

CHAPTER 29 – OFFICIAL COUNT

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1 OFFICIAL COUNT OVERVIEW

1.1 WHAT IS THE OFFICIAL COUNT?

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

1.2 INDIVIDUAL COUNTS MAKING UP THE OFFICIAL COUNT

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

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

*Phases must remain separate throughout the official count process.

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

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

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

1.3 KEY MILESTONES

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

The timeframes for achieving this deadline are:

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

Once advised by National Office:

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

1.4 MONITORING PROCESS

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

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

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

1.5 QUALITY ASSURANCE

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

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

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

Scrutineers must:

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

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

[Redacted]

[Redacted]

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

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

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1.7 ROLES AND RESPONSIBILITIES

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

Role	Responsible for	
Electorate Manager (EM)	<ul style="list-style-type: none"> Ensuring deadlines are achieved Ensuring voting materials are kept secure through all processing steps Completing reasonableness checks of results Briefing staff prior to the start of the official count Checking informal votes Signing off official results certificates 	
Logistics & Supplies Manager (LS Manager)	<ul style="list-style-type: none"> [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 style="padding-left: 40px;">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 style="padding-left: 40px;">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:



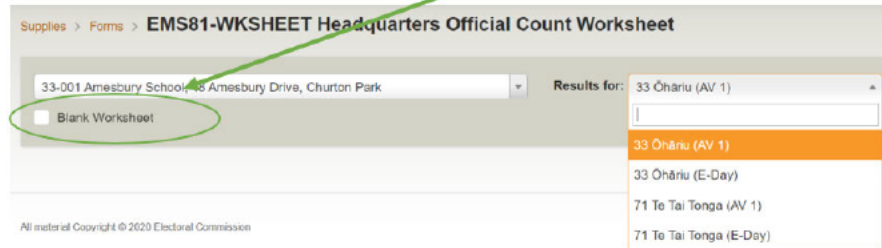
3.1.1 Electorate detail report

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>  <p>All material Copyright © 2020 Electoral Commission</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.

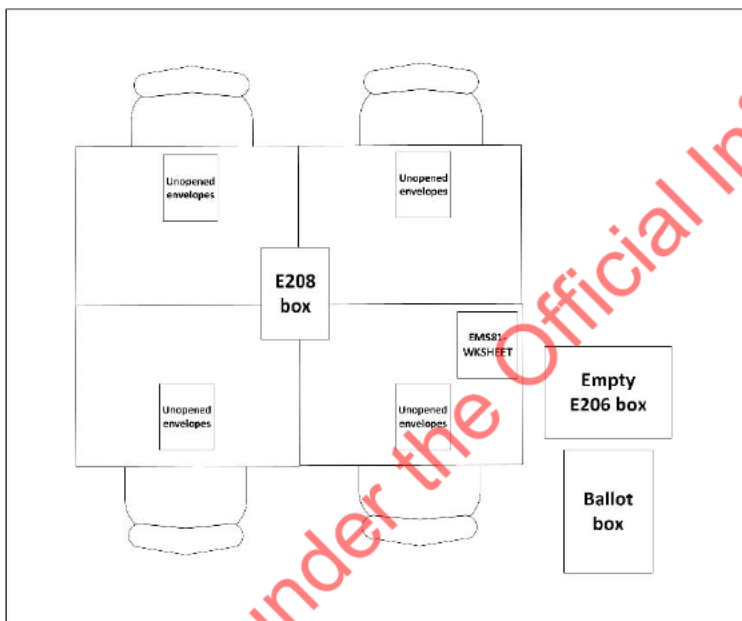
Key points to note about the process:

- 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] • 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. 											


