

LIST OF ELECTION AND REFERENDUM FORMS

(as at 15 May 1996)

Form No.	Form Title	Comment/Status	Artwork Date
EF001	List of Election and Referendum Forms	Continually being updated	
EF002	Order of Candidates on Ballot Paper	Revised/completed	3/95
EF002(a)	Notice of Draw of Positions on Ballot Paper	New/completed	5/95
EF002(By)	Order of Candidates on Ballot Paper	No change/artwork previously supplied	2/92
EF003	Withdrawal of Consent to Nomination	No change/artwork previously supplied	10/95
EF004(a)	Agreement for Hire of Premises	Revised/completed	3/95
EF004(b)	Agreement for Use of Premises	Revised/completed	3/95
EF004(c)	Use of Government School	Revised/completed	3/95
EF004(d)	Cardboard Polling Place Equipment	Revised/completed	3/95
EF005	Polling Place Assessment	New/typesetter	12/95
EF006	Spare No.		
EF007	List of Apparent Non-Voters, S.245(2) Statutory Declaration	No change/artwork previously supplied	2/92
EF007(R)	List of Apparent Non Voters S.45(2) Declaration (Referendum)	No change/artwork previously supplied	2/92
EF008	Certified List of Voters (Cover)	Revised/completed	5/95
EF008(a)	Certified List of Voters (Mobile)	Revised/completed	5/95
EF008(b)	Certified List of Voters (Binder)	Binder for certified list	No date
EF009	Ballot Box Key Envelope No. 1	No change/artwork previously supplied	11/91
EF010	Ballot Box Key Envelope No. 2	No change/artwork previously supplied	11/91
EF011	Provisional Voting Notice (Election)	No change/artwork previously supplied	10/91
EF012	Declaration Vote Envelope	New/completed	4/95

EF013	No Smoking Sign	No change/artwork previously supplied	5/88
EF014	Declaration Folder Spine Label	No change/artwork previously supplied	3/95
EF015	Declaration Vote Counterfoil Folder	Binder for Declaration envelopes	5/88
EF016	Elector Information Report	Revised/completed	3/95
EF017	Place Card-Ordinary Votes-Checklist for Issuing Officers (Reverse of EF018)	Minor changes/you can use old stock	5/95
EF018	Place Card-Absent & Provisional Votes checklist for Issuing Officers (Reverse of EF017)	Minor changes/you can use old stock	5/95
EF019	Electoral Offences-Polling Place (Notice)	Minor changes/completed	5/95
EF019(a)	Electoral Offences (Mobile Polling)	No changes/artwork previously supplied	9/91
EF019(R)	Electoral Offences-Polling Place(Notice)	No changes/artwork previously supplied	9/91
EF020	Please Read the Instructions (Poster)	Revised/completed	4/95
EF021	Do Not Litter (Poster)	No change/artwork previously supplied	4/88
EF022	Spoilt or Discarded Ballot Paper Envelope	Revised/completed	5/95
EF023	Referendum Ballot Paper	Produced each event	
EF024	Polling Place-Result Slip-H of R's	Elms to produce each Division	
E F024(a)	Div. Office-Result Slip-H of R's (polling night)	Elms to produce each Division	
EF024(b)	Divisional Office-H of R's (post polling day)	Elms to produce each Division	
EF024(c)	Divisional Office-H of R's (post polling day) Declaration	Elms to produce each Division	
EF024(d)	Declaration 2 Candidate Preferred Worksheet	Elms to produce each Division	
EF024(e)	Polling Place 2 Candidate Preferred Worksheet	Elms to produce each Division	
EF024(f)	Polling Place Scrutiny for Information Worksheet	Elms to produce each Division	

