

CHAPTER 24 – SORT AND SEND

CONTENTS

1	Sort and send.....	1
1.1	Before you begin	1
1.2	Receiving voting place supplies at your headquarters.....	1
1.3	Key tasks	2
1.4	Checklist	3
2	Receiving materials at HQ	5
2.1	Overview.....	5
2.2	Resources	5
2.3	Process for returned materials.....	5
2.4	Receiving Materials into EMS on E+1	6
2.5	Returning shared electorate materials to their home electorate HQ.....	7
2.6	Receiving materials from another HQ.....	8
2.7	Searching for 'missing' materials.....	10
3	Sending and receiving special votes.....	11
3.1	Sorting special votes by electorate	11
3.2	Check and count all special vote envelopes.....	11
3.3	Initial load of special votes into EMS.....	12
3.4	Checking special votes before sending	16
3.5	Sending special votes to other electorates	18
3.6	Receiving your special votes back from other electorates.....	20
3.7	Special votes received in error	21
3.8	Special vote reports.....	22
3.9	Checking special votes were received on time	24

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1 SORT AND SEND

1.1 BEFORE YOU BEGIN

Ensure you have received all necessary supplies for the sort and send process. A full list of required supplies can be found on section 5.1.2 of Chapter 21 – Preparing for the post-election period.

1.2 RECEIVING VOTING PLACE SUPPLIES AT YOUR HEADQUARTERS

You will receive voting place (VP) supplies and ballot boxes back at your electorate headquarters (HQ) during the voting period. These include:

- from voting places open during the advance voting period that have phased counts will return the ballot box and supplies if they have a phase change
- full special vote ballot boxes and supplies
- completed enrolment forms for scanning
- some VPs and voting teams will [REDACTED] during the advance voting period
- most VPs open during the advance period will [REDACTED] after the close of advance voting on Friday E-1, or if they are only open during the middle weekend of advance voting, on Saturday E-7 or Sunday E-6
- a few VPs will [REDACTED]; all ordinary votes issued during the advance voting period must be counted in the early count
- most voting places open on Election Day will [REDACTED]
- there will be a few Election Day voting places who [REDACTED] see Section 10 in Chapter 22 – Election Day and Night)
- most Mobile Supports (MS) will [REDACTED]
- for those electorates with supply hubs, all key voting materials must be returned on or before Sunday E+1.

During the advance voting period, as per the electorate's logistics plan, Electorate Managers (EM), with support from the Logistics and Supplies Manager (LS Manager), Voting Place Manager (VPM) and Mobile Supports must:

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

The sort and send process starts on Sunday E+1 and includes:

- checking that all returned ballot boxes contain the correct voting materials
- scanning all key voting materials into the Election Management System (EMS) as part of materials tracking, and ensuring all of these materials have the status of 'returned'
- preparing shared general electorate ballot boxes to be sent back to their home electorates
- completing the initial load of special votes in EMS
- preparing other electorates' special votes to be sent back to their home electorates
- preparing home general ordinary and home Māori ordinary voting materials for post-election processing.

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1.4 CHECKLIST

Use this checklist to ensure that you are on track with sort and send activities.

Task	E+1	E+2	E+3	E+4	E+5	E+6	E+9	E+10	E+11	E+12	E+13
Check all ballot boxes to ensure all key voting materials have been returned from voting places	<input type="checkbox"/>	<input type="checkbox"/>									
Check all Envelopes P5 for questioned votes for your home general and Māori electorates and pass them to the Dual Votes Process Leader	<input type="checkbox"/>	<input type="checkbox"/>									
Photocopy all M10-SUMMARY (Form F) forms to be used by the team sorting the special votes	<input type="checkbox"/>	<input type="checkbox"/>									
Remove all M14-TAKEAWAY and M14-DAILYREP (Form Q) forms from Envelope P6 or the Voting Place Manager's folder and set them aside for return to National Office	<input type="checkbox"/>	<input type="checkbox"/>									
Check the number of special votes returned (per electorate and overall total) from each VP in your electorate against the relevant M10 SUMMARY (Form F)	<input type="checkbox"/>	<input type="checkbox"/>									
Enter M10-SUMMARY (Form F) for VP details into the EMS 'Initial Load' screen	<input type="checkbox"/>	<input type="checkbox"/>									
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>									
For the bags to be couriered, scan the printed ID number on the courier bag into eShip and create an eShip label	<input type="checkbox"/>	<input type="checkbox"/>									

Task	E+1	E+2	E+3	E+4	E+5	E+6	E+9	E+10	E+11	E+12	E+13
Scan the eShip tracking number into the EMS 'Send Votes' screen using the hand-held scanner. For those bags being delivered by an electoral official, scan the ID number on the courier bag into EMS	<input type="checkbox"/>	<input type="checkbox"/>									
Dispatch courier bags and shared electorate ballot boxes to other electorates as per your logistics plan		<input type="checkbox"/>	<input type="checkbox"/>								
Receive shared general electorate ballot boxes and scan key voting materials into EMS		<input type="checkbox"/>	<input type="checkbox"/>								
Receive into EMS all special votes for your electorate sent from other electorates		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Send any misdirected votes to the appropriate electorate and update EMS			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow up on any votes showing as sent to you in EMS, but not received			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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2 RECEIVING MATERIALS AT HQ

2.1 OVERVIEW

Most voting place and Mobile Support materials will have been returned to your HQ by E+1. In rural electorates, some materials will still be making their journey back to your HQ based on your logistics plan.

You must check ballot boxes quickly and confirm all materials have been received back by scanning voting materials back into the materials tracking module in EMS, before you can return shared voting materials to their electorates in preparation for other post-election processes.

This process has already been addressed in Chapter 15 – Materials Tracking, section 6. Relevant sections of that chapter have been repeated here.

2.2 RESOURCES

You need:

- handheld barcode scanners and laptop with access to EMS
- ballot boxes from all voting places
- supplies boxes from VPs, mobile supports and supplies hubs (if applicable)
- [REDACTED]
- [REDACTED]

2.3 PROCESS FOR RETURNED MATERIALS

As you progress through the voting period, your HQ will receive back materials. Chapter 15 covers the process for this during the advance period and on Election Night.

This table provides a high-level overview of the returns process on E+1.

When	Task
E+1	<ul style="list-style-type: none">• Scan all materials back into EMS using the materials tracking module and ensure all materials are accounted for• Shared voting materials are returned to their home electorate HQ.

To receive and check returned supplies, refer to the relevant process listed below.

Returned	When	Reference
From voting places	From E+1	See section 2.4 of this chapter
To other HQs	From E+1	See section 2.5 of this chapter
From other HQs	From E+1	See section 3.6 of this chapter.

2.4 RECEIVING MATERIALS INTO EMS ON E+1


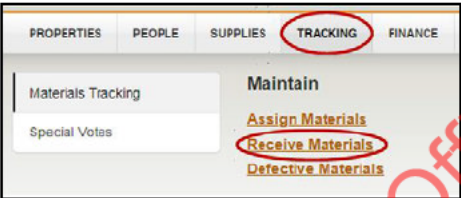
During the advance voting period, phased materials may have already been received back into EMS. Only materials which have NOT been received back into EMS need to be scanned.

You will also need to balance prioritising shared electorates materials, followed by electoral rolls due to post-election processes.

You will need to scan materials back into EMS in a controlled and systematic way, going:

- voting place by voting place
- Mobile Support by Mobile Support

Use these instructions to receive key voting materials into EMS.

Step	Instructions
1	Get the hand-held scanner and attach it to one of your laptops.
2	In EMS, check your electorate is selected from the dropdown. 
3	In EMS, go to Tracking – Receive Materials. 
4	Scan the ballot box label into EMS.
5	Confirm each box has envelopes P1, P2, P3, P4 and P5 for that electorate.
6	[Redacted content]
	[Redacted content]
	[Redacted content]
	[Redacted content]
	[Redacted content]
	[Redacted content]

11

Repeat for each voting place. Any key voting materials returned by MS need to be received back into EMS using the same process as described above.

2.4.1 Checking reports

Once your HQ has completed receiving all voting place and MS materials into EMS, follow these instructions:

Step	Instructions																																													
1	In EMS, go to Tracking – Material Not Returned to my HQ (CSV).																																													
2	This report will display all materials which still need to be scanned back into EMS. <table border="1"> <thead> <tr> <th>Material Barco</th> <th>Electorate</th> <th>Material Type</th> <th>Numbr</th> <th>Current Location</th> <th>Assigned Electorate</th> <th>Tracking NiTN Description</th> <th>Assigned To</th> <th>Time Stamp</th> </tr> </thead> <tbody> <tr> <td>E01 BPG01001</td> <td>01 Auckland Central</td> <td>Ballot Paper - General</td> <td>1001</td> <td>017 Auckland High Court,</td> <td>01 Auckland Central</td> <td>17360 Consignment 1 - AV Supplies</td> <td>017 Auckland High Court,</td> <td>22/08/2022 at 09:24</td> </tr> <tr> <td>E01 BPG01051</td> <td>01 Auckland Central</td> <td>Ballot Paper - General</td> <td>1051</td> <td>017 Auckland High Court,</td> <td>01 Auckland Central</td> <td>17360 Consignment 1 - AV Supplies</td> <td>017 Auckland High Court,</td> <td>22/08/2022 at 09:24</td> </tr> <tr> <td>E01 BPG01101</td> <td>01 Auckland Central</td> <td>Ballot Paper - General</td> <td>1101</td> <td>017 Auckland High Court,</td> <td>01 Auckland Central</td> <td>17360 Consignment 1 - AV Supplies</td> <td>017 Auckland High Court,</td> <td>22/08/2022 at 09:24</td> </tr> <tr> <td>E01 BPG01151</td> <td>01 Auckland Central</td> <td>Ballot Paper - General</td> <td>1151</td> <td>017 Auckland High Court,</td> <td>01 Auckland Central</td> <td>17360 Consignment 1 - AV Supplies</td> <td>017 Auckland High Court,</td> <td>22/08/2022 at 09:24</td> </tr> </tbody> </table>	Material Barco	Electorate	Material Type	Numbr	Current Location	Assigned Electorate	Tracking NiTN Description	Assigned To	Time Stamp	E01 BPG01001	01 Auckland Central	Ballot Paper - General	1001	017 Auckland High Court,	01 Auckland Central	17360 Consignment 1 - AV Supplies	017 Auckland High Court,	22/08/2022 at 09:24	E01 BPG01051	01 Auckland Central	Ballot Paper - General	1051	017 Auckland High Court,	01 Auckland Central	17360 Consignment 1 - AV Supplies	017 Auckland High Court,	22/08/2022 at 09:24	E01 BPG01101	01 Auckland Central	Ballot Paper - General	1101	017 Auckland High Court,	01 Auckland Central	17360 Consignment 1 - AV Supplies	017 Auckland High Court,	22/08/2022 at 09:24	E01 BPG01151	01 Auckland Central	Ballot Paper - General	1151	017 Auckland High Court,	01 Auckland Central	17360 Consignment 1 - AV Supplies	017 Auckland High Court,	22/08/2022 at 09:24
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3	Filter the CSV report using the 'Current Location' column by an assignee ie, one of your HQ's voting places or MS. This will display all materials still yet to be received back into EMS for the filtered assignee. Note: this report will list any materials still located at another HQ yet to be returned.																																													
4	Find the assignee's supply boxes where their materials are located and receive the materials listed in the report back into EMS.																																													
5	Repeat this for each assignee with materials listed in the report which still need to be scanned back into EMS.																																													
6	Redownload the Material Not Returned to my HQ (CSV) report and repeat from step 1 until all materials have been received back into EMS and no materials are listed in the report.																																													

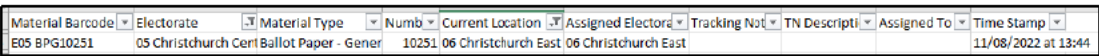
2.5 RETURNING SHARED ELECTORATE MATERIALS TO THEIR HOME ELECTORATE HQ

Once all key voting materials have been received back into EMS from your voting places and MS, and been accounted for, you will need to return all shared voting materials for general electorates to their home electorate HQ.

Use these instructions to return materials to their home electorate HQ.

Step	Instructions
1	In EMS, go to Tracking – Material List (CSV).

Continued on next page

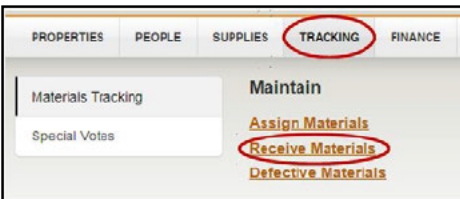
2	<p>Filter the CSV report by the:</p> <ul style="list-style-type: none"> • 'Electorate' column by another electorate HQ, and • 'Current Location' by your electorate HQ and/or your voting places. 
3	This will list all materials which need to be returned to their home electorate HQ.
4	<p>Create a new tracking note with all the shared voting materials (ballot paper pads and electoral rolls) (see section 3). Keep each count's materials in its own ballot box.</p> <p>Use an empty ballot box to return any electoral rolls and ballot paper pads from the shared electorate, that you did not allocate to a voting place.</p>
5	[REDACTED]
6	[REDACTED]
7	Repeat for each electorate which supplied shared electorate materials to your HQ.

Refer to your M40-LOGPLAN on how your electorate plans to return shared voting materials across your region.

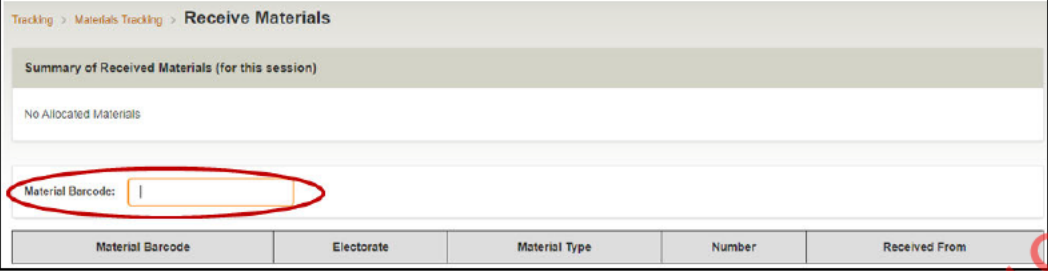
Note: all Māori electorate materials (ordinary ballot paper pads and electoral rolls) remain with the home general electorate HQ and are **NOT** returned.

2.6 RECEIVING MATERIALS FROM ANOTHER HQ

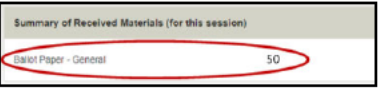
Use these instructions to receive returned materials from another HQ.

Step	Instructions
1	Open the package delivered by another HQ and find the tracking note.
2	Check the materials received against the tracking note. Tick the 'OK' column as you go and use the notes column if there are any issues.
3	<p>In EMS, go to Tracking – Receive Materials.</p> 


4 Scan each item into EMS by clicking into the **Material Barcode** field and using the handheld scanner to scan the QR code on the front of each item.



5 Check the **Summary of Received Materials** field to ensure the number of expected items from the package matches. For example, from a package of 50 ballot paper pads you have scanned 50 ballot paper pads.



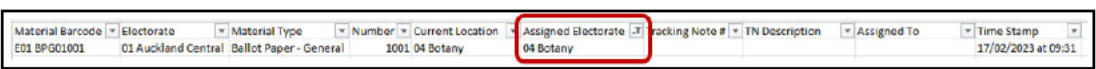
6

7 Click the browser refresh button after completing each  package.

8 Repeat steps 1-7 for each package of materials.

2.6.1 Checking reports

Once your HQ has completed receiving a set of returned materials back into EMS from another HQ, follow these instructions:

Step	Instructions
1	In EMS go to Tracking – Material Not Returned to my HQ (CSV) .
2	<p>Filter the CSV report in the 'Assigned Electorate' column by the electorate the materials have come from. This will identify any materials which still need to be returned by the electorate. In this example, Auckland Central HQ has filtered this report for Botany, a shared electorate they provided Auckland Central materials to. Ballot paper pad E01 BPG01001 is still located at Botany's HQ and yet to be returned.</p>  <p>If the electorate does not appear in the report, all the materials assigned to the electorate have been successfully returned and no further actions are required.</p> <p style="text-align: right;"><i>Continued on next page</i></p>

	If the electorate does appear in the report, all the listed materials still need to be returned and received into EMS, go to step 3.
3	<p>Check the materials listed in the report are not among the materials returned to your HQ. If found receive the materials into EMS.</p> <p>If the other electorate HQ has not returned all the materials, contact the responsible electorate's LS Manager and arrange for the materials to be returned.</p>
4	Redownload the Material Not Returned to my HQ (CSV) report, repeat from step 1.

2.7 SEARCHING FOR 'MISSING' MATERIALS

Your HQ will be handling large volumes of voting materials and may need to locate mislaid materials. Refer to section 7.8 of chapter 15 – Materials Tracking on how to view the chain of custody record for a specific material item or view a selection of materials.

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4	<p>Count the number of special vote envelopes for your electorate:</p> <ul style="list-style-type: none"> • Check the count against the M10-SUMMARY. • If the number is different, check that you have all the S3 envelopes for that voting place and that no special vote envelopes for your electorate were put in an S4 envelope by mistake. • If you can't account for any differences: <ul style="list-style-type: none"> ○ count the envelopes again until you get two consistent counts ○ correct the copy of the M10-SUMMARY.
Other electorate special votes	
5	Empty the S4 envelope from the ballot box onto the other electorates sorting table.
6	<p>Check that all of the special vote envelopes on the other electorates sorting table:</p> <ul style="list-style-type: none"> • are not for your home general electorate • have been stamped with an issuing point stamp. Stamp any unstamped envelopes with an issuing point stamp from that voting place.
7	Sort the special vote envelopes into piles by electorate.
8	<p>Carefully count the number of special vote envelopes for each electorate:</p> <ul style="list-style-type: none"> • check the count against the M10-SUMMARY • if the number is different, check that you have all the S4 envelopes for that voting place. • if you can't account for any differences: <ul style="list-style-type: none"> ○ count the envelopes again until you get two consistent counts ○ correct the M10-SUMMARY.
Both	
9	Secure each pile of sorted special vote envelopes with a rubber band. Put each pile on the appropriate electorate marker.
10	Take all the issuing point stamps from the special vote ballot box and put them with the unused issuing point stamps, in numerical order in preparation for completion.
11	<p>When you are satisfied that the M10-SUMMARY is correct, give it to the data entry operator for entry. See section 3.3.</p> <p>Note: Deliver the M10-SUMMARY forms progressively to the data entry operator. Do not wait until you have checked all voting places.</p>


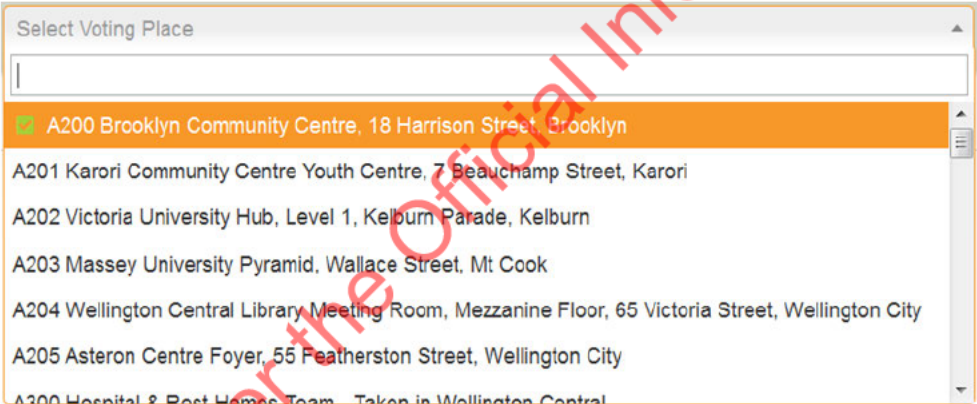
3.3 INITIAL LOAD OF SPECIAL VOTES INTO EMS

The initial load of special votes into EMS is a record of all special votes taken in an electorate for their own and other electorates. Electorate HQs use this information to know how many special votes they have to process, and to keep track of where the votes are.

Note: If you are a Māori Electorate Manager and you receive some of your special votes directly, do not complete a separate initial load for your Māori electorate special votes received by you directly.

- Include them on the M10-SUMMARY for the care home team for the home general electorate.
- Enter them into your general electorate’s EMS ‘Initial Load’.

The data entry operator uses these instructions to enter special vote tracking information in EMS.

Step	Instructions
1	<p>From the menu select Special Votes – Tracking - Initial Load (M10-SUMMARY)</p>  <p>The screenshot shows a navigation menu with tabs for VOTING PLACES, STAFF, SUPPLIES, FINANCE, and SPECIAL VOTES. Under the SPECIAL VOTES tab, there is a 'Tracking' sub-tab. The 'SPECIAL VOTES' section contains three options: 'Initial Load (M10-SUMMARY)' (circled in green), 'Send Votes', and 'Received Votes'.</p>
2	<p>From the drop-down box, select the voting place or team the M10-SUMMARY form refers to</p>  <p>The screenshot shows a drop-down menu titled 'Select Voting Place'. The menu is open, displaying a list of voting places. The first item, 'A200 Brooklyn Community Centre, 18 Harrison Street, Brooklyn', is highlighted in orange. Other items include A201 Karori Community Centre Youth Centre, A202 Victoria University Hub, A203 Massey University Pyramid, A204 Wellington Central Library Meeting Room, and A205 Asteron Centre Foyer.</p> <p style="text-align: right;"><i>Continued on next page</i></p>

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- Select the AV or ED radio button corresponding to the M10-Summary.
- Enter the figures from the M10-SUMMARY into the '#SDV's' field for each electorate the voting place issued special votes for, including your own electorate.
- Enter zero for electorates that the voting place did not take special votes for.
- Check the totals at the bottom of the screen to ensure they match the total on the M10-SUMMARY form.
- Once all the data has been correctly entered for that voting place, click **Save**.

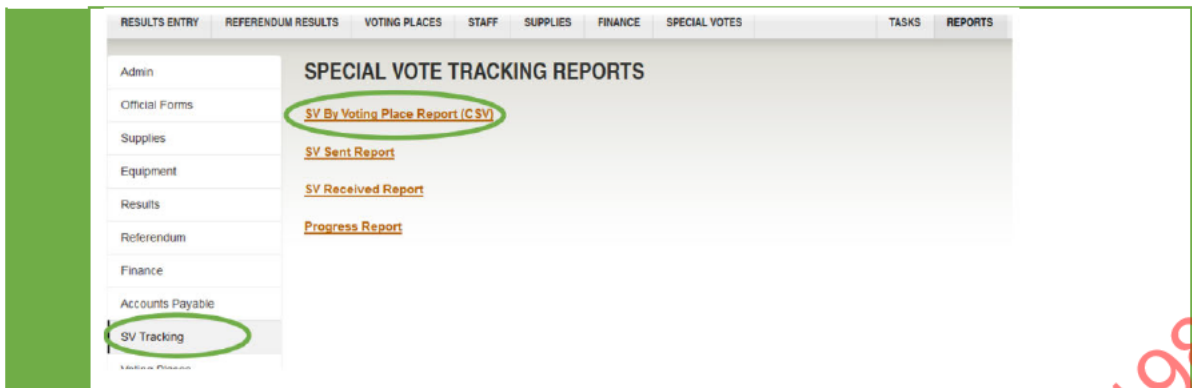
If you make an error in any of the fields, click back into the field and enter the correct data. You can correct data up until you complete the 'send votes' process (see section 3.5).

