

PROCESSING APPLICATION FOR PARTY REGISTRATION

275

NON-PARLIAMENTARY PARTY

Please note: The Register of Political Parties closes from the issue of writ for an election until its return. Suspend any further action on outstanding applications during this period and inform all concerned of suspension – section 127 of the Act refers.

If suspension occurs before notice of application is advertised then inform the applicant. If suspension occurs after the notice is advertised and objections received inform both the applicant and any objectors.

Name of Party	LIBERAL DEMOCRATIC PARTY.
Abbreviation of party	LDP
State in which organised	DICKSON ACT
Name of Secretary	DAVID LEYDNHJELM
Name of proposed Registered Officer	DAVID LEYDNHJELM.
Date application received	22/2/07
Name of processing FAD Officer	Mamash.
File Number	07/384
Date Commenced	9/3/07.

Note: Initial and date each step only after you have confirmed that the required information is included with the application. Does the application include:

STAGE 1 – APPLICATION CHECKLIST

Name of Party	Liberal Democratic Party.
Name of processing FAD Officer	Mamash
Stage 1 checklist commenced	/ /

Note: Circle each step only after you have confirmed that the required information is included with the application.

	Date	Initials
➤ New file request sent to CSBC	8/3/07	MA

APPLICATION CHECKLIST

➤ Was the \$500 application fee included with the application	Yes	No
➤ If Yes, \$500 application fee taken to CSBC for receipting	22/2/07	
➤ Receipt number	661	
➤ Completed "Application to Register a Political Party for House of Representatives and Senate Elections" for or equivalent information in another format	Yes	No
➤ A copy of the party's constitution	Yes	No
➤ A least 500 membership forms and a list of members which includes name, address, telephone number and date of birth, for	Yes	No

274

non-Parliamentary parties

- Statutory Declaration from the Secretary of the party
- Acknowledgement letter and receipt for \$500 sent to applicant

☒ Yes

No

*see P47. * see below.*

If No, add a note in the Variation screen in FCRM System

- Variation note added in FCRM
- Application checklist completed

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STAGE 2 – ELIGIBILITY CHECKLIST

Name of Party	
Name of processing FAD Officer	
Stage 2 checklist commenced	/ /

Note: Circle each step only after you have confirmed that the required information is included with the application.

Has the application:

- Be made by 10 members of the party, including the Secretary ☒ Yes No
- Include a list of the names of at least 500 members of the party ☒ Yes No
- Be in writing and be signed by the applicants ☒ Yes No
- Include the name, address (not PO Box address) and signature of the proposed Registered Officer ☒ Yes No
- Contain the name of the Party ☒ Yes No
- State whether or not the party wishes to receive election funding ☒ Yes No
- A written constitution of which the following has been included ☒ Yes No
 - Endorsement of candidates at a federal election ☒ Yes No

40
 - Terms and conditions of the person appointed as secretary ☒ Yes No

36
 - Details of the structure of the party including formation of branches ☒ Yes No

37-39
 - Procedure for winding up the party Yes ☒ No
 - Folio No. _____
 - Procedure for amending the constitution ☒ Yes No

33
 - Folio No. _____

** Date is erroneous - should be 22/4/2007
see folio 67.*

➤ Terms and conditions of membership

Yes No

➤ Folio No.

40

If No, add a note in the Variation screen in FCRM System

NA

➤ Variation note added in FCRM

➤ Stage 2 checklist completed

STAGE 3 – PREVIOUS REGISTRATION & PARTY NAME CHECKLIST

Name of Party	<u>Liberal Democratic Party.</u>
Name of processing FAD Officer	<u>Mawani</u>
Stage 3 checklist commenced	<u>14 / 3 / 07</u>

Note: Circle or date and initial each step only after you have confirmed that the required information is included with the application.

