		_
Div	ision	0

POLLING PLACE LIAISON OFFICER REPORT

	LIST OF POLLING PLACES TO VISIT
2.	
7.	
9.	

Please check the relevant points (in the report) on each visit to a polling place.

You are to complete section 8, general assessment, after your last visit to each polling place.

Checklist of Materials to be Carried

В.

Other items:

- spare ballot papers

- authority badge

- spare declaration vote envelopes

-spare certified list, if available

- polling place manuals (ail relevant types)

For each polling place:

- staffing schedule

- approved layout

- vote estimate

-staff list

A.

		- spare ballot box
		- security seals
		-itinerary
		- map
		- scrutineer badges
		co.a.m.co. saagee
<u>C.</u>	Extra Items determined by DRO:	
		•

Polling Places to Visit					
Polling Place N	lame	-		Name of OIC	
		Times of visit			Problems
1 st Visit	am/pm	Duration	mins	Yes	No 🗆
2nd Visit	am/pm	Duration	mins	Yes	No 🗆
3rd Visit	am/pm	Duration	mins	Yes	No 🗆
4th Visit	am/pm	Duration	mins	Yes	No 🗌
Polling Place N	lame			Name of OIC	
					I
		Times of visit	:	P	Problems
1st Visit	am/pm	Duration	mins	Yes	No 🗌
2nd Visit	am/pm	Duration	mins	Yes	No 🗌
3rd Visit	am/pm	Duration	mins	Yes	No 🗌
4th Visit	am/pm	Duration	mins	Yes	No 🗌
Pollina Place N	lame			Name of OIC	
		Times of visit		P	roblems
1st Visit	am/pm	Duration	mins	Yes	No 🗍
2nd Visit	am/pm	Duration	mins	Yes	No 🗍
3rd Visit	am/pm	Duration	mins	Yes	No 🗍
4th Visit	am/pm	Duration	mins	Yes	No 🗌
Polling Place N	ame			Name of OIC	
İ				ļ	
	-	Times of visit		Р	roblems
1st Visit [am/pm]	Duration	mins	Yes 🗌	No 🗌
2nd Visit	am/pm	Duration	mins	Yes	No L
3rd Visit	am/pm	Duration	mins	Yes	No 🔲
4th Visit	am/pm	Duration	mins	Yes 🗌	No 🗌
Pollina Place Name Name of OIC					
	;	Times of visit		P	roblems
1 st Visit	am/pm	Duration	mins	Yes	No 🔲
2nd Visit	am/pm	Duration	mins	Yes	No 🗌
3rd Visit	am/pm	Duration	mins	Yes	No \square
4th Visit	am/pm	Duration	mins	Yes	No 🗔

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Polling Places to Visit					
Polling Place	Name			Name of OIC	
		Times of visit			Problems
1 st Visit	am/pm	Duration	mins	Yes	N ₀
2nd Visit	am/pm	Duration	mins	Yes	No 🔲
3rd Visit	am/pm	Duration	mins	Yes	No 🗌
4th Visit	am/pm	Duration	mins	Yes	No 🗌
Polling Place	Name			Name of OIC	
		imes of visit		F	Problems
1st Visit	am/pm	Duration	mins	Yes	No 🗌
2nd Visit	am/pm	Duration	mins	Yes	No 🗌
3rd Visit	am/pm	Duration	m i	n s Yes	No 🔲
4th Visit	am/pm	Duration	mins	Yes	No 🗌
Polling Place	Name			Name of OIC	
		imes of visit			Problems
1 st Visit	am/pm	Duration	mins	Yes	No 🗌
2nd Visit	am/pm	Duration	mins	Yes _	No 🗌
3rd Visit	am/pm	Duration	mins	Yes _	No 🗀
4th Visit	am/pm	Duration	mins	Yes	No cl
Polling Place	Name			Name of OIC	
	1	imes of visit			Problems
1 st Visit	am/pm	Duration	mins	Yes	No 🗌
2nd Visit	am/pm	Duration	mins	Yes	No 🗌
3rd Visit	am/pm	Duration	mins	Yes	No 🗌
4th Visit	am/pm	Duration	mins	Yes	No 🗌
Polling Place Name of OIC					
				1	1
	, T	imes of visit		P	roblems
1st Visit	am/pm	Duration	mins	Yes	No 🗌
2nd Visit	am/pm	Duration	mins	Yes	No 🗌
3rd Visit	am/pm	Duration	mins	Yes _	No 🗌
4th Visit	am/pm	Duration	mins	Yes	No 🗌

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Please answer Yes or No to each question — delete the option which does not apply. Add brief comments where appropriate; further detail is required for any "No" responses.

Where your consider corrective action is necessary, please endeavour to arrange there and then with the OIC.