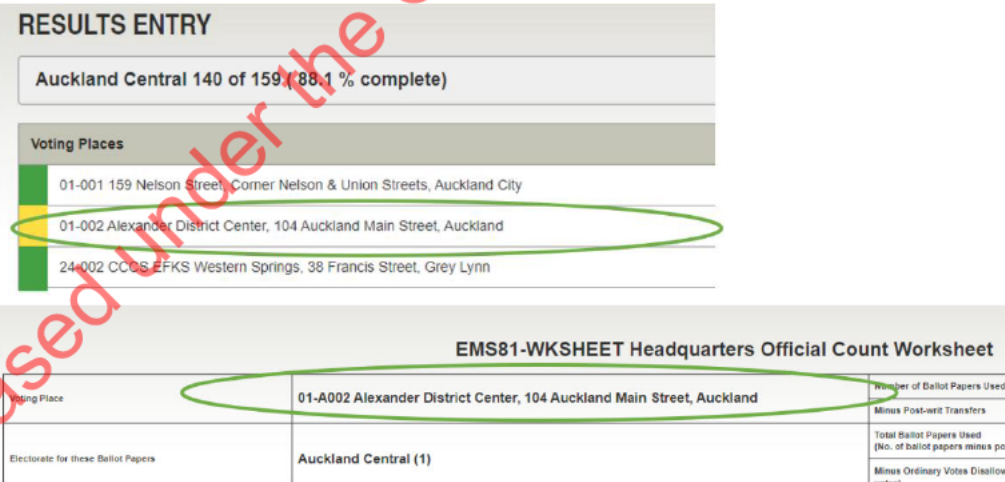
5.1 ENTERING OFFICIAL COUNT RESULTS

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																	
		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)																		

Then choose the correct electorate and phase for the count:

3

Results > Parliament > Parliament Vote Entry > Results Entry

01-002 Alexander District Center, 104 Auckland Main Street, Auckland

Party Votes

Print Cert

01 Auckland Central (AV 1)

01 Auckland Central (E-Day)

66 Tāmaki Makaurau (AV 1)

68 Tāmaki Makaurau (E-Day)

Number of ballot papers used (No. of ballot papers minus post-writ transfers) 150

Ordinary votes disallowed (Post-writ deletions and dual votes) 5

The first tab is the Party Votes tab. From the top right-hand corner of the worksheet enter:

- the number of ballot papers used
- the number of ordinary votes disallowed (if any, otherwise enter zero)
- the number of spoilt ballot papers (if any, otherwise enter zero).

4

EMS81-WKSHEET Headquarters Official Count Worksheet

Voting Place	01-A002 Alexander District Center, 104 Auckland Main Street, Auckland	Number of Ballot Papers Used (sum of column C from Form G)	200
		Minus Post-writ Transfers	
		Total Ballot Papers Used (No. of ballot papers minus post-writ transfers)	200
Electorate for these Ballot Papers	Auckland Central (1)	Minus Ordinary Votes Disallowed (Post-writ deletions and dual votes)	
		Minus Spoilt Ballot Papers (sum of column D from Form G)	0
		Total Votes	200

Then enter the total number of votes received for each party, from the Party Votes row of the EMS81-WKSHEET. If there are no votes against a party, enter zero in the field.

Click **Save**.

5

EMS81-WKSHEET Headquarters Official Count Worksheet

	01-A002 Alexander District Center, 104 Auckland Main Street, Auckland	Number of Ballot Papers Used (sum of column C from Form G)	200
		Minus Post-writ Transfers	
		Total Ballot Papers Used (No. of ballot papers minus post-writ transfers)	200
		Minus Ordinary Votes Disallowed (Post-writ deletions and dual votes)	
		Minus Spoilt Ballot Papers (sum of column D from Form G)	0
		Total Votes	200

0 5 0 5 30 10 30 5 15 5 0 20 15 10 15 0 10 5 200

01-002 Alexander District Center, 104 Auckland Main Street, Auckland

01 Auckland Central (AV 1)

Party Votes

Print Cert Print Worksheet Save

Number of ballot papers used (No. of ballot papers minus post-writ transfers) 200

Ordinary votes disallowed (Post-writ deletions and dual votes) 0

Spoilt ballot papers 0

Ballot papers issued & not returned 200

Party Votes (from EMS11-P)

Once saved, the system will automatically move to the next tab.

Continued on next page

If the number of ballot papers used does not equal the number of party votes entered, a warning message will appear, and the tab colour will change to red. You must fix this error before continuing.

