

Meeting between Manurewa Marae and Electoral Commission

Tuesday 28th February 2023 – Manurewa marae

Participants – Electoral Commission:

Erin [REDACTED] – Senior Advisor, Strategic Engagement & Partnerships, Auckland

Georgia [REDACTED] – Regional Advisor, Auckland South

Participants – Manurewa marae

Hilda [REDACTED] -Tumu Whakarae

Tekou [REDACTED] – Rangatahi Kaiarahi

Meeting purpose

This meeting was arranged to follow on from the meeting that was had on January 27th. 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.

Proceedings

These were the informal discussions had at this meeting

- A space for Community Engagement
- A space for the full voting period (02nd October up and including the 14th October)
- Manurewa Marae sharing your event calendar and EC sharing key dates and time-frames.
- 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
- 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)
- 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.
- If the Manurewa Marae can share key messages around Maori Electoral Option (01ST April – 14TH July) and also enrolling to vote.

Conclusion

Tekou and Hilda were going to take these discussions to their leadership and come back to the Electoral Commission on next steps.

Meeting between Manurewa marae and Electoral Commission

Tuesday 14th March – Manurewa marae

Participants – Electoral Commission:

Martin Rodgers – Director, Voting Services

Erin [REDACTED] – Senior Advisor, Strategic Engagement & Partnerships, Auckland

Jeremy [REDACTED] – Regional Manager, Auckland South

Georgia [REDACTED] – Regional Advisor, Auckland South

Kim [REDACTED] – Regional Advisor, Auckland South

Participants – Manurewa marae

Natasha Kemp – CEO Manurewa marae

Others?

Meeting purpose

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.

Proceedings

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.

Topics included:

- Obtaining approval for Manurewa marae's executive
- **Any conflict of interest between the marae's CEO (standing as a candidate for the Māori Party) and the Electoral Commission's operating guidelines**
- **The marae's perceived connection with the Māori Party**
- The role of tikanga at a voting place
- 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
- Possible involvement of Te Pae Herenga o Tamaki marae and other marae around the country as voting places

Conclusion

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**

Meeting between Te Pae Herenga o Tāmaki Collective and Electoral Commission

Tuesday 3rd April 2023 – Waipereira Pioneer Street, Henderson

Participants – Electoral Commission:

Erin [REDACTED] – Senior Advisor, Strategic Engagement & Partnerships, Auckland

Georgia [REDACTED] – Regional Advisor, Auckland South

Kate [REDACTED] – Community Engagement Manager Northern

Hone Matthews – Chief Advisor Māori

Participants – Te Pae Herenga Collective

Lance [REDACTED]

Maria [REDACTED]

Renee [REDACTED]

Tarsha [REDACTED]

Jaqui [REDACTED]

Tarsh Takutai-Kemp

Hilda [REDACTED]

Meeting purpose

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 14th 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.

Proceedings

This meeting began with Whanaungatanga, and then Lance [REDACTED] 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.

Following that we had a discussion around what a partnership between the Collective and The Electoral Commission could look like, some of the key action points:-

- Te Pae Herenga o Tāmaki Partners to be registered as Voting Places for the October 2023 General Election. The eight organisations included in the presentations, plus they will have others to add for example, Hoani Waititi Marae, Te Kaha O Te Rangatahi.
- Te Pae Herenga o Tāmaki Partners to also be registered as mobile Voting Booths for the October 2023 General Election. This is to allow their vehicles / tents etc to be set up at Parks, Community Centres, Kōhanga Reo, Kura Kaupapa Māori to improve access for Whānau.

- All their Māori Partners to have their respective voting places open for the two weeks leading into the Election (inclusive of Election Day).
- The ability for their respective staff to pick up completed votes and deliver to approved voting places to improve access for Whānau.
- Funding and training for our respective staff to manage the voting places.
- Using the Electoral Commission baseline digital information and dissemination through their social media networks.

Te Pae Herenga o Tāmaki Partners will:

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

Conclusion

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)

Meeting between Te Pae Herenga o Tāmaki Collective and Electoral Commission

Tuesday 16th May 2023 – Teams online

Participants – Electoral Commission:

Erin [REDACTED] – Senior Advisor, Strategic Engagement & Partnerships, Auckland

Georgia [REDACTED] – Regional Advisor, Auckland South

Kate [REDACTED] – Community Engagement Manager Northern

Participants – Te Pae Herenga Collective

Lance [REDACTED]

Maria [REDACTED]

Meeting purpose

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

- (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 our team over the next few weeks.