	Date	Initials
➤ Check the Register of Political Parties	<u>14 / 3 / 07</u>	<u>ALL</u>
➤ If the party was previously registered copy relevant folio and place on new party file	<u>NA 14 / 3 / 07</u>	<u>a</u>
➤ If the party was previously registered obtain the file and determine why it was deregistered	<u>NA</u>	
➤ Did the party deregister voluntarily	Yes	<u>No</u>
➤ Was the party deregistered for not endorsing candidates for four years	Yes	<u>No</u>
➤ Was the party deregistered for reasons other than those stated above	Yes	<u>No</u>
➤ Is it the same party, or another party using the same name	<u>X Yes</u>	<u>No</u>
➤ Is the proposed name the same and/or similar to a previously registered party	<u>X Yes</u>	<u>No</u>
is/does the proposed name:		
➤ Longer than six words	Yes	<u>No</u>
➤ obscene	Yes	<u>No</u>
➤ Comprises the word 'Independent' (refer section 129(e) of the Act)	Yes	<u>No</u>
➤ Is the name or is an abbreviation of another political party	<u>X Yes</u>	<u>No</u>
➤ So nearly resembles the name or abbreviation of another political party	<u>X Yes</u>	<u>No</u>
➤ One that a reasonable person would think suggests that a connection of relationship exists between the party and a registered party	Yes	No
➤ Has the proposed name been check against the Register of Political Parties	<u>Yes</u>	No
➤ Has the name been checked against each State and Territory register	<u>Yes</u>	No

- Copies of each State/Territory Register placed on proposed party file

☒ Yes ☐ No

If Yes, refer to Supervisor

- Referred to Supervisor

Date / / Initials

Supervisor Only

- Is Legal advice required

☒ Yes ☐ No

- Request for legal advice sent

Date / / Initials

- Response received

Date / / Initials

Notes:

- Passed to

Date / / Initials

- Variation note added in FCRM

Date / / Initials

- Stage 3 checklist completed

Date / / Initials

STAGE 4 – MEMBERSHIP CHECK

Name of Party	<i>Liberal Democratic Party</i>
Name of processing FAD Officer	<i>MS</i>
Stage 4 checklist commenced	<i>23/4/1</i>

Note: Circle or date and initial each step only after you have confirmed that the required information is included with the application.

- Was a electronic membership list included with the application

☒ Yes ☐ No

- Request party to supply an electronic list

Date / / Initials

- Response received

Date / / Initials

Notes:

- Are the applicants on the application form, on the party's membership list?

☒ Yes ☐ No

- Membership list exported from Excel to FCRM

Date *23/4/07* Initials *MS*

271

Under 17 Membership Check

Membership list sorted by the following

- Invalid date of birth check 23 4 07
- Were any members identified without a date of birth Yes ☒ No
- Number of members without date of birth NIL
- Members marked as Invalid 1 1 NIL
- Date of Birth check 23 4 10 7
- Were any members under 17 Yes ☒ No
- Number of members Under 17 NIL
- Members marked as Under 17 in FCRM 1 1

Inner Party Duplicate Membership Check

Membership list sorted by the following

- Surname 1 1
- Were any duplicates identified Yes No
- Number of duplicates identified Yes No
- Duplicates marked as duplicate in FCRM 1 1
- Address 1 1
- Were any duplicates identified Yes No
- Number of duplicates identified Yes No
- Duplicates marked as duplicate in FCRM 1 1
- Date of Birth 1 1
- Were any duplicates identified Yes No
- Number of duplicates identified Yes No
- Duplicates marked as duplicate in FCRM 1 1
- How many inner party duplicates were identified

Cross Party Duplicate Membership Check

Membership list sorted by the following

➤ Surname	24/4/07	_____
➤ Were any duplicates identified		Yes <input checked="" type="radio"/> No
➤ Number of duplicates identified		Yes No
➤ Duplicates marked as duplicate in FCRM	/ /	_____
➤ Address	/ /	_____
➤ Were any duplicates identified		Yes No
➤ Number of duplicates identified		Yes No
➤ Duplicates marked as duplicate in FCRM	/ /	_____
➤ Date of Birth	/ /	_____
➤ Were any duplicates identified		Yes No
➤ Number of duplicates identified		Yes No
➤ Duplicates marked as duplicate in FCRM	/ /	_____
➤ Total number of cross party duplicates were identified		
➤ Letter to member(s) asking which party do they wish to be relied upon	/ /	_____
➤ Deadline for response	/ /	_____
➤ Response received	/ /	_____

If no response received from member(s) then:

➤ Members removed from both parties membership list	/ /
➤ Membership lists checked for valid 500 members	/ /

