

Appointment of Supervising Deputy Returning Officer

	From the Returning Officer Electorate
1996	
	Telephone: (0)
Dear Sir/Madam	
General Election and/or Pol1 in the	he Electoral District of
1 hereby appoint you to the position	on of Supervising Deputy Returning Officer at Booth No at the
polling place located at	
in respect of the above election an	d/or poll to be held on Saturday, the
Primarily you will be issuing the day and you must be conveconcerning polling booth supplies	ersant with the procedures for the issuing of all types of votes. Instructions
-	on and return of polling place keys.
The equipment (ballot boxes, screen	ens etc.) will be delivered by
Your Deputy Returning Officers are	
Your Poll Clerks are	
The Usher ir Interpreter is	
You are responsible for combining	g booth results and telephoning results to Election Night Headquarters
PAYE tax at 20.7 cents in the dol	regardless of the type or types of votes issued is \$ 295.00 + 6% holiday pay less lar. (This rate incorporates the eamer premium levy.) Employment is classed as be regarded as guaranteed in successive elections and/or polls.
	which will take at least two hours, will be held onholiday pay is payable for attendance.
attending the Training Session.	a staff duties are set out in the enclosed booklets which must be studied prior to If you are unable to comply with these directions 1 am likely to appoint another Officer. In the event of your being unavailable, please advise me promptly by
It will be necessary for all staff to punctually at 9.00 a.m.	be at the polling place at 8.00 a.m. on the day of the poll so that the booth can open
Returning Officer	
Please find enclosed E3 Handbook - A Guide for	Polling Day Staff
	and returned by in the enclosed envelope
El32 Extract of Index to Places	and Streets (Used in conjunction wifh the Workbook) To be brought to the Training Srssion
EZU-H Declaration by Polling Off	Gicer. To be brought to the Training Session, duly signed if possible



Appointment of Deputy Returning Officer In Charge

	From the Returning Officer	Electorate
1996		
	Telephone: (0)	
Dear Sir/Madam		
General Election and/or Poll in	the Electoral District of	
1 hereby appoint you to the posi	tion of Deputy Returnin Officer In Charge at Booth No	at the
polling place located at		
in respect of the above election a	and/or poll to be held on Saturday, the	
	votes. However, this versant with the procedures for the issuing of all type es will be issued later.	
You are responsible for the colle	ction and return of polling place keys	
The equipment (ballot boxes, scr	reens etc.) will be delivered by	
The Deputy Returning Officers are		
The Poll Clerks are		
The Usher or Interpreter is		
As Deputy Retuming Officer In Election Night Headquarters	Charge you are responsible for combining booth results ar	nd telephoning results to
PAYE tax at 20.7 cents in the d	ly, regardless of the type or types of votes issued is \$ 276 ollar. (This rate incorporates the earner premium levy.) to be regarded as guaranteed in successive elections and/or	Employment is classed as
	n, which will take at least two hours, will be held on % holiday pay is payable for attendance.	
	oth staff duties are set out in the enclosed booklets which If you are unable to comply with these directions 1 am In the event of your being unavailable, please	likely to appoint another
It will be necessary for all staff t punctually at 9.00 a.m.	to be at the polling place at 8.00 a.m. on the day of the poll	so that the booth can open
Returning Officer		
Pleasefind enclosed E 3 Handbook - A Guide for E17A Workbook To be conzplete	or Polling Day Staff ed and returned by	in the enclosed envelope
El32 Extract of Index to Place	es and Streets (Used in conjunction with the Workbook) To be brou Officer. To be brought to the Training Session, duly signed if possible	ight to the Training Session

