



PREMISES SUITABILITY

GENERAL INFORMATION

Section 1 is to be completed prior to commencing the inspection, where possible.

1 PREMISES	
1-1	Division: Kingsford Smith
1-2	Polling Place Name: Randwick East
1-3	Premises Name: Randwick Town Hall Premises ID:
1-4	Physical Address: Street: crn Avoca & Frances Sts Locality: Randwick State: NSW Postcode: 2031
1-5	Geocode: Latitude: Longitude:
1-6	Demographic classification: <input type="checkbox"/> High density <input checked="" type="checkbox"/> Medium density <input type="checkbox"/> Low density <input type="checkbox"/> Remote
1-7 CONTACT INFORMATION	
1-8	Are the primary contact and the key holder the same person? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Primary Contact Key Holder
1-9	Name: Hilton Ford
1-10	Title/official role: Senior civic Support Officer
1-11	Postal address: Street: 30 Frances St Locality: Randwick State: NSW Postcode: 2031
1-12	Phone: 93990827 (business hours)
1-13	Phone: (after hours)
1-14	Mobile:
1-15	Fax:
1-16	Email: david.kelly@randwick.nsw.gov.au

1-17 Is there a phone available for use by
AEC in/near the room for hire?

Yes → Phone number:

No

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PREMISES DETAILS			
1-18	Premises type?	<input checked="" type="checkbox"/> Polling	<input type="checkbox"/> Non-polling
1-19	Purpose of hire? <i>Check all that apply</i>	<input checked="" type="checkbox"/> Polling place	<input type="checkbox"/> Storage
		<input type="checkbox"/> Pre-poll voting centre	<input type="checkbox"/> Out-posted centre →
		<input type="checkbox"/> Interstate voting centre	Is there reasonable proximity to the divisional office (within 30 minutes)? <input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Mobile polling	
1-20	Locations/rooms of premises being made available to the AEC?	<input type="checkbox"/> Auditorium	<input type="checkbox"/> Multi-purpose room
		<input type="checkbox"/> Classroom	<input type="checkbox"/> Gymnasium
		<input checked="" type="checkbox"/> Hall	<input type="checkbox"/> Shop/Office
		<input type="checkbox"/> Warehouse	
		<input type="checkbox"/> Other → please specify:	
1-21	Is the premises available for set up prior to the activity? <i>(e.g. Friday before polling day; setup before pre-poll commences)</i>	<input checked="" type="checkbox"/> Yes → <i>provide the following details:</i>	
		Day(s): FRIDAY	
		Time: ANY	
		Comments/instructions: Hilton will advise re usage	
		<input type="checkbox"/> No	
1-22	CCD:		
1-23	Is the premises used at State elections?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
1-24	Is the premises used at Local Government elections?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
1-25	Does the premises have a liquor licence?	<input type="checkbox"/> Yes → <i>Refer to Part 1 of EPM DO</i>	
		<input checked="" type="checkbox"/> No	

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1-26 List any notable features about the local area that may impact usage of the premises:

E.g. premises lies in flood zone; issues raised during community consultation.

1-27 **FEES & AGREEMENTS**

1-28 Agreement type? Government school Other premises

1-29 Fee required? Fee No-Fee → go to ABN Entity Name

1-30 Hire fee (incl. GST): \$ _____ per week / month / fixed hire period
Length of hire:

1-31 Additional fees (incl. GST):
(e.g. heating, cooling, electricity, gas) \$ _____
\$ _____
\$ _____

1-32 **Total fees:** \$ _____
(total hire fees + additional fees)

1-33 Bond or deposit required? Yes → Amount: \$ _____
 No

1-34 Payment method? Credit card
 Cheque
 Direct deposit → record details below:
Account name: _____
Account number: _____
BSB: _____

1-35 ABN Entity Name: _____

1-36 ABN : _____

1-37 Is the ABN registered for GST? Yes No

1-38 If there is no ABN, will an ATO 'Statement by a supplier' be provided at the time of hire? Yes No

1-39	Is there an existing standing AEC agreement that applies to the premises? <i>(e.g. State Government Education Departments, Catholic schools and Anglican organisations.)</i>	<input type="checkbox"/> Yes → go to <i>PREMISES INSPECTION</i> <i>section</i>	<input type="checkbox"/> No
1-40	Is the AEC standard hire agreement acceptable? <i>(e.g. as generated from ELMS)</i>	<input type="checkbox"/> Yes → go to <i>PREMISES INSPECTION</i>	<input type="checkbox"/> No
1-41	Does the premises require the AEC to sign their own hire agreement?	<input type="checkbox"/> Yes → <i>Forward agreement, risk assessment, and inspection to CLP</i>	<input type="checkbox"/> No → <i>Seek advice from CLP on options/amending the standard agreement</i>

Maintaining Premises details in ELMS (PPMS)

- Update premises details in Maintain Polling Place Premises (PSAC)
- Update premises contacts in Maintain Polling Place Contacts (PSCN/PPCN)

Agreement Types and when legal advice is required

AEC standard (ELMS) agreement

- Legal advice from Commercial Law and Procurement (CLP) is only required if amendments to the ELMS agreement are proposed.

Other existing AEC agreements (e.g. State Education Departments)

- Legal advice from CLP is only required if amendments are proposed to existing agreements. Existing agreements can be located on the Procurement and Contract Management Register (link not finalised).

Premises 'own' agreement

- Where the premises owner requires the AEC to sign their own agreement, forward the completed suitability assessment and the proposed agreement to CLP.

PREMISES INSPECTION

Sections 2 to 14 are to be completed during the premises inspection.

