yourself, or any other Presidential, Representative or Delegate candidate, ticket or brand. By “simultaneous” we mean more-or-less “in the same action or communication or material,” not strictly in the same chronological moment.

Nobody, candidate or otherwise, can produce a single piece of material (e.g. a Facebook post, instant message etc) that advocates for both an Honi Soit candidate/ticket and any candidate/ticket/brand for President, Representative or Delegate. These must be kept separate, so that voters do not think that any Honi candidate/ticket prefers any President, Representative or Delegate candidate/ticket/brand, and vice versa.

#### Expenditure Limits

The spending limits for the elections are found in the Regulations 8.64–65.

Presidential candidates may spend up to \$750 while Honi Soit tickets may spend up to \$1500. In the Representative election, each candidate on a ticket counts for \$100 of allowable spending *up to a maximum of* \$400 for each ticket. In the NUS election, each ticket counts for \$100 of allowable spending.

A Brand may group their respective expenditure limits into a single pool of allowable expenses. However, no more than five Representative tickets and no more than three NUS tickets may count to the expenditure limits and. Moreover, a Brand may only have one associated Presidential candidate. This means a Brand has a theoretical maximum campaign budget of \$3050, although it may be lower if you do not have the requisite Representative and NUS tickets.

Within three working days of the conclusion of polling, you must provide via email a statement of electoral expenditures to the Electoral Officer alongside receipts for all listed expenditures. The deadline this year is 1 October at 5.15PM. This will be strictly enforced – **please note that failure to submit may result in the elimination of all relevant candidates covered by such a budget.**

### Chalk and Paint

Candidates and campaigners should also be aware of the University's rules regarding graffiti (chalking and painting) on campus, and any relevant University rules regarding COVID–safety.

The simple rule to follow is that you may only chalk on horizontal surfaces that are uncovered and exposed to rain. All chalk must be water-soluble. No chalking is permitted in the Quadrangle.

Painting is limited to the 'graffiti tunnel' between Science Road and the Griffith Taylor building. Certain sections of this tunnel are traditionally used by SUDS to advertise their productions, so please respect their use of these areas.

Please note that there are new rules around "Campus Access". I offer no instruction regarding these.

### Other prohibited practices

- You may not campaign in a library or make visible any campaign materials in a library
- You may not use any SRC resources, or the resources of an SRC collective or USU society
- You may not deface or destroy and public or private property
- You cannot fly remotely piloted aircraft (drones) in such a way that would violate relevant laws. Implicitly, this means that the SRC is perfectly fine with you flying non-remotely piloted aircraft (planes, helicopters, gliders) in such a way that *would* violate the relevant laws.

Other prohibited practices can be found in the SRC Regulations 8.69, and candidates should familiarise themselves with the whole of Part Eight in order to ensure that they meet their obligations under those rules.

### 3.2 Polling

All voters will be able to vote in-person on campus on the polling days 24–26 September.

On-campus polling will be held on the 24th, 25th, and 26th, September 2023.

- Jane Foss Russell: Tuesday – Thursday, 8.45AM – 5.15PM
- Fisher Library: Wednesday & Thursday, 8.45AM – 5.15PM
- Manning House: Wednesday, 10.45AM – 3.15PM
- Conservatorium of Music: Wednesday, 10.30AM – 3.30PM
- Susan Wakil Health Building: Thursday, 10:45AM – 3:15PM
- Peter Nicol Russell Building: Thursday, 10:45AM – 3:15PM

Voters who are unable to vote in-person at the specified times above are able to request an online absentee vote. Registration for online absentee voting begins at 9.00am 29 August 2024 and closes on 12 September 2024 at 5.00pm.

Technically, the Regulations require online absentee registrations to conclude ten working days before the last day of polling. This is 12 September. The Rules equally permit the EO to accept late applications “if they consider it fair and efficient to do so.”

Late registrations for absentee voting may be considered up until 5.00pm Friday 20 September 2023.

