



General Return

for

Pre-Poll & *(!)*

Postal Voting

I certify this return is correct.

Signature of OIC

/ /

Signature of Witness

/ /

Appointment of Substitute Officer in Charge

To:

You are appointed to act as Substitute Officer-in-Charge whilst I am temporarily absent from the pre-poll voting centre.

During my absence you are to be deemed to be the Officer-in-Charge and may exercise all the powers of the position.

Signature of Officer in Charge

/ /

I acknowledge receipt of the above appointment.

Signature

/ /

Witness

/ /

Record of Times of Acting as Substitute Officer-in-Charge			
Day	Date	From	To
	/ /		
	/ /		
	/ /		
	/ /		
	/ /		
	/ /		

Record of Ballot Boxes and Security Seals

1. Allocate a number to each ballot box.
2. When a **seal** is **fixed** to a ballot box at the start or finish of polling, record the details in columns 1,2 and 3 using a new line for every seal. Add signatures for each seal in columns 4 and 5.
3. When a seal is **broken** for the purpose of further polling or the scrutiny, verify that it was intact prior to being broken by signing columns 6 and 7.

[illegible]

Record of Receipt — Ballot Papers House of Representatives

SOUTH AUSTRALIA		No. of ballot papers shown on inventory	Adjustments after check count	Additional supplies received or produced by copying				Sent to other Pre-poll Centres	Total to be accounted for
				+	+	+	+	—	
01	Adelaide								
02	Barker								
03	Bonython								
04	Boothby								
05	Grey								
06	Hindmarsh								
07	Kingston								
08	Makin								
09	Mayo								
10	Port Adelaide								
11	Sturt								
12	Wakefield								
TOTAL									

AUSTRALIAN CAPITAL TERRITORY		No. of ballot papers shown on inventory	Adjustments after check count	Additional supplies received or produced by copying				Sent to other Pre-poll Centres	Total to be accounted for
				+	+	+	+		
01	Canberra								
02	Fraser								
03	Namadgi								
TOTAL									

NORTHERN TERRITORY		No. of ballot papers shown on inventory	Adjustments after check count	Additional supplies received or produced by copying				Sent to other Pre-poll Centres	Total to be accounted for
				+	+	+	+		
TOTAL									

SUMMARY	
Actual number of ballot papers to be accounted for	
N.S.W.	
VICTORIA	
QUEENSLAND	
W.A.	
S.A.	
TASMANIA	
A.C.T.	
N.T.	
OPEN	
TOTAL	

Transfer to summary line 5 of EF070. Page 6.

Figures checked and verified

Signed

Record of Receipt — Ballot Papers Senate

SENATE	No. of ballot papers shown on inventory	Adjustments after check count	Additional supplies received or produced by copying				Sent to other Pre-poll Centres	Total to be accounted for
			+	+	+	+	—	
N.S.W.								
VICTORIA								
QUEENSLAND								
W.A.								
S.A.								
TASMANIA								
A.C.T.								
N.T.								
							TOTAL	



Transfer to Summary
Lines 5 of EF070 -Page 7.

Figures checked and verified

Signed

Daily Record of Issue of Ballot Papers House of Representatives

Note: $A+B-C-D = E$

	Date	On Hand At Start of Poll (A)	Extras Copied/Rec'd. (B)	(Unused) On Hand At Close of Poll (C)	Spoilt (D)	Total Issued to Electors (E)	Discarded
Day 1							
Day 2							
Day 3							
Day 4							
Day 5							
Day 6							
Day 7							
Day 8							
Day 9							
Day 10							
Day 11							
Day 12							
Day 13							
Day 14							
Day 15							
Day 16							
				Unused (C)	Total Spoilt(D)	Total Issued (E)	Total Discarded

SUMMARY — to be completed at the close of the last day of polling

1	Number of votes ISSUED	(E)	Total figure from 'E' above (Should equal total on Page 12)
2	Number of ballot papers SPOILT	(D)	Total figure from 'D' above
3	Number of ballot papers UNUSED	(C)	Final figure in Col. 'C' above
4	TOTAL of 1 +2+3		
5	Number of ballot papers to be accounted for		Figure transferred from Page 4(e)
6	DIFFERENCE Line 5 less Line 4		This is a balancing figure only

Figures checked and verified

Signed



Daily Record of Issue of Ballot Papers Senate

Note:A+B-C-D = E

	Date	On Hand At Start of Poll (A)	Extras Copied/Rec'd. (B)	(Unused) On Hand At Close of Poll (C)	Spoilt (D)	Total Issued to Electors (E)	Discarded
Day 1							
Day 2							
Day 3							
Day 4							
Day 5							
Day 6							
Day 7							
Day 8							
Day 9							
Day 10							
Day 11							
Day 12							
Day 13							
Day 14							
Day 15							
Day 16							
				Unused (C)	Total Spoilt (D)	Total Issued (E)	Total Discarded

SUMMARY — to be completed at the close of the last day of polling			
1	Number of votes ISSUED	(E)	Total figure from 'E' above (Should equal total on Page 12)
2	Number of ballot papers SPOILT	(D)	Total figure from 'D' above
3	Number of ballot papers UNUSED	(C)	Final figure in Col. 'C' above
4	TOTAL of 1 +2+3		
5	Number of ballot papers to be accounted for		Figure transferred from Page 5
6	DIFFERENCE Line 5 less tine 4		This is a balancing figure only

Figures checked and verified

Signed

Daily Account of Certificates Issued

NEW SOUTH WALES		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Total to be accounted for
	Subtotal carried forward															
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																

WESTERN AUSTRALIA		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Total to be accounted for
01	Brand															
02	Canning															
03	Cowan															
04	Curtin															
05	Forrest															
06	Fremantle															
07	Kalgoorlie															
08	Moore															
09	O'Connor															
10	Pearce															
11	Perth															
12	Stirling															
13	Swan															
14	Tangney															
TOTAL																

OFFICE USE

Figures checked and verified
Signed

List of Postal Vote Certificates Handed In

1.

Note 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 handed to you.
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 ☐

Figures checked and verified

Signed

Pre-Poll Votes Issued

Count the number of counterfoil cards for each division and record this number in the columns below.

NEW SOUTH WALES

	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	
19	Wentworth	
50	Werriwa	
	TOTAL	

Figures checked and verified

Signed

Summary —Pre-Poll Votes Issued — Australia

NEW SOUTH WALES (from Page 9)	
VICTORIA (from Page 10)	
QUEENSLAND (from Page 10)	
WESTERN AUSTRALIA (from Page 11)	
SOUTH AUSTRALIA (from Page 11)	
TASMANIA (from Page 11)	
AUSTRALIAN CAPITAL TERRITORY (from Page 11)	
NORTHERN TERRITORY (from Page 11)	
TOTAL ISSUED	

OFFICE USE

Figures checked and verified

Signed

OIC's Staff Report

	Name of employee	Performance Rating 1 - 10	Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
16			
19			
20			

Signature of Officer In Charge

/ /

Performance Ratings

1 – 4 Do not re-employ

5 – 8 Suitable to re-employ

9 – 10 Suitable to promote

Pre-Poll Voting Centre Profile

Tables and Chairs are available

1. Where are tables and chairs stored?

Is a separate key necessary to gain access? Yes ☐ No ☐
2. Do the owners/proprietors require cardboard voting equipment to be stored in any special place between delivery and collection?

Yes ☐ No ☐
3. Are there any stairs to be negotiated to enter the Centre? Yes ☐ No ☐ If YES, how many?
4. Does the Centre have easy access for disabled? Yes ☐ No ☐
5. Is the Centre big enough? Yes ☐ No ☐
6. Is the lighting/furniture adequate for polling officials and electors? Yes ☐ No ☐
7. Were there any problems in setting up prior to polling? Yes ☐ No ☐

If YES, give details
8. Are there heating/cooling arrangements? Yes ☐ No ☐
9. Are tea making facilities available? Yes ☐ No ☐
10. Is a fridge available? Yes ☐ No ☐
11. Are toilet facilities acceptable? Yes ☐ No ☐
12. Are there parking facilities available for the staff? Yes ☐ No ☐
13. Is a telephone available? Yes ☐ No ☐ Telephone No.

What distance is that telephone from the area?
14. If a temporary telephone was installed, was it located close to the polling area? Yes ☐ No ☐

Could the telephone be heard for incoming calls? Yes ☐ No ☐

If NO, to either above -Where should the telephone be located next election?
15. Are there any special security arrangements? Yes ☐ No ☐

If YES, give details
16. Were the key access/collecting arrangements suitable? Yes ☐ No ☐
17. Is there access to a fuse box? Yes ☐ No ☐

Please comment on any aspect of suitability, adequacy and location of the Pre-Poll Voting Centre that you find relevant

Are any improvements necessary?

Accident Report — Instructions

Points to be covered when completing accident reports

Include relevant items from the following list:

- exact location (show this on a sketch);
- state of the floor (was it slippery, and if so, why?);
- were there adequate doormats at the entrances?
- distance the person walked into the polling place;
- did the person fall on their way to vote or on their way out from voting?
- were there any obstructions (bins, queuing equipment) in the way?
- if obstacles were present, were warning signs erected?
- was the person alone or with others?
- were reports (to be attached) obtained from witnesses?
- proximity of other voters;
- what sort of footwear was the person wearing?
- was the person carrying anything?
- was the person helped back to his/her feet?
- did the person need to sit down to recuperate, and if so, for how long?
- did the person mention any pain?
- what were the weather conditions at the time? and
- was medical or paramedical attention sought, and if so, from whom?

Do not be limited by this list as it is provided for guidance only. Mention ALL information which you believe to be relevant.

Report on Miscellaneous Matters

Includes:

- Any incident reported to the OIC or polling staff
- Complaints from electors or scrutineers
- Records of mileage or phone calls which may need reimbursement
- Any other matters which should be brought to the attention of the Divisional Returning Officer

[illegible]

Signature of Officer In Charge

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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]

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