

EARLY COUNT INSTRUCTIONS

—
2023 General Election

Name: _____



PRINCIPLES FOR THE EARLY COUNT

All ballot boxes must be opened and checked to ensure all the ballot papers are included in the correct electorate ballot box before counting begins. This includes the special vote boxes to ensure that no parliamentary papers have been put there by voters by mistake.

Keep the ballot papers and other documents relating to each count separate at all times. Pay particular attention to phased counts.

1. OPEN THE BALLOT BOXES

At 9am, once the area is fully secured, process each ballot box separately, following the M55-ECPLAN Early Count - Ballot Box Check plan. Check all the ballot boxes from one advance voting place (AVP) or team (AVT), before packing these up and moving onto the next AVP/AVT in the plan.

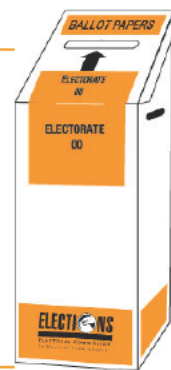
The instructions below are for the table coordinators.

OPEN

1

Put the ballot box on the table. Check the seal number and fill in the seal record.

Sticker / seal number	Sealed by	Date	Removed by	Date	Reason for removal
18345		21/11/16		3/12/16	Early count



2

When permitted by the Early Count Process Leader, ask a counter to open the ballot box and provide piles of unsorted ballot papers to each counter at the main counting table.

Read out and demonstrate the following instructions:

Process one ballot paper at a time.

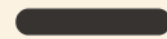
Check each paper:


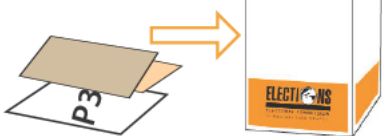
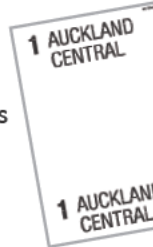
- *Is the correct paper for the electorate; the electorate number is found in the top left hand corner and on the back of the ballot paper*
- *Has a black sticker over the number on the ballot paper*
- *Put a sticker on any papers as necessary*
- *Do not look at how the voter has marked the ballot paper.*

Place the papers for this electorate in a pile in front of you, face up.

Place any ballot papers for other electorates, any enrolment forms or any special vote envelopes to your right, face down.

Continue until all the ballot papers are unfolded.



3	<p>Once all the ballot papers have been opened, instruct the counters to:</p> <p><i>Check the ballot box is empty and no votes are caught behind the 'flaps'.</i></p> <p><i>Check that all parliamentary ballot papers have been unfolded.</i></p>
4	<p>Instruct the counters to place the ballot papers that belong to the count back into the ballot box.</p> 
5	<p>Put any ordinary votes for a different electorate or any other materials found in the ballot box into the supplied envelope that has been labelled for this count.</p> <p>Put the envelope into the ballot box on top of the ballot papers and Envelope P3.</p> 
6	<p>Repeat steps 1-5 for each ballot box assigned to be opened by your count team.</p>
7	<p>For any ballot boxes containing votes for more than one electorate, ask count staff to sort these by electorate i.e. have separate piles face up in front of them. Once all ballot papers are sorted, ask counters to gather them into electorate piles. There should be empty ballot boxes prepared for the additional electorates.</p> <p>If there are three or four electorates in the same box, the Early Count Process Leader should have provided you with M55-ECMARKER electorate marker cards to help with this task. Provide one marker card for each electorate to each counter i.e. so each counter has three or four marker card in front of them to put ballot papers onto.</p> 
8	<p>Once all ballot boxes for the AVP/AVT have been opened and checked, return the ballot boxes to the staging area.</p>
9	<p>Tick on the Check plan that the AVP/AVT boxes have been completed and move onto the next boxes allocated to your count team in the plan.</p>

EARLY COUNT PROCESS LEADER TASK - RETURN MATERIALS TO THE CORRECT COUNT

As the ballot boxes are returned to the staging area, the Early Count Process Leader or Assistant Process Leader will take the envelopes from the ballot boxes and return the wrongly placed papers to their correct count:

- ordinary votes into the correct ballot box for that advance voting place or team
- special votes to the special votes box
- enrolment forms to one side for the scanning team.

For advance voting places that have phased counts for an electorate, the Early Count Process Leader will use the issuing point stamp on the ballot paper and the stamp numbers written on the top of the ballot box to return the ballot paper to the correct count. This is important to ensure that the count balances against the number of ballot papers issued.

When all ballot boxes for all advance voting places and teams have been opened and checked, and the Early Count Process Leader or Assistant has finished this task, they will direct you to move onto the candidate and party counts.

This is likely to be for different ballot boxes than were opened by your counting team.

You will follow the Early Count - Count Plan to what counts are to be completed and in what order for your count team.

2. EARLY COUNT – CANDIDATE VOTE

Undertaking one count at a time as given in the Count Plan, the table coordinator will:

SORT

1

Get the ballot box and Envelope P3 that relate to this count.

Get a set of white marker cards for this electorate (if you do not have them already).

Give a white marker card for each of the two preselected candidates to each counter. Divide the ballot papers evenly among the counters.

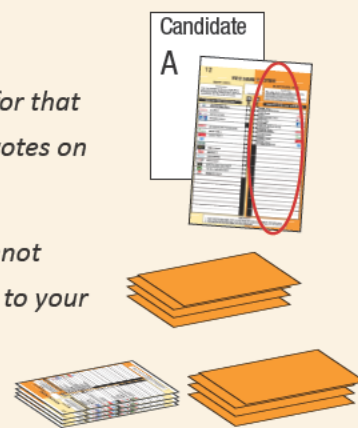
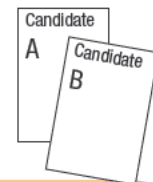
Read out and demonstrate the following instructions:

Process one ballot paper at a time.

*If a candidate's marker is in front of you, place a vote for that candidate on the marker, face up. Look for candidate votes on the **right hand side** of the ballot paper.*

If a candidate's marker is not in front of you, or you cannot determine the voter's intention, place the ballot paper to your right, turned face down.

Repeat the process until all the papers are sorted.



If the piles of sorted votes begin to get unwieldy in front of any counter, you can move them to the appropriate side table - one table for Candidate A votes and one table for Candidate B votes.

2

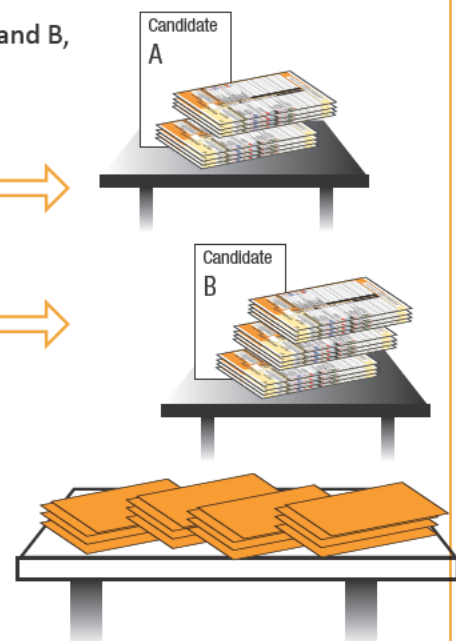
After all the ballot papers are sorted for Candidates A and B, instruct the counters to gather up the piles of votes:

Put votes for Candidate A on one side table with one white paper marker card for Candidate A.

Put votes for Candidate B on a second side table with one white paper marker card for Candidate B.

All other papers (those face down) remain on the main counting table.

Collect the other white paper marker cards for re-use.



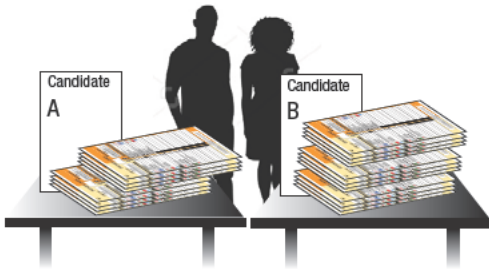
3

From Envelope P3 remove the:

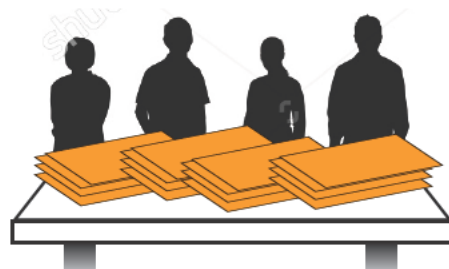
- Form A reconciliation form
- Coloured paper electorate candidate and party marker cards (EMS11-MARKER)
- Electorate candidate vote counting sheet (EMS11-C)
- Electorate party vote counting sheet (EMS11-P).

4

Assign two counters to the side tables



The remaining counters stay at the main counting table



Note: With a team of six counters, the four quickest counters should remain on the main counting table and the other two counters move to the side tables.

SIDE TABLES ONLY - move on to CHECK and COUNT (Steps 5 - 8)

MAIN TABLE ONLY - continue with sort

4a

Place the coloured paper candidate markers in alphabetical order, including those for Candidate A and Candidate B, anti-clockwise around the main counting table. Put the candidate informal marker card in the centre. Divide the ballot papers remaining on the main counting table evenly among the four counters seated there.

4b

Read out the following instructions:

Process each ballot paper one at a time.

If a candidate's marker is in front of you, place a vote for that candidate on the marker, face up. Make sure you do not cover the candidate's name on the marker card.

If a candidate's marker is not in front of you, place a vote for that candidate to your right, turned face down. Repeat the process until all the papers are sorted.

Do not place votes onto other counters' markers.

Place votes on the informal vote marker if the voter's intention is not clear.

Look to your left for more ballot papers.

Repeat the process until all ballot papers are sorted.



4c

Once the ballot papers are sorted, move the coloured marker card and any votes for Candidates A and B from the main counting table to the respective side table.

CHECK

5

Instruct the counters to check the votes

Note: Instruct the counters on the side tables start this process as soon as they move there, while the main counting tables continues separating the other candidates.

Check that each pile has votes for that candidate only.

6

Check the informal candidate votes
(see section 5 for information about informal votes):

- If the voter's intention is clear, add the vote to the appropriate marker
- If the voter's intention is unclear, leave as informal.



COUNT

7

Read out the following instructions:

Count votes for each marker in 5 sets of 10, to make lots of 50.

Place the lots of 50 sideways to one another.

Record the number of votes in the first box on the coloured marker card.

If there are nil votes, record as '0'.

Place the marker card on top of each set of papers.



8

Instruct a counter to count the informal candidate votes and record the number of votes in the first box on the candidate marker.

ASSIST

9

If counters on the side tables are finished with their check and count before the main table has finished (or vice versa), you can direct them to move and assist with the count on the other table(s).



REPORT

10

Complete EMS11-C: Candidate Vote Counting Sheet, say to staff:

I will call out each candidate one at a time.

Please tell me the number of votes they received.

I will record the number and repeat it back to you to check.

Note: If there are nil votes, record as '0'.

Add the votes for each candidate and the informal votes to get the Total Candidate Votes.

EMS11-C Candidate Vote Counting Sheet

Voting Place Name and Number	Wairoa Community House 201		
Electorate for these Ballot Papers	OHARIU		

Electorate Candidate	Votes	VP recount	
	2 0 1 9		
	2 3 1		
	1 9		
	3 5		
	4 7		
	4 9		
	2 5 5		
	3 3		
Candidate Informal Votes			
Total Candidate Votes	8 8 9		
Less ballot papers issued to voters (from FORM G)	8 8 9		
Difference (If difference is not '0' - refer to count instructions)			0

2 0 1 9

One digit in each box

For the early count this number will come from Box I on Form A or Form B

11

Calculate and balance the votes:

- Calculate the votes for each candidate and the informal votes to get the total votes counted
- Subtract the total votes counted from the number of ballot papers issued from Form A or Form B and record the result as 'difference' on EMS11-C
- Check the count tolerance scale (see section 4)
If the difference is *less than or equal to* the count tolerance scale, move on to the party vote count
- If the difference is *more than* the tolerance scale allows, check that:
 - The informal votes are included
 - The numbers are added correctly
 - The numbers are recorded correctly
 - The piles of 50 ballot papers are counted correctly
- If the checks do not make the difference equal to or less than what the tolerance scale allows then advise the Early Count Process Leader. The count team should:
 - Recount the lots of 50 ballot papers first, starting with the candidate that received the most votes.

continued on next page ...

11
cont

- If a counting error is found that brings the count within the tolerance allowed, then the recount can finish.

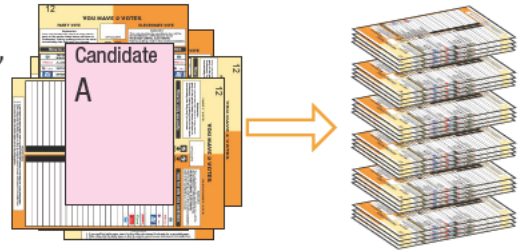
- Record the new count in the second box on the candidate marker
- Record the numbers in the recount column on EMS11-C.

If the count still does not balance after recounting all the ballot papers, do not recount, record the second results and move on to step 12 below.

12

Instruct the counters to rearrange each candidate's pile from lots of 50 into a single pile, with the marker card on top.

Collect the piles with each candidate's votes criss-crossed against the next, in alphabetical order.



Note: It is possible that during the counting process you may still find ballot papers that belong to other electorates. If so, you should give them to the Early Count Process Leader.

The Early Count Process Leader will either place them:

- in the ballot box(es) for the correct count which is waiting to be counted
- with the correct count which has been counted and, as appropriate, adjust the figures recorded on EMS11-C and EMS11-P.

3. EARLY COUNT – PARTY VOTE

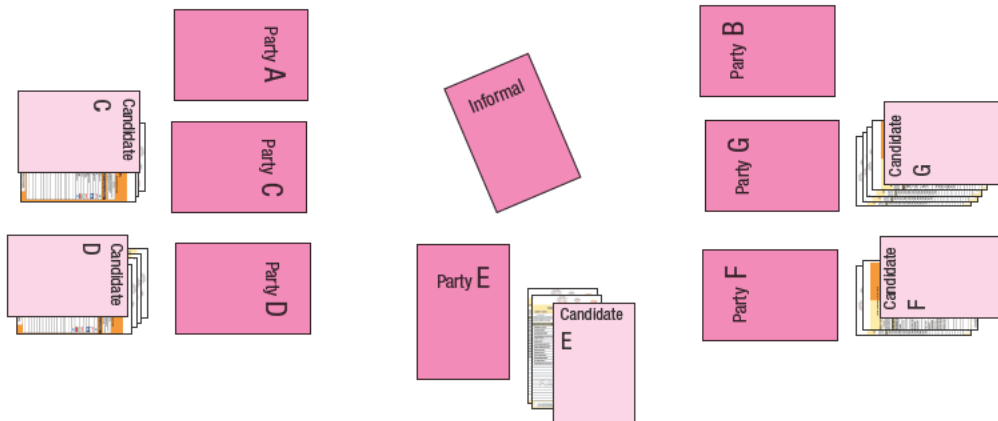
Once the count of candidate votes is complete:

ON TO PARTY COUNT

Step	Task
------	------

1

For the main counting table, place all the coloured marker cards anticlockwise around the table, evenly distributing them between counters. Then match the parties with their respective candidate piles. Put the party informal marker in the centre of the table.

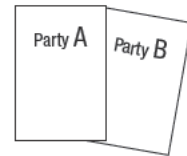


Any independent and informal candidate votes should go to the counters on the main counting table with the least votes to process.

Note: Do not place the papers on top of the party marker cards.

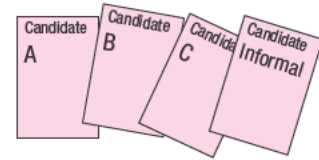
1a

Provide the counters on the side tables with white marker cards for the two preselected parties.



2

Ask the counters to remove the candidate and candidate informal markers from the pile(s) in front of them and place to one side for you to collect. The counters should combine the piles of ballot papers in front of them.



3

Instruct the counters to:

Process each ballot paper one at a time.

If a party's marker is in front of you, place a vote for that party on the marker, face up.

Look for party votes on the left hand side of the ballot paper.

Place the votes for other parties to your right, turned face down.

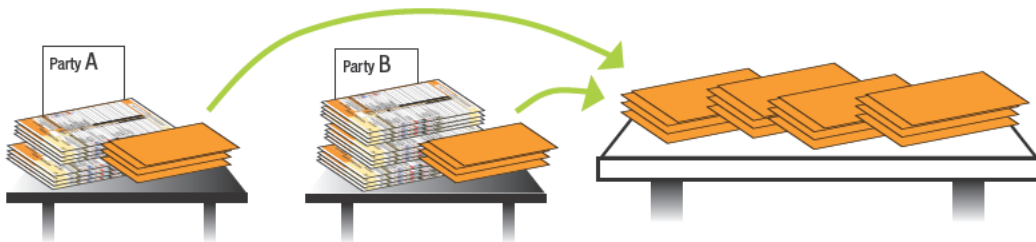
Place votes on the informal vote marker if the voter's intention is not clear.

On the main counting table, look to your left for more ballot papers.



4

Transfer any face down votes from the side tables to the main counting table for sorting onto the correct party marker card.



When all votes have been sorted, transfer the coloured paper party marker cards and votes for Party A and B, from the main table onto a side table.

Each side table should have votes for one of the preselected parties.



CHECK

5

Instruct the counters to check the votes:

Check that each pile has votes for that party only

6

Check the informal party votes

- If the voter's intention is clear, add the vote to the appropriate marker
- If the voter's intention is unclear, leave as informal



COUNT

7

Instruct the counters to:

Count votes for each marker in 5 sets of 10, to make lots of 50

- *Place lots of 50 sideways to one another*
- *Record the number of votes in the first box on the marker. If there are nil votes, record as '0'*
- *Place the marker on top of each set of papers.*



8

Instruct a counter to count the informal party votes and record the number of votes in the first box on the party marker. If there are nil votes, record as '0'.

ASSIST

9

If counters on the side tables are finished with their check and count before the main table has finished (or vice versa), they can be directed to move and assist with the count on the other table(s).



REPORT

10

Complete EMS11-P: Party Vote Counting Sheet, say to staff:

*I will call out each party one at a time.
Please tell me the number of votes they received.
I will record the number and repeat it back to you to check.*

Note: If there are nil votes, record as '0'.

Add the votes for each party and the informal votes to get the Total Party Votes.

EMS11-P Party Vote Counting Sheet			
Voting Place Name and Number	Wairoa Community House 201		
Electorate for these Ballot Papers	OHĀRIU		
Party	Votes		VP recount
Business Party	4	0	
Chatham Islands Party	1	3	
Civic Party	6	2	
Free Trade Party	5	1	
Freedom Party	1	7	5
Heritage Party	4	0	
Liberty Party	3	6	
Neverland Party	3	6	
Ninja Party	3	7	
NZ Garden Party	1	9	
Porotaka Party	2	2	0
Reformist Party	1	0	
Taharangi Party	1	8	
Workers' League	1	3	0
Party Informal Votes		2	
Total Party Votes	8	8	9
Less Total Candidate Votes (from EMS11-C)	8	8	9
Difference (If difference is not '0' - refer to count instructions)			0

One digit in each box

From candidate count (EMS11-C)

11

Calculate and balance the votes:

- Calculate the votes for each party and the informal votes to get the total votes counted
- Subtract the number of ballot papers counted from EMS11-C and record the result as 'difference' on EMS11-P.
- Find the number of votes issued on the count tolerance scale (see section 4). If the difference is less than or equal to the count tolerance move to step 13.
- If the difference is more than the tolerance scale allows, check that:
 - The informal votes are included
 - The numbers are added correctly
 - The numbers are recorded correctly
 - The piles of 50 ballot papers are counted correctly
- If the checks do not make the difference equal to or less to what the tolerance scale allows then advise the Early Count Process Leader.

11
cont

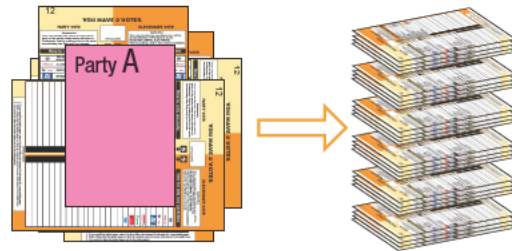
The count team should:

- Recount the lots of 50 ballot papers first, starting with the party that received the most votes.
- If a counting error is found that brings the count within the tolerance allowed, then the recount can finish.
- Record the new count in the second box on the party marker.
- Record the numbers in the recount column on EMS11-P.

If the count still does not balance after recounting all the ballot papers, do not recount again, record the second results and move on to step 12 below.

12

Instruct the counters to rearrange each party's pile from lots of 50 into a single pile



13

Instruct the counters to gather up piles of party votes.

- Keep the piles alphabetical by party with 'A' at the top
- Include each party marker on top of its papers
- Align all the papers the same way
- Include the informal marker and papers at the bottom
- Place the electorate candidate marker cards on top of the pile

14

Place the following into the Envelope P4 that relates to this count:

- Form A
- EMS11-C
- EMS11-P

15

Place the counted ballot papers and marker cards for this count into Envelope P3 then [REDACTED]

[REDACTED]

For counts of more than 900 ballot papers, use additional envelopes.



16

Put Envelope P3 and Envelope P4 into the ballot box.

17

Tick off on the count plan that the count is completed and move onto your next count.

4. ORDINARY VOTE TOLERANCE SCALE

The following ordinary vote tolerance scale must be followed for each early count.

Note: this tolerance scale is specific to the early count of advance votes.

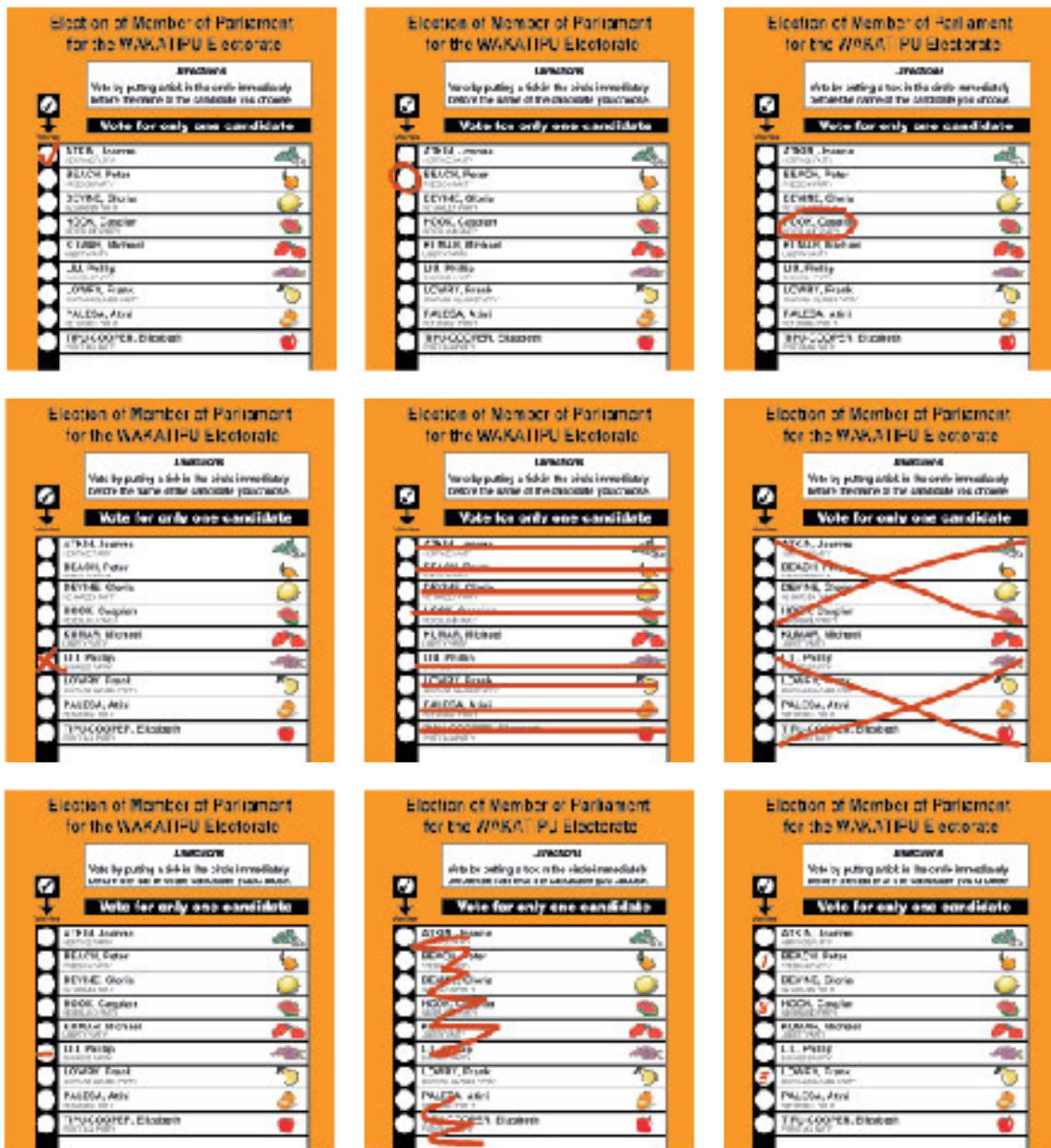
Number of votes issued	Allowed difference
<6 votes	Do not count
6 – 100	0
101 – 200	1
201 - 400	2
401 - 600	3
601 - 800	4
801 - 1000	5
1001 - 1200	6
1201 - 1400	7
1401 - 1600	8
1601 - 1800	9
1801 - 2000	10
2001 - 2200	11
2201 - 2400	12
2401 - 2600	13
2601 - 2800	14
2801 - 3000	15
3001 - 3200	16
3201 - 3400	17
3401 - 3600	18
3601 - 3800	19
3801 or more	20

5. FORMAL AND INFORMAL VOTES

A vote is informal when the voter's intention on the ballot paper is unclear. Counters should ask the question this way: "The voter hasn't followed the instructions on the ballot paper, but can I determine the voter's intention?"

See the examples drawn from previous elections below.

The voter's intention is clear - i.e. not informal



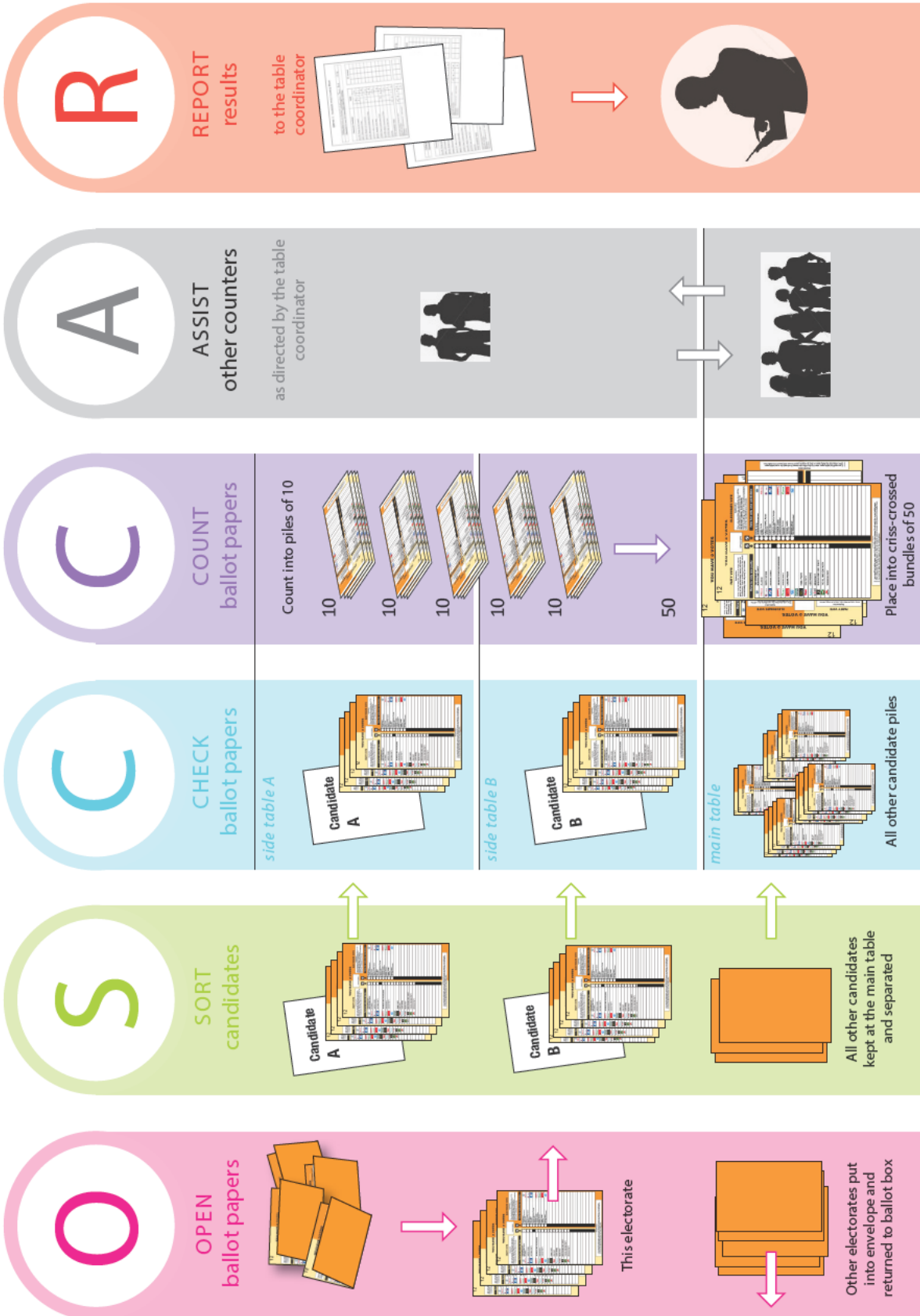
Candidate marked '1' is the voter's intended choice

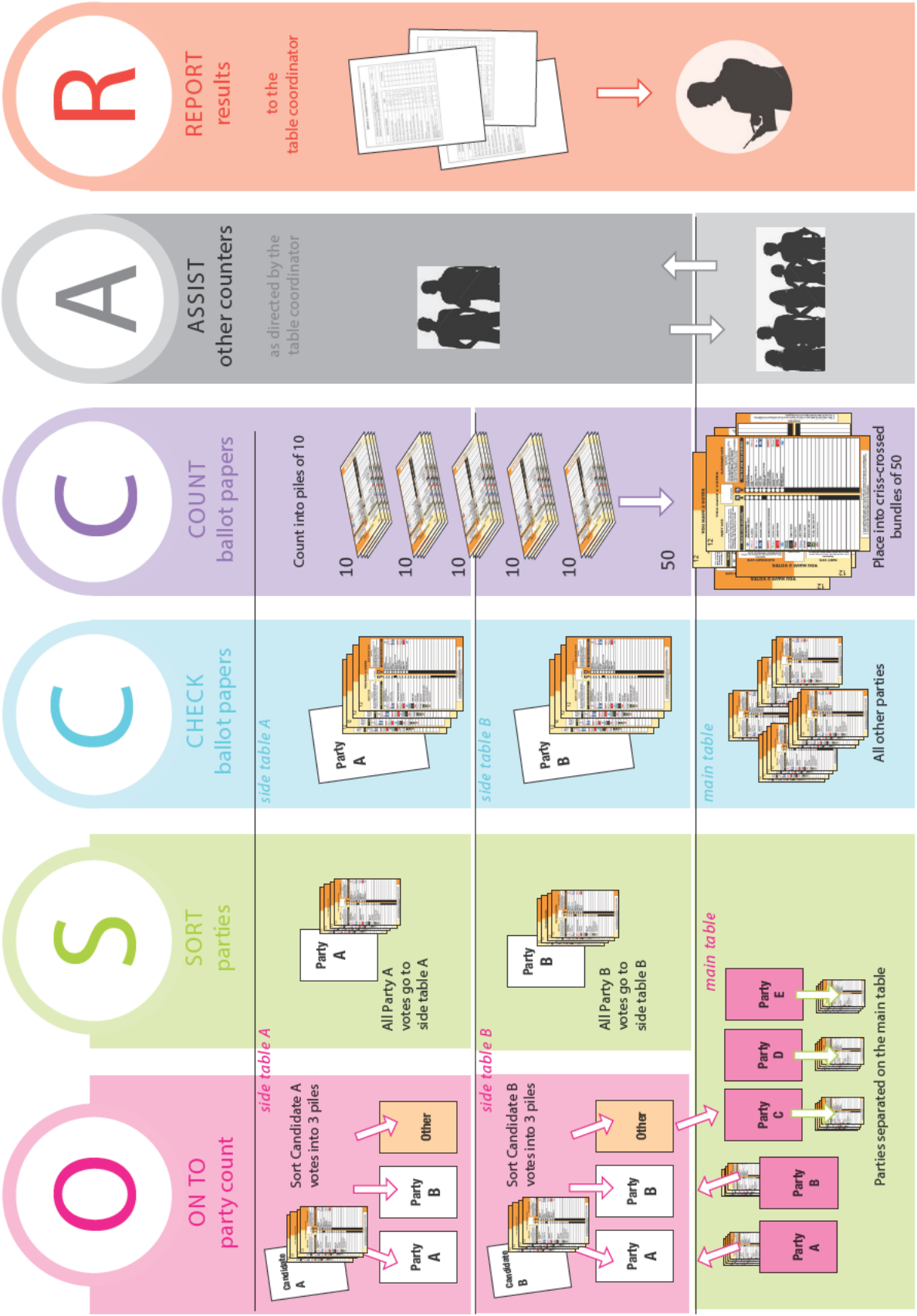
The voter's intention is unclear - i.e. informal



6. 'OSCCAR' QUICK CHECK

Once you have successfully completed one or two counts you may move on to using the OSCCAR Quick Check to summarise the steps to your counters rather than give the full instructions each time. However you must keep checking that your count team is completing the process correctly.





OFFICIAL COUNT INSTRUCTIONS

2023 General Election

Name: _____



**ELECTORAL
COMMISSION**
TE KAITIAKI TAKE KŌWHIRI

INSTRUCTIONS FOR ORDINARY VOTE OFFICIAL COUNTS

1 COLLECT THE MATERIALS FOR THE COUNT

Before starting each count the table coordinator will:

Step	Task
1	Ask the Official Count Process Leader for: <ul style="list-style-type: none"> the Official Count Worksheet (EMS81-WKSHEET) for this count the Official Count Marker Cards (EMS81-MARKER) for the electorate for this count.
2	Get the following materials from the ballot box: <ul style="list-style-type: none"> Envelope P3 - Ordinary Votes and Marker Cards, and Envelope P4 containing: <ul style="list-style-type: none"> Form A Form G Form J.

There may be more than one Envelope P3 marked e.g. 1 of 2, 2 of 2. Make sure you have them all.

2 PREPARE THE EMS81-WKSHEET

To prepare the EMS81-WKSHEET the table coordinator will:

Step	Task
1	Remove the Form G from Envelope P4
2	Copy the details from the Form G onto the EMS81-WKSHEET (Note: these instructions may differ from the reference on the worksheet) <ul style="list-style-type: none"> 'Ballot Papers Used' Spoilt papers <p>Subtract the number of spoilt ballot papers from the total ballot papers used to determine the 'Total Votes' being counted.</p> <p>This should match the 'Ballot Papers Issued' on the Form G.</p>
3	Staple the Form G and Form A to the back of the EMS81-WKSHEET along with any completed Form J - Photocopied ballot papers.

7 Record the party votes on the worksheet, say to staff:

*I will call out each party one at a time.
Please tell me the number of votes you recorded.
I will record the number and repeat it back to you to check.
Advise me of any errors so I can correct these immediately.*

Note: If there are nil votes, record as '0'.

8 Calculate and record the Party Votes Total, by adding the counts across the form.

EMS81-WKSHEET Headquarters Official Count Worksheet																
Voting Place	22-E042 Raumatī Beach School, 26-34 Raumatī Road, Raumatī Beach										Number of Ballot Papers Used (sum of column C from Form G) [*]	479				
											Minus Post-work Transfers					
Electorate for these Ballot Papers	Ōtaki										Total Ballot Papers Used	479				
* For advance votes, refer to equivalent number on Form A or Form B											Minus Ordinary Votes Disallowed (Including Dual Votes)					
											Minus Spoilt Ballot Papers (sum of column D from Form G) [*]	1				
											Total Votes	478				
Party	Business Party	Chatham Islands Party	Civic Party	Free Trade Party	Freedom Party	Heritage Party	Liberty Party	Neverland Party	Nirga Party	NZ Gardens Party	Porotaha Party	Reformist Party	Taharangi Party	Worker's League	Informal Votes	Party C
Party Votes	10	0	6	4	0	20	0	102	7	276	3	5	30	15	0	478

9 Balance the party results:

- Compare the Party Votes Total with the Total Votes on the worksheet.
- If the totals are the same go to Step 12.
- If the total are not the same then check that:
 - the informal votes have been included
 - the numbers have been added correctly
 - the numbers have been recorded correctly
 - the right number of piles of 50 have been counted.
 - all votes are counted: check the P3 envelope(s), the preliminary count marker cards, the ballot box and the floor.

Numbers should balance

10 If the Party Votes Total now balances, go to Step 12. If not, go to Step 11.

11 Recount the votes once - starting at Step 5.

If the discrepancy is greater than 10 votes and/or the count size is greater than 1000 votes, advise the Process Leader that you are recounting the ballot papers.

Note: Instruct the counters to count each pile of votes from a different corner of the ballot papers. You may wish to rotate seats so different counters count each pile.

If the second count ...

- ... is the same as the first ... → ... go to Step 12
- ... does not match either the first count or the reconciliation ... → ... continue counting until you get two consistent counts.

11
cont

If the number counted ...	
...does not match the reconciliation	then check and repeat the reconciliation using the fully used, part-used and fully unused ballot paper pads for that count.
If the number of votes counted still does not match the reconciliation and...	
...is higher than the number of votes issued to voters	this should not happen - see section 4 below
...is lower than the number of votes issued to voters	it is assumed to be due to voters removing voting papers from the voting place
... any count is missing more than 1% of the count and at least 2 votes	then inform the Electorate Manager, who will contact the Regional Manager.

12

Gather up piles of party votes. Instruct the counters to:

Rearrange each party's pile from piles of 50 into a single pile, with the marker card on top. Collect the piles in alphabetical order placing 'A' at the top and the informal marker and informal votes at the bottom.

Alternate each party's votes sideways.

When you have the votes back in alphabetical order, criss-crossed, set them aside and proceed to the candidate vote count.

4 POSSIBLE SOURCES OF OVERCOUNTS

The table below details what to do when the number of ballot papers counted is more than the number of votes issued minus disallowed and spoilt ballot papers.

Source	Reason	Solution
Photocopied ballot papers not accounted for	If photocopied ballot papers are issued, but not correctly entered during the reconciliation, they will produce an overcount. If you find any photocopied ballot papers without issuing point stamps you will need to investigate whether the ballot paper is legitimate or not.	1. Find and count any photocopied ballot papers and compare with the number accounted for on Form J. 2. If each photocopied ballot paper has an issuing point stamp on it, adjust the Form J accordingly.
Incorrectly built pads	While quality control on pads of ballot papers is very high, occasionally a pad is made with 49 or 51 general electorate ballot papers or 19 or 21 Māori electorate ballot papers.	Check the numbers on the first and last ballot paper in each pad issued to the voting place. If an error is found then amend the reconciliation.
Phased counts (advance voting)	If miscast ballot papers have been returned to the wrong ballot box in the early count, they may create: <ul style="list-style-type: none"> • an overcount in one phase(s) • an undercount in the other phase(s). 	Complete the party vote count for all phases for that VP, keeping the phases separate. If the overall number of ballot papers balances, move the required number of papers between counts to balance each phase. Adjust the worksheets, then continue with separate candidate counts, one for each phase.

5 CONDUCT THE CANDIDATE VOTE COUNT

check
✓

Count the Candidate votes for one set of party votes at a time, in alphabetical order.

SORT

1

Distribute the **Official Count Candidate** marker cards in front of the counters, in alphabetical order, anti-clockwise around the table. **Note:** Arrange the marker cards so that one counter does not have two or more candidates with a large share of the vote.

2

Place the **Candidate Informal** marker card in the middle of the table.

3

Distribute the ballot papers for one party only.

- Take the first pile of votes from the top of the stack of party-sorted ballot papers (i.e. this will be the first party listed on the worksheet)
- Remove the party marker card and set aside with the preliminary count marker cards.

4

Distribute the votes to the counters:

If the party had a constituency candidate in this electorate...

... then give the ballot papers to the counter with that candidate's marker card.

If the party did not have a constituency candidate...

... then distribute the ballot papers evenly amongst the counters.

5

Instruct the counters to sort the candidate votes:

Process the ballot papers in front of you, one at a time, looking at the right hand side of the ballot paper.

If the candidate vote is for a candidate whose marker card is in front of you, place the ballot paper face up on the marker card.

If it is for another candidate, place it face down to your right.

If the voter's intention is not clear, place it on the Candidate Informal marker in the middle of the table, face up.

Do not put ballot papers on other counters' marker cards.

Look to your left for more ballot papers.

Continue until all the ballot papers for this party have been sorted. You may begin.



CHECK

6

Instruct counters to:

Check your pile of votes to ensure it contains only votes for the correct candidate.

7

Get the Electorate Manager or Official Count Process Leader to check the candidate informal votes.



**COUNT****8**

Instruct the counters to count the candidate votes:

Keep each candidate separate.

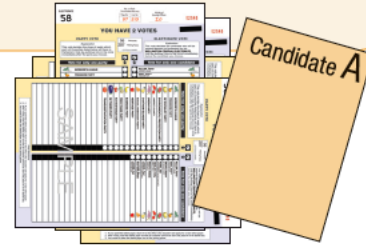
Count the votes for each candidate in front of you in 5 sets of 10, to make a pile of 50.

Place the piles of 50 sideways to each other.

Record the number of votes on the marker card for the candidate next to the [name of the party being counted]. If there are nil votes, record as '0'.

Do not put the marker card on top of the pile until instructed to do so.

You may begin.

**ASSIST****9**

Ask a counter to count the informal party votes and to record the number on the marker card. If there are nil votes, record as '0'.

If some piles of votes are large, ask counters who have finished to help others.

**REPORT****10**

Record the candidate votes in the appropriate party column of the EMS81-WKSHEET.

Say:

I will call out each candidate one at a time.

When I call a candidate that you have counted, please call back the number of votes that you recorded on the marker card.

I will record the number and repeat it back to you.

Advise me of any errors so I can correct these immediately.

Note: If there are nil votes, record as '0'.

**11**

Calculate and record the candidate results for this party, by adding the candidate counts down the worksheet.

12

Balance the candidate vote by comparing the total candidate votes counted, with the total votes recorded for this party at the top of the party's column.

Candidate Votes Total must balance with the Party Votes total.

E1			
Voting Place	22-F Rau		
Electorate for these Ballot Papers	Ōta		
* For advance votes, refer to equiva			
Party	Business Party	Chatham Islands Party	Civis Party
	10	0	6
	0	0	1
	0	0	0
	0	0	1
	0	0	0
	0	0	2
	0	0	0
	0	0	1
	10	0	1
Informal Votes	0	0	0
Candidate Vote Totals	10	0	6
Difference To Party Votes	0	0	0

Proceed as per the table below:

If totals are the same go to Step 14
If totals are <i>not</i> the same go to Step 13

13

Check the following:

- Have the informal votes been included?
- Have the numbers been added correctly?
- Have the numbers been recorded correctly?
- Have the right number of piles of 50 been counted?
- Have any ballot papers fallen on the floor?

If, after completing these checks, the totals still do not balance...	<ol style="list-style-type: none"> 1. Recount the candidate votes for this party by repeating from Step 8. 2. In case two ballots have become stuck together, count each pile of votes from a different corner
If the second count does not eliminate the difference	<ol style="list-style-type: none"> 1. Go back to Section 3 Conduct the Party Vote, step 2 and recount the Party Votes. 2. Continue checking and recounting until the party and candidate totals are the same



14 When the counts balance, tell the counters to place the counted votes under the marker card, on top of any other votes already under the marker card



15 Repeat from Step 3 for the remaining sets of party votes.



16 When the candidate votes for every party and party informal votes have been counted and balanced, proceed to balance the party and candidate counts

6 BALANCE THE PARTY AND CANDIDATE COUNTS

When the candidate results for each party have been counted and balanced, the table coordinator will balance the party and candidate counts.

Step	Task
1	Calculate and record the total votes for each candidate by adding each candidate's votes from each party across the worksheet.
2	Add the candidate totals down the form to calculate the Candidate Vote Totals
3	Compare the Candidates Votes Totals with the Party Votes Totals at the top of the form.

Electorate for these Ballot Papers		Ōtaki												Minus Post-writ Transfers			
														Total Ballot Papers Used		479	
														Minus Ordinary Votes Disallowed (including Dual Votes)			
* For advance votes, refer to equivalent number on Form A or Form B														Minus Spoilt Ballot Papers (sum of column D from Form G)*		1	
														Total Votes		478	
Party	Business Party	Chatham Islands Party	Civic Party	Free Trade Party	Freedom Party	Heritage Party	Liberty Party	Neverland Party	Ninga Party	NZ Garden Party	Porokaiti Party	Reformist Party	Tairāwhiti Party	Worker's League	Informal Votes	Informal Totals	
Party Votes	10	0	6	4	0	20	0	102	7	276	3	5	30	15	0	478	
	0	0	1	3	0	6	0	0	0	0	0	0	0	0	0	21	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16	
	0	0	1	1	0	10	0	0	0	0	0	0	0	0	0	15	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
	0	0	2	0	0	1	0	22	0	0	0	2	0	0	0	28	
	0	0	0	0	0	0	0	0	4	250	0	0	27	12	0	293	
	0	0	1	0	0	3	0	60	3	0	0	1	2	3	0	93	
Informal Votes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Candidate Vote Totals	10	0	6	4	0	20	0	102	7	276	3	5	30	15	0	478	

Total of the candidate votes must balance with the total of the party votes

4 Proceed as per table below

If totals are the same ...

... continue to Section 7 - Pack up materials

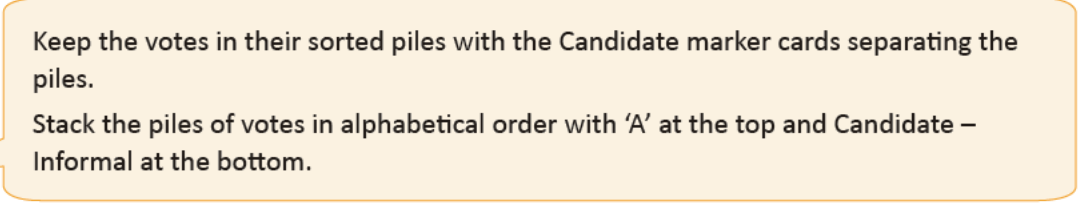
If totals are not the same ...

... check that the numbers have been added correctly, across and down.

Note: If you have checked the counts correctly, any error must be in the addition on the form. There is no tolerance between the Party and Candidate counts

7 PACK UP MATERIALS

The table coordinator will pack up the materials.

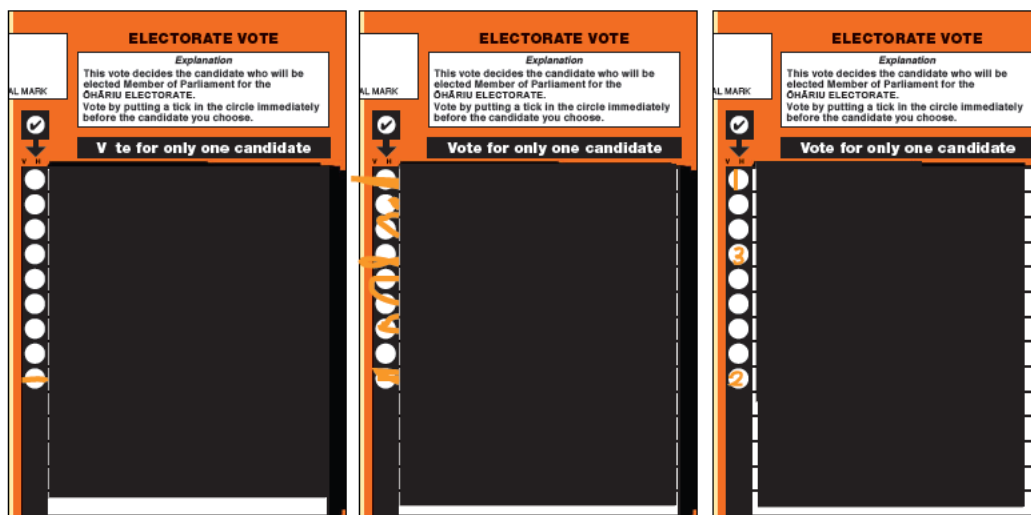
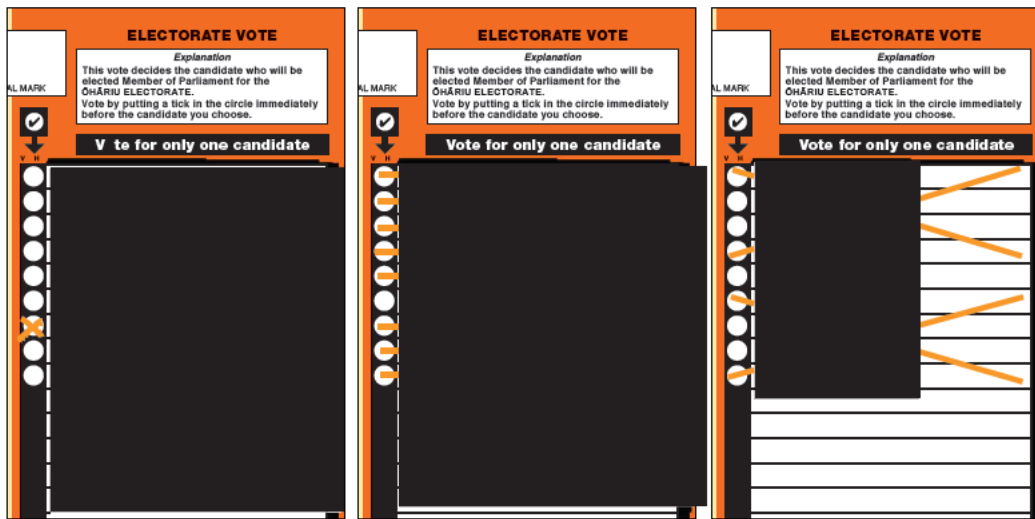
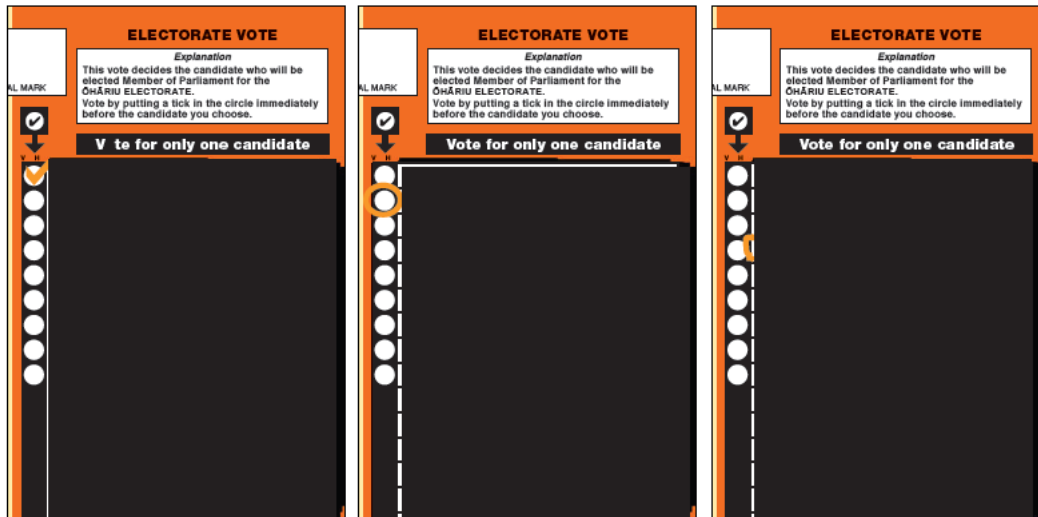
Step	Task
1	Say to the counters:  Keep the votes in their sorted piles with the Candidate marker cards separating the piles. Stack the piles of votes in alphabetical order with 'A' at the top and Candidate – Informal at the bottom.
2	Put the Party and preliminary count marker cards on top of the stack
3	Put the whole stack back into one or more Envelope P3(s) and put the envelope(s) into the ballot box
4	Give the Official Count Process Leader the completed EMS81-WKSHEET and the ballot box
5	Repeat the Official Count process for each voting place and electorate until all counts have been completed.

8. FORMAL AND INFORMAL VOTES

A vote is informal when the voter's intention on the ballot paper is unclear. Counters should ask the question this way: "The voter hasn't followed the instructions on the ballot paper, but can I determine the voter's intention?"

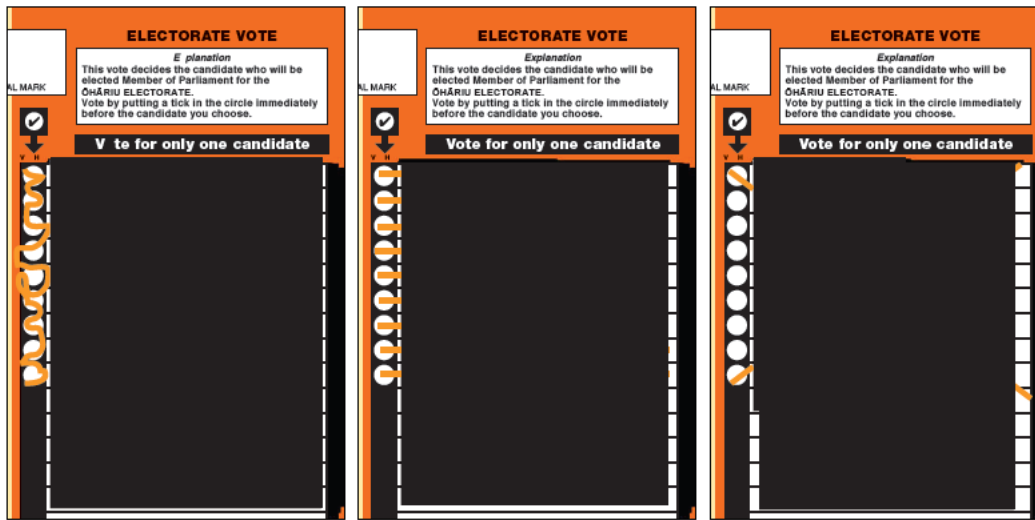
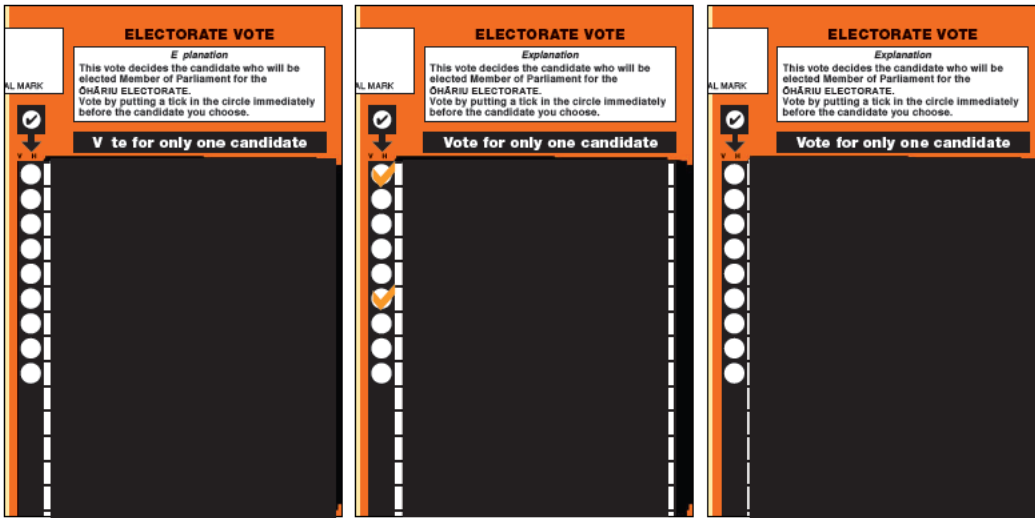
See the examples drawn from previous elections below.

The voter's intention is clear - i.e. not informal



1 is the voter's intended choice

The voter's intention is unclear - i.e. informal



INSTRUCTIONS FOR SPECIAL VOTE PARLIAMENTARY OFFICIAL COUNTS

1 DIFFERENCES TO ORDINARY VOTE COUNTS

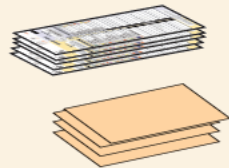
The official count of special votes is similar, but not identical, to the official count of ordinary votes.

Unlike ordinary votes, special votes have not been previously sorted and counted. Therefore special votes must first be sorted into party order, and are then counted in the same way as the official count of ordinary votes. The sort process for party votes is described below. The rest of the count process is the same as for ordinary votes.

Party vote only qualified votes are counted in the same way, except that only the party votes are counted. EMS will warn of balancing errors when the results are entered. You should ignore the warnings in this case.

- For each count you will need a blank set of party marker cards for the electorate as used in the preliminary count, along with the EMS81-MARKER Official Count marker cards
- The TOTAL VOTES box should have already been recorded on the EM81-WKSHEET as part of the preparation for the count, by the special votes processing team.

2 COMPLETE THE PARTY VOTE COUNT

Step	Task
1	Put the preliminary count party marker cards around the table in front of the counters, in alphabetical order, anticlockwise around the table.
2	Put the Party – Informal marker card in the middle of the table.
3	Distribute the votes evenly amongst the counters.
4	<p>Read out the following instructions:</p> <p><i>Process the ballot papers in front of you, one at a time, looking at the left hand side of the ballot paper.</i></p> <p><i>If the party vote is for a party whose marker card is in front of you, place the ballot paper face up on the marker card.</i></p> <p><i>If it is for another party, place it face down to your right.</i></p> <p><i>If the voter's intention is not clear, place it on the Party Informal marker in the middle of the table, face up.</i></p> <p><i>Do not put ballot papers on other counters' marker cards.</i></p> <p><i>Look to your left for more ballot papers.</i></p> <p><i>Continue until all the ballot papers have been sorted. You may begin.</i></p> 
5	Continue by following the instructions from Step 3 of Conduct the Party Vote Count on page 3.



**ELECTORAL
COMMISSION**
TE KAITIAKI TAKE KŌWHIRI

Managing a voting place

Personal Instruction Manual
2023 General Election

Name:

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My Voting Place

Voting Place name: _____

Address: _____

Contact: _____

Electorate headquarters (HQ) number: _____

Mobile Support phone number: _____

Voting place mobile phone number: _____

IT Helpdesk: XXXXXXXXXX Enrolment Helpdesk: 0800 36 76 56

Results phone number: XXXXXXXXXX

The voting place is

Accessible Accessible with assistance Not accessible

Electorates

The voting place will issue ordinary voting ballot papers for:

Electorate number and name

Home general electorate	
Home Māori electorate(s)	
Other (shared) electorates	

Manager responsibilities

As the Voting Place Manager you must balance a range of responsibilities, depending on what is happening in the voting place.

The key areas of management of a voting place are:

Manage staff

- Brief staff as they arrive.
- Clearly direct staff in what they need to do more details can be found in the other personal instruction manuals.
- Give staff breaks as appropriate with voter flows. Have a plan for all your staff, including break times for yourself.
- Consider who will fill roles (if required) in the voting place during breaks.

Accuracy

- Check regularly and document on Form L - Process Check that staff are completing their tasks correctly.

Ensure that:

- Ordinary Vote Issuing Officers are asking voters to state their name and are issuing the correct ballot paper
- Special Vote Issuing Officers are checking that the declaration and enrolment forms are complete and are issuing the correct ballot paper
- Voter Assistants are giving voters with the correct information to vote and are directing voters to the correct queue.

Security

- Security is paramount. You must ensure that the voting place is a safe environment for your staff and members of the general public, and that voting materials are kept secure at all times.
- Keep an eye on what is happening in and around the voting place. Any suspicious behaviour or out of the ordinary situations should be immediately reported to your Mobile Support or Electorate Manager via the voting place mobile phone.
- Ensure that staff do not leave ballot papers unsecured at any time. All materials not in use must be stored away from public access behind Issuing Officers or in a day storage box.
- Keep an eye on the ballot boxes. Voters must place their ballot papers in the ballot boxes; they are not permitted to take them from the voting place.
- If you have a security guard, ensure they have been briefed and are undertaking their role appropriately.

Health & Safety

- Stay at home if you are unwell. Call your electorate HQ to let them know as soon as possible if you cannot work because you are sick.
- Manage any hazards in the voting place, for example, find out if there are mats to use if floors are wet.
- Ensure masks and sanitiser are available to staff and voters.

Customer service

Provide a welcoming environment for voters and scrutineers. Never refuse a voter the opportunity to vote.

Check that:

- Issuing Officers are paying attention to the voter in front of them and are providing additional assistance when needed
- Voter Assistant(s) are welcoming voters and voters are flowing into the voting place smoothly
- priority voters such as those physically unable to wait, are brought forward to the front of the queue with an Issuing Officer.

Managing queues

- If a queue forms in your voting place the Voter Assistant should provide information to voters on how long they are likely to wait.
- Monitor the flow of voters and adjust the type of votes that your staff are issuing. For example, do you need more Issuing Officers issuing special votes if there is a long line of people enrolling and voting? You should aim for three ordinary voters to one special voter in queues.
- Ensure that ordinary voters are not disadvantaged; ordinary voters move the quickest through the voting place.
- If you are issuing many special votes for an electorate and not ordinary votes, discuss with your Mobile Support about getting shared electorate supplies.

Before voting begins

Before leaving home

Check that you have:

- Any keys, cards or security codes needed in the voting place.
- Enough time to get to the voting place to set up before opening for voting. Allow about 90 minutes to set up if this has not already been completed. If set up has been completed then allow 60 minutes.
- Charged, switched on and packed the voting place mobile phone and all voting place materials, including this manual.
- Chosen clothes and shoes that would not be considered inappropriate or politically biased.
- Packed food and drink for the day.


On arrival at the voting place

- Park as close to the voting place as possible and wait for other staff to arrive.
- Voting materials cannot be left unattended. When at least one other staff member has arrived, leave them with the materials.
Check outside and inside of the voting place for any signs of unauthorised access or damage.
If anything seems amiss, phone your Electorate Manager using the voting place mobile phone.

Before entering the voting place - Health and Safety

- Check the M41-VPASSESS form that any hazards identified when the premises were inspected by your Electorate Manager have been removed or isolated.
 - If the hazard(s) still exists or if any new hazards are found, write these on Form P - Hazard Notice.
 - If you cannot remove or isolate any hazards identified then immediately call your Mobile Support or your Electorate Manager.
- Check the emergency procedures information for the facility. Often you will find this posted near the entrance/exit door.
 - If there are no details, you will have been provided M33-EVAC notice(s) in your Voting Place folder to attach to the wall(s) near emergency exit door(s).

