

## ADVANCE & ELECTION DAY VOTING PLACE ASSESSMENT

### Site:

Name:	Manurewa Marae
Address:	81 Finlayson Avenue, Clendon Park 2103

### Contact for site:

### Alternative contact for site:

Name: Cardena [REDACTED]	Name: Lola [REDACTED]
Position:	Position: Office Manager
Phone number(s): [REDACTED]	Phone number(s):
Email: [REDACTED]@manurewamarae.co.nz	Email: [REDACTED]@manurewamarae.co.nz

### Pre-visit information:

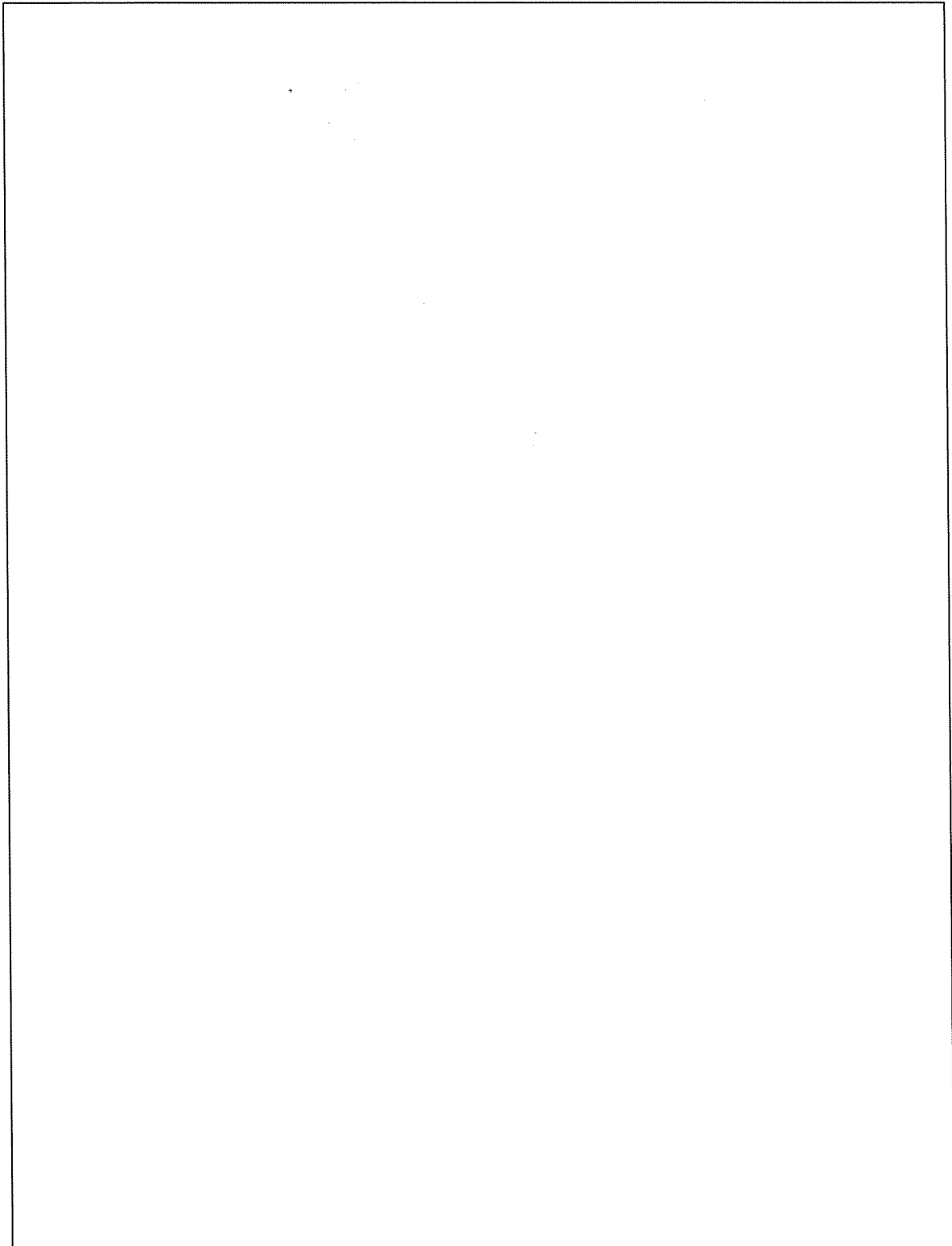
What is the availability of the site?	AV <input checked="" type="checkbox"/>	ED <input checked="" type="checkbox"/>	If yes for advance voting, describe available days / hours
Can political neutrality be confirmed?	(Yes) No	Describe any concerns: National office coordinates with the Maori Collective	
Is alcohol sold at the site during the hours of voting?	Yes (No)	If yes, where is the location in relation to the voting area?	
Have there been any security incidents at the site or nearby in the past 12 months?	Yes (No)	If yes, describe the incident(s):	
Has an earthquake assessment (NBS) been completed for the space used for the voting place?	Yes (No)	If yes, what was the result?	
Where is the closest Civil Defence Centre or community emergency hub?	*any site below 34% needs to be approved by National Office Where is the location?		
Is this site within a tsunami zone?	Yes (No)	If yes, what is the recommended evacuation route(s)?	

**Site map:**

Insert an aerial photo from google maps below.

Indicate:

- where to put voting place signs to direct voters
- the designated accessible car park
- staff and voters parking location(s)
- access from street for delivery truck (if applicable)



**Recruitment and communications:**

What groups of the community utilize this facility routinely?	rangatahi activities/men's/women's group COVID vaccination/food bank clinic
What languages are spoken in the local community?	several - diverse community Te reo
Is there a community newsletter, website, or Facebook page that recruitment and/or voting information could be shared?	If yes, describe.... Digital copy of recruitment flyer provided
Is there a noticeboard (electronic or physical) that could be used to promote this site as a voting place?	If yes, describe....

**Health and safety: is there...**

Actions required and other notes

Lighting inside and outside in the voting place?	<input checked="" type="radio"/> Yes / No	
Heating/air conditioning operating during occupancy?	<input checked="" type="radio"/> Yes / No	heater on wall portable heaters
Toilet facilities available to use?	<input checked="" type="radio"/> Yes / No	
Accessible toilets available to use?	<input checked="" type="radio"/> Yes / No	
Unisex toilets available to use?	<input checked="" type="radio"/> Yes / No	
Kitchen facilities available to use?	<input checked="" type="radio"/> Yes / No	
Regular cleaning completed by the facility? (For multiple day use)	<input checked="" type="radio"/> Yes / No	Describe how often and when:
Any cleaning requirements for hiring the space?	Yes <input checked="" type="radio"/> No	
Rubbish disposal available?	<input checked="" type="radio"/> Yes / No	Food, etc rubbish only - everything else to bring back to HQ
An accessible first aid kit?	<input checked="" type="radio"/> Yes / No	kitchen

## Ventilation

Refer to M41-VPGUIDE, page 1 for more information on types of ventilation systems.

Are there windows and/or doors that can be left open?	<input checked="" type="radio"/> Yes / <input type="radio"/> No	Describe:
Are there any fitted ceiling or extract fans that could be turned on?	Yes / <input checked="" type="radio"/> No	Describe:
Is there a ducted, mechanical ventilation system that could be turned on while staff are at the voting place?	Yes / <input checked="" type="radio"/> No	Describe:
<p>Notes:</p>		



**Facilities: is there access to...**

Boiling water	<input checked="" type="radio"/> Yes / No	Microwave	<input checked="" type="radio"/> Yes / No	Notes: <i>Voting team to bring own cups and drink bottles.</i>
Drinking water	<input checked="" type="radio"/> Yes / No	Cups	Yes <input checked="" type="radio"/> No	
Refrigerator		<input checked="" type="radio"/> Yes / No		
Photocopier		<input checked="" type="radio"/> Yes / No		
Toilet and kitchen supplies e.g., toilet paper, soap, paper towels		<input checked="" type="radio"/> Yes / No		

**Access and parking:**

How will keys / access cards / security codes be provided? Are there any special instructions for their use? <i>8:30 am Staff available on site</i> <i>8:45 am Karakia</i> <i>Voting place manager to confirm arrangement for Thursday</i> <i>late night voting</i>		
What are the parking arrangements?	Staff	Voters
	<i>on-site parking / roadside parking if on-site is full</i>	<i>on-site parking / roadside parking if on-site is full</i>

**Delivery of equipment:**

Advance voting deliver to (circle):	HQ	Voting Place
Election Day deliver to (circle):	HQ	Voting Place
When can equipment be delivered? <i>Monday - Fridays, anytime between 9am to 3pm</i>		
Details of contact person for delivery (if different to contact for voting place):		
Phone:		
Email:		
Delivery address:		
Driver instructions: <i>Call Cardena to arrange for time and date of delivery</i>		
Note: EMS has a 150-character limit		

**Logistics:**

Describe any logistical considerations? e.g., Mainfreight, distance travelled from HQ <i>No major logistical concern</i>
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**About the space:**

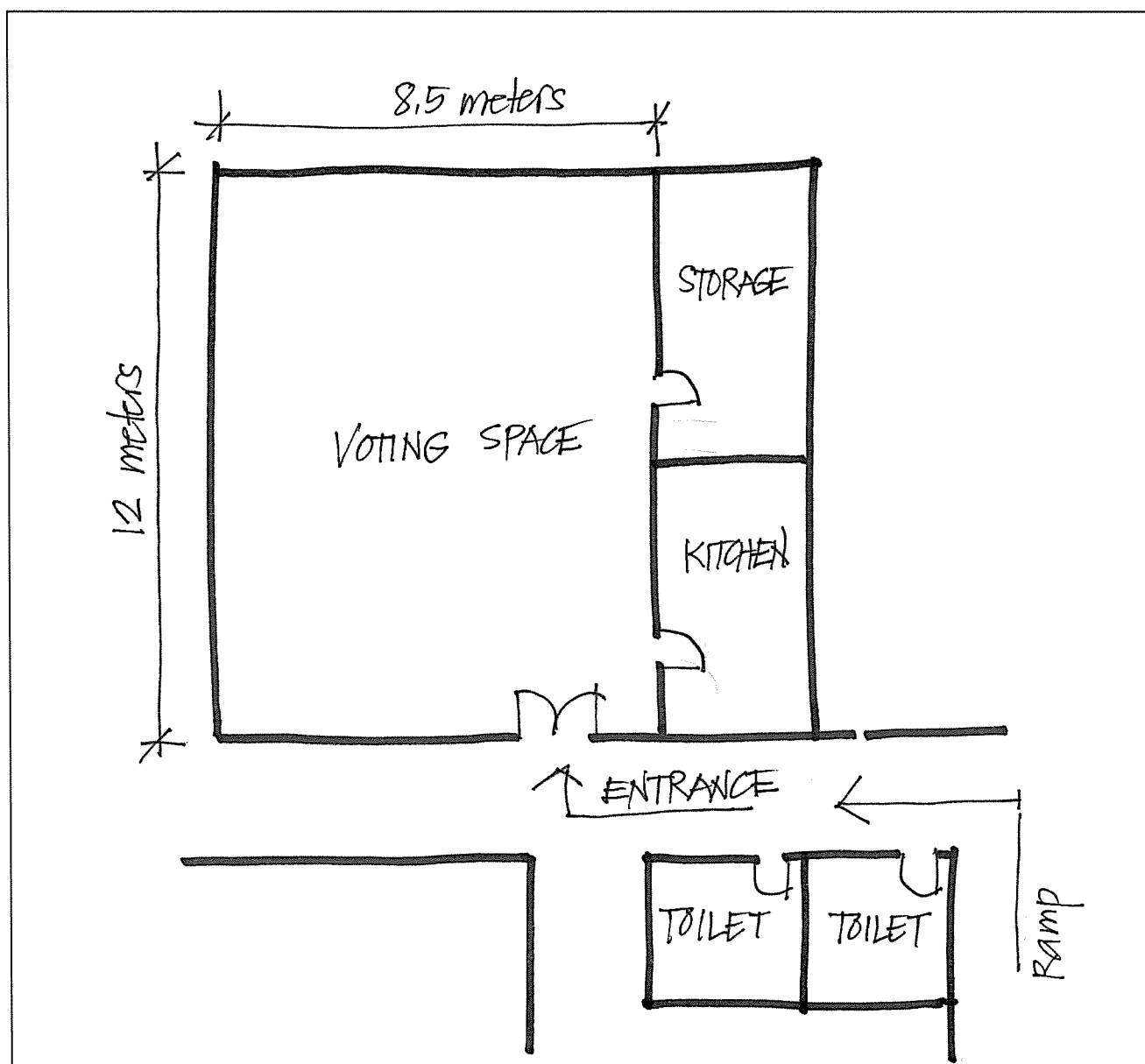
Refer to M41-VPGUIDE, pp.1-8 for more information on calculating the usable area available.

What is the type of site?	Standalone site	<input type="checkbox"/>
	Room within a site	<input checked="" type="checkbox"/>
	Co-located	<input type="checkbox"/>

Is the site....	Standard Space – the site can meet the expected demand of voters	<input checked="" type="checkbox"/>	How many issuing points can the site fit?	
	Limited space – the site cannot meet the expected demand of voters	<input type="checkbox"/>		

**Voting place layout:**

Refer to M41-VPGUIDE, pp.1-8 as a guide on how to arrange the voting place.



**Queuing:**

Describe where any queues will form outside of the voting area, including where priority voters can wait	Adequate queuing space within voting place. Can provide priority seating space.
Will queues affect any other businesses or other users of the site during voting times?	Probably - Wharekai

**Equipment:**

Refer to the M41-VPGUIDE, p.9 for recommended table sizes.

Is the following available at the voting place?	How many are available?	Notes
E128 Chairs for staff, voters and scrutineers	several	
E225 Table suitable for table-top voting	several	
E122 Tables suitable for issuing points	several	

What type of signage is needed?	How many are needed?	Notes
E154 Disability parking sign	—	
E152 Large sandwich-board voting sign	2	
E153 Small sandwich-board voting sign	—	
E131 Plastic voting signs with prongs	2	

Is any other equipment needed?	How many are needed?	Notes
Privacy cap for voting screen (if voting can be overseen e.g., from a mezzanine floor)	—	
Tape barriers 5m (for open space voting places and managing queues)	—	
Day storage box (for multiple day use)	—	

## Accessibility rating:

Refer to the M41-VPGUIDE, p.9 to help determine the accessibility rating of each site.

Only access to voting place is via steps

YES

'NONE'

### NO – CONTINUE BELOW

Ramp available without lips, steps or upstands higher than 20mm

NO

YES

Disabled carpark is available or one can be created

NO

YES

Access route from the carpark to the ramp:

- Is flat or gently sloped
- Has a stable, firm and slip-resistant surface
- Is at least 1200mm wide
- Is free of curbs or barriers (or has a cutdown curb with a flat section suitable for wheelchairs)
- Has adequate lighting

1 or more NO

ALL YES

The ramp:

- Is no steeper than 1 in 12
- Has handrail on both sides to end of ramp
- Has a landing of at least 1200mm x 1200mm top and bottom

1 or more NO

ALL YES

The entrance:

- Has a door at least 760mm wide
- Has a door that can be opened with one hand
- If it has a corridor, is at least 1200mm wide
- Has a lift at least 1400mm x 1400mm

1 or more NO

'PARTIAL'



ALL YES



'FULL'

## Hazard identification and risk minimisation:

Are there any potential hazards?

Common hazards to consider are: poor lighting, cords across floor, heavy items, stairs, potential for surfaces to get slippery if wet.

Hazard	Potential harm (what could happen)	How likely is the potential harm to happen? Tick One	Way(s) potential harm can be minimised OR likelihood reduced	Action proposed	Completed Date
poor lighting outside main gate	personal safety, tripping	<input type="checkbox"/> very unlikely <input type="checkbox"/> unlikely <input checked="" type="checkbox"/> possible	additional security provisions	Maori Wardens to provide security during late nights and election night	
		<input type="checkbox"/> very unlikely <input type="checkbox"/> unlikely <input type="checkbox"/> possible			
		<input type="checkbox"/> very unlikely <input type="checkbox"/> unlikely <input type="checkbox"/> possible			
		<input type="checkbox"/> very unlikely <input type="checkbox"/> unlikely <input type="checkbox"/> possible			
		<input type="checkbox"/> very unlikely <input type="checkbox"/> unlikely <input type="checkbox"/> possible			
		<input type="checkbox"/> very unlikely <input type="checkbox"/> unlikely <input type="checkbox"/> possible			
		<input type="checkbox"/> very unlikely <input type="checkbox"/> unlikely <input type="checkbox"/> possible			
		<input type="checkbox"/> very unlikely <input type="checkbox"/> unlikely <input type="checkbox"/> possible			

### Security profile: All voting places

Tick the most appropriate answer for each section from what you observe at the site.

For a 'No, but...' answer: describe the actions required.

Subtotal each section at the bottom of each page.

Section 1 – Emergency considerations		Selection	Tick	Points	Actions required and other notes
1.1	Does the site have emergency procedures?	Yes	<input checked="" type="checkbox"/>	2	
		No, but the landlord or building manager can provide procedures, or I can write them	<input type="checkbox"/>	2	
		No	<input type="checkbox"/>	0	
1.2	Are the emergency procedures effective during the times election staff are present?	Yes	<input checked="" type="checkbox"/>	2	
		No, but the procedures can be adjusted so that they will be effective	<input type="checkbox"/>	2	
		No	<input type="checkbox"/>	0	
1.3	Are there reliable, tested communications in the event of an incident at the site?	Yes	<input checked="" type="checkbox"/>	2	
		No, but there is accessible WIFI onsite (Record username and password details)	<input type="checkbox"/>	2	
		No, but there is coverage with a Spark SIM card	<input type="checkbox"/>	2	
		No, but alternative options are available at the site or within 5 minutes walking distance, such as a landline. Describe arrangements.	<input type="checkbox"/>	2	
		No (You must discuss this voting place with your Regional Manager to put mitigations in place)	<input type="checkbox"/>	0	

Section 1 - Total	6
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Section 2 – Access to the voting place		Selection	Tick	Points	Actions required and other notes
2.1	Are there lockable entry/exit points to the overall site?	Yes	<input checked="" type="checkbox"/>	2	
		No	<input type="checkbox"/>	0	
2.2	Are there lockable entry/exit points to the voting place?	Yes	<input checked="" type="checkbox"/>	4	
		No, but we could provide a security guard	<input type="checkbox"/>	4	↑
		No	<input type="checkbox"/>	0	
2.3	Is there a private space for staff, away from the voting area?	Separate room(s) with doors	<input checked="" type="checkbox"/>	4	
		No, but we could provide temporary partitions	<input type="checkbox"/>	2	↑
		No, but we could provide tape barriers (add to equipment section)	<input type="checkbox"/>	1	↑
		No	<input type="checkbox"/>	0	
2.4	Can voting materials be kept secure from public access during voting hours?	Yes	<input checked="" type="checkbox"/>	2	
		No, but a lockable container for day storage of materials can be provided	<input type="checkbox"/>	2	↑
		No	<input type="checkbox"/>	0	
Section 2 - Total		12			



Section 3 – Additional security measures	Selection	Tick	Points	Actions required and other notes
3.1	[REDACTED]	<input checked="" type="checkbox"/>	2	
	[REDACTED]	<input type="checkbox"/>	2	
	[REDACTED]	<input type="checkbox"/>	0	
3.2	[REDACTED]	<input checked="" type="checkbox"/>	2	[REDACTED]
	[REDACTED]	<input type="checkbox"/>	0	
3.3	[REDACTED]	<input type="checkbox"/>	4	
	[REDACTED]	<input checked="" type="checkbox"/>	0	

Section 3 - Total	4
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Summary of security profile:					
	Total achieved	Negligible	Low	Medium	High
Section 1 – Emergency considerations	6	6	4	2	0
Section 2 – Access control	12	10-12	6-9	3-5	0-2
Section 3 – Additional security measures	4	7-8	4-6	2-3	0-1
	Final total	Negligible	Low	Medium	High
Security risk rating	22	19-26	11-18	6-10	0-5

If the Final total is less than 11 points is achieved, then you must discuss this outcome with your Regional Manager.

Voting places open during advance voting only:

Section 4 - Key voting materials overnight storage	Selection	Tick	Points	Actions required and other notes
4.1		<input checked="" type="checkbox"/>	4	
		<input type="checkbox"/>	2	
		<input type="checkbox"/>	2	
		<input type="checkbox"/>	0	
4.2		<input type="checkbox"/>	2	
		<input checked="" type="checkbox"/>	0	
4.3		<input type="checkbox"/>	2	
		<input checked="" type="checkbox"/>	0	
4.4.		<input type="checkbox"/>	1	
		<input checked="" type="checkbox"/>	0	
4.5	Yes	<input checked="" type="checkbox"/>		
	No	<input type="checkbox"/>		

Negligible	Low	Medium	High
7-9	5-6	3-4	0-2

Section 4 total and security risk rating for overnight storage at the voting place	4
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If the Section 4 total is less than 5 points, then you must discuss this outcome with your Regional Manager.

**Hire cost:**

<b>Hire cost:</b>			
<b>Contract type:</b>	Invoice	EC initiated contract	Vendor contract
Details:			

**Outcome:**

<b>Site suitable for:</b>	Advance voting	Election Day	<u>Both</u>	Unsuitable as a voting place
Why:				

<b>Assessment completed by:</b>	<i>Angel Vargas</i>	<b>Date:</b> <i>17 May 2023</i>
<b>Reviewed (if required) by:</b>		<b>Date:</b>



## 22-MANUREWA ELECTORATE

### Logistics Plan

By: George [REDACTED] (LSM, Manurewa)

This logistics plan is focused on the Health and Safety of people and the safe and secure movement of equipment, supplies and key voting materials in your electorate, throughout the election period.

It has a particular focus on ensuring that key voting materials are safely managed and moved when:

- receiving your bulk supplies at electorate headquarters (HQ)
- receiving key voting materials at electorate headquarters
- delivering equipment items to and collecting them from voting places (VPs)
- delivering supplies and equipment items to supply hubs
- delivering supplies to the VP prior to the start of voting
- keeping voting materials secure during the voting period
- managing your voting teams, Mobile Support (MS) and the teams that will drop-off and pick-up takeaway votes
- managing voting supplies between shared electorates.

This plan is an integral part of the overall planning for the general election and will contribute to a wider regional logistics plan. Discuss the plan with your Electorate Manager and Regional Advisor, who will approve it.

It also compliments and aligns with the security measures outlined in the Site Security Plan (SSP) for electorate headquarters, voting place assessment (M41-VPASSESS), external storage sites (M41-STORAGE) and the policies and procedures detailed in Chapter 14 of the Operations Manual.

Your M40-LOGPLAN is a live document and should be updated consistently to reflect changes in your delivery model or as new information flows through.

This logistics plan is in seven parts:

- Part 1: Managing supplies deliveries
- Part 2: Delivering and collecting voting place equipment
- Part 3: Managing supplies throughout the voting period
- Part 4: Return of supplies to HQ at the end of the voting period
- Part 5: Planning for your Teams
- Part 6: Managing for your Mobile Support
- Part 7: Returning shared electorate materials



**Key Contacts:** *E.g., Mainfreight contacts, van hire, logistics staff.*

Organisation	<b>04 BOTANY ELECTORATE – LSM</b>
Contact Name	Dene [REDACTED]
Phone Number	[REDACTED]

Organisation	<b>11 EPSOM ELECTORATE – LSM</b>
Contact Name	Steve [REDACTED]
Phone Number	[REDACTED]

Organisation	<b>21 MANGERE ELECTORATE – LSM</b>
Contact Name	BooYaa [REDACTED]
Phone Number	[REDACTED]

Organisation	<b>23 MAUNGAKIEKIE ELECTORATE – LSM</b>
Contact Name	Kelly [REDACTED]
Phone Number	[REDACTED]

Organisation	<b>25 MT ROSKILL ELECTORATE – LSM</b>
Contact Name	Ken [REDACTED]
Phone Number	[REDACTED]

Organisation	<b>35 PAKURANGA ELECTORATE – LSM</b>
Contact Name	Paige [REDACTED]
Phone Number	[REDACTED]

Organisation	<b>37 PANMURE-OTAHUHU ELECTORATE – LSM</b>
Contact Name	Abhishek [REDACTED]
Phone Number	[REDACTED]

Organisation	<b>38 PAPA KURA ELECTORATE – LSM</b>
Contact Name	Suzanne [REDACTED]
Phone Number	[REDACTED]



Organisation	<b>39 PORT WAIKATO ELECTORATE – LSM</b>
Contact Name	Warren [REDACTED]
Phone Number	[REDACTED]

Organisation	<b>48 TAKANINI ELECTORATE – LSM</b>
Contact Name	Paul [REDACTED]
Phone Number	[REDACTED]

Organisation	<b>66 HAURAKI WAIKATO ELECTORATE – LSM</b>
Contact Name	Robin [REDACTED]
Phone Number	[REDACTED]

Organisation	<b>MAINFREIGHT – SOUTH AUCKLAND</b>
Contact Name	John [REDACTED]
Phone Number	[REDACTED]

Organisation	<b>MANUREWA HQ SUPPORT TL - Logistics</b>
Contact Name	Aaron [REDACTED]
Phone Number	[REDACTED]

Organisation	<b>MANUREWA HQ SENIOR SUPPORT - Logistics</b>
Contact Name	
Phone Number	

Organisation	<b>MANUREWA HQ SUPPORT - Logistics</b>
Contact Name	Adrian [REDACTED]
Phone Number	[REDACTED]

Organisation	<b>MANUREWA HQ SUPPORT - Logistics</b>
Contact Name	Allen [REDACTED]
Phone Number	[REDACTED]



Organisation	MANUREWA HQ SUPPORT - Logistics
Contact Name	Adam [REDACTED]
Phone Number	[REDACTED]

Organisation	MANUREWA HQ SUPPORT
Contact Name	
Phone Number	

Organisation	
Contact Name	
Phone Number	

Organisation	
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Contact Name	
Phone Number	



Reference:

Chapter	Section	Process
13 – Equipment and supplies	2	Receiving your bulk supplies
13 – Equipment and supplies	14	Receiving key voting material deliveries at electorate headquarters
14 – Logistics	2	Part 1: Managing supplies deliveries
20 – Delivering Voting Services	2	Managing key voting materials
2 – Your HQ	4.1.1	On-going security

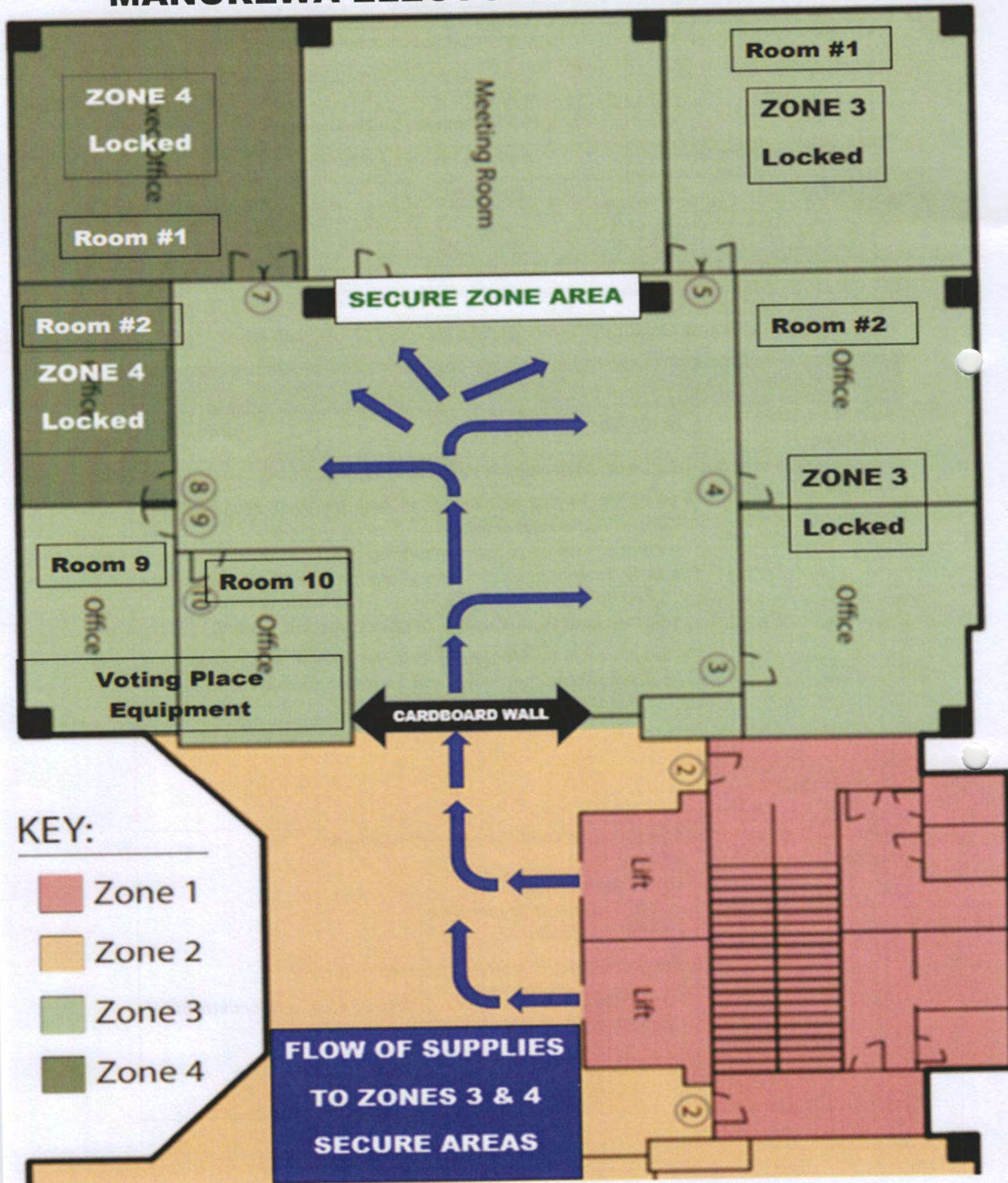
Complete the following information for each of the main deliveries you will receive, this may include deliveries to an external storage site, if you have one:

**Bulk supplies (the largest of your deliveries, expect between 12 - 16 pallets)**

BULK SUPPLIES	
Category	Information
Expected delivery timeframes:	<b>29 July 2023 @ 8:00 am</b>
How will HQ be set-up for receipt of supplies?	<ul style="list-style-type: none"> <li>• <b>Refer to HQ layout for the flow of supplies in HQ.</b></li> <li>• <b>Manurewa HQ is on Level 1, 15 Osterley Way, Manukau City Centre (Cuilam Building).</b> <ul style="list-style-type: none"> <li>• <b>Zone 3 is set up to receive bulk supplies.</b></li> <li>• <b>Only personnel with security tag can come up and access Level 1.</b></li> <li>• <b>Secure Zones 3 and 4 have been rekeyed and locked.</b></li> </ul> </li> <li>• <b>Supplies will be brought up to Level 1 from the Ground Floor / foyer where the pallets will be d and supplies loaded into hand trolleys.</b></li> </ul>
Number of staff required:	<ul style="list-style-type: none"> <li>• <b>Manurewa HQ will have 6 staff members:</b> <ul style="list-style-type: none"> <li>• <b>LSM.</b></li> <li>• <b>HQ Support TL Logistics.</b></li> <li>• <b>4 HQ Support staff members.</b></li> <li>• <b>EM (if available)</b></li> </ul> </li> <li>• <b>What time should staff be expected to arrive?</b> <ul style="list-style-type: none"> <li>• <b>Staff will meet at HQ for a Safety Briefing and walkthrough at 7:00 am.</b></li> </ul> </li> </ul>



## MANUREWA ELECTORATE HQ LAYOUT





Other considerations	<ul style="list-style-type: none"> <li>• <i>Mainfreight truck will park at the side of the building by The Co-operative Bank facing the Westfield Mall parking area.</i></li> <li>• <i>The rear of the truck will face Osterley Way corner where the foot path has a gradual slope on to the side of the building. In this way, the pallets can be moved with a pallet jack.</i></li> <li>• <i>As each pallet is unloaded from the truck, it will either be staged at the side of the building or moved to the foyer where the staff will transfer the supplies on to hand trolleys as the pallets will not fit the lift.</i></li> <li>• <i>The trolleys with supplies will be brought up to Level 1 and follow the flow of supplies process (see HQ layout).</i></li> <li>• <i>The Secure Zone (as well as Zones 3 and 4 rooms) have been labelled so everyone will know where to store the supplies.</i></li> <li>• <i>Other tenants that are open on Saturdays (Co-operative Bank and Kitchen Studio) have been advised of the bulk supplies delivery on 29-July-2023 (Saturday).</i></li> </ul> <p><i>Note: Manurewa Electorate does not share Level 1 with any other electorates.</i></p>
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Other supplies deliveries (e.g., ballot paper and electoral roll deliveries)

Note: You will receive multiple tranches of ballot papers and electoral rolls.

