

*A guide to issuing  
Ordinary Local  
Restoration Poll  
voting papers*





My name is Phil Whelan and I am the Chief Electoral **Officer**

This handbook has been specially prepared for staff working in the No-Licence Districts of Eden, Grey Lynn, Roskill (in Auckland) **and** Tawa (in Wellington). Residents in these four No-Licence Districts are the only voters eligible for an Ordinary Local Restoration Poll voting paper.

At a general election, the residents of these four districts are given the opportunity to restore liquor licensing in their district or to continue the restriction on the sale of liquor.

The No-Licence Districts do not follow the general electorate boundaries. Therefore it is important that whenever the qualification symbol on the roll indicates a voter is entitled to an Ordinary Local Restoration Poll Vote, they receive the relevant voting paper. The voter should be given the Ordinary Local Restoration Poll voting paper along with other voting papers they are entitled to receive, and should complete all papers at the same time.

The instructions in this handbook describe the procedures to be followed when issuing Ordinary Local Restoration Poll voting papers. When you have worked through this handbook, please complete the exercises in chapter five. This will complete your initial preparation for this part of your electoral work.

Please make a note of any question\ you may have and discuss them with your Returning Officer either by phone or at the training session

Phil Whelan

Chief Electoral Officer

Chapter 1 - Issuing Ordinary LRP Voting Papers	3
Chapter 2 - Exceptions to the Voting Procedures	7
Chapter 3 - Counting the Voting Papers	9
Chapter 4 - Notifying Results to RO	16
Chapter 5 - Exercises	17
Chapter 6 - Answers to Exercises	18

## ABBREVIATIONS

LRP	- Local Restoration Poll
RO	- Returning Officer
SDRO	- Supervising Deputy Returning Officer
DRO i/c	- Deputy Returning Officer in charge
DRO	- Deputy Returning Officer

Ordinary Local Restoration Poll (LRP) voting papers are issued only to voters who live within a No-Licence District.

The No-Licence Districts are limited to parts of Auckland (Eden, Grey Lynn and Roskill) and one area in Wellington (Tawa).

The Certified Booth Roll for General or Maori electorates has a letter to the right of the elector's occupation if the address is within a No-Licence District.

## > Scrutineers

In this LRP handbook, the word "scrutineer" refers only to those scrutineers appointed under the Local Restoration Polls Act 1990, and not to scrutineers appointed by electorate candidates.

## > Preparation

The DRO should prepare initial supplies of LRP voting papers by:

- Placing a black sticker over the number printed on the voting paper
- Placing the booth stamp in the "Official Mark" space on the voting paper.

1. Find the voter’s name on the Certified Booth Roll.
- Check spelling of surname or family name

*An Ordinary LRP voting paper should be issued whenever there is a roll entry, even if some details differ*

2. Establish that a LRP voting paper is to be issued:
- The name and address on the Certified General or Maori Booth Roll will be followed by a letter:
- E = Eden
- G = Grey Lynn
- R = Roskill
- T = Tawa

3. Call out the letter of the No-Licence District.

Eg, “E” or “G” or “R” or “T”.

4. Call out first the page number, then the line number.

Eg, “page 26, line 061”.

PAGE 26

061 CODJOE Paa-Nii Laud  
062 COW, Jenepher Jane  
063 CODY, Raymond Daniel  
064 COEY, Anne

4/1 Begbie Place Manager. E  
10 Springleigh Avenue Married  
10 Springleigh Avenue Retired  
13 Winstone Road Housewife R

5. Ensure that the DRO repeats the numbers and the letter correctly.

# A GUIDE FOR DROs

*Have you prepared a book of voting papers booth-stamped with black stickers?*

1. Write the letter of the No-Licence District on the stub of the Ordinary voting paper. Either "E", "G", "R" or "T".

2. Tick the applicable No-Licence District on the LRP voting paper.

3. Write the page and line number on the stub of the LRP voting paper.

No. on Roll: (To be entered here only)		Initials of Issuing Officer:
Page No.	Line No.	

4. Repeat the numbers to the Poll Clerk and correct any errors.

5. Initial the stub.

No. on Roll: (To be entered here only)		initials of Issuing Officer:
Page No.	Line No.	

