Q1. Before polling day what checks should be made on the Certified Booth Roll?
A1. (i) Booth stump is on front.
   (ii) Each number-ed page is present.

Q2. Prior to polling day you are required to physically count your voting papers and Declarations (if applicable) to ensure that each pad has the correct number of papers in the correct number sequence. The numbers and quantity should match the totals on your Certificate, Accounting and Results Sheet, E100B or E101.
If there are any discrepancies, what actions will you take?
A2. Inform Returning Officer urgently.

Q3. Black adhesive stickers are used to preserve the secrecy of the poll.
   (a) Where on an Ordinary voting paper do you place the black adhesive sticker?
A3. (a) The number printed on the voting paper.
   (b) What area do you leave clear?
A3. (b) The stub.

Q4. On polling day, Declarations E20-H need to be made before the booth opens.
   Who is required to make a Declaration?
A4. (i) All polling day staff.
   (ii) Scrutineers.
Q1. Name three key customer care tips:
   A1. (i) Greet the voter.
       (ii) Be courteous and smile.
       (iii) Be sensitive to any special needs the voter may have.

Q2. What does the Poll Clerk check from the Certified Booth Roll?
   A2. Spelling of surname or family name.
       First names.
       Address.

Q3. What information does the Poll Clerk read out to the DRO?
   A3. The page number then the line number.

Q4. What information does the DRO write on the stub?
   A4. The page number and the line number.

Q5. When are the party list and electorate candidates allowed to be present in a polling place?
   A5. Only when they are voting.

Q6. Case Study
    A female voter gives her name as Frances Jo Anderson.
    You check the Certified Booth Roll under Anderson to discover there is no one of that name listed. You wonder if she is on the Certified Booth Roll under some other name.
    List all the possible lines of enquiry that you could make to check that possibility.
   A6. Spelling of surname or family name.
       Address.
       Occupation.
       Name before marriage.
       Alternative surnames/first names.
Q1. Write down the general electoral district, the Maori electoral district, and the map reference for each of the places listed below.

<table>
<thead>
<tr>
<th>PLACE</th>
<th>ELECTORAL DISTRICT</th>
<th>MAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Maraetai – Manukau City</td>
<td>Manukau East</td>
<td>s1111.2</td>
</tr>
<tr>
<td>2. Ocean Beach – Whangarei District</td>
<td>Whangarei</td>
<td>80711.3</td>
</tr>
<tr>
<td>3. St Andrews – Waimate District</td>
<td>Aoraki</td>
<td>J3918.3</td>
</tr>
</tbody>
</table>

Q2.(a) Write down the general electoral district, the Maori electoral district, and the map reference for each of the roads/streets listed below.

<table>
<thead>
<tr>
<th>ROADISTREET NAME</th>
<th>ELECTORAL DISTRICT</th>
<th>MAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Lees Rd – Manawatu District</td>
<td>Rangitikei</td>
<td>S2317.4</td>
</tr>
<tr>
<td>2. 92 St Johns St, Christchurch City</td>
<td>Banks Peninsula</td>
<td>M357.4</td>
</tr>
<tr>
<td>3. 209 Balmoral Rd, Auckland City</td>
<td>Owairaka</td>
<td>R1114.2</td>
</tr>
<tr>
<td>4. 795 Great South Rd, Drury</td>
<td>Hanna</td>
<td>R1217.1</td>
</tr>
</tbody>
</table>

Q2.(b) Would Local Restoration Poll voting papers need to be issued for any of the above addresses? If YES, for which address(es) and which No-Licence District(s)?

A2.(b) Yes, for 209 Balmoral Road – Eden.

Q3. Write down what would need to be established to determine the electorate for the place called “Balmoral”. (Use the “PLACES” (yellow pages) section of the Extract of Index to Places and Streets E132.)

A3. Firstly, establish local authority. If Auckland City, one would need to establish if the place is north or south of Balmoral Road and east or west of Dominion Road.