Ballot Papers	
Category	Information
Expected delivery timeframes	<i>Dates: TBC</i>
How will HQ be set-up for receipt of ballot papers	<ul style="list-style-type: none"> <li>• <i>Refer to HQ layout.</i></li> <li>• <i>When ballot papers arrive, they will be staged at the ground floor foyer with an HQ support staff watching all the boxes for security while two HQ support staff will load boxes onto trolleys and bring them up to Zone 4 – Room #1.</i></li> <li>• <i>Zone 4 – Room #1 will be setup to receive and check all ballot papers.</i></li> </ul>
Number of staff required for checking	<ul style="list-style-type: none"> <li>• <i>Manurewa HQ will have 6 HQ staff for the checking of ballot papers.</i></li> <li>• <i>Staff will arrive an hour before the ballot papers arrive.</i></li> <li>• <i>We will not need extra security when the ballot papers arrive.</i></li> </ul>



Ballot Papers	
Category	Information
Other considerations	<ul style="list-style-type: none"> <li>If ballot papers arrive in pallets, they will be staged in the 1<sup>st</sup> floor foyer. Two HQ Support staff will be loading the boxes onto trolleys and then watching the remaining boxes for security. Another two 2 HQ Support staff will bring the ballot papers using the lift up to Level 1 and straight into Zone 4 – Room #1.</li> </ul>

Electoral Rolls	
Category	Information
Expected delivery timeframes	<i>Dates: TBC</i>
How will HQ be set-up for receipt of electoral rolls	<ul style="list-style-type: none"> <li>Refer to HQ layout.</li> <li>When electoral rolls arrive, they will be staged at the ground floor foyer with two HQ support staff watching all the boxes for security while two HQ support staff will load boxes onto trolleys and bring them up to Zone 4 – Room #1.</li> <li>Zone 4 – Room #1 will be setup to receive and check all ballot papers.</li> </ul>
Number of staff required for checking	<ul style="list-style-type: none"> <li>Manurewa HQ will have 6 HQ staff for the checking of electoral rolls.</li> <li>Staff will arrive an hour before the rolls arrive.</li> <li>We will not need extra security when the rolls arrive.</li> </ul>
Other considerations	<ul style="list-style-type: none"> <li>If electoral rolls arrive in pallets, they will be staged in the 1<sup>st</sup> floor foyer. Two HQ Support staff will be loading the boxes onto trolleys and then watching the remaining boxes for security. Another two 2 HQ Support staff will bring the rolls using the lift up to Level 1 and straight into Zone 4 – Room #1.</li> </ul>



## Part 2 – Delivering and collecting voting place equipment

Reference:

Chapter	Section	Process
14 – Logistics	3	Delivering equipment items to and collecting them from voting places.

If your electorate has decided to deliver and/or pick up equipment items across one or more VPs:

- Consider how you will receive the equipment items into your HQ (scheduled for delivery between 16-30 August)
- Consider how you will repack the equipment items for the voting places they need to be delivered to
- Consider how you will transport the equipment to the voting places (e.g., book one or more vans, a small truck)
- Determine the number of staff you need to complete the drop offs and pick ups in a timely and efficient manner, considering safe time and distances to travel
- Create a schedule and route for delivering and collecting equipment.

Category	Information
Receiving equipment items at HQ	<p><i>Equipment will be delivered on pallets to your HQ between 16-30 August.</i></p> <ul style="list-style-type: none"> <li>• <i>Where will you put them in the HQ?</i>  <b><i>Voting Place Equipment will be stored in the Secure Zone Area in Rooms 9 and 10. These rooms are labelled Voting Place Equipment rooms.</i></b></li> <li>• <i>Who will help you move the equipment into the HQ?</i>  <b><i>Three HQ Support staff will help carry all VP Eqpt up to Rooms 9 and 10.</i></b></li> </ul>
Repacking equipment for voting places	<ul style="list-style-type: none"> <li>▪ <i>Where will you pick and pack equipment items for the voting places in your HQ?</i>  <b><i>Voting Place Equipment will be repacked and staged in Zone 3 – Room 1 for delivery to voting places.</i></b></li> </ul>
Transportation mechanism	<ul style="list-style-type: none"> <li>▪ <i>How will you deliver and/or pick up equipment items?</i> <ul style="list-style-type: none"> <li>▪ <b><i>Delivery and pick up will be for 5 A-VPs and 1 ED-VP.</i></b></li> <li>▪ <b><i>Will ask first the AVPMs and VPM if they are able to help bring VP Equipment to their voting places to lessen the load on Logistics HQ Support staff for delivery and pick up.</i></b></li> </ul> </li> <li>▪ <i>Will you need to hire a van or small truck?</i> <ul style="list-style-type: none"> <li>▪ <b><i>Will hire 2 vans for the delivery and pick up of voting place equipment.</i></b></li> </ul> </li> </ul>



Number of staff required	<ul style="list-style-type: none"> <li>How many staff will you need to deliver all your equipment in a safe and timely manner?           <ul style="list-style-type: none"> <li>Since we will be hiring 2 vans, we will have two teams of 3 support staff</li> </ul> </li> <li>Which staff will you use to do this?           <ul style="list-style-type: none"> <li>We will be utilising Logistics HQ Support staff for delivery and pick up of voting place equipment.</li> </ul> </li> </ul>
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## Route planning – Delivery

Copy and paste more lines, as required.

Daily schedule (Date)	Voting places name and address	Key contacts for voting places
1 October	22-001 Westfield Manukau Mall 1 Leyton Way, Manukau City Centre	[REDACTED] (Retail Partner Experience Executive)
		[REDACTED]
		National Office make arrangements directly with Westfield. Ashton Jones is the NO contact.
1 October	22-002 MIT Manukau Campus cor Davies Ave & Manukau Station Rd Manukau City Centre	[REDACTED] (CSR for Property & Campus Services)
		[REDACTED] option 1
		[REDACTED]
1 October	22-003 PAK'nSAVE Clendon 16 Robert Ross Place Clendon Park	[REDACTED] (Operations Manager)
		[REDACTED]
		[REDACTED]
8 October	22-006 Southmall Manurewa 185-201 Great South Road Manurewa	[REDACTED] (Town Centre Manager)
		[REDACTED]
		[REDACTED]
9 October	22-005 Weymouth Community Hall 11 Beihlers Road Weymouth	[REDACTED] (Venue Hire Coordinator)
		[REDACTED]



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13 October	22-025 Wiri Community Hall 15 Inverell Avenue Wiri	(Venue Hire Coordinator)

### Route planning – Pick-up

Copy and paste more lines, as required

Daily schedule (Date)	Voting places name and address	Key contacts for voting places
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14 October	22-005 Weymouth Community Hall 11 Beihlers Road Weymouth	(Venue Hire Coordinator)

14 October	22-006 Southmall Manurewa 185-201 Great South Road Manurewa	(Town Centre Manager)

14 October	22-003 PAK'nSAVE Clendon 16 Robert Ross Place Clendon Park	(Operations Manager)

15 October	22-001 Westfield Manukau Mall cor Grt Sth Rd & Manukau Station Rd Manukau City Centre	(Retail Partner Experience Executive)
		National Office make arrangements directly with Westfield. Ashton is the NO contact.



15 October	22-025 Wiri Community Hall 15 Inverell Avenue Wiri	[REDACTED] (Venue Hire Coordinator)
		[REDACTED]
		[REDACTED]
15 October	22-002 MIT Manukau Campus cor Manukau Station Rd & Davies Ave Manukau City Centre	[REDACTED] (CSR for Property & Campus Services)
		[REDACTED] option 1
		[REDACTED]

### Part 3 – Managing supplies throughout the voting period

There are a number of different activities to consider in this part:

1. Delivering supplies to voting places prior to the start of voting
2. Delivering voting supplies to other shared electorate HQs
3. Keeping key voting materials safe overnight
4. Other supplies deliveries and pick-ups during the voting period

#### 3.1 Delivering supplies to voting places prior to the start of voting

Reference:

Chapter	Section	Process
14 – Logistics	4.2	Delivering supplies and voting materials prior to the start of voting

Where the HQ is responsible for delivering supplies directly to the voting place or voting place manager, in your planning:

- Consider how you will transport the supplies (e.g., book one or more vans, a small truck)
- Determine the number of staff you need to complete deliveries in a timely and efficient manner, noting that you will likely want to store materials in HQ until the last realistic time to deliver to VP and mobile managers (including supplies hubs)
- Consider how materials will not be left unattended in vehicles
- Develop a schedule and route for delivering the supplies.

Category	Information
Transportation mechanism	What kind of transport will be used – truck, van or car • vans



Number of staff required	<ul style="list-style-type: none"> <li>• <i>How many staff members will you need?</i> <ul style="list-style-type: none"> <li>▪ <b>Total of 6 staff</b></li> <li>▪ <b>2 teams of 3</b></li> </ul> </li> <li>• <i>Who will do this task? E.g., logistics teams, etc.</i> <ul style="list-style-type: none"> <li>▪ <b>Logistics HQ Support Staff</b></li> </ul> </li> </ul>
Other considerations	<ul style="list-style-type: none"> <li>• <b>All VPMs will help set up their VPs.</b></li> </ul>

## Route planning

Copy and paste more lines, as required

Schedule (Date)	Who (when known)	Voting places /voting place managers supplies delivered to



## 3.2 Delivering voting supplies to other shared electorate HQs

Reference:

Chapter	Section	Process
13 – Equipment and Supplies	12	Māori and shared electorate supplies

In your planning:

- Talk in your region how you will transport the supplies to ensure that materials are, wherever practicable, transported by electoral officials and not by courier. You may decide to do a shared service across electorates, within and (where relevant) between regions.
- Consider how you will transport the supplies (e.g., book one or more vans, a small truck)
- Consider how materials will not be left unattended in vehicles, will two staff members be needed.
- Develop a schedule and route for delivering the supplies.

Category	Information
Transportation mechanism	What kind of transport will be used – truck, van or car • <b>2 vans</b>
Number of staff required	How many staff members will you need? • <b>Total of 4 Logistics HQ Support Staff</b>
Other considerations	Early planning and constant communication with your shared electorates will make this process far smoother. • <b>To be confirmed</b>

### Route planning

Copy and paste more lines, as required

Schedule (Date)	Who (when known)	Voting places / Voting Place Managers that the supplies will be delivered to



### 3.3 Keeping key voting materials safe overnight

Reference:

Chapter	Section	Process
14 – Logistics	4.5	Securing voting materials overnight

In your planning:

- If you need to move your voting materials to keep them secure overnight, consider how and when materials will be moved.
- What vehicles will you use? (Rental van, car?)
- Which staff will you use? This could be either or a combination of HQ staff (logistics team), VP staff (e.g. Voting Place Manager (VPM) and Voter Assistant (VA)), Mobile Support (MS), Local Area Coordinator (LAC).
- **Note:**
  - Any time you transport marked, uncounted ballot papers, you **must** use two electoral officials.
  - Complete the M55-OVERNIGHT at the receiving location whenever voting materials are moved out of a voting place (page 22 of Chapter 14).
  - Where your overnight storage does not meet the secure requirement you must complete and receive signoff of the exceptions process, using the M41-APPROVE form.

Complete the table below for each voting place during the advance voting period, to outline the logistics required for each.

Voting place	Location delivered to	Pick up/drop off details Include: <ul style="list-style-type: none"> <li>• Who will pick up/drop off</li> <li>• How will they do this</li> <li>• Timing</li> </ul>
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22-001 Westfield Manukau Mall	Manurewa HQ Level 1, 15 Osterley Way Manukau City Centre	Who? <b>VPM</b>
		How? <b>VPM car</b>
		Timing: <b>after closing time</b>

22-002 MIT Manukau Campus	Manurewa HQ Level 1, 15 Osterley Way Manukau City Centre	Who? <b>VPM</b>
		How? <b>VPM car</b>
		Timing: <b>after closing time</b>

22-003 PAK'nSAVE Clendon	Manurewa HQ Level 1, 15 Osterley Way Manukau City Centre	Who? <b>VPM</b>	Who?
		How? <b>VPM car</b>	How?
		Timing: <b>after closing time</b>	Timing



22-004 Te Matariki Clendon Community Centre & Library	Manurewa HQ Level 1, 15 Osterley Way Manukau City Centre	Who? <b>VPM</b>
		How? <b>VPM car</b>
		Timing: <b>after closing time</b>
22-005 Weymouth Community Hall	Manurewa HQ Level 1, 15 Osterley Way Manukau City Centre	Who? <b>VPM</b>
		How? <b>VPM car</b>
		Timing: <b>after closing time</b>
22-006 Southmall Manurewa	Manurewa HQ Level 1, 15 Osterley Way Manukau City Centre	Who? <b>VPM</b>
		How? <b>VPM car</b>
		Timing: <b>after closing time</b>
22-007 Papatoetoe War Memorial Library	Manurewa HQ Level 1, 15 Osterley Way Manukau City Centre	Who? <b>VPM</b>
		How? <b>VPM car</b>
		Timing: <b>after closing time</b>
22-008 Manurewa Library	Manurewa HQ Level 1, 15 Osterley Way Manukau City Centre	Who? <b>VPM</b>
		How? <b>VPM car</b>
		Timing: <b>after closing time</b>
22-009 Manurewa Marae	Manurewa HQ Level 1, 15 Osterley Way Manukau City Centre	Who? <b>VPM</b>
		How? <b>VPM car</b>
		Timing: <b>after closing time</b>
22-010 St Anne's Catholic Church Hall	Manurewa HQ Level 1, 15 Osterley Way Manukau City Centre	Who? <b>VPM</b>
		How? <b>VPM car</b>
		Timing: <b>after closing time</b>
22-011 St Luke's Anglican Church Hall	Manurewa HQ Level 1, 15 Osterley Way Manukau City Centre	Who? <b>VPM</b>
		How? <b>VPM car</b>
		Timing: <b>after closing time</b>
22-012 Youthline Manukau	Manurewa HQ Level 1, 15 Osterley Way Manukau City Centre	Who? <b>VPM</b>
		How? <b>VPM car</b>
		Timing: <b>after closing time</b>
22-200 Prison Team 1 – Women	Manurewa HQ Level 1, 15 Osterley Way Manukau City Centre	Who? <b>VPM</b>
		How? <b>VPM car</b>
		Timing: <b>after closing time</b>
22-201 Prison Team 2 – Men	Manurewa HQ Level 1, 15 Osterley Way Manukau City Centre	Who? <b>VPM</b>
		How? <b>VPM car</b>
		Timing: <b>after closing time</b>



<b>22-202 Rest Homes &amp; Hospital Team</b> ■ 7 Rest Homes ■ 1 Hospital – Manukau Super Clinic	<b>Manurewa HQ</b> <b>Level 1, 15 Osterley Way</b> <b>Manukau City Centre</b>	Who? <b>VPM</b>
		How? <b>VPM car</b>
		Timing: <b>after closing time</b>
<b>22-301(1) Baitul Muqteet Mosque Pop-up Voting Team</b>	<b>Manurewa HQ</b> <b>Level 1, 15 Osterley Way</b> <b>Manukau City Centre</b>	Who? <b>VPM</b>
		How? <b>VPM car</b>
		Timing: <b>after closing time</b>
<b>22-301(2) Rawiri Community House Pop-up Voting Team</b>	<b>Manurewa HQ</b> <b>Level 1, 15 Osterley Way</b> <b>Manukau City Centre</b>	Who? <b>VPM</b>
		How? <b>VPM car</b>
		Timing: <b>after closing time</b>

### 3.4 Other supplies deliveries and pick-ups during the voting period

Reference:

Chapter	Section	Process
14 – Logistics	4.6	Other supplies deliveries and pick-ups
12 – Voting services preparations	15.5	Return of enrolment forms to electorate HQ
20 – Delivering voting services	2.3	Return of phase changes
20 – Delivering voting services	2.4	Removing special votes from voting places during advance voting
Personal Instructions Manuals		Return timesheets regularly to electorate HQs
20 – Delivering voting services	2.5	Resupply of materials to voting places during advance voting

You need to plan for:

- How you will complete known materials movements (eg, planned phased changes, planned resupply)
- How you will manage phase changes on Friday E-1 to prepare for Election Day. This will require a lot of planning and resources in terms of logistics if you have multiple VPs open on E-1 and Election Day. All of these VPs will be completing a more comprehensive change out of material.
- How you will remove special vote ballot boxes when they are full
- How you will regularly pick-up and return enrolment forms and timesheets to HQ
- How you will respond to the unexpected (eg, emergency resupply of voting materials that are running out).

In planning this, consider which staffing mechanism is best to use, e.g. a logistics team/ HQ staff, VP staff, (VPM and VA), MS, LAC – or a combination of these.



Detailed planning will then be required for each of these roles to ensure they are aware of what is required and when (see Part 5 – Managing Teams and Part 6 – Managing Mobile Support).

Process	High level planning information
Phase changes during advance voting	<ul style="list-style-type: none"> <li>• Who? <b>VPM with HQSS-Log, HQTL-Log, or LSM</b></li> <li>• How? <b>Vehicle(s) to be used – car or van depending on the voting place</b></li> <li>• Other considerations:               <ul style="list-style-type: none"> <li>○ Timing: can multiple VPs be phased at the same time to avoid duplication of effort? <b>We will schedule phase changes when voting materials come back to HQ for overnight storage.</b></li> <li>○ While phases may be planned, the unexpected can happen. How and who will respond when an additional phase is required, or one is removed? <b>The HQSS-Log, HQTL-Log, or LSM with another Logistics HQS will facilitate the phase change at the voting place.</b></li> <li>○ How will staff park and securely deliver voting materials? E.g., two people per vehicle <b>The HQSS-Log, HQTL-Log, or LSM with another Logistics HQS will facilitate the phase change at the voting place.</b></li> <li>○ What will be the best time to undertake the phase change and/or remove other voting materials. <b>We will facilitate phase changes when voting materials come back to HQ for overnight storage.</b></li> </ul> </li> </ul>
Phase change prior to Election Day  <i>Note: this is required at all voting places that are open prior to and on Election Day</i>	<ul style="list-style-type: none"> <li>• Who? <b>VPM with HQSS-Log, HQTL-Log, or LSM</b></li> <li>• How? <b>Vehicle(s) to be used – car or van depending on the voting place</b></li> <li>• Other considerations? <b>For both ADV &amp; ED voting places, phase change will happen when all Advance Voting Materials are returned to HQ and Election Day Voting Materials are issued.</b></li> </ul>
Removal of special votes ballot box	<ul style="list-style-type: none"> <li>• Who? <b>VPM with HQSS-Log, HQTL-Log, or LSM with another Logistics HQS</b></li> <li>• How? <b>Vehicle(s) to be used – car or van depending on the voting place</b></li> <li>• Other considerations? <b>We will facilitate phase changes when voting materials come back to HQ for overnight storage.</b></li> <li>• This may not be a planned activity. How and who will respond when a ballot box needs to be removed? <b>The HQSS-Log, HQTL-Log, or LSM with another Logistics HQS will facilitate the phase change at the voting place.</b></li> </ul>



Return of enrolment forms from voting places	<ul style="list-style-type: none"> <li>• <i>Who?</i> <b>VPM with HQSS-Log, HQTL-Log, or LSM</b></li> <li>• <i>How?</i> <b>Vehicle(s) to be used – car or van depending on the voting place</b></li> <li>• <i>Other considerations?</i> <b>We will facilitate the return of enrolment forms when voting materials come back to HQ for overnight storage.</b></li> </ul>
<b>Planned resupply</b>  (For example, if a voting place cannot securely store all the voting materials it needs, so needs to be resupplied during the voting period)	<ul style="list-style-type: none"> <li>• <i>Who?</i> <b>VPM with HQSS-Log, HQTL-Log, or LSM</b></li> <li>• <i>How?</i> <b>Vehicle(s) to be used – car or van depending on the voting place</b></li> <li>• <i>Other considerations?</i> <b>We will facilitate any planned resupply when voting materials come back to HQ for overnight storage.</b></li> </ul>
<b>Emergency resupply of voting places</b>	<ul style="list-style-type: none"> <li>• <i>Who?</i> <b>The HQSS-Log, HQTL-Log, or LSM with another Logistics HQS will facilitate the emergency resupply at the voting places.</b></li> <li>• <i>How?</i> <b>Vehicle(s) to be used – car or van depending on the voting place</b></li> <li>• <i>Other considerations?</i></li> </ul>



## Part 4 – Return of supplies to HQ at the end of the voting period

There are two main occasions where significant logistics will be required due to the amount of supplies being returned to the HQ:

1. On Friday E-1, the day before Election Day
2. On Election Night.

Reference:

Chapter	Section	Process
14 – Logistics	4.7	Planning for the return of key voting materials during advance voting.
20 – Delivering Voting Services	6.	Return of Supplies on E-1. Includes: <ul style="list-style-type: none"> <li>• Preparations</li> <li>• Staffing and materials required</li> <li>• Process for receiving and checking supplies)</li> </ul>

### 4.1 Return of supplies on Friday E-1

This includes the return of supplies and key voting materials from:

- Voting places that close on E-1 and which are not open on Election Day
- All voting places that continue to be open on Election Day, as they will have a phase change immediately prior to Election Day.

In your planning consider:

- If additional staff and/or larger vehicles are needed to help VPMs return supplies

Category	Information
No. of staff	<ul style="list-style-type: none"> <li>• Will VPMs do this? If not, who? How many people will be needed to pick-up and transport the materials?               <ul style="list-style-type: none"> <li>▪ VPMs together with their VP staff will return their voting place supplies, equipment and key voting materials back to HQ. VPM will decide how many VP staff is needed to transport everything to HQ.</li> <li>▪ In transporting key voting materials (rolls, ballot papers, stamps, E-81 &amp; E-83, and all ballot boxes used); at a minimum the two-man rule will apply (VPM and another VP Staff).</li> </ul> </li> <li>• How many staff do you need at the HQ to receive the materials?               <ul style="list-style-type: none"> <li>▪ There will be three stations set up to receive all voting place supplies, equipment and key voting materials back to HQ.</li> </ul> </li> </ul>
Transport required	<p>e.g. If required, how many vans, personal cars, etc. are needed?</p> <ul style="list-style-type: none"> <li>▪ VPMs together with their VP staff will return their voting place supplies, equipment and key voting materials back to</li> </ul>



	<b>HQ. VPM will decide how many vehicles are needed to transport everything to HQ.</b>
Layout of HQ	<ul style="list-style-type: none"> <li>How will you set-up your electorate HQ to receive supplies? (Note: consider your site security plan)               <ul style="list-style-type: none"> <li><b>Refer to HQ Layout.</b></li> <li><b>Only authorized HQ staff will be allowed entry in the Secure Zone area to stage supplies and equipment in their designated rooms/areas (Room 9 &amp; 10 in the Secure Zone).</b></li> <li><b>We will temporarily remove the cardboard dividers at the entrance of the Secure Zone to accommodate three stations to receive the return of advance supplies and equipment.</b></li> <li><b>All others will be in Zone 2. While wait for their turn, 2 HQ staff will pre-check their packing so the return will be smooth.</b></li> </ul> </li> <li>Where you share an electorate HQ, how will you work with other electorates to ensure the return of supplies goes smoothly? <b>N/A</b></li> </ul>
Other considerations	<ul style="list-style-type: none"> <li>How will you keep staff safe during the process. Do you need security guards or increased lighting. <b>N/A</b></li> <li>How do you need to work with the other electorates that are co-located with your HQ? <b>N/A</b></li> <li>How will you move items, e.g., trolleys, etc.               <ul style="list-style-type: none"> <li><b>HQ Staff will be using trolleys and hand trucks to move all supplies and equipment. We have 5 platform trolleys (300 kg) and 1 hand truck (200 kg).</b></li> </ul> </li> </ul>

If voting place materials are unable to be returned by the end of Friday E-1, how will you ensure they:

- are stored securely prior to being delivered to the HQ
- remain in the custody of electoral officials rather than couriers or other contractors
- are returned as soon as possible on Election Day to be included in the early count.

Voting Places – Unable to return supplies on E-1	Who will return supplies	Where supplies will be kept	HQ Delivery timeframe
N/A	e.g., VP manager, agent	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A



## 4.2 Return of supplies on Election Night

Reference:

Chapter	Section	Process
14 – Logistics	4.8	Return of supplies on election night
22 – Election Day and Night	10	Return of voting place supplies to HQ. Includes: <ul style="list-style-type: none"> <li>• Preparations</li> <li>• Staffing and materials required</li> <li>• Process for receiving and checking supplies)</li> </ul>

Plan how supplies and key voting materials will be returned to your HQ on Election Day.

Category	Information
Transportation mechanism	<p><i>Cover off:</i></p> <ul style="list-style-type: none"> <li>• <i>Supplies being returned on Election Night</i> <ul style="list-style-type: none"> <li>▪ <i>VPMs together with their VP staff will return all voting place supplies, equipment and voting materials back to HQ. VPM will decide how many VP staff is needed to transport everything to HQ.</i></li> <li>▪ <i>In transporting key voting materials (rolls, ballot papers, stamps, E-81 &amp; E-83, and all ballot boxes), at a minimum the two-man rule applies (VPM and another VP Staff).</i></li> </ul> </li> <li>• <i>Supplies being returned on E+1 if they cannot be returned on Election Night due to geographical challenges,</i> <ul style="list-style-type: none"> <li>▪ <i>HQSS-Log, HQTL-Log, LSM and additional HQ support will facilitate the collection of voting place equipment at VPs that have pre-arranged E+1 pick-up.</i></li> <li>▪ <i>Note: all key voting materials will be returned on Election Night.</i></li> </ul> </li> <li>• <i>Use of hand trucks or trolleys to move boxes containing boxes.</i> <ul style="list-style-type: none"> <li>▪ <i>HQ Staff will be using trolleys and hand trucks to move all supplies and equipment. We have 5 platform trolleys (300 kg) and 1 hand truck (200 kg).</i></li> </ul> </li> </ul>
Layout of HQ	<ul style="list-style-type: none"> <li>• <i>How will you set-up your electorate HQ to receive supplies? (Note: consider your site security plan requirements)</i> <ul style="list-style-type: none"> <li>▪ <i>Refer to HQ Layout.</i></li> <li>▪ <i>Only authorized HQ staff will be allowed entry in the Secure Zone area to stage supplies and equipment in their designated rooms/areas (Room 9 &amp; 10 in the Secure Zone).</i></li> <li>▪ <i>We will temporarily remove the cardboard dividers at the entrance of the Secure Zone to accommodate three stations to receive the return of supplies and equipment.</i></li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>▪ <b>All other VPs will be in Zone 2 while waiting for their turn. 2 HQ staff will pre-check the packing so VPMs can repack if needed so the return process will be smooth.</b></li> <li>• Where you share an electorate HQ with other electorates work with them to ensure the return of supplies goes smoothly. <b>N/A</b></li> <li>• Is there space at your HQ or Hub to have multiple vans returning to drop off supplies? <b>YES</b> <ul style="list-style-type: none"> <li>○ Can you use other tenants' carparking? <b>YES</b></li> <li>○ How will you keep staff safe as vehicles move around your HQ - <b>Staff will use only the foot path around the building.</b></li> </ul> </li> <li>• Consider the workflow of staff returning with supplies for checking through to storing them securely at your HQ in a timely manner. How will this process work effectively? <b>We will have 4 HQ Support staff to return stationery supplies boxes back in their respective tables, voting equipment back to Rooms 9 &amp; 10 and all key voting materials in Zone 4 – Room #2.</b></li> <li>• Be aware of a bottleneck effect, especially if you are an urban electorate, with multiple VPs returning at a similar time. <ul style="list-style-type: none"> <li>▪ <b>We will be using the Westfield carpark at the return of supplies night.</b></li> <li>▪ <b>HQ Support staff will give VPMs a number and guide them where to park. They will be called when to come up the building. In this way there is no bottle neck.</b></li> </ul> </li> </ul>
Number of staff required	<ul style="list-style-type: none"> <li>▪ Will any staff be required to help VPMs return supplies? <ul style="list-style-type: none"> <li>▪ <b>4 HQ Support staff will bring trolleys to assist in bringing up VP supplies.</b></li> </ul> </li> <li>▪ How many staff and security will you need at HQ? <b>N/A</b></li> </ul>
Movement of an uncounted preliminary count on Election Night	<p><b>Note: Voting place staff must move the materials and scrutineers must have the ability to travel with the materials.</b></p> <ul style="list-style-type: none"> <li>▪ Where is the uncounted preliminary count being moved to? Eg, a nearby location or returned to your electorate HQ? <ul style="list-style-type: none"> <li>▪ <b>VP at Westfield Manukau Mall will move uncounted preliminary votes to Manurewa HQ (across the Westfield parking lot) for counting.</b></li> </ul> </li> <li>▪ What additional support will staff need to do this (e.g., someone else/a team to close up the voting place, etc.) <b>The hired security guard will accompany them for this move plus any other VP staff that the VPM deems necessary.</b></li> </ul>



Additional arrangements	<ul style="list-style-type: none"> <li>What additional measures do you need to ensure people and materials are kept safe? <b>The hired security guard will accompany them for this move plus any other VP staff that the VPM deems necessary.</b></li> <li>How do you need to work with the other electorates that are co-located with your HQ? <b>N/A</b></li> </ul> <p><b>Note: Ensure all E206 supply boxes are labelled to avoid confusion</b></p>
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If voting place materials are unable to be returned on Election Night, how will you ensure they:

- are stored securely
- remain in the custody of electoral officials rather than couriers or other contractors
- are returned as soon as possible on Sunday E+1 for post-election processing.

