



**ELECTORAL
COMMISSION**
TE KAITIAKI TAKE KŌWHIRI

Managing a voting place

Personal Instruction Manual
2023 General Election

Name:

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My Voting Place

Voting Place name: _____

Address: _____

Contact: _____

Electorate headquarters (HQ) number: _____

Mobile Support phone number: _____

Voting place mobile phone number: _____

IT Helpdesk: [REDACTED] Enrolment Helpdesk: 0800 36 76 56

Results phone number: [REDACTED]

The voting place is

Accessible Accessible with assistance Not accessible

Electorates

The voting place will issue ordinary voting ballot papers for:

Electorate number and name

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

Manager responsibilities

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

The key areas of management of a voting place are:

Manage staff

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

Accuracy

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

Ensure that:

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

Security

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

Health & Safety

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

Customer service

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

Check that:

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

Managing queues

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

Before voting begins

Before leaving home

Check that you have:

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


On arrival at the voting place

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

Before entering the voting place - Health and Safety

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

Entering the voting place

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

Staff briefing #1 - before setting up

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

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

Staff briefing #2 - once equipment is set up

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

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

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

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

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

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

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

Laying out the voting place

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

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

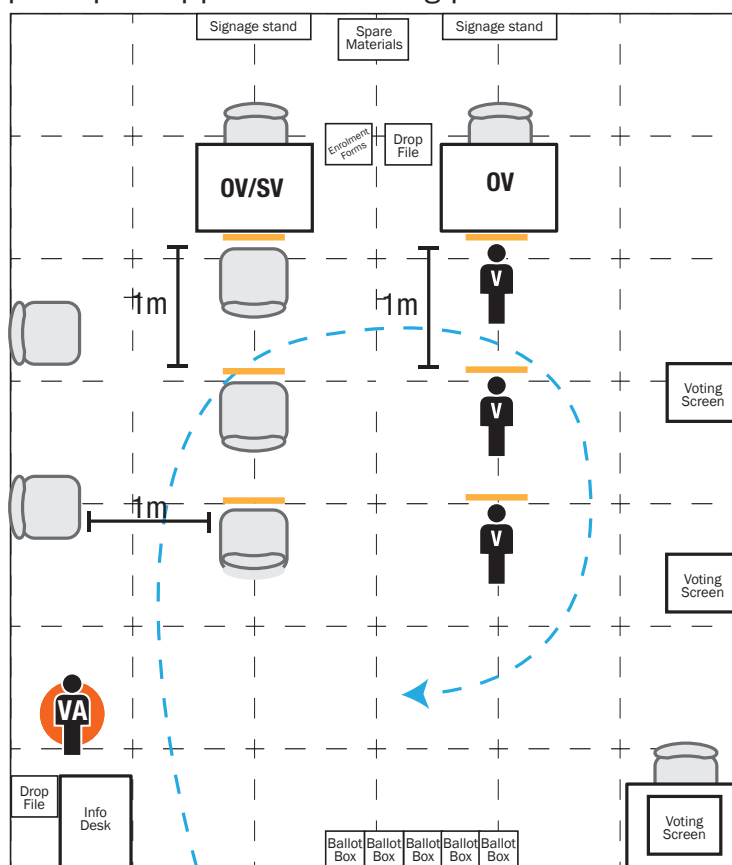
Measure the layout

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

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

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

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

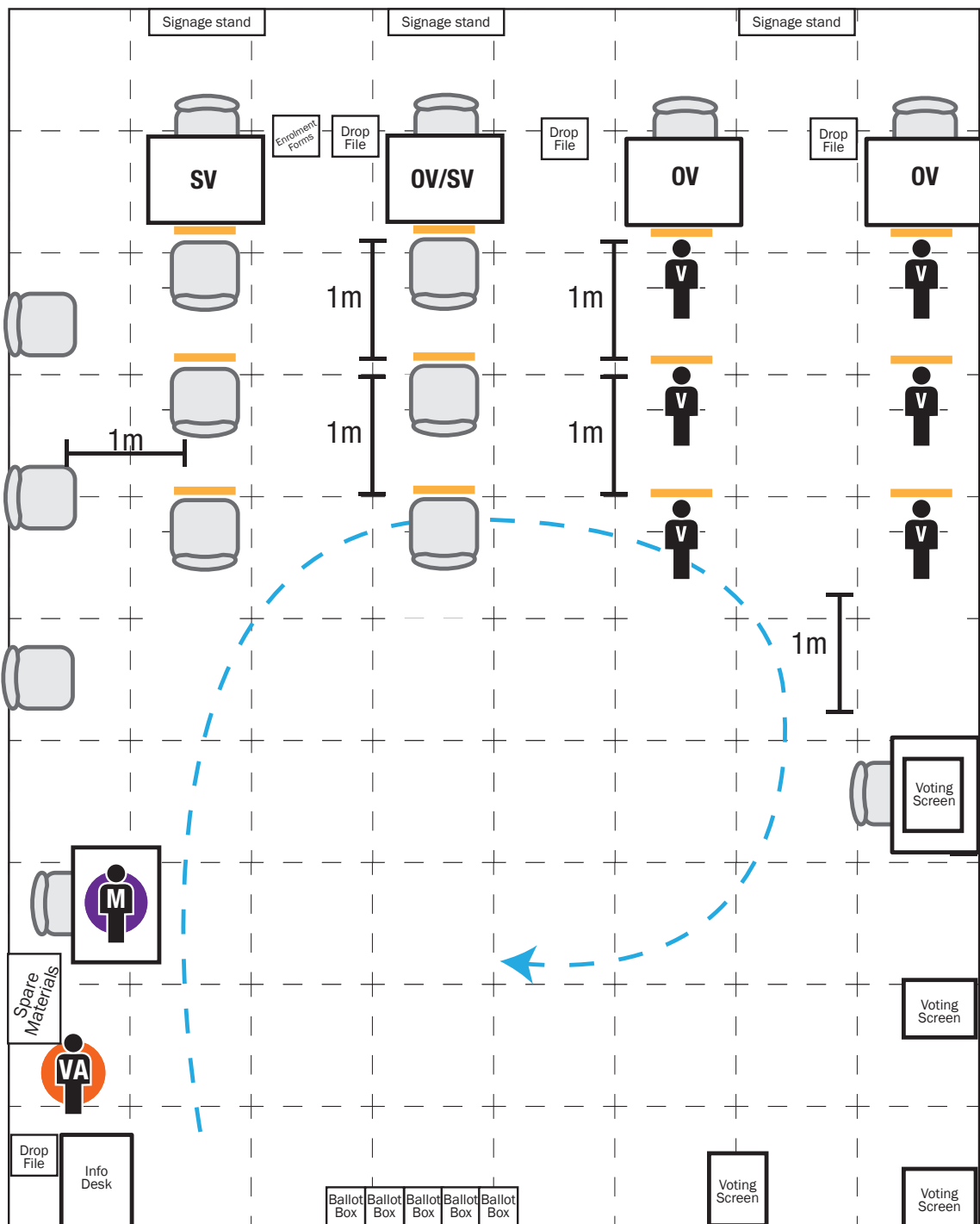


Larger voting places will need to add a desk for the Voting Place Manager.

