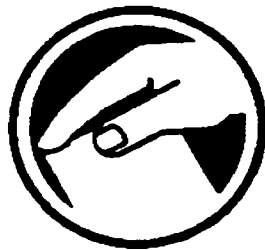


# **TRAINING OF ELECTORAL STAFF**

## **TRAINING GUIDE**

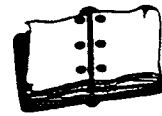


**ELECTIONS NZ**

The Chief Electoral Office wishes to acknowledge and thank Barbara Morris of Admor Associates Ltd, for the update of this Training Guide.

E10A/96

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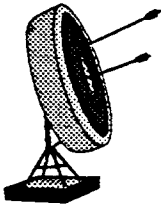
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## GENERAL INFORMATION

### Aim



The aim of this training package is to train all Deputy Returning Officers in a uniform manner. It has been used in this form since 1990 with reviews and updates. However, changes introduced by MMP have necessitated greater complexity in the Counting and Balancing process. A larger portion of the training, therefore, focuses in this area because it's essential this is understood and completed efficiently and accurately by all D.R.O.'s.

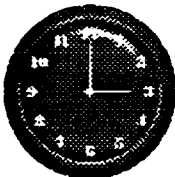
### EEO

The Ministry of Justice has a policy relating to equality of employment. Please be aware of this and how it affects the delivery of this training, especially with regard to using gender neutral language, e.g. he/she.

### Customer Care

The Ministry also wishes to portray itself as a professional, service oriented organisation, so customer care has been introduced into Module 1.

### Session Duration



The training package is designed to take a **minimum of two hours** in a number of small group sessions. Start on time if enough people are there, and finish on time. If you think the session will run over, check with the group about any over-run *before it happens*.

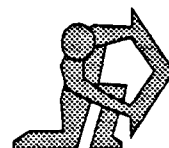
Sessions should be conducted on week nights or weekends no earlier than three weeks prior to Polling Day.

### Assistants

To run an effective training programme you'll need at least three assistants. These can be some of your staff, an Area Co-ordinator, another R.O., or an experienced D.R.O.

Use your assistants to supervise the practical exercises and/or deliver any of the Modules. Everyone should be thoroughly familiar with the Counting and Balancing process.

You may wish or need to run a briefing session with your assistants prior to beginning the training session, especially in Counting and Balancing.



## GENERAL INFORMATION

### **Group Size:** **Maximum 16 people**



Experience has proven that this training is most effective when delivered to groups of **no more than 16 people**. This size ensures everyone participates and learns, and the training is easy to manage for you and your assistants. It also ensures the training can be completed in two hours.

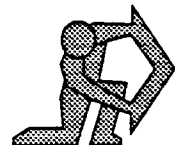
Changes in the Counting and Balancing procedures make it essential that everyone practises the process.

It's also important that people practise issuing Special Votes to ensure accuracy on Polling Day.

To achieve this, **any errors identified must be corrected when they occur at the training sessions.**

### **Terminology**

In this Guide, the term Voting paper means both types of papers (Ballot and Voting).



## PREPARATION

### How to Use this Guide

Although it's structured, this is NOT a verbatim training guide.

Use the spaces to make your own notes.

The left hand side identifies major topics to cover and the right hand side provides details on these topics.



**Boxed instructions are for you, the trainer.  
Please follow them carefully.**

OHT in the guide means Over Head Transparency.

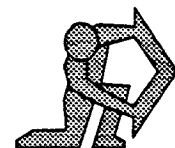
### Self-Preparation

Know your material. You need to be thoroughly familiar with this training guide and all the procedures including Vote Issuing and Counting and Balancing.

Revise the notes from *your* Training Seminar.

Participants will understand that you may be nervous, so try to be yourself. Be careful of trying too hard with forced humour - a cheerful and friendly approach generally works best, particularly if you don't know your participants well.

A *good opening* will set the scene for the session, so practise this part.



## PREPARATION

### Venue



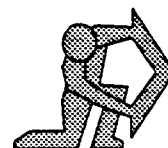
The venue should be large enough to carry out the practical exercises in small groups at separate tables. A school classroom would be ideal. Check the venue(s) beforehand wherever possible. People cannot concentrate if the chairs are uncomfortable or there are aerobics being conducted next door!

If space permits, set up a table with the materials for Ordinary and Special voting.



#### Remember to:

- ➡ book and confirm the venue
- ➡ check for power points
- ➡ check for equipment availability
- ➡ check number of tables and chairs
- ➡ check size of chairs if using a school classroom!
- ➡ set up the room in advance where possible
- ➡ check toilet facilities
- ➡ check for any alarms!



## PREPARATION

### D.R.O.'s Pre-Training Work



- **Handbook**

All participants should have received and read the *Polling Day Handbook*.

- **Workbook**

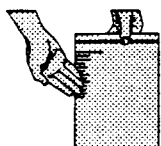
They will also receive a *Workbook* with exercises to complete. All Workbooks should be returned to your Electorate headquarters for checking well before the training session participants attend. A member of your staff can do this along with picking out the key issues and concerns from the back pages of the Workbooks for the training sessions.

- **Workbook Answers**

The *answers* to the Workbook exercises are *provided to you separately*. You can post them back to D.R.O.'s along with their workbooks or build in time for people to look at them before their training session.

***Ask D.R.O.'s to bring their Handbooks and Extract of Index to Places and Streets to the training session.*** Extracts of Index to Places and Streets should be collected at the end of each training session to avoid being used on Polling Day!

### Notification



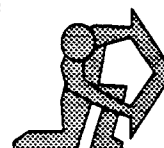
Allocate D.R.O.'s to sessions and notify them of the venue, time and duration of their session.

Provide them with one option only. This means you can control who attends each session, the numbers, and the balance of experienced/new people.

They should contact you only if they're unable to attend. Remind them to bring their Handbooks, Extract of the Index to Places and Streets, a pen and a calculator if they have one.

### Issues and Concerns

Write up the key issues and concerns from the back pages of the Workbooks on flip chart paper before the training sessions. One of your assistants could do this when checking the Workbooks.



## PREPARATION

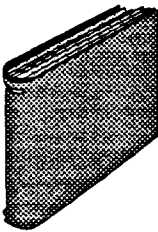
### Name Tags

Use name tags if you wish. Prepare in advance of sessions; a first name will suffice.

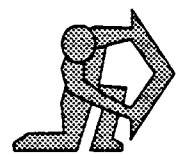
### D.R.O. Folders

Have one of your staff prepare these to give out at the training session (or place on seats/tables). They are not sent out with the Handbook and Workbook.

Each folder contains:



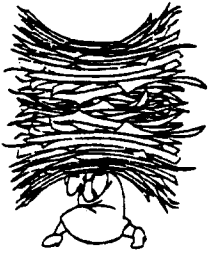
- ☐ 1 Specimen Ordinary Ballot paper (E50)
- ☐ 1 Specimen Special Ballot paper (E2C)
- ☐ 1 Specimen Declaration by Special Voter on Polling Day (E96)
- ☐ 4 Check Lists for Vote Issuing (E10C). These have been given to you as masters. We suggest you photocopy them on 4 different colours of photocopy paper.
- ☐ Certificate Accounting and Results sheet (E101)  
- Party and Electorate Vote Pages.
- ☐ List of Special Voters (E100A)
- ☐ 1 page of General Roll from your electorate (*for Ordinary and Special Vote issuing exercises*)
- ☐ 1 page of Maori Reference Roll relevant to your Electorate (*for Special/Tangata Whemua Vote issuing exercise*)
- ☐ Pamphlets for Agents (E78 and E7)
- ☐ Special Vote Envelope (E82)
- ☐ Blank note paper





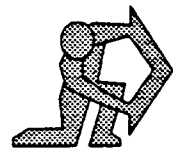
## PREPARATION

### Training Materials



The following materials are required to present the training sessions:

1. This Training Guide and OHTs ☐
2. Overhead projector and screen ☐
3. Spare bulb for overhead projector ☐
4. 2 Wall posters (E10B) ☐
5. Whiteboard/Blackboard ☐
6. Flip chart easel & paper (Optional) ☐
7. Whiteboard markers/chalk ☐
8. Masking tape ☐
9. Blotack ☐
10. Spare pens & pencils ☐
11. Name tags (*optional*) ☐
12. Materials for setting up a demonstration of an Ordinary & a Special Vote table (*optional*) ☐
13. Free-standing & Table-top voting screens  
(E127) - 1 assembled ☐  
(E124) - 1 unassembled ☐
14. Assembled scrutineer's tray (E126) ☐
15. Election posters (E58 and E59) ☐
16. Ballot boxes - 1 new and 1 old style (E76 & E90) ☐
17. Full copy of Index to Places and Streets ☐
18. Examples of all envelopes (close of Poll) ☐
19. Participants' folders (E75) ☐
20. Practical exercise sheets for Ordinary and Special/Tangata Whenua votes (E10C) ☐
21. Checked workbooks (E17A) (if not already posted out) ☐
22. Answer book (E17B) ☐
23. Rulers ☐
24. Red pens ☐



## PRESENTATION

### Training Materials (Cont'd)

Materials for Counting and Balancing exercise - 5 sets each containing the following:

- a) Ballot box with 50 folded specimen Ordinary Voting papers (E10D)
- b) Sorter box (E125A) with Party Counting dividers (E125B)
- c) 26 E73 cards - orange
- d) Informal E73 cards - blue (E73A), green (E73B), yellow (E73C)

Note: Each sorter box must have the Party Counting dividers E125B labelled with the names of all parties on the Party Vote side of the ballot paper as per the Specimen Voting Paper (E101).