3

A200 Brooklyn Community Centre, 18 Harrison Street, Brooklyn

Save

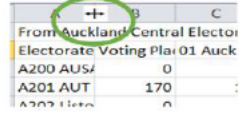
Electorate	#SDV's	Electorate	#SDV's	Electorate	#SDV's
01 Auckland Central	4	25 Manurewa	0	49 Tairāhaki	0
02 Bay of Plenty	0	26 Māungakiekie	0	50 Taranaki-King Country	0
03 Botany	0	27 Mt Albert	0	51 Taupo	0
04 Christchurch Central	0	28 Mt Roskill	0	52 Tauranga	0
05 Christchurch East	12	29 Napier	3	53 Te Atatu	0
06 Clutha-Southland	0	30 Nelson	0	54 Tūkūki	0
07 Coromandel	0	31 New Lynn	0	55 Upper Harbour	0
08 Dunedin North	0	32 New Plymouth	0	56 Waikato	0
09 Kaipara	0	33 Northcote	0	57 Waikato	0
10 Kaitiaki	0	34 Rotorua	0	58 Te Tai Haukuru	0
11 Kaitiaki	0	35 Rodney	0	59 Te Tai Tokarau	0
12 Manukau	0	36 Rongitikei	0	60 Te Tai Tonga	0
13 Manukau East	0	37 Rotorua	0	61 Waikato	0
14 Manukau West	0	38 Selwyn	0	62 Waikato	0
15 Manukau West	0	39 Southland	0	63 Waikato	0
16 Manukau West	0	40 Southland	0	64 Waikato	0
17 Manukau West	0	41 Southland	0	65 Waikato	0
18 Manukau West	0	42 Southland	0	66 Waikato	0
19 Manukau West	0	43 Southland	0	67 Waikato	0
20 Manukau West	0	44 Southland	0	68 Waikato	0
21 Manukau West	0	45 Southland	0	69 Waikato	0
22 Manukau West	0	46 Southland	0	70 Waikato	0
23 Manukau West	0	47 Southland	0	71 Waikato	0
24 Manukau West	0	48 Southland	0	72 Waikato	0
25 Manukau West	0	49 Southland	0	73 Waikato	0
26 Manukau West	0	50 Southland	0	74 Waikato	0
27 Manukau West	0	51 Southland	0	75 Waikato	0
28 Manukau West	0	52 Southland	0	76 Waikato	0
29 Manukau West	0	53 Southland	0	77 Waikato	0
30 Manukau West	0	54 Southland	0	78 Waikato	0
31 Manukau West	0	55 Southland	0	79 Waikato	0
32 Manukau West	0	56 Southland	0	80 Waikato	0
33 Manukau West	0	57 Southland	0	81 Waikato	0
34 Manukau West	0	58 Southland	0	82 Waikato	0
35 Manukau West	0	59 Southland	0	83 Waikato	0
36 Manukau West	0	60 Southland	0	84 Waikato	0
37 Manukau West	0	61 Southland	0	85 Waikato	0
38 Manukau West	0	62 Southland	0	86 Waikato	0
39 Manukau West	0	63 Southland	0	87 Waikato	0
40 Manukau West	0	64 Southland	0	88 Waikato	0
41 Manukau West	0	65 Southland	0	89 Waikato	0
42 Manukau West	0	66 Southland	0	90 Waikato	0
43 Manukau West	0	67 Southland	0	91 Waikato	0
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48 Manukau West	0	72 Southland	0	96 Waikato	0
49 Manukau West	0	73 Southland	0	97 Waikato	0
50 Manukau West	0	74 Southland	0	98 Waikato	0
51 Manukau West	0	75 Southland	0	99 Waikato	0
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53 Manukau West	0	77 Southland	0	101 Waikato	0
54 Manukau West	0	78 Southland	0	102 Waikato	0
55 Manukau West	0	79 Southland	0	103 Waikato	0
56 Manukau West	0	80 Southland	0	104 Waikato	0
57 Manukau West	0	81 Southland	0	105 Waikato	0
58 Manukau West	0	82 Southland	0	106 Waikato	0
59 Manukau West	0	83 Southland	0	107 Waikato	0
60 Manukau West	0	84 Southland	0	108 Waikato	0
61 Manukau West	0	85 Southland	0	109 Waikato	0
62 Manukau West	0	86 Southland	0	110 Waikato	0
63 Manukau West	0	87 Southland	0	111 Waikato	0
64 Manukau West	0	88 Southland	0	112 Waikato	0
65 Manukau West	0	89 Southland	0	113 Waikato	0
66 Manukau West	0	90 Southland	0	114 Waikato	0
67 Manukau West	0	91 Southland	0	115 Waikato	0
68 Manukau West	0	92 Southland	0	116 Waikato	0
69 Manukau West	0	93 Southland	0	117 Waikato	0
70 Manukau West	0	94 Southland	0	118 Waikato	0
71 Manukau West	0	95 Southland	0	119 Waikato	0
72 Manukau West	0	96 Southland	0	120 Waikato	0
73 Manukau West	0	97 Southland	0	121 Waikato	0
74 Manukau West	0	98 Southland	0	122 Waikato	0
75 Manukau West	0	99 Southland	0	123 Waikato	0
76 Manukau West	0	100 Southland	0	124 Waikato	0
77 Manukau West	0	101 Southland	0	125 Waikato	0
78 Manukau West	0	102 Southland	0	126 Waikato	0
79 Manukau West	0	103 Southland	0	127 Waikato	0
80 Manukau West	0	104 Southland	0	128 Waikato	0
81 Manukau West	0	105 Southland	0	129 Waikato	0
82 Manukau West	0	106 Southland	0	130 Waikato	0
83 Manukau West	0	107 Southland	0	131 Waikato	0
84 Manukau West	0	108 Southland	0	132 Waikato	0
85 Manukau West	0	109 Southland	0	133 Waikato	0
86 Manukau West	0	110 Southland	0	134 Waikato	0
87 Manukau West	0	111 Southland	0	135 Waikato	0
88 Manukau West	0	112 Southland	0	136 Waikato	0
89 Manukau West	0	113 Southland	0	137 Waikato	0
90 Manukau West	0	114 Southland	0	138 Waikato	0
91 Manukau West	0	115 Southland	0	139 Waikato	0
92 Manukau West	0	116 Southland	0	140 Waikato	0
93 Manukau West	0	117 Southland	0	141 Waikato	0
94 Manukau West	0	118 Southland	0	142 Waikato	0
95 Manukau West	0	119 Southland	0	143 Waikato	0
96 Manukau West	0	120 Southland	0	144 Waikato	0
97 Manukau West	0	121 Southland	0	145 Waikato	0
98 Manukau West	0	122 Southland	0	146 Waikato	0
99 Manukau West	0	123 Southland	0	147 Waikato	0
100 Manukau West	0	124 Southland	0	148 Waikato	0
101 Manukau West	0	125 Southland	0	149 Waikato	0
102 Manukau West	0	126 Southland	0	150 Waikato	0
103 Manukau West	0	127 Southland	0	151 Waikato	0
104 Manukau West	0	128 Southland	0	152 Waikato	0
105 Manukau West	0	129 Southland	0	153 Waikato	0
106 Manukau West	0	130 Southland	0	154 Waikato	0
107 Manukau West	0	131 Southland	0	155 Waikato	0
108 Manukau West	0	132 Southland	0	156 Waikato	0
109 Manukau West	0	133 Southland	0	157 Waikato	0
110 Manukau West	0	134 Southland	0	158 Waikato	0
111 Manukau West	0	135 Southland	0	159 Waikato	0
112 Manukau West	0	136 Southland	0	160 Waikato	0
113 Manukau West	0	137 Southland	0	161 Waikato	0
114 Manukau West	0	138 Southland	0	162 Waikato	0
115 Manukau West	0	139 Southland	0	163 Waikato	0
116 Manukau West	0	140 Southland	0	164 Waikato	0
117 Manukau West	0	141 Southland	0	165 Waikato	0
118 Manukau West	0	142 Southland	0	166 Waikato	0
119 Manukau West	0	143 Southland	0	167 Waikato	0
120 Manukau West	0	144 Southland	0	168 Waikato	0
121 Manukau West	0	145 Southland	0	169 Waikato	0
122 Manukau West	0	146 Southland	0	170 Waikato	0
123 Manukau West	0	147 Southland	0	171 Waikato	0
124 Manukau West	0	148 Southland	0	172 Waikato	0
125 Manukau West	0	149 Southland	0	173 Waikato	0
126 Manukau West	0	150 Southland	0	174 Waikato	0
127 Manukau West	0	151 Southland	0	175 Waikato	0
128 Manukau West	0	152 Southland	0	176 Waikato	0
129 Manukau West	0	153 Southland	0	177 Waikato	0
130 Manukau West	0	154 Southland	0	178 Waikato	0
131 Manukau West	0	155 Southland	0	179 Waikato	0
132 Manukau West	0	156 Southland	0	180 Waikato	0
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134 Manukau West	0	158 Southland	0	182 Waikato	0
135 Manukau West	0	159 Southland	0	183 Waikato	0
136 Manukau West	0	160 Southland	0	184 Waikato	0
137 Manukau West	0	161 Southland	0	185 Waikato	0
138 Manukau West	0	162 Southland	0	186 Waikato	0
139 Manukau West	0	163 Southland	0	187 Waikato	0
140 Manukau West	0	164 Southland	0	188 Waikato	0
141 Manukau West	0	165 Southland	0	189 Waikato	0
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145 Manukau West	0	169 Southland	0	193 Waikato	0
146 Manukau West	0	170 Southland	0	194 Waikato	0
147 Manukau West	0	171 Southland	0	195 Waikato	0
148 Manukau West	0	172 Southland	0	196 Waikato	0
149 Manukau West	0	173 Southland	0	197 Waikato	0
150 Manukau West	0	174 Southland	0	198 Waikato	0
151 Manukau West	0	175 Southland	0	199 Waikato	0
152 Manukau West	0	176 Southland	0	200 Waikato	0
153 Manukau West	0	177 Southland	0	201 Waikato	0
154 Manukau West	0	178 Southland	0	202 Waikato	0
155 Manukau West	0	179 Southland	0	203 Waikato	0
156 Manukau West	0	180 Southland	0	204 Waikato	0
157 Manukau West	0	181 Southland	0	205 Waikato	0
158 Manukau West	0	182 Southland	0	206 Waikato	0
159 Manukau West	0	183 Southland	0	207 Waikato	0
160 Manukau West	0	184 Southland	0	208 Waikato	0
161 Manukau West	0	185 Southland	0	209 Waikato	0
162 Manukau West	0	186 Southland	0	210 Waikato	0
163 Manukau West	0	187 Southland	0	211 Waikato	0
164 Manukau West	0	188 Southland	0	212 Waikato	0
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170 Manukau West	0	194 Southland	0	218 Waikato	0
171 Manukau West	0	195 Southland	0	219 Waikato	0
172 Manukau West	0	196 Southland	0	220 Waikato	0
173 Manukau West	0	197 Southland	0	221 Waikato	0
174 Manukau West	0	198 Southland	0	222 Waikato	0
175 Manukau West	0	199 Southland	0	223 Waikato	0
176 Manukau West	0	200 Southland	0	224 Waikato	0
177 Manukau West	0	201 Southland	0	225 Waikato	0
178 Manukau West	0	202 Southland	0	226 Waikato	0
179 Manukau West	0	203 Southland	0	227 Waikato	0
180 Manukau West	0	204 Southland	0	228 Waikato	0
181 Manukau West	0	205 Southland	0	229 Waikato	0
182 Manukau West	0	206 Southland	0	230 Waikato	0
183 Manukau West	0	207 Southland	0	231 Waikato	0
184 Manukau West	0	208 Southland	0	232 Waikato	0
185 Manukau West	0	209 Southland	0	233 Waikato	0
186 Manukau West	0	210 Southland	0	234 Waikato	0
187 Manukau West	0	211 Southland	0	235 Waikato	0
188 Manukau West	0	212 Southland	0	236 Waikato	0
189 Manukau West	0	213 Southland	0	237 Waikato	0
190 Manukau West	0	214 Southland	0	238 Waikato	0
191 Manukau West	0	215 Southland	0	239 Waikato	0
192 Manukau West	0	216 Southland	0	240 Waikato	0
193 Manukau West	0	217 Southland	0	241 Waikato	0
194 Manukau West	0	218 Southland	0	242 Waikato	0
195 Manukau West	0	219 Southland	0	243 Waikato	0
196 Manukau West	0	220 Southland	0	244 Waikato	0
197 Manukau West	0	221 Southland	0	245 Waikato	0
198 Manukau West	0	222 Southland	0	246 Waikato	0
199 Manukau West	0	223 Southland	0	247 Waikato	0
200 Manukau West	0	224 Southland	0	248 Waikato	0
201 Manukau West	0	225 Southland	0	249 Waikato	0
202 Manukau West	0	226 Southland	0	250 Waikato	0
203 Manukau West	0	227 Southland	0	251 Waikato	0
204 Manukau West	0	228 Southland	0	252 Waikato	0
205 Manukau West	0	229 Southland	0	253 Waikato	0
206 Manukau West	0	230 Southland	0	254 Waikato	0
207 Manukau West	0	231 Southland	0	255 Waikato	0
208 Manukau West	0	232 Southland	0	256 Waikato	0
209 Manukau West	0	233 Southland	0	257 Waikato	0
210 Manukau West	0	234 Southland	0	258 Waikato	0
211 Manukau West	0	235 Southland	0	259 Waikato	0
212 Manukau West	0	236 Southland	0	260 Waikato	0
213 Manukau West	0	237 Southland	0	261 Waikato	0
214 Manukau West	0	238 Southland	0	262 Waikato	0
215 Manukau West	0	239 Southland	0	263 Waikato	0
216 Manukau West	0	240 Southland	0	264 Waikato	0
217 Manukau West	0	241 Southland	0	265 Waikato	0
218 Manukau West</					



7

Open the Excel file, which lists your voting places in column A. The row for each voting place will show the number of special votes taken at that voting place for all other electorates.

When it first opens, Column A is not wide enough to see the voting place name. To widen the column, position your cursor between column A and B until you get this pointer:



Double click and the column will expand to show the contents of the column.

A	B	C	E
From Auckland Central Electorate			
Electorates		Voting Plac 01 Auckland 02 Ba	
A200 AUSA Club Space, The Quad, Auckland University, Auckland City	0	0	
A201 AUT University Campus, AuSM, WC Building, Level 2, Wellesley Street, Auckland City	170	10	
A202 Winston House, 30-32 Hobson Street, Auckland City	0	0	

Print the report and give it to the Special Votes Process Leader.

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3.4 CHECKING SPECIAL VOTES BEFORE SENDING

The Special Votes Process Leader must confirm that the number of special votes for each electorate matches the 'Special Vote by Voting Place' report, before the votes are sent back to their home electorates. The counts must balance.

Step	Instructions
1	<p>Count the number of envelopes on the sorting tables one electorate at a time. Record the number on the M75-SORT electorate sheet. Check that the number of envelopes for each electorate matches the number recorded on the 'Special votes by voting place' report.</p> <p>The counts must balance. If there are any discrepancies, you need to resolve these before you can send the votes. If you change the numbers, reprint the report and check the information again. Record the final number on the M75-SORT electorate sheet.</p>
2	<p>Once you are certain that the total number of special votes in the report matches the number of special votes ready to be sent, pack the votes for that electorate into a [REDACTED]</p>
3	<p>The logistics plan for your electorate will state whether the special vote declarations will be hand delivered to the other electorate by an electorate staff member or will be couriered using eShip by NZ Post.</p> <p>For electorates that will receive hand delivered bags, write the name of the electorate and add 'hand delivered' onto a blank label and affix it to the bag. If there is more than one bag for an electorate, annotate the label with 1 of 2, 2 of 2 etc. You must use [REDACTED] to pack the special votes, even if they are numerous for an electorate.</p> <p>For electorates that will require the special votes to be couriered due to the distance between electorate HQs, use a hand-held scanner to enter the pre-printed barcode number from the [REDACTED] into the reference number field in eShip. The courier bags must be sent signature required. Print and affix the courier label to the bag.</p> <p>[REDACTED]</p> <p>[REDACTED]</p>

Pre-printed barcode on [redacted] is shown circled above

4 Put the special votes for your own electorate aside for processing on Monday E+2.

5 Give the courier bags to the data entry operator to scan into EMS, see section 3.5.

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3.5 SENDING SPECIAL VOTES TO OTHER ELECTORATES

Recording the 'send votes' data lets every Electorate Manager know how many special votes they can expect to receive from other electorates.

Step	Instructions															
1	<p>From the menu select Special Votes – Tracking – Send Votes.</p> <p>A list of the votes you are sending to other electorates will appear on your screen, as well as how many you have for your own electorate.</p>  <p>The screenshot shows a navigation menu with 'VOTING PLACES', 'STAFF', 'SUPPLIES', 'FINANCE', and 'SPECIAL VOTES'. Under 'SPECIAL VOTES', there are three options: 'Initial Load (M10-SUMMARY)', 'Send Votes' (circled in green), and 'Received Votes'.</p>															
2	<p>For bags to be couriered, use a hand-held scanner to enter the eShip tracking number from the label on the [redacted] into EMS.</p> <p>For bags that will be hand delivered, scan the number pre-printed on the bag. If there is more than one bag for an electorate, separate the details of each bag with a '/' mark.</p>  <p>The screenshot shows a table titled 'Send Votes' with columns: 'Send SDV to Electorate', '# being sent', 'Courier #', 'Where did the SDV come from?', and 'Reason the SDV is being sent'. The 'Courier #' column for the first row is circled in green.</p> <table border="1"> <thead> <tr> <th>Send SDV to Electorate</th> <th># being sent</th> <th>Courier #</th> <th>Where did the SDV come from?</th> <th>Reason the SDV is being sent</th> </tr> </thead> <tbody> <tr> <td>01 Auckland Central</td> <td></td> <td>1234</td> <td>60 Wellington Central</td> <td>Initial Load</td> </tr> <tr> <td>03 Botany</td> <td>20</td> <td>2345</td> <td>60 Wellington Central</td> <td>Initial Load</td> </tr> </tbody> </table>	Send SDV to Electorate	# being sent	Courier #	Where did the SDV come from?	Reason the SDV is being sent	01 Auckland Central		1234	60 Wellington Central	Initial Load	03 Botany	20	2345	60 Wellington Central	Initial Load
Send SDV to Electorate	# being sent	Courier #	Where did the SDV come from?	Reason the SDV is being sent												
01 Auckland Central		1234	60 Wellington Central	Initial Load												
03 Botany	20	2345	60 Wellington Central	Initial Load												
3	<p> Check that all VPs have been entered, all electorate totals balance, and all courier information is entered. Then contact National Support Team (NST) to have the initial load sent.</p> <p>EMS will remind you to check the number of special votes is exactly what has been entered into EMS.</p> <p>Click OK if you are certain that the numbers match.</p> <p>If you are not certain the numbers match, click Cancel to go back to the Send Votes screen.</p> <p>Make sure the number of physical special votes in each courier bag matches the number that has been entered into EMS. You cannot go back and correct any data after this step.</p>															

	<p>STOP!!!</p> <p>HAVE YOU:</p> <ol style="list-style-type: none"> 1. Checked the totals for each Electorate against the envelopes in the courier bags? 2. Entered the courier bag tracking numbers into this screen? If EITHER of these has not been done, select CANCEL! Otherwise select OK to send data to other electorates. <p>WARNING: You CANNOT MAKE CHANGES after you press OK</p> <p style="text-align: right;"> <input type="button" value="Cancel"/> <input type="button" value="OK"/> </p>
4	<p>Once you click Send, you will get a message that the information has been sent. Click OK.</p> <p>If you find an error in the initial load after it has been sent, contact National Office.</p> <div data-bbox="296 645 991 842"> <p>i NOTE</p> <p>Your data has been sent to the other electorates. To view what has been sent go to the Sent Report. To fix any errors please contact National Office. Please call National Office for any queries</p> <p style="text-align: right;"><input type="button" value="OK"/></p> </div>
5	<p>Courier or hand deliver the special votes to the designated electorate as required by your electorate's logistics plan.</p>
Note	<p>If you try to update the amounts in the 'Initial Load (M10-SUMMARY)' screen after you have completed the 'send votes' process, you will get this error message. Contact National Office.</p> <div data-bbox="296 1122 930 1368"> <p>! Save Failed</p> <p>You have entered invalid data, please try again</p> <p style="text-align: right;"><input type="button" value="Close"/></p> </div>

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3.6 RECEIVING YOUR SPECIAL VOTES BACK FROM OTHER ELECTORATES

From Monday E+2, you will start receiving special votes for your electorate that were cast in other electorates. You need to check that they are for your electorate and 'receive' the votes into EMS. Māori Electorate Managers will enter votes for your Māori electorate separately from your general electorate in EMS.

You can receive special votes from other electorates at any time until 7pm on Tues E+13.


Step	Instructions																																			
1	<p>From the menu select Special Votes – Tracking – Received Votes.</p> <p>You will see the electorates that you will receive special votes from, and how many you should receive.</p> 																																			
2	<p>Count the number of special vote envelopes from one electorate at a time and enter the exact number of envelopes into the SVs Received field next to the electorate's name.</p> <table border="1" data-bbox="295 1556 1173 1736"> <thead> <tr> <th>From Electorate</th> <th>Date & Time Sent</th> <th>Courier #</th> <th>SVs Expected</th> <th>SVs Received</th> <th>Difference</th> <th>Date & Time Received</th> </tr> </thead> <tbody> <tr> <td>50 Wellington Central</td> <td>Not sent yet</td> <td></td> <td>4</td> <td></td> <td>-4</td> <td></td> </tr> <tr> <td></td> <td>Special Declaration votes in Auckland Central</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td></td> <td>Special Declaration votes in other electorates</td> <td></td> <td>4</td> <td>0</td> <td>-4</td> <td></td> </tr> <tr> <td></td> <td>Total</td> <td></td> <td>4</td> <td>0</td> <td>-4</td> <td></td> </tr> </tbody> </table> <p>If there is a difference in the number received, check you:</p> <ul style="list-style-type: none"> counted the envelopes correctly entered the votes against the correct electorate haven't left any envelopes in the courier bag or have additional bags to check. 	From Electorate	Date & Time Sent	Courier #	SVs Expected	SVs Received	Difference	Date & Time Received	50 Wellington Central	Not sent yet		4		-4			Special Declaration votes in Auckland Central		0	0	0			Special Declaration votes in other electorates		4	0	-4			Total		4	0	-4	
From Electorate	Date & Time Sent	Courier #	SVs Expected	SVs Received	Difference	Date & Time Received																														
50 Wellington Central	Not sent yet		4		-4																															
	Special Declaration votes in Auckland Central		0	0	0																															
	Special Declaration votes in other electorates		4	0	-4																															
	Total		4	0	-4																															

	If the number still doesn't match, the Special Votes Process Leader must call the sending Electorate Manager.
3	Once the data is correct, click Save . This allows both electorates to see the data.

3.7 SPECIAL VOTES RECEIVED IN ERROR

If you receive special votes that are not for your electorate, you should still enter the exact amount received in EMS. Special votes may be received in error because the name on the envelope has been misread, eg, East Coast instead of East Coast Bays, or the electorate written on the envelope does not match the electorate on the declaration inside the envelope, eg, an issuing officer issues a vote for Hamilton East but writes Hamilton West on the envelope.

Any special votes received at your electorate by mistake need to be forwarded to the correct electorate after being recorded into the send votes screen in EMS XXXXXXXXXX

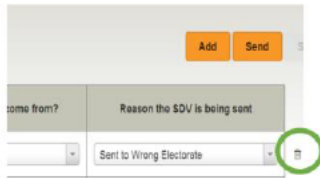
Step	Instructions
1	<p>From the menu select Special Votes – Tracking – Send Votes.</p> <p>Enter the data for the correct electorate.</p> <p>Select the reason for sending, eg, 'Sent to wrong electorate'.</p>  <ul style="list-style-type: none"> • Select 'Sent to wrong electorate' if the electorate name on the envelope is not yours. • Select 'Envelope addressed incorrectly' if the electorate name on the envelope is yours, but the electorate on the declaration is not. • Select 'Additional load' for Special Vote envelopes first received at your electorate which were not included in the initial load.
2	Repeat for any other electorate whose special votes you may have received in error.
3	Click Send .
	Forward the envelopes to the correct electorate using the process in section 3.5.

Continued on next page

Note

If you make an error, click on the rubbish bin icon next to the record you wish to delete. Re-enter the data if necessary. Double-check all information is correct before hitting Send.

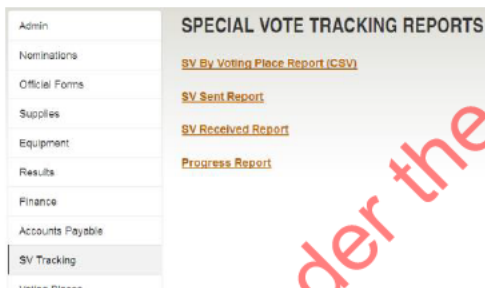
If you need to amend this section after sending, contact NST.




3.8 SPECIAL VOTE REPORTS

The Special Votes Process Leader should use the special vote tracking reports to make sure you have received all expected special votes from other electorates and to check that votes sent to other electorates have arrived.

- Special votes sent report
- Special votes received report
- Progress report.



Use the 'Special votes sent report' to see the number of special votes that you will be forwarding to other electorates

Step	Instructions
1	<p>From the menu select Reports – SV Tracking – SV Sent Report.</p> <p>Your electorate will show in the Select Office box.</p> 
2	<p>Click Submit.</p>

3 A report will appear on your screen showing the following information:

Special Declaration Votes Sent to Electorates from National Office			
To Electorate	Date and time sent	Courier #	# sent

Use the 'Special votes received report' to see the number of special votes you will receive from other electorates.

Step	Instructions
1	From the menu select Reports – SV Tracking – SV Received Report.
2	A report will appear on your screen showing the following information:

Expected Special Declaration Votes Received by Auckland Central				
From Electorate	Date and time sent	Courier #	# sent	# received

Use the 'Progress report' to see the progress of special votes sent to other electorates and special votes received by your electorate at any day/time.

Step	Instructions
1	From the menu select Reports – SV Tracking – Progress Report.
2	A report will appear on your screen showing the following information:

Reports > SV Tracking > Progress Report

Electorate	Region	M10 Summ		Initial Load Sent	Total SV To Send/Sent	Total SV Expected/Sent	Total SV Received	Difference
		Entered	Total					
Auckland Central	Auckland	0	42	No	0/0	4/0	0	-4
Bay of Plenty	Central	0	30	No	0/0	0/0	0	0
Botany	Auckland	0	26	No	0/0	0/0	0	0
Christchurch Central	South	0	44	No	0/0	0/0	0	0
Christchurch East	South	0	32	No	0/0	12/0	0	-12
Clutha-Southland	South	0	80	No	0/0	0/0	0	0
Coromandel	Central	0	71	No	0/0	0/0	0	0
Dunedin North	South	0	50	No	0/0	0/0	0	0

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3.9 CHECKING SPECIAL VOTES WERE RECEIVED ON TIME

From Monday E+2, your administrative staff need to check that your special votes were received on time. If a vote is received late, place it in the folder labelled 'late' in Box 1 for the Electorate Manager to review. Check votes against these timeframes whenever you receive special votes.