Voting Places – Unable to return supplies on Election Night	Who will return supplies	Where supplies will be kept overnight	HQ delivery timeframe
N/A	e.g., VP manager, agent	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A



## Part 5 – Planning for your Teams

References:

Chapter	Section	Process
14 – Logistics	5	Planning your distribution of materials to temporary services
12 – Voting Services Preparations	5, 6, 7, & 8	Voting teams for: hospitals and care homes, prisons, shelters and Defence Force bases.
5 – Planning your Voting Services	5.6	Pop-up services
12 – Voting Services Preparations	4.4	Drop-off and pick-up of takeaway votes

In your high-level planning consider how many teams you will need and how you will staff them.  
 Note:

- The **same** set of supplies can be used to visit care homes, hospitals, Defence Force bases, police cells, other organisations (e.g., homeless shelters) and to issue votes for the drop-off/pick-up service
- A **separate** set of supplies must be used for:
  - Prisons
  - Pop-up services

Once you have completed your high-level plan, complete a M40-VTPLAN for each team.

### Teams for care homes / hospitals / Defence Force bases / other organisations / Police cells (Election Day only)

To determine the number of teams you need consider, list the facilities you will be providing services to under each category, then determine possible routes each team could follow taking the distance between the facilities into account.

Category	Information
Care homes	
Hospitals	
Defence Force Bases	



Organisations for voters in challenging situations	
Police cells (on Election Day)	

Category	Information
Number of teams required	How many teams will you need to deliver the above services? <b>We will only have one team.</b>
Number of staff required	How many staff will you need to deliver these services? <b>Total of 2 staff.</b>
Service and transportation mechanism	What transportation will be required to deliver these services? <b>Use own personal vehicle.</b>
Other considerations	Where will materials be securely stored overnight (this should be approved secure storage). <b>All materials will be stored at HQ.</b>

## Prisons

A separate set of supplies must be packed for prisons.

Category	Information
Number of prisons – and amount of possible votes to be issued in each	<ul style="list-style-type: none"> <li>Refer to prisons information on field ECHO</li> <li>Note: these teams will only be issuing special votes, which take longer to issue.</li> </ul> <b>We will have 1 Prisons Team for:</b> <ul style="list-style-type: none"> <li>22-200 Prison Team 1 – Women (estd 170 votes total)</li> <li>22-201 Prison Team 2 – Men (estd 260 votes total)</li> </ul>
Number of staff required	How many staff will you need to deliver services in prisons? <b>Use own personal vehicle.</b>
Service and transportation mechanism	What transportation will be required to deliver this service? <b>Use own personal vehicle.</b>
Other considerations	Where will materials be securely stored overnight (this should be approved secure storage).



	<i>All materials will be stored at HQ.</i>
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### Pop-up service

A separate set of supplies must be packed for each pop-up service (i.e. the same set of supplies can be used at each of the voting places contained within one pop-up).

Category	Information
Number of teams required to deliver pop-up services	<i>We will have 1 Voting Team for:</i> <ul style="list-style-type: none"> <li>▪ <b>22-301(1) Baitul Muqet Mosque</b></li> <li>▪ <b>22-301(2) Rawiri Community House</b></li> </ul>
Service and transportation mechanism	<i>What transportation will be required to deliver your pop-up services?</i> <b>Use own personal vehicle.</b>
Number of staff required	<b>Team of 6 staff.</b>
Other considerations	<i>Where will materials be securely stored overnight (this should be approved secure storage).</i>  <b>All materials will be stored at HQ.</b>

### Drop-off and pick-up service

Record the supplies used for this service against the set of supplies for one of your care home teams (see Section 2.8 of Chapter 20 – Delivering voting services).

Category	Information
Number of staff required	<i>You will need HQ staff available to:</i> <ul style="list-style-type: none"> <li>• Create and quality assure voting packs</li> <li>• Drop off and pick up voting packs</li> </ul> <b>Not applicable.</b>
Service and transportation mechanism	<i>What transportation will be required to deliver these services?</i>  <b>Not applicable.</b>
Other considerations	<b>Not applicable.</b>



## Part 6 – Planning for your Mobile Support

Reference:

Chapter	Section	Process
14 – Logistics	6	Planning for your mobile support
12 – Voting Services Preparations	17	Briefing mobile support
22 – Election day and night	3	Planning for your Election Day mobile support

You will have Mobile Support (MS) both prior to and on Election Day. The primary role of MS is to provide support to the VPM, though they may also be required to undertake other logistics-related activities.

Make a high-level plan of how many Mobile Supports you will need, taking into account the number of voting places you have, the distance they are from each other and the kind of support they will need each day they are open.

Remember:

- not every voting place needs to be visited every day. Support can be made by a phone call
- staff should not be scheduled to work every day of the voting period and the hours worked each day should be reasonable (noting Election Day will be a long day).

Once you have done this, create a daily schedule for each MS using the M40-MSPLAN master form. This will outline the voting places each MS is responsible for, when they will contact them and any other activities they will do.

Consider the following when making your high-level plan, ensuring you are realistic and take distance and driving times into account:

Category	Information
VPs	<p><i>How many voting places do you have?</i></p> <ul style="list-style-type: none"> <li>▪ <b>A VPs: 12 AVP</b></li> <li>▪ <b>ED VPs: 19 ED VPs</b></li> </ul> <p><i>How far away are they from each other?</i></p> <p><i>How far away are they from the HQ?</i></p>
Staff members	<ul style="list-style-type: none"> <li>• <i>How many MS will you need to reasonably cover the voting places?</i> <b>4 MS will be needed</b></li> <li>• <i>Rural Electorates: Do you need a driver for the MS due to distance travelled?</i> <b>N/A</b></li> </ul>
What other activities can MS carry out for the VP?	<p><i>Will MS also be responsible for the following:</i></p> <ul style="list-style-type: none"> <li>• <i>top up of supplies</i> <b>YES</b></li> <li>• <i>phase change(s)</i> <b>NO</b></li> <li>• <i>removal of a full special votes ballot box</i> <b>YES</b></li> <li>• <i>pick up of enrolment forms and timesheets</i> <b>YES</b></li> </ul>



Other considerations	<ul style="list-style-type: none"> <li>• Plan the MS routes using tools, such as Google Maps (you will put these into each M40-MSPLAN).</li> <li>• How long the drive between VPs is and how long are they expected to spend at each one.</li> <li>• Take into account:               <ul style="list-style-type: none"> <li>○ availability of parking and distance to VP</li> <li>○ how busy the VP is likely to be</li> </ul> </li> </ul> <p><b>Mobile Support will be accompanied by an HQ support if transporting ballot papers.</b></p>
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#### High level routes:

Mobile Support 1 / Driver 1	
Mobile Support 2 / Driver 2	
Mobile Support 3 / Driver 3	
Mobile Support 3 / Driver 3	



## Part 7 – Returning shared electorate materials

Reference:

Chapter	Section	Process
14 – Logistics	7	Returning shared electorate materials
24 – Sort and send	2.5	Returning shared electorate materials to their home electorate

Your planning will feed into a regional logistics plan for returning shared electorate ordinary and special votes between the electorates in your region. This could also extend to shared electorate services between regions.

Early planning and constant communication with your shared electorates will make this process far smoother in a high-stress period.

In your planning remember:

- All voting materials relating to shared electorate ordinary votes should remain in the hands of an electoral official. Do not courier any marked ordinary vote ballot papers.
- As much as it is possible, special votes should remain in the hands of an electoral official.

Category	Information
Transportation mechanism	<ul style="list-style-type: none"> <li>• Van hire with direct delivery from electorates should always be the preferred mechanism. In the event that driving is not feasible (for special votes only), courier the votes using the tamper-evident bags               <ul style="list-style-type: none"> <li>▪ <b>South Auckland LSMs will confirm location of exchanging shared electorate voting materials.</b></li> </ul> </li> </ul>
Number of staff required	<ul style="list-style-type: none"> <li>• How many staff do you need to complete deliveries in a timely and efficient manner? <b>4 HQ Staff for two teams.</b></li> <li>• Remember to ensure that no materials should be left unattended in vehicles.</li> </ul>
Other considerations	<p>Discuss your plan with the electorates that are issuing your votes or you are issuing for, it may be easier to coordinate a plan together.</p> <ul style="list-style-type: none"> <li>▪ <b>South Auckland LSMs will confirm location of exchanging shared electorate voting materials.</b></li> </ul>

High level drop-off and pick-up routes for shared electorate materials:



(Copy and paste sections as needed)

Description of route	Electorate HQs to be visited	Approx. timing of visit
e.g., Van 1 / Southern loop		
e.g., Van 2 / Northern loop		
Van 1		



## Manurewa Electorate

### 2023 Electorate Plan for Service Delivery

This electorate plan has been broken into the following sections, covering how services will be planned:

1. Voting services expectations
2. Electorate overview
3. Planning your voting services
4. Confirming your voting service
5. Building your electorate team
6. Risks
7. Review

This plan is an integral part of the overall planning for the general election. It is based on your Regional Plan and combines with other electorate plans to provide a regional approach.

#### List of changes

Version no.	Consulted with / changes made	Date
1.0	Jeremy Kannemeyer (Regional Manager – Auckland South)	22 May 2023
2.0		
3.0		

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## 1 Voting services expectations

### My electorate's voting services will:

**1****Meet the needs of the community****2****Be available in locations convenient to voters where they live, work and play****3****Prioritise Māori voters, diverse communities and target groups by providing services informed by the community****4****Be staffed to reflect the diversity of my local community****5****Offer shared electorate voting at locations where voters are expected to vote****6****Operate at times convenient to voters, including late nights and weekends**



## 2 Electorate overview

### 2.1 Overview

Region	Auckland South	
Electorate profile	Urban	
Home Māori electorate(s)	Tamaki Makaurau	
Neighbouring electorates	Mangere, Panmure-Otahuhu, Takanini and Botany	
Shared electorates	Manurewa electorate will provide services for other electorates voters	Other electorates will provide services for Manurewa electorate voters
	Mangere	Mangere
	Panmure-Otahuhu	Panmure-Otahuhu
	Takanini	Takanini
	Botany	Botany

### 2.2 Enrolment and turn-out rates

This table compares the nationwide 2020 enrolment and turn-out rates with your electorate's rates.

	Nationwide average in 2020	Your electorate in 2020	Your electorate compared to the nationwide average
Enrolment rate	<b>94.0%</b>	<b>85.3%</b> (Youth enrolment is 51.4%)	<b>-8.7%</b>
Turn-out rate	<b>82.2%</b>	<b>69.8%</b>	<b>-12.4%</b>
Turn-out split (AV% vs ED%)	<b>AV : 68%</b> <b>ED : 30%</b>	<b>AV : 70%</b> <b>ED : 30%</b>	<b>AV : +2%</b> <b>ED : 0%</b>



### 2.3 Key characteristics

Refer to the questions in section 4.3 of Chapter 4 in the operations manual when completing these questions.

Q#	Question	Identify	So what?
My electorate and how I fit into my region			
1	How does my electorate fit into the regional plan for delivering voting services?	<p>Auckland is the most ethnically diverse region in New Zealand with 53.5 percent identifying as Europeans, 28.2 percent as Asian, 11.5 percent as Māori, 15.5 percent as Pacific Islanders, and 2.3 percent as Middle Eastern, Latin American or African (MELAA). One in four residents was born overseas.</p> <p>Since a large portion of the population comes from different cultural backgrounds, it is therefore assumed that they come from different political backgrounds as well. This will affect, partly or largely, how we deliver our voting services to specific areas in the electorate.</p> <p>Māori represents a significant proportion of the usual residents in some of the suburbs of Manurewa. In order to improve how we deliver services to Māori, it is time to implement the feedback received from consultations with their Community Leaders.</p>	<p>Service delivery for Manurewa Electorate will directly align with the Auckland Regional Plan. Special attention will be given to the following collective goals in the region:</p> <ul style="list-style-type: none"> <li>• Target groups – Youth, Maori, Pacific peoples, CALD communities and hard-to-reach groups</li> <li>• Improved service delivery to Maori in order to increase awareness and electoral participation</li> <li>• Increased Enrolment and voting turn-out rates for Manurewa and its neighbouring electorates</li> <li>• Careful selection of voting places and list of shared electorates offered</li> <li>• Recruitment of staff that reflect demography of the community</li> <li>• Identify logistical challenges at voting places including security of materials, information, staff and places at headquarters, at voting places and in transit</li> </ul> <p>Planning of service delivery should include how best we can support other electorates to meet their targets through shared electorate voting.</p>



2	What are the logistical challenges of my electorate's geography?	<p>The major logistical challenge is traffic congestion. Although the area is quite geographically compact, regular in shape and most suburbs are no farther than 6 kilometres from the centre of the electorate, the high growth of development in the past years has resulted to traffic congestion within and around neighbouring suburbs.</p> <p>There are also a high number of on-going residential developments (in different stages) which, depending on their scheduled completion date, may affect electoral landscape at localized areas before start of election period.</p>	<p>Keep an eye on new residential developments and assess its effects on the electoral landscape.</p> <p>Location and distances of voting places from each other should be strategic. Have a back-up plan in case additional resources or staff are required in a short amount of time.</p> <p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>Headquarters located within electorate will alleviate travel time for training and movement of staff or supplies in case volume exceeds expectations.</li> <li>Geographically compact with high density population, therefore, each voting place has a high catchment area but will be easily accessible during non-peak hours</li> <li>Easily available bus routes and train stations</li> </ul>
3	What will my electorate need to do to recruit the most appropriate staff?	<p>Recruit voting staff who will reflect the community the voting places serve. Identify where the target communities are – Maori, Pasifika, Ethnic Communities, Disability sector, etc.</p> <p>Make youth as an employment target group for election day and HQ post-election activities.</p> <p>Properly manage the bulk recruitment in July which will involve screening tests and interviews.</p> <p>Refer to 4.2 for a more detailed approach through collaboration with other organisations.</p>	<p>Advertise and spread recruitment key messages as early and as far wide as possible.</p> <p>Collaborate with community leaders/advocates to identify groups that can assist in recruitment.</p> <p>Community Engagement Team can assist to deliver messages at events and network meetings.</p> <p>Encourage staff, students and parents to work at schools that may potentially be voting places.</p> <p>Utilise notice boards and electronic newsletters</p>



Demographic considerations		
4	What is my electorate's ethnic make-up?	<p><b>Diversity in Manurewa Electorate</b></p> <p>European at 29.2%, Maori at 26%, Pasifika at 36.3% and Asian at 25.4% (data from Auckland South Regional Plan based on local board area). The median age is 29.5 years old.</p> <p>Although Manurewa Electorate is comprised of several ethnicities, Māori represents a significant proportion of its usual residents. The median age of Maori in the region is 23.5 years old.</p> <p>At the 2018 Census there were 181,194 usual residents in Tāmaki Makaurau who identified as Māori (11.5% of Auckland's population). This is an increase of 38,430 people, or 26.9%, since the 2013 Census. The Māori population has grown more rapidly than the wider Auckland population.</p> <p>There is also a high population of Indians in the Papatoetoe area.</p>
5	Where are young people located?	<p>Capitalise on this information by locating advance and election day voting places at or near these locations.</p> <p>Consider Pop-up voting places at localised areas to increase voter participation.</p> <p>Secondary schools and tertiary institutions provide opportunity for recruitment</p>



		Manurewa, Clendon and Old Papatoetoe Town Centres  Recreational Centres, Parks and Sports Fields e.g., Mountfort Park, Manurewa Pools and Leisure Centre, Hayman Park and Rainbow's End	
<b>Turnout considerations</b>			
6	What are my electorate's turnout rates?	<p>The 2020 General Election average voting turn-out in Manurewa Electorate fell below the national average.</p> <p>Certain suburbs had a higher turnout rate than other areas. These are Hillpark North and South (highest at 77%), Puhinui, Manukau Central, Papatoetoe and Weymouth South.</p> <p>Those with a lower turnout rate are Wiri, Homai, Rowandale, Burbank and Clendon.</p> <p>Clendon Park East had the lowest turn-out rate with only 56%.</p>	<p>The ethnic make-up of specific areas may be a factor that contributed to the low turn-out rates in 2020. To encourage people to vote, places of significance and high foot traffic locations should be used.</p> <p>Again, there were limitations in 2020 that will no longer apply to 2023. The use of shopping malls, train stations, supermarkets, retail chain and community hubs will improve general voting turn-out rates.</p> <p>PAK'nSAVE Clendon, Manurewa Marae and Te Matariki Clendon Library as advance voting places will, hopefully, improve the turnout rate for Clendon Park East.</p>
7	What are my electorate's enrolment rates?	<p>Enrolment rates in Manurewa Electorate in 2020 fell below the national average.</p> <p>Youth enrolment (ages 18-24 years old) is only at 51.38%.</p> <p>Manurewa Electorate has a transient population and the highest amount of enrolment forms taken</p>	<p>Enrolment Update Campaign by the Enrolment Processing Team which starts end July, hopefully, will increase enrolment rate and accuracy of voter details.</p> <p>The Community Engagement Team will have to proactively encourage people to enrol and update their details.</p>



		<p>at voting places in 2020. This resulted in having the highest number of special votes cast in the country.</p> <p>According to latest information (April 2023), 8,525 eligible electors are not on the roll.</p>	<p>Enrolment support is required by the Advance Voting Team during visits to the two prisons and the larger rest homes (advance voting period).</p>
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## 2.4 Voting services

Refer to the questions in section 4.4 of Chapter 4 in the operations manual when completing these questions.

Locations of service			
1	Where are the high foot traffic areas within your electorate? e.g., malls	<p>High foot traffic locations are Westfield Manukau, town centres, supermarkets, retail chain, a number of train stations and the Manukau Bus Terminal</p>	<p>High foot traffic locations will be earmarked as advance voting and election day voting places whenever possible. These locations are also near the motorway and visited by local residents and other Aucklanders.</p>
2	What are the major transportation routes within your electorate?	<p>There are a large number of people who travel to and from Manukau City Centre either by private cars, bus or train.</p> <p>Four train stations are located within Manurewa Electorate - Puhinui, Homai and Manurewa Train Stations. There is also Manukau Train Station which is directly opposite the Manukau Bus Terminal.</p>	<p>Transport hubs are now good options to locate a voting place.</p> <p>Manukau Train Station (opposite Manukau Bus Terminal) is the perfect location for an advance voting place.</p>



3	<p>What businesses and/or organisations which are significant employers in my electorate? E.g., forestry, manufacturing, large office buildings</p> <p>Note: all voting services must be accessible to the general public and not behind locked doors (excluding hospitals, care homes etc).</p>	<p>Office staff, workers at manufacturing facilities, government employees and in education at MIT, AUT and other tertiary institutions.</p>	<p>Tertiary organisations are potentially effective voting places as youth is one of our main target groups.</p>
4	<p>What are the geographical challenges for voters in my electorate to access voting services?</p>	<p>The major challenge in the Manurewa Electorate is traffic congestion. Although the area is quite geographically compact, the high growth of development in the past years has resulted in traffic congestion within and around neighbouring suburbs.</p>	<p>Location and the spread of voting places are crucial.</p>
5	<p>What has changed in my electorate since GE2020?</p>	<p>High number of on-going residential developments (in different stages) which, depending on their scheduled completion date, may affect electoral landscape at localized areas.</p> <p>New large scale residential development in the neighbouring suburbs of Takanini and Flat Bush.</p> <p>Shopping malls have upgraded their facilities after the Covid-19 pandemic to entice people to go out shopping and to dine out again.</p>	<p>Expect high foot traffic locations like malls and supermarkets to issue a high number of shared electorate votes. It seems that, under the current climate, Auckland residents do not mind travelling far distances to go out shopping or to dine out.</p>

6	Where are the high foot traffic locations and major transportation routes neighbouring my electorate?	<p><b>Botany Electorate</b> Botany Junction and Ormiston Shopping Centre <b>Panmure-Otahuhu Electorate</b> Hunters Corner Town Centre, Papatoetoe Train Station, Middlemore Hospital and Middlemore Train Station <b>Takanini Electorate</b> Auckland Botanic Gardens, Manukau Sports Bowl (during an event, otherwise not a high foot traffic location) and Te Mahia Train Station <b>Major Transportation Routes</b> Great South Road, Auckland Southern Motorway and Southwestern Motorway</p>	Understand, assess and plan how high foot traffic locations, train stations and major transportation routes will affect shared electorate voting inside and outside Manurewa Electorate.
Services offered			
7	What voting services will be provided to meet the needs of Māori voters?	<p>In 2020 General Election, Manurewa Marae was not used as a voting place and community hubs were a “no-go” zone since health protocols cannot be observed at smaller confined spaces.</p>	<p>There will be major changes in how we approach delivery of voting services to Māori. Manurewa Marae is now a potential voting place. Rawiri Community Hub and other community whare are also potential locations to offer voting services.</p> <p>With the advice and assistance of Community Advocates, community groups who may be able to assist with recruitment will be contacted.</p> <p>Voting staff who understands Tikanga Māori and are Te reo speakers will help to encourage participation from their own community.</p>



8	What specialist services do you need to deliver in your electorate?	<p>Mobile Voting Team to Manukau Surgery Centre</p> <p>Mobile Voting Team to two prisons and Takeaway Voting Packs for electors on home detention</p> <p>Mobile Voting Team to Rest Homes</p> <p>Pop-up advance voting places that may be more suitable for specific areas</p>	<p>Ascertain magnitude of the service required for each location early in the planning through discussion with site contacts. It will serve as the guide of the size of the voting team.</p> <p>Health and Safety protocols at these locations should be strictly followed.</p> <p>Limited space voting spaces are now allowed as long as a site assessment is completed, and the location deemed acceptable.</p> <p>In-language resources for communities with high population of Maori, Pasifika and Ethnic communities should be available through the Mobile Voting Team.</p>
9	Where and what shared electorate voting will be offered to meet the demand of voters?	<p>Shared Electorate voting will be offered at voting places along electorate boundaries.</p> <p>For those, not along boundaries, historical data should be studied that will indicate where shared electorate voting should be offered.</p>	<p>Shared Electorate Voting offered by Manurewa will, generally, be for Panmure-Otahuhu, Mangere, Takanini and Botany. Geographically, these electorates share boundaries with Manurewa.</p> <p>Westfield Manukau, MIT/Manukau Train Station and The Warehouse Manukau are visited by people coming from different areas of Auckland. The number of special votes taken for other electorates in 2020 will determine the shared electorate voting that will be offered in 2023.</p>



Hours of service			
10	When and where should hours of voting services be offered?	Centrally and strategically located within the community it serves.  Consistency of opening and closing hours for all advance voting places as much as possible.  Identify critical days which will give you best opportunity to capture as much voters as possible.	Advance voting places should cater for full-time workers or shift workers who may want to vote at venues located where they live.  Voting place at Westfield Manukau will have to strictly follow the mall's opening hours.  Saturday and Sunday voting offered at churches to capture voters after church service.  Identify suitability, schedule and duration of pop-up voting services after consultation with site contacts.
11	How will you provide a consistent service?	Good location, strategically located facilities and friendly & efficient staff to ensure a customer-focused service.  Prepare a well-organised Training Plan	An Advance Voting Place should open as an Election Day Voting Place as much as possible.  Rostered staff at a venue should be in the same voting team as much as possible.  Monitor team performance and how well they follow prescribed processes.
12	When and where should extended hours of voting services be offered? <ul style="list-style-type: none"><li>• early morning</li><li>• late nights</li></ul>	One or two late night opening hours at all advance voting locations  Early morning hours (before 8:00am) will not be offered at voting places in Manurewa Electorate.	Late nights should definitely be offered at most advance voting places, especially high foot traffic locations like supermarkets, malls and retail chain.  Voting place at Westfield Manukau will have to strictly follow the mall's opening hours with no flexibility.



13	When and where should weekend hours of voting services be offered?	Weekend hours should be offered at all advance voting places.	Weekend voting at Libraries will match the weekend opening hours of the venue.  Saturday and Sunday voting offered at churches to capture voters after church service.
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## 2.5 Hubs and secure storage

Use this section to think and plan how your electorate may use a hub and/or secure storage (if applicable). Refer to section 5 of Chapter 4 in the operations manual when completing this section.

Not applicable for Manurewa Electorate.



### 3 Planning your voting services

Based on identified gaps/improvements, detail potential voting places to consider.

#### 3.1 Partnership locations

National Office has worked with key partners around New Zealand to identify locations for advance and Election Day voting places. The partnership locations identified for you are:

Place	Address	Partner organisation
Westfield Manukau Mall Centre Court Event Space (14m x 6m) <i>(with option to move voting place to a shop in the mall if one becomes available in time for advance voting period)</i>	Corner Great South & Manukau Station Roads, Manukau City Centre 2104	Westfield
PAK'nSAVE Manukau * <i>(will not be used as a voting place)</i>	6 Cavendish Drive, Manukau City Centre 2104	Foodstuffs
PAK'nSAVE Clendon *	16 Robert Ross Place, Clendon Park 2103	Foodstuffs
The Warehouse Manukau *	35 Cavendish Drive, Manukau City Centre 2104	The Warehouse Group
The Warehouse Clendon * <i>(will not be used as a voting place)</i>	Corner Roscommon and Palmer's Road, Clendon Park 2104	The Warehouse Group
MIT Manukau Campus The Atrium	Corner of Manukau Station Road & Davies Avenue, Manukau City Centre 2104	Manukau Institute of Technology
* For Manukau City Centre and Clendon areas, it will either be PAK'nSAVE or The Warehouse and not both due to the close proximity of the two locations.		

#### 3.2 Other locations

Advance and Election Day voting places need to be delivered in the geographic locations listed below, in addition to the partnership locations. Voting services might be delivered in the sites:

##### ADVANCE VOTING PERIOD

Locations	Possible sites
Clendon Park	Te Matariki Clendon Community Centre & Library, 17 Palmer's Road, Clendon Park 2103 Manurewa Marae, 81 Finlayson Avenue, Clendon Park 2103
Manurewa	Manurewa Library, 7 Hill Road, Manurewa 2102 St Anne's Catholic Church, 126 Russell Road, Manurewa 2102 St Luke's Anglican Church Hall, 3 Russell Road, Manurewa 2102 Southmall Shopping Centre, 185/201 Great South Road, Manurewa, 2102



Papatoetoe	Papatoetoe War Memorial Library, 30 Wallace Road, Papatoetoe 2025 Youthline Manukau, 145 Saint George Street, Papatoetoe 2025
Weymouth	Weymouth Community Hall, 11 Beihlers Road, Weymouth 2103
Wiri	Rawiri Community Hub, 1 Rata Vine Drive, Wiri 2104 (Pop-up Voting Place) Baitul Muqueet Mosque, 20 Dalgety Drive, Wiri 2104 (Pop-up Voting Place)

### ELECTION DAY

Locations	Possible sites
Clendon Park	Manurewa Marae, 81 Finlayson Avenue, Clendon Park 2103 Te Matauranga School Hall, 206 Finlayson Avenue, Clendon Park 2103 Roscommon School Hall, 23 Burundi Avenue, Clendon Park 2103
Manurewa	Manurewa Library, 7 Hill Road, Manurewa 2102 St Luke's Anglican Church Hall, 3 Russell Road, Manurewa 2102 St Anne's Catholic Church, 126 Russell Road, Manurewa 2102 Hillpark School Hall, 57 Grande Vue Road, Manurewa 2102 Finlayson Park School Hall, 85 John Walker Drive, Manurewa 2102 Rowandale School Hall, 73 Rowandale Avenue, Manurewa 2102 Homai School Hall, 89 Browns Road, Manurewa 2102 James Cook High School Hall, 18 Doctor Pickering Avenue, Manurewa 2102 Clendon Park School Hall, 145 Rowandale Avenue, Manurewa 2102
Papatoetoe	Malae o Fugatiti, 80 Wyllie Road, Papatoetoe 2025 Papatoetoe West School, 1-3 Hillcrest Road, Papatoetoe 2025 Papatoetoe War Memorial Library, 30 Wallace Road, Papatoetoe 2025 Youthline Manukau, 145 Saint George Street, Papatoetoe 2025
Puhinui	Puhinui Primary School Hall, 116 Puhinui Road, Papatoetoe 2104
Weymouth	Weymouth Primary School Hall, 23 Evans Road, Weymouth 2103
Wiri	Wiri Community Hall, 15 Inverell Avenue, Wiri 2104

### 3.3 Other services

Voting services need to be delivered to the following organisations, institutions, groups, remote communities or at the following public events.

