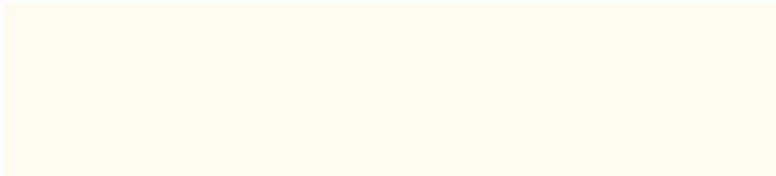# *Electoral Act 2017*

APPROVAL OF THE MANNER FOR PACKAGES OF ITEMS USED IN CONNECTION WITH THE STATE GENERAL ELECTION 2023 TO BE MADE UP AND SEALED

1. Pursuant to secton 170(1) of the *Electoral Act 2017*, the Electoral Commissioner is to approve the manner for packages of the following items used in connection with the election to be made up and sealed:

   a. envelopes from which any ballot papers were removed;

   b. unopened envelopes containing ballot papers; and

   c. ballot papers allowed as formal or rejected as informal.

2. I approve the manner set out in the Annexure hereto for packages of the above listed items used in connection with the state general election 2023 to be made up and sealed.

John Schmidt
Electoral Commissioner
17 March 2023

Annexure

1. Packaging of ballot papers allowed as formal or rejected as informal

1.1 Packaging ballot papers removed from declaration vote and postal vote envelopes at centralised count centres

Extract from:
SE.010G Counting and results – Gatekeeper manual (section 5.4)

1.1.1 Gatekeeper 3: Post-Data Entry

At the completion of data entry for a district for a contest type/vote type/progressive count, its ballot paper carton(s) are collected from the data entry teams, checked, sealed and delivered to the Logistics team.

A 'Gatekeeper 3: Post-Data Entry' sheet will be maintained for each contest type/vote type/progressive count to manage this process.

Procedure

Follow these steps when data entry has completed for a district in a contest type/vote type/progressive count.

1. Gatekeeper 3 staff collect the district's ballot paper carton(s) for the contest type/vote type/progressive count from the data entry team shelves labelled.

   - LC ballot papers – Reconciliation complete
   - LA ballot papers – Quality Assurance complete.

2. LC ONLY: Locate the PRCC 'Batch Detail Report' in the carton and check:

   - the district/contest type/vote type/progressive count details at the top of the report matches that on the batches
   - the 'Total Number of Batches' [centre of the report] equals the number of batches in the carton(s). Tick with a red pen
   - the 'Reconciled' number [RHS of report] equals the total number of batches. Tick with a red pen
   - the 'Batch No.' and 'Batch Status' [LHS of report, first 2 columns] equals the number of batches, and that each batch has a status of "Reconciled". Tick each batch with a red pen

- the report has been signed by the data entry supervisor. Tick with a red pen

If there are any issues do not proceed. Advise the gatekeeper supervisor.

3. LC ONLY: Place the Batch Detail Report in the ballot paper carton marked '1 of ...'

4. LA AND LC: On the 'Gatekeeper 3: Post-Data Entry' sheet for this contest type/vote type/progressive count, write the following details in the district's row:

   - the number of carton(s) for that district (**# Cartons**),
   - the data entry received date (**Data Entry Rec'd Date**)
   - the data entry received time (using 24hr notation) (**Data Entry Rec'd Time**)

5. LA AND LC: For each ballot paper carton, apply a **Purple tamper evident seal EL.487** over the long opening and write the seal number on the carton label.

6. On the Gatekeeper 3 sheet for this contest type/vote type/progressive count sheet, in this district's row, write each carton's **Purple tamper evident seal EL.485** number in the **Purple Seal Number** column.

7. Deliver the carton(s) to Logistics.

Gatekeeper 3 Reconciliation

For each contest type/vote type/progressive count, we can check that each district:

- marked as allocated to a data entry team on the Gatekeeper 2 sheet is either being data entered or marked as received on the Gatekeeper 3 sheet.

1.1.2 Non-included districts

When a vote type/progressive count completes extraction, the extraction team will advise which districts were not included and therefore have no ballot papers to be counted.

On each of the 8 Gatekeeper sheets for this vote type/progressive count (4 for LA, 4 for LC), mark each of these districts with a "N/A" notation in the first column.

1.2 Packaging Legislative Council ballot papers in a count centre

Extract from:
SE.010G Counting and results – Gatekeeper manual (section 8)

1.2.1 LCCC Gatekeeper 3 procedures

Procedure

The following steps must be followed by Gatekeeper 3 staff when data entry trays are returned from data entry.