Source	Definition of 'received on time'
Voting places or teams in your electorate	Assume it was returned on time, ie, 7pm on Election Day, unless stated otherwise on the envelope
Other electorates	<ul style="list-style-type: none"> Assume it was returned on time, ie, 7pm on Election Day, unless stated otherwise on the envelope. Must be received at your headquarters by 7pm, Thursday E+13.
Special votes delivered by hand or couriered to your HQ	Must be received by 7pm on Election Day.
Special votes received in your HQ PO Box	Must be: <ul style="list-style-type: none"> received by noon, Wednesday E+4 and postmarked on or before Friday E-1.
Overseas votes	If you receive any of these, contact the National Support Team [REDACTED]

3.10 VOTES RECEIVED LATE AT HQ

Any votes that you receive at your electorate headquarters after 7pm on Election Day need to be 'received' in EMS. This includes votes that are:

- delivered by hand or courier
- received through your PO Box, unless they are post marked on or before E-1 and received by Wednesday E+4

Step	Instructions
1	Stamp and write "Received late – [time received] on [date] at headquarters" on the envelope.
2	Count the number of envelopes received directly at your electorate headquarters.
3	Enter the number of envelopes received into the 'Send Votes' screen on EMS as 'Additional Load' and send the votes to your own electorate.
4	Put the special vote envelope(s) in the folder labelled 'late' in Special Vote Processing Box 1 for Electorate Manager to review. This is covered in detail in Chapter 28 – Special Votes.

CHAPTER 28 – SPECIAL VOTES

CONTENTS

1	Overview of special votes.....	1
1.1	Before you begin	1
1.2	Changes to Registrar of Electors	1
1.3	Purpose of special vote processing	1
1.4	What is a special vote?.....	1
1.5	Principles for special vote processing	1
1.6	What special votes will my headquarters process?.....	2
1.7	Māori Electorate Managers.....	2
1.8	Types of special vote declarations	2
1.9	Witnessing declarations	3
1.10	Special vote packs	4
2	Special vote processing team.....	6
2.1	Roles and responsibilities.....	6
2.2	Training.....	6
3	Checklist for special vote activities.....	7
3.1	Checklist	7
4	Three stages of special vote processing.....	8
4.1	Special vote filing system	8
4.2	Three stages of processing	8
5	Stage 1: Validation.....	9
5.1	Preparing for validation stage	9
5.2	Opening special vote envelopes.....	10
5.3	Validation check	11

6	Electorate Manager’s review of declarations	14
6.1	Review and decide.....	14
6.2	Dealing with late declarations.....	14
6.3	Declarations for a different electorate.....	15
6.4	More than one declaration in the envelope	15
6.5	No declaration or ballot paper found in the declaration side.....	16
6.6	If you find a missing declaration.....	18
6.7	Electorate Manager check of declaration validity.....	19
7	Stage 2: Qualification	22
7.1	What is qualification?.....	22
7.2	When can I start qualifying special votes?	22
7.3	Preparing for the qualification stage.....	22
7.4	Checking whether a voter is qualified	23
7.5	Troubleshooting	26
7.6	Batch headers.....	27
7.7	Checking a special vote batch	28
7.8	Scanning declarations.....	29
8	Receiving qualification decisions.....	30
8.1	Qualification decisions	30
8.2	Printing qualification stickers	31
8.3	Attaching qualification stickers to declarations	33
8.4	Sorting special votes based on qualification decisions	34
9	Stage 3: Preparing for the official count	36
9.1	Separating for the official count – Boxes 8 and 9.....	36
9.2	Moving envelopes into ballot boxes	37
9.3	Checking that processing is complete	38
10	Information for Special Vote Process Leaders	40

10.1	Checking that batches uploaded successfully	40
10.2	Resolving a batch with a status of mismatch	40
10.3	Editing special vote information: declaration number or invalidity reason.....	41
10.4	Requests from the dual votes team	42
11	Monitoring progress.....	43
11.1	Batch management	43
11.2	Reports in ERSA	43
11.2.1	Special Votes Progress Report.....	43
11.2.2	Disallowed Votes Report	44
11.2.3	Special Vote Report.....	44

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1 OVERVIEW OF SPECIAL VOTES

1.1 BEFORE YOU BEGIN

Ensure you have received all necessary supplies for the special vote processing team. A full list of required supplies can be found in Chapter 21 – Preparing for the post-election period.

1.2 CHANGES TO REGISTRAR OF ELECTORS

There has been a change since 2020 to the role of the Registrar of Electors. Under the new structure of the Enrolment and Community Engagement group, the functions of the Registrar of Electors (RoE) are now carried out by the team leader of the three regional Processing Teams. These teams are based in Auckland, Wellington, and Christchurch. It should not be presumed that your electorate's special votes will be processed by the nearest regional team.

Because the Registrar of Electors holds responsibilities under legislation, you will still see the terms Registrar of Electors, Registrar, or RoE used on some forms and in ERSA. In these instances, the Team Leaders of the Regional Enrolment Processing Teams are fulfilling this role.

1.3 PURPOSE OF SPECIAL VOTE PROCESSING

The purpose of special vote processing is to determine whether each vote can be included in the official count. Special votes are included in the official count if:

- the vote was received on time and the special vote declaration was filled in correctly; this means the special vote declaration is **valid**
- the voter is found on the electoral roll; this means the voter is **qualified**.

1.4 WHAT IS A SPECIAL VOTE?

Any voter who cannot be marked off a voting place roll casts a special vote. This happens if the voter:

- is not enrolled by Writ Day, so their name is not on a printed roll at a voting place
- votes outside their electorate at a voting place not issuing ordinary votes for their electorate
- casts a takeaway vote because they are unable to visit a voting place
- uses the telephone dictation voting service because they are unable to vote independently at a voting place
- votes from overseas
- is on the unpublished roll.

1.5 PRINCIPLES FOR SPECIAL VOTE PROCESSING

When processing special votes, you need to ensure that:

- all special votes are included in the official count unless there is a legal reason to disallow them

- special votes are held in a secure area
- the secrecy of the vote is always maintained
- ballot papers are **not** scanned or sent to the Team Leader of the Regional Enrolment Processing Teams.

1.6 WHAT SPECIAL VOTES WILL MY HEADQUARTERS PROCESS?

You will process special votes cast for your electorate. You will send special votes cast in your voting places for other electorates back to the relevant electorate for processing as part of the sort and send process (see Chapter 24 – Sort and send).

You will not need to process overseas special votes, as this will be done at National Office. If you receive any overseas votes, please contact the National Support Team [REDACTED]

1.7 MĀORI ELECTORATE MANAGERS

Māori Electorate Managers need to process:

- all special votes cast for their Māori electorate
- all special votes cast for their home general electorate.

Māori and general electorate special votes must be processed separately. You need a separate processing area and will appoint another Process Leader and Administrative Support staff to process Māori electorate special votes.

You may only have a few Māori electorate special votes for processing on Tuesday E+3, so you may not need all your processing staff until Wednesday E+4.

1.8 TYPES OF SPECIAL VOTE DECLARATIONS

Each special vote consists of a special vote declaration and the ballot paper. There are 2 types of declarations. The type of declaration a voter requires depends on whether or not the voter attends a voting place in person to vote, or whether they were not present at a voting place and were instead issued with a takeaway vote.

The table on the following page contains the number identifying the declaration used in each case.

Voter was present

E81 – In Person Declaration

Voter was not present
(Takeaway vote)

E83 – Takeaway Declaration

*For more information on takeaway voting services refer to in Chapter 20 – Delivering voting services.

1.9 WITNESSING DECLARATIONS

Normally all special vote declarations must be witnessed by a person other than the voter:

- the E81 declaration is completed by the voter in front of the Issuing Officer who will be the witness
- the E83 declaration is completed away from the voting place, so a person other than the voter is required to witness the declaration.

Under some circumstances, some voters may be exempt from this requirement for this election. Information on this is contained within Chapter 12 – Voting services preparations, section 4.9. If a voter is exempt from having their vote witnessed, the witness section of their declaration will be stamped “Witness not required”.

1.10 SPECIAL VOTE PACKS

Depending on the type of special vote and where it is issued, it may be returned to the headquarters (HQ) in different ways and in different types of envelopes. Different special vote envelopes require slightly different processing.

The following page provides images of the different special vote envelopes. It is recommended that you photocopy this page and display it in the special vote processing area.

How the vote is issued	Declaration type	How the vote is returned	Consists of ...
At a voting place to a voter present	E81	Returned with voting place materials	Single envelope with two compartments: <ul style="list-style-type: none"> • one for the declaration • one for the voting papers
Issued at a voting place or HQ to a person who delivers it the voter (takeaway vote).	E83	Can be returned: <ul style="list-style-type: none"> • With voting place materials. • By courier. 	
Takeaway vote issued at the HQ	E83		

2 SPECIAL VOTE PROCESSING TEAM

2.1 ROLES AND RESPONSIBILITIES

Role	Responsible for
Electorate Manager (EM)	<ul style="list-style-type: none"> overall accountability final decisions on whether a special vote declaration is valid
Post-election Manager	<p>overseeing the special vote processing and ensuring that:</p> <ul style="list-style-type: none"> the Process Leader and staff are trained and follow the processes there is enough staff to complete the processing within the set timeframes any issues are escalated to the Electorate Manager for decision the Electorate Manager makes the final decision on the validity of declarations the ballot boxes and count numbers provided to the official count team are accurate
Special Votes Process Leader	<p>ensuring that:</p> <ul style="list-style-type: none"> special votes are processed in accordance with the procedures outlined in the Operations Manual (see Chapter 22 – Election Day and Night for required tasks on Election Day) the flow of special votes between the various stages is managed in a coordinated manner to avoid bottlenecks votes are processed in the correct batch type (valid or invalid) declarations are scanned and ready for processing by the Team Leader of the Regional Enrolment Processing Team the checking and marking of the electronic electoral roll and entry of “not on roll” information is monitored in ERSA Registrar qualification decision stickers are applied correctly to declarations envelopes are separated into the correct counts special vote declarations required by the dual votes team are provided in a timely manner the Post-election Manager is informed about progress or any issues
HQ Support Staff	<ul style="list-style-type: none"> processing special votes in accordance with the instructions in the Operations Manual

2.2 TRAINING

Training for the Post-election Manager and Special Vote Process Leader will occur one week before advance voting begins. Your Regional Manager (RM) or Regional Advisor (RA) will be in contact with the Electorate Manager to advise on the date of your electorate’s session. Staff will be required to read this chapter and complete some eLearning before attending training.

3 CHECKLIST FOR SPECIAL VOTE ACTIVITIES

3.1 CHECKLIST

These tasks must be completed each day from Monday E+2 to Friday E+13.

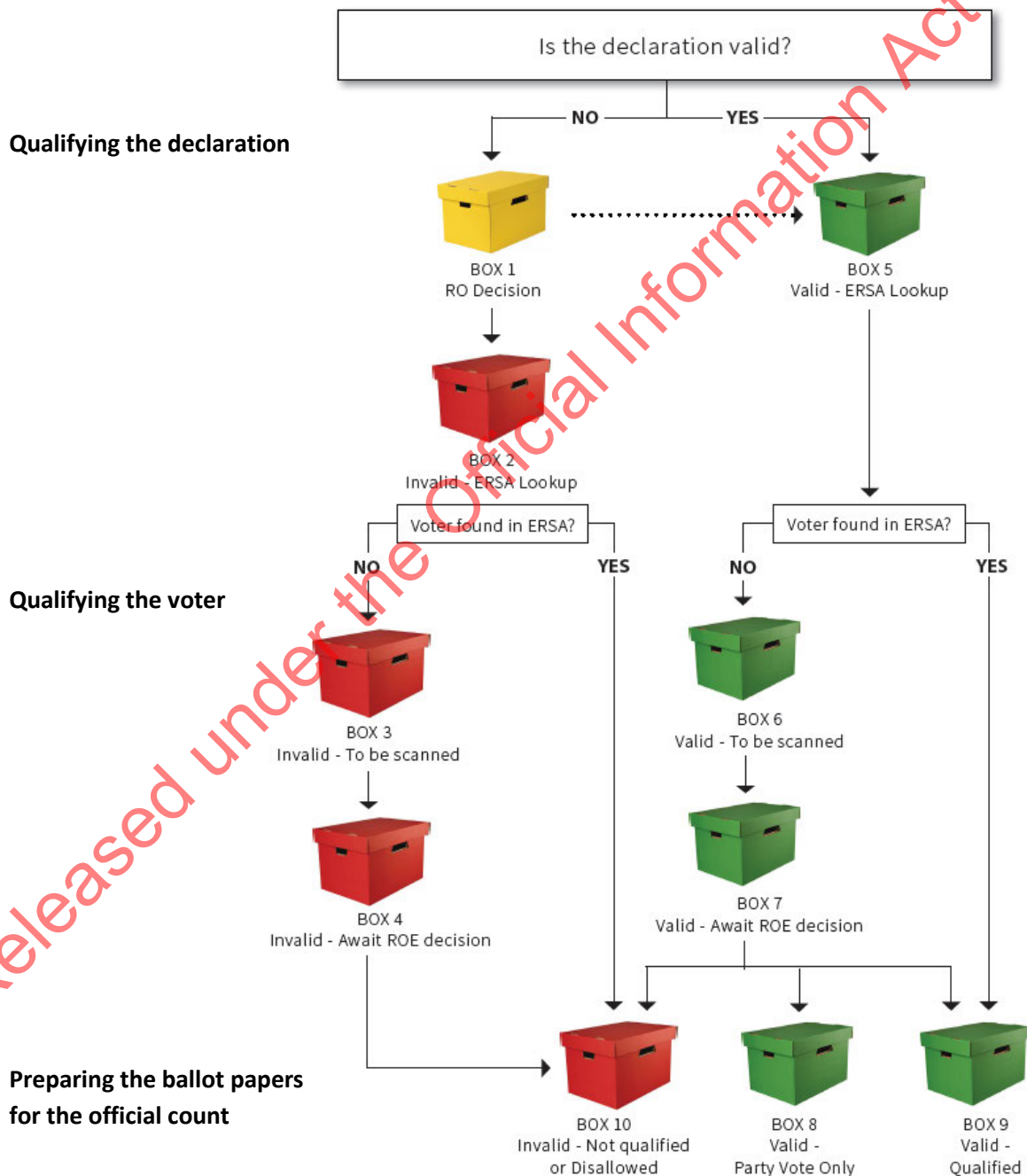
Task	E+2	E+3	E+4	E+5	E+6	Labour Day	E+10	E+11	E+12	E+13
	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
Monitoring progress against deadlines		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Validation										
Validate special vote declarations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electorate Manager (EM) reviews potential 'invalid' declarations (Box 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confirm all special votes received have been validated							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qualification										
Qualify special votes in ERSA				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scan and upload declarations not found in ERSA				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confirm that all votes received have been looked for in ERSA							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process ROE qualification decisions										
Enter 'Not on Roll' information in ERSA as required				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Print and apply RoE qualification decision stickers to declarations					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check in ERSA that all SV batches have been processed completely							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that all disallowed votes have been processed and recorded correctly							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparing for the official count										
Prepare special votes for the official count									<input type="checkbox"/>	<input type="checkbox"/>
Support										
Provide special votes to the dual votes team as required				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4 THREE STAGES OF SPECIAL VOTE PROCESSING

4.1 SPECIAL VOTE FILING SYSTEM

You will use a vote filing system through the different stages of processing. The filing boxes should be set up on a filing table in the processing area as explained in section 5.1.3 of Chapter 21 – Preparing for the post-election.

4.2 THREE STAGES OF PROCESSING



5 STAGE 1: VALIDATION

The first stage is to determine whether each special vote declaration has been received on time and correctly filled in. This is crucial as whether a declaration is valid or invalid affects whether it is included in the official count. Any special votes received after **7pm on E+13 (Friday 27 October)** must be disallowed under *Regulation 34* of the *Electoral Regulations 1996*.

After E+10, any special vote declarations found which need to be repatriated to their home electorate must be considered carefully. Can you rely on a courier to get that declaration to the correct HQ before the cut-off date? Can you hand-deliver the special vote declaration in time? If you are concerned that you will not be able to get a special vote declaration to its home electorate in time, contact your regional team immediately.

Note that when receiving declarations at the electorate headquarters, HQ admin staff will identify potentially late special votes and put these in filing Box 1 for the Electorate Manager to review. This is covered in Chapter 24 – Sort and send.

As part of the special vote validation checks HQ Support staff determine whether a declaration should be reviewed by the Electorate Manager.

The Electorate Manager **must** review each declaration that may have been received late or fail an initial validation check and make a final decision on whether it is valid or not. They then place the declaration and envelope in the appropriate filing box for qualification stage.

The validation stage has two components:

- opening the envelope, this will depend on the type of special vote issued
- checking that the key fields have been filled in by the voter.

5.1 PREPARING FOR VALIDATION STAGE



The Process Leader needs:

- an E208 box with the sticker – Box 1 ‘EM to Review’
- a set of folders labelled as follows:
 - the declaration was received late
 - reason to be checked by Electorate Manager
 - the declaration failed validation
 - the declaration is for another electorate
 - there was something other than one declaration, eg. no declaration, more than one declaration or contained the ballot paper.

Note that special votes that are potentially late will be placed in the “declaration was received late” folder as part of the “sort and send” process. The Electorate Manager will review these together with other special votes that fail validation.

5.2 OPENING SPECIAL VOTE ENVELOPES

These instructions are for all special votes, which are returned in envelopes with separate compartments for the declaration and voting papers. From Monday E+2, HQ Support staff can prepare declarations for their validity check.

Step	Instructions
1	Place filing Box 1 – “EM to Review” in the middle of the processing table.
2	<p>Get a special vote envelope.</p> <p>  Open the declaration compartment of the special vote envelope and take out the declaration. Do not open the ballot compartment of the envelope! </p> <p>Note: for most special votes, tear down the perforated strip in the middle of the envelope and remove the declaration side’s strip.</p>
3	<p>If there is only one declaration in the envelope, go to step 4.</p> <p>If there is anything other than a single declaration, eg. it is empty, has a ballot paper or has more than one declaration:</p> <ul style="list-style-type: none"> • put every piece of paper back into the declaration side of the envelope • place it in Box 1 on the table, for the Electorate Manager to review • go back to step 2.
4	<p>Check that the declaration is made out for your electorate. If it is, go to step 5.</p> <p>If the declaration is not for your electorate:</p> <ul style="list-style-type: none"> • put it back into the envelope • place it in Box 1 for the Electorate Manager to review • go back to step 2.
5	<p>Check that the declaration number on the declaration matches the declaration number on the envelope. If they match, go to step 6.</p> <p>If they don’t match, or there is no declaration number on the envelope, correct/write the declaration number on the envelope using a red pen.</p>
6	<p>Staple the declaration to the envelope in the top left-hand corner. Staple the declaration to the declaration pocket side of the envelope, not the ballot paper side.</p> <p>Important: Never staple the QR code or declaration number.</p> 
7	Put the declaration and envelope in a pile on the table, face down, ready for a validation check.

5.3 VALIDATION CHECK

Each declaration must be checked to see if the three checkpoints have been completed correctly. The checkpoints for the different types of declarations are shown on the following pages. The checkpoints are:

- Reason for casting a special vote. This is circled in **Blue** in the following examples
- Signed by voter. This is circled in **Red** in the following examples
- Completed and signed by witness. This is circled in **Purple** in the following examples.

Step	Instructions
1	Place filing Box 1 – “EM to Review” in the middle of the processing table.
2	The Process Leader gets the declarations that were stapled to the envelopes and distributes them face up and to the left of the person at the validation table.
3	Processing one declaration at a time, the HQ Support staff checks that all three checkpoints have been filled by the voter. <ul style="list-style-type: none"> • reason for casting a special vote • signature of the voter • the witness section is filled out and signed.
4a	If the declaration is type E83 and the voter ticked the final reason ‘I have satisfied the Issuing Officer/Electorate Manager that...’ on the list: <ul style="list-style-type: none"> • place the declaration and envelope in Box 1 on the table • go back to step 3.
4b	If one or more of the three checkpoints are not complete: <ul style="list-style-type: none"> • place the declaration and envelope in Box 1 on the table • go back to step 3.
4c	If all three checkpoints are complete, the declaration is valid. Place the declaration and envelope to your right, face down.
5	The Process Leader then collects the piles of valid declarations from the table and puts them in Box 5, ready for qualification on the filing table .
6	The Process Leader takes the declarations with issues from Box 1 on the processing table and sorts them into folders by issue: <ul style="list-style-type: none"> • the declaration failed validation • reason to be checked by Electorate Manager • the declaration is for another electorate • there was something other than one declaration, eg. no declaration, more than one declaration or contained the ballot paper. <p>When done, put the declarations in Box 1 on the filing table for the Electorate Manager to review (see section 6).</p>

Declaration by Special Voter

1 480 001

STEP 1

I believe I am eligible to vote in the electorate of:

STEP 2

My family name is:

My first names are:

Previous name I may be enrolled under (if applicable):

My date of birth is:

My occupation is:

My contact telephone number is:

STEP 3

My current address is:

I have lived at this address for 1 month or more.

YES (go to Step 4)

NO, the previous address where I lived for 1 month or more is:

STEP 4

I am making a special vote because: (tick at least **ONE** option)

- My name is not on the printed roll for this electorate or has been wrongly deleted.
- I am, or will be, outside of my electorate on election day.
- I intend to be outside New Zealand on election day.
- I am, or will be, unable to attend a voting place in my electorate on election day because of illness, infirmity, pregnancy or recent childbirth.
- I have a religious objection to attending a voting place on election day.
- I have satisfied the Issuing Officer that I cannot attend a voting place in the electorate, without suffering hardship or serious inconvenience for the following reason:

STEP 5

I declare that to the best of my knowledge and belief the details given in this declaration are true.

OFFICIAL USE ONLY



Blue = Reason for casting a special vote

Red = Voter signature

Purple = Witness section

RETURNING OFFICER USE

OFFICIAL USE ONLY

ISSUING POINT STAMP

I confirm that the voter signed the declaration in my presence.



Declaration by Special Voter

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

3 480 001

E83

STEP 1

I believe I am eligible to vote in the electorate of:

STEP 2

My family name is:

My first names are:

Previous name I may be enrolled under (if applicable):

My date of birth is:

My occupation is:

My contact telephone number is:

STEP 3

My current address is:

I have lived at this address for 1 month or more.

YES (go to Step 4)

NO, the previous address where I lived for 1 month or more is:

STEP 4

I am making a special vote because: (tick at least **ONE** option)

- My name is not on the printed roll for this electorate or has been wrongly deleted.
- I am, or will be, outside of my electorate on election day.
- I intend to be outside New Zealand on election day.
- I am, or will be, unable to attend a voting place in my electorate on election day because of illness, infirmity, pregnancy or recent childbirth.
- I have a religious objection to attending a voting place on election day.
- I have satisfied the Issuing Officer that I cannot attend a voting place in the electorate, without suffering hardship or serious inconvenience for the following reason:

STEP 5

I declare that to the best of my knowledge and belief the details given in this declaration are true.

OFFICIAL USE ONLY

ISSUING POINT



Blue = Reason for casting a special vote

Red = Voter signature

Purple = Witness section

RETURNING OFFICER USE

STEP 6

WITNESS

My family name is:

My first names are:

My current address is:

My contact number:

I am qualified to be a witness and the voter has signed the declaration in front of me.

- Person authorised to take a statutory declaration
- Person approved by Returning Officer
- Relative, or member of the household
- Registered New Zealand elector

WITNESS SIGNATURE

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6 ELECTORATE MANAGER'S REVIEW OF DECLARATIONS

6.1 REVIEW AND DECIDE

The EM should review Box 1 twice a day between E+2 and E+13 to determine whether a declaration is valid or not. Declarations will be sorted into groups depending on the type of issue, such as:

- the declaration was received late
- the declaration is for another electorate
- reason to be checked by Electorate Manager
- the declaration failed validation
- there is something other than one declaration, eg. no declaration, more than one declaration or contains the ballot paper.



Do not open the ballot side of the envelope unless the following instructions tell you to.

Regulation 33 of the Electoral Regulations 1996 allows the Electorate Manager or somebody with your delegated authority to open the ballot side of the envelope if there is reason to believe it may contain the declaration. If you need to open the ballot side of the envelope you must take all possible care to preserve the secrecy of the voter's ballot paper.

6.2 DEALING WITH LATE DECLARATIONS

Use these instructions to process declarations that arrive late.