Q4. Can you determine from the “PLACES” Index the electoral district for the following voter’s residence. If YES, write down the electorate. If NO, state how you would establish the electorate.

A4. J Grey, Woodend, Waimakariri District

General YES/NO
Maori YES/NO

Refer to National Streets Index. Te Tai Tonga.
Q5. (a) When issuing a Special Vote in your polling place to a voter who is from another electorate, which panels of the Special Vote Declaration have to be completed?

A5. (a) The voter completes Panel A and B only and signs and dates Panel C in DRO’s presence.
The DRO completes Panels C and E.

Q5. (b) What do you do with the remaining panels?

A5. (b) Draw a diagonal line through Panels D and F.

Q6. Once you have checked the address where the voter has resided for 1 month or more, and the address matches the electorate, what do you do?

A6. Initial the “Index Checked” box.

Q7. As a DRO issuing a Special Vote Declaration, what essential actions do you take to ensure that a Special Vote counts?

A7. Ensure that the Declaration form is fully completed.

Ensure that the electoral district is correct for the address where the voter has lived for one month or more.

Ensure that Panel C is signed by the elector.

Q8. Case Study

George Walker is on holiday for the weekend in Hillcrest. He normally resides permanently in Mangakino. He states that he is on the Maori roll. He approaches you at the Special Vote Table. Using the Extract of Index to Places and Streets E132, how do you establish which Maori electoral district he lives in?

A8. Establish whether the Mangakino District that George Walker lives in is in the Gisborne or Taupo District.
Q9. (a) From the information provided in Panel A below, in which general electorate is the voter qualified to vote?

A9. (a) Rimutaka.

Q9. (b) Fill in the correct electorate in Panel A and complete the Index Checked box.

### Panel A - Details of Elector and Electorate

<table>
<thead>
<tr>
<th>Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>My surname or family name is:</td>
<td>WILLIAMS</td>
</tr>
<tr>
<td>My full given or first names are:</td>
<td>MURRAY JOHN</td>
</tr>
<tr>
<td>My occupation is:</td>
<td>CLERK</td>
</tr>
<tr>
<td>My contact telephone number is:</td>
<td>425 9947</td>
</tr>
<tr>
<td>My date of birth is:</td>
<td>24-12-68</td>
</tr>
</tbody>
</table>

(You do not have to show your date of birth but you will help with the checking of your enrolment if you do so)

If your name has changed since you enrolled, please complete the following statement:

My former name was: __________________________

(You do not have to show your former name but you will help with the checking of your enrolment if you do so)

My present residential address is:

- Flat/House No: 343
- Street/Road: HIGH STREET
- Town/city or locality: LOWER HUTT

I have resided at this address for: One month or more

If less than one month, show below the last address at which you resided continuously for at least one month:

- Flat/House No: 995
- Street/Road: HIGH STREET
- Town/city or locality: LOWER HUTT

I am qualified to vote in the electorate of: Rimutaka

This must be the electorate in which you last resided continuously for at least one month.

Q10. From the information contained in the address boxes in Panel A, which electorate would you issue a Special Vote for if the voter said to you, "I've been residing at 343 High Street for more than one month but I have not re-enrolled for that address".

A10. Ohariu-Belmont.
Q1. Not every Maori elector qualifies to cast a Tangata Whenua Vote. How does a Maori elector qualify for a Tangata Whenua Vote?

A1.  
(i) Be at the polling place in person where Ordinary Maori voting facilities are not available.  
(ii) Be on the roll in that Maori electorate.  
(iii) Be voting in their electorate.

Q2. On polling day a voter approaches your table. The voter is on the Maori roll, resides in Castle Hill and is at a netball game in Naenae.  
What type of vote would you issue and why?

A2. If they reside in the Selwyn District they would he issued with a Tangata Whenua Vote for Te Tai Tonga. If they reside in the Tararua District they would be issued with a Special Vote for Te Puku o Te Whenua.