Maria [REDACTED] supports the organisations with funding proposals. Both Maria and Lance will connect with the team regarding budgets and timing.

The meeting on the 16th May was to discuss:-

A MOU that needs to be agreed and in place prior to operational aspects of setting up voting places.

MOU

To develop a MOU to capture key goals and conditions relating to the relationship between EC and the Collective:

- Identify a key contact person within the Collective – Maria/Jackie
- The EC to be represented by Martin Rodgers and Shane Whitfield
- Ensure political neutrality
- Ensure there are no incentives/inducements to encourage voter turnout
- Ensure there are clear guidelines regarding political party regalia – to cover both advance voting and ED
- Gain clarity about funding of sites to be used as VPs
- Expand initiative to other sites in the North Island?

Voting place management

Voting Services to take responsibilities for:

- VP assessments of all agreed sites (Electorate Manager)
- Recruitment - actively engage with marae personnel to recruit staff to work in the VP. To ensure political neutrality (Electorate Manager)
- Appoint VP staff in conjunction with marae (Electorate Manager)
- Training
 - o To be conducted at a designated marae for all sites identified within the Collective (Electorate Manager)
 - o Training resources required from NO to support Te Reo initiatives

Proceedings

Erin advised the need for an MOU moving forward and the next step was to organise a Wananga between Martin/Shane for the Electoral Commission and the same level leadership for Te Pae Herenga to discuss and agree on a MOU.

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

Conclusion

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.

Meeting between Manurewa Marae and Electoral Commission

Wednesday 17th May 2023 – Manurewa Marae

Participant – Electoral Commission:

Angelica [REDACTED] – Electorate Manager, Manurewa & Tamaki Makaurau Electorates

Participant – Manurewa Marae

Cardena [REDACTED] – Administration Staff

Meeting purpose

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 Maori Wardens, secure storage of key voting materials and next steps.

Meeting Notes

Email sent from Angel [REDACTED] on 26th May to document discussion, see notes below:

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

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

Conclusion

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.

Meeting between Manurewa Marae and Electoral Commission

Tuesday 1st August 2023 – Manurewa Marae

Participant – Electoral Commission:

Angelica [REDACTED] – Electorate Manager, Manurewa & Tamaki Makaurau Electorates

Participant – Manurewa Marae

Cardena [REDACTED] – Administration Staff
(originally scheduled with Hilda [REDACTED] - Tumu Whakarae but was not available on the day)

Meeting purpose

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.

Meeting Notes

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.

Conclusion

Initial check found the space to be suitable for advance and election day voting. A meeting still had to be arranged with Hilda Peters to discuss other important issues regarding the marae as a voting place.

Meeting between Te Pae Herenga o Tāmaki Collective and Electoral Commission

Tuesday 3rd April 2023 – Waipereira Pioneer Street, Henderson

Participants – Electoral Commission:

Erin [REDACTED] – Senior Advisor, Strategic Engagement & Partnerships, Auckland

Georgia [REDACTED] – Regional Advisor, Auckland South

Kate [REDACTED] – Community Engagement Manager Northern

Participants – Te Pae Herenga Collective

Lance [REDACTED]

Maria [REDACTED]

Dan [REDACTED]

Meeting purpose

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 Waipereira and Te Pae Herenga Collective

Proceedings

An assumption was made by the collective that all voting places that were proposed were confirmed to use as voting places for this years 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.

Conclusion

Georgia advised that all voting places needed to be assessed and confirmed by the 22nd 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 I 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).

Meeting between Manurewa Marae and Electoral Commission

Wednesday 30th August 2023 – Manurewa Marae

Participant – Electoral Commission:

Angelica [REDACTED] – Electorate Manager, Manurewa & Tamaki Makaurau Electorates

Participant – Manurewa Marae

Hilda [REDACTED] - Tumu Whakarae

Meeting purpose

To discuss and resolve all outstanding issues prior to the marae being used as an advance and election day voting place.

