



AGENDA

ELECTORAL AND BOUNDARY REVIEW COMMITTEE

Tuesday, 15 October 2024, at 10.30 am
Council Chamber, Sessions House, County
Hall, Maidstone

Ask for: **Joel Cook**
Telephone: **03000 41692**

Membership (9)

- Conservative (7): Mr A Kennedy (Chairman), Mr D Jeffrey (Vice-Chairman),
Mr N Baker, Mrs P T Cole, Mr J A Kite, MBE, Mr R C Love, OBE,
Mrs S Prendergast and Mr R J Thomas
- Liberal Democrat (1): Mr A J Hook
- Labour (1) Dr L Sullivan

UNRESTRICTED ITEMS

(During these items the meeting is likely to be open to the public)

- 1 Substitutes
- 2 Declarations of Interest on any items on this agenda
- 3 Minutes - 27 March 2024 (Pages 1 - 4)
- 4 Maidstone Borough Council Community Governance Review (Pages 5 - 14)
- 5 County Scale of Election Fees and Expenses update - 2024-2025 (Pages 15 - 30)

Benjamin Watts
General Counsel
03000 416814

Monday, 7 October 2024

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KENT COUNTY COUNCIL

ELECTORAL AND BOUNDARY REVIEW COMMITTEE

MINUTES of a meeting of the Electoral and Boundary Review Committee held in the Council Chamber, Sessions House, County Hall, Maidstone on Wednesday, 27 March 2024.

PRESENT: Mr A Kennedy (Chair), Mr D Jeffrey (Vice-Chairman), Dr L Sullivan, Mr R J Thomas, Mrs C Bell (Substitute), Mrs S Chandler (Substitute) and Mr H Rayner (Substitute)

IN ATTENDANCE: Mr B Watts (General Counsel) and Ms S Connelly (Principal Operational Delivery Officer) and Joel Cook (Clerk / Democratic Services Manager)

UNRESTRICTED ITEMS

10. Substitutes

(Item 1)

Apologies were received from Mr Baker, Mrs Cole, Mr Love and Mr Kite with Mrs Chandler, Mrs Bell and Mr Rayner substituting.

11. Election of Chair

(Item 2)

1. Mr Jeffrey proposed and Mr Rayner seconded that Mr Kennedy be elected Chair. No other nominations were received.

RESOLVED that Mr Kennedy be elected Chair.

12. Election of Vice-Chair

(Additional item)

1. With Mr Kennedy having vacated the Vice-Chair position, the Committee elected a new Vice-Chair.
2. Mr Thomas proposed and Mr Rayner seconded that Mr Jeffrey be elected Vice-Chair. No other nominations were received.

RESOLVED that Mr Jeffrey be elected Vice-Chair.

13. Declarations of Interest on any items on this agenda

(Item 3)

1. Mr Jeffrey declared that he was a member of the Association of Electoral Administrators, having previously held professional responsibility for managing election matters. The Clerk confirmed that this declared interest did prevent Mr Jeffrey serving on the Committee.

14. Minutes - 28 March 2023

(Item 4)

RESOLVED that the minutes of the meeting held on 23 March 2023 were a correct record.

15. County Scale of Election Fees and Expenses

(Item 5)

1. Mr Ben Watts (General Counsel and County Returning Officer) provided an initial introduction to the item, in particular thanking Sian Connelly and Lizzy Adam for the work on issues outlined in the reports.
2. Ms Connelly explained the proposals contained in the reports, highlighting that the suggested uplifts set out for Committee consideration were linked to the most recent TCP increase. She advised that the uplift would ensure KCC remained in line with other relevant bodies operating similar election activity.
3. Members explored the issues, asking questions of the officers covering the following key areas:
 - Deputy Returning Officer pay awards – it was confirmed that the increase was based on the successful rating from the latest TCP arrangements at KCC and this was reviewed on an annual basis. It was also confirmed that the relevant payments were only paid out to Districts when a KCC election was being delivered.
 - Refreshments spend and approach – it was confirmed that there was significant variation of approach around the County. Members were in favour of providing refreshments for staff working on the election but caution was advised by some in terms of keeping the spend manageable.
 - Wider election costs – it was confirmed that more detailed election costs, including ‘overheads’ like building use and KCC officer time, would be provided at a future meeting of the Committee. Members commented that this was important to monitor and seek to manage carefully given that Local Government was underfunded.

RESOLVED that the Proposed County Scale of Election Fees and Expenses for 2024/25 (as set out in Appendix 1 of the agenda pack) be agreed.

16. Electoral Changes Orders - Ashford

(Item 6)

1. Mr Watts advised that this was a procedural item brought before the committee to ensure awareness and collect any views. The matter related to two electoral change orders in the Ashford area. He explained that the Council had already raised concerns regarding the timing and notice periods involved but that this was being explored with relevant electoral colleagues in the County. Members commented that the timing in sharing this issue was regrettable.

RESOLVED that The Ashford (Electoral Changes) (No. 1) Order 2023 and The Ashford (Electoral Changes) (No. 2) Order 2023 which relate to county division boundaries in the Ashford area be noted.