Q3. Enter the following information on the List of Special Voters Including Tangata Whenua Voters E 1 OOA (below).

A3. Tangata Whenua Number 573452  
Name Henry Shelford  
Electoral District Te Tai Tonga

---

List of Special Voters including Tangata Whenua Voters

The following is the list of electors to whom Special Votes were issued by me.

Signed Deputy Returning Officer or Issuing Officer

Identify Tangata Whenua Votes by entering the letters TW in front of the declaration number (1st column).

<table>
<thead>
<tr>
<th>Special Vote Declaration Number</th>
<th>Surname</th>
<th>First or given names</th>
<th>Electorate for which Vote Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>TW 573452 SHELFDOR SHLEFORD</td>
<td>HENRY</td>
<td>TE TAI TONGA</td>
<td></td>
</tr>
</tbody>
</table>
Q1. What preparation can you do prior to closing the booth that will assist in the sorting and counting procedures?

A1. Organise sufficient space for counting and balancing.

Check that all Close of Poll envelopes have been booth-stamped and completed as far as possible before 7 pm.

Write party names (in alphabetical order) and electorate candidate names (in the order they appear on voting paper) and party affiliation (if any) on E101 if this has not already been done.

On the E125A dividers, write the party names in alphabetical order, followed by the names of any unregistered parties and independent candidates and one divider for informals.

Q2. What is a:

A2. (a) Non-Split Vote A Non-Split Vote is a vote where the tick for the Party Vote is on the same line as the tick for the Electorate Vote.

(b) Split Vote A Split Vote is a vote where the tick for the Party Vote is on a different line from the tick for the Electorate Vote.

(c) Informal Vote An Informal Vote is where the voter’s intention is unclear on either or both sides of the voting paper.

Q3. There are three possible types of Informal Votes. What are they?

A3. (i) Informal Electorate Votes.

(ii) Informal Party and Electorate Votes.

(iii) Informal Party Votes.

Q4. How would you correct an error on an orange E73 card?

A4. Rule through the error and write the correct number above it.

Q5. What category of vote is sorted and counted first?

A5. Informal Electorate Votes.

Q6. In which box on the orange E73 card are the Informal Electorate Votes included?


Q7. What is recorded after the “+” on the orange E73 card?

A7. The number from the count of Informal Electorate Votes or the number from the count of Informal Party Votes.

Q8. Where are the Informal Party and Electorate Votes accounted for on the E101?

A8. On the front cover.

Q9. What information is recorded in the Non-Split Party Votes and Non-Split Electorate Votes boxes?

A9. The number (or nil) from the count of the Non-Split Party Votes. This figure should also be copied to the Non-Split Electorate Votes box.
Q10. What happens to the Non-Split Votes once they have been sorted and counted?
A10. The DRO places the E73 card on top of the counted voting papers and places them in the sorter box in front of the appropriate party divider.

Q11. In what order do you complete the following procedures for sorting and counting votes?
(Number the steps 1 to 4, with one being the first step and 4 being the last step.)
A11. (i) sorting, checking and counting the Informal Votes
(ii) sorting, checking and counting the Split Electorate Votes
(iii) sorting, checking and counting the Non-Split Party and Electorate Votes
(iv) sorting, checking and counting the Split Party Votes

Q12. (a) From the following information complete the certificate E101 below.

<table>
<thead>
<tr>
<th>Total papers supplied</th>
<th>600</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spoilt ballot papers</td>
<td>2</td>
</tr>
<tr>
<td>Apparent dual votes</td>
<td>NIL</td>
</tr>
<tr>
<td>Unused ballot papers</td>
<td>3</td>
</tr>
<tr>
<td>Total valid party votes</td>
<td>585</td>
</tr>
<tr>
<td>Informal votes</td>
<td>5</td>
</tr>
</tbody>
</table>

Are there any missing ballot papers? If so how many?
A12. (a) Yes. 5.

