

# (38) PĀNUI PŌTI – 2023 GENERAL ELECTION

## VOTING SERVICES – REGIONAL UPDATES AND ACTIONS

10 October 2023

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### Form G – packed for each phase

Please note that Form G needs to be packed for **every** phase. Unfortunately, this was not included:

- In the M46 for phases (AV2, AV3, etc.)
- On page 42 of the Managing a Voting Place PIM

**ACTION:** Ensure Form G is:

- packed for all of your phases, and
- returned in the P4 for any phase changes.

### Election Day rolls – EDONLY

Please double-check that you have packed all of the electoral rolls each of your Election Day-only voting places need. As noted in a previous Pānui, this very important item was unfortunately left off the ‘EDONLY’ M46 consignment note. Please ensure you have electoral rolls packed for each of the ordinary vote electorates your staff will be issuing.

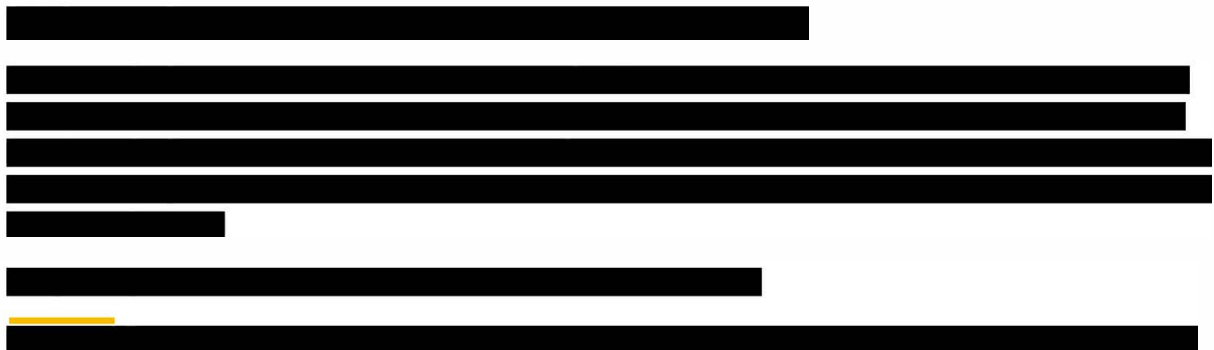
**ACTION:** Check that you have packed all of the electoral rolls needed for your Election Day-only voting places (EDONLY)

## ERSA Roll Allocation

Some electorates have already supported unplanned phase changes to voting places that have been busier than expected.

Please remember to keep ERSAs up to date with issuing point stamp changes. This will be particularly important during the post-election period.

**ACTION:** Update issuing points in ERSAs if you make an unplanned phase change.



## Variation Letter to use for urgent voting place staff changes from tomorrow

An updated version of the variation letter that can be used for 12, 13 and 14 October 2023 is now available. This master form is to be used: [M26-EDV.docx](#)

The form can be used for voting place roles that meet the following scenarios:

- An employee is being hired in another electorate (standard clone) at short notice. This could be a new or the same role.
- An employee is being hired in a new role that has a higher hourly rate (eg VA/IO to VPM), in the same electorate (standard rehire).

**ACTION:** Please print off copies of the above M26-EDV form and (as appropriate) pack it with the Mobile Support or Voting Place Manager's supplies for 12, 13 and 14 October.

## Signage on Election Day

Parties and candidates are not allowed to continue campaigning on election day and all signage must be taken down.

In most instances, candidates and parties will remove signage when they are directed. However, if you are continuing to receive complaints that this has not been done, the legislation provides an express statutory power for the Returning Officer to remove offending material.

You can delegate this power to your Mobile Support or others in your HQ.

**ACTION:** Please be prepared to send a staff member to take down signage on Election Day, if required.

## Voting Place Pick ups

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## Enrolment forms – upload and readability

### Upload forms into ERSA regularly

Enrolment forms should be regularly returned from voting places to your HQ, eg. when there are approximately 50 forms completed. The forms should be scanned and uploaded no later than the day after they have been returned to your HQ.

The enrolment data entry teams need time to key all enrolment forms completed in voting places. The more enrolment forms that are uploaded the sooner the better.

Please ensure you have checked all of your returned supplies thoroughly – we risk disenfranchising voters if any enrolment forms are missed.

REFERENCE: For more information - See Chapter 25 – Scanning for instructions on scanning and uploading enrolment forms in ERSA.

**ACTION:** Check returned supplies to ensure all enrolment forms have been uploaded in ERSA.

### Unreadable Enrolment Forms Scanned into MIKE

The Enrolment team have advised that they are receiving a small number of enrolment forms via ERSA that are unreadable due to the writing on them being too light.

The Enrolment Team have designed the following process to help fix these enrolment forms and ensure that all votes can be counted, it has been designed to limit the impact on you.

The enrolment team will:

1. Identify the HQ the form has come from, the Batch Number and the Form Number in that batch.
2. Make direct contact with the relevant Electorate HQ, to provide the above information and request that the form be re-uploaded.

In response, please:

1. Locate the hard copy batch and extract the relevant enrolment form
2. Check the writing on the original form and if necessary, photocopy it to darken the writing.
3. Write the electorate number/batch number and form number on the relevant form
4. Scan the form through the Photocopier/MFD and email to

[REDACTED]

**ACTION:** Follow the above process if you are contacted by the Enrolment Team and asked to send them an enrolment form that they are unable to read.

### **Reminder: Enrolment Forms from Voting Places**

Please ask your Mobile Support to remind voting place staff to take care with checking enrolment forms. The Enrolment Team are receiving forms that are either missing information or the handwriting is illegible, meaning the form cannot be read.

To ensure the form can be processed please ask voting place staff to carefully check the enrolment forms to ensure they are complete and readable. Common issues include:

- Handwriting unreadable
- No residential address included
- Residential address is not complete
- Form is not signed
- Electors name is not complete (e.g. only a first name included)

**ACTION:** Provide the above information to your Mobile Support for them to pass on to voting place staff.

### **Master form updates:**

Please note that the following master forms have been uploaded into Field ECHO.

- Scrutineer information for ED voting place managers [M41-SCRUTINEER.pdf](#)
- Updated Early Count briefing for scrutineers [M55-ECSCR.pdf](#)
- Official Count briefing for scrutineers [M80-OCSCR.pdf](#)

# (39) PĀNUI PŌTI – 2023 GENERAL ELECTION

## VOTING SERVICES – REGIONAL UPDATES AND ACTIONS

12 October 2023

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### Early count of advance votes – be ready!

#### Reconciliation check – spoilt votes

We have noticed that some voting places have been entering the daily number of spoilt votes instead of the cumulative number. This means that the number of ballot papers issued on Form G will be incorrect. We would strongly recommend that you use the Managing a Voting Place PIM and reconciliation app to check the reconciliation completed on the last day of each phase. This needs to be done before you start the early count, so you have the most accurate number to balance to.

REFERENCE: Managing a Voting Place PIM pg:31 & Voting Place Phone Guide M14-VPPHONE

**ACTION:** Check the reconciliation completed on the last day of each phase before you start the early count.

#### Enter early count results at 7pm

Please be ready to start entering your early count results at 7pm. **This is even if you have not completed all of the counts.**

**ACTION:** Be ready to start entering early count results at 7pm, whether or not the full early count is complete.

### Back-up Election Night Results Sheet

EMS Task 103 asks electorates to “Download back-up results spreadsheets from ECHO” in preparation for Election Day.

Unfortunately, this task was unable to be completed today as the spreadsheets are still being finalised. When these are ready to be downloaded, this will be communicated with you via eTxt and email.

Thank you for your patience.

REFERENCE: Section 9.1, Chapter 22 – Election Day and Night.

**ACTION:** When you are notified that the back-up results sheets are ready, download them from ECHO and mark the EMS task as completed.

## Election Night – Electorate finish time

On Election Night the National Support Team (NST) will be monitoring the completion of results for each electorate. This includes ensuring all results have a final ‘reasonableness check’.

Once you have entered 100% of your results, NST will:

- complete our final checks on your results
- call you (the Electorate Manager) to say that no more is required in relation to the results.

If you have not heard from us, please call to ask if your results are in order before you exit your HQ.

**ACTION:** Call NST on Election Night if you are wanting to exit the HQ, but have not yet heard from us.

CONTACT: [REDACTED]

## Scrutineers – Early and Official Counts

Scrutineers who are appointed by a candidate standing in your electorate can be present at the early count, the scrutiny of the roll and the official count.

Scrutineers are able to walk around both the early and official counts. As they are able to take notes on the counts, they need access to all of the count tables.

Scrutineers at the official count also need to be able to access the area where the scrutiny of the roll is taking place. Other than this, scrutineers are not able to access other areas of the HQ and observe other activities being undertaken (e.g. results phones, entry of results into EMS, the return of supplies on Election Night, etc.)

**ACTION:** Ensure your process leaders are aware of what scrutineers are able to do for the early and official counts.

## Sending to Electorates using eShip

All electorate HQ addresses are preloaded into eShip. When sending to other electorates, use the [eShip instructions](#) on Field Echo. To find the electorate in the address book, you will have to type in Electorate Manager **[Electorate name]**, ie. For Auckland Central: Electorate Manager Auckland Central.

## **Pānui navigation tool**

A new, supplementary Pānui navigation tool has been developed for your convenience. This mimics the format of the “Action Note Master List” from 2020 and can be used to quickly filter by topic.

[2023 Pānui master list.xlsm](#)

Please be mindful as to how you navigate this spreadsheet and ensure you are reading the most recent Pānui piece about any given topic.

You can still find a full list and table of contents for all published pānui at [News | Field ECHO \(mcas.ms\)](#)

## Additional information on Scrutineers

### Appointment

You must sight the following documents for every scrutineer that enters your voting place:

- **Appointment form.** Scrutineers must be appointed in writing. This can be a photocopy or an image of the signed form on a device, noting that:
  - It must be signed. This will be by either a candidate standing in your electorate or the party secretary if the party doesn't have a candidate standing in your district. If you are unclear, you may ask who the signature belongs to
  - The signature can be inserted as a digital image, but cannot be typed or a digital certificate
  - It must specifically name your voting place on the appointment form. It cannot simply state 'All voting places'
- **A completed secrecy declaration.** This could be completed in their Scrutineer Handbook. If they do not have this, please ask them to fill out an E20-SDec – Secrecy Declaration.

### What scrutineers **must** do:

Scrutineers **must**:

- Sign in and out of the voting place
- Sit in designated area
- Leave the voting place to communicate with their candidate/campaign team – a candidate cannot visit a scrutineer in the voting place.

### What scrutineers **can** do:

Scrutineers **can**:

- Come and go from the voting place
- Ask staff for information, but not voters
- Write down information, e.g. notes of people being issued special declaration votes and results (for those present on Election Night)
- Use technology (e.g. mobile phones) to photograph the voter records (Form V) during the opening hours of the voting place, including:
  - records that were completed before they arrived at the voting place
  - records for all electorates that ordinary votes are cast for in the voting place
- Communicate this information back to their campaign team
- Arrive any time during opening hours to copy the voter records, noting only one person at a time can access the voter records. Access will be on a first-come, first-served basis.
- Cast their own vote while they are at the voting place.

### What scrutineers **cannot** do:

Scrutineers **cannot**:

- Speak to voters
- Request VPMs to 'endorse' their notes. The VPM can respond to such a request stating they are not permitted to do this. VPMs should call the EM if the scrutineer insists.
- Cannot touch or photograph any documentation other than Form Vs. They cannot touch EasyVote cards, ballot papers, ballot boxes



- Cannot otherwise photograph or film in the voting place.
- **On Election Day:** Cannot photograph or receive a copy of the results (even once the information has been phoned through to your electorate HQ).

### What to do if a scrutineer is behaving outside of the rules in the Scrutineer Handbook:

You have the responsibility to maintain order in the voting place.

If a scrutineer starts to act outside of the guidelines in the Scrutineer Handbook (e.g. behave aggressively to you or your staff or starts to disrupt the voting place), please follow the escalation processes in the Incident Management Handbook.

This outlines an escalation process where you can:

1. Ask the scrutineer to comply with the requirements outlined in the Scrutineer Handbook
2. If the scrutineer does not comply, escalate the issue to your EM to help with resolving the issue
3. If the scrutineer continues to not comply, the EM can ask the candidate to withdraw their appointment of the scrutineer, who would then be asked to leave
4. If at any point the scrutineer is intimidating or attempting to influence voters, and will not adjust their behaviour when requested, with advice from the EM you can officially ask the scrutineer to leave
5. If a scrutineer who is asked to leave refuses to do so, call the Police to assist you.

# Scrutineer briefing card – Early Count

## 2023 General Election

Please read and follow the following rules and requirements of what a scrutineer can and cannot do.

As a scrutineer you must:

- show your written appointment to the Electorate Manager or Early Count Process Leader, and
- sign a Declaration of Secrecy stating you will not do anything forbidden by Section 203 of the Electoral Act (1993)

As a scrutineer you may:

- be in the restricted area from 30 minutes before the designated start time
- move around the designated count area to watch the counts
- record by pen and paper, results of the counts
- raise any questions or concerns with the Early Count Process Leader
- leave the restricted area at 7:00pm.

As a scrutineer you may not:

- leave the restricted area before 7:00pm
- have any communication device in the restricted area
- communicate any information about the count to anyone outside the restricted area before 7:00pm
- help with the count or touch any elections material (ballot papers, marker cards, ballot boxes)
- take photos or video during the count
- talk to count staff.

The Electorate Manager or Early Count Process Leader will show you where the emergency exits are located and describe the emergency procedures including the Hazard Notice. Let them know if you notice any additional hazards in and around the count space.

If you have any questions or concerns about this briefing card or what you observe in the count space, please advise the Early Count Process Leader. Do not raise concerns directly with the counters.

# Scrutineer briefing card – Scrutiny of the Roll and Official Count

## 2023 General Election

Please read and follow the following rules and requirements of what a scrutineer can and cannot do.

As a scrutineer you must:

- show your written appointment to the Electorate Manager or Process Leader, and
- sign a Declaration of Secrecy stating you will not do anything forbidden by Section 203 of the Electoral Act (1993) and return this to the Electorate Manager.

As a scrutineer you may:

- watch the count and the scrutiny of the roll
- move around the designated count area and into the area where the scrutiny of the roll is taking place
- record by pen and paper, results of the counts
- raise any questions or concerns with the Process Leader or Electorate Manager

As a scrutineer you may not:

- help with the count or scrutiny of the roll, including touching any elections materials (e.g. ballot papers, ballot boxes)
- take photos or video either the count or the scrutiny of the roll
- talk to counting staff, other than the Electorate Manager or Process Leader.

The Electorate Manager or Process Leader will show you where the emergency exits are located and describe the emergency procedures including the Hazard Notice. Let them know if you notice any additional hazards in and around the count and scrutiny space.

If you have any questions or concerns about this briefing card or what you observe in the count space, please advise the Process Leader. Do not raise concerns directly with other staff.

# Parties, Candidates and Scrutineers

**GE2023**

**September 2023**





















# INTRODUCTION

- Quick lesson on parties
  - Registered and unregistered parties
  - Umbrella and component parties
    - How they are presented on ballot papers
    - How the count works
- A brief on scrutineers
  - Where, when, how many
  - What they can and cannot do

## Registered Parties:

- On the party side of the ballot paper if they are contesting the party vote
- Have a logo next to their candidates
- Parties are listed next to their candidates
- Parties without candidates are listed alphabetically below parties with candidates
























**YOU HAVE 2 VOTES**

<b>PARTY VOTE</b> <i>Explanation</i> This vote decides the share of seats which each of the parties listed below will have in Parliament. Vote by putting a tick in the circle immediately after the party you choose.	OFFICIAL MARK	<b>ELECTORATE VOTE</b> <i>Explanation</i> This vote decides the candidate who will be elected Member of Parliament for the AUCKLAND CENTRAL ELECTORATE. Vote by putting a tick in the circle immediately before the candidate you choose.
<b>Vote for only one party</b>	<input checked="" type="checkbox"/> ↓ <input checked="" type="checkbox"/> ↓	<b>Vote for only one candidate</b>
 AOTEAROA LEGALISE CANNABIS PARTY	<input type="checkbox"/>	COKER, Christopher AOTEAROA LEGALISE CANNABIS PARTY 
 ANIMAL JUSTICE PARTY	<input type="checkbox"/>	DAVIE, Paul ROCK THE VOTE NZ
 NATIONAL PARTY	<input type="checkbox"/>	KANE, Madeleine ANIMAL JUSTICE PARTY 
 ACT NEW ZEALAND	<input type="checkbox"/>	LIU, Andi Shen INDEPENDENT
 LABOUR PARTY	<input type="checkbox"/>	MURALIDHAR, Mahesh NATIONAL PARTY 
 NEW NATION PARTY	<input type="checkbox"/>	POOLE, Felix ACT NEW ZEALAND 
 GREEN PARTY	<input type="checkbox"/>	SIMS, Oscar LABOUR PARTY 
 THE OPPORTUNITIES PARTY (TOP)	<input type="checkbox"/>	SLOCUM, Guy Dennis NEW NATION PARTY 
 DEMOCRACYNZ	<input type="checkbox"/>	SWARBRICK, Chlöe GREEN PARTY 
 FREEDOMS NZ	<input type="checkbox"/>	SYCAMORE, Damian THE OPPORTUNITIES PARTY (TOP) 
LEIGHTON BAKER PARTY	<input type="checkbox"/>	
NEW CONSERVATIVES	<input type="checkbox"/>	
NEWZEAL	<input type="checkbox"/>	
NEW ZEALAND FIRST PARTY	<input type="checkbox"/>	
NEW ZEALAND AND LABOUR	<input type="checkbox"/>	

## Unregistered Parties:

- Not on the party side of the ballot paper
- No logo next to their candidates

**YOU HAVE 2 VOTES**

PARTY VOTE	OFFICIAL MARK	ELECTORATE VOTE
<p><i>Explanation</i> This vote decides the share of seats which each of the parties listed below will have in Parliament. Vote by putting a tick in the circle immediately after the party you choose.</p>		<p><i>Explanation</i> This vote decides the candidate who will be elected Member of Parliament for the AUCKLAND CENTRAL ELECTORATE. Vote by putting a tick in the circle immediately before the candidate you choose.</p>
<b>Vote for only one party</b>	<input checked="" type="checkbox"/> Vote Here	<b>Vote for only one candidate</b>
 AOTEAROA LEGALISE CANNABIS PARTY	<input type="checkbox"/>	 COKER, Christopher AOTEAROA LEGALISE CANNABIS PARTY
	<input type="checkbox"/>	<input type="checkbox"/> DAVIE, Paul ROCK THE VOTE NZ
 ANIMAL JUSTICE PARTY	<input type="checkbox"/>	 KANE, Madeleine ANIMAL JUSTICE PARTY
	<input type="checkbox"/>	<input type="checkbox"/> LIU, Andi Shen INDEPENDENT
 NATIONAL PARTY	<input type="checkbox"/>	 MURALIDHAR, Mahesh NATIONAL PARTY
 ACT NEW ZEALAND	<input type="checkbox"/>	 POOLE, Felix ACT NEW ZEALAND
 LABOUR PARTY	<input type="checkbox"/>	 SIMS, Oscar LABOUR PARTY
 NEW NATION PARTY	<input type="checkbox"/>	 SLOCUM, Guy Dennis NEW NATION PARTY
 GREEN PARTY	<input type="checkbox"/>	 SWARBRICK, Chlöe GREEN PARTY
 THE OPPORTUNITIES PARTY (TOP)	<input type="checkbox"/>	 SYCAMORE, Damian THE OPPORTUNITIES PARTY (TOP)
 DEMOCRACYNZ	<input type="checkbox"/>	
 FREEDOMS NZ	<input type="checkbox"/>	
 LEIGHTON BAKER PARTY	<input type="checkbox"/>	
 NEW CONSERVATIVES	<input type="checkbox"/>	
 NEWZEAL	<input type="checkbox"/>	
 NEW ZEALAND FIRST PARTY	<input type="checkbox"/>	
 NEW ZEALAND AND I	<input type="checkbox"/>	

# UMBRELLA AND COMPONENT PARTIES

- 1993, 1996 and 1999 – The Alliance
  - New Labour, Democrat Party, Mana Motuhake, The Greens and Liberal Party
- 2014 – The Internet-Mana Party
  - Internet Party, Mana Party
- 2020 – Advance NZ
  - Advance NZ with NZ Public Party as an unregistered component party
- 2023 – Freedoms New Zealand
  - NZ Outdoors & Freedoms Party (registered)
  - Rock the Vote NZ (unregistered)
  - Vision NZ (registered)


















# UMBRELLA PARTIES

## On the ballot paper:

- The Freedoms NZ umbrella party does not have any electorate candidates
- Each component party has candidates

**YOU HAVE 2 VOTES**

PARTY VOTE	OFFICIAL MARK	ELECTORATE VOTE
<b>Explanation</b> This vote decides the share of seats which each of the parties listed below will have in Parliament. Vote by putting a tick in the circle immediately after the party you choose.	<input checked="" type="checkbox"/> Vote Here	<b>Explanation</b> This vote decides the candidate who will be elected Member of Parliament for the AUCKLAND CENTRAL ELECTORATE. Vote by putting a tick in the circle immediately before the candidate you choose.
<b>Vote for only one party</b>	<input checked="" type="checkbox"/> Vote Here	<b>Vote for only one candidate</b>
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 ACT NEW ZEALAND	<input type="checkbox"/>	<input type="checkbox"/> MURALIDHAR, Mahesh NATIONAL PARTY
 LABOUR PARTY	<input type="checkbox"/>	<input type="checkbox"/> POOLE, Felix ACT NEW ZEALAND
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 THE OPPORTUNITIES PARTY (TOP)	<input type="checkbox"/>	<input type="checkbox"/> SWARBRICK, Chlöe GREEN PARTY
 DEMOCRACYNZ	<input type="checkbox"/>	<input type="checkbox"/> SYCAMORE, Damian THE OPPORTUNITIES PARTY (TOP)
 FREEDOMS NZ	<input type="checkbox"/>	<input type="checkbox"/>
 LEIGHTON BAKER PARTY	<input type="checkbox"/>	<input type="checkbox"/>
 NEW CONSERVATIVES	<input type="checkbox"/>	<input type="checkbox"/>
 NEWZEAL	<input type="checkbox"/>	<input type="checkbox"/>
 NEW ZEALAND FIRST PARTY	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

# UMBRELLA AND COMPONENT PARTY

- **How the count works**

- If a candidate for a component party wins an electorate – % of party vote for Freedoms NZ determines any additional list MPs
- Freedoms NZ party vote over 5% threshold – determines number of MPs

- Component parties are not counted independently of the umbrella party, so they:

- Do not have a party marker card
- Are not included on the EMS11-P – Party vote count form

# SCRUTINEERS

- Play an important role in the integrity of the election
  - Are observers that provide independent assurance of the process
- A candidate cannot be a scrutineer
- No lower or upper age limit (recommend over 16 years old)
- Appointed by:
  - Any candidate standing in an electorate
  - The party secretary of a registered party, if they do not have a candidate standing (in voting places only)
  - Unregistered parties cannot appoint scrutineers

# SCRUTINEERS

Are able to be present at:

- Voting places:
  - Able to have one per issuing point in a voting place
  - Able to be present for the preliminary count if present before the close of voting at 7pm
- Early count of advance votes
- Official count of votes
- Checking of special votes
- Recounts

There are different provisions for appointing scrutineers, depending on what they are observing.

# SCRUTINEERS IN VOTING PLACES

- Candidates can appoint scrutineers to voting places in their electorates
- Registered parties can appoint scrutineers where they do not have a candidate standing

## **Freedoms NZ umbrella and component parties:**

- Freedoms NZ – can appoint scrutineers to all voting places as they have no candidates standing
- Candidates standing for a component party can appoint scrutineers to voting places in their electorates
- Registered component parties (NZOFP and Vision NZ) – can appoint scrutineers to voting places in electorates where they do not have a candidate standing

# SCRUTINEERS

## **Must:**

- Be appointed in writing, signed by the candidate (or party secretary where relevant)
  - The signature can be inserted as a digital image, but cannot be a typed signature or digital certificate
  - Appointment can be emailed to the scrutineer who can show it to the VPM on their device
- Have specified on the appointment form the specific voting places in the electorate they have been appointed to – it cannot simply state 'all'
- Complete a secrecy declaration (E20-SDec)
- Leave the voting place to communicate with their candidate/campaign team – the candidate cannot visit a scrutineer in the voting place
- Sit in designated area, noting they must not interrupt or interfere with voting

## Can:

- Come and go from the voting place (noting sign in/out procedures in the PIM)
- Use technology (e.g. mobile phones) to photograph the voter records (Form V) – for all electorates
- Communicate this information back to their campaign team
- Arrive any time during opening hours to copy the voter records

## Advice provided to scrutineers:

- Only one person at a time can access the voter records.
- Access will be on a first-come, first-served basis.
- Asked to not arrive too close to the end of voting hours and limit the time photographing to approx. 15 minutes.
- Asked to record the date and time on the page they last photographed, so they know where they are up to

The image shows two overlapping forms used for recording voter information. The top form is labeled 'FORM V' and 'VOTER R'. It contains fields for 'Electorate No. and Name', 'Voting Place No. and Name', 'Date', and 'Time page completed'. Below these fields are two columns of tables, each with 'Electorate', 'Page', and 'Line' headers. The bottom form is labeled 'FORM V' and 'VOTER RECORD SHEET FOR SCRUTINEERS'. It has the same header fields as the top form but with a larger grid of tables for recording data. The Electoral Commission logo is visible in the bottom left corner of the bottom form.

# SCRUTINEERS - ROLE

- Can ask voting place manager for information, but not other staff or voters
- Can write notes, including of:
  - people being issued special declaration votes (noting they are bound by secrecy provisions under the Act)
  - Election Night results
- Cannot request VPMs to 'endorse' their notes. The VPM can respond to a request stating they are not permitted to do this. VPMs should call the EM if the scrutineer insists.
- Cannot touch or photograph any documentation, e.g. ballot papers, EasyVote cards
- Cannot photograph or receive a copy of results sheets (even once the information is entered into EMS).
- Should not otherwise photograph or film in the voting place



# MOVING THE COUNT ON ELECTION NIGHT

- Open space voting places may need to move their votes on election night prior to undertaking the count
- The ballot papers must be moved in the possession of an electoral official
- Legislation states that scrutineers must be 'afforded the opportunity' to accompany the ballot papers
- If there is limited room in the vehicle and more scrutineers want to accompany the ballot papers than there is room, the scrutineers will need to determine who will accompany the ballot papers.

# FAQ SHEET FOR VPMs

- A one-page FAQ sheet has been created for VPMs. This includes the above information that is most relevant to the scrutineers and is in addition to the information provided in the VPM PIM.
- Please provide it to your VPMs.

# EARLY AND OFFICIAL COUNT

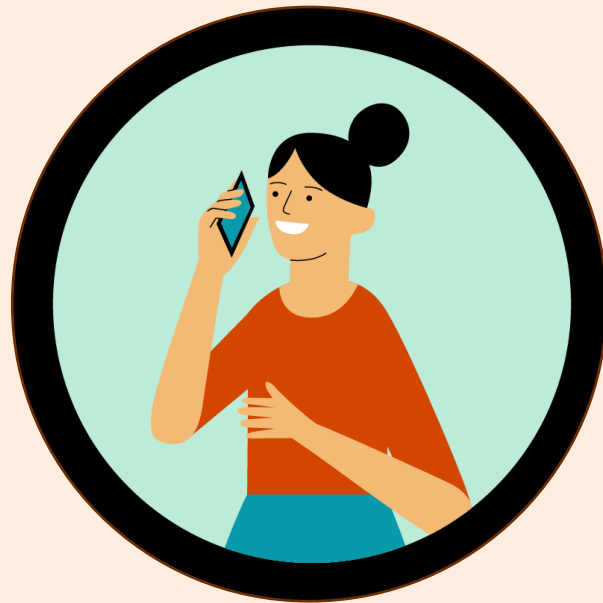
## **Early count of advance votes:**

- Only a constituency candidate can appoint a scrutineer to attend the early count.

