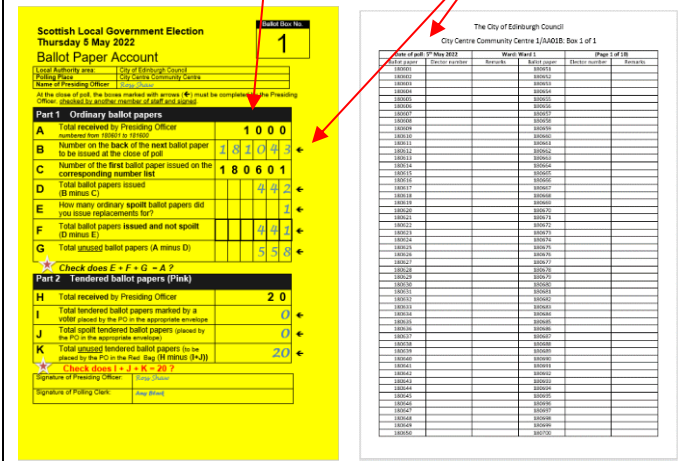


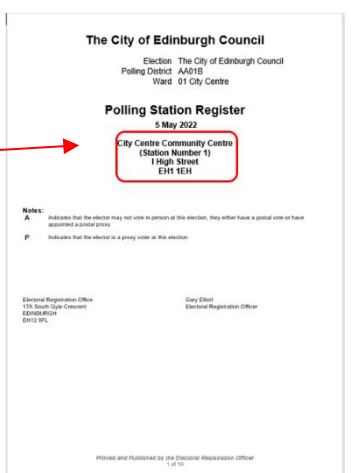
**1** 6.15am – Find blue crate and ballot box / lid

Ensure you have all the ballot books you are meant to have; amount is shown on your ballot paper account. **Put your ballot books in the correct number order.** Check that the numbers on ballot papers correspond with the ballot paper numbers on your ballot paper accounts (BPA) and the corresponding numbers list (CNL).



Ensure that you also have the correct register(s) for your polling station (Check both the cover sheet(s) and the register(s))

**\*Contact the Elections Office immediately if there are any issues\***



**2** Before 7am – Dress (assemble) the ballot box

Show that the ballot box is empty to someone in the room.

Place the cardboard topper on the ballot box lid and the A4 ballot box label in the A4 plastic sleeve.

Take 4 long white seals and place these **down** through the holes in the lid making sure they go through the lid and the box. Thread the end of the seal through the hole marked **enter** and pull tight.

Cut the end of each seal down to a couple of inches if required.



BALLOT BOX SEAL NUMBERS							
No.1	1	2	3	4	5	6	1
No.2	1	2	3	4	5	6	2
No.3	1	2	3	4	5	6	3
No.4	1	2	3	4	5	6	4

Print and Sign		Time
Presiding Officer	Ross Shaw Sign name: <i>Ross Shaw</i>	6.35am
Polling Assistant or Observer	Amy Black Sign name: <i>Amy Black</i>	6.36am

Complete part 1 of the Ballot Box Seal and Close of Poll form.

**3** Before 7am – ballot booths

We may need to limit numbers into the polling place therefore there will be **three ballot booths** for voters to use.

They will be set **up to one metre apart** and will have been built the night before the election.

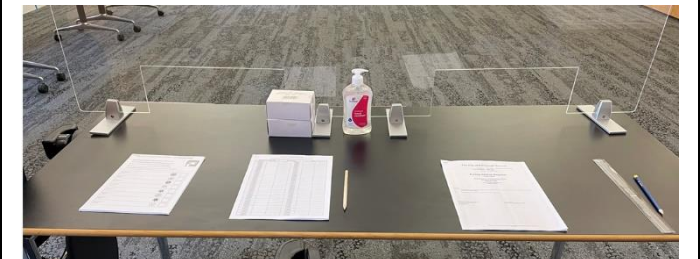
In each individual booth place -

- An 'Information for Voters' sign in English
- A 'No Photography sticker'



**4** Before 7am – polling station Table

Set out your table as the picture below



**Polling Assistant** – register of electors, proxy list, street bills (if supplied)

**Presiding Officer** – Corresponding number list and the (lowest serial numbered) book of ballot papers.

Also, on the table and **behind the perspex screen** should be

- Box of pencils for voters to use
- Tactile device and large ballot paper to assist visually impaired voters
- Pencil and ruler each
- Hand sanitiser

Place a coloured polling station number and a 'Take poll cards away' sign on the front of your table. **Also place the ballot box on a chair beside the Presiding Officer's chair.**



**5** Rest of the paperwork

- Yellow register forms,
- Blue book of forms and
- White additional forms

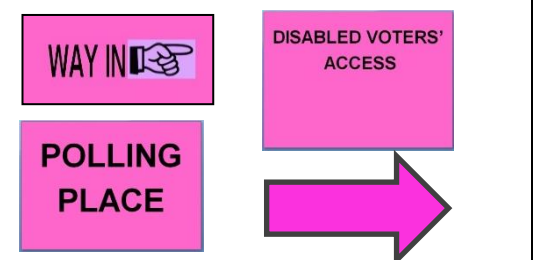
should all be kept close at hand either on a sundry table or in the blue crate.



**6** Before 7am - External signs

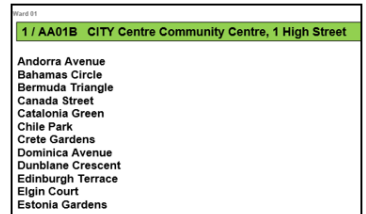
Pink directional signs need to be placed around the entrance so that voters can find their way to the polling stations.

