**POLLING PLACE ASSESSMENT**

<table>
<thead>
<tr>
<th>POLLING PLACE NAME</th>
<th>NAME OF BUILDING</th>
<th>ADDRESS</th>
</tr>
</thead>
</table>

**WHEELCHAIR ACCESS**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

* 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’

<table>
<thead>
<tr>
<th>Building in Sound Condition?</th>
<th>YES</th>
<th>NO</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>walls, roof/ceiling, doors, windows, floor</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Are the premises licensed? (refer DOPE Pt 1, subport 2,3.2)</th>
<th>YES</th>
<th>NO</th>
<th>COMMENTS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Facilities</th>
<th>YES</th>
<th>NO</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>fire hose/extinguisher accessible</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>fuse box accessible</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>building/voting area able to be locked</td>
<td></td>
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</tr>
<tr>
<td>storage for cardboard equipment available for OIC use</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>premises available for setting up on Friday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>security system installed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>switching/isolating arrangements</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>phone on premises &amp; available for OIC use</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>alternative phone arrangements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>photocopier on premises &amp; available for OIC use</td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parking available for</th>
<th>YES</th>
<th>NO</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>public</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>disabled (should be designated ‘disabled’. be level. within 50m of building. car space should be min 3m wide unobstructed access to footpath)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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-l 200mm 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-l 200mm above ground
- stairs/steps into voting area

other points to note re entry to building/voting area (eg lifts, escalators, gutter that blocks wheelchair access, etc)
Amenities
lighting adequate for night work  
adequate heating available  
adequate cooling available

staff amenities
• toilets for male staff  
• toilets for female staff  
• toilets for disabled staff  
• refrigerator  
• kettle/urn  
• microwave

public amenities
• toilets for males  
• toilets for females  
• toilets for disabled

Tables
• sufficient quantity for staffing allocation and available for use  
• sufficient tables suitable for use as Table Top Voting Screens  
  (should be approx 800mm high, 500mm deep and have unobstructed space  
  underneath to permit wheelchair access)  
• condition acceptable

Chairs
• sufficient quantity for staffing allocation and for voters  
• condition acceptable

Expected Cost of Premises
• hiring fee  
• extras

Arrangements for Key

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