2 INSPECTION DETAILS

2-1	Inspected by: DEANNA AND JAMES
2-2	Date inspection conducted: 18/11/15

3 GROUNDS ENTRANCE TO BUILDING


3-1 PUBLIC ACCESS TO ENTRANCE

3-2 How many **entrances** from the street will be open to the public? ONE

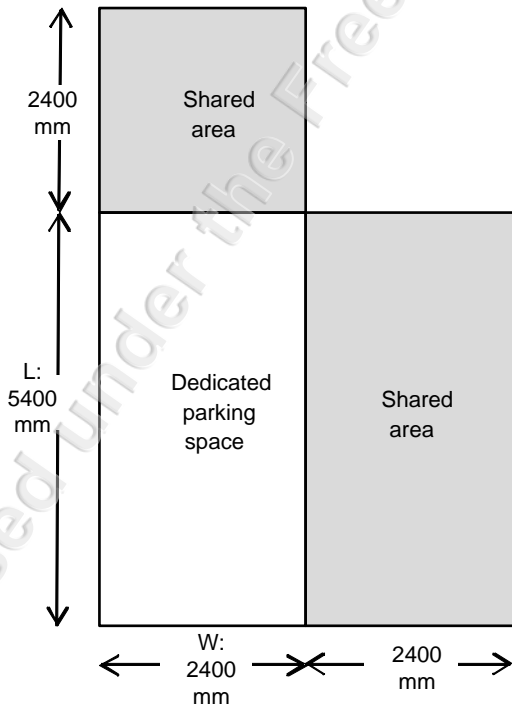
3-3	Grounds entrance address	Entrance type	Photo taken
3-4	<i>(main advertising entrance)</i>	<input type="checkbox"/> Driveway <input type="checkbox"/> Gate <input checked="" type="checkbox"/> Path <input type="checkbox"/> Other → please specify:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3-5	<i>(secondary entrance)</i>	<input type="checkbox"/> Driveway <input type="checkbox"/> Gate <input type="checkbox"/> Path <input type="checkbox"/> Other → please specify:	<input type="checkbox"/> Yes <input type="checkbox"/> No
3-6		<input type="checkbox"/> Driveway <input type="checkbox"/> Gate <input type="checkbox"/> Path <input type="checkbox"/> Other → please specify:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please complete inspection for main advertising entrance

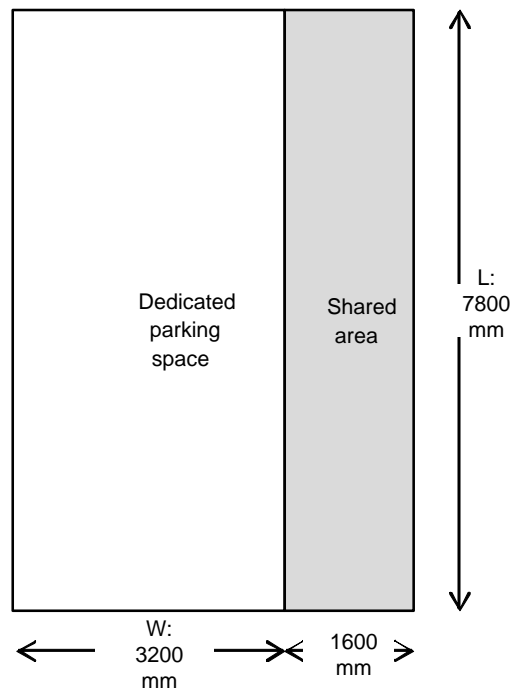
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4 PARKING									
4-1	Is parking available? <input checked="" type="checkbox"/> Yes → what type of parking? <input checked="" type="checkbox"/> Off-street parking <input type="checkbox"/> Street parking only <input type="checkbox"/> No → go to PUBLIC ACCESS TO BUILDING ENTRANCE								
	Parking area photo taken? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No								
4-2	Does the parking area have adequate lighting? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No								
4-3	How many parking spaces are estimated to be available? <table border="1" style="margin-left: 20px;"> <tr> <td>Public:</td> <td></td> </tr> <tr> <td>Designated for people with a disability:</td> <td></td> </tr> <tr> <td>Staff (which AEC can use):</td> <td>12</td> </tr> <tr> <td>Total:</td> <td>12</td> </tr> </table>	Public:		Designated for people with a disability:		Staff (which AEC can use):	12	Total:	12
Public:									
Designated for people with a disability:									
Staff (which AEC can use):	12								
Total:	12								
4-4	Is the parking area free of obstructions/hazards? (including the immediate surrounding area i.e. overhead clearance up to 2.5m) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No → describe:								
DESIGNATED PARKING									
If there is no designated parking for people with a disability → go to KERB RAMP									
4-5	How far is the designated parking from the premises entrance? Distance (m):								
4-6	What type of designated parking space is available for people with disabilities? <input type="checkbox"/> 45 ° <input type="checkbox"/> 90 ° <input type="checkbox"/> parallel								
4-7	Designated parking space measurements: length (mm): width (mm):								
4-8	Is there a dedicated or shared loading/unloading space beside the designated parking space? <input type="checkbox"/> Yes → Width (mm): <input type="checkbox"/> No								
4-9	Is there a dedicated or shared loading/unloading space at one end of the designated parking space? <input type="checkbox"/> Yes → length (mm): width (mm): <input type="checkbox"/> No								
4-10	Is it clearly identified with the international symbol for access?  <input type="checkbox"/> Yes <input type="checkbox"/> No								
4-11	Is it level? <input type="checkbox"/> Yes <input type="checkbox"/> No								
4-12	Is it within 50m of the premises entrance? <input type="checkbox"/> Yes <input type="checkbox"/> No								
4-13	Is there unobstructed access to the footpath? <input type="checkbox"/> Yes <input type="checkbox"/> No → describe:								

