

7 Counting Station Procedures

IEC Official at entrance of Counting Centre

The IEC Official checks to ensure persons entering the Counting Centre have the appropriate identification (relevant official armband allocated by the IEC), and to regulate the entrance to the Counting Centre.

(see diagram on page 14)

Receipt of packages

Counting Officer's Table (table A):

2 IEC Officials (the Counting Officer and his/her deputy)

The Counting Officer (or his/her deputy), in the presence of any Party Voting Agents, inspects the seals on the packets, ballot boxes and other packages delivered to the Counting Centre. IEC monitors, national and international observers may witness the inspection. The Counting Officer consults with the Party Voting Agents and confirms that the seals are intact or that any irregularities identified are not material. The Counting Officer issues a receipt - "Counting Centre Package Receipt" - to the IEC official delivering the packages (see appendix 2).

If the irregularities are declared to be material, the Counting Officer will follow instructions from the Chief Director: Administration of the IEC. The Counting Officer also records the details of all irregularities on the form "Notification of Irregularities and Discrepancies" (see appendix 5).

Important: Prior to April 29, the Counting Officer will be furnished with a list of the Voting Stations allocated to the Counting Station, together with the details of the schedule for delivery. Where packages from some or all of the Voting Stations have not been delivered to the Counting Centre allocated, an IEC official will take the necessary steps to locate the packages and have them delivered.

IEC Officials next to the Counting Officer's Table: 2 officials

These Officials, on the instruction of the Counting Officer, separate the packages into two groups: packages with national ballots and packages with provincial ballots. They take the separated packages to the relevant reception area; either the Provincial Package Reception Area ("Area B") or the National Package Reception Area ("Area C"); and place them in bins according to voting days; i.e. April 26, April 27, and April 28.

Reconciliation

Reconciliation of Presiding Officers' Statements

The two IEC Officials next to the Counting Officer's table take packages from one voting station placed in the bins in the Provincial Reception Area/National Reception Area and deliver them to the relevant Provincial or National Reconciliation Table when requested by the Officer at the available table as follows:

- Packages for April 26 - Day One tables (D1, D2, D3 respectively)
- Packages for April 27 - Day Two tables (E1, E2, E3 respectively)
- Packages for April 28 - Day Three tables (F1, F2, F3 respectively)

Important: Packages in respect of April 27 and 28 from the same voting station must be taken to corresponding Day Two and Day Three tables for reconciliation together, eg; E1: F1; E2: F2; E3: F3

Reconciliation Tables (tables D, E and F)

18 IEC Officials (9 Provincial Tables - 9 National Tables)

2 Supervisors (1 Provincial; 1 National) [20]

The IEC Official at each of the 18 reconciliation tables breaks the seals and opens the ballot boxes on the table. He/she then removes the ballot papers from the ballot boxes and places them in a pile on the table. He/she displays the empty ballot boxes for the Party Voting Agents, monitors and observers present. He/she counts the number of ballot papers placed on the table and makes a written record of the total. He/she arranges the ballot papers in groups of 20 (bound by a paper clip) and then in groups of 100 (five groups of 20 bound together with a larger paperclip).

The Official then notifies the Supervisor in charge of the tables that the process is completed. He/she locates the Ballot Paper Statement for the relevant voting day and hands the statement to the Supervisor.

Supervisor in charge of reconciliation tables

The Supervisor examines the Ballot Paper Statement prepared by the Presiding Officer to see whether the number of ballot papers recorded for the relevant ballot boxes matches the number of ballot papers actually found in the ballot boxes. If the numbers match, the statement is considered reconciled, and the supervisor places the counted ballot papers into a ballot box or ballot boxes if more than one box is required. He/she completes the "Counting Centre Reconciliation Statement" and attaches it to the outside of the ballot box containing the counted ballot papers (see appendix 3). Where the counted ballot papers are placed into more than one ballot box, a "Counting Centre Reconciliation Statement" is completed for each ballot box used. He/she seals the box/es with the seals issued by the IEC to the Counting Centre. An Official at the relevant table takes the sealed ballot box/es to the appropriately designated (Provincial or National) section of the Package Holding Area. (Area G)

At the Counting Station

If your political party asked you to watch the counting of the votes, you will need to read the rules in the **Electoral Act** which deal with counting votes. You also need to know how to do a vote count at the same time as the counters are doing their work. You may need special accreditation – check with your Party Election Provincial Agent.