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From: Ben Watts, County Returning Officer
To: Electoral & Boundary Review Committee, 15 October 2024
Subject: Maidstone Borough Council – Community Governance Review
Status: Unrestricted

1. Introduction

Principal councils (district councils or unitary councils) have the power to carry out community governance reviews and put in place or make changes to local community (parish) governance arrangements under the Local Government and Public Involvement in Health Act 2007. A review can consider a number of issues including the creation of a new parish, altering the boundary of an existing parish or grouping a number of parishes together in a grouped parish council.

Maidstone Borough Council conducted a Community Governance Review of the whole borough in 2022 - 2023. The final recommendations were considered and approved at a meeting of its Council on 27 September 2023. A Reorganisation of Community Governance Order confirming the new parish boundaries came into force on 1 April 2024.

As part of the revised parish boundaries, Maidstone Borough Council has identified a number of areas where the parish and county boundary will no longer be coterminous and would like to formally consult the Committee, which has responsibility for dealing with all matters relating to county division boundaries, on the proposed alterations. These are detailed in Appendix 1 with an explanatory note and maps.

The Local Government Boundary Commission for England (LGBCE) is responsible for determining and making related alterations to district ward or county division boundaries following parish boundary changes as a result of a CGR. It has set a deadline of the end of October 2024 to consider the proposed alterations to district, ward and county division boundaries resulting from the CGR. This is to ensure the changes are in place in time for 1 May 2025 County Elections. The Committee's view on the proposed alterations will be included as part of the evidence submitted to the LGBCE by Maidstone Borough Council as part of its alteration request.

If alterations to the county division boundaries are made by the LGBCE, they will come into force for the KCC election in May 2025. If they are not made, a number of additional polling districts will need to be created in the areas where the boundaries are no longer coterminous which would result in difficulties in administering the elections and potential voter confusion.

The local Members for Maidstone Central, Maidstone Rural East, Maidstone Rural North, Maidstone Rural South, Maidstone Rural West, Maidstone South, and

Maidstone South East have been consulted on the proposed alterations set out in Appendix 1.

2. Recommendation

The Electoral & Boundary Review Committee is asked to consider and comment on the proposed alterations to the county division boundaries in the Maidstone area.

Appendices

- Appendix 1 – Explanatory Note & Map

Background Documents

Maidstone Borough Council (2023) 'Community Governance Review (Parishes)' [Community Governance Review \(Parishes\) | Lets Talk Maidstone](#)

Maidstone Borough Council, Council, 27 September 2023
[Agenda, Council, 27 September 2023](#)

The Local Government Boundary Commission for England (2010) 'Guidance on community governance reviews'
[Guidance on community governance reviews](#)

The Maidstone Borough (Reorganisation of Community Governance) Order 2023
[Reorganisation of Community Governance Order](#)

Report Author and Relevant Director

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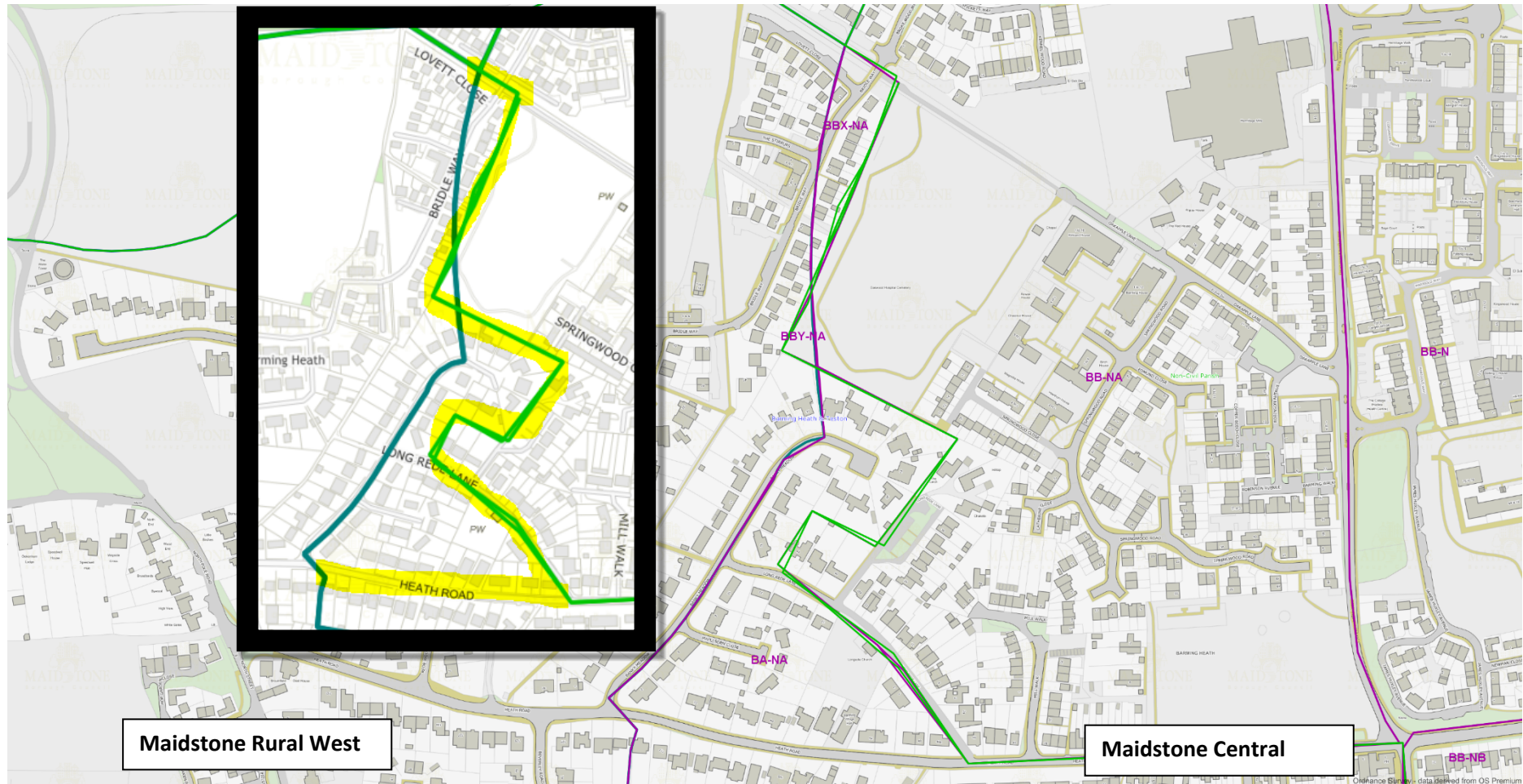
Appendix 1 – Explanatory Note and Map

