

General Election 1996

Returning Officer's Diary

-Key Dates

Issue of Writ 50 day life	Thursday 12 September 1996	Day 11
Close of Printed Roll	Thursday 12 September 1996	Day 11
Nomination Day	Wednesday 18 September 1996	Day 17
Special Voting starts	Monday 23 September 1996	Day 22
Polling Day	Saturday 12 October 1996	Day 40
Last day for receipt of Special Votes at 7.00pm	Tuesday 22 October 1996	Day 50
Last Day for Return of Writ	Friday 1 November 1996	Day 61

Key Telephone Numbers

Freephone Service for Electoral Enquiries to be Used by the Public Electoral Enquiries Freephone 0800 800 610

Chief Electoral Office Telephone Number (04) 495 0030 Fax Number (04) 495 0031

If at any time you are in doubt about matters of policy or appropriate procedures one of the following officers should be contacted

Direct Lines 8242	Chief Electoral Officer	Phil Whelan	<i>Office Number</i> (04) 495 0039	Home Number (04) 564
9482	Deputy Chief Electoral Officer	Hugh Garland	(04) 495 0038	(04) 569
Other staff you will speak to be telephone are:		John Thomson Joanne Bach	(04) 495 0032 (04) 495 0037	
	Financial Records, Banking RO Personnel Records, Statistics	Ruth Jaques Ruth Jaques		
	Personal Assistant to CEO and DCEO Computer Helpdesk	Angela Thorne Irene Walker Jo Gilliat-Smith		

Neighbouring Returning Officers

Name	Electorate	Telephone No.	Fax No.

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Returning Officer's Diary E11

Use these Diary Time Codes to Complete the Journal Hours Worked by Returning Officer E32-A

ary Time Code	es	Diar	y Time Codes
Before	Polling Day Initial Preparation		After Polling Day Scrutiny and Official Count
1 Inspection	of electorate boundaries and p. places	A1	Preliminary examination of Results
2 Arranging	Polling Places	A2	Scrutiny of Rolls
3 Arranging	Booth Supplies	A3	Receiving and checking Special Votes
Interviews,	, selection and appointment of Staff	A4	Enquiries about apparent Dual Voting
Training P	reparation	A5	Official Count
Conducting	g Training Sessions	A6	Financial matters
Payment of	f Staff	A7	Other Enquiries e.g. Media
Arranging	HQ and HQ Staff	_	
Advertising	g and publicity	=	
Liaison wit	th interested parties ROE, Political Parties	=	Miscellaneous
Financial N	Matters	A8	Statistical Returns
1 Miscellane	eous specify in blocks of one hour	A9	Despatch of material to Clerk of the House
		A10	Tax Returns
-		A11	Expenditure Reconciliation
Election	n Dav	A12	Other duties specify e.g. Journal completion
	Additional	Codii	ng
		_	
		_	
		_	
		_	

Returning Officer's Headquarters Staff

Tasks	Position Held Supervisor	Employe Code Nos.	d. Position Held Delegated Official	Employe. Code Nos. DO	d Position Held	Employed Code Nos.
	Clerical	С	Data Entry	DE	Supplies	SU
	Early Voting	EV	Hospitals, Resthomes Penal Instituions H or	R or P	Unpacking Supplies	Un_S
	Polling Day	PD	Scrutiny	SC SC	Official Count	OC
	Other	0				
Code	Staff Name	Addres	SS		Work Telephone No.	Home Telephone No.

Official Complaints

Date	Telephone Number Work
Complainant	Telephone Number Home
Address	
Nature of Complaint	
A at The I	
Action Taken	
Result	
Conv. complaint and response to the Chief Floateral Office	a.
Copy complaint and response to the Chief Electoral Office Transmitted (04) 495 0	031 on Date

Services and Supplies - Contact Details

Name	Address	Telephone No.	Fax No.

