

1996 General Election Planning Schedule

based on General Election 12 October 1996

	Finish	Task	Responsibility	Item
14.6.96	ongoing	0800 800 610 Service Starts	CEO	Service
24.7.96	24.7.96	Funding No. 1 issued \$19,800	CEO	Finance
25.7.96	25.7.96	Updated list of polling places provided by CEO to ROs	CEO	PP
26.7.96	2.8.96	ROs provide amendments to polling place listings to CEO	RO	PP
26.7.96	6.8.96	Discuss polling places with Political Parties	RO	PP
29.7.96	2.9.96	Availability of staff sought	RO	Staff
5.8.96	2.9.96	Assess new staff	RO	Staff
16.8.96	16.8.96	Updated list of polling places provided by CEO to ROs	CEO	PP
16.8.96	20.8.96	Initial Supplies delivered from Printlink by 20.8.96 E143	CEO	Tasks
19.8.96	20.8.96	ROs Seminar in Christchurch	CEO	Seminar
19.8.96	22.8.96	ROs reconfirm polling places with CEO updated lists	RO	PP
20.8.96	21.8.96	ROs Seminar in Auckland	CEO	Seminar
21.8.96	22.8.96	ROs Seminar in Hamilton	CEO	Seminar
22.8.96	28.8.96	Polling place listings provided to advertising agency by CEO	CEO	PP
26.8.96	27.8.96	ROs Seminar in Wellington	CEO	Seminar
26.8.96	30.8.96	Overseas Supplies despatched E148	CEO	Tasks
27.8.96	1.9.96	Bulk Supplies from Printlink E145 despatched progressively	CEO	Tasks
29.8.96	29.8.96	Monthly Accruals Returns - August 1996	RO	Finance
2.9.96	2.9.96	Advertising agency will courier overnight to ROs A3 laser prints for proofing of polling place listing	Colenso	PP
3.9.96	19.9.96	Appoint staff and despatch Handbook and Workbook three weeks before training session	RO	Staff
4.9.96	4.9.96	Cashbook - August 1996	RO	Finance
5.9.96	5.9.96	ROs receive polling place lasers from advertising agency	RO/Colenso	PP
6.9.96	7.9.96	ROs return marked up polling place lasers in pre-addressed supplied courier post envelopes to advertising agency	RO/Colenso	PP
8.9.96	9.9.96	Advertising agency will re-mark polling place information where necessary then fax back to ROs any sections that require amendments to be confirmed	Colenso RO	PP
9.9.96	9.9.96	ROs confirm by fax that polling places are final and correct	RO/Colenso	PP
6.9.96	17.9.96	Proof reading by CEO of final polling places completed Last day for receipt of any late changes of polling places for Voters Guide Any change to polling places after this day will need to be advertised on a local basis by Returning Officers and advised to CEO for Gazette purposes	CEO/RO	PP
7.9.96	7.9.96	Trial Election Night Computer System	CEO/RO	Service
12.9.96	12.9.96	Writ Day	PM	Dates
12.9.96	12.9.96	Advertise for nominations	RO	Tasks

Start	finish	Task	Responsibility	Item
13.9.96	13.9.96	Writs received	RO	Tasks
16.9.96	16.9.96	Issuing Office details hours supplied to 0800 Service	CEO/RO	Service
16.9.96	3.10.96	ROs and/or staff mark Workbooks	RO	Staff
17.9.96	18.9.96	ROs train Issuing Office staff	RO	Staff
18.9.96	18.9.96	Nomination Day	PM	Dates
19.9.96	26.9.96	Confirmation of nominations E30-0 to CEO	RO	Tasks
19.9.96	20.9.96	E2 Special Voting Papers Masters 65 electorates for early voting	Printlink	Forms
19.9.96	20.9.96	E55 General Election Headquarters Results Sheet	CEO	Forms
19.9.96	20.9.96	E98 General Election Polling Place Results Sheet	CEO	Forms
19.9.96	20.9.96	E101 General Election Certificate Accounting and Results Sheet	CEO	Forms
23.9.96	23.9.96	Early Voting starts	RO	Dates
23.9.96	23.9.96	E2A Special Voting Papers - Maori Electorates	Printlink	Forms
23.9.96	23.9.96	E2B Special Voting Papers - Individual and Surrounding Electorates	Printlink	Forms
25.9.96	25.9.96	E2 Special Voting Papers - requirements all electorates	Printlink	Forms
25.9.96	25.9.96	E73 Vote Tally Cards printed with Party Names	Printlink	Forms
26.9.96	10.10.96	Train election day staff	RO	Staff
27.9.96	27.9.96	Monthly Accruals Returns - September 1996	RO	Finance
30.9.96	11.10.96	Early voting, Hospitals	RO	Tasks
30.9.96	1.10.96	E14A,B or c Voters Guide. 10 per booth + 200 for ROs	Bascands	Forms
2.10.96	2.10.96	Cashbook - September 1996	RO	Finance
2.10.96	4.10.96	Electoral Rolls	EEC	Rolls
3.10.96	3.10.96	Gazetting of Polling Places	CEO/RO	PP
7.10.96	7.10.96	Funding No. 2 issued	CEO	Finance
10.10.96	10.10.96	Supplementary Gazette published if required	CEO/RO	PP
12.10.96	12.10.96	Election Day	PM	Dates
22.10.96	22.10.96	Last receipt day for Special Votes	RO	Tasks
23.10.96	23.10.96	Official count completed	RO	Tasks
30.10.96	30.10.96	Monthly Accruals Returns - October 1996	RO	Finance
4.11.96	4.11.96	Cashbook - October 1996	RO	Finance
28.11.96	28.11.96	Monthly Accruals Returns - November 1996	RO	Finance
2.12.96	2.12.96	Cashbook - November 1996	RO	Finance
23.12.96	23.12.96	Monthly Accruals Returns - December 1996	RO	Finance
6.1.97	6.1.96	Cashbook - December 1996	RO	Finance
30.1.97	30.1.97	Monthly Accruals Returns - January 1997	RO	Finance
3.2.97	3.2.96	Cashbook - January 1997	RO	Finance