01-002 Alexander District Center, 104 Auckland Main Street, Auckland

Party Votes

ERROR: 'Total Ballot Papers Used' is less than 'Party Votes + Ordinary Votes Disallowed + Spoilt + Not Returned Votes'

Number of ballot papers used
(No. of ballot papers minus post-writ transfers)

6

If the number of ballot papers used is greater than the number of party votes, EMS will calculate the difference as "Ballot papers issued & not returned".

Number of ballot papers used (No. of ballot papers minus post-writ transfers)	250
Ordinary votes disallowed (Post-writ deletions and dual votes)	0
Spoilt ballot papers	0
Ballot papers issued & not returned	50

There is one tab for each party listed on the ballot paper.

In the tab for each party, enter the number of votes for each candidate as given in the party column of the EMS81-WKSHEET.

If there are no votes showing against a particular candidate, enter zero in the field.

You can use the tab key to move between fields. When you reach the last field use the tab key again to activate the **Save** button. Press Enter.

Results > Parliament > Parliament Vote Entry > Results Entry

01-002 Alexander District Center, 104 Auckland Main Street, Auckland

Party Votes

ACT New Zealand Party Votes 10

Candidate Votes for ACT New Zealand

Party	ACT New Zealand
Party Votes	10
[Redacted]	5
[Redacted]	0
[Redacted]	0
[Redacted]	0
[Redacted]	0
[Redacted]	5

7

A warning message will appear and the tab colour will change to red if:

- the total number of candidate votes do not match the number of votes entered into the Party Votes tab
- there are no numbers entered into any of the fields.

Find and fix the error noted in the warning message.

8

Results > Parliament > Parliament Vote Entry > Results Entry

01-002 Alexander District Center, 104 Auckland Main Street, Auckland

Party Votes

⚠ Mismatching number of party and candidate votes.

[Redacted]

[Redacted]

Once all the results have been entered for a count, all the tabs will be green.

Click **Print Worksheet**.

Print the worksheet in landscape orientation, A3 size, and give it to the OC Process Leader to check.

If any amendments are required, make the changes and reprint the worksheet.

9

Party Votes

Print Cert Print Worksheet

Number of ballot papers used (No. of ballot papers, minus post-writ transfers)	200
Ordinary votes disallowed (Post-writ deletions and dual votes)	0
Spoilt ballot papers	0
Ballot papers issued & not returned	0

Party Votes (from EMS11-P)

[Redacted]	10
------------	----

10

When the OC Process Leader has confirmed that the results are correct, click **Print Cert** to print the voting place certificate of results in portrait orientation, A4 size.

11

Provide the certificate to the OC Process Leader, who will finalise the count (see section 5.3).

5.2 ENTERING PARTY VOTE ONLY RESULTS

Each General and Māori electorate needs to complete a separate count of votes that are designated as 'Votes Allowed for Party Only'.

These are votes cast by voters who were enrolled, but cast their vote for a different electorate from the one they are enrolled in. Therefore, their party vote counts but their electorate candidate vote does not.

The handwritten EMS81-WKSHEET will only show the party vote results (see example below). It will not show any candidate results.

Enter these results in the same way as you enter all the other results. Enter zeroes in all of the candidate fields listed in each party tab.

Note: the worksheet will show as not balancing when it is printed.

EMS81-WKSHEET Headquarters Official Count Worksheet																			
Voting Place	01-A405 Votes Allowed for Party Only - Auckland Central														Number of Ballot Papers Used (sum of column C from Form G)	320			
															Minus Post-writ Transfers	0			
Electorate for these Ballot Papers	Auckland Central														Total Ballot Papers Used (No. of ballot papers minus post-writ transfers)	320			
															Total Votes	320			
Party	[REDACTED]																	TOTALS	
Party Votes	25	10	30	5	50	25	50	15	25	10	0	0	0	15	20	5	15	20	320

5.3 FINALISING THE VOTING PLACE COUNTS

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

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

6 QUALITY ASSURANCE AND MONITORING

6.1 REASONABLENESS CHECKS

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

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

6.1.1 Electorate detail report

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

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

6.1.2 Official count and Election Night vote comparison report

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

6.2 END OF DAY PROCESS

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

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

6.2.1 EMS82-FINAL and EMS82 MĀORI

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

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

7 EXTRACTION AND ADJUSTMENTS TO THE OFFICIAL COUNT

7.1 OVERVIEW

Official count adjustments may be required when:

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

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

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

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

7.2 TIMING

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

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

7.3 ROLES AND RESPONSIBILITIES

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

7.4 MATERIALS REQUIRED FOR EXTRACTION

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

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

You will also need:

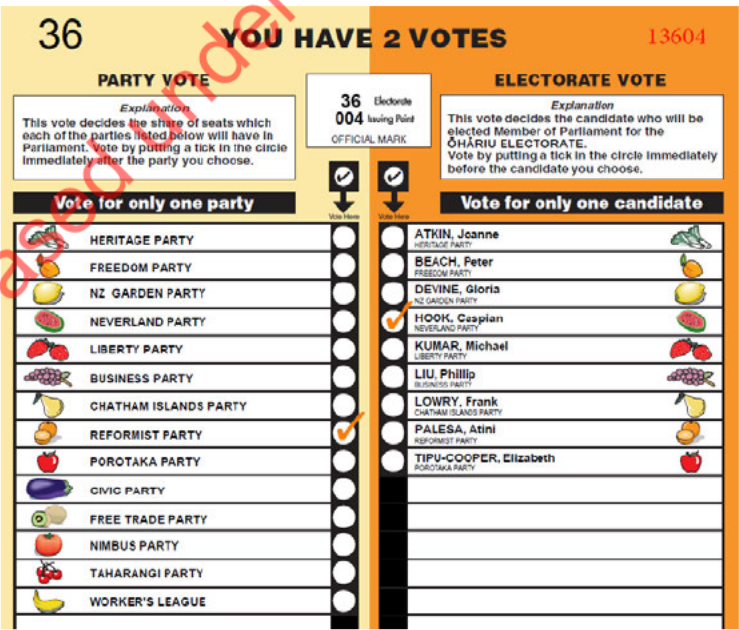
- The dual vote and post-writ extraction lists, sorted by voting place (2 copies)
- Dual vote and post-writ deletion case files
- Folder marked "Extracted votes"
- [REDACTED]

7.5 EXTRACTING VOTES

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

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

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

Step	Instructions												
1	<p>Open the P4 envelope and remove the EMS81-WKSHEET and EMS82-CERT.</p> <p>For each of the ballot papers extracted, use the M71-INVEST or M72-POST to identify the change required to the official count. Update the EMS81-WKSHEET as follows, using a red pen.</p> <p>For post-writ transfers:</p> <ul style="list-style-type: none"> write the number of post-writ transfers in the “Minus Post-writ transfers” field subtract this number from the “Total Ballot Papers Used”. <p>For example, if there was 1 post-writ transfer, make this change to the top of the EMS81-WKSHEET:</p> <table border="1"> <tr> <td>Number of Ballot Papers Used (sum of column C from Form G)*</td> <td>102</td> </tr> <tr> <td>Minus Post-writ Transfers</td> <td>1</td> </tr> <tr> <td>Total Ballot Papers Used</td> <td>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>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	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>  <p>The ballot paper shows the following marks:</p> <ul style="list-style-type: none"> Party Vote: A tick in the circle next to the REFORMIST PARTY. Electorate Vote: A tick in the circle next to the candidate HOOK, Ceapian. 												

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												
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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