Hospitals, Resthomes and Penal Institutions

Facility Name Contact Name	Address	Telephone Nos	Nos of Patients	Visit Date	Time

Key Tasks

Issue of the Writ

Bank Reconciliation & Monthly Cashbook due at CEO by 6 November 1995

Receive details of Writ including dates for:
Polling Day
Return of the Writ
Deputy Returning Officers appointed
Polling Day Staff Handbooks, Workbooks despatched

Appoint	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints, Things to follow up	Priority A, B C	Completed

Monday 2 September 1996

Key Tasks Open headquarters if not already done Cashbook for August due

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am		•••••	2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints, Things to follow up	Priority A, B C	Completed

Tuesday 3 September 1996

Key Tasks

Appointment of staff
Despatch of Handbook and Workbooks *three weeks prior to training session*

Appoint		Code, Hours Worked	2.00		Code, Hours
8.00am			2.00pm	 •••••	•••••
9.00am			3.00pm	 	
10.00am			4.00pm	 •••••	•••••
11.00am			5.00pm	 	
noon			6.00pm	 	
1.00pm			7.00pm	 	
	Complaints, to follow up			Priority A, B C	Completed

Wednesday 4 September 1996

Key Tasks Overnight courier to Returning Officers with A3 lasers for proofing of polling places

Appoin	tments	Code, Hours Worked			Code, Hours
8.00am			2.00pm	 	
9.00am			3.00pm	 •••••	••••••
10.00am			4.00pm	 	
11.00am			5.00pm	 	••••••
noon			6.00pm	 	
1.00pm			7.00pm	 	
	Complaints, to follow up			Priority A, B C	Completed

Thursday 5 September 1996

Key Tasks	Returning Officer's receive A3 lasers		
	Commence arrangements for hospital, rest homes and penal institutions voting	<u>, </u>	

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	

Notes, Complaints,	Priority A, B C	Completed
Things to follow up	A, B C	-

Friday 6 September 1996

Key Tasks Returning Officers return marked up laser in pre-addressed supplied Courier Post envelopes for Saturday delivery back to Colenso

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am				
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints,	Priority	Completed
Things to follow up	A, B Č	√

Key Tasks Trial Election Night Computer System

Appoin	tments	Code, Hours Worked	l	Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints, Things to follow up	Priority A, B C	Completed
Timigs to follow up		

Sunday 8 September 1996

Key Tasks	Colenso re-marks polling place information where necessary then fax back any sections to Returning Officers that required amendments Returning Officers confirm sign off by fax	

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am		•••••	2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints,	Priority	Completed
Things to follow up	A, B Č	/

Monday 9 September 1996

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints,	Time	Hours	Priority A, B, C ✓
Things to follow up	Codes	AL WP	A, B, C √

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Δ	nn	M	nt	m	ents
7	PΝ	\mathbf{v}	II U.		

8.00am	 	2.00pm
9.00am	 	3.00pm
10.00am	 •••••	4.00pm
11.00am	 	5.00pm
noon	 	6.00pm
1.00pm	 	7.00pm

Notes, Complaints, Things to follow up	Priority A, B C	Completed

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints,	Priority	Completed
Things to follow up	A, B Č	/

Thursday 12 September 1996

Key Ta	sks	WRIT DAY	_	_		
·		Receive notice of Wri Advertise for Nomina				
Appoin	tmen	ts	Code, Hours Worked			Code, Hours
8.00am			•••••	2.00pm	 •••••	•••••
9.00am				3.00pm	 	
10.00am	•••••			4.00pm	 	
11.00am	•••••			5.00pm	 	
noon				6.00pm	 	
1.00pm				7.00pm	 	
Notes, C	_				Priority A, B C	Completed
		•				

Friday 13 September 1996

Key Tasks	Fax copies of Nominations received to CEO on receipt	
	Acknowledge receipt of Writ by facsimile to Clerk of the Writs	

Appoint	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints, Things to follow up	Priority A, B C	Completed
-		

Saturday 14 September 1996

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints,	Priority	Completed
Things to follow up	A, B Č	/