Entering the voting place

- Open all the windows and doors, or if available turn on air conditioning systems, to ensure ventilation of the voting place.
- Move the voting materials into the voting place, ensure that none are left unattended at any time.
Then move your vehicle away from the entrance to the voting place to a well lit and open area within easy access. Ask staff and any scrutineers to do this as well.
- Complete Form U - Voting Place Check
- As staff arrive:
 - Check them off the roster
 - Ask them to read the health and safety information in the back pages of their PIM and sign in on Form S In your Voting Place folder
 - Provide them with their ID and orange vest.
- If you have a staff member arrive who you are not expecting, phone electorate HQ to confirm that they should be working.
- Contact any of your staff who have not arrived. If they cannot be contacted, then call electorate HQ.
- Text your Mobile Support to confirm you and your staff have arrived. 
- Scrutineers may arrive at the voting place at the same time as you and your staff. You must:
 - Check their letter of appointment and secrecy declaration
 - Give them a copy of the M35-SCR briefing card to read
 - Ask them to sign in on Form T - Scrutineer sign in.
- Remove or cover any election materials visible in the voting place that promote a candidate or political party before the start of voting.
- Manage set up of the voting place.

Staff briefing #1 - before setting up

Give this briefing to any new staff joining your team after the first day of voting

- Introduce staff to each other and yourself.
- Outline the layout of the facility including where the toilets and any break rooms are located.
- Explain what to do in an emergency situation and show any hazards that have been identified.

Staff briefing #2 - once equipment is set up

Give this briefing to any new staff joining your team after the first day of voting

- Explain when staff are likely to have breaks, which will depend on voter flow. This should include morning tea (10 minutes), lunch (30 minutes), afternoon tea (10 minutes), and dinner (30 minutes on Election Day only).
The roster will show what should be provided for.

Wed, 14 Oct Voting Place Open Hours: 9:00am - 4:00pm

Staff	Phone	Role	Rostered Hours	Total Hours	Breaks		
					10 min	30 min	10 min
[REDACTED]		OSIO	8:30am - 4:30pm	8			
		OVI0	11:30am - 4:30pm	5			
		VPMU	8:30am - 4:30pm	8			
		VA	8:30am - 4:30pm	8			
		SVIO	8:30am - 4:30pm	8			
		OVI0	8:30am - 2:00pm	5.5			
		OVI0	8:30am - 4:30pm	8			

- Mobile phones and other devices must be switched off while they are working. Advise that there is a voting place mobile phone for any calls to and from electorate HQ.
- Orange vests and ID cards must be worn when the voting place is open.

- If staff wish to vote, this must be during voting hours. Another Issuing Officer must issue their vote to them; they cannot issue a vote to themselves.
- Everyone must have completed their E20-S Dec Declaration of Secrecy and had it witnessed before voting starts. If they have not done this yet, to let you know.
- Follow the processes in the PIM or on their instruction sheets. Accuracy is more important than speed especially when there are queues of voters. Mention that you will be checking processes during the day.
- That the voter in front of them is their primary focus.
- The priorities during voting:
 - Provide a welcoming environment and look after the needs of voters.
 - Keep materials and people secure: watch the ballot boxes, pack up materials while on breaks, advise you of any suspicious behaviour or items left in the voting place.
 - Keep voters' details private. Only use their information for the purpose of enrolment and issuing votes.
 - Maintain secrecy in the voting place. No posting on social media about what is happening, no photos can be taken by staff or voters in the voting place.

Note: You must be ready to issue votes at the advertised opening time

Laying out the voting place

The size and shape of the voting place will to some extent dictate how it is set up. Discuss your layout with your Electorate Manager or Logistics & Supplies Manager before your first day of voting.

You will find the expected voting place layout in the M41-VPASSESS form. The layout should allow voters an easy flow in the voting place, from entering, waiting in a queue, receiving their voting papers, marking their papers, voting and departing.

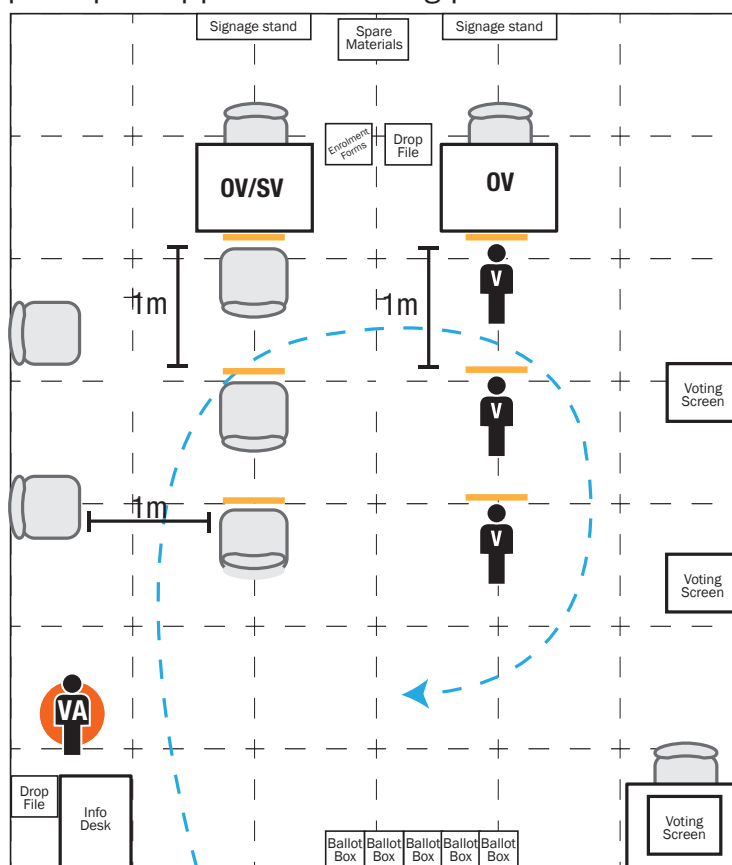
Measure the layout

Use the following principles and mark out the voting place using your tape measure and the low tack masking tape.

These are recommended distances to help with queuing, privacy and voter management in the voting place. Depending on the size of your voting place, you may be able to increase the spacing.

- Space behind the issuing point desks, to allow staff to move behind a seated Issuing Officer and to safely store materials
- 1 metre between voters in the queue - mark with tape
- For the special vote queue, place a chair immediately behind each strip
- For privacy, measure 1 metre between the voting screens: consider the best orientation for these, you may need to face them sideways to maintain some privacy
- Where possible do not extend queues back where voters waiting can see someone marking a ballot paper
- 1 metre from the scrutineer/special vote waiting seats along the wall the voting queue.

Below are the principles applied to a voting place with two issuing desks.

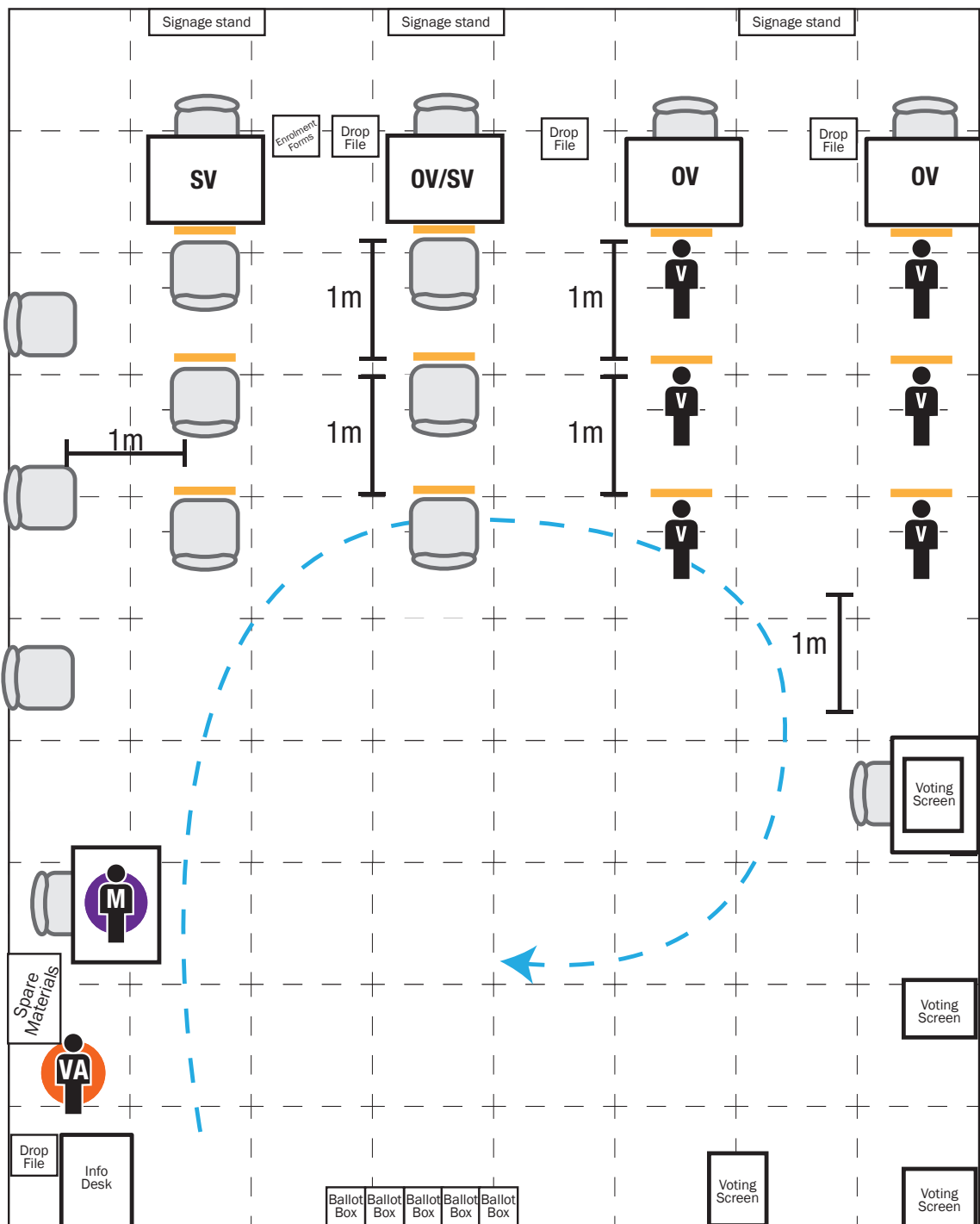


Larger voting places will need to add a desk for the Voting Place Manager.

Choose a location for the Manager's desk that allows:

- access for staff and scrutineers to sign in
- issuing of takeaway votes
- scrutineers to photograph Form V - Voter Record Sheet

If you have space, locate the Voter Assistant's station a distance inside the entrance door to allow some queueing inside the voting place.



Setting up the voting place

TASKS AT SET UP

1	Check access for people with mobility needs	p. 13
2	Arrange voting screens equipment	p. 14
3	Arrange signage	p. 15
4	Arrange ballot boxes	p. 16
5	Spare voting materials	p. 17
6	Manager's supplies	p. 17
7	Issuing Officers' supplies	p. 17
8	Voter Assistant's supplies	p. 18
9	Arrange the cardboard table top stands	p. 18

You lead these processes and direct your staff to assist as required.

1. Check access for people with mobility needs

Your Electorate Manager will have checked access before choosing the site as a voting place.

- Make sure that there are no obstacles in car parks, pathways, ramps and doorways that hinder good access to and within the voting place.
- If none are already provided, reserve a mobility parking space by using the E154 parking sign. Make sure the sign is clearly visible to a driver approaching that parking space.
- Place E72 and E72A labels to direct voters with mobility needs to access the voting place.



2. Arrange voting screens equipment

- Set up E124 free-standing voting screens, preferably at least one metre apart, orientated to give as much privacy as possible. Assembly instructions are printed on the screen.
- Set up one table-top screen (two for a large voting place) and seating for elderly voters and voters with disabilities. Do not use a cardboard table for this.
- Put a E200 disposal box for strips in the screens and attach an orange marker to each side of the screens for left and right handed voters.
- You will need to check voting screens during the day and keep them clean and tidy.



E124 - Free standing voting screen



Top half of screen used for table top voting

3. Arrange signage

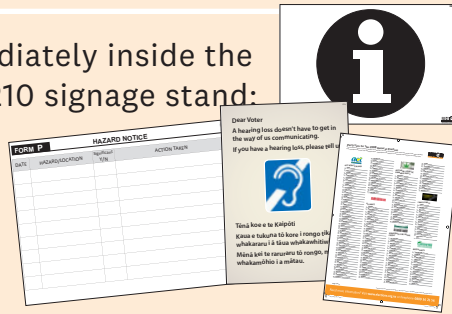
- Place directional signs (E61, E131, E152, E153 and/or E155)
 - to make the voting place location clear from a distance
 - to direct voters from the street into the voting place.
 Check the M41-VPASSESS form for suggested locations.

- Display the following posters at the entrance to the voting place:
 - E60-V Enrol and vote here poster
 - E60-AV advance voting enrol and vote here poster
 - E62 No Photography or filming poster
 - E60-RESPECT Respect staff poster (not pictured)



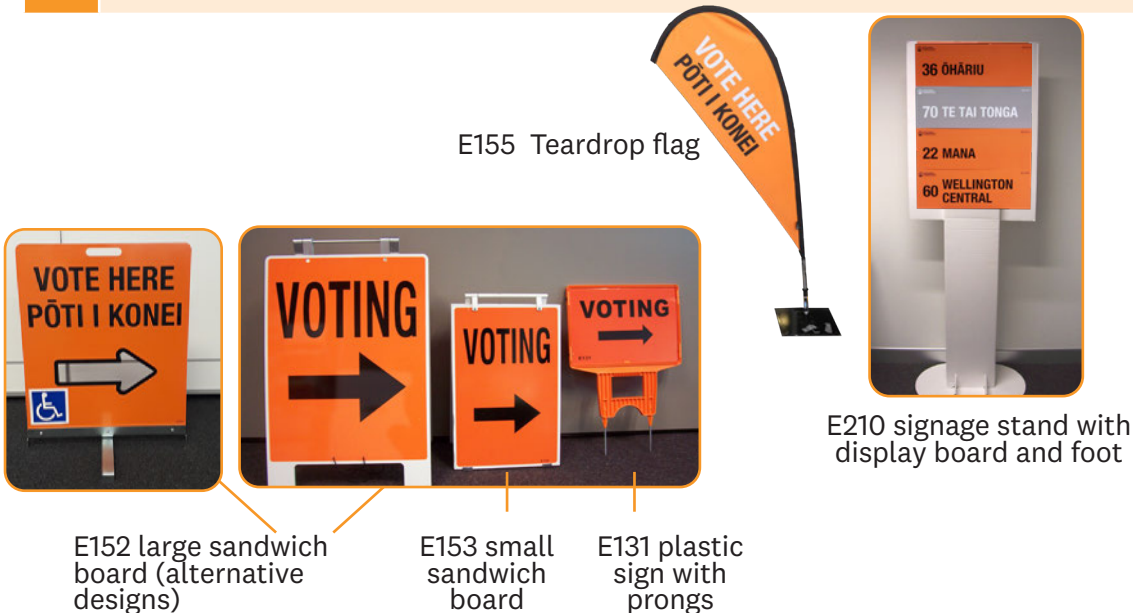
- Display the E60-BYOD poster near where people will queue for special votes.

- Display the following posters immediately inside the voting place on the wall or on an E210 signage stand:
 - E60-VI Voter Information poster
 - E74 Hearing poster
 - Form P - Hazard Notice
 - E15 Party lists showing all sides



- If supplied, place an E210 signage stand behind the issuing points displaying the appropriate issuing point posters (E60-OV and/or E60-SV). Otherwise you may be able to blu-tack the posters to the wall.

- Put a No Photography or filming poster on one of the voting screens, facing voters as they walk towards the screens.



E155 Teardrop flag

E210 signage stand with display board and foot

E152 large sandwich board (alternative designs)

E153 small sandwich board

E131 plastic sign with prongs

4. Arrange ballot boxes

For the enrolment forms box:

- Assemble the box if not already done.
- Place the box, unsealed, between or behind the Special Vote Issuing Officers' desks.



Ask your Voter Assistant to complete the integrity check as outlined in their PIM.

For the ballot boxes:

- Assemble the ballot boxes and label with the appropriate E70 electorate label(s) if not already done (instructions are printed on the ballot box).
- Affix the longer cable ties through the side holes in each box to form wide loops.
- For each ballot box:
Have the Voter Assistant and an Issuing Officer confirm that all ballot boxes are empty.
Seal the ballot box with a numbered seal and record the seal number on the panel on the back of the box.

Seal number	Sealed by	Checked by	Date	Reason for removal
32640	VA	IO	02/10/23	



- Arrange the ballot boxes with home general and home Māori electorates first, followed by shared electorates in alphabetical order. Then the special votes box.
- For the tall ballot boxes:
 - Stand them on the floor in the correct location in the voting place
 - Tether the boxes to each other with the longer cable ties.
 For the small ballot boxes:
 - Stand them on a chair or table if you have one
 - Either tether them to each other or to the chairs.



5. Spare voting materials

Store spare materials out of sight, near the Issuing Officers and away from public access.

If your voting place has no secure area as outlined in the M41-VPASSESS form to hold spare voting materials, you may have been provided with a day storage box.

If a padlock has been supplied, keep the key with you at all times.



Day storage box

6. Manager's supplies

- Put aside the pad of E2 special vote ballot papers marked 'Master' to photocopy from if required. Do not issue these papers
- Keep your Voting Place folder at hand
- Ensure the Electorate Manager can contact you at any time through the voting place mobile phone
- Keep any keys or access card to the voting place on you at all times, in case you need to lock the voting place in an emergency
- Ensure the takeaway votes satchel contains the correct materials and is securely stored until it is required
- Check that Form K correctly records the pack(s) of takeaway vote declarations in your supplies.

7. Issuing Officers' supplies

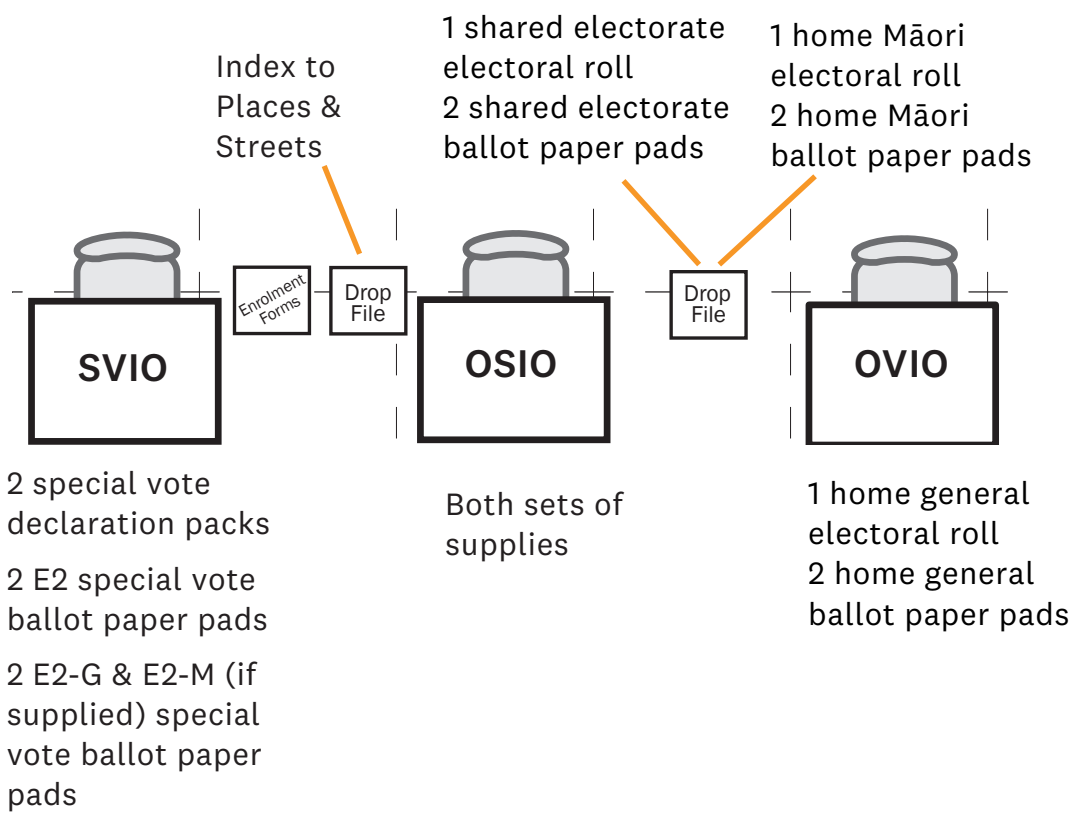
- Use the roster in the voting place folder to check which staff should be arriving and what role they each have.

This will indicate how many issuing desks you should have in your voting place and what role will be at each desk

Wed, 14 Oct Voting Place Open Hours: 9:00am - 4:00pm

Staff	Phone	Role	Rostered Hours	Total Hours	Breaks		
					10 min	30 min	10 min
[Redacted]		OSIO	8:30am - 4:30pm	8			
		OVI0	11:30am - 4:30pm	5			
		VPMU	8:30am - 4:30pm	8			
		VA	8:30am - 4:30pm	8			
		SVIO	8:30am - 4:30pm	8			
		OVI0	8:30am - 2:00pm	5.5			
		OVI0	8:30am - 4:30pm	8			

- Give drop files to Issuing Officers to set up and place between their table and their neighbouring Issuing Officer, especially for shared electorates, and to provide more issuing officers for voters on the Māori roll
- Allocate an IP stamp and satchel to each issuing desk. Satchels will have different stationery supplies for each role.
E.g. Ordinary Votes Issuing Officer (OVIO), Special Votes Issuing Officer (SVIO) or a Ordinary and Special Votes Issuing Officer (OSIO).
- Allocate the materials to each issuing desk depending on the role:
 - Electoral rolls
 - Ordinary ballot paper pads
 - Special Vote declarations
 - Special vote ballot paper pads
 - Index to Places & Streets
- During the advance voting period try to keep the same IP stamp with the same roll and ballot paper they



8. Voter Assistant's supplies

- Provide the Voter Assistant with the mobile phone and lanyard and ask them to log into the device and confirm that eRoll is working.
If they have any problems they should call the IT helpdesk
- Provide the drop file, cardboard clipboards, pad of ROE1 enrolment forms, language guide sheets (M15 series) and the Incident Management handbook
- Consider how you will return clipboards from Issuing Officers back to voters waiting in the queue to vote

9. Arrange a cardboard table top stand

- Use the bottom part of a table-top screen to create a cardboard table top stand with the E125 cardboard cap
- The stand is the station at the entrance for the Voter Assistant. Add the brochures supplied (ROE47 and ROE47B) in the E166 brochure holder

E166 - Brochure stand



Bottom half of screen
with E125 cardboard cap



Scrutineers

Candidates and in some cases parties may appoint scrutineers to observe the issuing of votes. Note: Candidates cannot be scrutineers.

Scrutineers may arrive at the voting place at the same time as you and your staff or after voting begins.

You will have limited seating for scrutineers; political parties and candidates have been made aware of this. Talk with your Mobile Support or Electorate Manager if you have any questions about accommodating them in your voting place.

Party lapel badges

Scrutineers and other persons (other than electoral officials) are permitted under the Electoral Act 1993 to wear party lapel badges. This is an example of what lapel badges can display.

Party lapel badges (a badge or rosette to be worn on the lapel) may be in party colours and contain the party name, emblem, slogan or logo.

Refer anyone with further questions or complaints to the Electoral Commission (04 495 0030).



Refer to the E5 Scrutineer Handbook or 'Troubleshooting' section of the E3-2 Issuing Votes manual if you have concerns about the conduct of a scrutineer.



Security guard

[Redacted text block]

Access key/card and voting place mobile phone

You must keep the key or access card to the voting place with you at all times. You must be able to lock the voting place immediately upon an emergency that requires it, for example if you are concerned for the safety of you or your staff from activities happening outside of the voting place. If you are in an open space voting place you must have a plan to get you and your staff to safety if needed.

The voting place mobile phone must remain switched on at all times that you are in the voting place and worn by either your self or a Voter Assistant using the lanyard to keep it secure. It must not be left unattended.

The use of the mobile phone for security or other needs by the Voting Place Manager comes before its use for eRoll by the Voter Assistant. All phone calls or text (SMS) messages to the phone must be attended to immediately.

Support from electorate headquarters

Your Mobile Support will be in close contact with you to discuss how things are going at your voting place. If things are not going to plan or you encounter any difficult situations, refer to your Incident Management handbook and contact your Mobile Support or Electorate Manager right away using the voting place mobile phone.

Topics you may want to discuss during the Mobile Support's visits are:

- How long are voters waiting to be issued an ordinary or a special vote?
- Staff: are staff coping? Is everyone following the correct processes?
- Scrutineers: are there any questions or concerns?
- Voting supplies: do you need more ballot papers, declarations or enrolment forms?
- Security: are there any issues that need to be resolved?
- Health & Safety: have any risks been identified that cannot be removed or isolated?

Use Form Q in your Manager's folder to document what is happening in the voting place and note topics to discuss.

During voting

There are a number of tasks the Voting Place Manager needs to complete during the day.

Through the day:

Ongoing tasks	<ul style="list-style-type: none"> • Be clear and direct in telling staff what to do – take charge • Never refuse a voter the opportunity to vote at your voting place • Advise your Electorate Manager of any unusual circumstance or difficulty as soon as it happens • Make sure that your Electorate Manager is able to contact you at any time (mobile phone) • Record any ballot papers added to or removed from the voting place (by the Mobile Support) including any photocopied or handwritten ballot papers on the appropriate form as you issue these to Issuing Officers
After opening	<ul style="list-style-type: none"> • Check that all Issuing Officers are issuing ballot papers correctly
During the day	<ul style="list-style-type: none"> • Give staff breaks after peak voting • Check voting screens for any graffiti and cover it up or swap it out for a spare screen if you have one
1 hour before closing, 3.00pm Election Day on	<ul style="list-style-type: none"> • Review the 'After voting finishes' section of this manual to prepare for the closing of the voting place <div data-bbox="916 1279 1270 1682" style="background-color: #e6e6fa; padding: 5px;"> <ul style="list-style-type: none"> • Check that the result and count sheets are in order and ready for the counts • Check that the candidate marker cards are in alphabetical order </div>
5.00pm	<ul style="list-style-type: none"> • Check the [REDACTED] telephone line for reporting results after 7.00pm • Start giving staff breaks so that they all have had a break by 6.30pm and are refreshed and ready for the preliminary count
Closing time (7.00pm on Election Day)	<ul style="list-style-type: none"> • Close and lock the doors at the advertised closing time (see page 27 for more information on locking the voting place).

Issuing takeaway votes

A 'takeaway vote' is issued when a voter is unable to attend a voting place either before or on Election Day. No-one, not even a person with a power of attorney, can cast another person's vote on behalf of that person.

A voter may apply for a takeaway vote:

- In writing, generally by completing an E78 Unable to get to a Voting Place application form or it could be a letter, e-mail or text (SMS)
- By verbal instruction given to a friend, family member, or caregiver of the voter.

You will usually be responsible for issuing takeaway votes.

All takeaway votes must be issued as special votes and details of each vote recorded on Form K - Takeaway Votes. Form K is kept in your takeaway votes satchel.

Note:

- Electoral rolls are not used during the takeaway vote issuing process
- **Never mark a takeaway voter's name off a printed roll**
- You do not need to check whether the voter is enrolled before issuing a takeaway vote
- Any issuing point stamp can be used to issue a takeaway vote.

To complete a takeaway vote, you require the following:

Takeaway special vote declaration/envelope (E83)

Special vote ballot paper for the voter's electorate

These items will be placed into an E79 envelope.

Procedures for issuing takeaway votes when the voter is NOT present

1	Greet the voter's agent. Get the takeaway vote satchel.
2	<p>Ask the agent:</p> <p>Do you have a written application to obtain a vote on the voter's behalf?</p> <p>(For example, a completed E78 application, letter, email or text)</p> <p>"No" go to step 3 "Yes" go to step 4</p>
3	<p>Ask the agent:</p> <p>Has the voter asked you to pick up a vote on their behalf?</p> <p>"Yes" go to step 4 "No" give the agent an E78 application form and ask them to return with written permission from the voter</p>
4	<p>Ask the agent:</p> <p>What is your relationship with the voter?</p> <p>If they are a family member, friend, caregiver or some other person who has an obvious direct relationship with the voter, go to step 5</p>

If you do not have space in the voting place for a Manager's table, you may need to ask the agent to wait in the special votes queue until a special votes desk is available to issue them with the takeaway vote.

Make sure you that you first pack up the special vote materials as not to confuse them with the takeaway vote materials.

Continued

If the Agent has the voter's EasyVote card or Special Vote slip



Write clearly with a **red pen**:

- The electorate number and name on the front of the declaration envelope
- Electorate number and name on the front of the declaration

or

If the Agent does not have the voter's EasyVote card or Special Vote slip

What is the voter's address?

Ask: Was the voter living at this address by Friday 15 September this year?

If the answer is "Yes", look up the address in the Index to Places & Streets
If the answer is "No", ask where the voter last lived for at least one month.
Look up this address.

Ask: Is the voter on the General or Māori roll?

Note: if the voter filled in an E78 form use the address written there.

Write clearly using a **red pen**:

- The electorate number and name on the front of the E83 envelope
- Electorate number and name on the front of the declaration

Continued

DECLARATION (E83)

E83 **ELECTIONS**
TAKEAWAY VOTE - Where the voter is not present at a voting place

3 480 001
OFFICIAL USE ONLY

5 I believe I am eligible to vote in the electorate of:
33 Ōhāriu

2 My family name is: _____
My first names are: _____
Previous name I may be enrolled under (if applicable): _____
My date of birth is: _____ My occupation is: _____
DAY MONTH YEAR
My contact telephone number is: _____

3 My current address is: _____
FLAT/HOUSE No. / STREET/ROAD
SUBURB
TOWN/CITY
I have lived at this address for 1 month or more.
YES (go to step 4)
NO, the previous address where I lived for 1 month or more is:
FLAT/HOUSE No. / STREET/ROAD
SUBURB
TOWN/CITY

4 I am making a special vote because: (tick at least **ONE** option)
 My name is not on the printed roll for this electorate or has been wrongly deleted.
 I am, or will be, outside of my electorate on election day.
 I intend to be outside New Zealand on election day.
 I am, or will be, unable to attend a voting place in my electorate on election day because of illness, disability, pregnancy or recent childbirth.
 I am unable to attend a voting place in my electorate on election day because of illness, disability, pregnancy or recent childbirth.

5 I am qualified to be a witness and the voter has signed the declaration in front of me:
• Person authorised to take a statutory declaration
• Person approved by Returning Officer
• Relative, or member of the household
• Registered New Zealand elector

6 WITNESS
My family name is: _____
My first names are: _____
My current address is: _____
FLAT/HOUSE No. / STREET/ROAD
SUBURB
TOWN/CITY
My contact number: _____
I am qualified to be a witness and the voter has signed the declaration in front of me:
• Person authorised to take a statutory declaration
• Person approved by Returning Officer
• Relative, or member of the household
• Registered New Zealand elector

Signature: _____
WITNESS SIGNATURE

5 Special Declaration Vote
RE TURNING OFFICER
33 Ōhāriu
TAKEAWAY

5 I have lived at this address for 1 month or more.
YES (go to step 4)
NO, the previous address where I lived for 1 month or more is:
FLAT/HOUSE No. / STREET/ROAD
SUBURB
TOWN/CITY

5 I am qualified to be a witness and the voter has signed the declaration in front of me:
• Person authorised to take a statutory declaration
• Person approved by Returning Officer
• Relative, or member of the household
• Registered New Zealand elector

Signature: _____
WITNESS SIGNATURE

6

- Match the electorate on the front of the envelope with the Special Vote ballot paper
- Copy the number printed on the declaration into the Declaration Number space
 - Place a black sticker over the declaration number on the ballot paper
 - Remove the paper from the ballot pad

7

Stamp the Official mark box on the ballot paper

8

Write the details of the takeaway vote on Form K - Takeaway Votes.

If the friend or family member has not supplied a written application from the voter, ask them to write their name and sign the form

Date	Proprietor's Name	Witness's Full Name	Voter's Full Name	Electorate name	Electoral Roll No.	Consent to issue Declaration Number	Party / Candidate
1				Rebecca Goss			RG
2							
3							

9

Show the checklist on the envelope and remind the agent that for the vote to count the declaration must:

- have a ground ticked be signed by the voter be signed by a witness

10

Address the E79 envelope to the voter. Show the agent as you insert the:

- Ballot paper E83 declaration

11

Seal the E79 envelope and hand to the agent

Tell the agent that for the vote to count, the voting envelope must be returned to any voting place **before 7pm on Election Day**

12

Stamp any application (E78 or letters) with an issuing point stamp and put in the satchel with Form K. Put away the takeaway votes satchel.

SPECIAL VOTE BALLOT PAPER

6 SPECIAL BALLOT PAPER FOR THE CHAIR ELECTION

YOU HAVE 2 VOTES

7 PARTY VOTE

8 ELECTORATE VOTE

9 Final Directions

33 CHAIRU

3 480 001

E83

Official Mark

Ballot and/or Voting Papers

Before making check that you have:

- Ticked why you are making a special vote (Step 4)
- Signed and dated the declaration (Step 5)
- Signed the witness and their detail and signed the declaration (Step 6)
- Had the witness sign the declaration (Step 7)

Your vote must be returned to a voting place by 7pm on Election Day.

Final Directions

- If you spot this ballot paper, return it to the officer who issued it and apply for a new ballot paper.
- After voting, fold this ballot paper so that its contents cannot be seen. Do not put this ballot paper, in this portion of the envelope, inside 'BALLOT AND/OR VOTING PAPERS' and post it.

Vote for only one party

Vote for only one candidate

Explanation

This vote decides the share you will have in Parliament. Vote for the party you choose.

33

71

Explanation

This vote decides the candidate who will be elected to represent you in the CHAIRU ELECTORATE. Vote for the candidate you choose.

Vote for only one party

Vote for only one candidate

TE PATI ŌKAIHU

ŌHŌ KAIHU

TE PATI KŌWHAI

CLEMATIS COALITION

TŪHONGANGA TŌTARA

UHUNA MĀNUKA

TE PATI PŌNUIUKAWA

FLAX ALLIANCE

THE FERNS PARTY

KOTAHIRANGA ŌHŌU

TE PATI PŌPOPORO

WINSBERRY LEAGUE

33 CHAIRU

Final Directions

- If you spot this ballot paper, return it to the officer who issued it and apply for a new ballot paper.
- After voting, fold this ballot paper so that its contents cannot be seen. Do not put this ballot paper, in this portion of the envelope, inside 'BALLOT AND/OR VOTING PAPERS' and post it.

Before making check that you have:

- Ticked why you are making a special vote (Step 4)
- Signed and dated the declaration (Step 5)
- Signed the witness and their detail and signed the declaration (Step 6)
- Had the witness sign the declaration (Step 7)

Your vote must be returned to a voting place by 7pm on Election Day.

Final Directions

- If you spot this ballot paper, return it to the officer who issued it and apply for a new ballot paper.
- After voting, fold this ballot paper so that its contents cannot be seen. Do not put this ballot paper, in this portion of the envelope, inside 'BALLOT AND/OR VOTING PAPERS' and post it.

Before making check that you have:

- Ticked why you are making a special vote (Step 4)
- Signed and dated the declaration (Step 5)
- Signed the witness and their detail and signed the declaration (Step 6)
- Had the witness sign the declaration (Step 7)

Your vote must be returned to a voting place by 7pm on Election Day.

After voting finishes

TASKS FOR EVERY DAY

- 1 Prepare for reconciliation
- 2 Record takeaway votes issued
- 3 Complete reconciliation
- 4 Complete Form Q - Daily report
- 5 Recharge and store the cell phone
- 6 Complete Form U - Voting Place check and secure materials
- 7 All staff complete timesheets and sign out



1. Prepare for reconciliation

- 1 Ask Issuing Officers and Voter Assistant(s) to follow the “After Voting Finishes” in their PIM.
- 2 Provide the Voter Assistant(s) with the following to lay out in front of the ballot boxes from your supplies:
 - All P & S envelopes
 - All ballot paper pads or declarations packs and cover sheets
 - The takeaway votes satchel
 - Scissors
 - Plastic bags for
 - Form V voter record sheet and voting cards



3 Issuing Officers will:

- Check that the covers of their ballot paper pads or declaration packs are stamped.
- For special vote materials record the date and the number of declarations remaining in their part-used packs on the cover sheet.
- Place all material in front of the appropriate ballot box in separate piles of fully used, part used and unused.



4

Ask an Issuing Officer to follow the instructions on the back of Form B (placed in front of the special votes ballot box) to stamp, count and record enrolment forms received.



5 Check the S7 envelopes for any spoilt materials and transfer these to the appropriate envelope:

- Envelope P1 for spoilt ordinary ballot papers, by electorate
- Envelope S1 for spoilt special vote declarations, spoilt special vote ballot papers and spoilt enrolment forms

2. Record takeaway votes issued

Record the total number of takeaway votes that have been issued. If none, record as '0'.

Note: Form K is kept in the takeaway vote satchel.

3. Reconciliation

The reconciliation process ensures every used and unused ballot paper and special vote declaration in the voting place is accounted for and gives a running total of how many votes have been issued up to and including that day.

The Manager must complete the following reconciliation forms:

- **Form A:** for each electorate - ordinary votes issued (Envelope P4)
- **Form B:** for special vote declarations issued in person (Envelope S6) (not takeaway votes)

The reconciliation forms should be prepared by electorate HQ prior to the start of voting. They will have a label like the one below and have recorded the first number of each ballot paper pad or declaration pack supplied to you.

Electorate number and name for reconciliation
 Phase number
 Electorate where the voting place is located
 Voting Place number and name

Recon E: (33) Ōhāriu (AV1)

Home E: (20) Mana

VP: (17) Tōtara Bay Community Centre, 552 Tōtara Bay Road, Tōtara Bay

3a. Ordinary vote reconciliation

Use a new column on the reconciliation form for each day.



Ask your Voter Assistant to help you with this task.

1 Complete one Form A for each electorate you are issuing ordinary votes for.

Section 1:

- Check that any additional ballot paper pads received during the day have been recorded.
- Record the total number of pads supplied in **Box A**.

Transfer the total number of pads to Box A

1 Which ballot paper pads were supplied?

Record the first number from each ballot paper pad

54201	54451					
54251	54501					
54301						
54351						
54401						

List each ballot paper pad supplied to you

Total number of supplied ballot paper pads

Mon 14/09	Tue 15/09	Wed 16/09	Thur 17/09	Fri 18/09	Sat 19/09	
A	7	7	7	7	7	

2 Section 2:

- Check that any ballot paper pads transferred out of your voting place have been recorded.
- Record the total number of transferred ballot paper pads in **Box B**.

2 Were any ballot paper pads transferred out of the voting place?

Record the first number from each ballot paper pad

Ballot paper pad number	Transferred by	Ballot paper pad number	Transferred by	Ballot paper pad number	Transferred by	Ballot paper pad number	Transferred by	Ballot paper pad number	Transferred by	Ballot paper pad number	Transferred by

Total number of transferred ballot paper pads

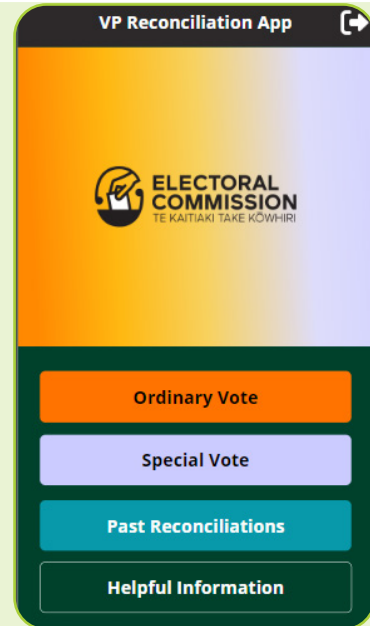
Mon 14/09	Tue 15/09	Wed 16/09	Thur 17/09	Fri 18/09	Sat 19/09	Sun 20/09	Mon 21/09	Tue 22/09	Wed 23/09	Thur 24/09	Fri 25/09
B	0	0	0	0	0						

Reconciliation App


1

Open the reconciliation app on your voting place phone.

Tap

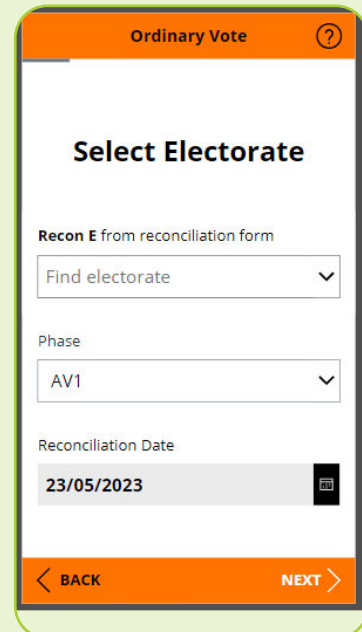
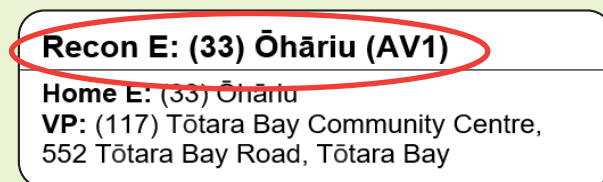


2


Use the drop down arrow  to select the electorate you are completing the reconciliation for.

The date will be automatically populated for today.

Tap

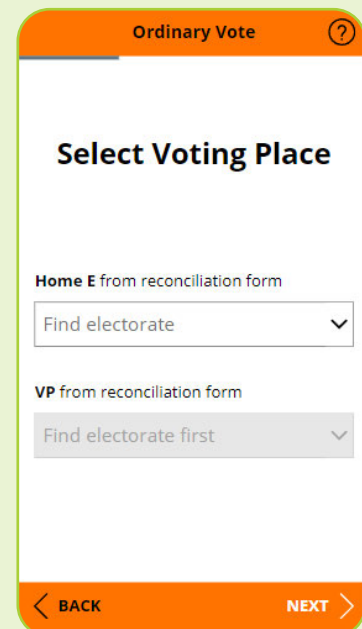
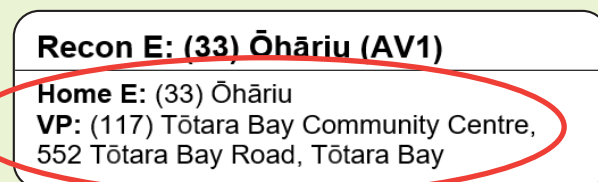
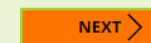


3

Use the drop down arrows  to select your:

- Home electorate
- Voting place

Tap



4

From Form A:

- Enter the number of pads supplied from **Box A**
- Enter the number of pads transferred from **Box B**

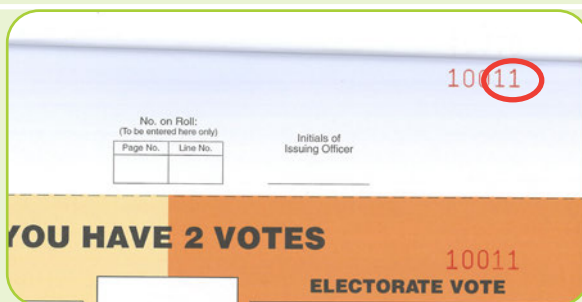
Tap 


5


Ask the Voter Assistant to count the materials in front of the ballot box and record these onto the respective marker card. Enter the number of fully used, part-used and unused pads.

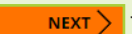
Tap 

6



Ask the Voter Assistant to check each part-used pad. Enter the last two digits of the next remaining ballot paper into the app and tap  .

If you incorrectly enter a number tap  to remove it.

Once you have entered the correct number of part used pads you can tap  to continue.

7

Enter the number of photocopied papers, spoiled papers and questioned votes into the app.

Tap **NEXT >**

Ordinary Vote
?

Date	Electorate	Voting place
08 Jun	33 - Ōhāriu - TRAIN	VP117 - Tōtara Bay Community Centre, 552 Tōtara Bay Road, Tōtara Bay

Photocopied papers issued

Check Form J

Enter number

Spoilt papers

Check Envelope P1

Enter number

Questioned votes

Check Envelope P5

Enter number

< BACK
NEXT >

8

Check that all the details you have entered are correct.

Copy all the numbers from the app on to Form G

FORM G

Electorate No. and Name		VP Manager: _____
Voting Place No. and name		Signature: _____
Date:		Scrutineer's signature: _____
		Scrutineer's signature: _____

VOTING PLACE CERTIFICATE

Copy from the app: ordinary vote

Date:	2/10	
Ballot papers issued	171	
Ballot papers supplied	350	
Ballot papers unused	174	
Ballot papers used	176	
Spoilt papers	5	
Questioned votes	0	

Election Day ONLY

Copy from Form	Enrolment forms received	
Special votes received		

VOTING PLACE CERTIFICATE M14-VPCERT

Confirm you have copied the numbers onto your form and tap **SUBMIT**

Confirm reconciliation
?

Record details below on **Form G**

Ballot papers issued	171
Ballot papers supplied	350
Ballot papers unused	174
Ballot papers used	176
Spoilt papers	5
Questioned votes	0

Confirm numbers are recorded

BACK
SUBMIT

9

Success! You have completed your reconciliation, click **OK**

Reconciliation submitted

Success

The reconciliation has been successfully submitted

OK

3b. Special vote reconciliation

The **special vote** reconciliation is conducted using all of the **special vote declaration pack cover sheets** and **unused declarations**.

Complete only one Form B for the voting place.

Use a new column of the reconciliation form for each day.

1 Section 1:

- Record any additional packs of E81 declarations issued to your voting place.
- Record the total number of packs supplied in **Box A**.

Write total number of packs into Box A

1 Which declaration packs were supplied?

Record the first number from each declaration pack

127821	127921									
127841	127941									
127861										
127881										
127901										

List each declaration pack supplied to you

Total number of supplied declaration packs

Mon 14/09	Tue 15/09	Wed 16/09	Thur 17/09	Fri 18/09	Sat 19/09	Sun 20/09	Mon 21/09
A 7	7	7	7	7			

2 Section 2:

- Record any packs transferred out of your voting place.
- Record the total number of transferred special declaration packs in **Box B**.

2 Were any declaration packs transferred out of the voting place?

Record the first number from each declaration pack

Declaration pack number	Transferred by	Declaration pack number	Transferred by	Declaration pack number	Transferred by	Declaration pack number	Transferred by	Declaration pack number	Transferred by	Declaration pack number

Total number of transferred declaration packs

Mon 14/09	Tue 15/09	Wed 16/09	Thur 17/09	Fri 18/09	Sat 19/09	Sun 20/09	Mon 21/09	Tue 22/09	Wed 23/09	Thur 24/09
B 0	0	0	0	0						

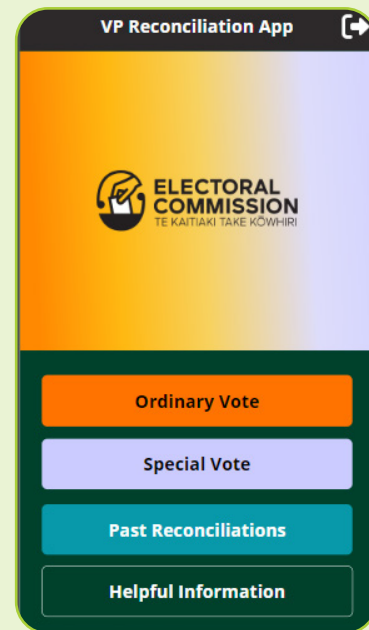
Reconciliation App

1

Open the reconciliation app on your voting place phone.

Tap

Special Vote



2

Use the drop down arrows to select your:

- Home electorate
- Voting place

The date will automatically populate with today's date

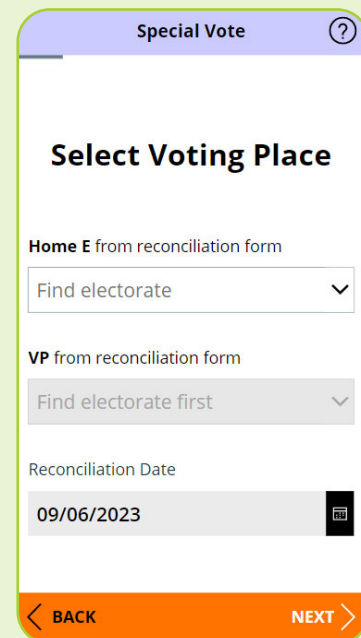
Tap

NEXT >

Recon E: (33) Ōhāriu (AV1)

Home E: (33) Ōhāriu

VP: (117) Tōtara Bay Community Centre,
552 Tōtara Bay Road, Tōtara Bay



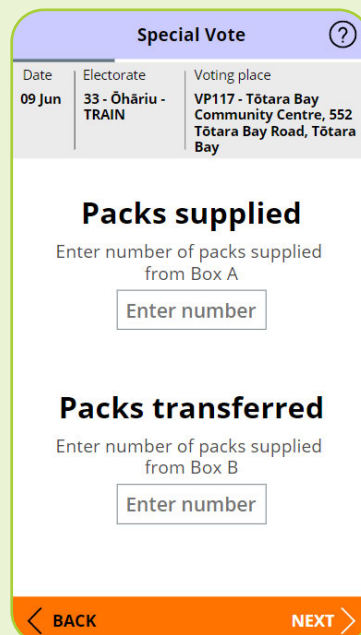
3

From your reconciliation form:

- Enter the number of packs supplied from **Box A**.
- Enter the number of packs transferred from **Box B**.

Tap

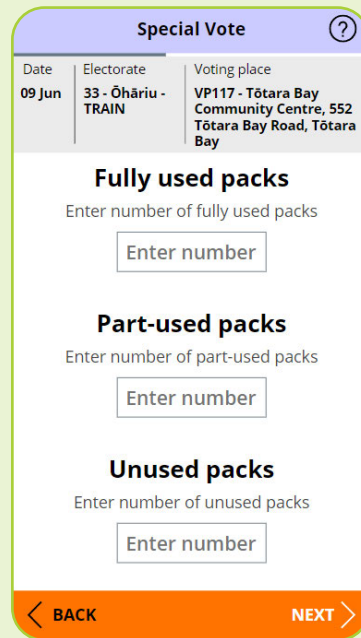
NEXT >



4

Enter the number of unused, fully used and part-used packs that are in front of the ballot box record these onto the respective marker card.

Tap 



Special Vote ⓘ

Date	Electorate	Voting place
09 Jun	33 - Ōhāriu - TRAIN	VP117 - Tōtara Bay Community Centre, 552 Tōtara Bay Road, Tōtara Bay

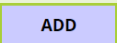
Fully used packs
Enter number of fully used packs


Part-used packs
Enter number of part-used packs

Unused packs
Enter number of unused packs

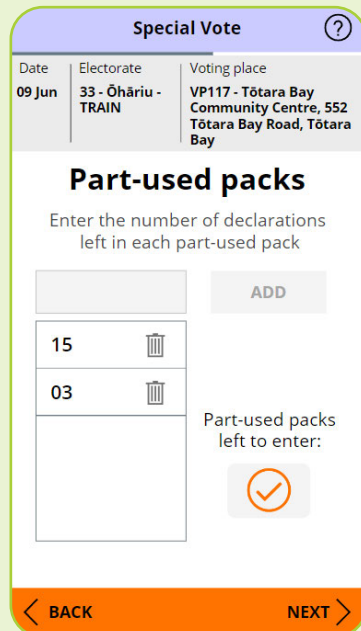
< BACK NEXT >

5

Enter the number of declarations remaining in each part-used pack and tap 

If you incorrectly enter a number, tap  to remove it.


Tap 





Special Vote ⓘ


Date	Electorate	Voting place
09 Jun	33 - Ōhāriu - TRAIN	VP117 - Tōtara Bay Community Centre, 552 Tōtara Bay Road, Tōtara Bay

Part-used packs
Enter the number of declarations left in each part-used pack



15 

03 

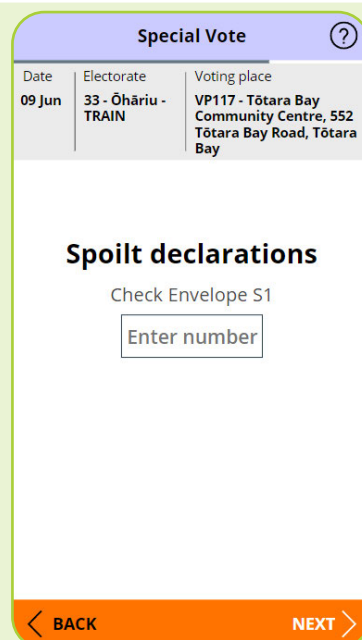
Part-used packs left to enter:


< BACK NEXT >

6

Enter the number of spoilt declarations.

Tap 



Special Vote ⓘ

Date	Electorate	Voting place
09 Jun	33 - Ōhāriu - TRAIN	VP117 - Tōtara Bay Community Centre, 552 Tōtara Bay Road, Tōtara Bay

Spoilt declarations
Check Envelope S1

< BACK NEXT >

7

Enter the daily number of enrolment forms received into the app.

Enter the number of takeaway votes issued from Form K into the app.

Tap **NEXT** >

Special Vote ?

Date	Electorate	Voting place
09 Jun	33 - Ōhāriu - TRAIN	VP117 - Tōtara Bay Community Centre, 552 Tōtara Bay Road, Tōtara Bay

Enrolment forms

Enter daily number from the reconciliation form

Enter number

Takeaway votes

Enter total number issued from Form K

Enter number

< BACK
NEXT >

8

Check that the all the details you have entered are correct.

Copy all the numbers from the app on to Form G

Confirm you have copied the numbers onto your form and tap **SUBMIT**

Special Vote ?

Record details below on
Form G

Special votes issued	44
Takeaway votes issued	8
Enrolment forms received	4

Confirm numbers are recorded

BACK
SUBMIT

9

Success! You have completed your reconciliation, click **OK**

Reconciliation submitted

Success

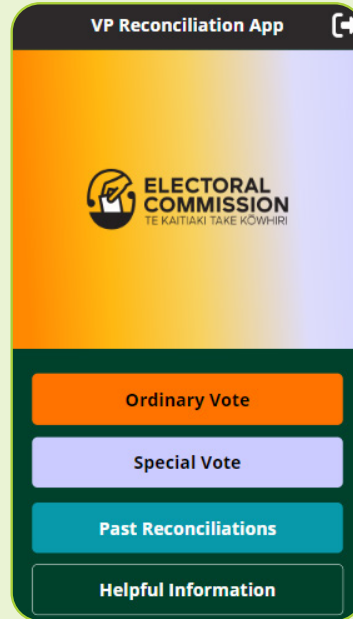
The reconciliation has been successfully submitted

OK

Past reconciliations

1

If you need to edit or view a reconciliation you have already completed, you can use **Past Reconciliations** on your home screen.



2

Select either

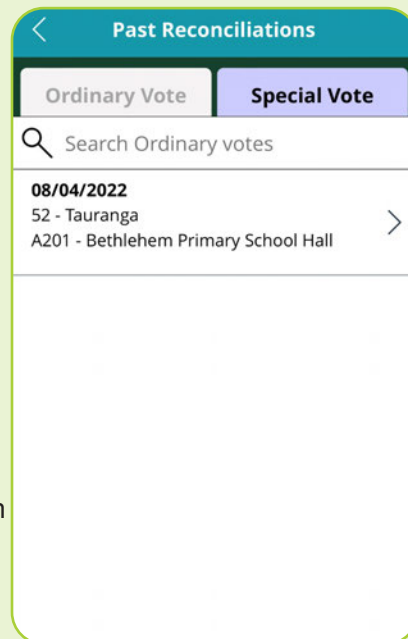
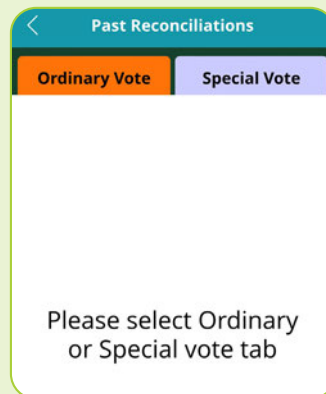
Ordinary Vote

or


Special Vote

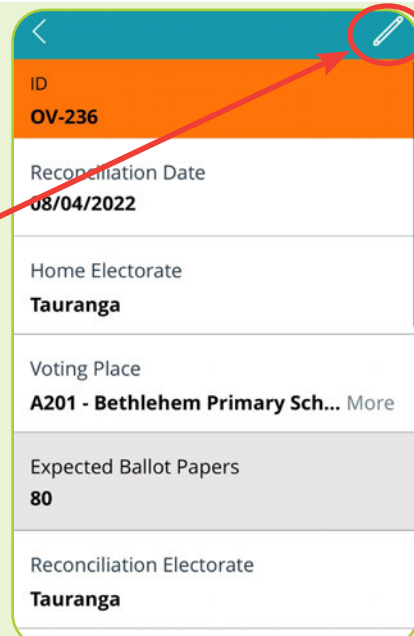
Then select the reconciliation you want to edit or view from the list shown.

Note: you can only edit the last reconciliation you completed for an electorate



3

To edit the reconciliation tap . This will allow you to move through the reconciliation and adjust any numbers, then you can resubmit.



Reconciliation app backup process

If you are unable to use the reconciliation app, call HQ to advise them that you will be following the backup process.

During advance voting

Ordinary votes:

Count the number of entries on all Form V – scrutineer record sheets used during the day for each electorate and write this in the ‘ballot papers issued’ box on Form G.

Report this number back to your HQ.

You will need to do this for each electorate that you issued ordinary votes for.

Special votes:

Use the information recorded on the M14-VMMARKER card and record on the back of Form G for the home general electorate the number of:

- fully used and unused declaration packs
- total number of declarations remaining in part-used packs.

Also record the number of:

- spoiled declarations in Envelope S1
- daily issued enrolment forms
- total issued takeaway votes.

Report these numbers back to your HQ.

On Election Day

Ordinary votes:

Count the candidate votes twice and record both results.

If these numbers do not match, transfer the second result to the ‘Less candidates votes’ section on the bottom of EMS11-P Party Vote counting sheet for the electorate counted.

Report to HQ the total number of votes counted as the number of ballot papers issued to voters.

Special votes:

Count the special votes twice and record on Form F.

Report this number to your HQ when asked for the number of special votes that you issued.

If you are working on Election Day move on to the preliminary count on page 52

4. Complete Form Q - Daily report

Write down anything notable from the day and any issues or concerns.

Use this as a prompt for your next conversation with your Mobile Support or Electorate Manager.

During advance voting:

It is also useful if you are not the Manager the following day, for your replacement to understand what has been happening in the voting place.

5. Recharge and store the mobile phone

While you are packing up the voting place for the night, plug the mobile phone in to charge. It is supplied with a quick charger.

When the voting materials are packed away for the evening, switch off the phone to store it securely overnight with the other key voting materials, away from heat or liquids.

If you are storing materials away from your voting place during advance voting, then leave the phone switched on until you have completed this task.

Switch the phone on immediately when unpacking materials the next morning and check for any messages.

6. Complete Form U - Voting Place check

It is important to complete the end of day checklist on Form U, to ensure that all tasks have been completed before going home.

Start of day, end of day check												
Date												
Start of day												
Check inside and outside of the voting place, looking for any indication of unauthorised access, damage or vandalism.												
Check for risks and record on Form P												
Ballot box seals match the record on the box and boxes are secured by cable ties												
All staff are wearing their orange vest and ID card												
Voting place mobile phone switched on, checked for any messages and eRoll is working												
Initial												
End of day												
Mobile phone signed out and switched off												
All windows closed and secured												
All doors properly shut, and locks are engaged												
All keys or access cards to the voting place are accounted for												
Check: alarm is activated upon leaving (where applicable)												
Advance voting period:												
All voting materials are safely secured												
Initial												

Report all security concerns as soon as possible to your Electorate Manager

FORM U VOTING PLACE CHECK

7. Secure materials



8. All staff complete timesheets and sign out



Voting Place Employee Timesheet M37-VPTIME

Electorate no. and name:
 Employee full name:
 Position or Role:
 Voting place no. and name:
 Week ending date: Friday
 Voting Place Manager:

Timesheet instructions:

1. Complete all information, including your name and role.
2. Record your start and finish times against each day you work. Round to the closest 15 minutes. E.g. 2:15pm, 4:30pm, 1:45pm.
3. Record your lunch/dinner break(s) E.g. 30mins.
4. Calculate your total hours. Lunch and dinner breaks are unpaid, deduct these from the total hours claimed each day.
5. Your timesheet is submitted through your Voting Place Manager weekly.

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
Start							
Finish							
Lunch / dinner							
TOTAL							
TOTAL HOURS for week							

Employee signature: Date:
 Voting Place Manager signature: Date:
 Electorate Manager signature: Date:

Ask all staff to complete their timesheet- M37-VPTIME and sign out on Form S before leaving for the day.

FORM S STAFF SIGN-IN

Electorate No. and Name: **Roscoe E. (32) Ontario (A&T)**
 Voting Place No. and Name: **MP-1-17-19 Wake Pine Community Centre, 302 Wake Pine Road, Wakeham Bay**

Voting Place Manager:
 Signature:

Name	Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday	
	Time in	Time out	Time in	Time out	Time in	Time out	Time in	Time out	Time in	Time out	Time in	Time out	Time in	Time out

ELECTORAL COMMISSION M37-VPTIME STAFF SIGN-IN

Advance Voting ONLY

TASKS FOR SOME DAYS

- 1 Phase change of materials
- 2 Return of special vote envelopes before the end of voting



1. Phase change of materials

If your Voting Place is expected to issue more than 2,000 ordinary votes for a single electorate during advance voting, then you are likely to complete a phase change for those voting materials.

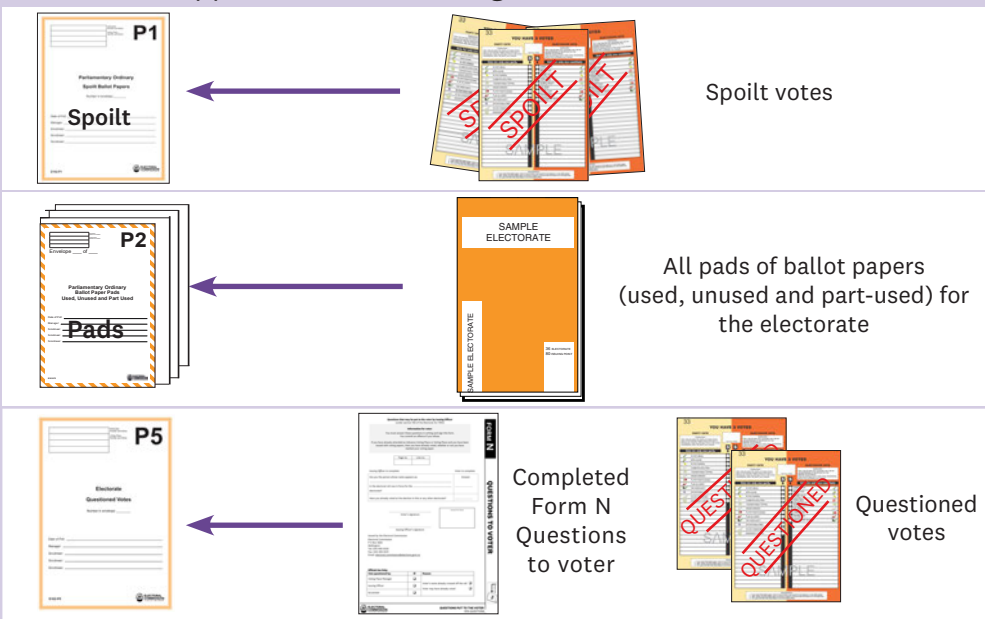
A phase change makes other processes like counting the ballot papers more manageable as well as removing a large number of votes to secure storage at electorate HQ.

