

Electoral Enrolment

AND THE AVAILABILITY OF LISTS

of

PARLIAMENTARY ELECTORS' DETAILS

for

CANDIDATES OR POLITICAL PARTIES



Guide to Electoral Enrolment and the Availability of Lists of Parliamentary Electors' Details for Candidates or Political Parties

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WHO IS INVOLVED IN THE ELECTORAL ENROLMENT SYSTEM?

What is the role of the Electoral Commission?

The Electoral Commission is responsible for carrying out duties relating to the registration of political parties and for promoting public awareness of electoral matters by educational and information programmes, or by other means.

For contact details see inside back cover.

What is the role of the Department of Justice?

The Secretary for Justice is responsible for administering the Electoral Act 1993 and for conducting all Parliamentary elections.

The Secretary also chairs a standing committee of officials at permanent head level set up to co-ordinate electoral law reform.

In practice, much of the responsibility for the general running of elections is delegated to the Chief Electoral Officer, Department of Justice.

For contact details see inside back cover.

What is the role of New Zealand Post limited?

The Chief Executive of New Zealand Post Limited (as Chief Registrar of Electors) is responsible to the Minister of Justice for the compilation, maintenance, and production of electoral rolls.

Each electorate has a Registrar of Electors who is responsible to the Chief Registrar of Electors (through a Regional Team Leader and the Business Manager, Electoral Enrolment Centre) for the compilation, maintenance and production of electoral rolls relevant to the electorate for which they have been appointed.

The Electoral Enrolment Centre is accountable to the Chief Executive of New Zealand Post Limited and their prime responsibilities include :-

- Providing adequate opportunity for every qualified adult in New Zealand to register as an elector.
- Providing facilities in each electorate to assist people to enrol or change enrolment details, and appointing Registrars of Electors to undertake this task.
- Providing the policy framework, co-ordination, computer facilities, training, documentation and other support necessary for Registrars of Electors to discharge their duties.
- Administration and management of enrolment policies.

Providing lists of updated elector details to all Local Authorities for their triennial elections and for adhoc polls, surveys and by-elections; and yearly to Courts for the production of Jury Rolls.

- Meeting approved requests for the supply of lists of Parliamentary elector details to :-
 - (i) candidates or political parties; and
 - (ii) scientific or human health research users.
- Verifying, by sample, that signatures of petitioners on Indicative Referendum Petitions are 'those of enrolled electors.

What is the role of the Representation Commission?

The Representation Commission is an independent statutory body comprising nominated Departmental and Local Government Officials at

Chief Executive level, and appointments made by the Governor-General to represent Government, Opposition and Maori interests.

The Commission meets following each 5 yearly census to draw the boundaries of General and Maori electorates.

For contact details see inside back cover.

What is the role of Statistics New Zealand?

Statistics New Zealand provide population and meshblock information for the work of the Representation Commission. They also provide listings of street names and numbers showing meshblocks within electorates for use in Registrars' of Electors offices.

The meshblock is the smallest geographic area used by Statistics New Zealand in the collection and/or processing of data. The meshblock is thus the building block for aggregation into larger areas such as area units, Local Authority districts and electorates. Meshblocks vary both in population and area size - from an extensive tract of sparsely populated rural land to a city block. There are meshblocks with nil population and some with over 500 population.

The use of meshblocks in the electoral enrolment system enables lists of electors (rolls) to be compiled by Parliamentary electorate, and by Local Authority boundary down to individual ward level.

For contact details see inside back cover.

What is the role of the Department of Survey and land Information?

The Department of Survey and Land Information (DOSLI) provides mapping and technical support to the Representation Commission to enable the fixing of new electorate boundaries. The Surveyor General is responsible for convening the Representation Commission following each 5 yearly census.

DOSLI maintains an Index of Places and Streets which relates places and streets to each Parliamentary electorate and Local Authority district. The index is published by DOSLI prior to each Parliamentary election to assist in the voting process.

It also provides legal descriptions and supporting maps of Parliamentary and Local Authority boundaries to Registrars of Electors and other parties involved in the electoral process.

For contact details see inside back cover.

ENROLMENT AS AN ELECTOR

Who is required to enrol?

The Electoral Act 1993 requires every person **18** years of age or over to be registered as an elector of an electoral district if that person :-

- (a) is a New Zealand citizen, OR,
- (b) is a permanent resident of New Zealand, AND,
- (c) that person has resided continuously in New Zealand for not less than one year at some time in their life, AND,
- (d) has resided continuously for one month in that electorate.

“Provisional” enrolment can be made at 17 years of age for automatic enrolment when the applicant turns 18.

How does one enrol?