Absentee ballots are not granted automatically. You must demonstrate that you fall into one of the following categories:

- You are unable to attend a polling booth on any polling day because of illness, infirmity, or approaching childbirth
- You are unable to attend a polling booth on any polling day because of a physical, mental, intellectual or sensory disability
- You are unable to attend a polling booth on any polling day because you will be outside Greater Sydney without any reasonable means of returning to Greater Sydney in time for any polling day
- You are unable to attend a polling booth on any polling day because of being required to attend to work responsibilities
- You are unable to attend a polling booth on any polling day due to some other reason or circumstance, subject to the Electoral Officer’s approval

In all cases, you will be required to provide evidence to warrant your claims. Please note that it is not acceptable for any individual to fill out many forms for many different voters with identical submissions.

Registered online absentee voters will receive an email to their University email address containing a unique and secure voting link from BigPulse, our online election platform, on the polling days. For more information about BigPulse's security safeguards, please see their [website](#), including their [voter verification protocol](#).

After voting opens, and an online absentee voter cannot find their voting link in their student email, please ask them to check their Spam or Junk folders and if that does not work, please ask that voter to contact the Electoral officer via <elections@src.usyd.edu.au>. Strictly no student will be added to the online absentee roll after 5PM 20 September.

## 4. Ballot Count and Scrutiny

The following sections describe the method of counting.

Scrutineers must be nominated by a candidate and sent to the Electoral Officer via email. It is advised that candidates or campaign managers nominate their scrutineers before polling opens.

### 4.1 Method of counting

#### Counting the President and Honi Soit elections

These two are the simpler elections to count. A primary count is conducted, which counts the first preferences of every candidate/ticket. If any one candidate has more than 50% of the vote, they are declared elected.

If no single candidate/ticket has over 50% of the vote after the primary count, then the candidate/ticket with the lowest number of votes in the primary count is excluded. All of those votes are distributed according to the second preferences marked by the voter. Any votes without a second preference are exhausted.

If, at this stage, any candidate/ticket has more than 50% of all of the votes that have not been exhausted, then they are elected. If not, the process repeats, excluding the candidate/ticket with the lowest number of votes at that time until one candidate has more than 50% of the vote.

If, when excluding a candidate/ticket, there are two candidates/tickets with the same number of votes and one of those must be excluded, a coin toss or other random-selection method will be used to determine which of them will be excluded first.

#### Above the Line and Below the Line

Unlike the President and Honi Soit elections, the elections for Representative and Delegate allow Above the Line (ATL) and Below the Line (BTL) voting. This means that voters can vote for one or more entire tickets, or individual candidates on each ticket. Any vote for a ticket can be read as a vote for individual candidates on the ticket in the order they appear on the ballot. In visual terms, these votes are the same:

ATL	BTL
① Ticket A	█ Candidate A █ Candidate B █ Candidate C
█ Ticket A	① Candidate A ② Candidate B ③ Candidate C

We elect candidates, not entire tickets. So votes ATL for a ticket can be seen as *de facto* votes for the first candidate on the ticket that will flow through to the second, third etc candidates on the ticket if that first candidate is elected. Indeed, this is how the BigPulse system will render the votes.

If a vote is being distributed and there are no other candidates on the ticket to give the vote to, then the ticket given a second preference is given the vote, if there are candidates able to be elected on that ticket.

### Counting the Representative and Delegate elections

Counting these ballots broadly follow the same formula as the other elections – except that the threshold is not more than 50% of the vote. It is instead a proportion of the vote relative to how many candidates are to be elected – called a Quota.

For the Representative election, this quota is calculated once at the beginning of the count, by taking the total number of votes, dividing it by the number of candidates to be elected (vacancies) plus one, and then adding one and disregarding the remainder (ie, add one, round down). In formulaic form:

$$\text{Quota} = \frac{(\text{number of votes})}{(\text{vacancies}) + 1} + 1$$

For example, in an election where 5000 votes are cast and 41 Representatives are to be elected, quota would be calculated like this:

$$\frac{5000}{41+1} + 1 = 120.05$$

*Disregard the remainder.*  
*So, quota is 120*

At the primary count stage, if any individual candidate has more than a quota of votes, then they are declared elected. Any votes in excess of quota are distributed to preferences, in proportion to how many votes are being distributed. This number is called the transfer value, which is calculated like this:

$$\text{Transfer Value} = \frac{\text{Number of votes for the candidate} - \text{Quota}}{\text{Number of votes for the candidate}}$$

So for example, if Quota was 120 and a candidate received 160 votes, then their transfer value would be:

$$\text{Transfer Value} = \frac{160 - 120}{160} = 0.25$$

This means that all 160 votes for that elected candidate are distributed according to preferences, but those votes are only worth 0.25 of a vote instead of 1. This is because the other 0.75 of each vote was used to elect that candidate.