The Electorate Manager or Logistics & Supplies Manager will advise if you will be required to have a phase change and if so, at the end of which day. Your Mobile Support will assist you with the process. There is a film clip you can watch in the 'Additional Info' section on the reconciliation app.

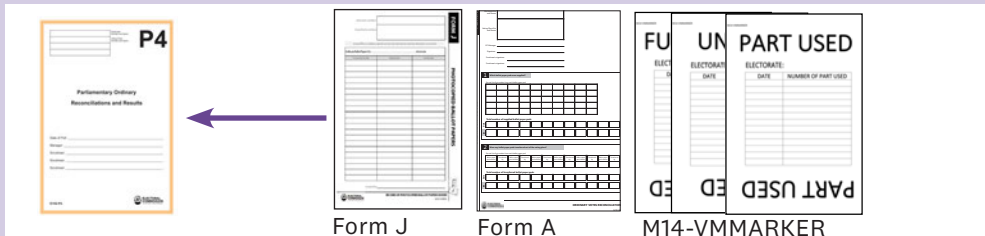
To complete a phase change for an electorate:

1 At the end of the day of voting, complete ordinary vote reconciliation as usual

- 2
- Pack up the materials for that electorate into an E206 supplies box
 - Mark the supplies box with 'Voting Place [number], Phase 1'

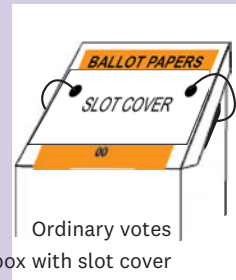
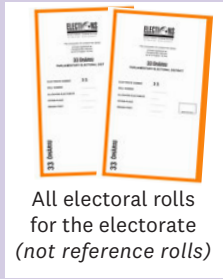
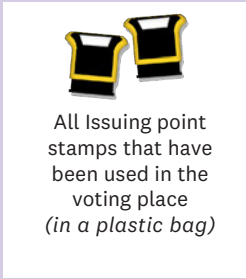


- [Redacted]
- Record the sticker number and number of papers contained on Envelopes P1 and P5
Note: if Envelope P1 or P5 are empty, mark '0' on the front
- Pack Form A, the material marker cards, packing sheet and Form J into Envelope P4 and leave unsealed.



Continued

2



All electoral rolls for the electorate being changed over, must be returned.

All issuing point stamps used up to this time in the voting place must be returned with Phase 1 materials, whether or not they have issued votes for this electorate.

- Fix the slot cover over the slot on the ballot box with the short cable ties
- [REDACTED]
- Write the number of the sticker on the top of the supplies box
- Update Form O - Return of Materials

Ballot box tracking					
Description	Date	Ballot box ID number	Seal number	Transported by (staff name)	Signature

3 Once Phase 1 materials have been packed, the ballot box for Phase 2 can be opened and the contents checked against the consignment and tracking notes, ready for issuing the next day

4 Note: next time you complete a reconciliation you will need to select a different phase in the app for the electorate you have done a phase change for example use AV2 instead of AV1

5 The materials should immediately be returned to electorate HQ for secure storage using two staff members.



2. Return of special vote envelopes before the end of voting

If the voting place issues many special votes, the Mobile Support may collect these for [REDACTED]. This may happen on the same day as a phase change for ordinary votes.

1 Secure the special votes ballot box by fixing the slot cover with thin cable ties

2 Ensure you have a new, empty special vote ballot box for the next day of voting

3 Update Form O - Return of Materials.

Ballot box tracking						En
Description	Date	Ballot box ID number	Seal number	Transported by (staff name)	Signature	



TASKS AT THE END OF THE VOTING PERIOD

- 1 Final voters
- 2 Pack materials and equipment
- 3 Final checklist
- 4 Return voting materials and supplies to electorate headquarters

1. Final voters

If there is a queue of voters at the close of voting on your last day or Election day, you should bring people into the voting place before closing the door. This may mean your staff are issuing votes beyond the advertised closing time.

- 1 Move any voters waiting outside of the voting place so they are inside before the closing time.
- 2 Lock the door(s) at the advertised closing time:
 - Have a staff member stand next to the door to allow voters to leave. If you have a security guard they can help with this task
 - Ask a staff member to bring in all of the outside signs
 - Issuing officers will issue ballot papers to voters who are in the voting place before closing time.
- 3 Remind staff to keep their mobile phones off until they leave at the end of the night
- 4 **ELECTION DAY:**
Keep the ballot boxes sealed until the last voter has left and the doors are locked.
- 5 **ADVANCE VOTING:**
The ballot boxes must remain sealed at all times.

Complete regular end of day tasks including reconciliation

2. Pack materials and equipment

IMPORTANT: Packing up voting materials correctly and tidily is critical for electorate HQ staff preparing for post-election processes. If you do not pack up your voting place materials according to the following instructions you will be asked to repack them at the electorate HQ.

Manager assigns these tasks to staff:



Provide M14-PACKOV and M14-PACKSV A3 packing sheets from the P4 and S6 envelopes.



1. Pack special vote materials (Step 2.1)

2. Pack ordinary vote materials (Step 2.2)

3. Pack other supplies and equipment (Step 2.6)

4. Tidy and reset the facilities as required.



Manager completes these tasks while staff pack other materials:

1. Check and seal envelopes (Step 2.3)

2. Pack boxes (Step 2.4)

3. Label and seal boxes (Step 2.5)

4. Check that the facility has been reset as required.



2.1 Pack special vote materials, enrolment forms, voting cards and Special Vote slips

MATERIALS



Spoilt special votes



Spoilt declarations E81 and E83



Spoilt special vote envelopes

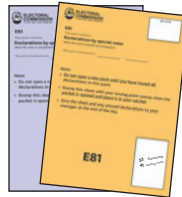


Spoilt enrolment forms - ROE1



Declarations E81 and E83 (unused and part-used packs)

Special vote ballot paper pads

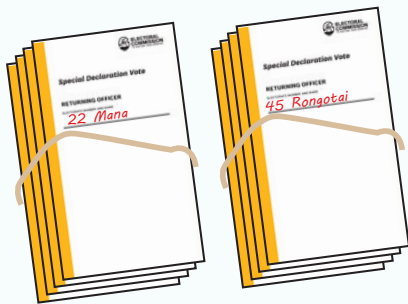


Declaration cover sheets

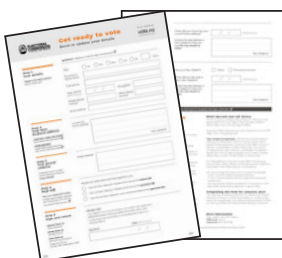
ELECTION DAY ONLY



Special vote envelopes for your home general electorate (including any returned takeaway votes for your home general electorate)



Special vote envelopes bundled with rubber bands by electorate (including any returned takeaway votes for other electorates)



Completed enrolment forms ROE 1

ENVELOPE



S1

Special Vote Spoilt Declarations and Spoilt Voting Papers

Number in envelope: _____

Date of Poll: _____
 Manager: _____
 Assistant: _____
 Supervisor: _____

10000000



S2

Envelope ___ of ___

Special Vote Pads and Declaration Packs Used, Unused and Part Used

Date of Poll: _____
 Manager: _____
 Assistant: _____
 Supervisor: _____

10000000



S3

Envelope ___ of ___

Special Vote Envelopes Home General Electorate

Date of Poll: _____
 Manager: _____
 Assistant: _____
 Supervisor: _____

10000000



S4

Envelope ___ of ___

Special Vote Envelopes All Other Electorates

Date of Poll: _____
 Manager: _____
 Assistant: _____
 Supervisor: _____

10000000



S5

Enrolment Forms

Number in envelope: _____

Date: _____
 Manager: _____

10000000





MATERIALS

Form B

Form K

ELECTION DAY ONLY

FORM F SPECIAL VOTE SUMMARY

Form F

SPECIAL VOTE SUMMARY	
Ballot Paper	Special Vote Summary
1. Ballot Paper	1. Ballot Paper
2. Ballot Paper	2. Ballot Paper
3. Ballot Paper	3. Ballot Paper
4. Ballot Paper	4. Ballot Paper
5. Ballot Paper	5. Ballot Paper
6. Ballot Paper	6. Ballot Paper
7. Ballot Paper	7. Ballot Paper
8. Ballot Paper	8. Ballot Paper
9. Ballot Paper	9. Ballot Paper
10. Ballot Paper	10. Ballot Paper
11. Ballot Paper	11. Ballot Paper
12. Ballot Paper	12. Ballot Paper
13. Ballot Paper	13. Ballot Paper
14. Ballot Paper	14. Ballot Paper
15. Ballot Paper	15. Ballot Paper
16. Ballot Paper	16. Ballot Paper
17. Ballot Paper	17. Ballot Paper
18. Ballot Paper	18. Ballot Paper
19. Ballot Paper	19. Ballot Paper
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98. Ballot Paper	98. Ballot Paper
99. Ballot Paper	99. Ballot Paper
100. Ballot Paper	100. Ballot Paper

ENVELOPE



Completed Form V

Voting cards and Special Vote slips

EasyVote Card

EasyVote Card

S6

Special Vote Reconciliation and Summary

Date of Poll: _____

Manager: _____

Soulineer: _____

Soulineer: _____

Soulineer: _____

© Electoral Commission



All issuing point stamps

Plastic bag

Plastic bag



S7

Spoilt Empty

Voting papers, declarations and enrolment forms

Date of Poll: _____

© Electoral Commission

Plastic bag





2.2 Pack ordinary vote materials

Ask staff to pack up the following by electorate:

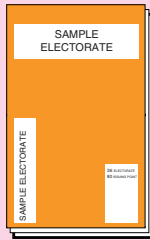


MATERIALS



Spoilt ordinary parliamentary votes

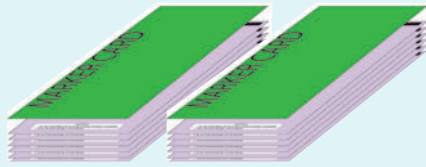
ENVELOPE



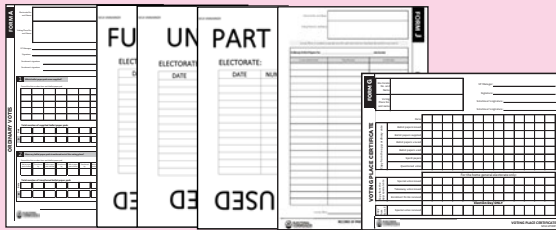
Pads of ballot papers (used, unused and part-used)



ELECTION DAY ONLY

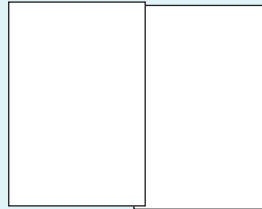


Counted ballot papers and marker cards



Form A M14-VMMARKER Form J Form G

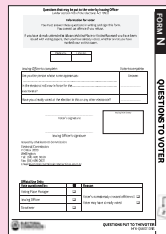
ELECTION DAY ONLY



EMS11-C & EMS11-P



Questioned/apparent dual votes



Completed Form N Questions to voter

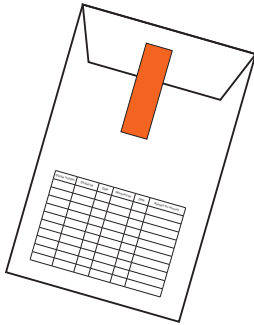


Electoral rolls





2.3 Check and seal envelopes



- Check that the contents of each envelope are correct.

Issuing Officers and Voter Assistants can:

- [Redacted]
- Record the sticker number and other details on the envelopes.
Note: if any envelopes are empty, mark '0' on the front.
- Then the Voting Place Manager can sign each [Redacted].
- Invite any scrutineers watching to witness (sign) the documents and stickers.



2.4 Pack boxes

Advance voting

Special vote materials (section 2.1): Instruct staff to pack all the special vote materials and other items neatly into a E206 supplies box

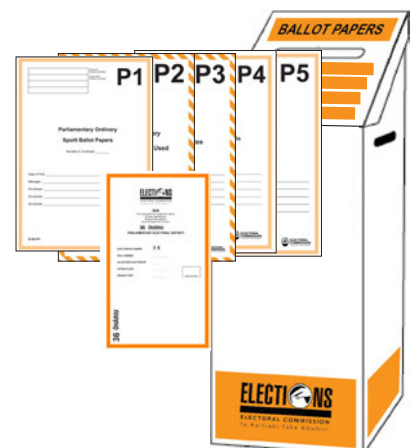
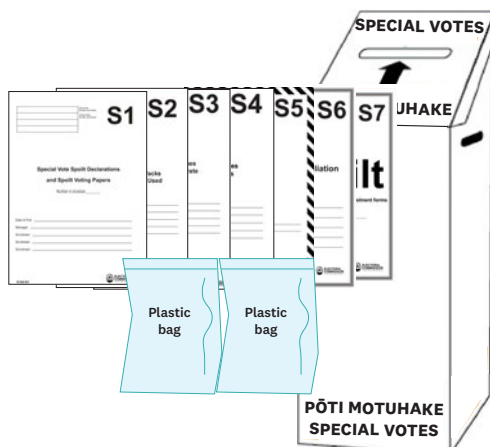
Ordinary vote materials (section 2.2): Instruct staff to pack all the ordinary vote materials neatly into a E206 supplies box for each electorate.



Election Day

Special vote materials (section 2.1): Instruct staff to pack all the special vote materials and other items neatly into the special votes ballot box

Ordinary vote materials (section 2.2): Instruct staff to pack all the ordinary vote materials neatly into each electorate's ballot box.





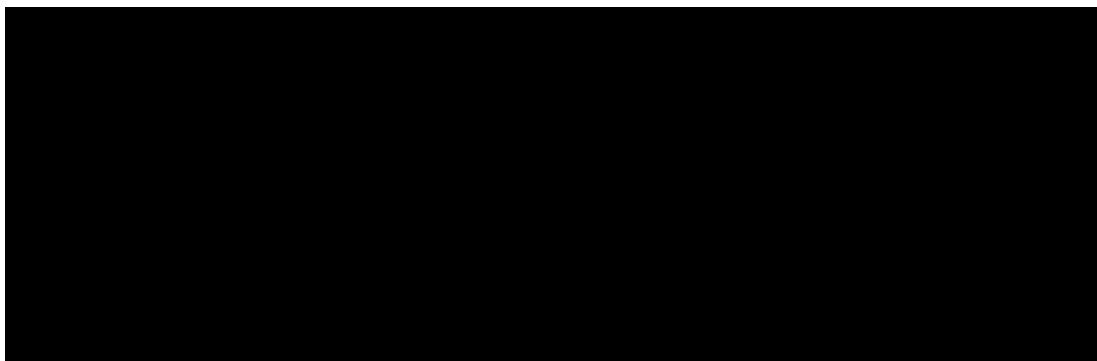
2.5 Label and seal boxes

- If not already completed, write on the top of each supplies box:
(*ELECTORATE NAME*)
(*NAME OF VOTING PLACE*)
If there is more than one supplies box for any one type of voting materials, ensure that the boxes are numbered, for example 1 of 2

Advance voting

- Seal the supplies box containing the envelopes, ballot papers and declarations, with a [REDACTED].
- Write the number of the [REDACTED] on the top of the supplies box(es).
- Fix the slot cover to the ballot box with the small cable ties. Leave the ballot box sealed.

Election Day only: Seal the ballot boxes with a [REDACTED] and log the details on the box



2.6 Pack other supplies



Instruct staff to pack all the remaining supplies into one or more supplies box(es). This will include the voting place folder, satchels, all stationery, Index to Places & Streets, posters, unused enrolment forms and envelopes, checklists, brochures, signs and forms.



During advance voting: If your materials will be handed over for Election Day, the other equipment can be left set up.

If not, pack up the election equipment that can be dismantled and stack it together in the agreed position inside the voting place. You may have cardboard issuing tables, screens and signage stands, folding chairs and sandwich board signs.

On Election Day: Pack up the election equipment that can be dismantled and stack it together in the agreed position. You may have cardboard issuing tables, screens and signage stands, folding chairs and sandwich board signs.

3. Final checklist



Leave the voting place tidy and in the state that you found it
(for example the tables and chairs are as they were when you arrived)

Move your car close to the entrance to the voting place.
Ask staff to assist you to monitor and move voting materials and
supplies to vehicle(s) for their return to electorate HQ.
Do not leave the materials unattended in a car at any time

Ask all staff to sign out and thank them for their help

Turn off the lights and heating and lock the premises.
Activate any security devices and return keys (if applicable).

4. Return voting materials and supplies to electorate headquarters

At the end of advance voting you must have another staff member with you when returning the materials to HQ. On Election Day the staff members may need to help you return the voting materials and supplies to electorate HQ if you cannot fit all of the materials in one car. You must ensure that the ballot boxes and other supplies are kept within the custody and care of yourself and another electoral official at all times.

When voting materials and supplies are returned, electorate HQ staff will check that all materials are accounted for and check the contents of the supplies boxes.

If the supplies are not in order, you or the person delivering them will be required to repack the boxes.

The Electorate Manager may direct Voting Place Managers in some electorates to deliver ballot boxes and supplies to an agent rather than directly to electorate HQ. The agent will check the materials, have you sign Form M - Agent's Receipt and keep the materials in secure custody before returning them to electorate HQ.

Congratulations!

**Thank you for your participation and contribution
to our team effort.**

ELECTION DAY ONLY

Preliminary count of ordinary votes

The preliminary count involves counting the **ordinary votes only**.

There are six parts to completing the count.



OPEN ballot papers



SORT ballot papers



CHECK ballot papers



COUNT ballot papers



ASSIST other counters as directed



REPORT results

Ordinary vote tolerance scale

If the votes counted do not balance with the total number of ordinary votes issued, this tolerance scale tells you how many votes you can be out by before you need to recount the votes:

- If the difference is **greater than** the number given, you **must** recount the votes. You only need to do **one** recount.
- If the difference is **less than or equal to** the number given you **do not** need to recount the votes.

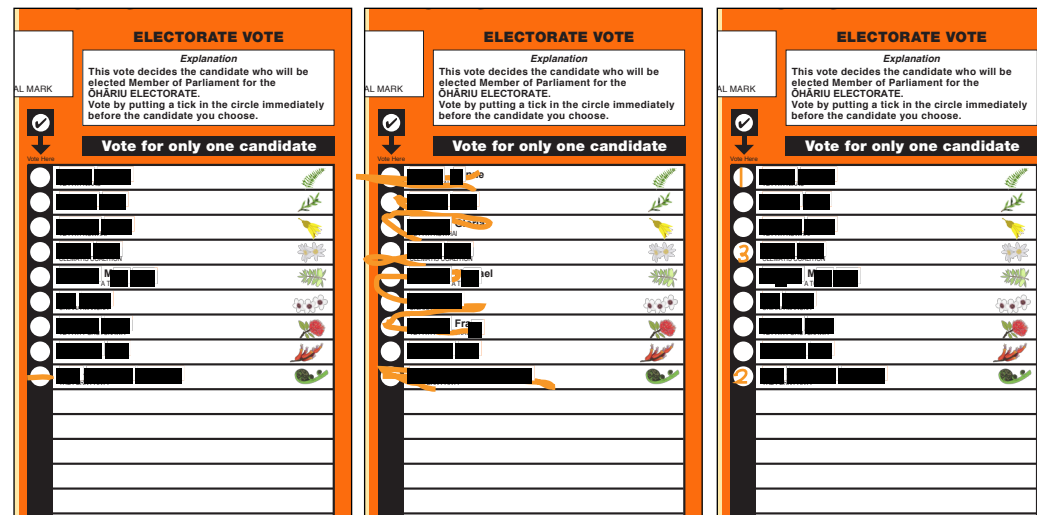
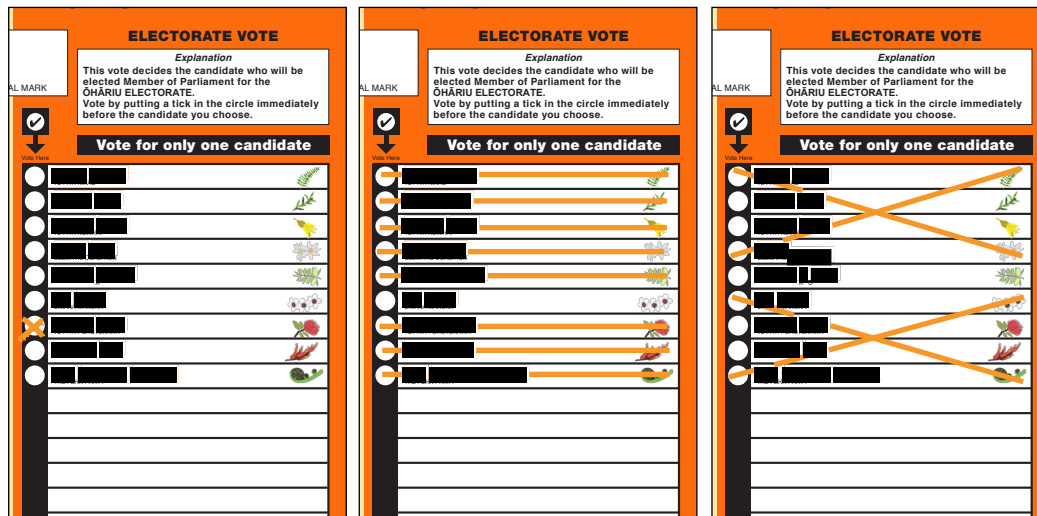
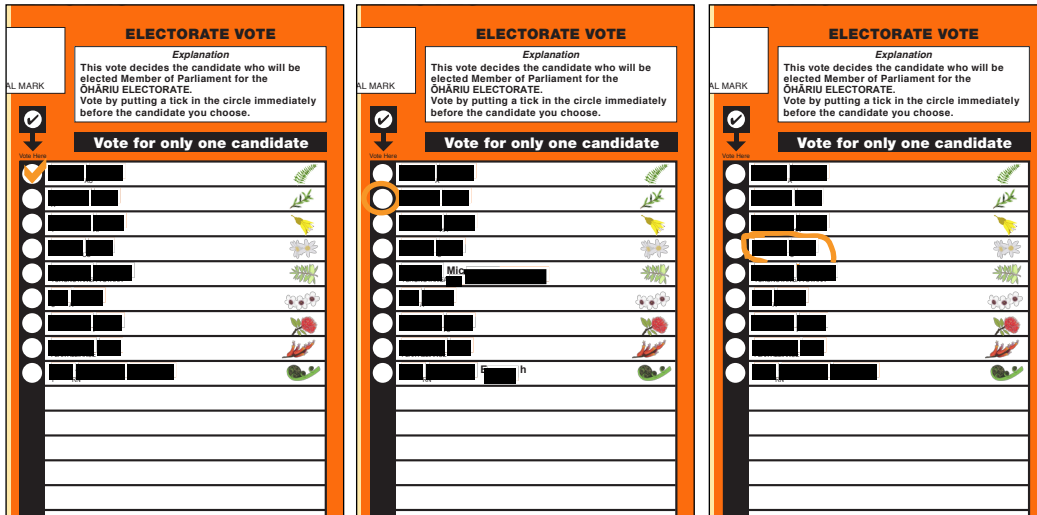
Number of votes issued	Allowed difference
1 to 100	0
101 - 200	1
201 - 400	2
401 - 600	3
601 - 800	4
801 - or more	5

Information about informal votes

A vote is counted as an informal vote when the voter's intention on the ballot paper is unclear. Counters should ask the question this way: "the voter hasn't followed the instructions on the ballot paper, but can I determine the voter's intention?"

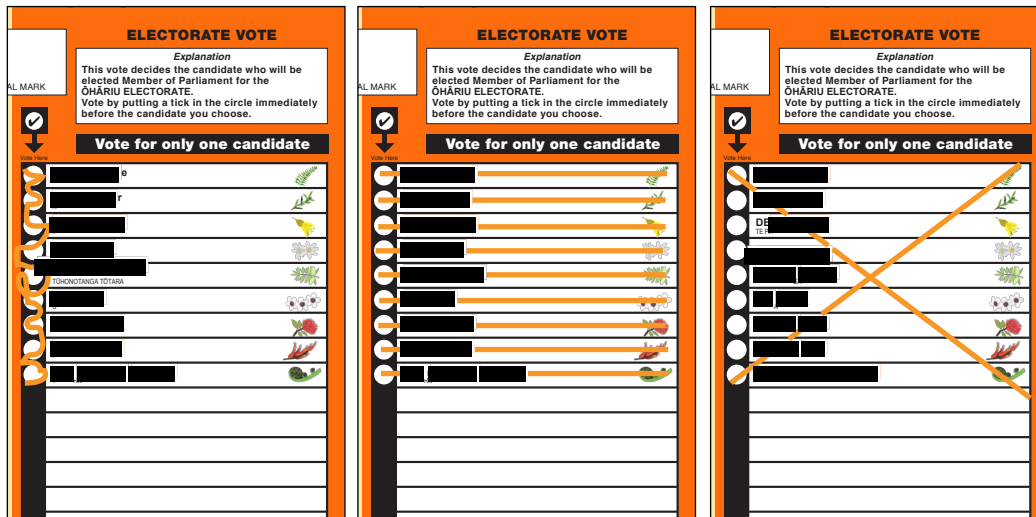
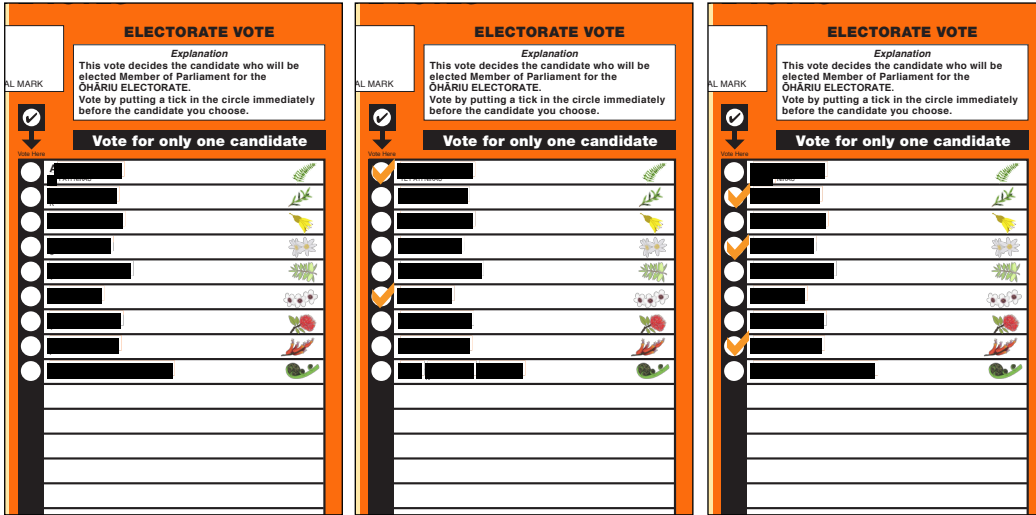
See the examples drawn from previous elections below.

The voter's intention is clear - i.e. *not* informal



1 is the voter's intended choice

The voter's intention is unclear - i.e. informal





Counting the votes

Prepare the ballot papers



OPEN

- 1** Instruct staff to move issuing tables together to form:
 - One large counting area for the home general electorate
 - One small counting area for the home Māori and any shared electorates
- 2** Starting with the home general electorate, break the seal on the ballot box, fill in the seal log and empty the contents onto the counting tables. Read out and demonstrate the following instructions:

Unfold each ballot paper one at a time. Check that each paper:

 - is the correct paper for that electorate; the electorate number is found at the top left-hand corner
 - has a black sticker over the number on the ballot paper; put a sticker on any paper without one.

Do not look at how the voter has marked the ballot paper. Place any ballot papers for other electorates, special vote declarations or enrolment forms to your right, face down. Continue until all the ballot papers are unfolded.
- 3** Check behind the flaps in the ballot box and on the floor for any additional papers
- 4** Gather and return papers to the ballot box, ready for the count
- 5** Return any materials found in the wrong box, to the correct count
- 6** Ask a staff member to repeat the process for the other counts while you complete the reconciliations
- 7** For any ballot boxes containing votes for more than one electorate, ask staff to sort these by electorate and gather them into electorate piles before returning them to the ballot box, separating each electorate with their marker cards.

You may have been given M55-ECMARKER electorate marker cards to help with this sort; if you have, provide one marker card for each electorate to the staff sorting this ballot box.

Note: if there are any special vote declarations or enrolment forms found in the ballot box you will need to add them to the appropriate envelope and adjust the paperwork accordingly.

Add any ballot papers for the other electorates to the count for that electorate.

Steps for the electorate candidate count

Note: if there are fewer than six ballot papers, to retain voter confidentiality the votes are **not counted**. You must record ‘fewer than six votes’ on Form G beside ‘Ballot papers issued’. Then pack the voting papers and unused marker cards into Envelope P3, seal the envelope with a signed security sticker and move on to the next count.

If you have six or more ballot papers, continue with the preliminary count as instructed below:

SORT

1	Place the candidate marker cards in alphabetical order, anticlockwise around the table. Note: you may need to move markers to make sure that markers for popular candidates (i.e. those with expected large numbers of votes) are not in front of one counter
2	Place the candidate informal marker card(s) in the centre of the table
3	Divide the ballot papers evenly among the counters
4	<p>Say to staff:</p> <p>Process each ballot paper one at a time.</p> <p>If a candidate’s marker is in front of you, place a vote for that candidate on the marker, face up.</p> <p>Note:</p> <ol style="list-style-type: none">1. Candidate votes are on the right-hand side of the ballot paper2. Make sure you do not cover the candidate’s name on the marker. <p>If a candidate’s marker is not in front of you, place a vote for that candidate to your right, turned face down.</p> <p>Do not place votes onto other counter’s markers.</p> <p>Place the vote on the informal vote marker if in doubt about the voter’s intention.</p> <p>Look to your left for more votes.</p> <p>Repeat the process until all votes are sorted.</p>
5	<p>Check the informal candidate votes to determine if the voter’s intention is clear for their candidate vote (see information about informal votes on pages 53-54):</p> <ul style="list-style-type: none">● If the voter’s intention is clear, add the vote to the appropriate marker● If the voter’s intention is unclear, leave as informal

6

Once the counters have **sorted** all the votes, say to staff:

Check each pile has votes for that candidate only.

7

Once all the ballot papers have been **checked**, say to staff:

Count votes for each marker in groups of 10, then into lots of 50.

Place the lots of 50 sideways to one another.

Record the number of votes for the candidate in the first box on the marker.

If there are nil votes, record as '0'.

Place the marker on the top of each set of counted papers.

Repeat the process until all votes are counted.

8

Ask a counter to count the informal candidate votes and to record the number of votes in the first box on the candidate marker.

If some piles of votes are large, ask counters who have finished to help others

9

Complete the **EMS11-C Candidate Vote Counting Sheet**, say to staff:

I will call out each candidate one at a time.

Please tell me the number of votes they received.

I will record the number and repeat it back to you to check.

Note: If there are nil votes, record as '0'

- Add the votes for each candidate and the informal votes to get the *Total Candidate Votes*
- Subtract the 'Ballot papers issued' on Form G from the 'Total Candidate Votes' and record the result as 'difference' on EMS11-C
- If the difference is not '0' find the number of votes issued on the count tolerance scale (see page 52)
- If the difference is less than or equal to the allowed tolerance, move on to step 10
- If the difference is more than the tolerance scale allows, check that:
 - the informal votes are included
 - the numbers are added correctly
 - the numbers are recorded correctly
 - the number of piles of 50 votes are counted correctly
 - all the votes are counted: check the ballot box and the floor

10

If the checks do not make the difference equal to or less than the number the tolerance scale allows:

- Recount the ballot papers **once**
- Record the new count in the second box on the candidate marker card
- Record the numbers on the recount column on EMS11-C

If the count still does not balance, **do not recount again**, move onto step 11

11

Gather up piles of candidate votes:

- If necessary rearrange each candidate’s pile from lots of 50 into a single pile
- Put the piles of votes in alphabetical order by candidate with ‘A’ at the top and the informal marker and informal votes at the bottom
- Alternate each candidate’s votes sideways

12

Transfer the ‘Total Candidate Votes’ on to the ‘Less candidates votes’ section on the bottom of EMS11-P for this electorate.

EMS11-C Candidate Vote Counting Sheet

Voting Place name and number	117 - Tōtara Bay Community Centre					
Electorate for these ballot papers	33 Ōhāriu (ED)					
Electoral Candidate	Votes			VP Recount		
[REDACTED]	3	5	6			
		6	3			
			6			
		2	4			
		2	7			
			8			
	4	0	2			
		2	3			
		1	0			
Candidate Informal Votes			7			
Total Candidate Votes	9	2	0			
Less ballot papers issued to voters (from Form G)	9	2	0			
Difference (if difference is not '0' refer to count instructions)			0			

EMS11-C CANDIDATE VOTE COUNTING SHEET

Write one digit in each column

Transfer this number to **EMS11-P**

Steps for the party vote count

When the count of ordinary votes for electorate candidates and the candidate informal votes is complete:

SORT

- 1 Place the party marker cards in alphabetical order, anticlockwise around the table. Note: you may need to move marker cards to make sure that those markers for popular parties (i.e. those with expected large numbers of votes) are not in front of one counter
- 2 Place the party informal marker card in the centre of the table
- 3 Place the piles of the counted candidate votes on the table **in front of** the person with that party's marker. For example, place the Labour candidate votes in front of the Labour party marker card.
Distribute independent and informal candidate votes to the counters with the least votes in front of them.
Note: Be careful to place these papers in front of, and not on top of, the party markers
- 4 Collect the candidate and candidate informal marker cards and place them away from the table. Ask the counters with more than one pile of ballot papers in front of them to combine them into one stack
- 5 Read out the following instructions to counters and then begin the count:

Process each ballot paper one at a time.
If a party's marker is in front of you, place a vote for that party on the marker, face up
Note:
1. Party votes are on the left-hand side of the ballot paper
2. Make sure you do not cover the party's name on the marker.
If a party's marker is not in front of you, place a vote for that party to your right, turned face down.
Do not place votes onto other counter's markers.
Place vote on the informal vote marker if in doubt about the voter's intention.
Look to your left for more votes.
Repeat the process until all votes are sorted

CHECK

- 6 Once the counters have sorted all the votes, say to the staff:
Check each pile has votes for that party only.
- 7 Check the informal party votes to determine if the voter's intention is clear for their party vote.
If the voter's intention is clear, add the vote to the appropriate marker.
If the voter's intention is unclear, leave as informal

8

Once all the ballot papers have been **checked**, say to staff:

Count votes for each marker in groups of 10, then into lots of 50.

Place the lots of 50 sideways to one another.

Record the number of votes for the party in the first box on the marker.

If there are nil votes, record as '0'.

Place the marker on the top of each set of counted papers.

Repeat the process until all votes are counted.

9

Ask a counter to count the informal party votes and to record the number of votes in the first box on the party marker.

If some piles of votes are large, ask counters who have finished to help others

10

Complete the **EMS11-P Party Vote Counting Sheet**, say to staff:

I will call out each party one at a time.

Please tell me the number of votes they received.

I will record the number and repeat it back to you to check.

Note: If there are nil votes, record as '0'.

Add the votes for each party and the informal votes to get the *Total Party Votes* counted.

Subtract the 'Total Candidate Votes' from EMS11-C and record the result as 'difference' on EMS11-P

If the difference is not '0' find the number of votes issued on the count tolerance scale (see page 52). If the difference is less than or equal to the allowed tolerance move to step 11.

Note: If the candidate and party vote counts do not match, you do not need to recount the votes unless the difference is greater than the allowed tolerance.

If the difference is more than the tolerance scale allows, check that:

- the informal votes are included
- the numbers are added correctly
- the numbers are recorded correctly
- the number of piles of 50 votes are counted correctly
- all the votes are counted (check the floor and the candidate marker cards)

11

If the checks do not make the difference equal to or less than the tolerance scale allows:

- Recount the lots of 50 ballot papers **once**
- Record the new count in the second box on the party marker card
- Record the numbers on the recount column on EMS11-P

If the count still does not balance, **do not recount again**, move on to step 12

- 12** Gather up the piles of party votes:
- If necessary rearrange each party's pile from lots of 50 into a single pile
 - Put the piles in alphabetical order by party with 'A' at the top and the informal marker and informal votes at the bottom
 - Keep each party's marker on top on its papers
 - Place the electorate candidate markers on top of the pile

- 13** Put the ballot papers and marker cards into Envelope P3 for the appropriate electorate.
- Note:** Do not overfill Envelope P3. Each envelope should hold up to 900 votes. You should have another envelope if you are expected to receive more than this amount

- 14** Repeat the preliminary count for all other electorates for which the voting place issued ordinary votes

- 15** Follow the instructions for 'Report the Preliminary Count Results'.

EMS11-P PARTY VOTE COUNTING SHEET

EMS11-P Party Vote Counting Sheet	
Voting Place name and number	117 - Tōtara Bay Community Centre
Electorate for these ballot papers	33 Ōhāriu (ED)

Party	Votes	VP Recount
Clematis Coalition		
Flax Alliance		
Kotahitanga Rimu		
Rōpū Kauri		
Te Pāti Kōwhai		
Te Pāti Nikau		
Te Pāti Pōhutukawa		
Te Pāti Poroporo		
The Fern Party		
Tūhonotanga Tōtara		
Uniana Mānuka		
Wineberry League		
Party Informal Votes		
Total Party Votes		
Less total candidate votes (from EMS11-C)		
Difference (if difference is not '0' refer to count instructions)		

Report the preliminary count results

- Results must be reported as early as possible and no later than 9.15pm
- Call electorate headquarters before 9.15pm if you have any difficulties with paperwork or the counts
- While you are phoning through the results, staff can start closing down the voting place by packing up voting screens and other equipment.

1	Gather Form G, EMS11-C and EMS11-P for each electorate
2	Phone [REDACTED] and enter 99 and your electorate number when prompted eg: 99XX
3	[REDACTED] [REDACTED] [REDACTED]
4	Holding the forms for each electorate: <ul style="list-style-type: none">• Do not provide answers or information without being requested• Answer all questions that the telephone operator asks you• When the telephone operator repeats your answers, tell them immediately if there are errors• End the call only when the telephone operator instructs you to
5	Phone the Electorate Manager if there are any other issues
6	Pack forms into their correct envelope.

Refer to page 40 to continue the end of day processes

Notes:

CHAPTER 21 – PREPARING FOR THE POST-ELECTION PERIOD

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1 PREPARING FOR POST-ELECTION

1.1 INTRODUCTION

To be prepared for post-election it is critical that you:

1. Understand your role as the Electorate Manager (EM) and your responsibilities during the post-election process
2. Understand the timeframe and order of tasks to be completed
3. Appoint and train your Post-Election Manager, who will be able to keep on top of tasks and ensure deadlines are met.

Preparing for post-election will begin prior to Election Day with tasks due to begin on Monday E-12. The purpose of post-election processing is to carry out the following tasks.

Task	Chapter
Scan enrolment forms returned to headquarters (HQ) from voting places and teams and send them via the Electronic Roll Scrutiny Application (ERSA) to enrolment staff for processing.	25 – Scanning
Account for voting materials returned from voting places and teams and deliver them to the headquarters teams to process.	24 – Sort and send
Scan electoral rolls used by voting places and teams to issue ordinary votes.	25 – Scanning
Determine which special voters' votes should be counted and prepare them for the official count.	28 – Special votes
Scan special vote declarations where the voter's eligibility to vote cannot be determined in Election Management System (EMS) and send them via ERSA to enrolment staff for processing.	25 – Scanning
Identify votes and voters that must be disallowed and removed from the official count.	26 – Dual votes 27 – Post-writ changes
Carry out a reliable count of all allowed votes in the election and produce the Official results.	29 – Official count
Dispose of all materials appropriately and close down your headquarters.	30 – Completion

The post-election period is the busiest three weeks of the election period. You must be well prepared so that activities run smoothly. All preparations for post-election activities should be complete before Election Day. This includes working out and preparing your post-election:

- staff requirements
- space and layout needs

- supplies.

While these processes will be led by the post-election manager, all headquarters managers (HQ Managers) need to understand the processes so that they can quickly identify if something is wrong.

Enrolment form scanning begins during the advance voting period. All other processes described in this chapter happen from Sunday E+1.

In addition to these processes, the Election Day payroll needs to be processed and run during this period. See Chapter 11 – Payroll for more information.

1.2 SECURITY OF VOTING MATERIALS

During the post-election period you are dealing with live voting materials. The security of these materials is critical to the integrity of the election.

[REDACTED]

1.3 LABOUR DAY 2023

This year Labour Day will be observed on Monday 23 October (E+9). It is expected that no staff will be working this day. The post-election timelines have been adjusted to reflect this. Please consult your Regional Manager (RM) if you need to have staff working this day.

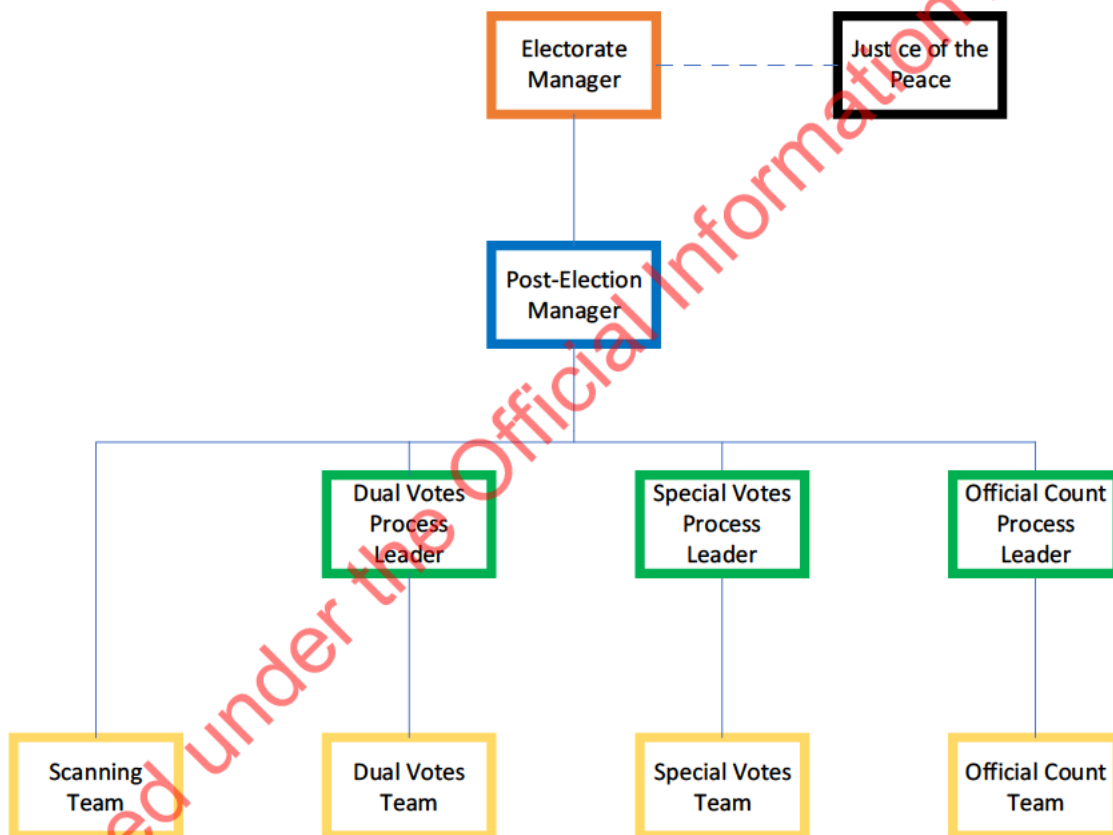
2 STAFFING FOR POST-ELECTION PROCESSING

2.1 MANAGEMENT

Although the Electorate Manager (EM) has overall responsibility for post-election processes, you need to appoint a post-election manager to oversee post-election processing. The EM needs to delegate their powers relating to the scrutiny of the rolls and official count to the post-election manager using the M34-HQM form. This should be completed by Tuesday E-4

Each post-election process has a process leader who leads a small team to complete that process, overseen by the Electorate Manager and the post-election manager.

This diagram outlines the management and staff structure for post-election processing.



2.2 STAFF STRUCTURE

Success in the post-election period depends on staff. You need the correct number of suitably skilled staff who are confident using computers and understand the tasks assigned to them.

Every electorate is different. The number of staff you need depends on how many:

- voting places and issuing points you have
- 'shared' electorates your voting places issues ordinary votes for
- enrolment forms your voting places take
- ordinary votes are cast for your general and Māori electorate

- special votes are cast at your voting places and for your electorate(s) altogether
- apparent dual votes you need to investigate
- ballot papers you need to extract from the official count.

Think about how many staff you need during the post-election period and how you can use them for different processes. Consider the flow of post-election processing as shown in the timelines and checklists in this chapter and the individual process chapters. Staff can move between processes and tasks as the workload shifts, with some staff starting and finishing at different times and on different days.

Process	Skills needed	Number of staff	Drivers
Scanning	<ul style="list-style-type: none"> Following written instructions Confident with PC and scanner Can manage minor issues independently Attention to detail 	<ul style="list-style-type: none"> 2 per scanner: Laptop operator Scanner operator 	<ul style="list-style-type: none"> Number of voting places returning enrolment forms, and number of forms returned Number of rolls to be scanned (~14 per scanner per hour) Number of special vote declarations sent to Regional Team Leader - Processing
Sort and send	<ul style="list-style-type: none"> Following written instructions Attention to detail 	See Chapter 24 – Sort and send	<ul style="list-style-type: none"> Number and size of voting places Number of shared electorates Number of special votes Logistics plan
Special votes	<ul style="list-style-type: none"> Following written instructions Attention to detail Fast and accurate data entry 	3-7 including process leader	<ul style="list-style-type: none"> Opening and validating SVDs (~100/hour) SVD lookup (~60/hour) Not on roll data entry (~60/hour) May be responsible for a Māori electorate as well as a general electorate
Dual votes	<ul style="list-style-type: none"> Following complex instructions Excellent attention to detail Independent problem-solving Well-organized Communicates professionally 	2-6	<ul style="list-style-type: none"> Number of apparent dual votes Number of post-writ changes Number of ordinary votes taken for each count May be responsible for a Māori electorate as well as a general electorate
Official count	<ul style="list-style-type: none"> Following instructions Attention to detail 	16-30	Number of votes (~100 per person per hour)
Completion	<ul style="list-style-type: none"> Following instructions 	2-3	<ul style="list-style-type: none"> Volume of supplies No. of voting places

2.3 EXPECTED ELECTORATE SPECIAL VOTE VOLUMES

Below is the estimated number of special votes each electorate will process. These numbers are based on 2020 volumes and adjusted for the growth.

E #	General electorate	Est no. of special votes	E #	General electorate	Est no. of special votes
1	Auckland Central	10,300	37	Panmure-Ōtāhuhu	9,200
2	Banks Peninsula	7,500	38	Papakura	9,800
3	Bay of Plenty	7,700	39	Port Waikato	7,400
4	Botany	7,000	40	Rangitata	4,900
5	Christchurch Central	8,100	41	Rangitīkei	6,500
6	Christchurch East	7,600	42	Remutaka	7,400
7	Coromandel	7,100	43	Rongotai	8,500
8	Dunedin	7,200	44	Rotorua	7,300
9	East Coast	8,100	45	Selwyn	6,700
10	East Coast Bays	6,500	46	Southland	5,900
11	Epsom	9,700	47	Taieri	5,900
12	Hamilton East	8,200	48	Takanini	9,600
13	Hamilton West	8,400	49	Tāmaki	8,000
14	Hutt South	8,000	50	Taranaki-King Country	7,700
15	Ilam	7,800	51	Taupō	7,700
16	Invercargill	4,800	52	Tauranga	7,600
17	Kaikōura	6,200	53	Te Atatū	8,000
18	Kaipara ki Mahurangi	9,600	54	Tukituki	7,000
19	Kelston	8,300	55	Upper Harbour	8,300
20	Mana	8,000	56	Waikato	7,600
21	Māngere	9,400	57	Waimakariri	6,400
22	Manurewa	9,700	58	Wairarapa	6,000
23	Maungakiekie	8,700	59	Waitaki	5,900
24	Mt Albert	9,000	60	Wellington Central	10,600
25	Mt Roskill	7,600	61	West Coast-Tasman	5,800
26	Napier	6,300	62	Whanganui	5,900
27	Nelson	6,500	63	Whangaparāoa	8,000
28	New Lynn	8,200	64	Whangārei	6,400
29	New Plymouth	6,300	65	Wigram	7,200
30	North Shore	7,300	66	Hauraki-Waikato	9,700
31	Northcote	6,800	67	Ikaroa-Rāwhiti	7,900
32	Northland	7,800	68	Tāmaki Makaurau	9,300
33	Ōhāriu	7,100	69	Te Tai Hauāuru	9,000
34	Ōtaki	6,300	70	Te Tai Tokerau	9,200
35	Pakuranga	6,400	71	Te Tai Tonga	8,600
36	Palmerston North	6,300	72	Waiariki	9,100

2.4 TRAINING OPPORTUNITIES

Readiness tests will focus on post-election processes. The aim of these tests is to check that systems and processes are working as expected, and also provide an opportunity for managers to become familiar with EMS and ERSA post-election functions.

Regional training for post-election managers, process leaders and key post-election processing staff will be held in August. It is important that the people actually leading these processes attend this regional training.

The following resources will also be available:

- this manual
- eLearning modules on Tupu
- EMS and ERSA practice systems.

The ERSA practice system will not be available for use after Thursday E-2 so that staff don't use the wrong system to enter data. Enrolment forms-related functions of the ERSA practice system will be withdrawn on Friday E-15.

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2.5 ELECTORATE MANAGER POST-ELECTION PREPARATION CHECKLIST FOR E-12 TO E-1

Task	Mon E-12	Tue E-11	Wed E-10	Thu E-9	Fri E-8	Mon E-5	Tue E-4	Wed E-3	Thu E-2	Fri E-1	Sat ED
Staff and stakeholders											
Notify constituency candidates when scrutiny of the rolls will start using the M70-NOTICE Notice of Commencement of Scrutiny at Parliamentary Election	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Sign post-election delegations for managers. Remember: The delegation must be in writing and signed by the EM using the M34-HQM form							<input type="checkbox"/>				
EMS and ERSA set up											
Scanning area set up	<input type="checkbox"/>										
Ensure all necessary staff have logins and their access level is correct						<input type="checkbox"/>					
Training for Election Day and post-election headquarters staff is completed and EMS and ERSA training systems are disabled									<input type="checkbox"/>		
Have staff log in to EMS and ERSA to confirm their account is active										<input type="checkbox"/>	
Check that all rolls in ERSA to be used in voting places have an issuing point assigned										<input type="checkbox"/>	
Other post-election tasks											
Prepare thank you letters to voting places (M42-THANKS)								<input type="checkbox"/>			

3 JUSTICES OF THE PEACE AND SCRUTINEERS

3.1 APPOINTING A JUSTICE OF THE PEACE

A Justice of the Peace (JP) is an independent observer and certifier of post-election processes. You must appoint a JP who is not working on the election in another capacity to be present during the post-election period. This is covered in detail in Chapter 12 – Voting Services Preparations, section 3.10.

Activity	JP may observe
Enrolment form scanning	Observe the process
Roll scanning	
Dual vote processing	
Special vote processing	
Activity	JP <u>must</u> observe and certify
Official count	Sign official count voting place and daily certificates Sign any changes to the official count, eg, dual vote adjustments
Finalising results	Sign electorate results partial and final certificates throughout the week Monday (E+16) to Thursday (E+19)

3.2 SCRUTINEERS

Scrutineers appointed by constituency candidates may observe post-election processes. Before they can observe, scrutineers must:

- be appointed in writing by a constituency candidate
- complete the declaration form in the Scrutineer Handbook (E5-SCRUTINEER) or from the Electorate Manager (E20-S DEC or M25-DECLARE).

Constituency candidates must be notified in writing before Election Day that scrutiny will begin on Monday (E+2). Use the M70-NOTICE Notice of Commencement of Scrutiny at Parliamentary Election form for this purpose.

4 PREPARING YOUR SPACE AND LAYOUT

4.1 PREPARING TO RECEIVE VOTING PLACE SUPPLIES AT HQ

You'll receive voting place supplies and ballot boxes back at HQ several times during the voting period.

- Voting places (VPs) that do not have secure storage at their location may return supplies at the end of each day.
- VPs open during the advance voting period which have phased counts will return supplies each time they have a phase change.
- Those VPs may return full special vote ballot boxes during the advance voting period.
- Most VPs open during the advance voting period will return their supplies after the close of advance voting on Friday E-1, though a number may also do this earlier, if they are not open consistently through the advance voting period.
- Most VPs will return their supplies on Election Night.
- In large rural electorates a few VPs may return their supplies on Sunday E+1.

During the advance voting period the Electorate Manager or Logistics and Supplies Manager must:

- [REDACTED]
- [REDACTED]
- [REDACTED] (see Chapter 24 – Sort and send)
- [REDACTED]

4.2 LAYOUT

Your layout for post-election activities depends largely on the size and shape of your headquarters.

Think about where you will complete your processes in relation to your secure zone.

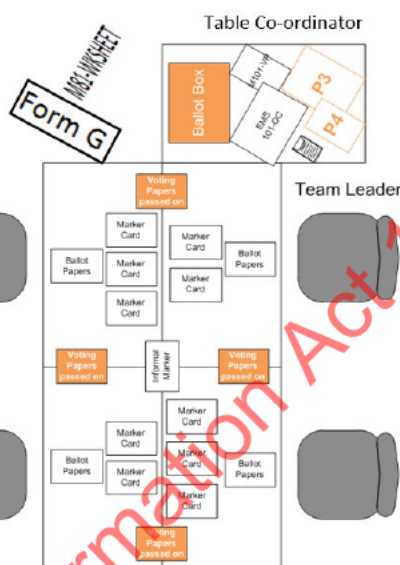
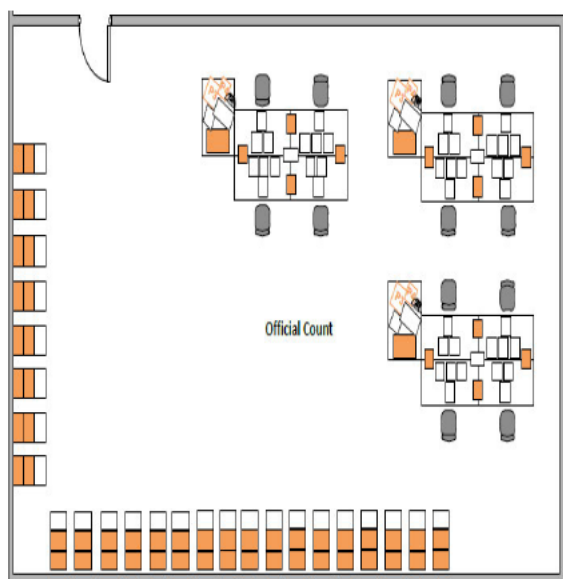
Usually, the largest space is used for the official count. Special vote processing, scanning and dual votes use smaller spaces but have a high demand for computers and the printer. Parts of the sort and send process will use all these spaces.

If you think you will not have enough space for post-election processing consult your RA or RM as soon as possible.

Your computers and printer will be in high demand during the post-election period, so you need to carefully plan where the printer will be located.

4.3 HOW THE LAPTOPS WILL BE USED FOR EACH PROCESS - FLOOR PLAN

Large space – official count



When you set up the official count area consider:

- the process leader and JP each need a table in the count area
- each counter will need enough space to manage several piles of ballot papers. Generally, allow one cardboard table for each counter and a table for the table coordinator. Count teams will normally have between 4-6 counters
- the proximity to the secure zone and computers for data entry into EMS.

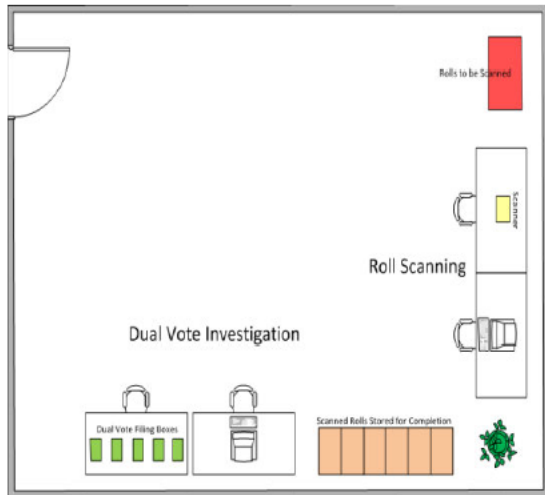
Medium space – special vote processing



When you set up the special vote processing area, consider:

- the number of workstations needed to handle the estimated number of special votes for your electorate
- proximity to the printer.
- You may need multiples of some boxes, so you might want to set up trestle tables where boxes can be stored underneath.

Small space – scanning and dual vote/post-writ processes



When you set up the scanning area, consider:

- space to manage rolls
- rolls will not be bound, so avoid draughty areas.

When you set up the dual vote/post-writ process area, remember this work requires:

- concentration, so provide a small quiet space
- proximity to the secure zone, special vote processing area and the printer.

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5 SUPPLIES FOR POST-ELECTION PROCESSES

5.1 PREPARING THE SUPPLIES

Bring your process leaders or other HQ support staff into the office before Election Day to prepare the supplies for the post-election period.

- Supplies for the scanning team need to be prepared before voting begins.
- Supplies for the remaining post-election processes need to be prepared before Election Day

and clearly label each box with the:

- relevant post-election process name
- contents, if a process requires more than one box.

5.1.1 Supplies for scanning team

You should be ready to start scanning enrolment forms as they come in during the advance voting period. Most other scanning will start on Monday E+2. Instructions on setting up the scanner are in Chapter 25 – Scanning. You need the following supplies.

Quantity	Item	Details	<input checked="" type="checkbox"/>
Basic scanning supplies			
1 per scanner	Copy of scanning chapter	Photocopy from Operations Manual	<input type="checkbox"/>
As provided	Laptops and scanners		<input type="checkbox"/>
1 per scanner	Scanning kit	Gloves, pliers, cleaning cloth, and safety glasses provided in bulk supplies	<input type="checkbox"/>
1 per team member	Stationery items	Sellotape, pen, highlighters, note paper, ruler, paper clips, rubber bands, stapler & staples, staple remover, bulldog clips	<input type="checkbox"/>
Enrolment forms			
As required	M70-HQENROL Enrolment form reconciliation	One for each time you batch and scan enrolment forms (see Chapter 20 – Scanning)	<input type="checkbox"/>
3	E208 boxes	Labelled: <ol style="list-style-type: none"> 1. To be scanned 2. Confirm upload 3. With Processing Team 	<input type="checkbox"/>

1-2		Note	<input type="checkbox"/>
As required	S5 Envelopes	One per enrolment form upload run	<input type="checkbox"/>
Rolls			
Number of certified rolls divided by 20 – see details	M70-LABEL	Box labels for	<input type="checkbox"/>
		Quantity based on 20 rolls per box (10 each side)	<input type="checkbox"/>
	inner box divider to assist roll scanning	Assemble the boxes with the dividers inside them to save time for the roll-scanning team	<input type="checkbox"/>
1	Large rubbish bin	For spine wires removed from rolls for scanning	<input type="checkbox"/>
Special vote declarations			
		No special requirements	<input type="checkbox"/>

5.1.2 Supplies for sort and send team

Prepare the following supplies for sort and send.

Quantity	Item	Details	<input checked="" type="checkbox"/>
Sort and send			
1 each	Copy of sort and send task instructions	Photocopy from Operations Manual	<input type="checkbox"/>
1	Print out of the roll allocation screen from ERSA	ERSA > Rolls > Roll Allocation – print the screen	<input type="checkbox"/>
	M10-SUMMARY forms	When completed as part of the early count of advance votes (see Chapter 23 – Early Count)	<input type="checkbox"/>
2	Handheld barcode scanners	For scanning critical materials	<input type="checkbox"/>
Multiple	Ballot boxes from VPs	When returned from voting	<input type="checkbox"/>
Multiple	Supplies box from VPs	When returned from voting and early count	<input type="checkbox"/>

Multiple	██████ supplies boxes	To put home general and Māori electorate rolls in for scanning	<input type="checkbox"/>
Multiple booklets	████████████████████	██	<input type="checkbox"/>
Multiple	Ballot box seals	To seal ballot boxes for repatriation	<input type="checkbox"/>
Multiple	Cable ties	For fixing ballot box slot cover	<input type="checkbox"/>
Up to 70	Signature required eShip bags	For repatriating special votes long distance	<input type="checkbox"/>
2	Large Post-It note pads	One note per other electorate (72 electorates)	<input type="checkbox"/>
1 per team member	Stationery items	Blue/black and red pens, ruler, rubber bands	<input type="checkbox"/>

5.1.3 Supplies for special vote processing team

Prepare the following supplies for special vote processing.

Quantity	Item	Details	<input checked="" type="checkbox"/>
Special vote processing - items to be used from E+2 – pack these together			
1 each	Copy of special vote processing chapter	Photocopy from Operations Manual	<input type="checkbox"/>
10	E208 filing boxes	See details below	<input type="checkbox"/>
1 set	E208-L	See details below	<input type="checkbox"/>
See details	Coloured paper/card or Post-It notes	To divide the filing boxes where declarations are processed in different ways at different times, particularly boxes 1, 2, 3, 8, 9, and 10. Box 3 may need more than one divider, as up to three different processes apply to the declarations in this box.	<input type="checkbox"/>
3	Large Ballot boxes E76-TALL	Label each of the boxes and place them at the end of the special vote filing box system: Election Day	<input type="checkbox"/>

		Advance Party vote only - place by team leader table	
1-2 boxes	16 labels to a page (E189-16)	For Enrolment Processing Team decisions	<input type="checkbox"/>
1 per team member	Stationery items	Blue/black pens, red/pink & green highlighters, note paper, lots of rubber bands	<input type="checkbox"/>

From your bulk supplies, set up a box filing system with pre-printed labels to help you manage the different stages of special vote processing. You may need more than one of each box number because of volumes or so that staff don't need to move between tables while processing.

Stage	Box	Label
Validation	1	Electorate Manager decision required
Qualification (Invalid declarations)	2	Invalid – ERSA lookup
	3	Invalid – To be scanned
	4	Invalid – Awaiting Enrolment Processing Team decision
Qualification (Valid declarations)	5	Valid – ERSA lookup
	6	Valid – To be scanned
	7	Valid – Awaiting Enrolment Processing Team decision
Preparing for the official count (Outcome boxes)	8	Valid – Party vote only
	9	Valid – Qualified
	10	Disallowed (Invalid) or Not qualified

5.1.4 Supplies for dual vote processing team

Prepare the following supplies for dual vote and post-writ processing.