1. Retrieve the data entry tray(s) for a venue/vote type from the 'Reconciliation Complete' section of the data entry shelves.

2. Ensure all data entry batches for the venue/vote type are present. (The Batch Header Sheet attached to the top of each batch of ballot papers lists the number of batches generated for the venue/vote type.) *For example, if a Batch Header Sheet indicates that there are 3 batches, simply count that there are 3 batches in the tray. Do not look for batches 1, 2 and 3.*

   If all batches are not in the tray, it is possible you have not retrieved all trays for the venue/vote type from the shelves.
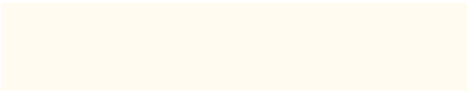
Batch Header Sheet

Work Location:	Riverwood
District:	Ku ring gai
Polling Place / Dec Type:	Beaumont Rd Public
Progressive Count:	1

Batch Number: 1

Batch Identification Code: 11491

Total Number of Batches for this Polling Place / Dec Type: 3

Number of Papers Registered in this batch : 20

Round 1

Name: _____ PC Group: Admin PC: L76930

Signature: _____ Date: _____

Round 2

Name: _____ PC Group: Admin au: DTC762

Signature: _____ Date: _____

☐ Reconciled

Date Generated: 10/6/2018   Page 1 of 1

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3. Locate the PRCC 'Batch Detail Report' in the carton and check:

    •   the venue/vote type details at the top of the report matches that on the batches

    •   the 'Total Number of Batches' [centre of the report] equals the number of batches in the carton(s). Tick with a red pen

    •   the "Reconciled' number [RHS of report] equals the total number of batches. Tick with a red pen

    •   the 'Batch No.' and 'Batch Status' [LHS of report, first 2 columns] equals the number of batches, and that each batch has a status of "Reconciled". Tick each batch with a red pen

    •   the report has been signed by the data entry supervisor. Tick with a red pen.

4. In the Gatekeeper Management Tool click 'Receipt Data Entry'.

    For a Voting Centre, Early Voting Centre or Declared Facility, click on 'Venues' and select:

- District: e.g. Newtown
- Venue Type: Early Voting Centre, Voting Centre, or Declared Facility
- Venues: e.g. St Francis of Assisi.

5. For a Declaration Type, click on 'Dec.Votes' and select:

   - District: e.g. Newtown
   - Declaration Vote Type: Absent, Enrolment, NAMAV, or Postal
   - Progressive Count: e.g. 5.

Note

For 'Receipt Data Entry – Venues' or 'Receipt Data Entry – Declaration Votes' enter 'Number of Data Entry Batches': (Check number of batches on 'Batch Detail Report' against data entry tray then enter the quantity in the record box).

6. Click 'Generate' to generate the label(s) and a confirmation message. Click 'Preview' to print label(s) as a pdf in a window for viewing before printing the labels.

The system will generate the required number of labels. The system is set to generate a minimum of one **Legislative Council data entry ballot paper carton label SE.422F**. It will generate one label for 1 to 20 batches. For example, if you have 35 batches, the system will generate 2 labels. You would pack 20 batches in one carton using one label and 15 batches in a second carton using the second label.

Click the 'Print' button in the bottom right hand corner to print the labels.

If a mistake has been made, close the pdf label window then click on the 'Delete' button next to the 'Preview' button.
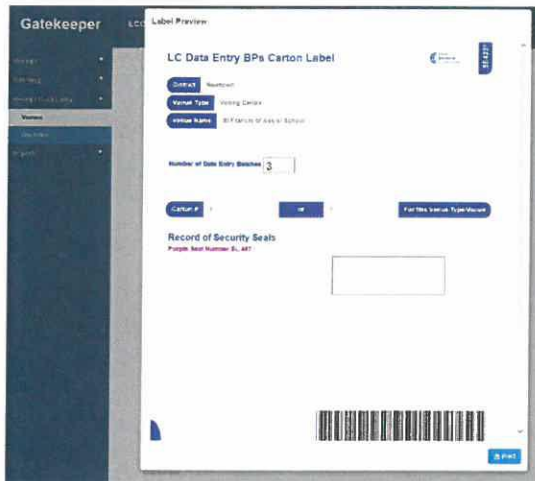
7. Use fresh Legislative Council ballot paper carton(s) to pack all data entry batches and the Batch Detail Report for the venue/vote type. You must use all printed **Legislative Council data entry ballot paper carton labels SE.422F**. For example, if you have 22 batches, 2 labels will be generated and printed. Do NOT pack all 22 batches in one carton. You must pack 20 batches in one carton and 2 batches in another carton, applying one label to each carton.

