

Talking Democracy

A civic education kit about
elections in Victoria



Facilitator guide

Published by:

Education and Inclusion Team
Victorian Electoral Commission
Level 11, 530 Collins St
Melbourne 3000

Phone: 131 832

Web: vec.vic.gov.au

Email: info@vec.vic.gov.au



State of Victoria (Victorian Electoral Commission) 2018.

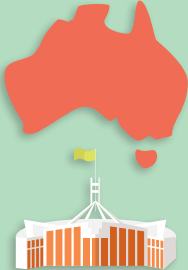
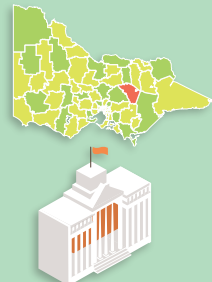
This work, *Talking Democracy: a civic education kit about elections in Victoria*, is licensed under a Creative Commons Attribution Non-Derivatives 4.0 licence (<http://creativecommons.org/licenses/by-nd/4.0/>) You are free to share this work under that licence, on the condition that you do not change any content and you credit the State of Victoria (Victorian Electoral Commission) as author and comply with the other licence terms. The licence does not apply to any branding, including government logos.

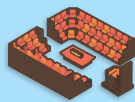
Facilitator guide

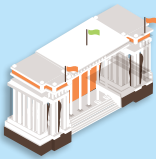
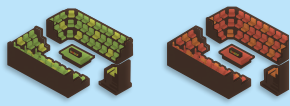
With your class or community group, watch the two animations found at vec.vic.gov.au/talkingdemocracy and use this guide to facilitate activities and group discussion. If internet access is limited, you can download a series of eight storyboards from the link above or call the Victorian Electoral Commission (VEC) on 131 832 to order hard copies.

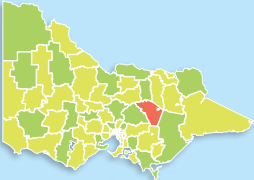
Introduction	How to deliver	Content	Key electoral concepts
	Introduce the animation to students: Mohammed needs to call the Victorian Electoral Commission (or VEC) to get some help with his homework.	Good morning, this is the Victorian Electoral Commission. My name is Sonia. How may I help you? <i>Hi, my name is Mohammed. I am a student and I have homework about the Australian government and elections. My teacher told me to ring you for information. Can I ask you some questions?</i> Hi Mohammed, yes, I can give you the information you need. What would you like to know?	Victorian Electoral Commission is also called VEC

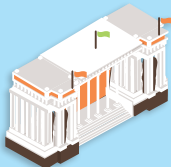
Why voting is important	How to deliver	Content	Key electoral concepts
 Australia is a democracy	Most students will have a basic understanding of democracy. They may have experienced it in their home country. Your task here is to help students understand what Australian democracy is and why it is important to vote. Steps Take students through the animation or story boards. Use a question and answer style to encourage participation.	<i>Why does the teacher say that voting is important in Australia?</i> Because Australia is a democracy. We vote for people who make laws and decide on services for us. That is why voting is very important.	Understanding democracy Importance of voting Legislation and laws

Levels of Government	How to deliver	Content	Key electoral concepts
Federal  State  Local 	Watch the animation. Ensure students understand the difference between Federal, State and local council. Steps Take students through the content. Use question and answer style to encourage participation.	<i>How many levels of government are there in Australia?</i> In Australia, there are three levels of government: Federal, State and local.	Three levels of government Federal State Local Government is also known as local council

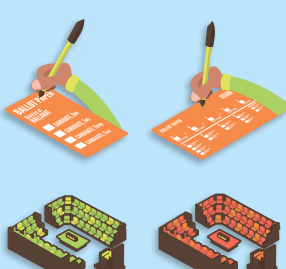
Federal Government	How to deliver	Content	Key electoral concepts
Parliament of Australia  Prime Minister   House of Representatives Lower House  Senate Upper House	In this activity students learn to identify services provided by the Federal Government. Through this process, students should consider why it is important to vote in a Federal election. Steps Place all the government services cards out. Ask students to identify and match services provided by the Federal Government.	<i>How do they differ?</i> This is Australia's Parliament House. It has two houses: House of Representatives (or Lower House) and Senate (or Upper House). The Federal Government is in Canberra. It makes decisions for all of Australia. For example: immigration, tax, Centrelink, Medicare and defence. The leader of the Federal Government is the Prime Minister.	Federal Government Federal Parliament Parliament House House of Representatives or Lower House Senate or Upper House Prime Minister

State Government	How to deliver	Content	Key electoral concepts
Parliament of Victoria   Premier   Legislative Assembly Lower House Legislative Council Upper House	In this activity students learn to identify services provided by the State Government. Through this process, students should consider why it is important to vote in a State election. Steps From the remaining government services cards ask students to identify services provided by the State Government.	<i>What about the State Government?</i> This is Parliament House Victoria. It also has two houses: Legislative Assembly (or Lower House) and Legislative Council (or Upper House). The Victorian Government is in Melbourne. It makes decisions for the State of Victoria. For example: schools, hospitals, public transport, housing and police. The leader of the State Government is the Premier.	State Government Victorian Parliament Parliament House Premier Legislative Assembly or Lower House Legislative Council or Upper House