KERB RAMP	
4-14	Is a ramp required to get from the parking area to the path of travel? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No → go to <i>GROUND'S ENTRANCE TO BUILDING</i>
4-15	Is there a kerb ramp available? <input type="checkbox"/> Yes <input type="checkbox"/> No → go to <i>GROUND'S ENTRANCE TO BUILDING</i>
4-16	Kerb ramp measurements: length (mm): height (mm): gradient: (<i>length ÷ height</i>)
4-17	Based on the above measurements, is the kerb ramp accessible? <i>i.e. length ≤ 1520mm</i> <i>height ≤ 190mm</i> <i>gradient ≤ 1 in 8 or 7.2 degrees</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
PARKING COMMENTS/NOTES	
4-18	Comments/notes: STAFF PARKING IN FRONT OF OLD HALL ON AVOCA ST



Dimensions of angle parking spaces



Dimensions of parallel parking spaces

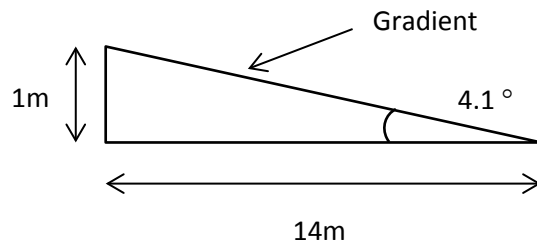
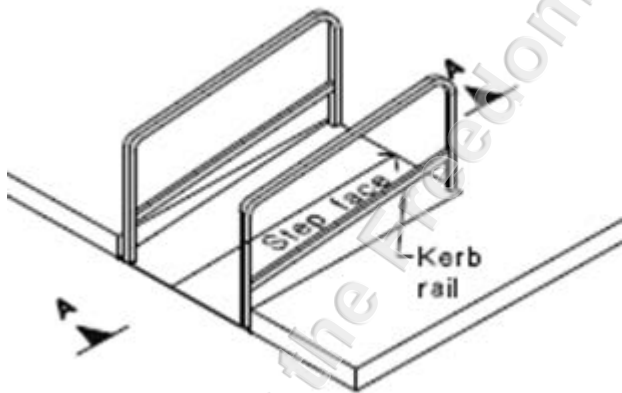
5 PATH OF TRAVEL			
Is the path of travel to the building entrance:			
5-1	obvious and likely to be used?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5-2	lit adequately?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5-3	firm and slip-resistant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5-4	free of pot-holes, ridges, overgrowth & debris?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5-5	free of cross-fall (not sloping to left or right)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5-6	level?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No → what is the estimated gradient?
			<input type="checkbox"/> < 1 in 14 <input type="checkbox"/> ≥ 1 in 14
5-7	at least 1m wide on straight, 1.5m wide on curves?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5-8	free of obstructions? <i>i.e. Height: overhead clearance >2m Width: at least 1m wide</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5-9	free of lips greater than 3mm?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
STEPS			
5-10	Is the area free of stairs/steps?	<input type="checkbox"/> Yes → go to RAMPS section	<input checked="" type="checkbox"/> No
5-11	How many steps are there? ONE		
5-12	Are the steps in good condition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5-13	Do the steps have:		
5-14	constant rise and tread?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5-15	closed risers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5-16	contrast nosings on each tread?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5-17	secure handrails on both sides of the stairs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
RAMPS			
5-18	Is there a ramp available?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No → go to BUILDING ENTRANCE
5-19	Ramp dimensions:	length (mm):	
		height (mm):	
		gradient: (length ÷ height)	
5-20	Is the ramp gradient accessible? <i>i.e. single step ramp: ≤ 1 in 10 and ≤ 1900mm long OR other ramp: (multiple steps or no steps) ≤ 1 in 14</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5-21	Are the landings at the top and bottom at least 1.5m long?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

RAMPS (cont'd)

5-22	Is the ramp greater than 9 metres long?	<input type="checkbox"/> Yes → For every 9 metres along the ramp, are there landings of at least 1200 mm long? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No
5-23	Are there tactile indicators at the top and bottom?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5-24	Are there suitable handrails on both sides of the ramp? <i>i.e. between 865mm- 1000mm high?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5-25	Are there suitable edges/kerb rails? <i>i.e. 65mm - 75mm high</i> <i>OR from 75mm - 150mm high.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

GROUPS ENTRANCE COMMENTS/NOTES

5-26	Comments/notes:		
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6 BUILDING ENTRANCE

6-1 Entrance description: MAIN DOORS TO HALL
(e.g. Main doors to school hall)

Building entrance photo taken? Yes No

6-2 Is external undercover queueing available for the premises entrance? Yes No

6-3 Does the entrance area have adequate lighting? Yes No

ENTRANCE DOORWAY

6-4 Doorway opening measurements: width (mm): 1740 X 2

6-5 Is the doorway/entrance covered and protected from rain? Yes No

ENTRANCE DOORMATS

6-6 Are there any mats at the doorway/entrance? Yes No → go to ENTRANCE DOORS

6-7 Is the mat recessed? Yes No → go to ENTRANCE DOORS

6-8 Is the recessed mat level with the surrounding surface? Yes No

ENTRANCE DOORS

6-9 Are there manually operated doors in the doorway/entrance? Yes No → go to THRESHOLD RAMP

6-10 Will the door/s be open? *(e.g. latched open)* Yes → go to THRESHOLD RAMP No

6-11 Is the door easy for a person with a disability to push/pull open? *(consider mobility impaired or elderly)* Yes No

6-12 Does the door have a lever handle? Yes → Is the handle height between 900mm and 1100mm? Yes No No

6-13 Is there sufficient unobstructed **circulation space** on both sides of the door? *i.e. door swing width is at least 1.5m* Yes No