## **Official count:**

- Only a constituency candidate can appoint a scrutineer to attend the official count.
- A Māori electorate candidate can appoint a scrutineer to be present at any place the official count of the Māori electorate is being undertaken
- An umbrella party contesting the party vote **cannot** appoint scrutineers for the official count – electorate candidates for component parties **can** appoint a scrutineer for the official count in the electorate they are standing in

**Ngā mihi!**  
**Thank you!**



# Rules and Guidelines for Scrutineers

**GE2023**

**October 2023**

# THE INTEGRITY OF THE ELECTION

- Electoral Act 1993 and Electoral Regulations 1996 provide for:
  - Scrutineers
  - Judicial oversight
  - Processes around counting, recording and releasing results so that parties, candidates, media and members of the public have access to the same information
- The Scrutineer Handbook provides scrutineers guidance on the rules, what they can and can't do, and the appointment form and secrecy declaration

# SCRUTINEERS

Scrutineers can observe:

- Voting places, including the preliminary count on election night
- The early count of advance votes on election day
- The scrutiny of the roll and the official count
  
- Different rules for appointing scrutineers apply to each of these situations

# SCRUTINEERS IN VOTING PLACES

Scrutineers in voting places can only be appointed by:

- Constituency candidates for the electorate can appoint one scrutineer per issuing point
- Parties can appoint scrutineers where there are no constituency candidates

Election Integrity Project is not a party and is NOT able to appoint scrutineers

Candidates can't be scrutineers

REMINDER: Must be correctly appointed in writing to act – signed by candidate or party secretary and scrutineer must complete a secrecy declaration before they can act



# SCRUTINEERS – KEY GUIDANCE

- Can receive records of who has voted
  - They can photograph these records when voting is open during advance voting and on election day
  - Fine for them to photograph all record sheets of ordinary votes issued in the voting place
  - Can photograph previous days' record sheets
- Can accompany ballot boxes when the preliminary count isn't in the voting place, to the designated count area
- Can take notes on the following:
  - Voting places: - Details of voters being issued special vote declarations and results
  - Early Count - Results
  - Official Count - results

# SCRUTINEERS – KEY GUIDANCE

- **Scrutineers cannot:**

- Take photographs of count documents or be provided with copies of them
- Take photographs or film in the voting place, early or official count
- Ask electoral officials to endorse notes they have taken
- Request information about the storage of ballot boxes or otherwise interact with them – e.g. to weigh them
- Stay in the electorate HQ on election night after 7pm (if they have been present at the early count) to witness:
  - The receipt of results being phoned in from voting places on Election Night
  - The entry of results into EMS
- Go beyond the designated area for a preliminary voting place count that has been moved to the electorate HQ

# REQUESTS FOR INFORMATION

- [REDACTED]
- [REDACTED]
- [REDACTED]  
[REDACTED]  
[REDACTED]

## **Notification for the early and official counts:**

- M70-NOTICEG/M to be completed next week
- Will provide reminder with this that outlines what scrutineers can do

# VOTING PLACE MANAGERS

- Provided additional information last week about what a scrutineer can and cannot do (M41-SCRUTINEER master form)
- Additional information to reinforce that VPMs should:
  - Ensure they ask for proof of their appointment to the role
  - Follow the processes in the Incident Management Handbook if scrutineers start disrupting the voting place, e.g.:
    - Request they comply with the behaviour set out in the scrutineer handbook
    - Escalate to the EM to assist with the resolution
    - Have the EM ask the candidate to withdraw their appointment of the scrutineer, who would then be asked to leave
    - Ask the scrutineer to leave, after advice from the EM, if the scrutineer is intimidating or attempting to influence other voters and will not adjust their behaviour when requested
    - Call the Police if a scrutineer refuses to leave

# SCRUTINEERS - EARLY AND OFFICIAL COUNTS

- Only constituency candidates can appoint a scrutineer to attend these count
- Candidates can only appoint one scrutineer for the early count
- Can only appoint one scrutineer at any given time for the scrutiny of the rolls and the official count
- This includes the scrutiny of the roll – which will start on the Sunday
- Staff **must** check the scrutineers present have been properly appointed and have completed their secrecy declaration – can't be present otherwise

## Further response:

- Increased guarding for the official count period, particularly covering the scrutiny of the roll that starts on Sunday and the count that continues through the week.

# SCRUTINEERS AT THE EARLY COUNT

- Briefing for scrutineers reinforce requirements around behaviour – noting no devices are allowed in the early count (M55-ECSCR)
- If a scrutineer becomes disruptive, follow similar escalation process as for voting places
  - Request scrutineers comply with the scrutineer handbook
  - Escalate to EM/RM
  - Ask candidates to withdraw their appointment of the scrutineer and ask the scrutineer to leave
  - Call the Police if a scrutineer does not leave.
- It is preferable for disruptive scrutineers to be removed from the early count than for them to remain. Noting the secrecy provision is in place for any information shared prior to 7pm.

# SCRUTINEERS AT THE OFFICIAL COUNT

- Again – briefing scrutineers will reinforce requirements for behaviour and manage expectations around phone use
- If a scrutineer becomes disruptive, follow similar escalation processes:
  - Request scrutineers comply with the scrutineer handbook
  - Escalate to EM/RM
  - Ask candidates to withdraw their appointment of the scrutineer and ask the scrutineer to leave
  - Call the Police if a scrutineer does not leave.

# FINAL GUIDANCE

- Need to ensure a consistent approach to scrutineers across electorates
- Make sure you and your staff request proof of appointment
- Ensure briefing cards are followed for scrutineers at the early count, scrutiny of the rolls and official count
- Support if you need it, please escalate as required:
  - Follow guidance in your Incident Management Handbook
    - Notify any incidents to your Regional Manager
    - Issues can be escalated to the security team as required
  - Send legal questions about what scrutineers can do, which isn't covered in their guidance, to the Legal team [REDACTED] (copying in Returns)



# Ngā patai? Questions?

**Ngā mihi!**  
**Thank you!**



## Security considerations around increased scrutineering

### Security context:

There is currently no evidence that scrutineers (including those associated with the Election Integrity Project) are being appointed/volunteering themselves with the intention of disrupting EC processes. The stated intent of the Election Integrity Project has been to ensure that correct procedures are followed, albeit with some clear misconceptions about the current process. Therefore scrutineers are not in and of themselves a security concern. However it should be noted that any scrutineers may have an intent to disrupt and be actively dissembling. In addition, those who do not start out with an intent to disrupt may become disruptive if their expectations are not met, or they perceive there is wrong-doing. This can be managed by VP and HQ staff with the following guidance.

### Count locations:

HQ addresses are purposely not made public in order to increase security and safety of staff, therefore:

- Recommend that the location information for the early and official counts be communicated only through official channels (i.e from the EM to candidates in that electorate) as late as is reasonable. [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
- Recommend that once HQ information has been communicated to parties (and essentially made public) HQ staff are reminded to be extra vigilant around personal and building security considerations.
- Consider having a security guard present in HQs 24/7 during the early and official count to assist with any issues that may arise. This can be reconsidered if no issues arise over the first few days. **Update: This has now been arranged**

### Scrutineer behaviour in VPs:

Recommend that if scrutineers do not comply with the guidelines in the scrutineer handbook, VP Managers follow a similar resolution and escalation processes as outlined in the Incident Management Handbook for disruptive voters i.e;

1. inform the scrutineer of what is required (in accordance with scrutineer handbook and FAQs) and request they comply,
2. if the scrutineer does not comply, escalate to EM to assist with resolution,
3. if scrutineer still non-compliant, EM can ask candidate to withdraw their appointment of the scrutineer, who would then be asked to leave,
4. if at any point the scrutineer is intimidating or attempting to influence other voters, and will not adjust their behaviour when requested, VP Manager has a responsibility to maintain order in the VP and with advice from the EM, can ask the scrutineer officially to leave,
5. if a scrutineer who is asked to leave refuses to do so, Police can be called to assist.

### Scrutineer behaviour in HQs during early count:

- Recommend all EMs give a scrutineer briefing that clearly outlines requirements for behaviour and manages expectations around phone use and when they will be able to leave. There should be an opportunity for scrutineers to opt out at the end of this briefing.
- Failure to comply should result in similar steps to above:

1. inform the scrutineer of what is required (in accordance with scrutineer handbook and FAQs) and request they comply,
2. if the scrutineer does not comply, escalate to RM to assist with resolution,
3. if scrutineer still non-compliant, EM/RM can ask candidate to withdraw their appointment of the scrutineer,

**Note:** *we are aware there is a conflict here between asking a disruptive scrutineer to leave when we are requiring everyone else to stay until 7pm. The preference is to ask any non-compliant/disruptive scrutineer to leave, but remind them of their obligations of secrecy in accordance with the scrutineer handbook and under the Electoral Act.*

4. if a disruptive scrutineer refuses to leave, police can be called to assist.

**Please note** that despite the requirements that no one can leave during the early count, the EC has no authority to prevent anyone (scrutineer or staff member) from leaving at any time. They can be requested to stay and reminded of their legal obligations to privacy, but not detained. Similarly we must return their phones if they insist. We do not have any authority to retain or confiscate anyone's property, we can only ask them to surrender it voluntarily as a condition of entry, and we must return all property if asked.

#### Scrutineer behaviour during official count:

- Recommend all EMs give a scrutineer briefing on the first day of official count (and again if/when any new scrutineer is in attendance) that clearly outlines requirements for behaviour. There should be an opportunity for scrutineers to opt out at the end of this briefing.
- Failure to comply with scrutineer requirements should be handled as follows:
  1. inform the scrutineer of what is required (in accordance with scrutineer handbook and FAQs) and request they comply,
  2. if they do not comply, escalate to RM to assist with resolution,
  3. if scrutineer still non-compliant, EM/RM can ask candidate to withdraw their appointment of the scrutineer, who would then be asked to leave,
  4. if disruptive scrutineer is requested to leave and they refuse, police can be called to assist.

# CHAPTER 20 – DELIVERING VOTING SERVICES

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	<b>[REDACTED]</b>	
	<b>[REDACTED]</b>	
	<b>[REDACTED]</b>	
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## 1 OVERVIEW

### 1.1 PURPOSE

This chapter follows on from Chapter 12 – Voting Services Preparations. This chapter covers all the key activities during the voting period prior to Election Day, including:

- managing supplies
- monitoring advance voting daily totals
- managing staff
- managing security
- return of supplies
- dealing with media enquiries and voter complaints.

### 1.2 ROLES AND RESPONSIBILITIES

The following table details the roles and responsibilities of key roles during the voting period.

Role	Responsibilities
Electorate Manager (EM)	<ul style="list-style-type: none"><li>• monitor advance voting daily totals using the reconciliation report and enter into the Election Management System (EMS)</li><li>• visit voting places, where possible (ideally the most complex sites)</li><li>• manage queries from the media, candidates, political parties and scrutineers</li><li>• manage complaints</li><li>• monitor security of electorate headquarters (HQ)</li><li>• monitor progress of takeaway votes issued by electorate HQ for care homes, hospitals and individual voters</li><li>• respond to unexpected issues</li><li>• oversee preparations for the early count</li><li>• ensure the Post-Election Manager is ready to go before Election Day.</li></ul>
Logistics and Supplies Manager (LS Manager)	<ul style="list-style-type: none"><li>• work alongside the Voting Services Manager to monitor advance voting daily totals to plan:<ul style="list-style-type: none"><li>○ if predicted phases are still to be phased as expected or additional/fewer phases will be needed</li><li>○ what voting places will need to be resupplied with materials, by who and when</li></ul></li><li>• manage voting teams for care homes, hospitals, prisons, defence force bases and police cells, as well as pop-up voting places.</li><li>• oversee takeaway votes issued by electorate HQ for care homes, hospitals and individual voters</li><li>• manage the receipt of voting place supplies to be stored overnight during advance voting if they cannot be safely secured at voting places</li><li>• assist with the phasing of voting places during advance voting, if needed</li><li>• ensure Mobile Support (MS) have the discretionary supplies they need</li><li>• ensure materials tracking is kept up to date</li></ul>

	<ul style="list-style-type: none"> <li>• ensure enrolment forms returned from voting places are given to the scanning team and uploaded in a timely manner</li> <li>• ensure readiness to receive phase changes, supplies returned on E-1 and Election Day</li> <li>• ensure vehicles are ready as per the electorate logistics plan (M40-LOGPLAN).</li> </ul>
Recruitment and Rostering Manager	<ul style="list-style-type: none"> <li>• fill staff gaps due to sickness or dropouts</li> <li>• update roster and notify affected staff</li> <li>• liaise with Trainers who are training Election Day staff</li> <li>• confirm staff for early count and other roles needed in HQ on Election Day (refer to Chapter 23 – Early Count)</li> <li>• confirm staff for post-election processes (refer to Chapter 21 – Preparing for Post-Election)</li> <li>• manage and process timesheets</li> <li>• manage Community Liason staff working in voting places.</li> </ul>
Voting Services Manager (VS Manager)	<ul style="list-style-type: none"> <li>• keep the EM up to date with all voting place activities</li> <li>• work alongside the LS Manager to monitor advance voting daily totals to plan: <ul style="list-style-type: none"> <li>○ if predicted phases are still to be phased as expected or additional/fewer phases will be needed</li> <li>○ what voting places will need to be resupplied with materials and when</li> <li>○ oversee end of day reconciliations from voting places</li> </ul> </li> <li>• co-ordinate and manage MS staff</li> <li>• provide support to MS when visiting voting places</li> <li>• assist the LS Manager with receiving voting place supplies for overnight storage at HQ when they cannot be safely secured at voting places</li> <li>• ensure phase changes are completed at appropriate times</li> <li>• ensure requests for takeaways votes are dealt with</li> <li>• carry out welfare checks of staff (if applicable).</li> </ul>
Mobile Support (MS)	<ul style="list-style-type: none"> <li>• visit voting places to make sure everything is running smoothly, dropping off supplies, picking up enrolment forms, assisting with phase changes, offering support to Voting Place Managers (VPMs) as required.</li> <li>• update the VS Manager regularly eg daily stand ups through Microsoft Teams on mobile phones</li> <li>• ensure all health and safety, and security protocols are followed in voting places.</li> </ul>
Local Area Co-ordinator	<ul style="list-style-type: none"> <li>• manage hub/secure storage</li> <li>• manage use of training venues</li> <li>• coordinate and receive equipment and supplies at the hub or secure storage</li> <li>• arrange equipment delivery from hub/secure storage</li> <li>• manage site security</li> <li>• assist with coordination of MS for the area</li> </ul>



	<ul style="list-style-type: none"> <li>• manage voting teams for care homes, prisons and takeaway votes in their area</li> <li>• provide additional support as required.</li> </ul>
--	---

### 1.3 KEY TASKS

Use the following table as a guide for what tasks need to be completed and by when:

When	Description	<input checked="" type="checkbox"/>
Every day of advance voting	Advance voting figures have been entered into EMS	<input type="checkbox"/>
	Monitor advance voting to plan phase changes and resupply of materials	<input type="checkbox"/>
	Materials tracking in EMS is up to date	<input type="checkbox"/>
	Enrolment forms have been returned to HQ, scanned and uploaded in ERSA	<input type="checkbox"/>
	Materials returned after a phase change have been manually checked off using the material returns report, received back into EMS using materials tracking and are securely stored	<input type="checkbox"/>
	Update roster in EMS with staff changes	<input type="checkbox"/>
	Carry out welfare checks (if applicable)	<input type="checkbox"/>
E-1	Prepare for the return of supplies	<input type="checkbox"/>

## 2 MANAGING KEY VOTING MATERIALS

Each electorate is responsible for ensuring all key voting materials are managed safely and securely throughout the voting period.

### 2.1 HANDOVER PROCESS FOR MATERIALS

In the lead up to and during the voting period, key voting materials will need to be provided to voting places, MS staff, and shared electorate HQs. It is important that materials tracking in EMS is kept up to date so that the information is as accurate as possible.

The table below provides references to each of the key handover processes.

When materials are delivered...	Chapter 15 – Materials Tracking
From your HQ to the VPM	Section 4.2
From your HQ to MS	Section 4.3
From your HQ to another shared HQ	Section 4.4
From your HQ to the voting place via a hub/secure storage (rural and regional electorates only)	Section 4.5

### 2.2 RETURN OF ENROLMENT FORMS TO ELECTORATE HQ

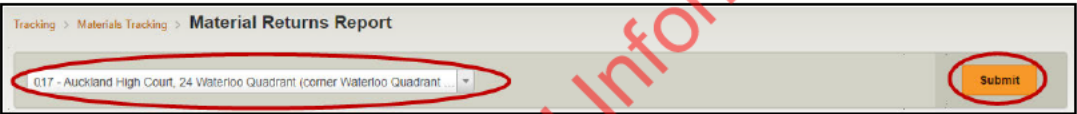
Your electorate's logistics plan (M40-LOGPLAN) will describe how and when completed enrolment forms will be regularly returned from voting places to your HQ so they can be scanned and uploaded into ERSA for processing. Enrolment forms should be returned regularly eg, when there are approximately 50 forms completed.

Enrolment forms should be collected by MS staff and returned to your HQ. MS will complete Form O – Return of Materials, held by the VPM when collecting forms and follow the process in the VPM's PIM. Enrolment forms should be scanned and uploaded no later than the day after they have been returned to your HQ. See Chapter 25 – Scanning for instructions on scanning and uploading enrolment forms in ERSA.

### 2.3 RETURN OF PHASE CHANGES

Your electorate will have planned for your phase changes in your logistics plan (M40-LOGPLAN). To minimise the disruption at the voting place, these should occur at the end of the voting day. [REDACTED]

Phase changes are completed by your electorate's MS or HQ logistics team. They will use the process described in the VPM's PIM. The below table outlines their respective responsibilities.

Step	Action
<b>VPM located at the voting place</b>	
1	Completes the daily reconciliation.
2	Ensures the slot on the 'Phase 1' ballot box has been covered, so that no further ballot papers can be placed in it.
<b>MS or HQ logistics team located at the voting place</b>	
3	Checks that 'Phase 1' voting materials have been packed correctly before replacing them with the 'Phase 2' materials.
<b>HQ Support located at the HQ</b>	
4	In EMS, go to Tracking – Material Returns.
5	<p>From the dropdown list, select the voting place from which the phase has been returned from.</p>  <p>Click <b>Submit</b>.</p>

*Continued on next page*

The selected voting place's Material Returns report will be displayed.

**Material Returns Report**

**Electorate:** 01 Auckland Central **Date Created:** 13/01/2023 10:53 am

**Assignee:** 017 Auckland High Court, 24 Waterloo Quadrant (corner Waterloo Quadrant & Parliament Street), Auckland City

Generic	
Items	Check ✓
Issuing point stamps	
Cell Phones	

Electorate Specific			
01 Auckland Central		95 Tamaki Makaurau	
Items	Check ✓	Items	Check ✓
Ballot Box		Ballot Box	
Electoral Rolls		Electoral Rolls	
P1		P1	
P2		P2	
P3		P3	
P4		P4	
P5		P5	

11 Epsom	
Items	Check ✓
Ballot Box	
Electoral Rolls	
P1	
P2	
P3	
P4	
P5	

Special Votes	
Items	Check ✓
Ballot Box	
S1	
S2	
S3	
S4	
S5	
S6	
S7	

**Receipt of Materials:**  
I agree to store the ballot papers and other materials in a safe and secure condition and to deliver the item to the location (if needed).

Assignee \_\_\_\_\_

Sender \_\_\_\_\_

6

To print the report, press Ctrl + P and click Print.



7

On the printed report, write the phase number being returned eg, Phase 1.

Manually check off the returned materials on the Material Returns report:

- ballot box for the electorate
- electoral rolls for the electorate
- correct envelopes.
- issuing point stamps (under the generic section of the report).

11 Epsom	
Items	Check ✓
Ballot Box	
Electoral Rolls	
P1	
P2	
P3	
P4	
P5	

When returning a phase, only use the electorate specific to the phase eg, Epsom.

Ensure the HQ staff checking the returned materials against the report and the staff returning material (MS or HQ logistics team) sign the bottom of the form.

23/01 5:30pm MS

Assignee

---

23/01 5:30pm HQ Support

Sender

8

Follow up on any missing materials immediately with the VPM.

9	Store the completed <b>Material Returns</b> report in your folder.
10	<p>In EMS, go to <b>Tracking – Receive materials</b>. Scan the following items back into EMS:</p> <ul style="list-style-type: none"> <li>• ballot box</li> <li>• electoral rolls located in the [REDACTED]</li> <li>• used, unused and part-used ballot paper pad located in the [REDACTED]</li> </ul>
11	[REDACTED]

Note: phased materials returned to HQ from the beginning of the voting period to E-2 should be received back into EMS. Materials returned on E-1 and Election Night are not expected to be received back into EMS until E+1. For more information, see Chapter 15 – Materials Tracking.

#### 2.4 REMOVING SPECIAL VOTES FROM VOTING PLACES OPEN DURING ADVANCE VOTING

As voting volumes increase, so do the number of special votes. In busy voting places, your electorate will likely need to remove a full special vote ballot box before the end of the advance voting period.

The removal of the special vote ballot box from a voting place is completed by your electorate’s MS or HQ logistics team. They will use the process described in the VPM’s PIM to ensure the special votes ballot box is sealed, and the slot covered before leaving the voting place.

Note: your staff are legally not allowed to open a special vote ballot box in a voting place.

#### 2.5 RESUPPLY OF MATERIALS TO VOTING PLACES DURING ADVANCE VOTING

Keep in good communication with VPMs about their supplies of materials, in particular ballot papers and declarations. This should form part of the daily conversation (see section 3.2).

One of the supplies that your electorate may need to photocopy at HQ are special vote ballot papers (equivalent of E2G and E2M pads) for neighbouring electorates. These are not numbered papers so do not need to be tracked. Staple papers in groups of 20.

Make sure your HQ has enough toner and copy paper for your MFD before the voting period.

#### 2.6 VOTING TEAMS

Throughout the voting period, electorates will use voting teams to provide in-person voting services to people who may not otherwise easily access voting services. These include voters in care homes, hospitals, prisons, defence force bases, police cells, and voters living in challenging situations.

For more information on this process, see Chapter 12 – Voting Services Preparations.

## 2.7 PROVIDING TAKEAWAY VOTES

In the lead up to and during the voting period, your HQ will receive takeaway vote requests from voters unable to get to a voting place because they are housebound or are self-isolating due to COVID-19. Your electorate will need to help these people so they can vote.

For more information on this process, see Chapter 12 – Voting Services Preparations.



## 2.8 PREPARE TO RECEIVE TAKEAWAY VOTES AT HQ DURING THE VOTING PERIOD

Your electorate needs to be prepared to receive takeaway votes at your electorate HQ during the voting period. Votes can be returned by:

- courier (eShip) to your HQ
- voter's friends, family or a party agent to your HQ
- your HQ staff using the drop off/pick up takeaway service.

Prior to the voting period, your HQ will need to prepare one or more special vote ballot boxes for returned takeaway votes, labelling them 'Care Homes Team – Taken in [Electorate]'.

Use these instructions to record issued votes in EMS.

Step	Instructions
1	Stamp the reverse side of the special vote envelope with the 'advance' stamp set aside for these votes.
2	<p>In EMS, go to <b>Properties – Voting Place</b></p> 
3	<p>From the voting place dropdown, select 'Care Homes Team – Taken in [electorate]'</p> 

On the Actual Votes tab, record:

- any votes issued by an in-person voting team are recorded in the ordinary votes and special votes rows. This should be done on a daily basis, using Power BI reporting (see section 3 of this chapter).
- any takeaway votes issued by HQ staff for voters isolating due to COVID-19, are housebound or received as part of the drop off/pick up takeaway service including for care homes should be recorded in the takeaway votes line. This is the total number of votes issued daily.

4

	Mon 2/10	Tue 3/10	Wed 4/10	Thu 5/10	Fri 6/10	Sat 7/10	Sun 8/10	Mon 9/10	Tue 10/10	Wed 11/10	Thu 12/10	Fri 13/10	AV Total	Sat 14/10
Banks Peninsula	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Te Tai Tonga	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Special	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Votes	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Enrolment Forms	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Takeaway Votes	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Any votes issued by an in-person voting [team](#)

Any takeaway votes issued by HQ [staff](#)

5

Put any returned takeaway votes in the prepared special vote ballot box(s) labelled 'Care Homes Team – Taken in [Electorate]'. These will be counted on Election Day as part of the sort and count of special votes. For more information, see Chapter 22 – Election Day and Night.

## 3 MONITORING ADVANCE VOTING

### 3.1 DAILY TIMEFRAMES

VPMs complete their daily reconciliation using the reconciliation app on their Electoral Commission issued mobile phone for the number of votes and enrolment forms they have issued. This is done on a cumulative basis for votes and daily numbers for enrolment forms. Every VPM must complete their reconciliation at the end of each day of voting.

This information is entered into EMS:

- ideally, each day as the numbers are reported (or by 10:00am on the following day at the latest)
- by 8.30pm on the Friday evening before Election Day.

National Office monitors these figures to understand the nationwide progress of advance voting.

### 3.2 MONITORING ADVANCE VOTES

It is the responsibility of the EM, LS Manager and VS Manager to monitor the progress of advance voting and talk regularly with your VPMs (see section 4.1). Each electorate will need to determine:

- if any additional issuing staff and supplies are needed in voting places or teams
- if more Voter Assistants are needed to help manage queues or assist with enrolments, particularly if more issuing points cannot be added to the voting place
- the number of staff that will be needed to complete the early count of advance votes on Election Day (see Chapter 22: Election Day and Night for further information)
- any changes that may need to be made to the schedule for phased changes.

Ensure that your electorate has a good understanding of voting levels during the last week of the advance voting period in particular. Keep in contact with VPMs and Voting Team Managers about levels of voting and help them to resolve any staff, supplies or any other issues.


**Important:** Lower than expected turn-out during advance voting may mean that Election Day voting will be higher than expected. Your electorate may need to adjust Election Day voting services based on this information.



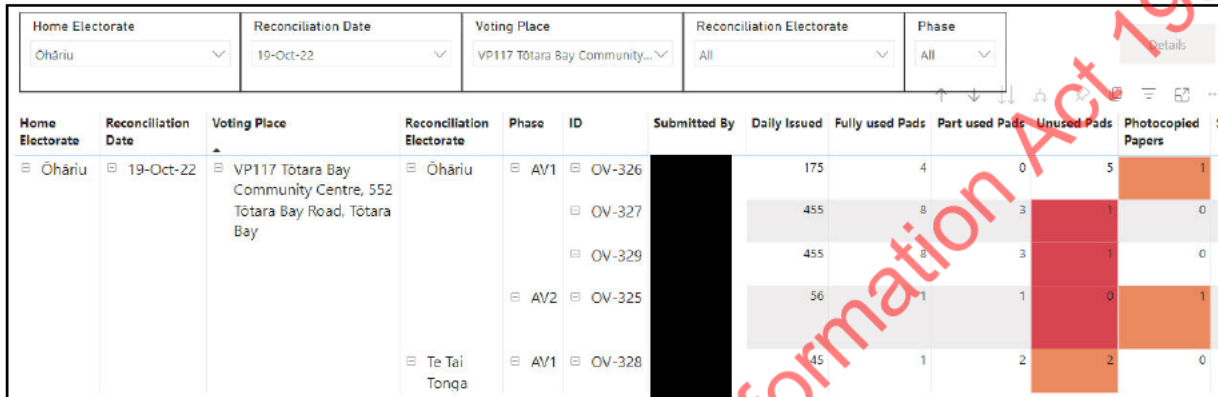
### 3.3 END OF DAY RECONCILIATION REPORT

#### 3.3.1 Accessing the end of day reconciliation report

The end of day reconciliation report will be available for use through Power BI on your web browser:

 This link will be made available on field ECHO before voting begins.

The report will collect all the data sent by VPMs using the reconciliation app on their voting place mobile phone and organises the data by electorate and voting place.



Home Electorate	Reconciliation Date	Voting Place	Reconciliation Electorate	Phase	ID	Submitted By	Daily Issued	Fully used Pads	Part used Pads	Unused Pads	Photocopied Papers
Ohāriu	19-Oct-22	VP117 Tōtara Bay Community...	All	All							
Ohāriu	19-Oct-22	VP117 Tōtara Bay Community Centre, 552 Tōtara Bay Road, Tōtara Bay	Ohāriu	AV1	OV-326		175	4	0	5	1
					OV-327		455	8	3	1	0
					OV-329		455	8	3	1	0
				AV2	OV-325		56	1	1	0	1
			Te Tai Tonga	AV1	OV-328		45	1	2	2	0

#### 3.3.2 Available reports

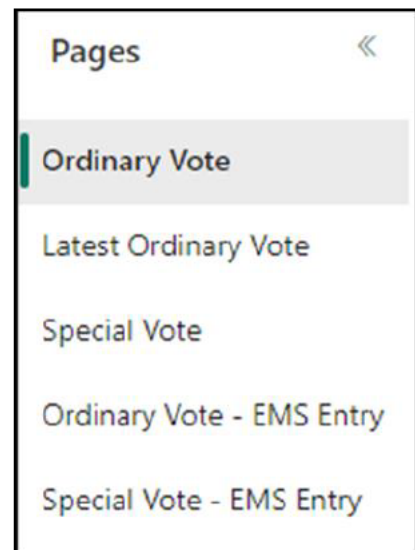
The end of day reconciliation report has five reports available:

- Ordinary Vote
- Latest Ordinary Vote
- Special Vote
- Ordinary Vote - EMS Entry
- Special Vote – EMS Entry

The Ordinary Vote and Special Vote reports give all the information reported by the VPMs.

The 'Latest Ordinary Vote' page displays the most recent reconciliation completed and is useful during the Official Count after Election Day.