When they are in place – walk the route to make sure they work (considering height differences for disabled voters)



Before 7am – A3 signs to be placed near the entrance

Street lists

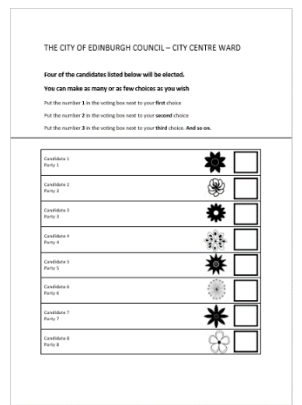


Postal votes to Information Officer



Before 7am - Internal signs - (placed in most appropriate position on walls)

A3 – Large sample ballot paper that should be visible to assist sight impaired electors



A4 - no mobile phones and no photography signs



## Start of Poll

<p><b>1.</b></p>	<p><b><u>6.00 – 6.15am - find the blue crate, ballot box and lid. Empty the blue crate. *Open the windows and doors for ventilation.</u></b></p> <ul style="list-style-type: none"> <li>• Take all the ballot books (<b>white</b>) out of the crate and make sure that you have all the books that you are meant to have. Double check the amount with the amount detailed on the ballot paper account.</li> <li>• Look at the serial numbers, make sure the books are in numerical order, keep the lowest numbered book of ballot papers and put the rest behind the table or in the crate (in numerical order).</li> <li>• <b>Ensure that you are starting with the lowest number this will be the SAME number as on your corresponding number list and ballot paper account.</b></li> <li>• Ensure that you have the correct register(s) for your polling station (check both the cover sheet and the register).</li> </ul>	<p>Check ballot paper numbers and that you have received the correct amount of books</p> <p>Put the books in numerical order and keep the lowest books out for using first</p> <p>Ensure you have the correct register for your polling station</p>
<p><b>2</b></p>	<p><b><u>Before 7am - dress (assemble) the ballot boxes.</u></b></p> <ul style="list-style-type: none"> <li>• Show someone in the room the empty ballot box <b>BEFORE</b> you put the lid on.</li> <li>• Place the A4 ballot box label in the A4 sleeve on the front of the ballot box.</li> <li>• Drop 4 white seals into the 4 corners on top of each lid making sure that they go through the lid and the box. Thread the end of each seal through the hole marked enter on the seal and pull tight. Cut the end of the seals down to an inch or two.</li> <li>• Place the white cardboard topper on the ballot box lid.</li> <li>• Place the ballot box on the chair in between the polling table and ballot booths. <b>Presiding Officer sits at the chair closest to the ballot box.</b></li> </ul>	<p>Show ballot box is empty</p> <p>Put the A4 ballot box label into the front plastic sleeve</p> <p>Secure box with 4 white seals</p> <p>Place cardboard topper on lid</p> <p>Ballot box sits on a chair beside the Presiding Officer</p>
<p><b>3</b></p>	<p><b><u>Before 7am – ballot booths</u></b></p> <ul style="list-style-type: none"> <li>• In each booth place <ul style="list-style-type: none"> <li>- An 'Information for Voters' sign in English</li> <li>- A 'No photography' sticker</li> </ul> </li> </ul>	<p>Place Information for Voters sign and a no photography sticker in each booth</p>
<p><b>4</b></p>	<p><b><u>Before 7am – polling station table</u></b></p> <ul style="list-style-type: none"> <li>• Go through the blue crate, take out all the remaining documents that you will need to deal with most voters during the day (The <b>register(s), corresponding number list and (lowest serial numbered) ballot book</b> should already be out – see point 1 above). <ul style="list-style-type: none"> <li>- <b>Box of pencils for voters</b></li> <li>- <b>Hand sanitiser</b></li> <li>- <b>Tactile device</b></li> <li>- <b>How to vote language guides</b></li> <li>- <b>Take poll cards away sign</b> (place this in front of your table)</li> <li>- <b>Coloured polling station numbered signs</b></li> </ul> </li> </ul>	<p>Take out the documents, stationery and PPE equipment that you need to deal with most voters during the day</p>
<p><b>5</b></p>	<p><b><u>Before 7am – rest of the paperwork</u></b></p> <ul style="list-style-type: none"> <li>• Yellow register forms</li> <li>• Blue book of forms and</li> <li>• White additional forms</li> </ul> <p>The above can all remain in the blue crate or at a sundry table (if you have one) until you need to use them.</p>	<p>Rest of the documents should remain close at hand in the blue crate or a sundry table if you have one</p>
<p><b>6</b></p>	<p><b><u>Before 7am – external signs should be given to the Information Officer</u></b></p> <ul style="list-style-type: none"> <li>• <b>Covid banner, face masks, hand sanitisers should be outside with IO</b></li> <li>• Pink directional signs are to be placed around the entrance – <b>tie with cable ties through the pre punched holes</b></li> <li>• Senior Presiding Officers walk the route that a voter would take to make sure voters can find their way to the polling place</li> </ul>	<p><b>Check out the additional signs and notices guide</b></p> <p>Pink directional signs around the entrance</p>
<p><b>7</b></p>	<p><b><u>Before 7am – internal signs should be given to the Information Officer</u></b></p> <ul style="list-style-type: none"> <li>• A3 street lists should be placed near the entrance</li> <li>• A4 street lists are in Information Officer's clipboard for them to direct voters to correct polling station.</li> <li>• Sample ballot papers, postal votes to IO, agents and observers, no mobile phones and no photography signs should all be placed in the most appropriate places indoors <b>*DO NOT USE SELOTAPE*</b></li> </ul>	<p>Street signs should go near the entrance of the building</p> <p><b>Senior Presiding Officer – check posters are in the correct position before opening the doors at 7am</b></p>

