

Division

Team No.

GENERAL RETURN

OF

OFFICER-IN-CHARGE

(Team Leader)

MOBILE POLLING TEAM

(REMOTE)

Signature of Team Leader

/ /

Signature of Witness

/ /

Signature of Witness

/ /

NOTE: Ensure you have sufficient copies of relevant pages to cover each polling station.

Appointment of Substitute Team Leader

To:

You are appointed to act as Substitute Team Leader whilst I am temporarily absent from the polling place.
During my absence you are to be deemed to be Team Leader and may exercise all the powers of the position.

Signature of Team Leader

/

/

I acknowledge receipt of the above appointment.

Signature

/

/

Witness

/

/

Record of Times of Acting as Substitute Team Leader			
Day	Date	From	To
	/ /		
	/ /		
	/ /		
	/ /		
	/ /		
	/ /		

Report / Variation to Itinerary Details

Detail any of the following:

1. Any contravention of the Electoral Act
2. Any itinerary variations (*include steps taken to inform DRO & public*)
3. Any other matter which should be brought to the DRO's attention.

[illegible]

Signature of Team Leader

		/	/
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Record of Ballot Box and Security Seal Numbers

			Commencement of Polling		Conclusion of Polling
Polling place No.	Ballot box No.	No. of First Security Seal attached or each ballot box	IF Fresh ballot box <ul style="list-style-type: none"> Produce the empty ballot box to be used; display the empty ballot box; attach plastic security seals to the ends of the ballot box OR IF Used ballot box <ul style="list-style-type: none"> Examine and verify the security seals; remove the seal through the handle only to allow uncovering of the voting slot. 	No. of Second Security Seal attached at close of Poll	<ul style="list-style-type: none"> Cover the voting slot; attach security seal through the handle so that the ballot box is completely closed and the slot cannot be uncovered without breaking the seal.
			(Team Leader) _____ (Witness) _____ (Witness) _____		(Team Leader) _____ (Witness) _____ (Witness) _____
			(Team Leader) _____ (Witness) _____ (Witness) _____		(Team Leader) _____ (Witness) _____ (Witness) _____
			(Team Leader) _____ (Witness) _____ (Witness) _____		(Team Leader) _____ (Witness) _____ (Witness) _____
			(Team Leader) _____ (Witness) _____ (Witness) _____		(Team Leader) _____ (Witness) _____ (Witness) _____
			(Team Leader) _____ (Witness) _____ (Witness) _____		(Team Leader) _____ (Witness) _____ (Witness) _____
			(Team Leader) _____ (Witness) _____ (Witness) _____		(Team Leader) _____ (Witness) _____ (Witness) _____
			(Team Leader) _____ (Witness) _____ (Witness) _____		(Team Leader) _____ (Witness) _____ (Witness) _____

Worksheet for House of Representatives Ballot Papers

E=A-(B+C+D)

Polling Place No.	Polling Place	On hand at start of Poll (A)	Unused (B)	Issued to Declaration Voters *(C)	Spoilt (D)	Issued to Ord. Voters (E)	Adjustment after DRO's issue (F)	Discarded by Ordinary Voters (G)	Number of Assisted Votes
1	Bulla Camp	400	359	7	2	32	—	—	21
2	Finke	359	336	4	—	19	—	1	4
3	Alcoota	336	251	12	—	73	—	—	9
4	Ukaka	251	224	2	1	24			4
5	Oenpelli	224	135	15	3	71	+100		46
6	Scott Creek	235	175	1	—	59			19
7	Kintore	175	151	2	—	22	—50		—
8	Gan Gan	101	77	—	1	23			15
9	Elliott	77	58	1	1	17			8
10	Ipolera	58	22	7	3	26			9
11									
12	<i>Note: If extra ballot papers are received (see No. 5 above) or, some ballot papers are given to another mobile team (see 7 above) the "On hand at start of poll(A)" figure must be adjusted accordingly.</i>								
13									
14									
15									
16									
17									
18									
19									
20									
TOTAL FOR THE TEAM			(B) 22	(C) 51	(D) 11	(E) 336	(F) +50	(G) 1	135

● (C) Declaration includes Absent and Provisional Votes.

Discarded declaration ballot paper figure

2

DO NOT TRANSFER THIS FIGURE

21	Actually received from DRO	400
22	Total adjustments (±)	+50
23	No. of ballot papers to be accounted for	450

Figures Checked and Verified Signed

Worksheet for House of Representatives Ballot Papers

E=A-(B+C+D)

Polling Place No.	Polling Place	On hand at start of Poll (A)	Unused (B)	Issued to Declaration Voters *(C)	Spoilt (D)	issued to Ord. Voters (E)	Adjustment after DRO's issue (F)	Discarded by Ordinary Voters (G)	Number of Assisted votes
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
TOTAL FOR THE TEAM			(B)	(C)	(D)	(E)	(F)	(G)	

● (C) Declaration includes Absent and Provisional Votes.

Discarded declaration ballot paper figureDO NOT TRANSFER THIS FIGURE

21	Actually received from DRO	
22	Total adjustments (±)	
23	No . of ballot papers to be accounted for	

●

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	Cowper	
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		

Reconciliation of Ballot Papers

NOTE: This Reconciliation is to be completed by persons who are to conduct the Scrutiny.