Step	Instructions
1	<ul style="list-style-type: none">• Open the declaration side of the envelope.• Check that the declaration number matches the number on the envelope:<ul style="list-style-type: none">○ if not, correct the envelope using a red pen.• Check the declaration is for your electorate:<ul style="list-style-type: none">○ if not, contact the National Support Team [REDACTED]• Staple the declaration to the envelope in the top left corner.
2	<p>Check that the declaration was received within the timeframes shown below.</p> <ul style="list-style-type: none">• If you think the declaration was received on time:<ul style="list-style-type: none">○ put the declaration and envelope in Box 5.• If you think the declaration was received late:<ul style="list-style-type: none">○ write or stamp on the declaration "Disallowed – Received Late" and sign the declaration.○ put the declaration and envelope in Box 2.

Use this table to determine if the declaration was received on time.

Source	Definition of “received on time”
Returned from voting places / teams in your electorate	<ul style="list-style-type: none"> Assume it was returned on time by 7pm on Election Day, unless stated otherwise on the envelope.
Advance voting (AV) and Election Day (ED) special votes delivered by hand or courier to your HQ	<ul style="list-style-type: none"> Must be received by 7pm on Election Day.
Returned from other electorates	<ul style="list-style-type: none"> Assume it was returned on time by 7pm on Election Day at the other electorate, unless stated otherwise on the envelope. Must be received at your headquarters by 7pm, Friday E+13.
AV and ED special votes returned by post to your HQ PO Box	<p>Must be:</p> <ul style="list-style-type: none"> postmarked or date-stamped on or before Friday E-1 and received by noon, Wednesday E+4.
Overseas votes	<p>If you receive any of these contact the National Support Team</p> <p>██████████</p>

6.3 DECLARATIONS FOR A DIFFERENT ELECTORATE

Use these instructions if you find a declaration for a different electorate.

Step	Instructions
1	<p>If you find a declaration for another electorate:</p> <ul style="list-style-type: none"> check that the number on the declaration matches the number on the envelope. If not, correct the envelope using a red pen write the electorate name and number on the envelope.
2	Seal the declaration inside the declaration side of the envelope.
3	Send the special vote to the electorate it is for (see Chapter 24 – Sort and send).

6.4 MORE THAN ONE DECLARATION IN THE ENVELOPE



If there is more than one declaration in the envelope, **do not** open the ballot paper side of the envelope until you reach step 3.

Step	Instructions
1	<ul style="list-style-type: none"> Compare the declaration numbers on the declarations with the declaration number on the envelope. Staple the matching declaration to the envelope in the top left corner. <p style="text-align: right;"><i>Continued on next page</i></p>

2	<p>Prepare a separate special vote envelope for each extra declaration.</p> <ul style="list-style-type: none"> • Take fresh envelopes from your headquarters supply. Don't use leftover voting place supplies. • Use a red pen to cross out the declaration number on each special vote envelope and write the number from the declaration. • Write the electorate name from each declaration on the front of the corresponding envelope. • Stamp the new envelope with an issuing point stamp to show that the votes were received on time.
3	Open the ballot side of the original envelope and remove the ballot paper(s).
4	<p>Taking care to preserve the secrecy of the vote, compare the number under the black sticker on each ballot paper and match it to the declaration with the same number.</p> <p>You can shine a light through the paper, so you don't need to remove the sticker. If you remove the sticker, you must replace it.</p>
5	Seal each ballot paper into the ballot paper side of the correct envelope.
6	Stamp each envelope with the "Opened pursuant to reg 33" stamp and sign the envelope.
7	<ul style="list-style-type: none"> • If the declaration is for another electorate, follow the instructions in section 6.3. • If the declaration is for your electorate: <ul style="list-style-type: none"> ○ staple the declaration to the front of the corresponding envelope ○ do a validation check (see section 5.3) ○ put the declaration and envelope in either Box 5 (valid) or Box 2 (invalid) for processing.

6.5 NO DECLARATION OR BALLOT PAPER FOUND IN THE DECLARATION SIDE

If the declaration side of the envelope has neither a declaration nor a ballot paper in it, then you may open the **ballot paper side** of the envelope.

Step	Instructions
1	Open the ballot paper side of the envelope.
2	Stamp the envelope with the "Opened pursuant to reg 33" stamp and sign the envelope.
If there is a declaration and a ballot paper in the ballot side:	
3A	Seal the ballot paper back in the ballot side of the envelope.
3B	<ul style="list-style-type: none"> • If the declaration is for another electorate, follow the instructions in section 6.3. • If the declaration is for your electorate: <ul style="list-style-type: none"> ○ check that the number on the declaration matches the number on the envelope. If not, correct the envelope using a red pen ○ staple the declaration to the front of the envelope in the top left corner ○ complete a validation check (see section 5.3) ○ put the declaration and envelope in either Box 5 (valid) or Box 2 (invalid) for processing.
If there is a declaration but no ballot paper in the ballot side:	

4A	Stamp or write “No ballot paper” on the declaration.	
4B	<ul style="list-style-type: none"> • If the declaration is for another electorate, follow the instructions in section 6.3. • If the declaration is for your electorate: <ul style="list-style-type: none"> ○ check that the number on the declaration matches the number on the envelope. If not, correct the envelope using a red pen ○ staple the declaration to the front of the envelope in the top left corner ○ complete a validation check (see section 5.3) ○ put the declaration in Box 1 until E+13 in case you find the ballot paper. 	
4C	<p>On E+13, if no ballot paper has been found:</p> <ul style="list-style-type: none"> • validate and qualify the declaration as normal • edit the special vote in ERSA (see section 10.3) and select “No ballot paper enclosed” from the Disallowed Status panel. <p>Note: You can’t select “No ballot paper enclosed” as a reason for invalidity when initially entering the declaration, so if there is nothing else wrong with the declaration, it should be entered as “Valid” and then edited as above.</p>	
5	If there is a ballot paper but no declaration in the ballot side of the envelope:	
	If the ballot paper is for:	Then...
	your electorate and was issued in your electorate (check the issuing stamp)	<ul style="list-style-type: none"> • seal the ballot paper into the ballot paper side of the envelope • stamp the envelope “No declaration” and put in Box 1, in case the declaration is found • have the electorate’s Logistics and Supplies Manager (LS Manager) organise staff to look for the declaration amongst the voting place materials, eg. in a close of poll envelope, loose in the supplies box or other ballot boxes. <p>If the declaration is found, follow the instructions in section 5.3</p>
your electorate but was issued in a different electorate	<ul style="list-style-type: none"> • seal the ballot paper back into the ballot paper side of the envelope • stamp the envelope “No declaration” and put in Box 1, in case the declaration is found • contact the Electorate Manager of the issuing electorate • give them the declaration number and issuing point stamp number on the envelope • ask them to look for the declaration amongst the voting place materials, eg. in a close of poll envelope, loose in the supplies box or other ballot boxes. If found, have them send it to you by courier. • If the declaration is found, follow the instructions in section 5.3 <p style="text-align: right;"><i>Continued on next page</i></p>	

another electorate	<ul style="list-style-type: none"> • check and correct the electorate name on the envelope using a red pen if necessary • seal the ballot paper back into the ballot paper side of the envelope • stamp the envelope “No declaration” • contact the National Support Team [REDACTED] for further instructions.
If the declarations have not been found by Friday E+13, then:	
<ul style="list-style-type: none"> • write “Disallowed – Declaration Missing” on each envelope and sign the envelope • enter the vote in ERSA as an invalid declaration using the number on the envelope • record the reason the vote is invalid as “no declaration” • enter the issuing point information from the envelope • print the batch header, then check and place in Box 10. 	

6.6 IF YOU FIND A MISSING DECLARATION

Use these instructions if you find a missing declaration.

Step	Instructions
1	Find the envelope that matches the declaration in Box 1.
2	<p>If the declaration is for your electorate:</p> <ul style="list-style-type: none"> • staple the declaration to the front of the envelope • complete a validation check (section 5.3) • put the declaration and envelope in either Box 5 (valid) or Box 2 (invalid) for processing.
3	<p>If the declaration is for another electorate:</p> <ul style="list-style-type: none"> • check and if necessary, correct the electorate name on the envelope using a red pen • seal the declaration inside the declaration side of the envelope • send the special vote envelope to the other electorate. See Chapter 24 - Sort and send.

6.7 ELECTORATE MANAGER CHECK OF DECLARATION VALIDITY

The EM can accept a declaration that has not been correctly completed under certain circumstances. Use a hard copy of the electoral roll to complete this process, as the data in ERSA will have changed since the roll was printed for Election Day. Use this table to determine whether a declaration is valid or invalid.

Situation	Process	Put in box
Issued in error		
<p>If the voter voted in voting place where ordinary votes were issued for your electorate and the voter's name is on the hard copy certified roll for your electorate, you can consider the declaration valid, regardless of any fault in it.</p> <p>The voter was not required to complete a declaration and should have been issued an ordinary vote. The voter cannot be penalised for an administrative error.</p>	<p>Check whether the voting place indicated by the issuing point stamp issued ordinary votes for your electorate. If it did, check the certified roll for the voter.</p> <p>In the "Electorate Manager use" space on the declaration, write "Allowed – voter is on a certified roll available where they voted" and initial.</p>	5
No reason stated		
<p>If the declaration is witnessed by an electoral official, eg. an issuing officer you can consider the declaration valid. The official was required to check that the reason was ticked. The voter cannot be penalised for an administrative error.</p>	<p>In the "Electorate Manager use" space on the declaration, write "Allowed – reason waived due to official error" and initial.</p>	5
<p>If the voter's name does not appear on the hardcopy certified roll for your electorate, you can consider the declaration valid. The grounds for casting a special vote can be inferred.</p>	<p>Use a red pen to tick the reason "My name is not on the printed roll" and initial the change.</p>	5

Situation	Process	Put in box
If the vote was cast in another electorate on Election Day, ie, it is an Election Day vote with an issuing point stamp from another electorate, you can consider the declaration valid . The ground for casting a special vote can be inferred.	Use a red pen to tick the reason “I am, or will be, outside my electorate on Election Day” and initial the change.	5
In all other cases, you must consider the declaration invalid and disallow the vote.	In the “Electorate Manager use” space, write “Disallowed – no reason stated” and sign in full.	2
Voter ticked the final reason in the list: “I have satisfied the Issuing Officer/ Electorate Manager that...”		
Chapter 12 – Delivering voting services goes through the valid reasons why you may be satisfied that a voter would have suffered hardship or serious inconvenience if they had voted in person at a voting place. Disallow or allow the vote according to that guidance.	In the “Electorate Manager use” space write either of the following and sign in full: <ul style="list-style-type: none"> • “Allowed – I am satisfied the voter was unable to go to a voting place” • “Disallowed – I am not satisfied the voter was unable to go to a voting place” 	5 (valid) or 2 (invalid)
Not signed by the voter		
You must consider the declaration invalid and disallow the vote. Every declaration must be signed by the voter, or if the voter is unable to sign, then by a person nominated by the voter to sign on their behalf and in their presence. A declaration may still be valid if it is not dated.	In the “Electorate Manager use” space, write “Disallowed – not signed” and sign in full.	2

Situation	Process	Put in box
Not signed by a witness – takeaway votes only		
<p>The declaration can be considered valid if:</p> <ul style="list-style-type: none"> the witness section has been stamped “witness not required” the voter’s name is recorded on the M55-TAKEAWAY as being given exemption from having their declaration witnessed (see section 5 of Chapter 20 – Delivering voting services). In these cases it is likely “witness not required” will be written on the section in handwriting. 	Initial beside the “witness not required” stamp.	5
In all other cases, you must consider the declaration invalid and disallow the vote.	Write “Disallowed – improperly witnessed” in the “Electorate Manager use” space and sign in full.	2
Not signed by an authorised witness		
<p>Regulations require each declaration to be witnessed.</p> <ul style="list-style-type: none"> If the witness has not signed the declaration, the Electorate Manager must try to determine whether the voter signed the declaration in the presence of an authorised witness. An issuing point stamp or other official mark in the witness section of the declaration is enough to declare the declaration valid. If an authorised witness did not sign a takeaway declaration (E83), but provided their details, try to contact the witness. If the witness confirms that they witnessed the voter signing the declaration, you can consider it valid. 		
If there is evidence that the voter signed the declaration in the presence of an authorised witness, you can consider the declaration valid .	In the “Electorate Manager use” space on the declaration, write “Allowed – witness present but didn’t sign” and initial.	5
If the voter did not sign the declaration in the presence of an authorised witness, or you cannot determine whether they did, the declaration must be considered invalid and the vote disallowed .	Write “Disallowed – improperly witnessed” in the “Electorate Manager use” space and sign in full.	2

7 STAGE 2: QUALIFICATION

7.1 WHAT IS QUALIFICATION?

Once you have determined whether a declaration is valid or invalid, it moves to the next stage of the process – qualification. Qualification is about determining whether a voter is eligible to vote by checking that they are on the roll.

Initial qualification is undertaken by electorate staff using the ERSA system. If the voter's details – name and address – match what is on ERSA, then the voter is “marked off” the electronic roll. If the details do not match or the voter is not in ERSA, then they are marked as “not found” and will be referred to the Regional Enrolment Processing Team Leader for a final qualification decision.

7.2 WHEN CAN I START QUALIFYING SPECIAL VOTES?

The Regional Enrolment Processing Team will need to finish entering all the enrolment forms collected during advance voting and on Election Day. Having these all processed will reduce the number of declarations that need to be scanned and sent to the Regional Processing Team Leader for checking.

The roll must be closed before qualification begins. You will be able to qualify special votes **from Thursday E+5**.

7.3 PREPARING FOR THE QUALIFICATION STAGE

The processing team will need:

- trays for data entry operators to place qualified and not found declarations in
- stapler removers for removing staples for batches being scanned to the Regional Enrolment Processing Team
- green and red highlighters for marking batch headers.

7.4 CHECKING WHETHER A VOTER IS QUALIFIED


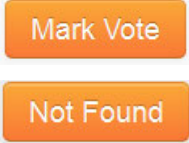


Staff will check the valid declarations in Box 5 and the invalid declarations in Box 2 in ERSA to determine whether the voter is qualified to vote. They **must** process valid declarations before invalid declarations, so they are ready for the official count.



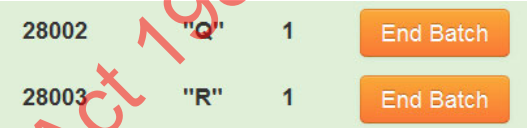
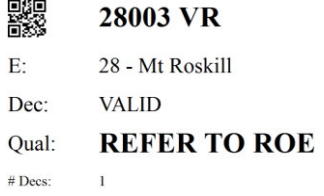
You can only process one declaration type (valid or invalid) at a time. If you have been processing “Valid” declarations, you need to close any open “Q” and “R” batches before using the “Change Mode” button to process “Invalid” declarations.

Step	Instructions	
1	Take the special vote declarations and envelopes from Box 5 (Valid) or Box 2 (Invalid). In ERSA select “Special Votes” and then “Special Vote Entry” from the menu.	
2	<p>Select the type of declarations you want to process – “Valid” or “Invalid”.</p> <p>Note: If you have access to a Māori and a general electorate, you will need to process them separately by selecting the appropriate electorate at this stage.</p>	
3	<p>Process one declaration at a time.</p> <p>For takeaway votes – E83:</p> <ul style="list-style-type: none"> Using your handheld scanner, click into the “declaration QR code” and scan the QR code on the special vote declaration. Once complete, go to step 6. <p>For all other special vote declarations:</p> <ul style="list-style-type: none"> Enter the voter’s surname and forenames and click “Search”. <p>To use search you must enter at least one letter in the surname field. Searches match from the beginning, eg. ‘Wrig’ will find ‘Wrigley’, ‘Wright’ and ‘Wright-Henare’ but not ‘Wainwright’ or ‘Henare-Wright’. The search terms you enter are determined by:</p> <ul style="list-style-type: none"> how common the names are how clearly the names are written on the declaration. 	

Continued on next page

4	<p>Your search results will be displayed.</p> <p>If you get too many matches, enter more information if available.</p> <p>If you get no matches, consider reducing the characters in a name search, especially if they are unclear.</p>	
5	<p>Check the voter's name and address against the search results.</p> <ul style="list-style-type: none"> • If both the name and address match, click Mark Vote on the corresponding line. • If the name or address do not a match, click Not Found. 	
6	<p>In the "Mark Special Vote" box.</p> <ul style="list-style-type: none"> • If the voter's name and address are displayed, check that they are correct. • Enter the 7-digit declaration number (top right on declaration). Make sure it is correct. • If you are processing "Valid" declarations, click "Mark Vote". Go to step 8. • If you are processing "Invalid" declarations – go to step 7. 	
7	<p>For invalid declarations only, ERSA displays an "Invalid Declaration Reason" section.</p> <ul style="list-style-type: none"> • Tick all reason(s) for the declaration being invalid. • Enter the electorate and issuing point where the special vote was cast (from the issuing point stamp). • Click "Mark Vote". Go to step 8. 	
8	<p>ERSA will display whether the declaration is qualified "Q", or needs to be referred to the Registrar "R".</p> <ul style="list-style-type: none"> • Place the declaration in the appropriate tray on your desk. • Click OK. 	<p style="font-size: 2em; font-weight: bold; text-align: center;">Q R</p> <p style="text-align: center;"><i>Continued on next page</i></p>

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9	<p>Repeat steps 1-8 for each declaration.</p> <p>As you process a declaration it will be added to either a “Q” or “R” batch. There is a different batch header for each type of batch. The maximum number of declarations per batch is 48. The batch will automatically close once it reaches the maximum and ask you to print the batch header.</p>	
10	<p>Click End Batch to close a batch at any time, including whenever you finish processing declarations to move to another task, take a break or leave for the day. The batch header and a print dialog box will display.</p> <p>Make sure you print the batch header double-sided so you get a list of declaration numbers on the reverse side.</p> <p>Click OK to print the header.</p>	
11	<p>Match the batch header to the declaration on top of the pile to make sure you have the correct header. The top declaration should match either the first or last number listed on the back of the batch header. Secure with a rubber band.</p>	
12	<p>Go to the instructions in section 7.7. Checking a special vote batch.</p>	

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7.5 TROUBLESHOOTING



Issue	Solution
Didn't print the batch header when closing the batch.	Go to the ERSA "SV Batch Management" screen and select the batch number. The "SV Batch Detail" screen will appear with the "Print batch header" button at the top right.
The system timed out while entering a batch.	Log back into ERSA. Go into the "Special Vote Entry" screen and continue processing the batch.
The voter already has a special vote declaration recorded by their name.	Process the declaration as normal. This will be investigated by the dual votes team.
The batch header is not printing double-sided.	Check your printer instructions.
Same declaration number appears twice in one batch.	Check declaration numbers for both special votes have been entered correctly. If the number has been correctly entered twice, contact NST.

7.6 BATCH HEADERS

At the end of the qualification process each special vote declaration is placed into a batch and the ERSA system creates a batch header. The batch header shows:

- the batch number and type (VQ, VR, IQ, IR)
- the electorate name and number
- whether the batch is valid or invalid
- the qualification decision – “qualified” or “Refer to ROE”
- the number of declarations in the batch
- who printed the batch header
- what are the next actions for the batch
- on the back of the batch header are the declaration numbers in the batch and for “qualified” batches the names of the voters that have been marked off in ERSA.

The table below shows what the four types of batch headers will look like.

VQ			IQ		
60014 VQ			44005 IQ		
E: 60 - Wellington Central			E: 44 - Rimutaka		
Dec: VALID			Dec: INVALID		
Qual: QUALIFIED			Qual: QUALIFIED		
# Dees: 1			# Dees: 1		
Printed by: [REDACTED]			Printed by: [REDACTED]		
Box	Action	Initial	Box	Action	Initial
	Check Declaration numbers are correct			Check Declaration numbers are correct	
9	Allowed		10	Disallowed / Not Qualified	
VR			IR		
 28037 VR			 28052 IR		
E: 28 - Mt Roskill			E: 28 - Mt Roskill		
Dec: VALID			Dec: INVALID		
Qual: REFER TO ROE			Qual: REFER TO ROE		
# Dees: 48			# Dees: 19		
Printed by: [REDACTED]			Printed by: [REDACTED]		
Box	Action	Initial	Box	Action	Initial
	Check Declaration numbers are correct			Check Declaration numbers are correct	
6	To be scanned		3	To be scanned	
7	Awaiting ROE decision		4	Awaiting ROE decision	

7.7 CHECKING A SPECIAL VOTE BATCH

Data entry staff need to check each batch after they have entered them into ERSA. It is important that for each batch:

- they have correctly entered the declaration numbers into ERSA
- the number of declarations in the batch matches the number shown on the batch header.

Step	Instructions
1	<p>Check the declaration numbers against the numbers on the back of the batch header.</p> <p>If the declaration numbers on the batch header are:</p> <ul style="list-style-type: none"> • correct, go to step 2 • incorrect, tell the special vote Process Leader. They can amend (see section 10.3) and print a new batch header for checking.
2	<p>When the declaration numbers are correct on the batch header, initial the “Check declaration numbers are correct” box.</p>
3	<ul style="list-style-type: none"> • For valid batches (VQ/VR) use a green highlighter to highlight the batch number. • For invalid batches (IQ/IR) use a red highlighter to highlight the batch number.
4A	<p>For qualified (VQ or IQ) batches:</p> <ul style="list-style-type: none"> • put a rubber band around each batch • put in the box shown on the batch header – Box 9 (VQ - Valid) or Box 10 (IQ - Invalid).
4B	<p>For batches for the Regional Processing Team Leader (VR or IR):</p> <ul style="list-style-type: none"> • use a staple remover to separate the declarations from the envelopes • place the declaration face down on one pile and the envelope, number side face down in a separate pile. Keep them in order • continue until all declarations have been separated from the envelopes • place the declarations on top of the envelopes, with the batch header on top • place in the box indicated on the batch header – either Box 6 (VR - Valid) or Box 3 (IR - Invalid).

7.8 SCANNING DECLARATIONS

You will probably scan and send around 35% of your special vote declarations to the Regional Processing Team Leader for qualification.

Starting at noon on Thursday E+5, the scanning team needs to:

- prioritise the scanning of batches in Box 6 Valid – VR
- then the scanning of batches in Box 3 Invalid – IR

They need to meet the following timeframes.

% Special votes processed	Uploaded by:
10%	Thursday 5pm (E+5)
50%	Friday 5pm (E+6)
80%	Tuesday 5pm (E+10)
100%	Wednesday 5pm (E+11)
Stragglers	ASAP

See the instructions in Chapter 25 – Scanning for how to scan special vote declarations.

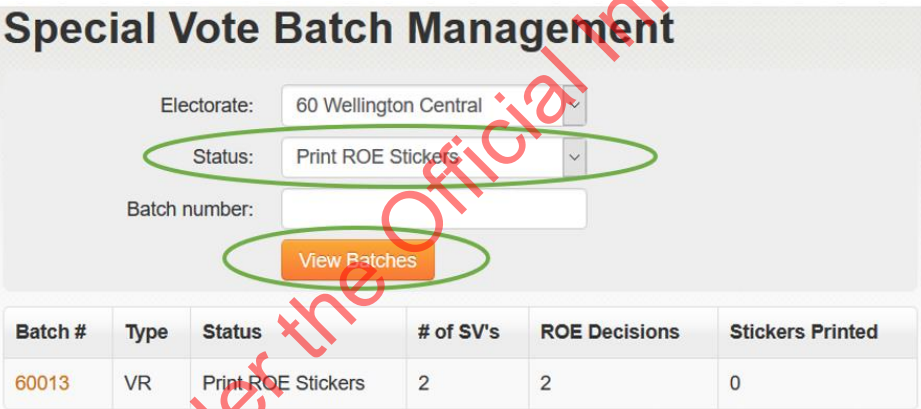
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8 RECEIVING QUALIFICATION DECISIONS

8.1 QUALIFICATION DECISIONS

The Team Leader returns a qualification decision for each declaration as they are being processed. Once **all** decisions have been received for a batch, the batch status will change to “Print ROE Stickers” and staff can then enter “not on roll” information (if required) and print the ROE decision stickers.

From Friday E+6, the special vote Process Leader must regularly check the progress of each batch in the ERSA “Batch Management” screen.

Step	Instructions												
1	<p>In ERSA:</p> <ul style="list-style-type: none"> • select Special Votes from the top menu • select Batch Management from the dropdown menu • select Print ROE Stickers from the Status dropdown menu • click the View Batches button. <p>Completed batches are listed.</p>  <table border="1"> <thead> <tr> <th>Batch #</th> <th>Type</th> <th>Status</th> <th># of SV's</th> <th>ROE Decisions</th> <th>Stickers Printed</th> </tr> </thead> <tbody> <tr> <td>60013</td> <td>VR</td> <td>Print ROE Stickers</td> <td>2</td> <td>2</td> <td>0</td> </tr> </tbody> </table> <p>Get these batches from Box 7 (Valid - VR) or Box 4 (Invalid - IR) and have HQ support staff enter “not on roll” information and print RoE stickers (see section 8.2).</p>	Batch #	Type	Status	# of SV's	ROE Decisions	Stickers Printed	60013	VR	Print ROE Stickers	2	2	0
Batch #	Type	Status	# of SV's	ROE Decisions	Stickers Printed								
60013	VR	Print ROE Stickers	2	2	0								
2	<p>In ERSA Special Vote Batch Management:</p> <ul style="list-style-type: none"> • select Returned with Issues from the Status dropdown menu • click the View Batches button. <p>If any batches appear here, it means that at least one declaration needs to be reprocessed. Contact the National Support Team for instructions [REDACTED]</p>												

In ERSA Special Vote Batch Management:

- select **“Batch with ROE for decision”** from the **“Status”** dropdown menu
- click the **“View Batches”** button.