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

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

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



Setting up the voting place

TASKS AT SET UP

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

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

1. Check access for people with mobility needs

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

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



2. Arrange voting screens equipment

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



E124 - Free standing voting screen



Top half of screen used for table top voting

3. Arrange signage

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

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



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



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

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

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



E155 Teardrop flag

E210 signage stand with display board and foot

E152 large sandwich board (alternative designs)

E153 small sandwich board

E131 plastic sign with prongs

4. Arrange ballot boxes

For the enrolment forms box:

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



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

For the ballot boxes:

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

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



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



5. Spare voting materials

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

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

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



Day storage box

6. Manager's supplies

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

7. Issuing Officers' supplies

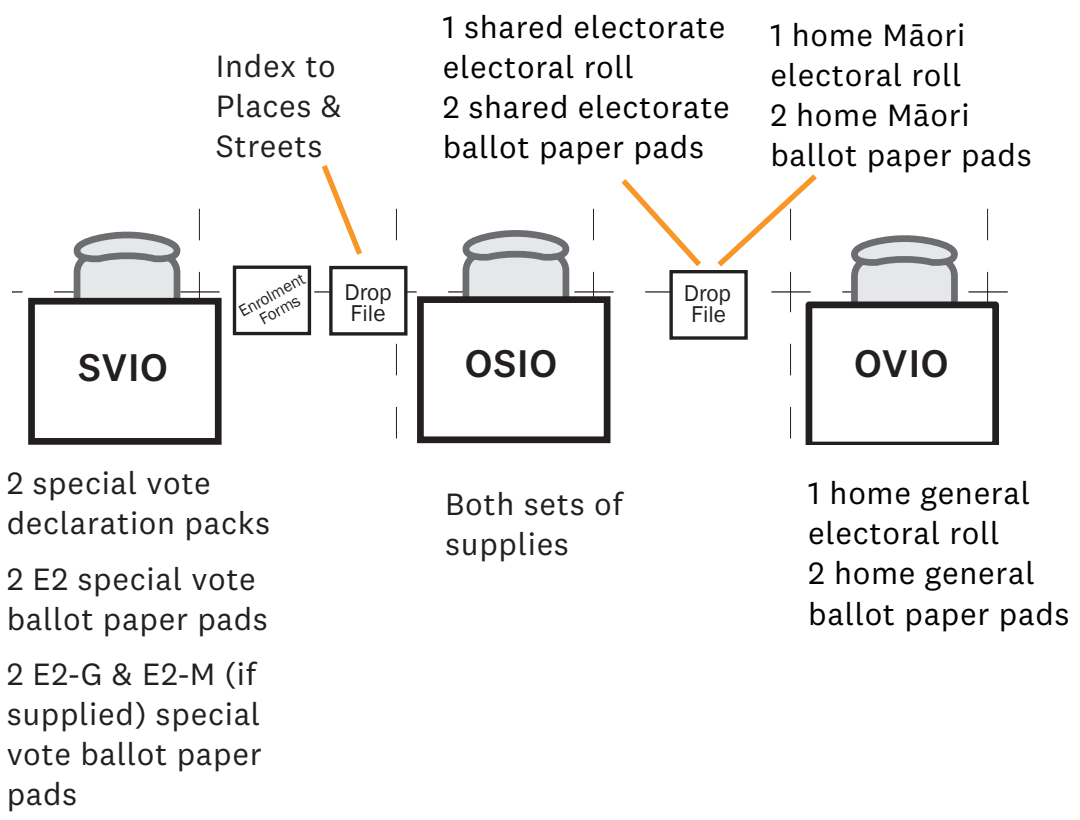
- Use the roster in the voting place folder to check which staff should be arriving and what role they each have.

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

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

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

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



8. Voter Assistant's supplies

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

9. Arrange a cardboard table top stand

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

E166 - Brochure stand



Bottom half of screen
with E125 cardboard cap



Scrutineers

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

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

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

Party lapel badges

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

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

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



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



Security guard

[Redacted text block]

Access key/card and voting place mobile phone

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

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

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

Support from electorate headquarters

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

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

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

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

During voting

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

Through the day:

<p>Ongoing tasks</p>	<ul style="list-style-type: none"> • Be clear and direct in telling staff what to do – take charge • Never refuse a voter the opportunity to vote at your voting place • Advise your Electorate Manager of any unusual circumstance or difficulty as soon as it happens • Make sure that your Electorate Manager is able to contact you at any time (mobile phone) • Record any ballot papers added to or removed from the voting place (by the Mobile Support) including any photocopied or handwritten ballot papers on the appropriate form as you issue these to Issuing Officers
<p>After opening</p>	<ul style="list-style-type: none"> • Check that all Issuing Officers are issuing ballot papers correctly
<p>During the day</p>	<ul style="list-style-type: none"> • Give staff breaks after peak voting • Check voting screens for any graffiti and cover it up or swap it out for a spare screen if you have one
<p>1 hour before closing, 3.00pm Election Day on</p>	<ul style="list-style-type: none"> • Review the 'After voting finishes' section of this manual to prepare for the closing of the voting place <div data-bbox="917 1279 1268 1682" style="background-color: #e6e6fa; padding: 5px;"> <ul style="list-style-type: none"> • Check that the result and count sheets are in order and ready for the counts • Check that the candidate marker cards are in alphabetical order </div>
<p>5.00pm</p>	<ul style="list-style-type: none"> • Check the [REDACTED] telephone line for reporting results after 7.00pm • Start giving staff breaks so that they all have had a break by 6.30pm and are refreshed and ready for the preliminary count
<p>Closing time (7.00pm on Election Day)</p>	<ul style="list-style-type: none"> • Close and lock the doors at the advertised closing time (see page 27 for more information on locking the voting place).

Issuing takeaway votes

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

A voter may apply for a takeaway vote:

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

You will usually be responsible for issuing takeaway votes.

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

Note:

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

To complete a takeaway vote, you require the following:

Takeaway special vote declaration/envelope (E83)

Special vote ballot paper for the voter's electorate

These items will be placed into an E79 envelope.

Procedures for issuing takeaway votes when the voter is NOT present

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

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

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

Continued

6

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

7

Stamp the Official mark box on the ballot paper

8

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

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

Day	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1									
2									
3									

Voter's full name: **Rebecca Goss**

Agent's signature: **RG**

9

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

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

10

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

- Ballot paper
- E83 declaration

11

Seal the E79 envelope and hand to the agent

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

12

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

SPECIAL VOTE BALLOT PAPER

6

SPECIAL BALLOT PAPER
GENERAL ELECTION

Declaration Number

YOU HAVE 2 VOTES

PARTY VOTE

7

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

33

71

Issuing Point

ELECTORATE VOTE

This vote decides the candidate who will represent the electorate for the CHAIR OF ELECTORATE. Vote for the candidate you choose.