The form “Application for Registration as a Parliamentary Elector” is available free from New Zealand PostShops, public libraries, court houses and local authority offices; or phone FreePhone 0800 800 610 during office hours to arrange for a form to be sent.

Which electorate does one enrol for?

Electors enrol for the electorate in which their usual place of residence is located. There is provision for people who have more than one place of residence (e.g. students) to choose to enrol either in the electorate they regard as their “home”, or the one in which they **may** spend most time.

A New Zealand Maori, or a descendant of a New Zealand Maori, enrolling for the first time, can choose to be enrolled on either a General roll or a Maori roll. Cook Islands’ Maori and other Pacific Islanders who are qualified to enrol must go on the General roll.

No person shall be entitled to be registered as an elector in more than one electorate.

Who can arrange new enrolments?

Candidates, members of political parties and other interested people can canvass for new enrolments but each enrolment form must be signed by the new elector.

Who can assist the disabled to enrol?

Any person can fill in, sign and date an enrolment card for a physically-disabled person BUT :-

- (a) they must be a registered elector - i.e. already enrolled themselves; and
- (b) they must print **“Elector physically disabled - signed by their direction”** on the card next to their signature.

Alternatively, where a power of attorney is held, the holder may complete and sign the form on behalf of the elector. In this case, they must print **“Elector physically disabled - power of attorney”** on the card next to their signature.

Special provisions apply to the enrolment of people who are mentally incapable. Call FreePhone 0800 800 610 during office hours for further advice.

Where can enrolment forms be obtained in bulk?

Call FreePhone 0800 800 610 to arrange for bulk supplies of forms required for new enrolment campaigns.

What happens when electors change their address?

If a Change of Address form (available at any PostShop) is completed before moving, the Registrar of Electors will be advised of the move without any further action by the elector.

If the new address is in the same electorate, the Registrar will simply update the roll and send a notice of confirmation.

If the new address is in a different electorate, the elector will receive a new enrolment form when the residential qualification of one month has been met. This form is completed and returned to the Registrar in the new electorate. The elector will be enrolled there and sent a notice of confirmation.

Alternatively, an elector can inform the Registrar of Electors directly of a change of address (or of any other details).

What happens at Roll Revision?

Roll Revisions are held at regular intervals so that elector details can be checked, and updated where necessary. All registered electors are sent a card showing the details recorded for them, with space for any corrections.

As Roll Revision is essentially a re-enrolment exercise, all cards must be signed, dated and returned, whether or not any amendments have been made.

What is a Roll Update Campaign?

In the year in which Local Authority elections are held, electoral rolls are updated by sending each registered elector a letter and coupon showing the details recorded for them and providing an opportunity to make any corrections.

Unlike Roll Revision, electors who do not return their update coupon are retained on the roll with their details unchanged.

What is the Maori Option?

Every five years, a Maori Option card is sent to all electors on the Maori and General electoral rolls who have said they are New Zealand Maori or of New Zealand Maori descent. These electors then choose whether they wish to be on the Maori or General roll for the ensuing period. After initial enrolment, this is the only opportunity for Maori electors to move from one roll type to the other.

What about other elections?

Enrolment as a Parliamentary elector automatically enrols the elector on the appropriate Local Authority roll for triennial elections, by-elections and polls conducted at Local Government level.

Need further information about enrolment?

For additional information about electoral enrolment refer to the Electoral Act 1993 (Part V); or phone FreePhone 0800 800 610 for a copy of the booklet “Everything You Need To Know About Enrolling To Vote” to be sent to you; or contact :-

Manager Policy and Practices, Electoral Enrolment Centre,
181 Vivian Street, PO Box 190, WELLINGTON 6015
Telephone : (04) 801 0702 Facsimile : (04) 801 0709

ACCESS TO INFORMATION

What information is available in printed form?

Any person may inspect Electoral Rolls (alphabetical by surname), Habitation Indexes (listings in street order) and certain other documents at Registrars' of Electors offices. **N.B.** Some personal data - eg that containing date of birth information - is not available for viewing.

Electoral Rolls and Habitation Indexes for each electorate are available for sale to the general public at a cost of \$25 and \$100 (GST inclusive) respectively.

Special discounted rates of \$9.00 and \$30.00 (GST inclusive) apply for the sale of rolls and Habitation Indexes respectively to candidates or political parties - written orders on letterhead please.

Is information available in electronic form?

Section 114 of the Electoral Act 1993 and Regulation 13 of the Electoral Regulations 1993 provide that computer compiled lists of Parliamentary electors' details may be supplied to candidates or political parties under certain conditions. The **general** conditions applying to such supply are set out below.