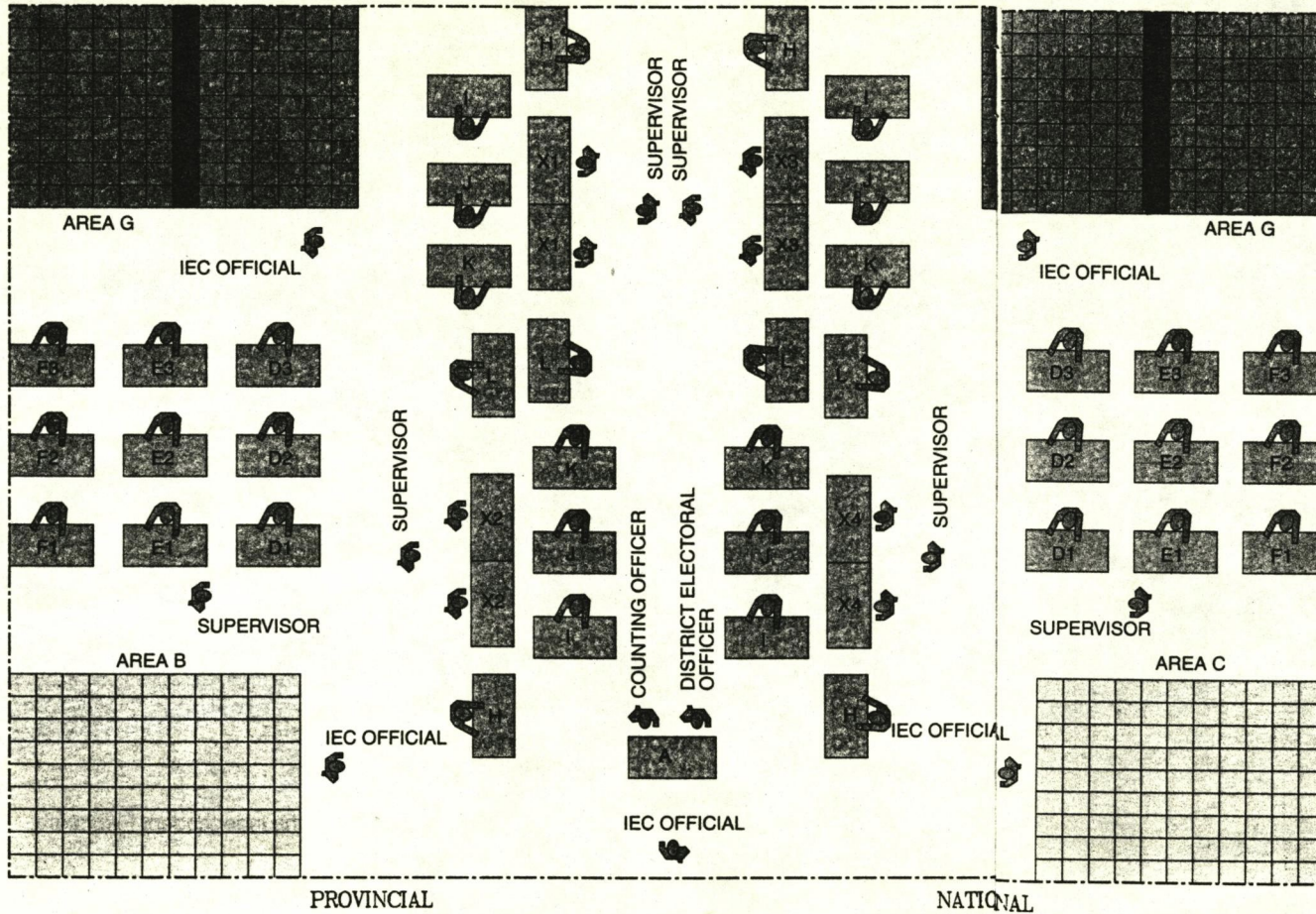
Here is an outline of how the votes are counted.