Appointment of Deputy Returning Officer

		From the Returning Officer		Electorate
•••••	1996			
•••••			Telephone: (0)	
Dear	Sir/Madam			
Gene	ral Election and/or Poll in the Elect	oral District of		
	eby appoint you to the position of Deng place located at			
in res	pect of the above election and/or po	ll to be held on Saturday, the	;	
the conce	arily you will be issuingday and you must be conversant werning polling booth supplies will be	vith the procedures for the issued later.	issuing of all type	s of votes. Instructions
	person responsible for the collection a			
The	equipment (ballot boxes, screens etc.)	will be delivered by		
Your Su	pervising Deputy Retuming Officer is			
Your I	Deputy Retuming Officer In Charge is			
Your	Poll Clerk is			
	person designated by the Returning C ion Night Headquarters	Officer is responsible for comb	oining booth results a	and telephoning results to
PAY	total fee payable for the day, regard E tax at 20.7 cents in the dollar. (Thi al employment and is not to be regar	is rate incorporates the earne	er premium levy.)	Employment is classed as
	compulsory Training Session, which was able amount of \$40.00 + 6% holiday			
atten	nstructions for polhng booth staff d ding the Training Session. If you a ity Retuming Officer. In the event of	re unable to comply with th	ese directions 1 am	likely to appoint another
	l be necessary for all staff to be at th tually at 9.00 a.m.	e polling place at 8.00 a.m. o	n the day of the poll:	so that the booth can open
Retu	rning Officer			
E3	e find enclosed Handbook - A Guide for Polling Workbook To be completed and rotum			in the enclosed envelope
E17A E132 E20	· · · · · · · · · · · · · · · · · · ·	eets (Used in conjunction with the	e Workbook) To be broug	ht to the Training Srssion



Appointment of Po11 Clerk

From the Return	ing Officer Electorate
	Telephone: (0)
Dear Sir/Madam	
General Election and/or Po11 in the Electoral District of	
1 hereby appoint you to the position of Poll Clerk at Booth N polling place located at	
in respect of the above election and/or poll to be held on Sa	turday, the
Primarily you will be involved in issuing	votes.
The total fee payable for the day, regardless of the type or t PAYE tax at 20.7 cents in the dollar. (This rate incorporates t	
It will be necessary for you to be at the polling place at 8.00 punctually at 9.00 a.m.	a.m. on the day of the poll so that the booth can open
The Deputy Returning Officer to whom you report is	
Full instructions as to the duties of polling booth staff are set "E3 <i>Handbook</i> - <i>A Cuide for Polling Day Staff</i> " and must be s	
Please read the information printed below.	
In the event of you being unable to get please advise me an	amptly by talanhana

In the event of you being unable to act, please advise me promptly by telephone.

Employment is classed as casual employment and is not to be regarded as guaranteed in successive elections and/or polls.

Returning Officer

INFORMA-I-ION FOR BOOTH STAFF

A Poll Clerk must perform such duties as may be assigned to them by the Deputy Returning Officer. A Poll Clerk's formal principal duty is to rule a neat red ballpoint line (starting 5mm to the left of the number) through the number and the name on the certified electoral roll to indicate that an ordinary vote has been issued at the polling booth. Although such is a duty is not onerous, it is nevertheless very important to ensure that the correct roll entry is struck out, as failure to do so may cause trouble at the Returning Officer's scrutiny of the rolls and entail a subsequent investigation into what is would appear to be a case of dual voting. **The name of special voters must NOT be ruled off**.

In looking for an elector's name on the rol1 remember that the rolls are printed in strict alphabetical order of Surnames and First names, except that "Mc" is indexed as "Mac". Watch for names wrongly printed under alternative spellings (e.g. "Neilson" and "Nielson"). Do not refuse an ordinary vote on account of a misspelling on the roll.

In the marking of the roll, a neat distinct line must be drawn, using a red ballpoint pen, through the name and number only. Care should be taken not to mark right through the paper to the other side of the page. The red ballpoint pen provided should be used. Do not use ballot pencils, coloured or indelible pencils, crayons or fountain pens, as this would complicate checks made during the scrutiny carried out by the Returning Officer after the poll.

Although the hours of polling are from **9.00** a.m. to 7.00 p.m., Poll Clerks must assist the Deputy Returning Officer in all the duties before and after the close of the poll, including the counting of the votes and making up parcels.



Appointment of Interpreter

From the Return	ning Officer Electorate
1996	<u>u.</u>
	Telephone: (0)
Dear Sir/Madam	
General Election and/or Po11 in the Electoral District of	
1 hereby appoint you to the position of Interpreter at Booth	No. at the
polling place located at	
in respect of the above election and/or poll to be held on Sa	turday, the
Primarily you will be mvolved in the issuing	votes.
The total fee payable for the day, regardless of the type or PAYE tax at 20.7 cents in the dollar. (This rate incorporates	0.1
It will be necessary for you to be at the polling place at 8.0 punctually at 9.00 a.m.	0 a.m. on the day of the poll so that the booth can open
The Deputy Returning Officer to whom you report is	
Full instructions as to the duties of polling booth staff are set	t out in the enclosed handbook
E3 Handbook - A Guidefor Polling Day Staff" and must be s	studied before Polling Day.
Please read the information printed below.	
In the event of you being unable to act, please advise me pr	comptly by telephone.