1. POLLING PLACE — PREMIS	ES		
Polling place is clearly identified and easy to find?	1		COMMENTS
1.	†		
2.	Yes	No	
3.		L	
4.			
5.			
6.			
7.			
8.			
9.			
<u>իo.</u>			
Official Notices 'Electoral Offences" (Notice)		:. —	
(EF019) on display?	Yes	No	
1.			
2.	<u> </u>		
⁴ 3.	<u> </u>		
4.			
5.			· · · · · · · · · · · · · · · · · · ·
7	<u> </u>		
7.	_		
<u>8.</u> 9.	_		
	L		
Dramings generally estimates to ry for electors?		N - []	
Premises generally satisfactory for electors?	Yes 🖵	No	
<u>1.</u> 2			
3.			
4.			
5.			
6.			
7.	-		
	-		
	•		
10.			
2. POLLING PLACE LAYOUT			
Layout as per approved plan?	Yes	No 🗌	
Is approved plan considered the best layout, including queuing equipment, etc?			
If not, sketch over approved plan.			
3.			
7.	_		

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POLLING PLACE — LAYOUT (Cont'd)

"Wait Here Please" signs clearly displayed, Queuing system effective?	Yes	No		COM	IMENTS	
1.	•					
2.						
3.						
4.	•					
5.						
6.						
7.						
8.	•					
9.	i					
10.	1					
Any delays in ordinary voter flow during peak periods? Check with OIC.	Yes	No				
1.	_					
2.						
3.						
4.						
5.						
6.						
7.			-			
8.						
9.						
9. 10.						
10.						
Average delay			1 st Visit	2nd	3rd	4th
1.						
2.						
3.						
4.						
5.						
6.						
7.						
6.			-	-		
9.						
			-	·		
10.]			
Гіте			1st Visit	2nd	3rd	4th
1.					4	
2.						
3.				-		
4.				·		
				-		
5.				<u> </u>	<u> </u>	
6.		ļ		 		
7.				<u> </u>	<u> </u>	
8.		-			-	
9.				<u> </u>		
10.		i	i	1	1	1

POLLING PLACE — LAYOUT (Cont'd) **COMMENTS** Anv delays in declaration voter flow during peak period? Check with OIC. No 🔙 4th 1 st Visit 2nd 3rd 3. 4. 5. 0. 1 st Visit 2nd 3rd 4th Average delay Time 1 st Visit 2nd 3rd 4th 3. 4. 0. Yes No All signs displayed? 8.

<u>9.</u> 10. Polling Place Visits — Checklist

3. USE OF STAFF		COMMENTO
Are staff allocated to the following duties as allocated by the polling place's staffing schedule and carrying them out correctly?		COMMENTS
- Inquiry Officer?	Yes No No	
 Queue Controller? (controlling queue/assisting electors, including 'short' queues at issuing tables) 	Yes No	
Ballot Box Guard? Exit Director, if used	Yes No	
All ballot boxes sealed with two plastic seals?	Yes No	
Are staff rotated through different jobs?	Yes No	
In non-English speaking areas, are there sufficient mutilingual polling officials?	Yes No	
4. USE OF CERTIFIED LISTS AN	D BALLOT PAPE	ER ISSUE
Lists correctly allocated to tables	Yes No	
Are polling officials:		
- Using A-Z rolls?	Yes No	
 Using correct marking procedures, e.g. pentel pen, marking between arrow heads? 	Yes No	
 Asking the three questions in the correct order before issuing ballot papers? 	Yes No	
 Completing front cover (EF008) (including account of ballot papers)? 	Yes No	
- Initialling ballot papers?	Yes No	
 Regulating ballot paper issue i.e. screens available? 	Yes No No	

Yes No

 Keeping ballot papers under personal supervision or in safe custody?

5. DECLARATION VOTING

Are polling officials:				COM	MENTS	
- Checking List of Localities						
and Streets (EF054)?	Yes	No				
- Completing Enrolled Division Section?	Yes	No 🗌				
- Placing counterfoils in (EF015) folder?	Yes	No 🗌				
- Issuing Officers signing?	Yes	No 🗌				
- Electors signing declaration?	Yes	No 🗌				
For provisional votes:						
- If applicable, electors completing new enrolment forms and being witnessed?	Yes	No 🔝				
 Declaration envelopes signed by Issuing Officer's? 	Yes	No 🗌				
 Provisional Voters Statements being issued? 	Yes	No 🗌				
a) How many ordinary voters had voted? 3. 4. 5. 6. 7. 8. 9.			1 st Visit	2nd	3rd	4th
What, approximately, was the longest delay for ordinary voters you saw waiting to vote? 1. 2. 3. 4.			1 st Visit	2nd	3rd	4th
7. 8. 9.		,]]				

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AT THE TIME OF EACH VISIT Cont'd

b) How many declaration voters had voted	0?	1st Visit	2nd	3rd	4th
1.					Ī
2					
3					
1. 2. 3. 4. 5.					
4.			J	-	l
5.		-	<u> </u>		
6.					
7. a. 9.					
a.					
9.					
10.					
What, approximately, was the longest delay for declaration voters you saw vaitino to vote? 2. 3. 4. 5.		1 st Visit	2nd	3rd	4th
9. 0.					
Data on waiting time being collected? Data on number voters being collected?	Yes No		COMM	ENTS	
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7. SCRUTINY, RETURNS

		COMMENTS
Use of production line system?	Yes No No	
,		
	, n. n	
All staff used correctly and efficiently?	Yes No	
		•
Scrutineers appointed and wearing a	Yes No	
badge?		
OIC's Return completed progressively?	Yes No	

8. GENERAL ASSESSMENT

A. Briefly summarise the general performance of the OIC's, include an assessment of the OIC's managment of the polling place and the staff, control of voters and scrutineers, conduct of scrutiny and completion of returns.'

POLLING PLACE NAME	COMMENTS
1.	
2.	
3.	
4.	
5.	
6.	
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8.	
9.	
10.	

GENERAL ASSESSMENT Cont'd

B. Briefly summarise the suitability of each polling place bearing in mind its size and the number of voters, staff conditions etc.

POLLING PLACE NAME	COMMENTS
1.	•
2.	
3.	
4.	•
5.	
6.	
7.	
8.	
9.	
10.	

Name of PPLO	
Signature of PPLO	