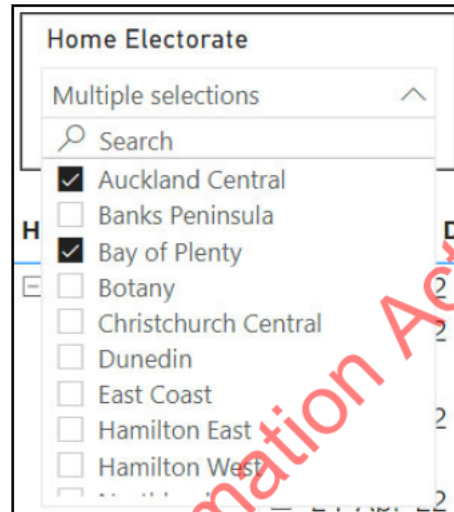
The EMS entry reports are used when entering daily voting numbers into EMS.



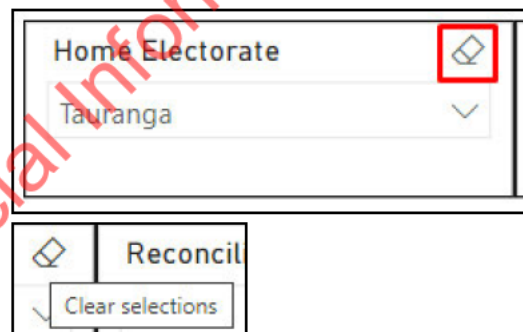
### 3.3.3 Filtering using the reconciliation reports

When using Power BI, always ensure you are looking at the correct electorate, voting place and phase.

The filters in the report allow you to select a specific data set(s) so only relevant data will be displayed.



To clear the selections made with the filter, Hover over the filter box and click on the eraser icon.



### 3.3.4 Highlighting

The highlighting function on all reports can be used to focus on one data source, this can be done by clicking on a row in the report. In this example, the Te Tai Tonga AV1 phase is selected.

Home Electorate	Reconciliation Date	Voting Place	Reconciliation Electorate	Phase	ID	Submitted By	Daily Issued	Fully used Pads	Part used Pads	Unused Pads	Photocopied Papers
Ōhāriu	19-Oct-23	VP117 Tōtara Bay Community Centre, 552 Tōtara Bay Road, Tōtara Bay	Ōhāriu	AV1	OV-328	[REDACTED]	175	4	0	5	1
					OV-327		455	8	3	0	
					OV-329		455	8	3	0	
				AV2	OV-325		36	1	1	0	1
Te Tai Tonga				AV1	OV-328		45	1	2	2	0

### 3.3.5 Coloured warnings

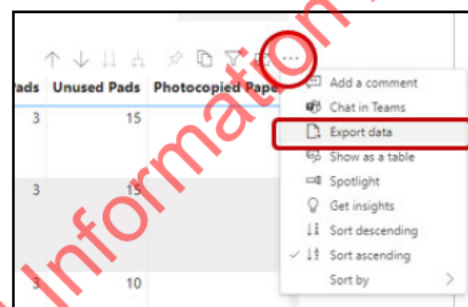
The Unused Pads and Photocopied Papers columns have conditional formatting to warn electorate HQ staff when the voting place is running low on ballot papers or declaration packs.

Note: this is only available on the Ordinary and Special Vote reports.

Used Pads	Unused Pads	Photocopied Papers
0	0	1
3	15	0
2	10	0
1	4	0
2	6	0
1	2	0
2	2	0
1	2	0
2	12	0

### 3.3.6 Exporting data out of the reports

Any of the reports can be exported to Excel spreadsheets. Click on the three dots in the top right-hand corner of the sheet. In the drop down that appears “export data” will be an option, upon clicking this a pop-up will show allowing the export to Excel.



Home Electorate	Reconciliation Date	Voting Place	Reconciliation	Phase	ID	Submitted By	Daily Issued	Fully used	Part used Pads	Unused Pads	Photocopied Papers	Spoilt Papers
Ōhāriu	19-Oct-22	VP117 Tōtara Bay	Ōhāriu	AV1	OV-326		175	4	0	5	1	0
Ōhāriu	19-Oct-22	VP117 Tōtara Bay	Ōhāriu	AV1	OV-327		455	8	3	1	0	5
Ōhāriu	19-Oct-22	VP117 Tōtara Bay	Ōhāriu	AV1	OV-329		455	8	3	1	0	5
Ōhāriu	19-Oct-22	VP117 Tōtara Bay	Ōhāriu	AV2	OV-325		56	1	1	0	1	1
Ōhāriu	19-Oct-22	VP117 Tōtara Bay	Te Tai Tokerau	AV1	OV-328		45	1	2	2	0	2

### 3.3.7 Ordinary Votes Report

The Ordinary Vote page under the report contains the ordinary vote reconciliations for the home electorates and reconciliation electorates, from each voting place.



### 3.3.7.1 Available data

The first columns are focused on where the data has come from and which electorate the data is for.

The last columns are the values from the completed reconciliations.

Home Electorate	Reconciliation Date	Voting Place	Reconciliation Electorate	Phase	ID	Submitted By	Daily Issued	Fully used Pads	Part used Pads	Unused Pads	Photocopied Papers	Spoilt Papers	Questioned Votes	Expected Ballot Papers
Ohāriu	19-Oct-22	VP117 Tōtara Bay Community Centre, 552 Tōtara Bay Road, Tōtara Bay	Ohāriu	AV1	OV-327	[Redacted]	455	8	3	1	0	5	0	481
					OV-329		455	8	3	1	0	5	0	481
					OV-326		175	4	0	5	1	0	0	201
				AV2	OV-325		56	1	1	0	1	1	56	
				Te Tai Tonga	AV1		OV-328	45	1	2	2	0	0	45

### 3.3.7.2 Phase changes

Phases are displayed in the drop down and can be filtered.

Election Day is displayed as ED and the advance voting period is displayed as AV and then the number of the phase, eg, AV1, AV2.

The image shows a dropdown menu titled 'Phase'. It has a search bar and a list of options: 'All', 'AV1', 'AV2', and 'ED'. Each option has a small square icon to its left. The 'All' option is currently selected.

### 3.3.8 Special Vote Report

The special vote page of the report contains the special vote reconciliation results from each voting place using the reconciliation app.

The image shows the 'Special Vote' report interface. At the top left is the Electoral Commission logo. Below it is a blue header with the text 'Special Vote'. Underneath the header, there are three dropdown menus for filtering: 'Home Electorate' (with 'Multiple selections' selected), 'Reconciliation Date' (with 'All' selected), and 'Voting Place' (with 'All' selected). A 'Details' button is located to the right of these filters.

### 3.3.8.1 Available data

The first columns are focused on where the data has come from and which electorate the data is for.


Home Electorate	Reconciliation Date	Voting Place
☐ Ōhāriu	☐ 18-Oct-22	☐ VP117 Tōtara Bay Community Centre, 552 Tōtara Bay Road, Tōtara Bay
	☐ 19-Oct-22	☐ VP117 Tōtara Bay Community Centre, 552 Tōtara Bay Road, Tōtara Bay
	☐ 19-Oct-22	☐ VP118 Kahikatea Heights Mall, 38 Western Link Road, West View

The last columns are the values from the completed reconciliations including the number of enrolment forms. There are no phases with special votes.

Daily Issued	Unused SV Packs	Full used SV Packs	Part used SV Packs	Spoilt Declarations	Enrolment Forms	Takeaway Votes	Expected Special Votes
70	0	2	3	3	10	9	70
16	4	0	1	0	5	0	16

### 3.4 EMS ENTRY

These two pages only display data that needs to be entered into EMS on the Actual Votes tab.




Ordinary Vote - EMS Entry

Home Electorate

Reconciliation Date

Voting Place

Reconciliation Electorate



Special Vote - EMS Entry

Home Electorate

Reconciliation Date

Voting Place



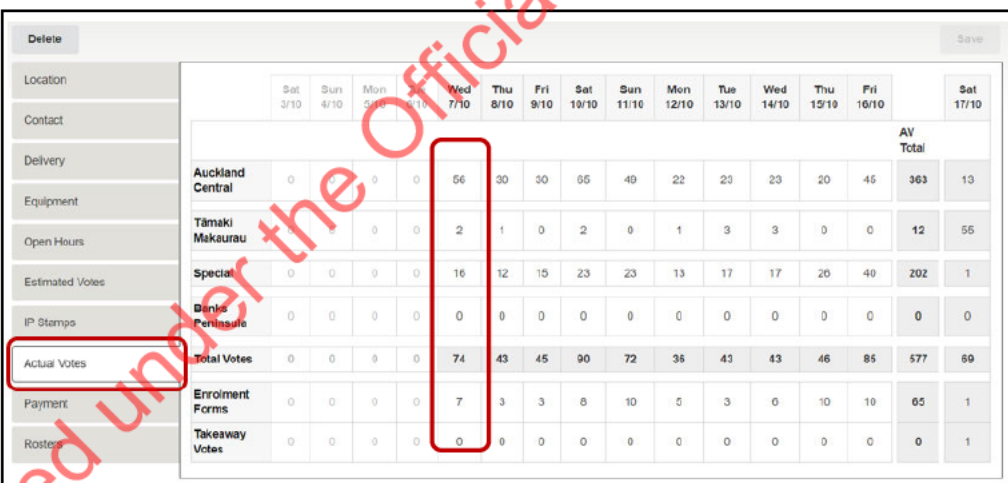
This is an example of the data that needs to be entered into EMS for a voting place in the Ōhāriu electorate.

Home Electorate	19-Oct-22
☐ <b>Ōhāriu</b>	
☐ <b>VP117 Tōtara Bay Community Centre, 552 Tōtara Bay Road, Tōtara Bay</b>	
Ōhāriu	1141
Te Tai Tonga	45

### 3.4.1 Entering the data into EMS

The EMS entry report page in Power BI can be printed or exported into an excel spreadsheet. This information needs to be entered into EMS by the EM or LS Manager.

Use these instructions to enter information into EMS.

Step	Description																																																																																																																																								
1	<p>In EMS, go to <b>Properties – Voting Places</b></p> 																																																																																																																																								
2	<p>Select the relevant voting place from the dropdown.</p> 																																																																																																																																								
3	<p>Select the <b>Actual Votes</b> tab and enter the data daily.</p>  <table border="1"> <thead> <tr> <th></th> <th>Sat 3/10</th> <th>Sun 4/10</th> <th>Mon 5/10</th> <th>Tue 6/10</th> <th>Wed 7/10</th> <th>Thu 8/10</th> <th>Fri 9/10</th> <th>Sat 10/10</th> <th>Sun 11/10</th> <th>Mon 12/10</th> <th>Tue 13/10</th> <th>Wed 14/10</th> <th>Thu 15/10</th> <th>Fri 16/10</th> <th>AV Total</th> <th>Sat 17/10</th> </tr> </thead> <tbody> <tr> <td>Auckland Central</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>56</td> <td>30</td> <td>30</td> <td>66</td> <td>49</td> <td>22</td> <td>23</td> <td>23</td> <td>20</td> <td>46</td> <td>363</td> <td>13</td> </tr> <tr> <td>Tāmaki Makaurau</td> <td></td> <td></td> <td></td> <td></td> <td>2</td> <td>1</td> <td>0</td> <td>2</td> <td>0</td> <td>1</td> <td>3</td> <td>3</td> <td>0</td> <td>0</td> <td>12</td> <td>55</td> </tr> <tr> <td>Special</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>16</td> <td>12</td> <td>15</td> <td>23</td> <td>23</td> <td>13</td> <td>17</td> <td>17</td> <td>26</td> <td>40</td> <td>202</td> <td>1</td> </tr> <tr> <td>Banks Peninsula</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td><b>Total Votes</b></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>74</td> <td>43</td> <td>45</td> <td>90</td> <td>72</td> <td>36</td> <td>43</td> <td>43</td> <td>46</td> <td>85</td> <td>577</td> <td>69</td> </tr> <tr> <td>Enrolment Forms</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>7</td> <td>3</td> <td>3</td> <td>8</td> <td>10</td> <td>0</td> <td>3</td> <td>0</td> <td>10</td> <td>10</td> <td>65</td> <td>1</td> </tr> <tr> <td>Takeaway Votes</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> </tr> </tbody> </table> <p>Note: actuals vote on Election Day do not need to be entered on this screen.</p>		Sat 3/10	Sun 4/10	Mon 5/10	Tue 6/10	Wed 7/10	Thu 8/10	Fri 9/10	Sat 10/10	Sun 11/10	Mon 12/10	Tue 13/10	Wed 14/10	Thu 15/10	Fri 16/10	AV Total	Sat 17/10	Auckland Central	0	0	0	0	56	30	30	66	49	22	23	23	20	46	363	13	Tāmaki Makaurau					2	1	0	2	0	1	3	3	0	0	12	55	Special	0	0	0	0	16	12	15	23	23	13	17	17	26	40	202	1	Banks Peninsula	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>Total Votes</b>	0	0	0	0	74	43	45	90	72	36	43	43	46	85	577	69	Enrolment Forms	0	0	0	0	7	3	3	8	10	0	3	0	10	10	65	1	Takeaway Votes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	Sat 3/10	Sun 4/10	Mon 5/10	Tue 6/10	Wed 7/10	Thu 8/10	Fri 9/10	Sat 10/10	Sun 11/10	Mon 12/10	Tue 13/10	Wed 14/10	Thu 15/10	Fri 16/10	AV Total	Sat 17/10																																																																																																																									
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Special	0	0	0	0	16	12	15	23	23	13	17	17	26	40	202	1																																																																																																																									
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Takeaway Votes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1																																																																																																																									

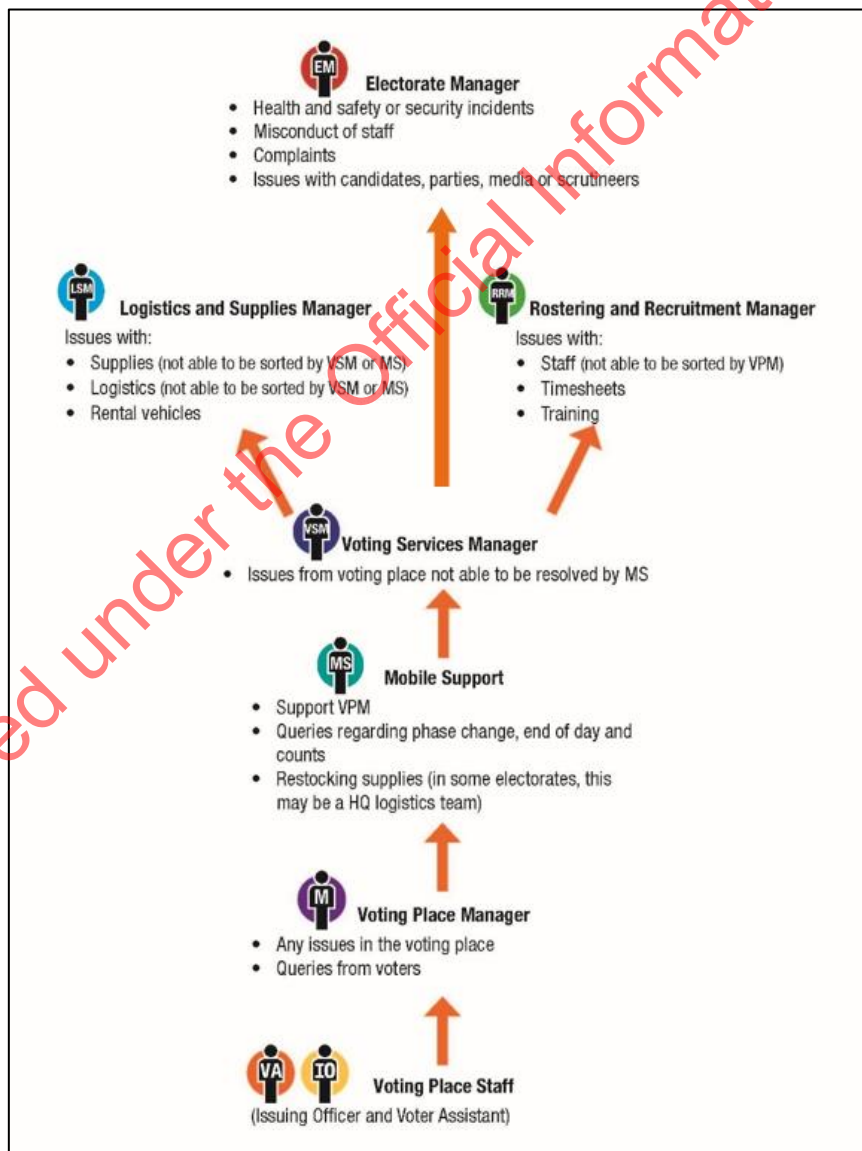
## 4 STAFF MANAGEMENT

### 4.1 MANAGING FIELD COMMUNICATIONS

The voting period is the height of your electorate HQ's operational function. It is critical:

- your electorate has a clear escalation pathway in place
- all staff understand the communication hierarchy and issues are directed to the appropriate staff member to be resolved
- your HQ is resourced to handle inbound queries from voting place staff
- your electorate is ready and able to send outbound messages to individuals or groups using the EMS text function.

The diagram below illustrates your electorate's escalation pathway to deal with issues. There will be different reasons for voting place staff to contact your HQ directly but ideally, they should make contact through the escalation pathway.



## 4.2 MANAGING STAFF

The operational delivery of voting services can sometimes be challenging for staff and will be different for every electorate. To ensure staff remain positive and their welfare is maintained, your electorate HQ should continually ask yourselves the following questions:

- are your MS staff able to cover their planned routes in the time expected and deal with issues effectively? Do adjustments to routes need to be made?
- if your electorate is storing voting place materials at HQ overnight, can your HQ staff begin their work day later so they can be available in the evening for the return of supplies?
- to prevent burnout, are HQ staff working reasonable hours, taking breaks and have rostered days off? Are additional staff needed?
- how well is your electorate reacting to staff dropouts and staff calling in sick?
- have roster changes been communicated to all affected parties?
- as on-call staff are deployed, does your electorate have sufficient contingency of on-call staff if more staff pull out?
- does your electorate have enough on-call staff to cover lunch breaks in busy voting places so staff can get allocated breaks?

## 4.3 MANAGING ISSUES

A core function of electorate HQ's during the voting period is to identify operational issues and resolve them as quickly as possible. Each electorate's ability to do this relies heavily on communication.

It is recommended each electorate employ the following practices:

Practice	Description
Daily meeting	Key staff members of the electorate HQ participate in a daily meeting to discuss: <ul style="list-style-type: none"><li>• key issues experienced from the previous day</li><li>• resolutions put in place</li><li>• any outstanding issues which still need to be resolved.</li></ul>
Issues log	Use M55-ISSUESLOG to record all identified issues and how they have been dealt with by the appropriate staff electorate member. Save this in your electorate's Microsoft Teams folder under Voting Services.
MS meeting	All MS staff have an in person or remote (via phone or Microsoft Teams) briefing meeting to discuss key issues with key electorate HQ staff. Each electorate will need to decide how best to manage this meeting at an appropriate time each day.

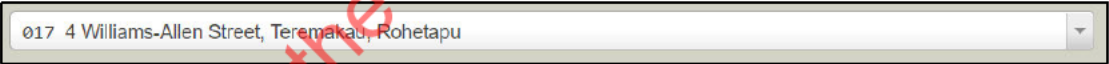
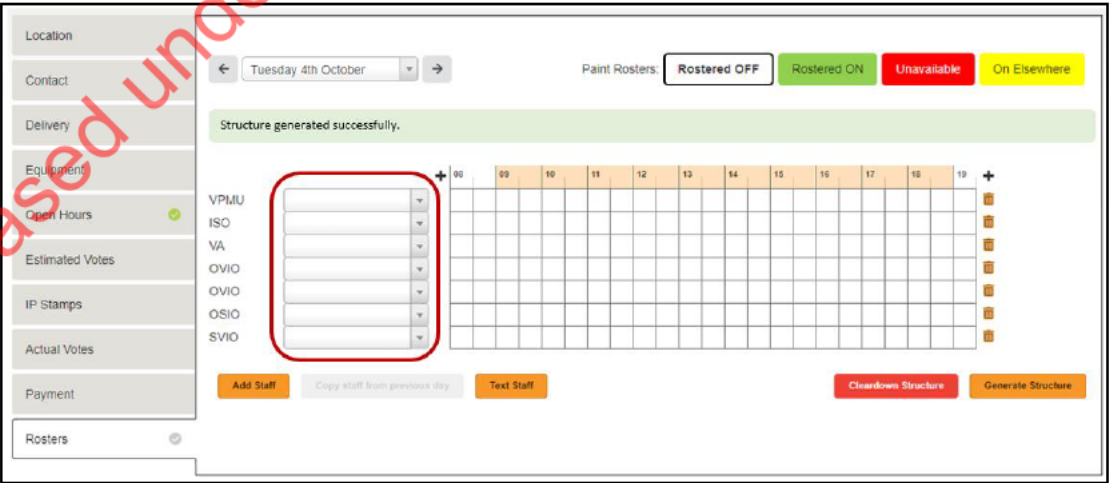


#### 4.4 CHANGES TO THE VOTING PLACE STAFF ROSTER

Your electorate will need to be nimble when it comes to managing your voting place staff. Consider the following:

Situation	Consideration
Voting place staff dropout or call in sick	<ul style="list-style-type: none"> <li>how busy is their assigned voting place? Do they need to be replaced?</li> <li>if staff are replaced by on-call staff, will your electorate still have adequate on-call staff to cover other issues?</li> <li>can voting place staff be redeployed from quieter than expected voting places to busier voting places if necessary?</li> </ul>
Voter demand on voting services	<ul style="list-style-type: none"> <li>can voting place staff be redeployed from quieter than expected voting places to busier voting places if necessary?</li> <li>can your electorate use on-call staff or HQ staff to cover lunch breaks in busy voting places.</li> </ul>

When staff changes are made, it is important the voting place roster in EMS is kept up to date as this will help your payroll processes after Election Day. Use these instructions to update the voting place roster.

Step	Instructions
1	In EMS, go to Properties - Voting Places.
2	Select the voting place from the dropdown list. 
3	On the left-hand panel, select the Rosters tab. 

*Continued on next page*

Make the adjustment to the roster. This may include:

- removing a role entirely
- replacing one staff member with another
- adding a role because the voting place is busy.

If substantive changes to voting place staff structures are being made, eg, adding additional roles, it is important to continually talk with other key HQ staff so they are aware of the implications of these changes, ie, your LS Manager and supplies staff.

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## 6 RETURN OF SUPPLIES ON E-1

### 6.1 OVERVIEW

What supplies are returned to your HQ on E-1 will depend on when your voting places are open.

When	Process
[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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#### 6.4 STAFF REQUIREMENTS

This table outlines the staff your electorate needs to receive voting place supplies at HQ.

Who	No.	Role
LS Manager	1	Check off the supplies as they are returned
HQ support	2-6	
HQ support [REDACTED]	[REDACTED]	Help carry supplies into headquarters and [REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Note: these staff requirements will depend on the number of voting places open on E-1.

#### 6.5 MATERIALS

Prepare the following items for the return of voting place and voting team 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 Election Day
- [REDACTED] (only for voting places not open on Election Day).
- [REDACTED] on Sunday E+1.
- print the Material 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.



6.6 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"> <li>ask the VPM to put their ballot boxes on the returns tables.</li> <li>get the Material Returns report for that voting place.</li> </ul>																								
2	<p>Start with the supplies box containing special vote materials.</p> <ul style="list-style-type: none"> <li>using the Special Votes checklist, check for and tick the following items:</li> </ul> <table border="1" style="margin: 10px 0;"> <thead> <tr> <th colspan="2" style="background-color: #d3d3d3;">Special Votes</th> </tr> <tr> <th style="width: 70%;">Items</th> <th style="width: 30%;">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> <ul style="list-style-type: none"> <li>remove Envelope S5 and place this in the [REDACTED]. All other envelopes remain in the box, in numeric order.</li> <li>issuing point stamps: tick this at the top of the report, the stamps should remain in the box.</li> </ul> <table border="1" style="margin: 10px 0;"> <thead> <tr> <th style="width: 70%;">Items</th> <th style="width: 30%;">Check ✓</th> </tr> </thead> <tbody> <tr> <td>Issuing point stamps</td> <td></td> </tr> </tbody> </table>	Special Votes		Items	Check ✓	Ballot Box		S1		S2		S3		S4		S5		S6		S7		Items	Check ✓	Issuing point stamps	
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Items	Check ✓																								
Issuing point stamps																									
3	<p>Move onto the ordinary votes supplies box containing the home general electorate:</p> <ul style="list-style-type: none"> <li>check for the:                             <ul style="list-style-type: none"> <li>rolls for this electorate. Tick these on the returns report, then remove them and place into the [REDACTED]</li> <li>correct envelopes. Tick these on the returns report and leave them in the supplies, in numeric order.</li> </ul> </li> </ul> <table border="1" style="margin: 10px 0;"> <thead> <tr> <th colspan="2" style="background-color: #d3d3d3;">42 Remutaka</th> </tr> <tr> <th style="width: 70%;">Items</th> <th style="width: 30%;">Check ✓</th> </tr> </thead> <tbody> <tr><td>Ballot Box</td><td></td></tr> <tr><td>Electoral Rolls</td><td></td></tr> <tr><td>P1</td><td></td></tr> <tr><td>P2</td><td></td></tr> <tr><td>P3</td><td></td></tr> <tr><td>P4</td><td></td></tr> <tr><td>P5</td><td></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> <p style="text-align: right;"><i>Continued on next page</i></p>	42 Remutaka		Items	Check ✓	Ballot Box		Electoral Rolls		P1		P2		P3		P4		P5							
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4	<p>Repeat for the home Māori and shared electorates ballot boxes.</p> <p>Note: the home Māori electorate rolls are removed but the shared electorate rolls remain in the ballot box for returning on Sunday to their respective electorates.</p>
5	<p>If the voting place is not open on Election Day, from the supplies box:</p> <ul style="list-style-type: none"> <li>• check for the mobile phone(s) for the voting place</li> <li>• tick this on the returns report, then remove and place into the [REDACTED]</li> <li>• 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 and the time taken to return supplies at electorate HQ.</li> </ul>
6	<p>Once the ballot boxes and supplies are checked and are in order, ask the VPM to sign the bottom of the returns report.</p> <p>Countersign the form and thank the VPM. They are free to go.</p> <p>Store the completed return report in your folder.</p>
7	<p>[REDACTED]</p> <p>Once an:</p> <ul style="list-style-type: none"> <li>• [REDACTED] is full (about 20 rolls), or an</li> <li>• [REDACTED] is full, it should be taken to the scanning area.</li> </ul> <p>[REDACTED]</p>

Note: materials returned on E-1 are not expected to be received back into EMS until E+1. For more information, see Chapter 15 – Materials Tracking.

## 7 MANAGING THE MEDIA AND SCRUTINEERS

### 7.1 MEDIA ENGAGEMENT

The Communications and Education Team at National Office is the primary contact for all media, and for all staff with media enquiries or issues. The best way to contact the team is to email

Media training and support will be provided to our national spokespeople, including the Chief Electoral Officer. Only approved spokespeople who have received media training should give interviews to the media.

At times, there may be members of the regional teams who are approved to speak to local media, for example for a story and photo in the local media, but this should not be done without prior approval from your manager and the media team.

If you are approached by a member of the media, let them know that they will need to call the Commission's media advisor and give them the correct contact details. Alternatively, take a note of their name, number, the organisation they work for and the information they're after, and pass the details on to your manager or the media advisor as soon as you can.

Remember, anything you say to a journalist is on the record and you could be reported. You may not know you are speaking to a journalist, so it's important to stick to the key messages and FAQs in the 2023 General Election Campaign Kit in all your conversations with the public. If you talk to a journalist, let your manager and the media advisor know immediately.

National Office will produce a handbook referred to as the 'Public Information Campaign Kit' to assist with managing the media.

### 7.2 MEDIA IN VOTING PLACES

The media can ask for approval to film inside a voting place. The media use photos and footage of people voting to illustrate their stories, and to show party leaders or other candidates voting. These stories benefit us too – they remind people that it's time to vote and shows what it's like inside a voting place.

We ask the media to contact the Electoral Commission media team at [REDACTED] with any photo or filming requests. We will then contact the EM to arrange a suitable time and place. If you're approached by the media with a filming request, ask them to contact us directly.

EMs will then advise VPMs if media are permitted to film and of the conditions that apply. The conditions are:

- they have contacted the media team beforehand, and the media team obtains the approval of the EM
- they do not take photographs or footage of voters completing their ballot papers
- they do not disrupt voters while they are voting or electoral officials while they are going about their duties

- they do not cause undue delay to voters
- they do not conduct interviews in or near the voting place
- media may want to take photos or film in voting places. They may only do this with prior approval.

### 7.3 MEDIA ENQUIRIES

If a journalist calls you, do not feel pressured to provide an immediate response to their question or comment.

All media enquiries must be forwarded to [REDACTED]

Follow the steps below when talking to a journalist:

Step	Instructions
1	Take down the journalist's: <ul style="list-style-type: none"> <li>• name</li> <li>• contact number</li> <li>• organisation</li> <li>• question.</li> </ul>
2	Inform the journalist that someone will call them back shortly with a response. If the journalist insists on an immediate answer, given them [REDACTED]
3	[REDACTED] [REDACTED] [REDACTED]
4	Clare will respond to the journalist directly. One of the communications team may come back to you for further clarification or with specific instructions.