Organisation, institution, groups and public events	Type of service required
Rawiri Community Hub, 1 Rata Vine Drive, Wiri 2104	Pop-up Voting Services
Baitul Muqueet Mosque, 20 Dalgety Drive, Wiri 2104	Pop-up Voting Services
Women's Refuge / Soup Kitchen	Deliver key transactional information only
Emergency Housing	MCentral is an emergency housing location across the road to MIT The Atrium which is an Advance Voting Place
AUT South Campus	Pop-up Voting Services



Corrections – Probation Officers for electors on home detention	Transactional message on take-away enrolment pack and voting papers
Counties Manukau Police Station, 42 Manukau Station Road, Manukau City Centre 2104	Election Day Voting Team

### 3.4 Other teams

Voting team services need to be delivered to the following organisations: care homes, hospitals, prisons, defence forces.

Organisation	Size of service
Manukau Surgery Centre, 901 Great South Road, Manukau City Centre 2104 The Surgery Centre provides multi-disciplinary inpatient care for South Auckland residents. They perform surgery services for patients who are not expected to need access to intensive care or interventional radiology.	<b>Mobile Voting Team</b> 78 Inpatient beds
<b>CARE HOMES</b>	<b>Mobile Voting Team</b>
Erin Park Rest Home & Hospital, 50/60 Russell Road, Manurewa 2102	Approx 120 beds
Ultimate Care Manurewa, 39 Great South Road, Manurewa 2102	Approx 50 beds
Bupa Hayman Rest Home & Hospital, 39 Trevor Hosken Drive, Wiri 2104	Approx 110 beds
Bethesda Care, 743 Great South Road, Wiri 2104	Approx 90 beds
Palms Home & Hospital, 56 Puhinui Road Manukau Auckland 2104	Approx 60 beds
Papatoetoe Residential Care, 3 Fairview Road, Papatoetoe 2025	Approx 30 beds
Kenderdine Park, 26 Kenderdine Road, Papatoetoe 2025	Approx 40 beds
<b>PRISONS</b>	<b>Mobile Voting Team</b>
Auckland Region Women's Corrections Facility, 20 Hautu Drive, Wiri 2104	139 remand and 138 sentenced prisoners
Auckland South Corrections Facility, 21 Kiwi Tamaki Road, Wiri 2104	857 sentenced prisoners
<i>Detailed plan of the voting service delivery to these locations will be finalised in consultation with site contacts. Actual size of the required service will be confirmed prior to visit.</i>	

### 3.5 Planning

To complete the assessment of all potential voting places, you will need to plan how you complete these by end of April.

Area	Number of potential voting places	Time required	Resources required	Completed by
Clendon Park	5	12.5 hours	n/a	17/05/2023



Manurewa	10	25 hours	n/a	25/05/2023
Papatoetoe	4	10 hours	n/a	17/05/2023
Puhinui	1	2.5 hours	n/a	29/03/2023
Weymouth	2	5 hours	n/a	29/03/2023
Wiri	3	7.5 hours	n/a	25/05/2023
Manukau City Centre	3	7.5 hours	n/a	20/04/2023
<i>The indicated Time Required only include travelling time, site assessment and completion of M42-Assess. It has not taken into account the possible back and forth email communication with site contacts before an appointment is confirmed.</i>				

### 3.6 Key contacts

To enable your electorate to deliver services, you will need to build strong relationships with key service providers. E.g., Mainfreight.

Organisation	Name	Email/Address	Contact number
NAI Harcourts	██████████ - Commercial Property Manager	████████████████████	██████████
	██████████ - Asst Commercial Property Manager	████████████████████	██████████
	██████████ Facilities Manager	████████████████████	██████████
NZ Data	██████████	████████████████████	██████████
	██████████	████████████████████	██████████
Mainfreight	Contact through National Office – local contact different for every delivery		
Levco	██████████████████	██████████████████	██████████
	██████████	██████████████████	██████████
FujiFilm	██████████ (Technician)	██████████████████	██████████
Spotless	██████████████████	██████████████████	██████████
	██████████████████	██████████████████	██████████
TIMG	TIMG Auckland Destruction Team	██████████████████	██████████
<b>Police, Fire and Emergency Services</b>			
Manurewa Fire Station		225 Great South Road, Manurewa 2102	09 269 5710
Manukau Fire District Headquarters		15 Lambie Drive, Manukau City Centre 2104	09 262 0764
Manurewa Police Station		14 Halver Road, Manurewa 2102	09 268 5800
Clendon Police Station		488 Roscommon Road, Clendon Park 2103	09 267 9339
Counties Manukau Police Station		42 Manukau Station Road, Manukau City Centre 2104	09 261 1300



## 4 Confirming your voting service

### 4.1 Finalising your voting service

Use this table to record the outcome of your decision and the rationale behind your decision.

Site name	Outcome	Why
<b>PARTNERSHIP LOCATIONS</b>		
Westfield Mall Manukau Centre Court Event Space	Advance Voting Place only	14m x 6m event space with opening hours for voting to be the same as the mall opening hours (no flexibility to deviate). There is option to move to a shop unit inside the mall if one becomes available nearer to election period. Shop unit is preferred as there are less associated security risks, hence easier to manage compared to an open venue.
MIT Manukau - The Atrium	Advance Voting Place only	<p>Location is ideal size for a voting place, visible from main thoroughfare and the perfect catchment area for:</p> <ul style="list-style-type: none"> <li>• Auckland commuters taking trains and buses (Manukau Bus Terminal)</li> <li>• MIT Manukau students, teachers and staff</li> <li>• Employees at surrounding office buildings, eating establishments and shopping mall</li> <li>• Electors spending leisure time at adjacent parks and playground</li> <li>• Electors living at nearby emergency housing (M Central)</li> </ul>
The Warehouse Manukau	Advance Voting Place only	Venue is visited frequently by our target community i.e those with low enrolment and low electoral participation rate (Maori, Pasifika and Youth). This is a high foot traffic area.
PAK'nSAVE Clendon	Advance Voting Place only	Venue is located within Clendon Town Centre and visited frequently by our target community i.e those with low enrolment and low electoral participation rate (Maori and Pasifika). This is a high foot traffic area.



The Warehouse Clendon	Not used as a Voting Place for 2023 General Election	Venue has limited space and not suitable as AVP. Area is already well served by nearby AVPs PAK'nSAVE Clendon and Te Matariki Clendon Community Centre & Library.
PAK'nSAVE Manukau	Not used as a Voting Place for 2023 General Election	Venue has limited space. Area is already well served by nearby AVPs - The Warehouse Manukau, MIT Manukau The Atrium and Westfield Manukau
<b>AUCKLAND COUNCIL VENUES and LIBRARIES</b>		
Papatoetoe War Memorial Library	Advance and Election Day Voting Place	Prominent venue at Old Papatoetoe Town Centre, opposite New World and beside RSA building.
Youthline Manukau	Advance and Election Day Voting Place	Prominent spot along St George Street, near the town centre and also among the residential neighbourhood.
Weymouth Community Centre	Advance Voting Place only	Nearby Weymouth Primary School will be used as an Election Day Voting Place in order to shift catchment area to other residential neighbourhoods in Weymouth.
Wiri Community Hall	Election Day Voting Place only	Venue not necessary to be an advance voting place since area is already well served by three high foot traffic locations at Manukau City Centre during advance voting period: <ul style="list-style-type: none"> <li>• Westfield Mall Manukau</li> <li>• MIT Manukau Campus</li> <li>• The Warehouse Manukau</li> </ul>
Manurewa Library	Advance and Election Day Voting Place	2020 General Election, the venue was used only as an advance voting place. For 2023, venue is available for both advance voting period and election day. Historically, this library was one of the voting places that has always attracted the highest number of votes for both home and shared electorates.
Te Matariki Clendon Community Centre & Library	Advance Voting Place only	On election day, area will be served by nearby Finlayson Park School and Te Mataurangi School.



<b>IMPROVING SERVICES TO MAORI</b>		
Manurewa Marae	Advance and Election Day Voting Place	Place of significance to Maori voters, possibility of having electoral staff who can speak Te reo Maori
Rawiri Community Hub	Pop-up Voting Service	Serving a small community with a high number of Maori voters
The Pride Project Aotearoa Mangopare Hub	Will be used as a Recruitment Hub	This is a community led support initiative run out of The Pride Project community house in Clendon/Manurewa to support Maori and Pasifika who might be experiencing challenges in life.
<b>CHURCHES</b>		
St Anne's Catholic Church St Luke's Anglican Church	Advance and Election Day Voting Place	Opening Hours to include Saturdays and Sundays after church service
Malae o Fugatiti	Election Day Voting Place	Alternative voting location for Papatoetoe South School which is unavailable as a Voting Place for 2023 General Election due to major renovation works. Targets Samoan community in South Auckland and surrounding residential areas
<b>SCHOOLS</b>		
Refer to 3.2 for List of Schools as Voting Places	Election Day Voting Places	Most schools were found to be suitable voting places after availability confirmed and site assessments of facilities completed. Only Papatoetoe South School and Aorere College were not available.
<b>OTHER VOTING PLACES</b>		
Baitul Muqueet Mosque	Pop-up Voting Service	Largest purpose-built mosque in New Zealand Target group – ethnic communities
Southmall Shopping Centre	Pop-up Voting Service	Target group – Maori, Pasifika and ethnic communities of all ages

**VOTING PLACES USED IN 2020 BUT NOT IN 2023**

Papatoetoe Town Hall	Not used as Advance and Election Day Voting Place for 2023 General Election	Excellent location at Old Papatoetoe Town Centre. However, seismic rating of 15%NBS (IL3) Grade E means that building cannot be used as a voting place.
Holy Cross Catholic Church	Not used as Advance and Election Day Voting Place for 2023 General Election	Area is served by nearby Youthline Manukau for duration of Advance Voting Period and Election Day
St Elizabeth's Anglican Church	Not used as Advance and Election Day Voting Place for 2023 General Election	Area is served by nearby Manurewa Marae, PAK'nSAVE and Te Matariki Clendon Community Centre & Library for the duration of Voting Period
Papatoetoe South School Aorere College	Not used as Election Day Voting Places for 2023 General Election	Building works beside or at school hall renders it unavailable for this year. Papatoetoe South School will be replaced by nearby Malae o Fugatiti as a voting place. Aorere College issued a low number of votes in 2020 and is beside Kedgey Intermediate School (Aorere area) which will be a voting place for Mangere Electorate.



## 4.2 Identifying your approach to meeting your recruitment needs

Refer to Section 6.2 of Chapter 4 in the operations manual to complete this section.

Identified issue or target employment group	Strategy
<p>Voting team should reflect diversity and demography of area where voting places are located - "like with like" approach</p>	<p>In addition to advertisements that National Office post through traditional and electronic channels, we can explore collaboration work with contacts from government agencies, tertiary institutions, and community groups to encourage recruitment from employment target groups:</p> <ul style="list-style-type: none"> <li>• Ministry of Social Development (establishing connection with Work &amp; Income jobseekers – for full-time and part-time work)</li> <li>• Stats New Zealand (take advantage of end contract for HQ and field staff upon completion of 2023 Census)</li> <li>• Ministry of Ethnic Communities (inclusion of ethnic communities in wider society)</li> <li>• Manukau Urban Maori Authority (MUMA)</li> <li>• Manurewa Marae</li> <li>• Manukau Institute of Technology (MIT)</li> <li>• Auckland University of Technology (AUT)</li> <li>• University of Auckland (UoA)</li> <li>• South Auckland Youth Network (SAYN) comprised of four individual networks with a database of hundreds of members</li> <li>• CNSST Foundation (formerly known as Chinese New Settlers Services Trust)</li> <li>• Belong Aotearoa (supports Newcomers, Migrant and Refugees)</li> <li>• Kahui Tu Kaha (Maori, Pacific, Asian and Muslim Teams)</li> <li>• Le Va (supports Pasifika families and communities)</li> <li>• Disability sector through Whaikaha - Ministry of Disabled People and other groups e.g Real World Living (Enabling Good Lives initiative), Taikura Trust, Spectrum Care, CSS Disability, Transition Schools, etc</li> </ul> <p>The Community Engagement Team also works with many key contacts from strategic partners and from both large and small local and regional community groups.</p>
<p>Youth as a target group for voting place and post-election employment</p>	<p>Approach secondary schools, universities, ITOs, PTEs and youth groups within electorate and surrounding areas to spread key messages on recruitment.</p> <p>Use of social media and electronic newsletters.</p> <p>Request the Community Engagement Team to share key messages at network meetings, career days, orientation weeks or during enrolment update campaign presentations.</p>

Maori as a target group for HQ support and voting place employment	<p>Utilise connections and partnership with Maori groups and community hubs to explore how they can proactively assist on recruitment:</p> <ul style="list-style-type: none"> <li>• Manurewa Marae</li> <li>• The Pride Project Aotearoa</li> <li>• Te Kaha o Te Rangatahi</li> <li>• Hāpai Tūhono</li> </ul> <p>Request the Community Engagement Team to share key messages at network meetings that targets the Maori community.</p>
Voting Places as a possible channel for recruitment	Encourage site contact to spread recruitment messages to people who attends events or frequently visit their venues for various reasons.
Recruitment of a large number of staff for a short period of time	<p>Exploratory discussions with government and community groups to spread key messages on recruitment.</p> <p>Clear and concise text should go out to networks. In-language versions of messages, if available from National Office, will be beneficial for certain groups.</p>
Management of a large-scale recruitment during screening tests and interviews	Methodical and organised logistical planning at HQ to ensure processes are observed.



## 5 Building your electorate team

Refer to Section 7 of Chapter 4 in the operations manual to complete this section

### **ESTABLISH THE RIGHT TEAM CULTURE**

Building a supportive and collaborative team culture at the onset is crucial to high-performance, confident decision-making and proactive interaction. The values, beliefs, behaviors, and attitudes shared by the team will lead towards the successful delivery of the 2023 General Election.

We are all guided by the Electoral Commission's **TAUMATA** values of **Tūhonotanga** (bringing people together to increase participation in democracy), **Aratakina** (knowledge transfer - guiding towards greater understanding), **Uakaha** (being dynamic and energetic in what we do), **Manaakitanga** (demonstrating generosity and empowering people) and **Tika** (doing things right, doing the right things).

Each value is equally important and complements each other, and what it will look like in practice will evolve based on the professional and personal experiences of the team.

### **MAINTAIN CLEAR COMMUNICATION CHANNELS**

Encourage open communication by providing a safe space where the team can share information in a transparent, honest and consistent manner.

- Combination of regular informal/formal meetings and get-togethers with team on all levels to update on work progress, share ideas, initiatives and raise concerns.
- Have an open-door policy for the Electorate leadership team.
- Task or assignment deadlines are clear and must be adhered to.
- Ask team for feedback followed by proper action, if necessary.
- Make the team aware of escalation process at an electorate level that will set boundaries and channels of decision-making in order to solve problems quickly and with clarity.

### **MANAGE TEAM AND INDIVIDUAL PERFORMANCE**

Any team is only as strong as its weakest member. It is important to set everybody up for success and as Electorate Manager, my responsibilities to my team are:

- Stress importance of doing things right the first time and ensure processes are followed.
- Emphasize importance of accountability, traceability, and pride in work accomplishments.
- Identify where the gaps are in the team with regard to skillset to guide next steps in the recruitment of other team members.
- Encourage and support team to raise issues when mistakes happen, so it can be rectified, or its effects mitigated.
- Empower every member of the team so they can identify situations where they can exercise confident decision-making vs situations where they need to escalate issues.
- Inform, enforce, and monitor Health and Safety guidelines at Headquarters and out in the field - it is everybody's responsibility.
- Identify individuals who can perform other roles in the lead up to the election period and for post-election activities.
- Celebrate every success however small or big they are.



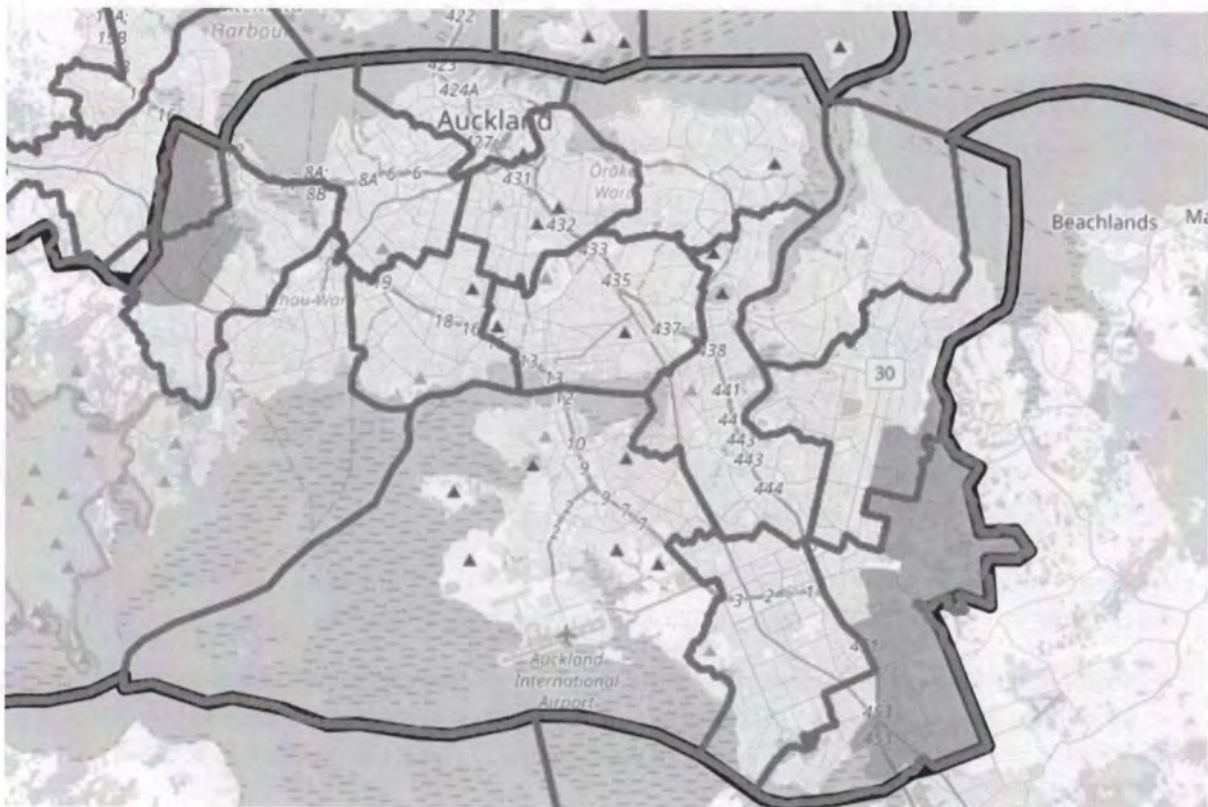
## 6 Tamaki Makaurau

### 6.1 Overview

	Nationwide average in 2020	Your electorate in 2020	Your electorate compared to the nationwide average
Turn-out rate	<b>82.2%</b>	<b>65.12%</b>	<b>-18.23%</b>

Tamaki Makaurau's voter turn-out in 2020 General Election is 65.12% and, with a rating of 72<sup>nd</sup>, is the lowest turn-out in the country.

As Tamaki Makaurau's boundaries cover 15 different general electorates in the Auckland and North region, the onus on how to improve participation rates fall on all Electorate Managers looking after these general electorates.



The number of special declaration votes processed in 2020 General Election was 5,527. With an increased effort in face-to-face community engagement and more presence at events for Maori Electoral Option and 2023 Enrolment Update Campaign (unable to organise or attend events in 2020 due to Covid-19 pandemic), it is expected that there will be no major increase in the number of special declaration votes this year. More electors, hopefully, will enrol and update their details in time for the print-out of the electoral rolls.



## 6.2 Logistics and Supplies

For 2023 General Election, the crucial part for Tamaki Makaurau is the logistical planning of movement and security of supplies and key voting materials during advance voting, election day and post-election periods.

Although the main bulk of the supplies will be coming directly from National Office to the headquarters of all general electorates, this is largely dependent on assumptions made during the planning of the voting service delivery. Any shortfall brought about by deviations from the electorate plan vs actual voting patterns will have to be managed from the Tamaki Makaurau Electorate Headquarters.

The Logistics and Supplies team will have to familiarise themselves with contact details and physical locations of electorate headquarters so that supply of additional voting materials will be fast and efficient. Clear communication channels must be established and finalised before the voting period.

## 7 Risks

*Refer to section 8 of Chapter 4 in the operations manual, the eLearning risk module, and the risk register template. List any risks with a rating score of 12 or more, and any that require significant budget or time to manage.*

*Your Regional Manager will discuss any further mitigation needed with you.*

Please refer to attached **M40-RISK REGISTER for Manurewa Electorate**.

Below is a list of risks that are unlikely to happen but if they do, may result to significant impacts.

- Loss of HQ or access to HQ due to natural disasters such as earthquake, widespread flooding, high winds, tsunami, etc
- Loss of HQ due to fire or localised flooding
- Threat to security of HQ when there is the potential for materials to be stolen or tampered with
- Threat to Security of HQ and voting places due to riots, protests, unruly members of the public or any other situation where there is a chance that staff may be evacuated
- Loss of Voting Place due to localised events such as fire, loss of power, loss of access to voting space, etc.
- A flood or incident closes a key road between the HQ and other HQs and key voting materials cannot be delivered (applicable to Tamaki Makaurau Electorate)

Other risks with a rating score of 12 or more on the risk register are:

- Recruitment (posed a significant risk to Manurewa Electorate in 2020)  
Not enough people apply to work or they drop-out before start of contract  
Quality of people applying for roles is not at the level required  
There are insufficient or poor quality applicants for the manager roles
- Increased COVID-19 cases in the community  
Loss of staff/replacements needed at HQ and voting places



## 8 Review

Refer to section 9 of Chapter 4 in the operations manual to complete this section.

Subject	Feedback
Headquarters	
Selection of voting services	
Recruitment	
Logistics and supplies	
HQ operations	
Training	
Rostering and communications	
Voting period	
Post-election and completion	

# Manurewa Electorate

## 2023 Electorate Plan for Service Delivery

This electorate plan has been broken into the following sections, covering how services will be planned:

1. Voting services expectations
2. Electorate overview
3. Planning your voting services
4. Confirming your voting service
5. Building your electorate team
6. Risks
7. Review

This plan is an integral part of the overall planning for the general election. It is based on your Regional Plan and combines with other electorate plans to provide a regional approach.

### List of changes

Version no.	Consulted with / changes made	Date
1.0	Jeremy Kannemeyer (Regional Manager – Auckland South)	22 May 2023
2.0	Final document attached to EMS Task	14 Dec 2023
3.0		

Prepared by **Angelica Tuyay Vargas**



## 1 Voting services expectations

### **My electorate's voting services will:**

- 1** Meet the needs of the community
- 2** Be available in locations convenient to voters where they live, work and play
- 3** Prioritise Māori voters, diverse communities and target groups by providing services informed by the community
- 4** Be staffed to reflect the diversity of my local community
- 5** Offer shared electorate voting at locations where voters are expected to vote
- 6** Operate at times convenient to voters, including late nights and weekends

## 2 Electorate overview

### 2.1 Overview

Region	Auckland South	
Electorate profile	Urban	
Home Māori electorate(s)	Tamaki Makaurau	
Neighbouring electorates	Mangere, Panmure-Otahuhu, Takanini and Botany	
Shared electorates	Manurewa electorate will provide services for other electorates voters	Other electorates will provide services for Manurewa electorate voters
	Mangere	Mangere
	Panmure-Otahuhu	Panmure-Otahuhu
	Takanini	Takanini
	Botany	Botany

### 2.2 Enrolment and turn-out rates

This table compares the nationwide 2020 enrolment and turn-out rates with your electorate's rates.

	Nationwide average in 2020	Your electorate in 2020	Your electorate compared to the nationwide average
Enrolment rate	<b>94.0%</b>	<b>85.3%</b> (Youth enrolment is 51.4%)	<b>-8.7%</b>
Turn-out rate	<b>82.2%</b>	<b>69.8%</b>	<b>-12.4%</b>
Turn-out split (AV% vs ED%)	<b>AV : 68%</b> <b>ED : 30%</b>	<b>AV : 70%</b> <b>ED : 30%</b>	<b>AV : +2%</b> <b>ED : 0%</b>



## 2.3 Key characteristics

Refer to the questions in section 4.3 of Chapter 4 in the operations manual when completing these questions.

Q#	Question	Identify	So what?
My electorate and how I fit into my region			
1	How does my electorate fit into the regional plan for delivering voting services?	<p>Auckland is the most ethnically diverse region in New Zealand with 53.5 percent identifying as Europeans, 28.2 percent as Asian, 11.5 percent as Māori, 15.5 percent as Pacific Islanders, and 2.3 percent as Middle Eastern, Latin American or African (MELAA). One in four residents was born overseas.</p> <p>Since a large portion of the population comes from different cultural backgrounds, it is therefore assumed that they come from different political backgrounds as well. This will affect, partly or largely, how we deliver our voting services to specific areas in the electorate.</p> <p>Māori represents a significant proportion of the usual residents in some of the suburbs of Manurewa. In order to improve how we deliver services to Maori, it is time to implement the feedback received from consultations with their Community Leaders.</p>	<p>Service delivery for Manurewa Electorate will directly align with the Auckland Regional Plan. Special attention will be given to the following collective goals in the region:</p> <ul style="list-style-type: none"> <li>• Target groups – Youth, Maori, Pacific peoples, CALD communities and hard-to-reach groups</li> <li>• Improved service delivery to Maori in order to increase awareness and electoral participation</li> <li>• Increased Enrolment and voting turn-out rates for Manurewa and its neighbouring electorates</li> <li>• Careful selection of voting places and list of shared electorates offered</li> <li>• Recruitment of staff that reflect demography of the community</li> <li>• Identify logistical challenges at voting places including security of materials, information, staff and places at headquarters, at voting places and in transit</li> </ul> <p>Planning of service delivery should include how best we can support other electorates to meet their targets through shared electorate voting.</p>

2	What are the logistical challenges of my electorate's geography?	<p>The major logistical challenge is traffic congestion. Although the area is quite geographically compact, regular in shape and most suburbs are no farther than 6 kilometres from the centre of the electorate, the high growth of development in the past years has resulted to traffic congestion within and around neighbouring suburbs.</p> <p>There are also a high number of on-going residential developments (in different stages) which, depending on their scheduled completion date, may affect electoral landscape at localized areas before start of election period.</p>	<p>Keep an eye on new residential developments and assess its effects on the electoral landscape.</p> <p>Location and distances of voting places from each other should be strategic. Have a back-up plan in case additional resources or staff are required in a short amount of time.</p> <p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• Headquarters located within electorate will alleviate travel time for training and movement of staff or supplies in case volume exceeds expectations.</li> <li>• Geographically compact with high density population, therefore, each voting place has a high catchment area but will be easily accessible during non-peak hours</li> <li>• Easily available bus routes and train stations</li> </ul>
3	What will my electorate need to do to recruit the most appropriate staff?	<p>Recruit voting staff who will reflect the community the voting places serve. Identify where the target communities are – Maori, Pasifika, Ethnic Communities, Disability sector, etc.</p> <p>Make youth as an employment target group for election day and HQ post-election activities.</p> <p>Properly manage the bulk recruitment in July which will involve screening tests and interviews.</p> <p>Refer to 4.2 for a more detailed approach through collaboration with other organisations.</p>	<p>Advertise and spread recruitment key messages as early and as far wide as possible.</p> <p>Collaborate with community leaders/advocates to identify groups that can assist in recruitment.</p> <p>Community Engagement Team can assist to deliver messages at events and network meetings.</p> <p>Encourage staff, students and parents to work at schools that may potentially be voting places.</p> <p>Utilise notice boards and electronic newsletters</p>



Demographic considerations			
4	What is my electorate's ethnic make-up?	<p><b>Diversity in Manurewa Electorate</b> European at 29.2%, Maori at 26%, Pasifika at 36.3% and Asian at 25.4% (data from Auckland South Regional Plan based on local board area). The median age is 29.5 years old.</p> <p>Although Manurewa Electorate is comprised of several ethnicities, Māori represents a significant proportion of its usual residents. The median age of Maori in the region is 23.5 years old.</p> <p>At the 2018 Census there were 181,194 usual residents in Tāmaki Makaurau who identified as Māori (11.5% of Auckland's population). This is an increase of 38,430 people, or 26.9%, since the 2013 Census. The Māori population has grown more rapidly than the wider Auckland population.</p> <p>There is also a high population of Indians in the Papatoetoe area.</p>	<p>This information will serve as a guide on how the staffing of voting places will look like. People will engage and feel more encouraged to participate if the team facing them from the other side of the table reflect their community.</p> <p>In 2020 General Election, there were some limitations in the selection of voting places due to Covid 19. There are now more opportunities to explore other avenues to improve voting turn-out rates through high foot traffic locations and pop-up voting places that will cater to the general population.</p>
5	Where are young people located?	<p>Secondary schools and tertiary institutions e.g., Manukau Institute of Technology (MIT), Auckland University of Technology (AUT), University of Auckland, NZMA, NZSE, Ignite Colleges, Future Skills, etc</p> <p>Shopping Malls e.g., Westfield Manukau, Manukau Supa Centa, Southmall Manurewa and nearby Hunters Plaza (Panmure-Otahuhu)</p>	<p>Capitalise on this information by locating advance and election day voting places at or near these locations.</p> <p>Consider Pop-up voting places at localised areas to increase voter participation.</p> <p>Secondary schools and tertiary institutions provide opportunity for recruitment</p>

		<p>Manurewa, Clendon and Old Papatoetoe Town Centres</p> <p>Recreational Centres, Parks and Sports Fields e.g., Mountfort Park, Manurewa Pools and Leisure Centre, Hayman Park and Rainbow's End</p>	
Turnout considerations			
6	What are my electorate's turnout rates?	<p>The 2020 General Election average voting turn-out in Manurewa Electorate fell below the national average.</p> <p>Certain suburbs had a higher turnout rate than other areas. These are Hillpark North and South (highest at 77%), Puhinui, Manukau Central, Papatoetoe and Weymouth South.</p> <p>Those with a lower turnout rate are Wiri, Homai, Rowandale, Burbank and Clendon.</p> <p>Clendon Park East had the lowest turn-out rate with only 56%.</p>	<p>The ethnic make-up of specific areas may be a factor that contributed to the low turn-out rates in 2020. To encourage people to vote, places of significance and high foot traffic locations should be used.</p> <p>Again, there were limitations in 2020 that will no longer apply to 2023. The use of shopping malls, train stations, supermarkets, retail chain and community hubs will improve general voting turn-out rates.</p> <p>PAK'nSAVE Clendon, Manurewa Marae and Te Matariki Clendon Library as advance voting places will, hopefully, improve the turnout rate for Clendon Park East.</p>
7	What are my electorate's enrolment rates?	<p>Enrolment rates in Manurewa Electorate in 2020 fell below the national average.</p> <p>Youth enrolment (ages 18-24 years old) is only at 51.38%.</p> <p>Manurewa Electorate has a transient population and the highest amount of enrolment forms taken</p>	<p>Enrolment Update Campaign by the Enrolment Processing Team which starts end July, hopefully, will increase enrolment rate and accuracy of voter details.</p> <p>The Community Engagement Team will have to proactively encourage people to enrol and update their details.</p>



		<p>at voting places in 2020. This resulted in having the highest number of special votes cast in the country.</p> <p>According to latest information (April 2023), 8,525 eligible electors are not on the roll.</p>	<p>Enrolment support is required by the Advance Voting Team during visits to the two prisons and the larger rest homes (advance voting period).</p>
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## 2.4 Voting services

Refer to the questions in section 4.4 of Chapter 4 in the operations manual when completing these questions.