Meeting Notes

The following action points were discussed:

1. Voting space will be cleared and ready for set-up by our voting team prior to 2nd October. Entrance and exit options were assessed to make sure that the layout did not impede flow of voters.
2. Opening hours were confirmed by Angel.
3. Hilda confirmed that Maori wardens can provide security services during the voting period and names will be provided beforehand.
4. Recruitment was discussed – Angel will send job descriptions and link to online application for kaimahi to apply (*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.*)
5. Angel explained recruitment process and confirmed upcoming training dates.
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.

Conclusion

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.

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"> • <i>Secure property for voting places significant to Māori</i> • <i>Recruit Staff who could speak Te Reo and can work in a bilingual voting place.</i> • <i>Help with community engagement to increase participation and voter turnout.</i> • <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> <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 th Feb.
28 Feb	<p>Hui at Manurewa Marae.</p> <p><u>Notes provided by Georgia ■■■</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 27th. 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"> • <i>A space for Community Engagement</i> • <i>A space for the full voting period (2nd October up and including the 14th October)</i> • <i>Manurewa Marae sharing your event calendar and EC sharing key dates and time-frames.</i> • <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> • <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> • <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> • <i>If the Manurewa Marae can share key messages around Māori Electoral Option (01ST April – 14TH July) and also enrolling to vote.</i> <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 [REDACTED] (Commission); [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED] and [REDACTED] (community advocates).</p> <p>Meeting purpose – This meeting was arranged following training for our Electorate Managers in Wellington. A session was delivered by [REDACTED] 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.</p> <p>Proceedings -</p> <ul style="list-style-type: none"> - Opened with Karakia and Whanaungatanga for those that were new to the hui. - 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) - Talked about Locations, opening hours, and staffing for these voting places. - 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 - Discussed how we can connect our Electorate Managers to our Community Advocates - Next Steps from this hui <p>Conclusion - 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. From this meeting, Georgia connected the different community advocates to the different Electorate Managers dependent on what part of Auckland they represent. 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.</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 [REDACTED], Erin [REDACTED], Jeremy [REDACTED], Georgia [REDACTED], Kim [REDACTED] (Electoral Commission); Natasha Kemp, Hilda [REDACTED], Tekou [REDACTED] (Manurewa marae).</p> <p>Meeting purpose - 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.</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"> - <i>Obtaining approval for Manurewa marae's executive</i> - <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> - <i>The marae's perceived connection with the Māori Party</i> - <i>The role of tikanga at a voting place</i> - <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> - <i>Possible involvement of Te Pae Herenga o Tamaki marae and other marae around the country as voting places</i> <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 Ange [REDACTED]:</u></p> <p><i>Participants – Angel [REDACTED] (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>Days</th><th>Opening Hours</th></tr> </thead> <tbody> <tr> <td>Mon 2nd to Fri 6th October</td><td>10:00am to 4:00pm</td></tr> <tr> <td>Sat 7th October</td><td>10:00am to 3:00pm</td></tr> <tr> <td>Sun 8th October</td><td>Closed</td></tr> <tr> <td>Mon 9th to Wed 11th October</td><td>10:00am to 4:00pm</td></tr> <tr> <td>Thurs 12th October</td><td>10:00am to 7:00pm</td></tr> <tr> <td>Fri 13th October</td><td>10:00am to 4:00pm</td></tr> <tr> <td>Election Day - 14th October</td><td>9:00am to 7:00pm</td></tr> </tbody> </table> <p>2. During advance voting, the Voting Team will be on site 30min before opening and closing times. The only exception will be Monday 2nd 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.</p>	Days	Opening Hours	Mon 2 nd to Fri 6 th October	10:00am to 4:00pm	Sat 7 th October	10:00am to 3:00pm	Sun 8 th October	Closed	Mon 9 th to Wed 11 th October	10:00am to 4:00pm	Thurs 12 th October	10:00am to 7:00pm	Fri 13 th October	10:00am to 4:00pm	Election Day - 14 th October	9:00am to 7:00pm
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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 [REDACTED] :</u></p> <p><i>Participants – Angel [REDACTED] (Commission); Cardena [REDACTED] (Manurewa)</i></p> <p><i>Meeting purpose - 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 - 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 - 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"> - Names to you regarding Kaimahi from the Marae (Hilda) - Send JD (Angel) - Send link for Kaimahi to apply (Angel) - Send names of security (Hilda) - Find a locked room in the Puna (Hilda) - 16th September is training day <p><u>Additional notes provided by Angel [REDACTED]:</u></p> <p><i>Participants – Angel [REDACTED] (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"> 1. Voting space will be cleared and ready for set-up by our voting team prior to 2nd October. Entrance and exit options were assessed to make sure that the layout did not impede flow of voters. 2. Opening hours were confirmed by Angel. 3. Hilda confirmed that Māori wardens can provide security services during the voting period and names will be provided beforehand. 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.) 5. Angel explained recruitment process and confirmed upcoming training dates. 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. <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 [REDACTED], 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	Response to [REDACTED] from Commission.
	Receive complaint from member of the public.