Sunday 15 September 1996

Appoint	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints, Things to follow up	Prior A, B	ity Complete
•		

Monday 16 September 1996

Key Tasks Fax copies of Nominations received to CEO on receipt Commence packing booth supplies Commence marking returned Workbooks CEO supplies Issuing Office details and hours to 0800 service						
Appoin	tmer	ts Code, Hours Worked				Code, Hours
8.00am			2.00pm			
9.00am			3.00pm			
10.00am			4.00pm			
11.00am			5.00pm			
noon			6.00pm			
1.00pm			7.00pm			
Notes, C Things		plaints, llow up			Priority A, B C	Completed

Tuesday 17 September 1996

Key Tasks	Fax copies of Nominations recording Issuing Office Staff Last day for receipt of any late of polling places for Voters Gu	changes	
Appointmer	nts Code, Hours	Worked	Code, Hours
8.00am		2.00pm	
9.00am		3.00pm	
10.00am		4.00pm	
11.00am		5.00pm	
noon		6.00pm	
1.00pm		7.00pm	
Notes, Com Things to fo	<u>-</u>		Priority Completed A, B C

Wednesday 18 September 1996

Fax copies of Nominations received to CEO on receipt Preliminary advice of Nominations at 10.30am to CEO

	Final advice of Nomin RO to be available at I return final ballot pape	IQ on this day	y to certif	y and		
Appoin	tments	Code, Hours Worked				Code, Hours
8.00am			2.00pm			
9.00am			3.00pm			
10.00am			4.00pm		•••••	•••••
11.00am			5.00pm			
noon			6.00pm			
1.00pm			7.00pm			
	Complaints, to follow up				Priority A, B C	Completed

Thursday 19 September 1996

Key Tasks	Forward E30-N, E31-B	
	and E30-G to nominated Electorate Candidates	
	Confirmation of Nominations to CEO E30-O	

Appoint	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints,	Priority A, B C	Completed
Things to follow up	A, B C	-

Friday 20 September 1996

to discuss Hospital vo	otes, votes in di ents	istrict bef	ore polling day,]	
nts	Code, Hours Worked				Code, Hours
		2.00pm			
		3.00pm			
		4.00pm			
		5.00pm			
		6.00pm			
		7.00pm			
plaints, dlow up				Priority A, B C	Completed
	to discuss Hospital vo polling day arrangeme E2, E55, E98, E10	to discuss Hospital votes, votes in dipolling day arrangements E2, E55, E98, E101 masters de Code, Hours Worked	to discuss Hospital votes, votes in district bef polling day arrangements E2, E55, E98, E101 masters despatched Code, Hours Worked 2.00pm 3.00pm 4.00pm 5.00pm 7.00pm	E2, E55, E98, E101 masters despatched by CEO to ROs Code, Hours Worked 2.00pm 3.00pm 4.00pm 5.00pm 6.00pm 7.00pm	to discuss Hospital votes, votes in district before polling day, polling day arrangements E2, E55, E98, E101 masters despatched by CEO to ROs Ats Code, Hours Worked 2.00pm 3.00pm 4.00pm 5.00pm 6.00pm 7.00pm

Appoint	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints,	Priority	Completed
Things to follow up	A, B Č	/

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am		•••••	2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints,	Priority	Completed
Things to follow up	A, B Č	/

Monday 23 September 1996

Key Tasks	Early Voting Starts	
	Send requests for Special Votes to Overseas voters	

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints, Things to follow up	Priority A, B C	Completed
-		

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints,	Priority	Completed
Things to follow up	A, B Č	/

Wednesday 25 September 1996

Key Tasks	Political Parties advised of itinerary for hospital voting	
	Receipt of E2, voting papers and E73 cards from GP Print	

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints, Things to follow up	Priority A, B C	Completed

Thursday 26 September 1996

TZ 7D1		
Key Tasks	Commence training of election day Staff in rural electorates	
	and despatch of Polling Day booth supplies to DROs	

