



GENERAL RETURN FOR OFFICER IN CHARGE

I certify this return is correct.

Sianature of OIC

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Signature of Scrutineer

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Sianature of Scrutineer

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Signature of Scrutineer

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Polling Place Name

Appointment of Substitute Officer-in-Charge

To:

You are appointed to act as Substitute Officer-in-Charge whilst I am temporarily absent from the Polling Place.

During my absence you are to be deemed to be the Officer-in-Charge and may exercise all the powers of the position.

Signature of Officer-in-Charge

/ /

I acknowledge receipt of the above appointment.

Signature

/ /

Witness

/ /

Record of Times of Acting as Substitute Officer-in-Charge			
From	to	From	to
From	to	From	to
From	to	From	to

Record of Ballot Boxes and Security Seals

At time of securing seals
The seals shown below were secured on the empty ballot boxes prior to being used at the poll.

At time of breaking seals
The seals on the ballot box were verified and found to be intact prior to being broken to conduct the count of votes.

Ballot Box No.	Seal Numbers	OIC Signature	Witness Signature
2	1. 2.		
3	1. 2.		
4	1. 2.		
5	1. 2.		
6	1. 2.		
7	1. 2.		
8	1. 2.		
9	1. 2.		
10	1. 2.		

OIC Signature	Witness Signature



Record of Receipt and Distribution of Ballot Papers

	House of Representatives	Senate
1. Number of ballot papers received from DRO (as shown in inventory provided by DRO)		
1 (a) Adjustments after your check count	+	+
2. ACTUAL NUMBER OF BALLOT PAPERS RECEIVED FROM D.R.O		
3. Ballot Papers produced by photocopying		
4. LESS ballot papers DISPATCHED to other polling places (Name of Polling Place) <div>on Polling Day (if applicable)</div>		
5. PLUS ballot papers RECEIVED from <div>(if applicable)</div>	+	+
5(a) Adjustments after your check count	+	+
6. TOTAL NUMBER OF BALLOT PAPERS TO BE ACCOUNTED FOR		

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Figures checked and verified
Signed

Worksheet House of Representatives

- For
- recording the numbers of ballot papers given to each table during the day, total at 6 pm (Blocks 1 and 2)
 - recording each issuing officer's figures at 6 pm (Block 3)

NOTE: Check that the front cover of each Certified List has been completed.

[illegible]

Discarded declaration ballot paper figure)

DO NOT TRANSFER THIS FIGURE

Transfer this figure to Line (3) of Page 9	Transfer this figure to Line (4) of Page 9	Transfer this figure to Line (5) of Page 9
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Figures checked and verified

Signed

Worksheet House of Representatives

- For . recording the numbers of ballot papers given to each table during the day, total at 6 pm (Blocks 1 and 2)
- . recording each issuing officer's figures at 6 pm (Block 3)

NOTE: Check that the front cover of each Certified List has been completed.

Block 1	Block 2				Block 3		
Certified List No. (ord. issuing point)	1 st issue	2nd issue	3rd issue	Total (at 6 pm)	Spoilt	Discarded Ord. own Div.	Unused
172	300	100	100	500	2		41
173	300	100	150	550	4		8
174	300	100	150	550	3		—
175	300	100	100	500	1		7
Spare List 176	100	—	—	100	—		—
						2	
Declaration issuing point	1st issue	2nd issue	3rd issue	Total (at 6 pm)	Spoilt		Unused
1	400	—	—	400	4		275
2	400	—	—	400	—		252
3	225	50	—	275	—		127
	Note: Where issued as a declaration pack you should enter the TOTAL number of ballot papers in the pack.				NOTE: Unused is the number of ballot papers unused and not declaration packs. If a pack is unbroken include the number of ballot papers in the pack.		
					OIC'S RESERVE → 48		
TOTAL	2325	4 5 0	500	3 2 7 5	14	2	758

Discarded declaration ballot paper figure → 1

DO NOT TRANSFER THIS FIGURE

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Figures checked and verified

Signed

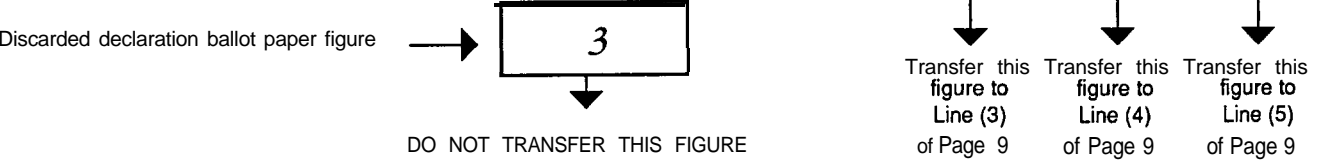
Worksheet Senate

- For
- recording the numbers of ballot papers given to each table during the day, total at 6 pm (Blocks 1 and 2)

recording each issuing officer's figures at 6 pm (Block 3)

NOTE: Check that the front cover of each Certified List has been completed.