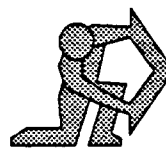
### Session Format

The format for this training is designed to give maximum involvement and learning. It includes:

- ☺ practical exercises
- ☺ group discussion
- ☺ questions and answers
- ☺ information using overhead transparencies and white/blackboard



**THE PRACTICAL EXERCISES  
ARE COMPULSORY**



## PRESENTATION

### Group Participation

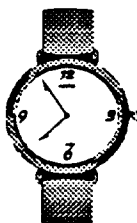


It's very easy to let those who are assertive and experienced do all the talking. Ensure that after the first 10 to 15 minutes everyone has contributed some comment. By the same token, avoid unwittingly humiliating someone who is shy and doesn't know an answer.

Everyone's opinion is valid, and people should be able to disagree without it being taken personally. It's a good rule to avoid clashes in front of the group. It's more appropriate to talk privately to someone who's being aggressive or difficult.

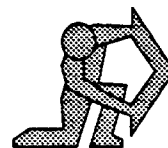
When sorting participants into groups ensure you have a mix of experienced and new staff. Possibly seat new staff next to experienced (and capable!) staff.

### Session Timings



With additional time allocated to Counting and Balancing, this is a very full training session. It's not a social gathering. As the trainer you have the responsibility to decide when to focus on a particular issue and when to move things along so that the time limit isn't exceeded. Your knowledge of local conditions and your Polling staff is very important here.

You may need to make changes according to local needs. However, participants are expected to complete the whole programme, so it's best to avoid spending too much time on early activities at the expense of later ones.



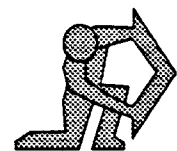
## PRESENTATION

### Delivery Options

There are options to delivering the training sessions. This depends on whether you train D.R.O.s in both Ordinary and Special Votes in the same session or separately. Use either Option 1, or Options 2 and 3 together.

	Option 1	Timings
Module 1	Introduction and Outline	10 mins
Module 2	Ordinary Votes	15 mins
Module 3	Counting and Balancing	1 hour
Module 4	Issuing Special/Tangata Whenua Votes	35 mins
	<b>Total</b>	<b>2 hours</b>
Module 5	Local Restoration Poll	15 mins
	<i>Total</i>	<i>2 hours 15 mins</i>
<i>You could have a 5 minute break when convenient.</i>		

	Option 2	Timings
Module 1	Introduction and Outline	10 mins
Module 2	Ordinary Votes	15 mins
Module 3	Counting and Balancing	1-1.5 hours
	<b>Total</b>	<b>2 hours</b>
Module 5	Local Restoration Poll	15 mins
	<i>Total</i>	<i>2 hours 15 mins</i>
<i>You could have a 5 minute break when convenient.</i>		



## PRESENTATION

### Delivery Options (cont'd)

	Option 3	Timings
Module 1	Introduction and Outline	10 mins
Module 4	Issuing Special/Tangata Whenua Votes	45 mins
	<b>Total</b>	<b>1 hour</b>
Module 5	Local Restoration Poll	15 mins
	<i>Total</i>	<i>1 hour 15 mins</i>
<i>You could have a 5 minute break when convenient.</i>		



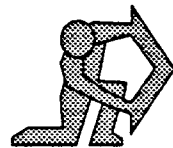
Even if you change the programme, ensure you break and finish as expected because participants lose concentration very quickly if a session runs over time and they're worrying about picking up children, missing the bus, etc.

Things that will affect the training time are...

- ➔ pace of delivery
- ➔ lengthy questions and answer
- ➔ local information
- ➔ repetition to correct errors
- ➔ changes to special votes
- ➔ **new Counting and Balancing process**



However, it's very important to do the Vote Issuing exercise for Special/Tangata Whenua votes, and ensure D.R.O.'s understand the grounds for issuing and how to complete the Declarations. In 1993 1,779 Special Votes were disallowed, much of this could be prevented. In an MMP environment, disallowed Votes could affect smaller parties who are close to the 5% mark, or a Party gaining/not gaining an additional List seat.



## PRESENTATION

### Practical Exercises

#### THESE ARE IMPORTANT AND COMPULSORY

It's been well proven that these exercises are essential to the success of D.R.O. training and the performance of your team on Polling Day.



It's the only time D.R.O.'s will handle Voting papers or practise the Counting and Balancing before Polling day. If their performance isn't accurate during training, they may issue invalid votes on Polling Day and/or take a long time to complete the Counting and Balancing.



As the trainer, it does seem simpler to tell information to your participants. However, they will gain more benefit (i.e. they will learn) if they obtain this information through activities (by doing) rather than just listening to you. Naturally, common sense is the most important ingredient and there are times where it'll be quicker and more effective to simply explain something.

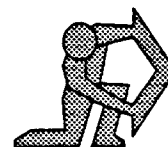
- **Assistants**

Brief at least three experienced members of your team beforehand to assist you. (See page 1 of this section.) This will speed up the processes and make it easier for you. It will also enable errors to be corrected as they occur in the practical exercises. *Introduce them at the start of the session.*

- **Mix of D.R.O.'s**

Choose a mix of experienced and new D.R.O.'s to attend each training session. There are a number of ways to set up the groups for practical exercises in advance:

- ➡ number the tables and tell people where to sit,
- ➡ colour-code name tags, or
- ➡ name training folders and set them out on tables or chairs.



## PRESENTATION

### Practical Exercises (cont'd)



- **Special/Tangata Whenua Votes**

Use groups of 3 or 4:

- \* 1 x D.R.O.
- \* 1 x Voter
- \* 1 or 2 x Observer(s)

- **Counting and Balancing**

Use groups of 4:

- \* 1 x D.R.O.
- \* 1 x Poll Clerk
- \* 2 x Observers

All D.R.O.'s issuing Ordinary Votes must practise Counting and Balancing, and all D.R.O.'s issuing Special/Tangata Whenua Votes must practise issuing them.

During the exercises it's vital for you and your assistants to observe the processes and **correct errors as they occur.**

### Tips and Techniques

- **Jargon/Technical Terms**

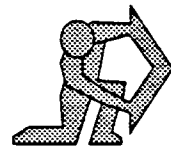
Avoid where possible or explain meanings.

- **Examples**

Add short illustrative ones from your own experience.

- **Voice**

Vary your voice tone. The most effective way to avoid monotony is to get others talking. Any more than two examples to answer any one question are wasted. Consider also whether the volume of your delivery is appropriate for the room and the number of participants.



## PRESENTATION

### Tips and Techniques (cont'd)



- **Rapport**

Establish eye contact with your group where culturally appropriate. In the introduction *briefly* tell the group something about your background and experience.

- **Talkers**

Some people may persist in talking amongst themselves. Simply stop talking - when they stop, just continue. Alternatively, say something like "we've a lot to cover in the session and need to finish on time".

- **Confusion**

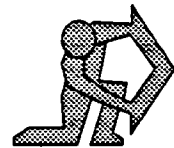
If people aren't responding as you'd hoped, look at what *you're* doing. Something you said or did may have confused them. Try again using different words or techniques. This is especially relevant when you're giving instructions for exercises or doing a demonstration.

- **Questions**

If you don't know an answer to a question, say so, and ask your assistants or the group. If no-one knows, you'll need to find out and get back to the questioner as soon as possible with the answer.

- **Focus**

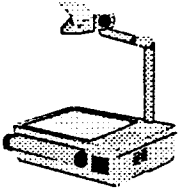
Keep the session on track and focused on the outcomes. Blind alleys and side roads may be interesting but may not be useful on Polling day.





## PRESENTATION

### Training Equipment *Overhead Projector*



- **Operation**

Ensure the machine is operating **when you collect it.**

Take a **spare bulb** with you and know how to change it. Always switch the machine off before changing the bulb. Some machines have a spare built-in; make sure it works!

- **Screen**

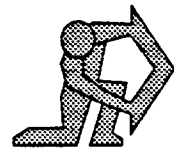
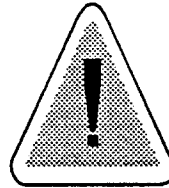
If a screen isn't available, use a light coloured wall - whiteboards can be shiny although useful if that's all you have available.

- **Focus**

When you set up the machine, check that the projected image is in focus and can be seen clearly from all seats in the room. Make sure the image isn't wider at the top than at the bottom or vice versa, although sometimes this is unavoidable.

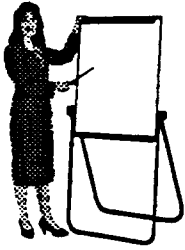
- **Safety**

Tape the power cable (and extension cord) to the floor.



## PRESENTATION

### Training Equipment *Whiteboards*



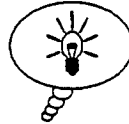
- **Writing**

Use a board or flip chart to write key points or any instructions; it re-inforces the information. Use *lower case* letters large enough for everyone to read.

- **Markers**

Have a selection of coloured whiteboard markers and keep them capped to prevent drying out.

### Handy hint!



**Permanent markers and whiteboards don't mix very well!**  
Going over the writing with a whiteboard marker will erase it - alternatively use meths or a cleaner such as "Spray and Wipe".

### Conclusion

You play an important role in providing the training for your D.R.O.s. Do your preparation and enjoy the process.

Good luck and go well!

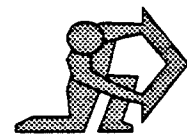


## MODULE 1 - INTRODUCTION and OUTLINE

### What's in this Module

- Welcome, Administration and Introductions
- Session Outline
- Performance Checklist
- Voting Screens
- Polling Place Layout
- Customer Care

- Issue name tags (if using).
- Issue folders (or have on seats/tables).
- Hand out Workbooks and Answers (if not already done).
- Collect Declarations (if any), and tick participants off on E28, or similar documentation.

