

POLLING PLACE ASSESSMENT

POLLING PLACE NAME

NAME OF BUILDING

ADDRESS

WHEELCHAIR ACCESS*

YES

☐

NO

☐

* For this polling place to be designated 'Wheelchair Access', points marked ■ are essential requirements and must be answered "YES". Note: 1 steps/stairs do not preclude a polling place being designated 'Wheelchair Access' provided ramp/lift access is available. A ramp at a doorway may be as steep as 1: 8. If no ramp/lift is available at the main or a side entrance as an alternative to even one step, Polling Place cannot be designated 'Wheelchair Access', unless that step is less than 5 mm.

Points marked □ are desirable requirements only for 'Wheelchair Access'

	YES	NO	COMMENTS
Building in Sound Condition?			
. walls, roof/ceiling, doors, windows, floor			
Are the premises licensed? (refer DOPE Pt 1, subpart 2,3,2)			
Facilities			
. fire hose/extinguisher accessible			
. fuse box accessible			
. building/voting area able to be locked			
. storage for cardboard equipment available for OIC use			
. premises available for setting up on Friday			
. security system installed			
.. switching/isolating arrangements			
. phone on premises & available for OIC use			
. alternative phone arrangements			
. photocopier on premises & available for OIC use			
Parking available for			
. staff			
. public			
. disabled (should be designated 'disabled'. be level. within 50m of building. car space should be min 3m wide unobstructed access to footpath) □			

	YES	NO	COMMENTS
Public Access to Building			
paths to building			
• free from pot holes, ridges, overgrowth, moss ■			
• gradient not steeper than 1:14 ■			
• at least 1 m wide on straight, 1.5m wide on curves ■			
• non-slip and level (ie not sloping to left or right) ■			
• able to be illuminated at night and switch accessible by OIC □			
stairs/steps into building 1 (state how many)			
• even in height			
• sound condition			
ramps into building			
• gradient not steeper than 1:14 ■			
• at least 1 m wide on straight, 1.5m wide on curves ■			
• non-slip and level (ie not sloping to left or right) ■			
• able to be illuminated at night and switch accessible by OIC □			
• railings 865-900mm high on exposed edges OR raised edges min 65mm high ■			
• covered from weather □			
• landing at top and bottom of ramp □			
doorways/entrance to building			
• at least 820mm wide ■			
• non-slip floor surface ■			
• door handles that may be used by staff/public on polling day should be 900-1200mm above ground □			
Public Access to Voting Area			
corridors			
• at least 1.2m wide ■			
• non-slip floor surface ■			
location of voting area			
• in more than one room			
• on more than one level			
doorways/entrance into voting area			
• at least 760mm wide with unobstructed access ■			
• non-slip floor surface ■			
• door handles that may be used by staff/public on polling day should be 900-1200mm above ground □			
• stairs/steps into voting area 1			
other points to note re entry to building/voting area (eg lifts, escalators, gutter that blocks wheelchair access, etc)			

	YES	NO	COMMENTS
Amenities			
lighting adequate for night work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
adequate heating available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
adequate cooling available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
staff amenities			
. toilets for male staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
9 toilets for female staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
9 toilets for disabled staff <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
. refrigerator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
. kettle/urn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
. microwave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
public amenities			
. toilets for males	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
. toilets for females	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
. toilets for disabled <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Tables			
. sufficient quantity for staffing allocation and available for use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
. sufficient tables suitable for use as Table Top Voting Screens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
(should be approx 800mm high, 500mm deep and have unobstructed space underneath to permit wheelchair access) ■			
9 condition acceptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Chairs			
. sufficient quantity for staffing allocation and for voters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
. condition acceptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Expected Cost of Premises			
9 hiring fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
. extras	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Arrangements for Key			<input type="text"/>
			<input type="text"/>
			<input type="text"/>
			<input type="text"/>

Prepare a floor plan of voting area. Include a sketch of recommended layout of equipment.