HOUSE OF REPRESENTATIVES

(1) TOTAL		This is the Total number of House of Rep's ballot papers in ballot box
(2) Number of completed DECLARATION ENVELOPES in the ballot box		This figure comprises all envelopes containing Absent and Provisional Votes. From Col. C. Page 6
(3) Number of ballot papers SPOILT		Number of Spoilt/Discarded envelopes containing spoilt House of Rep's ballot papers. From Col. O. of Page 6
(4) Number of ballot papers DISCARDED		Number of Spoilt/Discarded envelopes containing ordinary discarded House of Rep's ballot papers. From Col. G. Page 6
(5) Number of ballot papers UNUSED		This figure comprises all ordinary House of Rep's ballot papers not issued to electors. From Cd. B. Page 6
(6) TOTAL of lines 1 + 2 + 3 + 4 + 5		
(7) Number of ballot papers to be ACCOUNTED FOR		After adjustment From line 23, Page 6.
(8) DIFFERENCE (between lines 6 and 7)		This is a balancing figure only. Do not alter above figure to obtain a 'nil' balance.

SENATE

(1) TOTAL		This is the Total number of Senate ballot papers in ballot box
(2) Number of completed DECLARATION ENVELOPES in the ballot box		This figure comprises all envelopes containing Absent and Provisional Votes. From Col. C. Page 7
(3) Number of ballot papers SPOILT		Number of Spoilt/Discarded envelopes containing spoilt Senate ballot papers. From Col. D. of Page 7
(4) Number of ballot papers DISCARDED		Number of Spoilt/Discarded envelopes containing ordinary discarded Senate ballot papers. From Col. G. Page 7
(5) Number of ballot papers UNUSED		This figure comprises all ordinary Senate ballot papers not issued to electors. From Col. B. Page 7
(6) TOTAL of lines 1 + 2 + 3 + 4 + 5		
(7) Number of ballot papers to be ACCOUNTED FOR		After adjustment From line 23, Page 7.
(8) DIFFERENCE (between lines 6 and 7)		This is a balancing figure only. Do not alter above figure to obtain a 'nil' balance.

Record of Postal Vote Certificates Handed In

1.

Record the details of each Postal Vote Certificate Envelope handed to you — 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.
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 ☐

Communication Arrangements

Call to be made to Head Office by telephone or radio as soon as possible after completion of last poll each day but no later than P.M.

Contact Persons (1) (2)

Telephone Number Radio: Frequency/Channel Your Call Sign Operator's Call Sign Operating Hours

Day	Date	Action completed		Remarks
		1st call (time)	2nd call (time) (if required)	
DAY1	/ /			
DAY2	/ /			
DAY3	/ /			
DAY4	/ /			
DAY5	/ /			
DAY6	/ /			
DAY7	/ /			
DAY 8	/ /			
DAY9	/ /			
DAY 10	/ /			
DAY11	/ /			
DAY 12	/ /			

Team No.

Polling Place No.

Polling Place

Mobile Team Diary

1 TRAVEL PARTICULARS

Mode of Travel — Vehicle (Type)

Aircraft (Type)

Distance from

(Last Station)

m

s

*Actual travelling time for journey:

hrs

mins

Travelling Conditions (Roads, Weather)

Comments

2. POLLING PARTICULARS

Scheduled polling time and date

Actual setting up time

Actual polling time
(Opening and closing of poll)

Comments

Description of premises

Useful contacts

Comments (factors influencing polling, eg. adverse weather conditions)

3. POST-POLL PARTICULARS (To be completed on/y if this station is the final poll for the day)

Overnight accommodation Place

T y p e

Overnight security arrangements

Comments

*A report on any variation to advertised times should be immediately recorded. In particular the steps taken to advise the DRO and the public should be recorded.

Staff Report and Record of Employment

Surname	Given names		
Postal address		Total hours worked	
Polling Place(s)	Signature of assistant / /		
Staff Report			

Surname	Given names		
Postal address		Total hours worked	
Polling Place(s)	Signature of assistant / /		
Staff Report			

Surname	Given names		
Postal address		Total hours worked	
Polling Place(s)	Signature of assistant / /		
Staff Report			

Surname	Given names		
Postal address		Total hours worked	
Polling Place(s)	Signature of assistant / /		
Staff Report			

Record of Expenses

Date	Goods or Services	Supplier and Address	cost	Mode of pay ment (cash c urchase ord
/ /				
/ /				
/ /				
/ /				
/ /				
/ /				
/ /				
/ /				
/ /				
/ /				
/ /				
Total				

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

_____ / _____

Remote Mobile Team Attendance/Vehicle Usage Record

Team No.

Employee ID Number

Surname

Initials

Pay Week ending

Work Classification

HOURLY RATE PAYMENT

HOURS WORKED
Finish
Start
Finish
Start
Subtotal

Day of Departure	
/ /	
Time	Subtotal
:	:
:	
:	:
:	
	:

Day of Return	
/ /	
Time	Subtotal
:	:
:	
:	:
:	
	:

Total hours :

DAILY RATE PAYMENT - Number of complete days absence (Day of departure and day or return excluded)

Total days

VEHICLE USAGE (Where appropriate)

Odometer Recordings	
At Time of Departure	At Time of Return

Total km

Employee's certification

I certify that the attendance and travel details on this form are correct.

Signature

Supervisor's report

Authorised for payment.

Signature

Office use only - total hours and total km to be entered

Input by:

Signature

Verified by:

Signature