E F024(G)	Declaration Scrutiny for Information Worksheet	Elms to produce each Division	
EF024(1)	Polling Place -2 Candidate Pref.-Result Slip	Elms to produce each Division	
EF024(2)	Divisional Office -2 Candidate Pref.-Result Slip	Elms to produce each Division	
EF025	Polling Place Result Slip-Senate	Elms to produce each Division	
EF025(a)	Divisional Office Result Slip-Senate	Elms to produce each Division	
EF025(b)	Post Polling Day-Senate (Polling Place)	Elms to produce each Division	
E F025(c)	Post Polling Day-Senate (Declaration Votes)	Elms to produce each Division	
EF025(d)	Central Senate Scrutiny-Polling Place Result slip	Elms to produce	
EF025(e)	Central Senate Scrutiny-Declaration Result Slip	Elms to produce	
EF025(f)	Senate Scrutiny Batch Header	Elms to produce	
EF026	Result Slip-Referendum	Prepare each referendum	
EF027	General Return of Officer in Charge 27/1 Contents page 27/2 Appointment of substitute OIC 27/3 Record of ballot boxes and security seals 27/4 Record of receipt and distribution of ballot papers 27/5 Worksheet - House of Representatives 27/6 Worksheet - Senate 27/7 H of R's-OIC Result of Count (ELMS) 27/8 OIC 2 party preferred Worksheet (ELMS) 27/9 House of Rep's ballot paper reconcillation 27/10 Result of count (ELMS) 27/11 Senate ballot paper reconcillation 27/12 Summary of declaration envelopes 27/13 Record of postal vote certificates handed in 27/14 OIC's staff report 27/15 Polling place profile 27/16 Report on miscellaneous matters 27/17 Report on voter flow 27/18 Accident report - instructions 27/17 Incident report - instructions	Revised/completed	3/95

EF027(a)	2 Candidate Preferred Envelope	No change/artwork previously supplied	12/92
EF028	Record of Return of Material	Revised/completed	3/95
E F029	Notice-Preliminary Scrutiny of Declaration Votes	No change/artwork previously supplied	10/91
EF030	Polling Place Liaison Report	Revised/completed	3/95
EF03 1	Declaration Vote Missort Advice	No change/artwork previously supplied	4/95
EF032	Declaration Vote Exchange Parcel Label	Revised/completed	3/95
EF032(a)	Advice of Absent Votes Dispatched	New/completed	6/95
EF033	Declaration Voters Who Declared for Incorrect Division	Revised/completed	5/95
EF034(1)	Voting Advice-Enrolment Card Received	Revised/completed	8/95
EF034(1)By	Voting Advice-Enrolment Card Received	Revised/completed	8/95
EF034(2)	Voting Advice-Enrolment Card Not Received	Revised/completed	8/95
EF034(2)By	Voting Advice-Enrolment Card Not Received	Revised/completed	8/95
EF034(3)	Enrolment and Voting Advice-Other	Revised/completed	8/95
EF034(3)By	Enrolment and Voting Advice-Other	Revised/completed	8/95
EF035	Undertaking to be Made by Officers & Employees	No change/artwork previously supplied	10/91
EF036	List of Remote Localities Visited by Mobile Polling Teams-NT only	No change/artwork previously supplied	
EF037	List of Polling Places and/or Hospitals Visited by Mobile Polling Teams	No change/artwork previously supplied	10/91
EF038	Statement to the Electoral Commissioner of the Result of the House of Rep's Election	Elms to produce each Division	
EF038(a)	Statement 1st Preference Votes	Elms to produce each Division	
EF039(a)	Staffing & Equipment Schedule - Pre-Poll Voting Centres	Revised/completed	5/95

EF039(b)	Staffing & Equipment Schedule - Special Hospitals & Prisons	Revised/completed	5/95
EF039(c)	Staffing & Equipment Schedule - Remote Mobile Polling	Revised/completed	5/95
EF040	Mobile Polling in Operation (Notice)	No change/artwork previously supplied	10/91
EF041	Verification of Declaration Vote	Revised/completed	4/95
EF042	Record of Postal Votes Issued to Registered General Postal Voter's -Physically Dis. S186(2)	Revised/completed	3/95
EF043(a)	Failure to Vote-Notice	Produced by RMANS	
EF043(b)	Failure to Vote-Reminder Notice	Produced by RMANS (back to back)	
EF043(r)	Reverse of EF043(a) & EF043(b)	Produced by RMANS	
EFO44	Fine Notice	Produced by Uniplex standard letters	
EF045	Record of Penalties	No change/artwork previously supplied	3/92
EF046	Certified Extract	Generated from non-voter system	
EF047	Postal Vote Application Forms (letter to Postmaster/Postmistress)	Revised/completed	6/95
EF047(By)	By Election Postal Vote Application Forms (Letter to Postmaster/Postmistress)	Revised/completed	6/95
EF048	Application for a Postal Vote	Revised/completed	3/95
EF049	Postal Vote Certificate Envelope	Revised/completed	5/95
EF050	Grounds for Pre-Poll Voting (Notice)	No change/artwork previously supplied	11/91
EF051	Unprocessed Postal Vote Application (Letter to Elector)	No change/artwork previously supplied	10/91
EF052	Summary Record of Declaration Votes	Revised/completed	3/95
EF053	Record of Postal Votes Issued	Revised/completed	3/95

