

W O R K B O O K

E17A

1996

Name:

Date of Training Session:

Checked by RO:



YOUR GUIDE TO THE WORKBOOK

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

Chapters 1-4 Information only

Chapter 5 Read then complete workbook exercises

Chapters 6-8 Read then complete workbook exercises

Chapters 10- 12 Read then complete workbook exercises

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

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

The workbook will be returned to you along with the answers.

(Reference: Handbook chapter 5)

Below are four questions that relate to the most important parts of the handbook text on Getting Ready to Open the Polling Place.

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

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

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

-
2. Prior to polling day you are required to physically count your voting papers and Declarations (if applicable) to ensure that each pad has the correct number of papers in the correct number sequence. The numbers and quantity should match the totals on your Certificate, Accounting and Results Sheet, E100B or E101.
- If there are any discrepancies, what actions will you take?

-
3. Black adhesive stickers are **used** to preserve the secrecy of the poll.
- (a) Where on an Ordinary voting paper do you place the black adhesive sticker?
- (b) What area do you leave clear?
- _____

-
4. On polling day, Declarations E20-H need to be made before the booth opens.
- Who is required to make a Declaration?
- (i) _____
- (ii) _____

(Reference: Handbook chapter 6)

Below are five questions and a case study that relate to the most important parts of the handbook text on Issuing Ordinary Votes.

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

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

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

1. Name three key customer care tips:

- (i)
- (ii)
- (iii)

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

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

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

5. When are the party list and electorate candidates allowed to be present in a polling place?

6. **Case Study**

A female voter gives her name as Frances Jo Anderson.

You check the Certified Booth Roll under Anderson to discover there is no one of that name listed. You wonder if she is on the Certified Booth Roll under some other name.

List all the possible lines of enquiry that you could make to check that possibility.

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

On the following pages are ten questions that relate to the most important parts of the handbook text on Issuing Special Votes, using the Extract of Index to Places and Streets. Identifying the correct electorate for a given address is a key focus of this election. The Index must always be checked.

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

The Extract is not for use on polling day, and is to be returned to the Returning Officer at your training session. The Index to Places and Streets is the resource document for determining the correct electorate for which a voter should be issued a voting paper. Study the notes in the front of form EI32 “Extract of Index to Places and Streets”. Study the How To Use section of form EI32 before commencing the exercises below and then use the EI 32 to complete the exercises below.

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

PLACE	ELECTORAL DISTRICT		MAP REF
	GENERAL	MAORI	
1. Maraetai – Manukau City	_____	_____	
2. Ocean Beach – Whangarei District	_____	_____	
3. St Andrews – Waimate District	_____	_____	

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

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

3. Write down what would need to be established to determine the electorate for the place called “Balmoral”. (Use the “PLACES” (yellow pages) section of the Extract of Index to Places and Streets EI 32.)

4. Can you determine from the “PLACES” Index the electoral district for the following voter’s residence. If YES, write down the electorate. If NO, state how you would establish the electorate.

J Grey, Woodend, Waimakariri District

General YES/NO

Maori YES/NO _____

5. (a) When issuing a Special Vote in your polling place to a voter who is from another electorate, which panels of the Special Vote Declaration have to be completed?

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

6. Once you have checked the address where the voter has resided for 1 month or more, and the address matches the electorate, what do you do?

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

8. **Case Study**

George Walker is on holiday for the weekend in Hillcrest. He normally resides permanently in Mangakino. He states that he is on the Maori roll. He approaches you at the Special Vote Table. Using the Extract of Index to Places and Streets EI 32, how do you establish which Maori electoral district he lives in?

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

(b) Fill in the correct electorate in Panel A and complete the Index Checked box.

Panel A

Details of Elector and Electorate

My surname or family name is:

WILLIAMS

My full given or first names are:

MURRAY JOHN

My occupation is:

CLERK

My contact telephone number is:

425 9947

My date of birth is:

24-12-68

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

If your name has changed since you enrolled, please complete the following statement:

My former name was:

(You do not have to show your former name but you will help with the checking of your enrolment if you do so)

My present residential address is:

Flat/House No: 343

Street/Road: HIGH STREET

Town, city, or locality: LOWER HUTT

I have resided at this address for:

☒ Tick one

☐ One month or more

☒ Less than one month

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

Flat/House No: 995

Street/Road: HIGH STREET

Town, city, or locality: LOWER HUTT

I am qualified to vote in the electorate of:

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

OFFICIAL USE ONLY

Index checked

INITIALS

10. From the information contained in the address boxes in Panel A, which electorate would you issue a Special Vote for if the voter said to you, "I've been residing at 343 High Street for more than one month but I have not re-enrolled for that address".

