

APPENDIX II.

NOTICE TO COMPUTERS, A AND B.

A WILL give out the bundles for any count to the supervisors for distribution to the sorting-tables.

B will see that the notice-board is properly posted up before each count.

A will receive back the exhausted papers brought by the supervisors from the sorting-tables, will check their number, making them into a bundle properly labelled: "Count..... Exhausted Papers. No."

B will receive back from the supervisors all informal and doubtful papers and mis-sorts. The mis-sorts he will give to the supervisors to be taken back to sorting-table I. The informal and doubtful papers he will give to the R.O., or, in his absence, to the A.R.O.

A will receive from the supervisors, at the completion of any count, the new bundles, will send back to the counter concerned any bundle in any way informal, or any bundle the card label on which is not properly filled up and initialled.

A and B will then fill in, for the count in question, Table 1, from the card label on the bundles and the label on the bundle of exhausted papers. They will total the column for that count, and will initial it if correct. They will then take Table 1 (with the bundles) to the A.R.O., who will satisfy himself of the correctness of the entries, and will with them determine the transfer value.

A and B will multiply each of the numbers in line (b) of the card labels, and the number of papers in the bundle of exhausted papers, by the transfer value, checking one another. A will take these numbers from Table 1, and B will take them from the labels, and will fill up the card labels down to line (d), initialling them.

A and B will each make a card for each count showing (to two decimal places) the fractions lost; they will total the fractions.

B will then take the bundles and the fraction-cards to the A.R.O. for entry on Table 2.

As the votes are entered on Table 2, A will place the completed bundles in the pigeonholes near the R.O.'s table.

N.B.—The number of the count should be put on every label and every card used therein, and also at the top of the proper columns.

NOTICE TO SUPERVISORS.

1. The supervisors will receive from the computer the bundles to be sorted, and will distribute them, in four approximately equal lots, to the four sorting-tables.

2. They will take the sorted papers out of the pigeonholes at the sorting-tables to the proper counting-tables. But they will take (a) the exhausted papers, and (b) the informal and doubtful papers, from the pigeonholes, in two separate bundles properly labelled to the R.O.'s table.

3. They will take out the mis-sorts and doubtfuls out of the boxes on the left of the counters to the R.O.'s table. They will receive back the mis-sorts, and take them to sorting-table No. 1—to be re-sorted, and then taken to the proper counting-tables.

4. When all papers have thus reached the proper counting-tables (including the re-sorted mis-sorts), the supervisors will take the bundles from the counters to the R.O.'s table, seeing—(i) that each bundle is securely fastened with the strap; (ii) that the card label on it is filled up as far as line (b); (iii) that the card label is initialled.

5. The supervisors will supply the counters with all forms and material required for their work, and will report to the A.R.O. any shortage of forms or material.

6. They will perform any other duties that they may be called upon to do by the Returning Officer or his assistants, and in particular will see that no loose paper of any description is left on the floor, chairs, or tables.

NOTICE TO COUNTERS.

1. Before beginning any count, read the notice on the notice-board.

2. You are to count the papers showing as the next available choice the candidate at whose table you are stationed. Before you begin to count any papers check them for mis-sorts: look at the next available choice as indicated on the notice-board; look also at the lists of elected and excluded candidates. Then—

3. Count the papers into parcels of fifty. Count each parcel twice.

4. Round each parcel put one of the paper bands issued for the purpose, with the candidate's name and the number "50" thereon. Then place the parcel in the right-hand box. Put mis-sorts into the left-hand box.

5. Write on the final parcel the number of papers therein contained.

6. Tie all the parcels for each candidate together into one bundle, putting on the top of the bundle the card label (red for first count, black for all other counts). Do not attach the card label until the mis-sorts have been finally dealt with. Fill in the label as far as the number of papers on which the next available choice is shown, line (b). Write in large clear characters. Initial the card label opposite line (b). Hand the bundle to one of the supervisors for delivery to the Assistant Returning Officer or the computer A.

7. See that no papers are left in the boxes, on the table, or on the floor near you.