Block 1	Block 2				Block 3		
Certified List No. (ord. issuing point)	1 st issue	2nd issue	3rd issue	Total (at 6 pm)	Spoilt	Discarded Ord. own Div.	Unused
172	300	100	100	500	3		40
173	300	100	150	550	1		11
174	300	100	150	550	—		3
175	300	100	100	500	1		7
Spare List 176	100	—	—	100	—		—
						2	
Declaration issuing point	1st issue	2nd issue	3rd issue	Total (at 6 pm)	Spoilt		Unused
1	100	50	—	150	—		29
2	100	50	—	150	—		2
3	100	50	—	150	—		2
	NOTE: Where issued as a declaration pack you should enter the TOTAL number of ballot papers in the pack.				NOTE: Unused is the number of ballot papers unused and not declaration packs. If a pa& is unbroken include the number of ballot papers in the pack.		
					OIC'S RESERVE → 50		
TOTAL	1600	550	500	2650	5	—	144



Polling Place Name:
Polling Place Address:
Division:
State:
Estimated Votes:

House of Representatives — Ballot Paper Reconciliation

(1)	TOTAL VOTES COUNTED		Figure transferred from Page 7.
(2)	Number of completed DECLARATION ENVELOPES in the ballot box		This figure comprises all envelopes containing Declaration Votes. Figure transferred from Total Page 12.
(3)	Number of ballot papers SPOILT		Number of Spoilt/Discarded envelopes containing spoilt ballot papers. Figure transferred from Block 3 Page 5.
(4)	Number of ordinary ballot papers DISCARDED (own Division excluding declaration)		Number of Spoilt/Discarded envelopes containing ordinary discarded ballot papers. Figure transferred from Block 3 Page 5.
(5)	Number of ballot papers UNUSED		This figure comprises all ballot papers not issued to electors. Figure transferred from Block 3 Page 5.
(6)	TOTAL of lines 1 to 5		
(7)	Number of ballot papers to be ACCOUNTED FOR		Figure transferred from Page 4 No. 6.
(8)	DIFFERENCE Line 7 less line 6		This is a balancing figure only, do not alter above figures to obtain a 'nil' balance.



Senate Ballot Paper Reconciliation

(1)	TOTAL VOTES COUNTED		Figure transferred from Page 10.
(2)	Number of completed DECLARATION ENVELOPES in the ballot box		This figure comprises all envelopes containing Declaration Votes. Figure transferred from Total Page 12.
(3)	Number of ballot papers SPOILT		Number of Spoilt/Discarded envelopes containing spoilt ballot papers. Figure transferred from Block 3 Page 6.
(4)	Number of ordinary ballot papers DISCARDED (own Division excluding declaration)		Number of Spoilt/Discarded envelopes containing ordinary discarded ballot papers. Figure transferred from Block 3 Page 6.
(5)	Number of ballot papers UNUSED		This figure comprises all ballot papers not issued to electors. Figure transferred from Block 3 Page 6.
(6)	TOTAL of lines 1 to 5		
(7)	Number of ballot papers to be ACCOUNTED FOR		Figure transferred from Page 4 No. 6.
(6)	DIFFERENCE Line 7 less line 6		This is a balancing figure only, do not alter above figures to obtain a 'nil' balance.

Figures checked and verified

Signed

Summary of Declaration Envelopes by Division

- Record the number of:
- Absent-votes for other divisions
 - Provisional votes for your division

DO NOT INCLUDE POSTAL VOTES HERE

	Division	Issued
01	Banks	
02	Barton	
03	Bennelong	
04	Berowra	
05	Blaxland	
06	Bradfield	
07	Calare	
08	Charlton	
09	Chifley	
10	Cook	
11	Cowder	
12	Cunningham	
13	Dobell	
14	Eden-Monaro	
15	Farrer	
16	Fowler	
17	Gilmore	
18	Grayndler	
19	Greenway	
20	Gwydir	
21	Hughes	
22	Hume	
23	Hunter	
24	Kingsford-Smith	
25	Lindsay	
Subtotal		

	Division	Issued
	Subtotal carried forward	
26	Lowe	
27	Lyne	
28	Macarthur	
29	Mackellar	
30	Macquarie	
31	Mitchell	
32	Newcastle	
33	New England	
34	North Sydney	
35	Page	
36	Parkes	
37	Parramatta	
38	Paterson	
39	Prospect	
40	Reid	
41	Richmond	
42	Riverina	
43	Robertson	
44	Shortland	
45	Sydney	
46	Throsby	
47	Warringah	
48	Watson	
49	Wentworth	
50	Werriwa	
TOTAL		

Transfer this figure
to Line 2 Pages 9 and 11

Polling Place Name

Record of Postal Vote Certificates Handed In

1.

Note the details of each Postal Vote Certificate Envelope handed to you on polling day — completed certificates in Table A and cancelled certificates in Table B.
2.