Alteration Number	Area	Boundary Type	Change	Electors	Electorate Impact Added Area	Electorate Impact Removed Area
1.	Barming	KCC	Align County and parish Remove BBX-NA Remove BBY-NA Reduce BA-NA to Heath Rd	22 0 79	Maidstone Rural West 14,543 to 14,644	Maidstone Central 33,630 to 33,532 (33,574)
2.	Grove Green	KCC	Align county and parish Remove HAX-HB, Remove HAZ Remove HY-EB	151 0 0	Maidstone Rural East 13,033 to 13,184	Maidstone Rural North 15,763 to 15,612
3.	Tovil	KCC	Align county to parish Remove VBY-XC	42	Maidstone Central 33,630 to 33,672 (33,574)	Maidstone South 15,163 to 15,121 (15,171)
4.	Downswood	KCC	Align county to parish Remove CCY-I	50	Maidstone South 15,163 to 15,213 (15,171)	Maidstone South East 15,104 to 15,054 (15,045)
5.	Langley	KCC	Align county to parish Remove LE-UZ	9	Maidstone Rural South 16,547 to 16,556	Maidstone South East 15,104 to 15,095 (15,045)

The rationale for all the changes is to align Divisional boundaries with Parish boundaries which has the practical effect of removing polling districts which contain very small numbers of electors (shown in the electors column above). This reduces the number of separate registers in polling stations reducing the likelihood of polling errors and makes administration of the register easier. It also provides practical clarity for residents as some boundaries currently cut through houses or between neighbours (i.e. neighbours go to different stations/have different ballot papers).

There is also the need to recognise communities with boundaries. By encapsulating whole parishes and communities within divisions as far as possible this improves the quality of the boundary and the Division. This removes confusion for residents and councillors.