Note: other members of the media team are [REDACTED] and [REDACTED]

### 7.4 DEALING WITH COMPLAINTS

EMs are likely to receive complaints about a number of different issues, including candidate and/or party behaviour, the presence of scrutineers, queues in voting places, etc.

The overall aim is to deal with complaints promptly, confidently and, wherever possible, to resolve them on the spot.

To help you answer questions from the public, National Office will provide access to the 'General Election FAQ document'. More information on this will be provided at a later date.

As a rule of thumb – notify National Office of any issues you have that involve candidates or scrutineers as these are the most likely to require further follow-up post-election.

## 7.5 SCRUTINEERS

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The requirements and restrictions on scrutineers apply throughout the entire voting period. For more information about their role and what they are able to do, see the E5-Scrutineers handbook, Chapter 22 – Election Day & Night, and the VPM’s PIM for more information.

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## 8 OTHER VOTING MECHANISMS

### 8.1 OVERVIEW

National Office is responsible for providing other voting services to:

- voters who are overseas during the election period
- Defence Force deployments overseas
- voters in Tokelau, Campbell Island, Raoul Island, Ross Dependency, fishing vessels and remote locations overseas.

### 8.2 THE ROLE OF ELECTORATE MANAGER

The EM's role in overseas voting is to:

- understand the options available to overseas voters
- encourage any voters due to leave New Zealand to cast a vote before they leave
- promote the preferred option of obtaining a ballot paper by downloading from the Commission's website: [www.vote.nz](http://www.vote.nz)
- refer applications for postal overseas voting papers to National Office for processing (see section 8.3).

### 8.3 OVERSEAS POSTAL VOTE APPLICATIONS

Electorates may receive requests for voting papers to be posted to voters overseas. Take the following action if this occurs:

Step	HQ staff member says
1	Encourage the person requesting voting papers to download them from <a href="http://www.vote.nz">www.vote.nz</a> . This site also explains the options for the return of voting papers.
2	If the person does not wish to download their ballot paper, ask for the following information: <ul style="list-style-type: none"><li>• full name</li><li>• date of Birth</li><li>• email address</li><li>• contact telephone number</li><li>• New Zealand enrolled address</li><li>• overseas mailing address, and</li><li>• the electoral roll the voter believes they are enrolled on, ie, General or Māori roll.</li></ul>
3	Email this information to National Office: <span style="background-color: black; color: black;">[REDACTED]</span> National Office will then mail voting papers to the overseas voter.

Applications for overseas postal voting papers can be received until two weeks before Election Day.

## 8.4 DEFENCE FORCE DEPLOYMENTS

National Office and the New Zealand Defence Force will liaise regarding troop movements and will decide on the appropriate course of action for enabling those troops to vote (eg, directing them to the closest overseas post or training an Overseas EM to send to the base of operations).

The majority of Defence Force personnel deployed overseas (who are not on the unpublished roll) will be able to access standard overseas voting services – download, postal votes or voting in person at an overseas post. This covers Defence Attachés located at diplomatic posts.

Specific voting arrangements may need to be made for Defence Force personnel either based overseas or within New Zealand. Any enquiries or questions can be forwarded to National Office's National Support Team, or email the overseas team on [REDACTED]

## 8.5 VOTERS IN A REMOTE LOCATION OVERSEAS

National Office will make arrangements for all voters considered to be in an overseas remote location or in one of the following locations in New Zealand deemed to be remote:

Remote location	National office
Tokelau	Liaises with the Tokelauan Administrator. These voters can usually access standard overseas voting services.
Ross Dependency	Liaises with Antarctica NZ to provide information on voting services. The majority will be able to access standard overseas voting services. A person in Antarctica will be appointed as an overseas issuing officer and be provided with voting materials to deliver voting in person as a back-up.
DOC Islands	Liaises with the Department of Conservation to confirm which islands will have staff working on them and to make arrangements for voting.
Vessels	Provides information directly to fishing companies and regional ports about how the crew on board vessels can access voting services. Any enquiries or questions can be forwarded to National Office's overseas team.
Offshore installations	Provides information directly to oil companies with information on how their staff will be able to access voting services. Staff on an offshore installation in New Zealand waters are only eligible to apply to vote as a remote voter if they will be located on the installation from nomination day and not returning before Election Day. Any enquiries or questions can be forwarded to National Office's overseas team.

Other overseas remote locations	<p>In very limited circumstances, overseas voters who, by reason of their remote overseas locations, have no access to standard overseas voting services, can apply to vote as a remote voter.</p> <p>Requests must be made to National Office by the Thursday before Election Day.</p>
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# 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

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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

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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.

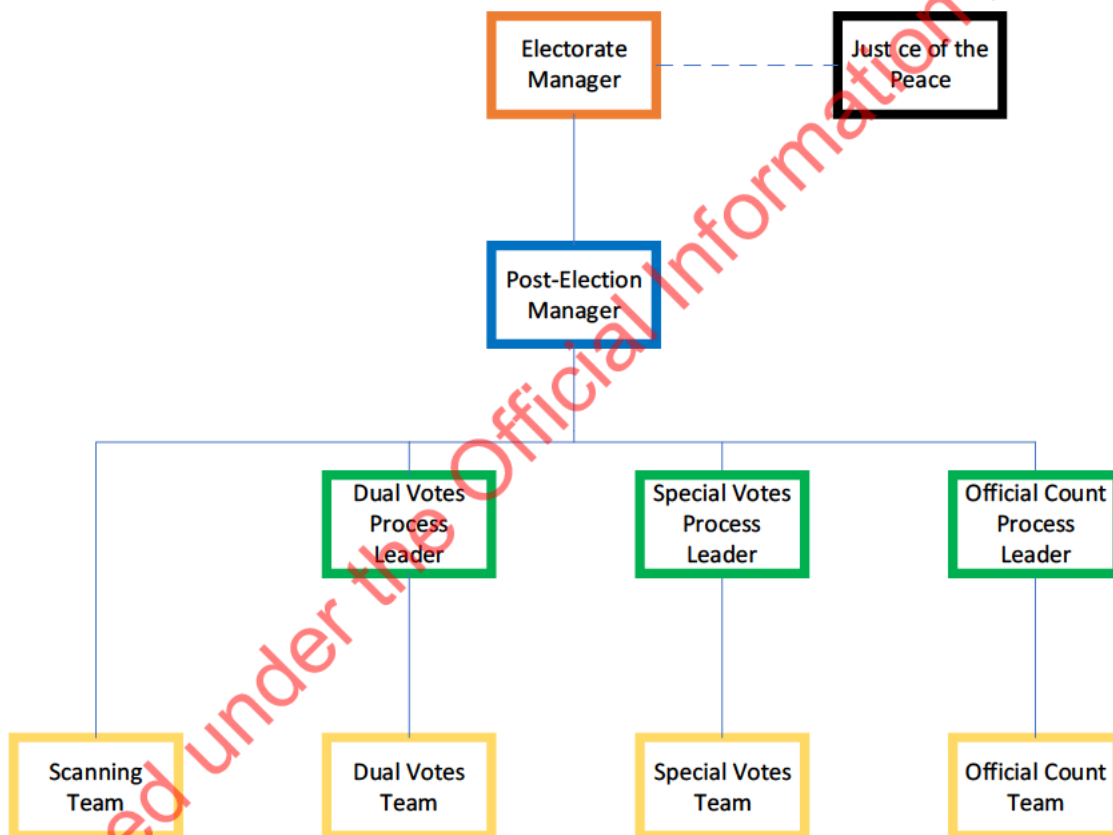
## 2 STAFFING FOR POST-ELECTION PROCESSING

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

## 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

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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
<b>Staff and stakeholders</b>											
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"/>				
<b>EMS and ERSA set up</b>											
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"/>	
<b>Other post-election tasks</b>											
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.

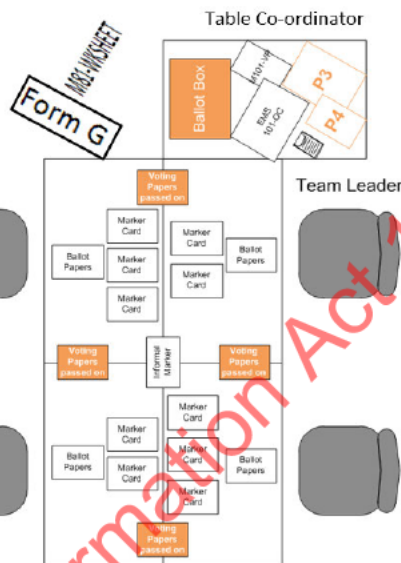
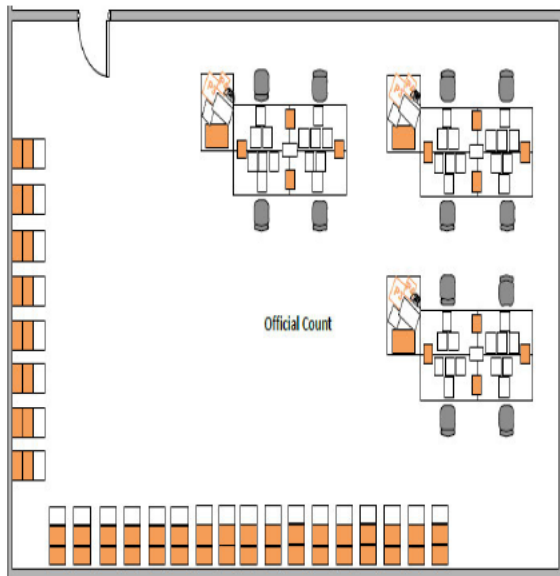
Usually, the largest space is used for the official count. Special vote processing, scanning and dual votes use smaller spaces but have a high demand for computers and the printer. Parts of the sort and send process will use all these spaces.

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.

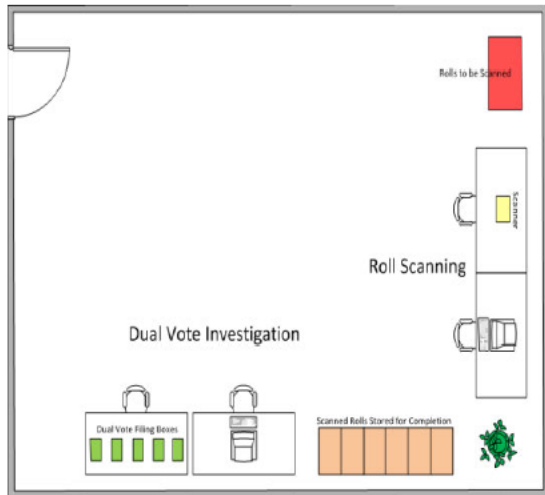
##### Medium space – special vote processing



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"/>
<b>Basic scanning supplies</b>			
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"/>
<b>Enrolment forms</b>			
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"> <li>1. To be scanned</li> <li>2. Confirm upload</li> <li>3. With Processing Team</li> </ol>	<input type="checkbox"/>

1-2		Note	<input type="checkbox"/>
As required	S5 Envelopes	One per enrolment form upload run	<input type="checkbox"/>
<b>Rolls</b>			
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"/>
<b>Special vote declarations</b>			
		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"/>
<b>Sort and send</b>			
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.

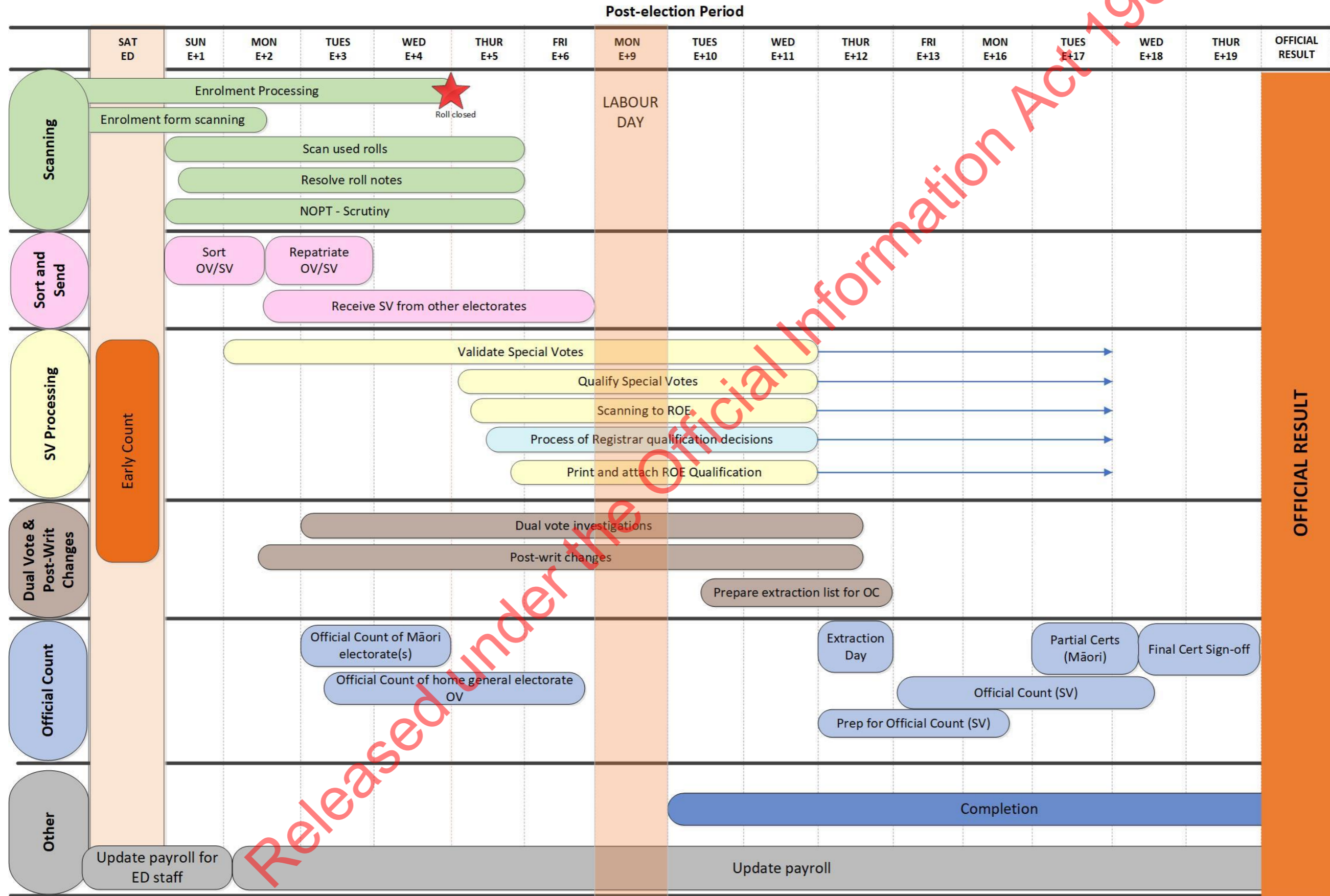
Quantity	Item	Details	<input checked="" type="checkbox"/>
<b>Post-writ processes</b>			
1 each	Copy of post-writ chapter	Photocopy from Operations Manual	<input type="checkbox"/>
20	M72-POST	Post-writ voting information	<input type="checkbox"/>
<b>Dual vote investigations</b>			
1 each	Copy of dual votes 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"> <li>1. Apparent dual votes</li> <li>2. Under investigation</li> <li>3. EM sign-off</li> <li>4. EM returned</li> <li>5. Clerk of the House</li> <li>6. Dual votes for National Office</li> </ol>	<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
<b>Scanning</b>										
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"/>	
<b>Sort and send</b>										
Refer to logistics plans for returning shared General electorate materials to the home electorate. <b>Note:</b> 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
<b>Special votes</b>										
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"/>
<b>Dual vote investigations</b>										
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"/>
<b>Post writ changes</b>										
Monitor post-writ progress							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Official count</b>										
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"/>
<b>Payroll</b>										
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
<b>Special votes</b>						
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"/>
<b>Dual vote investigations</b>						
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"/>
<b>Official count</b>						
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"/>
<b>Payroll</b>						
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
<b>Official count</b>										
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"/>						
<b>Payroll</b>										
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"><li>• overall accountability and oversight of Election Day and Night</li><li>• liaising with local Police for support during voting</li><li>• overall reasonableness checks of results</li></ul>
Recruitment and Rostering (RR) Manager	<ul style="list-style-type: none"><li>• ensuring appropriate staffing is in place for the various teams on Election Day and Night</li><li>• manage the Election Night results team in electorate HQ</li></ul>
Logistics and Supplies (LS) Manager	<ul style="list-style-type: none"><li>• 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)</li><li>• 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</li></ul>
Voting Services (VS) Manager (or LS Manager if no VS Manager)	<ul style="list-style-type: none"><li>• ensuring that all voting places are running smoothly and have sufficient supplies</li><li>• managing the Mobile Support team</li><li>• managing the mobile voting team</li><li>• liaising with hospitals, prisons and Police stations (if present in the electorate) for on-demand voting services on Election Day</li></ul>

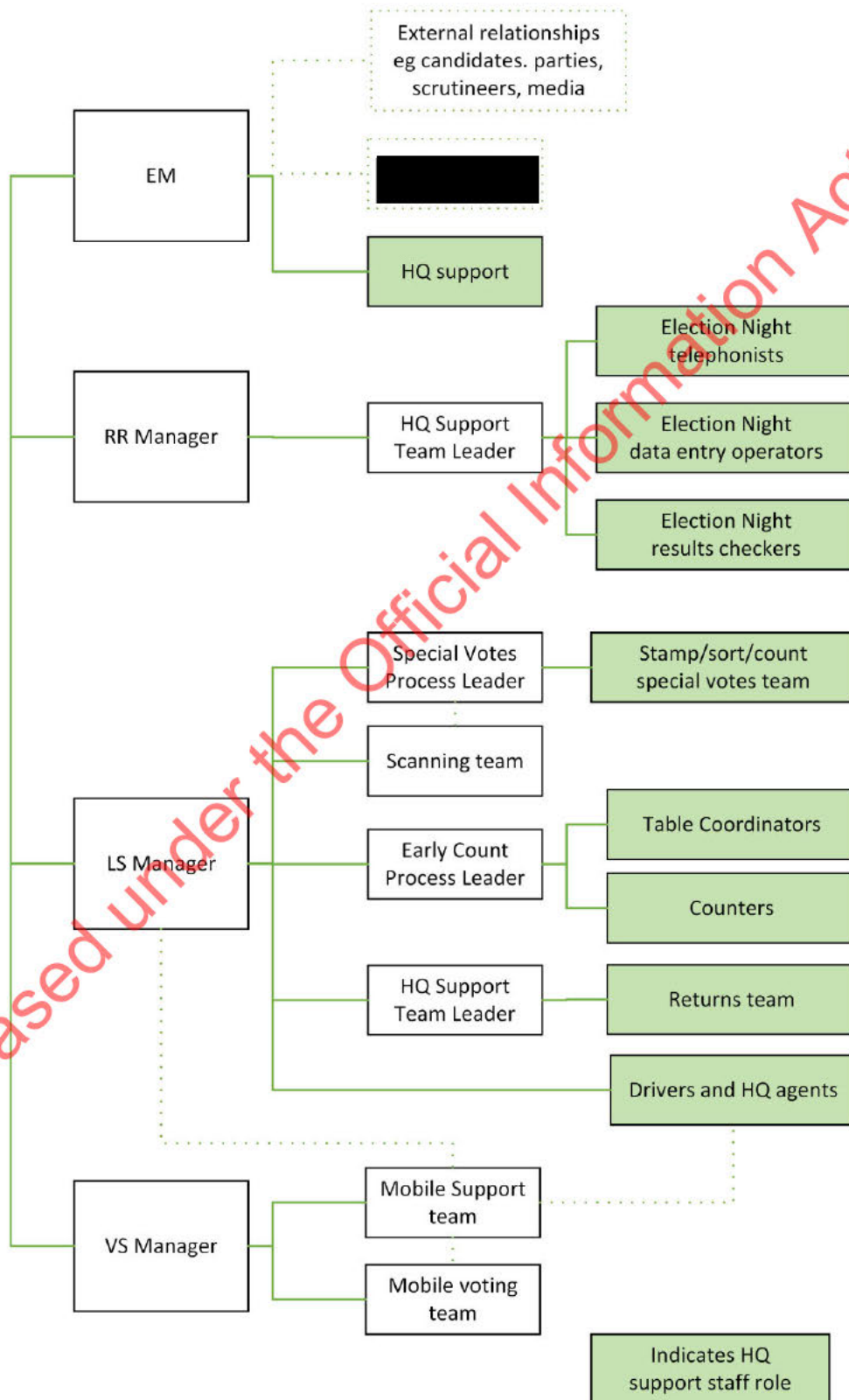


Mobile Support (MS) team	<ul style="list-style-type: none"> <li>providing in-person support to voting places to ensure voting services are operating as expected</li> <li>delivery of additional supplies to voting places as required</li> </ul>
Mobile voting team	<ul style="list-style-type: none"> <li>issuing 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</li> </ul>
HQ Support Team Leader and Senior HQ support staff	<ul style="list-style-type: none"> <li>providing support to the EM and other HQ managers on Election Day</li> <li>preparing equipment and supplies for Election Night (hunt group phones, laptops and results entry sheets)</li> <li>leading Election Night telephony and data entry teams</li> </ul>
HQ support	<ul style="list-style-type: none"> <li>working in various Election Day teams as required eg, special votes, early count, return of supplies</li> </ul>
Scanning team	<ul style="list-style-type: none"> <li>scanning and uploading enrolment forms returned from voting places open during the advance voting period</li> </ul>
Special Votes Process Leader	<ul style="list-style-type: none"> <li>planning and coordinating the stamp, sort and count of special votes returned from voting places open during the advance voting period</li> <li>preparing for special votes processing</li> </ul>
Early Count Process Leader	<ul style="list-style-type: none"> <li>assisting with the planning and preparation of materials and spaces for the early count</li> <li>training the table coordinators and count staff</li> <li>managing and delivering the early count in a timely and accurate manner</li> </ul>
Election Night telephone operators	<ul style="list-style-type: none"> <li>recording preliminary count results phoned in from Election Day voting places onto record sheets</li> </ul>
Election Night results sheets checkers	<ul style="list-style-type: none"> <li>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.</li> </ul> <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"> <li>entering preliminary count results from voting places (advance voting and Election Day) into EMS</li> </ul>
Drivers and HQ agents	<ul style="list-style-type: none"> <li>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)</li> </ul>
██████████	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>██</li> <li> <ul style="list-style-type: none"> <li>████████████████████</li> <li>██</li> <li>██</li> <li>████████████████████</li> <li>████████████████████</li> </ul> </li> </ul> </li> </ul>

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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:



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

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

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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"> <li>the first test of the Election Night phone hunt group has been successfully completed</li> <li>results sheets and other supplies are ready for telephone operators to receive voting place results on Election Night</li> <li>materials are ready for the stamp, sort and count of special votes received during advance voting</li> <li>the early count process leader has trained the table coordinators</li> <li>that all materials have been prepared for the early count</li> <li>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)</li> </ul>	<input type="checkbox"/>

Time	Checklist	<input checked="" type="checkbox"/>
	<p>Confirm with the VS Manager that:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> </ul>	<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"> <li>• all laptops and results phones are charged</li> <li>• the restricted area for the early count is ready</li> <li>• the SV processing area is ready to stamp, sort and count the special vote envelopes received during advance voting</li> <li>• EMS is accurate for the number of phases used during advance voting</li> </ul>	<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"> <li>• entered into EMS</li> <li>• updated in the M55-ECPLAN and M55-SVPLAN and provided to the relevant process leader.</li> </ul>	<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.  <b>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</b></p>	<input type="checkbox"/>
	<p>Confirm with the LS Manager:</p> <ul style="list-style-type: none"> <li>if any voting places have reported missing equipment or supplies, and if so, what is being done to replace these</li> <li>that all [REDACTED]</li> <li>that all Envelopes S5 from advance voting have been accounted for and provided to the scanning team</li> <li>that the scanning team are scanning and uploading final enrolment forms from advance voting</li> </ul>	<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"> <li>Ensure the restricted area for the early count is secure</li> <li>Provide final briefing to all staff undertaking the early count</li> </ul>	<input type="checkbox"/>
9.00am	<ul style="list-style-type: none"> <li>Instruct the early count and sort of special votes to begin</li> <li>All voting places should be open, if not, immediately notify your RM who will notify National Office</li> </ul>	<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"> <li>all ballot boxes should have been opened and checked</li> <li>any miscast materials have been returned to the correct box or to the Special Votes Process Leader (see Chapter 23 – Early Count)</li> </ul>	<input type="checkbox"/>
	<p>Confirm with the Special Votes Process Leader (see section 6.3):</p> <ul style="list-style-type: none"> <li>that all special vote ballot boxes have been opened</li> <li>any ordinary vote papers have been returned to the early count</li> <li>any enrolment forms have been given to the scanning team, including those miscast and returned from the early count</li> <li>that the stamp, sort and count of all special vote envelopes received during advance voting has begun</li> </ul>	<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"> <li>• Mobile support staff have advised any likely issues for the preliminary count and which voting place(s) they will support at 7pm</li> <li>• third welfare checks (if required) have been completed</li> </ul>	<input type="checkbox"/>
5.30pm	Confirm with the RR Manager that: <ul style="list-style-type: none"> <li>• all telephone operators have arrived</li> <li>• their training is underway</li> <li>• the results phone hunt group has been successfully retested</li> </ul>	<input type="checkbox"/>

*Continued on next page*



6.30pm	<p>Check with the RR Manager that:</p> <ul style="list-style-type: none"> <li>the data entry operators have arrived and completed their training exercise</li> <li>that the count of special vote envelopes from the advance voting period has been transferred onto the relevant EMS11-HQ results sheets</li> </ul>	<input type="checkbox"/>
	<p>Check with the LS Manager that the supplies return area is ready</p>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Provide a simple dinner to early count and HQ staff</li> <li>Early count staff and any scrutineers must remain in the restricted space, under security supervision, until 7pm</li> </ul>	<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"> <li>• data entry operators have completed entering results from advance voting</li> <li>• telephone operators are ready and/or have begun taking voting place results</li> <li>• results sheets checker(s) are ready to check the results sheets as they are completed by the telephone operators</li> </ul>	<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"> <li>• all voting place results have been phoned through to HQ</li> <li>• if not complete, that telephone operators have contacted those voting place managers to find out progress</li> </ul>	<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

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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

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**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](http://vote.nz) or [www.electionresults.govt.nz](http://www.electionresults.govt.nz)
- direct other media enquiries to [REDACTED] National Office Media Advisor) on [REDACTED]

### 2.3 SCRUTINEERS' CONDUCT AT VOTING PLACES

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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"><li>• Copy of all Personal Instruction Manuals, including that for Mobile Support</li><li>• M41-VPASSESS assessment form for each voting place on their route</li><li>• M31-MS Mobile Support sheet for each voting place</li><li>• M40-MSPLAN with route map and their voting places marked</li><li>• expense claim and mileage claim form.</li></ul>

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

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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

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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

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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"> <li>• Special vote ballot box(es)</li> <li>• Envelope S6 (will be packed in a supplies box from the voting place), containing Form B - Special vote reconciliation</li> <li>• The set of materials prepared for that voting place: <ul style="list-style-type: none"> <li>○ Form F - Summary of special declaration votes envelopes received</li> <li>○ [REDACTED]</li> <li>○ [REDACTED]</li> <li>○ two plain A4 size envelope, labelled, marked with "Miscast votes" or "Enrolment forms"</li> </ul> </li> </ul>										
3	<p>One voting place or team at a time:</p> <ul style="list-style-type: none"> <li>• break the seal on the special votes box(es)</li> <li>• fill in the seal log on the back of the box</li> </ul> <table border="1" data-bbox="932 1339 1391 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"> <li>• empty the contents onto the tables</li> <li>• stamp the back of each special vote envelope with the 'ADVANCE' stamp in the 'Official mark' box</li> </ul> <div data-bbox="1062 1469 1385 1662" style="border: 1px solid black; padding: 10px; text-align: center;"> <p><b>ADVANCE</b></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"> <li>• Make one pile for each electorate.</li> <li>• Keep electorates in numerical order.</li> <li>• 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.</li> </ul> <p><b>Do not open the envelopes.</b> 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>
7	<p>Put a rubber band around the envelopes for each other electorate and pack into an [REDACTED]</p>
8	<p>Repack the special votes box(es) for that voting place or team with the [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>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. Adjust the paperwork accordingly. [REDACTED]</p>

## 7 SCANNING OF ENROLMENT FORMS

### 7.1 FORMS RETURNED FROM ADVANCE VOTING

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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

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### 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:

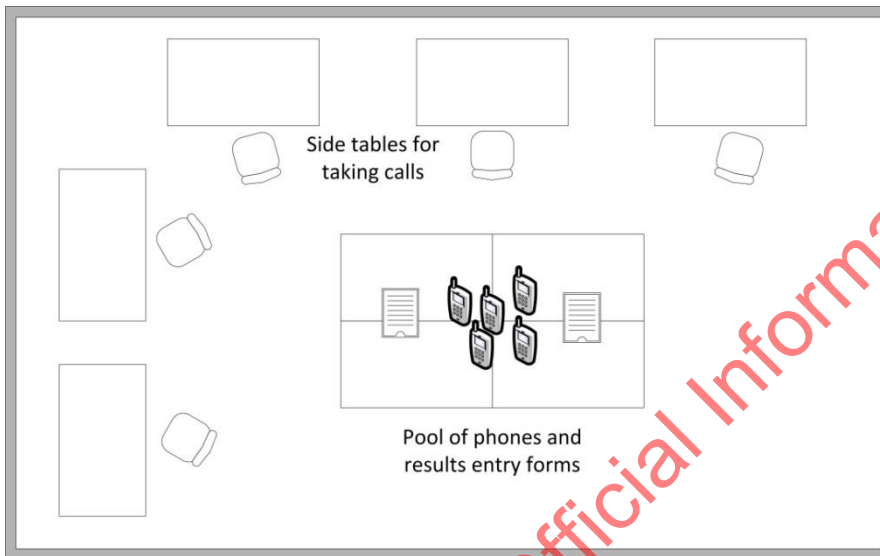
Step	Instructions
1	Turn on all the hunt group mobile phones.
2	From one phone (not part of the hunt group) call [REDACTED] and check it rings through to one of the phones in the hunt group. Do not answer this call, let it forward to the next mobile phone in the hunt group. Keep ignoring the rings until 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
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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"> <li>label the pocket with the voting place number and name</li> <li>use the voting place summary report to determine which result sheets are required</li> <li>label the appropriate EMS11-HQ Headquarters Election Night results sheets with the voting place number and name</li> <li>place the sheets into the pocket, with the home general electorate sheet on top.</li> </ul> <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 &amp; 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																		
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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"> <li>Find the voting place pocket for this voting place</li> <li>Repeat the name and number of the voting place</li> </ul>												
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: <b>Form G: Voting Place certificate</b> <b>EMS11-C: Candidate votes</b> <b>EMS11-P: Party votes'</b>	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 <b>Form G</b>, 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 <b>Form G</b> 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 <b>step 12</b>.</p> <p>If more than 6 ordinary votes were issued, move onto <b>step 8</b>.</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"> <li>Say the <b>surname only</b> 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.</li> <li>Repeat the candidate surname and number of votes and record the number on the results sheet beside the correct name.</li> </ul> <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"> <li>• Call each party name <b>one</b> at a time.</li> <li>• Repeat the party name and number of votes and record the number on the results sheet beside the correct party.</li> </ul> <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> <p>✓ if they are within tolerance</p> <p>X if they are outside tolerance.</p>
12	'Do you have results for another electorate?'	<ul style="list-style-type: none"> <li>• Take the blank EMS11-HQ form for the appropriate electorate and start the process again at <b>step 8</b>, checking that the VP Manager looks at the forms for the new electorate.</li> <li>• If no, go to <b>step 13</b></li> </ul>
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 <b>all the electorates</b> the voting place was issuing ordinary votes for. Each voting place must provide results for <b>at least one general and one Māori electorate</b>. They may also have results for <b>one or more other Māori electorates</b> or <b>one or more other shared general electorates</b>.</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 <b>before</b> 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"> <li>• Return the mobile phone to the centre table.</li> <li>• You or the results sheet checker give the completed forms to the data entry operator.</li> </ul>



Form G – Voting Place Certificate

Voting Place Certificate for:		
Electorate No. and Name		
Voting place No. and name		
Copy from the app: ordinary vote	<b>Ballot papers issued</b>	920
	Ballot papers supplied	1200
	Ballot papers unused	275
	Ballot papers used	125
	Spoilt papers	5
	Questioned votes	0
For the home general electorate only:		
Copy from the app: Special vote	<b>Special votes issued</b>	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		
<b>Special Votes and Enrolment Forms (from Form G)</b>		<b>Party Votes (from EMS11-P)</b>	
Special Votes Issued	152		12
Takeaway Votes Issued	4		17
Enrolment Forms Received	28		241
Special Votes Received	153		33
<b>Total ordinary ballots issued (from Form G)</b>			40
Total ordinary ballots issued	920		105
If less than 6 do not enter the results below.			
<b>Electoral Candidate Votes (from EMS11-C)</b>			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
<b>Total Candidate Votes</b>	920	<b>Total Party Votes</b>	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)																		
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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)																			
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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


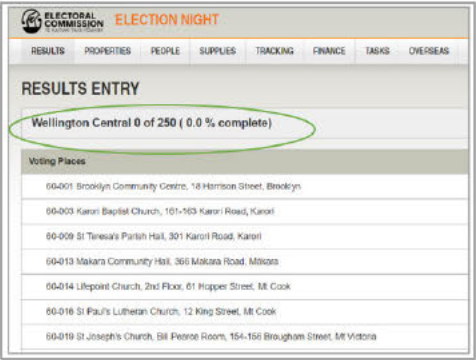
The data entry operators must wait until they are advised by the EM to start entering results into EMS using the completed Headquarter Election Night Result Sheets (EMS11-HQ). This notification should be expected at 7.00pm and data entry must start immediately. If your early count is not completed by 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 &gt; Parliament Vote entry:</p> 
2	<p>The results entry screen will show:</p> <ul style="list-style-type: none"> <li>the name of your electorate</li> <li>the number of results entered, and the number of results expected to be entered</li> <li>the percentage (%) of expected results completed.</li> </ul> <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"> <li>• EMS transmission is slow</li> <li>• data entry is slow</li> <li>• you lose access to EMS</li> </ul>	<ul style="list-style-type: none"> <li>• contact the National Support Team immediately. National Office has staff on standby to enter results if an electorate is experiencing difficulties.</li> <li>• you will be asked to scan and email, or photograph and email the handwritten results sheets.</li> </ul>
<ul style="list-style-type: none"> <li>• both your electorate and National Office lose access to EMS</li> </ul>	<ul style="list-style-type: none"> <li>• you will be asked to enter results into the Excel spreadsheet on your laptop and email the file to National Office.</li> </ul>

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

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 <b>Results &gt; Reports &gt; Electorate Detail</b>.</p>  <p>Results &gt; Parliament &gt; Electorate Detail</p> <table border="1"> <thead> <tr> <th colspan="4">60 WELLINGTON CENTRAL 167 OF 168 ( 99.4 % COMPLETE)</th> <th colspan="13">CANDIDATES</th> </tr> <tr> <th>EF VPP</th> <th>Voting Place</th> <th>Time</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>80 - A 002</td> <td>Karori Community Centre, Youth Centre Room, 7 Beauchamp Street, Karori (2)</td> <td>4:29pm</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>34 - F 007</td> <td>Waikanae Beach Community Hall, 334 Rangiorua Street, Waikanae Beach</td> <td>3:53am</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>60 - A 215</td> <td>Pao Ua Voting Place, Dulce Arcade, 165 Willis Street, Wellington City (2)</td> <td>4:52am</td> <td>17</td> <td>7</td> <td>56</td> <td></td> <td>15</td> <td>1073</td> <td>401</td> <td>6</td> <td>29</td> <td>541</td> <td>36</td> <td>1963</td> <td>34</td> <td>1</td> <td>5</td> <td>676</td> <td></td> <td></td> </tr> <tr> <td>60 - A 208</td> <td>Autenon Centre Foyer, 55 Featherston Street, Wellington City (1)</td> <td>4:52am</td> <td>9</td> <td>1</td> <td>4</td> <td></td> <td>5</td> <td>1129</td> <td>313</td> <td>5</td> <td>49</td> <td>469</td> <td>13</td> <td>2045</td> <td>139</td> <td>2</td> <td>4</td> <td>955</td> <td></td> <td></td> </tr> <tr> <td>60 - A 210</td> <td>Massey University, Flat and Form Room, Block 8, Falgout Street, Mt Cook (1)</td> <td>4:52am</td> <td>9</td> <td>1</td> <td>4</td> <td></td> <td>5</td> <td>4</td> <td>4</td> <td>4</td> <td>631</td> <td>340</td> <td>0</td> <td>10</td> <td>76</td> <td>8</td> <td>1018</td> <td>17</td> <td>2</td> <td>4</td> </tr> <tr> <td>33 - E 218</td> <td>Redwood School, 71a Redwood Avenue, Taupo</td> <td>4:52am</td> <td>9</td> <td>0</td> <td>9</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>30 - E 018</td> <td>North City Shopping Centre, Shop 112 (next to Silvermoon), 2 Tiani Bay Road, Porirua</td> <td>4:52am</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>19</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>60 - E 204</td> <td>Karori Pizzeria, 84 Campbell Street, Karori</td> <td>4:52am</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>4</td> <td>1</td> <td>2</td> <td>2</td> <td>157</td> <td>10</td> <td>0</td> <td>1</td> <td>01</td> <td>0</td> <td>258</td> </tr> <tr> <td>50 - A 000</td> <td>Karori Community Centre, Youth Centre Room, 7 Beauchamp Street, Karori (1)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3"><b>TOTALS</b></td> <td>222</td> <td>44</td> <td>736</td> <td></td> <td>62</td> <td>297</td> <td>165</td> <td>19249</td> <td>9952</td> <td>52</td> <td>626</td> <td>9918</td> <td>251</td> <td>33700</td> <td>1706</td> <td>55</td> <td>64</td> <td>18881</td> </tr> </tbody> </table>	60 WELLINGTON CENTRAL 167 OF 168 ( 99.4 % COMPLETE)				CANDIDATES													EF VPP	Voting Place	Time																			80 - A 002	Karori Community Centre, Youth Centre Room, 7 Beauchamp Street, Karori (2)	4:29pm																			34 - F 007	Waikanae Beach Community Hall, 334 Rangiorua Street, Waikanae Beach	3:53am																			60 - A 215	Pao Ua Voting Place, Dulce Arcade, 165 Willis Street, Wellington City (2)	4:52am	17	7	56		15	1073	401	6	29	541	36	1963	34	1	5	676			60 - A 208	Autenon Centre Foyer, 55 Featherston Street, Wellington City (1)	4:52am	9	1	4		5	1129	313	5	49	469	13	2045	139	2	4	955			60 - A 210	Massey University, Flat and Form Room, Block 8, Falgout Street, Mt Cook (1)	4:52am	9	1	4		5	4	4	4	631	340	0	10	76	8	1018	17	2	4	33 - E 218	Redwood School, 71a Redwood Avenue, Taupo	4:52am	9	0	9		0	0	0	0	0	0	0	0	0	0	0	0	0	0	30 - E 018	North City Shopping Centre, Shop 112 (next to Silvermoon), 2 Tiani Bay Road, Porirua	4:52am														19					60 - E 204	Karori Pizzeria, 84 Campbell Street, Karori	4:52am								4	1	2	2	157	10	0	1	01	0	258	50 - A 000	Karori Community Centre, Youth Centre Room, 7 Beauchamp Street, Karori (1)																				<b>TOTALS</b>			222	44	736		62	297	165	19249	9952	52	626	9918	251	33700	1706	55	64	18881
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3	<p>If you find a potential error:</p> <ul style="list-style-type: none"> <li>● briefly describe the error in writing and staple it to the result in question</li> <li>● investigate the issue. If needed, ask a telephone operator to call the voting place manager to check forms EMS11-C and/or EMS11-P.</li> </ul>																																																																																																																																																																																																																																																								
4	<p>If you identify an actual error:</p> <ul style="list-style-type: none"> <li>● give the result and description of the error to a data entry operator</li> <li>● ask them to make any changes.</li> </ul>																																																																																																																																																																																																																																																								

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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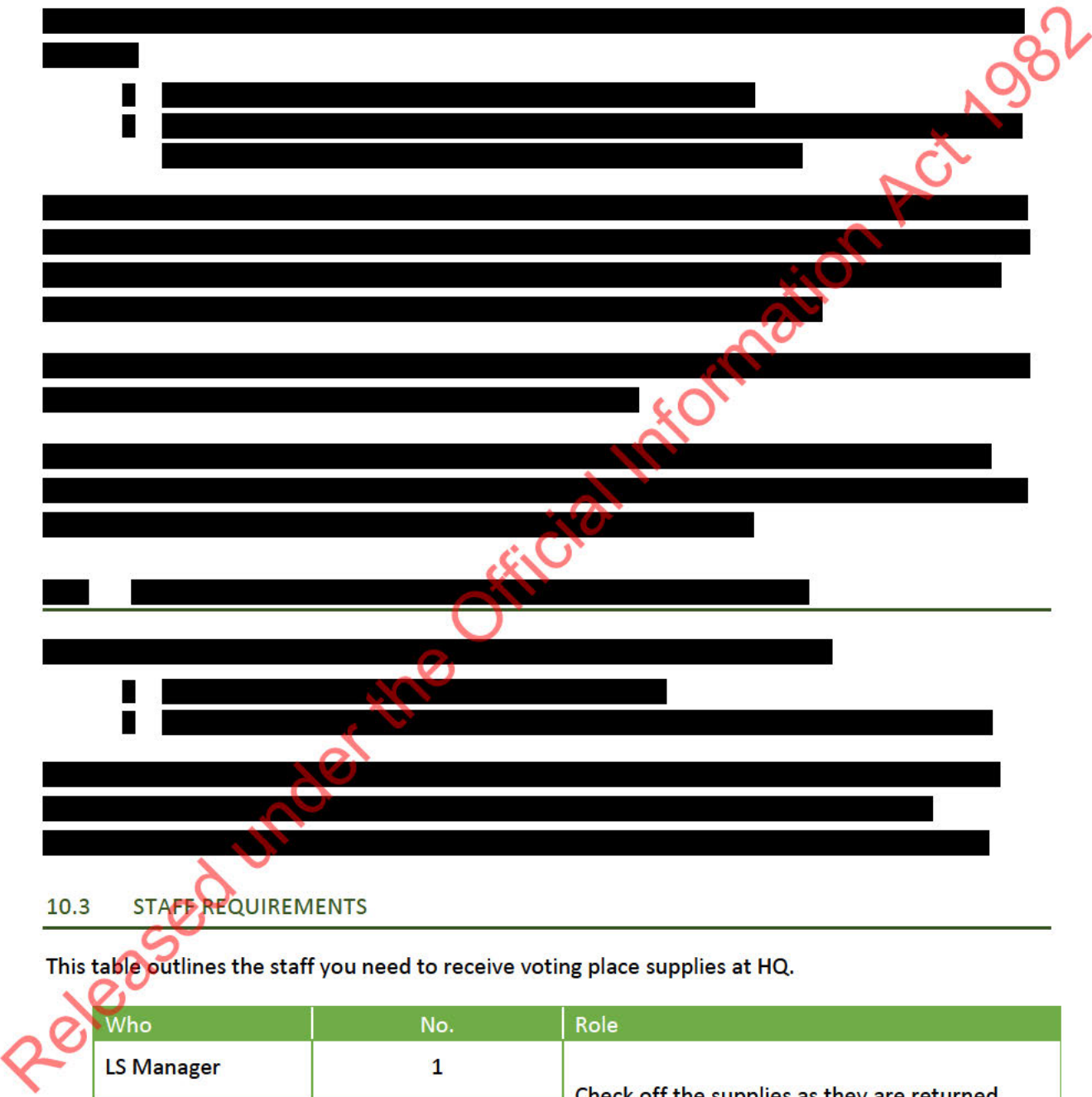
10 RETURN OF VOTING PLACE SUPPLIES TO HEADQUARTERS

[REDACTED]

10.3 STAFF REQUIREMENTS

This table outlines the staff you need to receive voting place supplies at HQ.

Who	No.	Role
LS Manager	1	Check off the supplies as they are returned
HQ support	2-6	
HQ support [REDACTED]	4-8	Help carry supplies into headquarters [REDACTED] [REDACTED]





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"> <li>• Ask the Voting Place Manager to put their ballot boxes on the returns tables.</li> <li>• Get the Material Returns report for that voting place.</li> </ul>																														
2	<p>Start with the Special Votes ballot box.</p> <ul style="list-style-type: none"> <li>• Check that the seal number on the ballot box matches to what is recorded on the seal log</li> <li>• Break the seal, record this on the log</li> </ul> <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"> <li>• Using the Special Votes checklist, check for and tick the following items:</li> </ul> <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	
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S5																															
S6																															
S7																															

	<ul style="list-style-type: none"> <li>○ Remove Envelope S5 and place this in the [REDACTED] for enrolment forms. All other envelopes remain in the box, in numeric order.</li> <li>○ Issuing point stamps: tick this at the top of the report, the stamps should remain in the box.</li> </ul> <table border="1" data-bbox="389 342 1291 398"> <thead> <tr> <th>Items</th> <th>Check ✓</th> </tr> </thead> <tbody> <tr> <td>Issuing point stamps</td> <td></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"> <li>● Check and complete the seal log as with the special votes box</li> <li>● Check for the: <ul style="list-style-type: none"> <li>○ rolls for this electorate. Tick these on the returns report, then remove them and place into the [REDACTED]</li> <li>○ correct envelopes. Tick these on the returns report and leave them in the ballot box, in numeric order.</li> </ul> </li> </ul> <table border="1" data-bbox="426 696 884 891"> <thead> <tr> <th colspan="2">42 Remutaka</th> </tr> <tr> <th>Items</th> <th>Check ✓</th> </tr> </thead> <tbody> <tr> <td>Ballot Box</td> <td></td> </tr> <tr> <td>Electoral Rolls</td> <td></td> </tr> <tr> <td>P1</td> <td></td> </tr> <tr> <td>P2</td> <td></td> </tr> <tr> <td>P3</td> <td></td> </tr> <tr> <td>P4</td> <td></td> </tr> <tr> <td>P5</td> <td></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><b>Note:</b> 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"> <li>● Check for the mobile phone(s) for the voting place.</li> <li>● Tick this on the Returns report, then remove and place into the [REDACTED] for mobile phones.</li> <li>● 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.</li> </ul>																		
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"> <li>● [REDACTED]</li> <li>● [REDACTED]</li> </ul> <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"> <li>overall accountability and oversight of the early count</li> <li>completing the early count plan (M55-ECPLAN) and special vote plan (M55-SVPLAN)</li> <li>briefing staff and scrutineers on Election Day.</li> </ul>
Logistics and Supplies Manager (LS Manager)	<ul style="list-style-type: none"> <li>assisting the EM to draft the early count and special vote plans</li> <li>[REDACTED]</li> <li>ensuring that materials are ready and correct for the early count.</li> </ul>
Recruitment and Rostering Manager (RR Manager)	<ul style="list-style-type: none"> <li>recruiting and confirming staff for the early count.</li> </ul>
Early Count Process Leader(s) (ECPL)	<ul style="list-style-type: none"> <li>preparing the materials for the early count</li> <li>training the table coordinators</li> <li>managing early count staff and the overall early count process on Election Day to meet timelines.</li> </ul>
Assistant Early Count Process Leader(s)*	<ul style="list-style-type: none"> <li>supporting the ECPL(s); one will attend the early count training</li> <li>assisting with the preparation of materials for the early count</li> <li>assisting with the training of table coordinators</li> <li>assisting the ECPL to manage the early count and leading the early count during their breaks.</li> </ul>
Table coordinators	<ul style="list-style-type: none"> <li>managing counters, providing clear instructions and keeping control of their count team</li> <li>managing work quality of the count team.</li> </ul>
Counters	<ul style="list-style-type: none"> <li>counting votes under the instructions of their table coordinator</li> <li>taking direction of their table coordinator and Process Leader under limited time conditions.</li> </ul>
[REDACTED]	<ul style="list-style-type: none"> <li>[REDACTED]</li> </ul>

\* 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"><li>• be in the restricted area from 30 minutes before the designated start time</li><li>• watch the count</li><li>• raise any questions or concerns with the ECPL</li><li>• record by pen and paper, results of the counts</li><li>• leave the restricted area at 7.00pm.</li></ul>	<ul style="list-style-type: none"><li>• leave the restricted area before 7.00pm</li><li>• have any communication device in the restricted area before 7.00pm</li><li>• communicate any information about the count to anyone outside the restricted area before 7.00pm</li><li>• help with the count</li><li>• take photos or video during the count</li><li>• talk to count staff.</li></ul>

### 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"> <li>Early count plan (M55-ECPLAN) drafted with the assistance of your LS Manager and discussed with your Regional Advisor (RA).</li> <li>Space to conduct the early count approved by your RA.</li> <li>ECPL, back-up and assistant ECPL(s) appointed.</li> </ul>	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"> <li>all staff are confirmed for the early count</li> <li>[REDACTED]</li> <li>all table coordinators have been briefed and trained.</li> </ul>	RR Manager	<input type="checkbox"/>
	<p>Appropriate areas have been prepared for:</p> <ul style="list-style-type: none"> <li>the return of supplies from voting places that have issued votes during advance voting</li> <li>the early count.</li> </ul> <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"> <li>key voting materials are received in materials tracking.</li> <li>[REDACTED]</li> </ul>	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 lockers/wardrobes 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)			
Lockers/wardrobes/closets			
Photocopiers			
Kitchen facilities e.g. cups / hot water tap / 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																																
Electoral Districts – 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										
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											Mana (1)											450											900											600											400											250											50																																												30																					
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											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) electorates and up to six shared electorates, including a shared Māori electorate. Three of the voting places are expected to be busy and will have additional phased counts for the home General electorate. In total, this electorate 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 <b>'Planning'</b> 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 <b>'Counts to complete'</b> tab.</p> <ul style="list-style-type: none"> <li>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.</li> <li>List the names of the electorates you will issue ordinary votes for down the side.</li> <li>Add in the expected votes, using your estimates from EMS.</li> </ul> <p>If a count is large, it will be phased (refer to Chapter 13 – Equipment &amp; 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 <b>'Plan for counting teams'</b> 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 <b>'Ballot box check'</b> 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"> <li>All the ballot boxes from a voting place or team need to be checked one at a time.</li> <li>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.</li> </ul>



## 2.3 ESTIMATING STAFF NUMBERS

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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

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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

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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"><li>• 2 pre-selected candidates expected to receive the most votes: 6 copies, collated, on white paper</li><li>• All candidates on coloured paper</li></ul>
Marker cards for parties	<ul style="list-style-type: none"><li>• 2 pre-selected parties expected to receive the most votes: 6 copies, collated, on white paper</li><li>• All parties on coloured paper</li></ul>

██████████	█ ██████
Stationery	<ul style="list-style-type: none"><li>• 1 x box of black sticky labels per count team</li><li>• 1 x blue/black pen per person</li><li>• 1 x finger cone per person</li><li>• 1 x calculator for the table coordinator (not a mobile phone).</li></ul>

### 3.2 EXPECTED COUNT RESULTS

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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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[Redacted]	[Redacted]
█	[Redacted]
█	[Redacted]
█	[Redacted]
█	[Redacted]
█	[Redacted]
█	[Redacted]

4.2.1 How the count space will be used

Carefully consider how the early count will be set up and operate. [Redacted]. This planning is crucial to a smooth operation of the early count, particularly if your early count will be held outside of electorate HQ.

Consider the best use of space for the counting area and the staff break area. You should ensure that that the working area will be comfortable for staff. This may require bringing in additional lighting, heating or cooling units.

Staff will need to be able to access kitchen space and toilets; if these are not exclusively used by the early count staff then you will need to ensure that staff are overseen by a security guard or other member of HQ staff, so that they do not communicate with people working outside of the early count.

## 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"> <li>• E20-S Dec Declaration of Secrecy form</li> <li>• M37-TIME timesheet</li> <li>• ■</li> <li>• E56-CLH clothing label holder</li> </ul>	Each person working in the early count
1	<ul style="list-style-type: none"> <li>• E20-S Dec Declaration of Secrecy form</li> <li>• E56-SCR Identification label</li> </ul>	Each scrutineer
1	<ul style="list-style-type: none"> <li>• E20-S Dec Declaration of Secrecy form</li> <li>• name tag or name label if required</li> </ul>	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"> <li>one table as your working space</li> <li>one table with the following supplies laid out in separate piles: <ul style="list-style-type: none"> <li>EMS11-C Candidate vote counting sheet</li> <li>EMS11-P Party vote counting sheets</li> <li>EMS11-HQ Headquarters Election Night results sheets</li> <li>EMS11-MARKER Preliminary count candidate and party marker cards printed on coloured paper and clipped together</li> </ul> </li> <li>[REDACTED]</li> <li>Plain A4 size envelope for miscast votes</li> <li>Pre-printed labels with each voting place or team name and number, electorate to be counted for, and phase.</li> </ul>																					
2	<p>Label the forms and envelopes for each voting place or team by either:</p> <ul style="list-style-type: none"> <li>using pre-printed labels</li> <li>writing the information on by hand</li> </ul> <p><b>Note:</b> 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;"><b>EMS11-HQ Headquarters Election Night Results Sheet</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">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%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Special Votes and Enrolment Forms (from Form G)</th> <th style="width: 60%;">Party Votes (from EMS11-P)</th> </tr> </thead> <tbody> <tr> <td>Special Votes Issued</td> <td rowspan="4" style="background-color: black;"></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">Total ordinary ballots issued (from Form G)</td> </tr> <tr> <td colspan="2">Total ordinary ballots issued</td> </tr> </tbody> </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		Taken away Votes Issued	Enrolment Forms Received	Special Votes Received	Total ordinary ballots issued (from Form G)		Total ordinary ballots issued	
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																						
Taken away Votes Issued																						
Enrolment Forms Received																						
Special Votes Received																						
Total ordinary ballots issued (from Form G)																						
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"><li>• one EMS11-MARKER Candidate marker card for the two likely highest polling candidates (from information provided by National Office at training) for each counter</li><li>• two EMS11-MARKER Party marker cards for each of the two likely highest polling parties.</li></ul>
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"> <li>• EMS11-C and EMS11-P forms</li> <li>• EMS11-HQ form</li> <li>• EMS11-MARKER cards – one set for that electorate</li> <li>• plain A4 sized envelope labelled with the voting place, electorate and phase number.</li> </ul>
4	[REDACTED]
5	Place the [REDACTED] with the ballot box for this count. Keep the ballot box <b>sealed</b> .
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"> <li>EM briefs the security guards and any scrutineers attending the early count</li> <li>ECPL briefs counters.</li> </ul>	<input type="checkbox"/>
8.55am	<ul style="list-style-type: none"> <li>Process Leader checks the early count area is secure</li> <li>EM briefs all persons present at the early count.</li> </ul>	<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"> <li>11am: sort of ballot boxes should be complete</li> <li>3pm: largest counts should be well underway</li> <li>5pm: largest counts should be complete.</li> </ul>	<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"> <li>National Office advises that the early count results can be entered into EMS</li> <li>RR Manager supervises data entry operators</li> <li>EM begins reasonableness and results checking.</li> </ul>	<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]

[REDACTED]

[REDACTED]

[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 block]

### 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"><li>• EMS11-C (completed)</li><li>• EMS11-P (completed)</li><li>• EMS11-HQ (blank).</li></ul>
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 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"> <li>• Phase*</li> <li>• voting place (VP) or voting team, including postal votes</li> </ul>
		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"> <li>Ensuring deadlines are achieved</li> <li>Ensuring voting materials are kept secure through all processing steps</li> <li>Completing reasonableness checks of results</li> <li>Briefing staff prior to the start of the official count</li> <li>Checking informal votes</li> <li>Signing off official results certificates</li> </ul>	
Logistics & Supplies Manager (LS Manager)	<ul style="list-style-type: none"> <li>[REDACTED]</li> <li>[REDACTED]</li> </ul>	
Post-Election Manager (PE Manager)	<ul style="list-style-type: none"> <li>Ensuring the team is appropriately resourced and supported</li> <li>Ensuring the training area and materials are set up</li> <li>Managing the overall process to meet deadlines</li> <li>Coordinating post-election processing teams</li> </ul>	
Official Count Process Leader (OC Process Leader)	<ul style="list-style-type: none"> <li>Training of table coordinators</li> <li>Managing the workflow of individual counts and count teams</li> <li>Providing sufficient breaks for staff throughout the day</li> <li>Preparing counts for table coordinators</li> <li>Checking counts for accuracy</li> <li>Ensuring counts are entered into EMS correctly</li> <li>Ensuring materials are stored securely</li> <li>Conducting vote extraction</li> <li>Ensuring staff are wearing their ID cards</li> </ul>	
HQ support staff	Table coordinators (4-6 staff)	<ul style="list-style-type: none"> <li>Leading a count team</li> <li>Ensuring processes are followed correctly</li> <li>Ensuring paperwork for each count is completed correctly</li> <li>Calculating voting place results</li> <li>Assisting with vote extraction</li> </ul>
	Counters (12-18 staff)	<ul style="list-style-type: none"> <li>Counting and recording votes</li> </ul>
	Data entry operators (1-2 staff)	<ul style="list-style-type: none"> <li>Entering results accurately into EMS</li> <li>Printing worksheets, reports and certificates</li> </ul>
	Logistics support staff (2-4 staff)	<ul style="list-style-type: none"> <li>Preparing ballot boxes for the count</li> </ul>
Justice of the Peace (JP)	<ul style="list-style-type: none"> <li>Signing of count certificates and end of day documentation</li> </ul>	

## 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"> <li>Table coordinators</li> <li>Counters</li> <li>Data entry operators</li> </ul>	<ul style="list-style-type: none"> <li>Table coordinators need good organisation and numeracy skills</li> <li>Counters need good basic numeracy.</li> <li>All staff need good attention to detail.</li> </ul>
Vote extraction	<ul style="list-style-type: none"> <li>OC Process Leader</li> <li>Capable HQ support staff</li> <li>Data entry operator(s)</li> </ul>	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"> <li>JP</li> <li>OC Process Leader</li> </ul>	
Reasonableness checks	<ul style="list-style-type: none"> <li>EM</li> </ul>	
Finalising results	<ul style="list-style-type: none"> <li>EM</li> <li>JP</li> </ul>	

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"><li>• black sticky labels</li><li>• blue/black pens</li><li>• finger cones</li><li>• calculator</li><li>• stapler.</li></ul>

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 style="padding-left: 40px;">Electorate: Ōhāriu, VP 18: Waionui Community House</p>	<p>Contains:</p> <ul style="list-style-type: none"> <li>• completed Form A reconciliation and Form G Voting Place certificate</li> <li>• 100 ballot papers from the early count and associated marker cards.</li> </ul>
<p>P4 envelope for:</p> <p style="padding-left: 40px;">Electorate: Ōhāriu, VP 18: Waionui Community House</p>	<p>Contains:</p> <ul style="list-style-type: none"> <li>• Counting and results sheets from the early count: EMS11-C, EMS11-P and EMS11-HQ.</li> </ul>
<p>EMS81-MARKER official count marker cards for Ōhāriu</p>	<ul style="list-style-type: none"> <li>• One set of 10 marker cards on white paper.</li> </ul>
<p>EMS81-WKSHEET for the count</p>	<ul style="list-style-type: none"> <li>• Uncompleted copy.</li> </ul>

### 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

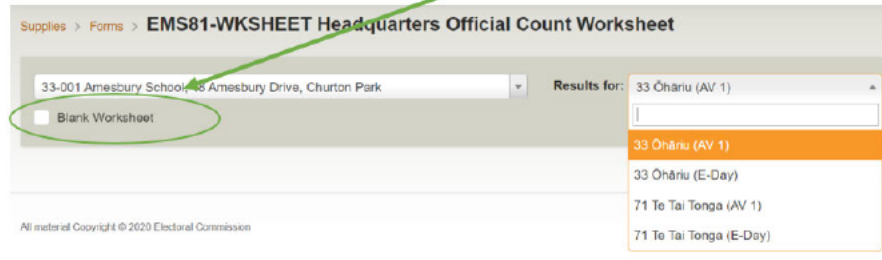
Follow these instructions to print the Electorate detail report from EMS.

