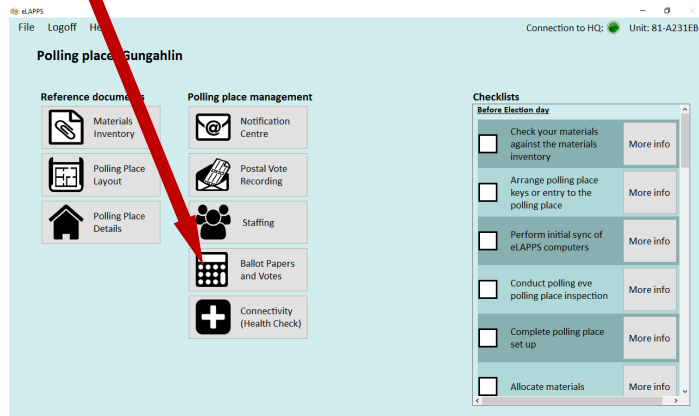# How to balance ballot papers and votes on polling night

The process for balancing on polling night is very similar to the process used on all previous pre-poll voting nights. The major difference is counting and recording polling results. There is also an important extra step for the recording of EVACS votes – see *transmitting EVACS figures on polling night* (this should already have been completed). The following guide outlines the steps necessary for completing the 'Ballot paper and votes' process on polling night.

## Step 1:

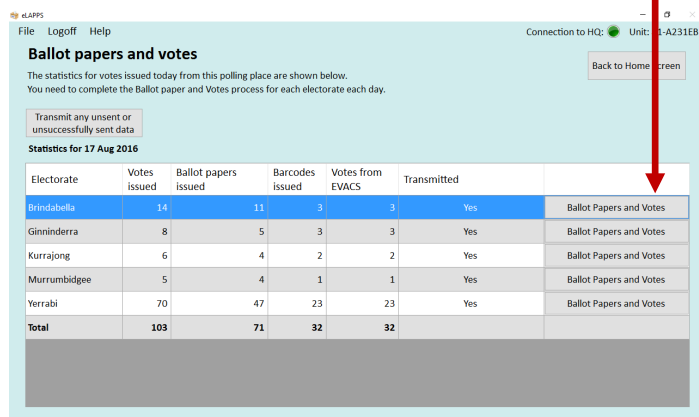From the OIC's home screen click the 'Ballot papers and votes' button.



## Step 2:

In order to complete the Ballot papers and votes section of eLAPPS on polling night, you need figures for the following items from polling day for each electorate:
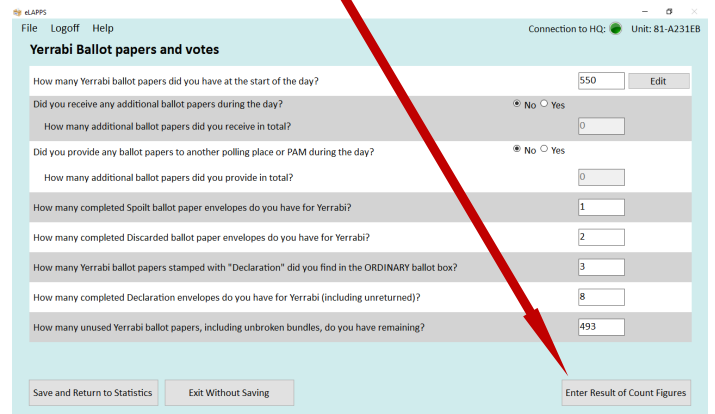
- Spoilt ballot papers;
- Discarded ballot papers;
- Declaration ballot papers found in the ordinary ballot box;
- Declaration votes;
- Unused ballot papers; and
- The result of count.

Once you have these figures, select 'Ballot papers and votes' button for the home electorate and enter the figures as you have done during the previous days of pre-poll voting.



## Step 3:

You will notice that after entering the figures, you no longer have a 'View summary' button. Instead you have 'Enter result of Count Figures'. Click this button.
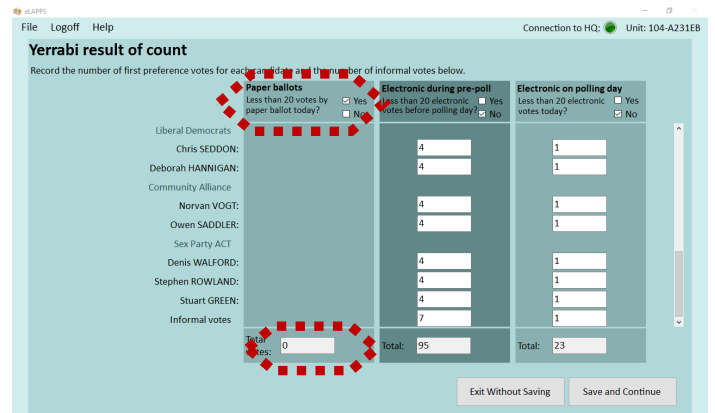


## Step 4:

The result of count screen will show three separate tables. The middle and right table are for EVACS figures which have already been completed (see **transmitting EVACS figures on polling night**). You can now ignore these tables for this process.

The first table (left hand side) is for entry of figures relating to the paper ballot papers you count.

If you have fewer than 20 paper ballots for the electorate you are currently completing select '**yes**' to the question "less than 20 votes by paper ballot today" and enter the total number of votes you have in the total field. However, if you have more than 20 votes for paper ballots select '**no**'.



Answering '**no**' will display a field next to every candidate's name.

## Step 5:

If there are more than 20 paper ballots, take the completed 'Result of Count' slip relating to the polling day paper figures and transcribe them into the left table in eLAPPS.

You can tab between fields.

*Be very careful that you are entering the correct 'Result of Count' slip. It must be the POLLING DAY paper figures*



## Step 6:

Check to ensure that you have entered the correct figures next to the correct candidate's name and check that the total figure at the bottom matches your expectations from the Result of count slip.

If you are happy you have correctly entered these figures click the 'Save and Continue' button.

## Step 7:

The next screen is the summary screen. As was the case during pre-poll it tells you whether the figures you have entered balance. If it indicates that the EVACS figures do not balance, make sure you are confident you have entered the candidate figures correctly.



If the ballot paper figures do not balance you should do a recount, starting with the spoilt, discarded, declarations and unused ballot papers.

If you need to change a figure, you can do so from this screen, just change the figure and click the 'Recalculate' button.



## Step 8:

If you still don't balance, do a recheck of your polling place looking for ballot papers you may have overlooked.

Also perform a recount of the candidate figures. If you find an error in the result of count that needs correcting, just click the 'Edit' button next to the 'Total number of ballot papers counted' field.



This will return you to the 'Result of count screen' where you can make alterations. Clicking 'Save and Continue' from that screen will return you again to the 'Summary screen'.

## Step 9:

If you now balance, or still don't balance but you are confident you have accurately counted all your ballot papers, used and unused, click the 'Transmit figures for....' button.

Wait for it to finish transmitting the figures and then repeat this process for the remaining electorates.