EF054	List of Localities & Streets	Reprint each event	
EF055	Polling Official Record (Card)	No change/artwork previously supplied	2/88
EF056	Writ for the Election of State Senators	States to prepare	
EF057	Writ for the Election of Territory Senators	CO to prepare	
EF058	Writ for the Election of Members of the House of Representatives	CO to prepare	
EF059/1	Nomination of a Senator (Single Nomination)	Revised/completed	5/95
EF059/2	Nomination of Senators (Group Nomination)	Revised/completed	5/95
EF059/3	Nomination of Senators (Group Endorsed by More than One Party)	Revised/completed	5/95
EF060(1)	Nomination of a Member of H of R's (Single Nomination)	Revised/completed	5/95
EF060(2)	Nomination of a Member of H of R's (Bulk Nomination)	Revised/completed	5/95
EF061	Senate Ballot Paper	Election print	
EF062	House of Representatives Ballot Paper	Election print	
EF063	Statutory Declaration and Extract from List of Names etc. of Electors Who Did Not Vote	Produced from the non voting system	
EF064	Rejection of Nomination-House of Rep's	No change/artwork previously supplied	10/91
EF065	Rejection of Nomination-Senate	No change/artwork previously supplied	10/91
EF066	Senate Scrutiny Sheet	Use 1987 layout (prepare close of noms.)	
EF067/1-4	Ticket Voting Statement	Revised/completed	6/95
EFO68	Group Voting Ticket Poster	Specs previously supplied by CO	
EF069	Report of Compulsory Voting Action	SA only	8/93

EF070	General Return for Pre-Poll & Postal Voting 070/1 Title page 070/2 Appointment of substitute OIC 070/3 Record of ballot boxes and security seals 070/4 Record of receipt of ballot papers - H of R's 070/5 Record of receipt of ballot papers - Senate 070/6 Daily record of issue of ballot papers - H of R's 070/7 Daily record of issue of ballot papers - Senate 070/8 List of postal vote certificates handed in 070/9 Pre-poll votes issued 070/10 Summary-pre-poll votes issued (Australia) 070/11 OIC's staff report 070/12 Polling place profile 070/13 Incident report-instructions 070/14 Accident report-instructions	Revised/completed	3/95
EF070(a)	Pre-poll Staff Attendance Record	New/completed	8/95
EF070(By)	General Return By Election Pre-Poll & Postal Voting 070/2 Record of Ballot Boxes and Security Seals 070/3 Record of Receipt of Ballot Papers 070/4 Daily Record of Issue of Ballot 070/5 List of Postal Vote Certificates Handed In 070/6 Pre-Poll Votes Issued/Postal Votes Collected 070/7 Instructions for By-Election Documentation	New/completed	6/95
EF071	Polling Official Badges (i) Polling Official (ii) Officer in Charge (iii) Inquiry Officer (iv) PPLO (v) Electoral Visitor (vi) Election Staff (vii) Scrutiny Centre Staff (viii) Scrutiny Centre Visitor (ix) Second in Charge	No change/artwork previously supplied No change/artwork previously supplied No change/artwork previously supplied No change/artwork previously supplied No change/artwork previously supplied No change/artwork previously supplied New/completed New/completed New/completed	9/89 9/89 9/89 10/91 10/91 10/91 4/95 4/95 5/95
EF072	Ballot Papers Referred to AEO for Decision	No change/artwork previously supplied	10/91
EF073	Ballot Papers Returned to DRO-Minute	No change/artwork previously supplied	10/91