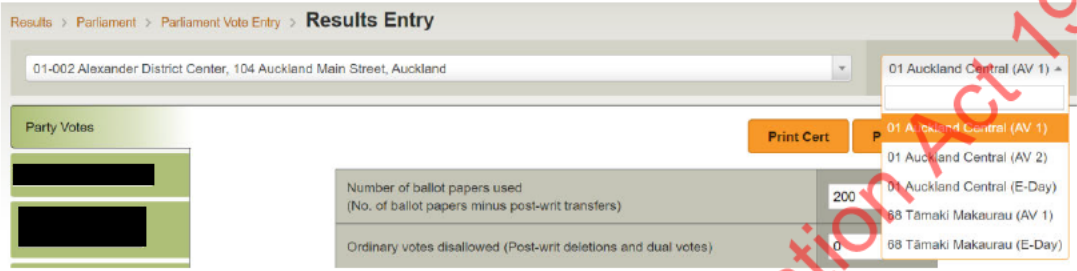
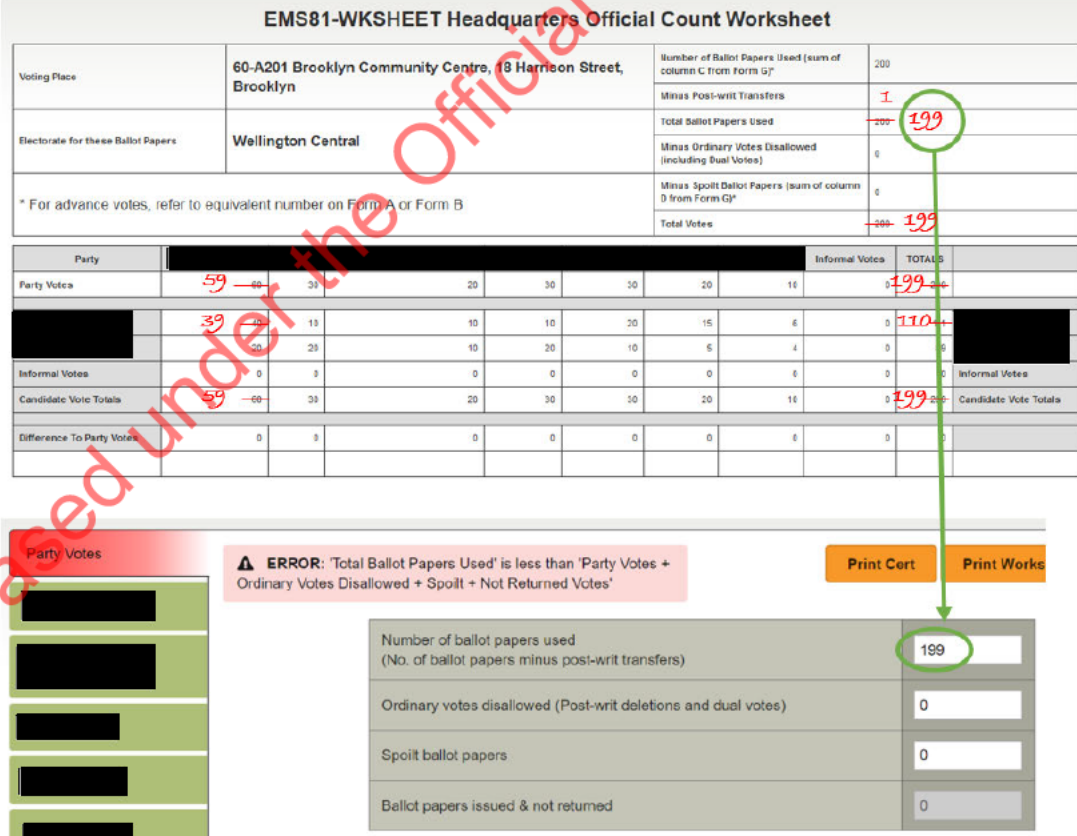
Step	Instructions
8	Ask the EM and JP to sign the new EMS82-CERT.
9	Photocopy the updated EMS82-CERT and staple the original to the back of the updated EMS82-CERT.
10	Put all original and amended forms back in the P4 envelope.
11	Put the photocopy of the EMS82-CERT in your daily folder until the end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

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7.7 ADJUSTING OFFICIAL COUNT RESULTS IN EMS

A data entry operator updates the official counts in EMS.

7.7.1 Updating post-writ transfers

Step	Instructions
1	<p>From the menu select 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> 

Continued on next page

On the **Party Votes** tab, change the number of party votes for the party that has had their count reduced and select **Save**. The tab for the party that no longer balances will show red.