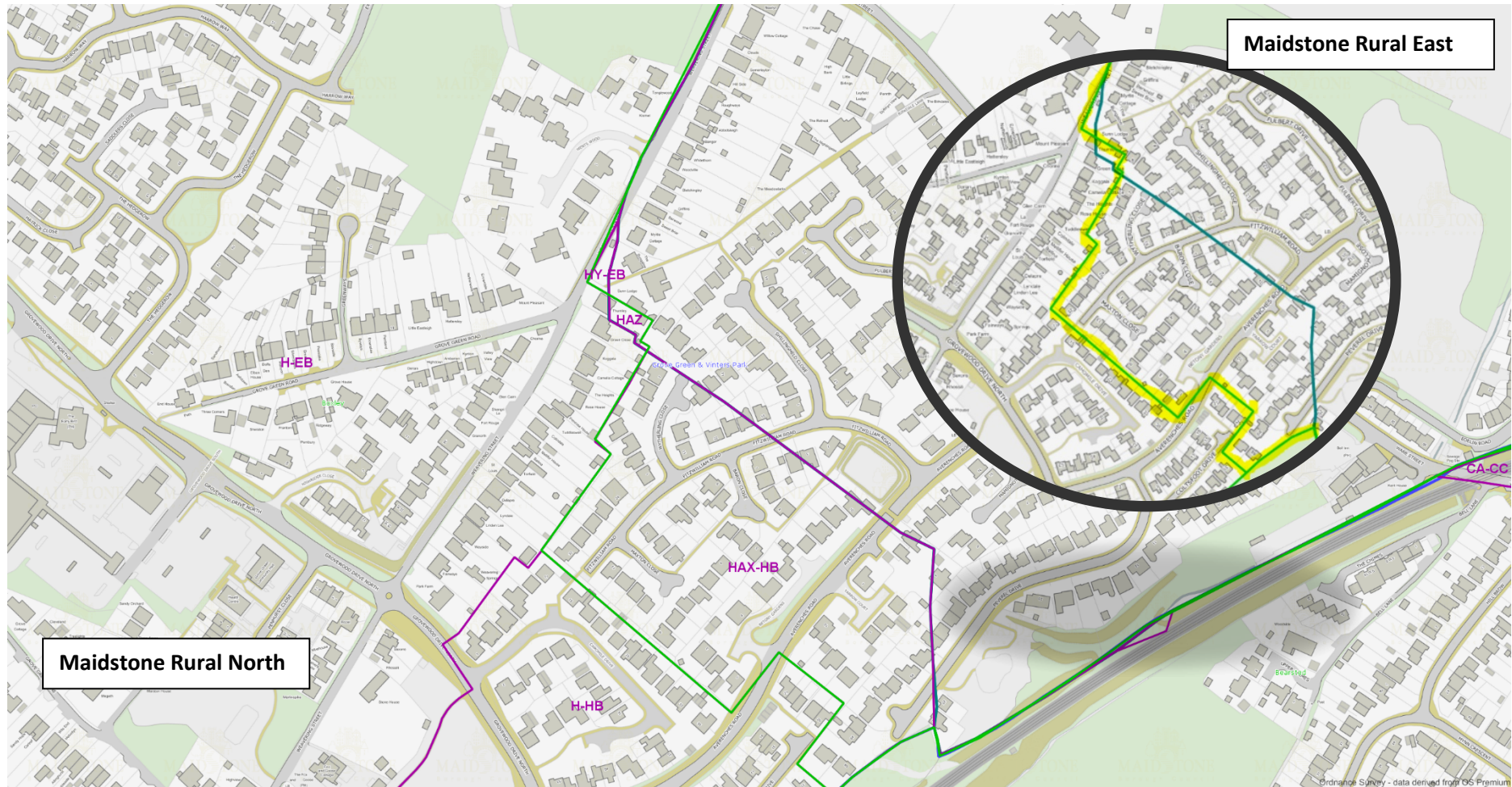
Alteration 1. – Barming – Purple boundary to green boundary to remove BBX-NA, BBY-NA and reduce BA-NA along Heath Rd (Highlight is proposed new boundary)