8. Seal the carton(s) using packing tape and apply a **Legislative Council data entry ballot paper carton label SE.422F** label on each carton.

Used to pack data entry ballot papers.
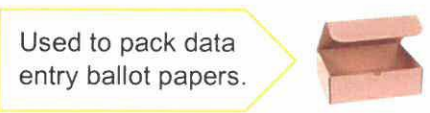
9. Secure the carton(s) using a **Purple tamper evident seal EL.487** over the long opening of each carton.

10. Write the **Purple tamper evident seal EL.487** number on the carton label.

11. Deliver all carton(s) to the Logistics team.

1.3 Packaging Legislative Assembly ballot papers in an election manager's office

Extract from:
SE.007D Counting and results – LA Check Count data entry manual (section 6)

1.3.1 Procedures following approval of venue/vote type

1. The supervisor:

    *   Writes "Approved in PRCC" on the bottom of the Result Sheet, names, signs and dates it, and files it in the results folder for this district (EM office: Filing system folder 7: Counting and Results)

    *   EM office: Marks the venue/vote type as complete on the **Voting centre venues FORM.406**

    *   Checks the 'Ballot Paper Markings' reports are appropriately completed, signs and date them, and places them in the carton

    *   The cartons are placed in the 'QA approved' holding area, ready for sealing and storage.

2. EM office: As convenient, for each carton in the 'QA approved' holding area', the QA team:

    *   Seals the carton(s) with a **Purple tamper evident seal EL.487**, writing the seal number in the 'Purple seal number EL.487' field on the carton label.

    *   Completes a **Record of seal numbers EL.117** form and files it Filing system folder 7: Counting and Results.

    *   Returns the cartons to the Secure Zone.

    Count Centre: As convenient, for each carton in the 'QA approved' holding area', Gatekeeper 3 staff:

    *   Seals the carton(s) with a **Purple tamper evident seal EL.487**, writing the seal number in the 'Purple seal number EL.487' field on the carton label.

    *   Moves the cartons to the Logistics area to be packed ready for transport.

2. Packaging of envelopes from which any ballot papers were removed and unopened envelopes containing ballot papers

2.1 Packaging of declaration vote envelopes

2.1.1 Unopened declaration vote envelopes containing ballot papers

1. Following scrutiny, unopened (i.e., rejected) declaration vote envelopes will be delivered to the Gatekeeper/Operational Runners who will place all unopened declaration vote envelopes in an archive box.

2. Archive box will be labelled with the type of declaration vote (absent, enrolment or NAMAV), the progressive count number, date range and box number.

3. Seal the box using a white seal and record the seal number in the **Record of security seals EL.117**

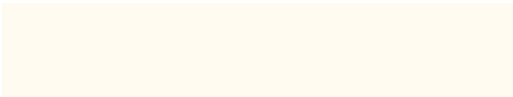4. Deliver all boxes to the Logistics team.

2.1.2 Opened declaration vote envelopes

1. Following extraction, opened empty (i.e., accepted) declaration vote envelopes will be delivered to the Gatekeeper/Operational Runners who will place all opened declaration vote envelopes in an archive box.

2. Archive box will be labelled with the type of declaration vote (absent, enrolment or NAMAV), district, the progressive count number, box number and date range.

3. Seal the box using a white seal and record the seal number in the **Record of security seals EL.117**

4. Deliver all boxes to the Logistics team.

2.2 Packaging of postal vote envelopes

2.2.1 Unopened postal vote envelopes containing ballot papers

1. Following scrutiny, unopened (i.e., rejected) postal vote envelopes will be delivered to the Operational Runners who will place all unopened postal vote envelopes in an archive box.

2. Archive box will be labelled with the district, the progressive count number, box number and date range.

3. Seal the box using a white seal and record the seal number in the **Record of security seals EL.117**

4. Deliver all boxes to the Logistics team.

2.2.2 Opened postal vote envelopes

1. Following extraction, opened empty (i.e., accepted) postal vote envelopes will be delivered to the Gatekeeper/Operational Runners who will place all opened postal vote envelopes in an archive box.

2. Archive box will be labelled with the district, progressive count number, box number and date range.

3. Seal the box using a white seal and record the seal number in the **Record of security seals EL.117**

4. Deliver all boxes to the Logistics team.