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Polling place communication diary

Team Leaders are required to contact the DRO as soon as possible after close at EVERY polling location. Information to be exchanged during contact is signalled with a star*

Section 1 - Travel particulars

Section 2 - Staff record for employment of local assistants

Details of local assistants who worked at this location	

Released under the Freedom of Information Act 1982

Details of local assistants who worked at this location

Name	<input type="text"/>	Total hours worked	<input type="text"/>
Address	<input type="text"/>	Staff report	<input type="text"/>
Phone	<input type="text"/>		
Signature of assistant	<input type="text"/>	Date	<input type="text"/>

Section 3 – Polling particulars

Description of premises	<input type="text"/>		
Electoral contact name	<input type="text"/>	Contact number	<input type="text"/>
Time setting up (mins)	<input type="text"/>	Time packing up (mins)	<input type="text"/>
Scheduled polling date	<input type="text"/>	Actual polling date	<input type="text"/>
Scheduled open time	<input type="text"/>	*Actual open time	<input type="text"/>
Scheduled close time	<input type="text"/>	*Actual close time	<input type="text"/>

Any variation to scheduled and actual times should be immediately recorded when known and the EMO advised. In particular, the reason and steps taken to notify the public about the public boxes as included below. Detail variation and reason, including details of public notice given locally, including senders:

Section 4 – *Statistics (use ECLs to obtain)

Number of ordinary votes taken	<input type="text"/>	Number voters assisted by a polling official	<input type="text"/>
Number of pre-poll (interstate) votes taken	<input type="text"/>	Number of voters assisted by another (i.e. relative)	<input type="text"/>
Number of absent votes taken	<input type="text"/>	Number of voters assisted by other means	<input type="text"/>
Number of provisional votes taken	<input type="text"/>	Number of enrolment forms collected	<input type="text"/>

**Were there any factors that may have contributed to the level of participation (other than variation) e.g. funeral, ceremony, festival, sports carnival, etc

Section 4 – Post polling particulars (to be completed if the final location for the day)

Overnight accommodation	<input type="text"/>
Overnight security arrangements	<input type="text"/>
Comments	<input type="text"/>