Vote for only one party

Vote for only one candidate

TE PATI UNIKAU

ROHO KAUHI

TE PATI KŌWHAI

CLEMATIS COALITION

TUHONGANGA TOIARA

UHANA MANUKA

TE PATI PŌNUIKAWA

FLAX ALLIANCE

THE FERN PARTY

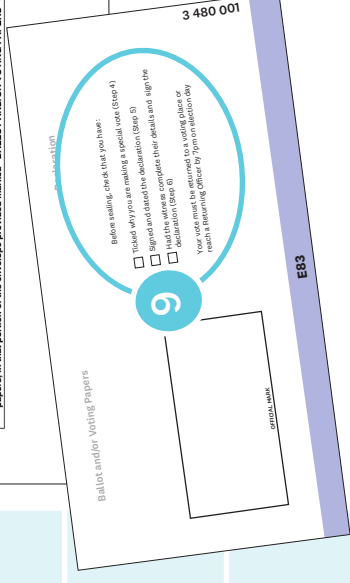
KOTAHIRANGA IRIMU

TE PATI PŌPOPORO

WINEBERRY LEAGUE

33 CHAIRU

Final Directions
1. If you spoil this ballot paper, return it to the officer who issued it and apply for a new ballot paper.
2. After voting, fold this ballot paper so that its contents cannot be seen. Do not give away any voting papers, in this person's envelope, printed ballot and/or voting papers, and do not:



After voting finishes

TASKS FOR EVERY DAY

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



1. Prepare for reconciliation



- 1 Ask Issuing Officers and Voter Assistant(s) to follow the “After Voting Finishes” in their PIM.



- 2 Provide the Voter Assistant(s) with the following to lay out in front of the ballot boxes from your supplies:



- All P & S envelopes
- All ballot paper pads or declarations packs and cover sheets
- The takeaway votes satchel
- Scissors
- Plastic bags for
- Form V voter record sheet and voting cards



3 Issuing Officers will:

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



4

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



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

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

2. Record takeaway votes issued

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

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

3. Reconciliation

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

The Manager must complete the following reconciliation forms:

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

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

Electorate number and name for reconciliation

Phase number

Electorate where the voting place is located

Voting Place number and name

Recon E: (33) Ōhāriu (AV1)

Home E: (20) Mana

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

3a. Ordinary vote reconciliation

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



Ask your Voter Assistant to help you with this task.

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

Section 1:

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

Transfer the total number of pads to Box A

1 Which ballot paper pads were supplied?

Record the first number from each ballot paper pad

54201	54451						
54251	54501						
54301							
54351							
54401							

List each ballot paper pad supplied to you

Total number of supplied ballot paper pads

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

2 Section 2:

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

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

Record the first number from each ballot paper pad

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

Total number of transferred ballot paper pads

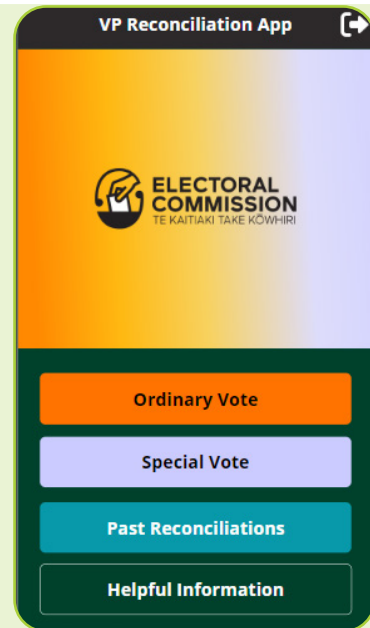
Mon 14/09	Tue 15/09	Wed 16/09	Thur 17/09	Fri 18/09	Sat 19/09	Sun 20/09	Mon 21/09	Tue 22/09	Wed 23/09	Thur 24/09	Fri 25/09
B	0	0	0	0	0						

Reconciliation App


1

Open the reconciliation app on your voting place phone.

Tap

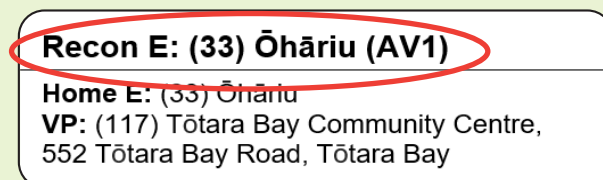


2

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

The date will be automatically populated for today.

Tap




Recon E: (33) Ōhāriu (AV1)

Home E: (33) Ōhāriu

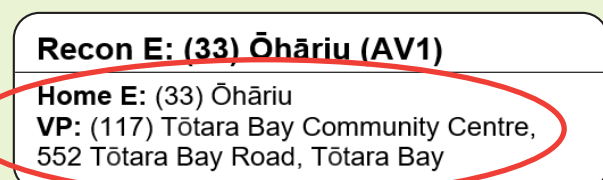
VP: (117) Tōtara Bay Community Centre,
552 Tōtara Bay Road, Tōtara Bay

3

Use the drop down arrows  to select your:

- Home electorate
- Voting place

Tap



Recon E: (33) Ōhāriu (AV1)

Home E: (33) Ōhāriu

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

4

From Form A:

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

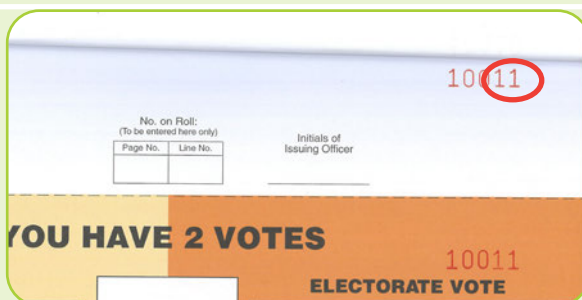
Tap 


5


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

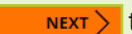
Tap 

6



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

If you incorrectly enter a number tap  to remove it.

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

7

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

Tap **NEXT >**

Ordinary Vote ?

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

Photocopied papers issued

Check Form J

Enter number

Spoilt papers

Check Envelope P1

Enter number

Questioned votes

Check Envelope P5

Enter number

< BACK
NEXT >

8

Check that all the details you have entered are correct.

Copy all the numbers from the app on to Form G

FORM G

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

	Date: 2/10											
VOTING PLACE CERTIFICATE	Ballot papers issued	171										
Copy from the app: ordinary vote	Ballot papers supplied	350										
	Ballot papers unused	174										
	Ballot papers used	176										
	Spoilt papers	5										
	Questioned votes	0										

Copy from Form	Enrolment forms received										
	Election Day ONLY										
Copy from Form	Special votes received										

VOTING PLACE CERTIFICATE M14-VPCERT

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

Confirm reconciliation ?

