

# H A N D B O O K

E3

1996

*A guide  
for polling  
day staff*





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

As a member of the electoral team, you are about to play a vital role in the most important of democratic processes available to New Zealand citizens – the election of Members of Parliament.

The Electoral Act 1993 describes in detail the specific duties of the people responsible for conducting an election. The Electoral Act describes how those rules are to be applied to this election and say how the election is to be run. It is critical that we conduct this election within the parameters of the legislation.

You are part of the electoral team and for this election, the first under MMP, I would like to have our attention focused on:

1. Achieving a nil error rate when issuing Special Votes. This includes:
  - correctly matched electorate and address details
  - full completion of the relevant details and witnessing requirements of the Special Vote Declaration.
2. Eliminating complaints about the performance of election officials.
3. Producing accurate election day results for the Returning Officer.

The training programme, which includes the handbook and the workbook and the practical session for Deputy Returning Officers run by Returning Officers, is designed to help you contribute fully towards achieving the election objectives. To maintain the high level of performance, I need your commitment to work with me to ensure that success. For my part, I assure you that you will receive the maximum support from the Chief Electoral Office to enable your work to be efficient and effective.

In working at your polling place, I would ask that you remember at all times that we are a service oriented organisation, dedicated to providing eligible New Zealanders with the opportunity to vote and enabling them to do so with a minimum of fuss and delay.

Finally, on behalf of the Chief Electoral Office, I would like to thank you for making yourself available to undertake this important task. I wish you well in your study of this handbook and in the conduct of the election. Welcome to the team.

Phil Whelan

Chief Electoral Officer

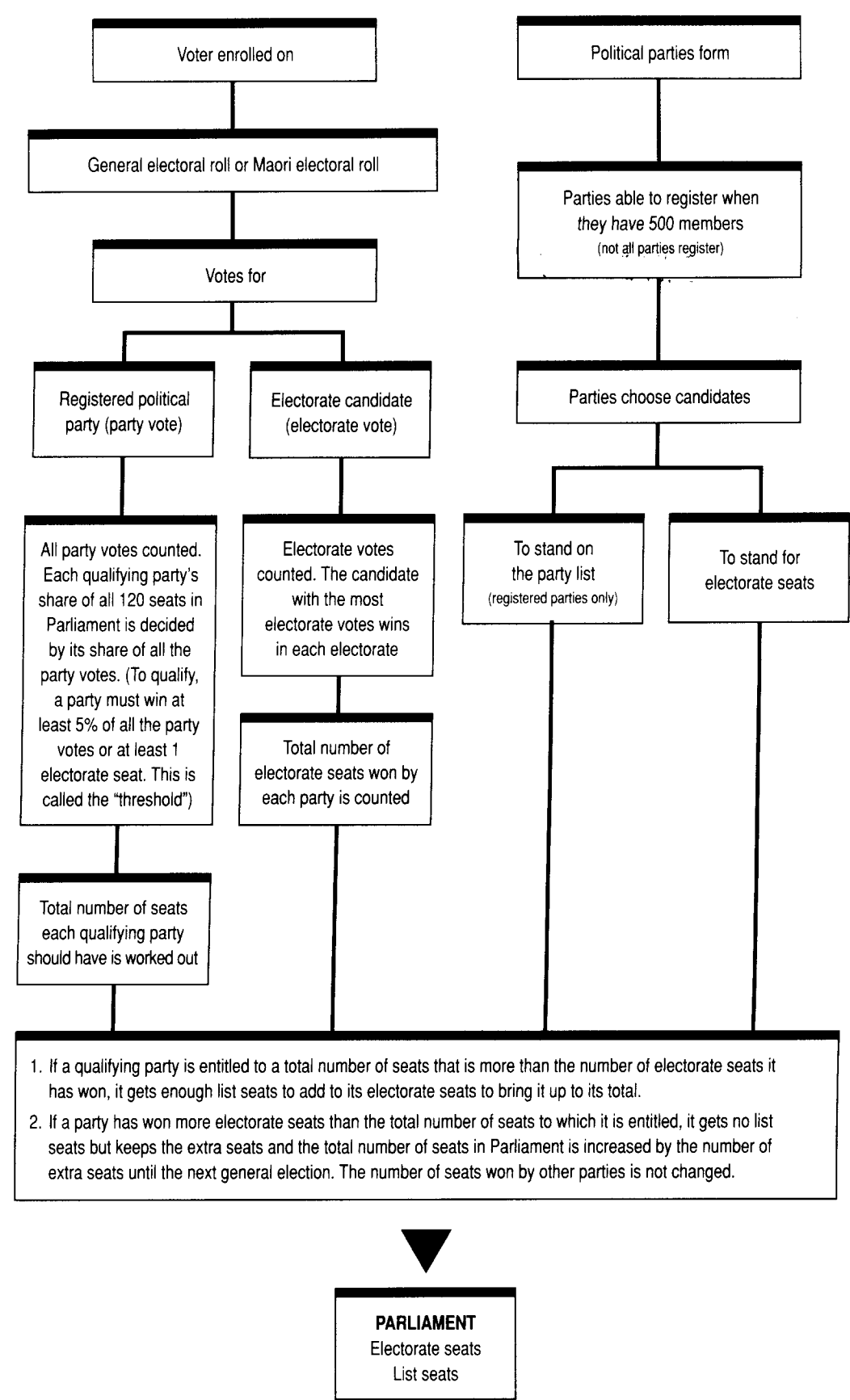
## GLOSSARY

Agent	- A person collecting special voting papers on behalf of a Special voter.
Ballot Paper	- The form of paper used at an election for the party and electorate vote.
Booth Stamp	- An official mark placed on the voting paper and other voting material to validate them and to identify the issuing office or booth.
Challenge, Voter	- The questions which a Deputy Returning Officer may ask of a voter prior to issuing him or her with a voting paper.
Declaration	- Written statement obtained from Special voters as to their eligibility to vote.
Electoral Roll	- The roll for the election/poll which is used for the issue of Ordinary Votes.
Reference Roll	- The roll for the district provided to booths issuing Special Votes when there are no facilities in the polling place for the issue of Ordinary Maori Votes for the district.
Informal Vote	- A voting paper which has not been completed by the voter in compliance with the instructions printed thereon and where the intention of the voter is unclear.
Local Restoration Poll	- A poll conducted in four specific districts, which do not follow electorate boundaries, where there are no liquor outlets. Voters are given the opportunity to restore liquor licensing or continue the restriction.
Polling Booth	- An area containing furniture, equipment and voting material set up within a polling place to handle voting activities.
Polling Place	- A building, room or other area set aside for the casting of votes in an election or poll.
Vote, Ordinary	- The form of voting paper provided for a voter listed on the Electoral Roll to vote at a polling booth on polling day.
Vote, Special	- Provision for a voter to cast a vote other than at a polling booth on polling day, or provision for a qualified voter not listed on an Electoral Roll to cast his/her vote.
Vote, Spoilt	- A voting paper that has been cancelled and not used for voting and a replacement voting paper has been issued to the voter.
Vote, Tangata Whenua	- Provision for a voter listed on the Maori Electoral Roll to vote at a polling place within that Maori electoral district where it has no facilities for the issue of Ordinary Maori Votes for that Maori district.
Voting Paper	- The form of paper used for any poll other than for the election of a Member of Parliament. In this handbook the term voting paper is used to refer to ballot papers and all other voting papers.

## 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

# MMP: AN OVERVIEW



Your party  
vote is for the  
party you prefer.

OFFICIAL  
MARK

123456

Your electorate vote  
is for the person to be  
the Member of Parliament  
for your electorate.

**YOU HAVE 2 VOTES**

**PARTY VOTE**

**ELECTORATE VOTE**

**Explanation**

This vote decides the share of seats which each of the parties listed below will have in Parliament. Vote by putting a tick in the circle immediately after the party you choose.

**Vote for only one party**



























**Explanation**

This vote decides the candidate who will be elected Member of Parliament for the AKATARAWA ELECTORATE. Vote by putting a tick in the circle immediately before the candidate you choose.

**Vote for only one candidate**


















Vote Here	
	CARROT
	PEACH
	SQUASH
	BANANA
	BROCCOLI PARTY
	STRAWBERRY
	PEAR
	EGGPLANT
	KIWI FRUIT
	APPLE
	ASPARAGUS PARTY
	CHERRY
	TOMATO
	CABBAGE
	CELERY
	CORNCOB
	GRAPE
	LEEK
	LEMON PARTY
	ORANGE
	PEA PARTY
	PEPPERS
	POTATO
	PUMPKIN
	WATERMELON

### ***Final Directions***

1. If you spoil this ballot paper, return it to the officer who issued it and apply for a new ballot paper.
2. After voting, fold this ballot paper so that its contents cannot be seen and place it in the ballot box.
3. You must not take this ballot paper out of the polling booth.

E50 8/5/96

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This handbook forms the basis of your training for this election. By following the guidelines in this handbook you will be able to teach yourself the key parts of your job.

Completing the exercises in your workbook and attending the RO's training session will consolidate your training and fully prepare you for the upcoming election.

### > Poll Clerks

If you are to work as a Poll Clerk, please read this handbook thoroughly. This is all the preparation required before your DRO briefs you prior to polling day.

### > Deputy Returning Officer (DRO)

If you are to work as a Deputy Returning Officer (DRO), you will need to read this handbook thoroughly and complete the self-check exercises in the workbook E17A. Beginning with chapter 1, read every section of the handbook and complete the corresponding workbook sections as you go.

- **Chapters 2-4**  
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

If you are new to electoral work, you will find that this approach takes you step by step through the various procedures and allows you to focus on the critical areas.

Even if you have experience of electoral work, it is important that you work through the handbook and the workbook prior to the training session because you must be up to date with the recent changes to polling day procedures.

During this initial training stage, be sure to note any unresolved questions or other matters at the back of your workbook. They will be clarified by the RO at your training session.

You are required to return your workbook to your RO before your training session. This is to check the level of your understanding of the electoral process. You will receive feedback on your work at the training session.

*At the training session, the RO will give extra attention to common errors and unresolved issues*

*The training session has been designed to offer more practise in doing the job, giving special attention to the close of poll requirements. It will complement your own prior preparation and learning. Make the most of it!*

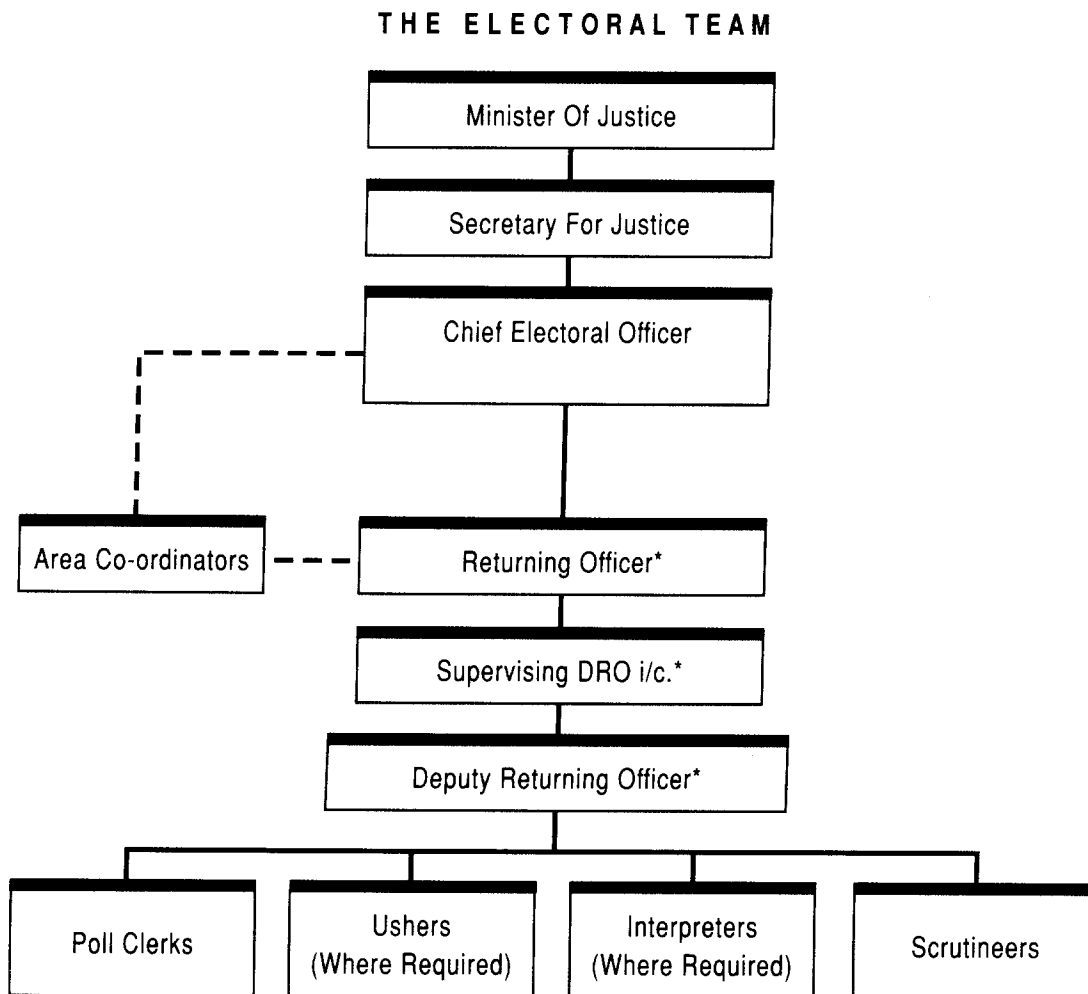
*DROs must return the workbook and Extract of Index to Places and Streets E132 as instructed by the RO*

The **Minister of Justice** has the overall responsibility for Parliamentary elections and polls.

The **Electoral Enrolment Centre**, a division of **New Zealand Post**, is responsible for compiling and publishing the Electoral Rolls. The Chief Registrar of Electors provides Returning Officers with up-to-date copies of the Electoral Rolls prior to an election.

The **Chief Electoral Office** organises and conducts elections and polls. The Chief Electoral Officer is responsible (through the Secretary for Justice to the Minister) for the performance of the electoral system and the staff who work within it.

Each of the 65 electoral-districts has a number of polling officials. Their roles are as follows:



These persons are authorised Issuing Officers\*



### > Returning Officer (RO)

Returning Officers (ROs) are responsible for organising all polling activities within an electorate. They organise the staffing of polling places within their electorate, and the training and supervision of those staff.

### > Supervising Deputy Returning Officer (SDRO) or Deputy Returning Officer in charge (DRO i/c)

Larger polling places are controlled by a Supervising Deputy Returning Officer (SDRO) or Deputy Returning Officer in charge (DRO i/c). SDROs and DRO i/cs are accountable to the RO for the way polling activities are carried out. They are also responsible for the coordination of election night results. Unattached SDROs should pay special attention during the close of poll sorting and counting, to ensure that each step of the procedure is carefully followed at all Ordinary booths.

### > Deputy Returning Officer (DRO)

DROs are accountable to the RO (or the SDRO or DRO i/c if there is one) for the way polling activities are carried out. Their work involves issuing Ordinary General and Maori, Special and Tangata Whenua Votes. Their close of poll duties include the accurate counting and recording of votes cast. They are in charge of the staff attached to their polling booth.

#### *As DRO you are responsible for:*

- Enabling voters to cast their vote in accordance with instructions
- Helping to make the voting procedures easy for voters
- Helping voters with special needs
- Taking appropriate action in the event of an apparent dual vote
- Taking appropriate action with spoilt voting papers or Declarations
- Taking appropriate action with voters not listed on the Certified Booth Roll

- Knowing how to work with scrutineers
- Checking voting screens periodically to ensure that ballot markers are working and that no unauthorised election campaign literature or graffiti is present
- Maintaining order in the polling booth and preventing crowding (with police assistance if necessary)
- Ensuring voters leave the booth promptly after voting
- Accounting for all voting papers issued
- Assessing if a questionable vote should be counted.

### > Poll Clerk

Poll Clerks are accountable to the DRO and are responsible for accurately locating and marking the Certified Booth Roll during the issuing of Ordinary Votes. They also assist in the counting of votes at the close of the poll.

#### *As the Poll Clerk, you are responsible for:*

- Marking the Certified Booth Roll accurately
- Helping to make the voting procedures easy for voters
- Being alert to voters with special needs
- Issuing Ordinary voting papers if authorised by the DRO
- Assisting in the count after the close of poll.

### > Usher

An usher is employed in larger polling places to guide voters to the correct booth.

#### *The usher is responsible for:*

- Directing the flow of voters through the polling place
- Assisting voters by guiding them to the correct booth.

*(Additional duties may need to be performed as required.)*

## **> Interpreter**

An interpreter is employed in polling places where there are high numbers of voters who need language assistance with the voting process.

### ***The interpreter is responsible for:***

- Helping voters with a need for language assistance
- Assisting voters to understand voting procedures.

*(Additional duties may need to be performed as required.)*

## **> Scrutineer**

Scrutineers are people appointed in writing by electorate candidates to observe the conduct of the election.

### ***The scrutineer is responsible for:***

- Observing the poll and compiling lists of those coming to vote
- Requiring a DRO to challenge a voter in certain circumstances
- Being present at the closing and opening of the ballot box
- Being present as an observer at the close of poll count of votes
- Refraining from communication with voters.

### ***Scrutineers may not assist with the election night count of votes***

Scrutineers can be appointed to a booth or to a polling place, provided that all booth numbers within the polling place are designated on their appointment form. If appointed to the polling place, only one scrutineer per candidate may be present at any one time.