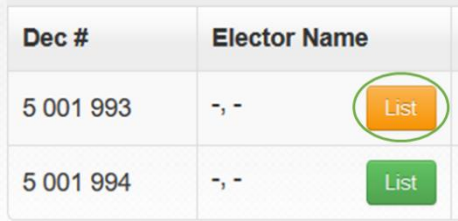
3 Keep track of these batches. Most batches will be processed in order. Occasionally a batch may have most decisions returned but take longer for the last one or two. This happens when the Regional Enrolment Processing Team needs to make enquiries to come to a decision.

If any batches remain unfinished for an unusually long time, ask the EM to follow up with the Regional Enrolment Processing Team.

8.2 PRINTING QUALIFICATION STICKERS

From Friday E+6, when qualification decisions for all of the declarations in a batch have been returned, HQ Support staff will enter “not on roll” information as required and print the RoE decision stickers.

Resources	Purpose
Avery L7162 labels	To show qualification decision

Step	Instructions
1	Get a batch of declarations from either Box 7 (Valid - VR) or Box 4 (Invalid - IR).
2	<p>In ERSA:</p> <ul style="list-style-type: none"> • select Special Votes from the top menu • select Batch Management from the dropdown menu • select Print ROE Stickers from the Status dropdown menu • click the View Batches button • select the batch number. <p>The Batch Detail screen will display.</p> 
3	<p>If a declaration has an orange List button next to it, you must enter “not on roll” information before you print the sticker.</p> <ul style="list-style-type: none"> • Click the List button. • Enter the name and address information from the declaration. If the name or address is missing from the declaration, record as ‘Not stated.’ • Click Save and Close. <p>The list button will turn green.</p> <p>This information is used to produce the “List of Voters not on the Roll”, which becomes a public record after the election.</p> 

Continued on next page

4

When all “not on roll” information is entered for the batch, select the stickers to be printed. Either:

- tick the “**Select All**” box to select all stickers that are ready to print
- or print individual stickers by ticking the corresponding “**Print Sticker**” boxes.

Select All <input checked="" type="checkbox"/>	
Printed	Print Sticker
No	<input checked="" type="checkbox"/>
No	<input checked="" type="checkbox"/>

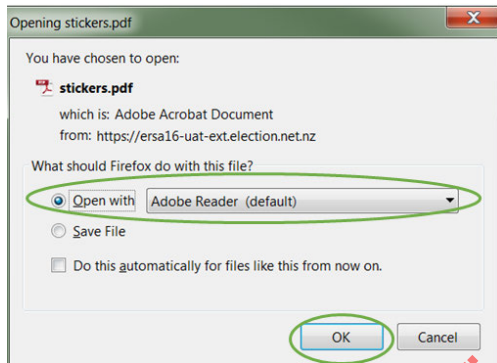
5

Click the “**Print Stickers**” button at the top right of the screen.



6

This dialog box will appear. Select “**Open with Adobe Reader**” and click “**OK**”.



This will open the qualification labels in Adobe Reader.



7

- Load Avery 7162 labels into a print tray (the bypass tray is usually best) and ask other staff not to print.
- Click the print icon.
- Change the paper type to “labels” in print settings.
- Select the tray where you have loaded the labels.
- Print the labels.

Once a declaration qualification sticker is generated for printing, the “Batch Management” screen will be updated to show the number of stickers printed for that batch.

When all stickers have been generated for a batch, the batch status changes to “Done”.

8.3 ATTACHING QUALIFICATION STICKERS TO DECLARATIONS

Once stickers are printed, staff can start attaching them to special vote declarations. Process one batch at a time and **do valid batches first**.

You don't need to separate declarations and envelopes for invalid batches. Put these batches straight into Box 10.

Step	Instructions
1	Get the qualification stickers that match the batch being processed.
2	Find the declaration that matches the sticker. Check that the: <ul style="list-style-type: none">• declaration and sticker numbers match• the voter's name matches. Occasionally the name may be different, eg. due to marriage or other name changes. If you are concerned that the sticker may not be for the right person, ask the Process Leader to contact the Enrolment team.
3	Double check that the declaration number on the sticker matches the declaration. Place the sticker vertically in the "Registrar of Electors use" section on the declaration. Make sure that the number on the sticker is at the top. The sticker can cover the QR code, as it is no longer needed.
4	When all the qualification stickers for the batch have been placed on the declarations: <ul style="list-style-type: none">• bundle the declarations and envelopes together• put the batch header on top, then secure with a rubber band. Put the batch to one side ready for sorting based on qualification decision (see section 8.4).
5	Repeat for the next batch.
If you're not going to separate the declarations and envelopes straight away, put the batches in an E206 box labelled "Qualification stickers attached".	


8.4 SORTING SPECIAL VOTES BASED ON QUALIFICATION DECISIONS

Following on from section 8.3, you have placed RoE decision stickers on VR batches, you now need to sort these by qualification outcome.

Note: before starting check with the Dual Votes Process Leader that no more special vote declarations are needed for investigations. Once they are separated, they are more difficult to find.

You need the following for this task:

- special vote processing sorting cards (M75-OUTCOME)
- E206 box - qualification stickers attached (if you did this in section 8.3)
- rubber bands.

Step	Instructions
1	Process one batch at a time.
2	Photocopy the batch header twice , so you have three copies.
3	Place the special vote qualification sorting cards on a table as shown. <div style="text-align: center; margin-top: 10px;">  </div>
4	Count the number of declarations in the batch. Check it matches the number shown on the batch header. If it doesn't match, tell the Special Vote Process Leader.
5	For each declaration check that the declaration number and qualification sticker number match and find the matching envelope by checking the numbers.
6	Put each envelope and declaration, with the number side up, on the appropriate qualification sorting card.
The next steps must be completed by a different person	
7	Check each declaration has been placed on the correct qualification sorting card.
8	For each pile of "Q", "PV Only" and "NQ": <ul style="list-style-type: none"> • confirm the number of envelopes and declarations in each pile match • put a batch header on top of the declaration pile • in the top-right corner of the batch header, write the appropriate pile letter, ie, "Q", "PV" or "NQ" and number of declarations in that pile • secure with a rubber band.
9	Confirm that the combined number of declarations in each pile matches the original number shown on the batch header.
10	Place the envelopes and declarations from the:

	<ul style="list-style-type: none">• “PV Only” pile in filing Box 8• “Q” pile in filing Box 9• “NQ” pile in filing Box 10.
11	Repeat until all batches are finished.

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9 STAGE 3: PREPARING FOR THE OFFICIAL COUNT

9.1 SEPARATING FOR THE OFFICIAL COUNT – BOXES 8 AND 9

From Thursday E+12 to Friday E+13, your staff will need to process boxes 8 and 9.

You will need:

- Special vote count cards (M75-SIGN)
- 3 x E208 boxes labelled – ‘Advance’, ‘Election Day’ and ‘Party Vote Only’
- 3 x E206 boxes labelled – ‘Advance’, ‘Election Day’ and ‘Party Vote Only’
- 1 or more E206-CLERK box labelled – ‘Qualified/PV Only declarations’
- 3 x Ballot boxes labelled – ‘Advance’, ‘Election Day’ and ‘Party Vote Only’.

Step	Instructions						
1	Lay out the special vote count cards on a table as shown: <div style="display: flex; justify-content: space-around; margin-top: 10px;">   </div>						
2	<ul style="list-style-type: none"> • Place the corresponding E208 box behind the count card on the table. • Place the corresponding E206 box below the table. • Put the E206-CLERK box on the table for declarations and batch headers. 						
3	<ul style="list-style-type: none"> • Take a batch from Box 9. • Separate the batch header and declarations from the envelopes. You will need to remove the staples from VQ batches. • Put the batch header and declarations face-up in the ‘Qualified/PV Only declarations’ E206-CLERK box. 						
4	<p>Place each envelope on the appropriate count card:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Count card</th> <th style="width: 50%;">Stamp in ‘Official Mark’ box</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: middle;">Advance</td> <td style="text-align: center;">  </td> </tr> <tr> <td style="text-align: center; vertical-align: middle;">Election Day</td> <td style="text-align: center;">  </td> </tr> </tbody> </table>	Count card	Stamp in ‘Official Mark’ box	Advance		Election Day	
Count card	Stamp in ‘Official Mark’ box						
Advance							
Election Day							
5	After each batch, place the envelopes in the corresponding E208 box.						

	Repeat steps 2 to 5.
6	<p>When the E208 boxes are getting full, finish the batch you are working on. Have a second person check the count. Then:</p> <ul style="list-style-type: none"> count the envelopes in the E208 box into piles of 50. secure each pile of 50 with a rubber band put the piles into the corresponding E206 box.
When Box 9 is complete – process Box 8	
7	Put the PV Only count card and the E208 ‘PV Only’ box behind it on the table.
8	Take a batch from Box 8 and check all declarations have been marked PV Only.
9	<p>Separate the declarations from the envelopes.</p> <p>Put the batch header and declarations face-up in the ‘Qualified/PV Only declarations’ E206-CLERK box.</p>
10	<p>Place the envelopes on the marker card. Repeat until all ‘PV Only’ batches have been processed.</p> <p>Count the number of envelopes and have a second person check the count.</p> <ul style="list-style-type: none"> Count the envelopes in the E208 box into piles of 50. Secure each pile of 50 with a rubber band. Put the piles into the corresponding E206 box ‘PV Only’.

9.2 MOVING ENVELOPES INTO BALLOT BOXES

Depending on the number of special votes your electorate has, you may choose to do this gradually so that the official count team can start the count, rather than providing all the special votes at once. The count of special votes is due to start on Friday E+13.

Special votes are counted in separate counts for votes cast during advance voting, on Election Day, and a “party vote only” count.

Prepare ballot boxes for each of the counts by labelling them as “Advance”, “Election Day”, and “PV Only”.

Ideally, you’ll break each count into around 500 special votes by putting them in different ballot boxes. This will make it easier for the official count team to complete the count. Ensure that the number of votes in each ballot box you provide to the official count team is accurate, otherwise they will need to conduct the count at least twice.

Step	Instruction
1	Process one count at a time.
2	Get the E206 box(s) for the count.

Continued on next page

3	<ul style="list-style-type: none"> Count the piles of 50 envelopes and place in the ballot box. Keep a running total of envelopes placed in the ballot box. When you reach approximately 500 votes (10 piles) or when all envelopes for that count have been placed in the ballot box, clearly write the number on the top of the ballot box. <p>If you use multiple ballot boxes for a count, record the number of ballot papers in each box plus what ballot box number is – eg. Advance count, box 3, 513 votes.</p>
4	Repeat for each count.

9.3 CHECKING THAT PROCESSING IS COMPLETE

The Special Vote Process Leader and Post-election Manager should check each filing box.

Step	Instructions
1	Check that there are no declarations or envelopes in filing boxes 1 to 9.
2	<p>From Box 10 process one batch at a time.</p> <ul style="list-style-type: none"> Check that the declarations have either been: <ul style="list-style-type: none"> stamped or marked “disallowed” and signed by the EM or have an “NQ” qualification sticker. Count the number of envelopes in the batch and keep a running total. Put the envelopes and declarations in an E206-CLERK box labelled “Disallowed special votes declarations and envelopes”.
3	<p>In ERSA:</p> <ul style="list-style-type: none"> select “Special Votes” from the top menu select “Disallowed Votes” from the dropdown menu open or print the csv report compare the total number of votes in Box 10 with the total on the report. <p>If the totals don’t match, contact the National Support Team.</p>
Checking the count of special votes	
4	<p>Add up the numbers of special vote envelopes:</p> <ul style="list-style-type: none"> in the advance count in the Election Day count in the PV only count (don’t include ordinary post-writ transfers) in the disallowed votes E206 box retained by the dual votes team.
5	<p>In the Election Management System (EMS) select Reports > SV Tracking > SV Received Report.</p> <p>Compare the total from step 4 with the total “SV Received”:</p> <ul style="list-style-type: none"> If it doesn’t balance, go to step 6. If it balances, go to step 7.

6

Check whether:

- all batches entered in ERSA have been processed (Status=Done)
- there are no envelopes or declarations in the special vote processing area (check all boxes used during the process).

If the difference is 48 or a multiple of 48, this may mean a batch is missing.

Once you are sure there are no unprocessed declarations and envelopes, go to step 7.

7

Give the ballot boxes to the official count team.

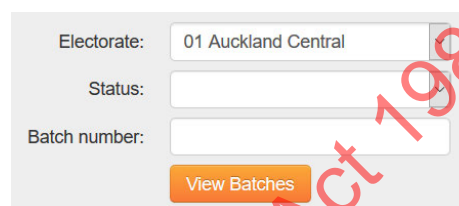
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10 INFORMATION FOR SPECIAL VOTE PROCESS LEADERS

10.1 CHECKING THAT BATCHES UPLOADED SUCCESSFULLY

The Special Vote Process leader needs to check regularly in the ERSA Special Vote Batch Management screen that batches have been uploaded successfully:

- Select **Special Votes** from the top menu.
- Select **Batch Management** from the dropdown menu.
- Filter the list of batches by selecting a status or entering a batch number if you want to.
- Click **View Batches**.



The batches for your (chosen) electorate will display.

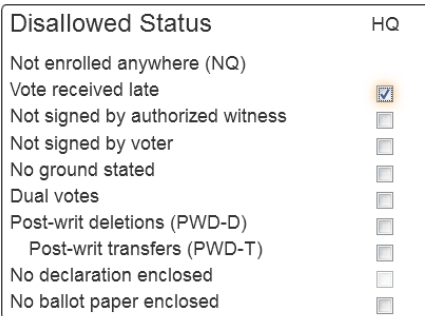
Status	What it means
Mismatch	National Office will resolve this, you don't need to do anything.
Batch with RoE for decision	Batch successfully uploaded.
Scan an upload batch	Batch not uploaded, or upload failed.
Open	Batch still being entered.
Print RoE stickers	Batch returned from RoE, go to section 8.2.
Done	All stickers have been generated.
Returned with Issues	There is an issue with one or more declarations.

10.2 RESOLVING A BATCH WITH A STATUS OF MISMATCH

A small number of declarations will not have a QR code, or the QR code can't be read or was entered incorrectly. National Office will resolve this issue, so if you see a batch with the status of "Mismatch" you don't need to do anything.

10.3 EDITING SPECIAL VOTE INFORMATION: DECLARATION NUMBER OR INVALIDITY REASON

The Special Vote Process Leader can edit a declaration if the wrong person has been marked off or the wrong declaration number or validity reason has been entered.

Step	Instructions																						
1	<p>In ERSA, from the top menu select Special Votes - Edit Special Votes.</p> 																						
2	<p>Search for the vote, by either:</p> <ul style="list-style-type: none"> • surname and forenames of the voter • declaration number • batch number. <p>Click Search.</p> 																						
3	<p>Once you have found the vote you wish to edit, in the Edit column click on the declaration number.</p> <p>This will open the Edit special vote dialog box.</p> 																						
4	<p>If the wrong person was marked off:</p> <ul style="list-style-type: none"> • click on Delete Vote to remove the vote • process the declaration for the correct person. See section 7.4. 																						
5	<p>If the wrong declaration number was entered, correct the declaration number then click Update.</p>  <p>Declaration Number: <input type="text" value="5064583"/></p>																						
6	<p>If the wrong invalidity reason was entered, click on the reason(s) you want to add or remove and then click Update.</p>  <table border="1"> <thead> <tr> <th>Disallowed Status</th> <th>HQ</th> </tr> </thead> <tbody> <tr> <td>Not enrolled anywhere (NQ)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Vote received late</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Not signed by authorized witness</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Not signed by voter</td> <td><input type="checkbox"/></td> </tr> <tr> <td>No ground stated</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Dual votes</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Post-writ deletions (PWD-D)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Post-writ transfers (PWD-T)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>No declaration enclosed</td> <td><input type="checkbox"/></td> </tr> <tr> <td>No ballot paper enclosed</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Disallowed Status	HQ	Not enrolled anywhere (NQ)	<input type="checkbox"/>	Vote received late	<input checked="" type="checkbox"/>	Not signed by authorized witness	<input type="checkbox"/>	Not signed by voter	<input type="checkbox"/>	No ground stated	<input type="checkbox"/>	Dual votes	<input type="checkbox"/>	Post-writ deletions (PWD-D)	<input type="checkbox"/>	Post-writ transfers (PWD-T)	<input type="checkbox"/>	No declaration enclosed	<input type="checkbox"/>	No ballot paper enclosed	<input type="checkbox"/>
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Post-writ transfers (PWD-T)	<input type="checkbox"/>																						
No declaration enclosed	<input type="checkbox"/>																						
No ballot paper enclosed	<input type="checkbox"/>																						

10.4 REQUESTS FROM THE DUAL VOTES TEAM

During special vote processing, the dual votes team may need a special vote for an investigation. If this happens, they will give you a copy of the M71-INVEST dual vote investigation form. Use these instructions to find a special vote for the dual votes team.

Step	Instruction
1	<p>Take the M71-INVEST and use the batch and declaration numbers on the form to find the special vote, then:</p> <ul style="list-style-type: none">• put the M71-INVEST in its place in the batch• write that the vote has been given to the dual votes team next to the name and declaration number on the back of the batch header• initial and date the note on the batch header.
2	<p>Give the special vote declaration and envelope to the Dual Vote Process Leaders.</p>
3	<p>Some special votes will be returned to you.</p> <p>If the vote is returned to you with no special instructions:</p> <ul style="list-style-type: none">• return the vote to its original batch• return the M71-INVEST form to the Dual Vote Process Leaders• cross out the note on the batch header and write “Returned”• initial and date the amended note. <p>If you are informed that the wrong person has been marked off:</p> <ul style="list-style-type: none">• find the original batch• return the M71-INVEST form to the Dual Vote Process Leaders• in ERSA:<ul style="list-style-type: none">○ delete the vote (see section 10.3)○ re-enter the declaration in a new batch and process normally• cross out the note on the original batch header and write “Re-entered in batch #####”• initial and date the amended note• return the original batch to its place in the process.

11 MONITORING PROGRESS

11.1 BATCH MANAGEMENT

To monitor progress, select **Special Votes - Batch Management**. From here you can:

- check batch types (see section 7.6) and statuses (see section 10.1)
- for each batch, see how many:
 - declarations have been entered (see section 7.6)
 - decisions have been received (see section 8.1)
 - stickers have been generated (see section 8.1)
- enter the “Batch Detail” screen for a batch by selecting the batch number. From here you can:
 - print replacement batch headers (see section 7.6)
 - enter “not on roll” information (see section 8.1)
 - print qualification stickers (see section 8.1)
 - delete a declaration from a batch so that it can be re-entered correctly (see section 10.3 for how to do this using ‘Edit Special Votes’)
 - identify declaration records.

You cannot delete a special vote that is currently “With ROE for Decision”.

You will have to reprint the batch header if you delete a declaration from a batch before it has been scanned and uploaded. You do not need to reprint “R” batch headers that have already been uploaded, or “Q” batch headers. Simply note any changes on the header.

11.2 REPORTS IN ERSA

11.2.1 Special Votes Progress Report

This report shows you how many batches or declarations you have started processing and what stage of the process they are at. The report is split into two sections – batches and declarations, which are broken down by process stage and batch type.

The totals show the number of declarations that have been entered into ERSA, not the number of declarations you still have to process. That number is recorded in EMS. You will need to manually check EMS.

If any batches or declarations have the status of “error” or “failed”, contact National Office. Cases where the status is “mismatch” will be resolved by National Office, you don’t need to do anything.

11.2.2 Disallowed Votes Report

This report summarises and lists all the disallowed special votes for your electorate. It will be used to populate your final official count certificate. It shows the number and reason declarations have been disallowed.

A	Not enrolled
B	Vote received late
C	Not signed by authorised witness
D	Not signed by voter
E	No ground stated
F	Dual votes
G	Post-Writ deletion
H	No declaration enclosed
I	No ballot paper enclosed

A declaration can only appear in one category. If a declaration is disallowed for multiple reasons, it is placed in the first category for which it is disallowed.

The report also shows the electorate where the vote was issued, the issuing point, declaration number, and the reason for it being disallowed for each disallowed vote.

11.2.3 Special Vote Report

This report provides the following information for each declaration entered into ERSA:

- electorate number
- electorate name
- batch number
- declaration number
- date and time entered
- voter surname and forename(s).

National Office will advise if you need to run this report.

CHAPTER 29 – OFFICIAL COUNT

CONTENTS

1	Official count overview	1
1.1	What is the official count?	1
1.2	Individual counts making up the official count.....	1
1.3	Key milestones.....	2
1.4	Monitoring process.....	2
1.5	Quality assurance.....	2
	3
1.7	Roles and responsibilities	5
1.8	Key activities	6
2	Briefing and training of staff	7
2.1	Regional training session	7
2.2	Training table coordinators at the electorate headquarters.....	7
2.3	Briefing all staff prior to the start of the official count process	11
3	Preparing materials for the count.....	13
3.1	Count supplies	13
3.2	Ordinary vote ballot boxes	16
3.3	Special vote counts and phases.....	17
3.4	Removing ballot papers from special vote envelopes.....	17
3.5	Resolving issues with special vote envelopes.....	21
4	The official count process	24
4.1	Counts.....	24
4.2	Count instructions.....	24

4.3	Special vote counts	24
5	Entering and checking the voting place results in EMS	25
5.1	Entering official count results	26
5.2	Entering party vote only results.....	30
5.3	Finalising the voting place counts.....	30
6	Quality assurance and monitoring.....	31
6.1	Reasonableness checks.....	31
6.2	End of day process.....	32
7	Extraction and adjustments to the official count	33
7.1	Overview	33
7.2	Timing	33
7.3	Roles and responsibilities	33
7.4	Materials required for extraction	34
7.5	Extracting votes	34
7.6	Updating documentation.....	35
7.7	Adjusting official count results in EMS	39
8	Finalising the official results	43
8.1	Wait until National Office instructs you to start.....	43
8.2	Partial results for overseas votes.....	43
8.3	Certification process	43
8.4	Resources.....	44
8.5	Certifying partial results for Māori electorates	44
8.6	Certifying the final results.....	45
8.7	Changes to a count after the final results have been certified	46
8.8	Declaring the results	46

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1 OFFICIAL COUNT OVERVIEW

1.1 WHAT IS THE OFFICIAL COUNT?

The purpose of the official count is to account for all ballot papers issued to voters and provide the final result of the election. It includes ordinary and special votes for general and Māori electorates, after the results of any dual vote investigations or post-writ changes are extracted. Once all counts and investigations are complete, the results are checked and certified.

1.2 INDIVIDUAL COUNTS MAKING UP THE OFFICIAL COUNT

This table lists the individual counts making up the official count of votes in your headquarters (HQ).

Type of vote	For your...	Issued in...	Separate counts for...
Ordinary	Home general electorate	Your electorate	Each: <ul style="list-style-type: none"> • Phase* • voting place (VP) or voting team, including postal votes
		Other (neighbouring) general electorates	
	Māori electorate(s)**	Your electorate	
Special***	Home general electorate	Any electorate	Special votes issued during the advance voting period
			Special votes issued on Election Day
			Party vote only votes (including ordinary vote post-writ transfers)

*Phases must remain separate throughout the official count process.

** Ordinary votes for Māori electorates remain in your headquarters for you to complete the official count.

** Special votes for Māori electorates are repatriated to the Māori electorate Electorate Manager (EM) for that electorate.

Overseas, dictation and remote location special votes will be processed and counted by a centralised team at National Office. They will complete partial results certificates for each electorate in the same way you will complete this for Māori electorate(s) ordinary votes.

1.3 KEY MILESTONES

The Commission will be declaring the official results of the election on Friday 3rd November.

The timeframes for achieving this deadline are:

- complete the official count of Māori electorate ordinary votes by Wednesday E+4
- complete the official count of home general electorate ordinary votes by Friday E+6
- extract votes from the ordinary vote counts on Thursday E+12
- receive and check the partial certificate for overseas, dictation and remote location special votes from the centralised team by Monday E+16
- complete the official count of home general electorate special votes by Wednesday E+18.

Once advised by National Office:

- sign the partial results certificate for the official count of Māori electorate ordinary votes by Wednesday E+18
- sign the final certificates for general electorate counts by Thursday E+19, Māori electorate EMs will also sign the final certificate for their Māori electorate.

1.4 MONITORING PROCESS

Use the following Election Management System (EMS) reports to monitor the progress and accuracy of the official count process:

- Official count and Election Night comparison report (see section 6.1.2)
- Voting place summary report
- Electorate detail report (see section 6.1.1).

If you think you might miss any of the deadlines for completing official counts, you must immediately contact your Regional Manager (RM) who will liaise with National Office.