Record details below on **Form G**

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

Confirm numbers are recorded

BACK
SUBMIT

9

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

Reconciliation submitted

Success

The reconciliation has been successfully submitted

OK

3b. Special vote reconciliation

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

Complete only one Form B for the voting place.

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

1 Section 1:

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

Write total number of packs into Box A

1 Which declaration packs were supplied?

Record the first number from each declaration pack

127821	127921								
127841	127941								
127861									
127881									
127901									

List each declaration pack supplied to you

Total number of supplied declaration packs

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

2 Section 2:

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

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

Record the first number from each declaration pack

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

Total number of transferred declaration packs

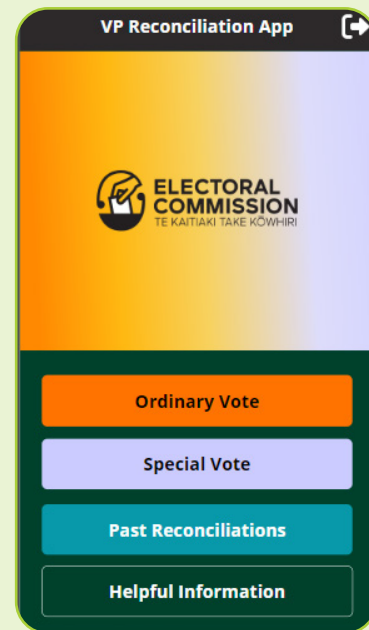
Mon 14/09	Tue 15/09	Wed 16/09	Thur 17/09	Fri 18/09	Sat 19/09	Sun 20/09	Mon 21/09	Tue 22/09	Wed 23/09	Thur 24/09
B 0	0	0	0	0						

Reconciliation App


1

Open the reconciliation app on your voting place phone.

Tap 



2

Use the drop down arrows  to select your:

- Home electorate
- Voting place

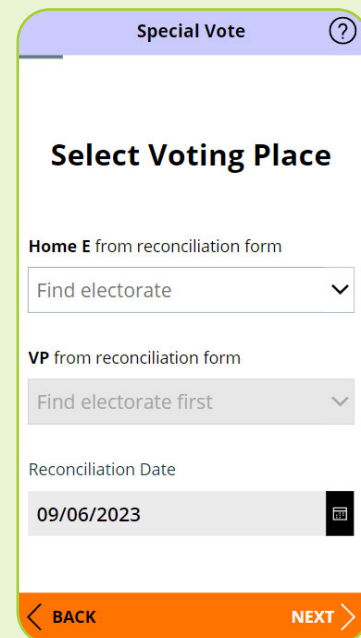
The date will automatically populate with today's date

Tap 

Recon E: (33) Ōhāriu (AV1)

Home E: (33) Ōhāriu

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

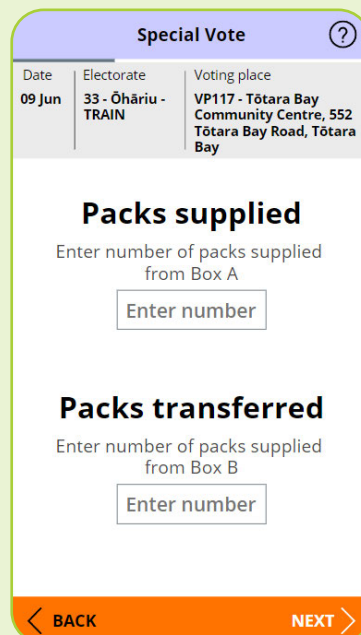


3

From your reconciliation form:

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

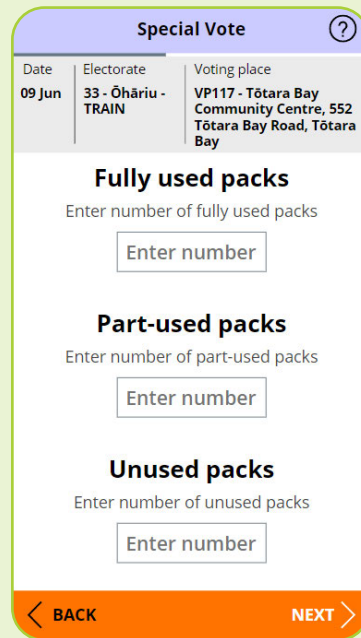
Tap 



4

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

Tap 



Special Vote ⓘ

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

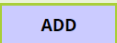
Fully used packs
Enter number of fully used packs


Part-used packs
Enter number of part-used packs

Unused packs
Enter number of unused packs

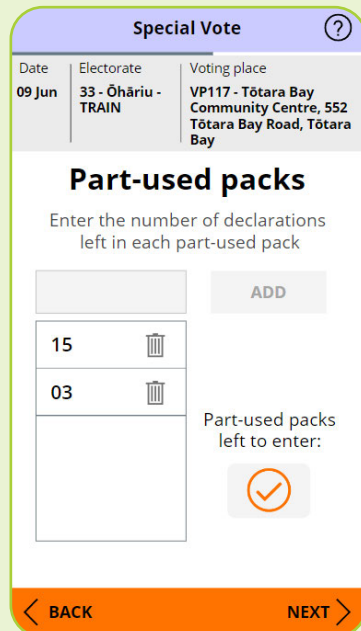
< BACK NEXT >

5

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

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


Tap 





Special Vote ⓘ


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

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



15 

03 

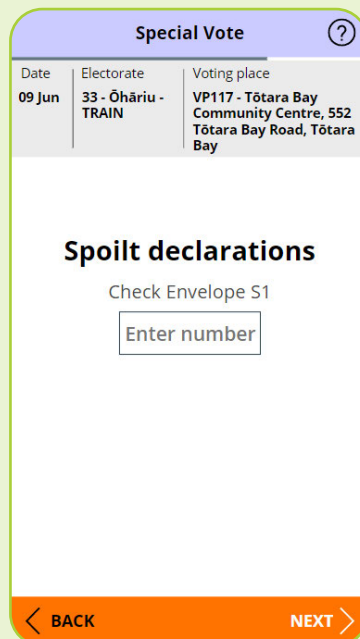
Part-used packs left to enter:


< BACK NEXT >

6

Enter the number of spoilt declarations.

Tap 



Special Vote ⓘ

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

Spoilt declarations
Check Envelope S1

< BACK NEXT >

7

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

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

Tap **NEXT** >

Special Vote ?

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

Enrolment forms

Enter daily number from the reconciliation form

Enter number

Takeaway votes

Enter total number issued from Form K

Enter number

< BACK
NEXT >

8

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

Copy all the numbers from the app on to Form G

FORM G

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

Date: _____

Ballot papers issued	
Ballot papers supplied	
Ballot papers unused	

For the home general electorate only:

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

Election Day ONLY

VOTING PLACE CERTIFICATE
ME4-VP CERT

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

Special Vote ?