Appoin	tments	Code, Hours Worked			Code, Hours
8.00am			2.00pm	 	
9.00am			3.00pm	 	
10.00am			4.00pm	 	
11.00am			5.00pm	 •••••	
noon			6.00pm	 	
1.00pm			7.00pm	 •••••	•••••
	Complaints, to follow up			Priority A, B C	Completed
	•				

Friday 27 September 1996

Key Tasks	Returning Officers selection of Scrutineers completed where required	l_
	Monthly accruals returns - September 1996	

Appoint	tments	Code, Hours Worked				Code, Hours
8.00am			2.00pm			
9.00am			3.00pm		•••••	
10.00am			4.00pm			
11.00am			5.00pm			
noon			6.00pm			
1.00pm			7.00pm			
· ·	Complaints, to follow up				Priority A, B C	Completed

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm		•••••	7.00pm	

Notes, Complaints,	Priority A, B C	Completed
Things to follow up		•

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm		•••••	7.00pm	

Notes, Complaints, Things to follow up	Priority A, B C	Completed

Monday 30 September 1996

Key Tasks Commence hospital voting Voters Guide forwarded to Returning Officers by Bascands

Appointments	Code, Hours Worked			Code, Hours
8.00am		2.00pm	 •••••	
9.00am		3.00pm	 •••••	•••••
10.00am		4.00pm	 •••••	•••••
11.00am		5.00pm	 •••••	
noon		6.00pm	 	
1.00pm		7.00pm	 •••••	•••••
Notes, Complaints, Things to follow up			Priority A, B C	Completed
Things to follow up				_

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm		•••••	7.00pm	

Notes, Complaints,	Priority	Completed
Things to follow up	A, B Č	1

Wednesday 2 October 1996

Key Tasks Electoral Enrolment Centre starts the despatch of Electoral Rolls to ROs—Cash book - September 1996

Code, Hours Worked	I	Code, Hours
	2.00pm	
	3.00pm	
	4.00pm	
	5.00pm	
	6.00pm	
	7.00pm	
		Code, Hours Worked 2.00pm 3.00pm 4.00pm 5.00pm 6.00pm 7.00pm

Notes, Complaints, Things to follow up	Priority A, B C	Completed

Thursday 3 October 1996

Key Tasks Polling Places gazetted by Chief Electoral Office

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm		•••••	7.00pm	

Notes, Complaints,	Priority	Completed
Things to follow up	A, B Č	√

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm		•••••	7.00pm	

Notes, Complaints, Things to follow up	Priority A, B C	Completed

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	 •••••
noon			6.00pm	 •••••
1.00pm			7.00pm	

Notes, Complaints, Things to follow up	Prior A, B	ity Complete
•		

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints,	Priority	Completed
Things to follow up	A, B Č	/

Appoint	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints, Things to follow up	Priority A, B C	Completed
•		

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints,	Priority	Completed
Things to follow up	A, B Č	/

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints,	Priority	Completed
Things to follow up	A, B Č	/

Thursday 10 October 1996

Key Tasks	Supplementary Polling Places gazetted by Chief Electoral Office
	Training of Polling Day staff completed

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints,	Pri	ority B C	Completed
Things to follow up	A,	DС	✓

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am		•••••	2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints, Things to follow up	Priority A, B C	Completed

Saturday 12 October 1996

Key Tasks Polling Day

Clear PO Box at 7.00pm
Transmit Progress Result Sheets E168 to Chief Electoral Officer

8.00am	Appoin	tments	Code, Hours Worked			Code, Hours
10.00am	8.00am			2.00pm	 	
11.00am	9.00am			3.00pm	 	
noon 6.00pm 1.00pm 7.00pm Notes, Complaints, Priority Completed	10.00am			4.00pm	 	
Notes, Complaints, 7.00pm Priority Completed	11.00am			5.00pm	 	
Notes, Complaints, Priority Completed	noon			6.00pm	 	
	1.00pm			7.00pm	 •••••	••••••
		-				
	Timigs	to lonow up				