As part of the Chief Electoral Office Management Plan there is a requirement to maintain a Civil Defence Plan and issue instructions to ROs and polling day staff.

There are several ways of ensuring the safety of you and your staff during polling day.

The person in charge of your polling place should be able to account for all the staff in an emergency situation and should direct evacuation where necessary. A DRO in charge, depending on the circumstances, will be responsible for making a decision to close a polling place or adjourn the poll. Booths should not be closed down without consultation with the RO, if such consultation is possible in the event of a Civil Defence emergency. Section 195 (1) of the Electoral Act states:

**195. Adjournment of Poll** – (1) Where the polling at any polling place cannot start or has to be suspended whether by reason of riot or open violence, natural disaster, or any other cause, the Deputy Returning Officer may adjourn the taking of the poll at that polling place to the following day, and if necessary from day to day until the poll can be taken and shall, if he or she adjourns the taking of the poll, forthwith give public notice of the adjournment in such manner as he or she thinks fit.

*As a basic requirement, the person in charge of your polling place should:*

- Have access to a battery powered radio. If a Civil Defence emergency is declared, follow the Civil Defence instructions advised over the radio
- Be aware of Civil Defence procedures as set out in the inside back cover of the yellow pages in the telephone directory
- Be aware of the exit points and emergency assembly areas at their polling place
- Ascertain who (if anyone) on the staff has a basic knowledge of the principles and techniques of first aid
- Have a basic knowledge of earthquake/ fire drill within a building
- Decide on the need for evacuation and other critical issues involving staff and voters' wellbeing.

While personal safety comes first, you should also be aware of the requirement to secure the voting papers pursuant to Section 196 of the Electoral Act 1993 (see page 47).

At all times, when not in use, voting papers should be kept secure.

Every eligible New Zealand citizen has the democratic right to vote in an election and/or poll. These citizens, the voters, are your customers. They will come from all walks of life and most will regard you as being there to assist them to cast their votes. Smile and greet them courteously and, where you can, use their names.

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 them.

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 SDRO, DRO or call the RO if you have an issue you can not resolve
- treat your customers as you would expect to be treated yourself.

Some voters who approach you may be:

- angry
- anxious, nervous, confused
- in a hurry
- people with disabilities, eg, with a hearing or sight impairment.

Use your best judgement to assist them where possible.

Some people may be angry because their names are not on the Roll or because their electorate has a new name. Do not pass the blame onto anyone for that, especially the voter. Simply say, "I can see that's annoying for you, so let's make sure you can vote and that your vote will be counted".

Some people will be confused about the voting process and the issues involved. For example, they may not fully understand the choices available on the voting paper. In all these cases your job is to issue votes correctly. By law, you are not allowed to give information or enter into a debate or discussion about the parties, candidates or any issue being voted on. The only exception is where a voter asks if they have to use both their votes. You should then say, "No, you can cast both votes, or just one".

If a voter does ask you about the parties, candidates or any issue(s), you can say, "My job today is to issue votes correctly. I am not allowed to discuss the parties, candidates or any issue(s) with you. Please read the posters or booklet (*point to them*). They are provided to assist you". If the voter persists, say, "By law, I am not allowed to discuss voting issue(s) with you". Keep repeating this statement and most people will give up. If they don't, refer them to the DRO i/c or call the RO.

Other people will see you as providing an opportunity for them to express their personal views and feelings about a variety of issues. It is best not to take their comments personally. Nevertheless, you are not required to be subjected to personal abuse or foul language.

Remember such people will be few and far between and most voters are just like you, New Zealand citizens exercising their democratic right to vote in elections.

***Enjoy your day!***

Most of the instructions in this chapter are for DROs. It is the DRO's responsibility to check that these procedures are followed and all these facilities are in place. If you are the Poll Clerk, you still need to read

and understand the DRO's responsibilities in case you are asked to assist. Section 5.2 is addressed to Poll Clerks as well as DROs.

## 5.1 BEFORE POLLING DAY

Before polling day, DROs will receive polling day supplies from the RO.

Forms and envelopes are referred to by a "shoulder number". This is usually called an E number. For example, the number of this handbook is E3. Forms and envelopes need to be checked soon after receipt, as do the facilities and equipment. Use the checklist on page 14.

Before polling day, DROs must make sure that they are familiar with all forms and materials relevant to their work. DROs are responsible for briefing their Poll Clerks.

### > Supplies

1. Receive supplies and checklists **E46** and/or **E48** from your RO.
  - E46 is general checklist for polling supplies
  - E48 is checklist for polling supplies for DROs issuing Maori Ordinary Votes

*DROs handling Maori Ordinary Votes will receive supplies from both Maori and General electorate ROs*

2. Check supplies against checklist(s) to ensure that all supplies are received and quantities are correct.
3. Check all voting papers or Declarations by:
  - Counting each one
  - Checking number sequence

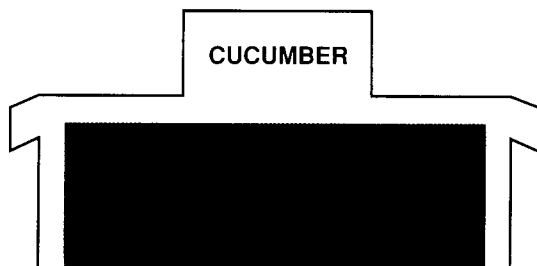
*Note: For Ordinary voting papers and Declarations numbers will run backwards in*

*pads, ie, 100 on top and 001 on bottom, and should be issued from the top of the pad*

- Matching or recording totals on form **E100B** or **E101** (as applicable).
4. Check E100B or E101 (as applicable) for:
    - Electorate name
    - Polling place location
    - Booth number
    - Number of voting papers and Declarations (if applicable) supplied
    - Consecutive numbers
    - Party vote names listed in alphabetical order on Party Votes page, and electorate vote candidates and their party (if any) listed in same order as on voting paper on Electorate Votes page of E101 (and on **E98** if applicable).

*In some electorates, the RO may have already recorded these details*

5. Write the names of any unregistered parties or independent candidates (from the electorate vote side of the voting paper) on the top of:
  - The sorter box divider cards (a separate divider is required for Informal Votes)
  - The orange **E73** cards.



Put the divider cards into the **E125A** sorter box in alphabetical order – first the registered parties and then the unregistered parties and independent candidates, followed by the informal card. Sort the orange E73 cards into the same alphabetical order and store them into the front of the sorter box.

*The RO may have done this prior to polling day*

6. RO's staff are responsible for stamping the Electoral Roll. Check stamping of Certified Booth Roll by RO Headquarters staff to ensure that:

- Booth stamp is on front
- Each numbered page is present.

7. Check stamping of Reference Roll by RO Headquarters staff to ensure that:

- Booth stamp is on front
- Each numbered page is present.

Only rolls used for reference purposes are to be stamped.

8. Complete and return certified receipt for supplies to issuing RO.
  - Any inaccuracies should be notified urgently to RO
  - Any supply problem should be resolved by DRO with reference to RO if necessary

9. Prepare initial supplies of Ordinary 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.

Leave the number printed on the stub clear and leave all the voting papers in the pad.

10. Prepare initial supplies of Declarations by Special Voter on Polling Day **E81** by:

- Placing the booth stamp in the "Official Mark" space above **Panel D** on the Declaration.

Leave all other "Official Mark" spaces clear and leave all Declarations in the pad.

11. Store all polling day materials in a safe place.

- It is an offence to lose voting papers

12. Study RO's written instructions carefully.

13. If your polling day employment involves working outside your electorate and you are in a single booth situation you should vote prior to polling day as DROs cannot witness their own signature on Special Vote Declarations.

*If appointed as a DRO ensure your Declaration by Polling Officer E20-H has been completed and returned to the RO*

## **> Facilities, Staff and Equipment**

1. Confirm polling day arrangements with Poll Clerk. Ensure that you have covered:

- Introductions
- Location of polling place
- Start time on polling day
- Meal arrangements.

2. Check facilities before polling day. Do this by yourself if there is no SDRO or DRO i/c. Check:

- Booth location
- Key holder
- Security arrangements (including alarms)
- Tables and chairs
- Availability and use of phone
- Adequate lighting and heating
- Tea making and toilet facilities.

3. By telephone or personal visit, check that all equipment has been delivered to polling place. Check for:

- Cardboard voting screens
- Metal or plastic free-standing polling booth signs (if provided)
- Tables, chairs (if provided).

4. Resolve any problems with facilities and equipment. Use your own judgement but inform the RO if necessary.

## > Checklist of Supplies and Equipment

The DRO should run through this checklist prior to polling day.

- ☐ Supplies and checklist(s) received from RO
- ☐ Supplies checked against checklist(s)
- ☐ Voting papers or Declarations counted and details complete on certificate **E100B/E101**
- ☐ Details on divider cards and orange **E73** cards completed and cards placed in sorter box **E125A**
- ☐ Booth stamp on Certified Booth Roll and all pages present
- ☐ Booth stamp on Reference Roll and all pages present
- ☐ Certified receipt for supplies returned to RO
- ☐ Preparation of initial supplies of Ordinary voting papers and Special Vote Declarations
- ☐ Equipment and materials safely stored
- ☐ RO's written instructions studied and understood
- ☐ DRO completed their early vote if applicable
- ☐ Arrangements confirmed with Poll Clerk
- ☐ Facilities and delivery of equipment checked (if applicable)

1. Check watch/clock to ensure accurate opening and closing times.
2. Take appropriate clothes for your comfort throughout the day. Remove from clothes and personal effects any items which could be taken to indicate support for any party, electorate candidate or issue.
3. Take or make arrangements for food and drink to cover a 12-hour day.
4. Take spare materials such as pens and paper.
5. Take voting supplies if supplies have already been received.
6. Take handbook and any written instructions received from the RO.
7. Please take your cellphone if you have arranged to do so with the RO.
8. The DRO i/c should take a battery powered radio for civil defence emergency purposes. This radio is strictly for emergency use.
9. Take a calculator if you have access to one.
10. Take your appointment form.
11. Arrive at the polling place by 8 am.

1. Lay out booth furniture under the direction of the DRO i/c.

*1 Polling staff closest to entrance*

*2 Scrutineers handy to Poll Clerk, preferably behind Poll Clerk, and provided with chair and scrutineers' tray E126*

*3 Ordinary Voting Table(s) nearest to entrance*

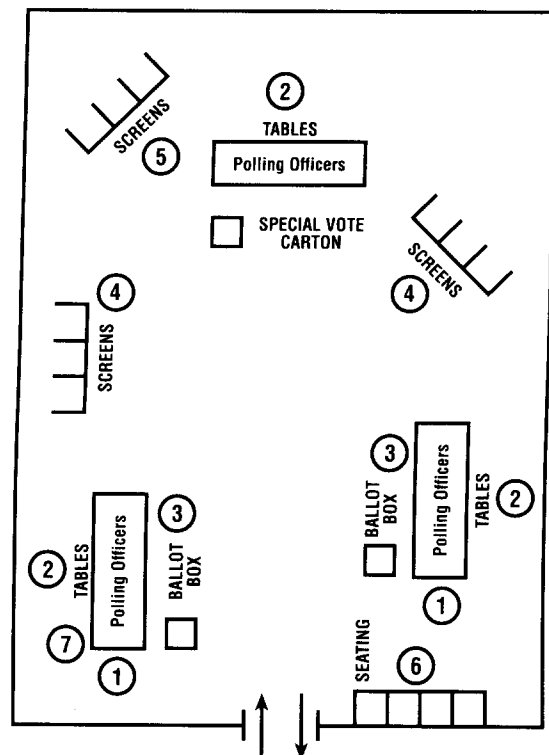
*4 Place screen so as voters exit they have to pass your issuing table and place vote in ballot box*

*5 Screens placed for secrecy*

*6 Seating for elderly and Special voters who are queuing (if provided)*

*7 Where a polling place has both Ordinary General and Maori polling booths present put the General booth nearest the entrance*

This is a sample layout only. The size and shape of your polling place will dictate the layout of your booths, screens, seating, etc.





## > Inside Screens

Arrange screens by:

- Tying at least one ballot marker pen in working order to inside of each screen
- Removing any material used during previous elections and/or polls.

## > Ordinary Voting Tables

In front of the Ordinary Voting Table there should be signs **E63** and **E64** to identify polling booth staff, plus the ballot box clearly labelled with the electorate name.

On the Ordinary Voting Table there should be the following:

- Certified Booth Roll for the electoral district (for Poll Clerk)
- Book of voting papers
- Book of Local Restoration Poll voting papers **E93** (if applicable)
- Black adhesive stickers **E94**
- Self-inking booth stamp
- Ruler and red ballpoint pen (for Poll Clerk)
- Black ballpoint pen (for DRO)
- Voters Guide booklet **E14** (10)
- MMP explained in two ticks booklet **E58A** (2).

All other items should be accessible, but not on the table.

## > Special Voting Tables

In front of the Special Voting Table there should be signs **E63** and **E64** to identify polling booth staff.

On the Special Voting Table there should be the following:

- Index to Places and Streets
- Book **E81** containing the Declarations
- Book of Local Restoration Poll voting papers **E93**
- **E2:** Party vote and electorate vote special voting papers for all electoral districts (3 pads – one to be a master copy which should not have printed voting papers removed from it)

- **E2A:** Party vote and electorate vote special voting papers for relevant Maori electoral district(s) in pad(s) of 10
- **E2B:** Party vote and electorate vote special voting papers for your electorate, neighbouring electorate(s) and relevant Maori electorate(s), in pads of 50
- Reference Roll(s) (not to be marked in any way)
- A small supply of two-part voting envelopes **E82**
- A small supply of envelopes “To be opened by addressee only” **E79**
- Self-inking booth stamp
- Black adhesive stickers **E94**
- Black ballpoint pen
- Red ballpoint pen
- Sign - Special Votes **E60** or
- Sign - Special and Tangata Whenua Votes **E60A**, (depending on whether or not Maori Ordinary voting facilities are present)
- List of Special Voters - including Tangata Whenua Voters **E100A**
- Voters Guide booklet **E14** (10)
- MMP explained in two ticks booklet **E58A** (2).

All other items should be accessible but not on the table.

## > Inside and Outside the Polling Place

Signposts indicating the polling place and polling booth should be placed under the direction of the DRO i/c.

- Place metal signs (if provided) in a prominent place on the footpath
- Display polling booth signs **E62**, **E71** and printed arrows **E61** to direct voters

***Read warning on back of E62 stickers before use – they can cause damage to painted surfaces***

- Display Access for Disabled signs **E72** outside (if applicable)
- Inside the polling place display Multi-language Posters **E58** and **E59** so that they can be easily seen inside the polling place

***Display all polling booth and voting instruction signs that have been supplied to you***

1. Check the immediate area around the polling place for election and/or poll material. If you find any, remove it, and if necessary, report to the RO.
2. Collect scrutineers' notices of appointment prior to the scrutineers commencing duty.
3. Ensure that all polling day staff and scrutineers read and complete Declaration form **E20-H** prior to opening the booth.
  - Poll Clerks' and scrutineers' Declarations should be witnessed by DRO
  - Interpreters' and ushers' Declarations should be witnessed by DRO i/c

*Some scrutineers' declarations may have already been witnessed*

4. Stamp all completed Declarations E20-H with booth stamp.
5. Place all completed Declarations E20-H and scrutineers' notice of appointment in envelope **A** and leave it unsealed.

*If a scrutineer is appointed to the polling place rather than to an individual booth, their Declaration E20-H should be placed in envelope A for the lowest Ordinary booth number of the polling place*

6. Check that ballot box for Ordinary booth is empty then secure ballot box with seal(s).
7. Ensure that the **E70** ballot box label has been placed on the side of the ballot box which will be facing the voter in Ordinary Vote booths.

*Scrutineers may observe this procedure if they wish*

8. Numbers are stamped on the seals used to secure the ballot box. On "Record of Security of Seals" on reverse of envelope A note:
  - Number of seals supplied
  - Number of seals affixed to the ballot box prior to the commencement of the poll.

*Scrutineers may sign if they wish*

*Any additional seals used during polling day should be recorded in space provided on the reverse of envelope A*

9. DRO i/c should notify absent staff according to RO's instructions.

10. DRO i/c should brief polling day staff on:

- Duties and responsibilities
- Polling place layout including types of booths operating
- Meal arrangements
- Toilet facilities
- Civil defence and evacuation procedures
- Customer care.

11. Brief scrutineers on their responsibilities with reference to handbook **E6**, if being used, and page 9 of this handbook if necessary.

12. Ensure that initial supplies of Ordinary voting papers and Special Vote Declarations have been prepared (see steps 9 and 10 on page 13 of this handbook).

13. DRO i/c should conduct a final check inside and outside the polling place to ensure that all preparations are completed and anything in the vicinity of the polling place which may influence a voter is removed (refer to Offences on page 80 of this handbook).

14. Open the polling place at 9 am sharp!

*Polling officials should make sure that they have voted before 7 pm*

## > Checklist Before Opening the Booth

The DRO should complete this checklist on polling day before opening the booth.