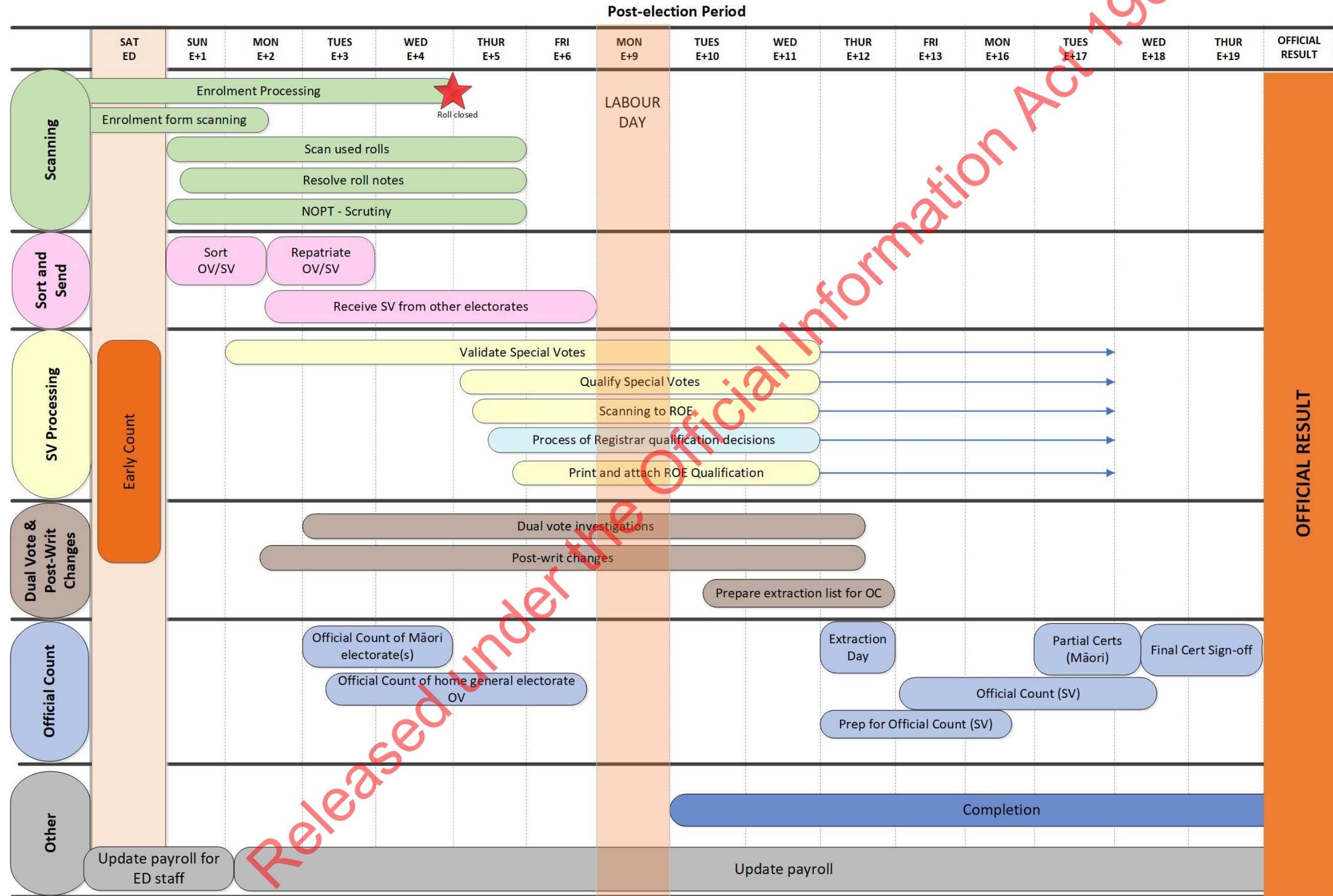
Quantity	Item	Details	<input checked="" type="checkbox"/>
Post-writ processes			
1 each	Copy of post-writ chapter	Photocopy from Operations Manual	<input type="checkbox"/>
20	M72-POST	Post-writ voting information	<input type="checkbox"/>
Dual vote investigations			
1 each	Copy of dual votes chapter	Photocopy from Operations Manual	<input type="checkbox"/>
1	Hard copy of each supplementary roll	From ECHO, for reference for the process leader	<input type="checkbox"/>
1	Hard copy reference roll	From electorate supply, for reference for the process leader	<input type="checkbox"/>
20	M71-INVEST	Dual votes investigation report	<input type="checkbox"/>
5	M71-WITNESS	For contacting a witness	<input type="checkbox"/>
5	M71-NONVOTER	For contacting an apparent non-voter	<input type="checkbox"/>
5	M71-APPDUAL	For contacting an apparent dual voter	<input type="checkbox"/>
40	Manila folders for investigation files	From bulk supplies	<input type="checkbox"/>
6	E208 filing boxes	From bulk supplies	<input type="checkbox"/>
1 set	M71-LABELS box labels	Print labels and tape to front of E208 boxes <ol style="list-style-type: none"> 1. Apparent dual votes 2. Under investigation 3. EM sign-off 4. EM returned 5. Clerk of the House 6. Dual votes for National Office 	<input type="checkbox"/>

1 per team member	Pen, ruler, stapler, Sellotape, staple remover	From bulk supplies	<input type="checkbox"/>
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5.1.5 Supplies for count teams

Prepare the following supplies for the official count:

Quantity	Item	Details	<input checked="" type="checkbox"/>
Parliamentary official count			
1 per table	Copy of official count instructions M80-OCINSTRUCT	For the table coordinator Printed from ECHO	<input type="checkbox"/>
1 per table	Calculator	For the table coordinator	<input type="checkbox"/>
1 per table	Stapler	For the table coordinator	<input type="checkbox"/>
1 each	Blue/black pen	One per team member	<input type="checkbox"/>
1 per count	EMS81-WKSHEET Official count worksheet	Printed from EMS	<input type="checkbox"/>
1 per count	EMS81-MARKER Official count marker cards		<input type="checkbox"/>



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Week 1 -Tasks	Fri E-15	Voting Period E-12 to E-2	Fri E-1	Sat ED	Sun E+1	Mon E+2	Tue E+3	Wed E+4	Thu E+5	Fri E+6
Scanning										
Batch, scan and upload enrolment forms daily		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> (AM)				
Confirm roll allocation in ERSA before beginning to scan rolls				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Scan and upload rolls - Māori electorate(s) first						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Check the 'File Upload Status' report for upload failures						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Check 'Notes Action' report and resolve roll notes						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Confirm in the Roll Allocation screen that all used rolls have a status of Clean and no unresolved roll issues showing in the 'Notes Action' report									<input type="checkbox"/>	
Sort and send										
Refer to logistics plans for returning shared General electorate materials to the home electorate. Note: Voting materials must remain in the company of an electoral official unless there is no alternative		<input type="checkbox"/>	<input type="checkbox"/>							
Sort VP ballot boxes					<input type="checkbox"/>	<input type="checkbox"/>				
Check the number of special votes returned (per electorate and overall total) from each VP against the relevant M10-SUMMARY (Form F)					<input type="checkbox"/>	<input type="checkbox"/>				
Enter M10-SUMMARY (Form F) details for each VP into the EMS 'Initial Load' screen					<input type="checkbox"/>	<input type="checkbox"/>				
Pack and record all special vote shipments for other electorates in EMS 'Send Votes' screen					<input type="checkbox"/>	<input type="checkbox"/>				
Send special vote shipments to other electorates						<input type="checkbox"/>	<input type="checkbox"/>			
Dispatch shared General electorate ballot boxes						<input type="checkbox"/>	<input type="checkbox"/>			
Receive into EMS all special votes arriving in your electorate headquarters. Complete corresponding task confirmation in EMS						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Week 1 -Tasks	Fri E-15	Voting Period E-12 to E-2	Fri E-1	Sat ED	Sun E+1	Mon E+2	Tue E+3	Wed E+4	Thu E+5	Fri E+6
Special votes										
Open and validate special votes for your own electorate						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EM checks and processes declarations in Box 1						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qualify special votes through ERSA – prioritising valid declarations									<input type="checkbox"/>	<input type="checkbox"/>
Scan and upload batches to ERSA									<input type="checkbox"/>	<input type="checkbox"/>
Monitor progress via the ERSA 'SV Summary' and 'SV Progress' Reports									<input type="checkbox"/>	<input type="checkbox"/>
Enter 'Voter not on Roll' information										<input type="checkbox"/>
Print qualification decisions and attach stickers to declarations									<input type="checkbox"/> (PM)	<input type="checkbox"/>
Dual vote investigations										
Monitor apparent dual votes investigations							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review dual vote investigations in 'EM Sign-off' box							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post writ changes										
Monitor post-writ progress							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Official count										
Māori electorate(s) parliamentary official count – ordinary votes							<input type="checkbox"/>	<input type="checkbox"/>		
Complete Māori electorate(s) parliamentary official count – ordinary votes								<input type="checkbox"/>		
General electorate(s) parliamentary official count – ordinary votes							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete General electorate(s) parliamentary official count – ordinary votes										<input type="checkbox"/>
Payroll										
Update payroll					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EM Confirms payroll (including Election Day payroll)										<input type="checkbox"/>

Week 2 -Tasks		Labour Day	Tue E+10	Wed E+11	Thu E+12	Fri E+13
Special votes						
Qualify special votes though ERSA – prioritising valid declarations			<input type="checkbox"/>	<input type="checkbox"/>		
Scan and upload batches to ERSA			<input type="checkbox"/>	<input type="checkbox"/>		
Monitor progress via the ERSA 'SV Summary' and 'SV Progress' reports			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enter 'Voter not on Roll' information			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Print qualification decisions and attach stickers to declarations			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure all special votes are recorded in ERSA, including invalid					<input type="checkbox"/>	
Prepare special votes for the official count					<input type="checkbox"/>	<input type="checkbox"/>
Dual vote investigations						
Monitor apparent dual votes investigations and post-writ progress			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare the ballot paper extraction list for confirmed duals and post-writ changes			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide the extraction list to official count team				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete the EMS task confirmation						<input type="checkbox"/>
Official count						
Extract ballot papers from ordinary counts due to dual vote or post-writ processes						<input type="checkbox"/>
Make adjustments to official count due to extractions						<input type="checkbox"/>
Confirm in EMS that all ballot papers have been extracted from the counts						<input type="checkbox"/>
Parliamentary official count - special votes						<input type="checkbox"/>
Payroll						
Update payroll			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Week 3 -Tasks	Mon E+16	Tue E+17	Wed E+18	Thu E+19	Fri E+20	Sat E+23	Mon E+25	Mon E+32	Thu E+35	After final payroll
Official count										
Complete general electorate(s) parliamentary official count - special votes			<input type="checkbox"/> (AM)							
After National Office instructs – certify results (Māori and General)			<input type="checkbox"/>	<input type="checkbox"/>						
Payroll										
Update payroll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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CHAPTER 22 – ELECTION DAY AND NIGHT

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1 PREPARING FOR ELECTION DAY AND NIGHT AT HQ

Election Day and Night is one of the busiest and almost certainly the longest day of the electoral cycle. As Electorate Manager (EM), it is important that you are prepared for all the activities that happen in HQ and the Election Day voting places. Your headquarters (HQ) Managers are critical in helping you run a successful Election Day.

This includes preparing for:

- the early count of advance votes (see Chapter 23 – Early count)
- completing the stamp, sort and count of special vote envelopes received in advance of Election Day
- results entry on Election Night
- the return of voting place supplies to headquarters, or in some rural or regional electorates, to overnight in supply hubs.

On Election Day and Night, you must be aware of what is happening both in HQ and in voting places and respond appropriately to any challenges that occur, including handling issues, complaints, and media enquiries. You may also need to provide a voting service outside voting places such as at police cells and to people unable to get to a voting place.

At the end of Election Night, you must remain at your HQ until National Office has completed their checks and has advised that you may close your HQ down for the night.

1.1 ROLES AND RESPONSIBILITIES

The following table outlines the key staff roles for Election Day and Night:

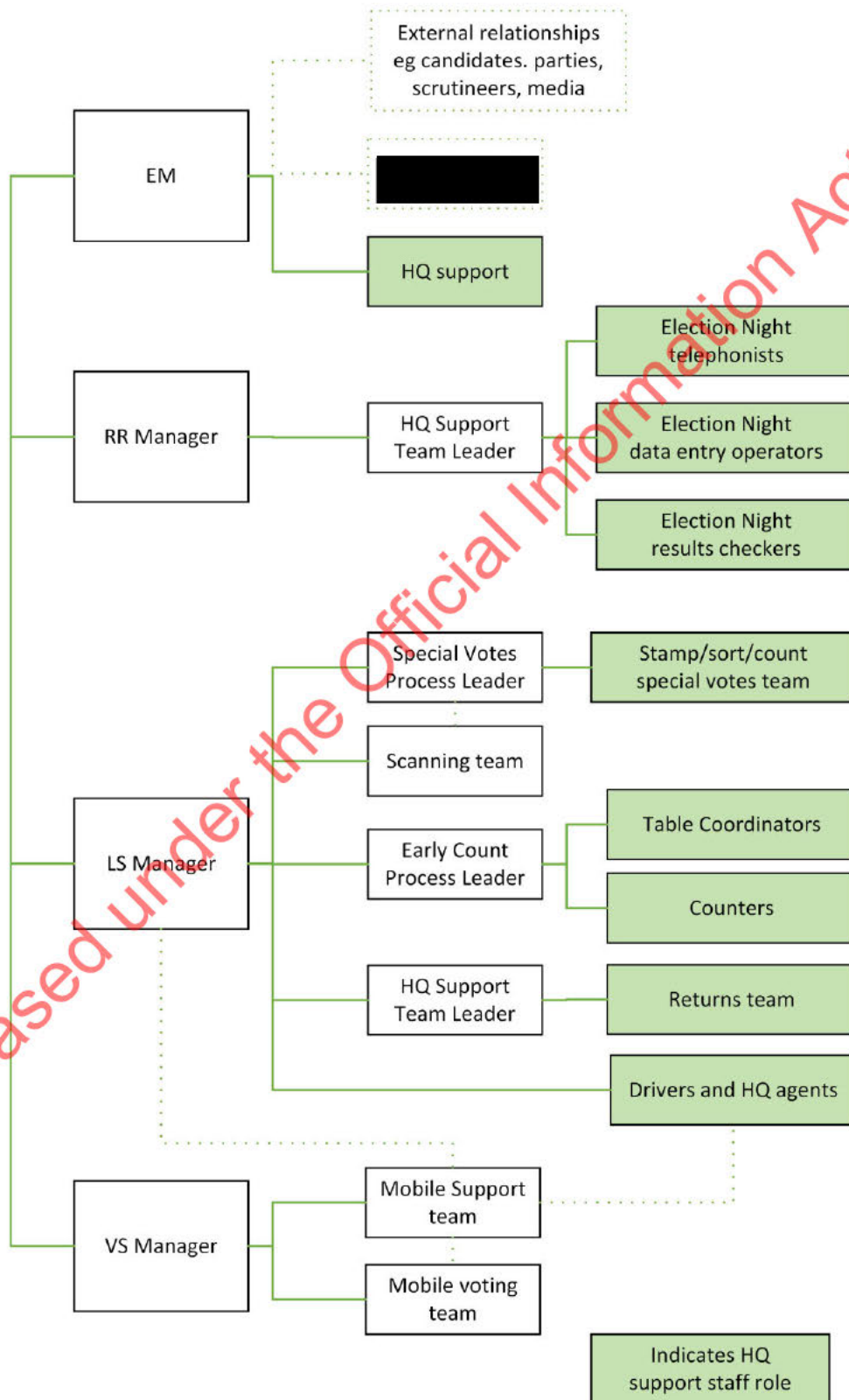
Role	Responsible for:
Electorate Manager (EM)	<ul style="list-style-type: none">• overall accountability and oversight of Election Day and Night• liaising with local Police for support during voting• overall reasonableness checks of results
Recruitment and Rostering (RR) Manager	<ul style="list-style-type: none">• ensuring appropriate staffing is in place for the various teams on Election Day and Night• manage the Election Night results team in electorate HQ
Logistics and Supplies (LS) Manager	<ul style="list-style-type: none">• ensuring that all Election Day voting places have sufficient equipment and supplies (task may be delegated to the VS Manager if this position is part of your electorate's structure)• managing the return of supplies from voting places to electorate HQ or supply hubs, and movement of materials to and from HQ to the early count if held offsite
Voting Services (VS) Manager (or LS Manager if no VS Manager)	<ul style="list-style-type: none">• ensuring that all voting places are running smoothly and have sufficient supplies• managing the Mobile Support team• managing the mobile voting team• liaising with hospitals, prisons and Police stations (if present in the electorate) for on-demand voting services on Election Day

Mobile Support (MS) team	<ul style="list-style-type: none"> providing in-person support to voting places to ensure voting services are operating as expected delivery of additional supplies to voting places as required
Mobile voting team	<ul style="list-style-type: none"> issuing votes to people who are unable to get to a voting place, for example new patients in hospitals, those held in police cells or prisons or who require a takeaway vote to be delivered / picked up from their home
HQ Support Team Leader and Senior HQ support staff	<ul style="list-style-type: none"> providing support to the EM and other HQ managers on Election Day preparing equipment and supplies for Election Night (hunt group phones, laptops and results entry sheets) leading Election Night telephony and data entry teams
HQ support	<ul style="list-style-type: none"> working in various Election Day teams as required eg, special votes, early count, return of supplies
Scanning team	<ul style="list-style-type: none"> scanning and uploading enrolment forms returned from voting places open during the advance voting period
Special Votes Process Leader	<ul style="list-style-type: none"> planning and coordinating the stamp, sort and count of special votes returned from voting places open during the advance voting period preparing for special votes processing
Early Count Process Leader	<ul style="list-style-type: none"> assisting with the planning and preparation of materials and spaces for the early count training the table coordinators and count staff managing and delivering the early count in a timely and accurate manner
Election Night telephone operators	<ul style="list-style-type: none"> recording preliminary count results phoned in from Election Day voting places onto record sheets
Election Night results sheets checkers	<ul style="list-style-type: none"> check that results phoned in by Voting Place Managers (VPMs) are complete, that the numbers balance within a count, and follow a similar pattern across voting places, ahead of data entry. <p><i>Note: the EM has the overall responsibility for ensuring reasonableness checks are completed on Election Night.</i></p>
Election Night data entry operators	<ul style="list-style-type: none"> entering preliminary count results from voting places (advance voting and Election Day) into EMS
Drivers and HQ agents	<ul style="list-style-type: none"> collecting and returning materials from voting places to electorate HQ (or to supply hubs, where distance or access makes it impractical for VPMs to do this on Election Night)
██████████	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ██ <ul style="list-style-type: none"> ████████████████████ ██ ██ ██████████ ██████████

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1.1.1 Staff structure

These roles and other relationships can be organised into the following structure. Discuss your electorate's staffing plan with your Regional Advisor (RA). Note that some electorates will need to amend reporting lines and roles, to best meet their needs:



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1.1.2 Number of staff and skills required

Guidance to the number of HQ support staff for each task, and the skills needed to be successful in that task, are given in the following table. Discuss your electorate's needs with your Regional Advisor:

Process	Skills needed	Number of staff	Drivers
Support to EM	<ul style="list-style-type: none"> • Can problem solve • Good with IT 	<ul style="list-style-type: none"> • 1-2 	<ul style="list-style-type: none"> • Number and size of voting places • Complexity of voting places • Number of mobile support staff • Number of welfare checks required
Preliminary count results: telephony	<ul style="list-style-type: none"> • Follows written instructions • Clear and calm phone manner • Confident with mobile phone • Legible writing • Attention to detail 	<ul style="list-style-type: none"> • 6-13 	<ul style="list-style-type: none"> • Number and size of voting places • Number of shared electorates
Preliminary count results: sheet checking	<ul style="list-style-type: none"> • Very good numeracy skills • Excellent attention to detail 	<ul style="list-style-type: none"> • 1-2 	<ul style="list-style-type: none"> • Number of voting places • Number of shared electorates
Preliminary count results: data entry	<ul style="list-style-type: none"> • Excellent data entry skills • Confident with EMS • Excellent attention to detail 	<ul style="list-style-type: none"> • 2-3 	<ul style="list-style-type: none"> • Number of voting places • Number of shared electorates
Stamp, sort and count of special votes	<ul style="list-style-type: none"> • Follows instructions • Attention to detail 	<ul style="list-style-type: none"> • 6 including SV process leader 	<ul style="list-style-type: none"> • Number and size of voting places • Number of special votes
Scanning of enrolment forms	<ul style="list-style-type: none"> • Follows written instructions • Confident with technology • Attention to detail 	<ul style="list-style-type: none"> • 1-2 	<ul style="list-style-type: none"> • Number of voting places issuing votes • Number of forms returned
Early count of advance votes	<ul style="list-style-type: none"> • Follows instructions • Attention to detail 	<ul style="list-style-type: none"> • 17-50+ including table coordinators and process leader 	<ul style="list-style-type: none"> • Number of votes • Number of counts to complete (refer M55-ECPLAN)
Return of supplies in HQ	<ul style="list-style-type: none"> • Follows instructions • Attention to detail • Physically able 	<ul style="list-style-type: none"> • 6-16 depending on electorate need 	<ul style="list-style-type: none"> • Number of voting places • Number of shared electorates • When supplies likely returned to HQ, refer to M40-LOGPLAN logistics plan

Return of supplies via HQ agent	<ul style="list-style-type: none"> Follows written instructions Attention to detail Physically able Holds clean driver's licence for appropriate vehicle type 	<ul style="list-style-type: none"> Varies depending on electorate need 	<ul style="list-style-type: none"> Distance of voting places from electorate HQ or supply hubs Ease of loading/unloading at electorate HQ M40-LOGPLAN logistics plan
Mobile support to voting places	<ul style="list-style-type: none"> Highly skilled in problem-solving High level of understanding of voting place processes Calm and supportive Attention to detail 	<ul style="list-style-type: none"> 4-15 	<ul style="list-style-type: none"> Number of voting places Complexity of voting places Driving distance between voting places and electorate HQ or supply hubs Also refer to Chapter 12, Voting Services Preparations
Election Day mobile voting	<ul style="list-style-type: none"> Trained in vote issuing Driver's license (at least one person in team) and access to vehicle 	<ul style="list-style-type: none"> 2-4 	<ul style="list-style-type: none"> Number of hospitals / police stations / prisons Demographic of electorate (older voters more likely to need service) Current impact of COVID-19 or other illnesses in the community

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1.2 KEY CHECKLIST FOR ELECTORATE MANAGER – WEEK BEFORE ELECTION DAY

Time	Checklist	<input checked="" type="checkbox"/>
In weeks prior	Successfully complete readiness test(s) and Dress Rehearsal(s), preferably with the staff who will do the same tasks on Election Night	<input type="checkbox"/>
	If you do not have sufficient mobile phones for your Election Night results team, request additional 'simple' mobile phones from National Office	<input type="checkbox"/>
E-5	Advise candidates and parties if any Election Night counts are to happen at a location that is not the voting place	<input type="checkbox"/>
	Confirm with the RR Manager that logins have been organised for data entry operators (for EMS) and post-election staff (for EMS and ERSA) if they do not already have them	<input type="checkbox"/>
	Confirm with the LS Manager that the list of mobile phones to be used for the Election Night results hunt group has been attached to the task in EMS	<input type="checkbox"/>
	Have confirmed contacts and electorate specific support with relevant agencies (Police, Fire & Emergency, Civil Defence)	<input type="checkbox"/>
E-3	Brief Mobile Support on specific electorate requirements for Election Day	<input type="checkbox"/>
	[REDACTED]	<input type="checkbox"/>
	Complete final drafts of the early count (M55-ECPLAN) and special vote (M55-SVPLAN) documents and discuss with your Regional Advisor and Early Count and Special Vote Process Leaders.	<input type="checkbox"/>
	Download the back-up results spreadsheet file onto the desktop of your laptop and confirm that the file is available locally	<input type="checkbox"/>
	Confirm with the RR Manager and LS Manager that: <ul style="list-style-type: none"> the first test of the Election Night phone hunt group has been successfully completed results sheets and other supplies are ready for telephone operators to receive voting place results on Election Night materials are ready for the stamp, sort and count of special votes received during advance voting the early count process leader has trained the table coordinators that all materials have been prepared for the early count that arrangements are in place if agents are being used to return materials from voting places at the end of advance voting and/or Election Night (refer to your Logistics Plan) 	<input type="checkbox"/>

Time	Checklist	<input checked="" type="checkbox"/>
	<p>Confirm with the VS Manager that:</p> <ul style="list-style-type: none"> • arrangements are in place for a voting team to issue special votes on Election Day in any hospitals, prisons and police cells within your electorate, if required, and to voters who are unable to leave their home • M33-WELFARE has been completed for any voting places who are without mobile phone coverage and have no landline, and for any Mobile Support who will be outside mobile phone coverage for any period of time on Election Day 	<input type="checkbox"/>
E-1	<p>Ask an HQ support to print copies of the contact details and mobile phone numbers for your Election Day Mobile Support, voting place managers and Early Count Process Leader if the count is happening away from your HQ. Provide a copy to the RR Manager, LS Manager, VS Manager and yourself</p>	<input type="checkbox"/>
	<p>Confirm with the RR Manager that sufficient staff, including on call staff, are ready for Election Day voting places, mobile voting and electorate HQ teams</p>	<input type="checkbox"/>
	<p>Confirm with the LS Manager that:</p> <ul style="list-style-type: none"> • all laptops and results phones are charged • the restricted area for the early count is ready • the SV processing area is ready to stamp, sort and count the special vote envelopes received during advance voting • EMS is accurate for the number of phases used during advance voting 	<input type="checkbox"/>
	<p><i>(After materials have been returned from voting places and checked in)</i></p> <p>Confirm with the VS Manager that all final reconciliations from advance voting have been completed and data from the reconciliation app has been:</p> <ul style="list-style-type: none"> • entered into EMS • updated in the M55-ECPLAN and M55-SVPLAN and provided to the relevant process leader. 	<input type="checkbox"/>

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1.3 KEY CHECKLIST FOR ELECTORATE MANAGER – ELECTION DAY MORNING

Add any specific checks required for your electorate.

Time	Checklist	<input checked="" type="checkbox"/>
8.00am	<p>Confirm with the VS and RR Managers that all voting place staff have reported for work and that any gaps in voting places or electorate HQ have been filled. If a voting place cannot be opened on time, or at all, this must be immediately reported to your Regional Manager (RM), who will contact National Office</p>	<input type="checkbox"/>
	<p>Confirm with the LS Manager:</p> <ul style="list-style-type: none"> if any voting places have reported missing equipment or supplies, and if so, what is being done to replace these that all [REDACTED] that all Envelopes S5 from advance voting have been accounted for and provided to the scanning team that the scanning team are scanning and uploading final enrolment forms from advance voting 	<input type="checkbox"/>
8.30am	Brief the [REDACTED] and any scrutineers attending the early count, while the early count process leader briefs the counters	<input type="checkbox"/>
8.55am	<ul style="list-style-type: none"> Ensure the restricted area for the early count is secure Provide final briefing to all staff undertaking the early count 	<input type="checkbox"/>
9.00am	<ul style="list-style-type: none"> Instruct the early count and sort of special votes to begin All voting places should be open, if not, immediately notify your RM who will notify National Office 	<input type="checkbox"/>
9.30am	Confirm with the VS Manager that all voting places are running smoothly, and that the first welfare checks (if required) have been completed	<input type="checkbox"/>
11.00am	<p>Check progress of the early count with the Early Count Process Leader:</p> <ul style="list-style-type: none"> all ballot boxes should have been opened and checked any miscast materials have been returned to the correct box or to the Special Votes Process Leader (see Chapter 23 – Early Count) 	<input type="checkbox"/>
	<p>Confirm with the Special Votes Process Leader (see section 6.3):</p> <ul style="list-style-type: none"> that all special vote ballot boxes have been opened any ordinary vote papers have been returned to the early count any enrolment forms have been given to the scanning team, including those miscast and returned from the early count that the stamp, sort and count of all special vote envelopes received during advance voting has begun 	<input type="checkbox"/>
	Confirm with the VS Manager if any voting is required in police cells within the electorate	<input type="checkbox"/>

1.4 KEY CHECKLIST FOR ELECTORATE MANAGER – ELECTION DAY AFTERNOON

Add any specific checks required for your electorate.

Time	Checklist	<input checked="" type="checkbox"/>
12.30pm	Confirm with all process leaders that their staff have taken or will take a lunch break	<input type="checkbox"/>
1.30pm	Confirm with the VS Manager that all voting places continue to run smoothly, and that the second welfare checks (if required) have been completed	<input type="checkbox"/>
3.00pm	Check the progress of the early count: all count teams should be working on their largest counts	<input type="checkbox"/>
	Confirm with the LS Manager that Election Night transport will be in place by the appropriate time if materials are being dropped to an agent on return from voting places	<input type="checkbox"/>
Approx. 4.45pm	All laptops will be logged out of EMS	<input type="checkbox"/>
Approx. 5.00pm	Log the results entry laptops into EMS when you receive a text notification from National Office	<input type="checkbox"/>
5.00pm	Check the progress of the early count: largest counts should be complete	<input type="checkbox"/>
	Confirm with the Special Votes Process Leader that the stamp, sort and count of special vote envelopes is complete and that a copy of the completed M55-SVPLAN has been provided to the Early Count Process Leader for transcription onto the results sheets.	<input type="checkbox"/>
	Confirm with the VS Manager that: <ul style="list-style-type: none"> • Mobile support staff have advised any likely issues for the preliminary count and which voting place(s) they will support at 7pm • third welfare checks (if required) have been completed 	<input type="checkbox"/>
5.30pm	Confirm with the RR Manager that: <ul style="list-style-type: none"> • all telephone operators have arrived • their training is underway • the results phone hunt group has been successfully retested 	<input type="checkbox"/>

Continued on next page

6.30pm	Check with the RR Manager that: <ul style="list-style-type: none"> the data entry operators have arrived and completed their training exercise that the count of special vote envelopes from the advance voting period has been transferred onto the relevant EMS11-HQ results sheets 	<input type="checkbox"/>
	Check with the LS Manager that the supplies return area is ready	<input type="checkbox"/>
	<ul style="list-style-type: none"> Provide a simple dinner to early count and HQ staff Early count staff and any scrutineers must remain in the restricted space, under security supervision, until 7pm 	<input type="checkbox"/>

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1.5 KEY CHECKLIST FOR ELECTORATE MANAGER – ELECTION NIGHT

Add any specific checks required for your electorate.

Time	Checklist	<input checked="" type="checkbox"/>
7.00pm	After receiving a text notification from National Office, advise the RR Manager to start entering advance voting results, starting with your largest counts. You must have 5000 votes entered for your home general electorate by 7.15pm.	<input type="checkbox"/>
	Begin reasonableness and results checking and receive electorate detail reports every 10-15 minutes	<input type="checkbox"/>
Approx. 7.30pm	Confirm with the RR Manager that: <ul style="list-style-type: none"> • data entry operators have completed entering results from advance voting • telephone operators are ready and/or have begun taking voting place results • results sheets checker(s) are ready to check the results sheets as they are completed by the telephone operators 	<input type="checkbox"/>
9pm onwards	Confirm with the LS Manager that their team is checking in supplies and ballot boxes returned from voting places	<input type="checkbox"/>
9.15pm	Confirm with the RR Manager that: <ul style="list-style-type: none"> • all voting place results have been phoned through to HQ • if not complete, that telephone operators have contacted those voting place managers to find out progress 	<input type="checkbox"/>
9.30pm	Complete reasonableness and result checking	<input type="checkbox"/>
	Inform the Māori electorate EM(s) when all results are entered	<input type="checkbox"/>
	Remain at HQ until advised by NO	<input type="checkbox"/>

2 MANAGING ISSUES, COMPLAINTS AND ENQUIRIES

2.1 LOCAL ISSUES

Advise your RM about any local issues that may interrupt smooth operations on Election Day and affect:

- the opening of a voting place, either on time (or if not able to open at all)
- access to voting services or logistics, eg, road closures or severe weather
- security of voting places eg, protests or gatherings outside the voting place
- the preliminary count, eg, problems with telephone access or a power cut
- reporting results to National Office, eg, problems with the internet or technology.

2.2 RESULTS ENQUIRIES

Never answer questions about turnout or results.

So that election results are presented to the media in a consistent way and that the figures supplied are the confirmed preliminary results, either:

- direct media queries regarding election results to vote.nz or www.electionresults.govt.nz
- direct other media enquiries to [REDACTED] National Office Media Advisor) on [REDACTED]

2.3 SCRUTINEERS' CONDUCT AT VOTING PLACES

If a scrutineer at a voting place intervenes with a voter or becomes involved in the preliminary count, the voting place manager should first:

- ask the scrutineer to stop intervening
- remind them that their role is to oversee and observe procedures
- remind them that they are not allowed to become involved in the processes, including not talking to voters or handling EasyVote cards or ballot papers
- remind them that they can take notes but they are not permitted to film, photograph or record happenings in the voting place. The only exception is to photograph the lists of who has voted.

If a scrutineer continues to intervene, the voting place manager should contact the EM to take action. You must contact the person who appointed the scrutineer, either the candidate or party secretary, and explain the situation. Ask them to talk to the scrutineer about their behaviour and role, stating that the scrutineer will be removed if the problem continues.

If the scrutineer continues to be a problem, contact the National Support Team and then the Police to ask them to remove the scrutineer from the voting place.

3 MOBILE SUPPORT

On Election Day your Mobile Support team will visit voting places to ensure they are providing a consistent level of service to voters. They will carry extra supplies to restock voting places, if necessary, and record observations of each voting place.

3.1 URBAN ELECTORATES, AND SMALLER REGIONAL AND RURAL ELECTORATES

In geographically smaller electorates, Mobile Support should visit voting places at least twice during voting hours. Their first visit should be as soon as possible after voting opens so any issues can be fixed early in the day. After the second visit, Mobile Support should discuss with the VS Manager which voting places should have a third visit and which voting place they should support when voting finishes at 7.00pm.

3.2 LARGER REGIONAL AND RURAL ELECTORATES

In geographically large electorates, Mobile Support have several challenges. They may only visit voting places once if the driving time between each location is too long and rely on phoning the Voting Place Manager for further check-ins. They may also need to manage tiredness as they cover large distances. In some electorates, Mobile Support may need to check and return voting materials for some or all the voting places on their route on Election Night. Consideration must be given to the most appropriate type of vehicle used by Mobile Support in these circumstances and may require hiring a vehicle for these staff.

You must ensure the route is manageable and describe this in your electorate's M40-LOGPLAN logistics plan. You may need to brief these Mobile Support ahead of Election Day by phone or Microsoft Teams call, rather than face to face.

3.3 SUPPLIES

Each Mobile Support staff member needs these items.

Quantity	Item
1	M46-MS consignment form and tracking note(s) to check supplies
1 or more	██████ of supplies for restocking voting places, setting up additional issuing points and for hygiene supplies as appropriate eg, hand sanitiser
1	Mobile Support folder containing: <ul style="list-style-type: none">• Copy of all Personal Instruction Manuals, including that for Mobile Support• M41-VPASSESS assessment form for each voting place on their route• M31-MS Mobile Support sheet for each voting place• M40-MSPLAN with route map and their voting places marked• expense claim and mileage claim form.

1	<p>Commission mobile phone with phone numbers for:</p> <ul style="list-style-type: none"> • their assigned voting places • other Mobile Support • headquarters landline and results phone numbers • EM, VS Manager and LS Manager mobile phone numbers
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3.4 BRIEFING YOUR MOBILE SUPPORT

You need to brief your Mobile Support before Election Day. This is likely to happen when they attend their Mobile Support training session. There is time in the training for you to explain how you would like your Mobile Support team to work within your electorate.

Points you should cover:

Communication:

- Introduction to the key people in your electorate HQ.
- Describe how information will flow between the EM, VS Manager, LS Manager, Mobile Support and VPMs. For example: do VPMs contact their Mobile Support if they need more materials, or directly to the LS Manager or VS Manager? If a Mobile Support has concerns about a voting place or staff member, who do they contact – is it the EM or the RR Manager or VS Manager?
- When you expect them to check in and with whom at electorate HQ (EM, VS Manager or other HQ staff member) and whether this only happens if there are issues, or if they should call in at regular times, particularly during advance voting. It is encouraged to have a daily stand-up during advance voting and all Mobile Support will have access to MS Teams on their issued mobile phone to allow for this.

Support required:

- Which voting places are likely to need more support, for example because they may be very busy or if the VPM is inexperienced. Describe the type of support they might be asked to provide such as help with reconciliation, or to cover the VPM's lunchbreak.
- What role they will have in restocking voting places or helping with phase changes during advance voting, or whether there is a member of the HQ logistics and supplies team who will be doing this
- For Election Day Mobile Support, discuss where they are likely to be after 7pm and if they have a role in returning voting place materials back to HQ on Election Night.

Activities in the electorate:

- Whether you are expecting many scrutineers to be present at voting places.
- Whether you are expecting any planned visits from media, and if so, what assistance will be required from Mobile Support.
- Check if any of the team has information or news that will affect any of them in their role such as known road closures.

Administration:

- What expenses they can claim for eg, mileage and how to provide the form back to electorate HQ for reimbursement.
- What process you would like them to follow for returning timesheets, particularly during advance voting.

Other information about your electorate:

- Add any other details specific to your electorate eg, challenges with geography.

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4 VOTING OUTSIDE VOTING PLACES ON ELECTION DAY AND POSTAL VOTES

4.1 VOTING IN HOSPITALS, PRISONS OR POLICE CELLS

If you have a voting team providing voting services on Election Day to hospitals, prisons or police cells, **these votes must be issued as special votes** rather than ordinary votes. Coordinate with your site contacts on to how best to provide this service on Election Day to any voter who is otherwise unable to get to a voting place and there is time to issue the vote before 7pm.

Use supplies from one of your mobile teams. You must add the number of special votes received to Form F, Form G and EMS11-HQ form for that mobile team, for entry into EMS after 7pm.

4.2 VOTERS UNABLE TO LEAVE THEIR HOMES

You may have requests from voters who are unable to leave their home on Election Day and do not have a family member, friend or neighbour available to collect a takeaway vote for them. Your mobile team may be able to provide them with a takeaway vote, or you may have a list of party agents you have trained, who can help them.

In regional or rural electorates, you may need to ask the Mobile Support and a staff member from a voting place to deliver the vote; where possible, two staff members should do this task from a health & safety perspective.

As above, these votes must be added to the appropriate Form F, Form G and EMS11-HQ form and included with the data entered into EMS after 7pm.

4.3 COURIERED/HAND DELIVERED VOTES

Any special votes received by 7pm on Election Night at your electorate HQ should be added to a mobile team's special votes. Update Form F, Form G and EMS11-HQ accordingly.

5 WELFARE CHECKS OF STAFF ON ELECTION DAY

As in advance voting, if your voting place staff do not have mobile phone reception, WiFi calling or a landline that they can use, you will need to organise regular welfare checks to make sure that everything is going okay.

The VS Manager must complete M33-WELFARE which outlines the person or voting place, their assigned mobile phone number and when the check will take place.

ELECTORAL COMMISSION Te Kaitiaki Take Kōwhiri		WELFARE PLAN FOR VOTING PLACES AND MOBILE SUPPORT								M33-WELFARE
Name/voting place	Mobile phone number	Date	Check 1		Check 2		Check 3		Check 4	
			Expected time	Complete	Expected time	Complete	Expected time	Complete	Expected time	Complete

For voting places, ensure that the closest mobile coverage area is recorded in the M41-VPASSESS and is part of their briefing before voting starts.

At least every 4 hours, someone from the voting place will go within the reception area and check in with the VS Manager.

On Election Day the suggested timing is:

- before the voting place opens ie prior to 9am
- after lunch breaks around 1pm
- before dinner breaks around 5pm
- when they phone in results around 9pm.

If the VS Manager does not hear from the voting place after 30 minutes of the expected time, they will need to send someone such as Mobile Support to check in on them.

The same process should hold for Mobile Support if they outside mobile phone coverage for any period of time. Mobile Support should keep their mobile phone charged and the location switched on, in case of an emergency situation where you cannot contact them.

You will also have their schedule of visits in the M40-MSPLAN to check where they were last, to contact that VPM (if they have mobile phone access) as a first attempt to locate the MS staff member.

6 STAMP, SORT AND COUNT OF SPECIAL VOTE ENVELOPES FROM ADVANCE VOTING

6.1 PREPARE THE PLANNING DOCUMENTS

Planning for the stamp, sort and count of special vote envelopes happens alongside the planning for the early count, using the M55-ECPLAN and M55-SVPLAN. Discuss these documents with your Regional Advisor.

Sufficient space for tables will be needed to spread out and sort the envelopes.

If the early count of advance votes takes place at a location outside electorate HQ, it is recommended to keep the special vote boxes at HQ and process them there, as to minimise the movements of materials. You must plan using the M55-ECPLAN how miscast papers will move between the early count and special votes processing areas.

Finalise the M55-SVPLAN once the final advance voting reconciliations have been received on Friday E-1.

- Use EMS or the PowerBI report to record how many special votes were issued at each advance voting place or team.
- Use materials tracking in EMS to determine how many special vote ballot boxes were used during advance voting at each voting place
- Enter this data into the M55-SVPLAN.

SPECIAL VOTE STAMP, SORT & COUNT PLAN						
During advance voting period:		Number of voting places and teams				
		Total special votes issued		12		
		Total SV ballot boxes used		3,878		
				35		
VP #	Voting place or team	Number of special votes issued	Number of SV ballot boxes used	Ballot box check complete	M10-SUMMARY (Form F) total count	Difference to issued
4	City Centre (Simply Gifts)	506	4			
6	Senior Citizen's Hall, Mt Maunganui	147	1			
7	Mount Maunganui College	55	1			
12	Tauranga RSA	322	3			
13	Otumoetai Baptist Church	74	1			
14	Matua School	104	1			
19	Tauranga Girls College	55	1			
20	Fraser Cove Shopping Centre	581	5			
24	Tauranga Crossing	477	4			
25	Bayfair Shopping Mall	660	6			
26	Bethlehem Town Centre	822	7			
301	Hospitals & Care Homes team	75	1			

6.2 PREPARE MATERIALS

The special votes process, including preparation of materials, should be led by the Special Votes Process Leader as the start of their post-election tasks. Materials should be made ready by E-3.

Prepare the following materials for each voting place or voting team that is open during the advance voting period, using the number of expected special votes in EMS as a guide to how many S3 and S4 envelopes you will need.

Clip each set of materials together.

Note that there is only one phase for special votes during the advance voting period, but there may be multiple special vote ballot boxes for each voting place or team.

Form/Envelope	Supply item description	No. required
Form F (M10-SUMMARY)	Summary of special vote envelopes received	1 for each voting place or team
██████████	████████████████████ ██████████	████████████████████
██████████	████████████████████	████████████████████
Plain envelopes	A4 size envelope for miscast ordinary votes	2 for each voting place or team Mark one envelope with "Miscast votes" Mark one envelope with "Enrolment forms"
Pre-printed label	Labels with the voting place or team details	1 sheet for each voting place or team, to label each form and envelope
██████████ ██████████	████████████████████	████████████████████

Ensure that the following supplies are ready:

E79 envelope	Takeaway votes envelope	20 (2 packs)
'ADVANCE' stamp	Stamp for marking the back of every special vote envelope	3 stamps as provided in bulk supplies
Calculator	To complete calculations on Form F (M10-SUMMARY)	1 (could be a calculator on a mobile phone)
Rubber bands	To bundle together special votes by each electorate	Good sized bundle

6.3 COMPLETING THE STAMP, SORT AND COUNT

The Election Day special vote processing tasks should run alongside the early count; starting at 9.00am and with aim to complete by 5.00pm. The following instructions are for the Special Votes Process Leader who is leading the processing team on Election Day:

Step	Instructions										
1	<p>Before 9.00am on Election Day, set up tables so there is enough room to spread out and sort the special vote envelopes. You will need room each electorate, with a larger space for your home general electorate.</p> <p>Display a copy of the final M55-SVPLAN as a checklist of how many special votes ballot boxes you are expecting to open and check, and to monitor your team's progress.</p> <p>Once all the materials have been returned from advance voting places and teams, confirm that you have the correct number of special vote ballot boxes (as per the plan). If any boxes are missing, immediately advise the LS Manager or the EM.</p>										
2	<p>Collect the following materials for each voting place or team that issued special votes in advance voting:</p> <ul style="list-style-type: none"> • Special vote ballot box(es) • Envelope S6 (will be packed in a supplies box from the voting place), containing Form B - Special vote reconciliation • The set of materials prepared for that voting place: <ul style="list-style-type: none"> ○ Form F - Summary of special declaration votes envelopes received ○ [REDACTED] ○ [REDACTED] ○ two plain A4 size envelope, labelled, marked with "Miscast votes" or "Enrolment forms" 										
3	<p>One voting place or team at a time:</p> <ul style="list-style-type: none"> • break the seal on the special votes box(es) • fill in the seal log on the back of the box <table border="1" data-bbox="932 1339 1390 1406"> <thead> <tr> <th>Seal number</th> <th>Sealed by</th> <th>Checked by</th> <th>Date</th> <th>Reason for removal</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <ul style="list-style-type: none"> • empty the contents onto the tables • stamp the back of each special vote envelope with the 'ADVANCE' stamp in the 'Official mark' box <div data-bbox="1062 1469 1385 1659" style="border: 1px solid black; padding: 10px; text-align: center;"> <p>ADVANCE</p> <p><small>OFFICIAL MARK</small></p> </div> <p>If any special votes or declarations are loose in the box, pack each set into an E79 envelope and write the electorate number and name on the outside. Put them in their electorate pile.</p> <p>If any ordinary votes or enrolment forms are found in the box, put them into the appropriate plain envelope labelled with the voting place or team details.</p>	Seal number	Sealed by	Checked by	Date	Reason for removal					
Seal number	Sealed by	Checked by	Date	Reason for removal							

4	<p>Sort the special vote envelopes:</p> <ul style="list-style-type: none"> • Make one pile for each electorate. • Keep electorates in numerical order. • If the electorate number and name are missing, difficult to read, or recorded incorrectly, eg, the number and name don't match, put the envelope with the home general electorate special vote envelopes. <p>Do not open the envelopes. They will be opened after Election Day.</p>
5	<p>Count each pile twice and record the totals on Form F.</p> <p>Transfer the number counted onto the M55-SVPLAN and calculate the difference to what was issued.</p> <p>If it is 10 or fewer than the number of special votes issued, check whether there is another special vote ballot box for this voting place. If additional votes cannot be located, you must advise the EM as soon as possible, so they can investigate if special votes have been misplaced.</p> <p>It is possible that some special votes might have been miscast into ordinary vote ballot boxes. The early count team will provide these back to you (see step 10, below).</p>
6	<p>Do not overfill. [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
7	<p>Put a rubber band around the envelopes for each other electorate and pack into an [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
8	<p>Repack the special votes box(es) for that voting place or team with the [REDACTED]</p> <p>[REDACTED]</p> <p>Put Forms B and F into Envelope S6. Put aside the A4 envelope with miscast votes for the Early Count Process Leader.</p> <p>Put the A4 envelope with enrolment forms aside for the scanning team.</p>
9	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>Tick on the M55-SVPLAN that the count from that voting place has been completed.</p>
10	<p>The EM or another HQ manager will collect the envelopes and forms on a regular basis and return these to the early count and scanning area respectively.</p> <p>You will receive A4 envelopes from the early count team, with any miscast special vote envelopes. Ensure these are stamped and added to the correct advance vote count.</p> <p>Adjust the paperwork accordingly. [REDACTED]</p> <p>[REDACTED]</p>

7 SCANNING OF ENROLMENT FORMS

7.1 FORMS RETURNED FROM ADVANCE VOTING

All remaining enrolment forms issued during advance voting and returned on E-1 must be scanned and uploaded to ERSA on Election Day morning, so that they can be processed as soon as possible.

Use the instructions in Chapter 25 – Scanning, to complete this task.

Most of the enrolment forms will have been returned in Envelope S5 and be available to the scanning team at the start of Election Day. Some enrolment forms may be found in the special vote or ordinary vote ballot boxes and will be returned from those teams to the scanning area, as described in the M55-ECPLAN.

Be sure to check that all forms have been provided to the scanning team before they finish their processing.

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8 RESULTS ENTRY ON ELECTION NIGHT

8.1 PREPARING FOR RESULTS ENTRY

All preliminary results must be entered into EMS from 7.00pm on Election Night. These consist of results from the ordinary vote counts completed at:

- the early count of advance votes
- Election Day voting places.

There are a number of tasks to be completed to enable this to take place. It is suggested that these are the responsibility of the RR Manager who may delegate some or all tasks to their HQ Support Team Leader or other senior HQ support staff.

Time	Checklist
E-5	Provide the list of phones in the hunt group to National Office (see details below on how many phones should be allocated)
	Check that data entry operators have a log in to the laptop and access to EMS
E-3	Complete the first test of the hunt group
	Complete collation of count results sheets and other supplies for telephone operators
	Check that the 'Backup Results Sheet' has been downloaded to the desktop on the EM and RR Manager's laptop and is available locally, in case that EMS becomes unavailable.
E-1	Ensure all results entry laptops and results phones are fully charged
Election Day	Complete a second test of the hunt group by 5.30pm; telephone operators should arrive by this time as well
	Ensure all data entry operators have arrived and completed training before 6.30pm
Election Night	Enter advance voting results into EMS from 7.00pm, when instructed by National Office
	Election Day voting place results are expected to be phoned in from 7.30pm until 9.15pm and entered into EMS

Voting Place Managers will use the reconciliation application on the voting place mobile phone to complete their reconciliations on Election Night.

You may wish to use the Power BI reporting to see the progress of reconciliations at your voting places and how large the counts are for the staff to complete. There are more details about Power BI in Chapter 20 – Delivering Voting Services.

The screenshot below shows example reconciliations for the Ōhāriu electorate as reported in Power BI, with the number of ordinary votes for each electorate issued at each voting place.

For example, Rimu Road School has completed their ordinary vote reconciliation for the Ōhāriu and Te Tai Tonga electorates, while Tōtara Bay Community Centre, who also issued votes for the Mana electorate, shows three reconciliations.

Home Electorate	Reconciliation Date	Voting Place	Reconciliation Electorate	Expected Ballot Papers
Ōhāriu	18-Jan-23	VP 119 Rimu Road School,	Ōhāriu	428
		16 Rimu Road, Tōtara Bay	Te Tai Tonga	43
		VP117 Tōtara Bay	Mana	53
		Community Centre, 552	Ōhāriu	162
		Tōtara Bay Road, Tōtara	Te Tai Tonga	25
		VP118 Kahikatea Heights	Mana	583
		Mall, 38 Western Link	Ōhāriu	948
		Road, West View	Rongotai	384
			Te Tai Tonga	118
	Wellington Central	184		

If voting places have not finished entering their reconciliations by 7.30pm, the VS Manager may want to send Mobile Support to that voting place to assist them, or to call the VPM directly to offer help.

If necessary, Mobile Support can use their assigned mobile phone to complete reconciliations for a VPM, either in person or over a phone call.

A back up Excel spreadsheet will also be provided, that an electorate HQ staff member can also use to complete reconciliations if a Voting Place Manager needs this.

If all else fails to complete reconciliations electronically, or for those locations where there is no cellular or WiFi connectivity, Voting Place Managers have back up procedures in their Personal Instruction Manuals (PIM), to provide confidence to the accuracy of preliminary count results.

8.3 RESULTS PHONES

8.3.1 Overview

On Election Night, your telephone operators in electorate HQ will receive voting results from your VPMs using some of your allocated mobile phones. These are set up in a hunt group which means that as one phone is answered, the next phone rings.

VPMs have instructions in their PIM that when they have finished counting all their votes to:

- Call [REDACTED]
- [REDACTED]
- Expect the call to be answered by electorate HQ staff.

8.3.2 Allocation of mobile phones for election night

You will need to have between 6-13 mobile phones available based on the number of voting places open in your electorate on Election Day. Use the following guide to determine how many phones you will need.

Number of Election Day voting places	Recommended number of mobile phones
15-20	6
21-25	7
26-30	8
31-40	9
41-50	10
51-60	11
71-90	12
91+	13

If you will not have enough mobile phones available for your Election Night hunt group, email [REDACTED] by E-42 and National Office will supply a basic mobile phone that can be used as an alternative. Note that there is a limited supply of these phones.

8.3.3 Election night readiness

You must test your Election Night hunt group ahead of time to ensure it is working as expected, using the following instructions:

Step	Instructions
1	By Monday E-5, complete master form M45-ENHUNT with the list of mobile phone numbers you will use on Election Night and attach it to the appropriate task in EMS. These mobile phone numbers will be added to your hunt group.
2	On Wednesday E-3, you will need to conduct a test of the hunt group. Refer to the instructions below. To complete this test, you will need 3 additional phones that are not part of the hunt group; these can be any phone eg, the LS Manager's phone or a personal phone. Once complete, confirm the appropriate task in EMS.
3	On Election Day, you will need to repeat the test as detailed below. Again, you will need 3 additional phones that are not in the hunt group. Once complete, confirm the appropriate task in EMS.

8.3.4 Election Night hunt group test

Use these instructions to test your Election Night hunt group:

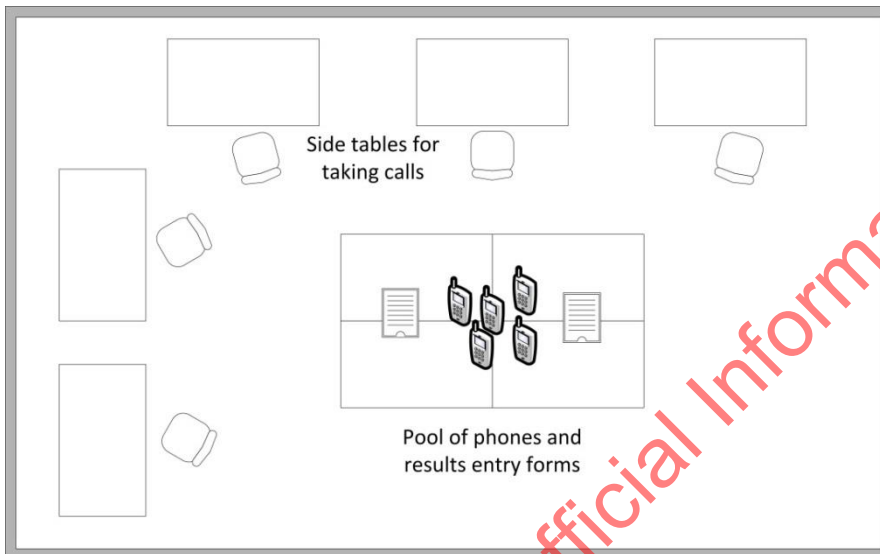
Step	Instructions
1	Turn on all the hunt group mobile phones.
2	From one phone (not part of the hunt group) call [REDACTED] and check it rings through to one of the phones in the hunt group. Do not answer this call, let it forward to the next mobile phone in the hunt group. Keep ignoring the rings until the ring has forwarded to each phone in your hunt group. Make sure every phone in the hunt group rings in turn.
3	From three phones (not part of the hunt group) call [REDACTED] and check that three phones in the hunt group ring simultaneously. Do not answer the calls; let them forward to the next mobile phone in the hunt group. Keep ignoring the rings until the three calls have forwarded to at least one phone in your hunt group. Check that 3 hunt group phones ring simultaneously.
4	If any issues arise, contact National Office.

8.3.5 Telephone area set-up

You will need the same number of telephone operators as number of phones in the hunt group. The operators do not need to log into the phone to take calls.

The results area where staff receive calls must be set up in a space with good mobile phone reception and be as quiet as possible, so operators can hear the results clearly. If you are completing your early count in your electorate HQ, you may wish to use part of this area after 7.00pm.

A suggested layout is shown below.



It is recommended to put the pool of phones on a middle table rather than allocating a phone to an individual. This enables an equitable distribution of the calls between telephone operators.

8.4 TELEPHONE OPERATOR & RESULTS SHEET CHECKING TRAINING

The RR Manager normally leads the telephone operator training.

Ask telephone operators and results sheet checker(s) to arrive by 5.30pm on Election Day.

If they are new to the HQ, provide them with a verbal H&S and security induction at the site.

Then take them through the following tasks:

- Show the Voting Place Summary report with the list of voting places and number of results expected from each one, and how you would like the results ticked off as they come in.
In the example below, there are 3 ordinary vote results expected on Election Night from the first two voting places, but there are 8 results expected from VP 003.

Voting Places in Auckland Central

VP#	Suburb	Name	Access	AV	ED
01 - 001	Auckland City	159 Nelson Street, Corner Nelson & Union Streets, Auckland City	Partial	01 Auckland Central 11 Epsom 68 Tamaki Makaurau	01 Auckland Central 11 Epsom 68 Tamaki Makaurau
01 - 002	Auckland	Alexander District Center, 104 Auckland Main Street, Auckland	None	01 Auckland Central 11 Epsom 68 Tamaki Makaurau	01 Auckland Central 11 Epsom 68 Tamaki Makaurau
01 - 003	Ponsonby	All Saints Anglican Church, 284 Ponsonby Road, Ponsonby	Partial	01 Auckland Central 11 Epsom 23 Maungakiekie 24 Mt Albert 30 North Shore 31 Northcote 49 Tamaki 68 Tamaki Makaurau	01 Auckland Central 11 Epsom 23 Maungakiekie 24 Mt Albert 30 North Shore 31 Northcote 49 Tamaki 68 Tamaki Makaurau

- Show the orders for each voting place and how the results sheets match each electorate that the voting place issued ordinary votes for.
- Call the results phone line to demonstrate how the hunt group works.
- Explain how calls will be answered.
- Walk through the process for recording the information on the EMS11-HQ results sheets and how they will be checked over by a results sheet checker before the telephone operator finishes the call with the VPM.
- Explain how the information on special votes and enrolment forms will be recorded against the results for the home general electorate.
- Have the telephonists and results sheet checker(s) practice a phone call using the script in section 8.7.

By E-3 you need to have prepared the following items:


No.	Item																														
1	Print a copy of the 'Voting Place Summary' report from EMS onto A3 paper, so each result, for each voting place, can be ticked off as the results are phoned in.																														
2 As given in the report	<p>Use the top of the Voting Place Summary report to determine how many EMS11-HQ results sheets to print for each electorate, for Election Day results.</p> <p>In the example given below, print 23 results sheets for East Coast Bays, 1 for Kaipara ki Mahurangi, 6 for North Shore, 1 for Northcote, 2 for Upper Harbour, 5 for Whangaparāoa and 23 for Te Tai Tokerau.</p> <table border="1"> <thead> <tr> <th></th> <th>AV</th> <th>ED</th> </tr> </thead> <tbody> <tr> <td></td> <td>20</td> <td>23</td> </tr> <tr> <td>10 East Coast Bays</td> <td>20</td> <td>23</td> </tr> <tr> <td>18 Kaipara ki Mahurangi</td> <td>1</td> <td>1</td> </tr> <tr> <td>30 North Shore</td> <td>5</td> <td>6</td> </tr> <tr> <td>31 Northcote</td> <td>1</td> <td>1</td> </tr> <tr> <td>55 Upper Harbour</td> <td>3</td> <td>2</td> </tr> <tr> <td>63 Whangaparāoa</td> <td>3</td> <td>5</td> </tr> <tr> <td>70 Te Tai Tokerau</td> <td>20</td> <td>23</td> </tr> <tr> <td>Total</td> <td>53</td> <td>61</td> </tr> </tbody> </table> <p>Print the home Māori and shared electorate results sheets on different coloured paper to make them easy to tell apart.</p>		AV	ED		20	23	10 East Coast Bays	20	23	18 Kaipara ki Mahurangi	1	1	30 North Shore	5	6	31 Northcote	1	1	55 Upper Harbour	3	2	63 Whangaparāoa	3	5	70 Te Tai Tokerau	20	23	Total	53	61
	AV	ED																													
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63 Whangaparāoa	3	5																													
70 Te Tai Tokerau	20	23																													
Total	53	61																													
3 One per voting place	<p>Prepare a paper pocket for each voting place:</p> <ul style="list-style-type: none"> label the pocket with the voting place number and name use the voting place summary report to determine which result sheets are required label the appropriate EMS11-HQ Headquarters Election Night results sheets with the voting place number and name place the sheets into the pocket, with the home general electorate sheet on top. <p>In the example below for the Albany Community Hall, results sheets would be packed for 3 electorates; East Coast Bays (placed on top), Whangaparāoa and Te Tai Tokerau.</p> <table border="1"> <thead> <tr> <th>VP#</th> <th>Suburb</th> <th>Name</th> <th>Access</th> <th>AV</th> <th>ED</th> </tr> </thead> <tbody> <tr> <td>10 - 001</td> <td>Albany</td> <td>Albany Community Hall, Corner Albany Highway & Library Lane, Albany</td> <td>Full</td> <td></td> <td> 10 East Coast Bays 63 Whangaparāoa 70 Te Tai Tokerau </td> </tr> </tbody> </table>	VP#	Suburb	Name	Access	AV	ED	10 - 001	Albany	Albany Community Hall, Corner Albany Highway & Library Lane, Albany	Full		10 East Coast Bays 63 Whangaparāoa 70 Te Tai Tokerau																		
VP#	Suburb	Name	Access	AV	ED																										
10 - 001	Albany	Albany Community Hall, Corner Albany Highway & Library Lane, Albany	Full		10 East Coast Bays 63 Whangaparāoa 70 Te Tai Tokerau																										
4	Print a copy of the 'Count staff required in voting places on Election Night' report as a guide to when results are expected																														

Each telephone operator will need the following supplies.

No.	Item
1	Script to follow when receiving telephone calls from voting places (see section 8.7)
1	Pen
1	Ruler
1	Headset, set up (see section 8.6)

8.6 SET UP OF THE MOBILE PHONE WITH THE HEADSET

Each phone operator should have their own headset for hygiene reasons; these are supplied with the laptops to electorate HQ. If you have many phone operators, you may need to request more headsets from National Office, or staff may have a personal headset that they are happy to use.

Step	Instructions
1	<p>When the phone rings, plug the jack into the phone as shown in the photos below.</p> <div style="display: flex; justify-content: space-around;">   </div>
2	When a call is complete, unplug the headset and return the phone to the central pool.
3	For hygiene reasons, each phone operator should retain their headphones between calls
4	Once all voting place results have been received, you may want to wipe all equipment with an alcohol wipe.