6. Remove the LRP voting paper from the stub.

7. Give the LRP voting paper to the voter and SAY:
- "Follow the directions on the voting paper
  - Information about the LRP proposals is on the back of the voting paper
  - When you have completed your voting, please fold the voting paper
  - Place it in this ballot box (point)
  - Please go behind the next available screen (point)
  - If you need more help, just come and ask me".

*The LRP voting paper is always issued with the ballot paper. You should give instructions for completing the LRP voting paper at the same time as you give instructions for completing the ballot paper*

Number printed on Special  
Voter's Declaration Form:  
(To be entered here only)

No. on Roll:  
(To be entered here only)

Initials of  
issuing Officer:

0 0 0 0 0 0

OR

0000000

VOTING PAPER

No-licence District			
Eden *(E)	Grey Lynn *(G)	Roskill *(R)	Tawa *(T)

\* Tick no-licence district that applies

Directions

(Read carefully before voting)

1. Vote for only one proposal.

2. Vote by putting a tick in the circle immediately after the proposal you choose.

3. After voting, —

(a) Fold this voting paper so that its contents cannot be seen and place it in the ballot box; or

(b) If you are a special voter, place both this voting paper and the Parliamentary ballot paper in that portion of the envelope provided marked "Ballot and Voting Papers".

4. If you spoil this voting paper, return it to the officer who issued it and apply for another.

5. Except as provided for special voters, you must not take this voting paper out of the polling booth.

OFFICIAL MARK

Vote for only one proposal.

I VOTE FOR LOCAL RESTORATION

I VOTE FOR LOCAL NO-LICENCE

Vote-Here

Note-Information about the Local Restoration Poll is printed on the back of this form.

6

> Ordinary LRP Voting Paper  
Claimed When Certified  
Booth Roll does not Indicate  
that Address is Within a  
No-Licence District

Instructions for Issuing Officer:

- 1. Give the Declaration E91-A to the voter.  
  
SAY, “Please complete sections 1 to 5 only and bring this form back to me. If you need more help, just come and ask me.”
- 2. Take the voter to the Special Vote table and give the unsigned Declaration to the Special Vote DRO.

Instructions for Special Vote DRO:

- 3. Use index to Places and Streets to determine the No-Licence District that matches the residential address in section 4 of the Declaration.  
  
- Use a ruler for the index
- 4. Complete section 6 of the Declaration.
- 5. Send the voter back to the Ordinary Vote table with Declaration E91-A.

Instructions for Ordinary Vote DRO:

- 6. Ask the voter to sign and date the Declaration E91-A (in your presence).  
  
- Give the Declaration to the voter and SAY, “Please sign and date this” (point)

Failure to obtain a signature means the vote will not be counted

- 7. Check that the signature of the elector matches the details in section 1 of the Declaration.
- 8. Use a red pen to witness the voter’s signature.  
  
- If signature is illegible print name underneath (see example below)

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

Signature of Issuing Officer

- Place booth stamp in “Official Mark” space.

Office Use Only	Page	Line
No. of Poll		

To ensure that a LRP Vote counts:

- The Declaration form must be fully completed
- The No-Licence District must be correct for the address given
- The Declaration must be signed by the elector
- 9. Tick the applicable No-Licence District on the appropriate LRP voting paper using information from the Declaration E91-A.
- 10. Write the letter of the No-Licence District on the stub of the LRP voting paper.  
  
Either “E”, “G”, “R”, or “T”.
- 11. Write the page and line number on the stub of the LRP voting paper.
- 12. Initial the stub
- 13. Write the page and line number on the Declaration E91-A.
- 14. Repeat the numbers to the Poll Clerk and correct any errors.
- 15. On envelope E92:
  - Tick the No-Licence District that applies
  - Complete the page and line number
  - Place the booth stamp in the “Official Mark” space.
- 16. Place the Declaration E91-A in envelope 0.



17. Remove the LRP voting paper from the pad.

**18.** Give the LRP voting paper and envelope E92 to the voter and SAY

- “Follow the directions on the voting paper
- Information about the LRP proposals is on the back of the voting paper
- When you have completed your voting, please fold the voting paper
- Place it in envelope E92
- Seal the envelope and return it to me
- Please go behind the next available screen (*point*)
- If you need more help, just come and ask me”.

