The purpose of this workbook is to enable you and your Returning Officer to check your knowledge of key procedures outlined in the handbook *A guide for polling day staff* (E3), and to provide you with feedback on how well prepared you are for this election. It is not a memory test. It *is* a chance for you to achieve greater familiarity with the contents of the handbook, particularly the revised procedures for sorting and counting votes. Read the handbook chapters and complete the corresponding workbook exercises.

Chapters 1-4  Information Only

Chapter 5  Read then complete workbook exercises

Chapters 6-8  Read then complete workbook exercises

Chapters 10-12  Read then complete workbook exercises

Note on the last page of this workbook any areas that you found difficult to understand or where you think further explanation would help. Your Returning Officer will cover these points with you directly.

Send the completed workbook and Extract of Index to Places and Streets to your Returning Officer as directed.

The workbook will be returned to you along with the answers.
Below are four questions that relate to the most important parts of the handbook text on Getting Ready to Open the Polling Place.

Read chapter 5 of the handbook and then answer each of the following questions. Refer to your handbook if necessary.

Once you have completed the questions, be sure to note any queries you may have on the last page of this workbook.

1. Before polling day what checks should be made on the Certified Booth Roll?
   (i)  
   (ii)  

2. 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?

3. 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?

   (b) What area do you leave clear?

4. On polling day, Declarations E20-H need to be made before the booth opens.

   Who is required to make a Declaration?
   (i)  
   (ii)  
Below are five questions and a case study that relate to the most important parts of the handbook text on Issuing Ordinary Votes.

Read chapter 6 of the handbook and then answer each of the following questions. Refer to your handbook if necessary. Once you have completed the questions, be sure to note any queries you may have on the last page of this workbook.

It is vital that polling day staff perform their work accurately. Error free work during the day ensures that:

- counting and balancing goes smoothly
- during the Scrutiny of the Roll, the Returning Officer has the absolute minimum of errors to investigate.

1. Name three key customer care tips:
   (i) 
   (ii) 
   (iii) 

2. What does the Poll Clerk check from the Certified Booth Roll?

3. What information does the Poll Clerk read out to the DRO?

4. What information does the DRO write on the stub?

5. When are the party list and electorate candidates allowed to be present in a polling place?
6. 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.
On the following pages are ten questions that relate to the most important parts of the handbook text on Issuing Special Votes, using the Extract of Index to Places and Streets. Identifying the correct electorate for a given address is a key focus of this election. The Index must always be checked.

Read chapter 7 of the handbook, study the Extract, and then answer the following questions. Once you have completed the questions, be sure to note any queries you may have on the last page of this workbook.

The Extract is **not** for use on polling day, and is to be returned to the Returning Officer at your training session. The Index to Places and Streets is the resource document for determining the correct electorate for which a voter should be issued a voting paper. Study the notes in the front of form El32 “Extract of Index to Places and Streets”. Study the How To Use section of form El32 before commencing the exercises below and then use the El32 to complete the exercises below.

1. 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 GENERAL</th>
<th>DISTRICT MAORI</th>
<th>MAP REF</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Maraetai - Manukau City</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Ocean Beach - Whangarei District</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. St Andrews - Waimate District</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. 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>ROAD/STREET NAME</th>
<th>ELECTORAL GENERAL</th>
<th>DISTRICT MAORI</th>
<th>MAP REF</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Lees Rd - Manawatu District</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. 92 St Johns St, Christchurch City</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. 209 Balmoral Rd, Auckland City</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. 795 Great South Rd, Drury</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Would Local Restoration Poll voting papers need to be issued for any of the above addresses? If YES, for which address and which No-Licence District(s)?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. 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.)

4. 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.

   J Grey, Woodend, Waimakariri District

   General YES/NO
   Maori YES/NO

5. (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?

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

6. 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?

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

8. 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?
9. (a) From the information provided in Panel A below, in which general electorate is the voter qualified to vote?

(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 given 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 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
[ ] 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: 

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

10. 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”.

Details
Below are three questions that relate to the most important parts of the handbook text on Issuing Tangata Whenua Votes.

Read chapter 8 of the handbook and then answer each of the following questions. Refer to your handbook if necessary.

Once you have completed the questions, be sure to note any queries you may have on the last page of this workbook.

A Maori elector may qualify for any one of four types of vote:
- Ordinary General Electorate Vote
- Ordinary Maori Vote
- Tangata Whenua Vote
- Special Vote.

Maori electors may be on one of two rolls:
- General Roll
- Maori Roll.

1. Not every Maori elector qualifies to cast a Tangata Whenua Vote. How does a Maori elector qualify for a Tangata Whenua Vote?
   (i) ______________________
   (ii) ______________________
   (iii) ______________________

2. 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?

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

3. Enter the following information on the List of Special Voters Including Tangata Whenua Voters E1OOA (opposite).

   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

<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>
<th>Tally of any papers issued</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Below are 12 questions that relate to the most important parts of the handbook text on sorting and counting the Ordinary Votes.

