

Scrutineer Information

Central Senate Scrutiny Centre VIC

1. Introduction

The purpose of this document is to provide a person who is to perform the scrutineer role at a Central Senate Scrutiny (CSS) centre with the detail they need to locate and access the site, as well as understand the requirements when at the site. The site induction and its accompanying guide will provide more detail.

A scrutineer is an outside party appointed by a candidate to observe and monitor any part of the Senate ballot paper scanning process in order to ensure they deem the process to be fair and unbiased. A scrutineer is able to make a challenge as they see fit if they believe a mistake has been made during the process.

2. CSS Centre Location

Access to this centre is through the front gate to Reception during business hours. Access is via the canteen after hours.

Site: VIC

Suburb: RAVENHALL 3023

Address: Fuji Xerox DMS, 213-215 Robinsons Rd

2.1 Parking

Parking is available at this site during business hours. Off street parking after hours.

It is recommended to use online services to navigate to the site.

2.2 Public Transport

Bus services are available near this site.

It is recommended to use online public transport timetable services for stops and schedules.

2.3 Hours of Operation

Shift processing times are expected to be as per below detail.

Dates	Processing Times
Tuesday 21 May	Refer to information supplied to candidates in your State or Territory
Wednesday 22 May – Friday 24 May	6.00-00.00
Saturday 25 May	9.00-16.00
Monday – Friday onwards after the first week	6.00-00.00
Saturday 1 June	9.00-16.00
Saturday 8 June	9.00-16.00

If time shall vary, the Political Parties and/or Candidates will be notified with a minimum of 4 hours.

2.4 Key Dates

Saturday 18 May: Polling Day

Tuesday 21 May: Expected commencement of Senate ballot paper processing

3. Sign In Process

Scrutineers are to register at reception, where they should present their appointment form, signed by their candidate. This is needed for authorisation to the site and requires photo ID for validation.

Once validated, the scrutineer will be provided with an orange lanyard for identification which must be worn at all times on the site.

3.1 Induction

Once registered, the scrutineer will be taken through a site induction, scrutineer induction and escorted to the processing zone.

4. Emergency Procedures

The emergency evacuation procedures specific to this site will be covered as a component of site induction. A 'Site Information Guide' will be provided.

5. Health and Safety

This site may have a number of hazards including fork lifts, pallet movers, trolleys and scanners and attention should be paid to the specifics of these in the site induction, at which this information will be provided in more detail.

All health and safety procedures at this site must be adhered to. Failure to comply will result in the scrutineer being escorted off site.

Refer noticeboards for Health and Safety Representative (HSR) contact details.

Any hazards or incidents must be reported to the Fuji Xerox Supervisor immediately.

5.1 First Aid

The site has first aid officers located at the building and across all shifts. First aid posters are displayed throughout the building on notice boards.

6. Amenities

Location of amenities will be provided during site induction.

7. Facilities

Scrutineers will be restricted, under escort, to the processing zones at each centre.

Only sealed bottles of water will be allowed within the processing areas. It is recommended that scrutineers bring along their own water.

Any consumption of food or other drinks will be restricted and to occur offsite.

Mobile phone use is restricted to areas outside of processing zones.

8. Dress Code

Appropriate dress is expected at all times on site.

This includes wearing suitable footwear with closed toes. Clothing or items with a badge or emblem of a candidate or political party are not permitted. Thongs, sandals, singlets or clothing with offensive slogans or language are not permitted to be worn on the site.

Scrutineers without closed toe shoes will be refused entry to the site.