Locations of service			
1	Where are the high foot traffic areas within your electorate? e.g., malls	<p>High foot traffic locations are Westfield Manukau, town centres, supermarkets, retail chain, a number of train stations and the Manukau Bus Terminal</p>	<p>High foot traffic locations will be earmarked as advance voting and election day voting places whenever possible. These locations are also near the motorway and visited by local residents and other Aucklanders.</p>
2	What are the major transportation routes within your electorate?	<p>There are a large number of people who travel to and from Manukau City Centre either by private cars, bus or train.</p> <p>Four train stations are located within Manurewa Electorate - Puhinui, Homai and Manurewa Train Stations. There is also Manukau Train Station which is directly opposite the Manukau Bus Terminal.</p>	<p>Transport hubs are now good options to locate a voting place.</p> <p>Manukau Train Station (opposite Manukau Bus Terminal) is the perfect location for an advance voting place.</p>

3	<p>What businesses and/or organisations which are significant employers in my electorate? E.g., forestry, manufacturing, large office buildings</p> <p>Note: all voting services must be accessible to the general public and not behind locked doors (excluding hospitals, care homes etc).</p>	Office staff, workers at manufacturing facilities, government employees and in education at MIT, AUT and other tertiary institutions.	Tertiary organisations are potentially effective voting places as youth is one of our main target groups.
4	What are the geographical challenges for voters in my electorate to access voting services?	The major challenge in the Manurewa Electorate is traffic congestion. Although the area is quite geographically compact, the high growth of development in the past years has resulted in traffic congestion within and around neighbouring suburbs.	Location and the spread of voting places are crucial.
5	What has changed in my electorate since GE2020?	<p>High number of on-going residential developments (in different stages) which, depending on their scheduled completion date, may affect electoral landscape at localized areas.</p> <p>New large scale residential development in the neighbouring suburbs of Takanini and Flat Bush.</p> <p>Shopping malls have upgraded their facilities after the Covid-19 pandemic to entice people to go out shopping and to dine out again.</p>	Expect high foot traffic locations like malls and supermarkets to issue a high number of shared electorate votes. It seems that, under the current climate, Auckland residents do not mind travelling far distances to go out shopping or to dine out.



6	Where are the high foot traffic locations and major transportation routes neighbouring my electorate?	<p><b>Botany Electorate</b> Botany Junction and Ormiston Shopping Centre</p> <p><b>Panmure-Otahuhu Electorate</b> Hunters Corner Town Centre, Papatoetoe Train Station, Middlemore Hospital and Middlemore Train Station</p> <p><b>Takanini Electorate</b> Auckland Botanic Gardens, Manukau Sports Bowl (during an event, otherwise not a high foot traffic location) and Te Mahia Train Station</p> <p><b>Major Transportation Routes</b> Great South Road, Auckland Southern Motorway and Southwestern Motorway</p>	Understand, assess and plan how high foot traffic locations, train stations and major transportation routes will affect shared electorate voting inside and outside Manurewa Electorate.
Services offered			
7	What voting services will be provided to meet the needs of Māori voters?	In 2020 General Election, Manurewa Marae was not used as a voting place and community hubs were a “no-go” zone since health protocols cannot be observed at smaller confined spaces.	<p>There will be major changes in how we approach delivery of voting services to Maori. Manurewa Marae is now a potential voting place. Rawiri Community Hub and other community where are also potential locations to offer voting services.</p> <p>With the advice and assistance of Community Advocates, community groups who may be able to assist with recruitment will be contacted.</p> <p>Voting staff who understands Tikanga Maori and are Te reo speakers will help to encourage participation from their own community.</p>

8	What specialist services do you need to deliver in your electorate?	<p>Mobile Voting Team to Manukau Surgery Centre</p> <p>Mobile Voting Team to two prisons and Takeaway Voting Packs for electors on home detention</p> <p>Mobile Voting Team to Rest Homes</p> <p>Pop-up advance voting places that may be more suitable for specific areas</p>	<p>Ascertain magnitude of the service required for each location early in the planning through discussion with site contacts. It will serve as the guide of the size of the voting team.</p> <p>Health and Safety protocols at these locations should be strictly followed.</p> <p>Limited space voting spaces are now allowed as long as a site assessment is completed, and the location deemed acceptable.</p> <p>In-language resources for communities with high population of Maori, Pasifika and Ethnic communities should be available through the Mobile Voting Team.</p>
9	Where and what shared electorate voting will be offered to meet the demand of voters?	<p>Shared Electorate voting will be offered at voting places along electorate boundaries.</p> <p>For those, not along boundaries, historical data should be studied that will indicate where shared electorate voting should be offered.</p>	<p>Shared Electorate Voting offered by Manurewa will, generally, be for Panmure-Otahuhu, Mangere, Takanini and Botany. Geographically, these electorates share boundaries with Manurewa.</p> <p>Westfield Manukau, MIT/Manukau Train Station and The Warehouse Manukau are visited by people coming from different areas of Auckland. The number of special votes taken for other electorates in 2020 will determine the shared electorate voting that will be offered in 2023.</p>



Hours of service			
10	When and where should hours of voting services be offered?	<p>Centrally and strategically located within the community it serves.</p> <p>Consistency of opening and closing hours for all advance voting places as much as possible.</p> <p>Identify critical days which will give you best opportunity to capture as much voters as possible.</p>	<p>Advance voting places should cater for full-time workers or shift workers who may want to vote at venues located where they live.</p> <p>Voting place at Westfield Manukau will have to strictly follow the mall's opening hours.</p> <p>Saturday and Sunday voting offered at churches to capture voters after church service.</p> <p>Identify suitability, schedule and duration of pop-up voting services after consultation with site contacts.</p>
11	How will you provide a consistent service?	<p>Good location, strategically located facilities and friendly &amp; efficient staff to ensure a customer-focused service.</p> <p>Prepare a well-organised Training Plan</p>	<p>An Advance Voting Place should open as an Election Day Voting Place as much as possible.</p> <p>Rostered staff at a venue should be in the same voting team as much as possible.</p> <p>Monitor team performance and how well they follow prescribed processes.</p>
12	<p>When and where should extended hours of voting services be offered?</p> <ul style="list-style-type: none"> <li>early morning</li> <li>late nights</li> </ul>	<p>One or two late night opening hours at all advance voting locations</p> <p>Early morning hours (before 8:00am) will not be offered at voting places in Manurewa Electorate.</p>	<p>Late nights should definitely be offered at most advance voting places, especially high foot traffic locations like supermarkets, malls and retail chain.</p> <p>Voting place at Westfield Manukau will have to strictly follow the mall's opening hours with no flexibility.</p>

13	When and where should weekend hours of voting services be offered?	Weekend hours should be offered at all advance voting places.	<p>Weekend voting at Libraries will match the weekend opening hours of the venue.</p> <p>Saturday and Sunday voting offered at churches to capture voters after church service.</p>
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## 2.5 Hubs and secure storage

Use this section to think and plan how your electorate may use a hub and/or secure storage (if applicable). Refer to section 5 of Chapter 4 in the operations manual when completing this section.

Not applicable for Manurewa Electorate.

### 3 Planning your voting services

Based on identified gaps/improvements, detail potential voting places to consider.

#### 3.1 Partnership locations

National Office has worked with key partners around New Zealand to identify locations for advance and Election Day voting places. The partnership locations identified for you are:

Place	Address	Partner organisation
Westfield Manukau Mall Centre Court Event Space (14m x 6m) <i>(with option to move voting place to a shop in the mall if one becomes available in time for advance voting period)</i>	Corner Great South & Manukau Station Roads, Manukau City Centre 2104	Westfield
PAK'nSAVE Manukau * <i>(will not be used as a voting place)</i>	6 Cavendish Drive, Manukau City Centre 2104	Foodstuffs
PAK'nSAVE Clendon *	16 Robert Ross Place, Clendon Park 2103	Foodstuffs
The Warehouse Manukau *	35 Cavendish Drive, Manukau City Centre 2104	The Warehouse Group
The Warehouse Clendon * <i>(will not be used as a voting place)</i>	Corner Roscommon and Palmer's Road, Clendon Park 2104	The Warehouse Group
MIT Manukau Campus The Atrium	Corner of Manukau Station Road & Davies Avenue, Manukau City Centre 2104	Manukau Institute of Technology
* For Manukau City Centre and Clendon areas, it will either be PAK'nSAVE or The Warehouse and not both due to the close proximity of the two locations.		

#### 3.2 Other locations

Advance and Election Day voting places need to be delivered in the geographic locations listed below, in addition to the partnership locations. Voting services might be delivered in the sites:

##### ADVANCE VOTING PERIOD

Locations	Possible sites
Clendon Park	Te Matariki Clendon Community Centre & Library, 17 Palmer's Road, Clendon Park 2103 Manurewa Marae, 81 Finlayson Avenue, Clendon Park 2103
Manurewa	Manurewa Library, 7 Hill Road, Manurewa 2102 St Anne's Catholic Church, 126 Russell Road, Manurewa 2102 St Luke's Anglican Church Hall, 3 Russell Road, Manurewa 2102 Southmall Shopping Centre, 185/201 Great South Road, Manurewa, 2102



Papatoetoe	Papatoetoe War Memorial Library, 30 Wallace Road, Papatoetoe 2025 Youthline Manukau, 145 Saint George Street, Papatoetoe 2025
Weymouth	Weymouth Community Hall, 11 Beihlers Road, Weymouth 2103
Wiri	Rawiri Community Hub, 1 Rata Vine Drive, Wiri 2104 (Pop-up Voting Place) Baitul Muqueet Mosque, 20 Dalgety Drive, Wiri 2104 (Pop-up Voting Place)

## ELECTION DAY

Locations	Possible sites
Clendon Park	Manurewa Marae, 81 Finlayson Avenue, Clendon Park 2103 Te Matauranga School Hall, 206 Finlayson Avenue, Clendon Park 2103 Roscommon School Hall, 23 Burundi Avenue, Clendon Park 2103
Manurewa	Manurewa Library, 7 Hill Road, Manurewa 2102 St Luke's Anglican Church Hall, 3 Russell Road, Manurewa 2102 St Anne's Catholic Church, 126 Russell Road, Manurewa 2102 Hillpark School Hall, 57 Grande Vue Road, Manurewa 2102 Finlayson Park School Hall, 85 John Walker Drive, Manurewa 2102 Rowandale School Hall, 73 Rowandale Avenue, Manurewa 2102 Homai School Hall, 89 Browns Road, Manurewa 2102 James Cook High School Hall, 18 Doctor Pickering Avenue, Manurewa 2102 Clendon Park School Hall, 145 Rowandale Avenue, Manurewa 2102
Papatoetoe	Malae o Fugatiti, 80 Wyllie Road, Papatoetoe 2025 Papatoetoe West School, 1-3 Hillcrest Road, Papatoetoe 2025 Papatoetoe War Memorial Library, 30 Wallace Road, Papatoetoe 2025 Youthline Manukau, 145 Saint George Street, Papatoetoe 2025
Puhinui	Puhinui Primary School Hall, 116 Puhinui Road, Papatoetoe 2104
Weymouth	Weymouth Primary School Hall, 23 Evans Road, Weymouth 2103
Wiri	Wiri Community Hall, 15 Inverell Avenue, Wiri 2104

### 3.3 Other services

Voting services need to be delivered to the following organisations, institutions, groups, remote communities or at the following public events.

Organisation, institution, groups and public events	Type of service required
Rawiri Community Hub, 1 Rata Vine Drive, Wiri 2104	Pop-up Voting Services
Baitul Muqueet Mosque, 20 Dalgety Drive, Wiri 2104	Pop-up Voting Services
Women's Refuge / Soup Kitchen	Deliver key transactional information only
Emergency Housing	MCentral is an emergency housing location across the road to MIT The Atrium which is an Advance Voting Place
AUT South Campus	Pop-up Voting Services

Corrections – Probation Officers for electors on home detention	Transactional message on take-away enrolment pack and voting papers
Counties Manukau Police Station, 42 Manukau Station Road, Manukau City Centre 2104	Election Day Voting Team

### 3.4 Other teams

Voting team services need to be delivered to the following organisations: care homes, hospitals, prisons, defence forces.

Organisation	Size of service
Manukau Surgery Centre, 901 Great South Road, Manukau City Centre 2104 The Surgery Centre provides multi-disciplinary inpatient care for South Auckland residents. They perform surgery services for patients who are not expected to need access to intensive care or interventional radiology.	<b>Mobile Voting Team</b> 78 Inpatient beds
<b>CARE HOMES</b>	<b>Mobile Voting Team</b>
Erin Park Rest Home & Hospital, 50/60 Russell Road, Manurewa 2012	Approx 120 beds
Ultimate Care Manurewa, 39 Great South Road, Manurewa 2102	Approx 50 beds
Bupa Hayman Rest Home & Hospital, 39 Trevor Hosken Drive, Wiri 2104	Approx 110 beds
Bethesda Care, 743 Great South Road, Wiri 2104	Approx 90 beds
Palms Home & Hospital, 56 Puhinui Road Manukau Auckland 2104	Approx 60 beds
Papatoetoe Residential Care, 3 Fairview Road, Papatoetoe 2025	Approx 30 beds
Kenderdine Park, 26 Kenderdine Road, Papatoetoe 2025	Approx 40 beds
<b>PRISONS</b>	<b>Mobile Voting Team</b>
Auckland Region Women's Corrections Facility, 20 Hautu Drive, Wiri 2104	139 remand and 138 sentenced prisoners
Auckland South Corrections Facility, 21 Kiwi Tamaki Road, Wiri 2104	857 sentenced prisoners
<i>Detailed plan of the voting service delivery to these locations will be finalised in consultation with site contacts. Actual size of the required service will be confirmed prior to visit.</i>	

### 3.5 Planning

To complete the assessment of all potential voting places, you will need to plan how you complete these by end of April.

Area	Number of potential voting places	Time required	Resources required	Completed by
Clendon Park	5	12.5 hours	n/a	17/05/2023



Manurewa	10	25 hours	n/a	25/05/2023
Papatoetoe	4	10 hours	n/a	17/05/2023
Puhinui	1	2.5 hours	n/a	29/03/2023
Weymouth	2	5 hours	n/a	29/03/2023
Wiri	3	7.5 hours	n/a	25/05/2023
Manukau City Centre	3	7.5 hours	n/a	20/04/2023
<i>The indicated Time Required only include travelling time, site assessment and completion of M42-Assess. It has not taken into account the possible back and forth email communication with site contacts before an appointment is confirmed.</i>				

### 3.6 Key contacts

To enable your electorate to deliver services, you will need to build strong relationships with key service providers. E.g., Mainfreight.

Organisation	Name	Email/Address	Contact number
NAI Harcourts	██████████ - Commercial Property Manager	████████████████████	██████████
	██████████ – Asst Commercial Property Manager	████████████████████	██████████
	██████████ Facilities Manager	████████████████████	██████████
NZ Data	██████████		██████████
	██████████	████████████████████	██████████
Mainfreight		Contact through National Office – local contact different for every delivery	
Levco	██████████	████████████████████	
	██████████		██████████
FujiFilm	██████████ (Technician)		██████████
Spotless	██████████	████████████████████	██████████
	██████████	████████████████████	██████████
TIMG	TIMG Auckland Destruction Team	████████████████████	
<b>Police, Fire and Emergency Services</b>			
Manurewa Fire Station		225 Great South Road, Manurewa 2102	09 269 5710
Manukau Fire District Headquarters		15 Lambie Drive, Manukau City Centre 2104	09 262 0764
Manurewa Police Station		14 Halver Road, Manurewa 2102	09 268 5800
Clendon Police Station		488 Roscommon Road, Clendon Park 2103	09 267 9339
Counties Manukau Police Station		42 Manukau Station Road, Manukau City Centre 2104	09 261 1300

## 4 Confirming your voting service

### 4.1 Finalising your voting service

Use this table to record the outcome of your decision and the rationale behind your decision.

Site name	Outcome	Why
<b>PARTNERSHIP LOCATIONS</b>		
Westfield Mall Manukau Centre Court Event Space	Advance Voting Place only	14m x 6m event space with opening hours for voting to be the same as the mall opening hours (no flexibility to deviate). There is option to move to a shop unit inside the mall if one becomes available nearer to election period. Shop unit is preferred as there are less associated security risks, hence easier to manage compared to an open venue.
MIT Manukau - The Atrium	Advance Voting Place only	Location is ideal size for a voting place, visible from main thoroughfare and the perfect catchment area for: <ul style="list-style-type: none"> <li>• Auckland commuters taking trains and buses (Manukau Bus Terminal)</li> <li>• MIT Manukau students, teachers and staff</li> <li>• Employees at surrounding office buildings, eating establishments and shopping mall</li> <li>• Electors spending leisure time at adjacent parks and playground</li> <li>• Electors living at nearby emergency housing (M Central)</li> </ul>
The Warehouse Manukau	Advance Voting Place only	Venue is visited frequently by our target community i.e those with low enrolment and low electoral participation rate (Maori, Pasifika and Youth). This is a high foot traffic area.
PAK'nSAVE Clendon	Advance Voting Place only	Venue is located within Clendon Town Centre and visited frequently by our target community i.e those with low enrolment and low electoral participation rate (Maori and Pasifika). This is a high foot traffic area.



The Warehouse Clendon	Not used as a Voting Place for 2023 General Election	Venue has limited space and not suitable as AVP. Area is already well served by nearby AVPs PAK'nSAVE Clendon and Te Matariki Clendon Community Centre & Library.
PAK'nSAVE Manukau	Not used as a Voting Place for 2023 General Election	Venue has limited space. Area is already well served by nearby AVPs - The Warehouse Manukau, MIT Manukau The Atrium and Westfield Manukau
<b>AUCKLAND COUNCIL VENUES and LIBRARIES</b>		
Papatoetoe War Memorial Library	Advance and Election Day Voting Place	Prominent venue at Old Papatoetoe Town Centre, opposite New World and beside RSA building.
Youthline Manukau	Advance and Election Day Voting Place	Prominent spot along St George Street, near the town centre and also among the residential neighbourhood.
Weymouth Community Centre	Advance Voting Place only	Nearby Weymouth Primary School will be used as an Election Day Voting Place in order to shift catchment area to other residential neighbourhoods in Weymouth.
Wiri Community Hall	Election Day Voting Place only	Venue not necessary to be an advance voting place since area is already well served by three high foot traffic locations at Manukau City Centre during advance voting period: <ul style="list-style-type: none"> <li>• Westfield Mall Manukau</li> <li>• MIT Manukau Campus</li> <li>• The Warehouse Manukau</li> </ul>
Manurewa Library	Advance and Election Day Voting Place	2020 General Election, the venue was used only as an advance voting place. For 2023, venue is available for both advance voting period and election day. Historically, this library was one of the voting places that has always attracted the highest number of votes for both home and shared electorates.
Te Matariki Clendon Community Centre & Library	Advance Voting Place only	On election day, area will be served by nearby Finlayson Park School and Te Maturanga School.

<b>IMPROVING SERVICES TO MAORI</b>		
Manurewa Marae	Advance and Election Day Voting Place	Place of significance to Maori voters, possibility of having electoral staff who can speak Te reo Maori
Rawiri Community Hub	Pop-up Voting Service	Serving a small community with a high number of Maori voters
The Pride Project Aotearoa Mangopare Hub	Will be used as a Recruitment Hub	This is a community led support initiative run out of The Pride Project community house in Clendon/Manurewa to support Maori and Pasifika who might be experiencing challenges in life.
<b>CHURCHES</b>		
St Anne's Catholic Church St Luke's Anglican Church	Advance and Election Day Voting Place	Opening Hours to include Saturdays and Sundays after church service
Malae o Fugatiti	Election Day Voting Place	Alternative voting location for Papatoetoe South School which is unavailable as a Voting Place for 2023 General Election due to major renovation works. Targets Samoan community in South Auckland and surrounding residential areas
<b>SCHOOLS</b>		
Refer to 3.2 for List of Schools as Voting Places	Election Day Voting Places	Most schools were found to be suitable voting places after availability confirmed and site assessments of facilities completed. Only Papatoetoe South School and Aorere College were not available.
<b>OTHER VOTING PLACES</b>		
Baitul Muqueet Mosque	Pop-up Voting Service	Largest purpose-built mosque in New Zealand Target group – ethnic communities
Southmall Shopping Centre	Pop-up Voting Service	Target group – Maori, Pasifika and ethnic communities of all ages



VOTING PLACES USED IN 2020 BUT NOT IN 2023		
Papatoetoe Town Hall	Not used as Advance and Election Day Voting Place for 2023 General Election	Excellent location at Old Papatoetoe Town Centre. However, seismic rating of 15%NBS (IL3) Grade E means that building cannot be used as a voting place.
Holy Cross Catholic Church	Not used as Advance and Election Day Voting Place for 2023 General Election	Area is served by nearby Youthline Manukau for duration of Advance Voting Period and Election Day
St Elizabeth's Anglican Church	Not used as Advance and Election Day Voting Place for 2023 General Election	Area is served by nearby Manurewa Marae, PAK'nSAVE and Te Matariki Clendon Community Centre & Library for the duration of Voting Period
Papatoetoe South School Aorere College	Not used as Election Day Voting Places for 2023 General Election	Building works beside or at school hall renders it unavailable for this year. Papatoetoe South School will be replaced by nearby Malae o Fugatiti as a voting place. Aorere College issued a low number of votes in 2020 and is beside Kedgely Intermediate School (Aorere area) which will be a voting place for Mangere Electorate.

## 4.2 Identifying your approach to meeting your recruitment needs

Refer to Section 6.2 of Chapter 4 in the operations manual to complete this section.

Identified issue or target employment group	Strategy
<p>Voting team should reflect diversity and demography of area where voting places are located - "like with like" approach</p>	<p>In addition to advertisements that National Office post through traditional and electronic channels, we can explore collaboration work with contacts from government agencies, tertiary institutions, and community groups to encourage recruitment from employment target groups:</p> <ul style="list-style-type: none"> <li>• Ministry of Social Development (establishing connection with Work &amp; Income jobseekers – for full-time and part-time work)</li> <li>• Stats New Zealand (take advantage of end contract for HQ and field staff upon completion of 2023 Census)</li> <li>• Ministry of Ethnic Communities (inclusion of ethnic communities in wider society)</li> <li>• Manukau Urban Maori Authority (MUMA)</li> <li>• Manurewa Marae</li> <li>• Manukau Institute of Technology (MIT)</li> <li>• Auckland University of Technology (AUT)</li> <li>• University of Auckland (UoA)</li> <li>• South Auckland Youth Network (SAYN) comprised of four individual networks with a database of hundreds of members</li> <li>• CNSST Foundation (formerly known as Chinese New Settlers Services Trust)</li> <li>• Belong Aotearoa (supports Newcomers, Migrant and Refugees)</li> <li>• Kahui Tu Kaha (Maori, Pacific, Asian and Muslim Teams)</li> <li>• Le Va (supports Pasifika families and communities)</li> <li>• Disability sector through Whaikaha - Ministry of Disabled People and other groups e.g Real World Living (Enabling Good Lives initiative), Taikura Trust, Spectrum Care, CSS Disability, Transition Schools, etc</li> </ul> <p>The Community Engagement Team also works with many key contacts from strategic partners and from both large and small local and regional community groups.</p>
<p>Youth as a target group for voting place and post-election employment</p>	<p>Approach secondary schools, universities, ITOs, PTEs and youth groups within electorate and surrounding areas to spread key messages on recruitment.</p> <p>Use of social media and electronic newsletters.</p> <p>Request the Community Engagement Team to share key messages at network meetings, career days, orientation weeks or during enrolment update campaign presentations.</p>



Maori as a target group for HQ support and voting place employment	<p>Utilise connections and partnership with Maori groups and community hubs to explore how they can proactively assist on recruitment:</p> <ul style="list-style-type: none"> <li>• Manurewa Marae</li> <li>• The Pride Project Aotearoa</li> <li>• Te Kaha o Te Rangatahi</li> <li>• Hāpai Tūhono</li> </ul> <p>Request the Community Engagement Team to share key messages at network meetings that targets the Maori community.</p>
Voting Places as a possible channel for recruitment	Encourage site contact to spread recruitment messages to people who attends events or frequently visit their venues for various reasons.
Recruitment of a large number of staff for a short period of time	<p>Exploratory discussions with government and community groups to spread key messages on recruitment.</p> <p>Clear and concise text should go out to networks. In-language versions of messages, if available from National Office, will be beneficial for certain groups.</p>
Management of a large-scale recruitment during screening tests and interviews	Methodical and organised logistical planning at HQ to ensure processes are observed.

## 5 Building your electorate team

Refer to Section 7 of Chapter 4 in the operations manual to complete this section

### **ESTABLISH THE RIGHT TEAM CULTURE**

Building a supportive and collaborative team culture at the onset is crucial to high-performance, confident decision-making and proactive interaction. The values, beliefs, behaviors, and attitudes shared by the team will lead towards the successful delivery of the 2023 General Election.

We are all guided by the Electoral Commission's **TAUMATA** values of **Tūhonotanga** (bringing people together to increase participation in democracy), **Aratakina** (knowledge transfer - guiding towards greater understanding), **Uakaha** (being dynamic and energetic in what we do), **Manaakitanga** (demonstrating generosity and empowering people) and **Tika** (doing things right, doing the right things).

Each value is equally important and complements each other, and what it will look like in practice will evolve based on the professional and personal experiences of the team.

### **MAINTAIN CLEAR COMMUNICATION CHANNELS**

Encourage open communication by providing a safe space where the team can share information in a transparent, honest and consistent manner.

- Combination of regular informal/formal meetings and get-togethers with team on all levels to update on work progress, share ideas, initiatives and raise concerns.
- Have an open-door policy for the Electorate leadership team.
- Task or assignment deadlines are clear and must be adhered to.
- Ask team for feedback followed by proper action, if necessary.
- Make the team aware of escalation process at an electorate level that will set boundaries and channels of decision-making in order to solve problems quickly and with clarity.

### **MANAGE TEAM AND INDIVIDUAL PERFORMANCE**

Any team is only as strong as its weakest member. It is important to set everybody up for success and as Electorate Manager, my responsibilities to my team are:

- Stress importance of doing things right the first time and ensure processes are followed.
- Emphasize importance of accountability, traceability, and pride in work accomplishments.
- Identify where the gaps are in the team with regard to skillset to guide next steps in the recruitment of other team members.
- Encourage and support team to raise issues when mistakes happen, so it can be rectified, or its effects mitigated.
- Empower every member of the team so they can identify situations where they can exercise confident decision-making vs situations where they need to escalate issues.
- Inform, enforce, and monitor Health and Safety guidelines at Headquarters and out in the field - it is everybody's responsibility.
- Identify individuals who can perform other roles in the lead up to the election period and for post-election activities.
- Celebrate every success however small or big they are.



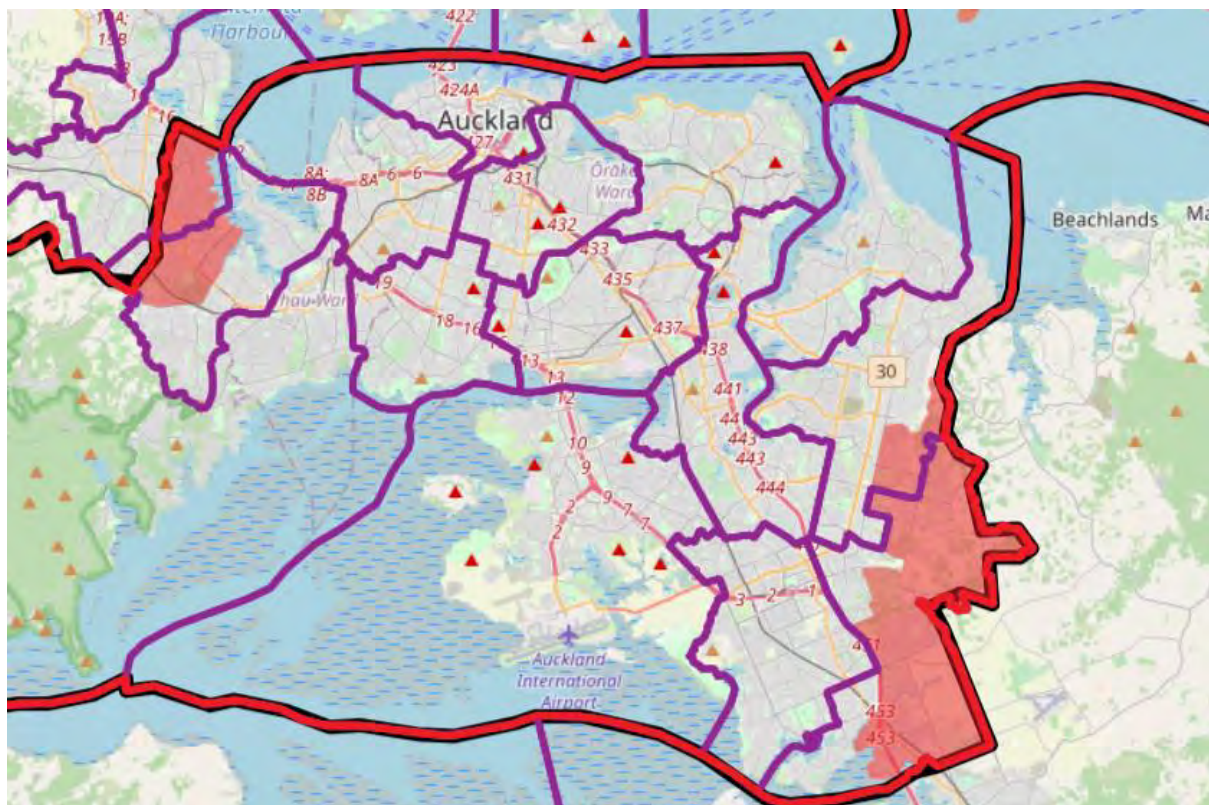
## 6 Tamaki Makaurau

### 6.1 Overview

	Nationwide average in 2020	Your electorate in 2020	Your electorate compared to the nationwide average
Turn-out rate	<b>82.2%</b>	<b>65.12%</b>	<b>-18.23%</b>

Tamaki Makaurau's voter turn-out in 2020 General Election is 65.12% and, with a rating of 72<sup>nd</sup>, is the lowest turn-out in the country.