6-14 Is there sufficient space beside the door so that the operator can open the door? *i.e. 530mm* Yes No

THRESHOLD RAMP

6-15 Is the doorway/entrance free of lips or thresholds > 3mm high? Yes → go to INTERIOR BUILDING ENTRANCE No

6-16	Does the doorway/entrance have a threshold ramp ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No → go to <i>INTERIOR BUILDING ENTRANCE</i>
THRESHOLD RAMP (cont'd)			
6-17	Threshold ramp measurements:	length (mm):	
		height (mm):	
		gradient: (length ÷ height)	
6-18	Based on the above measurements, is the threshold ramp suitable? <i>i.e. height ≤ 35mm, gradient ≤ 1 in 8</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

7 INTERIOR BUILDING ENTRANCE

7-1	Interior building entrance photo taken	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ENTRANCE STEPS			
7-2	Is the main area free of stairs/steps?	<input type="checkbox"/> Yes → go to <i>ENTRANCE RAMPS</i>	<input checked="" type="checkbox"/> No
7-3	How many steps are there? EIGHT		
7-4	Are the steps in good condition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
7-5	Do the steps have:		
7-6	constant rise and tread?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
7-7	closed risers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
7-8	contrast nosings on each tread?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
7-9	secure handrails on both sides of the stairs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ENTRANCE RAMPS			
7-10	Is there a ramp available?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No → go to <i>ENTRANCE DOORWAY</i>
7-11	Ramp dimensions:	length (mm):	
		height (mm):	
		gradient: (length ÷ height)	
7-12	Is the ramp gradient accessible? <i>i.e. single step ramp: ≤ 1 in 10 and ≤ 1900mm long OR other ramp: (multiple steps or no steps) ≤ 1 in 14</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7-13	Are there landings at the top and bottom, at least 1.5m long?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7-14	Is the ramp greater than 9 metres long?	<input type="checkbox"/> Yes → For every 9 metres along the ramp, are there landings of at least 1.2 m long?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> No	

7-15	Are there tactile indicators at the top and bottom?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ENTRANCE RAMPS (cont'd)			
7-16	Are there suitable handrails on both sides of the ramp? <i>i.e. between 865mm – 1000mm high?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7-17	Are there suitable edge/kerb rails? <i>i.e. 65-75mm high</i> <i>OR from 75-150mm high</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ENTRANCE CORRIDORS			
7-18	Are there any corridors leading to the voting/activity area?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No → go to ENTRANCE LIFTS	
7-19	Do the corridors have adequate lighting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7-20	Are floor surfaces even, carpets firm and/or floorboards secure?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7-21	Are the corridors free of obstructions? <i>i.e. Height: overhead clearance >2m</i> <i>Width: at least 1m clearance</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7-22	Are the corridors at least 1.2m wide on straight and 1.5 x 1.5m wide on corners?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ENTRANCE LIFTS			
7-24	Is there a lift to the voting/activity area?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No → go to VOTING/ACTIVITY AREA	
7-25	Lift dimensions:	door opening width (mm):	
		internal width(mm):	
		internal depth (mm):	
		height of controls (mm):	min: max:
		handrail height (mm) (if applicable):	
7-26	Lift internal dimensions are accessible? <i>i.e. width >= 1100mm and depth >= 1400mm</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7-27	Lift door is accessible? <i>i.e. door opening >= 900mm</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7-28	Lift controls are accessible? <i>i.e. height between 900mm and 1200mm</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7-29	Are the handrails accessible? <i>i.e. height between 865-1000mm</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7-30	PREMISES ENTRANCE COMMENTS/NOTES		

7-31 Comments/notes:

8 VOTING / ACTIVITY AREA ENTRANCE

8-1 Is there an additional distinct entrance, separate from the above assessed entrance? Yes No → go to *VOTING/ACTIVITY AREA*

8-2 Activity area entrance photo taken Yes No

8-3 Is the entrance undercover? Yes No

8-4 Does the entrance area have adequate lighting? Yes No

ENTRANCE STEPS

8-5 Is the entrance free of stairs/steps? Yes → go to *ENTRANCE RAMPS* No

8-6 How many steps are there? ONE

8-7 Are the steps in good condition? Yes No

8-8 Do the steps:

8-9 constant rise and tread? Yes No

8-10 closed risers? Yes No

8-11 contrast nosings on each tread? Yes No

8-12 secure handrails on both sides of the stairs? Yes No

8-13 ENTRANCE RAMPS

8-14 Does the entrance have a ramp? Yes No → go to *ENTRANCE DOORWAY*

8-15 Ramp dimensions: length (mm): ONE METRE SQUARE WOODEN
height (mm):
gradient: *(length ÷ height)* THREE DEGREES

8-16 Is the ramp **gradient** accessible? Yes No
i.e. single step ramp: <= 1 in 10 and <= 1900mm long OR other ramp: (multiple steps or no steps) <= 1 in 14

8-17 Are the **landings** at the top and bottom at least 1.5m long? Yes No

8-18 Is the ramp greater than 9 metres long? Yes → For every 9 metres along the ramp, are there landings of at least 1.2 m long? Yes No