Record details below on
Form G

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

Confirm numbers are recorded

BACK
SUBMIT

9

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

Reconciliation submitted

Success

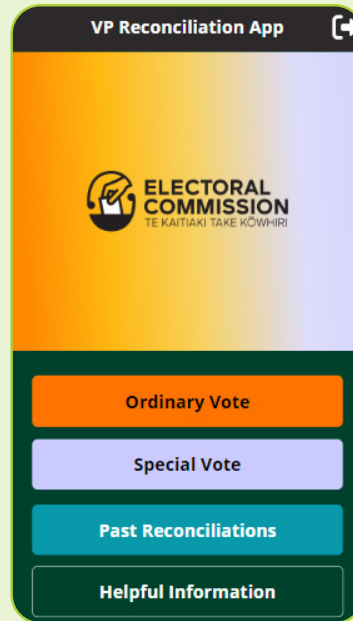
The reconciliation has been successfully submitted

OK

Past reconciliations

1

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



2

Select either

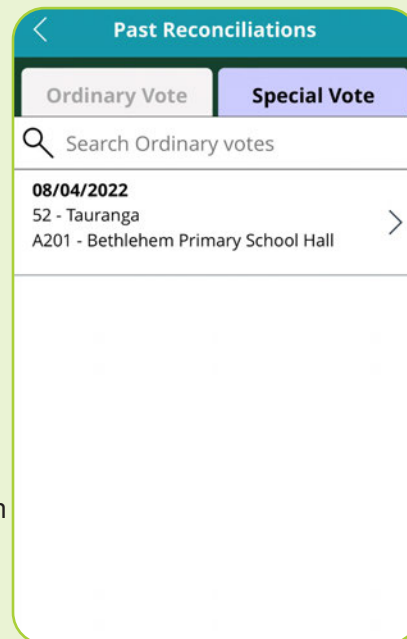
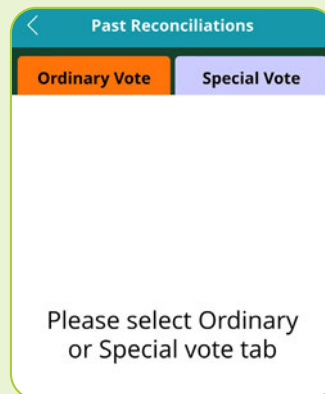
Ordinary Vote

or


Special Vote

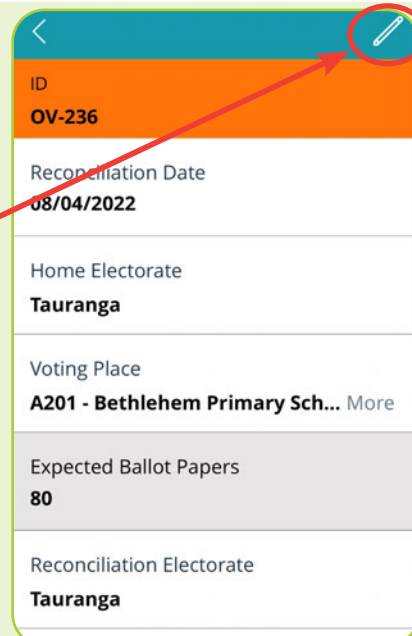
Then select the reconciliation you want to edit or view from the list shown.

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



3

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



Reconciliation app backup process

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

During advance voting

Ordinary votes:

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

Report this number back to your HQ.

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

Special votes:

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

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

Also record the number of:

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

Report these numbers back to your HQ.

On Election Day

Ordinary votes:

Count the candidate votes twice and record both results.

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

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

Special votes:

Count the special votes twice and record on Form F.

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

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

4. Complete Form Q - Daily report

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

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

During advance voting:

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

5. Recharge and store the mobile phone

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

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

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

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

6. Complete Form U - Voting Place check

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

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

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

Advance Voting ONLY

TASKS FOR SOME DAYS

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



1. Phase change of materials

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

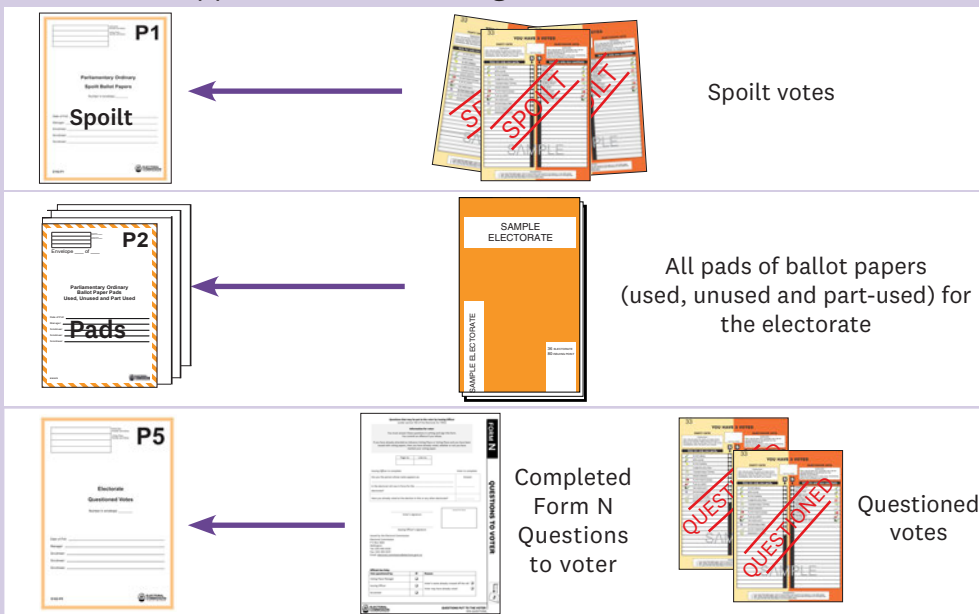
A phase change makes other processes like counting the ballot papers more manageable as well as removing a large number of votes to secure storage at electorate HQ.

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

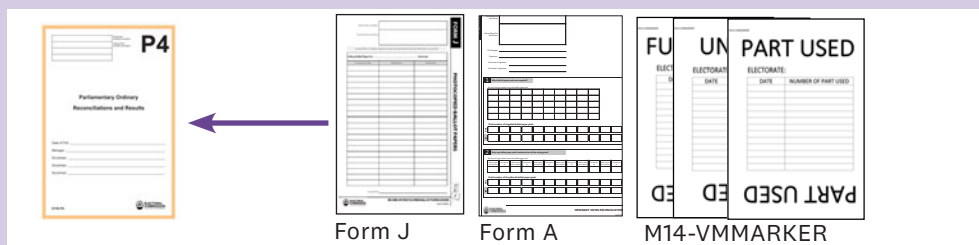
To complete a phase change for an electorate:

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

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



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



Continued

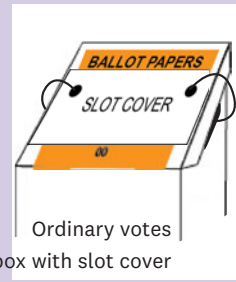
2



All Issuing point stamps that have been used in the voting place (in a plastic bag)



