

## 04/12/2023 - E + 9 SITREPS (PW)

As at 1.49pm on 04/12/2023 prepared by Grace [REDACTED] approved by Paul [REDACTED]

<b>Distributed to</b>	All GEDT/ELT members																						
<b>Key Contacts</b>	Anusha Guler and Crispian [REDACTED]																						
<b>Previous ELT SITREP</b>	<a href="#">E+6 SITREPS 12 01122023 - POST ELECTION.docx</a>																						
<b>Overview</b>	<p><b>Summary of the current event</b></p> <ul style="list-style-type: none"> <li>Post Election process</li> <li>Official results week</li> </ul>																						
<b>Port Waikato by-election</b>	<p><b>Port Waikato by-election</b></p> <ul style="list-style-type: none"> <li>VS has completed the QA on the official count.</li> <li>Currently waiting for the overseas count to be completed. Tracking well.</li> <li>Query around signing off overseas certificate, John [REDACTED] confirmed it was the Electorate Manager to sign it off.</li> </ul> <p><b>Overseas</b></p> <ul style="list-style-type: none"> <li>Official count of overseas votes starting shortly today but are waiting for auditors to arrive. All tracking well.</li> </ul> <p><b>Post-Election Actions:</b></p> <p><a href="#">Runsheet PW By-election Nov 23.xlsx (sharepoint.com)</a></p> <p><b>Note:</b> Please update the master excel document for any updates and not this schedule. Please note that this is NOT a full exhaustive list of actions as it was partially extracted from the master run-sheet.</p> <ul style="list-style-type: none"> <li>Need to add the quality assurance to the run sheet on all the documentation process.</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Task Description</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td colspan="2"><b>E+8 SUNDAY</b></td> </tr> <tr> <td>All ballot papers have been extracted from the counts</td> <td>Completed</td> </tr> <tr> <td>Make adjustments to official count due to extractions</td> <td>Completed</td> </tr> <tr> <td colspan="2"><b>E+9 MONDAY</b></td> </tr> <tr> <td>Book in Catalyst to prepare website for Wednesday am</td> <td>Completed</td> </tr> <tr> <td>Overseas to perform Official count</td> <td>In Progress</td> </tr> <tr> <td>Complete parliamentary official count - special votes</td> <td>To start</td> </tr> <tr> <td>Extraction day</td> <td>To start</td> </tr> <tr> <td>Reconciliation of candidate total votes QA</td> <td>To start</td> </tr> <tr> <td>Reasonableness check of SV counts (Monday and Tuesday, depending on timing)</td> <td>To start</td> </tr> </tbody> </table>	Task Description	Status	<b>E+8 SUNDAY</b>		All ballot papers have been extracted from the counts	Completed	Make adjustments to official count due to extractions	Completed	<b>E+9 MONDAY</b>		Book in Catalyst to prepare website for Wednesday am	Completed	Overseas to perform Official count	In Progress	Complete parliamentary official count - special votes	To start	Extraction day	To start	Reconciliation of candidate total votes QA	To start	Reasonableness check of SV counts (Monday and Tuesday, depending on timing)	To start
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	Create Gazette notice form	To start
	Update SDV disallowed in EMS	To start
	<b>E+10 TUESDAY</b>	
	Attach completed M91-OPS checklist (if you have kept a copy before returning the information to Wellington)	In progress
	EMS82 - CERT reasonableness checks	In progress
	QA of Final Cert, prior to signing by EM and JP	In progress
	Final Cert sign off	To start
	After National Office instructs, complete your parliamentary official final certificate of results (EMS82-FINAL) Scan the certificate and attach to task.	To start
	Electorate official result certificates	To start
	QA Gazette Notice against list of successful candidates	To start
	Send Gazette notice xlsx to DIA though portal	To start
	<b>E+11 WEDNESDAY</b>	
	Official results provided to C&E for input into media release	To start
	QA of official results statistics posted on website	To start
	Official/Prelim Comparison and key stats provided to C&E for input into media release	To start
	Receive extract from IT	To start
	Receive Gazette proof from DIA	To start
	Approve DIA proof for publishing	To start
	Declaration of official results - Gazette Notice to be signed by Karl	To start
	Publish Gazette Notice	To start
	Official results media release signed off by C&E Manager	To start
	Official results media release approved	To start
	Official results media release provided to media	To start
	EC prepare website	To start
	Official results published to electionresults.govt.nz	To start
	Official results media release uploaded to elections.nz	To start
<b>Security</b>	<b>GENERAL</b> <ul style="list-style-type: none"> <li>Nothing significant to report other than raising awareness around protest around midday tomorrow across the country (particularly Wellington).</li> </ul>	

<b>People &amp; Culture</b>	<b>GENERAL</b> <ul style="list-style-type: none"><li>• Payroll issues have been resolved.</li></ul>
	<b>Note: Enrolment, IT, Strategic, Engagement &amp; Partnerships, Customer Services, Legal &amp; Policy – Nothing to report</b>