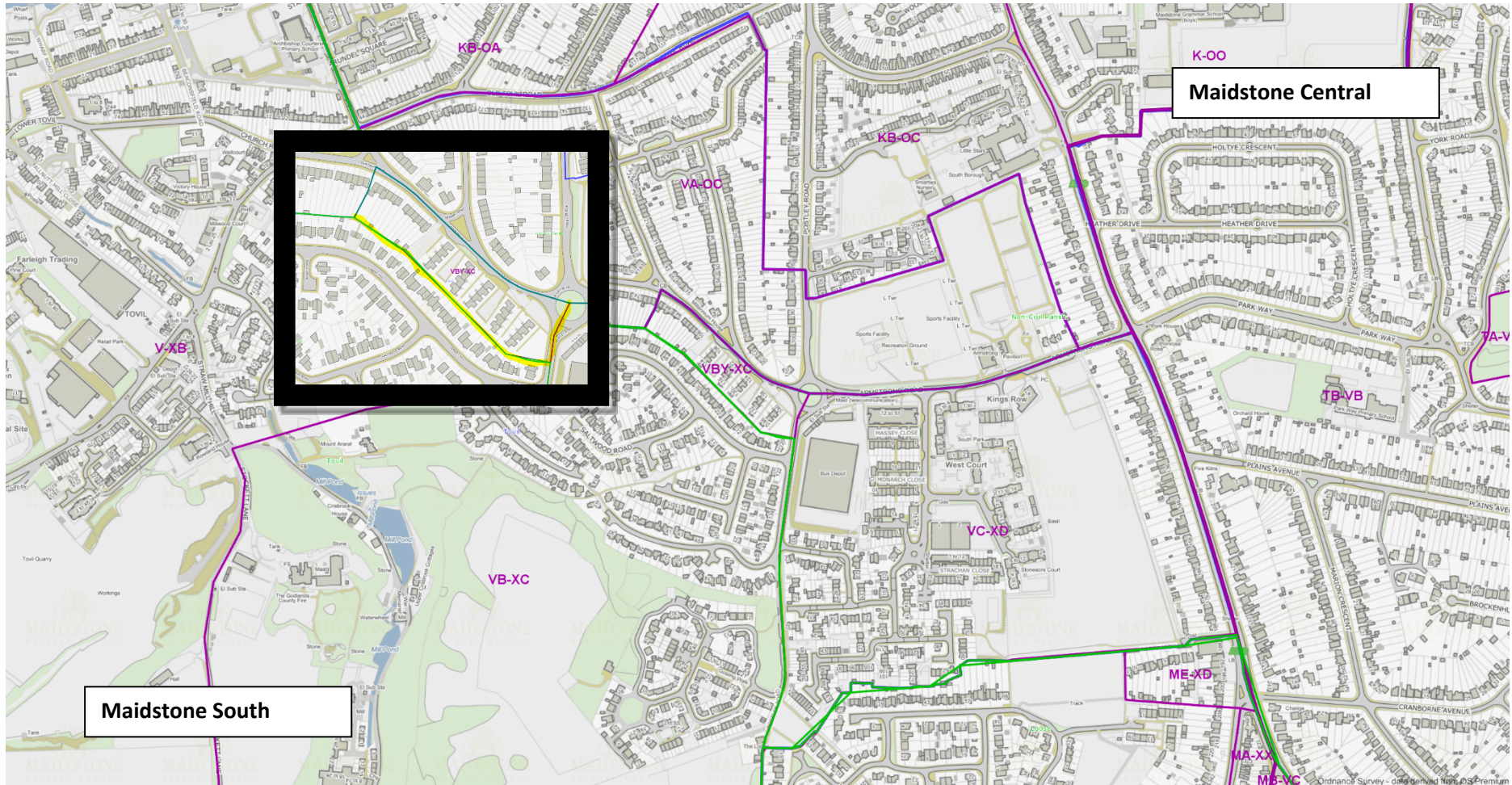
Maidstone Rural West

Maidstone Central

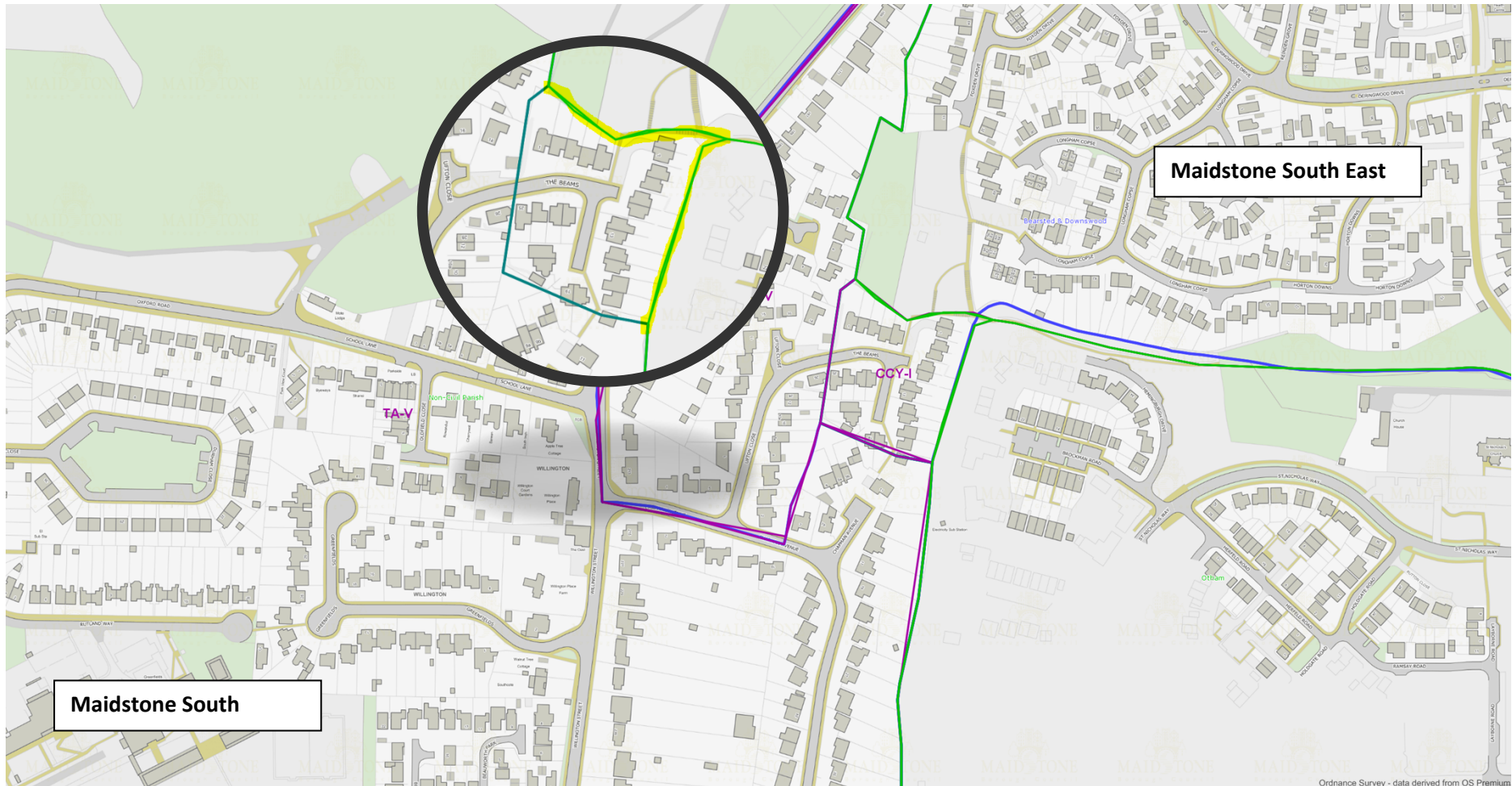
Alteration 2. - Grove Green – Purple boundary to green boundary to remove HY-EB, HAZ, & HAX-HB (Highlight is proposed new boundary)



