

ANSWERBOOK

E17B

1996



(Reference: *Handbook chapter 5*)

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.*
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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.*
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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.*

Q3. (b) What area do you leave clear?

- A3. (h) *The stub.*
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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.*
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(Reference: Handbook chapter- 6)

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.

(Reference: Handbook chapter 7 and Extract of the Index to Places and Streets)

Q1. Write down the general electoral district, the Maori electoral district, and the map reference for each of the places listed below.

AI.	PLACE	ELECTORAL DISTRICT		MAP
		GENERAL	MAORI	REF
	1. Maraetai – Manukau City	Munukuu East	Te Tai Hauauru	s1111.2
	2. Ocean Beach – Whangarei District	Whangarei	Te Tai Tokerau	R0711.3
	3. St Andrews – Waimate District	Aoraki	Te Tai Tonga	J3918.3

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

A2.(a)	ROAD/STREET NAME	ELECTORAL DISTRICT		MAP
		GENERAL	MAORI	REF
	1. Lees Rd – Manawatu District	Rangitikei	Te Puku o Te Whenua	S2317.4
	2. 92 St Johns St, Christchurch City	Banks Peninsula	Te Tai Tonga	M35/7.4
	3. 209 Balmoral Rd, Auckland City	Owairaka	Te Tai Tokerau	R1114.2
	4. 795 Great South Rd, Drury	Hunua	Te Tai Huarua	R1217.1

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 E 132.)

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	Refer to National Streets Index.
	Maori	YES/NO	Te Tai Tonga.

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- 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.*
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- 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:
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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

My surname or family name is:

WILLIAMS

My full aiven or first names are:

MURRAY JOHN

My occupation is:

CLERK

My contact telephone number is:

425 9947

My date of birth is:

24-12-68

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

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:

☒ Tick one

☐ One month or more

☒ Less than one month

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

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Index checked

RP

INITIALS

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

A9. (b)

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.

(Reference: Handbook chapter 8)

- 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.*

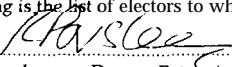
- Q2.** On polling day a voter approaches your table. The voter is on the Maori roll, resides in Castle Hill and is at a netball game in Naenae.
What type of vote would you issue and why?
- A2.** **If** *they reside in the Selwyn District they would be issued with a Tangata Whenua Vote for Te Tai Tonga. 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



E100 A

**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)

Special Vote Declaration Number <small>Identify Tangata Whenua Votes TW against Declaration Number</small>		Surname	First or given names	Electorate for which Vote Issued	Tick if any papers taken away
TW	573452	SHELFORD	HENRY	TE TAI TONGA	

(Reference: Handbook chapters 10 and 11)

- 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?
- A6.** *The box marked Split Party Votes.*

- 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.*

(Reference: Handbook chapter 12)

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.



ELECTIONS NZ

E100 A

List of Special Voters.
including Tangata Whenua Voters.

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

R. Pascoe Signed Deputy Returning Officer or Issuing Officer

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

Special Vote Declaration Number <small>Identify Tangata Whenua Votes TW against Declaration Number</small>	Surname	First or given names	Electorate for which Vote Issued	Tick if any papers taken away
29621	Garland	Sophie Trudy	Aoraki	✓
TW 29622	Komene	Wiremu	Te Tai Tonga	
29623	Smith	<small>spoilt by voter and fresh Declaration issued</small> William John	Northland	
29624	Smith	William John	Northland	
29625	Priestley	Sebastian	Albany	✓
29626	Jones	<small>spoilt by voter and fresh Declaration issued</small> John Charles	Auckland Central	
29627	Jones	John Charles	Auckland Central	
TW 29628	Harrison	Susan May	Te Tai Tonga	
29629	Lee	Molly Joy	New Plymouth	
29630	Cooper	Jemima Marilyn	Rimutaka	
29631	Thomas	Mary Hazel	Tamaki	
29632	Martin	Phoebe	Banks Peninsula	
TW 29633	Rangi	Karena Wiki	Te Tai Tonga	
29634	Patel	Jasbinder	Christchurch East	
29635	Jones	Andrew Stephen	Clutha-Southland	



E100 B

Certificate and Accounting Sheet

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 E100D

Account of Declarations for Special Votes (E81)

	From	TO	Totals	RO Use Only
Initial declarations supplied by Returning Officer numbered consecutively				
Declarations supplied during polling day if any numbered consecutively				
LESS declarations supplied to Booth No _____ during polling day if any numbered consecutively				
A Total declarations supplied			30	

		Totals		RO Use Only	
	Spoilt Special Vote declarations, if any		2		
Plus	Tangata Whenua Forms Issued		3		
PLUS	Special Vote declarations Issued	1	0		
Sub Total	Special Vote declarations Used	1	5		
Plus	Special Vote declarations Unused	1	5		
B Total declarations supplied		3	0		