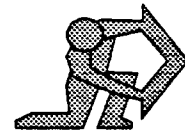


## MODULE 1 : INTRODUCTION and OUTLINE

### Introduction

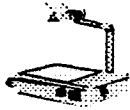
- **Welcome Group**  
Introduce yourself briefly!
- **Cover administration:**
  - ✓ Duration of session, breaks, finish time
  - ✓ Toilets
  - ✓ Smoking
  - ✓ Emergency procedures/exits
  - ✓ Ask questions
  - ✓ Payment for this session included in Polling Day fee which will be direct credited post-Polling Day
  - ✓ Any other local administration matters
- **Brief round of introductions from group: name, town/suburb/area.**

***KEEP THIS SECTION BRIEF***



## MODULE 1 : INTRODUCTION and OUTLINE

### Session Outline



#### OHT 1 : Session Outline

- This is what will be covered in the training - read out.
- Emphasise the need to keep on track, and focus on Module 3 - Counting and Balancing has major changes which you've already found in the Handbook!

### Issues & Concerns

*(See Page 5)*

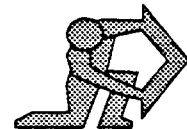


#### Flip Chart Page(s) : Issues and Concerns

- Main ones taken from last page of workbooks.
- Tell participants most of these will be addressed in the session. Any remaining will be dealt with at the end.

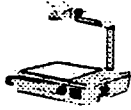
Avoid dealing with individual issues here, or the session could get off track.

If anyone still has a special concern, ask them to see you after the session.



## MODULE 1 : INTRODUCTION and OUTLINE

### Performance (optional)



#### OHT 2 : Performance Checklist



- ☺ Polling Day performance is monitored and recorded.
- ☺ Aim is to keep a high standard.
- ☺ Your Polling Booth will be visited.
- ☺ Re-employment is based on this checklist

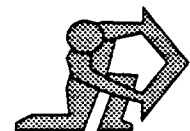
*Note: If you use this, keep as brief as possible.*

### Voting Screens, Scrutineer's Tray and Tables



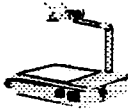
#### Indicate Assembled Ones

- Two types of voting screen: Table top and free-standing.  
  
Indicate assembled and unassembled ones - both come with full instructions pictured on the screens.
- Scrutineer's tray introduced to maximise space available with the potential for more scrutineers - will reduce table hireage costs.
- Indicate assembled table (if available).



## MODULE 1 : INTRODUCTION and OUTLINE

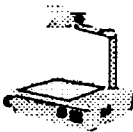
### Polling Place Layout (optional)



#### OHT 3 : Visit Polling Place

➤ **Comment:**

Highly desirable for D.R.O.'s to see their Polling place before Polling day so they don't get surprises!



#### OHTs 4 & 5 : Layout Check Lists

- Allow participants to read only - *it's well covered in the Handbook and shouldn't need any further discussion.*
- Ensure an even distribution of votes across all Ordinary booths.

### Customer Care

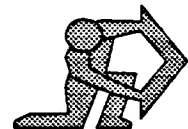
*(Refer to Page 1 of this Guide)*

- Emphasise importance of Customer Care.  
On Polling Day they represent the Chief Electoral Office.



#### OHTs 6 & 7: Customer Care Do's & Don'ts

Read out the "Don'ts" first, then the "Do's" and comment briefly.



## MODULE 1 : INTRODUCTION and OUTLINE

(Handbook P. 11)



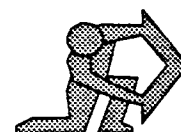
- Emphasise that a D.R.O.'s job is to *conduct the Poll correctly*, not be experts on the issues. The Customer Care section in the Handbook gives an idea of what to say when questioned. If people persist, refer them to the S.D.R.O., or repeat the phrase in the Handbook.



## MODULE 2 - ISSUING ORDINARY VOTES

### What's in this Module

- Changed Voting Paper
- Voters have 2 Votes
- Questions and Answers on Voting Procedures
- Check lists in folders.



## MODULE 2 : ISSUING ORDINARY VOTES

### Changes

Ask D.R.O.'s to take Specimen Ordinary Voting paper (E50) from their orange folders



#### OHT 8 : Voting Paper



- ☐ Voting style is ticks.
- ☐ Voting paper made up of two votes - Party and Electorate votes.
- ☐ Pads of Voting papers are reverse numbered.
- ☐ Sorter box preparation for Counting and Balancing - write Party names in alpha order on the E125A dividers followed by unregistered Party names and Independents and one for Informals.

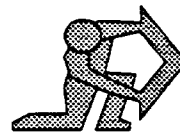
### Ordinary Voting Procedures (Handbook P. 19)



**Questions to ask group**  
(Ensure as many different people as possible answer these questions)

1. When does a voter qualify for an Ordinary Vote?

*A: When their name appears on the Certified Booth Roll for the Electoral district in which the Polling Place is situated, except where there's a shared Polling Place with another electorate. All other voters should be directed to Special/ Tangata Whenua or Ordinary Maori voting table (if present) - unless there's only one Booth in the Polling Place.*



## MODULE 2 : ISSUING ORDINARY VOTES

### Ordinary Voting Procedures (Cont'd)

2. What do you do to prepare the Voting papers?

*A: Put black sticker over number and place booth stamp in official mark space.*

3. Who repeats the page and line number?

*A: D.R.O.*

4. Who establishes what kind of Vote to issue?

*A: D.R.O. and Poll Clerk.*

5. After checking the spelling of a Voter's surname, what else does the Poll Clerk check?

*A: First names, address, occupation and alternative surnames, if necessary.*

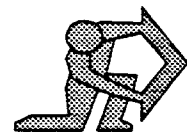
6. What do you write on the Voting paper stub?

*A: Page and line number from Roll and initial the stub.*

7. What instruction do you give to voters once they've received their papers?

*A: "Follow the directions on the Voting paper; the posters will help you.*

- When you've completed voting, fold your paper and put it in this ballot box (point).*
- Please go behind the next available screen - (point).*
- If you need more help, just come and ask me."*



## MODULE 2 : ISSUING ORDINARY VOTES

### Ordinary Voting Procedures (Cont'd)

8. How are pads of Voting papers numbered - is 1 the first or last in the pad?

*A: 1 is the last number at the back - This is to simplify working out the number of unused Voting papers you have at the end of the night.*

9. What do you do if a voter requests another Vote, i.e. they want to change it after the Voting paper has been placed in the Booth box?

*A: Once the Voting paper is in the Ballot box, the Vote is cast.*

### Check Lists



In folders are useful check lists for issuing Ordinary Votes and Poll Clerks' procedures - take with you on Polling Day.

### Poll Clerks

Emphasise that D.R.O.'s are responsible for ensuring their Poll Clerks do their job correctly.

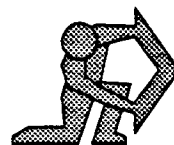
## MODULE 3 : CLOSING the BOOTH, COUNTING and BALANCING

### What's in this Module

- Closing the Polling Place
- E101 legibility
- Sorting papers, Counting and Balancing for Ordinary Votes
  - Demonstration by trainers
  - Practical exercise by D.R.O.'s
  - Questions and Answers
- Counting Special Votes
- Final Steps

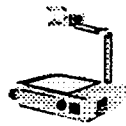
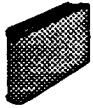
*If session is for Ordinary Votes only include:*

- Issues and Concerns
- Close Session



## MODULE 3 : CLOSING the POLLING PLACE, COUNTING and BALANCING

### Closing the Polling Place (Handbook P. 48)



#### OHT 9 : Closing the Polling Place

- By now you should have prepared as far as possible:

Envelopes

Close of Poll Certificate (E101)

Sorter box dividers

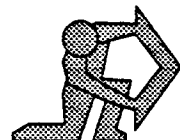
- Close doors at 7 pm sharp.
- Remove all signs.
- Complete vote issuing for remaining voters inside Polling Place.
- Pack away all unwanted materials.
- Lay out materials required for Counting and Balancing.
- Need plenty of space, use all you have available and use the Special Vote D.R.O.'s.

(Handbook P. 60)



#### OHT's 10 & 11 : Cartoons (Optional)

**Emphasise: Accuracy is paramount.** There are no prizes for finishing first.



## MODULE 3 : CLOSING the POLLING PLACE, COUNTING and BALANCING

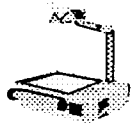
### Changes



- MMP has introduced a different Counting and Balancing procedure.
- Also, changes to the Certificate Accounting and Results Sheet (E101) make it easier to follow.

Because the process is **important and new**, everyone will practise the process after a demonstration.

### Types of Votes



**OHT's 12 : Vote Counting Graph (Optional)**  
**13 : Non-split/Split Vote**  
**14 : Informals**

- Explain each type of vote - ask questions.

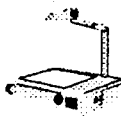
### Demonstration

*(Handbook Chapter 11)*

*Process will take approx.*

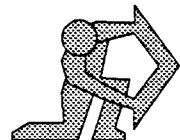
*20-30 minutes*

- Make sure everyone can see.
- Ask participants to watch the demonstration of the whole process.
- Go slowly through each step.



**OHT 15 : E101 Blank Party &  
Electorate pages**

- Complete E101 on overheads as you go using washable overhead pen.
- Answer questions, however avoid getting into lengthy discussions. The process is much easier to understand when it's demonstrated, rather than reading about it in the Handbook.



### MODULE 3 : CLOSING the POLLING PLACE, COUNTING and BALANCING

#### Demonstration (Cont'd)

- (a) **Emphasise the importance of crossing out errors on the E73 cards and writing correct figures above or beside the incorrect ones.**
- (b) **Booth stamp and Polling Place on E73 cards.**

#### Practical Exercise Part I

(Approx. 20 minutes)

➤ Everyone will practise!!