Q12. (b) You have completed your Ordinary Party Vote count and find that the certificate E101 totals at lines 6 and 7 are different. Where in your handbook do you find the steps to deal with the situation?
A12. (b) In section 11.7.
Q1. You are supplied with 30 Declarations. Using this information together with the details contained in the E100A below complete the Certificate and Accounting Sheet E100B on the next page.

### List of Special Voters.
including Tangata Whenua Voters.

The following is the list of electors to whom Special Votes were issued by me.

<table>
<thead>
<tr>
<th>Declaration Number</th>
<th>Surname</th>
<th>First or given names</th>
<th>Electorate for which Vote Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>29621</td>
<td>Garland</td>
<td>Sophie Trudy</td>
<td>Aoraki</td>
</tr>
<tr>
<td>TW 29622</td>
<td>Komene</td>
<td>Wineriu</td>
<td>Te Tai Tonga</td>
</tr>
<tr>
<td>29623</td>
<td>Smith</td>
<td>William John</td>
<td>Northland</td>
</tr>
<tr>
<td>29624</td>
<td>Smith</td>
<td>William John</td>
<td>Northland</td>
</tr>
<tr>
<td>29625</td>
<td>Priestley</td>
<td>Sebastian</td>
<td>Albany</td>
</tr>
<tr>
<td>29626</td>
<td>Jones</td>
<td>John Cheval</td>
<td>Auckland Central</td>
</tr>
<tr>
<td>29627</td>
<td>Jones</td>
<td>John Cheval</td>
<td>Auckland Central</td>
</tr>
<tr>
<td>TW 29628</td>
<td>Harrison</td>
<td>Susan May</td>
<td>Te Tai Tonga</td>
</tr>
<tr>
<td>29629</td>
<td>Lee</td>
<td>Molly Joy</td>
<td>New Plymouth</td>
</tr>
<tr>
<td>29630</td>
<td>Cooper</td>
<td>Jemima Marilyn</td>
<td>Rimutaka</td>
</tr>
<tr>
<td>29631</td>
<td>Thomas</td>
<td>Mary Hazel</td>
<td>Tamaki</td>
</tr>
<tr>
<td>29632</td>
<td>Martin</td>
<td>Phoebe</td>
<td>Banks Peninsula</td>
</tr>
<tr>
<td>TW 29633</td>
<td>Pangi</td>
<td>karena Wiki</td>
<td>Te Tai Tonga</td>
</tr>
<tr>
<td>29634</td>
<td>Patel</td>
<td>Jasbinder</td>
<td>Christchurch East</td>
</tr>
<tr>
<td>29635</td>
<td>Jones</td>
<td>Andrew Stephen</td>
<td>Clutha South</td>
</tr>
</tbody>
</table>
Certificate and Accounting Sheet

**Account of Declarations for Special Votes (E81)**

<table>
<thead>
<tr>
<th>Description</th>
<th>From</th>
<th>To</th>
<th>Total</th>
<th>Notes</th>
<th>RO Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial declarations supplied by Returning Officer numbered consecutively</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Declarations supplied during polling day if any numbered consecutively</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LESS declarations supplied to Booth No. during polling day if any numbered consecutively</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Total declarations supplied</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spoilt Special Vote declarations, if any</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plus Tangata Whenua Forms issued</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLUS Special Vote declarations issued</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub Total Special Vote declarations Used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plus Special Vote declarations Unused</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Total declarations supplied</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes**

If any declarations are supplied to the booth during polling day, the person delivering the declarations must record the number of declarations supplied and the consecutive numbers below.

Spoilt declarations are those that are cancelled and not used for voting. Replacement declarations have been issued to the voters.

Totals A and B should be the same figure. If they do not balance all declarations should be recounted.

If, after a second count, the totals do not balance a note to this effect must be made in the Special Deputy Returning Officer's Report E1005.