Note: This process is totally different under MMP so it’s essential that you are familiar with it. The process will be covered in greater detail at your training session.

Read chapters 10 and 11 of the handbook and then answer each of the following questions.

Once you have completed the questions, be sure to note any queries you may have on the last page of this workbook.

1. What preparation can you do prior to closing the booth that will assist in the sorting and counting procedures?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. What is a:
   (a) Non-Split Vote

________________________________________________________________________
________________________________________________________________________

   (b) Split Vote

________________________________________________________________________
________________________________________________________________________

   (c) Informal Vote

________________________________________________________________________

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

   (i) ___________________________________________________________________
   (ii) ___________________________________________________________________
   (iii) ___________________________________________________________________
4. How would you correct an error on an orange E73 card?

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

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

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

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

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

10. What happens to the Non-Split Votes once they have been sorted and counted?

11. 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.)
   (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
12. (a) From the following information complete the certificate El01 below.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total papers supplied</td>
<td>600</td>
</tr>
<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?

(b) You have completed your Ordinary Party Vote count and find that the certificate El01 totals at lines 6 and 7 are different. Where in your handbook do you find the steps to deal with the situation?
Below is a question that relates to the handbook text on Counting Special Votes.

Read chapter 12 of the handbook and then answer the following question.

Once you have completed the question, be sure to note any queries you may have on the last page of this workbook.

1. You are supplied with 30 Declarations. Using this information together with the details contained in the El00A below complete the Certificate and Accounting Sheet E100B on the next page.

<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>
<th>TW?</th>
</tr>
</thead>
<tbody>
<tr>
<td>29621</td>
<td>Garland</td>
<td>Sophie Trudy</td>
<td>Aoraki</td>
<td></td>
</tr>
<tr>
<td>29622</td>
<td>Komene</td>
<td>Wiremu</td>
<td>Te Tai Tonga</td>
<td>TW</td>
</tr>
<tr>
<td>29623</td>
<td>Smith</td>
<td>William John</td>
<td>Northland</td>
<td></td>
</tr>
<tr>
<td>29624</td>
<td>Smith</td>
<td>William John</td>
<td>Northland</td>
<td></td>
</tr>
<tr>
<td>29625</td>
<td>Priestley</td>
<td>Sebastian</td>
<td>Albany</td>
<td></td>
</tr>
<tr>
<td>29626</td>
<td>Jones</td>
<td>John Charles</td>
<td>Auckland Central</td>
<td>TW</td>
</tr>
<tr>
<td>29627</td>
<td>Jones</td>
<td>John Charles</td>
<td>Auckland Central</td>
<td></td>
</tr>
<tr>
<td>29628</td>
<td>Harrison</td>
<td>Susan May</td>
<td>Te Tai Tonga</td>
<td></td>
</tr>
<tr>
<td>29629</td>
<td>Lee</td>
<td>Molly Joy</td>
<td>New Plymouth</td>
<td></td>
</tr>
<tr>
<td>29630</td>
<td>Cooper</td>
<td>Jemima Marilyn</td>
<td>Rimutaka</td>
<td></td>
</tr>
<tr>
<td>29631</td>
<td>Thomas</td>
<td>Mary Hazel</td>
<td>Tamaki</td>
<td></td>
</tr>
<tr>
<td>29632</td>
<td>Martin</td>
<td>Phoebe</td>
<td>Banks Peninsula</td>
<td></td>
</tr>
<tr>
<td>29633</td>
<td>Rangi</td>
<td>Kavera Wiki</td>
<td>Te Tai Tonga</td>
<td>TW</td>
</tr>
<tr>
<td>29634</td>
<td>Patel</td>
<td>Jasbinder</td>
<td>Christchurch East</td>
<td></td>
</tr>
<tr>
<td>29635</td>
<td>Jones</td>
<td>Andrew Stephen</td>
<td>Clutha-Southland</td>
<td></td>
</tr>
</tbody>
</table>
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.
Specifications 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)

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Totals</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>
</tr>
<tr>
<td>Declarations supplied during polling day if any numbered consecutively</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>
</tr>
<tr>
<td>A Total declarations supplied</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Totals</th>
<th>RO Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spilt Special Vote declarations, if any</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plus</td>
<td>Tangata Whenua Forms Issued</td>
<td></td>
</tr>
<tr>
<td>Plus</td>
<td>Special Vote declarations issued</td>
<td></td>
</tr>
<tr>
<td>Sub Total</td>
<td>Special Vote declarations Used</td>
<td></td>
</tr>
<tr>
<td>Plus</td>
<td>Special Vote declarations Unused</td>
<td></td>
</tr>
<tr>
<td>B Total declarations supplied</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Make a note here of anything that is not clear to you. Your Returning Officer will cover these points with you directly.