As Tamaki Makaurau's boundaries cover 15 different general electorates in the Auckland and North region, the onus on how to improve participation rates fall on all Electorate Managers looking after these general electorates.



The number of special declaration votes processed in 2020 General Election was 5,527. With an increased effort in face-to-face community engagement and more presence at events for Maori Electoral Option and 2023 Enrolment Update Campaign (unable to organise or attend events in 2020 due to Covid-19 pandemic), it is expected that there will be no major increase in the number of special declaration votes this year. More electors, hopefully, will enrol and update their details in time for the print-out of the electoral rolls.

## 6.2 Logistics and Supplies

For 2023 General Election, the crucial part for Tamaki Makaurau is the logistical planning of movement and security of supplies and key voting materials during advance voting, election day and post-election periods.

Although the main bulk of the supplies will be coming directly from National Office to the headquarters of all general electorates, this is largely dependent on assumptions made during the planning of the voting service delivery. Any shortfall brought about by deviations from the electorate plan vs actual voting patterns will have to be managed from the Tamaki Makaurau Electorate Headquarters.

The Logistics and Supplies team will have to familiarise themselves with contact details and physical locations of electorate headquarters so that supply of additional voting materials will be fast and efficient. Clear communication channels must be established and finalised before the voting period.



## 7 Risks

*Refer to section 8 of Chapter 4 in the operations manual, the eLearning risk module, and the risk register template. List any risks with a rating score of 12 or more, and any that require significant budget or time to manage.*

*Your Regional Manager will discuss any further mitigation needed with you.*

Please refer to attached **M40-RISK REGISTER for Manurewa Electorate**.

Below is a list of risks that are unlikely to happen but if they do, may result to significant impacts.

- Loss of HQ or access to HQ due to natural disasters such as earthquake, widespread flooding, high winds, tsunami, etc
- Loss of HQ due to fire or localised flooding
- Threat to security of HQ when there is the potential for materials to be stolen or tampered with
- Threat to Security of HQ and voting places due to riots, protests, unruly members of the public or any other situation where there is a chance that staff may be evacuated
- Loss of Voting Place due to localised events such as fire, loss of power, loss of access to voting space, etc.
- A flood or incident closes a key road between the HQ and other HQs and key voting materials cannot be delivered (applicable to Tamaki Makaurau Electorate)

Other risks with a rating score of 12 or more on the risk register are:

- Recruitment (posed a significant risk to Manurewa Electorate in 2020)  
Not enough people apply to work or they drop-out before start of contract  
Quality of people applying for roles is not at the level required  
There are insufficient or poor quality applicants for the manager roles
- Increased COVID-19 cases in the community  
Loss of staff/replacements needed at HQ and voting places

## 8 Review

Refer to section 9 of Chapter 4 in the operations manual to complete this section.

Subject	Feedback
<b>Electorate Headquarters</b>	<ul style="list-style-type: none"> <li>• Headquarters was situated within the electorate, so it served the community well. Its location was very convenient for interviews, testing and training as well as for the HQ support team to provide assistance, as needed, to field staff during the advance voting and election day period. The farthest voting place was only less than 7km away.</li> <li>• Configuration of the three parking spaces for EM and HQ Managers did not work at all, with the third car always blocking the two other cars. Also, there's very limited options for free parking for other staff, though, lots of option for paid full day parking around the area.</li> <li>• The Headquarters was only an 8-min walk from Manukau train station and bus terminal.</li> <li>• With careful planning, the rectangular layout and existing internal walls of the premises was fit for purpose and provided flexibility that catered well to the different stages of voting service delivery – from recruitment, bulk delivery, training, pick-up and return of supplies during election period and post-election activities.</li> </ul>
<b>Selection of voting services</b>	<ul style="list-style-type: none"> <li>• The final list of advance and election day voting places provided good coverage. Some selected voting places were already expected to be busier than the others due to location and how significant the venues are to the community.</li> <li>• There were four open spaces / high foot traffic advance voting places – Westfield Manukau Mall, PAK'nSAVE Clendon, MIT Campus The Atrium and Southmall Manurewa. Except for PAK'nSAVE, all the other available spaces were generous, and planning of the layout was easy.</li> <li>• Site contacts for voting places were very supportive. Even with the delays in responses and approvals from some, this did not delay the finalisation of the electorate plan. Venue hire costs were well within budget because some of the advance voting places lent their spaces for free as election event was seen as a community service.</li> </ul>



	<ul style="list-style-type: none"> <li>The Manurewa Marae was used as a voting place for the first-time. This was an important step to improve on how we deliver services to Māori and to other hard-to-reach communities. Clendon Park, the area where the marae is located, had the lowest voter turnout in GE 2020.</li> </ul>
<b>HQ Operations</b>	<ul style="list-style-type: none"> <li>HQ operations would have been more efficient and effective at the onset if the Logistics &amp; Supplies Manager (LSM) and the Recruitment &amp; Rostering Manager (RRM) started employment at the same time i.e. 19<sup>th</sup> June. The long hours and the stress that the RRM Team experienced to keep up with the recruitment needs of the team could have been avoided.</li> <li>Introduction of the HQ Team Leader and HQ Senior Support roles worked well. Line of delegation provided HQ Managers opportunity to take time off as well as mentor good staff. For next election, the HQ Support Finance should be employed and trained earlier.</li> <li>LSM and RRM spaces were clearly delineated (separated by the reception area) and it was easy to enforce and follow the restricted access policy.</li> <li>Access to Level 1 via the stairs and lift was by swipe card only, hence, the security of staff and supplies were maintained and was never an issue. However, delivery became a major concern with NZ Post and their unwillingness to contact HQ to collect deliveries from them at ground floor. A limited access swipe card had to be provided to NZ Post delivery staff.</li> <li>IT Access – the process came in too late and requests were already done a week prior. M36 process had to be redone for several staff which resulted to miscommunication, frustration and extra work.</li> <li>The P&amp;C and Security Advisors started out giving general rather than actionable replies to queries. What was needed were people who can dole out advice that can be easily converted into action points rather than “conceptual” answers. A more proactive approach from them from the get-go would have been better (which did happen eventually).</li> </ul>
<b>Recruitment</b>	<ul style="list-style-type: none"> <li>Manurewa and Tamaki Makaurau RRM (Evonne [REDACTED]) was a first-time HQ Manager but had worked at a voting place in 2020 General Election. She was focused, hardworking and willing to go the extra mile to make sure deadlines are met and personnel issues resolved at a timely manner. She made sure that the attention and time of the R&amp;R HQ Support team were directed towards tasks with the highest priority.</li> </ul>

	<ul style="list-style-type: none"> <li>• “Register your Interest button vs APPLY button” at the bottom of webpage created confusing messages to interested candidates.</li> <li>• SNAPHIRE went live three weeks before RRM was trained and ready to navigate the system. This meant that a high number of applications were already sitting on SNAPHIRE, but RRM was not ready and still without an HQ Support team. One of the first things RRM did was just to field queries from applicants who were following up on their applications, which was not the best use of her time.</li> <li>• Application process was overly simplified with applicants given only two choices – “to work at headquarters” or “to work at a voting place”. A question on previous elections experience i.e. role and voting place/electorate would have made the process of shortlisting and interviewing for a suitable role much easier and faster.</li> <li>• Feedback received was the job application was too generic - if candidate knew beforehand what role they have applied and being interviewed for, they would prepare differently and used examples that suit the role better.</li> <li>• SNAPHIRE allowed for candidates to apply in different electorates, and this caused a bit of confusion and extra administration time across several electorates. RRM had the communication sorted out amongst them but worth highlighting as a future improvement. There should be a better method to filter, view and manage multiple applications from candidates.</li> <li>• SNAPHIRE items for improvement (if will still be used as recruitment platform for 2026 General Election) <ul style="list-style-type: none"> <li>• Drop down on child buckets – why even give a list of all other roles when you are already on a specific child job. The step was confusing and created opportunity to make mistake.</li> <li>• There were too many steps for a two-week or a one-day job.</li> <li>• System did not allow for flexibility if recruiter or applicant change their minds except to issue a new contract.</li> <li>• Wordings on template letters need to be reviewed e.g. contracts said “feel free to contact me” but no contact details provided, and some letters just did not suit how communication at field level were structured.</li> <li>• Rehire process caused delays in appointing people to other roles.</li> </ul> </li> <li>• Group Interview was a good option as long as activities flow plan was in place to avoid for sessions to be overwhelming to HQ Support team and to candidates.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Interview notes - different scoring system for VPM+ but gave an option to select VPM should recruiter discover a gem during group interview. This meant that there is a discrepancy in interview scores as VPM scores out of 30 while group interview scores out of 25. If there was an audit or review, those who came through a group interview would look less qualified (lower score) than their VPM counterparts who were scored on a different rating system.</li> <li>• One of our major successes was that voting teams reflected diversity and the demography of the area where voting places were located.</li> <li>• With SNAPHIRE, most of the personnel documents were already electronically filed on the system. This made close of HQ easier with less paperwork to file, hence, less boxes to send to National Office.</li> </ul>
<b>Logistics and supplies</b>	<ul style="list-style-type: none"> <li>• Manurewa and Tamaki Makaurau LSM (George [REDACTED]) was an experienced HQ Manager, having done the role in 2017 and 2020 General Elections. He was always focused, had great attention to detail, delegated well to the team and prioritised tasks that would affect other tasks or the wider team. Daily/weekly goals were communicated beforehand, and the Logistics &amp; Supplies HQ Support team were always aware of their responsibilities and accountabilities.</li> <li>• Clear delegation was very important to ease the pressure on the team and ensure the success of task delivery on milestone dates. Split-shifts worked well to address the 15-hour days during the advance voting period.</li> <li>• An organised and tidy space with a smart layout contributed to the team's success. Restricted access policy for Zone 3 and Zone 4 was easy to follow mainly due to layout of the space and vigilance of the team.</li> <li>• M46 corrections brought about by errors from National Office teams e.g. corrections on packing instructions (Panui Poti 28), electoral rolls not being automatically generated (Panui Poti 29), etc resulted to more HQ support hours. They needed to double-check packed supplies and make sure all boxes were complete before issue to field staff.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• The best trainers are the ones who have practical experience at voting places, whatever role it may have been. All Manurewa Trainers had voting place and HQ support/leadership experience - they were able to provide practical feedback to queries that came up during the training sessions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Each Trainer had their own unique style of presentation. They were paired up based on their strengths and the kind of energy they can bring to the mix. Practice sessions delivered to the HQ team proved to be very beneficial for both trainers and staff.</li> <li>• There was value added with having one of the Trainers, Heather [REDACTED], as a Regional Trainer. She had worked numerous times in senior leadership roles, and it was evident on how she conducted her training and answered questions – direct, practical and concise.</li> <li>• As a contingency plan, some of the administrative support staff were trained as training assistants. They were called upon to help during times when a rostered trainer became unavailable at the last minute.</li> <li>• Training content should allow for more exercises. For some voting staff, it is the repetition that encourages better understanding of the process. Election Night module for managers could have been done on a different day as the session became too long.</li> <li>• Briefing to the Voting Place Managers by the EM and LSM immediately after training provided clarity to what was covered during the session and reinforced what to expect moving forward. Some of the topics covered were:             <ul style="list-style-type: none"> <li>• Factors unique to each voting place</li> <li>• Tips and tricks of the role</li> <li>• Support provided by HQ Team and levels of escalation</li> <li>• Security of staff, supplies and voting place</li> <li>• Similarities/differences on the management of an advance and e-day voting places</li> <li>• Collection of supplies – when and what to expect</li> <li>• Pack up and return of supplies</li> </ul> </li> </ul>
<b>Rostering and communications</b>	<ul style="list-style-type: none"> <li>• The HQ Support Team Leader (Emily [REDACTED]) looked after rostering of voting place staff. The spreadsheet that was prepared earlier to record staff availability and preferences helped to weed out most of the avoidable problems or complications in the schedules.</li> <li>• Rostering could have been simplified if issuing officers for Advance Voting Places were all OSIOs. This would have also provided more flexibility to the VP Manager with work allocation during busier periods.</li> </ul>



	<ul style="list-style-type: none"> <li>• EMS Rostering - "Copy staff from previous day" automatically copies staff but if there were extra roles (e.g. when needing to split a long day you have 4 staff of the same role splitting 2 duties), it did not copy the extra roles.</li> <li>• The dedicated phone line for staff to text in sick or late notice message was effective. A few HQ support person were trained on the step-by-step procedure.</li> </ul>
<b>Before Start of Voting Period</b>	<ul style="list-style-type: none"> <li>• It would have been helpful if it was clarified early on the part of the process that was looked after by National Office and the extent of their involvement in the planning and implementation of specific tasks plus timeline. Example - dealings with Westfield, PAK'nSAVE, The Warehouse, Maori Collective, etc.</li> </ul>
<b>Voting period</b>	<ul style="list-style-type: none"> <li>• Role of Voting Services Manager (Linden [REDACTED]) was vital to the success of the 13-day voting period. VSM made sure that information from LSM and EM on operations of voting places were successfully implemented in the field.</li> <li>• VSM was inducted and trained two weeks before the first day of advance voting. This was enough time to familiarise with the complexities of the voting service delivery.</li> <li>• Ballot boxes and other key voting material were returned and collected at Manurewa HQ every day. It sounded a lot of hard work in theory, but once the voting team had established a pattern, it became much easier in practice.</li> <li>• The proximity of the headquarters to Westfield Manukau Mall voting place made it easy to support the voting team with their requests for additional staff and supplies.</li> <li>• Pop-up voting places were effective in bringing our services to targeted communities.</li> <li>• Community Liaisons assisted with enrolments at busy + complex locations such as Westfield Manukau Mall and at the men's/women's prisons.</li> <li>• As a first-time advance and election day voting place, Youthline Manukau did not perform as well as expected. However, it still brought in a good amount of votes and, hopefully, will be retained as a voting place for 2026. Additional election signages and parking directions might result to a higher voter turn-out in the future.</li> <li>• Manurewa Marae as a first-time voting place took in near to 3,600 votes (advance and election day), which was 385% more than the estimated votes.</li> </ul>

	<ul style="list-style-type: none"> <li>• The main HQ Support team were understanding and forward-thinking. They were able to put some safety measures in place to mitigate effects of problems out in the field and keep everybody on the right track.</li> <li>• For future improvement: <ul style="list-style-type: none"> <li>• Data entry from Power BI to Actual Votes - the order of voting places on Power BI should match with EMS actual votes page to decrease potential data entry errors.</li> <li>• Add in option to export and print election day VP rosters and VP info only (separate from advance voting information)</li> <li>• Refine job description of the Issuing Support Officer – aside from providing cover to the Voting Place Manager when required, they can also be relied upon to be an extra pair of eyes to check if other issuing officers were following the PIM diligently and consistently.</li> </ul> </li> </ul>
Post-election and completion	<ul style="list-style-type: none"> <li>• Timing of training for post-election activities which was the week before start of advance voting was ideal. Content could be improved by adding a section on completion steps i.e. tips on how to round off the whole process.</li> <li>• Coordination meetings were held between the EM, LSM, Post-Election Manager and Process Leaders in preparation for post-election activities. The team were consulted about staffing, process and room layout to make sure that they were happy with allocated resources (staff and supplies). Process Leaders organised their own supplies and arranged the layout of their allocated area even before post-election activities started.</li> <li>• Early count was a high-pressure environment but was managed properly because staffing assumptions were correct and resources carefully prepared a few days in advance. A dedicated early count Assistant (HQ Support) was appointed and attended training with the Process Leader.</li> <li>• Selection of staff for different post-election activities was based on their skillset. People who were all-rounders and can float from the different post-election teams were identified to assist where needed.</li> <li>• An HQ Support Officer (Christopher [REDACTED]) took the initiative to be coordinator of special votes for both the general and Māori electorates. He became the main point of contact for incoming and outgoing SV docs and monitored progress of both teams. EM was updated with progress regularly, which made it easier to decide on how to share/move the resources between the teams.</li> </ul>



<p><b>Budget</b></p>	<p>Factors that contributed to additional costs, not included in the original budget:</p> <ul style="list-style-type: none"> <li>• Timesheets and staff expense claim by Area Trainer paid via electorate budget.</li> <li>• Roadshows, Train the Trainers sessions, briefings, presentations to National Office staff, etc at Headquarters – additional HQ support required for set-up, other preparation work and clean-up.</li> <li>• Delivery Issues – hours spent on back &amp; forth communication for follow-ups, driving to Grafton Office/NZ Post Box Lobbies to pick up deliveries.</li> <li>• Additional HQ Support required for dress rehearsal, which also included briefings before the scheduled activity.</li> <li>• HQ Senior Support was also assigned to assist with Tamaki Makaurau Supplies which included supervision of rolls and ballot paper checks.</li> <li>• Panui Poti instruction on VPMA becomes VPMU then additional OSIO resulted to additional staff costs.</li> <li>• Security provisions such as transport of voting materials (two staff at all times) and extra hours plus mileage expense incurred by voting team for overnight storage of key voting materials at Headquarters.</li> <li>• Tamaki Makaurau judicial recount with around 40 HQ Support staff required for two days.</li> </ul>
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## **Licence to Occupy For Voting Place**

### **PARTIES**

- 1 .....*Manurewa Marae*..... (the "Licensor").
- 2 The **Electoral Commission**, an Independent Crown Entity established under section 4B of the Electoral Act 1993 (the "Commission").

### **LICENCE**

#### **1. Interpretation**

##### **1.1. In this Licence:**

"Hoarding" means a board, hoarding, signboard, billboard, or other erection primarily intended or adapted for the display of information that attempts to influence electors or advise electors as to the elector's vote, and includes any poster or information displayed on a hoarding.

"Licence Area" means the area(s) of the premises set out in the Schedule to this Licence.

"Permitted Use" means a Voting Place and may include a Voting Place for advanced voting.

#### **2. Grant of Licence**

2.1. The Licensor grants and the Commission agrees to take a non-exclusive licence to use the Licence Area for the Permitted Use subject to the terms and conditions in this Licence.

2.2. The Commission will occupy the Licence Area as mere licensee only and acknowledges that possession of the Licence Area is retained by the Licensors subject to the rights created by the Licence.

2.3. The Licence is personal to the Commission and the Commission will not (either wholly or partially) assign, sub-let, part with or share occupation or otherwise deal in any way with its interest in the Licence.

#### **3. Term of Licence**

3.1. The Licence will commence on the Commencement Date set out in the Schedule to this Licence and expire on the Expiration Date set out in the Schedule.

3.2. If for any reason the Licence Area becomes unfit to use or inaccessible, the Commission may terminate the Licence by notice in writing to the Licensor.



#### **4. Licence Fee**

- 4.1. The Licence fee, if any, is set out in the Schedule to this Licence including the timeframes for payment.
- 4.2. The Commission will not be required to meet any operating expenses in respect of the Premises.

#### **5. Permitted use**

- 5.1. The Commission will use the Licence Area only for the Permitted Use.

#### **6. Condition and Alterations**

- 6.1. The Commission accepts the Licence Area in its present condition as being fit in all respects for the Permitted Use.
- 6.2. The Commission will not carry out any alterations or additions to the Licence Area without the prior written approval of the Licensors (which will not be unreasonably withheld or delayed in respect of internal non-structural alterations only).
  - 6.2.1. To the extent requested by the Licensors, the Commission will remove any such alterations and additions and reinstate the Licence Area at the Expiration Date to the condition it was in before such alterations and/or additions were made.
- 6.3. The Licensor will keep and maintain common facilities and services including any lifts, lighting and air-conditioning plant in a good and substantial state of repair during the normal hours of operation of the Licence Area.

#### **Hoardings**

- 6.4. The Commission will seek the prior consent of the Licensor before erecting any signs on or in the Licence Area. Such consent will not be unreasonably or arbitrarily withheld.
  - 6.4.1. The Licensor has provided its consent to any Commission Hoardings set out in the Schedule.
- 6.5. The Licensor agrees that no Hoardings that attempt to influence electors or advise electors as to the elector's vote will be affixed to or otherwise displayed on the Licensor's premises during the term of the Licence and in particular, the Landlord will not grant approval for other tenants or licensees of the Licensor's premises to affix or otherwise display such Hoardings.

#### **7. Access**

- 7.1. When taking access to the Licence Area, the Licensors will, and will procure that any other parties exercising such rights of access will:
  - 7.1.1. cause minimum interference reasonably practicable with the Commission's use of the Licence Area and
  - 7.1.2. make good to the Commission's satisfaction (acting reasonably) any damage caused to the Licence Area and the Commission's fixtures and fittings.

## 8. Insurance

8.1. The Commission will hold insurance cover such as is necessary to indemnify the Licensors in respect of any damage or direct loss which may be suffered by the Licensor by reason of or arising out of the use of the Licence Area by the Commission. For the avoidance of doubt, indirect and consequential losses are specifically excluded.

8.2. The Commission will not do anything which vitiates or makes void or voidable any insurance policy for the Licence Area effected by the Licensors, or causes monies otherwise payable under such policy to be irrecoverable or refused or withheld, or an increased premium or loading to be payable in respect of such policy.

## 9. Agreement and Applicable Law

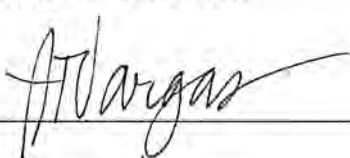
9.1. The Licence represents the entire agreement between the parties relating to the licence of the Licence Area and supersedes any previous agreements between the parties relating to it.

9.2. The Licence and the rights and obligations of the Licensor and the Commission are governed by and are to be construed in accordance with the law of New Zealand and the Licensor and the Commission have agreed to submit to the non-exclusive jurisdiction of the New Zealand courts.

## 10. Costs

10.1. Each of the parties will bear their own costs and expenses in connection with the preparation and completion of the Licence.

## 11. Execution

For the <b>Electoral Commission:</b>

<b>Name:</b> Angelica Vargas
<b>Position:</b> Electorate Manager
<b>Date:</b> 21 August 2023

For the <b>Licensor:</b>
<b>Name:</b>
<b>Position:</b>
<b>Date:</b>



## Licence to Occupy: SCHEDULE

### 1. Licence Area

Address	81 Finlayson Avenue Clendon Park 2103
Description	Marae
Area	approx 50 sq.m
Plan of Licence Area	Appended

### 2. Term of Licence

Commencement Date	2nd October 2023
Expiration Date	14th October 2023

### 3. Licence Fee and Payment

Fee	\$ (excluding GST) per day / week / month
First payment date	See attached invoice
Bank Account Name	
Account Number	

### 4. Commission Hoardings consented to in advance by the Licensor

Description	Location
Teardrop	entrance to voting place
Posters (max A2 size)	affix to walls (temporary)
Directional signages	entrance / grass verge

### 5. Special Terms (specify any additional special terms)

### 6. Appendix

- Plan of Licence Area

**From:** [Karl Le Quesne](#)  
**To:** [Martin Rodgers](#); [Kristina Temel](#)  
**Cc:** [Natalie \[REDACTED\]](#); [Anusha Guler](#)  
**Subject:** RE: Further information, and a request, regarding Tamaki Makaurau  
**Date:** Wednesday, 8 November 2023 6:16:00 pm  
**Attachments:** [image001.jpg](#)  
[image002.png](#)

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Thanks Martin

We'll work with that.

Karl

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**From:** Martin Rodgers <[\[REDACTED\]@elections.govt.nz](mailto:[REDACTED]@elections.govt.nz)>  
**Sent:** Wednesday, November 8, 2023 6:04 PM  
**To:** Karl Le Quesne <[\[REDACTED\]@elections.govt.nz](mailto:[REDACTED]@elections.govt.nz)>; Kristina Temel <[\[REDACTED\]@elections.govt.nz](mailto:[REDACTED]@elections.govt.nz)>  
**Cc:** Natalie [REDACTED] <[\[REDACTED\]@elections.govt.nz](mailto:[REDACTED]@elections.govt.nz)>; Anusha Guler <[\[REDACTED\]@elections.govt.nz](mailto:[REDACTED]@elections.govt.nz)>  
**Subject:** RE: Further information, and a request, regarding Tamaki Makaurau

Kia ora koutou

Following the meeting with the team in Auckland, I can provide the following information:

1. How we came to select the marae as a Voting Place:

A contact Tekou from the Manurewa Marae spoke to one of our Community Engagement staff at the beginning of the year to see if they could use the Marae as a voting place, this information was passed onto Erin (SE&P) and then a Teams meeting was scheduled to discuss. Erin and Georgia (VS) plus the Community Engagement member meet with Tekou, Hilda and also Tarsh Takutai Kemp from the Manurewa Marae.

At a meeting in February, our community advocates in Auckland also recommended that we use Manurewa Marae along with other marae to improve services not only to Māori but to communities with low engagement. They recommended Papakura, Manurewa, Ruapotaka and Orakei Marae, which we all used during advance and election day voting. The community advocates are Pania [REDACTED], Tautoko [REDACTED], Virginia [REDACTED], Tracey [REDACTED], Tim [REDACTED] and Rob [REDACTED].\

The site was recommended because it had been recently used by government agencies to undertake activities such as COVID 19 vaccinations and to encourage participation in the Census. It is also used as a community hub by virtue of its medical service and food bank.

2. Who was employed to work at the voting place – were any staff from the marae itself.

The marae provided six names of people that could work at the voting place. Four were employed. None were actually staff from the marae – they were people that volunteer there and have employment outside the marae. One other person, who only worked on election day, is on the Board of Trustees for the marae but also is employed outside of it. In total around 14 different people worked in the voting place over the election period.



3. Treating

As per previous correspondence, as soon as we became aware of the association being made between voting and receiving a free hangi, we informed them that access to hangi and any other free items / activities cannot be dependent on voting – and must be available to anyone. They replied and acknowledged this requirement. We are not aware of any further activity that saw free kai being provided only to people that voted.

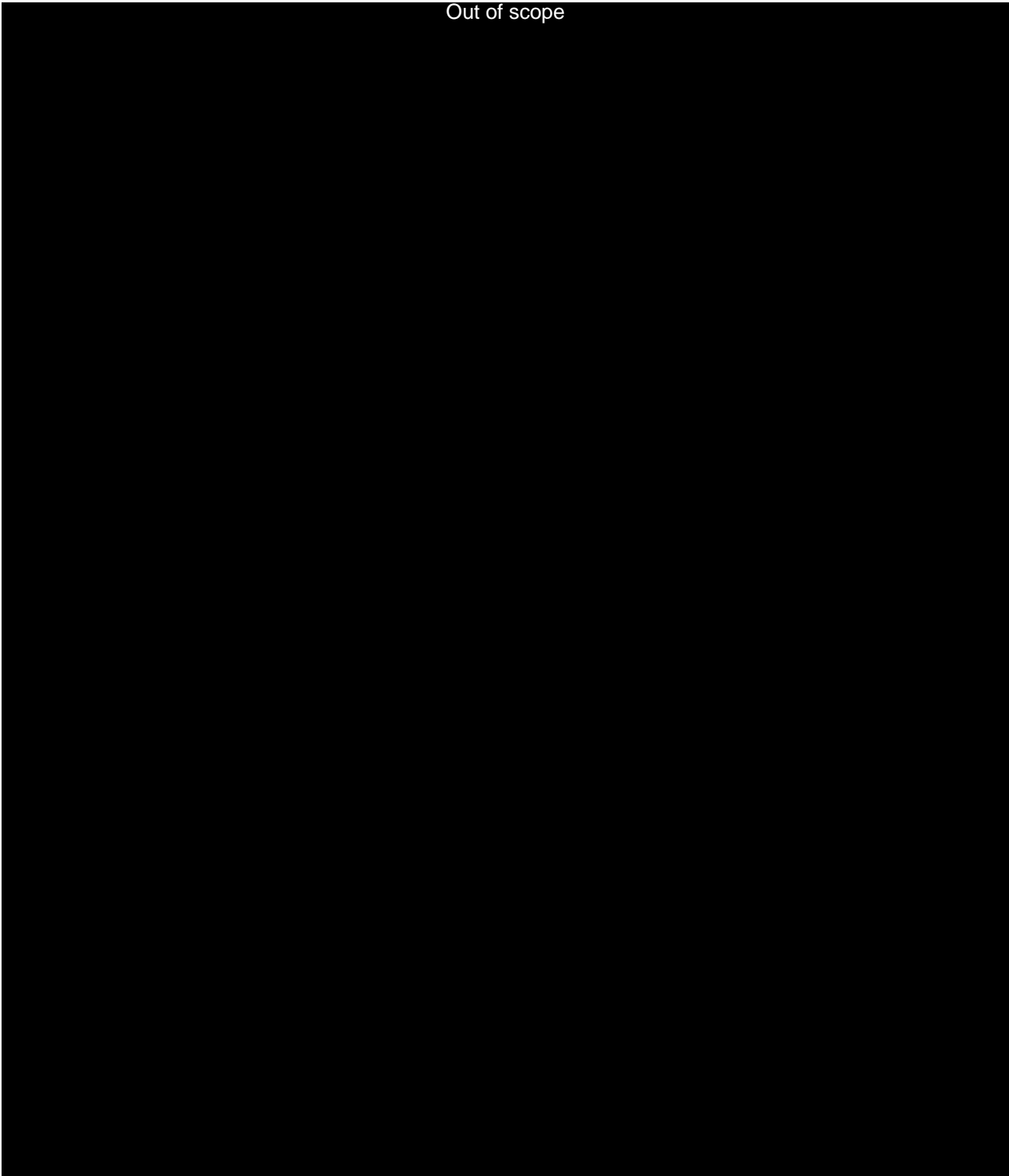
4. Payments and funding

The electorate manager has followed up repeatedly requesting an invoice for the hire of the marae as a voting place. No reply has been received and so no payment has been made. I confirmed that the marae has not received any funding from SE&P in relation to the GE2023.