1.5 QUALITY ASSURANCE

The EM, Post-election (PE) Manager and/or Official Count (OC) Process Leader **and** a Justice of the Peace (JP) must be present throughout the entire official count process.

The EM must conduct reasonableness checks throughout the official count process. Instructions on how to do this are in section 6.1.

In addition, constituency candidates may appoint scrutineers to oversee the official count process.

Scrutineers must:

- be appointed in writing by the constituency candidate
- complete the declaration form in the Scrutineer Handbook (E5) or an E20-S Dec form provided by the EM.

The JP must be issued with an orange ID card for your HQ and wear it at all times. Scrutineers must wear a visitor badge and always be accompanied by a staff member within your HQ.

[Redacted]

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

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Task	TUE E+3	WED E+4	THU E+5	FRI E+6	MON E+9	TUE E+10	WED E+11	THU E+12	FRI E+13	MON E+16	TUE E+17	WED E+18	THU E+19
Māori electorate(s) official count – ordinary votes	<input type="checkbox"/>	<input type="checkbox"/>											
Complete Māori electorate(s) official count – ordinary votes		<input type="checkbox"/>											
General electorate official count – ordinary votes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Complete general electorate official count – ordinary votes				<input type="checkbox"/>									
Extract ballot papers from ordinary vote counts due to dual vote or post-writ processes								<input type="checkbox"/>					
Make adjustments to official count due to extraction day								<input type="checkbox"/>	<input type="checkbox"/>				
General electorates check Māori electorate partial certificate(s)										<input type="checkbox"/>	<input type="checkbox"/>		
General electorate official count - special votes									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Complete general electorate official count - special votes												<input type="checkbox"/>	
All electorates check final certificate												<input type="checkbox"/>	<input type="checkbox"/>

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1.7 ROLES AND RESPONSIBILITIES

The EM delegates powers and functions relating to the official count to the PE Manager and the OC Process Leader (see section 2, Chapter 21 – Preparing for post-election).

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

1.8 KEY ACTIVITIES

This table outlines the key activities and staff required for the official count.

Activity	Role	Information
Prepare ballot boxes	Logistics support staff	Number of staff may vary depending on the number of voting places
Official count	<ul style="list-style-type: none"> • Table coordinators • Counters • Data entry operators 	<ul style="list-style-type: none"> • Table coordinators need good organisation and numeracy skills • Counters need good basic numeracy. • All staff need good attention to detail.
Vote extraction	<ul style="list-style-type: none"> • OC Process Leader • Capable HQ support staff • Data entry operator(s) 	Need a good understanding of the count materials and the count process and have excellent attention to detail.
End of day process	<ul style="list-style-type: none"> • JP • OC Process Leader 	
Reasonableness checks	<ul style="list-style-type: none"> • EM 	
Finalising results	<ul style="list-style-type: none"> • EM • JP 	

For information about setting up your official count area, see section 4 in Chapter 21 – Preparing for post-election.

2 BRIEFING AND TRAINING OF STAFF

2.1 REGIONAL TRAINING SESSION

Your Regional Advisors (RA) will hold a regional training session for the PE Manager and OC Process Leader. The session will include practical exercises on the official count processes. The EM will be advised of the dates and location for this training.

2.2 TRAINING TABLE COORDINATORS AT THE ELECTORATE HEADQUARTERS

This one-hour training is to be conducted an hour before the start of the official count. It consists of the table coordinator briefing and a count exercise.

Training should be delivered by the OC Process Leader, or, if they are not available, then by the PE Manager.

Training should take place in the staging area where all the materials and ballot boxes are being held in preparation for the official count. Before the training:

- set up a projector, laptop and speaker that will be used for the full briefing with all count staff. If you don't have a blank wall, ensure there is a screen for viewing the film clip
- assemble the training materials that will be supplied at regional training (see section 2.2.1); these will need to have been put through a preliminary count so that they are in counted order with the marker cards in the correct place
- table coordinators should have watched a short process clip before attending training. A link will be provided at a later date, that can be emailed to the table coordinators.
- print the Electorate detail report from EMS – this shows the list of counts to be completed – and display this on the wall (see section 3.1.1).

2.2.1 Materials required for training exercise

The training exercise will be delivered in groups of four, you will need the following for each group:

Materials	Notes
M80-OCINSTRUCT count instructions for each person (table coordinator)	Table coordinators should keep these for the official counts they will be leading.
Orange ballot box [REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	To seal the P3 envelope containing the count materials at the end of the exercise.
Stationery	<ul style="list-style-type: none">• black sticky labels• blue/black pens• finger cones• calculator• stapler.

The following materials will be provided from the regional post-election training session. You will need one set of materials for each group of 4 table coordinators completing the training exercise:

<p>P3 envelope for:</p> <p>Electorate: Ōhāriu, VP 18: Waionui Community House</p>	<p>Contains:</p> <ul style="list-style-type: none"> • completed Form A reconciliation and Form G Voting Place certificate • 100 ballot papers from the early count and associated marker cards.
<p>P4 envelope for:</p> <p>Electorate: Ōhāriu, VP 18: Waionui Community House</p>	<p>Contains:</p> <ul style="list-style-type: none"> • Counting and results sheets from the early count: EMS11-C, EMS11-P and EMS11-HQ.
<p>EMS81-MARKER official count marker cards for Ōhāriu</p>	<ul style="list-style-type: none"> • One set of 10 marker cards on white paper.
<p>EMS81-WKSHEET for the count</p>	<ul style="list-style-type: none"> • Uncompleted copy.

2.2.2 Script for training table coordinators

Use the script below to train the table coordinators. The wording in green is for your actions and *italics* are for you to add specific information.

[Welcome staff]

We are going to talk through your tasks as a table coordinator with the count instructions you'll use today.

[Give a set of count instructions to each table coordinator]

We'll also discuss how to deal with any issues that arise and what my role will be as the Official Count Process Leader.

As we'll all be working in a confined space, it's important that we look after ourselves and our team.

Encourage your team to regularly clean their hands, particularly before and after going on a break. If anyone doesn't feel well, please tell me immediately. Keep the tables and chairs spaced apart as much as possible and avoid people reaching across each other during the count process.

It is important that you read these instructions to your team for each count you complete. This makes sure everyone follows the process correctly and will help us to complete the counts in a timely way.

Count

We have [number] of counts to complete, as shown here [show list from EMS posted on the wall]. We'll first start with the [name the home Māori and any shared Māori electorate(s)] votes issued in our electorate.

Once these are all completed, we'll move onto the [*name the home general electorate*] issued in both our electorate and by neighbouring electorates. As counts are completed, I will tick them off so we can keep an eye on our progress.

For each count, to be sure you have the correct ballot box and matching paperwork, check:

- the electorate and voting place number, eg, [*electorate name*], VP 18 [[show ballot box](#)].
- the phase number in brackets after the electorate name. We are expecting to have additional phases for [[name the voting places](#)]. You must keep the materials for each count separate at all times.

The official count has no tolerance. This means you must have two consistent counts. If the official count equals the preliminary count, then you have two consistent counts and you can move onto the next count. If the official count does not equal the preliminary count, then you will need to complete a series of checks and recounts until you have two consistent counts.

Forms and envelopes

Now let's have a look at the forms and envelopes that you'll have for each count. [[Show each one as you describe it, using one set of count materials](#)].

Envelopes

There are two envelopes for each count.

- The P3 envelope is where you'll find the counted votes and the preliminary count marker cards to start the count. When the count is complete, you'll repack the votes here. If you have a large count, you will have more than one of these envelopes. If any of the envelopes become ripped, you will need to repair them with sellotape as all the original materials must be kept in case of a judicial recount.
- The P4 envelope is where you'll put all the paperwork associated with a count when it is complete.

Forms

- Inside Envelope P4 is Form A, the reconciliation form and Form G, the Voting Place certificate, from the voting place or team. They tell us how many votes to expect in the ballot box.
- There are also the forms that were used to record the preliminary count on Election Day.

Worksheet and marker cards for the official count

I have sets of marker cards for each official count and the EMS81-WKSHEET form, where you will record each count [[show these](#)].

Let's look at page 2 of your instructions under "Prepare the EMS81-WKSHEET". The first step that you'll complete for every count is to transfer the information from Voting Place certificate onto the worksheet, then staple Forms A and G to the worksheet. This will be the number of votes that you will be balancing to.

Informal votes

A vote is informal when you can't clearly tell who the voter voted for. Please turn to pages 11 and 12 of your instructions. These show you examples of ballot papers where the voter's intention is or is not clear. The Electorate Manager or I will check the informal votes.

Managing issues

If you have any problems with the count or with your counters, please come and see me right away. It is better to stop and get things sorted, than continue and possibly make things harder to fix.

I may move counters between tables so that we have people who work at the same pace.

Film clip

Did people get a chance to watch the film clip on the count before today? We'll watch it again during the EM's briefing with all the staff. Right now, we're going to practise an official count. Please get into groups of 4 and collect the materials you'll need.

Who will be the table coordinator for each group? Thanks for that. In our practice count today, I will read the instructions and you will be my hands.

[Practise the count in teams of 4 with you reading the instructions from the M80-OCINSTRUCT. Make sure everyone follows the process. It should take approximately 30 minutes to complete the count. The expected results from the exercise will be provided with the training materials.]

[After you have finished the count, continue with your briefing.]

Breaks

I will be giving you and your counting team regular breaks through the day, especially after completing the large counts. It's important that you don't let your team take additional breaks as this could stop us finishing the counts in a timely way.

Questions

Does anyone have any questions?

[Tell the table coordinators which will be their count table and counting team if you haven't already discussed this.]

[Remind table coordinators to join you at the briefing for counting staff.]

2.3 BRIEFING ALL STAFF PRIOR TO THE START OF THE OFFICIAL COUNT PROCESS

The EM must brief all count staff **immediately** prior to the start of the official count process. As you will be conducting two different counts over an extended period, we expect the briefing to be conducted on:

- Tuesday E+3 – start of ordinary vote official count
- Friday E+13 – start of special vote official count.

You will need to set up a projector, speakers and a laptop to show the official count film clip.

Use the script below to train the counters. The wording in **green** is for your actions and *italics* are for you to add specific information.

[Introduce yourself, the PE Manager, the OC Process Leader, the Justice of the Peace, and any scrutineers present to the counting staff.]

Overview

Today we are conducting the official count of ordinary votes/special votes.

Process

[*Name of OC Process Leader*] will be tracking the progress of the official count today and each counting group will have a table coordinator, who are [*names of the table coordinators*].

You must follow your table coordinator's instructions at all times. They are working off a well-tested process that all count staff across New Zealand will be using.

Once you are familiar with the process you may be tempted to make shortcuts or do it differently. Although we want to get the count completed in a timely way, we're not interested in doing this at the risk of losing accuracy. Our goal is to be efficient and accurate rather than fast. At times this may require us to move people between counting teams, so don't be concerned if this happens to you.

JP and scrutineer role

Our Justice of the Peace (*and scrutineer if present*) is/are here to ensure the integrity of the process. If they have any questions about what they are observing, they will advise the Process Leader or myself. The JP will also sign off the count results as they are completed.

Film clip

We're now going to have a look at a film clip on the official count process.

[Show the 'official count' film clip.]

Hygiene

As we'll all be working in this space, it's important that we have good hygiene practices.

We have plenty of hand sanitiser. I encourage you to regularly clean your hands, particularly before and after going on a break. If anyone doesn't feel well, please tell your table coordinator or the Process Leader know immediately.

Keep the tables and chairs to the spacing you will be shown and please avoid reaching across each other during the counting process.

Preparation

If, during the counting you have any questions or concerns, please talk to your table coordinator or the official count Process Leader.

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3 PREPARING MATERIALS FOR THE COUNT

3.1 COUNT SUPPLIES

You need the following materials for the official count.

Quantity	Item	Details
1	Electorate detail report	Printed from EMS (see 3.1.1) Used to keep track of what counts have been completed
1 per count table	Reconciliation report	Printed copy of the reconciliation report from Power Apps, showing the reconciliation details for all the counts to be completed
1 per count table	Official count instructions M80-OCINSTRUCT	For the table coordinator, to be provided at the table coordinator briefing Printed from ECHO
1 per count table	Calculator	For the table coordinator
1 per count table	Stapler	For the table coordinator
1 per staff member	Blue/black pen	One per team member
1 per count	EMS81-WKSHEET Headquarters Official Count Worksheet	Printed from EMS (see 3.1.2)
1 per count	EMS81-MARKER Official Count Marker Cards	Printed from EMS (see 3.1.4)
1 per count	Party marker cards from EMS11- MARKER Preliminary Count Marker Cards	Printed from EMS (see 3.1.4) For special vote counts only
1 per count	P3 envelope	For special vote counts only
1 per count	P4 envelope	For special vote counts only
1 per count	Ballot box	For special vote counts only
1 per count	■ supplies box	For special vote counts only
1 per opening table and 1 for the Process Leader	■ special votes processing box	For special vote counts only

Note the differences between [redacted] boxes:



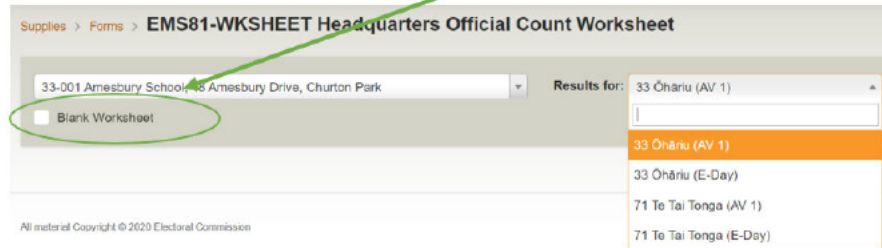
3.1.1 Electorate detail report

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

Step	Instructions
1	From the menu select Results – Electorate Detail .
2	Print and display the report in the official count area.

3.1.2 EMS81-WKSHEET



Follow these instructions to print the EMS81-WKSHEET for each count from EMS.

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

3	<p>Click Submit. The EMS81-WKSHEET will display on screen.</p> <p>If the spreadsheet displays with no results shown against each candidate and party, then go to the next step.</p> <p>If '0' shows for each result, then go back and place a tick next to "Blank Worksheet".</p> <p>Only print worksheets that are blank in the results, otherwise the Table Coordinator will not have room to write in the counts when they are completed.</p>
4	Click Print to access the printer options and print the worksheet to A3 size.
5	Select "All voting places" at the top of the voting place dropdown list to print all worksheets for the electorate.
6	Repeat for each electorate you are completing official counts for (home general, home Māori and shared Māori electorates).


3.1.3 Phasing special vote counts

Before printing the EMS81-WKSHEET for special vote counts, you will need to create phases for these counts in EMS. See section 3.3 on organising special vote envelopes into phases.

Step	Instructions
1	From the menu select Results – Parliament Vote Entry
2	<p>From the list of voting places, choose either "Special votes BEFORE polling day", "Special votes ON polling day" or "Votes allowed for Party Only" depending on the count you want to add phases for.</p> 
3	<p>Click on Add Phase on the right-hand side.</p>  <p>Click on OK to confirm that you wish to create a new phase.</p> <p>Note: this cannot be undone, although you can enter '0' votes if you find later that you do not require this phase.</p>
4	Follow the instructions in 3.1.2 EMS81-WKSHEET to print the worksheets.

3.1.4 EMS81-MARKER and EMS11-MARKER

Follow these instructions to print the EMS81-MARKER for each count.

Step	Instructions
1	In EMS, from the menu click on Supplies – Forms - EMS81-MARKER Official Count Marker Cards .
2	Select your electorate from the drop-down menu and click Submit . 
3	Print a set of marker cards for each count.
4	For each special vote count you will also need to print the party marker cards from EMS11-MARKER Preliminary Count Marker Cards .

3.1.5 Additional envelopes for special vote counts

Special votes have not been through the preliminary count, which means you will need to prepare additional materials, which include the preliminary count party marker cards (see section 3.1.4) and envelopes.

For each special vote count, prepare one P3 and P4 envelope:

- on the P3 envelope cross out the word “Ordinary” and write “Special” in the name of the envelope
- on each envelope write the name of the count and the number of the phase, eg. “Advance votes – phase 2”.

3.2 ORDINARY VOTE BALLOT BOXES

Ordinary votes have already been counted for the preliminary count. After the preliminary count the ballot boxes were checked so they are ready for the official count (see section 2 in Chapter 24 – Sort and send).

3.3 SPECIAL VOTE COUNTS AND PHASES

Special votes are counted in three separate counts:

- Votes issued during advance voting (includes takeaway votes)
- Votes issued on Election Day
- Party Vote Only, including ordinary party vote only ballot papers (see section 4).

Depending on the volume of votes received, each of these counts may need be divided in to separate phases, ie, manageable size counts. The recommended number of ballot papers in each count or phase is between 1000 and 1200.

Note that ballot boxes from the special vote processing team will come with approximately 500 envelopes in each, so to create larger counts you will need to combine the envelopes from more than one box. Make sure you keep track of the number of envelopes and count them twice to confirm how many are in the ballot box, before moving to the next step.

An example for dividing special votes into phases:

Advance (number of votes: 5581)					Election Day (number of votes: 4461)				Party vote only (number of votes: 627)
P #1	P #2	P #3	P #4	P #5	P #1	P #2	P #3	P #4	P #1
1200	1200	1200	1200	781	1200	1200	1200	861	627

After the envelopes are opened, the name of the count, the phase number and the number of ballot papers must be written on the top of each ballot box.

Keep each count and phase separate and enter results for each count separately into EMS. See section 3.1.3 to create special vote phases in EMS.

Before undertaking the official count of the special votes, you will need to:

- prepare the forms and envelopes needed for each count (see section 3.1.2, 3.14 and 3.1.5)
- remove the ballot paper from each special vote envelope and place in the corresponding ballot box (see section 3.4).

3.4 REMOVING BALLOT PAPERS FROM SPECIAL VOTE ENVELOPES

Before special votes can be counted, the ballot papers must be removed from the special vote envelopes. By this stage the declarations will have been removed to ensure the secrecy of the vote.

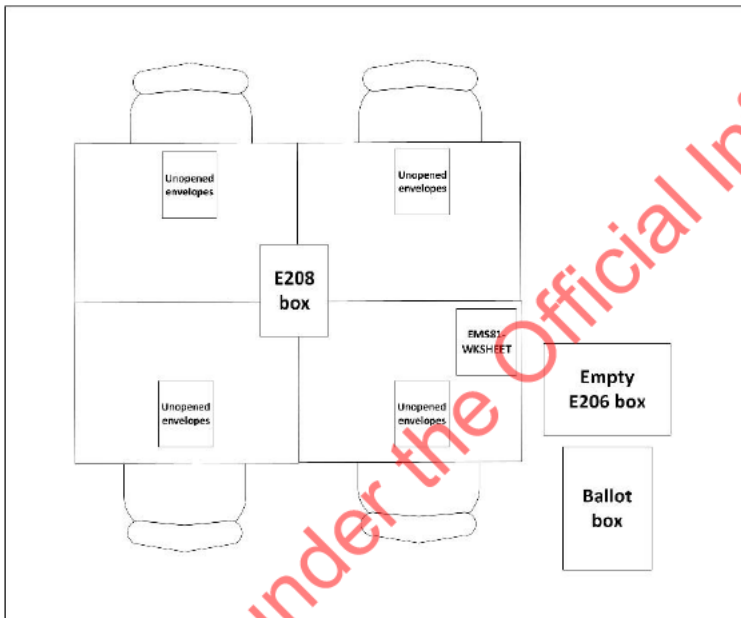
Key points to note about the process:

- Be methodical and stick closely to the instructions.
- Ensure you open envelopes one count at a time.
- Each special vote envelope should contain one special vote ballot paper. If this is not the case, the envelope and any ballot papers contained are removed from the count and reviewed by the OC Process Leader, see section 3.5.
- Complete the counts in the following order: “Advance votes”, “Election Day votes” and then “Party vote only”.
- Do not put opened special vote envelopes into secure destruction bins until the official results have been announced.

Operating in teams of 3 to 4 people, follow the diagram for set up and instructions below to open the special vote envelopes and prepare the papers to be counted.

Nominate one person to be the coordinator for each team

Set up the processing tables for opening special vote envelopes in this way:



Step	Instructions
1	<p>One count/phase at a time:</p> <ul style="list-style-type: none"> • get the ballot box(es) for the phase • get the corresponding EMS81-WKSHEET
2	<p>The special vote processing team will have recorded the number of envelopes in the ballot box on the top of the box(es). On the EMS81-WKSHEET, write the total number of envelopes that will be in the phase in the space “Number of ballot papers issued to voters”.</p>
3	<p>Check that the E208 box in the middle of the processing table is empty.</p>

4

Take the envelopes out of the ballot box. Check that the ballot box is empty eg, that you haven't missed any envelopes under the flaps in the ballot box.

Evenly divide the envelopes, face down, between the team at the processing table.

5

Each team member processes one envelope at a time:

- opens the ballot paper side of the envelope and takes out the contents.
Note: the envelope may need to be tapped on the table to ensure the ballot paper is away from the opening and not torn as the envelope is opened
- checks there is only one ballot paper and that it is for your electorate.

If yes, go to step 6.

If there is anything other than one ballot paper, or the ballot paper is for a different electorate, the team member places all contents back into the envelope and puts it into the E208 box on the table. Then moves onto a new envelope.

6

As the opening of the envelopes progresses, each team member will have three piles in front of them as shown in the following diagram:

- opened ballot papers (face down)
- unopened envelopes (face down)
- opened envelopes (face up).



7

After all the envelopes have been opened, ask the team members to check that all the envelopes are empty. Then place:

- the ballot papers into the corresponding ballot box
- the empty envelopes and torn off strips from the envelopes into the [redacted] box.

Continued on next page

8	<p>The OC Process Leader:</p> <ul style="list-style-type: none"> • checks for and counts the number of envelopes in the E208 box • removes these envelopes from this count by updating the “Number of ballot papers issued to voters” on the EMS81-WKSHEET. • puts these envelopes into an E208 box marked “SV envelopes with issues” • writes the name of the count, the phase number and the adjusted number of ballot papers on the ballot box and on the lid of the E206 box containing the opened envelopes eg. “Advance count, phase 2 – 506 papers” • puts the EMS81-WKSHEET into the ballot box with the ballot papers • [REDACTED] • [REDACTED] • if multiple ballot boxes were combined for the phase, then put the empty ballot box(es) to one side, away from the materials still to be processed.
9	<p>Before the team members can start opening the envelopes for the next count, the OC Process Leader must ensure the E208 box on the sorting table is empty.</p>
10	<p>The OC Process Leader reviews any envelopes with issues following the instructions in section 3.5 while the team members are opening the envelopes for the next phase.</p>

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3.5 RESOLVING ISSUES WITH SPECIAL VOTE ENVELOPES

The OC Process Leader follows these instructions to process any special vote envelopes from the E208 box marked “SV envelopes with issues”.

3.5.1 Ballot paper side of envelope is empty

If there is no ballot paper in the ballot paper side of the envelope:

Step	Instructions
1	Write “Ballot paper missing” on the envelope.
2	<p>Give the envelope to the Special Vote Process Leader, who will:</p> <ul style="list-style-type: none"> find the declaration that corresponds to the envelope using Electronic Roll Scrutiny Application (ERSA), by searching on the declaration number in the “Edit Special Votes” screen to find the batch number have the EM write on the declaration, “Disallowed by EM – Ballot paper missing” and sign the declaration find the voter in the “Edit Special Votes” screen in ERSA and click on the declaration number. in the “Edit Special Vote” dialog box select “No ballot paper enclosed” and click “Update” staple the declaration to the envelope and put it into Box 10.

3.5.2 Ballot paper for wrong electorate

If a ballot paper is found for another electorate in any special vote count **except** the “Party vote only” count:

Step	Instructions
1	Give the envelope to the Special Vote Process Leader, who will find the declaration that corresponds to the envelope using ERSA. This is done by searching on the declaration number in the “Edit Special Votes” screen to find the batch number.
If the declaration is made out for your electorate:	
2A	<p>Give the declaration to the EM, who will:</p> <ul style="list-style-type: none"> write “Ballot paper issued for [electorate on ballot paper] electorate, instead of [your electorate] as per declaration. Ballot paper counted for Party vote only” sign the declaration.
If the declaration is made out for another electorate:	
2B	<p>Give the declaration to the EM, who will:</p> <ul style="list-style-type: none"> write “Declaration for [electorate on declaration] discovered too late to forward. Ballot paper counted for Party vote only”. sign the declaration.
In both cases:	
3	File the declaration in the E206-Clerk box “Qualified/Party vote only”.

Continued on next page

4	Put the envelope containing the ballot paper in the “Party vote only” count ballot box.
5	Adjust the count on the “Party vote only” ballot box.

3.5.3 Declaration in ballot paper side

Use these instructions if you find a special vote declaration in the ballot paper side of a special vote envelope.