#### STEPS:

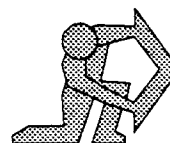
1. Divide participants into 4 groups of 4.
2. *All 4 in the group sort the Votes into non-split, split and informals, and check for accuracy.*
3. Then two people will be a D.R.O. and a Poll Clerk. They will practise:
  - Informals
  - Non-Split Votes
  - Split Party Votes

and complete the relevant pages of the E101. The other two will observe and follow procedure through in Handbooks from Page 52 and check each step is completed correctly.

4. Assign *one assistant per group* to check and correct errors as they occur, ask questions, and make sure no one takes shortcuts.

*Note: Use this time to check each group's progress yourself.*

5. Ensure Party Vote totals are completed on E101. Use dashes rather than NIL - the "I" could be counted as 1 in the totals!





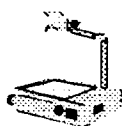
## MODULE 3 : CLOSING the POLLING PLACE, COUNTING and BALANCING

### Practical Exercise

#### Part II

(Approx. 15 minutes)

1. **Reverse roles** - observers become D.R.O. and Poll Clerk, other 2 become observers.
2. Next pair in each group count the *Split Electorate Votes* and complete the E101.
3. **Ensure assistants check and correct errors as they occur.**



**OHT 16 : Completed E101  
Electorate Vote  
(Optional)**

Go through totals.

### Questions



Allow 10 to 15 minutes at the end of this practise to answer questions and clarify any confusion D.R.O.'s may have.

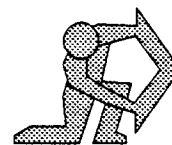
If anyone is still confused, you may like to offer to run a separate session on this topic just prior to Polling day.

### Certificate Accounting and Results Sheet (E101)

- Please ensure **all figures are legible!**
- Rule through errors and write in corrections above rather than writing over the existing figures.

Reason:

- ☞ Someone else has to read this form at the Official Count!



## MODULE 3 : CLOSING the POLLING PLACE, COUNTING and BALANCING

### Special Voting Certificate E100B (Handbook Chapter 12)

Ask group what the main difference is for  
counting Special Votes?

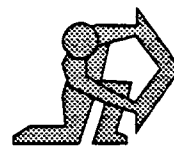
A: *Votes aren't checked or counted. This is done by  
R.O.'s staff.*

A: *Only need to account for Declarations issued.*

Ask group to turn to E100B Special  
Voting Papers Certificate and Accounting Sheet  
in Workbook (P. 14)

➤ Go through procedure briefly:

- ✓ When a booth issues both Special and Ordinary votes, account for Ordinary Votes first, then Specials. (*Handbook P. 52*)
- ✓ Booth stamp all voting envelopes.
- ✓ Separate into other districts (Envelope M) and own district (Envelope N).
- ✓ Complete Return of Voter Issued (E100D) for each Electorate from E100A.



### MODULE 3 : CLOSING the POLLING PLACE, COUNTING and BALANCING

#### Next Steps

- Where only one ordinary booth, D.R.O. advises R.O. of booth result.

Where more than one booth, D.R.O. takes completed E101 to person in charge.

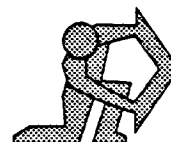
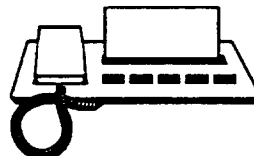
Person in charge checks E101.

Transcribes booth results to Polling Place Results Sheet (E98).

Returns E101 to D.R.O.(s) to put in Envelope H, completes details and seals it.

- Person in charge then:

- ✓ Adds and checks totals,
- ✓ Advises R.O. total Polling Place result,
- ✓ Signs E98, completes report, places E98 in Envelope H for lowest numbered General booth for Polling Place.



### MODULE 3 : CLOSING the POLLING PLACE, COUNTING and BALANCING

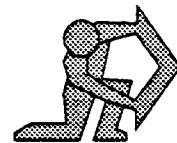
#### FINAL STEPS



- Pack away all voting materials.
- Stack furniture, screens, signs, etc, for collection.
- Return venue to its original state.
- Lock up, return key.
- Reset alarms, turn off heating.
- Return all voting materials to R.O. *in accordance with instructions.*

#### NOTE:

If session is for Ordinary Votes only, complete following page.  
If it includes Special Votes, proceed to Module 4.



## MODULE 3 : CLOSING the POLLING PLACE, COUNTING and BALANCING

### Issues & Concerns

*(Include here if the session is only for Ordinary Votes)*

**Review List of Issues & Concerns**  
displayed at beginning of session.

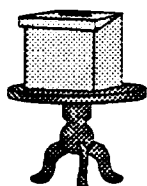
- Deal with any outstanding matters.
- Check for any final questions or clarifications.

Avoid dealing with **individual** problems.  
Ask participant(s) to see you after the session.

### Close of Session

- Thank all participants for attending.
- Wish them well for Polling day.
- Tell them you are available for any queries, advice, etc.

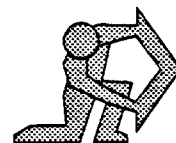
Write up your contact telephone numbers,  
address and times available.



Reminder to collect supplies (if applicable)



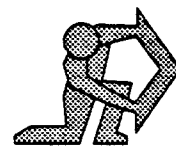
OR....



## **MODULE 4 : ISSUING SPECIAL/ TANGATA WHENUA VOTES**

### **What's in this Module**

- **Changes to Special/Tangata Whenua Declaration**
- **Grounds for issuing Special/Tangata Whenua Votes**
- **Index to Places and Streets**
- **Practical Exercise - Issuing Special/Tangata Whenua Votes**
- **Issues and Concerns**
- **Closing**



## MODULE 4 : ISSUING SPECIAL/ TANGATA WHENUA VOTES

### Changes

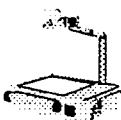


#### OHT 17 : Declaration E96

- Point out changes.
- Re-aligned residential address box to establish where a Voter has lived for one month or more (Panel A).
- Electoral district determined after qualifying address established - **requires D.R.O. to initial as having checked the Index to Places and Streets** (Panel A).
- New category of witness - registered New Zealand Elector (Panel F).
- Copy the Declaration number on to the panel provided on the Special Vote paper.



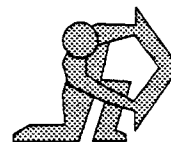
### Accuracy of Vote



#### OHT 18 : Disallowed Special Votes 1993 & 1995 figures

1995 is lower because of lower turnout. D.R.O.'s responsibility is to ensure **accuracy**, especially with Special Votes. Need to be thoroughly familiar with which type of vote to issue and the procedures.

Attention to detail is vital to **MAKE EVERY VOTE COUNT**. Even more so under MMP because the Party Vote count determines the final make up of Parliament.



## MODULE 4 : ISSUING SPECIAL/ TANGATA WHENUA VOTES

### Special Votes (Handbook Chapters 7 & 8)

Ask under what conditions would they issue a  
**Special Vote (When Voter is present)?**  
\* Wait for answers before displaying OHT.

- A. *Voter has been to Ordinary Voting table on  
Polling day and isn't on Certified General Roll.*

*Voter resides in the Electorate (1 month  
residential requirement).*

*Voter is not on Certified General Roll for their  
electorate, or the Maori Reference Roll.*

*For Votes taken away.*



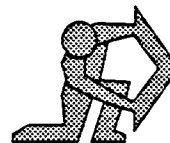
### OHT 19 : Special Vote Grounds

Ask under what conditions would they issue a  
**Tangata Whenua Vote?**  
\* Wait for answers before displaying OHT.

- A. *Voter has been to Ordinary Voting table and isn't  
on the Certified General Roll.*

*Polling place has no Ordinary Maori Voting  
facilities.*

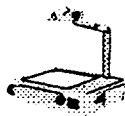
*Voter's name appears on the Maori Reference  
Roll for electoral district where Polling place is  
situated.*





## MODULE 4 : ISSUING SPECIAL/ TANGATA WHENUA VOTES

### Special Votes (cont'd)



### OHT 20 : Tangata Whenua Vote Grounds

### Maori Electorates (Optional) (Handbook P. 37)

- Give local information re boundaries if applicable to your Electorate - now five Maori Electorates instead of four.

### Index to Places & Streets (Handbook P. 26)

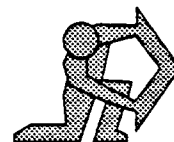
### Hold Up Full Version of Index to Places & Streets

D.R.O.'s must use this to ascertain correct electorates

Otherwise votes could be invalid.



- Required to **initial Declaration** that they've used this document.
- Use a ruler across the page to ensure accuracy.



## MODULE 4 : ISSUING SPECIAL/ TANGATA WHENUA VOTES

### Index to Places and Streets (cont'd)

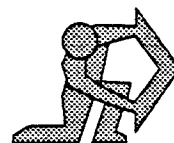
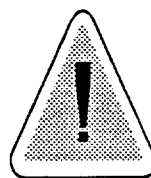
#### Hold Up Extract of Index to Places & Streets

This is only for pre-Polling Day preparation exercises like the Workbook and the vote issuing we're about to do.

**It's NOT for use on Polling Day.**

- Indicate where to find LRP in the Index.