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"> - 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. - 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. - All our Māori Partners to have their respective polling booths open for the two weeks leading into the Election (inclusive of Election Day). - The ability for our respective staff to pick up completed votes and deliver to approved Polling Booths to improve access for Whānau. - Funding and training for our respective staff to manage the polling booths. - Using your baseline digital information and dissemination through our social media networks. <p>As discussed, Te Pae Herenga o Tāmaki Partners will:</p> <ul style="list-style-type: none"> - Ensure there are at least 2 Te Reo Māori speakers at all our Polling Booths. - Run Rangatahi specific events to encourage young voters to register and vote. - Run Kuia and Kaumatua friendly events to encourage older voters to register and vote. - Use our various Te Pae Herenga o Tāmaki and Partners social media platforms to encourage Māori to register and vote. <p><u>Additional notes provided by Georgia [REDACTED]:</u></p> <p><i>Participants - Erin [REDACTED], Georgia [REDACTED], Kate [REDACTED], Hone [REDACTED] (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 14th 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 [REDACTED] 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"> 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: <ol style="list-style-type: none"> 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.
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>(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.</p> <p><i>Other Sites:</i> (13) Te Mahurehure Cultural Marae - 65/73 Premier Avenue, Point Chevalier, Auckland. (14) Orakei Marae - 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 [REDACTED] 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"> - Identify a key contact person within the Collective – Maria/Jackie - The EC to be represented by Martin Rodgers and Shane Whitfield - Ensure political neutrality - Ensure there are no incentives/inducements to encourage voter turnout - Ensure there are clear guidelines regarding political party regalia – to cover both advance voting and ED - Gain clarity about funding of sites to be used as VPs - Expand initiative to other sites in the North Island? <p><u>Voting place management</u></p> <p>Voting Services to take responsibilities for:</p> <ul style="list-style-type: none"> - VP assessments of all agreed sites (Electorate Manager) - Recruitment - actively engage with marae personnel to recruit staff to work in the VP. To ensure political neutrality (Electorate Manager) - Appoint VP staff in conjunction with marae (Electorate Manager) - Training <ul style="list-style-type: none"> o To be conducted at a designated marae for all sites identified within the Collective (Electorate Manager) o Training resources required from NO to support Te Reo initiatives <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 22nd 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>
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25 August 2023

Manurewa Marae
81 Finlayson Avenue
Clendon Park 2103

Kia Ora

Use of Manurewa Marae as a Voting Place for the 2023 General Election

The General Election will be held on Saturday 14 October 2023, with advance voting from 2nd to 13th October.

I am writing to follow up our previous contact with you and to confirm that the Electoral Commission wishes to offer voting at a voting place based in Manurewa Marae.

I am appointing staff who will ensure that the premises are well looked after during use and that they are left in a tidy condition. The appointed Voting Place Manager will be in touch with you or your contact person to arrange the logistics of operating a voting place at your premises. This will cover off arrangements for the collection and return of keys, if required, the delivery of electoral supplies to the premises and the set-up of the premises.

The voting place will be open to the public during the following dates and times:

2 October (Monday) to 4 October (Wednesday)	10am - 4pm
5 October (Thursday) to 6 October (Friday)	10am – 7pm
7 October (Saturday)	10am – 3pm
9 October (Monday) to 11 October (Wednesday)	10am - 4pm
12 October (Thursday)	10am – 7pm
13 October (Friday)	10am - 4pm
14 October (Saturday) – Election Day	9am – 7pm

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.