Step	Instructions
1	<p>Compare the declaration number with the numbers on the envelope and the ballot paper. There may be more than one, as the declaration for this ballot paper should have already been separated from the envelope.</p> <p>You will need to lift the black sticker on the ballot paper to do this.</p>
2	<p>For the extra declaration, and the matching ballot paper if there is one:</p> <ul style="list-style-type: none"> • get a fresh special vote envelope • write the number of the declaration on the fresh envelope • seal the ballot paper, if there is one, in the ballot paper side of the envelope • staple the declaration to the front of the fresh envelope • give the declaration/envelope to the Special Vote Process Leader for processing.
3	<p>Put the other ballot paper back into the envelope and add it to the next applicable count; adjust the total number of papers on the ballot box and documentation.</p>

3.5.4 More than one ballot paper

Use these instructions if you find more than one ballot paper in an envelope.

Step	Instructions
1	Check the declaration numbers on the ballot paper against the envelope. You need to lift the black sticker on the ballot paper to do this.
2A	<p>If more than one ballot paper matches the envelope:</p> <ul style="list-style-type: none"> • seal the ballot papers back in the ballot paper side of the envelope • give the envelope to the dual vote investigations team and ask them to call the National Support Team [REDACTED]
2B	<p>If one ballot paper matches the envelope and the other(s) don't:</p> <ul style="list-style-type: none"> • put the matching ballot paper back in the envelope then follow step 3 from 3.5.3 • get a fresh envelope for the other papers and write the declaration number of the ballot paper on the envelope • seal the papers in the ballot paper side of the envelope • give the envelope to the Special Vote Process Leader for processing. <p>The Special Vote Process Leader will:</p> <ul style="list-style-type: none"> • check if the declaration number is in ERSA • check Box 1 to see if there is a matching declaration • if the declaration is not found, follow section 6.5, step 5 in Chapter 28 – Special Votes.

3.5.5 If the ballot paper is missing

Use these instructions if there is no ballot paper.

Step	Instructions
1	<p>If the ballot paper is missing:</p> <ul style="list-style-type: none"> • write "Ballot paper missing" on the envelope • give the envelope to the Special Vote Process Leader.
2	<p>The Special Vote Process Leader will:</p> <ul style="list-style-type: none"> • find the declaration that corresponds to the envelope using ERSA, by searching on the declaration number in the "Edit Special Votes" screen to find the batch number • have the EM write on the declaration "Disallowed by EM – Ballot paper missing" and sign the declaration • find the voter in the "Edit Special Votes" screen and click on the declaration number. • in the "Edit Special Vote" dialog box select "No ballot paper enclosed" and click "Update" • staple the declaration to the envelope and put them into Box 10.
3	The Official Count Process Leader should adjust the total number of papers on the ballot box and documentation.

4 THE OFFICIAL COUNT PROCESS

4.1 COUNTS

Official count teams will count votes from each voting place and voting team that issued ordinary votes for Māori electorates and your home general electorate. Each of these is a separate count.

If a large number of ordinary votes were taken at a voting place during advance voting, the votes may be split into two or more phases, shown as AV1, AV2, AV3 etc. Votes taken on Election Day will have the phase of ED.

You will also count special votes cast for your home general electorate. There are three special vote counts: “Advance”, “Election Day” and “Party vote only”. Depending on the number of votes in each of these counts, they may be divided into phases.

Where the EM is also responsible for a Māori electorate, the team will also count special votes for that electorate.

You must keep materials for each count and phase separate.

4.2 COUNT INSTRUCTIONS

The instructions for the count process are a master form: M80-OCINSTRUCT.

4.3 SPECIAL VOTE COUNTS

The official count of special votes is similar, but not identical, to the official count of ordinary votes. Unlike ordinary votes, special votes have not been previously counted. Therefore, special votes must first be sorted into party order, and then counted in the same way as the official count of ordinary votes.

Refer to the “Instructions for special vote official counts” section in M80-OCINSTRUCT. You will need the EMS11-MARKER party vote marker cards (see section 3.1.4).

5 ENTERING AND CHECKING THE VOTING PLACE RESULTS IN EMS

Once the EMS81-WKSHEET result is completed by a counting team and checked by the OC Process Leader, the results are entered into EMS:

- results for all ordinary votes and general electorate special votes must be entered using a general electorate login.
- results for Māori electorate special votes must be entered into the Māori electorate results entry screen.

Step	Who...	Does what...										
1	OC Process Leader	Gives the EMS81-WKSHEET to the data entry operator and waits while the results are input into EMS.										
2	Data entry operator	<p>Enters the results from the EMS81-WKSHEET into EMS, see sections 5.1 and 5.20.</p> <p>Prints the completed EMS81-WKSHEET from EMS.</p> <p>Staples the printed worksheet to the front of the hand-written EMS81-WKSHEET.</p> <p>Gives the forms to the OC Process Leader.</p>										
3	OC Process Leader	Checks that the printed EMS81 WKSHEET matches the handwritten EMS81-WKSHEET, including that the totals calculated by EMS agree with the manually calculated totals.										
		<table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Everything matches...</td> <td>Finalise the voting place count, see section 5.3</td> </tr> <tr> <td>The data entered does not match the handwritten form</td> <td>Get the data entry operator to correct the error and reprint the EMS81-WKSHEET and recheck.</td> </tr> <tr> <td>The totals don't match</td> <td>See section 6 in M80-OCINSTRUCT:</td> </tr> <tr> <td>You cannot get the totals to balance</td> <td> <ul style="list-style-type: none"> • balance the party result • balance the candidate result • balance the party and candidate results. </td> </tr> </tbody> </table>	If...	Then...	Everything matches...	Finalise the voting place count, see section 5.3	The data entered does not match the handwritten form	Get the data entry operator to correct the error and reprint the EMS81-WKSHEET and recheck.	The totals don't match	See section 6 in M80-OCINSTRUCT:	You cannot get the totals to balance	<ul style="list-style-type: none"> • balance the party result • balance the candidate result • balance the party and candidate results.
		If...	Then...									
		Everything matches...	Finalise the voting place count, see section 5.3									
The data entered does not match the handwritten form	Get the data entry operator to correct the error and reprint the EMS81-WKSHEET and recheck.											
The totals don't match	See section 6 in M80-OCINSTRUCT:											
You cannot get the totals to balance	<ul style="list-style-type: none"> • balance the party result • balance the candidate result • balance the party and candidate results. 											


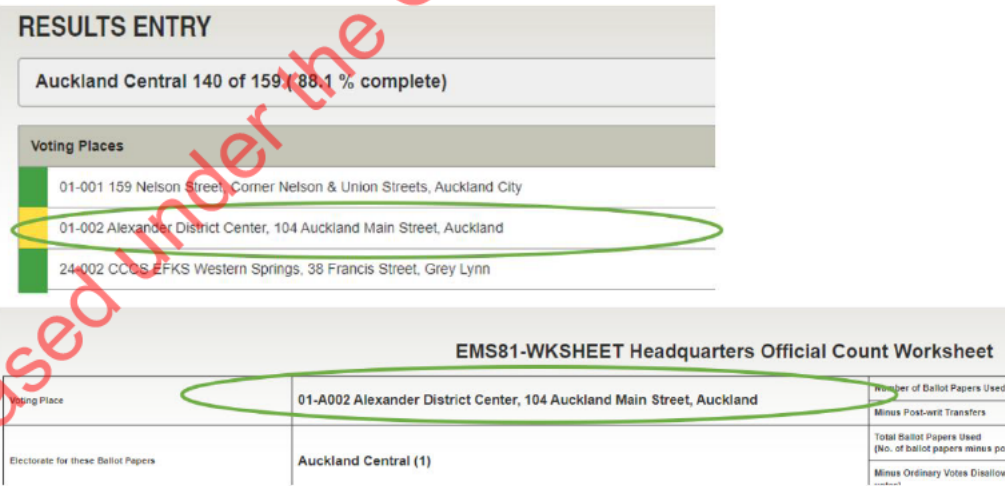
5.1 ENTERING OFFICIAL COUNT RESULTS

The official count results entry screen is different to the Election Day results entry in EMS.

In the first tab you enter the total number of party votes taken. In subsequent tabs you enter the number of votes made for each candidate within each party's votes. There is a separate tab for each party.

Informal party votes also have their own tab so they can be included in the count.

For the official count you must enter the full results for all voting places, including those that took fewer than six votes.

Step	Instructions																		
1	<p>From the menu select Results – Parliament Vote Entry.</p>  <p>EMS will automatically bring up a list of all voting places to enter results for, including those in other electorates that issued ordinary votes on your behalf.</p> <p>The list will also include the three types of special votes you must enter (see section 3.1.3 Phasing special vote counts and section 5.20 Entering "Party vote only" results).</p>																		
2	<p>From the list, select the voting place named on the EMS81-WKSHEET Headquarters official count worksheet.</p>  <table border="1"> <thead> <tr> <th colspan="3">EMS81-WKSHEET Headquarters Official Count Worksheet</th> </tr> </thead> <tbody> <tr> <td>Voting Place</td> <td>01-A002 Alexander District Center, 104 Auckland Main Street, Auckland</td> <td>Number of Ballot Papers Used</td> </tr> <tr> <td></td> <td></td> <td>Minus Post-writ Transfers</td> </tr> <tr> <td></td> <td></td> <td>Total Ballot Papers Used (No. of ballot papers minus po</td> </tr> <tr> <td></td> <td></td> <td>Minus Ordinary Votes Disallow</td> </tr> <tr> <td>Electorate for these Ballot Papers</td> <td>Auckland Central (1)</td> <td></td> </tr> </tbody> </table>	EMS81-WKSHEET Headquarters Official Count Worksheet			Voting Place	01-A002 Alexander District Center, 104 Auckland Main Street, Auckland	Number of Ballot Papers Used			Minus Post-writ Transfers			Total Ballot Papers Used (No. of ballot papers minus po			Minus Ordinary Votes Disallow	Electorate for these Ballot Papers	Auckland Central (1)	
EMS81-WKSHEET Headquarters Official Count Worksheet																			
Voting Place	01-A002 Alexander District Center, 104 Auckland Main Street, Auckland	Number of Ballot Papers Used																	
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		Total Ballot Papers Used (No. of ballot papers minus po																	
		Minus Ordinary Votes Disallow																	
Electorate for these Ballot Papers	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

01 Auckland Central (AV 1)

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
	[REDACTED]																		

5.3 FINALISING THE VOTING PLACE COUNTS

When the results have been entered into EMS and confirmed, the voting place counts need to be finalised.

Step	Instructions
1	The EMS82-CERT must be signed and dated by the: <ul style="list-style-type: none"> EM, PE Manager or OC Process Leader, and Justice of the Peace.
2	Photocopy the EMS82-CERT.
3	Keep the photocopy of the EMS82-CERT on file for the end of the day.
4	Put the original EMS82-CERT and the original printed and hand-written EMS81-WKSHEET forms into the P4 envelope for the count.
5	Put the P4 envelope into the ballot box.
6	[REDACTED]

6 QUALITY ASSURANCE AND MONITORING

6.1 REASONABLENESS CHECKS

The EM must perform reasonableness checks regularly throughout the official count period to ensure that the:

- results have been entered into EMS correctly
- the count is progressing in accordance with the deadlines.

6.1.1 Electorate detail report

The Electorate detail report is used during the official count to check that the results being entered are reasonable. It is similar to the report used on Election Night.

Step	Instructions
1	From the menu select Results - Electorate Detail .
2	Check the report to ensure that: <ul style="list-style-type: none">• results have been entered against the correct voting place and phase• results are as you would reasonably expect, ie, each result is generally in line with the others• the number of Candidate and Party total votes are the same
3	If any results require further investigation: <ul style="list-style-type: none">• write a brief description of the issue• attach the description to the EMS82-CERT for the appropriate count• investigate the issue.
4	If any corrections are needed, follow the process in section 7.7.

6.1.2 Official count and Election Night vote comparison report

Step	Instructions
1	From the menu select Reports – Official Count and Election Night Votes Comparison .
2	Use the report to check: <ul style="list-style-type: none">• whether variance between the preliminary and official counts is more than 5 votes• if votes for any candidate or party appear to have been misplaced in the official count• if votes for any candidate or party are consistently changing during the official count. The report can be: <ul style="list-style-type: none">• run on the candidate or party votes• run with a chosen variance (default is 10)• either shown onscreen (HTML) or downloaded as a csv file (opens in Excel).

6.2 END OF DAY PROCESS

At the end of each day the Justice of the Peace is required to certify the progress of the count.

Step	Who	Does what...
1	Data entry operator	<p>Prints a fresh copy of the:</p> <ul style="list-style-type: none"> • Official results notification form (EMS82-FINAL) for the home general electorate • Partial official results notification for Māori electorate (EMS82-MĀORI) for each Māori electorate that your electorate issued ordinary votes for (see section 6.2.1).
2	OC Process Leader	<ul style="list-style-type: none"> • Attaches the photocopies of the EMS82-CERT from each of the counts conducted during the day to the appropriate EMS82-FINAL or EMS82-MĀORI. • [REDACTED] [REDACTED] Signs and dates the sticker and has the Justice of the Peace sign as the witness.
3	Justice of the Peace	<ul style="list-style-type: none"> • Writes the following on each EMS82-FINAL and EMS82-MĀORI: “This is my certificate under section 178(9) of the Electoral Act (1993) showing progress of the count, for [electorate the count relate to] on [date] and the voting places counted in my presence”. • Signs the certificate.
4	OC Process Leader	<ul style="list-style-type: none"> • Files the documentation in a folder marked “End of Day” and provides it to the EM.

6.2.1 EMS82-FINAL and EMS82 MĀORI

Follow these instructions to print EMS82-FINAL or EMS82-MĀORI.

Step	Instructions
1	From the menu select Results
2	<p>Select either:</p> <ul style="list-style-type: none"> • EMS82-FINAL Official Results Notification Form • EMS82-MĀORI Official Count Māori Electorate Partial Results Certificate. <p>If you are printing EMS82-MĀORI, select the Māori electorate you want to print the certificate for from the dropdown.</p>
3	Select Print . Print a certificate for each Māori electorate you’ve taken ordinary votes for.

7 EXTRACTION AND ADJUSTMENTS TO THE OFFICIAL COUNT

7.1 OVERVIEW

Official count adjustments may be required when:

- a counting error is identified during reasonableness checking (see section 6)
- a vote is extracted as a result of a post-writ change (see Chapter 27 – Post-writ changes)
- a vote is extracted as a result of a dual vote investigation (see Chapter 26 – Dual votes).

When you need to change an official count result, it must be updated in several places and signed off by the JP and the EM.

The reason for extracting the vote determines how it is treated:

- When a vote is subject to a post-writ transfer the party vote must be counted, but the candidate vote must not. So that the voting place count still balances the vote must be completely removed from the count and added to the “Party vote only” count.
- When a vote is disallowed because of a post-writ deletion or dual vote investigation, both the party and candidate votes are disallowed. On the voting place count, the vote is added to the number of disallowed votes and subtracted from the party and candidate counts.

7.2 TIMING

Extraction of any ordinary votes from a count because of a dual vote investigation or post-writ change will be done after the official count of ordinary votes is complete. This is to reduce the number of times a ballot box is accessed during the post-election period. This process should be completed by midday Friday E+13.

Special votes are usually extracted during special vote processing before they get to the count.

7.3 ROLES AND RESPONSIBILITIES

Task	Who	Notes
Provide extraction lists	Dual Votes Process Leader	People who have worked on dual vote investigations should not be involved in extraction
Extract votes	OC Process Leader Capable official count staff	Should not see the content of dual vote investigation files
Update documentation	EM and JP	
Adjust official counts in EMS	Data entry operator	Should not see the content of dual vote investigation files
Checks updated EMS worksheets	OC Process Leader	
Put ballot papers on dual vote files	EM or Dual Votes Process Leader	The ballot papers should be kept folded, so the vote is not seen.

7.4 MATERIALS REQUIRED FOR EXTRACTION

For each voting place that you are extracting votes from, you will need the relevant:

- P3 envelope(s)
- P4 envelope
- EMS81-WKSHEET
- EMS82-CERT.

You will also need:

- The dual vote and post-writ extraction lists, sorted by voting place (2 copies)
- Dual vote and post-writ deletion case files
- Folder marked "Extracted votes"
- [REDACTED]

7.5 EXTRACTING VOTES

The OC Process Leader and trusted and capable members of their team extract votes from the official count. Process one voting place at a time.

Step	Instructions
1	Use the dual vote and post-writ extraction lists to identify the voting places that require ballot papers to be extracted from the count.
2	For each voting place where one or more votes need to be extracted: <ul style="list-style-type: none">• get the P3 envelope(s)• [REDACTED]• place the ballot papers on the counting table.
3	<ul style="list-style-type: none">• Clearly write all the ballot paper number(s) you are looking for on an A4 piece of paper. You may need to photocopy this, so everyone can see it easily.• Either shine a light from underneath the ballot paper to see the number or carefully lift the black stickers on each ballot paper until you find the paper(s).• Replace the stickers on all other ballot papers.
4	Take the ballot paper, folding it in half to hide the votes as much as possible, and put it in a file marked "extracted votes".
5	When all ballot papers have been extracted from a count: <ul style="list-style-type: none">• put the remaining ballot papers back into the P3 envelope• [REDACTED]• date and sign the sticker and ask the JP to witness it• [REDACTED]
6	Provide the extracted ballot papers and corresponding P4 envelope to the EM to complete the steps in section 7.6.

The EM updates the official documentation with the Justice of the Peace as witness.

Step	Instructions												
1	<p>Open the P4 envelope and remove the EMS81-WKSHEET and EMS82-CERT.</p> <p>For each of the ballot papers extracted, use the M71-INVEST or M72-POST to identify the change required to the official count. Update the EMS81-WKSHEET as follows, using a red pen.</p> <p>For post-writ transfers:</p> <ul style="list-style-type: none"> write the number of post-writ transfers in the “Minus Post-writ transfers” field subtract this number from the “Total Ballot Papers Used”. <p>For example, if there was 1 post-writ transfer, make this change to the top of the EMS81-WKSHEET:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Number of Ballot Papers Used (sum of column C from Form G)*</td> <td style="text-align: center;">102</td> </tr> <tr> <td>Minus Post-writ Transfers</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Total Ballot Papers Used</td> <td style="text-align: center;">102 101</td> </tr> <tr> <td>Minus Ordinary Votes Disallowed (including Dual Votes)</td> <td></td> </tr> <tr> <td>Minus Spoilt Ballot Papers (sum of column D from Form G)*</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Total Votes</td> <td style="text-align: center;">100 99</td> </tr> </table>	Number of Ballot Papers Used (sum of column C from Form G)*	102	Minus Post-writ Transfers	1	Total Ballot Papers Used	102 101	Minus Ordinary Votes Disallowed (including Dual Votes)		Minus Spoilt Ballot Papers (sum of column D from Form G)*	2	Total Votes	100 99
Number of Ballot Papers Used (sum of column C from Form G)*	102												
Minus Post-writ Transfers	1												
Total Ballot Papers Used	102 101												
Minus Ordinary Votes Disallowed (including Dual Votes)													
Minus Spoilt Ballot Papers (sum of column D from Form G)*	2												
Total Votes	100 99												
2	<p>Next, check how the voter marked their ballot paper, and adjust the worksheet</p> <div style="text-align: center;"> </div>												

Continued on next page

Step

Instructions

On the EMS81-WKSHEET:

- in the "Party Votes" row, adjust the votes for the appropriate party
- in that party's column, adjust the candidate counts for the appropriate candidate.

Add the ballot paper to the "Party vote only" count and adjust that count accordingly.

In this example, you would reduce the number of votes for the Reformist Party by 1 vote, and the number of votes for Caspian Hook, in that party's column, by 1 vote.

Number of Ballot Papers Used (sum of column C from Form G)*	102
Minus Post-writ Transfers	1
Total Ballot Papers Used	101
Minus Ordinary Votes Disallowed (including Dual Votes)	
Minus Spoilt Ballot Papers (sum of column D from Form G)*	2
Total Votes	100 99

						Informal Votes	TOTALS	
6	3	29 30	2	1	4	99	100	
0	1	1	0	0	0	11		
1	0	1	0	0	0	5		
4	0	0	0	0	1	8		
0	0	7 8	1	0	1	31 32		
0	0	3	0	0	0	10		
0	0	1	0	1	0	3		
0	0	0	0	0	0	1		
0	0	15	1	0	2	25		
0	2	1	0	0	0	3		
1	0	0	0	0	0	2		Informal Votes
6	3	29 30	2	1	4	99	100	Candidate Vote Totals
0	0	0	0	0	0	0		

For post-writ deletions or dual votes (collectively known as votes disallowed):

- write the number of disallowed votes in the "Minus Ordinary Votes Disallowed" field
- subtract this number, along with any spoilt ballot papers (in the next field) from the "Total Ballot Papers Used" to obtain the "Total Votes".

Step	Instructions												
	<table border="1"> <tr> <td>Number of Ballot Papers Used (sum of column C from Form G)*</td> <td>102</td> </tr> <tr> <td>Minus Post-writ Transfers</td> <td></td> </tr> <tr> <td>Total Ballot Papers Used</td> <td>102</td> </tr> <tr> <td>Minus Ordinary Votes Disallowed (including Dual Votes)</td> <td>1</td> </tr> <tr> <td>Minus Spoilt Ballot Papers (sum of column D from Form G)*</td> <td>2</td> </tr> <tr> <td>Total Votes</td> <td>100 99</td> </tr> </table>	Number of Ballot Papers Used (sum of column C from Form G)*	102	Minus Post-writ Transfers		Total Ballot Papers Used	102	Minus Ordinary Votes Disallowed (including Dual Votes)	1	Minus Spoilt Ballot Papers (sum of column D from Form G)*	2	Total Votes	100 99
Number of Ballot Papers Used (sum of column C from Form G)*	102												
Minus Post-writ Transfers													
Total Ballot Papers Used	102												
Minus Ordinary Votes Disallowed (including Dual Votes)	1												
Minus Spoilt Ballot Papers (sum of column D from Form G)*	2												
Total Votes	100 99												
	<p>On the EMS81-WKSHEET:</p> <ul style="list-style-type: none"> in the "Party Votes" row, adjust the votes for the appropriate party in that party's column, adjust the candidate counts for the appropriate candidate as shown in Step 2 above. <p>Fold the ballot paper roughly in half, with the ballot paper number showing and put it in the dual vote or post-writ deletion file.</p> <p>Note: any disallowed Māori electorate ordinary ballot papers are retained by the general electorate. Advise the Māori electorate(s) that you have extracted the ballot paper(s).</p> <ul style="list-style-type: none"> Return all dual votes materials in their file to National Office ie do not return the ballot paper(s) to the Māori electorate EM (see Chapter 26). Return any Māori electorate post-writ deletion files with your electorate's Clerk of the House materials, as part of the completion process (see Chapter 30). 												
4	Provide the amended EMS81-WKSHEET to the data entry operator and have the results updated on the "Official Count Results Entry" screen in EMS (see section 7.7).												
5	Print an updated EMS81-WKSHEET and EMS82-CERT (see section 7.7).												
6	<p>On the bottom of the updated EMS81-WKSHEET write:</p> <ul style="list-style-type: none"> the date and time reason for the change your initials. <ul style="list-style-type: none"> For the post-writ transfer example given above, this would look like: <p style="margin-left: 40px;">2/10/23 12.45pm Post-writ changes PWT ballot # 13604 xm</p>												
7	Staple the original EMS81-WKSHEET to the back of the updated EMS81-WKSHEET.												