Sunday 13 October 1996

Review polling place co	ount		pes and recording stati	istics	
nts co	ode, Hours Worked				Code, Hours
		2.00pm			
		3.00pm			
		4.00pm			
		5.00pm			
		6.00pm			
		7.00pm			
plaints, llow up				Priority A, B C	Completed
	Review polling place of Commence sorting of S	Review polling place count Commence sorting of Special Voting Code, Hours Worked plaints,	Commence sorting of Special Voting Envelopeds Code, Hours Worked 2.00pm 3.00pm 4.00pm 5.00pm 6.00pm 7.00pm	Review polling place count Commence sorting of Special Voting Envelopes and recording stati Code, Hours Worked 2.00pm 3.00pm 4.00pm 5.00pm 6.00pm 7.00pm	Review polling place count Commence sorting of Special Voting Envelopes and recording statistics Ats Code, Hours Worked 2.00pm 3.00pm 4.00pm 5.00pm 6.00pm 7.00pm

Monday 14 October 1996

Key Tasks	Parcel and despatch Special Voting Commence scrutiny of Electoral R Check for dual votings a it occurs Commence processing Special Vot	olls		
Appointme	nts Code, Hours Worke	ed		Code, Hours
8.00am		2.00pm	•••••	•••••
9.00am		3.00pm	•••••	•••••
10.00am		4.00pm		
11.00am		5.00pm		
noon		6.00pm	•••••	
1.00pm		7.00pm		
Notes, Com Things to fo	-		Priority A, B C	Completed

Tuesday 15 October 1996

Key Tasks	Lodge direct credit schedules it not already done

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints,	Pri A.	ority B C	Completed
Things to follow up			

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am		•••••	2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints,	Priority	Completed
Things to follow up	A, B Č	/

Key Tasks	Send copy E120B to CEO	
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Appoin	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints, Things to follow up	Priority A, B C	Completed
Times to lonow up		

Key Tasks	Commence Official Count	
	Continue to follow up apparent dual votes	

Appoint	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints,	Priority	Completed
Things to follow up	A, B Č	√

Saturday 19 October 1996

Key Tasks	Official Count continues	
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Appoin	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	 •••••

Notes, Complaints, Things to follow up	Prior A, B	ity Complete
•		

Key Tasks	Official Count continues	
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Appoint	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints, Things to follow up Priority A, B C

Key Tasks	Official Count continues	
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Appoin	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints,	Priority	Completed
Things to follow up	A, B Č	√

Tuesday 22 October 1996

Key Tasks	Last day for Receipt of Special Votes
	Clear mail from PO box at 7.00pm

Appoint	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints, Things to follow up	Priority A, B C	Completed
Timigs to follow up		

Wednesday 23 October 1996

Key Tasks	Complete Official Count
	Commence completion of final statistics
	Declare result of the Election and/or poll
	Store voting papers securely until clearance given by CEO

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints, Things to follow up	Priority A, B C	Completed
-		

Thursday 24 October 1996

Appoint	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints, Things to follow up	Prior A, B	ity Complete
•		

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am		•••••	2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints,	Priority	Completed
Things to follow up	A, B Č	/

Appointments		Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	 •••••
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints, Things to follow up	Prior A, B	ity Complete
•		

Sunday 27 October 1996

Appointments		Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints, Things to follow up	Priority A, B C	Completed

Key Tasks Labour Day take a break

Copy of E120C sent to CEO $\ \square$

Appoint	tments	Code, Hours Worked			Code, Hours
8.00am			2.00pm	 	
9.00am			3.00pm	 •••••	
10.00am			4.00pm	 •••••	
11.00am			5.00pm	 	
noon			6.00pm	 	
1.00pm			7.00pm	 •••••	
	Complaints, to follow up			Priority A, B C	Completed

Appointments		Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm		•••••	7.00pm	