Please send us the tax invoice for the use of the premises and it will be paid by direct credit to your nominated bank account.

If you have any questions relating to the use of the premises, please call me on [REDACTED].

Thank you again for your support and assistance in helping provide voting to your community.

Yours sincerely

Angelica [REDACTED]

Electorate Manager
Manurewa & Tamaki Makaurau Electorates

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:

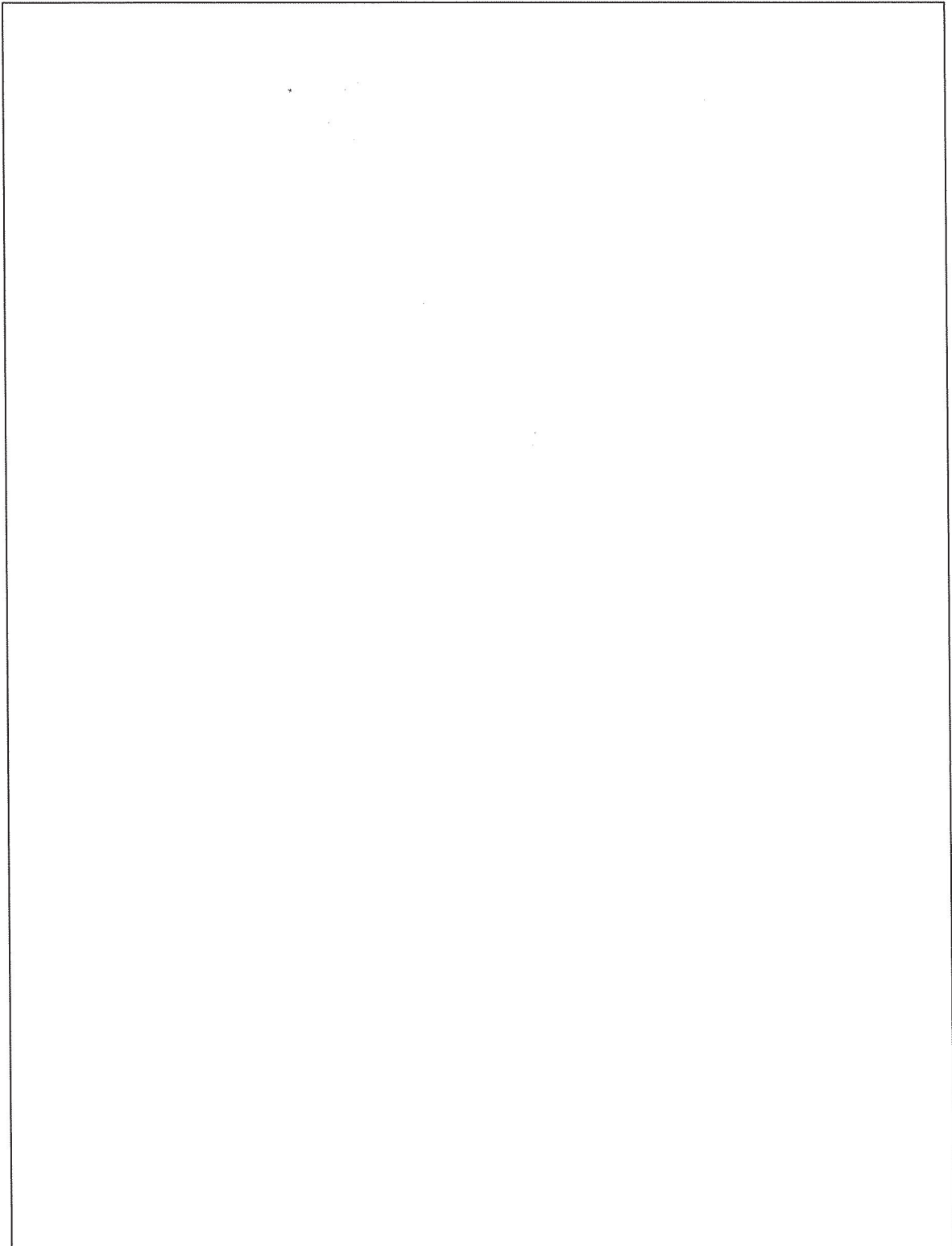
What is the availability of the site?	AV <input checked="" type="checkbox"/>	ED <input checked="" type="checkbox"/>	If yes for advance voting, describe available days / hours
Can political neutrality be confirmed?	(Yes) No	Describe any concerns: National office coordinates with the Maori Collective	
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:
Notes:		

