

Date of Election/Referendum

Division

# ELECTION JOURNAL

The election Journal is the instrument where events are recorded that could be the subject of future discussion or dispute. It is also a record of happenings that can assist the Divisional Returning Officer (DRO) plan for future elections and avoid possible pitfalls. It is not seen as a journal to record happenings that are documented elsewhere, but as a tool to assist the DRO. It is recognised that some duplication of records may occur and it is also recognised that not every division will have an entry under every heading.

The Journal is to record significant occurrences and the reasons for taking particular actions. It is to be used to record interactions of a type that may later be subject to dispute or challenge, particularly in regard to complaints or incidents involving electors, candidates, scrutineers or management. It is to contain a record of significant dates, discrepancies in materials returned, staffing problems, declaration vote exchange, postal vote applications, divisional re-check figures, errors by staff, payment errors, significant discrepancies in OICs returns etc. Significant dates need to be recorded as do extra ballot papers produced.

There are many references to the Election Journal in the Divisional Office Procedures Election manual. Divisional Staff need to be aware of these references as many journal entries are dictated by the instructions in the manual.

Details of problem areas need to be complete, showing times and dates of the incident and the action taken. Whilst the 'subject matter' sheets have no provision for a witness, it is recommended that entries of a more serious nature be witnessed at the time of the entry.

## Significant Dates

Announcement of Election	/ /	
Issue of Writ	/ /	
Close of Rolls	/ /	
Close of Nominations	/ /	
Financial Forecast approved	/ /	
Despatch of GPVs & Postal Vote applications	/ /	
Institutions advised of Electoral Visitor arrangements	/ /	
Commencement of TOPS	/ /	
Material despatched/collected by last OIC	/ /	
Polling Day	/ /	
Candidates advised of declaration scrutiny timetable	/ /	
Commencement/Completion of declaration vote scrutinies	/ /	/ /
Commencement/Completion of H of R fresh scrutiny	/ /	/ /
Commencement/Completion of Senate fresh scrutiny	/ /	/ /
Commencement of H of R distribution of preferences	/ /	
Commencement of H or R recount (if required)	/ /	
Declaration of the Poll	/ /	
Despatch of Multiple Voter notices	/ /	
Despatch of non voter notices	/ /	

Signature of Actioning Officer \_\_\_\_\_ / \_\_\_\_\_

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Record of Security Seals – Divisional Office

Locking & Sealing							Opening			
Ballot Box Number	Seal No.	Type of Scrutiny	Date	Time	*Signature of DRO	*Signature of Scrutineer/ witness	Date	Time	'Signature of DRO	'Signature of Scrutineer/ witness

\*The boxes were locked and sealed in my presence

'The security seals were examined and verified before the ballot box was opened.