Notes, Complaints, Things to follow up	Priority A, B C	Completed

Key Tasks	Monthly accrual returns - October 1996	
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Appoin	tments	Code, Hours Worked			Code, Hours
8.00am			2.00pm	 	
9.00am			3.00pm	 	
10.00am			4.00pm	 	
11.00am			5.00pm	 •••••	
noon			6.00pm	 •••••	•••••
1.00pm			7.00pm	 	
	Complaints, to follow up			Priority A, B C	Completed
	•				

Appointments		Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints, Things to follow up	Priority A, B C	Completed

Friday 1 November 1996

Key Tasks Today The Clerk of the Writs must be in receipt of your Writ return

ppointments	Code, Hours Worked				Code, Hours	
.00am		2.00pm		•••••	•••••	
.00am		3.00pm				
0.00am		4.00pm				
1.00am		5.00pm			•••••	
oon		6.00pm		•••••	•••••	
.00pm		7.00pm			••••••	
lotes, Complaints, Things to follow up				Priority A, B C	Completed	
					1	

Tuesday 22 October 1996

Key Tasks Last day for Receipt of Special Votes Clear mail from PO box at 7.00pm

Appoint	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints, Things to follow up	Priority A, B C	Completed

Wednesday 23 October 1996

Key Tasks	Complete Official Count
	Commence completion of final statistics
	Declare result of the Election and/or poll
	Store voting papers securely until clearance given by CEO

Appoint	ments	Code, Hours Worked		Code, Hours
8.00am		•••••	2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints,	Priority	Completed
Things to follow up	A, B Č	√

Thursday 24 October 1996

Appoint	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints, Things to follow up	Prior A, B	ity Complete
•		

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am		•••••	2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints,	Priority	Completed
Things to follow up	A, B Č	/

Appoint	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	 •••••
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints, Things to follow up	Prior A, B	ity Complete
•		

Sunday 27 October 1996

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints,	Priority A, B C	Completed
Things to follow up	A, B C	-

Key Tasks Labour Day take a break

Copy of E120C sent to CEO $\ \square$

Appoint	tments	Code, Hours Worked			Code, Hours
8.00am			2.00pm	 	
9.00am			3.00pm	 •••••	
10.00am			4.00pm	 •••••	
11.00am			5.00pm	 	
noon			6.00pm	 	
1.00pm			7.00pm	 •••••	
	Complaints, to follow up			Priority A, B C	Completed

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints,	Priority	Completed
Things to follow up	A, B Č	1

Key Tasks	Monthly accrual returns - October 1996	
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Appoin	tments	Code, Hours Worked			Code, Hours
8.00am			2.00pm	 	
9.00am			3.00pm	 	
10.00am			4.00pm	 	
11.00am			5.00pm	 •••••	
noon			6.00pm	 •••••	•••••
1.00pm			7.00pm	 	
	Complaints, to follow up			Priority A, B C	Completed
	•				

Appoin	tments	Code, Hours Worked		Code, Hours
8.00am			2.00pm	
9.00am			3.00pm	
10.00am			4.00pm	
11.00am			5.00pm	
noon			6.00pm	
1.00pm			7.00pm	

Notes, Complaints,	Priority	Completed
Things to follow up	A, B Č	1
a		

Friday 1 November 1996

Key Tasks Today The Clerk	k of the Writs must be in receipt of your Writ return
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Appoin	tments	Code, Hours Worked			Code, Hours
8.00am			2.00pm	 	
9.00am			3.00pm	 	
10.00am			4.00pm	 	
11.00am			5.00pm	 	
noon					
1.00pm					
1.00pm			7.00pm	 ••••••	••••••
	Complaints,			Priority A, B C	Completed
Things	to follow up			И, В С	V

From 23 December 1995 to end January 1996

Appointments	Code, Hours Worked		Code, Hours
8.00am		2.00pm	
9.00am		3.00pm	
10.00am		4.00pm	
11.00am		5.00pm	
12.00am		6.00pm	
1.00pm		7.00pm	

Notes, Complaints, Things to follow up	Prior A, B	ity Comple