- Counting will take place after the second ordinary voting day, and will proceed continuously until completed.
- The sealed ballot boxes and other packages will be delivered to the Counting Stations by the IEC officials. Party Voting Agents may also accompany these.
- The Counting Officer and Receiving Officer will check to ensure that the seals on the ballot boxes and other packages are intact. Party Agents may also be present. If seals are intact, they will be separated into National and Provincial packages. If there are problems, the Chief Director: Administration, will rule on the issue. IEC officials at one of the nine reconciliation tables on the national and provincial sides respectively will first count all the ballot papers in the ballot boxes from each Voting Station to see that the number is the same as that shown on the Ballot Paper Statement prepared by the Presiding Officer. If so, the votes will be replaced in the ballot boxes and passed to the next stage of counting. If there is a difference between the number of ballot papers counted and the Ballot Paper Statement, and further counts cannot resolve this satisfactorily, the Chief Director: Administration's guidance will be followed.
- IEC officials at one of the counting tables will then sort the votes according to political parties, showing each ballot paper to the Party Voting Agents. The officials will check that the choice of a single party is identifiable on each ballot paper, and that each ballot paper bears the official voting station stamp. Party Voting Agents may dispute the decision made by the officials. An IEC counting supervisor will rule on this.
- The votes for each party will then be counted, batched and bundled into 20s, and then 100s. Votes will be recorded as follows:
 - Ballots counted and not disputed in respect of each party.
 - Ballots counted but disputed in respect of each party.
 - Ballots rejected and not disputed.
 - Ballots rejected but disputed.
- This will be recorded on a tally form which Party Voting Agents will be asked to sign. Party Voting Agents may challenge the Batch Tally of ballots. If there is no challenge, or after any challenge has been resolved Party Voting Agents will be asked to sign the Batch Tally Form in respect of the ballots dealt with. Upon such signature that Party will be considered to have accepted the Tally concerned and no further appeal to the IEC will be allowed. The Voting Agents do not have to sign the Batch Tally Form and, even if they do so, may still lodge a formal written objection with the IEC within 48 hours.

- The total number of votes for each party will be calculated by adding the figures from all the Batch Tally Forms. Party Voting Agents will be given an opportunity to report any irregularity or inaccuracy before the Counting Officer reads out the final tally of votes in the presence of all Party Voting Agents.
- The Counting Officer will then record the details of the final tally, on separate forms for National and Provincial voting, and Party Voting Agents will be asked to sign to indicate their acceptance of the tally. Upon such signature the Party concerned will be considered to have accepted the final tally and no further appeal to the IEC will be allowed.
- Party Voting Agents are not required to sign Tally Forms if they are not fully satisfied that there were no unresolved irregularities during the counts.
- Counted ballots, Tally Forms and reports of any irregularities or inaccuracies will be sealed for return to IEC headquarters.

See diagram of Counting Station on page 10

INDEPENDENT ELECTORAL COMMISSION COUNTING CENTRE LAYOUT



KEY		
CODE	TYPE	DESCRIPTION
A	Table	Counting centre reception table
B	Area	Provincial package reception area
C	Area	National package reception area
D1	Table	Reconciliation tables-26 April 1994
D2	Table	
D3	Table	
E1	Table	Reconciliation tables-27 April 1994
E2	Table	
E3	Table	
F1	Table	Reconciliation tables-28 April 1994
F2	Table	
F3	Table	
G	Area	Package holding area
H	Table	Party allocation table
I	Table	Party allocation table
J	Table	Party allocation table
K	Table	Party allocation table
L	Table	Party allocation table
X1	Table	Provincial ballot counting tables
X2	Table	
X3	Table	National ballot counting tables
X4	Table	

NB: 1. Allows 2m clearance for party voting agents except between Area G and party allocation tables
 2. Table size 1600x800mm throughout

AREA: 24.5m x 16.5m = 404.25m²