Step	Instructions
1	From the menu select <b>Results – Electorate Detail</b> .
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 <b>Supplies – Forms - EMS81-WKSHEET Headquarters Official Count Worksheet</b> .
2	Select the voting place corresponding to the name of the electorate for the count from the drop-down menu. <b>Note:</b> the phase for the count is given next to each electorate eg AV1 or ED. <b>Important:</b> Place a tick next to <b>“Blank Worksheet”</b> .



3	<p>Click <b>Submit</b>. 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><b>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.</b></p>
4	Click <b>Print</b> 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 <b>Results – Parliament Vote Entry</b>
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 <b>Add Phase</b> on the right-hand side.</p>  <p>Click on <b>OK</b> 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 <b>Supplies – Forms - EMS81-MARKER Official Count Marker Cards</b> .
2	Select your electorate from the drop-down menu and click <b>Submit</b> . 
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 <b>EMS11-MARKER Preliminary Count Marker Cards</b> .

### 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

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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.



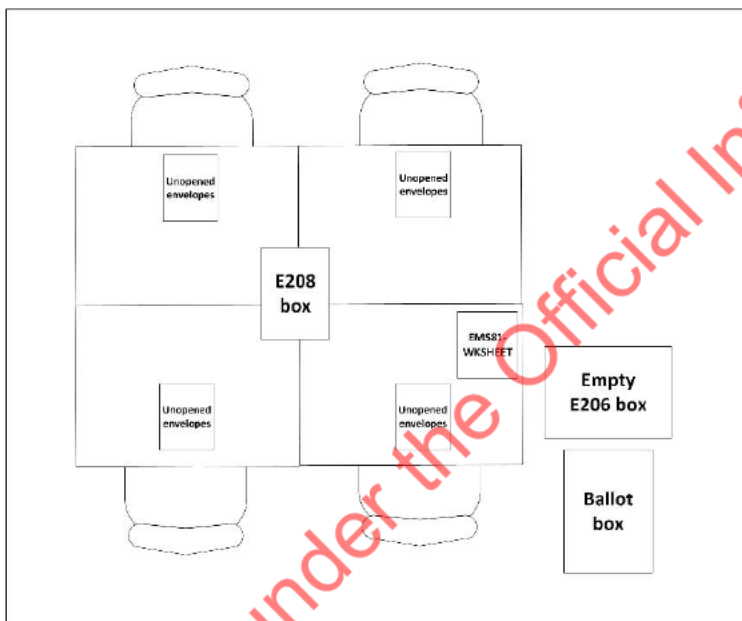
Key points to note about the process:

- 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"> <li>• get the ballot box(es) for the phase</li> <li>• get the corresponding EMS81-WKSHEET</li> </ul>
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"> <li>• checks for and counts the number of envelopes in the E208 box</li> <li>• removes these envelopes from this count by updating the “Number of ballot papers issued to voters” on the EMS81-WKSHEET.</li> <li>• puts these envelopes into an E208 box marked “SV envelopes with issues”</li> <li>• 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”</li> <li>• puts the EMS81-WKSHEET into the ballot box with the ballot papers</li> <li>• [REDACTED]</li> <li>• [REDACTED]</li> <li>• 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.</li> </ul>
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"> <li>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</li> <li>have the EM write on the declaration, “Disallowed by EM – Ballot paper missing” and sign the declaration</li> <li>find the voter in the “Edit Special Votes” screen in ERSA and click on the declaration number.</li> <li>in the “Edit Special Vote” dialog box select “No ballot paper enclosed” and click “Update”</li> <li>staple the declaration to the envelope and put it into Box 10.</li> </ul>

#### 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"> <li>write “Ballot paper issued for [electorate on ballot paper] electorate, instead of [your electorate] as per declaration. Ballot paper counted for Party vote only”</li> <li>sign the declaration.</li> </ul>
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"> <li>write “Declaration for [electorate on declaration] discovered too late to forward. Ballot paper counted for Party vote only”.</li> <li>sign the declaration.</li> </ul>
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"> <li>• get a fresh special vote envelope</li> <li>• write the number of the declaration on the fresh envelope</li> <li>• seal the ballot paper, if there is one, in the ballot paper side of the envelope</li> <li>• staple the declaration to the front of the fresh envelope</li> <li>• give the declaration/envelope to the Special Vote Process Leader for processing.</li> </ul>
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"> <li>• seal the ballot papers back in the ballot paper side of the envelope</li> <li>• give the envelope to the dual vote investigations team and ask them to call the National Support Team [REDACTED]</li> </ul>
2B	<p>If one ballot paper matches the envelope and the other(s) don't:</p> <ul style="list-style-type: none"> <li>• put the matching ballot paper back in the envelope then follow step 3 from 3.5.3</li> <li>• get a fresh envelope for the other papers and write the declaration number of the ballot paper on the envelope</li> <li>• seal the papers in the ballot paper side of the envelope</li> <li>• give the envelope to the Special Vote Process Leader for processing.</li> </ul> <p>The Special Vote Process Leader will:</p> <ul style="list-style-type: none"> <li>• check if the declaration number is in ERSA</li> <li>• check Box 1 to see if there is a matching declaration</li> <li>• if the declaration is not found, follow section 6.5, step 5 in Chapter 28 – Special Votes.</li> </ul>

### 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"> <li>• write "Ballot paper missing" on the envelope</li> <li>• give the envelope to the Special Vote Process Leader.</li> </ul>
2	<p>The Special Vote Process Leader will:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• have the EM write on the declaration "Disallowed by EM – Ballot paper missing" and sign the declaration</li> <li>• find the voter in the "Edit Special Votes" screen and click on the declaration number.</li> <li>• in the "Edit Special Vote" dialog box select "No ballot paper enclosed" and click "Update"</li> <li>• staple the declaration to the envelope and put them into Box 10.</li> </ul>
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

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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"> <li>• balance the party result</li> <li>• balance the candidate result</li> <li>• balance the party and candidate results.</li> </ul> </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"> <li>• balance the party result</li> <li>• balance the candidate result</li> <li>• balance the party and candidate results.</li> </ul>
		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"> <li>• balance the party result</li> <li>• balance the candidate result</li> <li>• balance the party and candidate results.</li> </ul>											




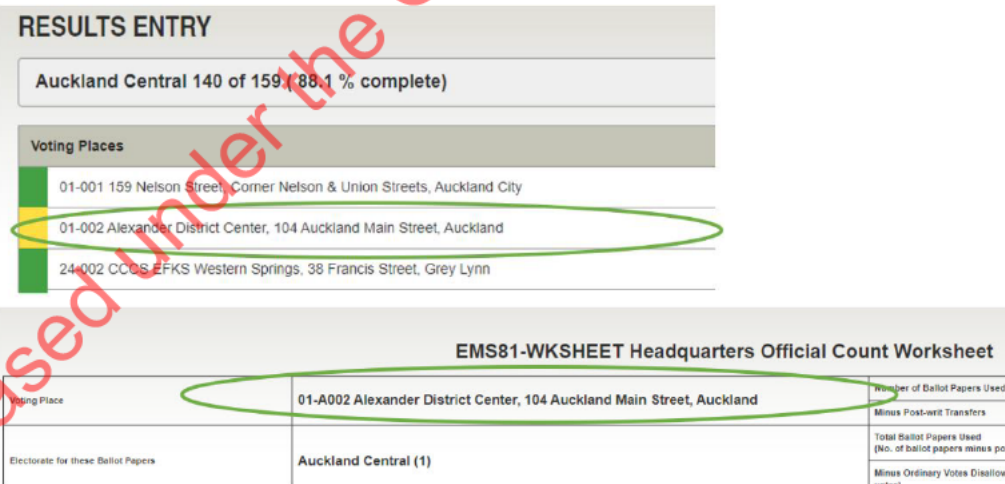
## 5.1 ENTERING OFFICIAL COUNT RESULTS

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 <b>Results – Parliament Vote Entry</b>.</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> <th>Total Ballot Papers Used (No. of ballot papers minus po Minus Ordinary Votes Disallow</th> </tr> </thead> <tbody> <tr> <td>01-A002 Alexander District Center, 104 Auckland Main Street, Auckland</td> <td>Auckland Central (1)</td> <td></td> <td></td> </tr> </tbody> </table>	Voting Place	Electorate for these Ballot Papers	Number of Ballot Papers Used Minus Post-writ Transfers	Total Ballot Papers Used (No. of ballot papers minus po Minus Ordinary Votes Disallow	01-A002 Alexander District Center, 104 Auckland Main Street, Auckland	Auckland Central (1)		
Voting Place	Electorate for these Ballot Papers	Number of Ballot Papers Used Minus Post-writ Transfers	Total Ballot Papers Used (No. of ballot papers minus po Minus Ordinary Votes Disallow						
01-A002 Alexander District Center, 104 Auckland Main Street, Auckland	Auckland Central (1)								

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	
		Total Ballot Papers Used (No. of ballot papers minus post-writ transfers)	200
Electorate for these Ballot Papers	Auckland Central (1)	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	
		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

## 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"> <li>EM, PE Manager or OC Process Leader, and</li> <li>Justice of the Peace.</li> </ul>
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 <b>Results - Electorate Detail</b> .
2	Check the report to ensure that: <ul style="list-style-type: none"><li>• results have been entered against the correct voting place and phase</li><li>• results are as you would reasonably expect, ie, each result is generally in line with the others</li><li>• the number of Candidate and Party total votes are the same</li></ul>
3	If any results require further investigation: <ul style="list-style-type: none"><li>• write a brief description of the issue</li><li>• attach the description to the EMS82-CERT for the appropriate count</li><li>• investigate the issue.</li></ul>
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 <b>Reports – Official Count and Election Night Votes Comparison</b> .
2	Use the report to check: <ul style="list-style-type: none"><li>• whether variance between the preliminary and official counts is more than 5 votes</li><li>• if votes for any candidate or party appear to have been misplaced in the official count</li><li>• if votes for any candidate or party are consistently changing during the official count.</li></ul> The report can be: <ul style="list-style-type: none"><li>• run on the candidate or party votes</li><li>• run with a chosen variance (default is 10)</li><li>• either shown onscreen (HTML) or downloaded as a csv file (opens in Excel).</li></ul>

## 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"> <li>• Official results notification form (EMS82-FINAL) for the home general electorate</li> <li>• 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).</li> </ul>
2	OC Process Leader	<ul style="list-style-type: none"> <li>• Attaches the photocopies of the EMS82-CERT from each of the counts conducted during the day to the appropriate EMS82-FINAL or EMS82-MĀORI.</li> <li>• [REDACTED] [REDACTED] [REDACTED] Signs and dates the sticker and has the Justice of the Peace sign as the witness.</li> </ul>
3	Justice of the Peace	<ul style="list-style-type: none"> <li>• 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”.</li> <li>• Signs the certificate.</li> </ul>
4	OC Process Leader	<ul style="list-style-type: none"> <li>• Files the documentation in a folder marked “End of Day” and provides it to the EM.</li> </ul>

### 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 <b>Results</b>
2	<p>Select either:</p> <ul style="list-style-type: none"> <li>• EMS82-FINAL Official Results Notification Form</li> <li>• EMS82-MĀORI Official Count Māori Electorate Partial Results Certificate.</li> </ul> <p>If you are printing EMS82-MĀORI, select the Māori electorate you want to print the certificate for from the dropdown.</p>
3	Select <b>Print</b> . 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"><li>• get the P3 envelope(s)</li><li>• [REDACTED]</li><li>• place the ballot papers on the counting table.</li></ul>
3	<ul style="list-style-type: none"><li>• 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.</li><li>• 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).</li><li>• Replace the stickers on all other ballot papers.</li></ul>
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"><li>• put the remaining ballot papers back into the P3 envelope</li><li>• [REDACTED]</li><li>• date and sign the sticker and ask the JP to witness it</li><li>• [REDACTED]</li></ul>
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 <b>red</b> pen.</p> <p><b>For post-writ transfers:</b></p> <ul style="list-style-type: none"> <li>write the number of post-writ transfers in the “Minus Post-writ transfers” field</li> <li>subtract this number from the “Total Ballot Papers Used”.</li> </ul> <p>For example, if there was 1 post-writ transfer, make this change to the top of the EMS81-WKSHEET:</p> <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>1</td> </tr> <tr> <td>Total Ballot Papers Used</td> <td><del>102</del> 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>2</td> </tr> <tr> <td>Total Votes</td> <td><del>100</del> 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	<del>102</del> 101	Minus Ordinary Votes Disallowed (including Dual Votes)		Minus Spoilt Ballot Papers (sum of column D from Form G)*	2	Total Votes	<del>100</del> 99
Number of Ballot Papers Used (sum of column C from Form G)*	102												
Minus Post-writ Transfers	1												
Total Ballot Papers Used	<del>102</del> 101												
Minus Ordinary Votes Disallowed (including Dual Votes)													
Minus Spoilt Ballot Papers (sum of column D from Form G)*	2												
Total Votes	<del>100</del> 99												
2	<p>Next, check how the voter marked their ballot paper, and adjust the worksheet</p> <p>The ballot paper shows the following marks:</p> <ul style="list-style-type: none"> <li><b>Party Vote:</b> A tick in the circle next to the REFORMIST PARTY.</li> <li><b>Electorate Vote:</b> A tick in the circle next to the candidate HOOK, Ceapian.</li> </ul>												

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	<del>101</del>
Minus Ordinary Votes Disallowed (including Dual Votes)	
Minus Spoilt Ballot Papers (sum of column D from Form G)*	2
Total Votes	<del>100</del> 99

						Informal Votes	TOTALS	
6	3	<del>29</del> 30	2	1	4	99	<del>100</del>	
0	1	1	0	0	0	11		
1	0	1	0	0	0	5		
4	0	0	0	0	1	8		
0	0	<del>7</del> 8	1	0	1	<del>31</del> 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	<del>29</del> 30	2	1	4	99	<del>100</del>	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><del>100</del> 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	<del>100</del> 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	<del>100</del> 99												
	<p>On the EMS81-WKSHEET:</p> <ul style="list-style-type: none"> <li>in the "Party Votes" row, adjust the votes for the appropriate party</li> <li>in that party's column, adjust the candidate counts for the appropriate candidate as shown in Step 2 above.</li> </ul> <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"> <li>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).</li> <li>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).</li> </ul>												
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"> <li>the date and time</li> <li>reason for the change</li> <li>your initials.</li> </ul> <ul style="list-style-type: none"> <li>For the post-writ transfer example given above, this would look like:</li> </ul> <p style="margin-left: 40px;">2/10/23 12.45pm  Post-writ changes  PWT ballot # 13604  <span style="margin-left: 100px;">xm</span></p>												
7	Staple the original EMS81-WKSHEET to the back of the updated EMS81-WKSHEET.												

Continued on next page

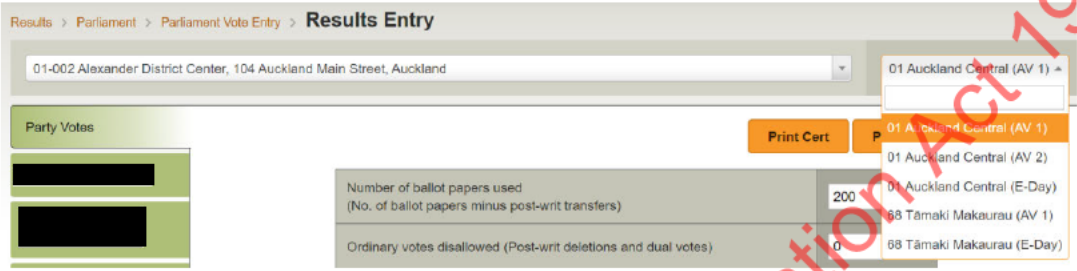
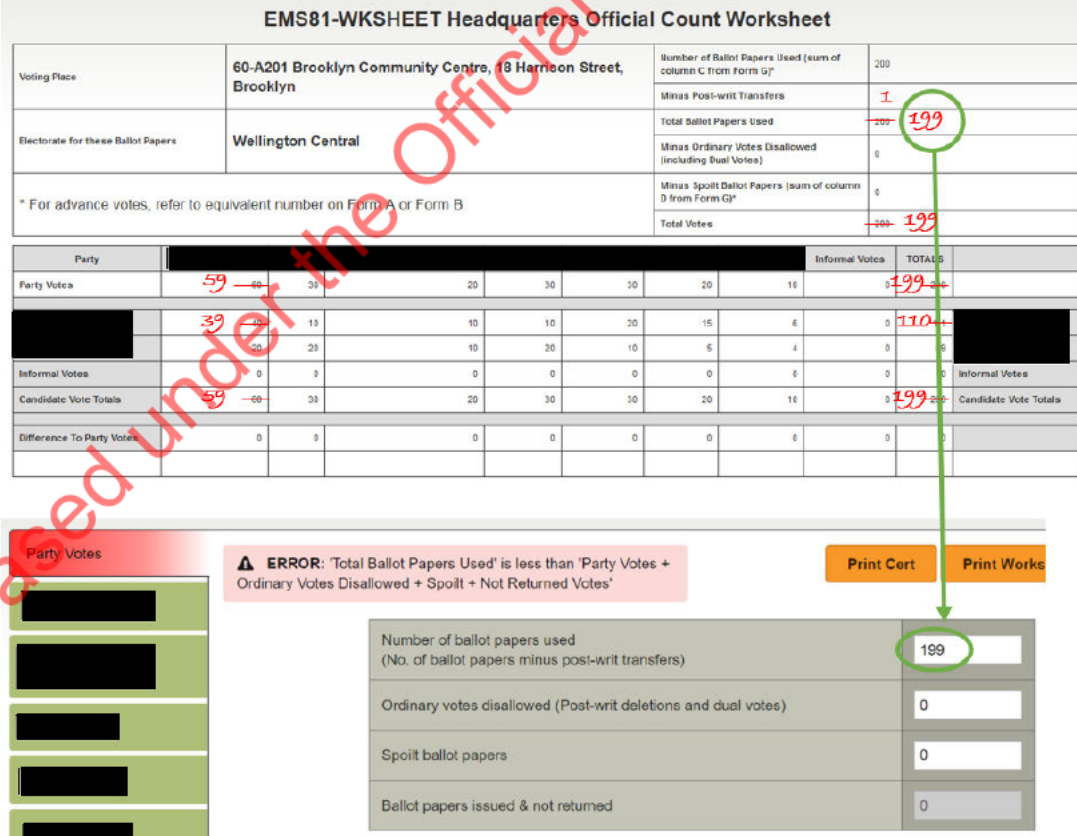
Step	Instructions
8	Ask the EM and JP to sign the new EMS82-CERT.
9	Photocopy the updated EMS82-CERT and staple the original to the back of the updated EMS82-CERT.
10	Put all original and amended forms back in the P4 envelope.
11	Put the photocopy of the EMS82-CERT in your daily folder until the end of the day.
12	Return the dual vote and post-writ files to the Dual Votes Process Leader.

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## 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 <b>Results – Parliament Vote Entry</b> and select the voting place, electorate and phase you need to make a change to.</p> 
2	<p>On the <b>Party Votes</b> tab, change the “Number of ballot papers used” to reflect the changes made on the EMS81-WKSHEET. Select <b>Save</b></p> <p>A warning message will show that the total does not match the total party votes counted.</p> 

*Continued on next page*

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	<del>60</del>	30
	39	<del>40</del>	10
		20	20
Informal Votes	0		0
Candidate Vote Totals	59	<del>60</del>	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
<b>Party Votes (from EMS11-P)</b>	
	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
<b>Candidate Votes for ACT New Zealand</b>	
	39
	20
Informal Votes	0
<b>Total Candidate Votes</b>	59

7.7.2 Updating disallowed votes – post-writ deletions and dual votes

Step	Instructions																																																								
1	From the menu select <b>Results – Parliament Vote Entry</b> and select the voting place, electorate and phase you need to make a change to.																																																								
2	<p>On the <b>Party Votes</b> tab, enter the number of ordinary votes disallowed as shown on the EMS81-WKSHEET and select <b>Save</b>.</p> <div data-bbox="292 495 1329 1001" data-label="Table"> <p style="text-align: center;"><b>EMS81-WKSHEET Headquarters Official Count Worksheet</b></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></td> <td></td> <td>Minus Post-writ Transfers</td> <td></td> </tr> <tr> <td>Electorate for these Ballot Papers</td> <td>Wellington Central</td> <td>Total Ballot Papers Used</td> <td>100</td> </tr> <tr> <td></td> <td></td> <td>Minus Ordinary Votes Disallowed (including Dual Votes)</td> <td><del>100</del> <b>1</b></td> </tr> <tr> <td colspan="2">* For advance votes, refer to equivalent number on Form A or Form B</td> <td>Minus Spoilt Ballot Papers (sum of column D from Form G)</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Total Votes</td> <td><del>100</del> <b>198</b></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><del>58</del> <b>59</b></td> <td>30</td> <td>10</td> </tr> <tr> <td>[Redacted]</td> <td><del>32</del> <b>33</b></td> <td>10</td> <td>10</td> </tr> <tr> <td>[Redacted]</td> <td>23</td> <td>20</td> <td>10</td> </tr> <tr> <td>[Redacted]</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Informal Votes</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Candidate Vote Totals</td> <td><del>58</del> <b>59</b></td> <td>30</td> <td>20</td> </tr> <tr> <td>Difference To Party Votes</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> </div> <div data-bbox="292 1016 1066 1323" data-label="Form"> <p>Party Votes</p> <p><b>ERROR:</b> "Total Ballot Papers Used" is less than "Party Votes + Ordinary Votes Disallowed + Spoilt + Not Returned Votes"</p> <p>Print Cert    Print Worksheet</p> <p>Number of ballot papers used: 100</p> <p>Ordinary votes disallowed: <b>1</b></p> <p>Spoilt ballot papers: 0</p> <p>Ballot papers issued &amp; not returned: 0</p> </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			Minus Post-writ Transfers		Electorate for these Ballot Papers	Wellington Central	Total Ballot Papers Used	100			Minus Ordinary Votes Disallowed (including Dual Votes)	<del>100</del> <b>1</b>	* For advance votes, refer to equivalent number on Form A or Form B		Minus Spoilt Ballot Papers (sum of column D from Form G)				Total Votes	<del>100</del> <b>198</b>	Party	Party Votes	Informal Votes	Candidate Vote Totals	[Redacted]	<del>58</del> <b>59</b>	30	10	[Redacted]	<del>32</del> <b>33</b>	10	10	[Redacted]	23	20	10	[Redacted]	0	0	0	Informal Votes	0	0	0	Candidate Vote Totals	<del>58</del> <b>59</b>	30	20	Difference To Party Votes	0	0	0
Voting Place	60-A201 Brooklyn Community Centre, 18 Harrison Street, Brooklyn	Number of Ballot Papers Used (sum of column C from Form G)	100																																																						
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Difference To Party Votes	0	0	0																																																						
3	<p>On the <b>Party Votes</b> 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 1464 1123 1845" data-label="Form"> <p>Party Votes</p> <p>Print Cert    Print Worksheet</p> <p>Number of ballot papers used: 100</p> <p>Ordinary votes disallowed: 0</p> <p>Spoilt ballot papers: 0</p> <p>Ballot papers issued &amp; not returned: 0</p> <p>Party Votes (from EMS11-P)</p> <p>[Redacted] <b>59</b></p> </div>																																																								

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.

Party Votes	
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

Candidate Votes for ACT New Zealand	
[Redacted]	59
[Redacted]	39
[Redacted]	20
Informal Votes	0
<b>Total Candidate Votes</b>	<b>59</b>

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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

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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.

Released under the Official Information Act 1982



**ELECTORAL  
COMMISSION**  
TE KAITIAKI TAKE KŌWHIRI

# Managing a voting place

**Personal Instruction Manual**  
2023 General Election

Name:

# Contents

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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: **6(c)**      Enrolment Helpdesk: **6(c)**

Results phone number: **6(c)**

## 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

- [Redacted]
- [Redacted] 6(e) [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

## 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
Georgia, Stewart	(027) 660-7534	OSIO	8:30am - 4:30pm	8			
James, Satherley	+64219404252	OVIO	11:30am - 4:30pm	5			
Fiona, Flood	411-7962	VPMU	8:30am - 4:30pm	8			
Sierra, Jackson	357-3324	VA	8:30am - 4:30pm	8			
Larissa, Fleming	021 3427214	SVIO	8:30am - 4:30pm	8			
Thomas, Olsen	07 424-2383	OVIO	8:30am - 2:00pm	5.5			
Emma, Bell	020 588 4896	OVIO	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.

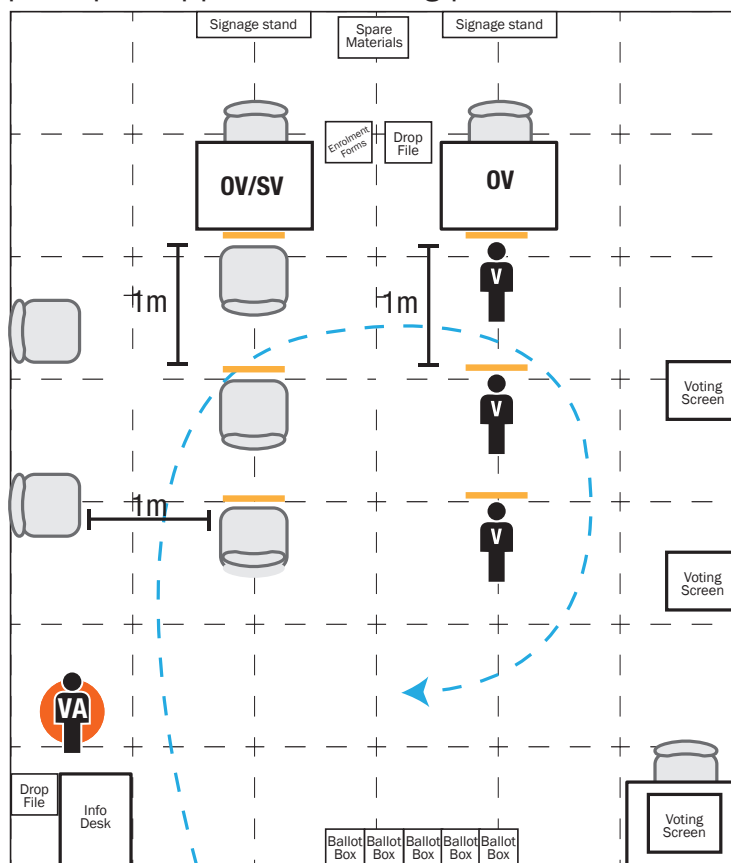
## Measure the layout

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.