Satisfies Minimum Membership Requirements

➤ Total number of members of Under 17, Inner Party and Cross Party duplicate checks	_____
➤ Does the proposed party's membership contain more than 500 members	Yes No

Note: If membership list falls below 500 members refer Supervisor

	Date	Initials
➤ Referred to Supervisor	/ /	_____

269

Supervisor Only

➤ Sighted and action taken Date 1/1 Initials _____

Notes: _____

➤ Passed to Date 1/1 Initials _____
➤ Variation note added in FCRM Date 1/1

Random Membership check

➤ Sample selected Date 24/1/07 Initials W
➤ Any members not contacted after three attempts ☒ Yes ☐ No

Include details of the name and address of the member who was not unable to be contacted below:

PEROVIC, KLEMA, CHIA, CASEY, M/LEON, THOMAS, MCKIN
REFER 79 -> 85

➤ Did any members state they were no longer a member of the party ☒ Yes ☐ No
➤ How many members stated they were no longer a member of the party 2

Note: If two or more members stated they were not members of the Party, **Do Not** write to members not contacted after three attempts. Refer to Supervisor:

Members not contacted after three phone attempts:

➤ Letter to member(s) not contacted after three attempts Date 27/4/07 Initials M.S.

➤ Document number Reg ?
➤ Deadline for response Date 1/1 _____
➤ Response received Date 1/1 _____

➤ Did party pass the random membership check Yes ☐ No ☒

Supervisor Only

➤ Sighted and action taken Date 1/1 Initials _____

Notes: _____

	Date	Initials
➤ Passed to	/ /	_____
➤ Variation note added in FCRM	/ /	_____
➤ Stage 4 checklist completed	/ /	_____

STAGE 5 – VARIATION TO APPLICATION

Name of Party	_____
Name of processing FAD Officer	_____
Stage 5 checklist commenced	_____

Note: Circle or date and initial each step only after you have confirmed that the required information is included with the application.

➤ Is a variation to the application required	Yes	No
➤ Application fee not included with application	Yes	No
➤ Constitution not included with application	Yes	No
➤ Membership list not provided with application	Yes	No
➤ Does not meet Party name requirements	Yes	No
➤ Legal advice sought	Yes	No
➤ Does not meet Membership requirements	Yes	No

	Date	Initials
➤ Submission to Supervisor to approve request for variation	/ /	_____
➤ Document number	Reg	_____
➤ Date submission approved by the delegate	/ /	_____
➤ Variation letter sent to the Registered Officer and copies to applicants	/ /	_____
➤ Deadline for response	/ /	_____
➤ Response received	/ /	_____
➤ Request for extension from Registered Officer		Yes No
➤ Director Approved	/ /	_____
➤ Deadline for response	/ /	_____
➤ Was a response received and signed by all applicants		Yes No

➤ Spreadsheet prepared for hmablaze	/ /	_____
➤ Document number	Reg	
➤ Spreadsheet and notice emailed to hmablaze	/ /	_____
➤ Proofs received from hmablaze	/ /	_____
➤ Proofs cleared by : _____	/ /	_____
➤ Proofs emailed to hmablaze	/ /	_____
➤ Copies of proofs placed on relevant file	/ /	_____
➤ Request sent to Gazettes office	/ /	_____
➤ Confirmation received from Gazettes Office	/ /	_____
➤ Copies of proofs placed on relevant file	/ /	_____
➤ Date advertisement to appear	/ /	_____
➤ Date objection period closes	/ /	_____
➤ Letter to applicant advising gazette notice & objection period	/ /	_____
➤ Document number	Reg	
➤ Stage 6 checklist completed	/ /	_____

STAGE 7 – OBJECTIONS

Name of Party	
Name of processing FAD Officer	
Stage 8 checklist commenced	/ /

Note: Circle or date and initial each step only after you have confirmed that the required information is included with the application.