I hope this information is helpful. Please let me know if you would like anything further.

Martin

Out of scope



Timeline for engagement with Manurewa Marae	
Date	Activity
23 Jan	Following a connection made at Auckland Funfest (12-15 Jan), internal email exchange between Erin ■ Georgia, and Crystal to discuss the opportunity to meet with Manurewa Marae.
27 Jan	<p>Online hui between Manurewa Marae and EC, a new date to meet set for 28 Feb.</p> <p><u>Notes provided by Erin ■■■■:</u></p> <p><i>Participants - Crystal, Erin, Georgia (Commission) Te Kou, Natasha Kemp (Manurewa).</i></p> <p><i>Crystal introduced Erin and Georgia to Te Kou. Erin and Georgia spoke about our objectives to better serve Māori during GE 2023 and our interest in partnering with Māori organisations to:</i></p> <ul style="list-style-type: none"> <li>• <i>Secure property for voting places significant to Māori</i></li> <li>• <i>Recruit Staff who could speak Te Reo and can work in a bilingual voting place.</i></li> <li>• <i>Help with community engagement to increase participation and voter turnout.</i></li> <li>• <i>Te Kou spoke about the work they had done through COVID and the Census and how they were able to increase turnouts for these community events in Manurewa, he thought the Marae Committee would also be interest in partnering with the commission to provide the same support they did to the Ministry of Health and Stats NZ</i></li> </ul> <p><i>Next Steps -</i></p> <p><i>Te Kou would set up a follow up meeting to introduce us to the leadership team at Manurewa Marae</i></p>
2 Feb	Email exchange with Te Kou sorting contact details and confirming 28 <sup>th</sup> Feb.
28 Feb	<p>Hui at Manurewa Marae.</p> <p><u>Notes provided by Georgia Tatana:</u></p> <p><i>Participants - Erin, Georgia (Commission); Te Kou, Hilda (Manurewa).</i></p> <p><i>Meeting purpose -</i></p> <p><i>This meeting was arranged to follow on from the meeting that was had on January 27<sup>th</sup>. This was the first in person meeting to discuss a space to do Community Engagement as well as provide a voting place at the marae. This was discussed due to the reach that the marae has had in previous events for eg: Covid Response and Census.</i></p> <p><i>Proceedings -</i></p> <ul style="list-style-type: none"> <li>• <i>A space for Community Engagement</i></li> <li>• <i>A space for the full voting period (2<sup>nd</sup> October up and including the 14<sup>th</sup> October)</i></li> <li>• <i>Manurewa Marae sharing your event calendar and EC sharing key dates and time-frames.</i></li> <li>• <i>Possible opportunities for Manurewa Marae staff to work within the Community Engagement space as well as working within the voting place (Marae whare). Erin suggested 2 options for this and that is Manurewa Marae gets a contract and pays staff or staff work for the Electoral Commission</i></li> <li>• <i>If the staff are interested, they can work in the voting place but they would need to be employed by the Electoral Commission as they will be hired as Electoral Officials (we advised this can be discussed in more detail at later stage)</i></li> <li>• <i>The Electorate Manager will need to do a voting place assessment at the Marae to ensure this is safe and secure for not only staff and voters but also voting materials.</i></li> <li>• <i>If the Manurewa Marae can share key messages around Māori Electoral Option (01<sup>ST</sup> April – 14<sup>TH</sup> July) and also enrolling to vote.</i></li> </ul> <p><i>Conclusion -</i></p> <p><i>Tekou and Hilda were going to take these discussions to their leadership and come back to the Electoral Commission on next steps.</i></p>



28 Feb	<p>Stakeholder hui at EC Ellerslie Office:</p> <p><u>Notes provided by Georgia [REDACTED]:</u></p> <p>Participants – Erin [REDACTED], Georgia [REDACTED], Jeremy [REDACTED], Kim [REDACTED], Peter [REDACTED], and Angel Vargas (Commission); Tim [REDACTED], Tautoko [REDACTED], Virginia [REDACTED], Pania [REDACTED], Robert [REDACTED], Tom ?, Ann [REDACTED], and Ariana [REDACTED] (community advocates).</p> <p>Meeting purpose –  <i>This meeting was arranged following training for our Electorate Managers in Wellington. A session was delivered by Peter Potaka to our Electorate Managers about how we will improve services to Māori Voters for GE2023. So Georgia organised a meeting with our Community Advocate. They have been working with us since 2018 when we started our first lot of hui. The purpose of our community advocates is to provide insights on behalf of whanau within Tamaki Makaurau. Since 2018 we have had discussions around voting experiences and how we at the Commission can change the narrative for whanau for future elections.</i></p> <p>Proceedings -</p> <ul style="list-style-type: none"> <li>- Opened with Karakia and Whanaungatanga for those that were new to the hui.</li> <li>- Showed the video that was made in Highbury around how we can improve services to Māori (video was also shown to Electorate Managers at training)</li> <li>- Talked about Locations, opening hours, and staffing for these voting places.</li> <li>- Suggestions were made from our community advocates about using Marae around Auckland, the ones that suggested were Papakura, Manurewa, Ruapotaka, Orakei, and Hoani Waititi Marae</li> <li>- Discussed how we can connect our Electorate Managers to our Community Advocates</li> <li>- Next Steps from this hui</li> </ul> <p>Conclusion -  <i>Community Advocates understood what we were trying to do at the Commission to improve services to Māori and that was finding voting places where Māori resonate with, ensuring they have Māori working within these voting places and ensuring that the opening hours were convenient to Māori.</i>  <i>From this meeting, Georgia connected the different community advocates to the different Electorate Managers dependent on what part of Auckland they represent.</i>  <i>Community advocates assisted with insights on where and also gave contacts of locations so electorates manager could make contact and arrange assessments for the different voting places.</i></p>
3 Mar	Email exchange sharing minutes from 28 Feb Manurewa Marae hui.
6 Mar	Further email exchange noting current priority on MEO campaign starting from April 1st. Te Kou copies Natasha Kemp into this exchange.
7-9 Mar	Email exchange to organise hui with Director Voting Services. Noted by Erin that meeting with Martin will help speed up the process and secure Marae funding. Hui agreed for 14 March
14 Mar	<p>Meeting at Manurewa Marae..</p> <p><u>Notes provided by Georgia [REDACTED]:</u></p> <p>Participants - Martin Rodgers, Erin [REDACTED], Jeremy [REDACTED], Georgia [REDACTED], Kim [REDACTED] (Electoral Commission); Natasha Kemp, Hilda [REDACTED], Tekou [REDACTED] (Manurewa marae).</p> <p>Meeting purpose -  <i>One of the Electoral Commission's strategic goals for GE 2023 is to improve voting services to Māori. The Manurewa marae has a very strong community base and has successfully delivered programmes to local Māori communities for Covid vaccination programmes and food parcels. The meeting was arranged to discuss the possibility of utilizing the networks established by the Manurewa marae and setting up a voting place at the marae to improve Māori voter turnout.</i></p>

	<p><i>Proceedings -</i>  <i>Informal discussions were held to assess this opportunity and any risk assessment of using the marae as a voting place. This would cover both advance voting and election day.</i></p> <p><i>Topics included:</i></p> <ul style="list-style-type: none"> <li>- <i>Obtaining approval for Manurewa marae's executive</i></li> <li>- <i>Any conflict of interest between the marae's CEO (standing as a candidate for the Māori Party) and the Electoral Commission's operating guidelines</i></li> <li>- <i>The marae's perceived connection with the Māori Party</i></li> <li>- <i>The role of tikanga at a voting place</i></li> <li>- <i>Setting up a voting place, including employing marae staff, training, voting place assessment, training, and any payment of using the marae as a voting place</i></li> <li>- <i>Possible involvement of Te Pae Herenga o Tamaki marae and other marae around the country as voting places</i></li> </ul> <p><i>Conclusion -</i>  <i>Following a useful and constructive discussion both parties agreed to discuss the issues further with their respective organisations and arrange a follow-up meeting within the coming weeks. Furthermore, there was some discussion of developing a MOU between the two parties to clearly delineate roles and responsibilities.</i></p>																
17 May	<p>VP assessment completed by EM.</p> <p><u>Notes provided by Angelica Vargas:</u></p> <p><i>Participants – Angel Vargas (Commission); Cardena [REDACTED] (Manurewa Marae)</i></p> <p><i>Meeting purpose -</i>  <i>The purpose of the meeting was to assess proposed voting space (wharekai) and explain operational requirements to Marae staff to ensure good voting service delivery to the community i.e. opening hours, preparation work (EC and marae) prior to voting period, security via Māori Wardens, secure storage of key voting materials and next steps.</i></p> <p><i>Meeting Notes (taken from follow up email on 26 May) –</i></p> <p>1. As discussed, below are our proposed dates and opening hours.</p> <table border="1"> <thead> <tr> <th><b>Days</b></th><th><b>Opening Hours</b></th></tr> </thead> <tbody> <tr> <td>Mon 2<sup>nd</sup> to Fri 6<sup>th</sup> October</td><td>10:00am to 4:00pm</td></tr> <tr> <td>Sat 7<sup>th</sup> October</td><td>10:00am to 3:00pm</td></tr> <tr> <td>Sun 8<sup>th</sup> October</td><td>Closed</td></tr> <tr> <td>Mon 9<sup>th</sup> to Wed 11<sup>th</sup> October</td><td>10:00am to 4:00pm</td></tr> <tr> <td>Thurs 12<sup>th</sup> October</td><td>10:00am to 7:00pm</td></tr> <tr> <td>Fri 13<sup>th</sup> October</td><td>10:00am to 4:00pm</td></tr> <tr> <td>Election Day - 14<sup>th</sup> October</td><td>9:00am to 7:00pm</td></tr> </tbody> </table> <p>2. During <b>advance voting</b>, the Voting Team will be on site 30min before opening and closing times. The only exception will be Monday 2<sup>nd</sup> October when they will have to set-up for the first time. I will let the Voting Place Manager discuss the timing directly with you.  For <b>election day</b>, the Voting Team will be on site until preliminary count is finished and the key materials are packed ready for transport to Electorate Headquarters. Finish time can be anywhere from 9:30pm until late.</p>	<b>Days</b>	<b>Opening Hours</b>	Mon 2 <sup>nd</sup> to Fri 6 <sup>th</sup> October	10:00am to 4:00pm	Sat 7 <sup>th</sup> October	10:00am to 3:00pm	Sun 8 <sup>th</sup> October	Closed	Mon 9 <sup>th</sup> to Wed 11 <sup>th</sup> October	10:00am to 4:00pm	Thurs 12 <sup>th</sup> October	10:00am to 7:00pm	Fri 13 <sup>th</sup> October	10:00am to 4:00pm	Election Day - 14 <sup>th</sup> October	9:00am to 7:00pm
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	<p>3. <i>It would be great if the Maori Wardens can provide security during late nights and on election day. Kindly send me details regarding arrangements and hourly rates so I can get approval from my Regional Manager.</i></p> <p>4. <i>There is a lockable room at the voting space that we can use for overnight storage of key voting materials. Only two people have keys to the room – Office Manager (Lola) and the Finance Manager.</i></p> <p>5. <i>The Voting Place Manager, once appointed, will discuss the details with you nearer to the date.</i></p> <p>6. <i>If you can recommend and send me the names of people who are interested to work at the marae (or at other locations), that will be great. There will be an interview for the manager and a short assessment for the other roles. If successful and they are available, they can also be employed for post-election activities at HQ.</i></p> <p>7. <i>Attached is our recruitment flyer to register interest to work and would appreciate if you can distribute it to your staff and their family/friends who might be interested (16+ can work with us). Recruitment for these roles will be available at the start of July.</i></p> <p><i>Conclusion -</i>  <i>Another meeting will be scheduled nearer to the election period for a more detailed discussion and a follow-up by the Voting Place Manager once appointed.</i></p>
26 May	Follow up email with Manurewa re VP assessment, proposed opening hours, and request for information.
6 Jun	Response from marae copying in Hilda [REDACTED] and Tarsh Kemp
26 Jul	Marae informs EM of building work taking place and need to change VP location, offer of a different location on the grounds made by Natasha. EM responds wanting to come and check alternative venue.
31 Jul	[REDACTED] feedback on draft voting places received which includes concerns expressed re Manurewa Marae.
1 Aug	<p>Meeting at Marae to assess new location.</p> <p><u>Notes provided by Angel Vargas:</u></p> <p><i>Participants – Angel Vargas (Commission); Cardena [REDACTED] (Manurewa)</i></p> <p><i>Meeting purpose -</i>  <i>The original voting space (wharekai) became unavailable due to renovation works. An alternative space within the premises was proposed and for EC to check if suitable.</i></p> <p><i>Meeting Notes -</i>  <i>The main purpose of the site visit was to assess if alternative space is suitable for voting in terms of size, layout, entrance/exit flow and alternatives if raining, parking and other physical site requirements. No other issues were discussed.</i></p> <p><i>Conclusion -</i>  <i>Initial check found the space to be suitable for advance and election day voting. A meeting still had to be arranged with Hilda [REDACTED] to discuss other important issues regarding the marae as a voting place.</i></p>
16 Aug	Response to [REDACTED] noting the rationale for using Manurewa.
22 Aug	Confirmation letter and Licence to Occupy sent to Marae, confirmation of receipt received.
23 Aug	Request from Natasha around revising opening hours



25 Aug	Reply from EM with rationale and options to consider. Revised documentation sent through with change to opening hours.
30 Aug	<p>Onsite meeting with Hilda to go over details including recruitment, operations, security, costs etc. Meeting notes shared the following day:</p> <ul style="list-style-type: none"> <li>- Names to you regarding Kaimahi from the Marae (Hilda)</li> <li>- Send JD (Angel)</li> <li>- Send link for Kaimahi to apply (Angel)</li> <li>- Send names of security (Hilda)</li> <li>- Find a locked room in the Puna (Hilda)</li> <li>- 16th September is training day</li> </ul> <p><u>Additional notes provided by Angel Vargas:</u></p> <p><i>Participants – Angel Vargas (Commission); Hilda [REDACTED] (Manurewa)</i></p> <p><i>Meeting purpose -</i>  <i>To discuss and resolve all outstanding issues prior to the marae being used as an advance and election day voting place.</i></p> <p><i>Meeting Notes -</i>  <i>The following action points were discussed:</i></p> <ol style="list-style-type: none"> <li><i>1. Voting space will be cleared and ready for set-up by our voting team prior to 2<sup>nd</sup> October. Entrance and exit options were assessed to make sure that the layout did not impede flow of voters.</i></li> <li><i>2. Opening hours were confirmed by Angel.</i></li> <li><i>3. Hilda confirmed that Māori wardens can provide security services during the voting period and names will be provided beforehand.</i></li> <li><i>4. Recruitment was discussed – Angel will send job descriptions and link to online application for kaimahi to apply (Note: After the meeting, names of recommended candidates were provided by Hilda via e-mail but only four were appointed due to availability. One was appointed as VPM for advance and election day and the three other applicants worked only on Saturday for advance voting and on election day.)</i></li> <li><i>5. Angel explained recruitment process and confirmed upcoming training dates.</i></li> <li><i>6. Angel explained and emphasized the need for political neutrality within and around the voting place. Logos, flags, clothing with details of political parties or candidates and any other promotional materials were not to be displayed near the voting place. Hilda confirmed understanding and agreement to this requirement.</i></li> </ol> <p><i>Conclusion -</i>  <i>Both agreed that all action notes or open issues will be followed-up via email messages. The next face-to-face contact with the marae will be through the voting team.</i></p>
31 Aug	Reminder email sent to complete 'Licence to Occupy' and 'Tax Invoice'. Copied to CE of Manurewa.
13 Sept	Phone call and emails exchanged regarding recruitment
21 Sept	Further recruitment related emails.
3 Oct	Complaints raised by [REDACTED] regarding social media post
4 Oct	Enquiry with Marae who note they will "look into it".
11 Oct	Complaint received from Freedom NZ Party, email to Marae who confirm that kai is provided to all people attending marae not just those who have voted.
1 Nov	Complaint received from [REDACTED]
8 Nov	Further concerns raised by [REDACTED]
9 Nov	<p>Response to [REDACTED] from Commission.</p> <p>Receive complaint from member of the public.</p>

Timeline for engagement with Te Pae Herenga O Tāmaki	
Date	Activity
17 Mar	Email from Natasha Kemp to EC following meeting at Manurewa on 14 March. Connects EC to Renee (Ops Manager for Te Pae Herenga).
27 Mar	Follow up email sent from Lance (Director, Health Reforms) seeking to meet with EC regarding improving Māori turnout for the GE. Notes the marae involved in the collective.
3 Apr	<p>Hui between EC and TPH, Manurewa, and Waipareira. Minutes shared by Lance later that day:</p> <ul style="list-style-type: none"> <li>- Te Pae Herenga o Tāmaki Partners to be registered as Polling Booths for the October 2023 General Election. The eight organisations included in the presentations, plus we will have others to add for example, Hoani Waititi Marae, Te Kaha O Te Rangatahi.</li> <li>- Te Pae Herenga o Tāmaki Partners to also be registered as mobile Polling Booths for the October 2023 General Election. This is to allow our vehicles / tents etc to be set up at Parks, Community Centres, Kōhanga Reo, Kura Kaupapa Māori to improve access for Whānau.</li> <li>- All our Māori Partners to have their respective polling booths open for the two weeks leading into the Election (inclusive of Election Day).</li> <li>- The ability for our respective staff to pick up completed votes and deliver to approved Polling Booths to improve access for Whānau.</li> <li>- Funding and training for our respective staff to manage the polling booths.</li> <li>- Using your baseline digital information and dissemination through our social media networks.</li> </ul> <p>As discussed, Te Pae Herenga o Tāmaki Partners will:</p> <ul style="list-style-type: none"> <li>- Ensure there are at least 2 Te Reo Māori speakers at all our Polling Booths.</li> <li>- Run Rangatahi specific events to encourage young voters to register and vote.</li> <li>- Run Kuia and Kaumatua friendly events to encourage older voters to register and vote.</li> <li>- Use our various Te Pae Herenga o Tāmaki and Partners social media platforms to encourage Māori to register and vote.</li> </ul> <p><u>Additional notes provided by Georgia [REDACTED]:</u></p> <p><i>Participants - Erin [REDACTED], Georgia [REDACTED], Kate [REDACTED], Hone Matthews (Commission); Lance [REDACTED], Maria [REDACTED], Renee [REDACTED], Tarsha [REDACTED], Jaqui [REDACTED], Tarsh Takutai-Kemp, Hilda [REDACTED] (Te Pae Herenga).</i></p> <p><i>Meeting purpose -</i>  <i>One of the Electoral Commission's strategic goals for GE 2023 is to improve voting services to Māori. Initially we had discussions with the Manurewa Marae on the 14<sup>th</sup> March and from this meeting, discussions were had around working with Te Pae Herenga Collective as we could look at a bigger reach of Māori across Tamaki Makaurau.</i></p> <p><i>Proceedings -</i>  <i>This meeting began with Whanaungatanga, and then Lance Norman delivered a presentation giving an overview of the Collective, their Education Strategy and their Health Strategy. It covered their mahi on how they engaged with Māori Communities across Tāmaki (and Aotearoa) during the Covid-19 response.</i></p> <p><i>Conclusion -</i>  <i>Electoral Commission staff to take this information back to the leadership team to discuss next steps. Gee to follow up with organising site assessments with partners within the Collective alongside Renee (Te Pae Herenga Collective).</i></p>
4 Apr	Internal email discussing successful hui and noting potential for relationship.
6 Apr	Response from EC agreeing with all the above and suggesting next steps:

	<ol style="list-style-type: none"> <li>1. Site Inspections for fixed locations and an agreement of opening days and hours for advanced voting and Election Day</li> <li>2. Discuss and create a shared calendar for: <ol style="list-style-type: none"> <li>a. Mobile / Pop up units for advance voting</li> <li>b. Enrolment / Education opportunities leading up to GE 2023 e.g., Whanau days.</li> </ol> </li> <li>3. Recruitment plan for staff working in Voting Places</li> <li>4. Develop a training schedule for Takeaway votes and Voting staff.</li> <li>5. Organise a wananga two weeks after the Election to review the service provided to our community.</li> </ol>
12 Apr	Follow up email from EC seeking confirmation of site inspections.
23 Apr	Response from TPH proposing 14 sites
1 May	Acknowledgement email and additional contacts provided
4-8 May	Internal kōrero re suitability and risks of working with Collective. Agree to proceed.
12 May	Internal hui between VS and SEP to discuss risk management and planning. Agree that Directors will hold responsibility to progress MoU with the Collective
15 May	Internal approach to L&P regarding drafting an MoU
15 May	Email from Renee (Ops Lead) re enrolment information
16 May	<p>Hui between EC and TPH to discuss progressing MoU. Agree to set up a wānanga between the parties to facilitate this.</p> <p><u>Notes Provided by Georgia [REDACTED]:</u></p> <p><i>Participants- Erin [REDACTED], Georgia [REDACTED], Kate [REDACTED] (Commission); Lance [REDACTED], Maria [REDACTED]</i></p> <p><i>Meeting purpose -</i>  <i>Emails were exchanged prior to this meeting and Lance confirmed that they will propose to use the following sites for Voting Places for this year's General Election:</i></p> <p><b>(1) Te Rūnanga o Ngāti Whātua</b> - 1 &amp; 3-5 Rendall Place, Auckland.  <b>(2) Te Puna Hauora o Te Raki Paewhenua</b> - 58 Akoranga Drive, Northcote, Auckland.  <b>(3) Te Whānau o Waipareira</b> - Ground Floor, 6/8 Pioneer Street, Henderson, Auckland.  <b>(4) Ruapotaka Marae</b> - 106 Line Road, Glen Innes, Auckland.  <b>(5) Manukau Urban Māori Authority / Nga Whare Waatea Marae</b> - 31 Calthorp Close, Favona, Auckland.  <b>(6) Manurewa Marae</b> - 81 Finlayson Avenue, Clendon Park, Manukau City.  <b>(7) Papakura Marae</b> - 29 Hunua Road, Auckland.  <b>(8) Huakina Development Trust</b> - 15/17 Roulston Street, Pukekohe.  <b>(9) Hoani Waititi Marae</b> - 451 West Coast Road, Oratia, Auckland.  <b>(10) Te Kaha O Te Rangatahi</b> - 2b Jellicoe Road, Manurewa, Auckland.  <b>(11) Mobile Collection Van - Te Whānau o Waipareira</b> - West Auckland.  <b>(12) Mobile Collection Van - Manurewa Marae</b> - South Auckland.</p> <p><i>Other Sites:</i>  <b>(13) Te Mahurehure Cultural Marae</b> - 65/73 Premier Avenue, Point Chevalier, Auckland.  <b>(14) Orakei Marae</b> - 59B Kitemoana Street, Orakei, Auckland.</p> <p><i>Danielle and Renee are the Relationship Managers for Te Pae Herenga o Tāmaki partners. Jacqui is the Chair of Te Pae Herenga o Tāmaki. Renee is planning on sending information out to the partners in the coming week. She will coordinate site visits with the Partners and our team over the next few weeks.</i>  <i>Maria Halligan supports the organisations with funding proposals. Both Maria and Lance will connect with the team regarding budgets and timing.</i></p> <p><i>Proceedings:</i></p>



	<p>A MOU that needs to be agreed and in place prior to operational aspects of setting up voting places.</p> <p>To develop a MOU to capture key goals and conditions relating to the relationship between EC and the Collective:</p> <ul style="list-style-type: none"> <li>- Identify a key contact person within the Collective – Maria/Jackie</li> <li>- The EC to be represented by Martin Rodgers and Shane Whitfield</li> <li>- Ensure political neutrality</li> <li>- Ensure there are no incentives/inducements to encourage voter turnout</li> <li>- Ensure there are clear guidelines regarding political party regalia – to cover both advance voting and ED</li> <li>- Gain clarity about funding of sites to be used as VPs</li> <li>- Expand initiative to other sites in the North Island?</li> </ul> <p><u>Voting place management</u></p> <p>Voting Services to take responsibilities for:</p> <ul style="list-style-type: none"> <li>- VP assessments of all agreed sites (Electorate Manager)</li> <li>- Recruitment - actively engage with marae personnel to recruit staff to work in the VP. To ensure political neutrality (Electorate Manager)</li> <li>- Appoint VP staff in conjunction with marae (Electorate Manager)</li> <li>- Training <ul style="list-style-type: none"> <li>o To be conducted at a designated marae for all sites identified within the Collective (Electorate Manager)</li> <li>o Training resources required from NO to support Te Reo initiatives</li> </ul> </li> </ul> <p>Erin advised the need for an MOU moving forward and the next step was to organise a Wānanga between Martin/Shane for the Electoral Commission and the same level leadership for Te Pae Herenga to discuss and agree on a MOU.</p> <p>Georgia also mentioned that some of the proposed sites that were on offer to use as Voting Places had already been agreed to use at a local level. These sites were Ruapotaka Marae, Manurewa Marae, Papakura Marae, Hoani Waititi Marae and Orakei Marae</p> <p>Conclusion -</p> <p>Erin to propose a date that will work for Te Pae Herenga Collective and the Electoral Commission to discuss MOU. Erin sent emails to Te Pae Herenga Collective.</p>
17-19 May	Further internal discussion regarding logistics, noted request from Karl to have MoU in place before confirming any voting places. MoU noted to ensure coverage for political neutrality.
23 May	Internal hui to progress MoU, aiming for June 1 to hold wānanga. Proposed date shared with Collective.
26 May	Email noting yet to hear back from Collective
22 June	Email from EC seeking to progress site usage kōrero. Provided a list of the proposed sites and progress on confirming each of them as a VP.
30 June	After multiple attempts at contact, suggestion is made to halt plans with Collective and instead progress kōrero with individual marae. Agree to proceed.
4 July	Paper from VS to Board noting relationship with the Collective and related mahi.
21 July	Response to 22 June email noting contact person had been away. Advises of the need to connect with remaining partner sites to progress the kōrero.
24 – 28 Jul	Internal emails discussing whether to re-visit original plans. Email notes the link between political party and Waipareira.
2 Aug	Email from Waipareira funding lead seeking to progress our partnered approach again.
4 Aug	Hui organised for 9 August with Collective. Advice from VS is that they are still interested in locking in further voting places, and they are comfortable for hui to proceed.
7 Aug	Internal emails show final agreement to not to proceed with Collective and instead work with individual marae, Collective will be informed at upcoming hui.
9 Aug	Follow up hui to decision on working with individual marae.
	Notes provided by Georgia [REDACTED]:

	<p><i>Participants – Erin [REDACTED], Georgia [REDACTED], Kate [REDACTED] (Commission); Lance [REDACTED], Maria [REDACTED], Dan [REDACTED]</i></p> <p><i>Meeting purpose -</i>  <i>Te Pae Herenga to progress with their business case and to come together to discuss the finer details around operationalising an approach led by Te Whānau o Waipareira and Te Pae Herenga Collective</i></p> <p><i>Proceedings -</i>  <i>An assumption was made by the Collective that all voting places that were proposed were confirmed to use as voting places for this year's GE, Georgia confirmed that she had made numerous attempts with Renee to co-ordinate site visits to the proposed sites within the Collective and there was no reply from Renee. They advised that she had gone on Maternity leave.</i></p> <p><i>Conclusion -</i>  <i>Georgia advised that all voting places needed to be assessed and confirmed by the 22<sup>nd</sup> of August latest and at this point would not progress further. Lance thought that voting places were confirmed as they were on the draft voting services information sent to political parties, but it was clarified that these were as placeholders only and couldn't be confirmed as we could not get the assessment completed due to not having any contact from Te Pae Herenga (Renee).</i></p>
--	---

**From:** [Karl Le Quesne](#)  
**To:** [DL Executive Leadership Team](#)  
**Subject:** FW: Draft Advance Voting and Election Day Voting Places  
**Date:** Thursday, 20 July 2023 10:40:53 am  
**Attachments:** [image001.png](#)

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fyi

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**From:** Martin Rodgers <[REDACTED]@elections.govt.nz>  
**Sent:** Thursday, July 20, 2023 10:35 AM  
**To:** Anusha Guler <[REDACTED]@elections.govt.nz>; Karl Le Quesne <[REDACTED]@elections.govt.nz>  
**Subject:** FW: Draft Advance Voting and Election Day Voting Places

FYI

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**From:** Returns <[REDACTED]@Elections.govt.nz>  
**Sent:** Thursday, July 20, 2023 8:58 AM  
**To:** Martin Rodgers <[REDACTED]@elections.govt.nz>; Adele Gibson <[REDACTED]@elections.govt.nz>  
**Subject:** FW: Draft Advance Voting and Election Day Voting Places

FYI

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**From:** Secretary Te Pati Māori <[REDACTED]@maoriparty.org.nz>  
**Sent:** Thursday, July 20, 2023 12:28 AM  
**To:** Returns <[REDACTED]@Elections.govt.nz>  
**Subject:** Re: Draft Advance Voting and Election Day Voting Places

**Electoral Commission Cyber Security Warning:** This email originated from outside of the Commission. Please take extra care when clicking links or opening attachments. When in doubt, contact the IT Service Desk.

Kia Ora Returns Team,

We have no issues with the current proposed list.

We are interested in confirming the "Placeholder" ones that are identified.

Please advise when this is done.

Please contact me if you have any queries.

Ngā Mihi

**Lance Norman**  
**Secretary**  
**Te Pāti Māori**

Moblie: [REDACTED]

On Fri, 30 Jun 2023 at 15:27, Returns <[REDACTED]@elections.govt.nz> wrote:

30 June 2023

Tēnā koutou katoa,

Please find attached a spreadsheet listing the draft advance and Election Day voting places for your feedback by **Monday 17 July 2023**.

The draft list is as of 20 June, with further voting places likely to be confirmed in the coming weeks. The spreadsheet has two tabs, one for Advance Voting and one for Election Day Voting.



The Commission releases this information to parties earlier than to the general public to give parties an opportunity to provide feedback and to assist parties with internal planning. Please keep this information confidential because we want to communicate it to the voting public once the voting places have been finalised.

### ***Encouraging participation***

One of our statutory objectives is to facilitate participation in Parliamentary elections. One way we achieve that is providing services that are easy for people to access and are simple to use. This contributes to high rates of participation in elections.