The transfer value may only be calculated to the third decimal place, e.g., a transfer value calculation of 0.52869 would mean an actual transfer value of 0.529.

At every count, the EO will either elect a candidate in excess of quota and distribute all of their votes using the above method, or exclude the candidate with the lowest amount of



votes. This process continues until we have filled all vacancies, or the number of elected candidates and unelected candidates left in the count equals the number of vacancies.

For the Delegate election, there are three main differences. Firstly, the number of vacancies is only seven, meaning a much higher quota. Secondly, and importantly, quota is recalculated at every count, not just at the beginning of the count. Thirdly, the transfer value can be up to six decimal places, not three.

## 4.2 Converting online ballots to printed ballots

This is a simple process. We hand-copy the online ballots onto paper ballots and add them into the total ballots.

Depending on the number of online absentee ballots, we may do a little bit of Excel wizardry which will let us aggregate any ballot that has an exactly identical preference order to each other, so that we print one paper for each unique preference order, with a number of votes assigned to that paper equal to the number of voters who shared that preference order.

## 5. Complaints and Regulation Breaches

### 5.1 Guide to the complaint process

If you believe another person, ticket, or brand has breached the Constitution or Regulations of the SRC, you are entitled to submit a complaint to the Electoral Officer via this Google Form:

<https://forms.gle/jP2THD8AgpNRACvA9>

This complaint form must be completed in order to validly submit a complaint to the EO. The first page of the form asks for information about yourself; the second page asks for information about your complaint; the third page asks for supporting evidence for your complaint.

**The Deputy EO and Booth Captains will be delegated authorities for the EO on polling days, and will be empowered to offer immediate redress and action for a range of rules breaches.**

The complaint process is outlined in 8.71–73 of the Constitution and Regulations. In short, after submitting your complaint via the above form, the EO will follow these basic steps:

1. Consider if the complaint is actionable, in terms of both (a) the possibility of gathering sufficient supporting evidence and (b) whether the alleged activity, if true, would breach any section of the Constitution or Regulations. If it is actionable, the EO will proceed with the complaint; otherwise, the EO will inform the complainant that it will not proceed.
2. Send the complaint to the respondent for their right of reply, removing the complainant's details if anonymity is conducive to the conduct of the complaint investigation process.
3. Evaluate the complaint against the reply and form a determination in favour or against the complaint. If more information is required, the EO may ask the complainant for additional information or replies to the respondent (with any such further contributions requiring additional replies by the respondent).
4. Inform all parties to the complaint the outcomes of the investigation.

The EO will not typically engage in an independent investigation to seek additional information unless the complaints concerns matters so significant, and yet substantially unclear, as to warrant such an investigation.

More-or-less the same process is undertaken with respect to complaints on the ground on polling days.

Underpinning the complaints process are the principles of procedural fairness. At all stages, all participants in any complaint process will be accorded the fullest extent of fairness that is due to them.

### 5.2 Guide to appeals

Any determination by the EO may be appealed by recourse to the Electoral Legal Arbitrator, Edward McMahon, who may *only* be contacted via: <[srcela@src.usyd.edu.au](mailto:srcela@src.usyd.edu.au)>.

It will be best if you also contact the EO if you make any appeal so that it can be dealt with in a timely manner. I understand that you may be reluctant to do so, since you may view an appeal as a challenge to me, personally. However, the reality is that the ELA is a busy working barrister, who does not necessarily check the above email address on a daily basis. If you let me know about your appeal, I can text the ELA to ask him to check his email.

You may also contact the EO for your appeal, who must pass it onto the ELA. Appeals must be submitted within 72 hours of the relevant decision.

More information on the appeals process may be found in 8.78–80 of the Regulations.