(Reference: Handbook chapter 8)

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

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

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

A Maori elector may qualify for any one of four types of vote:

- Ordinary General Electorate Vote
- Ordinary Maori Vote
- Tangata Whenua Vote
- Special Vote.

Maori electors may be on one of two rolls:

- General Roll
- Maori Roll.

- ...
1.

Not every Maori elector qualifies to cast a Tangata Whenua Vote. How does a Maori elector qualify for a Tangata Whenua Vote?

(i)

(ii)

(iii)
2.

On polling day a voter approaches your table. The voter is on the Maori roll, resides in Castle Hill and is at a netball game in Naenae.

What type of vote would you issue and why?
3.

Enter the following information on the List of Special Voters Including Tangata Whenua Voters E 1 OOA (opposite).

Tangata Whenua Number

573452

Name

Henry Shelford

Electoral District

Te Tai Tonga



ELECTIONS NZ

E100A

List of Special Voters
including Tangata Whenua Voters

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

Signed Deputy Returning Officer or Issuing Officer

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

Special Vote Declaration Number <small>Identify Tangata Whenua Votes TW against Declaration Number</small>		Surname	First or given names	Electorate for which Vote Issued	Tick if any papers taken over

(Reference: Handbook chapters 10 and 11)

Below are 12 questions that relate to the most important parts of the handbook text on sorting and counting the Ordinary Votes.

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

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

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

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

2. What is a:

(a) Non-Split Vote

(b) Split Vote

(c) Informal Vote

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

(i)

(ii)

(iii)

4. How would you correct an error on an orange E73 card?

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

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

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

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

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

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

11. In what order do you complete the following procedures for sorting and counting votes?
(Number the steps 1 to 4, with one being the first step and 4 being the last step.)

(i) sorting, checking and counting the Informal Votes	<input type="checkbox"/>
(ii) sorting, checking and counting the Split Electorate Votes	<input type="checkbox"/>
(iii) sorting, checking and counting the Non-Split Party and Electorate Votes	<input type="checkbox"/>
(iv) sorting, checking and counting the Split Party Votes	c 1

12. (a) From the following information complete the certificate E101 below.

Total papers supplied	600
Spoilt ballot papers	2
Apparent dual votes	NIL
Unused ballot papers	3
Total valid party votes	585
Informal votes	5

Are there any missing ballot papers? If so, how many?

		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				
9	Total Valid Party Votes				
10	Informal Votes from Certificate Cover add (b) Informal Party and Electorate Votes(s) and (c) Informal Party Vote(s)				
11	Total Ballot Papers Counted to be copied to line 7 above *				

- (b) You have completed your Ordinary Party Vote count and find that the certificate E 10 totals at lines 6 and 7 are different. Where in your handbook do you find the steps to deal with the situation?

(Reference: Handbook chapter 12)

Below is a question that relates to the handbook text on Counting Special Votes.

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

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

1. You are supplied with 30 Declarations. Using this information together with the details contained in the E100A below complete the Certificate and Accounting Sheet E1 OOB on the next page.



ELECTIONS NZ

E100 A

List of Special Voters
including Tangata Whenua Voters

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

R. Parker
Signed Deputy Returning Officer or Issuing Officer

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

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



E100 B

Certificate and Accounting Sheet

Notes

If any declarations are supplied to the booth during polling day, the person delivering the declarations must record the number of declarations supplied and the consecutive numbers below

Spoilt declarations are those that are cancelled and not used for voting. Replacement declarations have been issued to the voters.

Totals A and B should be the same figure. If they do not balance all declarations should be recounted.

If, after a second count, the totals do not balance a note to this effect must be made in the Special Deputy Returning Officer's Report E100D

Account of Declarations for Special Votes (E81)

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

		Totals	RO Use Only
Spoilt Special Vote declarations, if any			
Plus	Tangata Whenua Forms Issued		
Plus	Special Vote declarations Issued		
Sub Total	Special Vote declarations Used		
Plus	Special Vote declarations Unused		
B Total declarations supplied			

NOTES _____

[illegible]