*The Ordinary general election voting paper should not be placed in envelope E92. It goes in the ballot box*

**19.** Seal envelope E92.

20. Place envelope E92 in envelope 0.

## > Spoilt Ordinary LRP Voting Paper

Do not issue a replacement voting paper if the spoilt one has been placed in the ballot box by the voter or an official. Voters can vote only once. If voter returns a spoilt voting paper:

1. SAY. “Please tick both issues on the LRP voting paper and bring it back to me”.
2. Write across the LRP voting paper and stub: “Spoilt by voter and fresh voting paper issued” and initial the paper.
  - \_ If the paper is spoilt by the Issuing Officer replace the word “voter” with “official”
3. Place spoilt LRP voting paper in envelope C.

*To be retained for completion of certificate E91-B*

4. Issue a **fresh** LRP voting paper noting on stub: “Fresh voting paper in lieu of that spoilt”.
5. Continue, following the normal voting procedure.

COUNTING THE VOTING PAPERS

This chapter is to assist DROs and Poll Clerks to count the Ordinary LRP voting papers and complete certificate E91-B at the close of poll. **This process should be commenced after completion of the count of the general election voting papers and any other voting issues.** Some polling places may have staff specifically appointed for a few hours to count the LRP voting papers.

TOTAL LRP VOTING PAPERS SUPPLIED

1. On front of **E91-B** certificate record:

- number of papers supplied by RO

- any additional voting papers supplied during the day

- any voting papers supplied to other booth(s).

E91-B
- RO may have already recorded the initial supply
2. Add/subtract the above totals to achieve

- (A) **Total Papers Supplied.**
3. This figure should be recorded at line 1 of certificate E9 1 -B

SPOILT ORDINARY LRP VOTING PAPERS

1. Count spoilt Ordinary LRP voting papers from envelope C.

C
- 2 Record this number (or nil) at line 2 on certificate **E91-B**

E91-B
3. Record details on front of envelope C (either total or nil).

I Scrutineers may sign if they wish.
4. Replace LRP voting papers in envelope C.
5. Place envelope C into envelope **F**, leaving both envelopes unsealed.

F

38

APPROPRIATE LRP DUAL VOTES

Refer to handbook E3, chapter 9, Person Whose Right to Vote is Challenged.

1. Count E79 envelopes from envelope D.  
- Marked "Local Restoration Poll" only



2. Record this number (or nil) at line 3 on  
certificate E91-B

E91-B

3. Record details on front of envelope D  
(either total or nil).

4. Replace E 79s in envelope D.

5. Place envelope D into envelope F unsealed.



LRP VOTING PAPERS IN ENVELOPES E92

1. Count E92 envelopes from envelope 0.



Refer to chapter 2 for more information

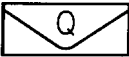
2. Record this number (or nil) at line 4 on  
certificate E91-B

E91-B

3. Record details on front of envelope 0  
(either total or nil).
- I
- Scrutineers may sign if they wish.

4. Replace E92s in envelope 0.

5. Place envelope 0 into envelope Q.



1. In any partly used pad of LRP voting papers the last two figures on the next voting paper to be issued is the number of unissued voting papers in that pad. Add this number to any unused pad of voting papers (20s or 5s).

Eg, 19719 = 19 unused voting papers  
Eg, 27101 = 1 unused voting paper.

*Do not detach voting papers from stubs*

2. Record total unused voting papers at line 5 of certificate **E91-B**

**E91-B**

3. Place unused LRP voting papers and stubs of used voting papers in envelope **R**.



4. Record details on front of envelope R.

I \_\_\_\_\_ Scrutineers may sign if they wish.

5. Set aside envelope R unsealed.

6. Add lines 2-S of certificate E91-B and record the total at line 6.

7. The total at line 6 should be subtracted from the total at line 1 to achieve the total number of voting papers to be accounted for at line 7.

1. Sort the LRP voting papers into separate piles for each No-Licence District for which you have voting papers.
- I - Poll Clerk to assist

Only certain Auckland electorates will have more than one No-Licence District

2. Sort the LRP voting papers into one pile for each issue:
- Give possible informal votes to DRO

- Give votes for other polling booths to the relevant DROs

- Give any Special Vote envelopes to Special Vote DROs

3. The DRO should check possible informal votes:
- Set aside informal votes

- Return formal votes to correct piles

Scrutineers may be present but should not be involved in sorting or counting the voting papers.