Continued on next page

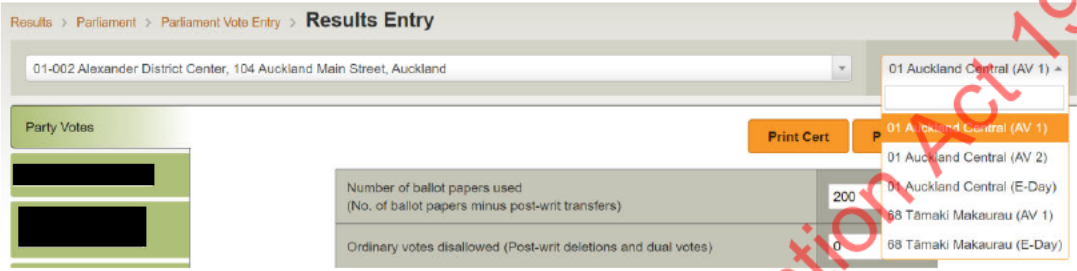
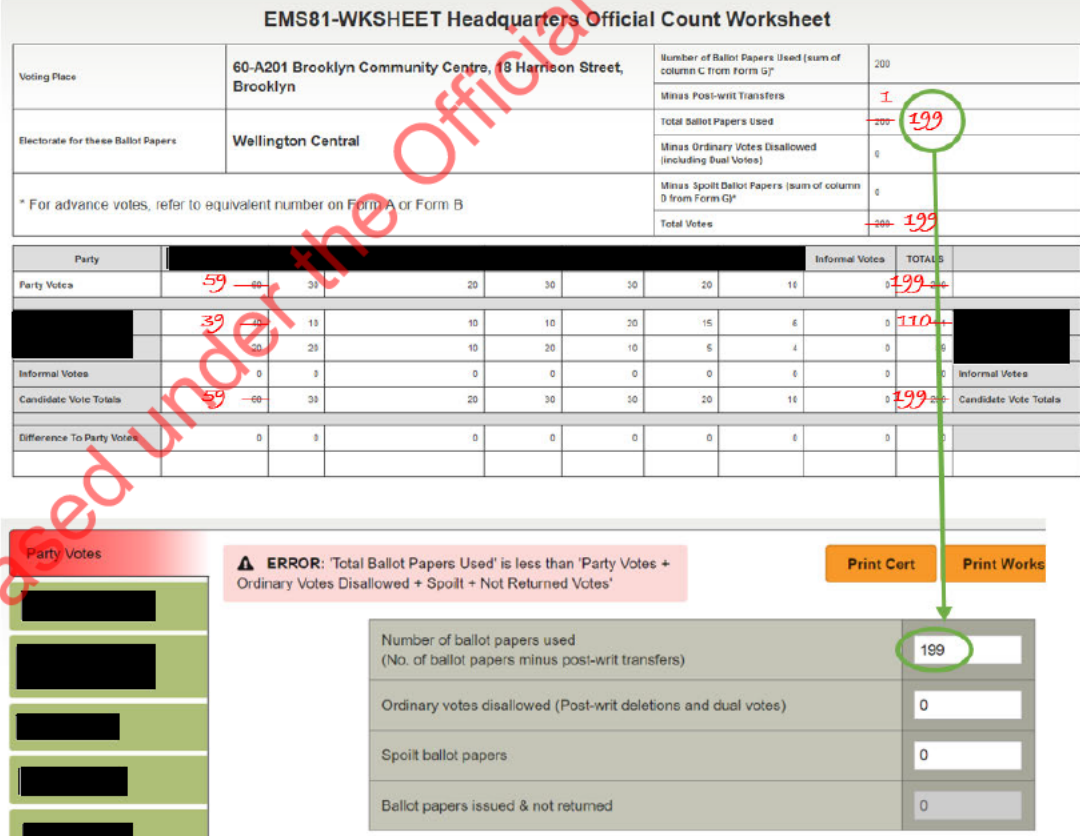
Step	Instructions
8	Ask the EM and JP to sign the new EMS82-CERT.
9	Photocopy the updated EMS82-CERT and staple the original to the back of the updated EMS82-CERT.
10	Put all original and amended forms back in the P4 envelope.
11	Put the photocopy of the EMS82-CERT in your daily folder until the end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

Released under the Official Information Act 1982

7.7 ADJUSTING OFFICIAL COUNT RESULTS IN EMS

A data entry operator updates the official counts in EMS.

7.7.1 Updating post-writ transfers

Step	Instructions																																												
1	<p>From the menu select Results – Parliament Vote Entry and select the voting place, electorate and phase you need to make a change to.</p> 																																												
2	<p>On the Party Votes tab, change the “Number of ballot papers used” to reflect the changes made on the EMS81-WKSHEET. Select Save</p> <p>A warning message will show that the total does not match the total party votes counted.</p>  <p>EMS81-WKSHEET Headquarters Official Count Worksheet</p> <table border="1"> <thead> <tr> <th>Voting Place</th> <th>60-A201 Brooklyn Community Centre, 18 Harrison Street, Brooklyn</th> <th>Number of Ballot Papers Used (sum of column C from Form G)</th> <th>200</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Minus Post-writ Transfers</td> <td>1</td> </tr> <tr> <td></td> <td></td> <td>Total Ballot Papers Used</td> <td>199</td> </tr> <tr> <td>Electorate for these Ballot Papers</td> <td>Wellington Central</td> <td>Minus Ordinary Votes Disallowed (including Dual Votes)</td> <td>0</td> </tr> <tr> <td></td> <td></td> <td>Minus Spoilt Ballot Papers (sum of column D from Form G)</td> <td>0</td> </tr> <tr> <td></td> <td></td> <td>Total Votes</td> <td>199</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Party</th> <th>Party Votes</th> <th>Informal Votes</th> <th>TOTALS</th> </tr> </thead> <tbody> <tr> <td>Party Votes</td> <td>199</td> <td>0</td> <td>199</td> </tr> <tr> <td>Informal Votes</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Candidate Vote Totals</td> <td>199</td> <td>0</td> <td>199</td> </tr> <tr> <td>Difference To Party Votes</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>ERROR: 'Total Ballot Papers Used' is less than 'Party Votes + Ordinary Votes Disallowed + Spoilt + Not Returned Votes'</p> <p>Number of ballot papers used (No. of ballot papers minus post-writ transfers): 199</p> <p>Ordinary votes disallowed (Post-writ deletions and dual votes): 0</p> <p>Spoilt ballot papers: 0</p> <p>Ballot papers issued & not returned: 0</p>	Voting Place	60-A201 Brooklyn Community Centre, 18 Harrison Street, Brooklyn	Number of Ballot Papers Used (sum of column C from Form G)	200			Minus Post-writ Transfers	1			Total Ballot Papers Used	199	Electorate for these Ballot Papers	Wellington Central	Minus Ordinary Votes Disallowed (including Dual Votes)	0			Minus Spoilt Ballot Papers (sum of column D from Form G)	0			Total Votes	199	Party	Party Votes	Informal Votes	TOTALS	Party Votes	199	0	199	Informal Votes	0	0	0	Candidate Vote Totals	199	0	199	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)	200																																										
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		Total Ballot Papers Used	199																																										
Electorate for these Ballot Papers	Wellington Central	Minus Ordinary Votes Disallowed (including Dual Votes)	0																																										
		Minus Spoilt Ballot Papers (sum of column D from Form G)	0																																										
		Total Votes	199																																										
Party	Party Votes	Informal Votes	TOTALS																																										
Party Votes	199	0	199																																										
Informal Votes	0	0	0																																										
Candidate Vote Totals	199	0	199																																										
Difference To Party Votes	0	0	0																																										

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	[Redacted]	[Redacted]	[Redacted]
Party Votes	59	60	30
[Redacted]	39	40	10
[Redacted]		20	20
Informal Votes	0		0
Candidate Vote Totals	59	60	30
Difference To Party Votes		0	0

Party Votes Print Cert Print Worksheet

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Number of ballot papers used	199
Ordinary votes disallowed	0
Spoilt ballot papers	0
Ballot papers issued & not returned	0
Party Votes (from EMS11-P)	
[Redacted]	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

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

[Redacted]	59
Candidate Votes for ACT New Zealand	
[Redacted]	39
[Redacted]	20
Informal Votes	0
Total Candidate Votes	59

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

Step	Instructions																																																												
1	From the menu select Results – Parliament Vote Entry and select the voting place, electorate and phase you need to make a change to.																																																												
2	<p>On the Party Votes tab, enter the number of ordinary votes disallowed as shown on the EMS81-WKSHEET and select Save.</p> <div data-bbox="290 490 1324 996"> <p style="text-align: center;">EMS81-WKSHEET Headquarters Official Count Worksheet</p> <table border="1"> <tr> <td>Voting Place</td> <td>60-A201 Brooklyn Community Centre, 18 Harrison Street, Brooklyn</td> <td>Number of Ballot Papers Used (sum of column C from Form G)</td> <td>100</td> </tr> <tr> <td>Electorate for these Ballot Papers</td> <td>Wellington Central</td> <td>Minus Post-writ Transfers</td> <td></td> </tr> <tr> <td colspan="2">* For advance votes, refer to equivalent number on Form A or Form B</td> <td>Total Ballot Papers Used</td> <td>100</td> </tr> <tr> <td colspan="2"></td> <td>Minus Ordinary Votes Disallowed (including Dual Votes)</td> <td>1</td> </tr> <tr> <td colspan="2"></td> <td>Minus Spoilt Ballot Papers (sum of column D from Form G)</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Total Votes</td> <td>199</td> </tr> </table> <table border="1"> <thead> <tr> <th>Party</th> <th>Party Votes</th> <th>Informal Votes</th> <th>Candidate Vote Totals</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>58</td> <td>30</td> <td>192</td> </tr> <tr> <td>[Redacted]</td> <td>32</td> <td>10</td> <td>109</td> </tr> <tr> <td>[Redacted]</td> <td>23</td> <td>20</td> <td>80</td> </tr> <tr> <td>Informal Votes</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Candidate Vote Totals</td> <td>58</td> <td>30</td> <td>192</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="290 1014 1059 1319"> <p>Party Votes</p> <p>ERROR: "Total Ballot Papers Used" is less than "Party Votes + Ordinary Votes Disallowed + Spoilt + Not Returned Votes"</p> <p>Print Cert Print Worksheet</p> <table border="1"> <tr> <td>Number of ballot papers used</td> <td>100</td> </tr> <tr> <td>Ordinary votes disallowed</td> <td>1</td> </tr> <tr> <td>Spoilt ballot papers</td> <td>0</td> </tr> <tr> <td>Ballot papers issued & not returned</td> <td>0</td> </tr> </table> </div>	Voting Place	60-A201 Brooklyn Community Centre, 18 Harrison Street, Brooklyn	Number of Ballot Papers Used (sum of column C from Form G)	100	Electorate for these Ballot Papers	Wellington Central	Minus Post-writ Transfers		* For advance votes, refer to equivalent number on Form A or Form B		Total Ballot Papers Used	100			Minus Ordinary Votes Disallowed (including Dual Votes)	1			Minus Spoilt Ballot Papers (sum of column D from Form G)				Total Votes	199	Party	Party Votes	Informal Votes	Candidate Vote Totals	[Redacted]	58	30	192	[Redacted]	32	10	109	[Redacted]	23	20	80	Informal Votes	0	0	0	Candidate Vote Totals	58	30	192	Difference To Party Votes	0	0	0	Number of ballot papers used	100	Ordinary votes disallowed	1	Spoilt ballot papers	0	Ballot papers issued & not returned	0
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3	<p>On the Party Votes tab, change the number of party votes for the party that has had their count reduced. The tab for the party that no longer balances will show red.</p> <div data-bbox="290 1462 1110 1839"> <p>Party Votes</p> <p>Print Cert Print Worksheet</p> <table border="1"> <tr> <td>Number of ballot papers used</td> <td>100</td> </tr> <tr> <td>Ordinary votes disallowed</td> <td>0</td> </tr> <tr> <td>Spoilt ballot papers</td> <td>0</td> </tr> <tr> <td>Ballot papers issued & not returned</td> <td>0</td> </tr> <tr> <td colspan="2">Party Votes (from EMS11-P)</td> </tr> <tr> <td>[Redacted]</td> <td>59</td> </tr> </table> </div>	Number of ballot papers used	100	Ordinary votes disallowed	0	Spoilt ballot papers	0	Ballot papers issued & not returned	0	Party Votes (from EMS11-P)		[Redacted]	59																																																
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Continued on next page

4

On the relevant party tab, change the number of candidate votes to reflect the new total. The numbers should now all balance and the tabs should all be green.

The screenshot shows a web interface with two main sections. On the left, under the heading 'Party Votes', there are several rows of blacked-out bars. On the right, there are two orange buttons: 'Print Cert' and 'Print Worksheet'. Below these, a table shows 'Candidate Votes for ACT New Zealand' with a total of 59. The table has three rows: 'Candidate Votes for ACT New Zealand' (with a value of 39 circled in green), 'Informal Votes' (with a value of 0), and 'Total Candidate Votes' (with a value of 59).

Candidate Votes for ACT New Zealand	
[Redacted]	59
[Redacted]	39
[Redacted]	20
Informal Votes	0
Total Candidate Votes	59

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8 FINALISING THE OFFICIAL RESULTS

8.1 WAIT UNTIL NATIONAL OFFICE INSTRUCTS YOU TO START

You must wait until National Office instructs you to complete partial Māori electorate or final general electorate results certificates. If you do this earlier, you will be asked to complete them again.

You may need to adjust and recertify counts right up to when dual vote investigations have been completed.

When all EMs have confirmed in EMS that they have completed special vote processing, National Office will do reasonableness checks, including comparing special vote and post-writ deletion records between electorates to identify any apparent dual votes.

When National Office is satisfied that all results are in order, you will be instructed by text to certify your final results.

Therefore you will need a JP to be available right through to the end of the Official Count period.

8.2 PARTIAL RESULTS FOR OVERSEAS VOTES

Overseas, dictation and remote location votes for all electorates will be processed and certified by the Centralised Processing team (CPT) at National Office. When instructed by National Office, CPT will provide the partial certificate and any additional instructions to each electorate.

8.3 CERTIFICATION PROCESS

Once the official counts of votes from each voting place, voting team and special vote processing unit, including party vote only votes, are completed, you must certify the final results totals for your electorate. Certification involves three main steps:

Step	Who	Action
1	National Office	performs reasonableness and duplicate checks
2	General electorate EMs	certify official ordinary vote counts for Māori electorates (EMS82-MĀORI partial results certificate)
3	All electorate EMs	certify final official results (EMS82-FINAL)

These steps involve coordinating with JPs, other EMs and National Office. It is important that the steps are followed in order and at the right time.

8.4 RESOURCES

To certify the official count you need:

- the Official count and Election Night votes comparison report (see 6.1.2)
- the Electorate detail report (see 6.1.1)
- EMS82-FINAL Official results notification form (for your general electorate, and the Māori electorate if you are the Māori electorate EM)
- EMS82-MĀORI Official Count Māori electorate partial results certificate for each Māori electorate that you have counted votes for
- EMS82 partial certificate for overseas votes.

8.5 CERTIFYING PARTIAL RESULTS FOR MĀORI ELECTORATES

General electorate EMs must complete the:

- official count of Māori electorate(s) ordinary votes taken in their voting places by Wednesday (E+4)
- reasonableness checking and task confirmation of the Māori electorate(s) ordinary votes in EMS by noon on Thursday (E+5), and
- print partial official results certificate(s) for Māori electorate(s) when instructed by National Office (plan for Monday E+16).

Note: If these deadlines are missed, you will hold up other EMs.

Step	Instructions
By noon on Thursday E+5	
1	Complete all Māori electorate ordinary vote official counts.
2	Conduct reasonableness checks, investigate any unusual results and correct any errors.
3	When you are satisfied that the results are correct, confirm that the partial official count of Māori ordinary votes is complete via EMS task confirmation by noon on Thursday (E+5).
When instructed by National Office (plan for Monday E+16)	
4	Print the EMS82-MĀORI Official Count Māori electorate partial results certificate for your home Māori and any shared Māori electorates (see section 6.2.1).
5	Sign the certificate(s).
6	Ask the JP who was present during the count to sign the certificate(s).
7	Scan the certificate(s).
8	Email a copy of the certificate(s) to the EM for the Māori electorate(s).
9	Attach a copy of the certificate(s) to the appropriate task in EMS task confirmation.

8.6 CERTIFYING THE FINAL RESULTS

The EM who counts the votes must certify that the results entered into EMS are correct, and each EM must certify the complete and final result for their home general electorate. You cannot certify the final result for your electorate until all the results that contribute to it are finalised and certified ie all dual votes cases are resolved and the overseas votes count is complete.

Māori electorate EMs will receive and check partial results certificates from general electorates and will sign off the final certificate for the Māori electorate.

Each certificate must be signed by the EM and the JP who was present while the votes were counted.

For votes counted in one electorate for another electorate eg, Māori ordinary vote counts, the result must be certified by the EM and JP in both electorates.

Use these instructions to certify your final results.

Step	Instructions
1	Complete all ordinary vote official counts.
2	Complete all dual vote investigations.
3	Complete all special vote official counts.
4	Conduct reasonableness checks, investigate any unusual results and correct any errors.
5	When you are satisfied that the results are correct, confirm that your official counts are complete in EMS task confirmation.

National Office then completes a duplicate check. If they find a dual vote, you will be contacted on Wednesday (E+18) morning to discuss what to do.

Step	Instructions
When instructed by National Office (plan for Wednesday E+18):	
1	Print the Official Results certificate (EMS82-FINAL) for your electorate (see section 6.2.1).
2	Check that the partial results certificates for the overseas vote count, matches the results on your EMS82-FINAL
3	Sign the certificate.
4	Ask the JP who was present during the count to sign the certificate.
5	Scan the certificate.
6	Attach a copy of the certificate to the appropriate task in EMS Task Confirmation.

8.7 CHANGES TO A COUNT AFTER THE FINAL RESULTS HAVE BEEN CERTIFIED

If you make a change to any count in EMS after certifying the Official Results certificate, the result must be certified again. National Office must give permission to do this.

8.8 DECLARING THE RESULTS

The Chief Electoral Officer will formally declare the results of the official counts by publishing them in the Gazette and will make any comments needed about progress and the results.

EMs and their staff must not make any public statements or comments to media or others about the progress of the official count or results.

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CLOSE OF VOTING

Close of voting

At the close of voting, voting papers will be collected and returned to the Commission. It is important that you are prepared so that votes are ready to be collected and returned as soon as possible.

If you are a NZ Ministry of Foreign Affairs or NZ Trade and Enterprise office it is vital that you [REDACTED]

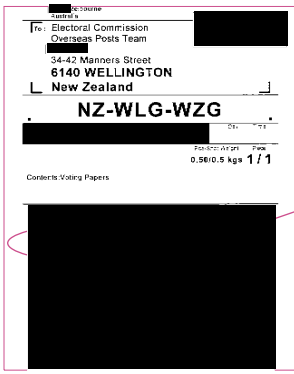
Wednesday (E-3): Start reconciliation process

OVPs with a large number of voting papers to return, should start reconciling on Wednesday. Smaller OVPs can delay till Thursday or Friday.

Thursday (E-2): Arrange pick up

The Commission has contracted DHL as the overseas courier responsible for delivering supplies and collecting votes. You will be provided with a list of local DHL numbers prior to the close of voting.

Ring your local DHL office, no later than **Thursday 12 October**, to arrange collection. Provide the following information when making your booking:

The Commission's account number	[REDACTED]
Airway bill number	
Pick up address	Your address Note: A cell phone number (if required) to access the building on arrival
Delivery address	Electoral Commission [REDACTED] [REDACTED] New Zealand
Contents	Electoral materials
The time for courier to come to collect	4.30pm (or no later than 5pm)

DHL has notified their branches to expect a call from you regarding the collection of voting papers.

Some may contact you before you contact them. Please don't worry, just confirm the information above as per normal.

Friday 4pm: Close of voting

At 4pm you need to close down the OVP, complete the final day's reconciliation (OVP 5) and OVP 6: Votes Returned by OVP. DHL will arrive around 4.30pm so you must be prepared!

Ideally this process is completed by you with the assistance of an OIO. If this is not possible, you can do this alone or get two OIO's to complete the process.

Ensure that all voting materials collected at the close of voting are kept within custody and sight of an electoral official at all times, until they are collected to be returned to the Commission.

NOTE: If you completed and returned a phased return, this process is the same. However you will complete the form sections **marked "P2"**

PART 1:

- 1 Complete OVP 5: ORO Daily Declaration Reconciliation Report for Friday
- 2 Transfer the expected totals below onto Form OVP 6: Votes Returned by OVP
 - Number of votes issued
 - Number of votes received

NOTE: If using electronic forms you will need to check the calculated numbers match. Print the form if correct - if not contact the OS team.

PART 2:

- 1 Remove the voting papers from the ballot box
- 2 Sort into electorates and unknown (all postal votes will be marked as unknown if the electorate is not written on the envelope)
- 3 Bundle with rubber bands - by electorate. You can bundle smaller electorates together but will need to note this on the top of the bundle.
- 4 Record the number of physical voting envelopes by electorate on page, with the number of unknown in the unknown box on OVP 6.
- 5 Complete totals on OVP 6. Remember if using the electronic form this will complete for you.

PART 3:

- 6 Check the totals are the same on the following forms
 - ORO daily reconciliation report total received
 - Form OVP 6 total received box (top page)
 - Form OVP 6 number of votes returned

PART 4:

- 7 Scan OVP 5: ORO Daily Declaration Reconciliation Report and OVP 6: Votes Returned by Overseas Voting Place and email it to the Commission [REDACTED]
- 8 Place voting paper bundle, OVP 5 and Form OVP 6 into the DHL courier bag.

All voting envelopes, OVP 5 and OVP 6 must be sent to the Commission on the same day that overseas voting ends. Their figures are used on election night in the Preliminary Count.

Part 1. Complete totals on OVP 5

1. Complete end sections

5

E85 + E88 TOTAL				
A	B	C	D	

NOTE: Colours reference totals from other forms

EC if additional supplies needed

PHASE 1 TOTALS	PHASE 2							PHASE 2 TOTALS
	Day 11	Day 12	Day 13	Day 14	Day 15	Day 16	Day 17	

(A)								(A)
(B)								(B)

(C)								(C)
-----	--	--	--	--	--	--	--	-----

(D)								(D)
-----	--	--	--	--	--	--	--	-----

E85 TOTALS		PHASE 1	PHASE 2
E85 In Person Decs Issued (A)			
E85 Postal Decs Issued (B)			
E85 Postal Votes Received (C)			
E85 Total Votes Received (D)			
Transfer Totals to Form 6			

NOTE: Colours reference totals from other forms

EC if additional supplies needed

PHASE 1 TOTALS	PHASE 2							PHASE 2 TOTALS
	Day 11	Day 12	Day 13	Day 14	Day 15	Day 16	Day 17	

(A)								(A)
(B)								(B)

(C)								(C)
-----	--	--	--	--	--	--	--	-----

(D)								(D)
-----	--	--	--	--	--	--	--	-----

E88 TOTALS		PHASE 1	PHASE 2
E88 In Person Decs Issued (A)			
E88 Postal Decs Issued (B)			
E88 Postal Votes Received (C)			
E88 Total Votes Received (D)			
Transfer Totals to Form 6			

nd 2 Totals if Phase advised by EC. Email copy of form to EC AND include this form with the voting er
If your site does not req

2. Transfer to OVP 6

NOTE: Colour coded with A - D

DAILY DECLARATION RECONCILIATION REPORT

Part 2: Complete OVP 6

Transfer counts from OVP 5

VOTES RETURNED BY OVERSEAS VOTING PLACE

Name of OVP: _____

OVP 6

NOTE: ONLY Complete Phase 1 sections if EC advised.

TRANSFER FROM Form 5a Totals:

	P1	P2		P1	P2	TOTAL P1 + P2 E85 + E88	(A)
E85 IP Decs Issued (A)							(A)
E85 Postal Decs Issued (B)							(B)
E85 Postal Votes Received (C)							(C)
E85 Total Votes Received (A+C)=D							(D)
Phase 1 E85 + E88 Total Received (P1 D)							
E88 IP Decs Issued (A)							
E88 Postal Decs Issued (B)							
E88 Postal Votes Received (C)							
E88 Total Votes Received (A+C)=D							
Phase 2 E85 + E88 Total Received (P2 D)							

Number of ALL Votes to be Returned to the Electoral Commission

Electorate Name	PHASE 1			PHASE 2			TOTAL (P1+P2)		
	Votes returned	EC ONLY	difference + or -	Votes returned	EC ONLY	difference + or -	Votes returned	EC ONLY	difference + or -
01 Auckland Central									
02 Banks Peninsula									
03 Bay of Plenty									
04 Botany									
05 Christchurch Central									
06 Christchurch East									
07 Coromandel									
08 Dunedin									
09 East Coast									
10 East Coast Bays									
11 Epsom									
12 Hamilton East									
13 Hamilton West									
14 Hutt South									
15 Ilam									
16 Invercargill									
17 Kaikōura									
18 Kaipara ki Mahurangi									
19 Kelston									
20 Mana									
21 Māngere									
22 Manurewa									
23 Maungakiekie									
24 Mt Albert									
25 Mt Roskill									
26 Napier									
27 Nelson									
28 New Lynn									
29 New Plymouth									
30 North Shore									
31 Northcote									
32 Northland									
33 Ōhāriu									
34 Ōtaki									
35 Pakuranga									
36 Palmerston North									
37 Panmure-Ōtāhuhu									
38 Papakura									
39 Port Waikato									
40 Rangitata									
41 Rangitikei									
42 Remutaka									
43 Rongotai									
44 Rotorua									
45 Selwyn									
46 Southland									
47 Tairāhiti									
48 Takanini									
49 Tāmaki									
50 Taranaki-King Country									
51 Taupō									
52 Tauranga									
53 Te Atātū									
54 Tukituki									
55 Upper Harbour									
56 Waikato									
57 Waimakariri									
58 Wairarapa									
59 Waitaki									
60 Wellington Central									
61 West Coast-Tasman									
62 Whanganui									
63 Whangaparāoa									
64 Whangārei									
65 Wigram									
66 Hauraki-Waikato									
67 Ikaroa Rāwhiti									
68 Tāmaki Makaurau									
69 Te Tai Hauāuru									
70 Te Tai Tokerau									
71 Te Tai Tonga									
72 Waairiki									
Phase Total:									
	(P1 D)			(P2 D)					

Number of votes RETURNED to the EC at close of voting: TOTAL (D)

NOTE: The TOTAL of (D) MUST be equal to the value of (D) on Form 5

Phase 1: Complete Phase 1 section, copy Totals A, B, C from Form 5. Include copy of form with voting envelopes being Phased out.
 Phase 2/Close of Voting: Complete Phase 2 section, copy Totals A, B, C from Form 5. TOTALS D from Form 5 MUST match, contact EC if not
 Email to: EC [redacted] AND include completed form with the voting envelopes collected on FRIDAY at close of voting.

The numbers in boxes (C) and (D) should match

VOTES RETURNED BY OVERSEAS VOTING PLACE

OVP 6