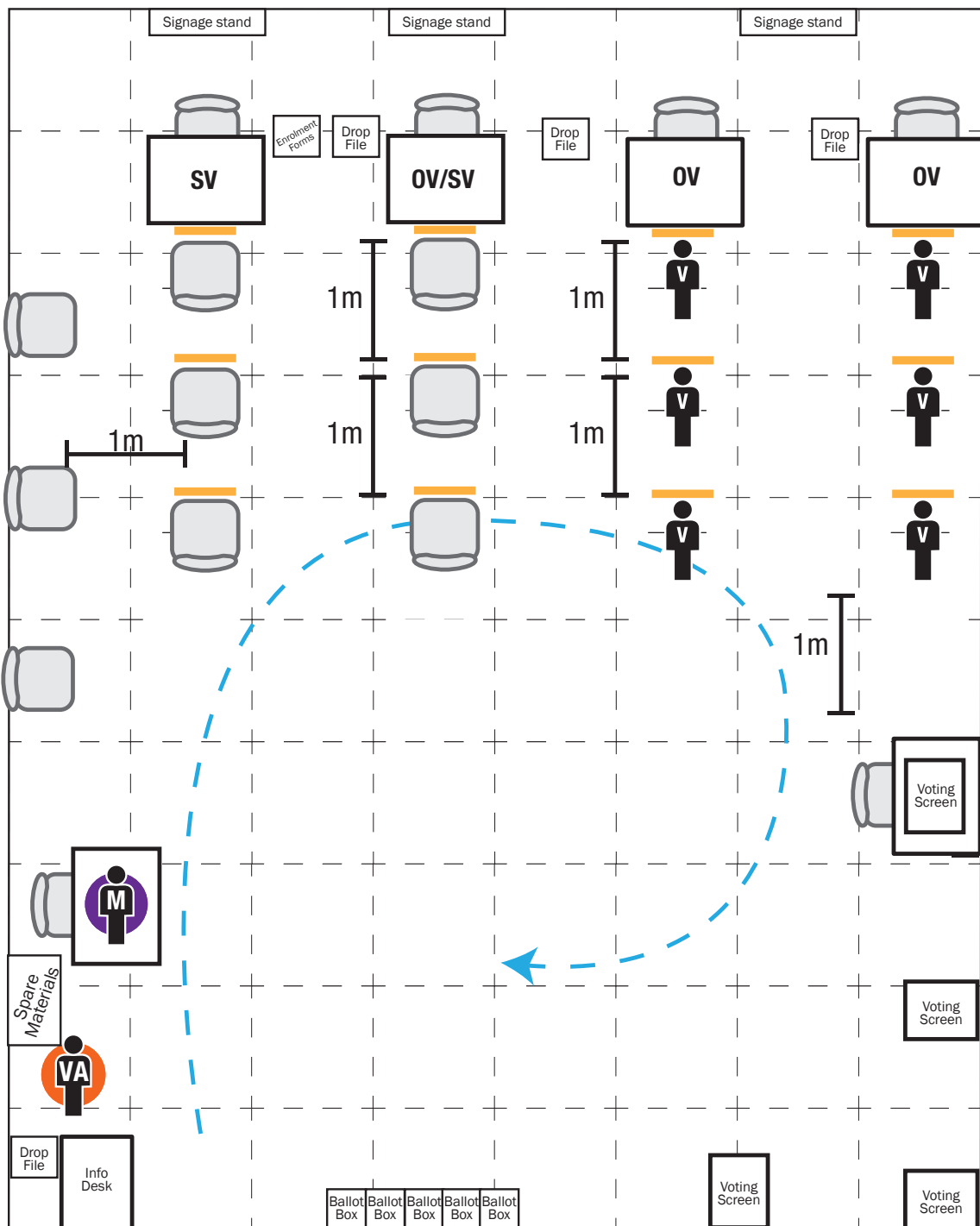


Larger voting places will need to add a desk for the Voting Place Manager.

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

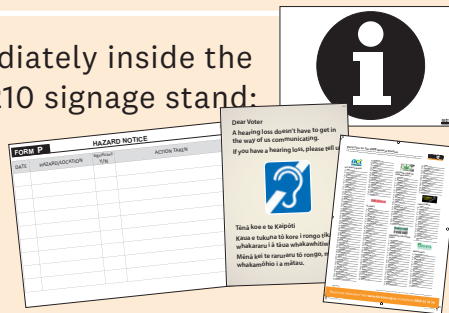
- Place directional signs (E61, E131, E152, E153 and/or E155)
  - to make the voting place location clear from a distance
  - to direct voters from the street into the voting place.
 Check the M41-VPASSESS form for suggested locations.

- 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)



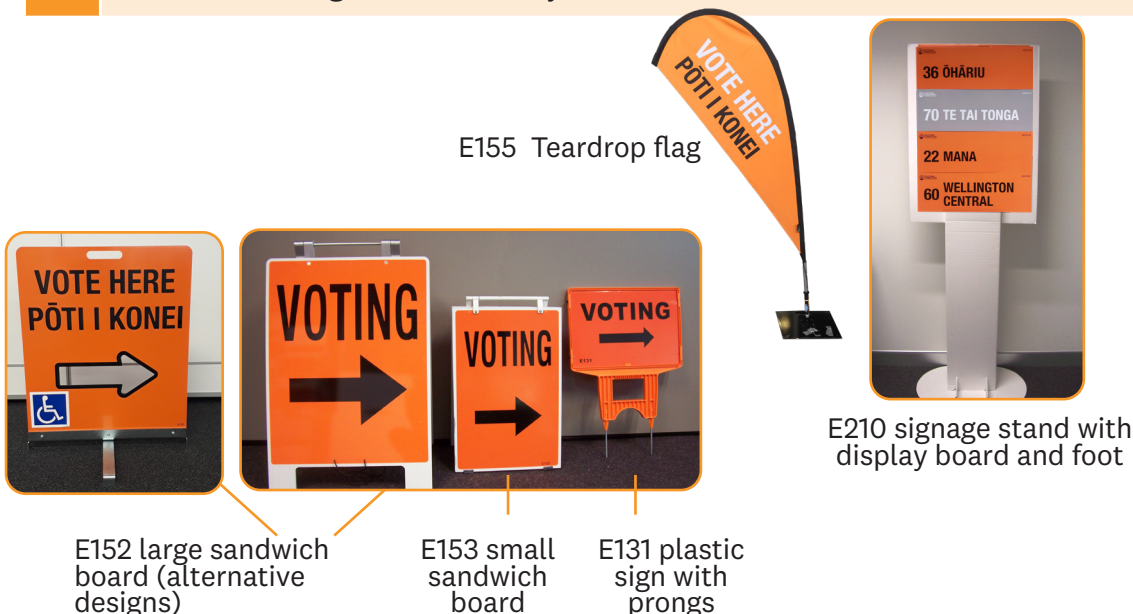
- Display the E60-BYOD poster near where people will queue for special votes.

- 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

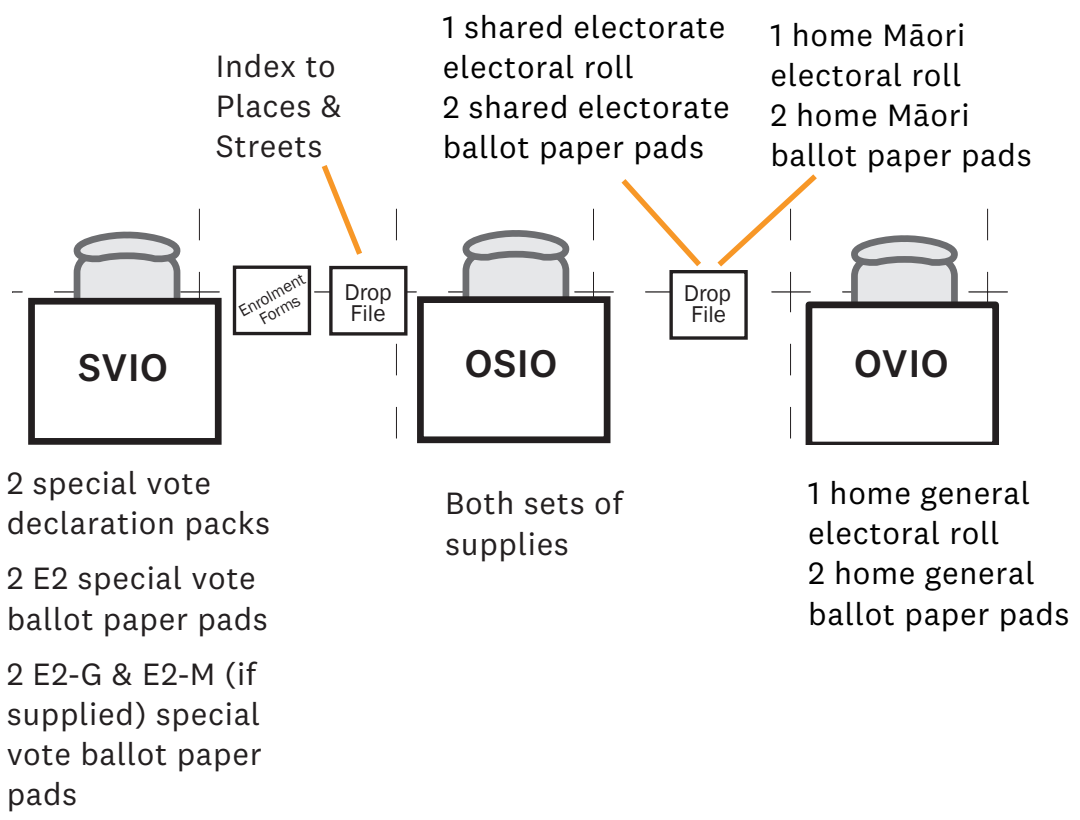
- Use the roster in the voting place folder to check which staff should be arriving and what role they each have.

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
Georgia, Stewart	(027) 660-7534	OSIO	8:30am - 4:30pm	8			
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Larissa, Fleming	021 3427214	SVIO	8:30am - 4:30pm	8			
Thomas, Olsen	07 424-2383	OVIO	8:30am - 2:00pm	5.5			
Emma, Bell	020 588 4896	OVIO	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.

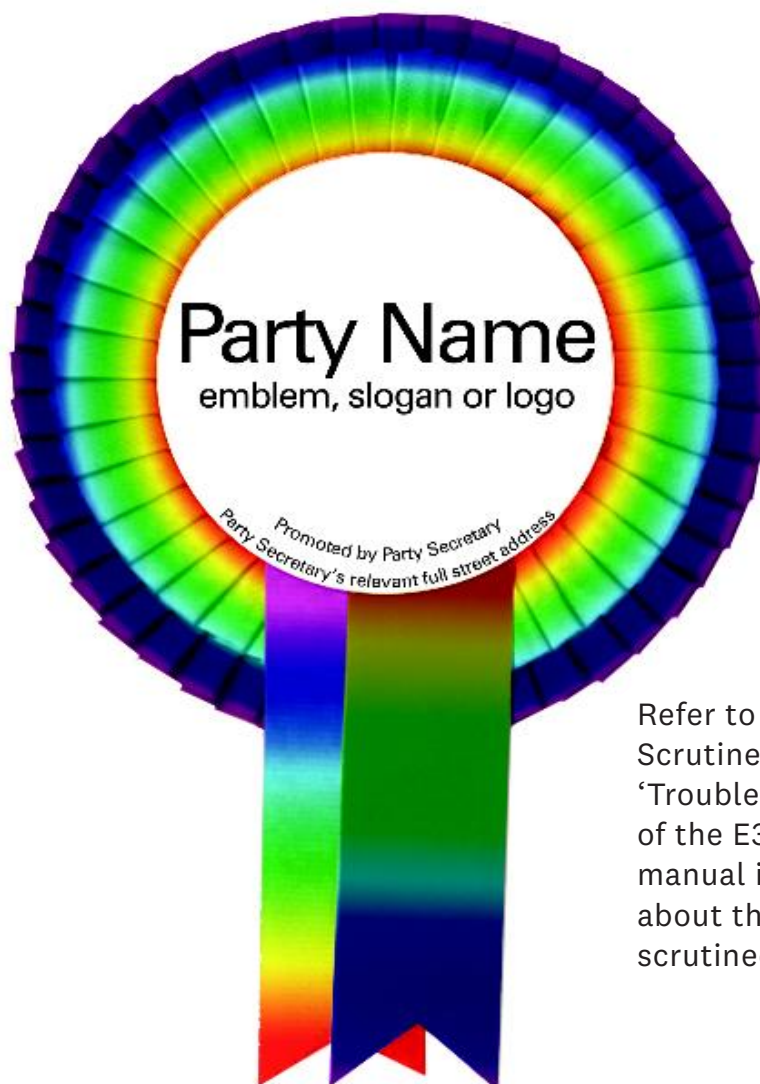
You will have limited seating for scrutineers; political parties and candidates have been made aware of this. Talk with your Mobile Support or Electorate Manager if you have any questions about accommodating them in your voting place.

### 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 **6(c)**



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.



## Scrutineer checks and briefing

Ask the scrutineer to show their written appointment and a signed Declaration of Secrecy to you. There is a declaration and appointment form in the Scrutineer Handbook or the E20-S Dec form may be provided separately from your Voting Place folder.

If a scrutineer has not completed a Declaration of Secrecy they must do so in front of you. Scrutineers retain their forms and you are only required to check that they are correct for your voting place.

- Security: are there any issues that need to be resolved?
- Provide and encourage every scrutineer to wear the E56-SCR scrutineer name label that you will have in your supplies.
- Scrutineers must read and acknowledge the M41-SCR briefing card and complete Form T Scrutineer Sign-in, before starting their duties. These can be found in the Voting Place folder.
- Ensure scrutineers sign out on Form T when they leave the voting place

## Collection of voter records

Scrutineers will not record the page and line number of voters directly as they are issued with their ballot papers. Issuing Officers will be recording this on Form V as part of the issuing process.

Scrutineers are permitted to photograph the lists of page and line numbers during the opening hours of the voting place.

When a scrutineer requests to do this, you will collect the forms from the Issuing Officers and lay them on your Manager’s table, if you have one.

Make sure the forms are stamped with the Issuing Officer’s issuing point stamp, and the date and time has been completed. Note that the forms are double sided.

A scrutineer can photograph sheets that were completed before they arrived at the voting place. You will need to file each day’s forms in a separate plastic bag

All scrutineers who enter the voting place only to photograph the forms must check in with you by showing their letter of appointment and secrecy declaration. They must sign in and out on Form T.



## Security guard

[Redacted text block containing multiple lines of blacked-out content. A small '6(c)' label is visible in the middle of the redacted area.]

## 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:

<p>Ongoing tasks</p>	<ul style="list-style-type: none"> <li>• Be clear and direct in telling staff what to do – take charge</li> <li>• Never refuse a voter the opportunity to vote at your voting place</li> <li>• Advise your Electorate Manager of any unusual circumstance or difficulty as soon as it happens</li> <li>• Make sure that your Electorate Manager is able to contact you at any time (mobile phone)</li> <li>• 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</li> </ul>
<p>After opening</p>	<ul style="list-style-type: none"> <li>• Check that all Issuing Officers are issuing ballot papers correctly</li> </ul>
<p>During the day</p>	<ul style="list-style-type: none"> <li>• Give staff breaks after peak voting</li> <li>• Check voting screens for any graffiti and cover it up or swap it out for a spare screen if you have one</li> </ul>
<p>1 hour before closing, 3.00pm Election Day on</p>	<ul style="list-style-type: none"> <li>• Review the 'After voting finishes' section of this manual to prepare for the closing of the voting place</li> </ul> <div data-bbox="916 1279 1270 1682" style="background-color: #e6e6fa; padding: 5px;"> <ul style="list-style-type: none"> <li>• Check that the result and count sheets are in order and ready for the counts</li> <li>• Check that the candidate marker cards are in alphabetical order</li> </ul> </div>
<p>5.00pm</p>	<ul style="list-style-type: none"> <li>• Check the <span style="background-color: black; color: white; padding: 2px;">6(c)</span> telephone line for reporting results after 7.00pm</li> <li>• Start giving staff breaks so that they all have had a break by 6.30pm and are refreshed and ready for the preliminary count</li> </ul>
<p>Closing time (7.00pm on Election Day)</p>	<ul style="list-style-type: none"> <li>• Close and lock the doors at the advertised closing time (see page 27 for more information on locking the voting place).</li> </ul>

# 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)

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

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: \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_  
 WITNESS SIGNATURE \_\_\_\_\_

**Special Declaration Vote**  
 RETURN TO ELECTORATE OFFICE  
 33 Ōhāriu  
 TAKEAWAY

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

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

SPECIAL BALLOT PAPER  
GENERAL ELECTION

6

33 CHARIU

YOU HAVE 2 VOTES

PARTY VOTE

Explanation  
This vote decides the share of the electorate that will have its Parliament. Vote for the party you choose.

7

33 Electorate  
71 Issuing Point

ELECTORATE VOTE

Explanation  
This vote decides the candidate who will represent the electorate for the CHARIU ELECTORATE. Vote for the candidate you choose.

Vote for only one party

- TE PATI NIKAU
- ROHU KURI
- TE PATI KŌWHAI
- CLEMATIS COALITION
- TŪHONGANGA TŌTARA
- UHANA MĀNUKA
- TE PATI PŌNUIKAWA
- FLAX ALLIANCE
- THE FERN PARTY
- KOTAHIRANGA RIMU
- TE PATI PŌPOPORO
- WINEBERRY LEAGUE

Vote for only one candidate

- ATKIN, Joanne
- BEACH, Prem
- DEVINE, Gloria
- HOOK, Caplan
- HOWARD, Michael
- LIU, Philip
- LOWRY, Frank
- PALEKA, Aini
- TIPUACOOPER, Elizabeth

Final Directions  
1. If you spoil this ballot paper, return it to the officer who issued it and apply for a new ballot paper.  
2. After voting, fold this ballot paper so that its contents cannot be seen. Do not write on any other papers in this envelope. **PROTECT THESE BALLOT AND VOTING PAPERS - AND SEAL IT.**

9

Ballot and/or Voting Papers

- Before sealing, check that you have:
  - Ticked why you are making a special vote (Step 4)
  - Signed and dated the declaration (Step 5)
  - Signed and dated the voter's detail and signed the declaration (Step 6)
  - Added the witness name (Step 7)
- Your vote must be returned to a voting place by 7pm on Election Day

3 480 001

E83

# 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	
<b>A</b>	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**

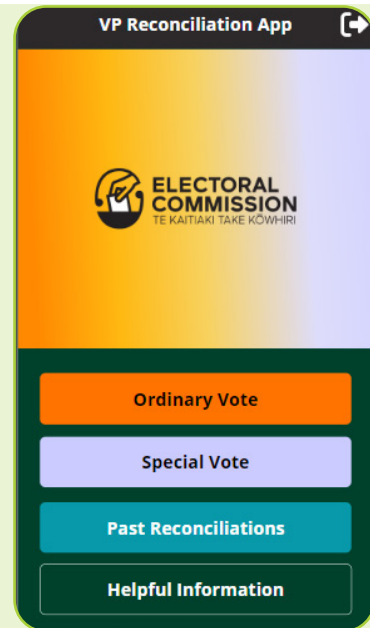
Mon 14/09	Tue 15/09	Wed 16/09	Thur 17/09	Fri 18/09	Sat 19/09	Sun 20/09	Mon 21/09	Tue 22/09	Wed 23/09	Thur 24/09	Fri 25/09
<b>B</b>	0	0	0	0	0						

## Reconciliation App


1

Open the reconciliation app on your voting place phone.

Tap

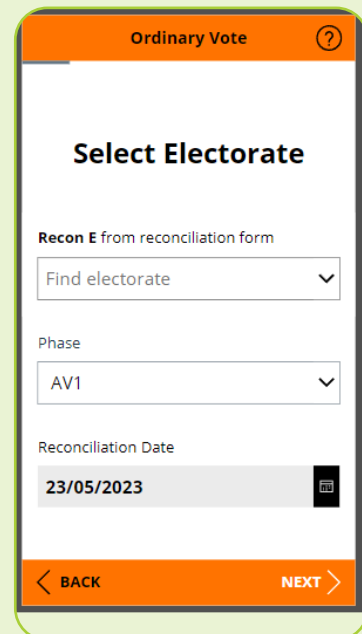
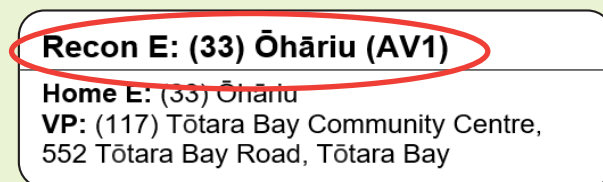
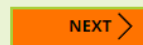


2


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

The date will be automatically populated for today.

Tap

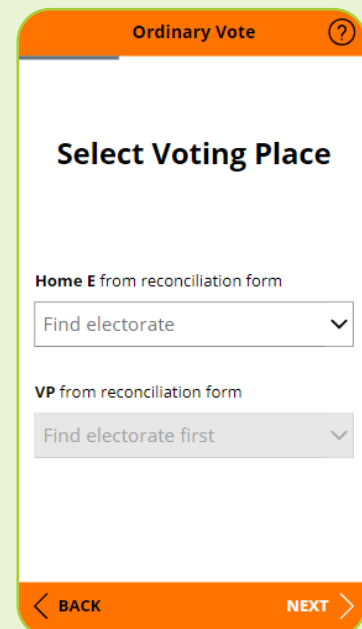
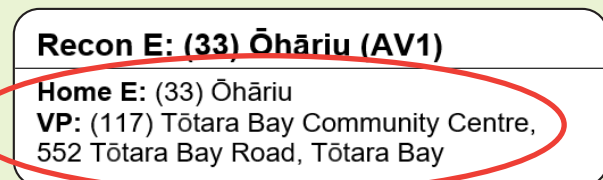


3

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**

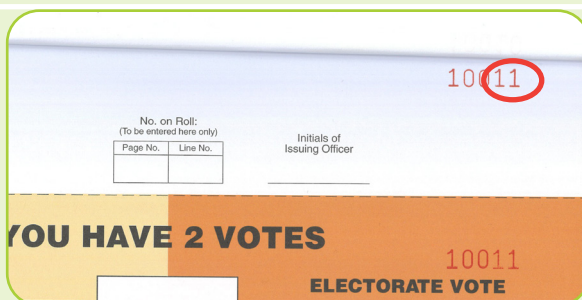
Tap 


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.

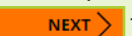
Tap 

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: _____
Date:		Scrutineer's signature: _____

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																			

Enrolment forms received																				
Election Day ONLY																				
Special votes received																				

VOTING PLACE CERTIFICATE M13-VP CERT

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										

**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			

List each declaration pack supplied to you

#### 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						

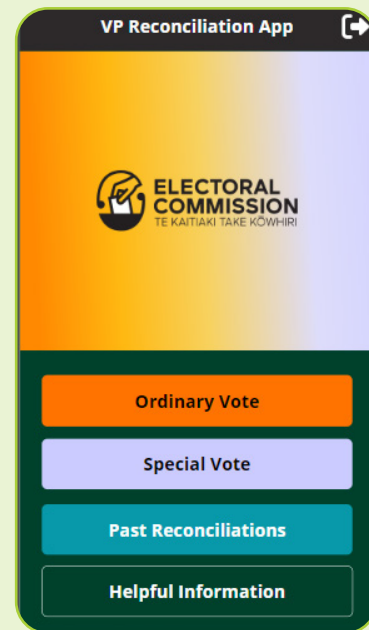
## Reconciliation App

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

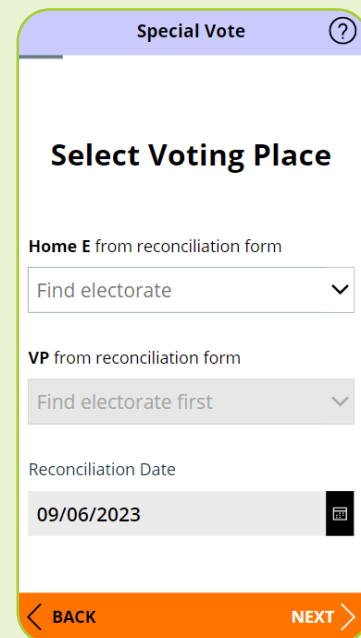
Tap

NEXT >

**Recon E: (33) Ōhāriu (AV1)**

Home E: (33) Ōhāriu

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



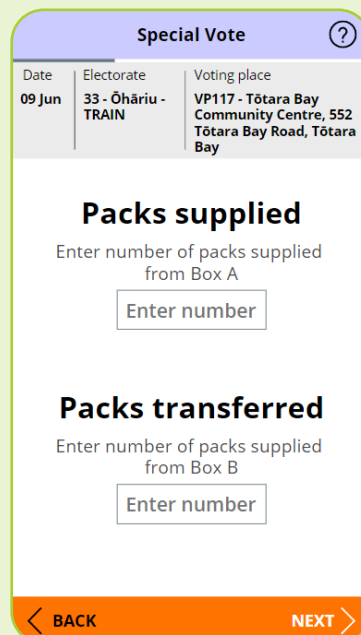
3

From your reconciliation form:

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

Tap

NEXT >

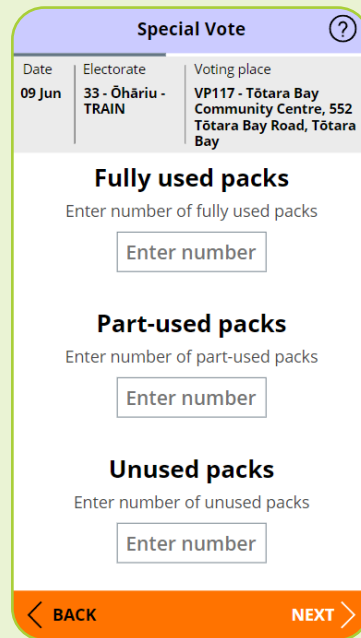




4

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

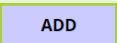
**Fully used packs**  
Enter number of fully used packs


**Part-used packs**  
Enter number of part-used packs

**Unused packs**  
Enter number of unused packs

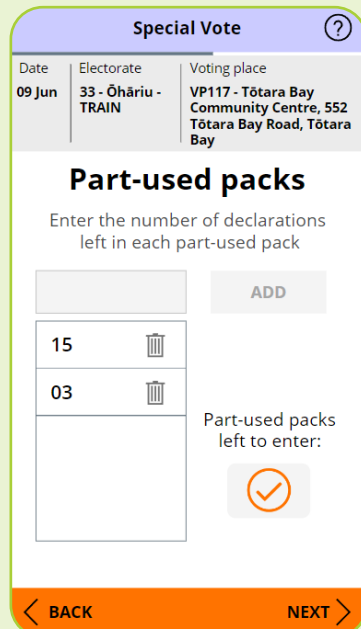
< BACK NEXT >

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 

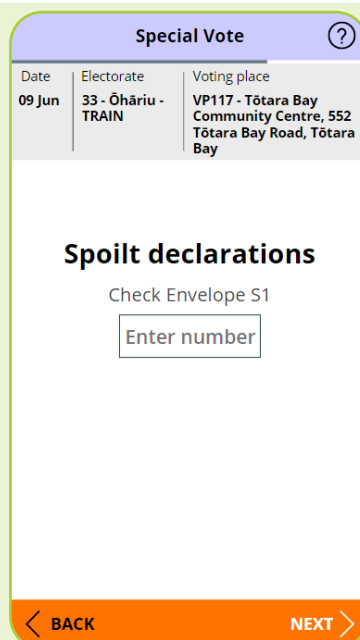
Part-used packs left to enter:  


< 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

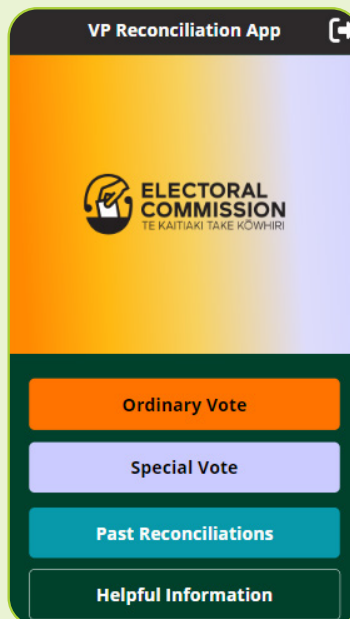
The reconciliation has been successfully submitted

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

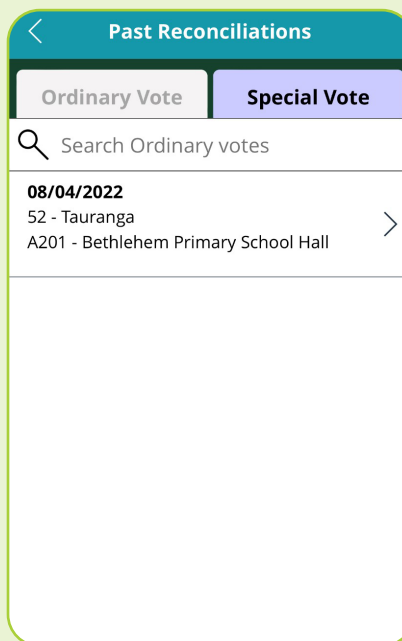
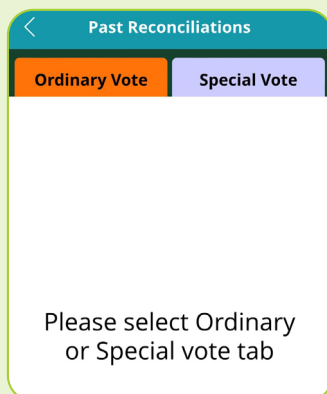
**Ordinary Vote**

or


**Special Vote**

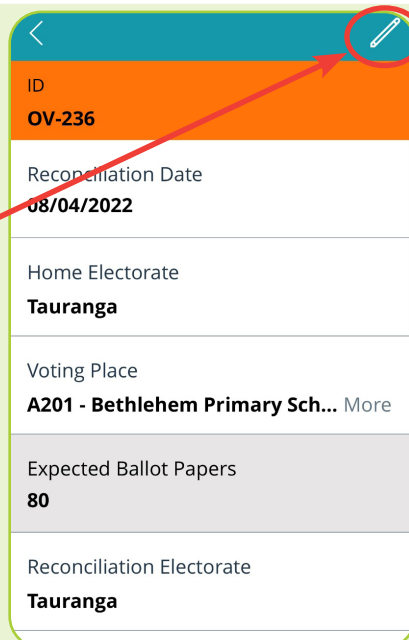
Then select the reconciliation you want to edit or view from the list shown.