		<input checked="" type="checkbox"/> No	
8-19	Are there tactile indicators at the top and bottom?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
8-20	Are there suitable handrails on both sides of the ramp? <i>i.e. between 865 mm – 1000mm high</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
8-21	Are there suitable edge/kerb rails? <i>i.e. 65-75mm high</i> <i>OR from 75-150mm high</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
ENTRANCE DOORWAY			
8-22	Doorway opening measurements:	width (mm): 1300	
8-23	Is the doorway covered/protected from rain?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ENTRANCE DOORMATS			
8-24	Are there any mats at the doorway/entrance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No → go to ENTRANCE DOORS
8-25	Is the mat recessed ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No → go to ENTRANCE DOORS
8-26	Is the recessed mat level with the surrounding surface?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ENTRANCE DOORS			
8-27	Are there any doors in the doorway/entrance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No → go to THRESHOLD RAMP
8-28	Will the door/s be open? <i>(e.g. latched open/automatic)</i>	<input type="checkbox"/> Yes → go to THRESHOLD RAMP	<input type="checkbox"/> No
8-29	Is the door easy for a person with a disability to push/pull open? <i>(consider mobility impaired or elderly)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8-30	Does the door have a lever handle?	<input type="checkbox"/> Yes → Is the handle height between 900mm and 1100mm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> No	
8-31	Is there sufficient unobstructed circulation space on both sides of the door? <i>i.e. door swing width is at least 1.5m</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8-32	Is there sufficient space beside the door so that the operator can operate the door? <i>i.e. 530mm</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
THRESHOLD RAMP			
8-33	Is the doorway/entrance free of lips or thresholds > 3mm high?	<input type="checkbox"/> Yes → go to ENTRANCE CORRIDORS	<input checked="" type="checkbox"/> No
8-34	Does the doorway/entrance have a threshold ramp ?	<input type="checkbox"/> Yes	

		<input checked="" type="checkbox"/> No → go to ENTRANCE
CORRIDORS		
8-35	Threshold ramp measurements:	length (mm): height (mm): gradient: (length ÷ height)
8-36	Based on the above measurements, is the threshold ramp suitable? <i>i.e. height ≤ 35mm</i> <i>gradient ≤ 1 in 8 or 7.2 degrees</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
ENTRANCE CORRIDORS		
8-37	Are there any corridors leading to the voting/activity area?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No → go to ENTRANCE LIFTS
8-38	Do the corridors have adequate lighting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8-39	Are floor surfaces even, carpets firm and/or floorboards secure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8-40	Are the corridors free of obstructions? <i>i.e. Height: overhead clearance > 2m</i> <i>Width: at least 1m clearance</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
8-41	Are the corridors at least 1m wide on straight and 1.5 x 1.5m wide on corners?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ENTRANCE LIFTS		
8-42	Is there a separate lift from SECTION E to the voting/activity area?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No → go to VOTING/ACTIVITY AREA
8-43	Lift dimensions:	door opening width (mm): internal width (mm): internal depth (mm): height of controls (mm): Min: Max: handrail height (mm) (if applicable):
8-44	Lift internal dimensions are accessible? <i>i.e. width ≥ 1100mm and depth ≥ 1400mm</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
8-45	Lift door is accessible? <i>i.e. door opening ≥ 900mm</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
8-46	Lift controls are accessible? <i>i.e. height between 900mm and 1200mm</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
8-47	Are the handrails accessible? <i>i.e. height between 865-1000mm</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
VOTING AREA ENTRANCE COMMENTS/NOTES		

8-48 Comments/notes:
AVOCA ST ENTRY
WHEELCHAIR
ACCESSIBLE BY
REQUEST ONLY,
OTHERWISE MUST
REMAIN CLOSED

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9 VOTING / ACTIVITY AREA			
9-1	Will voting/the activity take place over multiple rooms?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
9-2	Will voting/the activity take place over multiple levels?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
9-3	Will there be at least 1.5m free circulation space around obstacles? <i>e.g. voting tables, ballot boxes etc.</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
9-4	Is the area well lit for purpose?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
9-5	Is the floor surface even?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
9-6	Is the floor surface slip-resistant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
9-7	Is the floor carpeted?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	→ go to VOTING/ACTIVITY AREA STEPS
9-8	Are all carpeted areas low pile and firm?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
VOTING/ACTIVITY AREA STEPS			
9-9	Is the area free of stairs/steps?	<input checked="" type="checkbox"/> Yes	→ go to VOTING/ACTIVITY AREA RAMPS <input type="checkbox"/> No
9-10	How many steps are there?		
9-11	Are the steps in good condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9-12	Do the steps have:		
9-13	constant rise and tread?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9-14	closed risers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9-15	contrast nosings on each tread?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9-16	secure handrails on both sides of the stairs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
VOTING/ACTIVITY AREA RAMPS			
9-17	Is there a ramp available?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	→ go to VOTING/ACTIVITY AREA CAPACITY
9-18	Ramp dimensions:	length (mm): height (mm): gradient: (length ÷ height)	
9-19	Is the ramp gradient accessible? <i>i.e. single step ramp: <= 1 in 10 and <= 1900mm long OR other ramp: (multiple steps or no steps) <= 1 in 14</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9-20	Are the landings at the top and bottom at least 1.5m long?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

RAMPS (cont'd)	
9-21	Is the ramp greater than 9 metres long? <input type="checkbox"/> Yes → For every 9 metres along the ramp, are there landings of at least 1.2 m long? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No
9-22	Are there tactile indicators at the top and bottom? <input type="checkbox"/> Yes <input type="checkbox"/> No
9-23	Are there suitable handrails on both sides of the ramp? <i>i.e. between 865mm – 1000mm high?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
9-24	Are there suitable edge/kerb rails? <i>i.e. 65mm - 75mm high or from 75mm - 150mm high.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
VOTING/ACTIVITY AREA ROOM	
9-25	Room dimensions: length (mm): 17300 X 19500 height (mm): 10000 area (m ²): <i>(length x width) 337 SQUARE METRES</i>
9-26	Does the voting/activity area size appear sufficient for the expected activity? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Polling: consider anticipated voter numbers, areas for dec and ord vote issuing. Out-posted centre: consider setup for scrutiny etc. Also ballot paper secure zones, furniture, staff required to work in the area, number of voters etc.</i>
VOTING/ACTIVITY AREA COMMENTS/NOTES	
9-27	Comments/notes:

10 PREMISES BUILDING AND GROUNDS FACILITIES		
10-1	Does the external building appear well-maintained and in sound condition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No → list below
10-2	Does the premises interior appear well looked after, free of pests, and in a clean condition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No → list below
10-3	List any notable aspects on the premises condition:	
10-4	Premises condition photos taken	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10-5	Is there any major building works or maintenance scheduled between the time of this inspection and the next electoral event?	<input checked="" type="checkbox"/> Yes → <i>provide details (e.g. dates/duration, will the premises be unavailable or polling impacted?)</i> Work details: UNDER REVIEW FOR REVAMP, PLEASE CONFIRM <input type="checkbox"/> No
10-6	What are the arrangements in event of a power failure? CONTACT HILTON/CARETAKER SUPPORT OFFICER (e.g. fuse box location or alternate contact)	
10-7	Is the premises part of a multi-storey building?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10-8	Is the premises in a politically neutral location? (e.g. consider other tenants in surrounding location)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10-9	Is there access to public transport?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10-10	Is there adequate access for deliveries/pick-ups? (e.g. furniture, election materials, pallets for out-posted centres)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10-11	What are the arrangements for deliveries? Provide details if required LIAISE WITH HILTON RE DELIVERIES/USAGE	
10-12	Is there sufficient storage for cardboard equipment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

PREMISES SERVICES	
10-13	What premises services are available for the AEC to use?
	Electricity <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Water <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Gas <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
	Telephone <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
	Heating <input type="checkbox"/> Yes → <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
	Cooling <input type="checkbox"/> Yes → <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
	Heating / cooling: Will the AEC have access to controls? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10-14	Will any services need to be connected by the AEC?
	<input type="checkbox"/> Yes → provide the following details:
	Service name: _____
	Meter number: _____
	Details: _____
	<input checked="" type="checkbox"/> No
10-15	Are light switches accessible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
PREMISES AMENITIES	
10-16	Are there sufficient kitchen amenities available for AEC staff use?
	<input checked="" type="checkbox"/> Yes → select all that are available:
	<input checked="" type="checkbox"/> Fridge
	<input checked="" type="checkbox"/> Kettle/urn/etc.
	<input checked="" type="checkbox"/> Microwave
	<input type="checkbox"/> Stove/oven
	<input type="checkbox"/> Crockery
<input type="checkbox"/> Cutlery	
	<input type="checkbox"/> Other → please specify: _____
	<input type="checkbox"/> No
10-17	Is waste/litter disposal exclusively available to the AEC? WHERE TO LEAVE WASTE MATERIALS/ CONFIRM WITH HILTON
	<input type="checkbox"/> Yes → provide waste disposal details: <input checked="" type="checkbox"/> No

PREMISES AMENITIES (cont'd)																	
10-18	Are there toilet and washroom facilities onsite? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No → go to PREMISES FURNITURE																
10-19	Select all toilet and washroom facilities that are available:																
10-20	<table border="0"> <thead> <tr> <th>For staff use</th> <th>For public use</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Accessible</td> <td><input type="checkbox"/> Accessible</td> </tr> <tr> <td><input checked="" type="checkbox"/> Ambulant</td> <td><input checked="" type="checkbox"/> Ambulant</td> </tr> <tr> <td><input checked="" type="checkbox"/> Male</td> <td><input checked="" type="checkbox"/> Male</td> </tr> <tr> <td><input checked="" type="checkbox"/> Female</td> <td><input checked="" type="checkbox"/> Female</td> </tr> <tr> <td><input type="checkbox"/> Unisex</td> <td><input type="checkbox"/> Unisex</td> </tr> <tr> <td><input type="checkbox"/> Lockable</td> <td><input type="checkbox"/> Lockable</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Not applicable</td> </tr> </tbody> </table>	For staff use	For public use	<input type="checkbox"/> Accessible	<input type="checkbox"/> Accessible	<input checked="" type="checkbox"/> Ambulant	<input checked="" type="checkbox"/> Ambulant	<input checked="" type="checkbox"/> Male	<input checked="" type="checkbox"/> Male	<input checked="" type="checkbox"/> Female	<input checked="" type="checkbox"/> Female	<input type="checkbox"/> Unisex	<input type="checkbox"/> Unisex	<input type="checkbox"/> Lockable	<input type="checkbox"/> Lockable		<input type="checkbox"/> Not applicable
For staff use	For public use																
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<input checked="" type="checkbox"/> Male	<input checked="" type="checkbox"/> Male																
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<input type="checkbox"/> Unisex	<input type="checkbox"/> Unisex																
<input type="checkbox"/> Lockable	<input type="checkbox"/> Lockable																
	<input type="checkbox"/> Not applicable																
10-21	Is there a clear path of travel to the ambulant/accessible toilets? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																
PREMISES FURNITURE																	
10-22	What adult size furniture is available at the premises? Select all that apply: (static chairs are preferred to those with wheels for voter use)																
	<table border="1"> <thead> <tr> <th>Type</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Static chairs</td> <td>220</td> </tr> <tr> <td><input type="checkbox"/> Office/ ergonomic chairs</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Tables 35 PLYWOOD</td> <td>→ Approx weight (kg):</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Other → please specify: (include furniture that may obstruct AEC activities)</td> </tr> </tbody> </table>	Type	Number	<input checked="" type="checkbox"/> Static chairs	220	<input type="checkbox"/> Office/ ergonomic chairs		<input checked="" type="checkbox"/> Tables 35 PLYWOOD	→ Approx weight (kg):	<input type="checkbox"/> Other → please specify: (include furniture that may obstruct AEC activities)							
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<input checked="" type="checkbox"/> Tables 35 PLYWOOD	→ Approx weight (kg):																
<input type="checkbox"/> Other → please specify: (include furniture that may obstruct AEC activities)																	
10-23	Sample furniture photos taken <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																
10-24	Is furniture to be returned to storage after use? <input checked="" type="checkbox"/> Yes → provide storage details: <input type="checkbox"/> No																
10-25	How many staff will be required to set up/return furniture? TWO E.g. heavy tables may require 2 staff to move If premises is not used for polling, section is complete → go to SECURITY																
10-26	Will a disabled access voting screen be provided? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																
10-27	Is there a table suitable for a table top voting screen? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No minimum table depth 500mm; table height between 830mm – 870mm; minimum 720mm unobstructed clearance height under table to permit wheelchair access.																