E F074	H of R Ballot Paper Transfer Slip	Revised/completed	4/95
EF075	H of R Exhausted Ballot Paper Slip	Revised/completed	4/95
EF076	Notice of Adjourned Polling	No change/artwork previously supplied	1 1/91
EF077	Application for Employment as an Election Staff or Polling Official	Revised/completed	3/95
EF078	Certified List Spine Label	Produced by Enrolment Section	
EF079	Interview Assessment Form	Revised/completed	3/95
EF080	Offer of Employment	Revised/completed	12/95
EF081	Confirmation of Employment	Revised/completed	12/95
EF082	Agreement to Clean School	Victorian specific	
EF083	Application for Exemption from Tax Payments	Revised/completed	8/95
EF084	Terms of Employment for Election Staff	Revised/completed	12/95
EF084(1)	Remuneration for Election Staff	This form will be finalised closer to election (rates to be reviewed)	5/95
EF085	Polling Place Attendance Record	AEC pay to produce	
EF085(a)	Instructions for the Completion of Polling Place Attendance Record (EF085)	New/completed	6/95
EF086	Divisional Office Election Staff Attendance Record	Revised/completed	8/95
EF087	Head Office Election Staff Attendance Record	Revised/completed	8/95
EF088	Central Office Staff Attendance Record	Revised/completed	8/95
EF089(a)	Sorting/Packaging card - H of Rep's	No change/artwork previously supplied	8/92
EF089(b)	Sorting/Packaging card - Senate	No change/artwork previously supplied Adapt to State ballot paper size	8/92
EF089(c)	Sorting/Packaging card - Referendum	Prepare each Referendum	

EF090	Polling Staff Payment Adjustments	Revised/completed	4/95
EF091	Master Inventory	Revised/completed	5/95
EF092	Election Journal	Revised/completed	4/95
EF093	Completed Enrolment Form (Envelope)	No change/artwork previously supplied	2/92
EF094	Voter Time Card	No change/artwork previously supplied	10/91
EF095	Voter Flow Statistics	No change/artwork previously supplied	2/92
EF095(a)	Record of Voter Flow	No change/artwork previously supplied	2/92
EF096	Distribution/TCP Comparison	New/completed	3/95
EF097	Declaration Votes Packaging Card	New/completed	3/95
EF098	Checklist for Declaration Vote Issuing Officers	New/completed	7/95
EF099	Divisional Office Issue Voucher (Dec. Votes)	New/completed	8/95
EF100	Courier Advice Slip (Dec. Votes)	New/completed	8/95
EF101	Declaration Exchange Checklist-Inwards	New/completed	8/95
EF102	Declaration Exchange Issue Voucher	New/completed	8/95
EF103	Declaration Exchange Checklist-Outwards	New/completed	8/95
EF104	Declaration Vote Exchange Control Sheet	New/completed	8/95
EF105	Scanning Monitoring Report	No change/artwork previously supplied	1 1/91
EF106	Scrutineer Badge	Revised/completed	3/95
EF107	Scrutineer Appointment Form	No change/artwork previously supplied	3/91
EF107(R)	Scrutineer Appointment Form (Referendum)	No change/artwork previously supplied	2/92
EF116	Remote Mobile Inventory	Revised/completed	6/95
EF117	Pre-Poll Voting Inventory	Rcviscd/completed	6/95



EF118	Electoral Visitor Inventory	Revised/completed	6/95
EF119	Polling Place Inventory-Election Material	Revised/completed	6/95
EF120	Inventory Form-Ballot Papers	Revised/completed	3/95
EF121	Pre - Poll Ballot Papers Inventory Form	Revised/completed	4/95
EF122	Cover Note for Supply/Receipt of Ballot Papers	New/completed	5/95
EF123	Reconciliation of Ballot Papers Transferred	New/completed	5/95
EF124	Ballot Paper Despatch/Receipt Proforma	New/completed	5/95
EF125	Declaration Vote Issuing Point Ballot Paper Inventory	New/completed	5/95
EF126	Voting Information Pamphlet	New/completed	1 1/95
EF127	Electoral Information on Mobile Polling	New/completed	12/95
EF132	List of Candidates	Prepare at close of noms.	
EF134	Enrolment Form Received after Close of Rolls (Interim Acknowledgement)	Revised/completed	3/95
EF134(By)	Enrolment Form Received after Close of Rolls (Interim Acknowledgement)	Revised/completed	3/95
EF135	Polling Place Management Procedures	Training Section finalising	
EF136	Home Workbook for OIC's/2IC's/PPLO's	Training Section finalising	
EF137	Session Workbook for OIC's/2IC's/PPLO's	Training Section finalising	
EF138	Presenter's Training Guide for OIC's/2IC's/PPLO's	Training Section finalising	
EF139	Training Video for OIC's/2IC's/PPLO's	Completed	
EF140	Polling Place Procedures-Declaration/Queue Controller/Inquiry Officer	Training Section finalising	