Who can request information?

Any candidate or any person acting on behalf of a political party who wishes to obtain the information for the purposes of the candidate or the political party in connection with any electoral purpose or Local Authority election.

What information can be supplied?

- (1) Current roll electors' names, residential addresses, occupations (if any), honorifics (if any), Maori descent, meshblocks and postal addresses by Parliamentary electorate, Local Authority district or subdivision of that Local Authority district.

A second file is provided containing the same information as above but where electors are grouped in five year age bands. Actual date of birth information is confidential to the elector and not provided to any other party.

A list of electors in a particular age group or groups can also be requested.

- (2) Dormant roll electors' names, residential addresses, occupations (if any) and honorifics (if any) may be requested by Parliamentary electorate only.
Note: Meshblocks and postal addresses are not available for dormant roll electors.

Definitions

“Age group” means electors whose birthdays fall within a period of five years; being the first half or the second half of a decade.

“**Decade**” means a period of ten years that begins with a year that is divisible, without remainder, by ten.

“**Dormant Roll electors**” means those electors who did not respond to the latest Roll Revision exercise and have not subsequently died or applied for re-registration. The Dormant roll is created for each electorate following the roll revision and remains active until the next election.

An elector whose name appears on the Dormant roll can cast a valid special vote provided their last residential address where they have lived at some time for one month is in the same electorate.

When can information be supplied?

Generally, information can be supplied at any time. However, during the period of a Roll Revision exercise, when electors are re-enrolling and/or updating their details, the lists will not be complete until the exercise has finished. It is suggested that applicants, to take advantage of receiving a complete list of electors, wait until the exercise is finished before applying.

How long does it take to process requests?

Normally, information will be dispatched by courier within 2-3 days of receipt of a request. However, applicants should be aware that the Electoral Regulations 1993 (Reg. 12(8)) provide that applications shall be processed in the order in which they are received and that their processing shall not take priority over electoral roll maintenance work.

What use can be made of the information?

The Electoral Act 1993 makes it an offence to use the information for a purpose other than that authorised - i.e. for the purposes of the candidate or the political party who requested it. In other words, information supplied must not be used commercially, resold or transmitted in any form to any other person.

What has to be provided by the applicant?

- (1) A completed application form - an example is included at the back of this booklet. This can be photocopied and/or sent by facsimile if you wish.

(2) Tape(s), disk(s) or diskette(s) which are compatible with the equipment used by the Chief Registrar of Electors, (delivered to the Electoral Enrolment Centre), and which are sufficient in number to record the information requested.

What are the specifications for tapes, disks and diskettes?

(1) **Each magnetic tape** shall be:-

- (a) 2,400 feet long, and
- (b) 1,600 or 6250 BPI phase encoded, and
- (c) either:-
 - (i) bear a standard IBM label, or
 - (ii) be unlabelled.

Up to 150,000 electors' records can be written to each 1600 BPI tape, and up to 500,000 electors' records to each 6250 BPI tape.

(2) **Each data cartridge tape** shall be:

- (a) 600 feet long with a nominal width of 0.25 inch, and
- (b) 60 megabyte formatted capacity, and
- (c) 12,500 F.T.P.I. recording density, and
- (d) 550 oersteds nominal coercitivity.

Up to 200,000 electors' records can be written to each cartridge tape.

(3) **Each DAT tape** shall be :-

- (a) 295 feet long, and

- (b) 4mm tape width computer grade data cartridge, and
- (c) Normal capacity of 2.0 Gigabytes.

Up to 2.5 million electors' records can be written to each DAT tape but only 1.25 million (i.e. 50 electorates) recommended.

(4) Each **disk or diskette** shall be:

- (a) 5.25 inch or 3.5 inch, double-sided, high density, and
- (b) 96 tracks per inch, and
- (c) 1.2 megabyte formatted capacity, and
- (d) PC A/T compatible.

Up to 5,000 electors' records (uncompressed) or up to 23,000 (compressed) can be written to each disk or diskette.

NOTE: A computer compiled list of electors' records can be supplied on printout, if requested.

What are the technical and field layout data specifications?

Data layout and formatting specifications are available on request.

What are the charges?

For each application the extraction fee is \$384.00 for up to 23,000 electors with an extra fee of \$72.00 for each additional 23,000 electors or part thereof, **plus**, where the applicant requires the information written to :-

- (1) Magnetic Tape - \$8.00 for each 23,000 electors or part thereof.
- (2) Cartridge Tape - \$124.00 for each 23,000 electors or part thereof.
- (3) DAT Tape - \$74.00 for one tape, or \$99.00 for two tapes, and \$49.50 for each additional tape.