All electoral rolls for the electorate (not reference rolls)



Ordinary votes ballot box with slot cover

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

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

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

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

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

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

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



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

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

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

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

3 Update Form O - Return of Materials.

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



TASKS AT THE END OF THE VOTING PERIOD

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

1. Final voters

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

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

Complete regular end of day tasks including reconciliation

2. Pack materials and equipment

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

Manager assigns these tasks to staff:



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



1. Pack special vote materials (Step 2.1)

2. Pack ordinary vote materials (Step 2.2)

3. Pack other supplies and equipment (Step 2.6)

4. Tidy and reset the facilities as required.



Manager completes these tasks while staff pack other materials:

1. Check and seal envelopes (Step 2.3)

2. Pack boxes (Step 2.4)

3. Label and seal boxes (Step 2.5)

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



MATERIALS

Form B

Form K

ELECTION DAY ONLY

FORM F SPECIAL VOTE SUMMARY

Form F

SPECIAL VOTE SUMMARY	
Electoral District	Special Vote Summary
1. Ballerup	21. Ballerup
2. Bayswater	22. Bayswater
3. Bayswater East	23. Bayswater East
4. Bayswater West	24. Bayswater West
5. Bayswater North	25. Bayswater North
6. Bayswater South	26. Bayswater South
7. Bayswater Central	27. Bayswater Central
8. Bayswater North East	28. Bayswater North East
9. Bayswater North West	29. Bayswater North West
10. Bayswater South East	30. Bayswater South East
11. Bayswater South West	31. Bayswater South West
12. Bayswater Central East	32. Bayswater Central East
13. Bayswater Central West	33. Bayswater Central West
14. Bayswater North East East	34. Bayswater North East East
15. Bayswater North East West	35. Bayswater North East West
16. Bayswater North West East	36. Bayswater North West East
17. Bayswater North West West	37. Bayswater North West West
18. Bayswater South East East	38. Bayswater South East East
19. Bayswater South East West	39. Bayswater South East West
20. Bayswater South West East	40. Bayswater South West East
21. Bayswater South West West	41. Bayswater South West West

ENVELOPE



S6

Special Vote Reconciliation and Summary

Date of Poll: _____
Manager: _____
Souliear: _____
Souliear: _____

Electoral Commission



Form V

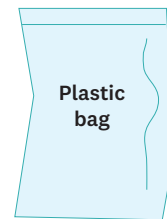
Special Vote Summary

Electoral District	Special Vote Summary
1. Ballerup	21. Ballerup
2. Bayswater	22. Bayswater
3. Bayswater East	23. Bayswater East
4. Bayswater West	24. Bayswater West
5. Bayswater North	25. Bayswater North
6. Bayswater South	26. Bayswater South
7. Bayswater Central	27. Bayswater Central
8. Bayswater North East	28. Bayswater North East
9. Bayswater North West	29. Bayswater North West
10. Bayswater South East	30. Bayswater South East
11. Bayswater South West	31. Bayswater South West
12. Bayswater Central East	32. Bayswater Central East
13. Bayswater Central West	33. Bayswater Central West
14. Bayswater North East East	34. Bayswater North East East
15. Bayswater North East West	35. Bayswater North East West
16. Bayswater North West East	36. Bayswater North West East
17. Bayswater North West West	37. Bayswater North West West
18. Bayswater South East East	38. Bayswater South East East
19. Bayswater South East West	39. Bayswater South East West
20. Bayswater South West East	40. Bayswater South West East
21. Bayswater South West West	41. Bayswater South West West

Completed Form V



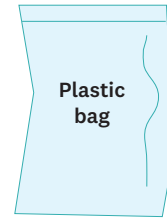
Voting cards and Special Vote slips



Plastic bag



All issuing point stamps



Plastic bag



S7

Spoilt

Voting papers, declarations and enrolment forms

Date of Poll: _____

Electoral Commission

Empty





2.2 Pack ordinary vote materials

Ask staff to pack up the following by electorate:

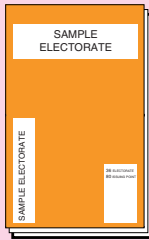


MATERIALS



Spoilt ordinary parliamentary votes

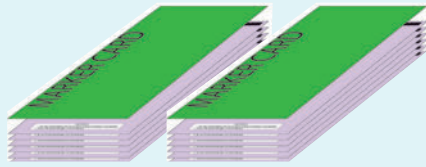
ENVELOPE



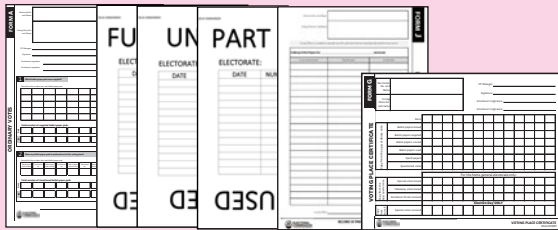
Pads of ballot papers (used, unused and part-used)



ELECTION DAY ONLY

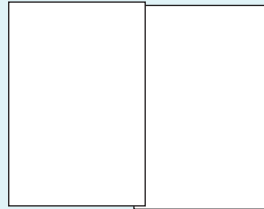


Counted ballot papers and marker cards



Form A M14-VMMARKER Form J Form G

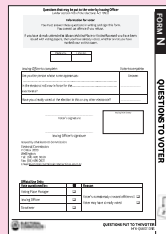
ELECTION DAY ONLY



EMS11-C & EMS11-P



Questioned/apparent dual votes



Completed Form N Questions to voter

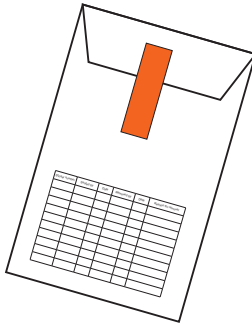


Electoral rolls





2.3 Check and seal envelopes



- Check that the contents of each envelope are correct.

Issuing Officers and Voter Assistants can:

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



2.4 Pack boxes

Advance voting

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

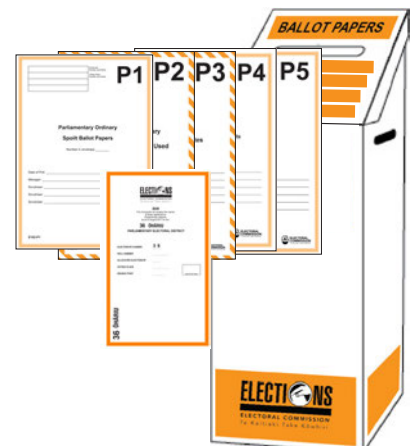
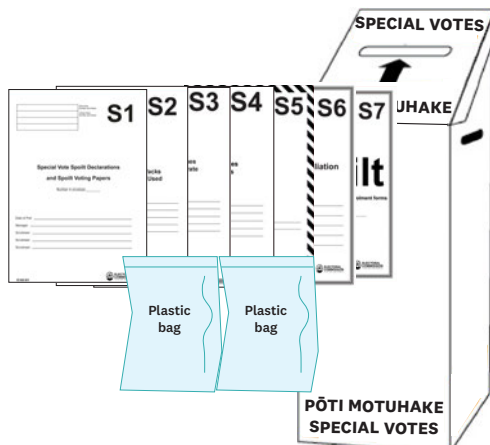
Ordinary vote materials (section 2.2): Instruct staff to pack all the ordinary vote materials neatly into a E206 supplies box for each electorate.