*Note: Have one of your assistants collect these at the end of each training session.*



## MODULE 4 : ISSUING SPECIAL/ TANGATA WHENUA VOTES

### Practical Exercises

### Issuing Special/Tangata Whenua Votes

#### COMPULSORY!

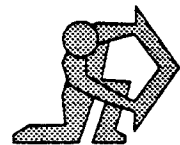
- **Everyone practises both types of votes. It's the last chance you get before 9 a.m. on Polling day.**

In folders are:

- ☐ Specimen Declaration Special Voter on Polling day (E96)
- ☐ Specimen Special Voting Paper (E2C)
- ☐ Page from Maori Reference Roll relevant to this Electorate
- ☐ Checklist Sheets 3 & 4
- ☐ Photocopied list of Special Voters (E100A)
- ☐ Special Vote Envelope (E82)

**Refer to Practical Exercise Instructions Poster**  
*(optional)*  
**Read Through it**  
**Explain Procedure**  
**Write up key points on board if necessary**

- In groups select:
  - 1 x D.R.O.
  - 1 x Voter
  - 1-2 x Observers
- Use forms and check list sheets from folders.
- Issue a vote **beginning with voter approaching table.**



## MODULE 4 : ISSUING SPECIAL/ TANGATA WHENUA VOTES

### Practical Exercises (Cont'd)



- **EVERYONE** practises this vote.

Allow 15-20 minutes for exercise.

Assistants hand out Practical Exercises Sheets to Voters only.

**Circulate Around Groups**

**Check and Correct Errors**

**Keep Groups Focused on Task**

- Tell them when 5 minutes to go
- Check all groups have finished

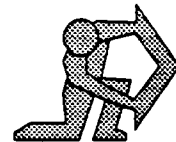
**Review the exercise**

Give further clarification if needed and answer questions.

### Issuing Special Votes When Voter Not Present

- A **Special Vote Declaration** is the only vote that can be issued when the voter is not present.
- Procedure is much the same as having a voter present. Clearly laid out in Handbook, and copies of main form and pamphlet in folders.

Note new category of witness - Registered New Zealand Elector.



## MODULE 4 : ISSUING SPECIAL/ TANGATA WHENUA VOTES

### Ordinary Vote Counting (Handbook P. 60)

Once Special Vote D.R.O.'s have finished their Vote counting they assist with sorting the Split Party Votes for Ordinary Votes.

### Issues & Concerns (Include here if the session is only for Special Votes)

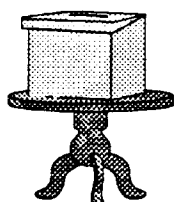
**Review List of Issues & Concerns**  
displayed at beginning of session.

- Deal with any outstanding matters.
- Check for any final questions or clarifications.

Avoid dealing with **individual** problems.  
Ask participant(s) to see you after the session.

### Close of Session

- Thank all participants for attending.
- Wish them well for Polling day.
- Tell them you are available for any queries, advice, etc.



**Write up** your contact telephone numbers,  
address and times available.



- Reminder to collect supplies (if applicable).

## **MODULE 5 : LOCAL RESTORATION POLL**

### **What's in this Module**

- Main points on Local Restoration Poll
- Issuing Local Restoration Poll Votes

**If you are in a Local Restoration Poll area, you may wish to cover this more fully; use your L.R.P. Handbook for information.**

## MODULE 5 : LOCAL RESTORATION POLL

### Local Restoration Poll

Ask group the following questions.



1. What is L.R.P.?

A. Voters in specific districts where there are no liquor licences are given the opportunity to restore liquor licensing or continue the restriction.

2. How many districts are there and which ones are they?

A. 4 Districts: Eden, Grey Lynn, Roskill and Tawa.

3. Do No-licence boundaries follow electoral boundaries?

A. No - shown in Extract of Index to Places & Streets.

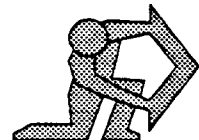
4. How would you identify a voter who resides in a No-licence District?

A. By letter of the No-licence District beside the entry on the Roll or indicated in the Index to Places & Streets.

(Handbook P. 30, Para 3a)

➤ L.R.P. voting papers are issued with Ordinary Voting Papers where a Polling Place is in a No-licence District...

And with Special Votes for voters outside their electorate if they're resident in a No-licence District.



## MODULE 5 : LOCAL RESTORATION POLL

### Local Restoration Poll (Cont'd)

- If the Certified Booth Roll doesn't include the letter of a No-licence District, the voter must complete an E91A (Declaration by Ordinary voter for a Special Local Restoration Poll voting paper).
- If your electorate contains a No-licence District or part No-licence District, and you have time in the session, you may wish to cover the main points from the Local Restoration Poll Handbook.
- For all other electorates, the procedures are fully covered in the Handbook.





## CHECKLIST FOR ORDINARY VOTES: D.R.O.

---

### *Prepare Voting papers with a black sticker and booth stamp*

1. Ensure Poll Clerk rules through correct name, especially where there are voters with similar names or at same address.
2. Write page and line number on stub of voting paper.
3. Repeat page and line number to Poll Clerk.
4. Initial the stub.
5. Remove Voting paper from the stub.
6. Give paper to voter with instructions.

## CHECKLIST FOR ORDINARY VOTES: POLL CLERK

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1. Smile, greet the voter.
2. Ask voter if they know which electorate they're enrolled in.
3. Ask for surname or family name.
4. Find name on Certified Booth Roll.
5. Check spelling of surname/family name.
6. Check first names, address, occupation (name before marriage, alternative surnames).
7. With DRO establish which type of vote needs to be issued.
8. Call out voter's page and line numbers.
9. Ensure DRO repeats it correctly.
10. Rule through the line number and voter's name only.
  - with ruler and red pen
  - start 5mm to left of number
  - leave address and occupation unmarked

## CHECKLIST FOR SPECIAL VOTE DECLARATIONS

(Where voter is present)

---

*Prepare Voting papers with black stickers and booth stamp.*

1. Greet voter and check address.
2. Check 1 month residential requirement.
3. Find address in Index to Places and Streets.
4. Ask voter which roll they think they're on, General or Maori.
5. If voter replies General Roll then prepare Declaration Vote.
6. Remove Declaration form and ask voter to complete Panels A and B.
7. Check Panels A and B correctly completed.
8. Use Index to Places and Streets to reconfirm correct electorate.  
(If wrong electorate is shown, amend in red pen)
9. Check if voter is entitled to an LRP Voting paper. If yes, issue accordingly.
10. Initial the "Index Checked" box to confirm you have checked the address.
11. Voter signs and dates Panel C in your presence. NO SIGNATURE INVALIDATES THE VOTE:  
Check signature matches name details in Panel A.
12. Use RED pen to witness voter's signature. If your signature is illegible, print name underneath.
13. Place booth stamp in Panel E "Official Mark if Witness is Issuing Officer".
14. Draw diagonal line through Panels D and F.
15. Write details on E100A (List of Special Voters).
16. Locate the correct Voting paper for the voter's electoral district.
17. Write up the parties and electoral candidates from a blank E2 Voting paper if you have used all other preprinted Voting papers.
18. Remove from relevant pad.
19. Copy the number printed on the declaration for that voter to the space provided on the Special Voting paper.
20. Place a black sticker over the number you have written on the Voting paper to preserve secrecy.
21. Place booth stamp in the "Official Mark" space.
22. Address envelope (E82) to correct R.O.
23. Check that electorate name on envelope matches electorate named on Declaration and Voting paper.
24. Seal Declaration form inside voting envelope (E82).
25. Give Voting paper and envelope to voter with instructions.

## CHECKLIST FOR TANGATA WHENUA VOTES

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Assume voter has been through steps 1 to 4 on Checklist for Declaration Vote.

1. Greet voter and check surname/family name, first names, address, occupation on page of Maori Reference Roll.  
*(A voter is entitled to a TANGATA WHENUA vote if they attend the Polling Place in person and are registered on the Maori Reference Roll for the electorate in which that Polling Place is situated).*
2. Leave Reference Roll UNMARKED.
3. Check if voter is entitled to an LRP voting paper. If yes, issue accordingly.
4. Remove Special Vote Declaration form from pad.
5. Use Maori Reference Roll to complete details in Panel A.
6. Draw diagonal line through Panels B, C and F.
7. Tick circle in Panel D.
8. Complete Panel E by placing booth stamp in "Official Mark" on T.W. form.  
Write page and line number in space provided.
9. Write details on E100 A (List of Special Voters).
10. Locate correct Maori Electorate voting paper for Maori voters' Electoral District from relevant pad.
11. Remove from pad.
12. Copy the number printed on the declaration for that voter to the space provided on the Voting paper.
13. Place a black sticker over the number you have written to preserve secrecy.
14. Place a booth stamp in the Official Mark space at the top of the Voting paper.
15. Address Envelope E82 to correct R.O.
16. Check Maori Electorate address on envelope matches Maori Electorate named on Declaration and Voting paper.
17. Seal T.W. declaration form inside voting envelope (E82).
18. Give Voting paper and envelope to voter with instructions.

# **SESSION OUTLINE**

---

- \* Introduction**
- \* Issuing Ordinary Votes**
- \* Closing, Counting & Balancing**
- \* Issuing Special/Tangata Whenua Votes**
- \* Local Restoration Poll**

**\* \* \* \* \***



ELECTIONS NZ

Booth No. ....

RETURNING OFFICER'S RECEIPT AND PERFORMANCE CHECKLIST TO DEPUTY AFTER THE POLL

..... Electorate

Received from M..... Deputy  
Returning Officer, all used ballot and voting papers (if any), counterfoils of used ballot and voting papers (if any) and unused and  
spoilt ballot and voting papers (if any), the marked rolls, the Certificate, Accounting and Results Sheet, and all other forms and  
papers used and unused in connection with the polling at Booth No. ...., at .....  
Polling Place, on the ..... day of ..... 19....., together with  
the booth stamp and, where applicable, the key(s) of the ballot box.