- ☐ Polling place laid out in correct manner
- ☐ Screens arranged with marker pen(s) correctly placed and any old voting material removed
- ☐ Materials arranged on voting table
- ☐ Polling place and booth signposted
- ☐ Polling place vicinity checked for election and/or poll material
- ☐ Declaration procedures completed
- ☐ Ballot box checked and secured
- ☐ Ballot box label placed on front of ballot box
- ☐ Record of Security Seals completed
- ☐ RO notified of absent staff (if any)
- ☐ Polling day staff briefed
- ☐ Scrutineers briefed
- ☐ Initial supplies of Ordinary voting papers and Special Vote Declarations prepared
- ☐ Final check completed

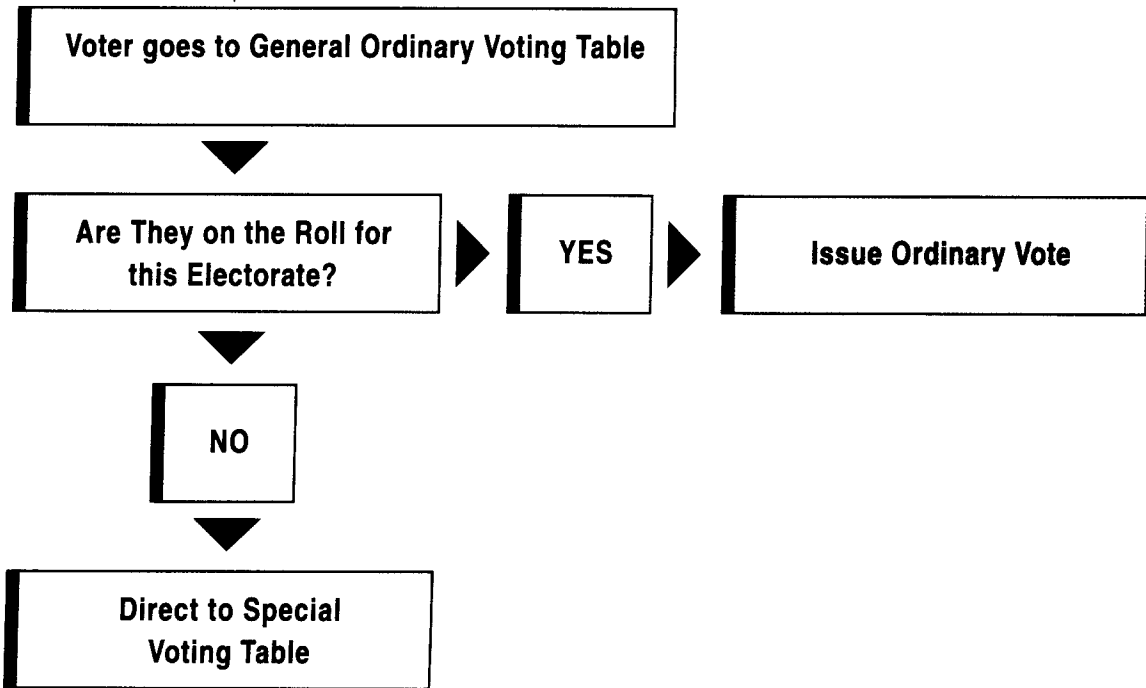
Ordinary Votes are issued by the DRO, who works closely with the Poll Clerk.

A Poll Clerk can issue Ordinary Votes, but only if authorised to do so by the DRO.

Voters qualify for Ordinary Votes only when their names appear on the Certified Booth Roll for the electoral district.

In most electorates some Ordinary voting facilities will be offered to voters outside the electorate boundaries at polling places shared with other electorates.

**POLLING PLACE VOTE DETERMINATION CHART**  
(Voter is present in polling place)



**6.1**

**ALPHABETICAL LISTINGS IN ELECTORAL ROLL**

**> Names**

Entries are listed by surname, in strict alphabetical order. Then they are listed by the initial of their first names.

Smith, Brian comes before Smith, Christine

**> Hyphenated Names**

The hyphen is ignored, and the name is listed as if it was run together.

Ah-Lam is listed as follows:

AH JAY

**AH-LAM**

AHMED

> **de, dy, da, la, le, Van**

Names with the same prefix are listed according to the letter at the beginning of the second name.

De Silva is listed as follows:

DESAI

**DE SILVA**

DE VALIANT

> **M', Mc, Mac**

These names are listed under "Mac". The order depends on the first letter of the next part of the name.

MacAulay is listed as follows:

MCARTHUR

MACARTNEY

**MACAULAY**

MCAULEY

> **O'**

These names are listed according to the letter following the "O".

O'Hagan is listed as follows:

OGILVIE

O'GORMAN

**O'HAGAN**

OKEROA

> **ST**

Abbreviations such as St (short for Saint) are listed as if they were spelled out.

St (Saint) Clair is listed as follows:

SAIL

**ST CLAIR**

SALDANA

**6.2 A GUIDE FOR POLL CLERKS**

1.

Greet the voter. Be courteous and smile. Be sensitive to any special needs the voter may have (eg, age, physical disability, need for language assistance) and refer to pages 42 and 43 if necessary.
2.

ASK, "Do you know which electorate you are enrolled in?"
3.

ASK, "Could I have your surname or family name please?"

4. Find the voter's name on the Certified Booth Roll.
- Check spelling of surname or family name
  - Check first names
  - If necessary, ask the voter to write down their full name
  - Check address
  - You may also need to check occupation, name before marriage, alternative surnames/first names

PAGE 8

001	BAMFORD, Charles	33 Ngake Street, Retired
002	BAMFORD, Cosette	61 Speight Road, Housewife
003	BAMFORD, Peter Seymour	61 Speight Road, Project Mngr
004	BANABA, Bernadette	53 Te Arawa Street, Beneficiary
005	BANAL, Angelito Tuazon	3/35 Ripon Crescent, Qnty Svyr
006	BANAL, Julie T	10B West Tamaki Road, Housewife
007	BANAL, Sharon Diaz	3/35 Ripon Crescent, Sales Asstnt
008	BANBURY, Anita	2/5 Houghton Street, Musician
009	BANBURY, Mary	3/5 Houghton Street, Retired
010	BANH, Kim Lang	50 Hobson Drive, N/S

5. DRO and Poll Clerk ensure the appropriate vote is issued.
- If name is on the Certified Booth Roll, an Ordinary Vote is issued
  - If name is not on the Certified Booth Roll a Special Vote is issued

An Ordinary Vote should be issued wherever there is a roll entry, even if some details differ.

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

Eg, "Page 8, line 001".

PAGE 8

001	BAMFORD, Charles	33 Ngake Street, Retired
002	BAMFORD, Cosette	61 Speight Road, Housewife
003	BAMFORD, Peter Seymour	61 Speight Road, Project Mngr
004	BANABA, Bernadette	53 Te Arawa Street, Beneficiary
005	BANAL, Angelito Tuazon	3/35 Ripon Crescent, Qnty Svyr
006	BANAL, Julie T	10B West Tamaki Road, Housewife
007	BANAL, Sharon Diaz	3/35 Ripon Crescent, Sales Asstnt
008	BANBURY, Anita	2/5 Houghton Street, Musician
009	BANBURY, Mary	3/5 Houghton Street, Retired
010	BANH, Kim Lang	50 Hobson Drive, N/S

7. Ensure that the DRO repeats the numbers correctly.

8. Use a ruler and red pen to rule through the line number and name of voter only. Start 5 mm to the left of the number and leave the address and occupation unmarked.

Care should be taken to ensure the correct name is marked. Incorrect rulings necessitate lengthy administration checks by ROs after polling day.

9. If a mistake is made:
- Write "STET" alongside name on dotted line
  - Initial correction.

If the correct voter turns up at a later stage, put a note and reference to that effect at the top of the page.

101	DUNN, Jonathan Brian	38 Firth Avenue, Prdt Planner
102	DUNN, Joanna Marie	1/22 Aitken Terrace, Computer Opr
103	DUNN, Judith Lynne	12 New Bond Street, Radiographer
104	DUNN, Lance Matthew	41A Onslow Road, Retired
105	DUNN, Lavina Helen	41A Onslow Road, Married
106	DUNN, Mabel Evelyn	Target Street, Superannntnt

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

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

No. on Roll: (To be entered here only)		123456
Page No.	Line No.	Initials of Issuing Officer
8	001	

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

3. Initial the stub.

No. on Roll: (To be entered here only)		123456
Page No.	Line No.	Initials of Issuing Officer
8	001	PR

4. Remove the voting paper from the stub.

Remember, secrecy of the vote is vital.

5. Give the voting paper to the voter and SAY:

- "Follow the directions on the voting paper
- The posters (*point*) on the wall or these booklets will help you (*show E14 Voters Guide and E58A MMP multi-language booklet*)
- 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".

These should not be removed from the polling place.

6. Check completion of voting procedure ensuring:

- Voters leave booth promptly after voting
- Votes are placed in the ballot box
- Voting paper remains in the polling place.

For spoilt Ordinary Votes, refer to page 44.

### > Periodically

Check voting screens to ensure that:

- Ballot markers are working
- No unauthorised election literature or graffiti is present.

If ballot box appears to be getting full, use a ruler to compress the voting papers. If absolutely necessary, the DRO may open and reseal the ballot box to compress voting papers in sight of a scrutineer.

### > Flow of Electors

The movement of voters within the polling place should be controlled as much as possible. Voters must not be issued with a voting paper until a voting compartment is vacant. Voters should not be expected to queue outside the building in unsuitable weather conditions.

### > Secrecy

Voting is an individual right. Therefore only one voter should be behind a voting screen at any time (see section 165 of Electoral Act on page 80).

If a voter requires assistance, refer to **Procedure Where Voter is to Receive Help in Voting** on page 43 of chapter 9.

### > Unauthorised People in Polling Place

**Only those people actually engaged in voting are allowed to remain in a polling place.**

The only exceptions are:

- The RO
- Anyone who has the permission of the DRO in charge of the polling place. Those given permission to remain should be fulfilling a function connected with the election.

*Party and electorate candidates should only be present in the polling place if they are voting*

*Should any problems arise, refer to sections 165, 197 and 203 of the Electoral Act 1993 (see chapter 15, pages 80-82)*

*Pages 42 to 45 discuss a number of exceptions that can occur when issuing Ordinary Votes*





ELECTIONS

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).

999999

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

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

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  
N/A/S

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

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

No or Not  
Page Line Office  
Vote only

No licence district

Even Odds Risk Time

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

Relative of special voter

Solicitor

Justice of the Peace

Other person authorised to take a statutory declaration

Registered New Zealand Elector

Person approved for the purpose by the Returning Officer

**SPECIAL BALLOT  
PAPER FOR  
GENERAL ELECTION**

OFFICIAL  
MARK

[Declaration Number]

## YOU HAVE 2 VOTES

## PARTY VOTE

**ELECTORATE VOTE**

**Explanation**

**This vote decides the share of seats which each of the parties listed below will have in Parliament. Vote by putting a tick in the circle immediately after the party you choose.**

**Vote for only one party**

**Vote Here**

























**Explanation**

**This vote decides the candidate who will be elected Member of Parliament for the AKATARAWA ELECTORATE.**  
Vote by putting a tick in the circle immediately before the candidate you choose.

[Vote Here](#)

**Vote for only one candidate**

**SPECIMEN SPECIAL BALLOT PAPER - GENERAL ELECTION  
AKATARAWA 66**

	CARROT
	PEACH
	SQUASH
	BANANA
	BROCCOLI PARTY
	STRAWBERRY
	PEAR
	EGGPLANT
	KIWI FRUIT
	APPLE
	ASPARAGUS PARTY
	CHERRY
	TOMATO
	CABBAGE
	CELERY
	CORNCOB
	GRAPE
	LEEK
	LEMON PARTY
	ORANGE
	PEA PARTY
	PEPPERS
	POTATO
	PUMPKIN
	WATERMELON

[illegible]

### ***Final Directions***

1. If you spoil this ballot paper, return it to the officer who issued it and apply for a new ballot paper.
2. After voting, fold this ballot paper so that its contents cannot be seen and place it, together with any voting papers, in that portion of the envelope marked "BALLOT AND/OR VOTING PAPERS" and seal it.

E2C 6/5/96

Special Votes are given to voters who are not able to cast Ordinary Votes, and comply with at least one of the grounds listed in Panel B of the Special Vote Declaration. In order for a Special Vote to be counted, it must be accompanied by a **Declaration** for one of three possible voting situations:

1. The voter is present.
2. The voter is not present.
3. The voter is eligible for a Tangata Whenua Vote.

This chapter deals with the first two situations.

Many voters are confused about which electorate they are registered to vote in. If voters ask why you are checking, tell them it is to make absolutely sure that their vote counts (eg, some streets are split between electorates).

The Electoral Act provides that a person resides at the place where that person chooses to make his or her home. The place where a person resides does not change if the person:

- is occasionally or temporarily absent from that place; or
- is absent from that place for any period because of his or her employment or occupation or that of his or her spouse, or because he or she is a student, or his or her spouse is a student.

Eg, a student may be able to register either in the city where they are attending university, or at their home address elsewhere. It is up to them where they choose to make their home, as set out above.

Using the Extract of Index to Places and Streets **E132** to complete the workbook exercises will enable you to use the Index without difficulty on polling day. Note that the **extract** is **not** for use on polling day and **must** be returned to the Returning Officer with your workbook.

Ensure that Special Votes are prepared as outlined on page 13 of chapter 5.

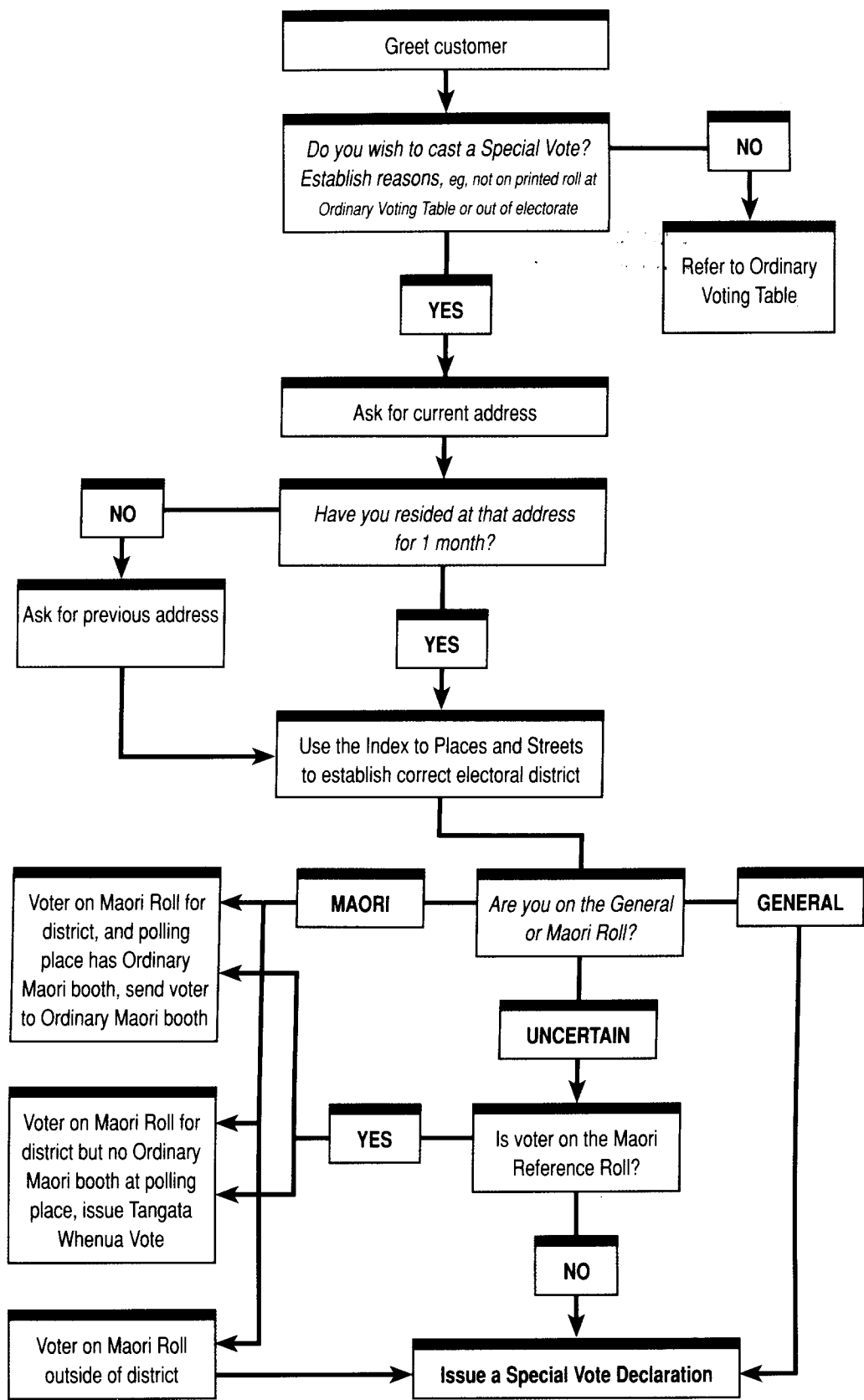
## 7.1 ISSUING A SPECIAL VOTE

*This guide is for DROs to work through when issuing Special Votes, and for Poll Clerks to work through when assisting DROs.*

1. Greet the voter. Be courteous and smile. Be sensitive to any special needs the voter may have (eg, age, physical disability, need for language assistance) and refer to pages 42 and 43 if necessary. In multi-booth polling places, check whether the voter has been to an Ordinary Voting Table.