3

EMS81-WKSHEE

Voting Place	60-A201 Brooklyn Communit Brooklyn
Electorate for these Ballot Papers	Wellington Central

* For advance votes, refer to equivalent number on Form A or Fc

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

Party Votes Print Cert Print Worksheet

Number of ballot papers used	199
Ordinary votes disallowed	0
Spoilt ballot papers	0
Ballot papers issued & not returned	0

Party Votes (from EMS11-P)

	59
--	----

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

4

Party Votes Print Cert Print Worksheet

	59
--	----

Candidate Votes for ACT New Zealand

	39
	20
Informal Votes	0
Total Candidate Votes	59

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

Step	Instructions																																																				
1	From the menu select Results – Parliament Vote Entry and select the voting place, electorate and phase you need to make a change to.																																																				
2	<p>On the Party Votes tab, enter the number of ordinary votes disallowed as shown on the EMS81-WKSHEET and select Save.</p> <div data-bbox="290 490 1324 999" data-label="Table"> <p style="text-align: center;">EMS81-WKSHEET Headquarters Official Count Worksheet</p> <table border="1"> <tr> <td>Voting Place</td> <td>60-A201 Brooklyn Community Centre, 18 Harrison Street, Brooklyn</td> <td>Number of Ballot Papers Used (sum of column C from Form G)</td> <td>100</td> </tr> <tr> <td></td> <td></td> <td>Minus Post-writ Transfers</td> <td></td> </tr> <tr> <td>Electorate for these Ballot Papers</td> <td>Wellington Central</td> <td>Total Ballot Papers Used</td> <td>100</td> </tr> <tr> <td></td> <td></td> <td>Minus Ordinary Votes Disallowed (including Dual Votes)</td> <td>1</td> </tr> <tr> <td colspan="2">* For advance votes, refer to equivalent number on Form A or Form B</td> <td>Minus Spoilt Ballot Papers (sum of column D from Form G)</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Total Votes</td> <td>199</td> </tr> </table> <table border="1"> <thead> <tr> <th>Party</th> <th>Party Votes</th> <th>Informal Votes</th> <th>Candidate Vote Totals</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>58</td> <td>30</td> <td>198</td> </tr> <tr> <td>[Redacted]</td> <td>32</td> <td>10</td> <td>109</td> </tr> <tr> <td>[Redacted]</td> <td>23</td> <td>20</td> <td>80</td> </tr> <tr> <td>Informal Votes</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Candidate Vote Totals</td> <td>58</td> <td>30</td> <td>198</td> </tr> <tr> <td>Difference To Party Votes</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> </div>	Voting Place	60-A201 Brooklyn Community Centre, 18 Harrison Street, Brooklyn	Number of Ballot Papers Used (sum of column C from Form G)	100			Minus Post-writ Transfers		Electorate for these Ballot Papers	Wellington Central	Total Ballot Papers Used	100			Minus Ordinary Votes Disallowed (including Dual Votes)	1	* For advance votes, refer to equivalent number on Form A or Form B		Minus Spoilt Ballot Papers (sum of column D from Form G)				Total Votes	199	Party	Party Votes	Informal Votes	Candidate Vote Totals	[Redacted]	58	30	198	[Redacted]	32	10	109	[Redacted]	23	20	80	Informal Votes	0	0	0	Candidate Vote Totals	58	30	198	Difference To Party Votes	0	0	0
Voting Place	60-A201 Brooklyn Community Centre, 18 Harrison Street, Brooklyn	Number of Ballot Papers Used (sum of column C from Form G)	100																																																		
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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 1014 1059 1321" data-label="Form"> <p>ERROR: "Total Ballot Papers Used" is less than "Party Votes + Ordinary Votes Disallowed + Spoilt + Not Returned Votes"</p> <p>Number of ballot papers used: 100</p> <p>Ordinary votes disallowed: 1</p> <p>Spoilt ballot papers: 0</p> <p>Ballot papers issued & not returned: 0</p> </div> <div data-bbox="290 1462 1110 1839" data-label="Form"> <p>Party Votes</p> <p>Number of ballot papers used: 100</p> <p>Ordinary votes disallowed: 0</p> <p>Spoilt ballot papers: 0</p> <p>Ballot papers issued & not returned: 0</p> <p>Party Votes (from EMS11-P)</p> <p>[Redacted]: 59</p> </div>																																																				

Continued on next page

4

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

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

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