8.7 TELEPHONE OPERATORS' SCRIPT

Step	Operator says...	Operator action												
1	'Kia ora, [Name of electorate] headquarters, [Name] speaking. [Redacted]	<ul style="list-style-type: none"> Find the voting place pocket for this voting place Repeat the name and number of the voting place 												
2	'What is your name?'	Repeat the voting place manager's name and enter it onto the results sheet for the home general electorate												
3	'What is your telephone number in case the Electorate Manager needs to contact you?'	Repeat the number and enter it onto the form. If the voting place manager does not know the phone number, it is written on an orange card in the pocket of the phone case.												
<table border="1"> <thead> <tr> <th colspan="2">EMS11-HQ Headquarters Election Night Results Sheet</th> </tr> </thead> <tbody> <tr> <td>Result received by (print name)</td> <td>[Redacted]</td> </tr> <tr> <td>Voting Place manager name and phone no.</td> <td>[Redacted]</td> </tr> <tr> <td>Time result received at HQ</td> <td>8-10 pm</td> </tr> <tr> <td>Voting Place name and number</td> <td>Sample School 25</td> </tr> <tr> <td>Electorate for these ballot papers</td> <td>Ohariu</td> </tr> </tbody> </table>			EMS11-HQ Headquarters Election Night Results Sheet		Result received by (print name)	[Redacted]	Voting Place manager name and phone no.	[Redacted]	Time result received at HQ	8-10 pm	Voting Place name and number	Sample School 25	Electorate for these ballot papers	Ohariu
EMS11-HQ Headquarters Election Night Results Sheet														
Result received by (print name)	[Redacted]													
Voting Place manager name and phone no.	[Redacted]													
Time result received at HQ	8-10 pm													
Voting Place name and number	Sample School 25													
Electorate for these ballot papers	Ohariu													
4	'Do you have the following forms for each electorate you counted votes for: Form G: Voting Place certificate EMS11-C: Candidate votes EMS11-P: Party votes'	Confirm that the Voting Place Manager has the forms.												
5	'I will now ask you a set of questions and will repeat your answer back to you. Please correct me straightaway if I say the wrong number'.	<i>Continued on next page</i>												

Step	Operator says...	Operator action																				
6	<p>We'll start with Form G, for the [home general electorate].</p> <p>What was the number of special votes issued?</p> <p><i>If you are told 'nil' or 'zero' ask: 'Are you sure that your voting place did not issue any special votes?'</i></p> <p>Then ask:</p> <p>'What was the number of takeaway votes issued?'</p> <p>'What was the number of enrolment forms received?'</p> <p>'What was the number of special votes received?'</p>	<p>Repeat the numbers and enter them on the results sheet for the home general electorate, writing one digit in each box.</p> <table border="1"> <thead> <tr> <th colspan="4">Special Votes and Enrolment Forms (from Form G)</th> </tr> </thead> <tbody> <tr> <td>Special Votes Issued</td> <td></td> <td>1</td> <td>5</td> </tr> <tr> <td>Takeaway Votes Issued</td> <td></td> <td></td> <td>4</td> </tr> <tr> <td>Enrolment Forms Received</td> <td></td> <td>2</td> <td>8</td> </tr> <tr> <td>Special Votes Received</td> <td></td> <td>1</td> <td>5</td> </tr> </tbody> </table>	Special Votes and Enrolment Forms (from Form G)				Special Votes Issued		1	5	Takeaway Votes Issued			4	Enrolment Forms Received		2	8	Special Votes Received		1	5
Special Votes and Enrolment Forms (from Form G)																						
Special Votes Issued		1	5																			
Takeaway Votes Issued			4																			
Enrolment Forms Received		2	8																			
Special Votes Received		1	5																			
7	<p>'Now we will look at the same Form G for ordinary votes.</p> <p>How many ballot papers were issued?</p>	<p>Repeat the number and enter it on the results sheet, writing one digit in each box.</p> <p>If fewer than 6 ordinary votes were issued, write this number and go to step 12.</p> <p>If more than 6 ordinary votes were issued, move onto step 8.</p>																				
<table border="1"> <thead> <tr> <th colspan="4">Total ordinary ballots issued (from Form G)</th> </tr> </thead> <tbody> <tr> <td>Total ordinary ballots issued</td> <td></td> <td>9</td> <td>2</td> </tr> </tbody> </table>			Total ordinary ballots issued (from Form G)				Total ordinary ballots issued		9	2												
Total ordinary ballots issued (from Form G)																						
Total ordinary ballots issued		9	2																			
8	<p>'Now I will ask for your candidate, informal candidate and total candidate vote results.'</p>	<ul style="list-style-type: none"> Say the surname only of each candidate, one at a time. If there is more than one candidate with the same or similar name say the first name as well. Repeat the candidate surname and number of votes and record the number on the results sheet beside the correct name. <p>If there are no votes for a candidate enter '0'.</p>																				
9	<p>'Is the difference within tolerance?'</p>	<p>Beside 'Total candidate votes' write:</p> <p>✓ if they are within tolerance</p> <p>X if they are outside tolerance.</p>																				

Electoral Candidate Votes (from EMS11-C)			
		2	89
			85
			71
			63
		1	86
			45
			61
		1	02
Candidate Informal Votes			18
Total Candidate Votes		9	20

Step	Operator says...	Operator action
10	'Now look at the EMS11-P for this electorate. I will ask for your party, informal party and total party results.'	<ul style="list-style-type: none"> • Call each party name one at a time. • Repeat the party name and number of votes and record the number on the results sheet beside the correct party. <p>If there are no votes for a party enter '0'.</p>
11	"Is the difference within tolerance?"	<p>Beside 'Total party votes' write:</p> <ul style="list-style-type: none"> ✓ if they are within tolerance X if they are outside tolerance.
12	'Do you have results for another electorate?'	<ul style="list-style-type: none"> • Take the blank EMS11-HQ form for the appropriate electorate and start the process again at step 8, checking that the VP Manager looks at the forms for the new electorate. • If no, go to step 13
13	<p>Let the VPM know that someone will be checking what you have recorded.</p> <p>Pass the count sheets to a results sheet checker who will tick on the voting place summary report that you have received results from all the electorates the voting place was issuing ordinary votes for. Each voting place must provide results for at least one general and one Māori electorate. They may also have results for one or more other Māori electorates or one or more other shared general electorates.</p> <p>The results sheet checker will also check that the maths on the EMS11-C and EMS11-P add correctly and that the results look accurate to what would be expected. Ensure this is completed and there are no questions before going to step 14.</p>	
14	'Thank you. If you have any issues closing down the voting place, please contact us immediately. Good night.'	<ul style="list-style-type: none"> • Return the mobile phone to the centre table. • You or the results sheet checker give the completed forms to the data entry operator.

Form G – Voting Place Certificate

FORM G		Voting Place Certificate for:	
Electorate No. and Name			
Voting place No. and name			
Copy from the app: ordinary vote	Ballot papers issued	920	
	Ballot papers supplied	1200	
	Ballot papers unused	275	
	Ballot papers used	925	
	Spoilt papers	5	
	Questioned votes	0	
For the home general electorate only:			
Copy from the app: Special vote	Special votes issued	152	
	Takeaway votes issued	4	
	Enrolment forms received	28	
Copy from Form F	Special votes received	153	

EMS11-HQ results sheet (home general electorate)

EMS11-HQ Headquarters Election Night Results Sheet			
Result received by (print name)	[REDACTED]		
Voting Place manager name and phone no.	[REDACTED]		
Time result received at HQ	8:10 pm		
Voting Place name and number	Sample School 25		
Electorate for these ballot papers	Ontario		
Special Votes and Enrolment Forms (from Form G)		Party Votes (from EMS11-P)	
Special Votes Issued	152		12
Takeaway Votes Issued	4		17
Enrolment Forms Received	28		241
Special Votes Received	153		33
Total ordinary ballots issued (from Form G)			40
Total ordinary ballots issued	920		105
If less than 6 do not enter the results below.			
Electoral Candidate Votes (from EMS11-C)			19
[REDACTED]	289		35
[REDACTED]	85		29
[REDACTED]	71		15
[REDACTED]	63		10
[REDACTED]	186		304
[REDACTED]	45		19
[REDACTED]	61		16
[REDACTED]	102		15
Candidate Informal Votes	18	Party Informal Votes	10
Total Candidate Votes	920	Total Party Votes	920

EMS11-HQ results sheet
(Māori electorate)

No special vote or enrolment
form information required.

EMS11-HQ Headquarters Election Night Results Sheet																			
Result received by (print name)																			
Voting Place manager name and phone no.																			
Time result received at HQ																			
Voting Place name and number																			
Electorate for these ballot papers	Te Tai Hauāuru																		
<table border="1"> <thead> <tr> <th>Total ordinary ballots issued (from Form G)</th> <th colspan="5">Party Votes (from EMS11-P)</th> </tr> </thead> <tbody> <tr> <td>Total ordinary ballots issued</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6">If less than 6 do not enter the results below.</td> </tr> </tbody> </table>		Total ordinary ballots issued (from Form G)	Party Votes (from EMS11-P)					Total ordinary ballots issued						If less than 6 do not enter the results below.					
Total ordinary ballots issued (from Form G)	Party Votes (from EMS11-P)																		
Total ordinary ballots issued																			
If less than 6 do not enter the results below.																			

EMS11-HQ results sheet
(shared general electorate)

No special vote or enrolment
form information required.

EMS11-HQ Headquarters Election Night Results Sheet																			
Result received by (print name)																			
Voting Place manager name and phone no.																			
Time result received at HQ																			
Voting Place name and number																			
Electorate for these ballot papers	Mana																		
<table border="1"> <thead> <tr> <th>Total ordinary ballots issued (from Form G)</th> <th colspan="5">Party Votes (from EMS11-P)</th> </tr> </thead> <tbody> <tr> <td>Total ordinary ballots issued</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6">If less than 6 do not enter the results below.</td> </tr> </tbody> </table>		Total ordinary ballots issued (from Form G)	Party Votes (from EMS11-P)					Total ordinary ballots issued						If less than 6 do not enter the results below.					
Total ordinary ballots issued (from Form G)	Party Votes (from EMS11-P)																		
Total ordinary ballots issued																			
If less than 6 do not enter the results below.																			

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8.9 CHECKING OF RESULT SHEETS

If there is something wrong with the results provided by the Voting Place Manager to the telephone operator, it can be difficult to contact them after the phone call is completed.

Assign 1-2 staff members to do a quick check of the results sheets **before** the telephone operator finishes the results phone call with each voting place manager.

These staff will check that:

- results are as reasonably expected, ie, the distribution of candidate and party votes are similar across voting places: occasionally results can be recorded against the wrong candidate or party, especially if there are similar names on the ballot paper.
Note: refer to the 'pre-selected candidates and pre-selected parties' advised by National Office for the Early Count for guidance on the likely highest polling candidates and parties.
- the total party results, total candidate results, and total issued ballot papers are approximately the same number
- if results are not within tolerance as shown in the table below, then try to troubleshoot any obvious errors like addition errors.

If there is potentially an error, the telephone operator should reconfirm with the Voting Place Manager that the information is correct. If this is not immediately resolved, the EM or another HQ Manager may need to talk with the Voting Place Manager.

Tolerance allowed in voting place counts

Ordinary vote tolerance scale

If the votes counted do not balance with the total number of ordinary votes issued, this tolerance scale tells you how many votes you can be out by before you need to recount the votes:

- If the difference is **greater than** the number given, you **must** recount the votes. You only need to do **one** recount.
- If the difference is **less than or equal to** the number given you **do not** need to recount the votes.

Number of votes issued	Allowed difference
1 to 100	0
101 - 300	1
301 - 600	2
601 - 900	3
901 - or more	4

Tolerance allowed in early count

3. ORDINARY VOTE TOLERANCE SCALE

The following ordinary vote tolerance scale must be followed for each early count.
Note: this tolerance scale is specific to the early count of advance votes.

Number of votes issued	Allowed difference
<6 votes	Do not count
6 – 100	0
101 – 200	1
201 - 400	2
401 - 600	3
601 - 800	4
801 - 1000	5
1001 - 1200	6
1201 - 1400	7
1401 - 1600	8
1601 - 1800	9
1801 - 2000	10
2001 - 2200	11
2201 - 2400	12
2401 - 2600	13

8.10 DATA ENTRY OPERATOR TRAINING

Ask data entry operators to arrive by 5.30pm on Election Day for training. Ideally, data entry officers will have participated in one of the EMS dress rehearsals. You will need 2-3 data entry operators.

The operators should practise entering results in the EMS training system using the sample results entry forms provided for dress rehearsals.

8.11 ENTERING RESULTS INTO EMS


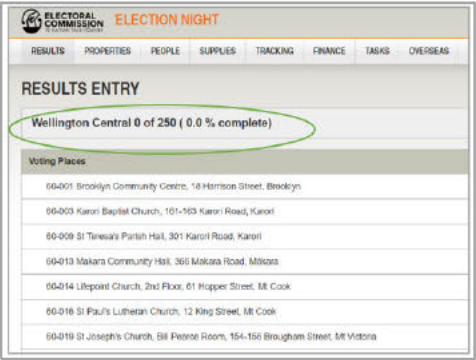
The data entry operators must wait until they are advised by the EM to start entering results into EMS using the completed Headquarter Election Night Result Sheets (EMS11-HQ). This notification should be expected at 7.00pm and data entry must start immediately. If your early count is not completed by 7.00pm, you must enter those results that have been completed and progressively enter other counts as they are received.

You must get at least 5000 votes from your home general electorate entered into EMS before 7.15pm.

8.11.1 Returning results sheets.

Refer to the M55-ECPLAN for how the results sheets will be returned from the early count restricted area to the data entry operators. Depending on the distance, these may be phoned into electorate HQ, in the same way as the Election Night results. Enter the largest counts first, starting with the home general electorate.

Use these instructions for entering results into EMS.

Step	Instructions
1	<p>Open EMS. Select Results > Parliament Vote entry:</p> 
2	<p>The results entry screen will show:</p> <ul style="list-style-type: none"> the name of your electorate the number of results entered, and the number of results expected to be entered the percentage (%) of expected results completed. <p>Below this is a list of voting places for your electorate.</p>  <p style="text-align: right;"><i>Continued on next page</i></p>

Click on the voting place you wish to enter results for. There are separate tabs for each electorate that votes were taken for in that voting place.



Make sure you enter the correct results into the correct count with the correct phase.

3

If you make a mistake and enter results into the wrong count, you must correct it immediately by:

- putting zeros into the results of the count incorrectly entered and **Save**
- entering the results into the correct count.

4

For each home general electorate count from an Election Day voting place, using the information on the EMS11-HQ results sheet, enter the:

- special votes issued to voters
- takeaway votes issued
- enrolment forms received
- special votes received
- total ordinary ballot papers issued to voters
- electorate candidate votes for each candidate
- party votes for each party.

For any field that has no data, you must enter 'zero'.

Click **Save**.

5

If you have not entered zeros into the blank fields a warning message will appear.

Click **Close** to return to the data entry screen.

Enter zeros into the blank fields.

6

Click **Print** to get a hard copy of the form and check that the information matches the original hand-printed form.

Total Party Votes		2	3	1
-------------------	--	---	---	---

Print
Done

Staple the printed form on top of the handwritten EMS11-HQ. Click **Done**.

7

Put the EMS11-HQ forms in a tray for the Electorate Manager.

8

As each electorate count is entered into EMS and saved, the colour on the tab will change to green. Results can be entered in any order.

Results > Parliament > Parliament

- 002 Karori Community Centre,
- Wellington Central (AV1)
- Wellington Central (AV2)
- Te Tai Tonga (AV1)
- Ohariu (AV1)

Note: Shared electorates and Māori electorates do not require entry of special votes and enrolment forms numbers from the voting place.

For these electorates enter:

- total ordinary ballot papers issued to voters
- electorate candidate votes for each candidate
- party votes for each party.

The AV1 phase will require entry of special votes received, along with the count results.

When all electorate counts have been entered, the main screen shows that voting place or voting team as **green**.

If only some of the electorate counts have been entered, the main screen shows that voting place or team as **yellow**.

Voting places or teams with no results entered show as white.

RESULTS ENTRY

Wellington Central 3 of 250 (1.2 % complete)

Voting Places

- 60-001 Brooklyn Community Centre, 18 Harrison Street, Brooklyn
- 60-003 Karori Baptist Church, 161-163 Karori Road, Karori
- 60-009 St Teresa's Parish Hall, 301 Karori Road, Karori
- 60-013 Makara Community Hall, 366 Makara Road, Makara

Continued on next page

Troubleshooting:

If the candidate and party vote counts do not balance, a warning message will appear stating what the error is and what needs to be done to correct it.

If you do not want to submit the results with the error, click Cancel and correct the results. Then click **Save**.

If the results that you have entered match what has been written on the EMS11-HQ results sheet, click **OK**.

TALLY WARNING!

Candidates votes + informals total is: 495
Party votes + informals total is: 497

These should be equal. Please make sure you have checked your entries.

Click on 'OK' if you want to submit anyway, otherwise select the 'Cancel' button to re-check everything.

Cancel OK

10

A warning message will appear if the number of votes counted do not match the number of votes issued. If what you have entered match what is written on the EMS11-HQ results sheet, click **OK**.

TOLERANCE WARNING!

The number of ballot papers issued 100 does not tally with the candidate total 99. The difference is 1. The acceptable tolerance is 0.

Click on 'OK' if you want to submit anyway, otherwise select the 'Cancel' button to re-check everything.

Cancel OK

If you correct a record after saving, then you will be warned that you will be overwriting results. Click **OK** to save the corrected results.

WARNING!

This will over-write existing results values at Election Night Centre.

Click on 'OK' if you want to submit anyway, otherwise select the 'Cancel' button to re-check everything.

Cancel OK

8.12 FEWER THAN SIX VOTES ISSUED AT A VOTING PLACE

If fewer than six votes are issued at a voting place for an electorate, the data entry operator enters the number of ballot papers issued (0-5) into the 'Total ordinary ballot papers issued to voters' field. The candidate and party fields will become grey and votes cannot be entered.

Total ordinary ballots issued (from Form G)				
Total ordinary ballots issued				3
If less than 6 do not enter the results below.				

8.13 UNUSED PHASES

There may have been additional phases set up at a voting place for the advance voting period that were not required. In these circumstances you must enter zero votes received and save the result.

Once all other counts have been received and entered, this will allow result entry to go to 100% complete.

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9 INFORMATION FOR ELECTORATE MANAGERS

9.1 BACK-UP RESULTS ENTRY PROCEDURES

In the unlikely event there is a problem entering results into EMS on Election Night, National Office has back-up procedures in place. Problems with EMS may include:

- losing access to EMS
- slow data entry or EMS transmission.

If...	Then...
<ul style="list-style-type: none"> • EMS transmission is slow • data entry is slow • you lose access to EMS 	<ul style="list-style-type: none"> • contact the National Support Team immediately. National Office has staff on standby to enter results if an electorate is experiencing difficulties. • you will be asked to scan and email, or photograph and email the handwritten results sheets.
<ul style="list-style-type: none"> • both your electorate and National Office lose access to EMS 	<ul style="list-style-type: none"> • you will be asked to enter results into the Excel spreadsheet on your laptop and email the file to National Office.

9.2 RESULTS MONITORING AND REASONABLENESS CHECKING

Both general and Māori electorate EMs must carry out monitoring and reasonableness checks of their results.


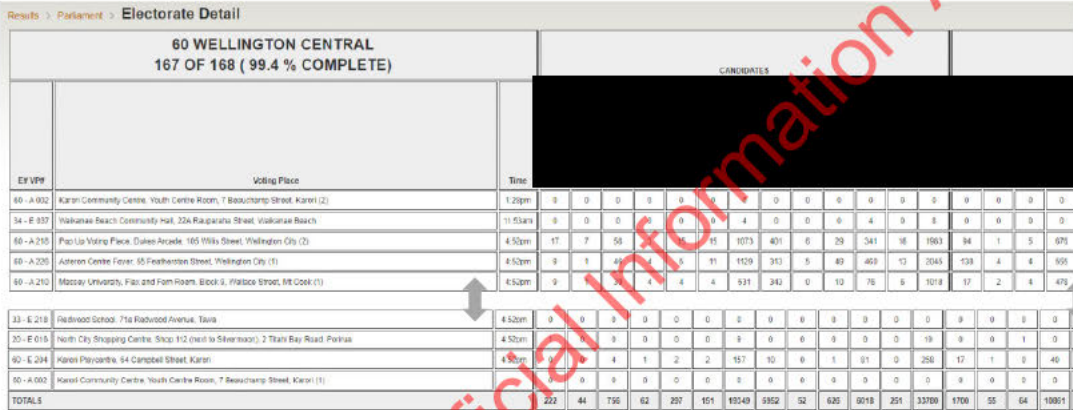
General electorate EMs...	Māori electorate EMs...
<ul style="list-style-type: none"> • undertake reasonableness checks of their results shortly after they have been entered into EMS • have their data entry team enter advance ordinary and voting place votes on behalf of Māori electorates • check that results are coming in as expected from voting places using the electorate target count times report. 	<ul style="list-style-type: none"> • check that their results have been entered into EMS in a timely manner • undertake reasonableness checks on the results.

The RM should allocate a staff member, eg, the VS Manager or an experienced HQ Team Leader to undertake the reasonableness checks on behalf of the Māori EM.

9.3 CHECKING THE ELECTORATE DETAIL REPORT

Every 10-15 minutes ask one of the data entry operators to print off the Electorate Detail report from EMS. This shows the number of votes received by each party and candidate at each voting place that issued ordinary votes for your electorate.

This table provides instructions to complete reasonableness checking.

Step	Instructions
1	<p>In EMS, select Results > Reports > Electorate Detail.</p>  
2	<p>Check that:</p> <ul style="list-style-type: none"> • results are not entered on the wrong line • results are as reasonably expected, ie, the distribution of candidate and party votes are similar across different voting places • the total candidate results, total party results, and total issued ballot papers (TIBP) are approximately the same number.
3	<p>If you find a potential error:</p> <ul style="list-style-type: none"> • briefly describe the error in writing and staple it to the result in question • investigate the issue. If needed, ask a telephone operator to call the voting place manager to check forms EMS11-C and/or EMS11-P.
4	<p>If you identify an actual error:</p> <ul style="list-style-type: none"> • give the result and description of the error to a data entry operator • ask them to make any changes.

There are several other reports in EMS that summarise the results for your electorate. Some of the reports will open a new window and link you directly to the live election results website.

Reports

[Electorate Detail](#)

[Leading Candidates](#)

[Overall Status](#)

[Overall Status Advance Votes](#)

[Official Count Progress](#)

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10.4 MATERIALS

Prepare the following items for the return of voting place supplies:

- Folders to contain the Material Returns reports in groups, eg, voting places 1-10 in one folder and 11-20 in another folder.
- [Redacted], for scanning on Sunday E+1.
- [Redacted]
- [Redacted] on Sunday E+1
- Print the **Materials Returns** report in EMS for each voting place (**Tracking > Materials Tracking > Material Returns**). This acts both as a checklist and a receipt for the supplies. Once materials are successfully checked in, the VPM and HQ staff member both sign the bottom of the report.

You need to set up at least two table areas for receiving the supplies from voting places. Also set up at least one table area as a space for VPMs who have not packed their materials correctly and will be asked to repack them.

You may also want some chairs for any VPMs who are waiting for HQ staff to check in their supplies.

10.5 RECEIVING AND CHECKING SUPPLIES FROM VOTING PLACES

This table gives instructions for HQ staff checking supplies.

Step	Instructions																														
1	<ul style="list-style-type: none"> • Ask the Voting Place Manager to put their ballot boxes on the returns tables. • Get the Material Returns report for that voting place. 																														
2	<p>Start with the Special Votes ballot box.</p> <ul style="list-style-type: none"> • Check that the seal number on the ballot box matches to what is recorded on the seal log • Break the seal, record this on the log <table border="1"> <thead> <tr> <th>Seal number</th> <th>Sealed by</th> <th>Checked by</th> <th>Date</th> <th>Reason for removal</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Using the Special Votes checklist, check for and tick the following items: <table border="1"> <thead> <tr> <th colspan="2">Special Votes</th> </tr> <tr> <th>Items</th> <th>Check ✓</th> </tr> </thead> <tbody> <tr> <td>Ballot Box</td> <td> </td> </tr> <tr> <td>S1</td> <td> </td> </tr> <tr> <td>S2</td> <td> </td> </tr> <tr> <td>S3</td> <td> </td> </tr> <tr> <td>S4</td> <td> </td> </tr> <tr> <td>S5</td> <td> </td> </tr> <tr> <td>S6</td> <td> </td> </tr> <tr> <td>S7</td> <td> </td> </tr> </tbody> </table>	Seal number	Sealed by	Checked by	Date	Reason for removal						Special Votes		Items	Check ✓	Ballot Box		S1		S2		S3		S4		S5		S6		S7	
Seal number	Sealed by	Checked by	Date	Reason for removal																											
Special Votes																															
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Ballot Box																															
S1																															
S2																															
S3																															
S4																															
S5																															
S6																															
S7																															

	<ul style="list-style-type: none"> ○ Remove Envelope S5 and place this in the [REDACTED] for enrolment forms. All other envelopes remain in the box, in numeric order. ○ Issuing point stamps: tick this at the top of the report, the stamps should remain in the box. <table border="1" data-bbox="389 342 1291 398"> <thead> <tr> <th data-bbox="389 342 906 365">Items</th> <th data-bbox="906 342 1291 365">Check ✓</th> </tr> </thead> <tbody> <tr> <td data-bbox="389 365 906 398">Issuing point stamps</td> <td data-bbox="906 365 1291 398"></td> </tr> </tbody> </table>	Items	Check ✓	Issuing point stamps															
Items	Check ✓																		
Issuing point stamps																			
3	<p>Move onto the ordinary votes ballot box for the home general electorate:</p> <ul style="list-style-type: none"> ● Check and complete the seal log as with the special votes box ● Check for the: <ul style="list-style-type: none"> ○ rolls for this electorate. Tick these on the returns report, then remove them and place into the [REDACTED] ○ correct envelopes. Tick these on the returns report and leave them in the ballot box, in numeric order. <table border="1" data-bbox="426 696 884 891"> <thead> <tr> <th colspan="2" data-bbox="426 696 884 719">42 Remutaka</th> </tr> <tr> <th data-bbox="426 719 651 741">Items</th> <th data-bbox="651 719 884 741">Check ✓</th> </tr> </thead> <tbody> <tr> <td data-bbox="426 741 651 763">Ballot Box</td> <td data-bbox="651 741 884 763"></td> </tr> <tr> <td data-bbox="426 763 651 786">Electoral Rolls</td> <td data-bbox="651 763 884 786"></td> </tr> <tr> <td data-bbox="426 786 651 808">P1</td> <td data-bbox="651 786 884 808"></td> </tr> <tr> <td data-bbox="426 808 651 831">P2</td> <td data-bbox="651 808 884 831"></td> </tr> <tr> <td data-bbox="426 831 651 853">P3</td> <td data-bbox="651 831 884 853"></td> </tr> <tr> <td data-bbox="426 853 651 875">P4</td> <td data-bbox="651 853 884 875"></td> </tr> <tr> <td data-bbox="426 875 651 898">P5</td> <td data-bbox="651 875 884 898"></td> </tr> </tbody> </table> <p>If the supplies are not packed correctly, ask the VPM to repack them on the tables that have been assigned for this purpose.</p>	42 Remutaka		Items	Check ✓	Ballot Box		Electoral Rolls		P1		P2		P3		P4		P5	
42 Remutaka																			
Items	Check ✓																		
Ballot Box																			
Electoral Rolls																			
P1																			
P2																			
P3																			
P4																			
P5																			
4	<p>Repeat for the home Māori and shared electorates ballot boxes.</p> <p>Note: Remove the home Māori rolls from the ballot box, but keep the shared electorate rolls in their ballot box, as these are returned with the other associated voting materials to their respective electorates.</p>																		
5	<p>From the supplies box:</p> <ul style="list-style-type: none"> ● Check for the mobile phone(s) for the voting place. ● Tick this on the Returns report, then remove and place into the [REDACTED] for mobile phones. ● Check the voting place folder. Ensure that timesheets have been completed for all staff. The VPM will need to complete their timesheet to include transport time to HQ, the time taken to return supplies at electorate HQ and to the likely time for when they will arrive home. 																		
6	<p>Once the ballot boxes and supplies are checked and are in order, ask the VPM to sign the bottom of the Material Returns Report.</p> <p>Countersign the form and thank the VPM. They are free to go.</p>																		
7	<p>[REDACTED]</p> <p>Once an:</p> <ul style="list-style-type: none"> ● [REDACTED] ● [REDACTED] <p>take it to the scanning area.</p> <p>[REDACTED]</p>																		

CHAPTER 23 – EARLY COUNT

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1 EARLY COUNT

1.1 WHAT IS THE EARLY COUNT?

The count of ordinary votes issued in your electorate before Election Day is known as the early count. The early count takes place on Election Day and starts at 9am. Plan to finish counting by 6.30pm to allow paperwork to be checked and prepared for entry into Election Management System (EMS) at 7pm. Depending on the layout and space at your headquarters (HQ), you may be able to conduct your early count on site. Otherwise, you will need to organise for a separate space for Election Day.

1.2 ROLES AND RESPONSIBILITIES

Role	Responsible for:
Electorate Manager (EM)	<ul style="list-style-type: none"> overall accountability and oversight of the early count completing the early count plan (M55-ECPLAN) and special vote plan (M55-SVPLAN) briefing staff and scrutineers on Election Day.
Logistics and Supplies Manager (LS Manager)	<ul style="list-style-type: none"> assisting the EM to draft the early count and special vote plans [REDACTED] ensuring that materials are ready and correct for the early count.
Recruitment and Rostering Manager (RR Manager)	<ul style="list-style-type: none"> recruiting and confirming staff for the early count.
Early Count Process Leader(s) (ECPL)	<ul style="list-style-type: none"> preparing the materials for the early count training the table coordinators managing early count staff and the overall early count process on Election Day to meet timelines.
Assistant Early Count Process Leader(s)*	<ul style="list-style-type: none"> supporting the ECPL(s); one will attend the early count training assisting with the preparation of materials for the early count assisting with the training of table coordinators assisting the ECPL to manage the early count and leading the early count during their breaks.
Table coordinators	<ul style="list-style-type: none"> managing counters, providing clear instructions and keeping control of their count team managing work quality of the count team.
Counters	<ul style="list-style-type: none"> counting votes under the instructions of their table coordinator taking direction of their table coordinator and Process Leader under limited time conditions.
[REDACTED]	<ul style="list-style-type: none"> [REDACTED]

* a minimum of one assistant is needed, with a recommended one assistant per 4 count teams. If the early count area is in multiple spaces, there should be at minimum one assistant per space.

1.3 DELEGATIONS

The EM must use the M34-HQM Delegation of Statutory Functions by Returning Officer form to delegate their powers, functions and duties to the ECPL(s) so they can conduct the early count of advance votes. This needs to be done before the start of the count on Election Day, be attached to the task in EMS and filed in the Personnel folder for the electorate.

1.4 SCRUTINEERS

Electorate candidates may appoint scrutineers to watch the early count at HQ. The appointment must be in writing and signed by the candidate or the party secretary. Appointments can be scanned and emailed to electorate HQ. Candidates cannot be scrutineers. The ECPL will provide scrutineers with an E56-SCR identification label to distinguish them from HQ staff. The EM will provide a briefing and a M55-ECSCR Scrutineer briefing card.

A scrutineer must:

- show their written appointment to the EM or ECPL, and
- sign a E20-S Dec Declaration of Secrecy stating that they will not do anything forbidden by Section 203 of the Electoral Act (1993). This is given to the EM to file in the Personnel folder.

This table outlines what scrutineers can and cannot do during the early count:

Scrutineers may:	Scrutineers may not:
<ul style="list-style-type: none">• be in the restricted area from 30 minutes before the designated start time• watch the count• raise any questions or concerns with the ECPL• record by pen and paper, results of the counts• leave the restricted area at 7.00pm.	<ul style="list-style-type: none">• leave the restricted area before 7.00pm• have any communication device in the restricted area before 7.00pm• communicate any information about the count to anyone outside the restricted area before 7.00pm• help with the count• take photos or video during the count• talk to count staff.

1.5 KEY TASKS PREPARING FOR THE EARLY COUNT

The following table identifies the key milestones in preparing for the early count. The EM will be supported in these tasks by the LS Manager and the ECPL.

Date	Milestone	Responsibility	<input checked="" type="checkbox"/>
6 weeks before Election Day (by 8 September)	<ul style="list-style-type: none"> Early count plan (M55-ECPLAN) drafted with the assistance of your LS Manager and discussed with your Regional Advisor (RA). Space to conduct the early count approved by your RA. ECPL, back-up and assistant ECPL(s) appointed. 	EM	<input type="checkbox"/>
3-4 weeks before Election Day (by 22 September)	ECPL(s) and assistant ECPL(s) have completed their eLearning and attended regional training.	RR Manager	<input type="checkbox"/>
By the start of advance voting (by 29 September)	[REDACTED]	EM	<input type="checkbox"/>
	Candidates advised of location of early count and asked if any scrutineers are likely to attend.	EM	<input type="checkbox"/>
	Remainder of early count staff appointed, particularly table coordinators.	RR Manager	<input type="checkbox"/>
E-3 (Wednesday 11 October)	<ul style="list-style-type: none"> all staff are confirmed for the early count [REDACTED] all table coordinators have been briefed and trained. 	RR Manager	<input type="checkbox"/>
	<p>Appropriate areas have been prepared for:</p> <ul style="list-style-type: none"> the return of supplies from voting places that have issued votes during advance voting the early count. <p>Marker cards, envelopes and other supplies have been prepared for the early count.</p>	LS Manager with assistance from the ECPL	<input type="checkbox"/>
E-1 (Friday 13 October)	<p>Final preparations completed as [REDACTED]</p> <p>[REDACTED]</p> <ul style="list-style-type: none"> key voting materials are received in materials tracking. [REDACTED] 	LS Manager	<input type="checkbox"/>
	M34-HQM Delegation of statutory functions by Returning Officer form is completed by the ECPL and EM and attached to the task in EMS.	EM	<input type="checkbox"/>

2 PREPARING FOR THE EARLY COUNT

The EM should start drafting the early count plan using the M55-ECPLAN once voting places have been confirmed. Your RA is responsible for approving the early count space and should consult with your Regional Manager (RM) if the count is planned to be held away from electorate HQ.

The early count plan is the key tool for understanding the number of staff, materials and space required in HQ to successfully complete the early count on Election Day. For example, your predicted vote counts from EMS will show how many staff you will need to complete the counts as efficiently and effectively as possible.

As voting progresses ahead of Election Day, the EM will adjust the plan to ensure that it remains in balance for each counting team and the overall early count.

On Election Day, the ECPL uses the count and ballot box checks within the M55-ECPLAN to track the progress of the early count.

2.1 USING THE M55-ECPLAN

The M55-ECPLAN is an Excel spreadsheet where you record:

- your planning for the early count, including how the early count space will be set up
- the number of votes you expect to receive, and number of counts you need to undertake
- Based on your predicted vote counts in EMS, the estimated number of staff needed to conduct the early count and which counts each team will undertake.

The spreadsheet also has tabs showing completed examples of this information.

2.1.1 Early count planning

EARLY COUNT PLANNING M55-ECPLAN

Where will you complete your early count?
Describe the space you will use at HQ or the office location. Is the location accessible (e.g. stairs, ramps)?

How will you lay out the space for counting tables and chairs, ballot and supply boxes, staff break areas etc?
You may wish to make a sketch that you can share with your RA/RM and Early Count Process Leader.

How will staff access break areas and toilets? Are there sufficient facilities and are they accessible and/or unisex?

How will you keep the count space and materials secure?
Consider which areas will access the count space, how many lockable storerooms you will need and where they will be situated.

How and when will count materials be moved in and out of the secure space?
Consider when materials will be returned from the count space and how much time will be needed to move them.

Where will you complete the check of special vote ballot boxes from advance voting, and how will you return any miscast ordinary ballot papers into the correct early count?

How and when will you communicate with your Early Count Process Leader during the early count?
Consider how you will communicate with the RA/RM and how you will ensure coverage at the site.

How will you get the completed count sheets to the data entry operation as soon as possible after 7pm?

What are the parking arrangements for staff involved in the early count?

What additional equipment and supplies will you need?

Item	Yes/No	Details	Completed
Tables - cardboards			
Tables - solid			
Chairs (for count tables and break areas)			
Lockable storeroom			
Photocopier			
Kitchen facilities e.g. cups / hot water jug / urns / microwave			
Kitchen supplies			
Bathroom supplies e.g. toilet paper, soap, paper towels			
Fire and kit			
Additional lighting			
Additional heating			
Anything required before/after the early count			

There are several considerations for planning the early count, which should be documented in the first tab of the M55-ECPLAN and discussed with your RA.

You will need to consider:

- what space you have available for the early count and how you will effectively use it
- how staff will be looked after for the day, as they are unable to leave the restricted area until 7pm
- how you will keep materials secure, particularly if you are counting outside of electorate HQ
- what equipment and supplies you will need, such as chairs, tables, kitchen and bathroom supplies or additional lighting, heating or cooling.

2.1.2 Example: Early count – counts to complete

ELECTORAL COMMISSION											EARLY COUNT - COUNTS TO COMPLETE											M55-ECPLAN																																																																																																																								
											Total number of counts											59																																																																																																																								
											Total number of ordinary votes											32,780																																																																																																																								
											Number of counters required											39											8.5 hours counting time																																																																																																													
Number of votes per voting place or team											8,900											10,600											6,330											2,400											1,480											930											740											670											170											560																																
Voting place or team →											101											102											103											104											105											108											109											110											201											202																																
Electoralates – home General, Māori, shared											Hutt South Phase 1											2100											2150											2050											850											700											550											600											400											150											350																					
											Hutt South (2)											1750											2000											1650																																																																																																		
											Hutt South (3)																						1750																																																																																																													
											Ikaroa-Rāwhiti (1)											200											250											80																																	30											40																						20											30																					
											Remutaka (1)											2000											1250											1300											450											350											250											100											100																																	50										
											Remutaka (2)											1100																																																																																																																								
											Mana (1)											450											900											600											400											250											50																																												30																					
											Ōhāriu (1)											400											1100																						350											50											50																						100																						30																					
											Rongotai (1)											250											400											650											100																																																																																							
											Wellington Central (1)											650											800																						200											100																																	50																						40																					
Te Tai Tonga (1)																																												50											30																																	20																						30																																

In this example there are eight voting places (100 series) and two teams (VP 201 and 202) in the Hutt South electorate. They are issuing for their home General (Hutt South) and home Māori (Ikaroa-Rāwhiti) electoralates and up to six shared electoralates, including a shared Māori electoralate. Three of the voting places are expected to be busy and will have additional phased counts for the home General electoralate. In total, this electoralate has 59 counts and an expected 32,780 votes to count.

Using this example, you will need an estimated 39 counters. As count teams consist of 6 counters, if you need a number that is not a multiple of 6, you should round up.

Note: the table coordinators who supervise each count table are **additional to the counting staff**.

In this example, there are: 7 count teams requiring 7 table coordinators and 42 counters.

Plus the ECPL, two assistant Process Leaders (one for every four count teams) and [REDACTED]

2.1.3 Example: Early count – count plan

The count plan takes the expected counts and allocates them across the count teams. You should start teams on a medium sized count (400-600 votes) before moving on to the largest counts. This enables the count team to get familiar with the process and, if they make a mistake in counting, it is easier to recount a smaller number of votes.

Use the time to count (hours:minutes) to ensure that each count team can achieve the counts you have allocated to them in 8.5 hours. This is effectively 9am to 6.30pm, excluding morning tea (10-15 minutes), lunch (30 minutes) and afternoon tea (10-15 minutes).

Expected votes to count 32,780

Number of counters required 39

Number of hours to complete early count 8.5

Count Team A
Table Co-ordinator: [REDACTED]
Number of counters/team 6

	VP	Electorate	Votes
Count 1	108	Hutt South (1)	550
2	101	Hutt South (1)	2100
3	102	Ōhāriu (1)	1100
4	105	Remutaka (1)	350
5	108	Remutaka (1)	250
6	109	Remutaka (1)	100
7	110	Remutaka (1)	100
8	202	Remutaka (1)	50
9			
10			
Number of votes:			4600
Time to count (h/min):			7:40

Count Team B
Table Co-ordinator: [REDACTED]
Number of counters/team 6

	VP	Electorate	Votes
Count 1	109	Hutt South (1)	600
2	102	Hutt South (1)	2150
3	104	Hutt South (1)	850
4	105	Hutt South (1)	700
5	201	Hutt South (1)	150
6	105	Wgtn Central (1)	100
7	202	Te Tai Tonga (1)	30
8	105	Te Tai Tonga (1)	30
9			
10			
Number of votes:			4610
Time to count (h/min):			7:41

Count Team C
Table Co-ordinator: [REDACTED]
Number of counters/team 6

	VP	Electorate	Votes
Count 1	110	Hutt South (1)	400
2	103	Hutt South (1)	2050
3	102	Mana (1)	900
4	103	Mana (1)	600
5	104	Mana (1)	400
6	105	Mana (1)	250
7	108	Mana (1)	50
8	202	Mana (1)	30
9			
10			
Number of votes:			4680
Time to count (h/min):			7:48

Count Team D
Table Co-ordinator: [REDACTED]
Number of counters/team 6

	VP	Electorate	Votes
Count 1	202	Hutt South (1)	350
2	102	Hutt South (2)	2000
3	102	Remutaka (1)	1250
4	102	Wgtn Central (1)	800
5	102	Ikaroa-Rāwhiti(1)	250
6	109	Ikaroa-Rāwhiti(1)	40
7	201	Ikaroa-Rāwhiti(1)	20
8	104	Te Tai Tonga (1)	50
9	110	Te Tai Tonga (1)	20
10			
Number of votes:			4780
Time to count (h/min):			7:58

Count Team E
Table Co-ordinator: [REDACTED]
Number of counters/team 6

	VP	Electorate	Votes
Count 1	101	Mana (1)	450
2	101	Remutaka (1)	2000
3	101	Remutaka (2)	1100
4	101	Wgtn Central (1)	650
5	104	Wgtn Central (1)	200
6	101	Ikaroa-Rāwhiti(1)	200
7	103	Ikaroa-Rāwhiti(1)	80
8	108	Ikaroa-Rāwhiti(1)	30
9	202	Ikaroa-Rāwhiti(1)	30
10			
Number of votes:			4740
Time to count (h/min):			7:54

Count Team F
Table Co-ordinator: [REDACTED]
Number of counters/team 6

	VP	Electorate	Votes
Count 1	104	Remutaka (1)	450
2	101	Hutt South (2)	1750
3	103	Remutaka (1)	1300
4	103	Rongotai (1)	650
5	102	Rongotai (1)	400
6	110	Wgtn Central (1)	50
7	202	Wgtn Central (1)	40
8			
9			
10			
Number of votes:			4640
Time to count (h/min):			7:44

Count Team G
Table Co-ordinator: [REDACTED]
Number of counters/team 6

	VP	Electorate	Votes
Count 1	101	Ōhāriu (1)	400
2	102	Hutt South (3)	1750
3	103	Hutt South (2)	1650
4	101	Rongotai (1)	250
5	104	Rongotai (1)	100
6	104	Ōhāriu (1)	350
7	110	Ōhāriu (1)	100
8	105	Ōhāriu (1)	50
9	108	Ōhāriu (1)	50
10	202	Ōhāriu (1)	30
Number of votes:			4730
Time to count (h/min):			7:53

In the example above, you can see that:

- Count Team A is expected to take 7 hours and 40 minutes to complete the counts they have been assigned.
- Count Team D is expected to take 7 hours and 58 minutes.
- Counts are grouped where it makes sense with the number of votes eg Count Team C has been given almost all the Mana electorate counts to complete.
- Some teams have Phase 2 and Phase 3 counts eg Count Team G has Hutt South Phase 3 from Voting Place (VP) 102, and Hutt South Phase 2 from VP 103.

If you think that the total count time is too long, you should first try to rebalance the counts between the teams, then, if this does not work, consider adding another count team.

2.1.4 Example: Early count – ballot box checking plan

The first part of the early count involves opening and checking that the papers are in the correct ballot box before you begin counting. Without this step the counts are unlikely to balance against what is expected and will take much longer to complete. The ballot box check tab allows you to assign a count team to a particular voting place or voting team. All the boxes are checked, one voting place or team at a time. There are more instructions about this step in the counting instructions of M55-ECINSTRUCT.

EARLY COUNT - BALLOT BOX CHECK											
Voting place or team		101	102	103	104	105	108	109	110	201	202
Number of ballot boxes to open and check		9	9	6	7	6	5	3	5	2	7
Number of ordinary votes per voting place/team		8,900	10,600	6,330	2,400	1,480	930	740	670	170	560
Team to complete open and check task	Count Team A	✓									
	Count Team B	✓									
	Count Team C		✓								
	Count Team D		✓								
	Count Team E			✓							
	Count Team F				✓	✓					
	Count Team G						✓	✓	✓	✓	✓

In the example above, VP 101 issued 8,900 ordinary votes and has 9 ballot boxes to open and check. Count Team A and Team B have been assigned to opening these boxes and checking that they contain the right papers. These teams are not necessarily going to count these votes; that detail is recorded in the count plan. Allocate your count teams roughly equally across the votes issued. On Election Day, teams can help each other once they have finished their allocated ballot boxes.

Count Team E will check all the ballot boxes from a single voting place, VP 103, while Count Team G will check ballot boxes from multiple voting places, as fewer votes were taken at these locations.

Important: teams only check the ballot boxes from one voting place or team at a time before moving onto the next set. Otherwise materials could get confused between voting places and the counts will likely not balance.

Some of the reports in EMS will assist eg, VP Summary Report if you are unsure how many ballot boxes there are for each voting place.

Note: The special vote boxes must be checked for any ordinary vote ballot papers, and these papers returned to the correct early count. Similarly, any special votes found in the ordinary vote ballot boxes must be returned to the special vote count. This task can be completed outside of the restricted early count area, which gives more flexibility for staff to move onto other Election Day tasks. See Chapter 22 – Election Day & Night for more details on the special vote ballot box checking process.

2.2 PREPARING AN EARLY COUNT PLAN

Use these instructions to draft your early count plan.

Step	Instructions
1	<p>Open the 'Planning' tab of the M55-ECPLAN.</p> <p>Complete each section of the early count planning table, using the statements and questions in each section as prompts of what you need to consider and plan for.</p> <p>You may want to sketch a layout of how the counting area will look, the break areas and access points. This can be provided to the ECPL at a later time.</p>
2	<p>Open the 'Counts to complete' tab.</p> <ul style="list-style-type: none">• List your voting places and voting teams (if they issued ordinary votes), that will issue votes during advance voting across the top of the plan.• List the names of the electorates you will issue ordinary votes for down the side.• Add in the expected votes, using your estimates from EMS. <p>If a count is large, it will be phased (refer to Chapter 13 – Equipment & Supplies for more details). Each phase will be counted separately so should be listed separately in the plan.</p> <p>Adjust these numbers as voting progresses, to ensure your count plan aligns with what is required to be counted.</p> <p>The spreadsheet will suggest how many counters you will need. Tests show that each person can sort and count around 100 ballot papers per hour, including the administration for a count and changing voting materials between individual counts.</p>
3	<p>Open the 'Plan for counting teams' tab.</p> <p>Spread the counts evenly across the counting teams, starting with a medium sized count (400-600 votes), then the largest counts, finishing with the smaller counts.</p> <p>The 'time to count' box at the bottom of the plan for each count team, tells you how long the combination of counts will take. Make sure that this does not exceed the amount of time you have available.</p> <p>If it is hard to balance your counts in the time allowed, consider adding another count team. It is better to finish all the counts early than for staff to be counting into the evening after a long day.</p>
4	<p>Open the 'Ballot box check' tab.</p> <p>This allows you to assign a count team to a specific voting place or team. Consider how many ballot boxes are to be checked, and the number of ballot papers involved.</p> <ul style="list-style-type: none">• All the ballot boxes from a voting place or team need to be checked one at a time.• The ballot box check should take no longer than 25% of the total count time, so you should expect to have all ballot papers in the correct boxes by 11am.

2.3 ESTIMATING STAFF NUMBERS

The early count is run by the ECPL. Use the M55-ECPLAN to:

- estimate the number of counters you will require for the early count
- organise your counting groups.

As the advance voting period progresses, you'll get a better idea of how many counting staff you need. After you have received final reconciliations on Friday E-1, finalise your requirements using the actual number of votes reported in the Power BI report (see Chapter 20, Delivering Voting Services).

2.4 STAFF FOR THE EARLY COUNT

The ECPL, their assistants and table coordinators must actively manage staff to finish the early count by 6.30pm. The counting process works best with teams of six counters and a table coordinator, although for counts with fewer than 200 votes, the ECPL should split the team of six counters into two teams of three, with one table coordinator overseeing both groups. Only split the counters after all the larger counts are complete. All staff should have good numeracy skills and counters need to follow instructions closely.

Consider the:

- number of counts you need to complete
- approximate number of votes in each count
- the experience and level of competency of your early count team members
- the availability of count teams from other electorates if you are counting in a shared HQ.

In general, you should round up to a higher number of count teams.

We recommend a maximum of 8 count teams of 6 counters and a table coordinator. This should be capable of counting 40,800 votes in the counting time, including breaks.

If your electorate is likely to have more than 40,000 early count votes or more than 35,000 votes with high complexity, then talk to your RA about the best way to manage your early count. This is likely to require having two standalone early count teams, in two separate counting areas, with two ECPLs and supporting staff. You will need to complete 2 separate M55-ECPLANS and have very good materials management.

2.5 STAFF BREAKS

It is important to give staff regular breaks during the day at appropriate times. Over the day, plan for count teams to get a 10-15 minute morning break, a 30-minute lunch break and a 10-15 minute afternoon tea break. Staff are unable to leave HQ, so they are paid for all breaks. Depending on the number of staff and the space available, it may be necessary to have staggered breaks.

You should also plan a 30-minute dinner break at 6.30pm which should be after the early count is complete for most electorates. If counts are not completed by this time, staff should still be given a break and then return to counting.

3 TRAINING

3.1 PROCESS LEADER TRAINING

The ECPL and one assistant Process Leader must attend the regional training for the early count.

They will train their table coordinators in the two weeks before Election Day, preferably before E-3, and their counters on the morning of the early count. It is a good idea to involve table coordinators when preparing the early count materials to help them get familiar with the materials.

Print a copy of the M55-ECINSTRUCT early count instructions from ECHO for each table coordinator for their training session.

3.2 TABLE COORDINATORS' TRAINING

The ECPL trains the table coordinators before E-3. The training should take about 1 hour.

Before the training:

- print the three pages of the count plan on A3 paper
- set up a projector, laptop and speaker. If you don't have a blank wall, ensure there is a screen for viewing the film clip
- assemble the training materials as supplied at regional training – see the following table
- in addition to the training materials supplied, you need an empty general electorate (orange) ballot box with a ballot box label and an example Māori ballot paper from your electorate's voting place training supplies
- table coordinators should have watched this 8-minute process clip before attending training. Email the table coordinators the link: <https://www.youtube.com/embed/cap6UBz7-nl?rel=0>

If the training space does not have access to the internet to watch the clip via YouTube, the clip can be downloaded from Tupu.

Training materials for the early count exercise

M55-ECINSTRUCT count instructions for each table coordinator	Coordinators should keep these for Election Day
'Ōhāriu' ballot box containing 100 marked ballot papers	Electorate: Ōhāriu, VP 18: Waionui Community House
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
Marker cards for candidates	<ul style="list-style-type: none">• 2 pre-selected candidates expected to receive the most votes: 6 copies, collated, on white paper• All candidates on coloured paper
Marker cards for parties	<ul style="list-style-type: none">• 2 pre-selected parties expected to receive the most votes: 6 copies, collated, on white paper• All parties on coloured paper

<p>██████████</p>	<p>█ ██████</p>
<p>Stationery</p>	<ul style="list-style-type: none"> • 1 x box of black sticky labels per count team • 1 x blue/black pen per person • 1 x finger cone per person • 1 x calculator for the table coordinator (not a mobile phone).

3.2 EXPECTED COUNT RESULTS

The expected results from the exercise will be provided with the training materials.

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Use these notes to brief your table coordinators at their early count training.

Overview [Gather in early count area]

We are going to talk through your tasks as a table coordinator with the count instructions that you'll use on Election Day.

We'll also discuss how to deal with any issues that arise and what my role will be as the Early Count Process Leader.

As we'll all be working in a confined space during Election Day, it's important that we look after ourselves and our team.

Encourage your team to regularly clean their hands, particularly before and after going on a break. If anyone doesn't feel well, please tell me immediately. Keep the tables and chairs spaced apart as much as possible and avoid people reaching across each other during the count process.

[Give a set of M55-ECINSTRUCT count instructions to each table coordinator]

It is important that you read these instructions to your team for each count you complete. This ensures that everyone follows the process correctly and will help us to complete the counts within the allowed time.

When you and your team are confident about following the process, you can refer to the quick check chart. [Show OSCCAR chart from last page of instructions]

Ballot box check

The first part of the count process is to ensure that the materials are returned to the correct ballot box. Please refer to your instructions for this step. The special vote ballot boxes will be checked too. Note the difference between the ballot papers for general and Māori electorates [show examples of ballot papers with orange or grey backs].

Each count will have a 'misplaced' materials envelope [show] for any materials found that do not belong to this count. I will collect these and return the materials to the correct ballot box.

All the ballot boxes for a voting place or team are checked by one count team. This reduces the chance of ballot papers ending up in the wrong count.

[Show the ballot box check plan]

We ensure that all the ballot boxes are checked before we move onto the count proper. If there are ballot papers from more than one electorate in a ballot box, additional empty ballot boxes will have been prepared for these counts.

If there are 3 or 4 electorates in one ballot box, then you will have M55-ECMARKER sheets for each electorate, for each counter, to help them separate the ballot papers into the right count [show examples if you will be using these].

Count

Let's first look at the count plan [show the count plan]. You'll see that each team has the name of the table coordinator at the top.

You need to complete the counts in a specific order so that we finish them all within time on Election Day. Please do not deviate from this without discussing with me first. Overall, we will have [give number] counts to complete.

For each count, you need to check two details to be sure you have the correct ballot box.

Check:

- the voting place number, eg, VP 18 [show ballot box]
- the phase number in brackets after the electorate name. We are expecting to have additional phases for [name the voting places and electorates]. You **must** keep the materials for these counts separate at all times.

Ballot boxes

The ballot boxes must remain sealed until after 9am and the counting area is secure. On Election Day, I will let you know when you can open your first ballot box. Look at step 1 in your instructions [pause while they do this]. You need to fill in the seal record for each ballot box before you break the seal.

Now let's have a look at the forms and envelopes that you'll have for each count.

[Show each one as you describe it, using the training count materials]

Envelopes

There are several envelopes for each count. They are all labelled with what goes into them.

- [redacted]
- [redacted]

Forms

There are several forms inside the envelopes.

- [redacted]
- [redacted]

Now let's take the EMS11-C form. You'll see that there is the expected number of ballot papers already written at the bottom. This number comes from Form G.

When your counters provide you with the results for each candidate, you put one digit into each column for the candidate and then total them.

When you have totalled the result for the candidates in your count, you will compare the two numbers. If the numbers do not match, there is a degree of tolerance allowed. Turn to section 4 of your instructions and you will see the tolerance table.

Can someone tell me, if I was expecting 1000 ballot papers, how many votes am I allowed to vary from this and still be within tolerance?

[Listen for 5 votes (so 995 to 1005 votes inclusive)]

If you are not within tolerance, please come and find me so we can step through some checkpoints in the instructions. The worst case is that all the votes will need to be counted a second time, so being accurate from the start is important.

Marker cards

There are two types of marker cards printed on either white or coloured paper. The coloured marker cards [show] are where you'll write the totals of ballot papers for each candidate, and they will remain with the ballot papers for that count.

There are sets of marker cards on white paper for each of your counting groups. These are prepared for each counting team [show]. These help with intermediate processes for the larger counts and will be reused.

Informal votes

A vote is informal when you can't clearly tell who the voter voted for. Please refer to your instructions for examples of an informal vote. These show you example ballot papers where the voter's intention is or is not clear.

For your first one or two counts, we will look at the informal votes together. Once you are comfortable with the process, you will then make decisions about the informal votes in the counts. But at any time, if you have any questions about these, please ask. If in doubt, count the paper as an informal vote as it will be checked again when the ballot papers are recounted at the official count after Election Day.

Managing issues

If you have any problems with the count or with your counters on Election Day, please come and see me right away. It is better to stop and get things sorted, than continue and possibly make things harder to fix.

Scrutineers

There may be [or if you have confirmation say 'will be'] scrutineers present at the early count, who can move around the count tables and observe what is happening. They are representatives of candidates or parties, and are permitted to record by pen or paper, results of the counts. They are not permitted to take photos or video during the count and cannot talk or question count staff. If a scrutineer has any questions or concerns about the count, please refer them to me.

Just like staff, scrutineers are not permitted to leave the count space before 7pm or have any communication device in the restricted area.

Scrutineers will be given a briefing card that outlines what they can and cannot do.

Film clip

We're now going to have a look at a film clip on the early count.

[Show the 'Early count process' film clip]

Count exercise

[Practise an early count in teams of 7. Make sure everyone follows the instructions. It should take approximately 30 minutes to complete the count]

Breaks

I will be giving you and your counting team regular breaks on Election Day, especially after completing the large counts. It's important that you don't let your team take additional breaks as this could stop us finishing the count on time.

Any questions?

[Answer any questions from the table coordinators]

- Remind table coordinators to be ready to start at 8.30am on Election Day
- Pack up the training materials.

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4 PLANNING YOUR EARLY COUNT SPACE

Your RA must approve your early count space before Election Day. Each count team needs about 6m x 4m for their tables and chairs, plus additional space for the ballot boxes and supplies and a table for the ECPL.

If...	Then...
your HQ does not have enough space for the count	talk to your RA and RM about hiring an offsite count space.
you are in shared headquarters	you may want to combine spaces, eg, one floor of a building becomes the secure area for the early count, while another floor is used for other HQ staff.
the count is happening in two spaces	you must appoint an assistant to the ECPL to supervise one of the spaces.

■ [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]
■ [REDACTED]
■ [REDACTED]
■ [REDACTED]
[REDACTED]

[REDACTED]

■ [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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5 RESOURCES FOR THE EARLY COUNT

5.1 RESOURCES AND STATIONERY

It will take time to prepare all your supplies so start as early as you can. The ECPL should prepare the materials, with assistance from table coordinators. Once voting places return their voting materials on E-1, you will be able to finalise your supplies. Here is a list of the forms and envelopes needed:

Resources	Description	No. needed
EMS11-C	Candidate vote counting sheet	One per count
EMS11-P	Party vote counting sheet	One per count
EMS11-HQ	HQ Election Night result sheet	One per count
EMS11-MARKER	Preliminary count candidate and party marker cards (coloured paper)	One set per count
EMS11-MARKER	Preliminary count candidate and party marker cards (white paper)	Two candidates per counter, two parties per count team for each electorate they are counting for (details provided by National Office after Nominations Day)
M55-ECINSTRUCT	Set of count instructions	One for the ECPL, assistant(s) and each table coordinator
M34-HQM	Delegation of statutory functions by Returning Officer form	One for each ECPL
M55-ECSCR	Scrutineer's briefing card for the Early Count	One for each scrutineer
██████████	Envelope for ordinary counted votes and marker cards	At least one per count (one fits approximately 900 votes)
██████████	Used for miscast votes	One per count
Pre-printed labels	Set of labels with each voting place or team name and number, electorate and phase	One set per count
Extra ballot boxes	For counts from ballot boxes which contain more than one electorate's votes. Affix a completed E42 ballot box label to show where the votes were issued. These ballot boxes do not need to be tracked in EMS	One box per electorate as necessary

M55-ECMARKER	Electorate marker cards for sorting ballot papers in ballot boxes containing more than one electorate	One set of relevant electorates per counter
M55-ECRESTRICT	Poster to be fixed inside and outside the early count area	One for inside and one for outside every access point into the early count area
Reconciliation report	Report printed from PowerBI that gives the reconciliation information for each count	One for the ECPL and assistant(s)
Photocopier/printer	A basic photocopier/printer may be helpful if the early count is happening outside of electorate HQ to make additional copies of master forms	One for the early count (if not happening at electorate HQ)
Trainer's AV kit	Laptop, projector and speakers	One for the briefing

You will also need some general stationery.

No.	Item	For use by
1 per count team	██████████ – for holding materials	Each count team
1	A named plastic bag or similar for each team member's mobile phone. The bag should also include: <ul style="list-style-type: none"> • E20-S Dec Declaration of Secrecy form • M37-TIME timesheet • ██████████ • E56-CLH clothing label holder 	Each person working in the early count
1	<ul style="list-style-type: none"> • E20-S Dec Declaration of Secrecy form • E56-SCR Identification label 	Each scrutineer
1	<ul style="list-style-type: none"> • E20-S Dec Declaration of Secrecy form • name tag or name label if required 	Each security guard
1	Finger cone	Each counter
1-2	Boxes of sticky black labels	Each table coordinator
8	Blue or black pens	
1	Calculator	

* ██████████
██████████
██████████
██████████

5.2 PREPARING THE EARLY COUNT PACKS

Prepare the materials for every **count** from **every** voting place or team:

Step	Instructions																							
1	<p>Set up:</p> <ul style="list-style-type: none"> one table as your working space one table with the following supplies laid out in separate piles: <ul style="list-style-type: none"> EMS11-C Candidate vote counting sheet EMS11-P Party vote counting sheets EMS11-HQ Headquarters Election Night results sheets EMS11-MARKER Preliminary count candidate and party marker cards printed on coloured paper and clipped together [REDACTED] Plain A4 size envelope for miscast votes Pre-printed labels with each voting place or team name and number, electorate to be counted for, and phase. 																							
2	<p>Label the forms and envelopes for each voting place or team by either:</p> <ul style="list-style-type: none"> using pre-printed labels writing the information on by hand <p>Note: Ensure the phase is clearly marked on the materials, eg, VP 202 [home general electorate] (AV1).</p>																							
3	<p>The EMS11-HQ results sheets for your home general electorate will have an extra box to record special votes and enrolment forms issued and received.</p> <p>For the early count, only special votes received are recorded on the AV1 phase. Strike through the other fields in that block on the form.</p> <p style="text-align: center;">EMS11-HQ Headquarters Election Night Results Sheet</p> <table border="1" style="width: 100%;"> <tr> <td>Result received by (print name)</td> <td></td> </tr> <tr> <td>Voting Place manager name and phone no.</td> <td></td> </tr> <tr> <td>Time result received at HQ</td> <td></td> </tr> <tr> <td>Voting Place name and number</td> <td></td> </tr> <tr> <td>Electorate for these ballot papers</td> <td>Ōhāriu</td> </tr> </table> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <th style="width: 50%;">Special Votes and Enrolment Forms (from Form G)</th> <th style="width: 50%;">Party Votes (from EMS11-P)</th> </tr> <tr> <td>Special Votes Issued</td> <td rowspan="4" style="background-color: black; color: white; text-align: center; vertical-align: middle;">[REDACTED]</td> </tr> <tr> <td>Taken away Votes Issued</td> </tr> <tr> <td>Enrolment Forms Received</td> </tr> <tr> <td>Special Votes Received</td> </tr> <tr> <td colspan="2"> <table border="1" style="width: 100%;"> <tr> <td colspan="2">Total ordinary ballots issued (from Form G)</td> </tr> <tr> <td>Total ordinary ballots issued</td> <td></td> </tr> </table> </td> </tr> </table> <p>Strike through the whole block for AV2 or subsequent phases.</p>	Result received by (print name)		Voting Place manager name and phone no.		Time result received at HQ		Voting Place name and number		Electorate for these ballot papers	Ōhāriu	Special Votes and Enrolment Forms (from Form G)	Party Votes (from EMS11-P)	Special Votes Issued	[REDACTED]	Taken away Votes Issued	Enrolment Forms Received	Special Votes Received	<table border="1" style="width: 100%;"> <tr> <td colspan="2">Total ordinary ballots issued (from Form G)</td> </tr> <tr> <td>Total ordinary ballots issued</td> <td></td> </tr> </table>		Total ordinary ballots issued (from Form G)		Total ordinary ballots issued	
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Total ordinary ballots issued																								
4	[REDACTED]																							
5	Repeat steps 1-3 for each count.																							