Local government	How to deliver	Content	Key electoral concepts
Local council   Mayor 	In this activity students learn to identify services provided by local councils. Through this process, students should consider why it is important to vote in a council election. Steps From the remaining government services cards ask students to identify if they are all council services. Ask students to do a final review of where they have placed all the cards and move any they believe are in the wrong place. Then review all the cards and explain any that are in the wrong government level section.	<i>And Local Government?</i> Local Government or local council. You vote in the council area in which you live. Local councils make decisions about local issues. Councils look after rubbish collection, parks, community centres, childcare, parking, libraries, swimming pools, youth centres, cultural festivals and other services. The leader of your local council is the Mayor.	Local government Local council Mayor

What does the VEC do?	How to deliver	Content	Key electoral concepts
Runs elections  State  Local Looks after electoral roll  Teaches people how to vote 	Some students may have never heard of the VEC. It is important that students understand the VEC is independent of government. Steps Take students through the content. Use question and answer style to encourage participation. Show students what an enrolment form looks like – ask ‘Have you enrolled to vote?’	<i>What does the Victorian Electoral Commission do?</i> The VEC is an independent organisation. We are not a government department. We run State and Local Government elections, and other community polls. We teach people how to vote correctly. We also look after the electoral roll. <i>What is the electoral roll?</i> It is a list of Australian citizens aged 18 and over who have enrolled to vote. It shows their name and current address.	Victorian Electoral Commission Independent Elections Electoral roll

Who can vote?	How to deliver	Content	Key electoral concepts
Over 18 years  Australian citizen  Enrolled 	This information is very important. Take time to support students through the content. Steps Take students through the content. Use question and answer style to encourage participation.	Who can vote in Australia? All Australian citizens aged 18 and over must enrol and must vote at every Federal, State and local council election. Non-citizens who pay council rates can enrol to vote at council elections only. This is a special rule. Are you enrolled to vote? No. Are you an Australian citizen and over 18 years old? Yes. I am. How do I enrol? You can get an enrolment form from a post office, fill it in and send it to the VEC. If you want help to fill in a form, please ring us on 131 832 or on an interpreter line 9209 0112. You can also get one from our website vec.vic.gov.au Thank you for the information. I will get an enrolment form after this conversation. What happens if I move house? It is very important that you let us know if you move to a new place or change your name. You can use an enrolment form to update your details and send it to us.	Australian citizen Enrolment forms How to get help to enrol to vote When to update personal details on the electoral roll

How do I vote?	How to deliver	Content	Key electoral concepts
Lower House Upper House  Ballot box 	This is an optional activity. The VEC can teach your students how to vote. However, you can teach your students using this information. Steps Watch the animation. Demonstrate how to complete Lower House and Upper House ballot papers. Check if students understand. Distribute ballot papers and pens. Ask students to complete the ballot papers. Go around the room to see if students know what to do. Give them about 2 minutes, then check if they have finished. Collect ballot papers and check if the students have voted correctly.	<i>How do I vote?</i> In Australia, we use numbers when voting. Let's look at how to vote correctly in Victorian State elections. You get two ballot papers: a smaller one for the Lower House and a bigger one for the Upper House. To vote for the Lower House, write 1 next to the name of the candidate you would most like to win the election. Then write 2 for the candidate you like second, 3 for the one you like third and so on, until every box is numbered. To vote for the Upper House, you can vote above-the-line or below-the-line. To vote above-the-line, pick one party who you want to win and write the number 1 in a box next to the party's name above the black line. To vote below-the-line, you need to pick at least five candidates. Write the number 1 in the box next to the candidate you would most like to win the election. Then write 2 for the candidate you like second, 3 for the one you like third, 4 for the one you like fourth and 5 for the one you like fifth. You can number more candidates if you wish, but you must choose at least five candidates. <i>Can the VEC teach us how to vote?</i> Yes, we can. Please contact us. We can come to you and teach your community how to vote. <i>Do I have to vote if I am overseas when there is an election?</i> You are encouraged to vote, but you will not be fined if you do not vote. Please keep your tickets to show us that you were overseas.	Use numbers only when voting. Victorian State election – two ballot papers: Lower House (smaller ballot paper) Upper House (bigger ballot paper). People are encouraged to vote, but they will not be fined if they do not vote while overseas. They will receive a please explain letter. The VEC advises people to keep their travel document to show us that they were overseas. Candidates

Conclusion	How to deliver	Content	Key electoral concepts
 	Finish watching the animation with your class. Ask if they have any final questions	<i>Hmmm, ok. I think I can do my homework now. Thank you very much for your help.</i> If you need more information you can visit our website vec.vic.gov.au, send an email to info@vec.vic.gov.au or ring us again. We also have an interpreter line 9209 0112 or contact us on 133 677 through the National Relay Service. We will be happy to help you. <i>Thank you. Bye</i> Bye Mohammed. Good luck with your homework.	How to contact the VEC if students need assistance with enrolling or voting.

Product code EDU-TD-FG-F18

Printed March 2018