➤ No. of objections received	/ /	_____
	Date	Initials
➤ Copy of objection taken and placed at front of party file	/ /	_____
➤ Original objection placed on party file	/ /	_____
➤ Objections entered on FCRM	/ /	_____
➤ Objectors sent acknowledgement letters	/ /	_____

- Copy of acknowledgement letters placed on party file / / _____
- Copies of objections forwarded to proposed Registered Officer / / _____
 - Deadline for response / / _____
 - Response received / / _____
- Stage 7 checklist completed / / _____

STAGE 8 – DETERMINATION OF APPLICATION

Name of Party	
Name of processing FAD Officer	
Stage 9 checklist commenced	

Note: Circle or date and initial each step only after you have confirmed that the required information is included with the application.

Once the proposed Registered Officer has responded to the objections, or the deadline for a response has lapsed, a submission to the Electoral Commissioner is required. This submission should consider the objections received, any response by the proposed Registered Officer and the requirements of the legislation.

- Prepare Submission to delegate and Notice Date / / _____
Initials _____
- Document number Reg _____

Has the following information been included in the submission to the delegate:

- | | | |
|---|-----|----|
| ➤ The date the application was received | Yes | No |
| ➤ The name of the proposed party | Yes | No |
| ➤ The folio number of the Constitution | Yes | No |
| ➤ Who the application was made by | Yes | No |
| ➤ The number of objections received, if any | Yes | No |
| ➤ The proposed Registered Officer's response to the objections | Yes | No |
| ➤ Whether the application met the technical requirements | Yes | No |
| ➤ When the application was advertised | Yes | No |
| ➤ The response date for objections to the application | Yes | No |
| ➤ Details outlining the contents of any objections | Yes | No |
| ➤ How the party meets the eligibility requirements | Yes | No |
| ➤ The proposed name of the party meets the eligibility requirements | Yes | No |
| ➤ Statement of Reasons drafted | Yes | No |

- Submission passed to Supervisor / / _____
- Has the delegate made a decision Yes No
- Submission received from delegate / / _____

Please tick the relevant box.

☐ Approved registration
(Go to Stage 9)

☐ Rejected registration
(Go to Stage 10)

- Stage 8 checklist completed / / _____

STAGE 9 – APPROVAL OF APPLICATION

Name of Party	
Name of processing FAD Officer	
Stage 9 Checklist commenced	/ /

Note: Circle or date and initial each step only after you have confirmed that the required information is included with the application.

- | | Date | Initials |
|--|------|----------|
| ➤ Checked list of party codes in ELMS | / / | _____ |
| ➤ Email to Media & Communication Section for 3 or 4 letter party code | / / | _____ |
| ➤ Reports obtained from FCRM | / / | _____ |
| ➤ Two copies of Register of Political Parties page | / / | _____ |
| ➤ Two copies of Party details page | / / | _____ |
| ➤ One copy of List of Registered Parties | / / | _____ |
| ➤ Registration Notice prepared | / / | _____ |
| ➤ Document number | Reg | |
| ➤ Advice letter sent to applicant | / / | _____ |
| ➤ Document number | Reg | |
| ➤ Copy of advice letter sent to Registered Officer (if different to applicant) | / / | _____ |
| ➤ Registration Notice gazetted | / / | _____ |
| ➤ Copy of Gazette notice filed | / / | _____ |
| ➤ Objectors advised and copy of statement of reasons included | / / | _____ |
| ➤ Document number | Reg | |
| ➤ Request to update AEC website sent to webmaster | / / | _____ |

- Document number Reg
- Request to update AEC website filed on 04/1664 / /
- Email to Roll Products and Services sent / /
- Membership forms returned (5-6 weeks after gazettal if no appeals) / /

- Document number Reg
- Monthly minute to FAD contact officers, AEOs, FAD Central Office staff and Media & Communications section updated / /
- Application finalised in FCRM / /
- Stage 9 checklist completed / /

STAGE 10 – REJECTION OF APPLICATION

Name of Party	
Name of processing FAD Officer	
Stage 10 checklist commenced	/ /

Note: Circle or date and initial each step only after you have confirmed that the required information is included with the application.

- Advice letter sent to applicants Date / / Initials
- Document number Reg
- Objectors advised / /
- Document number Reg
- Monthly minute to FAD contact officers, AEOs, FAD Central Office staff and Media & Communications section updated / /
- Membership forms returned (5-6 weeks after gazettal if no appeals) / /
- Document number Reg
- Application finalised in FCRM / /
- Stage 10 checklist completed / /