.....  
Returning Officer

CHECKLIST — BEFORE POLLING DAY — RETURNING OFFICER

- ☐ Completed pre training workbook
- ☐ Attended training session

CHECKLIST — POLLING DAY — RETURNING OFFICER AND HEADQUARTERS STAFF

NB: Responsibility of Polling Place is at direction of SDRO or DRO in charge.

- ☐ Signposting Polling Place
- ☐ Procedures for dealing with voters being carried out
- ☐ Interior layout booth furniture and positioning of staff
- ☐ Language signs visible
- ☐ Ballot markers working, no campaign literature or graffiti present
- ☐ Provision for waiting voters
- ☐ Customer care
- ☐ General presentation of Polling Place and general demeanour of staff

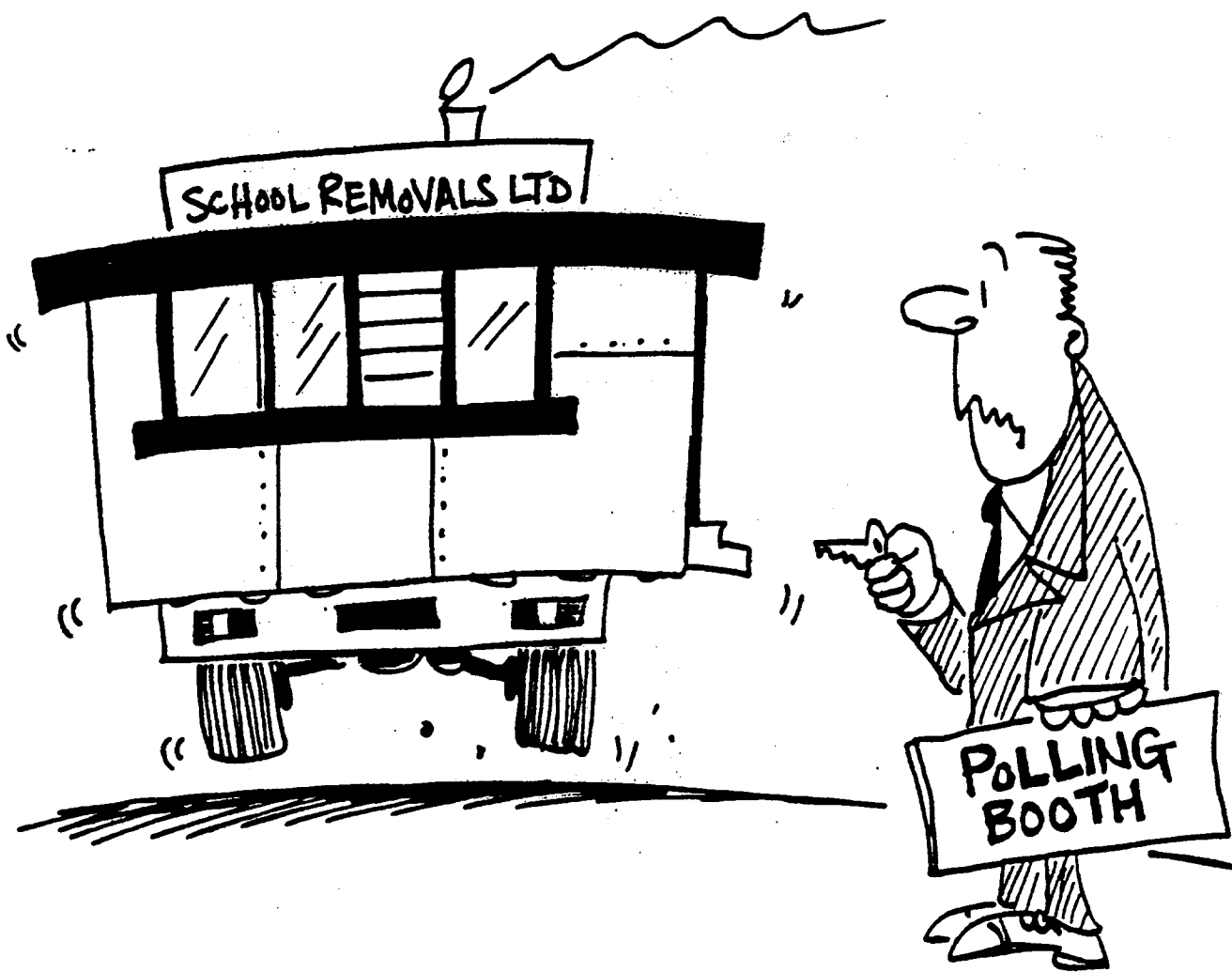
Your comments: .....  
.....  
.....

CHECKLIST — AFTER POLLING DAY — RETURNING OFFICER AND HEADQUARTERS STAFF

- ☐ State of returned supplies
- ☐ Standard of marking of Certified Booth Roll
- ☐ Accuracy of returns and standard of special vote declarations (if applicable)
- ☐ Should they be re-employed

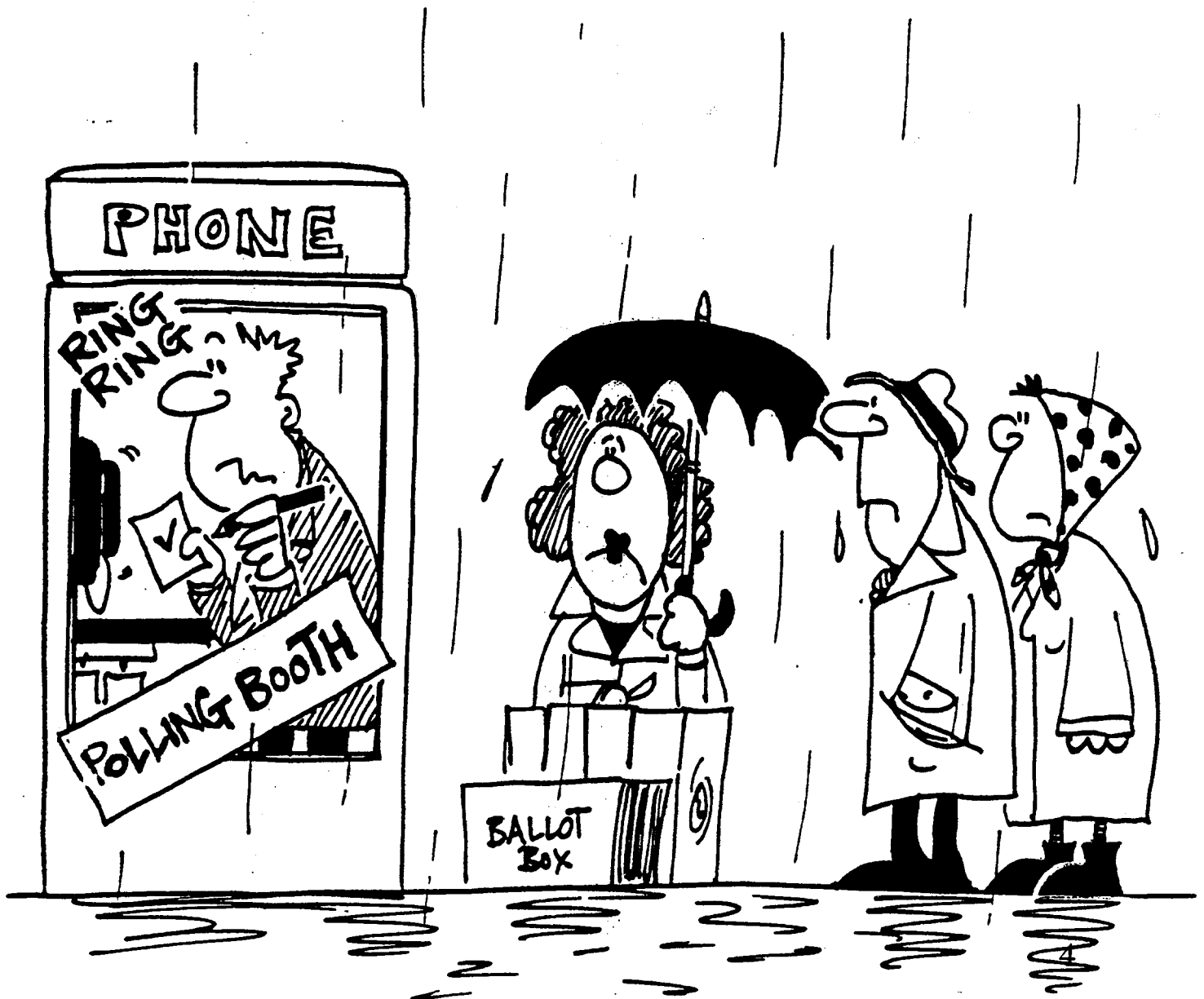
Notes: .....  
.....  
.....