Alteration 3. – Tovil – Purple boundary to green boundary to remove VBY-XC (Highlight is proposed new boundary)



Alteration 4. – Downswood – Purple boundary to green boundary to remove CCY-I (Highlight is proposed new boundary)



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From: Ben Watts, County Returning Officer
To: Electoral & Boundary Review Committee, 15 October 2024
Subject: 2024/25 County Scale of Election Fees and Expenses Update
Status: Unrestricted

1. Introduction

- a) At its meeting on 8 March 2010, this Committee agreed that it would annually authorise and approve the County Scale of Fees and Expenses for Kent County Council elections (KCC Scale of Fees). This is consistent with the powers delegated to the Committee by County Council and recorded in the Appendix of the Constitution.
- b) In January 2022, KCC received a request from the Kent Association of Electoral Registration Officers and Staff (Kent AEROS) for the KCC Scale of Fees to be merged with the Kent AEROS Scale of Fees for District/Borough and Parish Council elections and Neighbourhood Referendum (Kent AEROS Scale of Fees). KCC responded to say this would be something that it would be happy to explore ahead of the 2025 KCC election but it was currently prioritising the review and settlement of the KCC 2021 election claims.
- c) In the intervening period, the Department for Levelling Up, Housing and Communities (DLUHC) has introduced a pay banding system for election staff at UK Parliamentary elections, Police and Crime Commissioner elections and national referenda. These are elections funded by the UK Government and claims relating to them are administered through the DLUHC's Elections Claims Unit.
- d) The Kent AEROS notified KCC in July 2023 that it was looking to update and align the Kent AEROS Scale of Fees with the new DLUHC banding to create consistency of election staff payments across the different type of elections. Following further conversations with the Kent AEROs, KCC has been asked to consider aligning its election staff costs with the new DLUHC banding rather than merging the KCC Scale of Fees with Kent AEROS Scale of Fees.
- e) This Committee approved an updated Scale of Fees in March 2024, which aligned the KCC Scale of Fees with the proposed DLUHC banding for election staff costs that were available at the time.
- f) In the period between the paper being written for the Committee and the new financial year beginning, DLUHC published an final update to their banding, which has been in effect for the 2024/25 financial year.

- g) An interim review of the KCC Scale of Fees has been undertaken to reflect this update and a draft proposal for the updated 2024/25 Scale of Fees is set out in Appendix 1, using the DLUHC banding that is currently in effect.
- h) In addition to the election staff costs, this Committee also agreed in March 2024 to uplift the Deputy Returning Officer costs by the final agreed successful TCP pay award. The agreed figure was 2.4% and this has been applied to the Deputy Returning Officer costs as set out in Appendix 1.
- i) If agreed by the committee, the updated Scale of Fees would be used for any by-elections between now and the new financial year, and will therefore ensure consistency of pay between any KCC elections held within this financial year, and all other elections held in the County this year.
- j) In line with paragraph 1a of this paper, a regular annual update of the County Scale of Fees will return to this committee ahead of the 2025/26 financial year, and the KCC election in May 2025.

2. Recommendation

The Electoral & Boundary Review Committee is asked to approve the proposed County Scale of Election Fees and Expenses Update for 2024/25.

Appendices

- Appendix 1 – Proposed KCC Scale of Election Fees and Expenses Update 2024-25

Background Documents

Electoral & Boundary Review Committee, 8 March 2010

<https://democracy.kent.gov.uk/ieListDocuments.aspx?CId=142&MIId=3230&Ver=4>

Electoral & Boundary Review Committee, 27 March 2024

[Agenda for Electoral and Boundary Review Committee on Wednesday, 27th March, 2024, 10.00 am \(kent.gov.uk\)](#)

Report Author and Relevant Director

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PROPOSED COUNTY SCALE OF FEES AND EXPENSES UPDATE 2024/25

		2023/24	2024/25	2024/25 Update
Stationery & Equipment Costs				
1	Printing and publishing all notices, forms and other documents, providing stationery and sundries, and other miscellaneous expenditure	Reasonable and appropriate cost	Actual Cost	Actual Cost
2	Stationery and equipment at each polling station, including depreciation			
3	Hire of any building or room for the purpose of the election and the expenses attending the use of any building or room, including temporary polling stations if necessary			
4	Fitting-up polling stations including the provision, transport and erection of voting compartments, the hire of necessary furniture (where this is not otherwise available) and the return to store afterwards			
5	Production and printing of Ballot Papers			
6	Printing and providing copies of the Electoral Register			
7	Production and printing of official poll cards and postal vote packs			