2. ASK, "Could I have your address please?"

VOTE DETERMINATION CHART (voter is present in polling place)



- 
3. ASK, "Have you resided there for at least one month?"
- If YES - Go to step 4
  - If NO - ASK, "Which address did you last reside at for at least one month?" then go to step 4
- 

4. Use the Index to Places and Streets to establish the correct electoral district (General or Maori).
- 

If no other Special voters are waiting, leave ruler in Index page for reconfirming address at step 3 of 7.2.

---

5. SAY, "You may be either on the **General Roll** or the **Maori Roll**. Which one do you think you are on?"
- 

6. If the voter names the Maori electorate in which the polling place is situated and the polling place has a table for issuing Ordinary Maori Votes, send the voter to that table.
- 

Otherwise, check the **Maori Reference Roll** and follow the **Procedure for Issuing Tangata Whenua Votes** in chapter 8.

---

7. If the voter is uncertain which roll he or she is registered on:
- Check the Maori Roll
  - If the voter's name is not on the Maori Roll then issue the voter with a Special Vote Declaration.
- 

8. SAY, "I will be issuing you with a Special voting paper for the \_\_\_\_\_ electorate and a form to fill in".
- 

9. Remove Declaration from the pad.
- 

10. Follow 7.2 - **Issuing a Declaration (Where Voter is Present)**.
-

1. Give the Special Vote Declaration to the voter.

SAY, "Please complete **Panels A and B** only (*point*) and bring this form back to me".

2. Check that the voter has completed **Panels A and B**.

#### Panel A

- Names
- Occupation
- Contact telephone number
- Date of birth (optional)
- Former name (optional)
- Residential address

The address of where they reside now

If they have resided there less than one month, this panel should have been completed

- Electorate

The electorate name is determined by the address last resided at continuously for at least one month

#### Panel B

- Ground(s) for Special Vote
- Reason if hardship or serious inconvenience ground used
- If necessary, ask the voter to add any missing information

**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: \_\_\_\_\_

Street/Road: \_\_\_\_\_

Town, city, or locality: \_\_\_\_\_

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: \_\_\_\_\_

Street/Road: \_\_\_\_\_

Town, city, or locality: \_\_\_\_\_

I am qualified to vote in the electorate of: \_\_\_\_\_

OFFICIAL USE ONLY  
(Not to be checked)

INITIALS \_\_\_\_\_

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

**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: \_\_\_\_\_

3. Use Index to Places and Streets to reconfirm that:

- Residential address where they have resided for one month or more matches electorate
- Use ruler for Index
- If wrong electorate is shown, amend it using red pen.

If voter insists on casting a vote for an address that doesn't match their electorate, note the Declaration accordingly.

3a. If a voter's address is shown in the Index to Places and Streets to be within a No-Licence District, a Local Restoration Poll voting paper (E93) should be issued (see chapter 9, page 46 for procedure).

If NO, go to step 4.

E = Eden, G = Grey Lynn, R = Roskill, T = Tawa.

4. Initial the "Index checked" box to confirm you have checked the address where the voter has resided for one month or more and that this address matches their electorate.

OFFICIAL USE ONLY Index checked <i>PS</i> INITIALS
---

5. Ask the voter to sign and date **Panel C** (in your presence).

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

6. Check that the signature of elector in **Panel C** matches the name details in **Panel A**.

7. Use red pen to witness voter's signature (**DRO not Poll Clerk**).

- If signature is illegible print name underneath (see example opposite)

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

*Paul Smith*  
Signature of Witness  
PAUL SMITH

8. Place booth stamp in **Panel E** "Official Mark if Witness is Issuing Officer".

<b>Panel E</b>	
No on Roll Page    Line	Office use only
No licence district Eden   Grey Lynn   Roskill   Tawa	

AKATARAUA	BOOTH 21	AKATARAUA
-----------	----------	-----------

To ensure that a Special Vote counts:

- The Declaration form must be fully completed
- The electoral district must be correct for the address where the voter has lived for one month or more
- Panel C must be signed by elector.

9. Draw a diagonal line through **Panels D** and **F**.

10. On List of Special Voters **E100A** write:

- Number printed on Declaration
- Voter's surname then first names
- Electoral district of voter.

11. Locate the correct voting paper for the voter's electoral district from either the **E2**, **E2A** or **E2B** pad of voting papers.

If you have used all printed voting papers, write up the names of the parties and electorate candidates on a blank E2 voting paper.

12. Remove correct voting paper from relevant pad.

13. Copy the number printed on the Declaration for that voter to the space provided on the Special voting paper.

999999

[Declaration Number]

14. Place a black sticker over the number you have written on the voting paper to preserve its secrecy.

Voters may ask why you are doing this. You can say that the Declaration and voting paper go into separate parts of the Special Vote envelope. They are dealt with separately after the election to maintain secrecy.

15. Place booth stamp in the "Official Mark" space at the top of the voting paper.

16. Address envelope **E82** by writing the correct RO's electorate name and number on the envelope.

Number of electorate is on left side of voting paper.

17. Check that electorate name on envelope matches electorate named on Declaration and voting paper.

18. Seal Declaration inside "**Declaration**" compartment of voting envelope E82.



19. Give the voting paper and the voting envelope to the voter and SAY:

- "Follow the directions on the voting paper
- The posters (*point*) on the wall or these booklets will help you (*E14 Voters Guide, E58A multi-language booklet*).
- When you have completed your voting, please fold the voting paper
- Place it in this compartment in the envelope (*point*)
- Seal the envelope
- Place it in this box marked Special Votes (*point*)
- Please go behind the next available screen (*point*)
- If you need more help, just come and ask me".

Remember, secrecy of the vote is vital.

These should not be removed from the polling place.

20. Check completion of voting procedure ensuring:

- Voting envelopes remain in the polling place
- Voting envelopes are placed in the Special Vote container
- Voters leave the booth promptly after voting.

For spoilt Special Votes, refer to pages 44 and 45.

### > Periodically

Check voting screens to ensure that:

- Ballot markers are working
- No unauthorised election literature or graffiti is present.

7.3

ISSUING A DECLARATION (Where Voter is not Present)

Where the voter is unable to attend the polling booth, an agent may collect the voting paper on their behalf. Anyone can act as an agent. The application for the voting paper should be made in writing by the voter. However, the application can be made in any other manner, if the official

issuing the voting paper is satisfied that the application is made in good faith and it is not practicable to make it in writing. When an agent approaches the Special Voting Table, the DRO and Poll Clerk should follow these instructions.

1. Greet the agent. Be courteous and smile.  
Be sensitive to any special needs the agent may have (eg, age, physical disability, need for language assistance) and refer to pages 42 and 43 if necessary.

2. Check application (whether written or verbal) to determine:
  - Nominated electoral district
  - Whether the voter is on the General Roll or the Maori Roll.If the agent has insufficient information, ask them to obtain further details from the voter.

A Maori voter may be on a General or Maori Roll.

3. Use Index to Places and Streets to confirm that the residential address given matches the electorate.
  - Use ruler for Index

The electoral district MUST be correct to ensure that the vote counts.

- 3a. If a voter's address is shown in the Index to Places and Streets to be within a No-Licence District, a Local Restoration Poll voting paper (E93) should be issued (see chapter 9, page 46 for procedure).

E = Eden, G = Grey Lynn, R = Roskill, T = Tawa.

4. Write the correct electoral district on declaration Panel A.

I am qualified to vote in the electorate of:

AKATARAWA

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

5. Initial the "Index checked" box to confirm you have checked the address where the voter has resided for one month or more and that this address matches their electorate.

OFFICIAL USE ONLY

Index checked

PS

INITIALS

6. Ensure booth stamp is in the “Official Mark” space above **Panel D** on the Declaration.

7. Draw a diagonal line through **Panel D** of the Declaration.

8. On List of Special Voters **E100A** write:
- Number printed on Declaration
  - Voter’s surname then first names
  - Electoral district of voter
  - Tick column to confirm that voter not present at booth.

9. Locate the correct voting paper for the voter’s electoral district from either the **E2**, **E2A** or **E2B** pad of voting papers.

If you have used all printed voting papers, write up the names of the parties and electorate candidates on a blank E2 voting paper.

10. Remove correct voting paper from relevant pad.

11. Copy the number printed on the Declaration for that voter to the space provided on Special voting paper.

999999  
[Declaration Number]

12. Place a black sticker over the number you have written on the voting paper to preserve its secrecy.

Voters may ask why you are doing this. You can say that the Declaration and voting paper go into separate parts of the Special Vote envelope. They are dealt with separately after the election to maintain secrecy.

13. Place booth stamp in the “Official Mark” space at the top of the voting paper.

14. Address envelope **E82** by writing the correct RO’s full address details and electorate number on the envelope.

Address details and electorate number are obtained from the front of the Index to Places and Streets.

---

15. Check that electorate address on envelope matches electorate named on Declaration and voting paper.

---

16. Remove Declaration from pad.

---

17. On envelope **E79** write address of voter.

---

18. Show Instructions for Special Voting **E7** to agent.

---

19. Enclose in envelope E79:

- Declaration
  - Voting paper
  - Voting envelope E82
  - Instructions for Special Voting E7 including *MMP explained in two ticks* insert
  - **E14** Voters Guide
  - Any other material which may be provided concerning any other issue(s).
- 

20. Seal envelope E79.

---

21. Give envelope E79 to agent.

SAY, "Please make sure the voting paper is returned to any polling booth **before 7 pm** today".

---

22. Put written application into envelope **K**  
(Applications for Special Votes).

---

23. Place any returned Special Vote envelopes in Special Voting container.

For spoilt Special Votes, refer to pages 44 and 45.

---

### > Checklist for Issuing a Special Vote Declaration When Voter is not Present

This checklist is for DROs to work through when issuing a Special Vote Declaration when the voter is not present.

- ☐ Check if sufficient information is available to issue a voting paper
- ☐ Determine correct electoral district using Index to Places and Streets and check if address is in a No-Licence District
- ☐ Write correct electoral district on Declaration
- ☐ Initial the "Index Checked" box
- ☐ Draw a diagonal line through **Panel D**
- ☐ Complete details on List of Special Voters **E100A**
- ☐ Locate correct voting paper for voter's electoral district
- ☐ Copy the number printed on the Declaration onto the voting paper
- ☐ Place a black sticker over the number written on the voting paper
- ☐ Place booth stamp on voting paper
- ☐ Address voting envelope to correct RO
- ☐ Check that electorate address on envelope matches electorate named on Declaration and voting paper
- ☐ Enclose voting material in envelope addressed to voter with instruction pamphlet **E7**
- ☐ Give sealed envelope to agent with instructions about return of material
- ☐ Put letter or application form into envelope **K**

This chapter is relevant to DROs and Poll Clerks at Special Voting Tables in polling places that do not have facilities for issuing Ordinary Maori Votes.

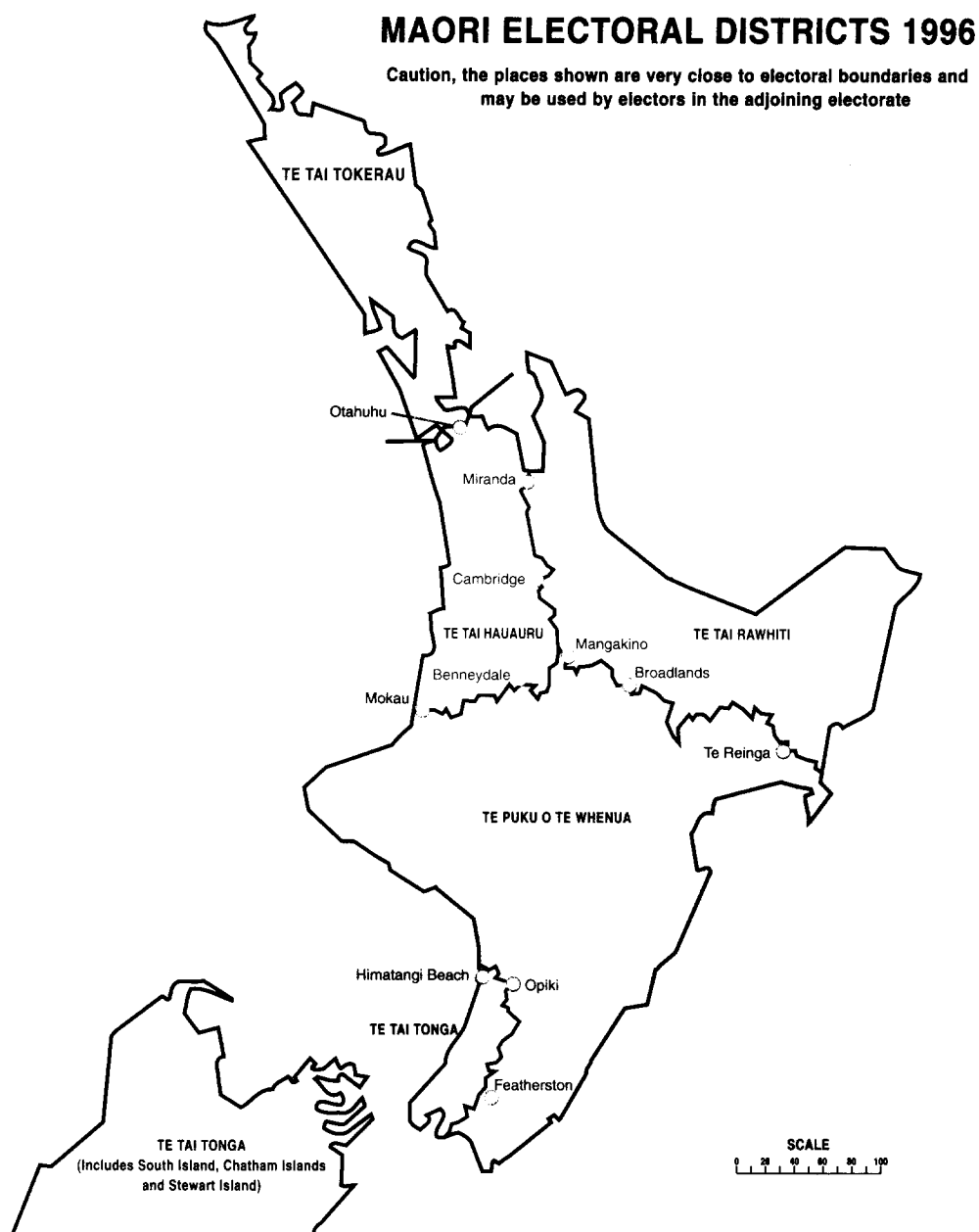
In polling places that are not able to issue Ordinary Maori Votes, voters enrolled on the Maori Roll may make a Tangata Whenua Vote. To do this they must:

- be at the polling place in person
- be on the roll in that Maori electorate

- be voting in their electorate.

Tangata Whenua Votes are issued at the Special Voting Table.

The DRO issuing the vote should follow steps 1-6 of the procedure on pages 26 and 28. When you find that a voter is entitled to a Tangata Whenua Vote, follow the procedure set out on pages 38 to 41.



*This section is a guide for DROs issuing Tangata Whenua Votes and Poll Clerks when assisting DROs.*

1. ASK, "Could I have your surname or family name please?"

2. Find their name on the Maori Reference Roll.
- Check spelling of surname or family name
  - Check first names
  - If necessary, ask the voter to write down their full name
  - Check address
  - You may also need to check occupation, name before marriage, alternative surnames/ first names

PAGE 50

001	IHAKA, Elaine Kay	Pawarenga Road, Pawarenga, N/S.
002	IHAKA, Elizabeth	7A Clyde Street, Epsom, Rigous Sistr
003	IHAKA, Ellen	7 Grigg Street, Kaitia, N/S.
004	IHAKA, George Ross	26 Harbutt Avenue, Mt Albert, Uni Lecturer,
005	IHAKA, Heiwari	Te Ahu Roadway, Te Kao, Beneficiary,
006	IHAKA, Henry	9/7 Inverary Avenue, Epsom, Manager,
007	IHAKA, Heta Jacob	State Highway 1, Oakleigh, Lineman,
008	IHAKA, Hohepa	Far North Road, Te Kao, Student,
009	IHAKA, Ihaka	53 South Road, Kaitia, Retired,
010	IHAKA, James Hemona	79 Sherwood Road, Onerahi, Unemployed,

3. If name is on the Maori Reference Roll then follow instructions to issue a Tangata Whenua Vote. If name is not on the Maori Reference Roll then follow the instructions on pages 26 and 28 to issue a Special Vote.

Do not rule out details on the Maori Reference Roll.

3a. Is the voter entitled to a **Local Restoration Poll** voting paper? If YES, follow these steps:

E = Eden, G = Grey Lynn, R = Roskill, T = Tawa.

- Tick appropriate box in **Panel E**
- Follow procedure on page 46 of chapter 9 to issue Local Restoration Poll voting paper.

If NO, go to step 4.

4. Remove Declaration from the pad.

- The address of where they reside now

- Maori electoral district

Note: Index checked box not required to be completed when electoral roll address details are correct

**6. Draw a diagonal line through Panels B, C and F of the Declaration.**

7. Tick circle in **Panel D**.

**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

- Placing booth stamp in “Official Mark if witness is Issuing Officer”
- Writing page and line number in space provided.



9. On List of Special Voters **E100A** write:

- Number printed on Declaration including letters TW
- Voter's surname then first names
- Maori electoral district of voter.

10. Locate the correct Maori electorate voting paper for the Maori voter's electoral district from either the **E2A**, **E2B** or **E2** pad of voting papers.

If you have used all printed voting papers, write up the names of the parties and electorate candidates on a blank E2 voting paper.

11. Remove correct voting paper from relevant pad.

12. Copy the number printed on the Declaration for that voter to the space provided on the Special voting paper.

999999

[Declaration Number]

13. Place a black sticker over the number you have written on the voting paper to preserve its secrecy.

Voters may ask why you are doing this. You can say that the Declaration and voting paper go into separate parts of the Special Vote envelope. They are dealt with separately after the election to maintain secrecy.

14. Place the booth stamp in the "Official Mark" space at the top of the voting paper.

15. Address envelope **E82** by writing the correct RO's Maori electorate name and number on the envelope.

16. Check that Maori electorate name on the envelope matches Maori electorate named on Declaration and voting paper.

17. Seal Declaration inside "Declaration" compartment of voting envelope **E82**.

---

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

- "Follow the directions on the voting paper
- The posters (*point*) on the wall or these booklets will help you (*E14 Voters Guide, E58A MMP multi-language booklet*).
- When you have completed your voting please fold the voting paper
- Place it in this compartment in the envelope (*point*)
- Seal the envelope
- Place it in this box marked Special Votes (*point*)
- Please go behind the next available screen (*point*)
- If you need more help, just come and ask me."

Remember, secrecy of the vote is vital.

These should not be removed from the polling place.

---

**19.** Check completion of voting procedures ensuring:

- Voting envelopes remain in the polling place
- Voting envelopes are placed in the Special Vote container
- Voters leave the booth promptly after voting.

For spoilt Special Votes, refer to pages 44 and 45.

---

### > Periodically

Check voting screens to ensure that:

- Ballot markers are working
- No unauthorised election literature or graffiti is present.

### > Electoral Enrolment Confirmation Card

Follow this procedure if a voter approaches your polling table with an electoral acknowledgment card or other documentary evidence of enrolment.

1. ASK, "Are you still at the address on this card?"
  - IF YES, SAY, "Please use that address on this Special voting form"
  - IF NO, ASK, "Have you been at your new address for more than one month?"
  - IF YES, SAY, "Please use your new address on this Special voting form"
2. Check declared address against Index to Places and Streets.

### > Power of Attorney

No voting paper should be issued to any voter on the basis or provision of a Power of Attorney authority.

### > Sight Impaired Voters and those with Reading or Writing Difficulties

This category refers to voters who:

- are blind or partially blind
- are unable to read or write
- have severe difficulty in reading or writing
- are unfamiliar with the English language.

#### a) *Sight impaired voter/voter with reading/writing difficulties (other than those unfamiliar with the English language)*

1. Establish whether an Ordinary or Special Vote is needed.
2. Issue voting paper.
3. ASK voter, "Do you need any assistance with voting?"
  - IF NO, treat as any other voter

- IF YES, go to step 4

4. ASK voter, "Have you got someone to help you?"
  - IF NO, SAY, "I can help you, if you wish"
5. Advise voter and helper (if applicable) of the **Procedure Where Voter is to Receive Help in Voting** on page 43.

#### b) *Voter unfamiliar with English language*

Follow this procedure if, as DRO, you think a voter needs language assistance with voting.

1. Refer voter to multi-language poster *Voting for a Party and your Electoral Candidate E59* and *MMP explained in two ticks E58* or to *E58A* booklet on table (*point*).
2. If an interpreter is present:
  - ASK voter, "Do you need help from someone who speaks your language?"
  - If NO, go to step 4
  - IF YES, go to step 3.
3. Introduce interpreter to the voter. The interpreter should then follow the steps in **Procedure Where Voter is to Receive Help in Voting** on page 43.
4. Establish whether an Ordinary or Special Vote is needed.
5. Issue papers.
6. ASK voter, "Do you need any assistance with voting?"
  - IF NO, treat as any other voter
  - IF YES, go to step 7
7. ASK voter, "Have you got someone to help you?"
  - IF NO, SAY, "I can help you, if you wish"
8. Advise voter and helper (if applicable) of the **Procedure Where Voter is to Receive Help in Voting** on page 43.

### > Procedure Where Voter is to Receive Help in Voting

1. Escort voter behind screen. Either a helper nominated by the voter or the DRO may help the voter.

*Interpreters may not accompany voter behind screen*

2. Read voting instructions.
3. Read party names from the left side of the voting paper and electorate candidate names (and party affiliations, if any) from the right side of voting paper, in order of appearance on voting paper.
4. Repeat voting instructions if necessary.
5. Receive voting instructions from voter, maintaining secrecy if possible. Ensure the voter's instructions are clear.
6. Repeat the voter's instructions to confirm accuracy of instructions received, maintaining secrecy if possible.
7. Ensure voting paper is marked either by the voter (alone or with assistance from helper) or by the helper as instructed by the voter.
8. Ask if the voter wants the voting paper inspected. If yes, get the voter to nominate a person to inspect it.
9. Once the voter is satisfied with the voting paper, either the voter or their helper should fold the voting paper and place it in the ballot box or envelope E82.

### > Interpreter

1. ASK voter, "Could I have your surname or family name please?"
  - Check first names
  - Check address and occupation if necessary
2. Assist Poll Clerk to match person with the roll entry if an Ordinary voter.

3. Assist voter to provide information to the Poll Clerk or DRO.
4. Assist DRO to instruct voter before the voter moves behind the screen.

### > How to Communicate With a Person Who Has Difficulty Hearing

Communicating with a person who does not hear well need not be difficult. Communication will be made easier by following these instructions.

#### 1. Face the person

Gain their attention before you speak and make sure they can see your face clearly.

#### 2. Keep your lips clear

To aid lip reading, keep hands away from your face and ensure that hair and clothing are not obscuring your mouth.

#### 3. Ensure good lighting

Lighting should be on the speaker's face and not dazzling the listener.

#### 4. Avoid background noise

Keep background noise to a minimum.

#### 5. Speak clearly and a little slower

There is no need to shout or use exaggerated lip movements.

#### 6. Get to the point

Keep your language simple and get to the point.

#### 7. Rephrase instead of repeating

When the voter has difficulty with a word or phrase, say it a little differently. Check that you have been understood.

#### 8. Use natural gestures

Pointing and gesturing may aid understanding.

#### 9. Write it down

If the voter still has difficulty in understanding, write down the important facts.

## > Person Whose Right to Vote is Challenged

When a scrutineer believes a voter has already voted, or the roll is already marked for that voter, they might challenge that voter's right to vote.

1. Explain to the voter the nature of the problem and SAY:
  - "This person is a scrutineer
  - They have challenged your right to vote because (*reason*)
  - Your ability to vote is not affected".
2. Prepare form **Questions that may be put to voter E30-I** by:
  - Recording page and line number in the boxes
  - Recording electoral district.
3. Give form E30-I to voter.  
SAY, "Please answer the questions and sign the form here" (*point*)
4. Check completion of form.
5. Place form E30-I inside envelope **D**.
6. Issue Ordinary voting paper and envelope **E79** following the normal procedures in sections 6.2 and 6.3. Envelope E79 is obtained from the DRO at the Special Voting Table.
7. Instruct the voter to seal completed voting paper inside envelope E79.  
SAY, "Follow these instructions to make your vote. Seal the voting paper inside this envelope E79 then bring the envelope back to me"
8. Insert sealed envelope E79 inside envelope **D**.
9. Retain envelope **D** with certificate **E101** for close of poll count.

## > Spoilt Ordinary Voting Papers

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

1. SAY, "Please tick all the parties and electorate candidates *on the voting paper* and bring it back to me".
2. Write across voting paper and stub: "Spoilt by voter and fresh ballot paper issued" and initial the paper.
  - If paper was spoilt by Issuing Officer replace the word "voter" with "official"
3. Place spoilt voting paper in envelope **C**.
4. Issue fresh voting paper noting on stub: "Fresh ballot paper in lieu of that spoilt".
5. Continue, following normal voting procedure.

## > Spoilt Special Voting Declarations

*If voter presents a spoilt Special Vote*

**Declaration:**

1. Make a decision on whether or not mistakes on the Declaration are able to be corrected.
2. If so, any alterations should be made by the voter.
3. If a new Declaration is required, the spoilt Declaration should have the word "spoilt" written across it.
4. Write "spoilt by voter" or "official" (as appropriate) on List of Special Votes **E100A**.
5. Place Declaration in envelope **K**.
6. Issue fresh Declaration, noting, "Fresh Declaration in lieu of that spoilt" on List of Special Votes **E100A**.

> Spoilt Special Voting Papers

If voter presents a spoilt Special voting paper:

1. SAY, "Please tick all the parties and electorate candidates on the voting paper and bring it back to me".
2. Write "Spoilt by voter and fresh ballot paper issued" and your initials on:
  - Voting paper
  - Outside of envelope **E82**
  - If paper was spoilt by Issuing Officer replace the word "voter" with "official".
3. Seal spoilt voting paper inside "ballot paper" portion of envelope E82.
4. If paper is an LRP voting paper, write "LRP" on envelope E82.
5. Place envelope E82 in envelope **K**.
6. Issue fresh voting paper.

> Ruling Out Errors in Certified Booth Roll

Follow these instructions if Poll Clerk incorrectly rules out name or part of name in booth roll.

1. Write word "STET" on the dotted line to the right of name and initial corrections (see example).

101	DUNN, Jonathan Brian	38 Firth Avenue, Prdt Planner
102	DUNN, Judith Lynne	122 Aitken Terrace, Computer Opr
103	DUNN, Lance Matthew	12 New Bond Street, Radiographer
104	DUNN, Lavina Helen	41A Onslow Road, Retired
105	DUNN, Mabel Evelyn	41A Onslow Road, Married
106	DUNN, Mabel Evelyn	Target Street, Superannnt

*If correct voter turns up at a later stage, put a note and reference to that effect at the top of the page*

> Scrutineer Communication with Voters

1. If a scrutineer communicates with a voter either verbally or in writing: SAY, "You are not allowed by law to communicate with voters, please stop now".
2. If they continue: SAY, "Please stop now or I will call the police".
3. If they continue, call for police assistance.

> Printed Forms Not Available

*If discovered prior to polling day:*

1. Refer to RO for replacement.

*If discovered on polling day:*

1. Notify RO immediately.
2. Improvise by:
  - Finding out if there is a photocopying facility nearby
  - Using paper supplied with stationery or brought with you
  - Photocopying existing forms, if possible. Start numbering photocopied Declarations taking the last number in the pad of Declarations and numbering the Declaration utilised, eg, 88454A, 88454B, etc, and use an **E79** envelope for the papers
  - If there is no photocopying facility available, utilise an **E7** brochure as the Declaration, using the numbering system described above and write in the grounds in **B2** of the brochure.

*An improvised form will be accepted as a proper form as long as the intention is clear*

3. Record additional Declarations created on certificates **E100B**.

### > What Scrutineers May Wear

The following items, in party colours but without party name, emblem, slogan or logo, may be worn on the person or displayed on a vehicle:

- ribbons
- streamers
- rosettes (but see also the special rule about party lapel badges below)
- items of a similar nature.

Party lapel badges may be worn anywhere on the person. A party lapel badge is any badge or rosette designed to be worn on the lapel and bearing a party name, emblem, slogan or logo.

None of the above items may be displayed on bags or briefcases.

### > Photographer or Camera Crew in Polling Place

If a request is made to allow a camera crew into the polling place, they may be admitted under the following conditions:

- Their presence must be approved by the RO
- No photographs may be taken of persons actually recording a vote or revealing how a person has voted
- Photographers or their equipment must not hinder or inconvenience the polling staff or voters
- No undue delays may be caused to voters.

The rules about what scrutineers may wear also apply to photographers and camera crews and their equipment.

### > Local Restoration Poll Voting Paper When Issued with Special Voting Papers

#### *a) Procedure where voter is present*

1. Prepare Local Restoration Poll voting paper by placing a black sticker over the number printed on the voting paper.
2. Place the booth stamp in the "Official Mark" space on the voting paper.

3. Use either the Index to Places and Streets or the Maori Reference Roll to establish the correct No-Licence District.
  - E = Eden
  - G = Grey Lynn
  - R = Roskill
  - T = Tawa
4. Tick "No-Licence District" on voting paper.
5. Tick the correct square in **Panel E** on the Special Vote Declaration.
6. Write the number of the Declaration on the stub of the voting paper.
7. Initial the stub.
8. Remove voting paper from stub.
9. Give Local Restoration Poll voting paper, along with other voting papers and voting envelope **E82** to voter.

#### *b) Procedure where voter is not present*

1. Work through steps 1 to 8 above.
2. Enclose in envelope **E79**:
  - Local Restoration Poll voting paper
  - Declaration form
  - Voting paper
  - Voting envelope E82
  - Instructions for Special Voting **E7** including  
*MMP explained in two ticks* insert
3. Seal envelope E79.
4. Give envelope E79 to agent.

SAY, "Please return the papers to the Returning Officer or to any polling booth **before 7 pm** today"
5. Place any returned Special Vote envelopes in Special Vote container.

## > Offences

The Electoral Act and the Electoral Regulations 1996 detail a number of offences, punishable by fines and even imprisonment. Polling officials should be aware of these offences so they can avoid committing them themselves and help to prevent others breaking the law.

The most relevant offence sections are 165, 166, 200, 201 and 203 of the Electoral Act 1993 and Regulation 68 of the Electoral Regulations 1996. These are reproduced in chapter 15.

The following is a summary only. You should also read through chapter 15.

### *(a) Influencing voters*

On polling day itself, most kinds of electioneering are not allowed. On polling day, it is an offence to:

- demonstrate, conduct opinion polls, issue advertisements, display party names, emblems, logos or slogans in public places, or give speeches (section 197 Electoral Act)
- interfere with any voter with the intention of influencing him or her (section 197 Electoral Act)
- leave material in a polling booth (section 197 Electoral Act)
- speak to a voter in a polling booth (except the DRO in certain circumstances) (section 165 Electoral Act).

### *(b) Confidentiality*

Election officials may only use or disclose information acquired in their official capacity for the purpose of their job. On polling day, it is an offence to:

- attempt to find out, or disclose, how any voter voted (section 203 Electoral Act)
- interfere with any voter making his or her vote (section 203 Electoral Act).

### *(c) Voting papers*

The DRO is responsible for the safe custody of voting papers. It is an offence for any person:

- to have or obtain any voting paper other than the one issued to him or her (section 196 Electoral Act)
- to fraudulently tamper with voting papers, ballot boxes or bundles of paper (section 201 Electoral Act)
- to issue within 3 days of the election, any imitation voting paper together with a direction on how to vote (section 197 Electoral Act)
- to distribute on polling day anything which has the names of candidates or parties written on it (section 197 Electoral Act).

***If you suspect that an offence has been committed, seek advice immediately from the RO or the DRO***



In this part of the voting process accuracy is vital. Take your time – speed produces mistakes. Teamwork between the DRO and Poll Clerk at this stage helps to produce accurate polling day results. Preparation steps 2-4 below and reports on **E100D**, and/or **E101** can be completed before the close of the poll where relevant. If you are issuing both Ordinary and Special Votes complete the E101 report only.

### > Closing the Polling Place

1. Remove all polling booth signs from both outside and within the polling place.
2. Close polling place doors promptly at **7 pm**.
3. Allow remaining voters inside the polling place to complete their voting.
4. Close the polling booth.

### > Preparation for Counting and Balancing

Only the polling day staff (excluding ushers and interpreters), scrutineers and other people with the DRO's permission may remain in the polling place for this process.

1. Organise sufficient space for counting and balancing. The following procedures have been developed with the assumption that a minimum of one reasonable sized table is available.
2. Check that all Close of Poll envelopes have been booth-stamped and completed as far as possible before 7 pm.
3. Write party's names (in alphabetical order) and electorate candidate names (in the order they appear on voting paper) and party affiliation (if any) on E101 if this has not already been done.
4. On the sorter box dividers, write the party names in alphabetical order, followed by the names of any unregistered parties and independent candidates, and one divider for Informal Votes if this has not already been done.
5. Lay out materials for counting and balancing.

On the **Ordinary Vote Table** there should be:

- Written instructions from RO

- Envelopes **A** to **F**, and **H** (there is no envelope **G**)
- Ordinary voting papers sorter box **E125A** and sorter box dividers
- **E73** Vote Tally Cards (orange, blue, green and yellow)
- Certificate Accounting and Results Sheet **E101**
- Polling Day Handbook **E3**
- Self-inking booth stamp
- Black and red ballpoint pens
- Certified Booth Roll
- Unused voting papers
- Stubs of used voting papers
- Sellotape
- Scissors.

If there is more than one Ordinary booth, a Polling Place Results Sheet **E98** is held by the person in charge of the polling place.

On the **Special Vote Table** there should be:


- Written instructions from RO
  - Envelopes **H**, **K**, **L**, **M** and **N**
  - Certificate and Accounting Sheet **E100B**
  - Polling Day Handbook **E3**
  - Self-inking booth stamp
  - Ballpoint pen
  - List of Special Voters **E100A**
  - Unused Special Vote Declarations
  - Stubs of used and partly used Special Vote Declarations
  - Special Vote container
  - Sellotape.
6. Set aside all other material.

### > Certified Booth Rolls (Ordinary Votes Only)

1. Check marked Certified Booth Roll has been booth stamped.
2. Seal marked Certified Booth Roll in envelope **B** with sellotape.
3. Complete unfinished details on front of envelope **B**.

*Scrutineers may sign if they wish*

4. Set aside.

1. Complete unfinished details on front of envelope A.  

2. On the Record of Security Seals on the reverse of envelope A record:
  - Any security seals supplied during polling day
  - Any seals supplied to another booth.

Scrutineers may sign for replacement seals if they wish.
3. Add/subtract the above totals to achieve:  
**(A) Total Seals Supplied.**
4. Record the intact seal numbers used.  

Scrutineers may sign if they wish.
5. Record total seals used.
6. Record total seals unused.
7. Add used/unused seals to achieve:  
**(B) Total Seals Supplied.**  

Totals A and B should be the same.
8. DRO should sign the Record of Security Seals.
9. Seal envelope A with sellotape.
10. Set aside.

## 10.2

## TOTAL VOTING PAPERS SUPPLIED

1. On the front of **E101** certificate record:

E101

- initial number of papers supplied by RO
- any additional voting papers supplied during the day
- any voting papers supplied to other booth(s).

RO may have already recorded the initial supply.

2. Add/subtract the above totals to achieve  
(A) **Total Papers Supplied.**

3. This figure should then be recorded at line 1 of certificate E101 on the Party Votes page.

## 10.3

## SPOILT ORDINARY VOTING PAPERS

1. Count spoilt Ordinary voting papers from envelope C.



2. Record this number (or nil) at line 2 on certificate **E101** on the Party Votes page.

E101

3. Record this number or nil on front of envelope C.

Scrutineers may sign if they wish.

4. Replace voting papers in envelope C.

5. Set aside envelope C unsealed.

*If you have apparent dual votes, refer to Person Whose Right to Vote is Challenged on page 44.*

1. Count E79 envelopes from envelope D.



2. Record this number or nil at line 3 on certificate E101 on Party Votes page.

E101

3. Record this number or nil on front of envelope D.

Scrutineers may sign if they wish.

4. Replace E79s in envelope D and set aside envelope D unsealed.

*NB: Ordinary voting papers' numbers run backwards in pads, ie, number 100 on top to 001 on bottom.*

1. Count unused voting papers:  
In any partly used pad of 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 (100s or 50s).

Eg, 19789 = 89 unused voting papers.  
Eg, 27101 = 1 unused voting paper.

*Do not detach voting papers from stubs*

2. Record total unused voting papers at line 4 of certificate E101 on Party Votes page.

E101

3. Place unused voting papers and stubs of used voting papers in envelope E.



4. Record details on front of envelope E and set aside envelope E unsealed.

Scrutineers may sign if they wish.

5. Add lines 2, 3 and 4 of E101 on Party Votes page and record total at line 5.

6. The total of line 5 should be subtracted from the total at line 1 to achieve the total number of voting papers to be accounted for at line 6.

If you have issued both Ordinary and Special Votes at your booth during polling day, the Ordinary voting papers must be counted first.

This chapter is to assist DROs and Poll Clerks to count the Ordinary voting papers and complete the **E73** Vote Tally Cards and the Certificate, Accounting and Results Sheet **E101**.

The procedures detailed in this chapter will be the focus of the pre-election training sessions for DROs. The close of poll sorting and counting procedures will be demonstrated at the training sessions, and DROs will be given time to practise these procedures. Poll Clerks will have the procedure demonstrated to them by their DROs on polling day (or earlier if special arrangements have been made).

*If you have worked at previous general elections*, please note that changes to the voting paper associated with the new MMP electoral system mean that there are also changes to the sorting and counting procedures at the close of poll.

If you have any queries about the sorting and counting procedures detailed in this chapter, please note them in the back of your work-book (if you are a DRO) or speak to your DRO on polling day (if you are a Poll Clerk).

The close of poll sorting and counting procedure is a methodical step-by-step process. To minimise any potential for error, the instructions in this chapter must be read and understood before the election, and carefully followed on election night.

On polling day the voter has the opportunity to make two votes on their voting paper: a party vote and an electorate vote. The party vote is made on the left hand side

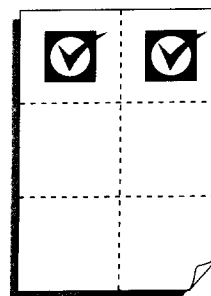
of the voting paper, and the electorate vote is made on the right hand side of the voting paper (see specimen voting paper on page 4 of this handbook).

The voting papers must therefore be sorted into three categories:

- Non-Split Votes
- Split Votes
- Informal Votes.

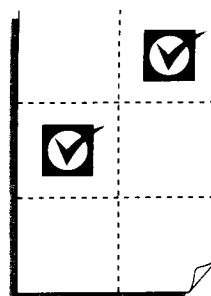
### > Non-Split Votes

A Non-Split Vote is a vote where the tick for the party vote is on the same line as the tick for the electorate vote.



### > Split Votes

A Split Vote is where the tick for the party vote is on a different line from the tick for the electorate vote.



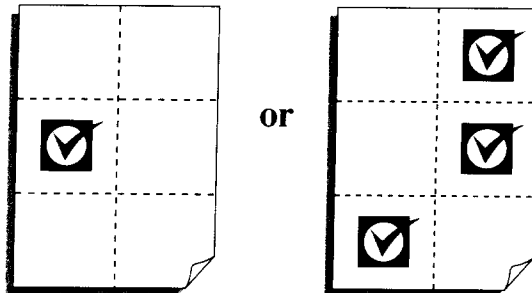
## > Informal Votes

An Informal Vote is where the voter's **intention** is unclear on either or both sides of the voting paper.

There are three possible types of Informal Vote:

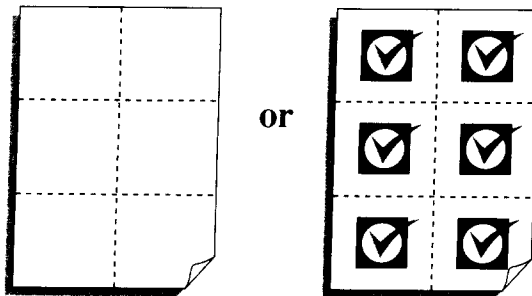
### 1. Informal Electorate Vote

Where the party vote is clear and the electorate vote is unclear.



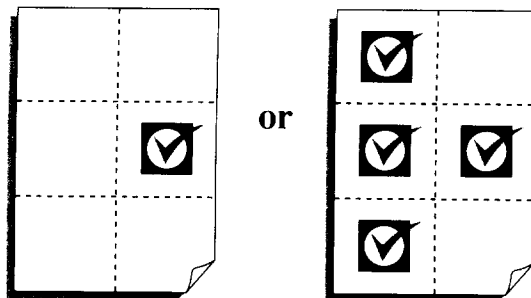
### 2. Informal Party & Electorate Vote

Where both the party vote and the electorate vote are unclear.



### 3. Informal Party Vote

Where the electorate vote is clear and the party vote is unclear.



## > Overview of the Close of Poll Count

The first stage in the count is to sort the voting papers into Non-Split, Split and Informal Votes. The DRO then begins to sort the Non-Split Votes into party order while the Poll Clerk completes the initial sort. Once the initial sort is completed, the Informal Votes are sorted and counted first, then the party votes, and then the electorate votes. Appropriate boxes on the **E73** Vote Tally Cards and the **E101** certificate are filled in during this sorting and counting process.

*It is critical that each step in the process from here on is methodically followed*

It is recommended that DROs and Poll Clerks work through this chapter before polling day, and highlight those steps that they will have to do on polling day.

## > Checklist

Before you start to sort and count the votes, ensure that you have:

- The ballot box
- An orange **E73** Vote Tally Card for each political party
- Some blank orange **E73** Vote Tally Cards (for any unregistered parties or independent electorate candidates)
- Three **E73** Vote Tally Cards (a blue **E73A**, a green **E73B**, and a yellow **E73C**) for Informal Votes
- Ordinary Ballot Paper Sorter Box **E125A**
- Ordinary Ballot Paper Dividers
- The **E101** Certificate, Accounting and Results Sheet
- A calculator (if available)
- A black biro for the DRO
- A red biro for the Poll Clerk.

INFORMAL PARTY & ELECTORATE VOTES

**Informal Party & Electorate Votes**  
These are votes where both the Party and Electorate Votes are unclear.

Election Night Count

number or nil

Official Count

number or nil

APPET

lay out Vote Tally Cards in numerical order

Election Night Count

+ =

number or nil + number or nil

Official Count

+ =

number or nil + number or nil

**Split Party Votes**  
Number from the count of Split Party Votes  
+ number from the count of Informal  
Electorate Votes = total Split Party Votes

**Non-Split Party Votes**  
Number from the count of Non-Split  
Party Votes. Copy this number to the  
Non-Split Electorate Votes box below.

Party Vote Total

total number or nil

total number or nil

PARTY VOTES

**Split Electorate Votes**  
Number from the count of Split Electorate  
Votes + number from the count of Informal  
Party Votes = total Split Electorate Votes

+ =

number or nil + number or nil

+ =

number or nil + number or nil

**Non-Split Electorate Votes**  
This number should be the same as the  
number in the Non-Split Party Votes  
box above.

number or nil

number or nil

Electorate Vote Total

total number or nil

total number or nil

ELECTORATE VOTES



Polling place: \_\_\_\_\_

Booth stamp: \_\_\_\_\_

*Note: E73 cards have been numbered alphabetically to assist alphabetical sort of cards.  
Any unregistered parties and independent candidates will have to have a handwritten  
name but no number at the top of the card.*

*Read through steps 1 to 5 of section 11.1 before starting this process.*

1. Clear the top of your work table.
2. Place the ballot box on a chair beside the table, open it, and proceed to take out small quantities of voting papers and put them on the table. If your polling booth received only a small number of voting papers, you may remove all contents onto the table at once.
3. Working independently, the DRO and Poll Clerk should each begin to unfold and sort the voting papers into three piles: Non-Split, Split and Informal Votes.

As you work through the voting papers, look at each paper carefully. Accuracy, not speed, is the key to avoiding mistakes.

*Check each voting paper for the correct booth stamp and give any voting papers for other booths to relevant DRO(s)*

*Give any Special Vote envelopes to Special Vote DRO(s)*

4. When approximately two-thirds of the voting papers have been sorted, the DRO should start to sort the Non-Split Votes into party order.
  - On the table, sort the Non-Split Votes into five piles: one pile for each of the four larger polling parties and one pile for all other parties
5. When the initial sort of votes in step 3 above is complete, the Poll Clerk should work through the pile of Split Votes to ensure that no Informal Votes or Non-Split Votes have been incorrectly placed in the Split Votes pile.

This can be continued while the DRO is sorting and checking the Informal Votes in section 11.2.



If any amendments need to be made to any numbers recorded on the E73 cards or the E101 certificate, rule through the error and write the correct number above it.

Election Night Count

15

14

number or nil

N.B. Section 11.2 should be completed by a DRO, using a black biro to complete all cards and forms.

> **Sorting Informal Votes**

- Once step 4 of section 11.1 is complete, set out the three **E73** cards for Informal Votes (the blue, green and yellow cards) on the table.
- Sort the Informal Votes: Informal Electorate Votes onto the blue **E73A** card, Informal Party and Electorate Votes onto the green **E73B** card, and Informal Party Votes onto the yellow **E73C** card.

> **Counting Informal Electorate Votes (Blue E73A Card)**

*These are valid party votes*

- Count the Informal Electorate Votes, and enter this number (or nil) in the box on the blue E73A card.

Election Night Count

Informal Electorate Votes  
These are votes where the Party Vote is clear and the Electorate Vote is unclear.

14

number or nil

*Fill in the Election Night Count side of the E73, not the Official Count side*

- (a) Now sort the Informal Electorate Votes into alphabetical order according to the valid party votes on the left side of the papers. Count the votes for each party, and record this number alongside the relevant party on the blue E73A card.  
(b) Add all the valid party votes and record the total: the total must equal the number of Informal Electorate Votes recorded at the top of the card in step 3 above.

Election Night Count

14

number or nil

1	APPLE	
2	ASPARAGUS PARTY	12
3	BANANA	2
4	PROCCOULBURY	
TOTAL		14

5. Copy the total number of Informal Electorate Votes onto the space provided on the front of the **E101** certificate.

Informal Electorate Votes)	(a)	14
Informal Party & Electorate Votes)	(b)	
Informal Party Votes)	(c)	

6. Copy the number of valid party votes from the blue E73A card onto the relevant orange E73 card for each party. This figure should be entered after the “+” sign in the Split Party Votes box.

Split Party Votes

Number from the count of Split Party Votes

+ number from the count of Informal Electorate Votes = total Split Party Votes

Election Night Count

+ 2 =

number or nil + number or nil

7. Place the blue E73A card on top of the Informal Electorate Votes, and put the card and voting papers into the back of the sorter box, in front of the Informal Votes divider.

At this stage the sorter box should be alongside the DRO on a chair or an upturned ballot box.

> **Counting Informal Party and Electorate Votes (Green E73B Card)**  
*These votes are informal on both sides of the voting paper*

8. Count the Informal Party and Electorate Votes, and enter this number (or nil) in the box on the green **E73B** card.

Informal Party & Electorate Votes

These are votes where both the Party and Electorate Votes are unclear.

Election Night Count

7

number or nil

9. Copy the total number of Informal Party and Electorate Votes onto the space provided on the front of E101 Certificate.

Informal Electorate Votes)	(a)	14
Informal Party & Electorate Votes)	(b)	7
Informal Party Votes)	(c)	

10. Place the green E73B card on top of the Informal Party and Electorate Votes, and put the card and voting papers into the back of the sorter box, but in front of the blue E73A card.

> Counting Informal Party Votes  
(Yellow E73C card)

These will be valid electorate votes

11. Count the Informal Party Votes, and enter this number (or nil) in the box on the yellow E73C card.

**Informal Party Votes**  
These are votes where the Electorate Vote is clear and the Party Vote is unclear.

Election Night Count

3

number or nil

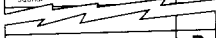
- 12.(a) Now sort the Informal Party Votes into alphabetical order by electorate candidate according to the valid electorate votes on the right side of the papers. Count the votes for each candidate and record this number alongside the relevant candidate on the yellow E73C card.

(b) Add all the valid electorate votes and record the total: the total must equal the number of Informal Party Votes recorded at the top of the card in step 11 above.

Election Night Count

3

number or nil

ALLENBY, Fred <small>(ABC)</small>	2
BARNADO, Mary <small>(BC)</small>	
DUMMLOP, Alistair <small>(AC, AB)</small>	1
	
TOTAL	3

13. Copy the total number of Informal Party Votes onto the space provided on the front of the E101 certificate.

Informal Electorate Votes (from step 12(a))	(a)	14
Informal Party & Electorate Votes (from step 12(b))	(b)	7
Informal Party Votes (from step 11)	(c)	3

14. Copy the number of valid Electorate Votes from the yellow E73C card onto the relevant orange E73 card for the party that each electorate candidate represents. This figure should be entered after the "+" sign in the Split Electorate Votes box.

**Split Electorate Votes**  
Number from the count of Split Electorate Votes + number from the count of Informal Party Votes = total Split Electorate Votes

+ 1 =

number or nil + number or nil

15. Place the yellow E73C card on top of the Informal Party Votes, and put the card and voting papers in the back of the sorter box, but in front of the green E73B card.

16. Once you finish steps 1–15 above, you should assist the Poll Clerk to check the Split Votes pile.

You have now finished with the Informal Votes

You now go back to the Non-Split Vote piles on your work table.

- 1. The Poll Clerk should take the orange E73 card for one of the four larger parties already sorted, count the Non-Split Votes for that party, and record the number of votes on the E73 card in both the Non-Split Party and Electorate Votes boxes.

Non-Split Party Votes

Number from the count of Non-Split Party Votes. Copy this number to the Non-Split Electorate Votes box below.

43

number or nil

Party Vote Total

total number or nil

Split Electorate Votes

Number from the count of Split Electorate Votes + number from the count of Informal Party Votes = total Split Electorate Votes

+ 1 =

number or nil + number or nil

Non-Split Electorate Votes

This number should be the same as the number in the Non-Split Party Votes box above.

43

number or nil

- 2. The DRO should now progressively follow the Poll Clerk and recount the voting papers in that pile, and check that the correct number of Non-Split Votes has been entered in the correct boxes on the correct E73 card.

Place a tick beside the numbers as you check them.

- 3. The DRO should put the E73 card on top of the counted voting papers and place them all in the sorter box **in front** of the appropriate party divider.

- 4. Repeat steps 1–3 for the other three piles of Non-Split Votes that have been sorted into party order.

- 5. Working together, the DRO and Poll Clerk should now sort the remaining pile of Non-Split Votes into party order.

Depending on the number of Non-Split Votes remaining, you may place the sorted papers in separate piles for each party, or into a single pile within which the papers are in alphabetical order according to the party vote

- 
6. Repeat steps 1–3 on page 59 for each remaining pile of Non-Split Votes.
- 

7. The Poll Clerk should now record “nil” in the boxes for Non-Split Party Votes and Non-Split Electorate Votes on any remaining E73 cards. These E73 cards should be retained in alphabetical order and put to one side.

*You have now finished with the Non-Split Votes*

---

## **11.4 SORTING, CHECKING AND COUNTING THE SPLIT PARTY VOTES**

*In polling places where there are separate  
Special voting facilities:*

*Instructions for Special Vote polling officials:*

Once they have finished counting and balancing the Special Votes, the polling official(s) for those Special voting facilities **must** assist the polling officials at the Ordinary Voting Table(s) by completing step 1 below. Each Special voting polling official should assist a different Ordinary booth, but should utilise a separate work space from the DRO and Poll Clerk already working there.

- 
1. On the table, sort the Split Party Votes into five piles: one for each of the four larger polling parties and one pile for all remaining parties.
- 
2. The Ordinary booth DRO and Poll Clerk should work through the following steps. Remove all the orange E73 cards from the sorter box (keeping them in alphabetical order). Take the pile of E73 cards referred to in step 7 of section 11.3, and consolidate all the orange E73 cards into a single pile in alphabetical order.
-

Instructions for Poll Clerk:

3. (a) Take the E73 card for one of the four parties already sorted, count the Split Votes in the pile for that party, and record the number of votes on the E73 card before the “+” sign in the Split Party Votes box.
- (b) If there is no entry after the “+” sign, then enter “nil” after the “+” sign.
- (c) Add the numbers in the Split Party Votes box and enter the total.
- (d) Add the number of Split and Non-Split Party Votes and record the total in the Party Vote Total box.

Election Night Count		
(a)	(b)	(c)
<b>Split Party Votes</b> <small>Number from the count of Split Party Votes + number from the count of Informal Electorate Votes = total Split Party Votes</small>		
20+ 2 = 22 <small>number or nil + number or nil</small>		
<b>Non-Split Party Votes</b> <small>Number from the count of Non-Split Party Votes. Copy this number to the Non-Split Electorate Votes box below.</small>		
43 <small>number or nil</small>		
<b>Party Vote Total</b>		
65 <small>total number or nil</small>		

Instructions for DRO:

4. Recount the voting papers in that pile, and check that the correct number of Split Votes has been entered in the correct box on the correct orange E73 card.
- Place a tick beside the numbers as you check them.
5. Copy the Party Vote Total from the E73 card onto the appropriate line in the totals column of the Party Votes page of the **E101** certificate.
- See Party Votes page of E101 on page 63.
6. Add the numbers in boxes (b) and (c) on the front of the E101 and enter the total in the totals column at line 10 of the Party Votes page of the E101.
- See Party Votes page of E101 on page 63.
7. Place the E73 card **beneath** the Split Votes and put them all in the sorter box **in front** of the Non-Split Votes for that party.

*NB: It is critical that the E73 card is used to separate the Split and Non-Split Votes. If for any reason you need to remove an E73 card from the sorter box, the Split Votes in front of it must also be removed*

Instructions for Poll Clerk and DRO:

8. Repeat steps 3, 4, 5, and 7 for each of the remaining three piles of already sorted parties.

9. Working together, sort the pile of Split Party Votes for remaining parties into party order.

*Depending on the number of Split Party Votes remaining, you may place the sorted papers in separate piles for each party, or into a single pile within which the papers are in alphabetical order according to the party*

**Instructions for Poll Clerk:**

10. You should now have a pile of the remaining E73 cards sorted alphabetically in front of you. Take the top E73 card and locate any Split Party Votes for that party.

11. (a) Count the Split Votes and record the number of votes (or nil) on the E73 card before the “+” sign in the Split Party Votes box.  
(b) If there is no entry after the “+” sign, then enter “nil” after the “+” sign.  
(c) Repeat steps 3(c) and 3(d) on page 61.  
(d) Repeat for any remaining Split Party Votes.

**Instructions for DRO:**

12. Repeat steps 4, 5 and 7 on page 61.

If there are no Split Party Votes for an E73 card, do not place it back in the sorter box.

13. On the Party Votes page of the E101, add up the party votes and enter that figure in the totals column at line 9.

See Party Votes page of E101 on page 63.

14. Now add the totals at line 9 and 10 to give you the total number of voting papers counted at line 11. Copy this number to line 7. If the numbers at lines 6 and 7 are the same, go to step 15 below.

If the numbers at lines 6 and 7 are not the same, you must follow the steps set out in section 11.6 on page 69.

See Party Votes page of E101 on page 63.

15. At line 8 Missing Voting Papers record “nil”.

**WELL DONE!**

*You are now over halfway through the close of poll sorting and counting procedure.*

Ordinary Ballot Paper - Certificate, Accounting and Results Sheet

Party Votes E101

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 <small>from Envelope C</small>		
3	Apparent Dual Votes set aside, if any <small>from Envelope D</small>		
4	Unused Ballot Papers		
5	Total of <small>Lines 2, 3 and 4 above</small>		
6	Number of Ballot Papers to be accounted for <small>Line 1 minus Line 5 above</small>		
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	65	
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 <small>from Certificate Cover add (b) Informal Party and Electorate Vote(s) and (c) Informal Party Vote(s)</small>	10	
11 Total Ballot Papers Counted <small>to be copied to line 7 above *</small>		

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.



Now that you have balanced the E101 certificate for Total Party Votes, you are ready to count the electorate votes. Remember that you have already counted and recorded all the Non-Split Party and Electorate Votes. You will now have to remove the Split Votes from the sorter box and resort them into electorate candidate order.

1. Clear the table of any unnecessary items. Put the **E101** certificate in the front of the sorter box. You may have some **E73** cards remaining from section 11.4.

---

**Instructions for DRO:**

2. Remove all Split Votes from the sorter box where they are stored in front of the orange E73 cards. Remove the E73 at the same time as you remove the voting papers, and place the E73 cards together to one side.

3. Sort the Split Votes into five piles: one pile for each of the four larger polling electorate candidates and one pile for all other candidates.

Judgement is required as to the total number of piles needed, as the number of electorate candidates will vary from electorate to electorate.

---

**Instructions for Poll Clerk:**

4. Remove any remaining orange E73 cards from the sorter box and consolidate **all** the orange E73 cards into a single pile in alphabetical order.

5. Sort the pile of "other" Split Votes into candidate order.

---

**Instructions for DRO:**

6. Once all the Split Votes are sorted into candidate piles, locate the relevant E73 card for the party represented by each candidate, and place it on top of the voting papers.
- Put any remaining E73 cards to one side

Instructions for Poll Clerk:

- 7.(a) Take one pile of the sorted Split Electorate Votes and the relevant E73 card, count the votes and record the number of votes on the E73 card before the "+" sign in the Split Electorate Votes box.
- (b) If there is no entry after the "+" sign, then enter "nil" after the "+" sign.
- (c) Add the numbers in the Split Electorate Votes box and enter the total.
- (d) Add the number of Split and Non-Split Electorate Votes and record the total in the Electorate Vote Total box.

Split Electorate Votes

Number from the count of Split Electorate Votes + number from the count of Informal Party Votes = total Split Electorate Votes

(a)

(b)

(c)

26 + 1 = 27

number or nil + number or nil

Non-Split Electorate Votes

This number should be the same as the number in the Non-Split Party Votes box above:

43

number or nil

(d)

70

total number or nil

Instructions for DRO:

8.

Recount the voting papers in that pile, and check that the correct numbers have been entered in the correct boxes on the correct orange E73 card.

Place a tick beside the numbers as you check them.
9.

Copy the Electorate Vote Total from the E73 card onto the appropriate line in the totals column of the Electorate Votes page of the E101 certificate.

See Electorate Votes page of E101 on page 68.
10.

Add the entries in boxes (a) and (b) on front of E101 and enter the total in the totals column on line 10 on the Electorate Votes page of the E101.

See Electorate Votes page of E101 on page 68.
11.

Place the E73 card **beneath** the Split Votes and put them all in the sorter box **in front** of the Non-Split votes for that party.

*NB: It is critical that the E73 card is used to separate Split and Non-Split Votes. If for any reason you need to remove an E73 card from the sorter box, the Split Votes in front of it must also be removed*

Instructions for Poll Clerk and DRO:

- 12. Repeat steps 7, 8, 9 and 11 for each of the electorate vote piles.

**Instructions for Poll Clerk:**

- 13.** When all the Split Electorate Votes have been counted, recorded and stored in the sorter box you now have to work through the E73 cards still held on the table. These should still be in alphabetical order.
- (a) Take the first E73 card and record "nil" in front of the "+" sign in the Split Electorate Votes box.
- (b) If there is no entry after the "+" sign, record nil after the "+" sign and after the "=" sign.  
If there is an entry after the "+" sign, add the numbers before and after the "+" sign and record the total after the "=" sign.
- (c) Add the numbers in the Split Electorate Votes box and the Non-Split Electorate Votes box and enter this number (or nil) in the Electorate Vote Total box.

**Instructions for DRO:**

- 14.** Check that the correct numbers have been entered in the correct boxes on the correct orange E73 card.

Place a tick beside the numbers as you check them.

- 15.** Copy the Electorate Vote Total from the orange E73 card onto the appropriate line in the totals column of the Electorate Votes page of the E101.

- 16.** Place the E73 card in the sorter box in front of the Non-Split Party Votes for that party or in front of its divider if there are no Non-Split Party Votes.

**Instructions for Poll Clerk and DRO:**

- 17.** Repeat steps 13 to 16 for each of the remaining orange E73 cards.

**Instructions for DRO:**

- 18.** On the Electorate Votes page of the E101, add up the Electorate Candidate Votes and enter that figure in the totals column at line 9.

See Electorate Votes page of E101 on page 68.

19. Now add the totals at line 9 and 10 to give you the total number of voting papers counted at line 11. Copy this number to line 7. If the numbers on lines 6 and 7 are the same go to step 20 below.

If the numbers at lines 6 and 7 are not the same you must follow the steps set out in section 11.6 on page 69.

See Electorate Votes page of E101 on page 68.

20. At line 8 Missing Voting Papers record "nil".

See Electorate Votes page of E101 on page 68.

21. Seal envelopes C, D and E with sellotape.



22. Place envelopes C and D into envelope F.



23. Record details on front of envelope F.

Scrutineers may sign if they wish.

24. Follow RO's instructions for the return of envelope F and sorter box contents.

**CONGRATULATIONS!**

*You have completed the close of poll count for  
New Zealand's first MMP election.*

Electorate AKATARAWA

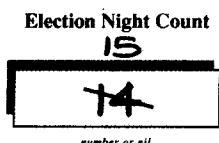
Polling Place EASTERN INTERMEDIATE Booth Number 21

[illegible]

*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.*

## > Errors on E73 Vote Tally Cards or E101

If there is a wrong number written on an E73 card or E101, rule through the error and write the correct number above it.



Remember, someone else has to read these forms at the official count.

## > Different Totals at Lines 6 and 7 on Party Votes Page of E101

1. Recheck all additions on the Party Votes page of the **E101** and amend any errors.

*If the totals at lines 6 and 7 are now the same, return to step 15 of section 11.4 on page 62. If the totals are still different, go to step 2 below.*

2. Check the correct total was copied from the front of the E101 to line 10 on the Party Votes page of the E101. Amend where required.

*If the totals at lines 6 and 7 are now the same, return to step 15 of section 11.4 on page 62. If the totals are still different, go to step 3 below.*

3. Check that the correct Party Vote Total from each orange **E73** card was copied onto the correct line on the Party Votes page of the E101. Amend where required.

*If the totals at lines 6 and 7 are now the same, return to step 15 of section 11.4 on page 62. If the totals are still different, go to step 4 below.*

4. Remove the blue **E73A** and green **E73B** cards and related voting papers from the sorter box.
  - Recount Informal Electorate Votes, checking for the correct booth stamp, and check total recorded on blue E73A

- Check that total is correctly recorded on front of E101
- Do the same with green E73B
- Amend any errors
- Copy any amended totals onto E101 and amend where required

*If the totals at lines 6 and 7 are now the same, return to step 15 of section 11.4 on page 62. If the totals are still different, go to step 5 below.*

5. Take the Informal Electorate Votes and confirm that the papers are in party order. Count the papers and check entries on the blue E73A
  - Add the entries and ensure they agree with the total number of Informal Electorate Votes counted
  - Check correct figures have been entered onto relevant orange E73 cards in Split Party Votes boxes after the "+" sign
  - Amend any errors
  - Transfer any amended figures from the orange E73 cards onto E101 and amend where required

*If the totals at lines 6 and 7 are now the same, return to step 15 of section 11.4 on page 62. If the totals are still different, go to step 6 below.*

6. Take the green E73B and recount the Informal Party and Electorate Votes. Check total on card is correct, and is the same as that entered on front of E101.
  - Transfer any amended totals onto E101 and amend where required
  - Replace blue E73A, green E73B and related voting papers to sorter box

*If the totals at lines 6 and 7 are now the same, return to step 15 of section 11.4 on page 62. If the totals are still different, go to step 7 on the next page.*

7. Working from the front of the sorter box, remove Split Votes and their orange E73 card from the sorter box for the first party
  - Recount voting papers, checking for the correct booth stamp, and check that correct total is entered in Split Party Votes box before the "+" sign
  - Amend any errors
  - Transfer any amended totals from orange E73 card onto E101 and amend where required
  - Put E73 card beneath the Split Votes and return to the sorter box in front of the Non-Split Votes for that party

Repeat the process for each party.

*If the totals at lines 6 and 7 are now the same, return to step 15 of section 11.4 on page 62. If the totals are still different, go to step 8 below.*

8. Working from the front of the sorter box, remove the Non-Split Votes and the orange E73 card for the first party from the sorter box.
  - Recount voting papers, checking for the correct booth stamp. Check that correct total is entered on the orange E73 card in the Non-Split Party Votes box and the Non-Split Electorate Votes box
  - Check all additions
  - Amend any errors
  - Transfer any amended figures onto E101 and amend where required
  - Put the orange E73 card on top of Non-Split Votes and return to the sorter box taking care to have the orange E73 as the separator between Split and Non-Split Votes

*If the totals at lines 6 and 7 are now the same, return to step 15 of section 11.4 on page 62. If the totals are still different, make a note to this effect in the DRO's report of the E101.*

### **> Different Totals at Lines 6 and 7 on Electorate Votes Page of E101**

1. Recheck all additions on the Electorate Votes page of the E101 and amend any errors.

*If the totals at lines 6 and 7 are now the same, return to step 20 of section 11.5 on page 67. If the totals are still different, go to step 2 below.*

2. Check the correct total was transferred from the front of the E101 to line 10 on the Electorate Votes page. Amend where required.

*If the totals at lines 6 and 7 are now the same, return to step 20 of section 11.5 on page 67. If the totals are still different, go to step 3 below.*

3. Check that the Electorate Votes Total from each orange E73 card was copied onto the correct line on the Electorate Votes page of E101 and amend where required.

*If the totals at lines 6 and 7 are now the same, return to step 20 of section 11.5 on page 67. If the totals are still different, go to step 4 below.*

4. Remove the yellow E73C and green E73B cards and related voting papers from the sorter box.
  - Recount Informal Party Votes, checking for correct booth stamp, and check total recorded on yellow E73C
  - Check that total is correctly recorded on front of E101
  - Amend any errors
  - Transfer any amended totals onto E101 and amend where required

*If the totals at lines 6 and 7 are now the same, return to step 20 of section 11.5 on page 67.*

*If the totals are still different, go to step 5 on the next page.*

5. Take the Informal Party Votes and confirm that the papers are in electorate candidate order. Count the papers and check entries on the yellow E73C.
- Add entries and ensure they agree with the total number of Informal Party Votes counted
- Check correct figures have been entered onto relevant orange E73 card in Split Electorate Votes boxes after the “+” sign
- Amend any errors
- Transfer any amended figures from the orange E73 cards onto the E101 and amend where required

*If the totals at lines 6 and 7 are now the same, return to step 20 of section 11.5 on page 67. If the totals are still different, go to step 6 below.*

6. If you have completed step 6 of **Different Totals at lines 6 and 7 of Party Votes Page of E101** on page 69, go directly to step 7.

Take the green E73B and recount the Informal Party and Electorate Votes. Check total on card is correct, and is the same as that entered on front of E101.

- Transfer any amended totals onto E101 and amend where required

- Replace yellow E73A, green E73B and related voting papers to sorter box

*If the totals at lines 6 and 7 are now the same, return to step 20 of section 11.5 on page 67. If the totals are still different, go to step 7 below.*

7. Working from the front of the sorter box, remove Split Votes and their orange E73 card from the sorter box for each electorate candidate.
- Recount voting papers and check that correct total is entered in Split Electorate Votes box before the “+” sign
- Check all additions
- Amend any errors
- Transfer any amended figures onto E101 and amend where required
- Put orange E73 card **beneath** the Split Votes and return to the sorter box **in front** of the Non-Split votes for that party

Repeat the process for each electorate candidate.

*If the totals at lines 6 and 7 are now the same, return to step 20 of section 11.5 on page 67. If the totals are still different, make a note to this effect in the DRO’s report of the E101.*

## 11.7 CHECKLIST FOR COMPLETION OF ORDINARY VOTES

### *Forms and Documents*

Scrutineers’ written appointments, Declarations and polling staff Declarations

Marked Certified Booth Roll

Spoilt Ordinary voting papers

**E79** envelopes, Apparent Dual Votes

Unused voting papers and stubs of issued voting papers

Envelopes **C** and **D**

Forms **E98** and **E101**

### *Envelope*

**A**

**B**

**C**

**D**

**E**

**F**

**H**

N.B.: Informal voting papers and formal voting papers stay in the **E125A** sorter box. (Some ROs may issue instructions for the voting papers to come back in envelope F).



This chapter is to assist DROs to complete Certificate and Accounting Sheet **E100B**.

12.1 SPECIAL VOTE DECLARATIONS

1. On the **E100B** certificate record:

E100 B

- Initial number of Declarations supplied by RO
- Any additional Declarations supplied during the day
- Any Declarations supplied to other booth(s).

RO may have already recorded the initial supply.

2. Add/subtract the above totals to achieve  
(A) **Total Declarations Supplied.**

12.2 SPOILT SPECIAL VOTE DECLARATIONS

1. Count number of spoilt Special Vote Declarations from envelope **K**.



2. Record this number (or nil) on the front of envelope K.


Scrutineers may sign if they wish.

3. Record this number (or nil) on Certificate and Accounting Sheet **E100B**.

E100 B

4. Replace Declarations in envelope K.

5. Set aside envelope K unsealed.

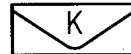
- |   |   |        |        |
|---|---|--------|--------|
| <b>1.</b> Check/Place the booth stamp on outside of <b>E100</b> and on <b>E100C</b> and <b>E100D</b> in "Official Mark" space.  | E100  | E100 C | E100 D |
| <b>2.</b> Count the number of completed Tangata Whenua Votes from <b>E100A</b> . These are entries with a "TW" indication.<br>- Do not include spoilt Declarations  | E100 A  |        |        |
| <b>3.</b> Record this number (or nil) on certificate <b>E100B</b> , Tangata Whenua Forms Issued.  | E100 B  |        |        |
| <b>4.</b> Count the balance of Special Vote Declarations issued from E100A. Do not include spoilt Declarations or Tangata Whenua forms.   |   |        |        |
| <b>5.</b> Record this number (or nil) on certificate E100B, Special Vote Declarations Issued.   |   |        |        |
| <b>6.</b> Add above totals to achieve Sub-Total Special Vote Declarations Used.   |   |        |        |
| <b>7.</b> Record number of unused Special Vote Declarations.  |   |        |        |
| <b>8.</b> Add to Sub-Total above to achieve <b>(B) Total Declarations Supplied.</b>   | Totals A and B must be the same.  |        |        |
| <b>9.</b> Place all unused Declarations and voting papers, and stubs of used Special voting pads in envelope <b>L</b> . Record details on front of envelope L.<br>- Seal envelope L with sellotape  |  |        |        |
|   | Scrutineers may sign if they wish.  |        |        |
| <b>10.</b> Sign certificate E100B.  | Scrutineers may sign if they wish.  |        |        |
| <b>11.</b> Complete report E100D including: <ul style="list-style-type: none"> <li>- Suggestions for improvements to forms and procedures</li> <li>- Comments on polling staff performance</li> <li>- Comments on polling place suitability.</li> </ul> |   |        |        |

1. Repeat steps 1 and 2 of section 12.1.

You are now dealing with voting papers,  
not Declarations.

2. Count number of sealed spoilt voting  
envelopes **E82** from envelope **K**.

E82



3. Record this number (or nil) on Certificate  
and Accounting Sheet **E100B**.

E100 B

4. Replace voting envelopes E82 in envelope K  
and set aside envelope K unsealed.

5. Now count the number of LRP voting papers  
issued.

- Include all votes except spoilt votes

6. Record this number (or nil) on certificate E100B.

7. Add above totals to achieve sub-total LRP  
voting papers used.

8. Count number of unused LRP voting papers.

*Do not detach unused voting papers from stubs*

9. Record this number (or nil) on certificate E100B.

10. Add to sub-total to achieve **(B) Total Papers  
Supplied**.

Totals A and B must be the same.

11. Place all unused LRP voting papers and stubs of  
used voting papers in Envelope **L**. Record details  
on front of envelope **L**.



- Seal envelope L with sellotape.

Scrutineers may sign if they wish.

12. Complete remaining section of certificate  
E100B and sign it.

Scrutineers may sign if they wish.

13. Seal envelopes **H** and K with sellotape.



1. Open Special Vote container.

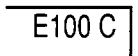
2. Place booth stamp in "Official Mark" space on reverse side of all Special Vote envelopes **E82**.



3. Sort Special Vote envelopes into piles for the electorate in which you are working, and other electorates.

4. Sort other electorates' Special Vote envelopes into alphabetical order by electorate name or number.

5. Record the number of Special Votes received for each electorate on **E100C**.



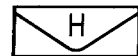
6. Place your own electorate's Special Voting envelopes into envelope **N** and seal with sellotape.



7. Place other electorates' Special Voting envelopes into envelope **M** and seal with sellotape.



8. Place **E100** in envelope **H** and set aside unsealed.



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*Forms and Documents*

Special and Tangata Whenua Vote Returns E100	<b>H</b>
Applications for Special Votes, Spoilt Special voting papers and Declarations	<b>K</b>
Unused Declarations and Special voting papers including partly used books and stubs of issued Declarations and Special voting papers	<b>L</b>
Special Votes for other electorates	<b>M</b>
Special Votes for your electorate	<b>N</b>

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Where there is only one booth in the polling place for the electorate, the DRO should advise the RO of the booth result using the certificate **E101**, and of the number of Tangata Whenua and Special Votes issued using **E100B**. Only one telephone call should be made to the relevant RO on completion of the count.

Ensure the E101 and/or **E100D** Report has been completed including:

- Comments on polling place suitability
- Comments on any special problems or issues of concern (including suggestions for improving forms and procedures)

- Comments on polling staff performance.

Where there is more than one booth in the polling place for the electorate, the DRO should take the completed certificate E101 and/or E100B to the person in charge of the polling place.

*The person in charge of the polling place must not leave until results have been telephoned to the appropriate RO*

13.1 ORDINARY GENERAL VOTES

*SDRO/DRO i/c to follow these steps for Ordinary General Votes:*

1. Check that figures on each certificate **E101** balance.

E101

2. Transfer totals from lines 1–11 of Party Votes page and from lines 6–11 of Electorate Votes page of certificate E101 to Results Sheet for the Polling Place **E98**.

E98

3. Re-check correct transfer to E98 by calling out totals on E98 while DRO checks totals on E101.

4. Add all columns down and across the results sheet to achieve a polling place total for all Ordinary voting papers.

5. Re-check step 4 with DRO.

6. Give certificate E101 back to DRO.

7. Place certificate E101 in envelope **H** (DRO).



8. Set aside envelope H unsealed (DRO).

## 13.2 SPECIAL VOTES

*SDRO/DRO i/c to follow these steps for Special Votes:*

1. Check that figures on each certificate **E100B** balance.

E100 B

2. Transfer total Tangata Whenua forms issued and total Special Vote Declarations issued from certificate E100B to the bottom of Results Sheet for the Polling Place **E98**.

E98

3. Re-check correct transfer to bottom of E98 by calling out totals on E98 while DRO checks totals on E100B.

4. Add all columns down and across the results sheet to achieve a polling place total for all Tangata Whenua and Special Votes issued.

5. Re-check step 4 with DRO.

6. Give certificate E100B back to DRO.

7. Place **E100** in envelope **H** (DRO).

E100



8. Set aside envelope H unsealed (DRO).

9. Follow RO's instructions to advise RO of total results for the polling place. Only one telephone call should be made to notify Ordinary results and number of Special and Tangata Whenua Votes issued per polling place.

10. Sign Results Sheet E98.

11. Complete polling place report if SDRO or DRO i/c is not attached to a polling booth.

12. Place Results Sheet E98 in envelope H for the lowest ordinary booth number of the polling place.

13. Ensure all envelope Hs for polling place are sealed.

Carefully follow RO's instructions to:

1. Return sorter box containing voting papers.
2. Pack all voting materials into ballot box as directed by RO.
3. In plastic bag **E130** place the following:
  - scissors
  - rulers
  - booth stamp.
4. The envelopes should be placed at top of ballot box in alphabetical order.
5. Pack/stack all booth furniture.
6. Tidy polling place.
7. Lock up polling place including:
  - switching off all lights, appliances, heaters, etc
  - closing windows
  - re-setting alarms (if applicable and authorised)
  - locking doors
  - returning keys, etc, as directed.
8. Return all voting materials to RO's headquarters or to an arranged pick up point.
9. Obtain receipt.



The Electoral Act 1993 identifies many offences but this chapter reproduces only the offence provisions which are most relevant to polling day. The following excerpts are from the Electoral Act 1993.

**165. Voters not to be communicated with in booth-**

- (1) No scrutineer or other official or unofficial person shall communicate with any voter in a polling booth either before or after the voter has given his or her vote, except only the Deputy Returning Officer or poll clerk (with an interpreter if necessary), who may ask the questions he or she is authorised to put, and give such general directions as may assist any voter to give his or her vote, and in particular may on request inform a voter orally of the names of –
  - (a) All the constituency candidates in alphabetical order with their party designations; and
  - (b) All the parties in alphabetical order who have submitted a party list, and the names of the candidates on each list in the order of preference submitted by the party in accordance with section 127 of this Act.
- (2) Every person who offends against this section shall be liable on summary conviction to a fine not exceeding \$400 and may at once be removed from the booth by order of the Deputy Returning Officer.

**166. Questions may be put to voters -**

- (1) The Deputy Returning Officer may, and if so required by any scrutineer shall, before allowing any person to vote, put to that person the following questions:
  - (a) Are you the person whose name appears as A.B. in the electoral roll now in force for the [Name of district] Electoral District?
  - (b) Have you already voted at this election in this or any other electoral district?
- (2) In every such case the Deputy Returning Officer shall require the questions to be answered in writing signed by the person to whom they are put.
- (3) Every person to whom those questions are put who does not answer them, or does not answer the first in the affirmative and the second in the negative, shall be liable on summary conviction to a fine not exceeding \$1,000, and shall be prohibited from voting then or afterwards at that election.

- (4) Every person who wilfully and knowingly makes a false answer to either of the questions that the Deputy Returning Officer may put to that person under this section shall be liable on summary conviction to a fine not exceeding \$1,000.

**197. Interfering with or influencing voters -**

- (1) Every person commits an offence and shall be liable on summary conviction to a fine not exceeding \$5,000 who, at an election, –
  - (a) In any way interferes with any elector, either in the polling booth or while the elector is on the way to the polling booth with the intention of influencing the elector or advising the elector as to the elector's vote;
  - (b) At any time on polling day before the close of the poll in or in view or hearing of any public place holds or takes part in any demonstration or procession having direct or indirect reference to the poll, by any means whatsoever;
  - (c) At any time on polling day before the close of the poll makes any statement having direct or indirect reference to the poll by means of any loudspeaker or public address apparatus or cinematograph or television apparatus:

Provided that this paragraph shall not restrict the publication by radio or television broadcast made by a broadcaster within the meaning of section 2 of the Broadcasting Act 1989 of –

- (i) Any advertisement placed by the Chief Electoral Officer or a Returning Officer; or
- (ii) Any non-partisan advertisement broadcast, as a community service, by a broadcaster within the meaning of section 2 of the Broadcasting Act 1989; or
- (iii) Any news in relation to an election:
- (d) At any time before the close of the poll, conducts in relation to the election a public opinion poll of persons voting before polling day;
- (e) At any time on polling day before the close of the poll, conducts a public opinion poll in relation to the election;
- (f) At any time on polling day before the close of the poll, or at any time on any of the 3 days immediately preceding polling day, prints or distributes or delivers to any person anything being or purporting to be in imitation of any ballot paper to be used at the poll and having thereon the names of the candidates or

the parties or any of them, together with any direction or indication as to the candidate or party for whom or for which any person should or should not vote, or in any way containing any such direction or indication, or having thereon any matter likely to influence any vote:

(g) At any time on polling day before the close of the poll exhibits in or in view of any public place, or publishes, or distributes, or broadcasts, –

- (i) Any statement advising or intended or likely to influence any elector as to the candidate or party for whom the elector should or should not vote; or
- (ii) Any statement advising or intended or likely to influence any elector to abstain from voting; or
- (iii) Any party name, emblem, slogan, or logo; or
- (iv) Any ribbons, streamers, rosettes, or items of a similar nature in party colours:

Provided that this paragraph shall not apply to any statement, name, emblem, slogan, or logo in a newspaper published before 6 p.m. on the day before polling day:

Provided also that where any statement, name, emblem, slogan, or logo which does not relate specifically to the election campaign and which is so exhibited before polling day in a fixed position and in relation to the New Zealand or regional or campaign headquarters (not being mobile headquarters) of a political party it shall not be an offence to leave the statement, name, emblem, slogan, or logo so exhibited on polling day:

Provided further that this paragraph shall not restrict the publication of any party name in any news which relates to an election and which is published in a newspaper or other periodical or in a radio or television broadcast made by a broadcaster within the meaning of section 2 of the Broadcasting Act 1989:

Provided further that this paragraph shall not apply to ribbons, streamers, rosettes, or items of a similar nature, which are worn or displayed by any person (not being an electoral official) on his or her person or on any vehicle in party colours or to a party lapel badge worn by any person (not being an electoral official):

(h) At any time on polling day before the close of the poll prints or distributes or delivers to

any person any card or paper (whether or not it is an imitation ballot paper) having thereon the names of the candidates on the parties or any of them:

- (i) Exhibits or leaves in any polling booth any card or paper having thereon any direction or indication as to how any person should vote or as to the method of voting:
- (j) Subject to any regulations made under this Act, at any time on polling day before the close of the poll, within, or at the entrance to, or in the vicinity of, any polling place, –
  - (i) Gives or offers to give any person any written or oral information derived from a main or supplementary roll as to any name or number on the main roll or any supplementary roll being used at the election:
  - (ii) Permits or offers to permit any person to examine any copy of the main roll or any supplementary roll being used at the election.

(2) It shall be a defence to a prosecution for an offence against subsection (1) (g) of this section that relates to the exhibition in or in view of a public place of a statement, name, emblem, slogan, or logo, if the defendant proves that –

- (a) The exhibition was inadvertent; and
  - (b) The defendant caused the exhibition to cease as soon as the defendant was notified by a Returning Officer or a Deputy Returning Officer that the exhibition was taking place.
- (3) Nothing in this section shall apply to any official statement or announcement made or exhibited under the authority of this Act.

**200. Erasing and altering official mark on ballot paper** - Every person shall be liable on summary conviction to a fine not exceeding \$2,000 who erases, obliterates, or alters any official mark, stamp, or writing on any ballot paper . . . or places thereon any writing, print, or other matter which might lead persons to believe that it was put thereon by any official or person duly authorised in that behalf.

## **201. Offences in respect of ballot papers and ballot boxes -**

- (1) Every person commits an offence against this section who –
  - (a) Forges, or counterfeits, or fraudulently defaces, or fraudulently destroys any ballot paper . . . or the official mark on any ballot paper . . . :

- (b) Without due authority supplies any ballot paper . . . to any person:
  - (c) Fraudulently puts into any ballot box any paper other than the ballot paper . . . that he or she is authorised by law to put therein:
  - (d) Fraudulently takes out of a polling booth any ballot paper . . . :
  - (e) Without due authority destroys, takes, opens, or otherwise interferes with any ballot box, or box or packet or parcel of ballot papers . . . then in use for the purposes of an election, or in course of transmission by post or otherwise, or thereafter whenever the same may be kept as a record of the election.
- (2) Every person who commits an offence against this section shall be liable on conviction on indictment, –
- (a) If a Returning Officer or Deputy Returning Officer, or an official or clerk in attendance at a polling booth, to imprisonment for a term not exceeding 2 years:
  - (b) If any other person, to imprisonment for a term not exceeding 6 months.
- (3) Every person who attempts to commit any offence against this section shall be liable on conviction on indictment to imprisonment for a term not exceeding one-half of the longest term to which a person committing the offence may be sentenced.
- (4) Every person who commits an offence against this section or who attempts to commit an offence against this section is guilty of a corrupt practice.

### 203. Infringement of secrecy -

- (1) Every official, clerk, scrutineer, interpreter, or other person appointed for the purposes of this Act shall use or disclose information acquired by him or her in that capacity only in accordance with his or her official duty or his or her duty as a scrutineer, as the case may require.
- (2) No person, except for some purpose authorised by law, shall –
  - (a) Interfere with or attempt to interfere with a voter when marking his or her vote:
  - (b) Attempt to obtain in a polling booth information as to the candidate for whom or the party for which any voter in a booth is about to vote or has voted:
  - (c) Communicate at any time to any person any information obtained in a polling booth as to the candidate for whom or the party for which any voter at the booth is about to vote or has voted, or as to the consecutive number on the ballot paper . . . given to any voter at the booth.
  - (3) Every person in attendance at the counting of the votes shall maintain and aid in maintaining the secrecy of the voting, and shall not communicate any information obtained at the counting as to the candidate for whom or the party for which any vote is given in any particular ballot paper.
  - (4) No person shall directly or indirectly induce any voter to display his or her ballot paper . . . after he or she has marked it, so as to make known to any person the name of any candidate for or against whom he or she has voted or the name of the party for which he or she has voted.

### Electoral Regulations 1996 Regulation 68.

Offences - Every person commits an offence and shall be liable on summary conviction to a fine not exceeding \$1,000 or to imprisonment for a term not exceeding 3 months who –

- (a) Improperly obtains or retains a special ballot paper or voting paper, or makes a false statement for the purpose of obtaining a special ballot paper or voting paper or who persuades or induces, or associates himself or herself with any person in persuading or inducing, any person to make such a false statement; or
- (b) Being a person to whom an envelope containing or purporting to contain a special ballot paper is entrusted by a voter for the purpose of posting or delivering it to a Returning Officer or Deputy Returning Officer, fails forthwith to post or deliver the envelope; or
- (c) In any manner delays the posting or delivery of any envelope containing or purporting to contain a special ballot paper; or
- (d) Makes a false statement or declaration for the purposes of these regulations in relation to special voting; or
- (e) Acts in contravention of or fails to comply in any respect with any of the provisions of these regulations relating to special voting.

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?

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

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

4. What difficulties did you have (if any) matching a voter's address to an entry in the Index to Places and Streets? Give specific examples.

5. 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)?

6. Note anything further you would like to add.

Name	Electorate

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

*Thank you for your assistance.*