POWER POINTS	
10-28	Are there accessible power point sockets available in the voting/activity area? <input checked="" type="checkbox"/> Yes → quantity: 14 <input type="checkbox"/> No → go to CONNECTIVITY
10-29	Do the power point sockets appear well-maintained/ in good condition? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10-30	Does the location of the power points facilitate the use of Electronic Certified Lists? <input checked="" type="checkbox"/> Yes → will any cabling need to extend across walkways? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No
10-31	Are extension cables required? <input checked="" type="checkbox"/> Yes → approximately how many metres are required? 10M <input type="checkbox"/> No
CONNECTIVITY	
10-32	Which mobile network is being used to measure the signal?(e.g. Telstra Next G)
10-33	Is there mobile connectivity within the voting/activity area? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No → go to SECURITY
10-34	Is the mobile signal consistent across the voting/activity area? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10-35	How many bars are displayed on the mobile phone? 3/5 (e.g. 3 of 5)
10-36	Is 3G reception available, at a minimum? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
PREMISES COMMENTS/NOTES	
10-37	Comments/notes:

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11 SECURITY	
11-1	Does the external building have a back-to-base alarm or CCTV camera? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
11-2	Is the external building surrounding the premises/room fully lockable? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
11-3	Is the premises/room lockable or have operational security? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
11-4	How many external doors are there to the premises? FIVE
11-5	How many external windows are there to the premises? SIX
11-6	Can the locks be changed if required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
11-7	Are there restrictions around building access after-hours? (e.g. lifts for multi-storey buildings) <input type="checkbox"/> Yes → provide details: <input checked="" type="checkbox"/> No
11-8	Who would have keys to the premises? i.e. in addition to the DRO or access contact
11-9	Is the premises co-located or adjacent to other tenants/businesses? <input type="checkbox"/> Yes → how are other tenants restricted access? <input checked="" type="checkbox"/> No
11-10	Are there any other notable security features on or around the premises? e.g. security guards on site <input type="checkbox"/> Yes → list notable security features: <input checked="" type="checkbox"/> No
11-11	Are there any additional security issues with the property? (e.g. cracked windows) <input type="checkbox"/> Yes → list any additional security issues: Security issues photo taken <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> No

No

11-12 BALLOT PAPER SECURE ZONE

11-13 Is there space to establish a **ballot paper secure zone** Yes No
 for each division using the polling place?
Refer to Ballot Paper Handling Policy

11-14 Is there a lockable room/s inside the building large Yes No
 enough for a ballot paper secure zone?

11-15 Proposed ballot paper secure zone details: SAFE NEST TO FIRE HOSE IN OLD HALL
 ENTRY CORRIDOR. REQUEST STRONGROOM KEY FROM HILTON

SECURITY COMMENTS/NOTES

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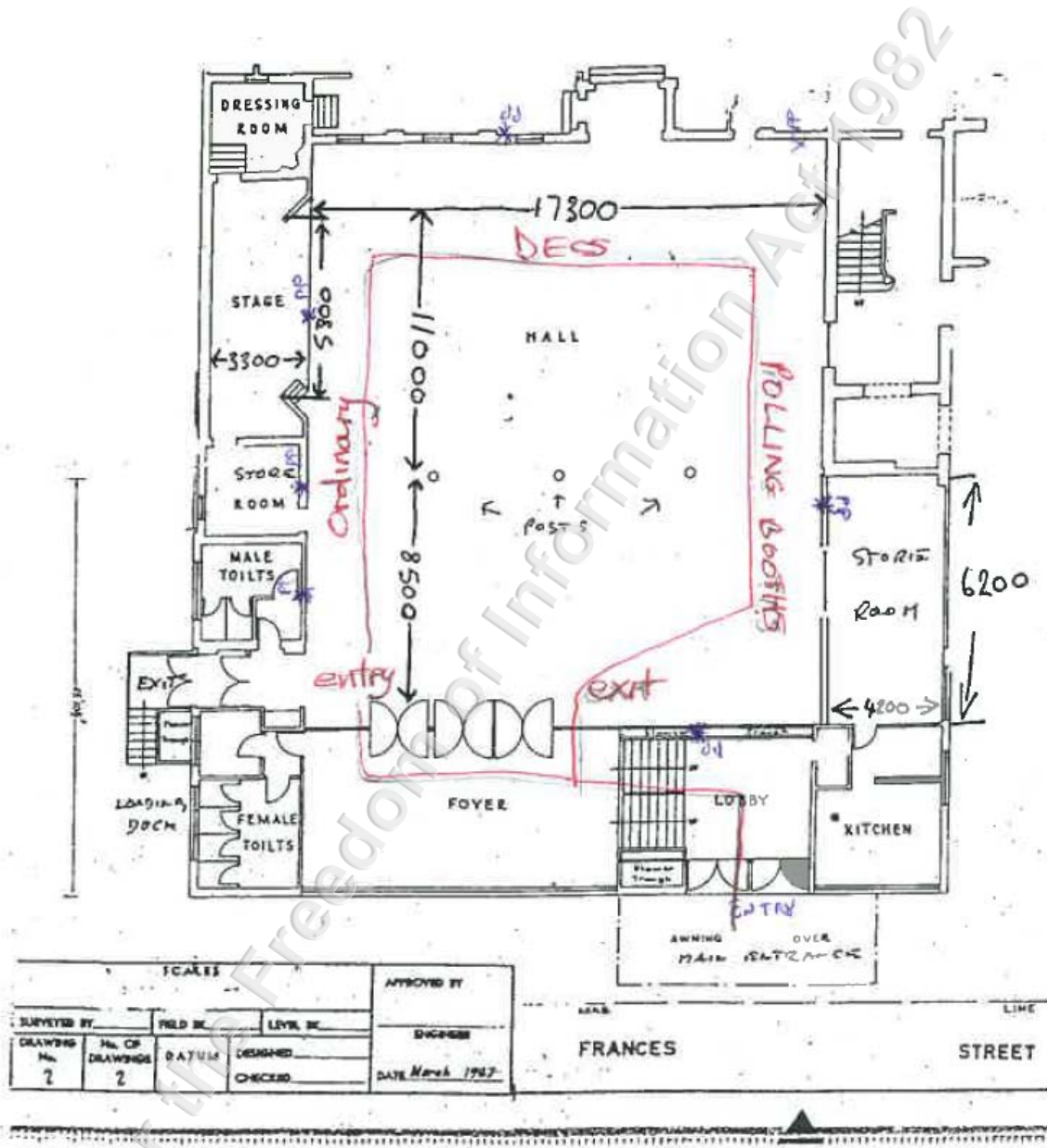
11-16 Comments/notes:

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12 SAFETY			
12-1	Are fire extinguishers available, accessible, and within date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
12-2	Are fire extinguisher usage instructions provided?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
12-3	Are there other fire installations or equipment available? <i>(e.g. fire hose, sprinklers or smoke detectors)</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
12-4	Are fire stairs accessible to the AEC or public only for emergency use?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
12-5	Are there illuminated or clearly visible exit signs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
12-6	Can exit doors be opened/unlocked from within the building?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
12-7	Is the building/ premises clear of any obvious potential hazards?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No → provide further details:	Hazard photo taken <input type="checkbox"/> Yes <input type="checkbox"/> No
12-8	Is an evacuation plan prominently displayed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
12-9	Are emergency numbers prominently displayed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
SAFETY COMMENTS/NOTES			
12-10	Comments/notes:		

13 PREMISES SKETCH

Please sketch an approximate premises layout, indicating the main path of travel (and accessible path of travel if different), queuing, parking area, etc.



HALL 337 SQUARE METRES

14 POLLING PLACE LAYOUT

Please sketch the proposed activity area, including proposed vote issuing areas, ballot paper secure zone, power points locations, accessible path of travel around the voting area, etc.

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PREMISES ASSESSMENT



The premises assessment can be completed after the premises inspection is completed.

Please complete the assessment by filling out the electronic form to receive an **automatically calculated accessibility rating and security rating**.

15 ACCESSIBILITY RATING

- 15-1 Calculated accessibility rating:
- Not accessible
 Partially accessible
 Fully accessible

15-2 Comments premises accessibility:
 FULLY ACCESSIBLE FOR ORDINARY
 VOTERS, WHEELCHAIR ACCESS BY
 REQUEST ONLY FROM AVOCA ST

16 SECURITY ASSESSMENT

- 16-1 Calculated security rating:
- Satisfies security requirements
 Issues have been identified with premises security →
 provide details:

PREMISES RECOMMENDATION



The premises recommendation can be completed by the DRO after the accessibility and security ratings have been entered.

17 DRO RECOMMENDATION

- 17-1 Have all photos taken been saved to the I: drive? Yes No
- 17-2 Has an Activity Plan been completed for the premises?
- Yes → has the plan been saved to I: drive?
 Yes → complete accessibility/ security sections
 No → complete the electronic form to receive suitability ratings
 No

Based on the accessibility, security, and overall judgement of the premises:	
17-3	The premises has been rated as: <input checked="" type="checkbox"/> Suitable → <i>complete a risk assessment for the premises</i> <input type="checkbox"/> Unsuitable → <i>PREMISES SUITABILITY ASSESSMENT complete, no further action required</i>
17-4	DRO name: Miriam Sofarelli
17-5	DRO comments:

Please complete a separate **risk assessment** to define the **risk rating**.

18 RISK ASSESSMENT	
18-1	Risk rating based on risk assessment: <input checked="" type="checkbox"/> Low <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Extreme
18-2	Comments on risk rating:

PREMISES APPROVAL 

Premises approval must be obtained before commencing hire arrangements.

19 APPROVAL FOR HIRE				
19-1	Is the risk rating Low or Medium ? <input checked="" type="checkbox"/> Yes → <i>must be approved by the Operations Manager</i> <input type="checkbox"/> No → <i>must be escalated to and approved by the Director of Operations</i>			
19-2	Approval: <input type="checkbox"/> Approved for hire <input type="checkbox"/> Rejected for hire			
19-3	Date of approval/rejection:			
19-4	Approval comments:			
19-5	Approver details: <table border="1" style="margin-left: 20px;"> <tr> <td>Name:</td> </tr> <tr> <td>Position title:</td> </tr> <tr> <td>Signature:</td> </tr> </table>	Name:	Position title:	Signature:
Name:				
Position title:				
Signature:				