Prepare materials if there will be more than one ordinary vote electorate in a single ballot box:

Step	Instructions
1	Prepare a ballot box with the correct electorate label and a ballot box label with the VP number and name.
2	If there are 3 or 4 electorates in one ballot box, print six sets of M55-ECMARKERS for those electorates. Markers can be reused by a count team as they are not written on.

Prepare materials for each count team:

Step	Instructions
1	<p>Use the count plan to determine which electorates each count team will be counting for.</p> <p>For each electorate, print on white paper:</p> <ul style="list-style-type: none">• one EMS11-MARKER Candidate marker card for the two likely highest polling candidates (from information provided by National Office at training) for each counter• two EMS11-MARKER Party marker cards for each of the two likely highest polling parties.
2	Clip the sets together and place in an [redacted] labelled for each team.

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6 RETURN OF VOTING MATERIALS AT THE END OF ADVANCE VOTING

6.1 RECEIVING MATERIALS FROM VOTING PLACES

Materials must be returned to electorate HQ as promptly as possible after the end of voting on E-1 so they can be checked in and prepared for the early count. Refer to Chapter 20 – Delivering Voting Services for the process to do this.

Once materials have been checked in, the ECPL and table coordinators need to complete final steps in preparation for the Early Count.

6.2 CHECK ENVELOPES

Step	Instructions
1	Remove the [REDACTED] from the supplies box and check for the completed Form A reconciliation form and Form G Voting Place certificate. If it is unclear if the forms have been correctly completed, check with the LS Manager or EM.
2	If the Phase number for this count is 2 or larger, write the issuing point stamp numbers used during that phase on top of the ballot box. This information is in the relevant M46 consignment note or you can check the issuing point stamps returned in the supplies box for this count.
3	Find the [REDACTED] for this count and confirm that it contains correctly labelled: <ul style="list-style-type: none">• EMS11-C and EMS11-P forms• EMS11-HQ form• EMS11-MARKER cards – one set for that electorate• plain A4 sized envelope labelled with the voting place, electorate and phase number.
4	[REDACTED]
5	Place the [REDACTED] with the ballot box for this count. Keep the ballot box sealed .
6	Repeat steps 1-4 for each count being undertaken in the early count. Keep each set of materials together, separated by voting place or team.

7 CONDUCTING THE EARLY COUNT ON ELECTION DAY

The early count of advance votes can be tiring and stressful among all the other voting activities happening in the electorate. The more prepared that you and your staff are, the easier the early count will be. Tell staff to bring enough food for the day and any medication that they need as they will not be able to leave during the early count process.

7.1 EARLY COUNT KEY TASKS

Time	Checklist	<input checked="" type="checkbox"/>
8.30am	<ul style="list-style-type: none"> EM briefs the security guards and any scrutineers attending the early count ECPL briefs counters. 	<input type="checkbox"/>
8.55am	<ul style="list-style-type: none"> Process Leader checks the early count area is secure EM briefs all persons present at the early count. 	<input type="checkbox"/>
Regularly through the day	EM checks progress of the early count and does reasonableness checks on the results.	<input type="checkbox"/>
Key times during the day	<ul style="list-style-type: none"> 11am: sort of ballot boxes should be complete 3pm: largest counts should be well underway 5pm: largest counts should be complete. 	<input type="checkbox"/>
6.30pm	Early count should be complete and dinner provided to staff.	<input type="checkbox"/>
7.00pm	<ul style="list-style-type: none"> National Office advises that the early count results can be entered into EMS RR Manager supervises data entry operators EM begins reasonableness and results checking. 	<input type="checkbox"/>
Approximately 7.30pm	Result entry complete for early count materials.	<input type="checkbox"/>

7.2 EM'S FIRST BRIEFING TO SECURITY GUARD(S) AND SCRUTINEERS

[REDACTED]

If there are any scrutineers present, the EM will provide them with a similar H&S briefing and a copy of the M55-ECSCR Scrutineer briefing card, that explains in detail what they can and cannot do during the early count. All scrutineers are also required to sign an E20-S Dec Declaration of Secrecy.

7.3 FINAL CHECK BEFORE START TIME

The ECPL should use this checklist to ensure everything is ready for the early count.

Checklist	<input checked="" type="checkbox"/>
Put the ballot boxes and close of poll materials, including all the 'P' envelopes, into the secure area for the early count.	<input type="checkbox"/>
Match the ballot boxes with their respective [REDACTED]	<input type="checkbox"/>
Check that there are M55-ECRESTRICT posters inside and outside the count area	<input type="checkbox"/>
Remove any landline and mobile phones from the secure area(s)	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>
Remove all mobile phones and communication devices from staff and scrutineers before they enter the secure area(s) [REDACTED]	<input type="checkbox"/>
Ensure each scrutineer has been appointed in writing by their candidate or party	<input type="checkbox"/>
Ensure all staff, guard(s) and scrutineers have signed an E20-S Dec Declaration of Secrecy and that these are given to the EM to file in the Personnel folder	<input type="checkbox"/>
Provide briefings to the table coordinators and counters	<input type="checkbox"/>
Arrange for the EM to brief all counters, scrutineers, the security guard and headquarters staff on the security arrangements and conditions before the count starts (see section 7.4)	<input type="checkbox"/>
Repeat the security arrangements to anyone authorised to enter the secure area after the ballot boxes are open	<input type="checkbox"/>

7.4 BRIEFING THE EARLY COUNT STAFF

Counters should arrive by 8.30am:

- Give them a E20-S Dec Secrecy Declaration to complete, along with a name tag and timesheet.
- Present the 'Early Count – Counting Staff' presentation on ECHO to the count teams. You will need a projector, laptop and speaker, plus a set of count materials to demonstrate with.
- Check that staff have enough food and any medication they need for the day as they cannot leave the area once counting starts.

Immediately before the start of the early count, the EM gives the following briefing to all early count staff, security guard(s) and any scrutineers.

[Introduce yourself, the security guard(s) and the scrutineers to the staff. Provide details of the emergency procedures for the site]

Overview

Voting has been happening over the past two weeks. Each vote is either an 'ordinary' or a 'special' vote. Today we will count the 'ordinary' votes. This is called the 'early count of advance votes'.

The early count is very important because it provides the first results that New Zealand sees after 7pm tonight. We will start at 9am. The count will be done in secure conditions as absolutely no information about the results can be made public until after voting closes at 7pm.

[Redacted text]

- [Redacted text]
- [Redacted text]
- [Redacted text]

Process

[Name of ECPL] will be tracking the progress of the early count today, with help from [name(s) of assistants]. Each counting group will have a table coordinator, who today are [names].

Please follow your table coordinator's instructions at all times. They are working off a well-tested process that all counting staff across New Zealand will be using today.

Once you are familiar with the process you may be tempted to make shortcuts or do it differently. Although we want to get the early count completed on time today, we're not interested in doing this at the risk of losing accuracy. Our goal is to be efficient and accurate rather than fast. At times this may require us to move people between counting teams, so don't be concerned if this happens to you.

You will have to stay in the secure area until 7pm tonight, although we aim to finish counting votes by 6.30pm. This helps ensure we have time to carry out our final double-checks on the results if necessary.

Preparation

In a moment we will be securing the early count area. Please take a short break, have a drink, go to the toilet, etc, then give your mobile phones and any other communication devices to the security guard if you have not already done so.

If, during the next few hours you have any questions or concerns, please talk to your table coordinator or to [name of ECPL].

7.6 CONDUCTING THE EARLY COUNT

The early count can start at the designated start time once the counting area is fully secured.

The main stages of the early count are:

- sorting the ballot boxes
- counting the votes
- maintaining security until 7.00pm
- closing down and entering results into EMS between 7.00-7.30pm.

Important: Ballot boxes cannot be opened before the:

- secure area is fully secured
- designated start time.

The early count team must open and sort **all** ballot boxes before moving on to counting the votes, to ensure ballot papers in the correct electorate box. Always keep ballot papers and other documents for each count separate, being particularly careful with voting places where there are multiple phased counts.

7.7 PHASED COUNTS

Voting places that had two or more phases will have a separate count for each phase, most likely for the home general electorate. It is important to keep the materials for each phase separate during the early count.

If phased materials are inadvertently merged, the ECPL must tell the EM, who will contact National Office.

In this situation, you may end up conducting one large count, where the information from both reconciliations must be combined, to give the total number of ballot papers to balance against. In addition, before 5pm on Election Day, the EM will need to update EMS by removing the additional phases so that only one count is recorded for this electorate.

7.8 CHECKING AND TRANSFERRING DATA TO THE EMS11-HQ

After each count the ECPL or assistant will check and transfer the results to the EMS11-HQ form.

The EMS11-HQ forms will remain in the secure area until 7.00pm, when they must be provided promptly to the data entry operators.

Step	Instructions
1	Get the following forms from the [REDACTED] <ul style="list-style-type: none">• EMS11-C (completed)• EMS11-P (completed)• EMS11-HQ (blank).
2	Check the results on each of the EMS11-C and EMS11-P forms to make sure the totals reconcile.
3	Transfer the results recorded on each EMS11-C onto the 'Electorate Candidate Votes' column of the EMS11-HQ.
4	Transfer the results recorded on each EMS11-P onto the 'Party Votes' column of the EMS11-HQ.
5	Put the completed forms back into the [REDACTED]
6	Put the [REDACTED] to one side of your table for the EM to complete reasonableness checks of the results.
7	Repeat steps 1-6 until all counts are complete.
8	When the count of special votes is completed for each voting place, transfer this number to the 'Special Votes Received' box on the EMS11-HQ form for the home general electorate, AV1 phase.

7.9 COMPLETING THE EARLY COUNT

Once the counts are complete, the ECPL must:

- remind all counters and scrutineers that security must be maintained until 7.00pm. No staff or scrutineers can leave the secure area or communicate with the outside world in any way until that time
- inform the EM that all the advance vote counts are complete
- ask the EM to check the EMS11-HQ forms for reasonableness and return them to their [REDACTED]

If the counts have not been completed by 6.30pm, you should give your counters a dinner break and restart counting at 7.00pm. You should check with the counters whether they are prepared to stay longer as some may have personal circumstances that means that they cannot.

If you are in a shared HQ, the other electorate(s) may have counting staff who can help complete your electorate's counts. Always move the staff from one count area into the other, do not move the materials to them. You can do this under the direction of the two EMs before and after 7.00pm.

7.10 CLOSING DOWN THE EARLY COUNT OF ADVANCE VOTES

At 7.00pm the ECPL:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- thanks counting staff, returns their mobile phones and allows them to leave.

The EM gives the EMS11-HQ results forms to the data entry operators to enter the results into EMS.

Counts that have been completed by 7.00pm must be entered immediately into EMS. If the early count has not been completed by this time, do not delay the data entry of completed counts.

Progressively provide the EMS11-HQ forms to the data entry operators as counts are completed.

If the early count has taken place outside electorate HQ, then the M55-ECPLAN will describe how the results forms will be returned for data entry, either in person or by phone.

This may require the ECPL, assistants and table coordinators to phone through the results to the Election Night telephonists in electorate HQ.

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CHAPTER 24 – SORT AND SEND

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1 SORT AND SEND

1.1 BEFORE YOU BEGIN

Ensure you have received all necessary supplies for the sort and send process. A full list of required supplies can be found on section 5.1.2 of Chapter 21 – Preparing for the post-election period.

1.2 RECEIVING VOTING PLACE SUPPLIES AT YOUR HEADQUARTERS

You will receive voting place (VP) supplies and ballot boxes back at your electorate headquarters (HQ) during the voting period. These include:

- from voting places open during the advance voting period that have phased counts will return the ballot box and supplies if they have a phase change
- full special vote ballot boxes and supplies
- completed enrolment forms for scanning
- some VPs and voting teams will [REDACTED] during the advance voting period
- most VPs open during the advance period will [REDACTED] after the close of advance voting on Friday E-1, or if they are only open during the middle weekend of advance voting, on Saturday E-7 or Sunday E-6
- a few VPs will [REDACTED]; all ordinary votes issued during the advance voting period must be counted in the early count
- most voting places open on Election Day will [REDACTED]
- there will be a few Election Day voting places who [REDACTED] see Section 10 in Chapter 22 – Election Day and Night)
- most Mobile Supports (MS) will [REDACTED]
- for those electorates with supply hubs, all key voting materials must be returned on or before Sunday E+1.

During the advance voting period, as per the electorate's logistics plan, Electorate Managers (EM), with support from the Logistics and Supplies Manager (LS Manager), Voting Place Manager (VPM) and Mobile Supports must:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The sort and send process starts on Sunday E+1 and includes:

- checking that all returned ballot boxes contain the correct voting materials
- scanning all key voting materials into the Election Management System (EMS) as part of materials tracking, and ensuring all of these materials have the status of 'returned'
- preparing shared general electorate ballot boxes to be sent back to their home electorates
- completing the initial load of special votes in EMS
- preparing other electorates' special votes to be sent back to their home electorates
- preparing home general ordinary and home Māori ordinary voting materials for post-election processing.

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1.4 CHECKLIST

Use this checklist to ensure that you are on track with sort and send activities.

Task	E+1	E+2	E+3	E+4	E+5	E+6	E+9	E+10	E+11	E+12	E+13
Check all ballot boxes to ensure all key voting materials have been returned from voting places	<input type="checkbox"/>	<input type="checkbox"/>									
Check all Envelopes P5 for questioned votes for your home general and Māori electorates and pass them to the Dual Votes Process Leader	<input type="checkbox"/>	<input type="checkbox"/>									
Photocopy all M10-SUMMARY (Form F) forms to be used by the team sorting the special votes	<input type="checkbox"/>	<input type="checkbox"/>									
Remove all M14-TAKEAWAY and M14-DAILYREP (Form Q) forms from Envelope P6 or the Voting Place Manager's folder and set them aside for return to National Office	<input type="checkbox"/>	<input type="checkbox"/>									
Check the number of special votes returned (per electorate and overall total) from each VP in your electorate against the relevant M10 SUMMARY (Form F)	<input type="checkbox"/>	<input type="checkbox"/>									
Enter M10-SUMMARY (Form F) for VP details into the EMS 'Initial Load' screen	<input type="checkbox"/>	<input type="checkbox"/>									
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>									
For the bags to be couriered, scan the printed ID number on the courier bag into eShip and create an eShip label	<input type="checkbox"/>	<input type="checkbox"/>									

Task	E+1	E+2	E+3	E+4	E+5	E+6	E+9	E+10	E+11	E+12	E+13
Scan the eShip tracking number into the EMS 'Send Votes' screen using the hand-held scanner. For those bags being delivered by an electoral official, scan the ID number on the courier bag into EMS	<input type="checkbox"/>	<input type="checkbox"/>									
Dispatch courier bags and shared electorate ballot boxes to other electorates as per your logistics plan		<input type="checkbox"/>	<input type="checkbox"/>								
Receive shared general electorate ballot boxes and scan key voting materials into EMS		<input type="checkbox"/>	<input type="checkbox"/>								
Receive into EMS all special votes for your electorate sent from other electorates		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Send any misdirected votes to the appropriate electorate and update EMS			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow up on any votes showing as sent to you in EMS, but not received			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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2 RECEIVING MATERIALS AT HQ

2.1 OVERVIEW

Most voting place and Mobile Support materials will have been returned to your HQ by E+1. In rural electorates, some materials will still be making their journey back to your HQ based on your logistics plan.

You must check ballot boxes quickly and confirm all materials have been received back by scanning voting materials back into the materials tracking module in EMS, before you can return shared voting materials to their electorates in preparation for other post-election processes.

This process has already been addressed in Chapter 15 – Materials Tracking, section 6. Relevant sections of that chapter have been repeated here.

2.2 RESOURCES

You need:

- handheld barcode scanners and laptop with access to EMS
- ballot boxes from all voting places
- supplies boxes from VPs, mobile supports and supplies hubs (if applicable)
- [REDACTED]
- [REDACTED]

2.3 PROCESS FOR RETURNED MATERIALS

As you progress through the voting period, your HQ will receive back materials. Chapter 15 covers the process for this during the advance period and on Election Night.

This table provides a high-level overview of the returns process on E+1.

When	Task
E+1	<ul style="list-style-type: none">• Scan all materials back into EMS using the materials tracking module and ensure all materials are accounted for• Shared voting materials are returned to their home electorate HQ.

To receive and check returned supplies, refer to the relevant process listed below.

Returned	When	Reference
From voting places	From E+1	See section 2.4 of this chapter
To other HQs	From E+1	See section 2.5 of this chapter
From other HQs	From E+1	See section 3.6 of this chapter.

2.4 RECEIVING MATERIALS INTO EMS ON E+1


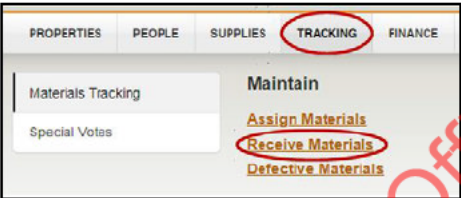
During the advance voting period, phased materials may have already been received back into EMS. Only materials which have NOT been received back into EMS need to be scanned.

You will also need to balance prioritising shared electorates materials, followed by electoral rolls due to post-election processes.

You will need to scan materials back into EMS in a controlled and systematic way, going:

- voting place by voting place
- Mobile Support by Mobile Support

Use these instructions to receive key voting materials into EMS.

Step	Instructions
1	Get the hand-held scanner and attach it to one of your laptops.
2	In EMS, check your electorate is selected from the dropdown. 
3	In EMS, go to Tracking – Receive Materials. 
4	Scan the ballot box label into EMS.
5	Confirm each box has envelopes P1, P2, P3, P4 and P5 for that electorate.
6	[Redacted content]
	[Redacted content]
	[Redacted content]
	[Redacted content]
	[Redacted content]
	[Redacted content]

11

Repeat for each voting place. Any key voting materials returned by MS need to be received back into EMS using the same process as described above.

2.4.1 Checking reports

Once your HQ has completed receiving all voting place and MS materials into EMS, follow these instructions:

Step	Instructions																																													
1	In EMS, go to Tracking – Material Not Returned to my HQ (CSV).																																													
2	This report will display all materials which still need to be scanned back into EMS.																																													
2	<table border="1"> <thead> <tr> <th>Material Barco</th> <th>Electorate</th> <th>Material Type</th> <th>Numbr</th> <th>Current Location</th> <th>Assigned Electorate</th> <th>Tracking NiTN Description</th> <th>Assigned To</th> <th>Time Stamp</th> </tr> </thead> <tbody> <tr> <td>E01 BPG01001</td> <td>01 Auckland Central</td> <td>Ballot Paper - General</td> <td>1001</td> <td>017 Auckland High Court,</td> <td>01 Auckland Central</td> <td>17360 Consignment 1 - AV Supplies</td> <td>017 Auckland High Court,</td> <td>22/08/2022 at 09:24</td> </tr> <tr> <td>E01 BPG01051</td> <td>01 Auckland Central</td> <td>Ballot Paper - General</td> <td>1051</td> <td>017 Auckland High Court,</td> <td>01 Auckland Central</td> <td>17360 Consignment 1 - AV Supplies</td> <td>017 Auckland High Court,</td> <td>22/08/2022 at 09:24</td> </tr> <tr> <td>E01 BPG01101</td> <td>01 Auckland Central</td> <td>Ballot Paper - General</td> <td>1101</td> <td>017 Auckland High Court,</td> <td>01 Auckland Central</td> <td>17360 Consignment 1 - AV Supplies</td> <td>017 Auckland High Court,</td> <td>22/08/2022 at 09:24</td> </tr> <tr> <td>E01 BPG01151</td> <td>01 Auckland Central</td> <td>Ballot Paper - General</td> <td>1151</td> <td>017 Auckland High Court,</td> <td>01 Auckland Central</td> <td>17360 Consignment 1 - AV Supplies</td> <td>017 Auckland High Court,</td> <td>22/08/2022 at 09:24</td> </tr> </tbody> </table>	Material Barco	Electorate	Material Type	Numbr	Current Location	Assigned Electorate	Tracking NiTN Description	Assigned To	Time Stamp	E01 BPG01001	01 Auckland Central	Ballot Paper - General	1001	017 Auckland High Court,	01 Auckland Central	17360 Consignment 1 - AV Supplies	017 Auckland High Court,	22/08/2022 at 09:24	E01 BPG01051	01 Auckland Central	Ballot Paper - General	1051	017 Auckland High Court,	01 Auckland Central	17360 Consignment 1 - AV Supplies	017 Auckland High Court,	22/08/2022 at 09:24	E01 BPG01101	01 Auckland Central	Ballot Paper - General	1101	017 Auckland High Court,	01 Auckland Central	17360 Consignment 1 - AV Supplies	017 Auckland High Court,	22/08/2022 at 09:24	E01 BPG01151	01 Auckland Central	Ballot Paper - General	1151	017 Auckland High Court,	01 Auckland Central	17360 Consignment 1 - AV Supplies	017 Auckland High Court,	22/08/2022 at 09:24
Material Barco	Electorate	Material Type	Numbr	Current Location	Assigned Electorate	Tracking NiTN Description	Assigned To	Time Stamp																																						
E01 BPG01001	01 Auckland Central	Ballot Paper - General	1001	017 Auckland High Court,	01 Auckland Central	17360 Consignment 1 - AV Supplies	017 Auckland High Court,	22/08/2022 at 09:24																																						
E01 BPG01051	01 Auckland Central	Ballot Paper - General	1051	017 Auckland High Court,	01 Auckland Central	17360 Consignment 1 - AV Supplies	017 Auckland High Court,	22/08/2022 at 09:24																																						
E01 BPG01101	01 Auckland Central	Ballot Paper - General	1101	017 Auckland High Court,	01 Auckland Central	17360 Consignment 1 - AV Supplies	017 Auckland High Court,	22/08/2022 at 09:24																																						
E01 BPG01151	01 Auckland Central	Ballot Paper - General	1151	017 Auckland High Court,	01 Auckland Central	17360 Consignment 1 - AV Supplies	017 Auckland High Court,	22/08/2022 at 09:24																																						
3	Filter the CSV report using the 'Current Location' column by an assignee ie, one of your HQ's voting places or MS. This will display all materials still yet to received back into EMS for the filtered assignee. Note: this report will list any materials still located at another HQ yet to be returned.																																													
4	Find the assignee's supply boxes where their materials are located and receive the materials listed in the report back into EMS.																																													
5	Repeat this for each assignee with materials listed in the report which still need to be scanned back into EMS.																																													
6	Redownload the Material Not Returned to my HQ (CSV) report and repeat from step 1 until all materials have been received back into EMS and no materials are listed in the report.																																													

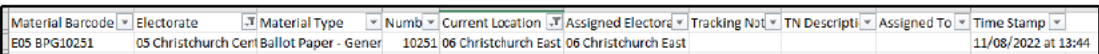
2.5 RETURNING SHARED ELECTORATE MATERIALS TO THEIR HOME ELECTORATE HQ

Once all key voting materials have been received back into EMS from your voting places and MS, and been accounted for, you will need to return all shared voting materials for general electorates to their home electorate HQ.

Use these instructions to return materials to their home electorate HQ.

Step	Instructions
1	In EMS, go to Tracking – Material List (CSV).

Continued on next page

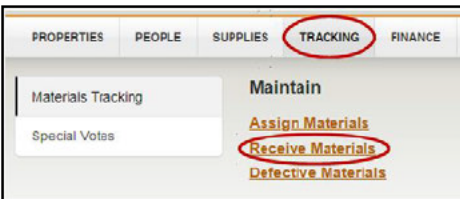
2	<p>Filter the CSV report by the:</p> <ul style="list-style-type: none"> • 'Electorate' column by another electorate HQ, and • 'Current Location' by your electorate HQ and/or your voting places. 
3	This will list all materials which need to be returned to their home electorate HQ.
4	<p>Create a new tracking note with all the shared voting materials (ballot paper pads and electoral rolls) (see section 3). Keep each count's materials in its own ballot box.</p> <p>Use an empty ballot box to return any electoral rolls and ballot paper pads from the shared electorate, that you did not allocate to a voting place.</p>
5	[REDACTED]
6	[REDACTED]
7	Repeat for each electorate which supplied shared electorate materials to your HQ.

Refer to your M40-LOGPLAN on how your electorate plans to return shared voting materials across your region.

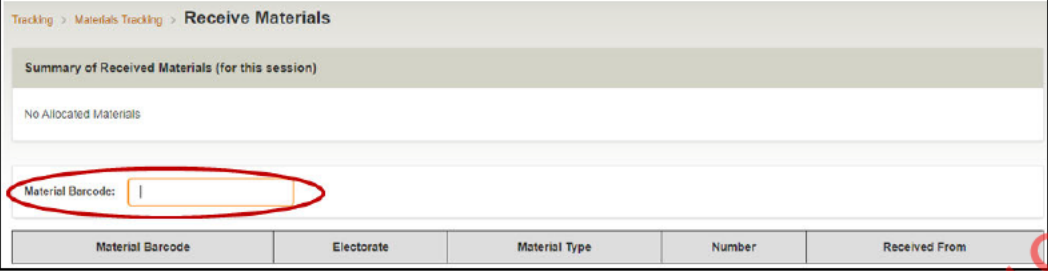
Note: all Māori electorate materials (ordinary ballot paper pads and electoral rolls) remain with the home general electorate HQ and are NOT returned.

2.6 RECEIVING MATERIALS FROM ANOTHER HQ

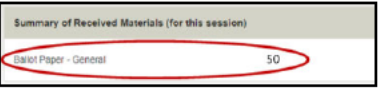
Use these instructions to receive returned materials from another HQ.

Step	Instructions
1	Open the package delivered by another HQ and find the tracking note.
2	Check the materials received against the tracking note. Tick the 'OK' column as you go and use the notes column if there are any issues.
3	<p>In EMS, go to Tracking – Receive Materials.</p> 


4 Scan each item into EMS by clicking into the **Material Barcode** field and using the handheld scanner to scan the QR code on the front of each item.



5 Check the **Summary of Received Materials** field to ensure the number of expected items from the package matches. For example, from a package of 50 ballot paper pads you have scanned 50 ballot paper pads.



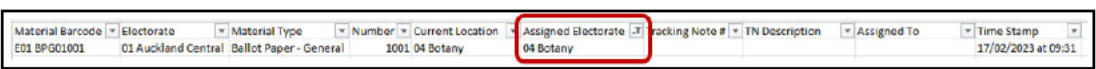
6

7 Click the browser refresh button after completing each  package.

8 Repeat steps 1-7 for each package of materials.

2.6.1 Checking reports

Once your HQ has completed receiving a set of returned materials back into EMS from another HQ, follow these instructions:

Step	Instructions
1	In EMS go to Tracking – Material Not Returned to my HQ (CSV) .
2	<p>Filter the CSV report in the 'Assigned Electorate' column by the electorate the materials have come from. This will identify any materials which still need to be returned by the electorate. In this example, Auckland Central HQ has filtered this report for Botany, a shared electorate they provided Auckland Central materials to. Ballot paper pad E01 BPG01001 is still located at Botany's HQ and yet to be returned.</p>  <p>If the electorate does not appear in the report, all the materials assigned to the electorate have been successfully returned and no further actions are required.</p> <p style="text-align: right;"><i>Continued on next page</i></p>

	If the electorate does appear in the report, all the listed materials still need to be returned and received into EMS, go to step 3.
3	<p>Check the materials listed in the report are not among the materials returned to your HQ. If found receive the materials into EMS.</p> <p>If the other electorate HQ has not returned all the materials, contact the responsible electorate's LS Manager and arrange for the materials to be returned.</p>
4	Redownload the Material Not Returned to my HQ (CSV) report, repeat from step 1.

2.7 SEARCHING FOR 'MISSING' MATERIALS

Your HQ will be handling large volumes of voting materials and may need to locate mislaid materials. Refer to section 7.8 of chapter 15 – Materials Tracking on how to view the chain of custody record for a specific material item or view a selection of materials.

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4	<p>Count the number of special vote envelopes for your electorate:</p> <ul style="list-style-type: none"> • Check the count against the M10-SUMMARY. • If the number is different, check that you have all the S3 envelopes for that voting place and that no special vote envelopes for your electorate were put in an S4 envelope by mistake. • If you can't account for any differences: <ul style="list-style-type: none"> ○ count the envelopes again until you get two consistent counts ○ correct the copy of the M10-SUMMARY.
Other electorate special votes	
5	Empty the S4 envelope from the ballot box onto the other electorates sorting table.
6	<p>Check that all of the special vote envelopes on the other electorates sorting table:</p> <ul style="list-style-type: none"> • are not for your home general electorate • have been stamped with an issuing point stamp. Stamp any unstamped envelopes with an issuing point stamp from that voting place.
7	Sort the special vote envelopes into piles by electorate.
8	<p>Carefully count the number of special vote envelopes for each electorate:</p> <ul style="list-style-type: none"> • check the count against the M10-SUMMARY • if the number is different, check that you have all the S4 envelopes for that voting place. • if you can't account for any differences: <ul style="list-style-type: none"> ○ count the envelopes again until you get two consistent counts ○ correct the M10-SUMMARY.
Both	
9	Secure each pile of sorted special vote envelopes with a rubber band. Put each pile on the appropriate electorate marker.
10	Take all the issuing point stamps from the special vote ballot box and put them with the unused issuing point stamps, in numerical order in preparation for completion.
11	<p>When you are satisfied that the M10-SUMMARY is correct, give it to the data entry operator for entry. See section 3.3.</p> <p>Note: Deliver the M10-SUMMARY forms progressively to the data entry operator. Do not wait until you have checked all voting places.</p>


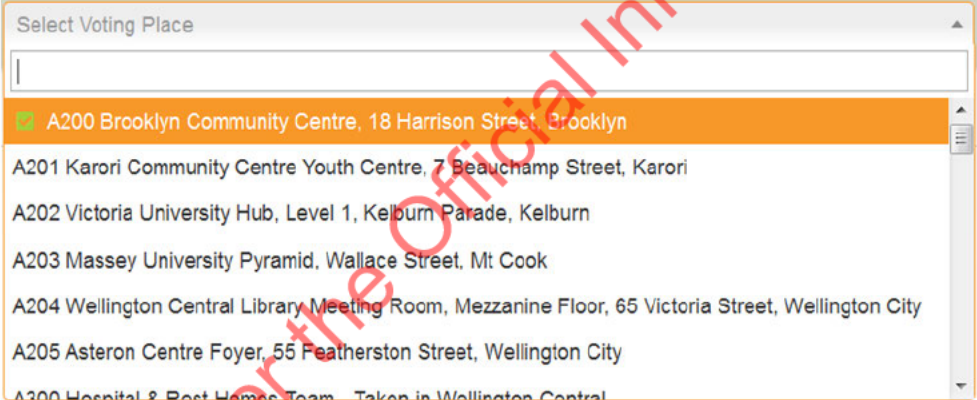
3.3 INITIAL LOAD OF SPECIAL VOTES INTO EMS

The initial load of special votes into EMS is a record of all special votes taken in an electorate for their own and other electorates. Electorate HQs use this information to know how many special votes they have to process, and to keep track of where the votes are.

Note: If you are a Māori Electorate Manager and you receive some of your special votes directly, do not complete a separate initial load for your Māori electorate special votes received by you directly.

- Include them on the M10-SUMMARY for the care home team for the home general electorate.
- Enter them into your general electorate’s EMS ‘Initial Load’.

The data entry operator uses these instructions to enter special vote tracking information in EMS.

Step	Instructions
1	<p>From the menu select Special Votes – Tracking - Initial Load (M10-SUMMARY)</p> 
2	<p>From the drop-down box, select the voting place or team the M10-SUMMARY form refers to</p>  <p style="text-align: right;"><i>Continued on next page</i></p>

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- Select the AV or ED radio button corresponding to the M10-Summary.
- Enter the figures from the M10-SUMMARY into the '#SDV's' field for each electorate the voting place issued special votes for, including your own electorate.
- Enter zero for electorates that the voting place did not take special votes for.
- Check the totals at the bottom of the screen to ensure they match the total on the M10-SUMMARY form.
- Once all the data has been correctly entered for that voting place, click **Save**.

If you make an error in any of the fields, click back into the field and enter the correct data. You can correct data up until you complete the 'send votes' process (see section 3.5).

3

Electorate	#SDV's	Electorate	#SDV's	Electorate	#SDV's
01 Auckland Central	4	25 Manurewa	0	49 Tairāwhiti	0
02 Bay of Plenty	0	26 Māungakiekie	0	50 Taranaki-King Country	0
03 Botany	0	27 Mt Albert	0	51 Taupo	0
04 Christchurch Central	0	28 Mt Roskill	0	52 Tauranga	0
05 Christchurch East	12	29 Napier	3	53 Te Atatu	0
06 Clutha-Southland	0	30 Nelson	0	54 Tūkūki	0
07 Coromandel	0	31 New Lynn	0	55 Upper Harbour	0
08 Dunedin North	0	32 New Plymouth	0	56 Waikato	0
09 Kaipara	0	33 Northcote	0	57 Waikato	0
10 Kaitiaki	0	34 Rangiitua	0	58 Te Tai Hauāuru	0
11 Kaitiaki	0	35 Rodney	0	59 Te Tai Tokarau	0
12 Manukau	0	36 Rongotai	0	60 Te Tai Tonga	0
13 Manukau East	0	37 Rotorua	0	61 Waikato	0
14 Manukau East	0	38 Selwyn	0	62 Waikato	0
15 Manukau East	0	39 South Island	0	63 Waikato	0
16 Manukau East	0	40 South Island	0	64 Waikato	0
17 Manukau East	0	41 South Island	0	65 Waikato	0
18 Manukau East	0	42 South Island	0	66 Waikato	0
19 Manukau East	0	43 South Island	0	67 Waikato	0
20 Manukau East	0	44 South Island	0	68 Waikato	0
Sub Total:	12	Sub Total:	0	Sub Total:	0
Total Votes Received For Own Electorate:				0	
Total Votes Received For Other Electorate:				50	
TOTAL				50	

4

A 'successful' message will appear at the top of your screen under the drop-down box.

A green tick will appear next to the name of each voting place when the initial load data has been entered.

5

Repeat steps 2-4 until the M10-SUMMARY forms for every voting place and team have been entered.

6

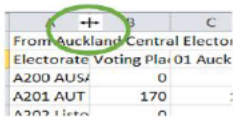
When you have finished entering all M10-SUMMARY forms into EMS, print the 'Special Vote by Voting Place report'.

From the menu select Reports – SV Tracking - SV by Voting Place Report (CSV).



Open the Excel file, which lists your voting places in column A. The row for each voting place will show the number of special votes taken at that voting place for all other electorates.

When it first opens, Column A is not wide enough to see the voting place name. To widen the column, position your cursor between column A and B until you get this pointer:



7

Double click and the column will expand to show the contents of the column.

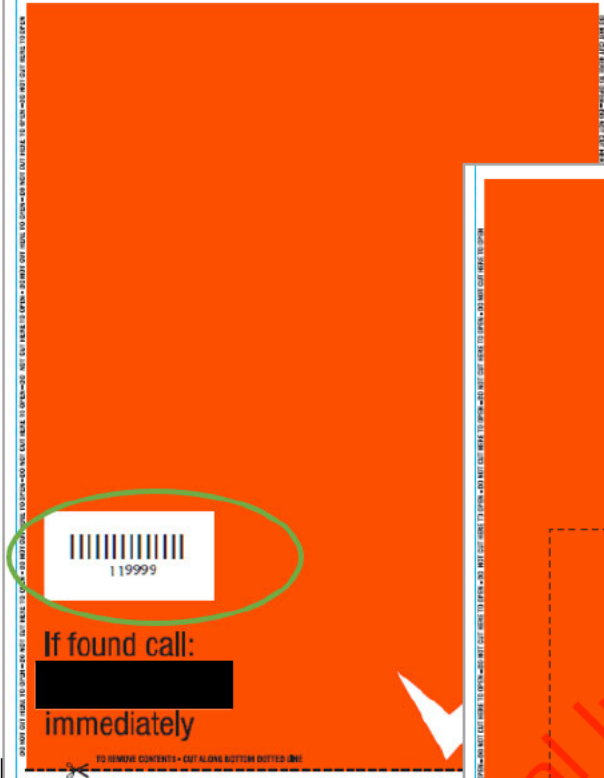
	A	B	C	E
From Auckland Central Electorate				
Electorates			Voting Plac 01 Aucklar	02 Ba
A200 AUSA Club Space, The Quad, Auckland University, Auckland City		0	0	
A201 AUT University Campus, AuSM, WC Building, Level 2, Wellesley Street, Auckland City		170	10	
A202 Ute House, 30-32 Hobson Street, Auckland City		0	0	

Print the report and give it to the Special Votes Process Leader.

3.4 CHECKING SPECIAL VOTES BEFORE SENDING

The Special Votes Process Leader must confirm that the number of special votes for each electorate matches the 'Special Vote by Voting Place' report, before the votes are sent back to their home electorates. The counts must balance.

Step	Instructions
1	<p>Count the number of envelopes on the sorting tables one electorate at a time. Record the number on the M75-SORT electorate sheet. Check that the number of envelopes for each electorate matches the number recorded on the 'Special votes by voting place' report.</p> <p>The counts must balance. If there are any discrepancies, you need to resolve these before you can send the votes. If you change the numbers, reprint the report and check the information again. Record the final number on the M75-SORT electorate sheet.</p>
2	<p>Once you are certain that the total number of special votes in the report matches the number of special votes ready to be sent, pack the votes for that electorate into a [REDACTED]</p>
3	<p>The logistics plan for your electorate will state whether the special vote declarations will be hand delivered to the other electorate by an electorate staff member or will be couriered using eShip by NZ Post.</p> <p>For electorates that will receive hand delivered bags, write the name of the electorate and add 'hand delivered' onto a blank label and affix it to the bag. If there is more than one bag for an electorate, annotate the label with 1 of 2, 2 of 2 etc. You must use [REDACTED] to pack the special votes, even if they are numerous for an electorate.</p> <p>For electorates that will require the special votes to be couriered due to the distance between electorate HQs, use a hand-held scanner to enter the pre-printed barcode number from the [REDACTED] into the reference number field in eShip. The courier bags must be sent signature required. Print and affix the courier label to the bag.</p> <p>[REDACTED]</p> <p>[REDACTED]</p>




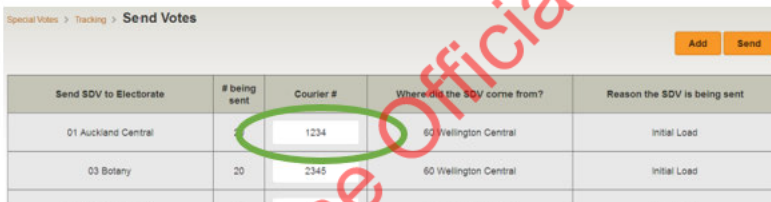

Pre-printed barcode on [redacted] is shown circled above

- 4 Put the special votes for your own electorate aside for processing on Monday E+2.
- 5 Give the courier bags to the data entry operator to scan into EMS, see section 3.5.

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3.5 SENDING SPECIAL VOTES TO OTHER ELECTORATES

Recording the 'send votes' data lets every Electorate Manager know how many special votes they can expect to receive from other electorates.

Step	Instructions															
1	<p>From the menu select Special Votes – Tracking – Send Votes.</p> <p>A list of the votes you are sending to other electorates will appear on your screen, as well as how many you have for your own electorate.</p>  <p>The screenshot shows a navigation menu with 'VOTING PLACES', 'STAFF', 'SUPPLIES', 'FINANCE', and 'SPECIAL VOTES'. Under 'SPECIAL VOTES', there are three options: 'Initial Load (M10-SUMMARY)', 'Send Votes' (circled in green), and 'Received Votes'.</p>															
2	<p>For bags to be couriered, use a hand-held scanner to enter the eShip tracking number from the label on the [redacted] into EMS.</p> <p>For bags that will be hand delivered, scan the number pre-printed on the bag. If there is more than one bag for an electorate, separate the details of each bag with a '/' mark.</p>  <p>The screenshot shows a table titled 'Send Votes' with columns: 'Send SDV to Electorate', '# being sent', 'Courier #', 'Where did the SDV come from?', and 'Reason the SDV is being sent'. The 'Courier #' field for the first row is circled in green.</p> <table border="1"> <thead> <tr> <th>Send SDV to Electorate</th> <th># being sent</th> <th>Courier #</th> <th>Where did the SDV come from?</th> <th>Reason the SDV is being sent</th> </tr> </thead> <tbody> <tr> <td>01 Auckland Central</td> <td></td> <td>1234</td> <td>60 Wellington Central</td> <td>Initial Load</td> </tr> <tr> <td>03 Botany</td> <td>20</td> <td>2345</td> <td>60 Wellington Central</td> <td>Initial Load</td> </tr> </tbody> </table>	Send SDV to Electorate	# being sent	Courier #	Where did the SDV come from?	Reason the SDV is being sent	01 Auckland Central		1234	60 Wellington Central	Initial Load	03 Botany	20	2345	60 Wellington Central	Initial Load
Send SDV to Electorate	# being sent	Courier #	Where did the SDV come from?	Reason the SDV is being sent												
01 Auckland Central		1234	60 Wellington Central	Initial Load												
03 Botany	20	2345	60 Wellington Central	Initial Load												
3	<p> Check that all VPs have been entered, all electorate totals balance, and all courier information is entered. Then contact National Support Team (NST) to have the initial load sent.</p> <p>EMS will remind you to check the number of special votes is exactly what has been entered into EMS.</p> <p>Click OK if you are certain that the numbers match.</p> <p>If you are not certain the numbers match, click Cancel to go back to the Send Votes screen.</p> <p>Make sure the number of physical special votes in each courier bag matches the number that has been entered into EMS. You cannot go back and correct any data after this step.</p>															

	<p>STOP!!!</p> <p>HAVE YOU:</p> <ol style="list-style-type: none"> 1. Checked the totals for each Electorate against the envelopes in the courier bags? 2. Entered the courier bag tracking numbers into this screen? If EITHER of these has not been done, select CANCEL! Otherwise select OK to send data to other electorates. <p>WARNING: You CANNOT MAKE CHANGES after you press OK</p> <p style="text-align: right;"> <input type="button" value="Cancel"/> <input type="button" value="OK"/> </p>
4	<p>Once you click Send, you will get a message that the information has been sent. Click OK.</p> <p>If you find an error in the initial load after it has been sent, contact National Office.</p> <div data-bbox="296 645 991 842"> <p>i NOTE</p> <p>Your data has been sent to the other electorates. To view what has been sent go to the Sent Report. To fix any errors please contact National Office. Please call National Office for any queries</p> <p style="text-align: right;"><input type="button" value="OK"/></p> </div>
5	<p>Courier or hand deliver the special votes to the designated electorate as required by your electorate's logistics plan.</p>
Note	<p>If you try to update the amounts in the 'Initial Load (M10-SUMMARY)' screen after you have completed the 'send votes' process, you will get this error message. Contact National Office.</p> <div data-bbox="296 1122 930 1368"> <p>! Save Failed</p> <p>You have entered invalid data, please try again</p> <p style="text-align: right;"><input type="button" value="Close"/></p> </div>

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3.6 RECEIVING YOUR SPECIAL VOTES BACK FROM OTHER ELECTORATES

From Monday E+2, you will start receiving special votes for your electorate that were cast in other electorates. You need to check that they are for your electorate and 'receive' the votes into EMS. Māori Electorate Managers will enter votes for your Māori electorate separately from your general electorate in EMS.

You can receive special votes from other electorates at any time until 7pm on Tues E+13.


Step	Instructions																																			
1	<p>From the menu select Special Votes – Tracking – Received Votes.</p> <p>You will see the electorates that you will receive special votes from, and how many you should receive.</p> 																																			
2	<p>Count the number of special vote envelopes from one electorate at a time and enter the exact number of envelopes into the SVs Received field next to the electorate's name.</p> <table border="1" data-bbox="295 1556 1173 1736"> <thead> <tr> <th>From Electorate</th> <th>Date & Time Sent</th> <th>Courier #</th> <th>SVs Expected</th> <th>SVs Received</th> <th>Difference</th> <th>Date & Time Received</th> </tr> </thead> <tbody> <tr> <td>50 Wellington Central</td> <td>Not sent yet</td> <td></td> <td>4</td> <td></td> <td>-4</td> <td></td> </tr> <tr> <td></td> <td>Special Declaration votes in Auckland Central</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td></td> <td>Special Declaration votes in other electorates</td> <td></td> <td>4</td> <td>0</td> <td>-4</td> <td></td> </tr> <tr> <td></td> <td>Total</td> <td></td> <td>4</td> <td>0</td> <td>-4</td> <td></td> </tr> </tbody> </table> <p>If there is a difference in the number received, check you:</p> <ul style="list-style-type: none"> counted the envelopes correctly entered the votes against the correct electorate haven't left any envelopes in the courier bag or have additional bags to check. 	From Electorate	Date & Time Sent	Courier #	SVs Expected	SVs Received	Difference	Date & Time Received	50 Wellington Central	Not sent yet		4		-4			Special Declaration votes in Auckland Central		0	0	0			Special Declaration votes in other electorates		4	0	-4			Total		4	0	-4	
From Electorate	Date & Time Sent	Courier #	SVs Expected	SVs Received	Difference	Date & Time Received																														
50 Wellington Central	Not sent yet		4		-4																															
	Special Declaration votes in Auckland Central		0	0	0																															
	Special Declaration votes in other electorates		4	0	-4																															
	Total		4	0	-4																															

	If the number still doesn't match, the Special Votes Process Leader must call the sending Electorate Manager.
3	Once the data is correct, click Save . This allows both electorates to see the data.

3.7 SPECIAL VOTES RECEIVED IN ERROR

If you receive special votes that are not for your electorate, you should still enter the exact amount received in EMS. Special votes may be received in error because the name on the envelope has been misread, eg, East Coast instead of East Coast Bays, or the electorate written on the envelope does not match the electorate on the declaration inside the envelope, eg, an issuing officer issues a vote for Hamilton East but writes Hamilton West on the envelope.

Any special votes received at your electorate by mistake need to be forwarded to the correct electorate after being recorded into the send votes screen in EMS XXXXXXXXXX

Step	Instructions
1	<p>From the menu select Special Votes – Tracking – Send Votes.</p> <p>Enter the data for the correct electorate.</p> <p>Select the reason for sending, eg, 'Sent to wrong electorate'.</p>  <ul style="list-style-type: none"> • Select 'Sent to wrong electorate' if the electorate name on the envelope is not yours. • Select 'Envelope addressed incorrectly' if the electorate name on the envelope is yours, but the electorate on the declaration is not. • Select 'Additional load' for Special Vote envelopes first received at your electorate which were not included in the initial load.
2	Repeat for any other electorate whose special votes you may have received in error.
3	Click Send .
	Forward the envelopes to the correct electorate using the process in section 3.5.

Continued on next page

Note

If you make an error, click on the rubbish bin icon next to the record you wish to delete. Re-enter the data if necessary. Double-check all information is correct before hitting Send.

If you need to amend this section after sending, contact NST.




3.8 SPECIAL VOTE REPORTS

The Special Votes Process Leader should use the special vote tracking reports to make sure you have received all expected special votes from other electorates and to check that votes sent to other electorates have arrived.

- Special votes sent report
- Special votes received report
- Progress report.



Use the 'Special votes sent report' to see the number of special votes that you will be forwarding to other electorates

Step	Instructions
1	<p>From the menu select Reports – SV Tracking – SV Sent Report.</p> <p>Your electorate will show in the Select Office box.</p> 
2	Click Submit .

3 A report will appear on your screen showing the following information:

Special Declaration Votes Sent to Electorates from National Office			
To Electorate	Date and time sent	Courier #	# sent

Use the 'Special votes received report' to see the number of special votes you will receive from other electorates.

Step	Instructions										
1	From the menu select Reports – SV Tracking – SV Received Report.										
2	A report will appear on your screen showing the following information: <table border="1"> <thead> <tr> <th colspan="5">Expected Special Declaration Votes Received by Auckland Central</th> </tr> <tr> <th>From Electorate</th> <th>Date and time sent</th> <th>Courier #</th> <th># sent</th> <th># received</th> </tr> </thead> </table>	Expected Special Declaration Votes Received by Auckland Central					From Electorate	Date and time sent	Courier #	# sent	# received
Expected Special Declaration Votes Received by Auckland Central											
From Electorate	Date and time sent	Courier #	# sent	# received							

Use the 'Progress report' to see the progress of special votes sent to other electorates and special votes received by your electorate at any day/time.

Step	Instructions																																																																																																			
1	From the menu select Reports – SV Tracking – Progress Report.																																																																																																			
2	A report will appear on your screen showing the following information: <table border="1"> <thead> <tr> <th colspan="9">Reports > SV Tracking > Progress Report</th> </tr> <tr> <th colspan="2"></th> <th colspan="2">M10 Summ</th> <th colspan="5"></th> </tr> <tr> <th>Electorate</th> <th>Region</th> <th>Entered</th> <th>Total</th> <th>Initial Load Sent</th> <th>Total SV To Send/Sent</th> <th>Total SV Expected/Sent</th> <th>Total SV Received</th> <th>Difference</th> </tr> </thead> <tbody> <tr> <td>Auckland Central</td> <td>Auckland</td> <td>0</td> <td>42</td> <td>No</td> <td>0/0</td> <td>4/0</td> <td>0</td> <td>-4</td> </tr> <tr> <td>Bay of Plenty</td> <td>Central</td> <td>0</td> <td>30</td> <td>No</td> <td>0/0</td> <td>0/0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Botany</td> <td>Auckland</td> <td>0</td> <td>26</td> <td>No</td> <td>0/0</td> <td>0/0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Christchurch Central</td> <td>South</td> <td>0</td> <td>44</td> <td>No</td> <td>0/0</td> <td>0/0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Christchurch East</td> <td>South</td> <td>0</td> <td>32</td> <td>No</td> <td>0/0</td> <td>12/0</td> <td>0</td> <td>-12</td> </tr> <tr> <td>Clutha-Southland</td> <td>South</td> <td>0</td> <td>80</td> <td>No</td> <td>0/0</td> <td>0/0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Coromandel</td> <td>Central</td> <td>0</td> <td>71</td> <td>No</td> <td>0/0</td> <td>0/0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Dunedin North</td> <td>South</td> <td>0</td> <td>50</td> <td>No</td> <td>0/0</td> <td>0/0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Reports > SV Tracking > Progress Report											M10 Summ							Electorate	Region	Entered	Total	Initial Load Sent	Total SV To Send/Sent	Total SV Expected/Sent	Total SV Received	Difference	Auckland Central	Auckland	0	42	No	0/0	4/0	0	-4	Bay of Plenty	Central	0	30	No	0/0	0/0	0	0	Botany	Auckland	0	26	No	0/0	0/0	0	0	Christchurch Central	South	0	44	No	0/0	0/0	0	0	Christchurch East	South	0	32	No	0/0	12/0	0	-12	Clutha-Southland	South	0	80	No	0/0	0/0	0	0	Coromandel	Central	0	71	No	0/0	0/0	0	0	Dunedin North	South	0	50	No	0/0	0/0	0	0
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3.9 CHECKING SPECIAL VOTES WERE RECEIVED ON TIME

From Monday E+2, your administrative staff need to check that your special votes were received on time. If a vote is received late, place it in the folder labelled 'late' in Box 1 for the Electorate Manager to review. Check votes against these timeframes whenever you receive special votes.

Source	Definition of 'received on time'
Voting places or teams in your electorate	Assume it was returned on time, ie, 7pm on Election Day, unless stated otherwise on the envelope
Other electorates	<ul style="list-style-type: none"> Assume it was returned on time, ie, 7pm on Election Day, unless stated otherwise on the envelope. Must be received at your headquarters by 7pm, Thursday E+13.
Special votes delivered by hand or couriered to your HQ	Must be received by 7pm on Election Day.
Special votes received in your HQ PO Box	Must be: <ul style="list-style-type: none"> received by noon, Wednesday E+4 and postmarked on or before Friday E-1.
Overseas votes	If you receive any of these, contact the National Support Team [REDACTED]

3.10 VOTES RECEIVED LATE AT HQ

Any votes that you receive at your electorate headquarters after 7pm on Election Day need to be 'received' in EMS. This includes votes that are:

- delivered by hand or courier
- received through your PO Box, unless they are post marked on or before E-1 and received by Wednesday E+4

Step	Instructions
1	Stamp and write "Received late – [time received] on [date] at headquarters" on the envelope.
2	Count the number of envelopes received directly at your electorate headquarters.
3	Enter the number of envelopes received into the 'Send Votes' screen on EMS as 'Additional Load' and send the votes to your own electorate.
4	Put the special vote envelope(s) in the folder labelled 'late' in Special Vote Processing Box 1 for Electorate Manager to review. This is covered in detail in Chapter 28 – Special Votes.

CHAPTER 28 – SPECIAL VOTES

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1 OVERVIEW OF SPECIAL VOTES

1.1 BEFORE YOU BEGIN

Ensure you have received all necessary supplies for the special vote processing team. A full list of required supplies can be found in Chapter 21 – Preparing for the post-election period.

1.2 CHANGES TO REGISTRAR OF ELECTORS

There has been a change since 2020 to the role of the Registrar of Electors. Under the new structure of the Enrolment and Community Engagement group, the functions of the Registrar of Electors (RoE) are now carried out by the team leader of the three regional Processing Teams. These teams are based in Auckland, Wellington, and Christchurch. It should not be presumed that your electorate's special votes will be processed by the nearest regional team.

Because the Registrar of Electors holds responsibilities under legislation, you will still see the terms Registrar of Electors, Registrar, or RoE used on some forms and in ERSA. In these instances, the Team Leaders of the Regional Enrolment Processing Teams are fulfilling this role.

1.3 PURPOSE OF SPECIAL VOTE PROCESSING

The purpose of special vote processing is to determine whether each vote can be included in the official count. Special votes are included in the official count if:

- the vote was received on time and the special vote declaration was filled in correctly; this means the special vote declaration is **valid**
- the voter is found on the electoral roll; this means the voter is **qualified**.

1.4 WHAT IS A SPECIAL VOTE?

Any voter who cannot be marked off a voting place roll casts a special vote. This happens if the voter:

- is not enrolled by Writ Day, so their name is not on a printed roll at a voting place
- votes outside their electorate at a voting place not issuing ordinary votes for their electorate
- casts a takeaway vote because they are unable to visit a voting place
- uses the telephone dictation voting service because they are unable to vote independently at a voting place
- votes from overseas
- is on the unpublished roll.

1.5 PRINCIPLES FOR SPECIAL VOTE PROCESSING

When processing special votes, you need to ensure that:

- all special votes are included in the official count unless there is a legal reason to disallow them

- special votes are held in a secure area
- the secrecy of the vote is always maintained
- ballot papers are **not** scanned or sent to the Team Leader of the Regional Enrolment Processing Teams.

1.6 WHAT SPECIAL VOTES WILL MY HEADQUARTERS PROCESS?

You will process special votes cast for your electorate. You will send special votes cast in your voting places for other electorates back to the relevant electorate for processing as part of the sort and send process (see Chapter 24 – Sort and send).

You will not need to process overseas special votes, as this will be done at National Office. If you receive any overseas votes, please contact the National Support Team [REDACTED]

1.7 MĀORI ELECTORATE MANAGERS

Māori Electorate Managers need to process:

- all special votes cast for their Māori electorate
- all special votes cast for their home general electorate.

Māori and general electorate special votes must be processed separately. You need a separate processing area and will appoint another Process Leader and Administrative Support staff to process Māori electorate special votes.

You may only have a few Māori electorate special votes for processing on Tuesday E+3, so you may not need all your processing staff until Wednesday E+4.

1.8 TYPES OF SPECIAL VOTE DECLARATIONS

Each special vote consists of a special vote declaration and the ballot paper. There are 2 types of declarations. The type of declaration a voter requires depends on whether or not the voter attends a voting place in person to vote, or whether they were not present at a voting place and were instead issued with a takeaway vote.

The table on the following page contains the number identifying the declaration used in each case.

Voter was present

E81 – In Person Declaration

Voter was not present
(Takeaway vote)

E83 – Takeaway Declaration

*For more information on takeaway voting services refer to in Chapter 20 – Delivering voting services.

1.9 WITNESSING DECLARATIONS

Normally all special vote declarations must be witnessed by a person other than the voter:

- the E81 declaration is completed by the voter in front of the Issuing Officer who will be the witness
- the E83 declaration is completed away from the voting place, so a person other than the voter is required to witness the declaration.

Under some circumstances, some voters may be exempt from this requirement for this election. Information on this is contained within Chapter 12 – Voting services preparations, section 4.9. If a voter is exempt from having their vote witnessed, the witness section of their declaration will be stamped “Witness not required”.

1.10 SPECIAL VOTE PACKS

Depending on the type of special vote and where it is issued, it may be returned to the headquarters (HQ) in different ways and in different types of envelopes. Different special vote envelopes require slightly different processing.

The following page provides images of the different special vote envelopes. It is recommended that you photocopy this page and display it in the special vote processing area.

How the vote is issued	Declaration type	How the vote is returned	Consists of ...
At a voting place to a voter present	E81	Returned with voting place materials	Single envelope with two compartments: <ul style="list-style-type: none"> • one for the declaration • one for the voting papers
Issued at a voting place or HQ to a person who delivers it the voter (takeaway vote).	E83	Can be returned: <ul style="list-style-type: none"> • With voting place materials. • By courier. 	
Takeaway vote issued at the HQ	E83		

2 SPECIAL VOTE PROCESSING TEAM

2.1 ROLES AND RESPONSIBILITIES

Role	Responsible for
Electorate Manager (EM)	<ul style="list-style-type: none"> overall accountability final decisions on whether a special vote declaration is valid
Post-election Manager	<p>overseeing the special vote processing and ensuring that:</p> <ul style="list-style-type: none"> the Process Leader and staff are trained and follow the processes there is enough staff to complete the processing within the set timeframes any issues are escalated to the Electorate Manager for decision the Electorate Manager makes the final decision on the validity of declarations the ballot boxes and count numbers provided to the official count team are accurate
Special Votes Process Leader	<p>ensuring that:</p> <ul style="list-style-type: none"> special votes are processed in accordance with the procedures outlined in the Operations Manual (see Chapter 22 – Election Day and Night for required tasks on Election Day) the flow of special votes between the various stages is managed in a coordinated manner to avoid bottlenecks votes are processed in the correct batch type (valid or invalid) declarations are scanned and ready for processing by the Team Leader of the Regional Enrolment Processing Team the checking and marking of the electronic electoral roll and entry of “not on roll” information is monitored in ERSA Registrar qualification decision stickers are applied correctly to declarations envelopes are separated into the correct counts special vote declarations required by the dual votes team are provided in a timely manner the Post-election Manager is informed about progress or any issues
HQ Support Staff	<ul style="list-style-type: none"> processing special votes in accordance with the instructions in the Operations Manual

2.2 TRAINING

Training for the Post-election Manager and Special Vote Process Leader will occur one week before advance voting begins. Your Regional Manager (RM) or Regional Advisor (RA) will be in contact with the Electorate Manager to advise on the date of your electorate’s session. Staff will be required to read this chapter and complete some eLearning before attending training.

3 CHECKLIST FOR SPECIAL VOTE ACTIVITIES

3.1 CHECKLIST

These tasks must be completed each day from Monday E+2 to Friday E+13.

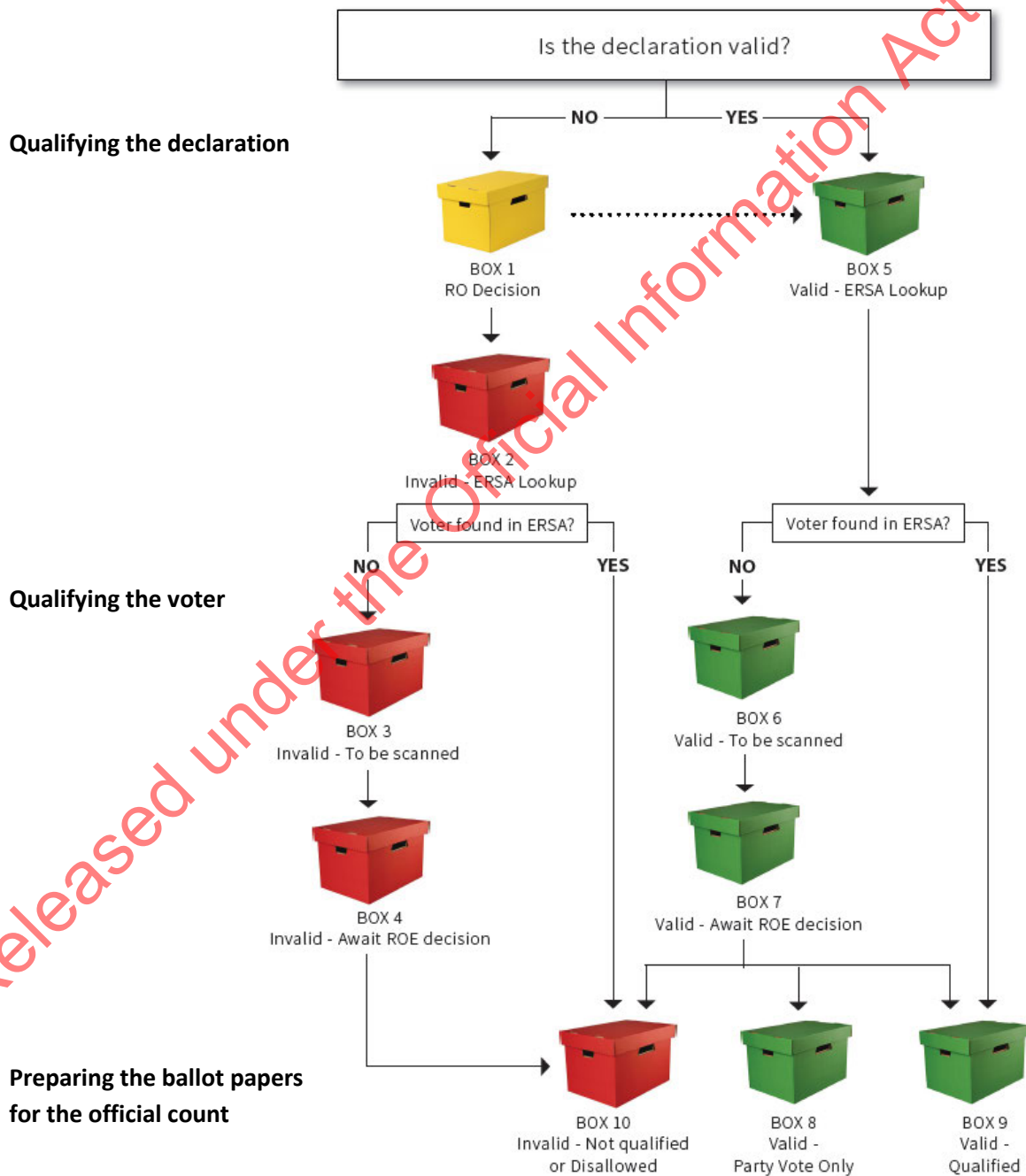
Task	E+2	E+3	E+4	E+5	E+6	Labour Day	E+10	E+11	E+12	E+13
	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
Monitoring progress against deadlines		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Validation										
Validate special vote declarations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electorate Manager (EM) reviews potential 'invalid' declarations (Box 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confirm all special votes received have been validated							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qualification										
Qualify special votes in ERSA				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scan and upload declarations not found in ERSA				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confirm that all votes received have been looked for in ERSA							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process ROE qualification decisions										
Enter 'Not on Roll' information in ERSA as required				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Print and apply RoE qualification decision stickers to declarations					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check in ERSA that all SV batches have been processed completely							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that all disallowed votes have been processed and recorded correctly							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparing for the official count										
Prepare special votes for the official count									<input type="checkbox"/>	<input type="checkbox"/>
Support										
Provide special votes to the dual votes team as required				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4 THREE STAGES OF SPECIAL VOTE PROCESSING

4.1 SPECIAL VOTE FILING SYSTEM

You will use a vote filing system through the different stages of processing. The filing boxes should be set up on a filing table in the processing area as explained in section 5.1.3 of Chapter 21 – Preparing for the post-election.