For this election the Commission has worked with PAK'nSAVE store owners in the North Island and The Warehouse nationally to provide voting services in their stores. These locations provide convenient opportunities for people to vote, and where we have used such locations in the past (e.g. in shopping centres, which we will use again this election), we have received a large number of votes.

To address areas of low turn-out, the Commission has also implemented a community led approach to provide voting services informed by their local community. This means offering voting services in locations and on dates and times suitable to local communities. We are also working with these communities to recruit local people to work in our voting places.

### ***Voting places open on Election Day***

There may be instances on Election Day where we cannot conduct the preliminary count of votes in the actual voting place because it is still open to the public. For example, voting places within PAK'nSAVE stores. In these circumstances, the preliminary count will either be conducted securely nearby within the same building complex, or undertaken in an electorate headquarters. In such cases, the Electorate Manager will give notice to the constituency candidates or their scrutineers at the voting place, and afford the scrutineers present at the voting place the opportunity to accompany the ballot boxes to the counting place and observe the preliminary count.

### ***Placeholders***

You will notice in the spreadsheet that there are a number of sites described as 'Placeholders'. This is where a desirable location is known but a suitable venue has not yet been either identified or confirmed.

### ***Assessing voting places***

All voting places are assessed for suitability against standard assessment criteria and the proximity of other voting or advance voting places. The attached 'Voting Place Assessment Criteria' document lists the criteria used.

You will be provided with a final list of voting places and the coordinates for the sites by 6 September.

### ***Next steps***

Should your party wish to provide feedback, please do so through **one central point of contact who can speak on behalf of the party**. This will help ensure that each party has oversight of feedback that is being given for the party and means we can work through any comments in an efficient way.

All feedback should be emailed to [REDACTED]@elections.govt.nz with the subject heading "Voting Places, Attn: Director, Voting Services" before the close of business on **Monday 17 July**. Please do not go directly to an Electorate Manager with your feedback.

We will carefully consider your feedback and act in response to it where possible.

As mentioned above, after final checks in August, confirmed advance and Election Day voting places will be released publicly via [www.vote.nz](http://www.vote.nz) on 6 September. This information will also be available from our call centre and will be included in the EasyVote information packs sent to all enrolled voters.

Nāku noa, nā

Anusha

**Anusha Guler** (she/her)

**Deputy Chief Executive Operations | Electoral Commission** | Te Kaitiaki Take Kōwhiri

PO Box 3220 | Level 10, 34 – 42 Manners Street | Wellington | 6140

| Mobile [REDACTED] | Fax [REDACTED] | <http://www.elections.org.nz>



**From:** [Martin Rodgers](#)  
**To:** [Kristina Temel](#)  
**Subject:** FW: Te Pae Herenga o Tāmaki - Election 2023 - Polling Booths  
**Date:** Thursday, 4 May 2023 4:15:13 pm

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FYI – the orgs that I would like to discuss with you in the meeting invitation I sent. Martin

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**From:** Shane Whitfield <[REDACTED]@elections.govt.nz>

**Sent:** Thursday, May 4, 2023 4:09 PM

**To:** Martin Rodgers <[REDACTED]@elections.govt.nz>

**Subject:** FW: Te Pae Herenga o Tāmaki - Election 2023 - Polling Booths

Kia Ora – not sure how much visibility you and/or Jeremy have had over this work, it seems there would be an opportunity to extend this across the whole North Island. What do you think?

Shane

---

**From:** Sonitha [REDACTED] <[REDACTED]@elections.govt.nz>

**Sent:** Wednesday, May 3, 2023 9:58 AM

**To:** Shane Whitfield <[Shane.Whitfield@elections.govt.nz](mailto:Shane.Whitfield@elections.govt.nz)>

**Subject:** FW: Te Pae Herenga o Tāmaki - Election 2023 - Polling Booths

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**From:** Erin [REDACTED] <[REDACTED]@elections.govt.nz>

**Sent:** Wednesday, May 3, 2023 8:32 AM

**To:** Sonitha [REDACTED] <[REDACTED]@elections.govt.nz>

**Subject:** FW: Te Pae Herenga o Tāmaki - Election 2023 - Polling Booths

Kia ora Sonitha,

This is the partnership I was talking to you about.

1 Collective for Tamaki Makaurau but Chair Jaqui holds 17 collectives covering 89% of Maori organisations in the North Island

Cheers

Erin

---

**From:** Lance Norman <[REDACTED]@gmail.com>

**Sent:** Sunday, April 23, 2023 5:50 PM

**To:** Erin [REDACTED] <[REDACTED]@elections.govt.nz>

**Cc:** Kate Sewell <[REDACTED]@elections.govt.nz>; Nancy [REDACTED] <[REDACTED]@elections.govt.nz>; Hone Matthews <[REDACTED]@elections.govt.nz>;

Jacqui Harema [REDACTED] <[REDACTED]@waiwhanau.com>; Danielle [REDACTED] <[REDACTED]@waiwhanau.com>; [REDACTED] <[REDACTED]@waiwhanau.com>; Natasha Kemp

[REDACTED] <[REDACTED]@manurewamarae.co.nz>; [REDACTED] <[REDACTED]@manurewamarae.co.nz>; John Tamihere

<[REDACTED]@waiwhanau.com>; Awerangi [REDACTED] <[REDACTED]@waiwhanau.com>; Maria [REDACTED] <[REDACTED]@waiwhanau.com>;

Maria Te Whiu <[REDACTED]@waiwhanau.com>; Tarsha [REDACTED]

[REDACTED] <[REDACTED]@waiwhanau.com>

**Subject:** Te Pae Herenga o Tāmaki - Election 2023 - Polling Booths

**Electoral Commission Cyber Security Warning:** This email originated from outside of the Commission. Please take extra care when clicking links or opening attachments. When in doubt, contact the IT Service Desk.

Kia Ora Erin,

We propose 14 sites as listed below:

Te Pae Herenga o Tāmaki providers:

**(1) Te Rūnanga o Ngāti Whātua** - 1 & 3-5 Rendall Place, Auckland.

**(2) Te Puna Hauora o Te Raki Paewhenua** - 58 Akoranga Drive, Northcote, Auckland.



- (3) **Te Whānau o Waipareira** - Ground Floor, 6/8 Pioneer Street, Henderson, Auckland.  
(4) **Ruapotaka Marae** - 106 Line Road, Glen Innes, Auckland.  
(5) **Manukau Urban Māori Authority / Nga Whare Waatea Marae** - 31 Calthorp Close, Favona, Auckland.  
(6) **Manurewa Marae** - 81 Finlayson Avenue, Clendon Park, Manukau City.  
(7) **Papakura Marae** - 29 Hunua Road, Auckland.  
(8) **Huakina Development Trust** - 15/17 Roulston Street, Pukekohe.  
(9) **Hoani Waititi Marae** - 451 West Coast Road, Oratia, Auckland.  
(10) **Te Kaha O Te Rangatahi** - 2b Jellicoe Road, Manurewa, Auckland.  
(11) **Mobile Collection Van - Te Whānau o Waipareira** - West Auckland.  
(12) **Mobile Collection Van - Manurewa Marae** - South Auckland.

Other Sites:

- (13) **Te Mahurehure Cultural Marae** - 65/73 Premier Avenue, Point Chevalier, Auckland.  
(14) **Orakei Marae** - 59B Kitemoana Street, Orakei, Auckland.

Danielle and Renee are the Relationship Managers for Te Pae Herenga o Tāmaki partners. Jacqui is the Chair of Te Pae Herenga o Tāmaki.

Renee is planning on sending information out to the partners in the coming week. She will coordinate site visits with the Partners and your team over the next few weeks.

Maria Halligan supports the organisations with funding proposals. Both Maria and myself will connect with you regarding budgets and timing etc. I will ring you this week to coordinate.

Any queries, please contact me.

Ngā Mihi

**Lance Norman**

M + [REDACTED]

On Thu, 6 Apr 2023 at 11:42, Erin [REDACTED] [REDACTED] <[REDACTED]@elections.govt.nz> wrote:

Kia ora Lance,

Thank you for sharing our resources and documenting our minutes. I am looking forward to working with you and the collective

I have spoken to the team here at the commission and we agree that what has been proposed will be achievable and we would like to progress with next steps:

1. Site Inspections for fixed locations and an agreement of opening days and hours for advanced voting and Election Day
2. Discuss and create a shared calendar for:
  - a. Mobile / Pop up units for advance voting
  - b. Enrolment / Education opportunities leading up to GE 2023 e.g., Whanau days.
3. Recruitment plan for staff working in Voting Places
4. Develop a training schedule for Takeaway votes and Voting staff.
5. Organise a wananga two weeks after the Election to review the service provided to our community.

As discussed, we would also like to understand any funding requirements.

Nga mihi

Erin

---

**From:** Lance Norman <[REDACTED]@gmail.com>

**Sent:** Monday, April 3, 2023 6:15 PM

**To:** Erin [REDACTED] <[REDACTED]@elections.govt.nz>; Kate Sewell <Kate.Sewell@elections.govt.nz>; Nancy [REDACTED] <[REDACTED]@elections.govt.nz>; Hone Matthews [REDACTED]@elections.govt.nz>  
**Cc:** Jacqui [REDACTED] <[REDACTED]@waiwhanau.com>; Danielle [REDACTED] <[REDACTED]@waiwhanau.com>; [REDACTED] <[REDACTED]@waiwhanau.com>; Natasha Kemp <[REDACTED]@manurewamarae.co.nz>; [REDACTED] <[REDACTED]@manurewamarae.co.nz>; John Tamihere [REDACTED] <[REDACTED]@waiwhanau.com>; Maria [REDACTED] <[REDACTED]@waiwhanau.com>; Tarsha [REDACTED] <[REDACTED]@waiwhanau.com>  
**Subject:** Māori Electoral Option - Digital Assets

**Electoral Commission Cyber Security Warning:** This email originated from outside of the Commission. Please take extra care when clicking links or opening attachments. When in doubt, contact the IT Service Desk.

Kia ora Erin and Team,

Thank you for meeting with Te Pae Herenga o Tāmaki, Te Whānau o Waipareira and Manurewa Marae today and also for the below digital resources. We will distribute to our partners.

Please find attached:

- Te Pae Herenga o Tāmaki - Tāmaki 10,000 - Overview of the Collective (and examples of mahi we have done).
- Te Pae Herenga o Tāmaki presentation to the Electoral Commission - April 2023 (example of mahi we are doing in health).

The first presentation includes our collective Education Strategy and the second presentation includes our collective Health Strategy. The mahi we all did over the Covid-19 response is an excellent example of how we worked with Māori communities across Tāmaki (and Aotearoa).

Our key actions from the meeting:

- 1) Te Pae Herenga o Tāmaki Partners to be registered as Polling Booths for the October 2023 General Election. The eight organisations included in the presentations, plus we will have others to add for example, Hoani Waititi Marae, Te Kaha O Te Rangatahi.
- 2) Te Pae Herenga o Tāmaki Partners to also be registered as mobile Polling Booths for the October 2023 General Election. This is to allow our vehicles / tents etc to be set up at Parks, Community Centres, Kōhanga Reo, Kura Kaupapa Māori to improve access for Whānau.
- 3) All our Māori Partners to have their respective polling booths open for the two weeks leading into the Election (inclusive of Election Day).
- 4) The ability for our respective staff to pick up completed votes and deliver to approved Polling Booths to improve access for Whānau.
- 5) Funding and training for our respective staff to manage the polling booths.
- 6) Using your baseline digital information and dissemination through our social media networks.

As discussed, Te Pae Herenga o Tāmaki Partners will:

- 1) Ensure there are at least 2 Te Reo Māori speakers at all our Polling Booths.
- 2) Run Rangatahi specific events to encourage young voters to register and vote.
- 3) Run Kuia and Kaumatua friendly events to encourage older voters to register and vote.
- 4) Use our various Te Pae Herenga o Tāmaki and Partners social media platforms to encourage Māori to register and vote.

If I have missed anything, please add.

Ngā Mihi

Lance Norman

M [REDACTED]

**From:** Erin [REDACTED] <[REDACTED]@elections.govt.nz>

**Sent:** Monday, 3 April 2023 5:01 PM

**To:** Lance Norman <[REDACTED]@waiwhanau.com>

**Subject:** Māori Electoral Option digital assets

**Kia ora Lance,**

With the **Māori Electoral Option (MEO) – Te Kōwhiringa Pōti Māori** campaign having now begun, please see below for our digital assets.

**Website – Information on Vote.nz about the MEO**

- [About the Māori Electoral Option](#)

**Video - He Mana Tō Te Kōwhiri – Your Choice has Mana** (*Key information about the MEO*)

- [Video in English](#)
- [Video in Te Reo Māori](#)

**Brochures**

- [Māori Electoral Option brochure - Te Reo Māori & English](#)
- [Māori Electoral Option poster - A3](#)
- [Māori Electoral Option poster - A4](#)

**New Zealand Sign Language Videos / Accessible formats**

- [What is the Māori Electoral Option?](#)
- [Māori Electoral Option: How to make your choice](#)
- [Māori Electoral Option: What's changed?](#)
- [Māori Electoral Option: Current Māori and General electorates](#)
- [Māori Electoral Option Info - Other accessible formats](#)

If you have any questions about any of these resources, or would like any support in delivering messaging around the **Māori Electoral Option – Te Kōwhiringa Pōti Māori**, please feel free to contact us to arrange this.

**Ngā mihi,**

Erin



**From:** [Hilda](#)  
**To:** [Natasha Kemp](#); [Angel Vargas](#)  
**Cc:** [Lola](#); [Cardena](#)  
**Subject:** Re: Manurewa Marae - Use of Facilities as an Advance and Election Day Voting Place  
**Date:** Sunday, 30 April 2023 7:07:42 am  
**Attachments:** [image001.png](#)  
[image001.png](#)

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Ka pai happy to hui about this with you Angela. Cardena can you see if I have any free time in the dates below.

Aku mihi

Hilda

Sent from my iPhone

On 29/04/2023, at 6:19 PM, Natasha Kemp  
<[\[REDACTED\]](#)@manurewamarae.co.nz> wrote:

I'll leave this for Hilda

Get [Outlook for iOS](#)

---

**From:** Lola [\[REDACTED\]](#) <[\[REDACTED\]](#)@manurewamarae.co.nz>  
**Sent:** Saturday, April 29, 2023 6:17:52 PM  
**To:** Natasha Kemp <[\[REDACTED\]](#)@manurewamarae.co.nz>; Hilda [\[REDACTED\]](#) <[\[REDACTED\]](#)@manurewamarae.co.nz>  
**Subject:** Fwd: Manurewa Marae - Use of Facilities as an Advance and Election Day Voting Place  
For your information

Ngā mihi.

---

**From:** Angel Vargas <[\[REDACTED\]](#)@elections.govt.nz>  
**Sent:** Saturday, April 29, 2023 3:41 PM  
**To:** Lola [\[REDACTED\]](#) <[\[REDACTED\]](#)@manurewamarae.co.nz>  
**Subject:** Manurewa Marae - Use of Facilities as an Advance and Election Day Voting Place  
Kia ora  
I am the Electorate Manager looking after Manurewa and Tamaki Makaurau Electorates. Your contact details were forwarded to me by Georgia Tatana.  
I would like to set-up a meeting to discuss the details of using the Marae as a Voting Place for 2023 General Election. There is also a site assessment that I would need to complete, a procedure required by the Electoral Commission prior to confirming the use of a venue as a voting place.  
I am available anytime after 12:30pm on Thursday (3rd May) or Friday (4<sup>th</sup> May).

Let me know the date and time that suits you best.

Thank you and I look forward to meeting you.

Ngā mihi

Angelica Tuyay Vargas | Electorate Manager – Manurewa & Tamaki Makaurau  
Electoral Commission | Te Kaitiaki Take Kōwhiri

Phone [REDACTED]

[vote.nz](https://www.vote.nz) | [elections.nz](https://www.elections.nz)



<https://www.elections.nz/jobs/>

**From:** Angel [REDACTED]  
**To:** "Hilda" [REDACTED]  
**Cc:** "Natasha Kemp"  
**Subject:** RE: Manurewa Marae - Use of Facilities as an Advance and Election Day Voting Place  
**Date:** Wednesday, 16 August 2023 2:10:00 pm  
**Attachments:** [image001.png](#)  
[image002.png](#)

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Kia Ora Hilda

I was at the Marae on 1<sup>st</sup> August for our meeting and saw Cardena by chance as she was leaving. She explained to me where the recommended alternative voting space is located.

As we get nearer to the election period, there are details that would have to be discussed further. I will send you a separate email on items that needs confirmation.

One of the more pressing matter that I would like to check is whether you know of a few people who are keen to work at the Marae as part of my voting team (team of 3 or 4 staff).

Also, if there's any other information on my earlier email dated 26/05/2023 that you want to revisit, please let me know.

Ngā mihi

Angelica Tuyay Vargas | Electorate Manager – Manurewa & Tamaki Makaurau Electorates

Electoral Commission | Te Kaitiaki Take Kōwhiri

Phone [REDACTED] [vote.nz](#) | [elections.nz](#)



<https://www.elections.nz/jobs/>

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**From:** Hilda [REDACTED] <[REDACTED]@manurewamarae.co.nz>

**Sent:** Monday, August 14, 2023 10:29 AM

**To:** Angel Vargas <[REDACTED]@elections.govt.nz>

**Cc:** Natasha Kemp <[REDACTED]@manurewamarae.co.nz>

**Subject:** RE: Manurewa Marae - Use of Facilities as an Advance and Election Day Voting Place

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Kia Ora Angel,

Not sure if you received an email from me regarding the marae and the new area we have planned to have the election booth. Would really love to catch up around this.

Aku mihi

Hilda [REDACTED]

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**From:** Angel Vargas <[REDACTED]@elections.govt.nz>

**Sent:** Tuesday, August 1, 2023 8:43 AM

**To:** Hilda [REDACTED] <[REDACTED]@manurewamarae.co.nz>

**Subject:** RE: Manurewa Marae - Use of Facilities as an Advance and Election Day Voting Place

Kia Ora Hilda

See you later at 1:30pm at the Manurewa Marae.

Ngā mihi

Angelica Tuyay Vargas | Electorate Manager – Manurewa & Tamaki Makaurau Electorates

Electoral Commission | Te Kaitiaki Take Kōwhiri

Phone [REDACTED] [vote.nz](#) | [elections.nz](#)



<https://www.elections.nz/jobs/>

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**From:** Angel Vargas

**Sent:** Friday, July 28, 2023 3:22 PM

**To:** 'Hilda' [REDACTED] <[REDACTED]@manurewamarae.co.nz>; 'Natasha Kemp' <[REDACTED]@manurewamarae.co.nz>

**Subject:** RE: Manurewa Marae - Use of Facilities as an Advance and Election Day Voting Place

Kia Ora Hilda

Just wanted to follow up if we are confirmed to meet-up on Tuesday, 1<sup>st</sup> August, at 1:30pm.



Ngā mihi

Angelica Tuyay Vargas | Electorate Manager – Manurewa & Tamaki Makaurau Electorates  
Electoral Commission | Te Kaitiaki Take Kōwhiri  
Phone [REDACTED] [vote.nz](https://www.elections.nz) | [elections.nz](https://www.elections.nz)



<https://www.elections.nz/jobs/>

**From:** Angel Vargas

**Sent:** Wednesday, July 26, 2023 2:30 PM

**To:** Hilda [REDACTED] <[REDACTED]@manurewamarae.co.nz>; Natasha Kemp <[REDACTED]@manurewamarae.co.nz>

**Subject:** RE: Manurewa Marae - Use of Facilities as an Advance and Election Day Voting Place

Kia Ora Hilda

I was thinking of 1:30pm and yes, it will be good to go through the questions again.

Ngā mihi

Angelica Tuyay Vargas | Electorate Manager – Manurewa & Tamaki Makaurau Electorates  
Electoral Commission | Te Kaitiaki Take Kōwhiri  
Phone [REDACTED] [vote.nz](https://www.elections.nz) | [elections.nz](https://www.elections.nz)



<https://www.elections.nz/jobs/>

**From:** Hilda [REDACTED] <[REDACTED]@manurewamarae.co.nz>

**Sent:** Wednesday, July 26, 2023 1:01 PM

**To:** Angel Vargas [REDACTED] <[REDACTED]@elections.govt.nz>; Natasha Kemp <[REDACTED]@manurewamarae.co.nz>

**Subject:** RE: Manurewa Marae - Use of Facilities as an Advance and Election Day Voting Place

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Kia Ora Angel,

Tuesday next week should be fine. What time suits you??

Be good to go through all the questions again.

Aku mihi

Hilda [REDACTED]

**From:** Angel Vargas <[REDACTED]@elections.govt.nz>

**Sent:** Wednesday, July 26, 2023 12:50 PM

**To:** Natasha Kemp <[REDACTED]@manurewamarae.co.nz>; Hilda [REDACTED] <[REDACTED]@manurewamarae.co.nz>

**Subject:** RE: Manurewa Marae - Use of Facilities as an Advance and Election Day Voting Place

Kia Ora Hilda and Natasha

Thanks for letting me know.

Would it be possible to meet up next week so I can view the alternative voting space?

We could also discuss other details such as use of Maori wardens during late night voting periods and whether there's an available small room for overnight storage. I have mentioned these to Cardena at my last visit.

I am available to meet up anytime on Tuesday, 1<sup>st</sup> August.

Ngā mihi

Angelica Tuyay Vargas | Electorate Manager – Manurewa & Tamaki Makaurau Electorates  
Electoral Commission | Te Kaitiaki Take Kōwhiri  
Phone [REDACTED] [vote.nz](https://www.elections.nz) | [elections.nz](https://www.elections.nz)



<https://www.elections.nz/jobs/>

**From:** Natasha Kemp <[REDACTED]@manurewamarae.co.nz>

**Sent:** Wednesday, July 26, 2023 9:58 AM

**To:** Hilda [REDACTED] <[REDACTED]@manurewamarae.co.nz>; Angel Vargas <[REDACTED]@elections.govt.nz>

**Subject:** RE: Manurewa Marae - Use of Facilities as an Advance and Election Day Voting Place

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Kiaora Angel,

We have another where for use of the election booth at our Puna.

Nga Mihi,



**From:** Hilda [REDACTED] <[REDACTED]@manurewamarae.co.nz>

**Sent:** Wednesday, 26 July 2023 9:44 AM

**To:** Angel Vargas [REDACTED] <[REDACTED]@elections.govt.nz>

**Cc:** Natasha Kemp <[REDACTED]@manurewamarae.co.nz>

**Subject:** RE: Manurewa Marae - Use of Facilities as an Advance and Election Day Voting Place

Kia Ora Angel,

I would like to inform you that as of the 20<sup>th</sup> Aug 2023 the marae would be closed down due to rebuilding some of the structures of Maraei This will be a 6month project so we would love to catch up with you around what the electoral booths may look like here on our marae come October.

Aku mihi

Hilda [REDACTED]

---

**From:** Angel Vargas <[REDACTED]@elections.govt.nz>

**Sent:** Tuesday, June 6, 2023 4:43 PM

**To:** Hilda [REDACTED] <[REDACTED]@manurewamarae.co.nz>

**Cc:** Natasha Kemp <natashak@manurewamarae.co.nz>

**Subject:** RE: Manurewa Marae - Use of Facilities as an Advance and Election Day Voting Place

Thanks Hilda

If there's any other detail on my earlier email to Cardena that you want to discuss further, please let me know.

I look forward to receiving the names for the Maori wardens.

Ngā mihi

Angelica Tuyay Vargas | Electorate Manager – Manurewa & Tamaki Makaurau Electorates

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<https://www.elections.nz/jobs/>

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**From:** Hilda [REDACTED] <[REDACTED]@manurewamarae.co.nz>

**Sent:** Tuesday, June 6, 2023 12:33 PM

**To:** Angel Vargas <[REDACTED]@elections.govt.nz>

**Cc:** Natasha Kemp <natashak@manurewamarae.co.nz>

**Subject:** Re: Manurewa Marae - Use of Facilities as an Advance and Election Day Voting Place

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Hourly rate for wardens would be a minimum of \$25 per hour

Sent from my iPhone

On 6/06/2023, at 12:21 PM, Hilda [REDACTED] <[REDACTED]@manurewamarae.co.nz> wrote:

Kia Ora

Yes we can provide māori wardens, I will follow up with names and send these through to you.

Aku mihi

Hilda [REDACTED]

Sent from my iPhone

On 6/06/2023, at 12:08 PM, Cardena [REDACTED] <[REDACTED]@manurewamarae.co.nz> wrote:

Kia Ora Angel,

Apologies for the delay in response, I have included our CEO Takutai Kemp and our operations manager Hilda [REDACTED] into the email, as explained when you came through I was just showing you around in their absence as they were called out of Auckland at the time. Takutai and Hilda will be able to pick things up from here as we move closer to the election dates.

Nga Mihi,

Cardena

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**From:** Angel Vargas <[REDACTED]@elections.govt.nz>

**Sent:** Friday, May 26, 2023 3:07 PM

**To:** Cardena [REDACTED] <[REDACTED]@manurewamarae.co.nz>

**Subject:** Manurewa Marae - Use of Facilities as an Advance and Election Day Voting Place

Kia Ora Cardena

Thank you for giving me the opportunity to view the marae on 17<sup>th</sup> May to assess it as an advance and election day voting place. See my notes below:

1. As discussed, below are our proposed dates and opening hours.

Days	Opening Hours
Mon 2 <sup>nd</sup> to Fri 6 <sup>th</sup> October	10:00am to 4:00pm
Sat 7 <sup>th</sup> October	10:00am to 3:00pm
Sun 8 <sup>th</sup> October	Closed
Mon 9 <sup>th</sup> to Wed 11 <sup>th</sup> October	10:00am to 4:00pm
Thurs 12 <sup>th</sup> October	10:00am to 7:00pm
Fri 13 <sup>th</sup> October	10:00am to 4:00pm
Election Day - 14 <sup>th</sup> October	9:00am to 7:00pm

2. During **advance voting**, the Voting Team will be on site 30min before opening and closing times. The only exception will be Monday 2<sup>nd</sup> October when they will have to set-up for the first time. I will let the Voting Place Manager discuss the timing directly with you.

For **election day**, the Voting Team will be on site until preliminary count is finished and the key materials are packed ready for transport to Electorate Headquarters. Finish time can be anywhere from 9:30pm until late.

3. It would be great if the Maori Wardens can provide security during late nights and on election day. Kindly send me details regarding arrangements and hourly rates so I can get approval from my Regional Manager.

4. There is a lockable room at the voting space that we can use for overnight storage of key voting materials. Only two people have keys to the room – Office Manager (Lola) and the Finance Manager.

5. The Voting Place Manager, once appointed, will discuss the details with you nearer to the date.

6. If you can recommend and send me the names of people who are interested to work at the marae (or at other locations), that will be great. There will be an interview for the manager and a short assessment for the other roles. If successful and they are available, they can also be employed for post-election activities at HQ.

Attached is our recruitment flyer to register interest to work and would appreciate if you can distribute it to your staff and their family/friends who might be interested (16+ can work with us). Recruitment for these roles will be available at the start of July.

Again, thank you for your time.

Ngā mihi

Angelica Tuyay Vargas | Electorate Manager – Manurewa & Tamaki Makaurau



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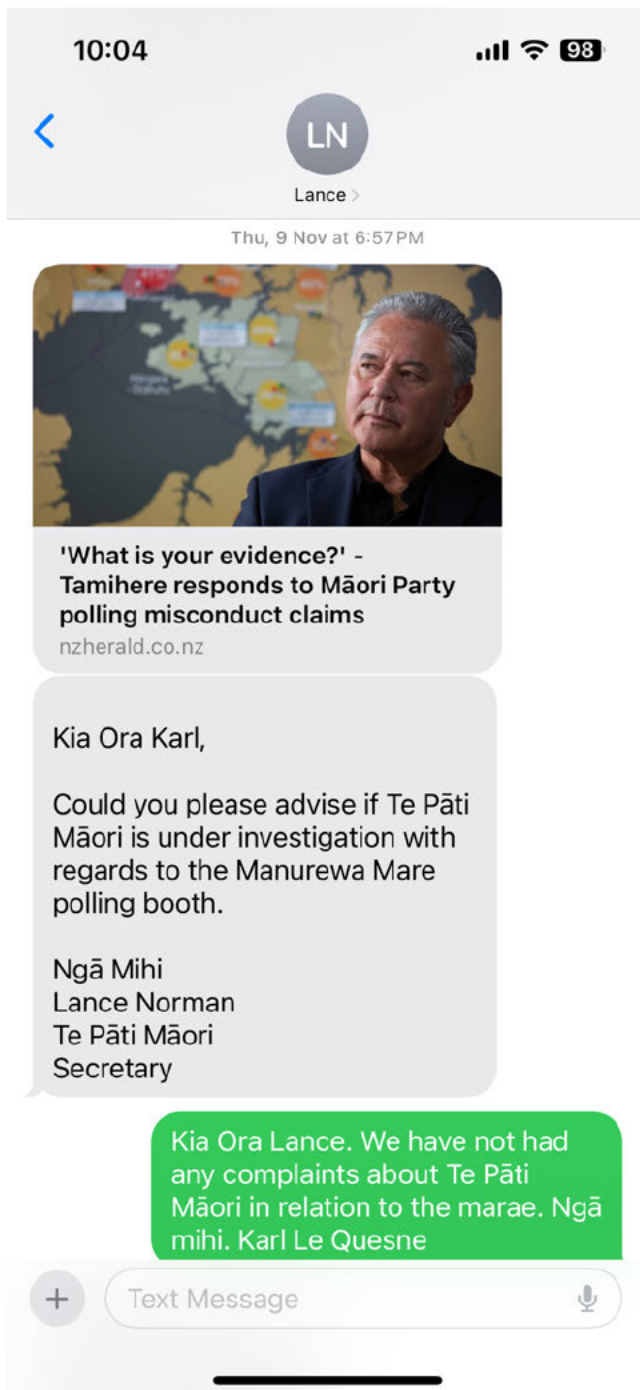
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<image001.png>

<https://www.elections.nz/jobs/>

**From:** [Karl Le Quesne](#)  
**To:** [Kristina Temel](#); [Clare Pasley](#); [Natalie](#) [REDACTED]  
**Subject:** Txt  
**Date:** Thursday, 6 June 2024 10:05:48 am  
**Attachments:** [Image.png](#)

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