

5 October 2023

By email to: [REDACTED]

Dear [REDACTED]

OFFICIAL INFORMATION ACT REQUEST 2022/38

On 14 August 2023 you made a request under the Official Information Act 1982 (the OIA) for the following information:

Please supply a PDF version of the following manuals for the Oct 2023 election (or if not yet finalised the 2020 version):

1. *The Operations Manual*
2. *Parliamentary and referendums official count regional training for results entering*
3. *Voting Place Manager personal instructions manual*

Please supply a blank copy of the "Certificate of Preliminary Results" form (or forms) completed in the voting place and to be signed by the Voting Place Manager and JP before the results are phoned through to the Returning office.

Please supply a blank copy of the EMS11-HQ (to be completed by the telephone operators in the Returning Office)

Please supply a blank copy of the EMS81-WKSHEET (to be completed by the data entry operators in the Returning Office)

Please supply a copy of the manufacturers diagram for the ballot boxes to be used in the voting place

The Operations Manual 2023 General Election (Volumes 1, 2 and 3) includes the official count training requested under item 2. Parts of this are withheld under section 6(c) of the Act where they may prejudice the maintenance of the law and compromise security arrangements at elections. Due to the work involved in collating the redacted material, this is not attached at this stage but will be provided to you as soon as reasonably practicable in the next few days.

The remaining documents requested are attached. Parts of item 3 are withheld under section 6(c) of the Act where they may prejudice the maintenance of the law and compromise security arrangements at elections.

Note also that the preliminary results forms completed in the voting place and signed by the Voting Place Manager are not signed by a Justice of the Peace. A Justice of the Peace is required to be appointed for the official count but not for voting places. Therefore, there is no certificate of results for the preliminary counts for voting places signed by a Justice of the Peace on election day.

In the interests of transparency, we release responses to Official Information Act requests every 3 months. We will publish this response with your personal details redacted.

You have the right under section 28(3) of the Act to make a complaint to the Ombudsman if you are not satisfied with the response to your request. Information about how to do this is available at www.ombudsman.parliament.nz or by phoning 0800 802 602.

Yours sincerely



Martin Rodgers
Director, Voting Services