# Visit Your Polling Place Before Polling Day!



# Polling Place Layout

- \* Check out before Polling Day
- \* Use separate entrance/exits where possible
- \* Distinct Ordinary & Special Voting tables
- \* Use furniture to create orderly voter flow
- \* Display signs effectively and securely
- \* Maximise inside queuing space





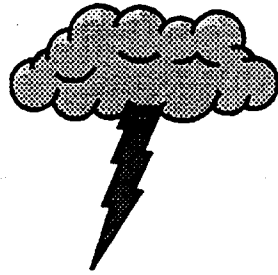
# **Polling Place Layout**

## **(2)**

- \* Space between issuing tables**
- \* Issuing officers can see all voting screens**
- \* Staff seated closest to door**
- \* Provision for scrutineers**
- \* Voters pass tables after voting**
- \* Seating for the elderly/infirm**

\*\*\*\*\*

# CUSTOMER CARE TIPS



**Don't...**

- ⊖ **make fun of the customer's name or appearance**
- ⊖ **enter into a discussion with the customer about Voting issues**
- ⊖ **argue with the customer**
- ⊖ **try to guess answers if you don't know**

# CUSTOMER CARE TIPS



**Do...**

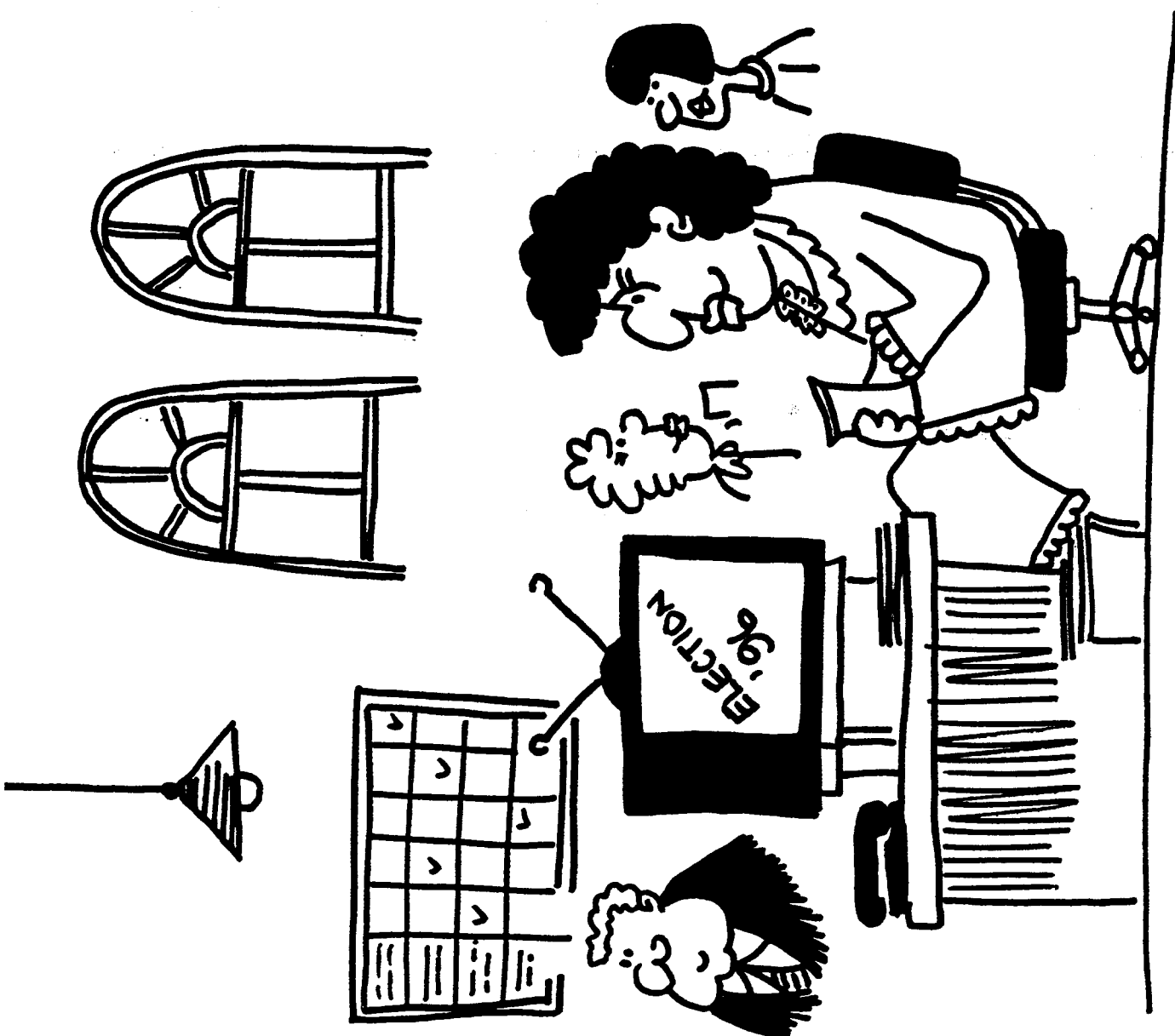
- ☺ **greet the customer courteously**
- ☺ **ask questions that require more than a “yes” or “no” answer to find out further information if required**
- ☺ **be aware of your customers’ “special” needs :**
  - **they may have a disability**
  - **English may not be their first language**
  - **they may be first time Voters**
- ☺ **get help from a S.D.R.O., D.R.O. or call the R.O. if you have an issue you cannot resolve**
- ☺ **treat your customers as you would expect to be treated**



# **Closing the Booth**

- \* Close doors at 7 pm sharp**
- \* Remove all polling signs**
- \* Complete vote issuing for remaining voters inside Polling Place**
- \* Pack away all unwanted materials**
- \* Lay out materials required for Counting and Balancing**
- \* Follow steps in the Handbook**
- \* Take your time, accuracy is essential**

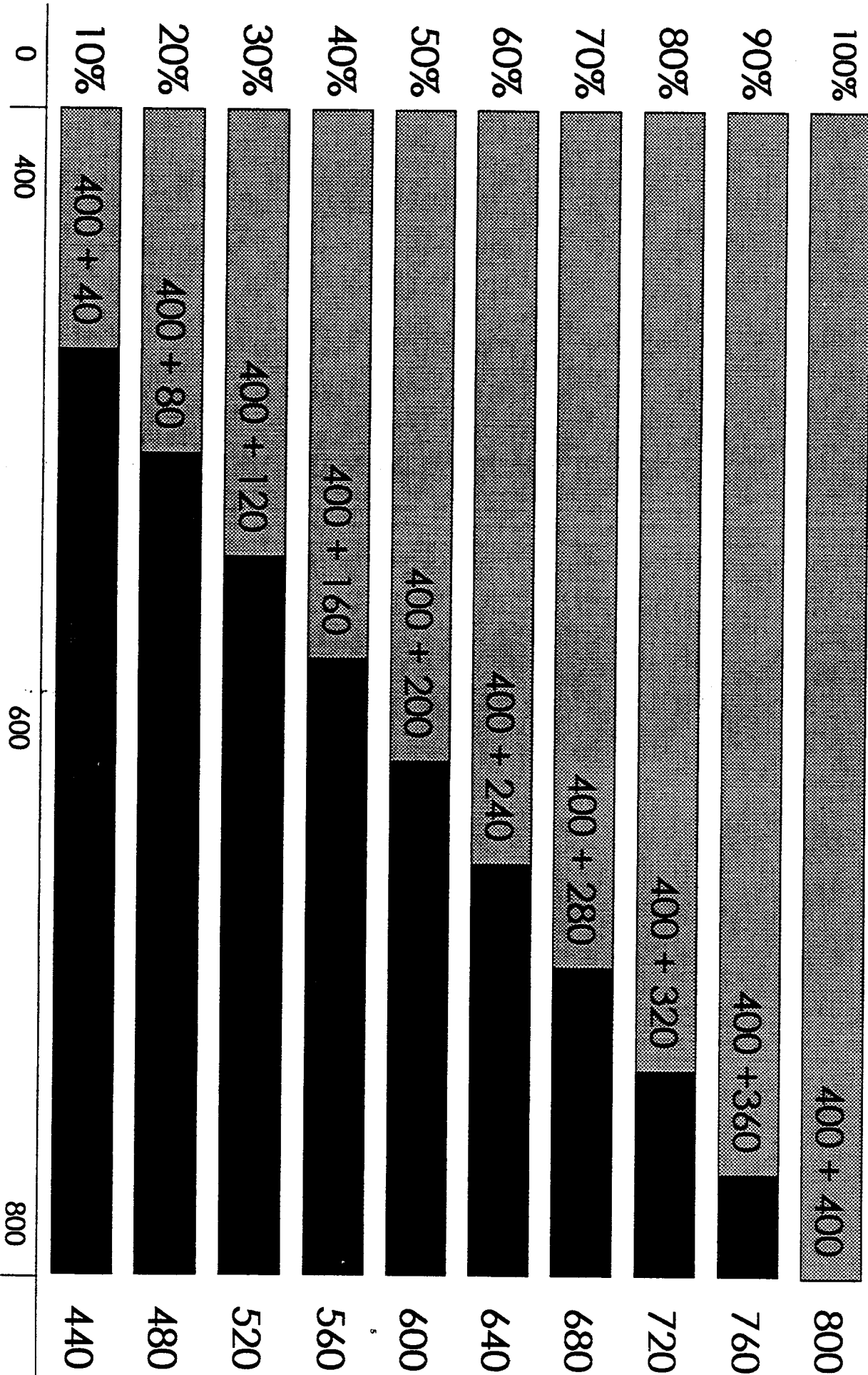




Percentage  
of Split Votes

# Vote Counting Chart

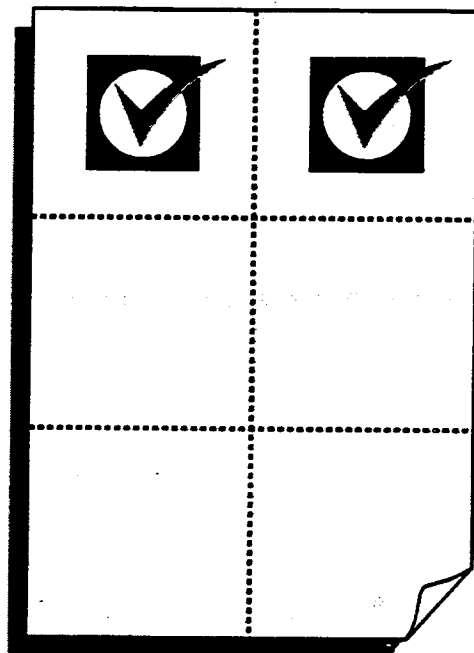
Total number  
of Votes to  
be counted



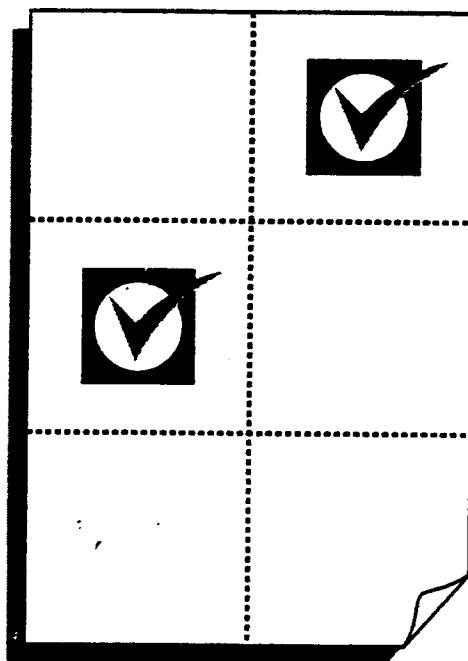


## NON-SPLIT VOTES / SPLIT VOTES

### > Non-Split Votes

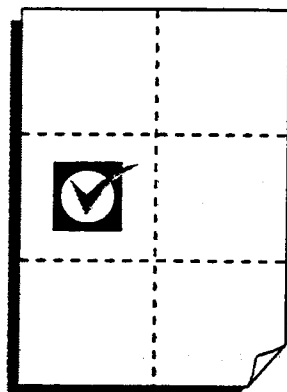


### > Split Votes

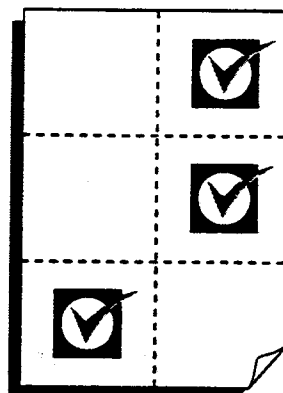


## INFORMAL VOTES

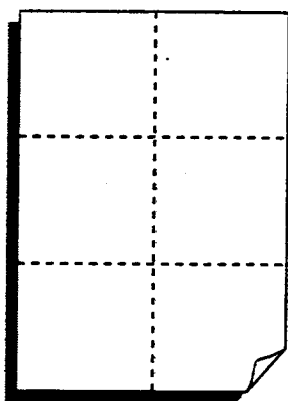
### > Informal Electorate Vote



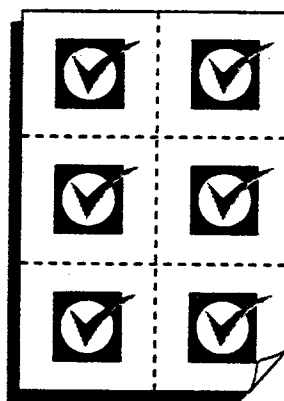
or



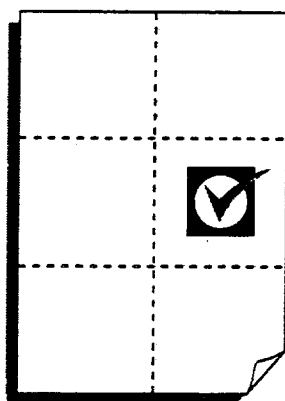
### > Informal Party & Electorate Vote



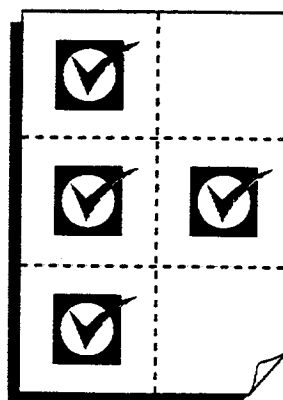
or



### > Informal Party Vote



or



Electorate AKATARAWA

Polling Place EASTERN INTERMEDIATE

Booth Number 21

		TOTALS	RO's Use Only
1	Total Papers supplied - Must agree with Total A on front cover		
2	Spoilt Ballot Papers, if any from Envelope C		
3	Apparent Dual Votes set aside, if any from Envelope D		
4	Unused Ballot Papers		
5	Total of Lines 2, 3 and 4 above		
6	Number of Ballot Papers to be accounted for Line 1 minus Line 5 above		
7	Total Ballot Papers Counted (see below) *		
8	Missing Ballot papers, if any		

Party Votes

		Totals	Non-Split Votes
	APPLE		
	ASPARAGUS PARTY		
	BANANA		
	BROCCOLI PARTY		
	CABBAGE		
	CARROT		
	CELERY		
	CHERRY		
	CORNCOB		
	EGGPLANT		
	GRAPE		
	KIWI FRUIT		
	LEEK		
	LEMON PARTY		
	ORANGE		
	PEA PARTY		
	PEACH		
	PEAR		
	PEPPERS		
	POTATO		
	PUMPKIN		
	SQUASH		
	STRAWBERRY		
	TOMATO		
	WATERMELON		
9	Total Valid Party Votes		
10	Informal Votes from Certificate Cover add (b) Informal Party and Electorate Vote(s) and (c) Informal Party Vote(s)		
11	Total Ballot Papers Counted to be copied to line 7 above *		

Note: The totals for lines 6 & 7 should be the same. If they do not balance follow the procedure in the Handbook (E3).  
If, after a second count, the totals do not balance a note to this effect must be made in the Deputy Returning Officer's report.





ELECTIONS NZ

# Declaration by Special Voter on Polling Day

- For a special vote, other than as a tangata whenua vote, panels A, B, C, and, if necessary, F must be filled in.
- For a tangata whenua vote, the Issuing Officer must fill out panels A, D, and E (and cross out panels B, C, and F).

PLEASE PRINT CLEARLY

## Panel A Details of Elector and Electorate

My surname or family name is:

My full given or first names are:

My occupation is:

My contact telephone number is:

My date of birth is:

(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:

Street/Road:

Town, city, or locality:

I have resided at this address for:

☒ Tick one

One month or more

If less than one month show below the last address at which you resided continuously for at least one month

Flat/House No:

Street/Road:

Town, city, or locality:

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.

OFFICIAL USE ONLY  
Index checked

INITIALS

## Panel B Grounds for Special Vote

Show the ground or grounds applying to you. Where a ground applies, place a tick in the circle provided.

☒ Tick below where applicable

☐ Not on printed roll: My name does not appear on any of the printed rolls for the electorate or has been wrongly deleted from a printed roll for the electorate.

☐ Outside electorate: I am absent from my electorate on polling day.

☐ Illness, infirmity, pregnancy, or recent childbirth: My illness, infirmity, pregnancy, or recent childbirth prevents me from attending at any polling place in the electorate.

☐ Hardship or serious inconvenience: I have satisfied the Returning Officer or Deputy Returning Officer that, for the reason given below, it is not practicable for me to vote at a polling place in the electorate without incurring hardship or serious inconvenience.

Give reason here

## Panel C Declaration

I declare that to the best of my knowledge and belief both the details given in Panel A and the ground(s) marked with a tick in Panel B are true.

Signature of elector

Date

I certify that the elector named above signed the Declaration in my presence.

Signature of Witness

Is the Witness the Issuing Officer?

Yes > Give your Official Mark in Panel E

No > Go to Panel F and complete Details of Witness

999999

OFFICIAL MARK

OFFICIAL MARK

17

## Panel D Grounds for Tangata Whenua Vote

Tick if applicable

☐ The voter is attending on polling day at a General polling place that **does not** provide ordinary Maori voting facilities; **and** the voter's name appears on the roll for a Maori electoral district; **and** the General polling place is situated in that Maori electoral district.

## Panel E

OFFICIAL MARK IF

No. on Roll:	Line	Office use only
Page		

No-licence district			
Eden	Grey Lymn	Roskell	Tawa

WITNESS IS ISSUING OFFICER

## Panel F Details of Witness If witness is NOT the Issuing Officer

My surname is:

My full given or first names are:

My residential address is:

Flat/House No:

Street/Road:

Town, city, or locality:

Qualification of witness

☒ Tick one

☐ Solicitor

☐ Relative of special voter

☐ Justice of the Peace

☐ Member of the house-hold of special voter

☐ Other person authorised to take a statutory declaration

☐ Registered New Zealand Elector

☐ Person approved for the purpose by the Returning Officer



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# Special Votes Disallowed

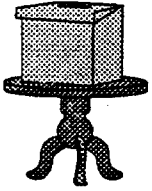
## Declarations taken by Polling Day Staff

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### General Election 1993

### Citizens Initiated Referenda 1995

Special Votes Disallowed	1993	1995
Elector's address invalid for electorate	1,142	337
Not Signed by Voter	132	65
Not Witnessed or Improperly Witnessed	224	253
No Ground Indicated on Special Vote Declaration ✓	115	235
Incorrect Ballot Paper issued for voter's electorate	24	<i>no figures</i>
No voter details in Panel A	4	11
No address details in Panel A	70	159
On Maori Roll, vote issued for General Electorate	18	38
Tangata Whenua form completed when elector not on Maori Roll	31	9
Miscellaneous	19	0
Special Votes Disallowed	1,779	1,107



## **SPECIAL VOTE GROUNDS**

- ① **Voter has been to Ordinary voting table on Polling day and isn't on Certified General Roll**
- ② **Voter resides in the Electorate (1 month residential requirement)**
- ③ **Voter isn't on Certified General Roll for their electorate, or the Maori Reference Roll**
- ④ **For Votes taken away**

# **TANGATA WHENUA VOTE GROUNDS**

- ① **Voter has been to Ordinary Voting table and isn't on the Certified General Roll**
- ② **Polling place has no Ordinary Maori Voting facilities**
- ③ **Voter's name appears on the Maori Reference Roll for electoral district where Polling place is situated.**