Election Day

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

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





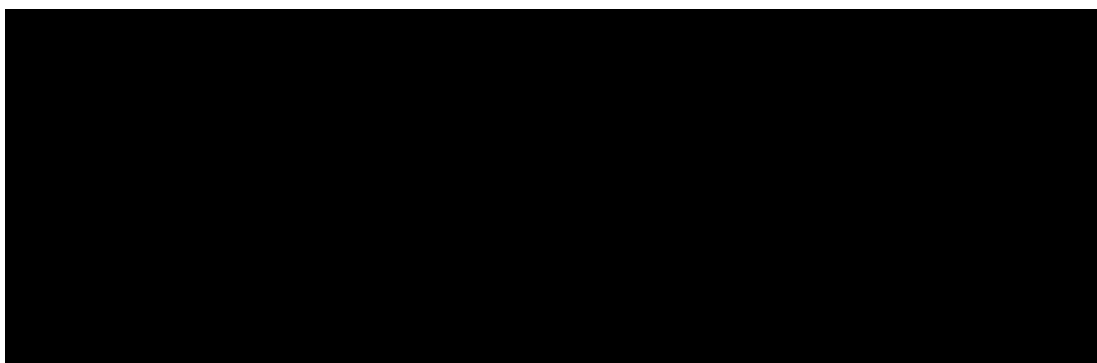
2.5 Label and seal boxes

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

Advance voting

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

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



2.6 Pack other supplies



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



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

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

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

3. Final checklist



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

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

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

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

4. Return voting materials and supplies to electorate headquarters

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

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

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

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

Congratulations!

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

ELECTION DAY ONLY

Preliminary count of ordinary votes

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

There are six parts to completing the count.



OPEN ballot papers



SORT ballot papers



CHECK ballot papers



COUNT ballot papers



ASSIST other counters as directed



REPORT results

Ordinary vote tolerance scale

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

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

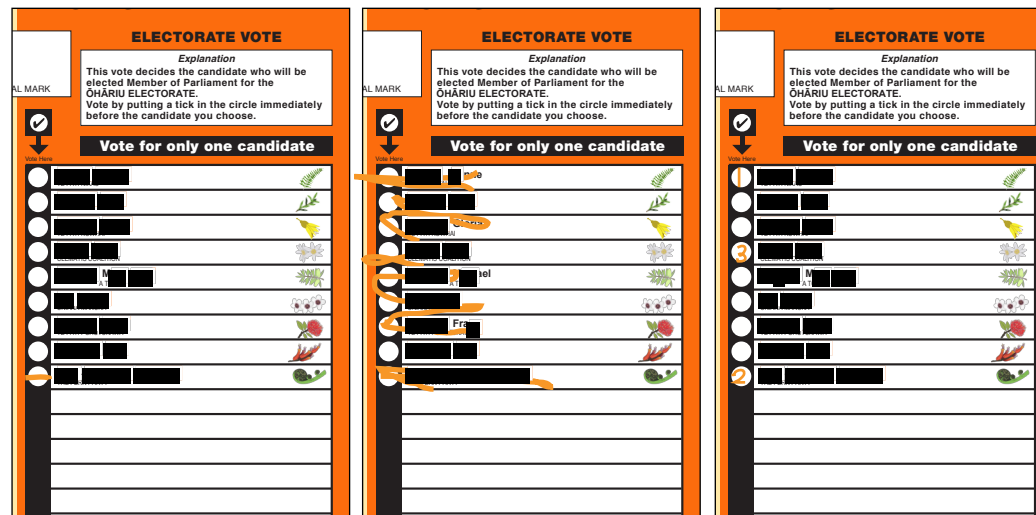
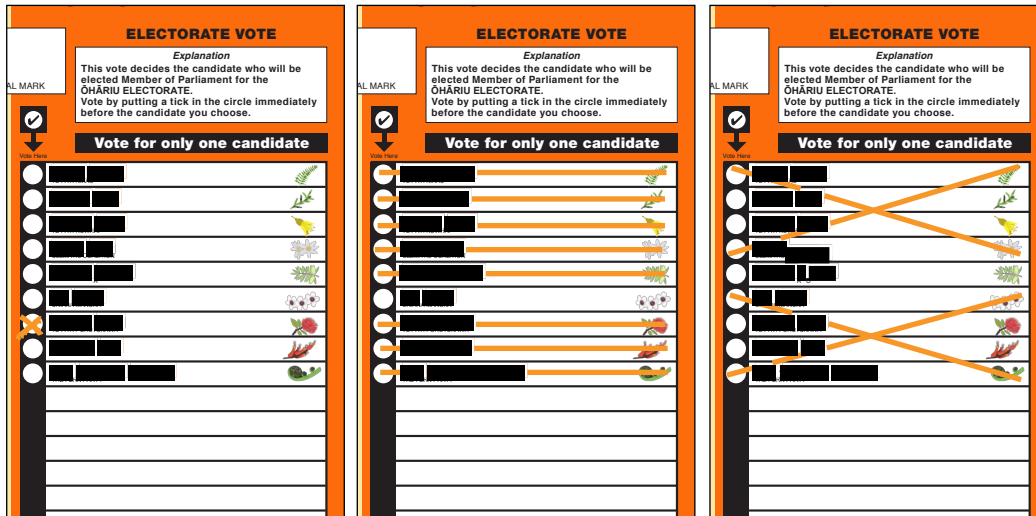
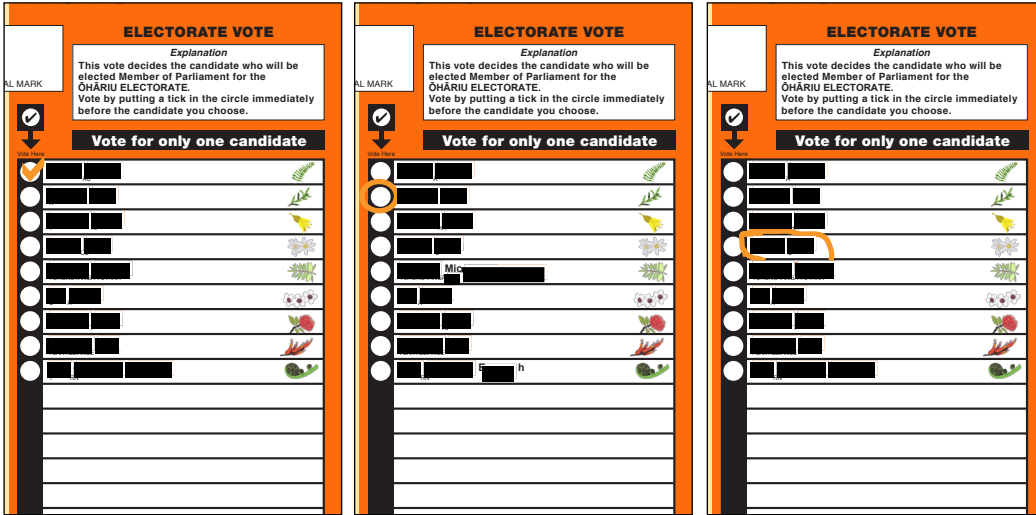
Number of votes issued	Allowed difference
1 to 100	0
101 - 200	1
201 - 400	2
401 - 600	3
601 - 800	4
801 - or more	5