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												
<b>Start of day</b>												
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												
<b>End of day</b>												
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)												
<b>Advance voting period:</b>												
All voting materials are safely secured												
Initial												

FORM U  
VOTING PLACE CHECK

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



# 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'

The diagram illustrates the packing process for three types of materials into envelopes:

- Spoilt votes:** Spoilt ballot papers are placed into envelope P1 (Parliamentary Ordinary Spoilt Ballot Papers).
- Pads:** All pads of ballot papers (used, unused and part-used) for the electorate are placed into envelope P2 (Parliamentary Ordinary Ballot Paper Pads Used, Unused and Part Used).
- Questioned votes:** Completed Form N Questions to voter and Questioned ballot papers are placed into envelope P5 (Electorate Questioned Votes).

- Seal Envelopes P1, P2 and P5 with a signed security sticker
- 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.

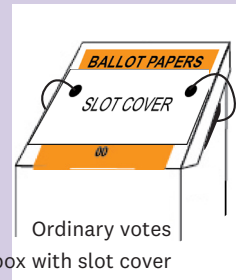
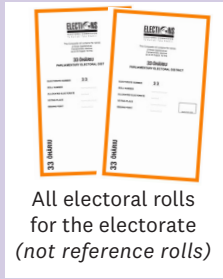
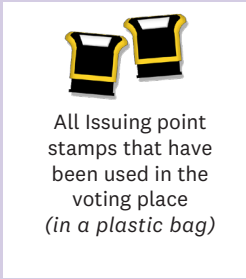


The diagram shows the packing process for envelope P4 (Parliamentary Ordinary Reconciliations and Results):

- Form J (Electorate Reconciliation)
- Form A (Material Marker Card)
- M14-VMMARKER (Material Marker Card)

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
- Seal the supplies box with a signed security sticker
- 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 secure storage at electorate HQ. 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



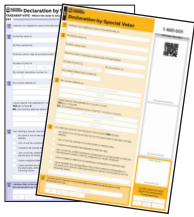
Spoilt declarations E81 and E83



Spoilt special vote envelopes

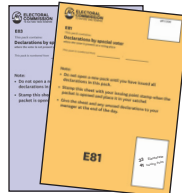


Spoilt enrolment forms - ROE1



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

Special vote ballot paper pads



Declaration cover sheets

## ENVELOPE



**S1**

Special Vote Spoilt Declarations and Spoilt Voting Papers

Number in envelope: \_\_\_\_\_

Date of Poll: \_\_\_\_\_  
 Manager: \_\_\_\_\_  
 Scrutineer: \_\_\_\_\_  
 Scrutineer: \_\_\_\_\_  
 Scrutineer: \_\_\_\_\_

Electoral Commission



**S2**

Envelope \_\_\_ of \_\_\_

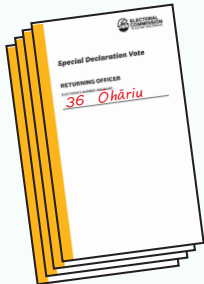
Special Vote Pads and Declaration Packs Used, Unused and Part Used

Date of Poll: \_\_\_\_\_  
 Manager: \_\_\_\_\_  
 Scrutineer: \_\_\_\_\_  
 Scrutineer: \_\_\_\_\_

Electoral Commission



## ELECTION DAY ONLY



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

**S3**

Envelope \_\_\_ of \_\_\_

Special Vote Envelopes Home General Electorate

Date of Poll: \_\_\_\_\_  
 Manager: \_\_\_\_\_  
 Scrutineer: \_\_\_\_\_  
 Scrutineer: \_\_\_\_\_  
 Scrutineer: \_\_\_\_\_

Electoral Commission



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

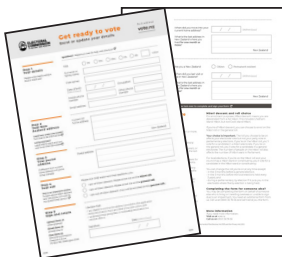
**S4**

Envelope \_\_\_ of \_\_\_

Special Vote Envelopes All Other Electorates

Date of Poll: \_\_\_\_\_  
 Manager: \_\_\_\_\_  
 Scrutineer: \_\_\_\_\_  
 Scrutineer: \_\_\_\_\_  
 Scrutineer: \_\_\_\_\_

Electoral Commission



Completed enrolment forms ROE 1

**S5**

Enrolment Forms

Number in envelope: \_\_\_\_\_

Date: \_\_\_\_\_  
 Manager: \_\_\_\_\_

Electoral Commission





# MATERIALS

**Form B**

**Form K**

**ELECTION DAY ONLY**

**FORM F SPECIAL VOTE SUMMARY**

SPECIAL VOTE SUMMARY		SPECIAL VOTE SUMMARY		SPECIAL VOTE SUMMARY	
1	Ballot Boxes	21	Ballot Boxes	41	Ballot Boxes
2	Ballot Boxes	22	Ballot Boxes	42	Ballot Boxes
3	Ballot Boxes	23	Ballot Boxes	43	Ballot Boxes
4	Ballot Boxes	24	Ballot Boxes	44	Ballot Boxes
5	Ballot Boxes	25	Ballot Boxes	45	Ballot Boxes
6	Ballot Boxes	26	Ballot Boxes	46	Ballot Boxes
7	Ballot Boxes	27	Ballot Boxes	47	Ballot Boxes
8	Ballot Boxes	28	Ballot Boxes	48	Ballot Boxes
9	Ballot Boxes	29	Ballot Boxes	49	Ballot Boxes
10	Ballot Boxes	30	Ballot Boxes	50	Ballot Boxes
11	Ballot Boxes	31	Ballot Boxes	51	Ballot Boxes
12	Ballot Boxes	32	Ballot Boxes	52	Ballot Boxes
13	Ballot Boxes	33	Ballot Boxes	53	Ballot Boxes
14	Ballot Boxes	34	Ballot Boxes	54	Ballot Boxes
15	Ballot Boxes	35	Ballot Boxes	55	Ballot Boxes
16	Ballot Boxes	36	Ballot Boxes	56	Ballot Boxes
17	Ballot Boxes	37	Ballot Boxes	57	Ballot Boxes
18	Ballot Boxes	38	Ballot Boxes	58	Ballot Boxes
19	Ballot Boxes	39	Ballot Boxes	59	Ballot Boxes
20	Ballot Boxes	40	Ballot Boxes	60	Ballot Boxes

**Form F**

# ENVELOPE



**S6**

**Special Vote Reconciliation and Summary**

Date of Poll: \_\_\_\_\_

Manager: \_\_\_\_\_

Southeer: \_\_\_\_\_

Southeer: \_\_\_\_\_

Southeer: \_\_\_\_\_

E102-06

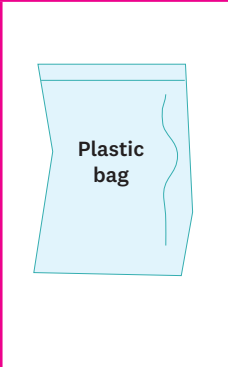
**Completed Form V**

**Voting cards and Special Vote slips**



**All issuing point stamps**

**Unused security seals**



**S7**

**Spoilt** Empty

Voting papers, declarations and enrolment forms

Date of Poll: \_\_\_\_\_

E102-07



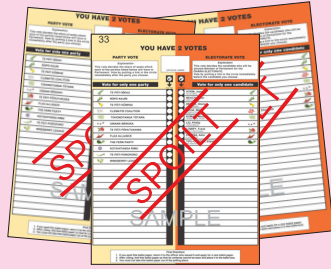


## 2.2 Pack ordinary vote materials

Ask staff to pack up the following by electorate:

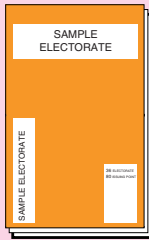
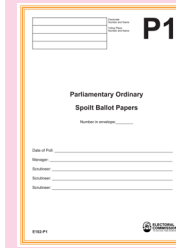


### MATERIALS

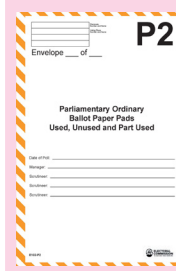


Spoilt ordinary parliamentary votes

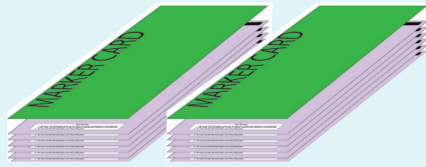
### ENVELOPE



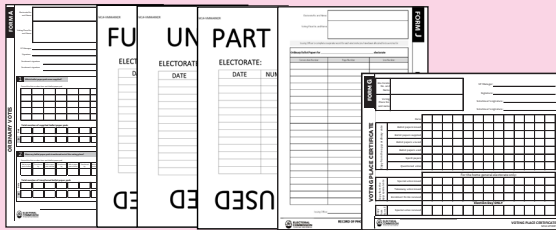
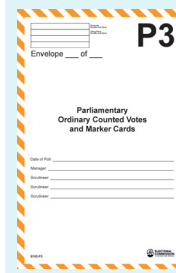
Pads of ballot papers (used, unused and part-used)



### ELECTION DAY ONLY

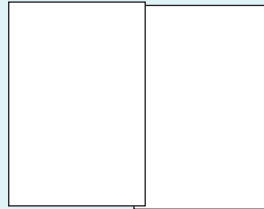


Counted ballot papers and marker cards

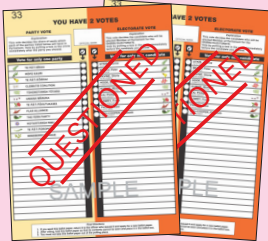
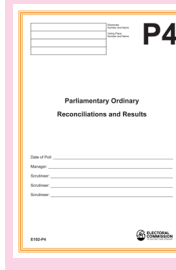


Form A M14-VMMARKER Form J Form G

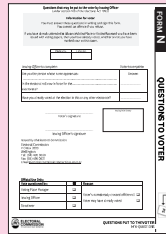
### ELECTION DAY ONLY



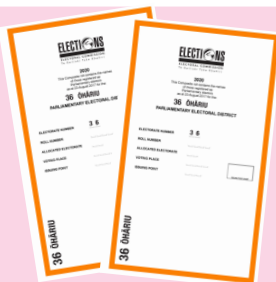
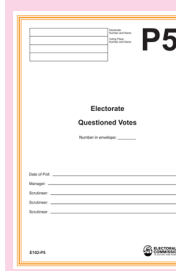
EMS11-C & EMS11-P



Questioned/apparent dual votes



Completed Form N Questions to voter

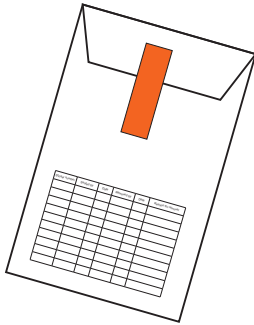


Electoral rolls





## 2.3 Check and seal envelopes



- Check that the contents of each envelope are correct.

Issuing Officers and Voter Assistants can:

- Seal all envelopes except Envelope S6, P4 and S7 with a security sticker placed vertically.

- 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 security sticker.

- 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

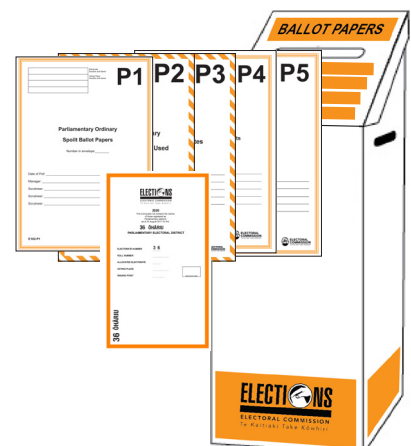
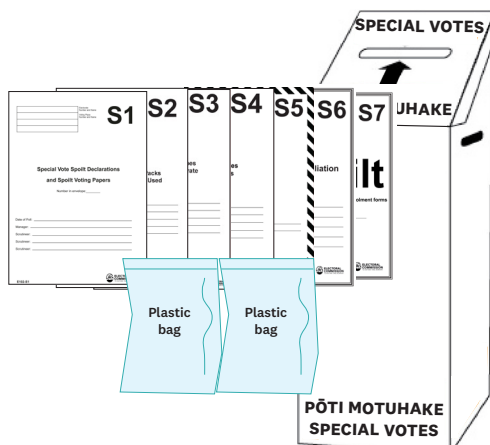
Ordinary vote materials (section 2.2): Instruct staff to pack all the ordinary vote materials neatly into a E206 supplies box for each electorate.



### 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.





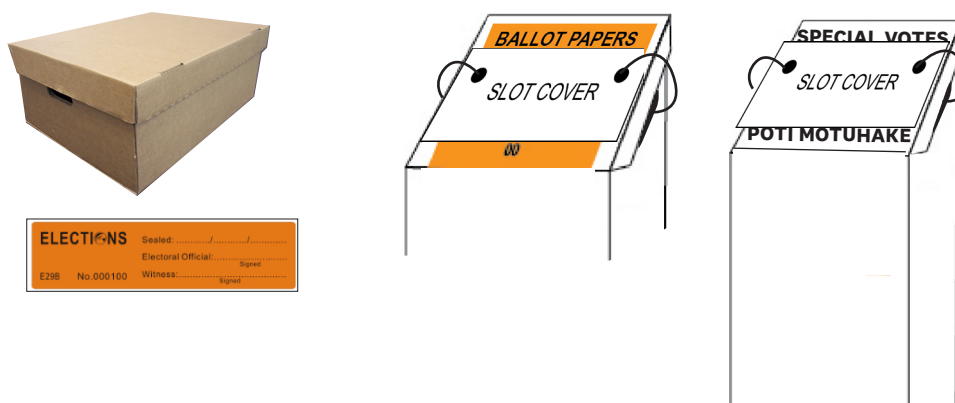
## 2.5 Label and seal boxes

- 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 signed security sticker.
- Write the number of the security sticker 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 security seal 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.

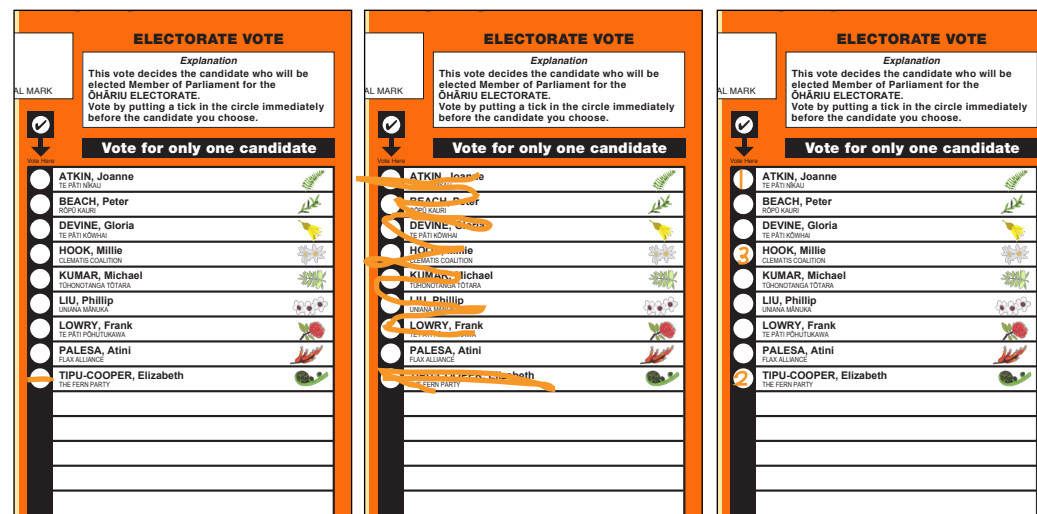
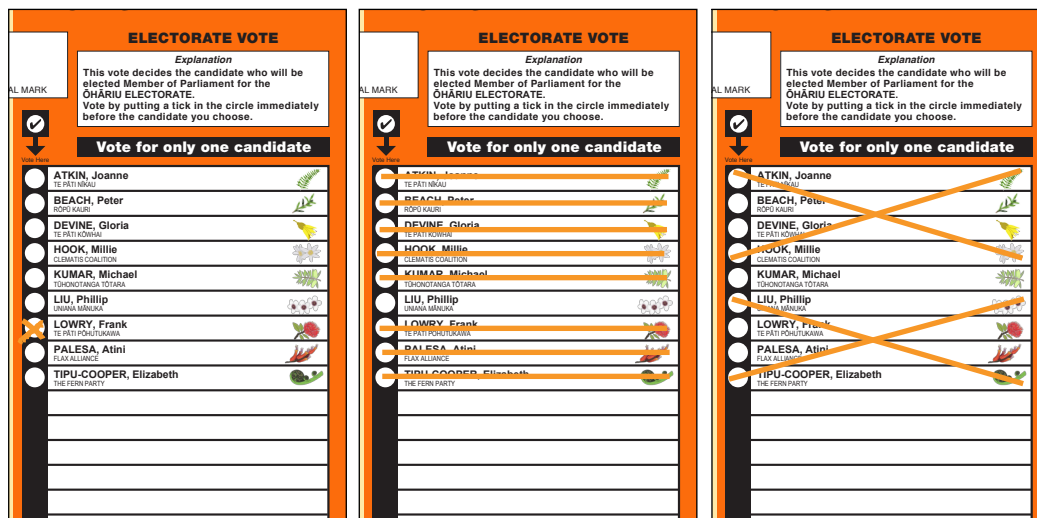
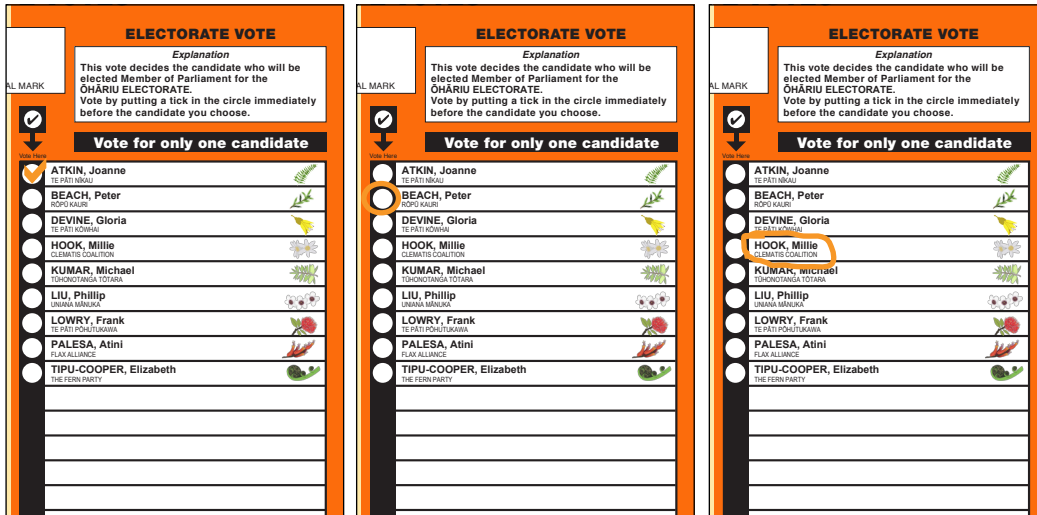
Number of votes issued	Allowed difference
1 to 100	0
101 - 200	1
201 - 400	2
401 - 600	3
601 - 800	4
801 - or more	5

# 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

**ELECTORATE VOTE**

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

**Vote for only one candidate**

<input type="checkbox"/>	ATKIN, Joanne <small>TE PĀTI MĀOAU</small>	
<input type="checkbox"/>	BEACH, Peter <small>ROPU KAUĀ</small>	
<input type="checkbox"/>	DEVINE, Gloria <small>TE PĀTI KŌWHĀHĀ</small>	
<input type="checkbox"/>	HOOK, Millie <small>CELENTATE COALITION</small>	
<input type="checkbox"/>	KUMAR, Michael <small>TĪKOHĀTANGA TŌTĀRA</small>	
<input type="checkbox"/>	LIU, Phillip <small>ŪNAWA MĀOAU</small>	
<input type="checkbox"/>	LOWRY, Frank <small>TE PĀTI PŌHUTUKĀHĀ</small>	
<input type="checkbox"/>	PALESA, Atini <small>FLAX ALLIANCE</small>	
<input type="checkbox"/>	TIPU-COOPER, Elizabeth <small>THE FERN PARTY</small>	

**ELECTORATE VOTE**

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

**Vote for only one candidate**

<input checked="" type="checkbox"/>	ATKIN, Joanne <small>TE PĀTI MĀOAU</small>	
<input type="checkbox"/>	BEACH, Peter <small>ROPU KAUĀ</small>	
<input type="checkbox"/>	DEVINE, Gloria <small>TE PĀTI KŌWHĀHĀ</small>	
<input type="checkbox"/>	HOOK, Millie <small>CELENTATE COALITION</small>	
<input type="checkbox"/>	KUMAR, Michael <small>TĪKOHĀTANGA TŌTĀRA</small>	
<input type="checkbox"/>	LIU, Phillip <small>ŪNAWA MĀOAU</small>	
<input type="checkbox"/>	LOWRY, Frank <small>TE PĀTI PŌHUTUKĀHĀ</small>	
<input type="checkbox"/>	PALESA, Atini <small>FLAX ALLIANCE</small>	
<input type="checkbox"/>	TIPU-COOPER, Elizabeth <small>THE FERN PARTY</small>	

**ELECTORATE VOTE**

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

**Vote for only one candidate**

<input checked="" type="checkbox"/>	ATKIN, Joanne <small>TE PĀTI MĀOAU</small>	
<input checked="" type="checkbox"/>	BEACH, Peter <small>ROPU KAUĀ</small>	
<input type="checkbox"/>	DEVINE, Gloria <small>TE PĀTI KŌWHĀHĀ</small>	
<input checked="" type="checkbox"/>	HOOK, Millie <small>CELENTATE COALITION</small>	
<input type="checkbox"/>	KUMAR, Michael <small>TĪKOHĀTANGA TŌTĀRA</small>	
<input type="checkbox"/>	LIU, Phillip <small>ŪNAWA MĀOAU</small>	
<input type="checkbox"/>	LOWRY, Frank <small>TE PĀTI PŌHUTUKĀHĀ</small>	
<input checked="" type="checkbox"/>	PALESA, Atini <small>FLAX ALLIANCE</small>	
<input type="checkbox"/>	TIPU-COOPER, Elizabeth <small>THE FERN PARTY</small>	

**ELECTORATE VOTE**

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

**Vote for only one candidate**

<input checked="" type="checkbox"/>	ATKIN, Joanne <small>TE PĀTI MĀOAU</small>	
<input checked="" type="checkbox"/>	BEACH, Peter <small>ROPU KAUĀ</small>	
<input checked="" type="checkbox"/>	DEVINE, Gloria <small>TE PĀTI KŌWHĀHĀ</small>	
<input checked="" type="checkbox"/>	HOOK, Millie <small>CELENTATE COALITION</small>	
<input checked="" type="checkbox"/>	KUMAR, Michael <small>TĪKOHĀTANGA TŌTĀRA</small>	
<input checked="" type="checkbox"/>	LIU, Phillip <small>ŪNAWA MĀOAU</small>	
<input checked="" type="checkbox"/>	LOWRY, Frank <small>TE PĀTI PŌHUTUKĀHĀ</small>	
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<input checked="" type="checkbox"/>	PALESA, Atini <small>FLAX ALLIANCE</small>	
<input checked="" type="checkbox"/>	TIPU-COOPER, Elizabeth <small>THE FERN PARTY</small>	



# 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** Say to staff:

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.

Note:

1. Candidate votes are on the right-hand side of the ballot paper
2. Make sure you do not cover the candidate’s name on the marker.

If a candidate’s marker is not in front of you, place a vote for that candidate to your right, turned face down.

Do not place votes onto other counter’s markers.

Place the 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.

**5** 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):

- 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
ATKIN, Joanne (Te Pāti Nikau)	3	5	6	
BEACH, Peter (Rōpū Kauri)		6	3	
DEVINE, Gloria (Te Pāti Kōwhiri)			6	
HOOK, Millie (Te Pāti Puriri)		2	4	
KUMAR, Michael (Tūhonotanga Tōtara)		2	7	
LIU, Phillip (Uniana Mānuka)			8	
LOWRY, Frank (Te Pāti Pōhutukawa)	4	0	2	
PALESA, Atini (Rōpū Harakeke)		2	3	
TIPU-COOPER, Elizabeth (Te Pāti Mamaku)		1	0	
Candidate Informal Votes			1	
<b>Total Candidate Votes</b>	<b>9</b>	<b>2</b>	<b>0</b>	
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		
<b>Total Party Votes</b>		
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 <b>Form G, EMS11-C</b> and <b>EMS11-P</b> for each electorate
2	Phone [REDACTED] <b>6(c)</b> and enter 99 and your electorate number when prompted eg: 99XX
3	Introduce yourself by name as the Voting Place Manager from (name the voting place) with election results. Confirm the mobile phone number you are calling from
4	Holding the forms for each electorate: <ul style="list-style-type: none"><li>• Do not provide answers or information without being requested</li><li>• Answer all questions that the telephone operator asks you</li><li>• When the telephone operator repeats your answers, tell them immediately if there are errors</li><li>• End the call only when the telephone operator instructs you to</li></ul>
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:



## FILE NOTE

Benjamin Baker – phone call with Hamilton East Electorate Headquarters

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On 14 October I took a call from the Hamilton East HQ at 1.33pm. They advised a scrutineer was being disruptive and were quite concerned. I confirmed their view that the scrutineer could only observe without disrupting the work needed to count efficiently, and that disruption was a breach of the rules for scrutineers. I explained that if a scrutineer was indeed being disruptive then the EM should involve security or have the person removed. I referred them to the security team at National Office.

**From:** L & P Enquiries  
**Sent:** Saturday, 14 October 2023 6:44 pm  
**To:** Hamilton East Electorate  
**Subject:** FW: Scrutineer guidance

Tēnā koe

You asked for the provisions in the Electoral Act that dictate what a scrutineer can observe during the early count of advance votes on election day.

Under [section 174C\(2\)](#), it requires that an Electorate Manager **conduct a preliminary count of early votes**, in the presence of any lawfully appointed scrutineers. This count is commonly referred to as the 'early count' of advance votes, to distinguish it from the preliminary count that occurs after the close of polls.

The Electoral Act does not provide for a scrutineer to observe any other process related to the early count. It specifies they may watch the early count. It does not provide for them to do anything further. This guidance is laid out in the [Scrutineer Handbook](#).

I hope that's of assistance.

Ngā mihi

Legal and Policy Team | [Electoral Commission](#) | [Te Kaitiaki Take Kōwhiri](#)  
PO Box 3220 | Level 10, 34 – 42 Manners Street | Wellington | 6140 | New Zealand  
Phone 0800 36 76 56 | [vote.nz](#) | [elections.nz](#)



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**From:** L & P Enquiries  
**Sent:** Saturday, October 14, 2023 4:55 PM  
**To:** Hamilton East Electorate [REDACTED]  
**Subject:** Scrutineer guidance

Tēnā koe

The law only allows scrutineers to be present at electorate HQs for the specific processes they are allowed to observe i.e. the scrutiny of the rolls (section 175) and the counts that take place at the HQ (sections 174 and 174F). There is no provision that allows them to stay for other purposes.

They are allowed to be present for the early count on election day, for the entirety of the time that the count occurs (section 174F). If this runs past 7pm, they are allowed to stay until it is concluded.

Scrutineers are not allowed to be present to observe the phone calls received at the HQ. Under section 174(4), a voting place manager must ensure that the results are reported to the Electorate Manager as soon as they are counted. There is no provision that allows a scrutineer to be present for this.

For guidance, you can refer to the Scrutineer Handbook available on our website, or the Electoral Act 1993 or Electoral Regulations 1996.

Ngā mihi

Legal and Policy Team | **Electoral Commission** | Te Kaitiaki Take Kōwhiri  
PO Box 3220 | Level 10, 34 – 42 Manners Street | Wellington | 6140 | New Zealand  
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