



Appointment of Supervising Deputy Returning Officer

From the Returning Officer Electorate

1996

Telephone: (0)

Dear Sir/Madam

General Election and/or Poll in the Electoral District of

I hereby appoint you to the position of Supervising Deputy Returning Officer at Booth No. at the polling place located at in respect of the above election and/or poll to be held on Saturday, the

Primarily you will be issuing votes. However, this could change throughout the day and you must be conversant with the procedures for the issuing of all types of votes. Instructions concerning polling booth supplies will be issued later.

You are responsible for the collection and return of polling place keys.

The equipment (ballot boxes, screens etc.) will be delivered by

Your Deputy Returning Officers are

Your Poll Clerks are

The Usher or Interpreter is

You are responsible for combining booth results and telephoning results to Election Night Headquarters

The total fee payable for the day, regardless of the type or types of votes issued is \$ 295.00 + 6% holiday pay less PAYE tax at 20.7 cents in the dollar. (This rate incorporates the earner premium levy.) Employment is classed as casual employment and is not to be regarded as guaranteed in successive elections and/or polls.

The compulsory Training Session, which will take at least two hours, will be held on
A taxable amount of \$40.00 + 6% holiday pay is payable for attendance.

Full instructions for polling booth staff duties are set out in the enclosed booklets which must be studied prior to attending the Training Session. If you are unable to comply with these directions I am likely to appoint another Supervising Deputy Returning Officer. In the event of your being unavailable, please advise me promptly by telephone.

It will be necessary for all staff to be at the polling place at 8.00 a.m. on the day of the poll so that the booth can open punctually at 9.00 a.m.

Returning Officer

Please find enclosed

E3 Handbook - A Guide for Polling Day Staff

E17A Workbook To be completed and returned by in the enclosed envelope

E132 Extract of Index to Places and Streets (Used in conjunction with the Workbook) To be brought to the Training Session

E20-H Declaration by Polling Officer. To be brought to the Training Session, duly signed if possible

Appointment of Deputy Returning Officer In Charge

From the Returning OfficerElectorate

1996

Telephone: (0)

Dear Sir/Madam

General **Election** and/or Poll in the Electoral District of

I hereby appoint you to the position of Deputy Returning Officer In Charge at Booth No. at the polling place located at in respect of the above election and/or poll to be held on Saturday, the

Primarily you will be issuing votes. However, this could change throughout the day and you must be conversant with the procedures for the issuing of all types of votes. Instructions concerning polling booth supplies will be issued later.

You are responsible for the collection and return of polling place keys.

The equipment (ballot boxes, screens etc.) will be delivered by

The Deputy Returning Officers are

The Poll Clerks are

The Usher or Interpreter is

As Deputy Returning Officer In Charge you are responsible for combining booth results and telephoning results to Election Night Headquarters

The total fee payable for the day, regardless of the type or types of votes issued is \$ 276.00 + 6% holiday pay less PAYE tax at 20.7 cents in the dollar. (This rate incorporates the earner premium levy.) Employment is classed as casual employment and is not to be regarded as guaranteed in successive elections and/or polls.

The compulsory Training Session, which will take at least two hours, will be held on A taxable amount of \$40.00 + 6% holiday pay is payable for attendance.

Full instructions for polling booth staff duties are set out in the enclosed booklets which must be studied prior to attending the Training Session. If you are unable to comply with these directions I am likely to appoint another Deputy Returning Officer In Charge. In the event of your being unavailable, please advise me promptly by telephone.

It will be necessary for all staff to be at the polling place at 8.00 a.m. on the day of the poll so that the booth can open punctually at 9.00 a.m.

Returning Officer

Please find enclosed

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E17A Workbook To be completed and returned by in the enclosed envelope

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E20-H Declaration by Polling Officer. To be brought to the Training Session, duly signed if possible



ELECTIONS NZ

Appointment of Deputy Returning Officer

From the Returning Officer Electorate

..... 1996

Telephone: (0)

Dear Sir/Madam

General Election and/or Poll in the Electoral District of

I hereby appoint you to the position of Deputy Returning Officer at Booth No. at the polling place located at

in respect of the above election and/or poll to be held on Saturday, the

Primarily you will be issuing votes. However, this could change throughout the day and you must be conversant with the procedures for the issuing of all types of votes. Instructions concerning polling booth supplies will be issued later.