Information about informal votes

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

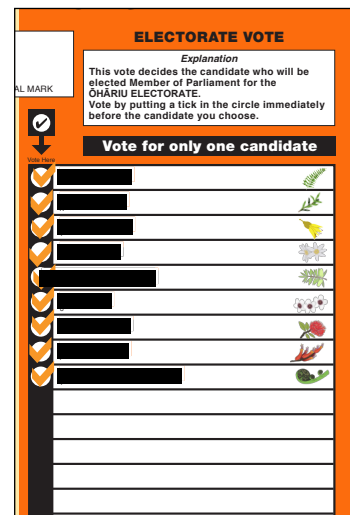
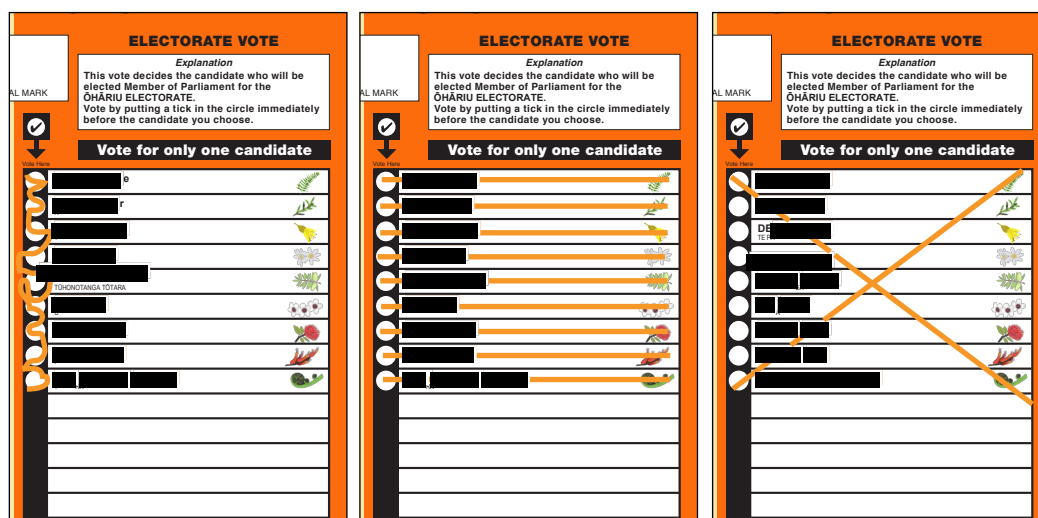
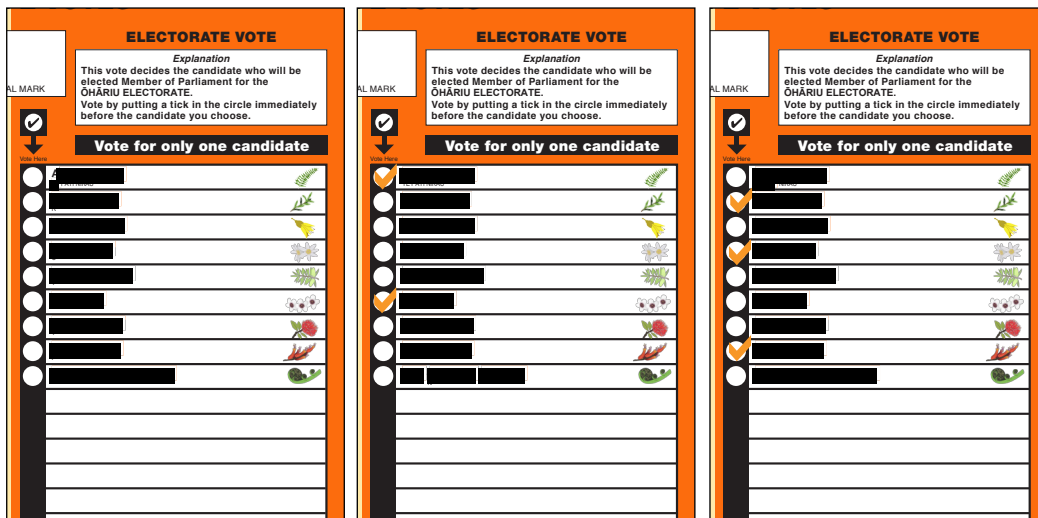
See the examples drawn from previous elections below.

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



1 is the voter's intended choice

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





Counting the votes

Prepare the ballot papers



OPEN

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

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

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

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

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

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

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

Steps for the electorate candidate count

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

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

SORT

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

6

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

Check each pile has votes for that candidate only.

7

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

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

Place the lots of 50 sideways to one another.

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

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

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

Repeat the process until all votes are counted.

8

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

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

9

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

I will call out each candidate one at a time.

Please tell me the number of votes they received.

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

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

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

10

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

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

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

11

Gather up piles of candidate votes:

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

12

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

EMS11-C Candidate Vote Counting Sheet

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

EMS11-C CANDIDATE VOTE COUNTING SHEET

Write one digit in each column

Transfer this number to **EMS11-P**

Steps for the party vote count

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

SORT

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

Process each ballot paper one at a time.

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

Note:

1. Party votes are on the left-hand side of the ballot paper
2. Make sure you do not cover the party's name on the marker.

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

Do not place votes onto other counter's markers.

Place vote on the informal vote marker if in doubt about the voter's intention.

Look to your left for more votes.

Repeat the process until all votes are sorted

CHECK

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

Check each pile has votes for that party only.

- 7** Check the informal party votes to determine if the voter's intention is clear for their party vote.
If the voter's intention is clear, add the vote to the appropriate marker.
If the voter's intention is unclear, leave as informal

8

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

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

Place the lots of 50 sideways to one another.

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

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

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

Repeat the process until all votes are counted.

9

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

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

10

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

I will call out each party one at a time.

Please tell me the number of votes they received.

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

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

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

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

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

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

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

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

11

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

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

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

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

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

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

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

EMS11-P PARTY VOTE COUNTING SHEET

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

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

Report the preliminary count results

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

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

Refer to page 40 to continue the end of day processes

Notes:

