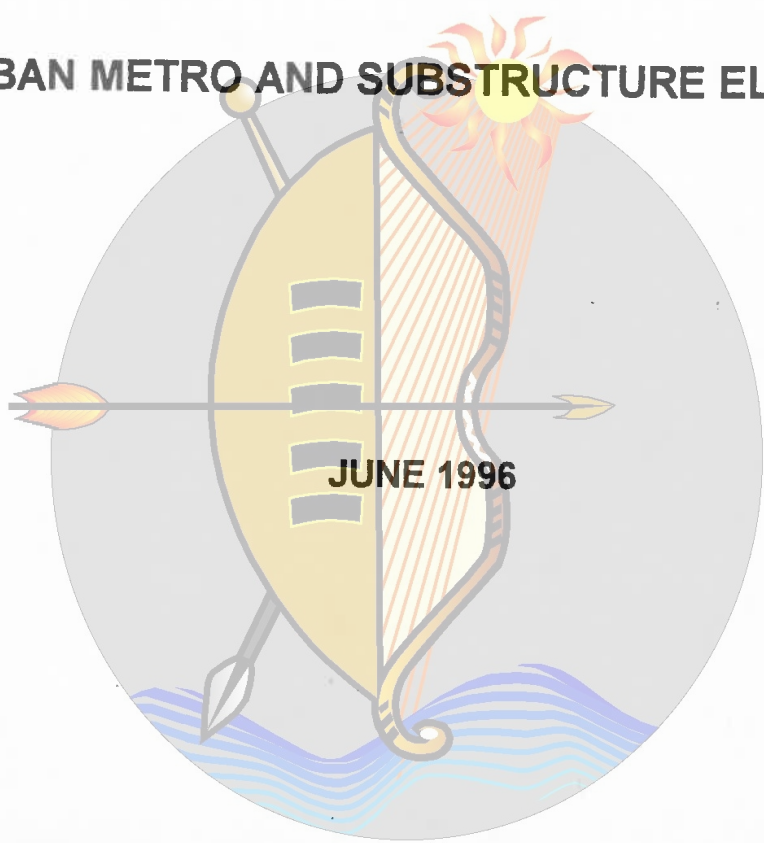


HANDBOOK FOR ADMINISTRATION OFFICER

DURBAN METRO AND SUBSTRUCTURE ELECTIONS



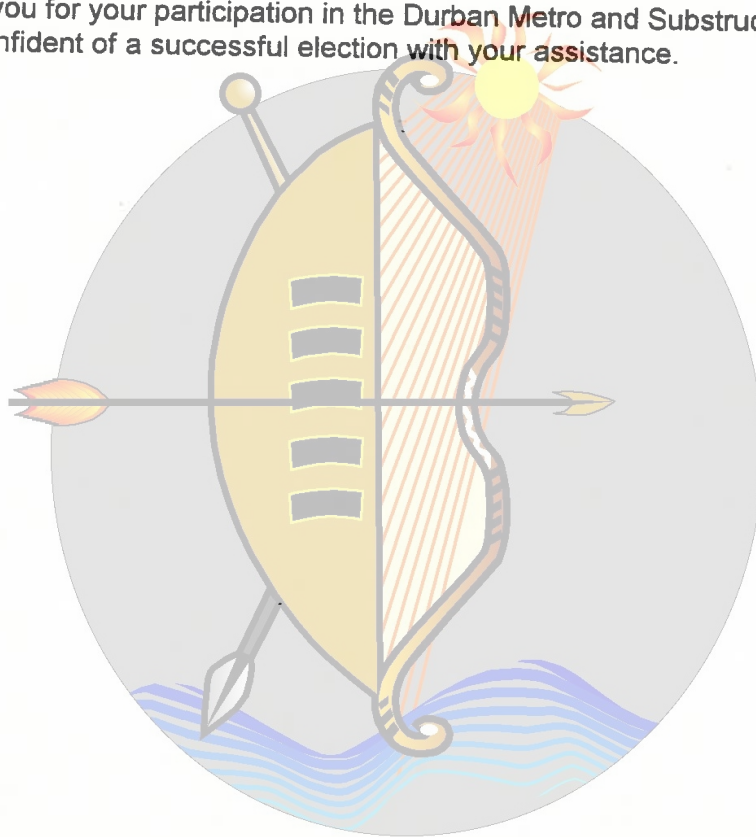
AIMS AND OBJECTIVES

The Administration Officer (AO) is appointed to assist the Presiding Officer (PO) with all administrative duties on set-up day (25th June 1996) and election day (26th June 1996).

The Presiding Officer is responsible for managing a voting station during the election process. His/her duties are many and varied which is the reason that the AO has been specifically selected to assist with specific tasks.

This handbook will deal with the specific role of the AO. Although there are various functions to perform, the single most important duty of the AO is the control and reconciliation of ballot papers.

We thank you for your participation in the Durban Metro and Substructure Elections and are confident of a successful election with your assistance.



OVERVIEW

An overview of the standard voting station layout as well as the functions and duties of the voting officers will assist the AO in becoming familiar with his/her own duties during the election period

Your trainer will take you through a step by step process of the voting station on the following page.

FUNCTIONS AND DUTIES

Following are the duties of the Administration Officer:

1. Control and reconcile ballot papers
2. Maintain and control issue of all Election Officer materials.
3. Package all relevant election material at the end of voting day.

The functions of the administration officer are to perform all the administrative and associated tasks required in the voting station under the supervision of the presiding officer. Please note that it is still the responsibility of the Presiding Officer to ensure that all the signs and forms are correct. The most important task for the Administration Officer is the control and reconciliation of the ballot papers.

1. BALLOT PAPER RECONCILIATION

The process of Ballot Paper reconciliation is an integral part of ensuring a free and fair election.

The ballot papers are stored in the Sensitive Material and the AO must have a clear understanding of Form ER20 (Ballot Paper Reconciliation) and ER20(A1) (Ballot Paper Transfer Form)

ER20A, B AND C

The first line (Line A) of Form ER20 A, B and C (Ward, Substructure and Metropolitan) will be filled in by the PO at the Counting Station in front of the DRO. (Ballot paper counterfoil numbers must also be filled into Form ER20AA).

The AO must control that the sequence of ballot paper numbers on Forms ER20 A, B and C coincide with the ballot papers at hand.

Prior to the opening of the voting station, the AO will hand:

One Ward (white) and one Substructure (Yellow) ballot book to each of the four Ward/TMS Ballot Paper Issue Officers

One Metropolitan (green) ballot book to each of the three TMC Ballot Paper Issue Officers.

The AO will instruct all the above mentioned Ballot Paper Issue Officers to call him/her when their present ballot book is almost complete and s/he will re-issue the next book in sequence. This is vitally important for proper reconciliation at the end of the day.

Keep a record of the serial numbers of all ballot papers issued and a running total of the number of ballot papers issued on the reverse side of the ER20 Forms. This involves entering on the reverse side of applicable Form ER20(A)(B) and (C), the counterfoil numbers of the ballot papers issued to the ballot paper control officers.

The AO keeps a watchful eye on the number of ballot papers issued so as to contact the ADRO for the transfer of additional ballot papers from another voting station.

Should ballot papers be transferred to or from another voting station, the AO will assist the PO in completing Form ER20 (A1).

At the close of voting, the AO must reconcile the ballot paper account - Forms ER20. There will be several ER20 Forms in case of errors. The final, correct form only must be placed in the respective ER21 envelopes. The Presiding Officer will check and sign the Ballot Paper Reconciliation Forms at the Voting Station and deliver the Forms to the Counting Station at the end of voting day.

Your trainer will go through Form ER20 in detail.

ER20(A1)

Should the need arise to transfer ballot papers from one voting station to another within a specific ward, the ADRO will arrange that triplicate copies of the ER20(A1) will be signed at:

The transferring voting station
The receiving voting station
The Counting Station.

Your trainer will go through Form ER20(A1) in detail.

2. DISTRIBUTION OF MATERIALS TO ELECTION OFFICERS

DURING VOTING DAY

With the assistance of the Administrative Officer, the Presiding Officer distributes all the relevant material to the appropriate election officers.

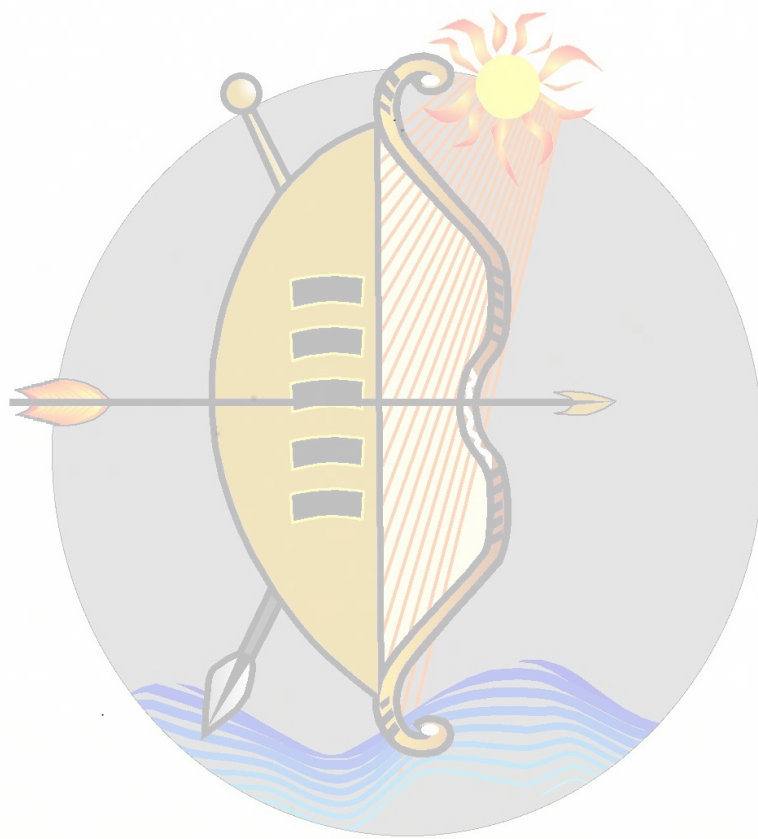
2 x Queue Walkers

A working copy of the Ward Consolidated Voters Roll listed by voter identification number. (Red Cover - portrait format)

1 Ruler

Voter Education Flyers

1 Clipboard with pen and paper



1 x Access Control Officer

- 1 ER 13 Poster to be affixed outside the Voting Station ✓
- 1 ER 14(A + B) Poster to be affixed outside the Voting Station ✓
- 1 Poster of all Applicable ID Documents to be affixed outside the Voting Station

1 x Entrance Control Officer

- 1 x UV Lamp equipped with 2 batteries ✓
- (Spare set of batteries to be kept by Admin. officer) ✓
- 1 x Poster of all valid ID Documents

4 x Roll Check Officers (Ward and TMS)

- 1 Copy of the Consolidated Voters Roll listed in alphabetical order according to surnames of registered voters and divided into 4 sections e.g. A-L, M,N-O,P-Z. (Back page will contain the Supplementary Roll. (Yellow Cover - Landscape Format)
- 1 Copy of the Unplaced Voters Roll listed in alphabetical order according to surnames of registered voters (Light Blue Cover - Landscape Format)
- 4 Rulers
- 4 Pens

4 x Ballot Paper Issue Officers (Ward and TMS)

- 1 Set of Ballot Book (White - Ward Candidate) per Ballot Paper Officer
- 1 Set of Ballot Book (Yellow -Party Candidate) per Ballot Paper officer (Admin. Officer to keep strict control of counterfoil numbers issued).
- 4 Pens
- 4 Official Stamps and stamp pads

1 x Voting Compartment Officer (Ward and TMS)

- 1 ER12(A) Poster to affix inside the Voting Compartment
- 3 Brown Pencils attached to Voting Compartments (tied with string and taped)
- 1 Pencil Sharpener
- 1 Refuse Bag

1 x UV Ink Officer

- 1 Container with sponge ✓
- Pour in 1/4 bottle of UV Ink (Turn sponge around) ✓
- 1 UV Lamp ✓

1 x Ballot Box Control Officer (Ward and TMS)

- 2 Ballot Boxes - 1 with white label and serial number and 1 with yellow label and serial number (Distributed only after the Presiding Officer has completed the Ballot Box Process)
- 1 Ruler

3 x Roll Check Officers (TMC)

- 1 Copy of the Consolidated Metropolitan Voters Roll listed in alphabetical order according to surnames of registered voters and divided into 3 sections e.g. A-K, L-T, U-Z. (Back page will be the Supplementary Voters Roll (Green Cover - Landscape Format)
- 1 Copy of the Metropolitan Unplaced Voters Roll listed in alphabetical order according to surnames of registered voters (Dark Blue Cover - Landscape Format)
- 3 Rulers
- 3 Pens

3 x Ballot Paper Issue Officers (TMC)

- 1 Set of Ballot Book (Green - TMC Party Candidate) per Ballot Paper Officer (Admin. Officer to keep strict control of counterfoil numbers issued).
- 3 Pens
- 3 Official Stamps and stamp pads

1 x Voting Compartment Officer (TMC)

- 1 ER12(B) Poster to affix inside the Voting Compartment
- 3 Brown Pencils attached to Voting Compartments (with string and tape)
- 1 Pencil Sharpener
- 1 Refuse Bag

2 x Query Officers

- 1 Working Copy of Ward/Substructure Voters Roll listed in alphabetical order according to surnames of registered voters (Orange Cover - Portrait Form) .
- 1 Working Copy of Unplaced Voters Roll listed in alphabetical order according to surnames of registered voters (Salmon Cover - Portrait Format).
- 2 pens, 2 rulers
- Valuable Equipment containing: phone, pager printer, query forms etc.

1 x Exit Control Officer/Ballot Box Control Officer (TMC)

- 1 Ballot Box with Green label and serial number (Distributed only after the Presiding Officer has completed the Ballot Box Process).
- 1 Ruler

The AO must monitor the issue of materials, to be in a position to give early warning of any shortage in items, especially ballot papers. It is important for all the election officers within the voting station to be aware that the administration officer is in possession of all this material.

3. PACKAGING OF ELECTION MATERIALS

CLOSE OF VOTING

The AO must ensure that all the official documentation has been completed before the close of the voting station in order to facilitate the close down procedure.

This will include:

- i) entering the required details onto all labels
- ii) on an ongoing basis placing the various forms, documents and spoilt ballot papers in the correct envelopes. (This will be explained in Table 1.1 below)

In particular the administration assistant must:

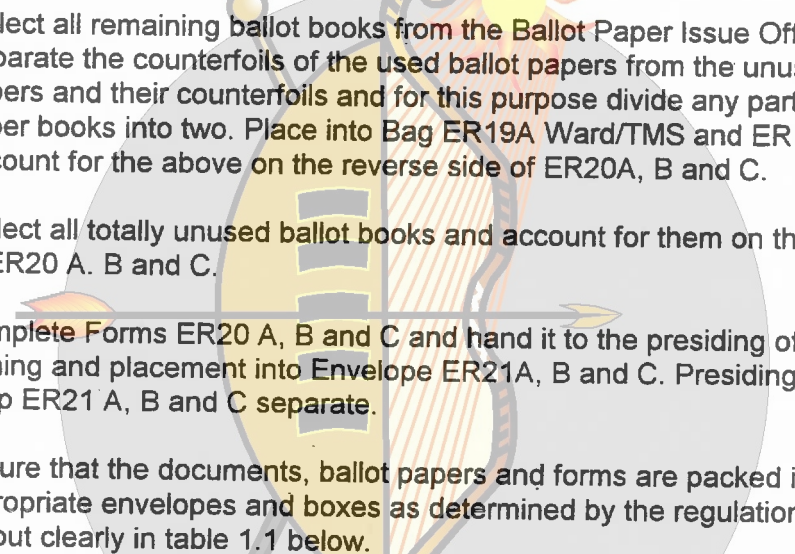
- a) Collect all remaining ballot books from the Ballot Paper Issue Officers. Separate the counterfoils of the used ballot papers from the unused ballot papers and their counterfoils and for this purpose divide any partly used ballot paper books into two. Place into Bag ER19A Ward/TMS and ER19B TMC. Account for the above on the reverse side of ER20A, B and C.
 - b) Collect all totally unused ballot books and account for them on the reverse side of ER20 A, B and C.
 - c) Complete Forms ER20 A, B and C and hand it to the presiding officer for signing and placement into Envelope ER21A, B and C. Presiding Officer to keep ER21 A, B and C separate.
 - d) Ensure that the documents, ballot papers and forms are packed in the appropriate envelopes and boxes as determined by the regulations. This is set out clearly in table 1.1 below.
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Table 1.1

MATERIAL	ENVELOPE	BOX/CONTAINER WITH LABELS
ER6 and ER9A Letters of Appointment Conduct	ER7	ER23A
ER8A,B,C, List of Appointments	ER7	ER23A
ER9 Declaration of Secrecy ER15, ER15A, ER16 and ER17 plus impounded and cancelled Ballot Papers	ER7 ER18A WARD/TMS	ER23A ER23A
ER15, ER16 and ER17 plus impounded and cancelled Ballot Papers	ER18(B) TMC	ER 23B
Unused ballot papers and counterfoils of used Ballot Papers Marked Copies of Voters Roll - Ward/TMS	White plastic bag with label: ER19(A) Ward/TMS	ER23A
Unused ballot papers and counterfoils of used Ballot Papers Marked Copies of Voters Roll - Metropolitan	White plastic bag with label: ER19(B) TMC	ER23B
ER20 A (possibly with attached ER20(A1))	ER21 A	TO BE KEPT SEPARATE
ER20 B (possibly with attached ER20(A1))	ER21 B	TO BE KEPT SEPARATE
ER20 C (possibly with attached ER20(A1))	ER21 C	TO BE KEPT SEPARATE
All unused stationery, Cutting Instruments, Wax, and similar election material (NOT BALLOT PAPERS)		2 BOXES WITH LABEL ER22
Official marks - TMS AND TMC	Was initially in box labelled ER10	Use same box and replace with label ER25 - TO BE KEPT SEPARATE
Presiding Officers Official Seal	ER 24 THIS MUST BE DONE LAST AS THE PO WILL USE HIS SEAL ON ALL THE ENVELOPES AND BAGS	TO BE KEPT SEPARATE

In the presence of persons in the voting station, the presiding officer then proceeds to control the package of the materials for delivery to the Counting Station as shown below:

ENVELOPE ER7

ER6	ER8 (A B & C)
ER9	
ER9A	

PLACE INTO ER23A

ENVELOPE ER18A

ER15	IMPOUNDED
ER15A	& CANCELLED
ER16	BALLOT
ER17	PAPERS

PLACE INTO ER23A

ENVELOPE ER18B

ER15	IMPOUNDED
ER16	& CANCELLED
ER17	BALLOT PAPERS

PLACE INTO ER23B

WHITE PLASTIC BAG ER19A

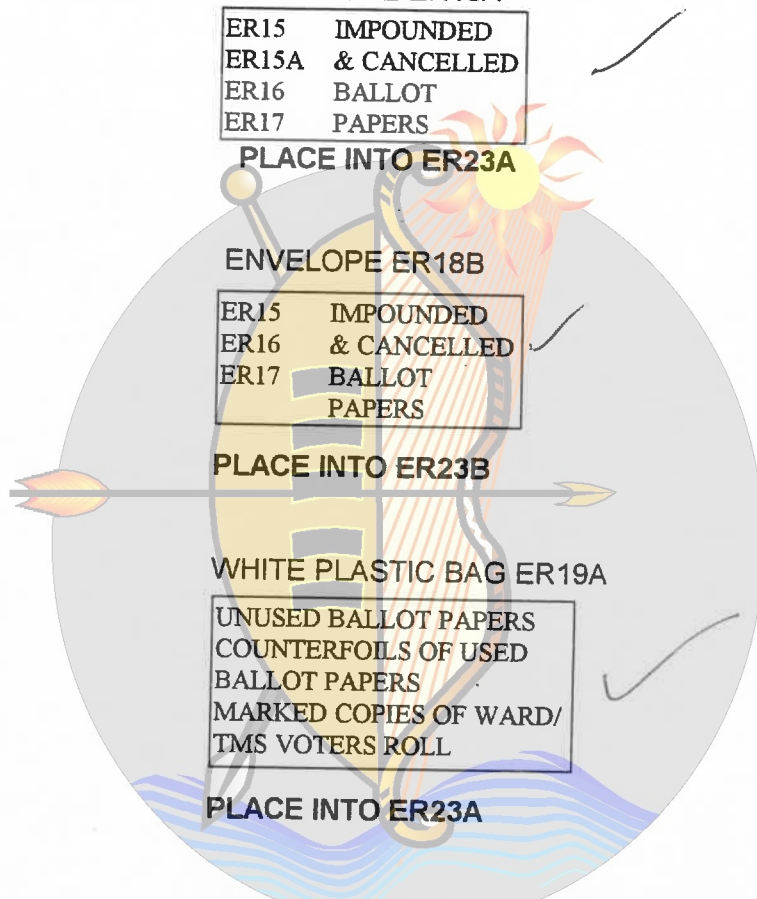
UNUSED BALLOT PAPERS
COUNTERFOILS OF USED BALLOT PAPERS
MARKED COPIES OF WARD/ TMS VOTERS ROLL

PLACE INTO ER23A

WHITE PLASTIC BAG ER19B

UNUSED BALLOT PAPERS
COUNTERFOILS OF USED BALLOT PAPERS
MARKED COPIES OF WARD/ TMS VOTERS ROLL

PLACE INTO ER23B



ENVELOPE ER21A

ER20A
POSSIBLY WITH
ATTACHED ER20(A1)

TO BE KEPT SEPARATE

ENVELOPE ER21B

ER20B
POSSIBLY WITH
ATTACHED ER20(A1)

TO BE KEPT SEPARATE

ENVELOPE ER21C

ER20C
POSSIBLY WITH
ATTACHED ER20(A1)

TO BE KEPT SEPARATE

BOX ER22 (2 BOXES)

UNUSED STATIONERY AND
FORMS, LEFT OVER
ELECTION MATERIAL

TO BE KEPT SEPARATE

BAG ER23A

ER7
ER18A
ER19A

TO BE KEPT SEPARATE

BAG ER23B

ER18B
ER19B

TO BE KEPT SEPARATE

BOX ER25

OFFICIAL MARKS ARRIVED
IN BOX ER10, PLACE LABEL
ER25 ON BOX AND RETURN
OFFICIAL MARKS

TO BE KEPT SEPARATE

ENVELOPE ER24

THE PO HAS USED THIS
SEAL TO SEAL ALL THE
ABOVE ENVELOPES. NOW
PLACE IN ENVELOPE.
CLOSE AND SIGN THE BACK

TO BE KEPT SEPARATE

The presiding officer must seal all the above mentioned envelopes with his/her official seal and invite candidates or agents present to affix their seals if they so desire.

The PO then places the envelopes in the relevant boxes and bags and seals the boxes and bags and invites candidates or agents present to affix their seals if they so desire

The PO then places the official seal in the applicable envelope ER24, pastes down the flap securely and signs the envelope.

Finally, the presiding officer encloses securely all the remaining unused election materials i.e: stationery, forms, cutting instruments, sealing wax, etc. in the two boxes provided, and affixes the applicable labels ER22 to the package(there will be two ER22).

Envelopes/Bags ER21(A, B & C),
ER22 (x2),
ER 23 (A & B),
ER 24
and
ER25

are kept separately and handed in to the DRO at the Counting Station. The following documents must also be handed in at the Counting Station:

Voting Officials Attendance Registers for training day and election day
Cheque acceptance Register
Unused Cheques
A Copy of the Non-Sensitive Packing Slip
A Copy of the Sensitive Packing Slip
A Copy of the Valuable Material Packing Slip
Any other Packing Slips which have been issued during voting day
Venue Damage Report