The person responsible for the collection and return of polling place keys is

The equipment (ballot boxes, screens etc.) will be delivered by

Your Supervising Deputy Returning Officer is

or

Your Deputy Returning Officer In Charge is

Your Poll Clerk is

The person designated by the Returning Officer is responsible for combining booth results and telephoning results to Election Night Headquarters

The total fee payable for the day, regardless of the type or types of votes issued is \$ 254.00 + 6% holiday pay less PAYE tax at 20.7 cents in the dollar. (This rate incorporates the earner premium levy.) Employment is classed as casual employment and is not to be regarded as guaranteed in successive elections and/or polls.

The compulsory Training Session, which will take at least two hours, will be held on
A taxable amount of \$40.00 + 6% holiday pay is payable for attendance.

Full instructions for polling booth staff duties are set out in the enclosed booklets which must be studied prior to attending the Training Session. If you are unable to comply with these directions I am likely to appoint another Deputy Returning Officer. In the event of your being unavailable, please advise me promptly by telephone.

It will be necessary for all staff to be at the polling place at 8.00 a.m. on the day of the poll so that the booth can open punctually at 9.00 a.m.

Returning Officer

Please find enclosed

E3 Handbook - A Guide for Polling Day Staff

E17A Workbook To be completed and returned by in the enclosed envelope

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ELECTIONS NZ

Appointment of Poll Clerk

From the Returning Officer Electorate

..... 1996

Telephone: (0)

Dear Sir/Madam

General Election and/or Poll in the Electoral District of

I hereby appoint you to the position of Poll Clerk at Booth No. at the polling place located at / in respect of the above election and/or poll to be held on Saturday, the

Primarily you will be involved in issuing votes.

The total fee payable for the day, regardless of the type or types of votes issued is \$117.00 + 6% holiday pay less PAYE tax at 20.7 cents in the dollar. (This rate incorporates the earner premium levy.)

It will be necessary for you to be at the polling place at 8.00 a.m. on the day of the poll so that the booth can open punctually at 9.00 a.m.

The Deputy Returning Officer to whom you report is

..... Full instructions as to the duties of polling booth staff are set out in the enclosed handbook

" E3 Handbook - A Guide for Polling Day Staff" and must be studied before Polling Day.

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.

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.

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 duties before and after the close of the poll, including the counting of the votes and making up parcels.



ELECTIONS NZ

Appointment of Interpreter

From the Returning Officer Electorate

1996

Telephone: (0)

Dear Sir/Madam

General Election and/or Poll in the Electoral District of

I 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 Saturday, the

Primarily you will be involved in the issuing votes.

The total fee payable for the day, regardless of the type or types of votes issued is \$117.00 + 6% holiday pay less PAYE tax at 20.7 cents in the dollar. (This rate incorporates the earner premium levy.)

It will be necessary for you to be at the polling place at 8.00 a.m. on the day of the poll so that the booth can open punctually at 9.00 a.m.

The Deputy Returning Officer to whom you report is

Full instructions as to the duties of polling booth staff are set out in the enclosed handbook

*** E3 Handbook - A Guide for Polling Day Staff" and must be studied before Polling Day.**

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.

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.

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 duties 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.



Appointment of Usher

From the Returning Officer Electorate

1996

Telephone: (0)

Dear Sir/Madam

General Election and/or Poll in the Electoral District of

I hereby appoint you to the position of Usher at Booth No. at the polling place located at in respect of the above election and/or poll to be held on Saturday, the

Primarily you will be involved in the issuing votes.

The total fee payable for the day, regardless of the type or types of votes issued is \$117.00 + 6% holiday pay less PAYE tax at 20.7 cents in the dollar. (This rate incorporates the earner premium levy.)

It will be necessary for you to be at the polling place at 8.00 a.m. on the day of the poll so that the booth can open punctually at 9.00 a.m.

The Deputy Returning Officer to whom you report is

Full instructions as to the duties of polling booth staff are set out in the enclosed handbook

"E3 **Hundbook - A Guide for Polling Day Stuff**" and must be studied before Polling Day.

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.

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.

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 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