Where the voter's intention is clear the vote should be counted

4. Count informal voting papers.

5. Record this number (or nil) opposite the name of the No-Licence District on certificate E91-B

E91-B

6. Place informal LRP voting papers in envelope P.



7. Record details on front of envelope P (either total or nil).

8. Set aside envelope P unsealed.

9. Count formal LRP voting papers for each issue.

10. Record the total numbers of valid votes for each issue on certificate E9 1 -B.

11. Repeat steps 2-10 if papers have been issued for more than one No-Licence District.

12. Add the totals for each issue to achieve the Total Valid Votes at line 10 of certificate E91-B

13. Add the total number of informal votes and record this number (or nil) at line 11 on certificate E9 1 -B.

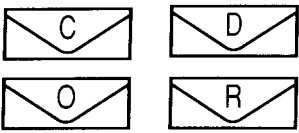
14. Add total of lines 10 and 11 to achieve Total Voting Papers counted at line 12.

15. Transfer total at line 12 to line 8.

16. Check total at line 7 against total at line 8.  
- If the same go to step 17  
- If different go to section 3.7 on page 14

17. Record nil in Missing Voting Papers at line 9 of certificate E9 1 -B.

18. Seal envelopes P, C, D, O and R with sellotape.



19. Place envelopes O and P into envelope Q.



20. Place envelopes C and D into envelope F.



21. Place LRP voting papers into envelope Q.  
Place the papers flat and in proposal order.

I      Scrutineers may sign if they wish.  
\_\_\_\_\_

22. Seal envelope Q with sellotape.

**3.7 DIFFERENT TOTALS AT LINES 7 AND 8**

1. Recheck the following:
- All additions on certificate **E91-B**
  - Contents of envelopes **C, D, O** and **P** match numbers recorded on front of envelopes
  - Numbers have been correctly copied from envelopes **C, D, O** and **P** to certificate **E91-B**
  - Addition of number of unused voting papers in envelope **R**.
- Amend envelopes **C, D, O** and **P** and certificate **E91-B** (if necessary).

2. Recount all issued LRP voting papers.
- Check for correct booth stamp
- Amend certificate **E91-B** (if necessary).

3. Recheck number sequence of used LRP voting papers for missing numbers.
- If numbers still do not balance assume there are missing voting papers

4. Record number of missing voting papers at line 9 on certificate **E91-B**

**3.8 CHECKLIST FOR CERTIFICATE E91-B**

Forms and Documents	Envelope	Into envelope
Spoilt Ordinary LRP voting papers (if any)	C	F
Apparent LRP dual votes	D	F
Certificate E91-B and E91-C	H	
Declarations by electors of No-Licence Districts including envelope E92	O	Q
Informal LRP voting papers	P	Q
Used Ordinary LRP voting papers	Q	
Unused Ordinary LRP voting papers including partly used books and stubs of issued voting papers	R	

SPECIMEN CERTIFICATE E91-B

E91-B

Ordinary Local Restoration Poll - Certificate Accounting and Results Sheet

Electorate		
Polling Place		Booth Number

1 Total Papers supplied		Must agree with Total A on reverse			
2 Spoilt Voting Papers if any		from Envelope C			
3 Apparent Dual Votes set aside, if any		from Envelope D			
Voting Papers in Envelopes E92		from Envelope 0			
5 Unused Voting Papers		from Envelope R			
6 Total of		Lines 2, 3, 4 and 5 above			
7 Number of Voting Papers to be accounted for		Line 1 minus Line 6 above			
8 Total Voting Papers Counted		Transcribe total from Line 12			
9 Missing Voting papers, if any					
Name of No-licence Districts	Informal Votes Show total in Line 11	For Local Restoration	For Local No-Licence	Totals For Valid Local Restoration Local No-Licence Record Total Informals at Line 11	RO Use Only
10	Total Valid Votes				
11	Total Informal Votes (Voting Paper from ballot box does not clearly indicate the Issue voted for) Env. P				
12	Total Voting Papers Counted Add Lines 10 and 11 together. Transfer total to line 8 above *				

Note: The totals for lines 7 & 8 should be the same. If they do not balance follow the procedure in the Handbook (E18).  
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 on the bottom of this page.