4.2 THREE STAGES OF PROCESSING



5 STAGE 1: VALIDATION

The first stage is to determine whether each special vote declaration has been received on time and correctly filled in. This is crucial as whether a declaration is valid or invalid affects whether it is included in the official count. Any special votes received after **7pm on E+13 (Friday 27 October)** must be disallowed under *Regulation 34* of the *Electoral Regulations 1996*.

After E+10, any special vote declarations found which need to be repatriated to their home electorate must be considered carefully. Can you rely on a courier to get that declaration to the correct HQ before the cut-off date? Can you hand-deliver the special vote declaration in time? If you are concerned that you will not be able to get a special vote declaration to its home electorate in time, contact your regional team immediately.

Note that when receiving declarations at the electorate headquarters, HQ admin staff will identify potentially late special votes and put these in filing Box 1 for the Electorate Manager to review. This is covered in Chapter 24 – Sort and send.

As part of the special vote validation checks HQ Support staff determine whether a declaration should be reviewed by the Electorate Manager.

The Electorate Manager **must** review each declaration that may have been received late or fail an initial validation check and make a final decision on whether it is valid or not. They then place the declaration and envelope in the appropriate filing box for qualification stage.

The validation stage has two components:

- opening the envelope, this will depend on the type of special vote issued
- checking that the key fields have been filled in by the voter.

5.1 PREPARING FOR VALIDATION STAGE



The Process Leader needs:

- an E208 box with the sticker – Box 1 ‘EM to Review’
- a set of folders labelled as follows:
 - the declaration was received late
 - reason to be checked by Electorate Manager
 - the declaration failed validation
 - the declaration is for another electorate
 - there was something other than one declaration, eg. no declaration, more than one declaration or contained the ballot paper.

Note that special votes that are potentially late will be placed in the “declaration was received late” folder as part of the “sort and send” process. The Electorate Manager will review these together with other special votes that fail validation.

5.2 OPENING SPECIAL VOTE ENVELOPES

These instructions are for all special votes, which are returned in envelopes with separate compartments for the declaration and voting papers. From Monday E+2, HQ Support staff can prepare declarations for their validity check.

Step	Instructions
1	Place filing Box 1 – “EM to Review” in the middle of the processing table.
2	<p>Get a special vote envelope.</p> <p>  Open the declaration compartment of the special vote envelope and take out the declaration. Do not open the ballot compartment of the envelope! </p> <p>Note: for most special votes, tear down the perforated strip in the middle of the envelope and remove the declaration side’s strip.</p>
3	<p>If there is only one declaration in the envelope, go to step 4.</p> <p>If there is anything other than a single declaration, eg. it is empty, has a ballot paper or has more than one declaration:</p> <ul style="list-style-type: none"> • put every piece of paper back into the declaration side of the envelope • place it in Box 1 on the table, for the Electorate Manager to review • go back to step 2.
4	<p>Check that the declaration is made out for your electorate. If it is, go to step 5.</p> <p>If the declaration is not for your electorate:</p> <ul style="list-style-type: none"> • put it back into the envelope • place it in Box 1 for the Electorate Manager to review • go back to step 2.
5	<p>Check that the declaration number on the declaration matches the declaration number on the envelope. If they match, go to step 6.</p> <p>If they don’t match, or there is no declaration number on the envelope, correct/write the declaration number on the envelope using a red pen.</p>
6	<p>Staple the declaration to the envelope in the top left-hand corner. Staple the declaration to the declaration pocket side of the envelope, not the ballot paper side.</p> <p>Important: Never staple the QR code or declaration number.</p> 
7	Put the declaration and envelope in a pile on the table, face down, ready for a validation check.

5.3 VALIDATION CHECK

Each declaration must be checked to see if the three checkpoints have been completed correctly. The checkpoints for the different types of declarations are shown on the following pages. The checkpoints are:

- Reason for casting a special vote. This is circled in **Blue** in the following examples
- Signed by voter. This is circled in **Red** in the following examples
- Completed and signed by witness. This is circled in **Purple** in the following examples.

Step	Instructions
1	Place filing Box 1 – “EM to Review” in the middle of the processing table.
2	The Process Leader gets the declarations that were stapled to the envelopes and distributes them face up and to the left of the person at the validation table.
3	Processing one declaration at a time, the HQ Support staff checks that all three checkpoints have been filled by the voter. <ul style="list-style-type: none"> • reason for casting a special vote • signature of the voter • the witness section is filled out and signed.
4a	If the declaration is type E83 and the voter ticked the final reason ‘I have satisfied the Issuing Officer/Electorate Manager that...’ on the list: <ul style="list-style-type: none"> • place the declaration and envelope in Box 1 on the table • go back to step 3.
4b	If one or more of the three checkpoints are not complete: <ul style="list-style-type: none"> • place the declaration and envelope in Box 1 on the table • go back to step 3.
4c	If all three checkpoints are complete, the declaration is valid. Place the declaration and envelope to your right, face down.
5	The Process Leader then collects the piles of valid declarations from the table and puts them in Box 5, ready for qualification on the filing table .
6	The Process Leader takes the declarations with issues from Box 1 on the processing table and sorts them into folders by issue: <ul style="list-style-type: none"> • the declaration failed validation • reason to be checked by Electorate Manager • the declaration is for another electorate • there was something other than one declaration, eg. no declaration, more than one declaration or contained the ballot paper. <p>When done, put the declarations in Box 1 on the filing table for the Electorate Manager to review (see section 6).</p>

Declaration by Special Voter

1 480 001

STEP 1

I believe I am eligible to vote in the electorate of:

STEP 2

My family name is:

My first names are:

Previous name I may be enrolled under (if applicable):

My date of birth is:

My occupation is:

My contact telephone number is:

STEP 3

My current address is:

I have lived at this address for 1 month or more.

YES (go to Step 4)

NO, the previous address where I lived for 1 month or more is:

STEP 4

I am making a special vote because: (tick at least **ONE** option)

- My name is not on the printed roll for this electorate or has been wrongly deleted.
- I am, or will be, outside of my electorate on election day.
- I intend to be outside New Zealand on election day.
- I am, or will be, unable to attend a voting place in my electorate on election day because of illness, infirmity, pregnancy or recent childbirth.
- I have a religious objection to attending a voting place on election day.
- I have satisfied the Issuing Officer that I cannot attend a voting place in the electorate, without suffering hardship or serious inconvenience for the following reason:

STEP 5

I declare that to the best of my knowledge and belief the details given in this declaration are true.

OFFICIAL USE ONLY



Blue = Reason for casting a special vote

Red = Voter signature

Purple = Witness section

RETURNING OFFICER USE

OFFICIAL USE ONLY

ISSUING POINT STAMP

I confirm that the voter signed the declaration in my presence.

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Declaration by Special Voter

TAKEAWAY VOTE - Where the voter is not present at a voting place

3 480 001

E83

STEP 1

I believe I am eligible to vote in the electorate of:

STEP 2

My family name is:

My first names are:

Previous name I may be enrolled under (if applicable):

My date of birth is:

My occupation is:

My contact telephone number is:

STEP 3

My current address is:

I have lived at this address for 1 month or more.

YES (go to Step 4)

NO, the previous address where I lived for 1 month or more is:

STEP 4

I am making a special vote because: (tick at least **ONE** option)

- My name is not on the printed roll for this electorate or has been wrongly deleted.
- I am, or will be, outside of my electorate on election day.
- I intend to be outside New Zealand on election day.
- I am, or will be, unable to attend a voting place in my electorate on election day because of illness, infirmity, pregnancy or recent childbirth.
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STEP 5

I declare that to the best of my knowledge and belief the details given in this declaration are true.

OFFICIAL USE ONLY

ISSUING POINT



Blue = Reason for casting a special vote

Red = Voter signature

Purple = Witness section

RETURNING OFFICER USE

STEP 6

WITNESS

My family name is:

My first names are:

My current address is:

My contact number:

I am qualified to be a witness and the voter has signed the declaration in front of me.

- Person authorised to take a statutory declaration
- Person approved by Returning Officer
- Relative, or member of the household
- Registered New Zealand elector

WITNESS SIGNATURE

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6 ELECTORATE MANAGER'S REVIEW OF DECLARATIONS

6.1 REVIEW AND DECIDE

The EM should review Box 1 twice a day between E+2 and E+13 to determine whether a declaration is valid or not. Declarations will be sorted into groups depending on the type of issue, such as:

- the declaration was received late
- the declaration is for another electorate
- reason to be checked by Electorate Manager
- the declaration failed validation
- there is something other than one declaration, eg. no declaration, more than one declaration or contains the ballot paper.



Do not open the ballot side of the envelope unless the following instructions tell you to.

Regulation 33 of the Electoral Regulations 1996 allows the Electorate Manager or somebody with your delegated authority to open the ballot side of the envelope if there is reason to believe it may contain the declaration. If you need to open the ballot side of the envelope you must take all possible care to preserve the secrecy of the voter's ballot paper.

6.2 DEALING WITH LATE DECLARATIONS

Use these instructions to process declarations that arrive late.

Step	Instructions
1	<ul style="list-style-type: none">• Open the declaration side of the envelope.• Check that the declaration number matches the number on the envelope:<ul style="list-style-type: none">○ if not, correct the envelope using a red pen.• Check the declaration is for your electorate:<ul style="list-style-type: none">○ if not, contact the National Support Team [REDACTED]• Staple the declaration to the envelope in the top left corner.
2	<p>Check that the declaration was received within the timeframes shown below.</p> <ul style="list-style-type: none">• If you think the declaration was received on time:<ul style="list-style-type: none">○ put the declaration and envelope in Box 5.• If you think the declaration was received late:<ul style="list-style-type: none">○ write or stamp on the declaration "Disallowed – Received Late" and sign the declaration.○ put the declaration and envelope in Box 2.

Use this table to determine if the declaration was received on time.

Source	Definition of “received on time”
Returned from voting places / teams in your electorate	<ul style="list-style-type: none"> Assume it was returned on time by 7pm on Election Day, unless stated otherwise on the envelope.
Advance voting (AV) and Election Day (ED) special votes delivered by hand or courier to your HQ	<ul style="list-style-type: none"> Must be received by 7pm on Election Day.
Returned from other electorates	<ul style="list-style-type: none"> Assume it was returned on time by 7pm on Election Day at the other electorate, unless stated otherwise on the envelope. Must be received at your headquarters by 7pm, Friday E+13.
AV and ED special votes returned by post to your HQ PO Box	<p>Must be:</p> <ul style="list-style-type: none"> postmarked or date-stamped on or before Friday E-1 and received by noon, Wednesday E+4.
Overseas votes	<p>If you receive any of these contact the National Support Team</p> <p>██████████</p>

6.3 DECLARATIONS FOR A DIFFERENT ELECTORATE

Use these instructions if you find a declaration for a different electorate.

Step	Instructions
1	<p>If you find a declaration for another electorate:</p> <ul style="list-style-type: none"> check that the number on the declaration matches the number on the envelope. If not, correct the envelope using a red pen write the electorate name and number on the envelope.
2	Seal the declaration inside the declaration side of the envelope.
3	Send the special vote to the electorate it is for (see Chapter 24 – Sort and send).

6.4 MORE THAN ONE DECLARATION IN THE ENVELOPE



If there is more than one declaration in the envelope, **do not** open the ballot paper side of the envelope until you reach step 3.

Step	Instructions
1	<ul style="list-style-type: none"> Compare the declaration numbers on the declarations with the declaration number on the envelope. Staple the matching declaration to the envelope in the top left corner. <p style="text-align: right;"><i>Continued on next page</i></p>

2	<p>Prepare a separate special vote envelope for each extra declaration.</p> <ul style="list-style-type: none"> • Take fresh envelopes from your headquarters supply. Don't use leftover voting place supplies. • Use a red pen to cross out the declaration number on each special vote envelope and write the number from the declaration. • Write the electorate name from each declaration on the front of the corresponding envelope. • Stamp the new envelope with an issuing point stamp to show that the votes were received on time.
3	Open the ballot side of the original envelope and remove the ballot paper(s).
4	<p>Taking care to preserve the secrecy of the vote, compare the number under the black sticker on each ballot paper and match it to the declaration with the same number.</p> <p>You can shine a light through the paper, so you don't need to remove the sticker. If you remove the sticker, you must replace it.</p>
5	Seal each ballot paper into the ballot paper side of the correct envelope.
6	Stamp each envelope with the "Opened pursuant to reg 33" stamp and sign the envelope.
7	<ul style="list-style-type: none"> • If the declaration is for another electorate, follow the instructions in section 6.3. • If the declaration is for your electorate: <ul style="list-style-type: none"> ○ staple the declaration to the front of the corresponding envelope ○ do a validation check (see section 5.3) ○ put the declaration and envelope in either Box 5 (valid) or Box 2 (invalid) for processing.

6.5 NO DECLARATION OR BALLOT PAPER FOUND IN THE DECLARATION SIDE

If the declaration side of the envelope has neither a declaration nor a ballot paper in it, then you may open the **ballot paper side** of the envelope.

Step	Instructions
1	Open the ballot paper side of the envelope.
2	Stamp the envelope with the "Opened pursuant to reg 33" stamp and sign the envelope.
If there is a declaration and a ballot paper in the ballot side:	
3A	Seal the ballot paper back in the ballot side of the envelope.
3B	<ul style="list-style-type: none"> • If the declaration is for another electorate, follow the instructions in section 6.3. • If the declaration is for your electorate: <ul style="list-style-type: none"> ○ check that the number on the declaration matches the number on the envelope. If not, correct the envelope using a red pen ○ staple the declaration to the front of the envelope in the top left corner ○ complete a validation check (see section 5.3) ○ put the declaration and envelope in either Box 5 (valid) or Box 2 (invalid) for processing.
If there is a declaration but no ballot paper in the ballot side:	

4A	Stamp or write “No ballot paper” on the declaration.	
4B	<ul style="list-style-type: none"> • If the declaration is for another electorate, follow the instructions in section 6.3. • If the declaration is for your electorate: <ul style="list-style-type: none"> ○ check that the number on the declaration matches the number on the envelope. If not, correct the envelope using a red pen ○ staple the declaration to the front of the envelope in the top left corner ○ complete a validation check (see section 5.3) ○ put the declaration in Box 1 until E+13 in case you find the ballot paper. 	
4C	<p>On E+13, if no ballot paper has been found:</p> <ul style="list-style-type: none"> • validate and qualify the declaration as normal • edit the special vote in ERSA (see section 10.3) and select “No ballot paper enclosed” from the Disallowed Status panel. <p>Note: You can’t select “No ballot paper enclosed” as a reason for invalidity when initially entering the declaration, so if there is nothing else wrong with the declaration, it should be entered as “Valid” and then edited as above.</p>	
5	If there is a ballot paper but no declaration in the ballot side of the envelope:	
	If the ballot paper is for:	Then...
	your electorate and was issued in your electorate (check the issuing stamp)	<ul style="list-style-type: none"> • seal the ballot paper into the ballot paper side of the envelope • stamp the envelope “No declaration” and put in Box 1, in case the declaration is found • have the electorate’s Logistics and Supplies Manager (LS Manager) organise staff to look for the declaration amongst the voting place materials, eg. in a close of poll envelope, loose in the supplies box or other ballot boxes. <p>If the declaration is found, follow the instructions in section 5.3</p>
your electorate but was issued in a different electorate	<ul style="list-style-type: none"> • seal the ballot paper back into the ballot paper side of the envelope • stamp the envelope “No declaration” and put in Box 1, in case the declaration is found • contact the Electorate Manager of the issuing electorate • give them the declaration number and issuing point stamp number on the envelope • ask them to look for the declaration amongst the voting place materials, eg. in a close of poll envelope, loose in the supplies box or other ballot boxes. If found, have them send it to you by courier. • If the declaration is found, follow the instructions in section 5.3 <p style="text-align: right;"><i>Continued on next page</i></p>	

another electorate	<ul style="list-style-type: none"> • check and correct the electorate name on the envelope using a red pen if necessary • seal the ballot paper back into the ballot paper side of the envelope • stamp the envelope “No declaration” • contact the National Support Team [REDACTED] for further instructions.
If the declarations have not been found by Friday E+13, then:	
<ul style="list-style-type: none"> • write “Disallowed – Declaration Missing” on each envelope and sign the envelope • enter the vote in ERSA as an invalid declaration using the number on the envelope • record the reason the vote is invalid as “no declaration” • enter the issuing point information from the envelope • print the batch header, then check and place in Box 10. 	

6.6 IF YOU FIND A MISSING DECLARATION

Use these instructions if you find a missing declaration.

Step	Instructions
1	Find the envelope that matches the declaration in Box 1.
2	<p>If the declaration is for your electorate:</p> <ul style="list-style-type: none"> • staple the declaration to the front of the envelope • complete a validation check (section 5.3) • put the declaration and envelope in either Box 5 (valid) or Box 2 (invalid) for processing.
3	<p>If the declaration is for another electorate:</p> <ul style="list-style-type: none"> • check and if necessary, correct the electorate name on the envelope using a red pen • seal the declaration inside the declaration side of the envelope • send the special vote envelope to the other electorate. See Chapter 24 - Sort and send.

6.7 ELECTORATE MANAGER CHECK OF DECLARATION VALIDITY

The EM can accept a declaration that has not been correctly completed under certain circumstances. Use a hard copy of the electoral roll to complete this process, as the data in ERSA will have changed since the roll was printed for Election Day. Use this table to determine whether a declaration is valid or invalid.

Situation	Process	Put in box
Issued in error		
<p>If the voter voted in voting place where ordinary votes were issued for your electorate and the voter's name is on the hard copy certified roll for your electorate, you can consider the declaration valid, regardless of any fault in it.</p> <p>The voter was not required to complete a declaration and should have been issued an ordinary vote. The voter cannot be penalised for an administrative error.</p>	<p>Check whether the voting place indicated by the issuing point stamp issued ordinary votes for your electorate. If it did, check the certified roll for the voter.</p> <p>In the "Electorate Manager use" space on the declaration, write "Allowed – voter is on a certified roll available where they voted" and initial.</p>	5
No reason stated		
<p>If the declaration is witnessed by an electoral official, eg. an issuing officer you can consider the declaration valid. The official was required to check that the reason was ticked. The voter cannot be penalised for an administrative error.</p>	<p>In the "Electorate Manager use" space on the declaration, write "Allowed – reason waived due to official error" and initial.</p>	5
<p>If the voter's name does not appear on the hardcopy certified roll for your electorate, you can consider the declaration valid. The grounds for casting a special vote can be inferred.</p>	<p>Use a red pen to tick the reason "My name is not on the printed roll" and initial the change.</p>	5

Situation	Process	Put in box
If the vote was cast in another electorate on Election Day, ie, it is an Election Day vote with an issuing point stamp from another electorate, you can consider the declaration valid . The ground for casting a special vote can be inferred.	Use a red pen to tick the reason “I am, or will be, outside my electorate on Election Day” and initial the change.	5
In all other cases, you must consider the declaration invalid and disallow the vote.	In the “Electorate Manager use” space, write “Disallowed – no reason stated” and sign in full.	2
Voter ticked the final reason in the list: “I have satisfied the Issuing Officer/ Electorate Manager that...”		
Chapter 12 – Delivering voting services goes through the valid reasons why you may be satisfied that a voter would have suffered hardship or serious inconvenience if they had voted in person at a voting place. Disallow or allow the vote according to that guidance.	In the “Electorate Manager use” space write either of the following and sign in full: <ul style="list-style-type: none"> • “Allowed – I am satisfied the voter was unable to go to a voting place” • “Disallowed – I am not satisfied the voter was unable to go to a voting place” 	5 (valid) or 2 (invalid)
Not signed by the voter		
You must consider the declaration invalid and disallow the vote. Every declaration must be signed by the voter, or if the voter is unable to sign, then by a person nominated by the voter to sign on their behalf and in their presence. A declaration may still be valid if it is not dated.	In the “Electorate Manager use” space, write “Disallowed – not signed” and sign in full.	2

Situation	Process	Put in box
Not signed by a witness – takeaway votes only		
<p>The declaration can be considered valid if:</p> <ul style="list-style-type: none"> the witness section has been stamped “witness not required” the voter’s name is recorded on the M55-TAKEAWAY as being given exemption from having their declaration witnessed (see section 5 of Chapter 20 – Delivering voting services). In these cases it is likely “witness not required” will be written on the section in handwriting. 	Initial beside the “witness not required” stamp.	5
<p>In all other cases, you must consider the declaration invalid and disallow the vote.</p>	Write “Disallowed – improperly witnessed” in the “Electorate Manager use” space and sign in full.	2
Not signed by an authorised witness		
<p>Regulations require each declaration to be witnessed.</p> <ul style="list-style-type: none"> If the witness has not signed the declaration, the Electorate Manager must try to determine whether the voter signed the declaration in the presence of an authorised witness. An issuing point stamp or other official mark in the witness section of the declaration is enough to declare the declaration valid. If an authorised witness did not sign a takeaway declaration (E83), but provided their details, try to contact the witness. If the witness confirms that they witnessed the voter signing the declaration, you can consider it valid. 		
<p>If there is evidence that the voter signed the declaration in the presence of an authorised witness, you can consider the declaration valid.</p>	In the “Electorate Manager use” space on the declaration, write “Allowed – witness present but didn’t sign” and initial.	5
<p>If the voter did not sign the declaration in the presence of an authorised witness, or you cannot determine whether they did, the declaration must be considered invalid and the vote disallowed.</p>	Write “Disallowed – improperly witnessed” in the “Electorate Manager use” space and sign in full.	2

7 STAGE 2: QUALIFICATION

7.1 WHAT IS QUALIFICATION?

Once you have determined whether a declaration is valid or invalid, it moves to the next stage of the process – qualification. Qualification is about determining whether a voter is eligible to vote by checking that they are on the roll.

Initial qualification is undertaken by electorate staff using the ERSA system. If the voter's details – name and address – match what is on ERSA, then the voter is “marked off” the electronic roll. If the details do not match or the voter is not in ERSA, then they are marked as “not found” and will be referred to the Regional Enrolment Processing Team Leader for a final qualification decision.

7.2 WHEN CAN I START QUALIFYING SPECIAL VOTES?

The Regional Enrolment Processing Team will need to finish entering all the enrolment forms collected during advance voting and on Election Day. Having these all processed will reduce the number of declarations that need to be scanned and sent to the Regional Processing Team Leader for checking.

The roll must be closed before qualification begins. You will be able to qualify special votes **from Thursday E+5**.

7.3 PREPARING FOR THE QUALIFICATION STAGE

The processing team will need:

- trays for data entry operators to place qualified and not found declarations in
- stapler removers for removing staples for batches being scanned to the Regional Enrolment Processing Team
- green and red highlighters for marking batch headers.

7.4 CHECKING WHETHER A VOTER IS QUALIFIED

Staff will check the valid declarations in Box 5 and the invalid declarations in Box 2 in ERSA to determine whether the voter is qualified to vote. They **must** process valid declarations before invalid declarations, so they are ready for the official count.



You can only process one declaration type (valid or invalid) at a time. If you have been processing “Valid” declarations, you need to close any open “Q” and “R” batches before using the “Change Mode” button to process “Invalid” declarations.

Step	Instructions
1	Take the special vote declarations and envelopes from Box 5 (Valid) or Box 2 (Invalid). In ERSA select “Special Votes” and then “Special Vote Entry” from the menu.
2	<p>Select the type of declarations you want to process – “Valid” or “Invalid”.</p> <p>Note: If you have access to a Māori and a general electorate, you will need to process them separately by selecting the appropriate electorate at this stage.</p>
3	<p>Process one declaration at a time.</p> <p>For takeaway votes – E83:</p> <ul style="list-style-type: none"> Using your handheld scanner, click into the “declaration QR code” and scan the QR code on the special vote declaration. Once complete, go to step 6. <p>For all other special vote declarations:</p> <ul style="list-style-type: none"> Enter the voter’s surname and forenames and click “Search”. <p>To use search you must enter at least one letter in the surname field. Searches match from the beginning, eg. ‘Wrig’ will find ‘Wrigley’, ‘Wright’ and ‘Wright-Henare’ but not ‘Wainwright’ or ‘Henare-Wright’. The search terms you enter are determined by:</p> <ul style="list-style-type: none"> how common the names are how clearly the names are written on the declaration.

There are no open batches. Select type of declarations to be entered.

Electorate: 70 Te Tai Tonga

Valid Invalid

Electorate: 01 Auckland Central

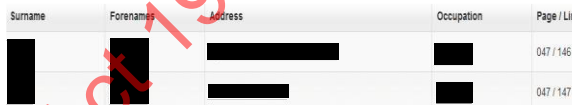
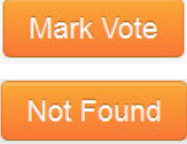
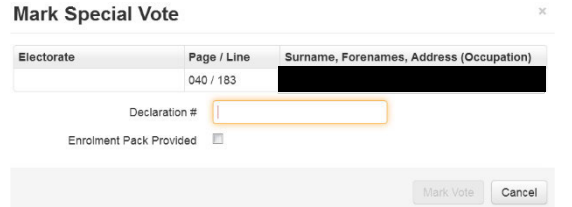

Declaration QR Code:

Page: Line:

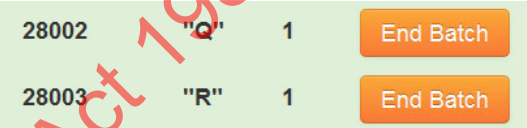
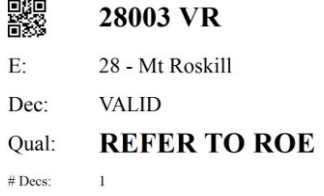
Surname:

Forenames:

Continued on next page

4	<p>Your search results will be displayed.</p> <p>If you get too many matches, enter more information if available.</p> <p>If you get no matches, consider reducing the characters in a name search, especially if they are unclear.</p>	
5	<p>Check the voter's name and address against the search results.</p> <ul style="list-style-type: none"> • If both the name and address match, click Mark Vote on the corresponding line. • If the name or address do not a match, click Not Found. 	
6	<p>In the "Mark Special Vote" box.</p> <ul style="list-style-type: none"> • If the voter's name and address are displayed, check that they are correct. • Enter the 7-digit declaration number (top right on declaration). Make sure it is correct. • If you are processing "Valid" declarations, click "Mark Vote". Go to step 8. • If you are processing "Invalid" declarations – go to step 7. 	
7	<p>For invalid declarations only, ERSA displays an "Invalid Declaration Reason" section.</p> <ul style="list-style-type: none"> • Tick all reason(s) for the declaration being invalid. • Enter the electorate and issuing point where the special vote was cast (from the issuing point stamp). • Click "Mark Vote". Go to step 8. 	
8	<p>ERSA will display whether the declaration is qualified "Q", or needs to be referred to the Registrar "R".</p> <ul style="list-style-type: none"> • Place the declaration in the appropriate tray on your desk. • Click OK. 	<p>Q R</p> <p><i>Continued on next page</i></p>

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9	<p>Repeat steps 1-8 for each declaration.</p> <p>As you process a declaration it will be added to either a “Q” or “R” batch. There is a different batch header for each type of batch. The maximum number of declarations per batch is 48. The batch will automatically close once it reaches the maximum and ask you to print the batch header.</p>	
10	<p>Click End Batch to close a batch at any time, including whenever you finish processing declarations to move to another task, take a break or leave for the day. The batch header and a print dialog box will display.</p> <p>Make sure you print the batch header double-sided so you get a list of declaration numbers on the reverse side.</p> <p>Click OK to print the header.</p>	
11	<p>Match the batch header to the declaration on top of the pile to make sure you have the correct header. The top declaration should match either the first or last number listed on the back of the batch header. Secure with a rubber band.</p>	
12	<p>Go to the instructions in section 7.7. Checking a special vote batch.</p>	

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7.5 TROUBLESHOOTING



Issue	Solution
Didn't print the batch header when closing the batch.	Go to the ERSA "SV Batch Management" screen and select the batch number. The "SV Batch Detail" screen will appear with the "Print batch header" button at the top right.
The system timed out while entering a batch.	Log back into ERSA. Go into the "Special Vote Entry" screen and continue processing the batch.
The voter already has a special vote declaration recorded by their name.	Process the declaration as normal. This will be investigated by the dual votes team.
The batch header is not printing double-sided.	Check your printer instructions.
Same declaration number appears twice in one batch.	Check declaration numbers for both special votes have been entered correctly. If the number has been correctly entered twice, contact NST.

7.6 BATCH HEADERS

At the end of the qualification process each special vote declaration is placed into a batch and the ERSA system creates a batch header. The batch header shows:

- the batch number and type (VQ, VR, IQ, IR)
- the electorate name and number
- whether the batch is valid or invalid
- the qualification decision – “qualified” or “Refer to ROE”
- the number of declarations in the batch
- who printed the batch header
- what are the next actions for the batch
- on the back of the batch header are the declaration numbers in the batch and for “qualified” batches the names of the voters that have been marked off in ERSA.

The table below shows what the four types of batch headers will look like.

VQ			IQ		
60014 VQ			44005 IQ		
E: 60 - Wellington Central			E: 44 - Rimutaka		
Dec: VALID			Dec: INVALID		
Qual: QUALIFIED			Qual: QUALIFIED		
# Dees: 1			# Dees: 1		
Printed by: [REDACTED]			Printed by: [REDACTED]		
Box	Action	Initial	Box	Action	Initial
	Check Declaration numbers are correct			Check Declaration numbers are correct	
9	Allowed		10	Disallowed / Not Qualified	
VR			IR		
 28037 VR			 28052 IR		
E: 28 - Mt Roskill			E: 28 - Mt Roskill		
Dec: VALID			Dec: INVALID		
Qual: REFER TO ROE			Qual: REFER TO ROE		
# Dees: 48			# Dees: 19		
Printed by: [REDACTED]			Printed by: [REDACTED]		
Box	Action	Initial	Box	Action	Initial
	Check Declaration numbers are correct			Check Declaration numbers are correct	
6	To be scanned		3	To be scanned	
7	Awaiting ROE decision		4	Awaiting ROE decision	

7.7 CHECKING A SPECIAL VOTE BATCH

Data entry staff need to check each batch after they have entered them into ERSA. It is important that for each batch:

- they have correctly entered the declaration numbers into ERSA
- the number of declarations in the batch matches the number shown on the batch header.

Step	Instructions
1	<p>Check the declaration numbers against the numbers on the back of the batch header.</p> <p>If the declaration numbers on the batch header are:</p> <ul style="list-style-type: none"> • correct, go to step 2 • incorrect, tell the special vote Process Leader. They can amend (see section 10.3) and print a new batch header for checking.
2	<p>When the declaration numbers are correct on the batch header, initial the “Check declaration numbers are correct” box.</p>
3	<ul style="list-style-type: none"> • For valid batches (VQ/VR) use a green highlighter to highlight the batch number. • For invalid batches (IQ/IR) use a red highlighter to highlight the batch number.
4A	<p>For qualified (VQ or IQ) batches:</p> <ul style="list-style-type: none"> • put a rubber band around each batch • put in the box shown on the batch header – Box 9 (VQ - Valid) or Box 10 (IQ - Invalid).
4B	<p>For batches for the Regional Processing Team Leader (VR or IR):</p> <ul style="list-style-type: none"> • use a staple remover to separate the declarations from the envelopes • place the declaration face down on one pile and the envelope, number side face down in a separate pile. Keep them in order • continue until all declarations have been separated from the envelopes • place the declarations on top of the envelopes, with the batch header on top • place in the box indicated on the batch header – either Box 6 (VR - Valid) or Box 3 (IR - Invalid).

7.8 SCANNING DECLARATIONS

You will probably scan and send around 35% of your special vote declarations to the Regional Processing Team Leader for qualification.

Starting at noon on Thursday E+5, the scanning team needs to:

- prioritise the scanning of batches in Box 6 Valid – VR
- then the scanning of batches in Box 3 Invalid – IR

They need to meet the following timeframes.

% Special votes processed	Uploaded by:
10%	Thursday 5pm (E+5)
50%	Friday 5pm (E+6)
80%	Tuesday 5pm (E+10)
100%	Wednesday 5pm (E+11)
Stragglers	ASAP

See the instructions in Chapter 25 – Scanning for how to scan special vote declarations.

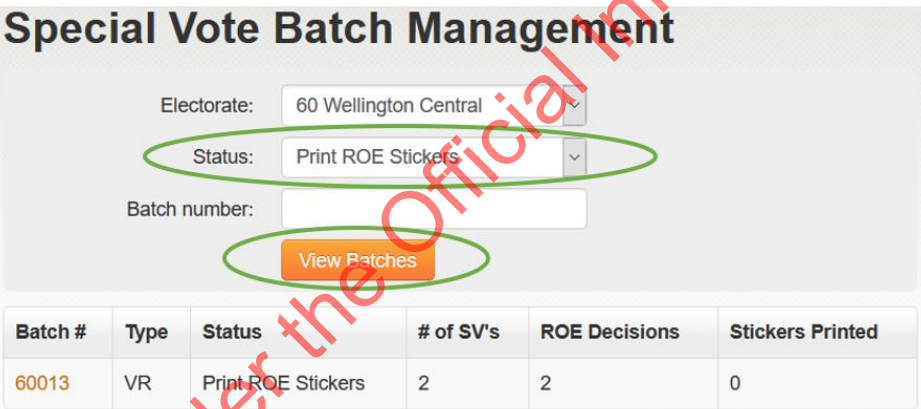
Released under the Official Information Act 1982

8 RECEIVING QUALIFICATION DECISIONS

8.1 QUALIFICATION DECISIONS

The Team Leader returns a qualification decision for each declaration as they are being processed. Once **all** decisions have been received for a batch, the batch status will change to “Print ROE Stickers” and staff can then enter “not on roll” information (if required) and print the ROE decision stickers.

From Friday E+6, the special vote Process Leader must regularly check the progress of each batch in the ERSA “Batch Management” screen.

Step	Instructions												
1	<p>In ERSA:</p> <ul style="list-style-type: none"> • select Special Votes from the top menu • select Batch Management from the dropdown menu • select Print ROE Stickers from the Status dropdown menu • click the View Batches button. <p>Completed batches are listed.</p>  <table border="1"> <thead> <tr> <th>Batch #</th> <th>Type</th> <th>Status</th> <th># of SV's</th> <th>ROE Decisions</th> <th>Stickers Printed</th> </tr> </thead> <tbody> <tr> <td>60013</td> <td>VR</td> <td>Print ROE Stickers</td> <td>2</td> <td>2</td> <td>0</td> </tr> </tbody> </table> <p>Get these batches from Box 7 (Valid - VR) or Box 4 (Invalid - IR) and have HQ support staff enter “not on roll” information and print RoE stickers (see section 8.2).</p>	Batch #	Type	Status	# of SV's	ROE Decisions	Stickers Printed	60013	VR	Print ROE Stickers	2	2	0
Batch #	Type	Status	# of SV's	ROE Decisions	Stickers Printed								
60013	VR	Print ROE Stickers	2	2	0								
2	<p>In ERSA Special Vote Batch Management:</p> <ul style="list-style-type: none"> • select Returned with Issues from the Status dropdown menu • click the View Batches button. <p>If any batches appear here, it means that at least one declaration needs to be reprocessed. Contact the National Support Team for instructions [REDACTED]</p>												

In ERSA Special Vote Batch Management:

- select **“Batch with ROE for decision”** from the **“Status”** dropdown menu
- click the **“View Batches”** button.


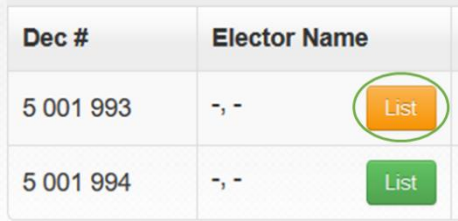
3 Keep track of these batches. Most batches will be processed in order. Occasionally a batch may have most decisions returned but take longer for the last one or two. This happens when the Regional Enrolment Processing Team needs to make enquiries to come to a decision.

If any batches remain unfinished for an unusually long time, ask the EM to follow up with the Regional Enrolment Processing Team.

8.2 PRINTING QUALIFICATION STICKERS

From Friday E+6, when qualification decisions for all of the declarations in a batch have been returned, HQ Support staff will enter “not on roll” information as required and print the RoE decision stickers.

Resources	Purpose
Avery L7162 labels	To show qualification decision

Step	Instructions
1	Get a batch of declarations from either Box 7 (Valid - VR) or Box 4 (Invalid - IR).
2	<p>In ERSA:</p> <ul style="list-style-type: none"> • select Special Votes from the top menu • select Batch Management from the dropdown menu • select Print ROE Stickers from the Status dropdown menu • click the View Batches button • select the batch number. <p>The Batch Detail screen will display.</p> 
3	<p>If a declaration has an orange List button next to it, you must enter “not on roll” information before you print the sticker.</p> <ul style="list-style-type: none"> • Click the List button. • Enter the name and address information from the declaration. If the name or address is missing from the declaration, record as ‘Not stated.’ • Click Save and Close. <p>The list button will turn green.</p> <p>This information is used to produce the “List of Voters not on the Roll”, which becomes a public record after the election.</p> 

Continued on next page

4

When all “not on roll” information is entered for the batch, select the stickers to be printed. Either:

- tick the “**Select All**” box to select all stickers that are ready to print
- or print individual stickers by ticking the corresponding “**Print Sticker**” boxes.

Select All <input checked="" type="checkbox"/>	
Printed	Print Sticker
No	<input checked="" type="checkbox"/>
No	<input checked="" type="checkbox"/>

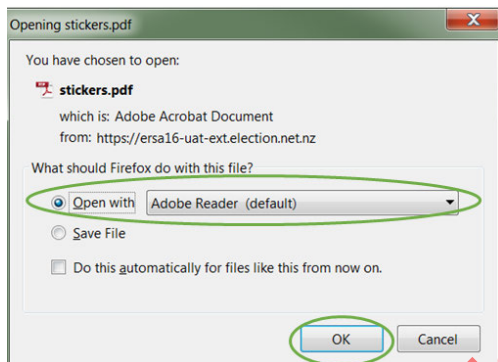
5

Click the “**Print Stickers**” button at the top right of the screen.



6

This dialog box will appear. Select “**Open with Adobe Reader**” and click “**OK**”.



This will open the qualification labels in Adobe Reader.



7

- Load Avery 7162 labels into a print tray (the bypass tray is usually best) and ask other staff not to print.
- Click the print icon.
- Change the paper type to “labels” in print settings.
- Select the tray where you have loaded the labels.
- Print the labels.

Once a declaration qualification sticker is generated for printing, the “Batch Management” screen will be updated to show the number of stickers printed for that batch.

When all stickers have been generated for a batch, the batch status changes to “Done”.

8.3 ATTACHING QUALIFICATION STICKERS TO DECLARATIONS

Once stickers are printed, staff can start attaching them to special vote declarations. Process one batch at a time and **do valid batches first**.

You don't need to separate declarations and envelopes for invalid batches. Put these batches straight into Box 10.

Step	Instructions
1	Get the qualification stickers that match the batch being processed.
2	Find the declaration that matches the sticker. Check that the: <ul style="list-style-type: none">• declaration and sticker numbers match• the voter's name matches. Occasionally the name may be different, eg. due to marriage or other name changes. If you are concerned that the sticker may not be for the right person, ask the Process Leader to contact the Enrolment team.
3	Double check that the declaration number on the sticker matches the declaration. Place the sticker vertically in the "Registrar of Electors use" section on the declaration. Make sure that the number on the sticker is at the top. The sticker can cover the QR code, as it is no longer needed.
4	When all the qualification stickers for the batch have been placed on the declarations: <ul style="list-style-type: none">• bundle the declarations and envelopes together• put the batch header on top, then secure with a rubber band. Put the batch to one side ready for sorting based on qualification decision (see section 8.4).
5	Repeat for the next batch.
If you're not going to separate the declarations and envelopes straight away, put the batches in an E206 box labelled "Qualification stickers attached".	


8.4 SORTING SPECIAL VOTES BASED ON QUALIFICATION DECISIONS

Following on from section 8.3, you have placed RoE decision stickers on VR batches, you now need to sort these by qualification outcome.

Note: before starting check with the Dual Votes Process Leader that no more special vote declarations are needed for investigations. Once they are separated, they are more difficult to find.

You need the following for this task:

- special vote processing sorting cards (M75-OUTCOME)
- E206 box - qualification stickers attached (if you did this in section 8.3)
- rubber bands.

Step	Instructions
1	Process one batch at a time.
2	Photocopy the batch header twice , so you have three copies.
3	Place the special vote qualification sorting cards on a table as shown. <div style="text-align: center; margin-top: 10px;">  </div>
4	Count the number of declarations in the batch. Check it matches the number shown on the batch header. If it doesn't match, tell the Special Vote Process Leader.
5	For each declaration check that the declaration number and qualification sticker number match and find the matching envelope by checking the numbers.
6	Put each envelope and declaration, with the number side up, on the appropriate qualification sorting card.
The next steps must be completed by a different person	
7	Check each declaration has been placed on the correct qualification sorting card.
8	For each pile of "Q", "PV Only" and "NQ": <ul style="list-style-type: none"> • confirm the number of envelopes and declarations in each pile match • put a batch header on top of the declaration pile • in the top-right corner of the batch header, write the appropriate pile letter, ie, "Q", "PV" or "NQ" and number of declarations in that pile • secure with a rubber band.
9	Confirm that the combined number of declarations in each pile matches the original number shown on the batch header.
10	Place the envelopes and declarations from the:

	<ul style="list-style-type: none">• “PV Only” pile in filing Box 8• “Q” pile in filing Box 9• “NQ” pile in filing Box 10.
11	Repeat until all batches are finished.

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9 STAGE 3: PREPARING FOR THE OFFICIAL COUNT

9.1 SEPARATING FOR THE OFFICIAL COUNT – BOXES 8 AND 9

From Thursday E+12 to Friday E+13, your staff will need to process boxes 8 and 9.

You will need:

- Special vote count cards (M75-SIGN)
- 3 x E208 boxes labelled – ‘Advance’, ‘Election Day’ and ‘Party Vote Only’
- 3 x E206 boxes labelled – ‘Advance’, ‘Election Day’ and ‘Party Vote Only’
- 1 or more E206-CLERK box labelled – ‘Qualified/PV Only declarations’
- 3 x Ballot boxes labelled – ‘Advance’, ‘Election Day’ and ‘Party Vote Only’.

Step	Instructions						
1	Lay out the special vote count cards on a table as shown: <div style="display: flex; justify-content: space-around; margin-top: 10px;">   </div>						
2	<ul style="list-style-type: none"> • Place the corresponding E208 box behind the count card on the table. • Place the corresponding E206 box below the table. • Put the E206-CLERK box on the table for declarations and batch headers. 						
3	<ul style="list-style-type: none"> • Take a batch from Box 9. • Separate the batch header and declarations from the envelopes. You will need to remove the staples from VQ batches. • Put the batch header and declarations face-up in the ‘Qualified/PV Only declarations’ E206-CLERK box. 						
4	<p>Place each envelope on the appropriate count card:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Count card</th> <th style="width: 50%;">Stamp in ‘Official Mark’ box</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: middle;">Advance</td> <td style="text-align: center;">  </td> </tr> <tr> <td style="text-align: center; vertical-align: middle;">Election Day</td> <td style="text-align: center;">  </td> </tr> </tbody> </table>	Count card	Stamp in ‘Official Mark’ box	Advance		Election Day	
Count card	Stamp in ‘Official Mark’ box						
Advance							
Election Day							
5	After each batch, place the envelopes in the corresponding E208 box.						

	Repeat steps 2 to 5.
6	When the E208 boxes are getting full, finish the batch you are working on. Have a second person check the count. Then: <ul style="list-style-type: none"> count the envelopes in the E208 box into piles of 50. secure each pile of 50 with a rubber band put the piles into the corresponding E206 box.
When Box 9 is complete – process Box 8	
7	Put the PV Only count card and the E208 ‘PV Only’ box behind it on the table.
8	Take a batch from Box 8 and check all declarations have been marked PV Only.
9	Separate the declarations from the envelopes. Put the batch header and declarations face-up in the ‘Qualified/PV Only declarations’ E206-CLERK box.
10	Place the envelopes on the marker card. Repeat until all ‘PV Only’ batches have been processed. Count the number of envelopes and have a second person check the count. <ul style="list-style-type: none"> Count the envelopes in the E208 box into piles of 50. Secure each pile of 50 with a rubber band. Put the piles into the corresponding E206 box ‘PV Only’.

9.2 MOVING ENVELOPES INTO BALLOT BOXES

Depending on the number of special votes your electorate has, you may choose to do this gradually so that the official count team can start the count, rather than providing all the special votes at once. The count of special votes is due to start on Friday E+13.

Special votes are counted in separate counts for votes cast during advance voting, on Election Day, and a “party vote only” count.

Prepare ballot boxes for each of the counts by labelling them as “Advance”, “Election Day”, and “PV Only”.

Ideally, you’ll break each count into around 500 special votes by putting them in different ballot boxes. This will make it easier for the official count team to complete the count. Ensure that the number of votes in each ballot box you provide to the official count team is accurate, otherwise they will need to conduct the count at least twice.

Step	Instruction
1	Process one count at a time.
2	Get the E206 box(s) for the count.

Continued on next page

3	<ul style="list-style-type: none"> Count the piles of 50 envelopes and place in the ballot box. Keep a running total of envelopes placed in the ballot box. When you reach approximately 500 votes (10 piles) or when all envelopes for that count have been placed in the ballot box, clearly write the number on the top of the ballot box. <p>If you use multiple ballot boxes for a count, record the number of ballot papers in each box plus what ballot box number is – eg. Advance count, box 3, 513 votes.</p>
4	Repeat for each count.

9.3 CHECKING THAT PROCESSING IS COMPLETE

The Special Vote Process Leader and Post-election Manager should check each filing box.

Step	Instructions
1	Check that there are no declarations or envelopes in filing boxes 1 to 9.
2	<p>From Box 10 process one batch at a time.</p> <ul style="list-style-type: none"> Check that the declarations have either been: <ul style="list-style-type: none"> stamped or marked “disallowed” and signed by the EM or have an “NQ” qualification sticker. Count the number of envelopes in the batch and keep a running total. Put the envelopes and declarations in an E206-CLERK box labelled “Disallowed special votes declarations and envelopes”.
3	<p>In ERSA:</p> <ul style="list-style-type: none"> select “Special Votes” from the top menu select “Disallowed Votes” from the dropdown menu open or print the csv report compare the total number of votes in Box 10 with the total on the report. <p>If the totals don’t match, contact the National Support Team.</p>
Checking the count of special votes	
4	<p>Add up the numbers of special vote envelopes:</p> <ul style="list-style-type: none"> in the advance count in the Election Day count in the PV only count (don’t include ordinary post-writ transfers) in the disallowed votes E206 box retained by the dual votes team.
5	<p>In the Election Management System (EMS) select Reports > SV Tracking > SV Received Report.</p> <p>Compare the total from step 4 with the total “SV Received”:</p> <ul style="list-style-type: none"> If it doesn’t balance, go to step 6. If it balances, go to step 7.

6

Check whether:

- all batches entered in ERSA have been processed (Status=Done)
- there are no envelopes or declarations in the special vote processing area (check all boxes used during the process).

If the difference is 48 or a multiple of 48, this may mean a batch is missing.

Once you are sure there are no unprocessed declarations and envelopes, go to step 7.

7

Give the ballot boxes to the official count team.

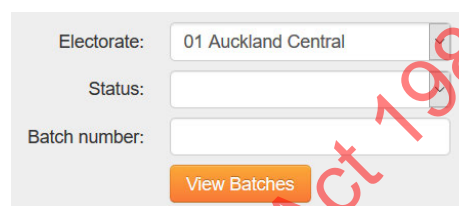
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10 INFORMATION FOR SPECIAL VOTE PROCESS LEADERS

10.1 CHECKING THAT BATCHES UPLOADED SUCCESSFULLY

The Special Vote Process leader needs to check regularly in the ERSA Special Vote Batch Management screen that batches have been uploaded successfully:

- Select **Special Votes** from the top menu.
- Select **Batch Management** from the dropdown menu.
- Filter the list of batches by selecting a status or entering a batch number if you want to.
- Click **View Batches**.



The batches for your (chosen) electorate will display.

Status	What it means
Mismatch	National Office will resolve this, you don't need to do anything.
Batch with RoE for decision	Batch successfully uploaded.
Scan an upload batch	Batch not uploaded, or upload failed.
Open	Batch still being entered.
Print RoE stickers	Batch returned from RoE, go to section 8.2.
Done	All stickers have been generated.
Returned with Issues	There is an issue with one or more declarations.

10.2 RESOLVING A BATCH WITH A STATUS OF MISMATCH

A small number of declarations will not have a QR code, or the QR code can't be read or was entered incorrectly. National Office will resolve this issue, so if you see a batch with the status of "Mismatch" you don't need to do anything.

10.3 EDITING SPECIAL VOTE INFORMATION: DECLARATION NUMBER OR INVALIDITY REASON

The Special Vote Process Leader can edit a declaration if the wrong person has been marked off or the wrong declaration number or validity reason has been entered.

Step	Instructions
1	In ERSA, from the top menu select Special Votes - Edit Special Votes . 
2	Search for the vote, by either: <ul style="list-style-type: none"> • surname and forenames of the voter • declaration number • batch number. Click Search . 
3	Once you have found the vote you wish to edit, in the Edit column click on the declaration number. This will open the Edit special vote dialog box. 
4	If the wrong person was marked off: <ul style="list-style-type: none"> • click on Delete Vote to remove the vote • process the declaration for the correct person. See section 7.4. 
5	If the wrong declaration number was entered, correct the declaration number then click Update .  Declaration Number: <input type="text" value="5064583"/>
6	If the wrong invalidity reason was entered, click on the reason(s) you want to add or remove and then click Update . 

10.4 REQUESTS FROM THE DUAL VOTES TEAM

During special vote processing, the dual votes team may need a special vote for an investigation. If this happens, they will give you a copy of the M71-INVEST dual vote investigation form. Use these instructions to find a special vote for the dual votes team.

Step	Instruction
1	<p>Take the M71-INVEST and use the batch and declaration numbers on the form to find the special vote, then:</p> <ul style="list-style-type: none">• put the M71-INVEST in its place in the batch• write that the vote has been given to the dual votes team next to the name and declaration number on the back of the batch header• initial and date the note on the batch header.
2	<p>Give the special vote declaration and envelope to the Dual Vote Process Leaders.</p>
3	<p>Some special votes will be returned to you.</p> <p>If the vote is returned to you with no special instructions:</p> <ul style="list-style-type: none">• return the vote to its original batch• return the M71-INVEST form to the Dual Vote Process Leaders• cross out the note on the batch header and write “Returned”• initial and date the amended note. <p>If you are informed that the wrong person has been marked off:</p> <ul style="list-style-type: none">• find the original batch• return the M71-INVEST form to the Dual Vote Process Leaders• in ERSA:<ul style="list-style-type: none">○ delete the vote (see section 10.3)○ re-enter the declaration in a new batch and process normally• cross out the note on the original batch header and write “Re-entered in batch #####”• initial and date the amended note• return the original batch to its place in the process.

11 MONITORING PROGRESS

11.1 BATCH MANAGEMENT

To monitor progress, select **Special Votes - Batch Management**. From here you can:

- check batch types (see section 7.6) and statuses (see section 10.1)
- for each batch, see how many:
 - declarations have been entered (see section 7.6)
 - decisions have been received (see section 8.1)
 - stickers have been generated (see section 8.1)
- enter the “Batch Detail” screen for a batch by selecting the batch number. From here you can:
 - print replacement batch headers (see section 7.6)
 - enter “not on roll” information (see section 8.1)
 - print qualification stickers (see section 8.1)
 - delete a declaration from a batch so that it can be re-entered correctly (see section 10.3 for how to do this using ‘Edit Special Votes’)
 - identify declaration records.

You cannot delete a special vote that is currently “With ROE for Decision”.

You will have to reprint the batch header if you delete a declaration from a batch before it has been scanned and uploaded. You do not need to reprint “R” batch headers that have already been uploaded, or “Q” batch headers. Simply note any changes on the header.

11.2 REPORTS IN ERSA

11.2.1 Special Votes Progress Report

This report shows you how many batches or declarations you have started processing and what stage of the process they are at. The report is split into two sections – batches and declarations, which are broken down by process stage and batch type.

The totals show the number of declarations that have been entered into ERSA, not the number of declarations you still have to process. That number is recorded in EMS. You will need to manually check EMS.

If any batches or declarations have the status of “error” or “failed”, contact National Office. Cases where the status is “mismatch” will be resolved by National Office, you don't need to do anything.

11.2.2 Disallowed Votes Report

This report summarises and lists all the disallowed special votes for your electorate. It will be used to populate your final official count certificate. It shows the number and reason declarations have been disallowed.

A	Not enrolled
B	Vote received late
C	Not signed by authorised witness
D	Not signed by voter
E	No ground stated
F	Dual votes
G	Post-Writ deletion
H	No declaration enclosed
I	No ballot paper enclosed

A declaration can only appear in one category. If a declaration is disallowed for multiple reasons, it is placed in the first category for which it is disallowed.

The report also shows the electorate where the vote was issued, the issuing point, declaration number, and the reason for it being disallowed for each disallowed vote.

11.2.3 Special Vote Report

This report provides the following information for each declaration entered into ERSA:

- electorate number
- electorate name
- batch number
- declaration number
- date and time entered
- voter surname and forename(s).

National Office will advise if you need to run this report.

CHAPTER 29 – OFFICIAL COUNT

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1 OFFICIAL COUNT OVERVIEW

1.1 WHAT IS THE OFFICIAL COUNT?

The purpose of the official count is to account for all ballot papers issued to voters and provide the final result of the election. It includes ordinary and special votes for general and Māori electorates, after the results of any dual vote investigations or post-writ changes are extracted. Once all counts and investigations are complete, the results are checked and certified.

1.2 INDIVIDUAL COUNTS MAKING UP THE OFFICIAL COUNT

This table lists the individual counts making up the official count of votes in your headquarters (HQ).

Type of vote	For your...	Issued in...	Separate counts for...
Ordinary	Home general electorate	Your electorate	Each: <ul style="list-style-type: none"> • Phase* • voting place (VP) or voting team, including postal votes
		Other (neighbouring) general electorates	
	Māori electorate(s)**	Your electorate	
Special***	Home general electorate	Any electorate	Special votes issued during the advance voting period
			Special votes issued on Election Day
			Party vote only votes (including ordinary vote post-writ transfers)

*Phases must remain separate throughout the official count process.

** Ordinary votes for Māori electorates remain in your headquarters for you to complete the official count.

** Special votes for Māori electorates are repatriated to the Māori electorate Electorate Manager (EM) for that electorate.

Overseas, dictation and remote location special votes will be processed and counted by a centralised team at National Office. They will complete partial results certificates for each electorate in the same way you will complete this for Māori electorate(s) ordinary votes.

1.3 KEY MILESTONES

The Commission will be declaring the official results of the election on Friday 3rd November.

The timeframes for achieving this deadline are:

- complete the official count of Māori electorate ordinary votes by Wednesday E+4
- complete the official count of home general electorate ordinary votes by Friday E+6
- extract votes from the ordinary vote counts on Thursday E+12
- receive and check the partial certificate for overseas, dictation and remote location special votes from the centralised team by Monday E+16
- complete the official count of home general electorate special votes by Wednesday E+18.

Once advised by National Office:

- sign the partial results certificate for the official count of Māori electorate ordinary votes by Wednesday E+18
- sign the final certificates for general electorate counts by Thursday E+19, Māori electorate EMs will also sign the final certificate for their Māori electorate.

1.4 MONITORING PROCESS

Use the following Election Management System (EMS) reports to monitor the progress and accuracy of the official count process:

- Official count and Election Night comparison report (see section 6.1.2)
- Voting place summary report
- Electorate detail report (see section 6.1.1).

If you think you might miss any of the deadlines for completing official counts, you must immediately contact your Regional Manager (RM) who will liaise with National Office.

1.5 QUALITY ASSURANCE

The EM, Post-election (PE) Manager and/or Official Count (OC) Process Leader **and** a Justice of the Peace (JP) must be present throughout the entire official count process.

The EM must conduct reasonableness checks throughout the official count process. Instructions on how to do this are in section 6.1.

In addition, constituency candidates may appoint scrutineers to oversee the official count process.

Scrutineers must:

- be appointed in writing by the constituency candidate
- complete the declaration form in the Scrutineer Handbook (E5) or an E20-S Dec form provided by the EM.

The JP must be issued with an orange ID card for your HQ and wear it at all times. Scrutineers must wear a visitor badge and always be accompanied by a staff member within your HQ.

[Redacted]

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

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Task	TUE E+3	WED E+4	THU E+5	FRI E+6	MON E+9	TUE E+10	WED E+11	THU E+12	FRI E+13	MON E+16	TUE E+17	WED E+18	THU E+19
Māori electorate(s) official count – ordinary votes	<input type="checkbox"/>	<input type="checkbox"/>											
Complete Māori electorate(s) official count – ordinary votes		<input type="checkbox"/>											
General electorate official count – ordinary votes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Complete general electorate official count – ordinary votes				<input type="checkbox"/>									
Extract ballot papers from ordinary vote counts due to dual vote or post-writ processes								<input type="checkbox"/>					
Make adjustments to official count due to extraction day								<input type="checkbox"/>	<input type="checkbox"/>				
General electorates check Māori electorate partial certificate(s)										<input type="checkbox"/>	<input type="checkbox"/>		
General electorate official count - special votes								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Complete general electorate official count - special votes												<input type="checkbox"/>	
All electorates check final certificate												<input type="checkbox"/>	<input type="checkbox"/>

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1.7 ROLES AND RESPONSIBILITIES

The EM delegates powers and functions relating to the official count to the PE Manager and the OC Process Leader (see section 2, Chapter 21 – Preparing for post-election).

Role	Responsible for	
Electorate Manager (EM)	<ul style="list-style-type: none"> Ensuring deadlines are achieved Ensuring voting materials are kept secure through all processing steps Completing reasonableness checks of results Briefing staff prior to the start of the official count Checking informal votes Signing off official results certificates 	
Logistics & Supplies Manager (LS Manager)	<ul style="list-style-type: none"> ██ ██ 	
Post-Election Manager (PE Manager)	<ul style="list-style-type: none"> Ensuring the team is appropriately resourced and supported Ensuring the training area and materials are set up Managing the overall process to meet deadlines Coordinating post-election processing teams 	
Official Count Process Leader (OC Process Leader)	<ul style="list-style-type: none"> Training of table coordinators Managing the workflow of individual counts and count teams Providing sufficient breaks for staff throughout the day Preparing counts for table coordinators Checking counts for accuracy Ensuring counts are entered into EMS correctly Ensuring materials are stored securely Conducting vote extraction Ensuring staff are wearing their ID cards 	
HQ support staff	Table coordinators (4-6 staff)	<ul style="list-style-type: none"> Leading a count team Ensuring processes are followed correctly Ensuring paperwork for each count is completed correctly Calculating voting place results Assisting with vote extraction
	Counters (12-18 staff)	<ul style="list-style-type: none"> Counting and recording votes
	Data entry operators (1-2 staff)	<ul style="list-style-type: none"> Entering results accurately into EMS Printing worksheets, reports and certificates
	Logistics support staff (2-4 staff)	<ul style="list-style-type: none"> Preparing ballot boxes for the count
Justice of the Peace (JP)	<ul style="list-style-type: none"> Signing of count certificates and end of day documentation 	

1.8 KEY ACTIVITIES

This table outlines the key activities and staff required for the official count.

Activity	Role	Information
Prepare ballot boxes	Logistics support staff	Number of staff may vary depending on the number of voting places
Official count	<ul style="list-style-type: none"> • Table coordinators • Counters • Data entry operators 	<ul style="list-style-type: none"> • Table coordinators need good organisation and numeracy skills • Counters need good basic numeracy. • All staff need good attention to detail.
Vote extraction	<ul style="list-style-type: none"> • OC Process Leader • Capable HQ support staff • Data entry operator(s) 	Need a good understanding of the count materials and the count process and have excellent attention to detail.
End of day process	<ul style="list-style-type: none"> • JP • OC Process Leader 	
Reasonableness checks	<ul style="list-style-type: none"> • EM 	
Finalising results	<ul style="list-style-type: none"> • EM • JP 	

For information about setting up your official count area, see section 4 in Chapter 21 – Preparing for post-election.

2 BRIEFING AND TRAINING OF STAFF

2.1 REGIONAL TRAINING SESSION

Your Regional Advisors (RA) will hold a regional training session for the PE Manager and OC Process Leader. The session will include practical exercises on the official count processes. The EM will be advised of the dates and location for this training.

2.2 TRAINING TABLE COORDINATORS AT THE ELECTORATE HEADQUARTERS

This one-hour training is to be conducted an hour before the start of the official count. It consists of the table coordinator briefing and a count exercise.

Training should be delivered by the OC Process Leader, or, if they are not available, then by the PE Manager.

Training should take place in the staging area where all the materials and ballot boxes are being held in preparation for the official count. Before the training:

- set up a projector, laptop and speaker that will be used for the full briefing with all count staff. If you don't have a blank wall, ensure there is a screen for viewing the film clip
- assemble the training materials that will be supplied at regional training (see section 2.2.1); these will need to have been put through a preliminary count so that they are in counted order with the marker cards in the correct place
- table coordinators should have watched a short process clip before attending training. A link will be provided at a later date, that can be emailed to the table coordinators.
- print the Electorate detail report from EMS – this shows the list of counts to be completed – and display this on the wall (see section 3.1.1).

2.2.1 Materials required for training exercise

The training exercise will be delivered in groups of four, you will need the following for each group:

Materials	Notes
M80-OCINSTRUCT count instructions for each person (table coordinator)	Table coordinators should keep these for the official counts they will be leading.
Orange ballot box [REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	To seal the P3 envelope containing the count materials at the end of the exercise.
Stationery	<ul style="list-style-type: none">• black sticky labels• blue/black pens• finger cones• calculator• stapler.

The following materials will be provided from the regional post-election training session. You will need one set of materials for each group of 4 table coordinators completing the training exercise:

<p>P3 envelope for:</p> <p>Electorate: Ōhāriu, VP 18: Waionui Community House</p>	<p>Contains:</p> <ul style="list-style-type: none"> completed Form A reconciliation and Form G Voting Place certificate 100 ballot papers from the early count and associated marker cards.
<p>P4 envelope for:</p> <p>Electorate: Ōhāriu, VP 18: Waionui Community House</p>	<p>Contains:</p> <ul style="list-style-type: none"> Counting and results sheets from the early count: EMS11-C, EMS11-P and EMS11-HQ.
<p>EMS81-MARKER official count marker cards for Ōhāriu</p>	<ul style="list-style-type: none"> One set of 10 marker cards on white paper.
<p>EMS81-WKSHEET for the count</p>	<ul style="list-style-type: none"> Uncompleted copy.