Employment is classed as casual employment and is not to be regarded as guaranteed in successive elections and/or polls.

Returning Officer

INFORMATION FOR BOOTH STAFF

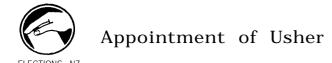
A Poll Clerk must perform such duties as may be assigned to them by the Deputy Returning Officer. A Poll Clerk's principal duty is to rule a neat red ballpoint line (starting 5mm to the left of the number) through the number and the name on the certified electoral roll to indicate that an ordinary vote has been issued at the polling booth. Although such a duty is not onerous, it is nevertheless very important to ensure that the correct roll entry is struck out, as failure to do so may cause trouble at the Returning Officer's scrutiny of the rolls and entail a subsequent investigation into what would appear to be a case of dual voting. The **name of special voters must NOT be ruled off**:

In looking for an elector's name on the roll remember that the rolls are printed in strict alphabetical order of Surnames and First names, except that "Mc" is indexed as "Mac". Watch for names wrongly printed under alternative spellings (e.g. "Neilson" and "Nielson"). Do not refuse an ordinary vote on account of a misspelling on the roll.

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Although the hours of polling are from 9.00 a.m. to 7.00 p.m., Poll Clerks must assist the Deputy Returning Officer in all dutics before and after the close of the poll, including the counting of the votes and making up parcels.

Usher and Interpreters will have their duties assigned to them by a Deputy Returning Officer.



1996	From the Returning Officer		
1996			
Dear Sir/Madam			
General Election and/or Po11 in the Elect	oral District of		••••••
1 hereby appoint you to the position of Ushe polling place located at			
in respect of the above election and/or pol	Il to be held on Saturday, the		
Primarily you will be involved in the issui	ng	<u>.</u>	votes.
The total fee payable for the day, regard PAYE tax at 20.7 cents in the dollar. (This			7.00 + 6% holiday pay less
It will be necessary for you to be at the p punctually at 9.00 a.m.	olling place at 8.00 a.m. on t	he day of the poll :	so that the booth can open
The Deputy Returning Officer to whom you	ou report is		
<u>.</u>			
Full instructions as to the duties of polling " E3 Hundbook - A Guide for Polling Day Stu			k

Please read the information printed below.

In the event of you being unable to act, please advise me promptly by telephone.

Employment is classed as casual employment and is not to be regarded as guaranteed in successive elections and/or polls.

Retuming Officer

INFORMATION FOR BOOT'H STAFF

A Po11 Clerk must perform such duties as may be assigned to them by the Deputy Returning Officer. A Po11 Clerk's principal duty is to rule a neat red ballpoint line (starting 5mm to the left of the number) through the number and the name on the certified electoral rol1 to indicate that an ordinary vote has been issued at the polling booth. Although such a duty is not onerous, it is nevertheless very important to ensure that the correct rol1 entry is struck out, as failure to do so may cause trouble at the Returning Officer's scrutiny of the rolls and entail a subsequent investigation into what would appear to be a case of dual voting. The **name of special voters must NOT be ruled off.**

In looking for an elector's name on the rol1 remember that the rolls are printed in strict alphabetical order of Surnames and First names, except that "Mc" is indexed as "Mac". Watch for names wrongly printed under alternative spellings (e.g. "Neilson" and "Nielson"). Do not refuse an ordinary vote on account of a misspelling on the roll.

In the marking of the roll, a neat distinct line must be drawn, using a red ballpoint pen, through the name and number only. Care should be taken not to mark right through the paper to the other side of the page. The red ballpoint pen provided should be used. Do no use ballot pencils, coloured or indelible pencils, crayons or fountain pens, as this would complicate checks made during the scrutiny carried out by the Returning Officer after the poll.

Although the hours of polling are from 9.00 a.m. to 7.00 p.m., Poll Clerks must assist the Deputy Returning Officer in all duties before and after the close of the poll, including the counting of the votes and making up parcels.

Ushers and Interpreters will have their duties assigned to them by a Deputy Returning Officer