



# CLOSE OF VOTING

# Close of voting

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

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

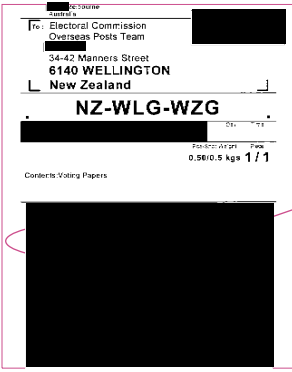
## Wednesday (E-3): Start reconciliation process

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

## Thursday (E-2): Arrange pick up

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

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

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

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

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

# Friday 4pm: Close of voting

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

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

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

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

## PART 1:

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

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

## PART 2:

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

## PART 3:

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

## PART 4:

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

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

# Part 1. Complete totals on OVP 5

1. Complete end sections

5

E85 + E88 TOTAL				
A	B	C	D	

NOTE: Colours reference totals from other forms

EC if additional supplies needed

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

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

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

NOTE: Colours reference totals from other forms

EC if additional supplies needed

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

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

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

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

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

2. Transfer to OVP 6

NOTE: Colour coded with A - D

DAILY DECLARATION RECONCILIATION REPORT

# Part 2: Complete OVP 6

Transfer counts from OVP 5

## VOTES RETURNED BY OVERSEAS VOTING PLACE

Name of OVP: \_\_\_\_\_

OVP 6

NOTE: ONLY Complete Phase 1 sections if EC advised.

TRANSFER FROM Form 5a Totals:

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

Number of ALL Votes to be Returned to the Electoral Commission

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

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

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

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

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

VOTES RETURNED BY OVERSEAS VOTING PLACE

OVP 6