2.2.2 Script for training table coordinators

Use the script below to train the table coordinators. The wording in green is for your actions and *italics* are for you to add specific information.

[Welcome staff]

We are going to talk through your tasks as a table coordinator with the count instructions you'll use today.

[Give a set of count instructions to each table coordinator]

We'll also discuss how to deal with any issues that arise and what my role will be as the Official Count Process Leader.

As we'll all be working in a confined space, it's important that we look after ourselves and our team.

Encourage your team to regularly clean their hands, particularly before and after going on a break. If anyone doesn't feel well, please tell me immediately. Keep the tables and chairs spaced apart as much as possible and avoid people reaching across each other during the count process.

It is important that you read these instructions to your team for each count you complete. This makes sure everyone follows the process correctly and will help us to complete the counts in a timely way.

Count

We have [number] of counts to complete, as shown here [show list from EMS posted on the wall]. We'll first start with the [name the home Māori and any shared Māori electorate(s)] votes issued in our electorate.

Once these are all completed, we'll move onto the [*name the home general electorate*] issued in both our electorate and by neighbouring electorates. As counts are completed, I will tick them off so we can keep an eye on our progress.

For each count, to be sure you have the correct ballot box and matching paperwork, check:

- the electorate and voting place number, eg, [*electorate name*], VP 18 [[show ballot box](#)].
- the phase number in brackets after the electorate name. We are expecting to have additional phases for [[name the voting places](#)]. You must keep the materials for each count separate at all times.

The official count has no tolerance. This means you must have two consistent counts. If the official count equals the preliminary count, then you have two consistent counts and you can move onto the next count. If the official count does not equal the preliminary count, then you will need to complete a series of checks and recounts until you have two consistent counts.

Forms and envelopes

Now let's have a look at the forms and envelopes that you'll have for each count. [[Show each one as you describe it, using one set of count materials](#)].

Envelopes

There are two envelopes for each count.

- The P3 envelope is where you'll find the counted votes and the preliminary count marker cards to start the count. When the count is complete, you'll repack the votes here. If you have a large count, you will have more than one of these envelopes. If any of the envelopes become ripped, you will need to repair them with sellotape as all the original materials must be kept in case of a judicial recount.
- The P4 envelope is where you'll put all the paperwork associated with a count when it is complete.

Forms

- Inside Envelope P4 is Form A, the reconciliation form and Form G, the Voting Place certificate, from the voting place or team. They tell us how many votes to expect in the ballot box.
- There are also the forms that were used to record the preliminary count on Election Day.

Worksheet and marker cards for the official count

I have sets of marker cards for each official count and the EMS81-WKSHEET form, where you will record each count [[show these](#)].

Let's look at page 2 of your instructions under "Prepare the EMS81-WKSHEET". The first step that you'll complete for every count is to transfer the information from Voting Place certificate onto the worksheet, then staple Forms A and G to the worksheet. This will be the number of votes that you will be balancing to.

Informal votes

A vote is informal when you can't clearly tell who the voter voted for. Please turn to pages 11 and 12 of your instructions. These show you examples of ballot papers where the voter's intention is or is not clear. The Electorate Manager or I will check the informal votes.

Managing issues

If you have any problems with the count or with your counters, please come and see me right away. It is better to stop and get things sorted, than continue and possibly make things harder to fix.

I may move counters between tables so that we have people who work at the same pace.

Film clip

Did people get a chance to watch the film clip on the count before today? We'll watch it again during the EM's briefing with all the staff. Right now, we're going to practise an official count. Please get into groups of 4 and collect the materials you'll need.

Who will be the table coordinator for each group? Thanks for that. In our practice count today, I will read the instructions and you will be my hands.

[Practise the count in teams of 4 with you reading the instructions from the M80-OCINSTRUCT. Make sure everyone follows the process. It should take approximately 30 minutes to complete the count. The expected results from the exercise will be provided with the training materials.]

[After you have finished the count, continue with your briefing.]

Breaks

I will be giving you and your counting team regular breaks through the day, especially after completing the large counts. It's important that you don't let your team take additional breaks as this could stop us finishing the counts in a timely way.

Questions

Does anyone have any questions?

[Tell the table coordinators which will be their count table and counting team if you haven't already discussed this.]

[Remind table coordinators to join you at the briefing for counting staff.]

2.3 BRIEFING ALL STAFF PRIOR TO THE START OF THE OFFICIAL COUNT PROCESS

The EM must brief all count staff **immediately** prior to the start of the official count process. As you will be conducting two different counts over an extended period, we expect the briefing to be conducted on:

- Tuesday E+3 – start of ordinary vote official count
- Friday E+13 – start of special vote official count.

You will need to set up a projector, speakers and a laptop to show the official count film clip.

Use the script below to train the counters. The wording in **green** is for your actions and *italics* are for you to add specific information.

[Introduce yourself, the PE Manager, the OC Process Leader, the Justice of the Peace, and any scrutineers present to the counting staff.]

Overview

Today we are conducting the official count of ordinary votes/special votes.

Process

[*Name of OC Process Leader*] will be tracking the progress of the official count today and each counting group will have a table coordinator, who are [*names of the table coordinators*].

You must follow your table coordinator's instructions at all times. They are working off a well-tested process that all count staff across New Zealand will be using.

Once you are familiar with the process you may be tempted to make shortcuts or do it differently. Although we want to get the count completed in a timely way, we're not interested in doing this at the risk of losing accuracy. Our goal is to be efficient and accurate rather than fast. At times this may require us to move people between counting teams, so don't be concerned if this happens to you.

JP and scrutineer role

Our Justice of the Peace (*and scrutineer if present*) is/are here to ensure the integrity of the process. If they have any questions about what they are observing, they will advise the Process Leader or myself. The JP will also sign off the count results as they are completed.

Film clip

We're now going to have a look at a film clip on the official count process.

[Show the 'official count' film clip.]

Hygiene

As we'll all be working in this space, it's important that we have good hygiene practices.

We have plenty of hand sanitiser. I encourage you to regularly clean your hands, particularly before and after going on a break. If anyone doesn't feel well, please tell your table coordinator or the Process Leader know immediately.

Keep the tables and chairs to the spacing you will be shown and please avoid reaching across each other during the counting process.

Preparation

If, during the counting you have any questions or concerns, please talk to your table coordinator or the official count Process Leader.

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3 PREPARING MATERIALS FOR THE COUNT

3.1 COUNT SUPPLIES

You need the following materials for the official count.

Quantity	Item	Details
1	Electorate detail report	Printed from EMS (see 3.1.1) Used to keep track of what counts have been completed
1 per count table	Reconciliation report	Printed copy of the reconciliation report from Power Apps, showing the reconciliation details for all the counts to be completed
1 per count table	Official count instructions M80-OCINSTRUCT	For the table coordinator, to be provided at the table coordinator briefing Printed from ECHO
1 per count table	Calculator	For the table coordinator
1 per count table	Stapler	For the table coordinator
1 per staff member	Blue/black pen	One per team member
1 per count	EMS81-WKSHEET Headquarters Official Count Worksheet	Printed from EMS (see 3.1.2)
1 per count	EMS81-MARKER Official Count Marker Cards	Printed from EMS (see 3.1.4)
1 per count	Party marker cards from EMS11- MARKER Preliminary Count Marker Cards	Printed from EMS (see 3.1.4) For special vote counts only
1 per count	P3 envelope	For special vote counts only
1 per count	P4 envelope	For special vote counts only
1 per count	Ballot box	For special vote counts only
1 per count	■ supplies box	For special vote counts only
1 per opening table and 1 for the Process Leader	■ special votes processing box	For special vote counts only

Note the differences between [redacted] boxes:



3.1.1 Electorate detail report

Follow these instructions to print the Electorate detail report from EMS.

Step	Instructions
1	From the menu select Results – Electorate Detail .
2	Print and display the report in the official count area.

3.1.2 EMS81-WKSHEET



Follow these instructions to print the EMS81-WKSHEET for each count from EMS.

Step	Instructions
1	From the menu select Supplies – Forms - EMS81-WKSHEET Headquarters Official Count Worksheet .
2	Select the voting place corresponding to the name of the electorate for the count from the drop-down menu. Note: the phase for the count is given next to each electorate eg AV1 or ED. Important: Place a tick next to “Blank Worksheet”.

3	<p>Click Submit. The EMS81-WKSHEET will display on screen.</p> <p>If the spreadsheet displays with no results shown against each candidate and party, then go to the next step.</p> <p>If '0' shows for each result, then go back and place a tick next to "Blank Worksheet".</p> <p>Only print worksheets that are blank in the results, otherwise the Table Coordinator will not have room to write in the counts when they are completed.</p>
4	Click Print to access the printer options and print the worksheet to A3 size.
5	Select "All voting places" at the top of the voting place dropdown list to print all worksheets for the electorate.
6	Repeat for each electorate you are completing official counts for (home general, home Māori and shared Māori electorates).


3.1.3 Phasing special vote counts

Before printing the EMS81-WKSHEET for special vote counts, you will need to create phases for these counts in EMS. See section 3.3 on organising special vote envelopes into phases.

Step	Instructions
1	From the menu select Results – Parliament Vote Entry
2	<p>From the list of voting places, choose either "Special votes BEFORE polling day", "Special votes ON polling day" or "Votes allowed for Party Only" depending on the count you want to add phases for.</p> 
3	<p>Click on Add Phase on the right-hand side.</p>  <p>Click on OK to confirm that you wish to create a new phase.</p> <p>Note: this cannot be undone, although you can enter '0' votes if you find later that you do not require this phase.</p>
4	Follow the instructions in 3.1.2 EMS81-WKSHEET to print the worksheets.

3.1.4 EMS81-MARKER and EMS11-MARKER

Follow these instructions to print the EMS81-MARKER for each count.

Step	Instructions
1	In EMS, from the menu click on Supplies – Forms - EMS81-MARKER Official Count Marker Cards .
2	Select your electorate from the drop-down menu and click Submit . 
3	Print a set of marker cards for each count.
4	For each special vote count you will also need to print the party marker cards from EMS11-MARKER Preliminary Count Marker Cards .

3.1.5 Additional envelopes for special vote counts

Special votes have not been through the preliminary count, which means you will need to prepare additional materials, which include the preliminary count party marker cards (see section 3.1.4) and envelopes.

For each special vote count, prepare one P3 and P4 envelope:

- on the P3 envelope cross out the word “Ordinary” and write “Special” in the name of the envelope
- on each envelope write the name of the count and the number of the phase, eg. “Advance votes – phase 2”.

3.2 ORDINARY VOTE BALLOT BOXES

Ordinary votes have already been counted for the preliminary count. After the preliminary count the ballot boxes were checked so they are ready for the official count (see section 2 in Chapter 24 – Sort and send).

3.3 SPECIAL VOTE COUNTS AND PHASES

Special votes are counted in three separate counts:

- Votes issued during advance voting (includes takeaway votes)
- Votes issued on Election Day
- Party Vote Only, including ordinary party vote only ballot papers (see section 4).

Depending on the volume of votes received, each of these counts may need be divided in to separate phases, ie, manageable size counts. The recommended number of ballot papers in each count or phase is between 1000 and 1200.

Note that ballot boxes from the special vote processing team will come with approximately 500 envelopes in each, so to create larger counts you will need to combine the envelopes from more than one box. Make sure you keep track of the number of envelopes and count them twice to confirm how many are in the ballot box, before moving to the next step.

An example for dividing special votes into phases:

Advance (number of votes: 5581)					Election Day (number of votes: 4461)				Party vote only (number of votes: 627)
P #1	P #2	P #3	P #4	P #5	P #1	P #2	P #3	P #4	P #1
1200	1200	1200	1200	781	1200	1200	1200	861	627

After the envelopes are opened, the name of the count, the phase number and the number of ballot papers must be written on the top of each ballot box.

Keep each count and phase separate and enter results for each count separately into EMS. See section 3.1.3 to create special vote phases in EMS.

Before undertaking the official count of the special votes, you will need to:

- prepare the forms and envelopes needed for each count (see section 3.1.2, 3.14 and 3.1.5)
- remove the ballot paper from each special vote envelope and place in the corresponding ballot box (see section 3.4).

3.4 REMOVING BALLOT PAPERS FROM SPECIAL VOTE ENVELOPES

Before special votes can be counted, the ballot papers must be removed from the special vote envelopes. By this stage the declarations will have been removed to ensure the secrecy of the vote.

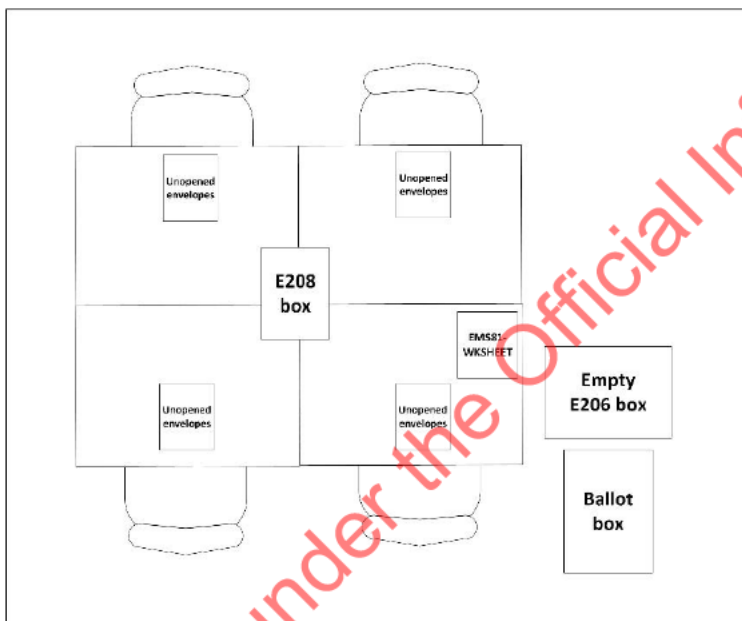
Key points to note about the process:

- Be methodical and stick closely to the instructions.
- Ensure you open envelopes one count at a time.
- Each special vote envelope should contain one special vote ballot paper. If this is not the case, the envelope and any ballot papers contained are removed from the count and reviewed by the OC Process Leader, see section 3.5.
- Complete the counts in the following order: “Advance votes”, “Election Day votes” and then “Party vote only”.
- Do not put opened special vote envelopes into secure destruction bins until the official results have been announced.

Operating in teams of 3 to 4 people, follow the diagram for set up and instructions below to open the special vote envelopes and prepare the papers to be counted.

Nominate one person to be the coordinator for each team

Set up the processing tables for opening special vote envelopes in this way:



Step	Instructions
1	<p>One count/phase at a time:</p> <ul style="list-style-type: none"> • get the ballot box(es) for the phase • get the corresponding EMS81-WKSHEET
2	<p>The special vote processing team will have recorded the number of envelopes in the ballot box on the top of the box(es). On the EMS81-WKSHEET, write the total number of envelopes that will be in the phase in the space “Number of ballot papers issued to voters”.</p>
3	<p>Check that the E208 box in the middle of the processing table is empty.</p>

4

Take the envelopes out of the ballot box. Check that the ballot box is empty eg, that you haven't missed any envelopes under the flaps in the ballot box.

Evenly divide the envelopes, face down, between the team at the processing table.

5

Each team member processes one envelope at a time:

- opens the ballot paper side of the envelope and takes out the contents.
Note: the envelope may need to be tapped on the table to ensure the ballot paper is away from the opening and not torn as the envelope is opened
- checks there is only one ballot paper and that it is for your electorate.

If yes, go to step 6.

If there is anything other than one ballot paper, or the ballot paper is for a different electorate, the team member places all contents back into the envelope and puts it into the E208 box on the table. Then moves onto a new envelope.

6

As the opening of the envelopes progresses, each team member will have three piles in front of them as shown in the following diagram:

- opened ballot papers (face down)
- unopened envelopes (face down)
- opened envelopes (face up).



7

After all the envelopes have been opened, ask the team members to check that all the envelopes are empty. Then place:

- the ballot papers into the corresponding ballot box
- the empty envelopes and torn off strips from the envelopes into the [redacted] box.

Continued on next page

8	<p>The OC Process Leader:</p> <ul style="list-style-type: none"> • checks for and counts the number of envelopes in the E208 box • removes these envelopes from this count by updating the “Number of ballot papers issued to voters” on the EMS81-WKSHEET. • puts these envelopes into an E208 box marked “SV envelopes with issues” • writes the name of the count, the phase number and the adjusted number of ballot papers on the ballot box and on the lid of the E206 box containing the opened envelopes eg. “Advance count, phase 2 – 506 papers” • puts the EMS81-WKSHEET into the ballot box with the ballot papers • [REDACTED] • [REDACTED] • if multiple ballot boxes were combined for the phase, then put the empty ballot box(es) to one side, away from the materials still to be processed.
9	<p>Before the team members can start opening the envelopes for the next count, the OC Process Leader must ensure the E208 box on the sorting table is empty.</p>
10	<p>The OC Process Leader reviews any envelopes with issues following the instructions in section 3.5 while the team members are opening the envelopes for the next phase.</p>

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3.5 RESOLVING ISSUES WITH SPECIAL VOTE ENVELOPES

The OC Process Leader follows these instructions to process any special vote envelopes from the E208 box marked “SV envelopes with issues”.

3.5.1 Ballot paper side of envelope is empty

If there is no ballot paper in the ballot paper side of the envelope:

Step	Instructions
1	Write “Ballot paper missing” on the envelope.
2	<p>Give the envelope to the Special Vote Process Leader, who will:</p> <ul style="list-style-type: none"> find the declaration that corresponds to the envelope using Electronic Roll Scrutiny Application (ERSA), by searching on the declaration number in the “Edit Special Votes” screen to find the batch number have the EM write on the declaration, “Disallowed by EM – Ballot paper missing” and sign the declaration find the voter in the “Edit Special Votes” screen in ERSA and click on the declaration number. in the “Edit Special Vote” dialog box select “No ballot paper enclosed” and click “Update” staple the declaration to the envelope and put it into Box 10.

3.5.2 Ballot paper for wrong electorate

If a ballot paper is found for another electorate in any special vote count **except** the “Party vote only” count:

Step	Instructions
1	Give the envelope to the Special Vote Process Leader, who will find the declaration that corresponds to the envelope using ERSA. This is done by searching on the declaration number in the “Edit Special Votes” screen to find the batch number.
If the declaration is made out for your electorate:	
2A	<p>Give the declaration to the EM, who will:</p> <ul style="list-style-type: none"> write “Ballot paper issued for [electorate on ballot paper] electorate, instead of [your electorate] as per declaration. Ballot paper counted for Party vote only” sign the declaration.
If the declaration is made out for another electorate:	
2B	<p>Give the declaration to the EM, who will:</p> <ul style="list-style-type: none"> write “Declaration for [electorate on declaration] discovered too late to forward. Ballot paper counted for Party vote only”. sign the declaration.
In both cases:	
3	File the declaration in the E206-Clerk box “Qualified/Party vote only”.

Continued on next page

4	Put the envelope containing the ballot paper in the “Party vote only” count ballot box.
5	Adjust the count on the “Party vote only” ballot box.

3.5.3 Declaration in ballot paper side

Use these instructions if you find a special vote declaration in the ballot paper side of a special vote envelope.

Step	Instructions
1	<p>Compare the declaration number with the numbers on the envelope and the ballot paper. There may be more than one, as the declaration for this ballot paper should have already been separated from the envelope.</p> <p>You will need to lift the black sticker on the ballot paper to do this.</p>
2	<p>For the extra declaration, and the matching ballot paper if there is one:</p> <ul style="list-style-type: none"> • get a fresh special vote envelope • write the number of the declaration on the fresh envelope • seal the ballot paper, if there is one, in the ballot paper side of the envelope • staple the declaration to the front of the fresh envelope • give the declaration/envelope to the Special Vote Process Leader for processing.
3	<p>Put the other ballot paper back into the envelope and add it to the next applicable count; adjust the total number of papers on the ballot box and documentation.</p>

3.5.4 More than one ballot paper

Use these instructions if you find more than one ballot paper in an envelope.

Step	Instructions
1	Check the declaration numbers on the ballot paper against the envelope. You need to lift the black sticker on the ballot paper to do this.
2A	<p>If more than one ballot paper matches the envelope:</p> <ul style="list-style-type: none"> • seal the ballot papers back in the ballot paper side of the envelope • give the envelope to the dual vote investigations team and ask them to call the National Support Team [REDACTED]
2B	<p>If one ballot paper matches the envelope and the other(s) don't:</p> <ul style="list-style-type: none"> • put the matching ballot paper back in the envelope then follow step 3 from 3.5.3 • get a fresh envelope for the other papers and write the declaration number of the ballot paper on the envelope • seal the papers in the ballot paper side of the envelope • give the envelope to the Special Vote Process Leader for processing. <p>The Special Vote Process Leader will:</p> <ul style="list-style-type: none"> • check if the declaration number is in ERSA • check Box 1 to see if there is a matching declaration • if the declaration is not found, follow section 6.5, step 5 in Chapter 28 – Special Votes.

3.5.5 If the ballot paper is missing

Use these instructions if there is no ballot paper.

Step	Instructions
1	<p>If the ballot paper is missing:</p> <ul style="list-style-type: none"> • write "Ballot paper missing" on the envelope • give the envelope to the Special Vote Process Leader.
2	<p>The Special Vote Process Leader will:</p> <ul style="list-style-type: none"> • find the declaration that corresponds to the envelope using ERSA, by searching on the declaration number in the "Edit Special Votes" screen to find the batch number • have the EM write on the declaration "Disallowed by EM – Ballot paper missing" and sign the declaration • find the voter in the "Edit Special Votes" screen and click on the declaration number. • in the "Edit Special Vote" dialog box select "No ballot paper enclosed" and click "Update" • staple the declaration to the envelope and put them into Box 10.
3	The Official Count Process Leader should adjust the total number of papers on the ballot box and documentation.

4 THE OFFICIAL COUNT PROCESS

4.1 COUNTS

Official count teams will count votes from each voting place and voting team that issued ordinary votes for Māori electorates and your home general electorate. Each of these is a separate count.

If a large number of ordinary votes were taken at a voting place during advance voting, the votes may be split into two or more phases, shown as AV1, AV2, AV3 etc. Votes taken on Election Day will have the phase of ED.

You will also count special votes cast for your home general electorate. There are three special vote counts: “Advance”, “Election Day” and “Party vote only”. Depending on the number of votes in each of these counts, they may be divided into phases.

Where the EM is also responsible for a Māori electorate, the team will also count special votes for that electorate.

You must keep materials for each count and phase separate.

4.2 COUNT INSTRUCTIONS

The instructions for the count process are a master form: M80-OCINSTRUCT.

4.3 SPECIAL VOTE COUNTS

The official count of special votes is similar, but not identical, to the official count of ordinary votes. Unlike ordinary votes, special votes have not been previously counted. Therefore, special votes must first be sorted into party order, and then counted in the same way as the official count of ordinary votes.

Refer to the “Instructions for special vote official counts” section in M80-OCINSTRUCT. You will need the EMS11-MARKER party vote marker cards (see section 3.1.4).

5 ENTERING AND CHECKING THE VOTING PLACE RESULTS IN EMS

Once the EMS81-WKSHEET result is completed by a counting team and checked by the OC Process Leader, the results are entered into EMS:

- results for all ordinary votes and general electorate special votes must be entered using a general electorate login.
- results for Māori electorate special votes must be entered into the Māori electorate results entry screen.

Step	Who...	Does what...										
1	OC Process Leader	Gives the EMS81-WKSHEET to the data entry operator and waits while the results are input into EMS.										
2	Data entry operator	<p>Enters the results from the EMS81-WKSHEET into EMS, see sections 5.1 and 5.20.</p> <p>Prints the completed EMS81-WKSHEET from EMS.</p> <p>Staples the printed worksheet to the front of the hand-written EMS81-WKSHEET.</p> <p>Gives the forms to the OC Process Leader.</p>										
3	OC Process Leader	Checks that the printed EMS81 WKSHEET matches the handwritten EMS81-WKSHEET, including that the totals calculated by EMS agree with the manually calculated totals.										
		<table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Everything matches...</td> <td>Finalise the voting place count, see section 5.3</td> </tr> <tr> <td>The data entered does not match the handwritten form</td> <td>Get the data entry operator to correct the error and reprint the EMS81-WKSHEET and recheck.</td> </tr> <tr> <td>The totals don't match</td> <td>See section 6 in M80-OCINSTRUCT:</td> </tr> <tr> <td>You cannot get the totals to balance</td> <td> <ul style="list-style-type: none"> • balance the party result • balance the candidate result • balance the party and candidate results. </td> </tr> </tbody> </table>	If...	Then...	Everything matches...	Finalise the voting place count, see section 5.3	The data entered does not match the handwritten form	Get the data entry operator to correct the error and reprint the EMS81-WKSHEET and recheck.	The totals don't match	See section 6 in M80-OCINSTRUCT:	You cannot get the totals to balance	<ul style="list-style-type: none"> • balance the party result • balance the candidate result • balance the party and candidate results.
		If...	Then...									
		Everything matches...	Finalise the voting place count, see section 5.3									
The data entered does not match the handwritten form	Get the data entry operator to correct the error and reprint the EMS81-WKSHEET and recheck.											
The totals don't match	See section 6 in M80-OCINSTRUCT:											
You cannot get the totals to balance	<ul style="list-style-type: none"> • balance the party result • balance the candidate result • balance the party and candidate results. 											


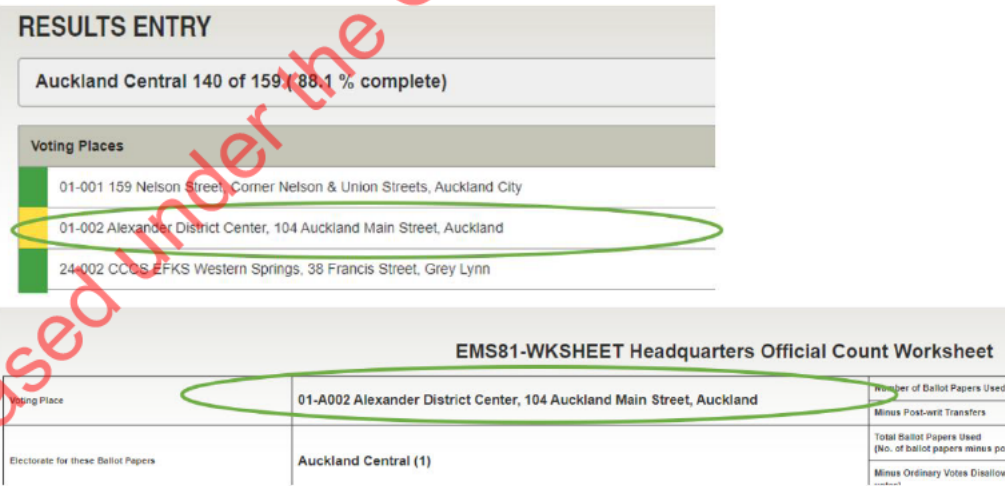
5.1 ENTERING OFFICIAL COUNT RESULTS

The official count results entry screen is different to the Election Day results entry in EMS.

In the first tab you enter the total number of party votes taken. In subsequent tabs you enter the number of votes made for each candidate within each party's votes. There is a separate tab for each party.

Informal party votes also have their own tab so they can be included in the count.

For the official count you must enter the full results for all voting places, including those that took fewer than six votes.

Step	Instructions						
1	<p>From the menu select Results – Parliament Vote Entry.</p>  <p>EMS will automatically bring up a list of all voting places to enter results for, including those in other electorates that issued ordinary votes on your behalf.</p> <p>The list will also include the three types of special votes you must enter (see section 3.1.3 Phasing special vote counts and section 5.20 Entering "Party vote only" results).</p>						
2	<p>From the list, select the voting place named on the EMS81-WKSHEET Headquarters official count worksheet.</p>  <table border="1"> <caption>EMS81-WKSHEET Headquarters Official Count Worksheet</caption> <thead> <tr> <th>Voting Place</th> <th>Electorate for these Ballot Papers</th> <th>Number of Ballot Papers Used Minus Post-writ Transfers</th> </tr> </thead> <tbody> <tr> <td>01-A002 Alexander District Center, 104 Auckland Main Street, Auckland</td> <td>Auckland Central (1)</td> <td>Total Ballot Papers Used (No. of ballot papers minus po Minus Ordinary Votes Disallow</td> </tr> </tbody> </table>	Voting Place	Electorate for these Ballot Papers	Number of Ballot Papers Used Minus Post-writ Transfers	01-A002 Alexander District Center, 104 Auckland Main Street, Auckland	Auckland Central (1)	Total Ballot Papers Used (No. of ballot papers minus po Minus Ordinary Votes Disallow
Voting Place	Electorate for these Ballot Papers	Number of Ballot Papers Used Minus Post-writ Transfers					
01-A002 Alexander District Center, 104 Auckland Main Street, Auckland	Auckland Central (1)	Total Ballot Papers Used (No. of ballot papers minus po Minus Ordinary Votes Disallow					

Then choose the correct electorate and phase for the count:

3

Results > Parliament > Parliament Vote Entry > Results Entry

01-002 Alexander District Center, 104 Auckland Main Street, Auckland

Party Votes

Print Cert

01 Auckland Central (AV 1)

01 Auckland Central (E-Day)

66 Tāmaki Makaurau (AV 1)

68 Tāmaki Makaurau (E-Day)

Number of ballot papers used (No. of ballot papers minus post-writ transfers) 150

Ordinary votes disallowed (Post-writ deletions and dual votes) 5

The first tab is the Party Votes tab. From the top right-hand corner of the worksheet enter:

- the number of ballot papers used
- the number of ordinary votes disallowed (if any, otherwise enter zero)
- the number of spoilt ballot papers (if any, otherwise enter zero).

4

EMS81-WKSHEET Headquarters Official Count Worksheet

Voting Place	01-A002 Alexander District Center, 104 Auckland Main Street, Auckland	Number of Ballot Papers Used (sum of column C from Form G)	200
		Minus Post-writ Transfers	
Electorate for these Ballot Papers	Auckland Central (1)	Total Ballot Papers Used (No. of ballot papers minus post-writ transfers)	200
		Minus Ordinary Votes Disallowed (Post-writ deletions and dual votes)	
		Minus Spoilt Ballot Papers (sum of column D from Form G)*	0
		Total Votes	200

Then enter the total number of votes received for each party, from the Party Votes row of the EMS81-WKSHEET. If there are no votes against a party, enter zero in the field.

Click **Save**.

5

EMS81-WKSHEET Headquarters Official Count Worksheet

	01-A002 Alexander District Center, 104 Auckland Main Street, Auckland	Number of Ballot Papers Used (sum of column C from Form G)	200
		Minus Post-writ Transfers	
Papers	Auckland Central (1)	Total Ballot Papers Used (No. of ballot papers minus post-writ transfers)	200
		Minus Ordinary Votes Disallowed (Post-writ deletions and dual votes)	
		Minus Spoilt Ballot Papers (sum of column D from Form G)*	0
		Total Votes	200

0 5 0 5 30 10 30 5 15 5 0 20 15 10 15 0 10 5 200

01-002 Alexander District Center, 104 Auckland Main Street, Auckland

01 Auckland Central (AV 1)

Party Votes

Print Cert Print Worksheet Save

Number of ballot papers used (No. of ballot papers minus post-writ transfers) 200

Ordinary votes disallowed (Post-writ deletions and dual votes) 0

Spoilt ballot papers 0

Ballot papers issued & not returned 200

Party Votes (from EMS11-P)

Once saved, the system will automatically move to the next tab.

Continued on next page

If the number of ballot papers used does not equal the number of party votes entered, a warning message will appear, and the tab colour will change to red. You must fix this error before continuing.

01-002 Alexander District Center, 104 Auckland Main Street, Auckland

Party Votes

ERROR: 'Total Ballot Papers Used' is less than 'Party Votes + Ordinary Votes Disallowed + Spoilt + Not Returned Votes'

Number of ballot papers used (No. of ballot papers minus post-writ transfers)

6

If the number of ballot papers used is greater than the number of party votes, EMS will calculate the difference as "Ballot papers issued & not returned".

Number of ballot papers used (No. of ballot papers minus post-writ transfers)	250
Ordinary votes disallowed (Post-writ deletions and dual votes)	0
Spoilt ballot papers	0
Ballot papers issued & not returned	50

There is one tab for each party listed on the ballot paper.

In the tab for each party, enter the number of votes for each candidate as given in the party column of the EMS81-WKSHEET.

If there are no votes showing against a particular candidate, enter zero in the field.

You can use the tab key to move between fields. When you reach the last field use the tab key again to activate the **Save** button. Press Enter.

Results > Parliament > Parliament Vote Entry > Results Entry

01-002 Alexander District Center, 104 Auckland Main Street, Auckland

Party Votes

ACT New Zealand Party Votes 10

Candidate Votes for ACT New Zealand

Party	ACT New Zealand
Party Votes	10
[Redacted]	5
[Redacted]	0
[Redacted]	0
[Redacted]	0
[Redacted]	0
[Redacted]	5

7

A warning message will appear and the tab colour will change to red if:

- the total number of candidate votes do not match the number of votes entered into the Party Votes tab
- there are no numbers entered into any of the fields.

Find and fix the error noted in the warning message.

8

Results > Parliament > Parliament Vote Entry > Results Entry

01-002 Alexander District Center, 104 Auckland Main Street, Auckland

Party Votes

⚠ Mismatching number of party and candidate votes.

[Redacted]

[Redacted]

Once all the results have been entered for a count, all the tabs will be green.

Click **Print Worksheet**.

Print the worksheet in landscape orientation, A3 size, and give it to the OC Process Leader to check.

If any amendments are required, make the changes and reprint the worksheet.

9

Party Votes

Print Cert Print Worksheet

Number of ballot papers used (No. of ballot papers, minus post-writ transfers)	200
Ordinary votes disallowed (Post-writ deletions and dual votes)	0
Spoilt ballot papers	0
Ballot papers issued & not returned	0

Party Votes (from EMS11-P)

[Redacted]	10
------------	----

10

When the OC Process Leader has confirmed that the results are correct, click **Print Cert** to print the voting place certificate of results in portrait orientation, A4 size.

11

Provide the certificate to the OC Process Leader, who will finalise the count (see section 5.3).

5.2 ENTERING PARTY VOTE ONLY RESULTS

Each General and Māori electorate needs to complete a separate count of votes that are designated as 'Votes Allowed for Party Only'.

These are votes cast by voters who were enrolled, but cast their vote for a different electorate from the one they are enrolled in. Therefore, their party vote counts but their electorate candidate vote does not.

The handwritten EMS81-WKSHEET will only show the party vote results (see example below). It will not show any candidate results.

Enter these results in the same way as you enter all the other results. Enter zeroes in all of the candidate fields listed in each party tab.

Note: the worksheet will show as not balancing when it is printed.

EMS81-WKSHEET Headquarters Official Count Worksheet																			
Voting Place	01-A405 Votes Allowed for Party Only - Auckland Central														Number of Ballot Papers Used (sum of column C from Form G)	320			
															Minus Post-writ Transfers	0			
Electorate for these Ballot Papers	Auckland Central														Total Ballot Papers Used (No. of ballot papers minus post-writ transfers)	320			
															Total Votes	320			
Party	[REDACTED]																	TOTALS	
Party Votes	25	10	30	5	50	25	50	15	25	10	0	0	0	15	20	5	15	20	320
	[REDACTED]																		

5.3 FINALISING THE VOTING PLACE COUNTS

When the results have been entered into EMS and confirmed, the voting place counts need to be finalised.

Step	Instructions
1	The EMS82-CERT must be signed and dated by the: <ul style="list-style-type: none"> EM, PE Manager or OC Process Leader, and Justice of the Peace.
2	Photocopy the EMS82-CERT.
3	Keep the photocopy of the EMS82-CERT on file for the end of the day.
4	Put the original EMS82-CERT and the original printed and hand-written EMS81-WKSHEET forms into the P4 envelope for the count.
5	Put the P4 envelope into the ballot box.
6	[REDACTED]

6 QUALITY ASSURANCE AND MONITORING

6.1 REASONABLENESS CHECKS

The EM must perform reasonableness checks regularly throughout the official count period to ensure that the:

- results have been entered into EMS correctly
- the count is progressing in accordance with the deadlines.

6.1.1 Electorate detail report

The Electorate detail report is used during the official count to check that the results being entered are reasonable. It is similar to the report used on Election Night.

Step	Instructions
1	From the menu select Results - Electorate Detail .
2	Check the report to ensure that: <ul style="list-style-type: none">• results have been entered against the correct voting place and phase• results are as you would reasonably expect, ie, each result is generally in line with the others• the number of Candidate and Party total votes are the same
3	If any results require further investigation: <ul style="list-style-type: none">• write a brief description of the issue• attach the description to the EMS82-CERT for the appropriate count• investigate the issue.
4	If any corrections are needed, follow the process in section 7.7.

6.1.2 Official count and Election Night vote comparison report

Step	Instructions
1	From the menu select Reports – Official Count and Election Night Votes Comparison .
2	Use the report to check: <ul style="list-style-type: none">• whether variance between the preliminary and official counts is more than 5 votes• if votes for any candidate or party appear to have been misplaced in the official count• if votes for any candidate or party are consistently changing during the official count. The report can be: <ul style="list-style-type: none">• run on the candidate or party votes• run with a chosen variance (default is 10)• either shown onscreen (HTML) or downloaded as a csv file (opens in Excel).

6.2 END OF DAY PROCESS

At the end of each day the Justice of the Peace is required to certify the progress of the count.

Step	Who	Does what...
1	Data entry operator	<p>Prints a fresh copy of the:</p> <ul style="list-style-type: none"> • Official results notification form (EMS82-FINAL) for the home general electorate • Partial official results notification for Māori electorate (EMS82-MĀORI) for each Māori electorate that your electorate issued ordinary votes for (see section 6.2.1).
2	OC Process Leader	<ul style="list-style-type: none"> • Attaches the photocopies of the EMS82-CERT from each of the counts conducted during the day to the appropriate EMS82-FINAL or EMS82-MĀORI. • [REDACTED] [REDACTED] [REDACTED] Signs and dates the sticker and has the Justice of the Peace sign as the witness.
3	Justice of the Peace	<ul style="list-style-type: none"> • Writes the following on each EMS82-FINAL and EMS82-MĀORI: “This is my certificate under section 178(9) of the Electoral Act (1993) showing progress of the count, for [electorate the count relate to] on [date] and the voting places counted in my presence”. • Signs the certificate.
4	OC Process Leader	<ul style="list-style-type: none"> • Files the documentation in a folder marked “End of Day” and provides it to the EM.

6.2.1 EMS82-FINAL and EMS82 MĀORI

Follow these instructions to print EMS82-FINAL or EMS82-MĀORI.

Step	Instructions
1	From the menu select Results
2	<p>Select either:</p> <ul style="list-style-type: none"> • EMS82-FINAL Official Results Notification Form • EMS82-MĀORI Official Count Māori Electorate Partial Results Certificate. <p>If you are printing EMS82-MĀORI, select the Māori electorate you want to print the certificate for from the dropdown.</p>
3	Select Print . Print a certificate for each Māori electorate you’ve taken ordinary votes for.

7 EXTRACTION AND ADJUSTMENTS TO THE OFFICIAL COUNT

7.1 OVERVIEW

Official count adjustments may be required when:

- a counting error is identified during reasonableness checking (see section 6)
- a vote is extracted as a result of a post-writ change (see Chapter 27 – Post-writ changes)
- a vote is extracted as a result of a dual vote investigation (see Chapter 26 – Dual votes).

When you need to change an official count result, it must be updated in several places and signed off by the JP and the EM.

The reason for extracting the vote determines how it is treated:

- When a vote is subject to a post-writ transfer the party vote must be counted, but the candidate vote must not. So that the voting place count still balances the vote must be completely removed from the count and added to the “Party vote only” count.
- When a vote is disallowed because of a post-writ deletion or dual vote investigation, both the party and candidate votes are disallowed. On the voting place count, the vote is added to the number of disallowed votes and subtracted from the party and candidate counts.

7.2 TIMING

Extraction of any ordinary votes from a count because of a dual vote investigation or post-writ change will be done after the official count of ordinary votes is complete. This is to reduce the number of times a ballot box is accessed during the post-election period. This process should be completed by midday Friday E+13.

Special votes are usually extracted during special vote processing before they get to the count.

7.3 ROLES AND RESPONSIBILITIES

Task	Who	Notes
Provide extraction lists	Dual Votes Process Leader	People who have worked on dual vote investigations should not be involved in extraction
Extract votes	OC Process Leader Capable official count staff	Should not see the content of dual vote investigation files
Update documentation	EM and JP	
Adjust official counts in EMS	Data entry operator	Should not see the content of dual vote investigation files
Checks updated EMS worksheets	OC Process Leader	
Put ballot papers on dual vote files	EM or Dual Votes Process Leader	The ballot papers should be kept folded, so the vote is not seen.

7.4 MATERIALS REQUIRED FOR EXTRACTION

For each voting place that you are extracting votes from, you will need the relevant:

- P3 envelope(s)
- P4 envelope
- EMS81-WKSHEET
- EMS82-CERT.

You will also need:

- The dual vote and post-writ extraction lists, sorted by voting place (2 copies)
- Dual vote and post-writ deletion case files
- Folder marked "Extracted votes"
- [REDACTED]

7.5 EXTRACTING VOTES

The OC Process Leader and trusted and capable members of their team extract votes from the official count. Process one voting place at a time.

Step	Instructions
1	Use the dual vote and post-writ extraction lists to identify the voting places that require ballot papers to be extracted from the count.
2	For each voting place where one or more votes need to be extracted: <ul style="list-style-type: none"> • get the P3 envelope(s) • [REDACTED] • place the ballot papers on the counting table.
3	<ul style="list-style-type: none"> • Clearly write all the ballot paper number(s) you are looking for on an A4 piece of paper. You may need to photocopy this, so everyone can see it easily. • Either shine a light from underneath the ballot paper to see the number or carefully lift the black stickers on each ballot paper until you find the paper(s). • Replace the stickers on all other ballot papers.
4	Take the ballot paper, folding it in half to hide the votes as much as possible, and put it in a file marked "extracted votes".
5	When all ballot papers have been extracted from a count: <ul style="list-style-type: none"> • put the remaining ballot papers back into the P3 envelope • [REDACTED] • date and sign the sticker and ask the JP to witness it • [REDACTED]
6	Provide the extracted ballot papers and corresponding P4 envelope to the EM to complete the steps in section 7.6.

The EM updates the official documentation with the Justice of the Peace as witness.

Step	Instructions												
1	<p>Open the P4 envelope and remove the EMS81-WKSHEET and EMS82-CERT.</p> <p>For each of the ballot papers extracted, use the M71-INVEST or M72-POST to identify the change required to the official count. Update the EMS81-WKSHEET as follows, using a red pen.</p> <p>For post-writ transfers:</p> <ul style="list-style-type: none"> write the number of post-writ transfers in the “Minus Post-writ transfers” field subtract this number from the “Total Ballot Papers Used”. <p>For example, if there was 1 post-writ transfer, make this change to the top of the EMS81-WKSHEET:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Number of Ballot Papers Used (sum of column C from Form G)*</td> <td style="text-align: center;">102</td> </tr> <tr> <td>Minus Post-writ Transfers</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Total Ballot Papers Used</td> <td style="text-align: center;">102 101</td> </tr> <tr> <td>Minus Ordinary Votes Disallowed (including Dual Votes)</td> <td></td> </tr> <tr> <td>Minus Spoilt Ballot Papers (sum of column D from Form G)*</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Total Votes</td> <td style="text-align: center;">100 99</td> </tr> </table>	Number of Ballot Papers Used (sum of column C from Form G)*	102	Minus Post-writ Transfers	1	Total Ballot Papers Used	102 101	Minus Ordinary Votes Disallowed (including Dual Votes)		Minus Spoilt Ballot Papers (sum of column D from Form G)*	2	Total Votes	100 99
Number of Ballot Papers Used (sum of column C from Form G)*	102												
Minus Post-writ Transfers	1												
Total Ballot Papers Used	102 101												
Minus Ordinary Votes Disallowed (including Dual Votes)													
Minus Spoilt Ballot Papers (sum of column D from Form G)*	2												
Total Votes	100 99												
2	<p>Next, check how the voter marked their ballot paper, and adjust the worksheet</p> <div style="text-align: center;"> </div>												

Continued on next page

Step

Instructions

On the EMS81-WKSHEET:

- in the "Party Votes" row, adjust the votes for the appropriate party
- in that party's column, adjust the candidate counts for the appropriate candidate.

Add the ballot paper to the "Party vote only" count and adjust that count accordingly.

In this example, you would reduce the number of votes for the Reformist Party by 1 vote, and the number of votes for Caspian Hook, in that party's column, by 1 vote.

Number of Ballot Papers Used (sum of column C from Form G)*	102
Minus Post-writ Transfers	1
Total Ballot Papers Used	101
Minus Ordinary Votes Disallowed (including Dual Votes)	
Minus Spoilt Ballot Papers (sum of column D from Form G)*	2
Total Votes	100 99

						Informal Votes	TOTALS	
6	3	29 30	2	1	4	99	100	
0	1	1	0	0	0	11		
1	0	1	0	0	0	5		
4	0	0	0	0	1	8		
0	0	7 8	1	0	1	31 32		
0	0	3	0	0	0	10		
0	0	1	0	1	0	3		
0	0	0	0	0	0	1		
0	0	15	1	0	2	25		
0	2	1	0	0	0	3		
1	0	0	0	0	0	2		Informal Votes
6	3	29 30	2	1	4	99	100	Candidate Vote Totals
0	0	0	0	0	0	0		

For post-writ deletions or dual votes (collectively known as votes disallowed):

- write the number of disallowed votes in the "Minus Ordinary Votes Disallowed" field
- subtract this number, along with any spoilt ballot papers (in the next field) from the "Total Ballot Papers Used" to obtain the "Total Votes".

Step	Instructions												
	<table border="1"> <tr> <td>Number of Ballot Papers Used (sum of column C from Form G)*</td> <td>102</td> </tr> <tr> <td>Minus Post-writ Transfers</td> <td></td> </tr> <tr> <td>Total Ballot Papers Used</td> <td>102</td> </tr> <tr> <td>Minus Ordinary Votes Disallowed (including Dual Votes)</td> <td>1</td> </tr> <tr> <td>Minus Spoilt Ballot Papers (sum of column D from Form G)*</td> <td>2</td> </tr> <tr> <td>Total Votes</td> <td>100 99</td> </tr> </table>	Number of Ballot Papers Used (sum of column C from Form G)*	102	Minus Post-writ Transfers		Total Ballot Papers Used	102	Minus Ordinary Votes Disallowed (including Dual Votes)	1	Minus Spoilt Ballot Papers (sum of column D from Form G)*	2	Total Votes	100 99
Number of Ballot Papers Used (sum of column C from Form G)*	102												
Minus Post-writ Transfers													
Total Ballot Papers Used	102												
Minus Ordinary Votes Disallowed (including Dual Votes)	1												
Minus Spoilt Ballot Papers (sum of column D from Form G)*	2												
Total Votes	100 99												
	<p>On the EMS81-WKSHEET:</p> <ul style="list-style-type: none"> in the "Party Votes" row, adjust the votes for the appropriate party in that party's column, adjust the candidate counts for the appropriate candidate as shown in Step 2 above. <p>Fold the ballot paper roughly in half, with the ballot paper number showing and put it in the dual vote or post-writ deletion file.</p> <p>Note: any disallowed Māori electorate ordinary ballot papers are retained by the general electorate. Advise the Māori electorate(s) that you have extracted the ballot paper(s).</p> <ul style="list-style-type: none"> Return all dual votes materials in their file to National Office ie do not return the ballot paper(s) to the Māori electorate EM (see Chapter 26). Return any Māori electorate post-writ deletion files with your electorate's Clerk of the House materials, as part of the completion process (see Chapter 30). 												
4	Provide the amended EMS81-WKSHEET to the data entry operator and have the results updated on the "Official Count Results Entry" screen in EMS (see section 7.7).												
5	Print an updated EMS81-WKSHEET and EMS82-CERT (see section 7.7).												
6	<p>On the bottom of the updated EMS81-WKSHEET write:</p> <ul style="list-style-type: none"> the date and time reason for the change your initials. <ul style="list-style-type: none"> For the post-writ transfer example given above, this would look like: <p style="margin-left: 40px;">2/10/23 12.45pm Post-writ changes PWT ballot # 13604 xm</p>												
7	Staple the original EMS81-WKSHEET to the back of the updated EMS81-WKSHEET.												

Continued on next page

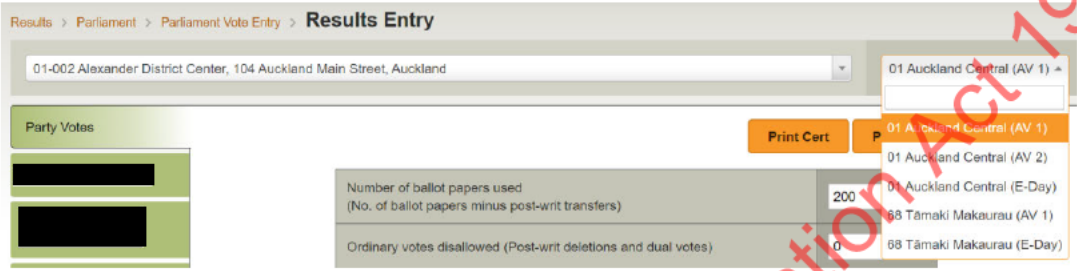
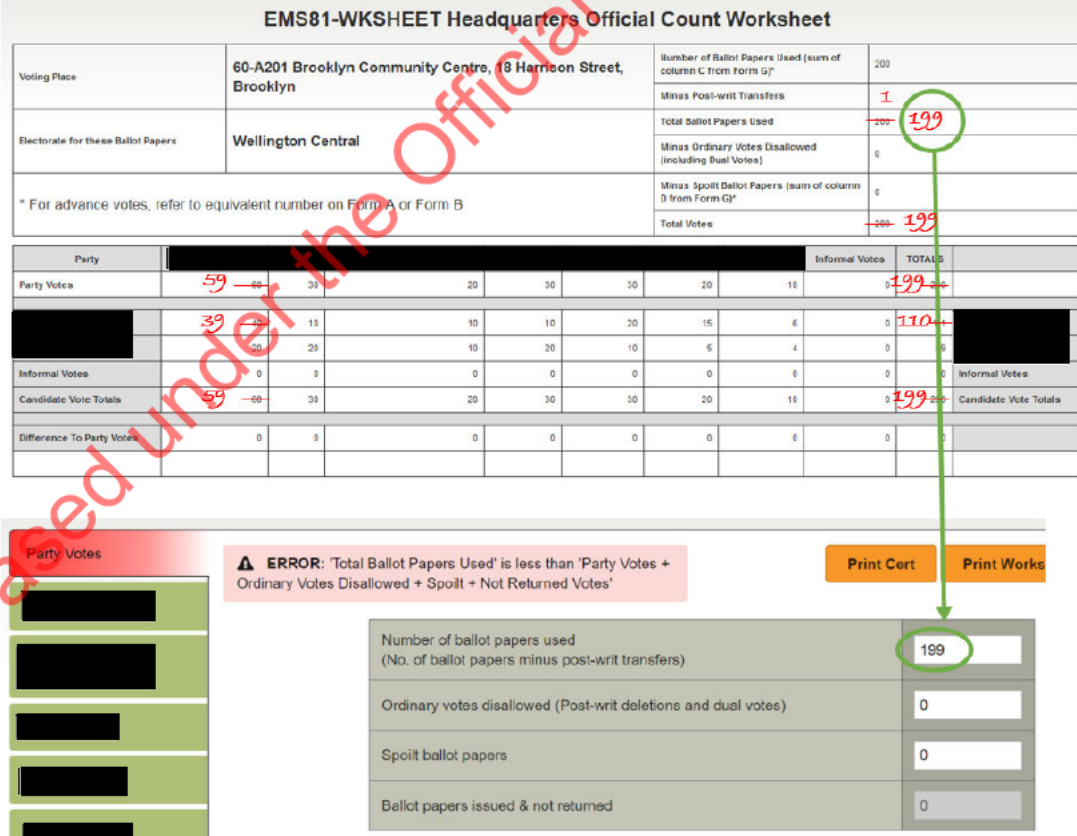
Step	Instructions
8	Ask the EM and JP to sign the new EMS82-CERT.
9	Photocopy the updated EMS82-CERT and staple the original to the back of the updated EMS82-CERT.
10	Put all original and amended forms back in the P4 envelope.
11	Put the photocopy of the EMS82-CERT in your daily folder until the end of the day.
12	Return the dual vote and post-writ files to the Dual Votes Process Leader.

Released under the Official Information Act 1982

7.7 ADJUSTING OFFICIAL COUNT RESULTS IN EMS

A data entry operator updates the official counts in EMS.

7.7.1 Updating post-writ transfers

Step	Instructions
1	<p>From the menu select Results – Parliament Vote Entry and select the voting place, electorate and phase you need to make a change to.</p> 
2	<p>On the Party Votes tab, change the “Number of ballot papers used” to reflect the changes made on the EMS81-WKSHEET. Select Save</p> <p>A warning message will show that the total does not match the total party votes counted.</p>  <p style="text-align: right;"><i>Continued on next page</i></p>

On the **Party Votes** tab, change the number of party votes for the party that has had their count reduced and select **Save**. The tab for the party that no longer balances will show red.

3

EMS81-WKSHEE

Voting Place	60-A201 Brooklyn Communit Brooklyn
Electorate for these Ballot Papers	Wellington Central

* For advance votes, refer to equivalent number on Form A or Fc

Party			
Party Votes	59	60	30
	39	40	10
		20	20
Informal Votes	0		0
Candidate Vote Totals	59	60	30
Difference To Party Votes		0	0

Party Votes

Print Cert Print Worksheet

Number of ballot papers used	199
Ordinary votes disallowed	0
Spoilt ballot papers	0
Ballot papers issued & not returned	0

Party Votes (from EMS11-P)

	59
--	----

On the relevant party tab, change the number of candidate votes to reflect the new totals. The numbers should now all balance and the tabs should all be green.

4

Party Votes

Print Cert Print Worksheet

	59
--	----

Candidate Votes for ACT New Zealand

	39
	20
Informal Votes	0
Total Candidate Votes	59

7.7.2 Updating disallowed votes – post-writ deletions and dual votes

Step	Instructions																																																				
1	From the menu select Results – Parliament Vote Entry and select the voting place, electorate and phase you need to make a change to.																																																				
2	<p>On the Party Votes tab, enter the number of ordinary votes disallowed as shown on the EMS81-WKSHEET and select Save.</p> <div data-bbox="292 495 1329 1001" data-label="Table"> <p style="text-align: center;">EMS81-WKSHEET Headquarters Official Count Worksheet</p> <table border="1"> <tr> <td>Voting Place</td> <td>60-A201 Brooklyn Community Centre, 18 Harrison Street, Brooklyn</td> <td>Number of Ballot Papers Used (sum of column C from Form G)</td> <td>100</td> </tr> <tr> <td>Electorate for these Ballot Papers</td> <td>Wellington Central</td> <td>Minus Post-writ Transfers</td> <td></td> </tr> <tr> <td colspan="2">* For advance votes, refer to equivalent number on Form A or Form B</td> <td>Total Ballot Papers Used</td> <td>100</td> </tr> <tr> <td colspan="2"></td> <td>Minus Ordinary Votes Disallowed (including Dual Votes)</td> <td>1</td> </tr> <tr> <td colspan="2"></td> <td>Minus Spoilt Ballot Papers (sum of column D from Form G)</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Total Votes</td> <td>199</td> </tr> </table> <table border="1"> <thead> <tr> <th>Party</th> <th>Party Votes</th> <th>Informal Votes</th> <th>Candidate Vote Totals</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>58</td> <td>30</td> <td>198</td> </tr> <tr> <td>[Redacted]</td> <td>32</td> <td>10</td> <td>109</td> </tr> <tr> <td>[Redacted]</td> <td>23</td> <td>20</td> <td>80</td> </tr> <tr> <td>Informal Votes</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Candidate Vote Totals</td> <td>58</td> <td>30</td> <td>198</td> </tr> <tr> <td>Difference To Party Votes</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> </div>	Voting Place	60-A201 Brooklyn Community Centre, 18 Harrison Street, Brooklyn	Number of Ballot Papers Used (sum of column C from Form G)	100	Electorate for these Ballot Papers	Wellington Central	Minus Post-writ Transfers		* For advance votes, refer to equivalent number on Form A or Form B		Total Ballot Papers Used	100			Minus Ordinary Votes Disallowed (including Dual Votes)	1			Minus Spoilt Ballot Papers (sum of column D from Form G)				Total Votes	199	Party	Party Votes	Informal Votes	Candidate Vote Totals	[Redacted]	58	30	198	[Redacted]	32	10	109	[Redacted]	23	20	80	Informal Votes	0	0	0	Candidate Vote Totals	58	30	198	Difference To Party Votes	0	0	0
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3	<p>On the Party Votes tab, change the number of party votes for the party that has had their count reduced. The tab for the party that no longer balances will show red.</p> <div data-bbox="292 1016 1066 1323" data-label="Form"> <p>ERROR: "Total Ballot Papers Used" is less than "Party Votes + Ordinary Votes Disallowed + Spoilt + Not Returned Votes"</p> <p>Number of ballot papers used: 100</p> <p>Ordinary votes disallowed: 1</p> <p>Spoilt ballot papers: 0</p> <p>Ballot papers issued & not returned: 0</p> </div>																																																				
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Continued on next page

4

On the relevant party tab, change the number of candidate votes to reflect the new total.
The numbers should now all balance and the tabs should all be green.

The screenshot shows a software interface with two main sections. On the left, under the heading 'Party Votes', there are several rows of data, each consisting of a black bar and a green bar. On the right, there are two orange buttons: 'Print Cert' and 'Print Worksheet'. Below these buttons is a table with the following data:

[Redacted]	59
Candidate Votes for ACT New Zealand	
[Redacted]	39
[Redacted]	20
Informal Votes	0
Total Candidate Votes	59

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8 FINALISING THE OFFICIAL RESULTS

8.1 WAIT UNTIL NATIONAL OFFICE INSTRUCTS YOU TO START

You must wait until National Office instructs you to complete partial Māori electorate or final general electorate results certificates. If you do this earlier, you will be asked to complete them again.

You may need to adjust and recertify counts right up to when dual vote investigations have been completed.

When all EMs have confirmed in EMS that they have completed special vote processing, National Office will do reasonableness checks, including comparing special vote and post-writ deletion records between electorates to identify any apparent dual votes.

When National Office is satisfied that all results are in order, you will be instructed by text to certify your final results.

Therefore you will need a JP to be available right through to the end of the Official Count period.

8.2 PARTIAL RESULTS FOR OVERSEAS VOTES

Overseas, dictation and remote location votes for all electorates will be processed and certified by the Centralised Processing team (CPT) at National Office. When instructed by National Office, CPT will provide the partial certificate and any additional instructions to each electorate.

8.3 CERTIFICATION PROCESS

Once the official counts of votes from each voting place, voting team and special vote processing unit, including party vote only votes, are completed, you must certify the final results totals for your electorate. Certification involves three main steps:

Step	Who	Action
1	National Office	performs reasonableness and duplicate checks
2	General electorate EMs	certify official ordinary vote counts for Māori electorates (EMS82-MĀORI partial results certificate)
3	All electorate EMs	certify final official results (EMS82-FINAL)

These steps involve coordinating with JPs, other EMs and National Office. It is important that the steps are followed in order and at the right time.

8.4 RESOURCES

To certify the official count you need:

- the Official count and Election Night votes comparison report (see 6.1.2)
- the Electorate detail report (see 6.1.1)
- EMS82-FINAL Official results notification form (for your general electorate, and the Māori electorate if you are the Māori electorate EM)
- EMS82-MĀORI Official Count Māori electorate partial results certificate for each Māori electorate that you have counted votes for
- EMS82 partial certificate for overseas votes.

8.5 CERTIFYING PARTIAL RESULTS FOR MĀORI ELECTORATES

General electorate EMs must complete the:

- official count of Māori electorate(s) ordinary votes taken in their voting places by Wednesday (E+4)
- reasonableness checking and task confirmation of the Māori electorate(s) ordinary votes in EMS by noon on Thursday (E+5), and
- print partial official results certificate(s) for Māori electorate(s) when instructed by National Office (plan for Monday E+16).

Note: If these deadlines are missed, you will hold up other EMs.

Step	Instructions
By noon on Thursday E+5	
1	Complete all Māori electorate ordinary vote official counts.
2	Conduct reasonableness checks, investigate any unusual results and correct any errors.
3	When you are satisfied that the results are correct, confirm that the partial official count of Māori ordinary votes is complete via EMS task confirmation by noon on Thursday (E+5).
When instructed by National Office (plan for Monday E+16)	
4	Print the EMS82-MĀORI Official Count Māori electorate partial results certificate for your home Māori and any shared Māori electorates (see section 6.2.1).
5	Sign the certificate(s).
6	Ask the JP who was present during the count to sign the certificate(s).
7	Scan the certificate(s).
8	Email a copy of the certificate(s) to the EM for the Māori electorate(s).
9	Attach a copy of the certificate(s) to the appropriate task in EMS task confirmation.

8.6 CERTIFYING THE FINAL RESULTS

The EM who counts the votes must certify that the results entered into EMS are correct, and each EM must certify the complete and final result for their home general electorate. You cannot certify the final result for your electorate until all the results that contribute to it are finalised and certified ie all dual votes cases are resolved and the overseas votes count is complete.

Māori electorate EMs will receive and check partial results certificates from general electorates and will sign off the final certificate for the Māori electorate.

Each certificate must be signed by the EM and the JP who was present while the votes were counted.

For votes counted in one electorate for another electorate eg, Māori ordinary vote counts, the result must be certified by the EM and JP in both electorates.

Use these instructions to certify your final results.

Step	Instructions
1	Complete all ordinary vote official counts.
2	Complete all dual vote investigations.
3	Complete all special vote official counts.
4	Conduct reasonableness checks, investigate any unusual results and correct any errors.
5	When you are satisfied that the results are correct, confirm that your official counts are complete in EMS task confirmation.

National Office then completes a duplicate check. If they find a dual vote, you will be contacted on Wednesday (E+18) morning to discuss what to do.

Step	Instructions
When instructed by National Office (plan for Wednesday E+18):	
1	Print the Official Results certificate (EMS82-FINAL) for your electorate (see section 6.2.1).
2	Check that the partial results certificates for the overseas vote count, matches the results on your EMS82-FINAL
3	Sign the certificate.
4	Ask the JP who was present during the count to sign the certificate.
5	Scan the certificate.
6	Attach a copy of the certificate to the appropriate task in EMS Task Confirmation.

8.7 CHANGES TO A COUNT AFTER THE FINAL RESULTS HAVE BEEN CERTIFIED

If you make a change to any count in EMS after certifying the Official Results certificate, the result must be certified again. National Office must give permission to do this.

8.8 DECLARING THE RESULTS

The Chief Electoral Officer will formally declare the results of the official counts by publishing them in the Gazette and will make any comments needed about progress and the results.

EMs and their staff must not make any public statements or comments to media or others about the progress of the official count or results.

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