EF141	Declaration/Queue Controller/Inquiry Officer Training Video	Completed
EF142	Polling Place Procedures-Ordinary Issuing Officer/Ballot Box Guard	Completed/printer
EF143	Ordinary Issuing Officer/Ballot Box Guard Home Workbook	Training Section finalising
EF144	Electoral Visitors-Presenter's Training Guide	Training Section finalising
EF145	Electoral Visitors Session Workbook	Training Section Pinalising
EF146	Electoral Visitors Home Workbook	Training Section finalising
EF147	Mobile Polling Procedures-Electoral Visitors	Training Section finalising
EF148	Pre-Poll Voting Staff-Presenter's Training Guide	Training Section finalising
EF149	Pre-Poll Voting Staff-Session Workbook	Training Section finalising
EF150	Pre-Poll Voting Staff-Home Workbook	Training Section finalising
EF151	Pre-Poll Voting Procedures	Training Section finalising
EF152	Remote Mobile Polling Staff-Presenters Manual	Training Section finalising
EF153	Remote Mobile Polling Staff-Session Workbook	Training Section Einalising
EF154	Remote Mobile Polling Leaders Staff-Home Workbook	Training section finalising
EF155	Remote Mobile Team Staff-Home Workbook	Training Section finalising
EF156	Remote Mobile Team Staff Video	Training Section finalising
EF157	Mobile Polling Procedures-Remote Mobile Team Leaders	Training Section finalising
EF158	Declaration/Queue Controller/Inquiry Officer Session Workbook	Training Section finalising
EF159	Scrutineers Handbook	Information Section to prepare

EF160	Candidates Handbook	Information Section to prepare	
EF161	Mobile Polling Procedures-Remote Mobile-Staff	Training Section finalising	
EF162	Postal Voting Procedures	Training Section finalising	
EF180	General Return of Officer in Charge-Electoral Visitors	Revised/completed	5/95
EF181	General Return of Officer in Charge - Remote Mobile Polling Team	Revised/completed	5/95
EF182	Processing Declaration Votes Instructions	New/completed	2/96
Label 1	OIC 's Return Polling Place Attendance Record (EF085) Accounts for expenses incurred by OIC (if any)	Revised/completed Pantone 493 U	3/95
Label 2	Completed Declaration Envelopes-Sorted by Division Declaration Records Folders (EF015) containing counterfoils Completed Postal Vote Certificates handed in (EF049) Cancelled Postal Vote Certificates (EF049)	Revised/completed Pantone Orange 021U	3/95
Label 3	Elector Information Reports (EF016) Completed Enrolment Form Envelope (EF093) Completed Scrutineer Appointment Forms (EF107)	Revised/completed Pantone Reflex Blue U	3/95
Label 4	Certified List(s) Reference Roll (if issued)	Revised/completed Pantone Warm Red U	3/95
Label 5	House of Representatives Ballot Papers Formal (sorted by candidate) Informal Unused Spoilt and Discarded	Revised/completed Pantone Green U	3/95

Label 6	Used Senate Ballot papers Formal Informal Unused Spoilt and Discarded	Revised/completed Pantone Purple U	3/95
Label 7	Referendum Ballot Papers Formal Informal Unused Spoilt and Discarded	Revised/completed Pantone Brown 470 U	3/95
Label 8	Polling Place Management Procedures Instructions for Polling Place Staff Polling Staff Workbooks List of Localities and Streets (EF054) List of Candidates (EF132) All Unused Envelopes Unused Enrolment Forms (ER016) All Other Polling Place Forms and Equipment (Badges, Pens, Signs, Posters, Seals etc.)	Revised/completed Pantone 806 U U	3/95
Label 9	Declaration Scrutinies Formal and Informal Ballot Papers	Revised/completed Black ink	3/95
Label 10	Accepted Declaration Envelopes	Revised/completed Black ink	3/95
Label 11	Rejected Declaration Envelopes	Revised/completed Black ink	10/95
Label 12	Resealing of Opened Parcels	New/completed Black ink	10/95