8	Delivery of official poll cards by hand	Second class postage rate	£0.15 - £0.34	£0.16 - £0.36 [DLUHC Other Rate]
9	Elections Management Software	N/A	50% of annual licence fee to be shared equally at a combined election	50% of annual licence fee to be shared equally at a combined election
Staff Training Costs				
1	Cost of providing online training	N/A	Actual Cost	Actual Cost
2	For the preparation and delivery of each training session provided by the DRO for Presiding Officers, Poll Clerks or count staff (subject to agreement from KCC in advance)	£212.34	£100 - £150 [DLUHC Other Rate]	£100 - £150 [DLUHC Other Rate]
3	For each Presiding Officer and Poll Clerk attending training	£54.98	£40 (max) [DLUHC Other Rate]	£42 (max) [DLUHC Other Rate]
4	For each counter attending training (subject to agreement from KCC in advance)	N/A	£40 (max) [DLUHC Other Rate]	£42 (max) [DLUHC Other Rate]
5	For each count supervisor attending training	N/A	£40 (max) [DLUHC Other Rate]	£42 (max) [DLUHC Other Rate]
Polling Station Staffing Costs				

1	Presiding Officer– single election	£255.97	£14.70 - £16.80 p/h [DLUHC Pay Band C Rate] (see Note 3)	£15.68-£17.64 p/h [DLUHC Pay Band C Rate] (see Note 3)
2	Presiding Officer– combined election or difficult station due to local circumstances (at discretion of DRO)	Shared equally with other elections, up to a maximum of £157.23	£16.81-£18.38 p/h [DLUHC Pay Band C Rate] shared equally at a combined election (see Note 3)	£17.65-£19.60 p/h [DLUHC Pay Band C Rate] shared equally at a combined election (see Note 3)
3	Presiding Officer who acts as a supervisor in a Polling Place where there are a number of polling stations (additional).	£12.42	PO taking on additional responsibilities can be paid an additional £25 on top of the PO fee [DLUHC Rate]	PO taking on additional responsibilities can be paid an additional £25 on top of the PO fee [DLUHC Rate]
4	For each Poll Clerk at a Polling Station – single election	£170.30	Minimum of National Living Wage up to £13 p/h [DLUHC Pay Band A Rate] (see Note 4)	Minimum of National Living Wage up to £13.28 p/h [DLUHC Pay Band A Rate] (see Note 4)

5	For each Poll Clerk at a Polling Station – combined election or difficult station due to local circumstances (at discretion of DRO)	Shared equally with other elections, up to a maximum of £92	£13.01 - £14.18 p/h [Pay Band A DLUHC Rate] shared equally at a combined election (see Note 4)	£13.29 - £15.12 p/h [Pay Band A DLUHC Rate] shared equally at a combined election (see Note 4)
6	Polling Station Inspector	Single - £255.97 Joint - Shared equally with other elections, up to a maximum of £157.23	£15.75 - £27.30 p/h [DLUHC Pay Band D Rate] shared equally at a combined election (see Note 3)	£16.80 - £29.12 p/h [DLUHC Pay Band D Rate] shared equally at a combined election (see Note 3)
7	Standby Polling Station Staff Fee	N/A	£50 (max) to be shared equally at a combined election	£50 (max) to be shared equally at a combined election
Verification and Count Staffing Costs				
1	Counting Assistant (Daytime)	N/A	Minimum of National Living Wage up to £14.18 p/h(4 hours min) [DLUHC Pay Band A Rate]	Minimum of National Living Wage up to £15.12 p/h(4 hours min) [DLUHC Pay Band A Rate]

2	Counting Assistant (Overnight)	N/A	Minimum of National Living Wage up to £14.18 p/h (4 hours min) [DLUHC Pay Band A Rate]	Minimum of National Living Wage up to £15.12 p/h (4 hours min) [DLUHC Pay Band A Rate]
3	Count Team Leader (Daytime)	N/A	£12.60 - £16.80 p/h (4 hours min) [DLUHC Pay Band B Rate]	£13.44 - £17.92 p/h (4 hours min) [DLUHC Pay Band B Rate]
4	Count Team Leader (Overnight)	N/A	£12.60 - £16.80 p/h (4 hours min) [DLUHC Pay Band B Rate]	£13.44 - £17.92 p/h (4 hours min) [DLUHC Pay Band B Rate]
5	Count Supervisor (Daytime)	N/A	£14.70 - £18.38 p/h (4 hours min) [DLUHC Pay Band C Rate]	£15.68 - £19.60 p/h (4 hours min) [DLUHC Pay Band C Rate]
6	Count Supervisor (Overnight)	N/A	£14.70 - £18.38 p/h (4 hours min) [DLUHC	£15.68 - £19.60 p/h (4 hours min) [DLUHC Pay Band C Rate]

			Pay Band C Rate]	
7	Count Manager (Daytime)	N/A	£15.75 - £27.30 p/h (4 hours min) [DLUHC Pay Band D Rate]	£16.80 - £29.12 p/h (4 hours min) [DLUHC Pay Band D Rate]
8	Count Manger (Overnight)	N/A	£12.60 - £16.80 p/h (4 hours min) [DLUHC Pay Band B Rate]	£16.80 - £29.12 p/h (4 hours min) [DLUHC Pay Band D Rate]
9	IT Support	N/A	£12.60 - £16.80 p/h (4 hours min) [DLUHC Pay Band B Rate]	£13.44 - £17.92 p/h (4 hours min) [DLUHC Pay Band B Rate]
10	Refreshments for staff at the verification and count	Maximum £5 per head	Maximum £5 per head	Maximum £5 per head
Postal Vote Opening Session Costs				
1	Postal Vote Opener/Scanner Supervisor	N/A	£12.60 - £16.80 p/h [DLUHC Pay Band B Rate]	£13.44 - £17.92 p/h [DLUHC Pay Band B Rate]
2	Postal Vote Opener/Scanner Assistant	N/A	Minimum of National Living Wage up to	Minimum of National Living Wage up to £15.12