Pursuant to Section 174 of the Electoral Act 1993 the details above constitute my account of the voting papers supplied to me.

Deputy Returning Officer

----- Scrutineer	----- Scrutineer	----- Scrutineer
Certified Correct or Certified Correct as amended:		Delete whichever is not applicable
----- Returning Officer	----- Justice of the Peace	

Report if any of Deputy Returning Officer

Note: Reference must be made to any apparent dual votes set aside.




Where there is only one Ordinary booth in the polling place for the electorate, the DRO should advise the RO of the booth result using the certificate E91-B

Ensure the E9 1-B report has been completed including:

- Suggestions for improving LRP forms and procedures.

Where there is more than one Ordinary booth in the polling place for the electorate, the DRO should take the completed certificate E9 1-B to the person in charge of the polling place.

*SDROIDRO ilc to follow these steps for LRP votes*

1. Check that the figures on each certificate E91-B balance.	E91-B
2. Transfer totals from lines 1 to 12 of certificate E9 1-B to results sheet for the polling place E91-C	E91-C
3. Re-check correct transfer to E9 1 -C by calling out totals on E91-C while DRO checks totals on E91-B.	
4. Add all columns down and across the results sheets to achieve a polling place total for all Ordinary LRP voting papers.	
5. Re-check step 4 with DRO.	
6. Return certificate E91-C to DRO.	
7. Follow RO's instructions to advise RO of total results for the polling place.	
8. Sign Results Sheet E91-C.	
9. Place Results Sheet in envelope H for the lowest ordinary booth number of the polling place.	
10. Ensure all envelopes H for polling place are sealed.	

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Q1. How would you ensure that a LRP voting paper is ready for the voter to use?

- A1. (i) *Black adhesive sticker placed over number printed on voting paper.*  
(ii) *Booth stump has been placed in "Official Mark" space on voting paper.*  
(iii) *The No-Licence District that applies has been ticked.*

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Q2. When would a voter complete a Declaration E91-A?

- A2. (i) *If the Certified Booth Roll does not include the letter. of a No-Licence District*

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Q3. How would you establish which No-Licence District should be written on a Declaration E9 1-A?

- A3. (i) *Refer voter to the special booth where the index to Places und Streets will determine if the address is within a No-Licence District.*
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*Questions to check knowledge of Ordinary LRP voting papers, Refer to chapters 1 and 2 of this handbook.*

Below are three questions that relate to the most important parts of the Ordinary LRP voting procedure

Read chapters 1 and 2 of this handbook and then answer each of the following questions. You may then check your answers with those on **page 18**. Be **sure** to note any queries you may have for discussion at the training session.

- Q1. How would you ensure that a LRP voting paper is ready for the voter to use'?
- (i) \_\_\_\_\_
- \_\_\_\_\_
- (ii) \_\_\_\_\_
- \_\_\_\_\_
- (iii) \_\_\_\_\_
- \_\_\_\_\_

- Q2. When would a voter complete a Declaration E9 1 -A?
- (i) \_\_\_\_\_
- \_\_\_\_\_

- Q3. How would you establish which No-Licence District should be written on a Declaration E91-A?
- (i) \_\_\_\_\_
- \_\_\_\_\_

COMMENTS ON HANDBOOK E18

We are interested to know the specific strengths and weaknesses of this revised handbook and, in particular, how useful you found the contents in learning to do the job.

Please answer the questions below using the page and text reference in the handbook where possible. The more specific you can be the more helpful the information will be. Your comments need not be restricted to this page.

1. What information was missing from the handbook that should have been included?

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2. What handbook references used language that posed difficulties for your understanding which should be reviewed further'?

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3. List any examples of any technical jargon that was difficult for you to understand.

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4. Being mindful that the handbook has to be able to address all situations, what section(s) of the handbook could be reduced in the amount of content (to reduce information overkill)?

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5. Note anything further you would like to add.

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Please tear the comments out along the perforation and return them to your Returning Officer with your supplies.

*Thank you for your assistance.*