Write on each Postal Vote Certificate Envelope the words “Received by me at
Polling Place”, then sign and date it.
3.

Cancelled certificates include those certificate envelopes and ballot papers NOT completed by the elector handed to you on polling day.
4.

If no certificates are received TICK the relevant box(es) BELOW.

RECORD OF COMPLETED CERTIFICATES

A	Surname	First given name and other initials	Electors enrolled Division
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

There were no completed certificates handed in ☐

RECORD OF CANCELLED CERTIFICATES

B	Surname	First given name and other initials	Electors enrolled Division
1			
2			
3			
4			
5			

There were no cancelled certificates handed in ☐

OIC's Staff Report

Position codes

2IC — Second-in-Charge

PPS — Polling Place Staff

PTS — Part-time Staff

SA — Scrutiny Assistant

Performance Ratings

I-4 — Do not re-employ

5-8 — suitable to re-employ

g-l 0 — suitable to promote

	Name of employee	Position	Did the person issue declaration votes		Performance Rating I - 1 0	Comments
			Yes	No		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

Signature of Officer In Charge

/ /

Polling Place Name

Polling Place Profile

Tables and
Chairs are available

1. Where are tables and chairs stored?

Is a separate key necessary to gain access?
Yes
No

2. Do the owners/proprietors require cardboard voting equipment to be stored in any special place between delivery and collection?
Yes
No

3. Are there any stairs to be negotiated to enter the Polling Place?
Yes
No
If YES, how many?

4. Does the Polling Places have easy access for disabled?
Yes
No

5. Is the Polling Place big enough?
Yes
No

6. Is the lighting/furniture adequate?
Yes
No

7. Were there any problems in setting up before election day?
Yes
No

If YES, give details

8. Are there heating/cooling arrangements?
Yes c I
No

9. Are tea making facilities available?
Yes
No

10. Is a fridge available?
Yes
No

11. Are toilet facilities acceptable?
Yes
No

12. Are there parking facilities available for the staff?
Yes c I
No

13. Is a telephone available?
Yes
No
Telephone No.

What distance is that telephone from the polling place?

14. If a temporary telephone was installed, was it located close to the scrutiny area?
Yes
No

Could the telephone be heard for incoming calls?
Yes
No

If NO, to either above — Where should the telephone be located next election?

15. Are there any special security arrangements?
Yes
No

If YES, give details

16. Were the key access/collecting arrangements suitable?
Yes
No

17. Is there access to a fuse box?
Yes
No

Please comment on any aspect of suitability, adequacy and location of the Polling Place that you find relevant

Are any improvements necessary?

Polling Place Name

Report on Voter Flow

Column 1 The Total Number of Ordinary Voters should be completed by the ballot box guard or if there is not one the OIC.

Columns 2-5 These details are taken from the Voter Time Cards.

No. of ord. issuing points allocated

	From Ballot Box Guard	From Voter Time Cards			
Time	Total Number of Ordinary Voters 1	No. of Issuing points open 2	Time handed to voter 3	Time handed to issuing Off. 4	Tick if no queue or show time taken to vote 5
8.00am					
8.30am					
9.00am					
9.30am					
10.00am					
10.30am					
11.00am					
11.30am					
12 noon					
12.30pm					
1.00pm					
1.30pm					
2.00pm					
2.30pm					
3.00pm					
3.30pm					
4.00pm					
4.30pm					
5.00pm					
5.30pm					
6.00pm					

Additional Voter Time Cards (if any)

Possible explanation for longest delay: _____

Accident Report — Instructions

Points to be covered when completing accident reports

Include relevant items from the following list:

- exact location (show this on a sketch);
- state of the floor (was it slippery, and if so, why?);
- were there adequate doormats at the entrances?
- distance the person walked into the polling place:
- did the person fall on their way to vote or on their way out from voting?
- were there any obstructions (bins, queuing equipment) in the way?
- if obstacles were present, were warning signs erected?
- was the person alone or with others?
- were reports (to be attached) obtained from witnesses?
- proximity of other voters;
- what sort of footwear was the person was wearing;
- was the person carrying anything?
- was the person helped back to his/her feet?
- did the person need to sit down to recuperate, and if so, for how long?
- did the person mention any pain?
- what were the weather conditions at the time? and
- was medical or paramedical attention sought, and if so, from whom?
- any information that may be relevant for claims.

Do not be limited by this list as it is provided for guidance only. Mention ALL information which you believe to be relevant.

Incident Report — Instructions

Use this report to record:

- complaints from electors or scrutineers about the conduct of the polling or the scrutiny
- disturbances at the polling place.

Removal of a person from the polling place:

A scrutineer or any other person who commits any breach or misconduct or who fails to obey the lawful directions of the OIC may be removed from the polling place at the request of the OIC by a member of the police force. If this becomes necessary you should document details in the **Incident Report** and if possible obtain a statement from witnesses.

[illegible]

Signature of Officer-in-Charge

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