			£14.18 p/h [DLUHC Pay Band A Rate]	p/h [DLUHC Pay Band A Rate]
3	Postal Vote Prep and Issue Supervisor	N/A	£12.60 - £16.80 p/h [DLUHC Pay Band B Rate]	£13.44 - £17.92 p/h [DLUHC Pay Band B Rate]
4	Postal Vote Prep and Issue Assistant	N/A	Minimum of National Living Wage up to £14.18 p/h [DLUHC Pay Band A Rate]	Minimum of National Living Wage up to £15.12 p/h [DLUHC Pay Band A Rate]
5	Postal Vote Opening Session Manager	N/A	£15.75 - £27.30 p/h [DLUHC Pay Band D Rate]	£16.80 - £29.12 p/h [DLUHC Pay Band D Rate]
6	IT Support	N/A	£12.60 - £16.80 p/h [DLUHC Pay Band B Rate]	£13.44 - £17.92 p/h [DLUHC Pay Band B Rate]
Travelling Expenses				
1	Expenses to RO/DRO staff to plan for the poll or for the conduct of the election	£9.86	45p per mile OR £10 for up to 20 miles using public transport OR £20 over 20 miles using public transport [DLUHC Rate]	45p per mile OR £10 for up to 20 miles using public transport OR £20 over 20 miles using public transport [DLUHC Rate]
2	Presiding Officer travelling expenses	£17.49		
3	Poll Clerk travelling expenses	£9.86		
4	Counting staff travelling expenses (at the discretion of the DRO)	N/A		

Deputy Returning Officer Costs				
1	Contested single election – payment to District/Borough Council for the use of Council staff in the conduct of the election not covered by the above fees	£134.23 – each 1000 electors or part	Actual cost (hourly rate x hours) with clear description of task undertaken up to a maximum of £134.23 per 1000 electors or part [plus % increase]	Actual cost (hourly rate x hours) with clear description of task undertaken up to a maximum of £137.85 per 1000 electors or part [
2	Contested combined election – payment to District/Borough Council for the use of Council staff in the conduct of the election not covered by the above fees	£67.11 – for each 1000 electors or part	Actual cost (hourly rate x hours) with clear description of task undertaken up to a maximum of £67.11 per 1000 electors or part [plus % increase]	Actual cost (hourly rate x hours) with clear description of task undertaken up to a maximum of £68.92 per 1000 electors or part

3	Contested single election – payment to DRO for the management and conduct of the election – for each 1000 electors or part	£56.25	£56.25 (plus % increase)	£57.76
4	Contested combined election – payment to DRO for the management and conduct of the election – for each 1000 electors or part	Shared equally with other elections, up to a maximum of £38.85	Shared equally at a combined election, up to a maximum of £38.85 (plus % increase)	Shared equally at a combined election, up to a maximum of £39.89
5	Payment to District/Borough Council for the use of Council staff (including the provision of a DRO) at an uncontested election – for each 1000 electors or part	£37.03	£37.03 (plus % uplift)	£38.02
Other Costs				
1	Additional expenses (if any) involved in and about the conduct of the election including (a) professional, clerical and other assistance, (b) professional and legal advice, (c) additional costs associated with a recount of the votes and (d) other disbursements	Such amount as may be approved by the Electoral and Boundary Review Committee at the appropriate time.	Up to £1000 per single item to be approved by the County Returning Officer under delegation from the Electoral and Boundary Review Committee and be reported back to Committee at	Up to £1000 per single item to be approved by the County Returning Officer under delegation from the Electoral and Boundary Review Committee and be reported back to Committee at the appropriate time.

			the appropriate time. Over £1000 per single item to be approved by Electoral and Boundary Review Committee at the appropriate time	Over £1000 per single item to be approved by Electoral and Boundary Review Committee at the appropriate time.
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Definitions:

1. Single election means a poll for the County Council election or by-election only.
2. Combined election means a poll that is conducted at the same time as the County Council poll, which could be a District or Parish election or by-election or a national poll, such as a parliamentary election or a referendum.

Notes:

1. The fees are calculated on the number of local government electors on the register of electors and entitled to vote at the last day for publication of the notice of election.

2. KCC is only able to make payment in accordance with its Scale of Fees and Expenses. There is no provision for the following costs, so these are unable to be reimbursed:
 - registration costs including printing and postage related to absent voting
 - completion of claim form
 - DRO superannuation costs
3. Up to a maximum of 18 hours: 16 hours on polling day plus 2 additional hours for the collection of polling station equipment and attendance at a Presiding Officer briefing in advance of polling day
4. Up to a maximum of 16 hours on polling day

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