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>

About the space:

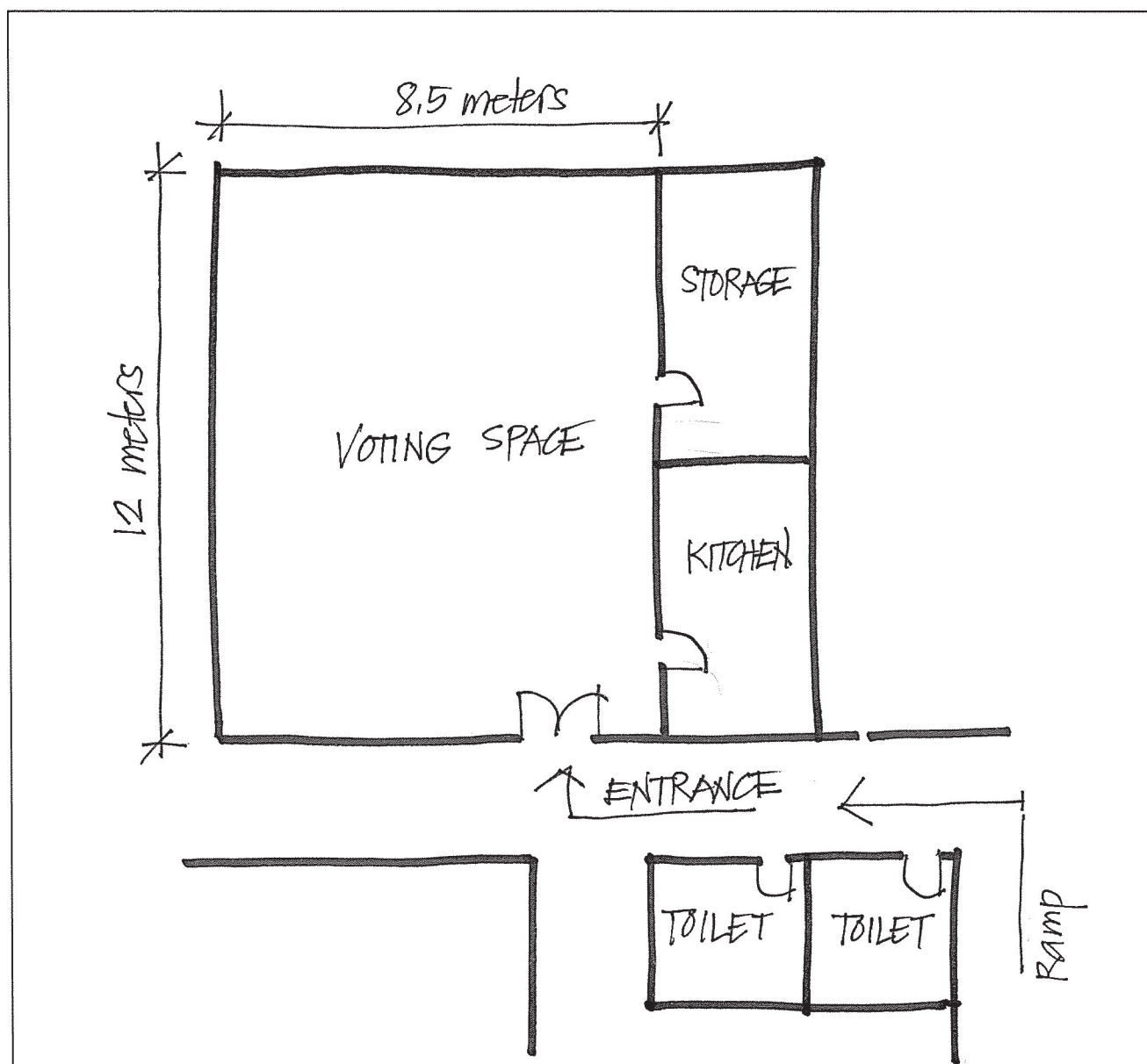
Refer to M41-VPGUIDE, pp.1-8 for more information on calculating the usable area available.

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.

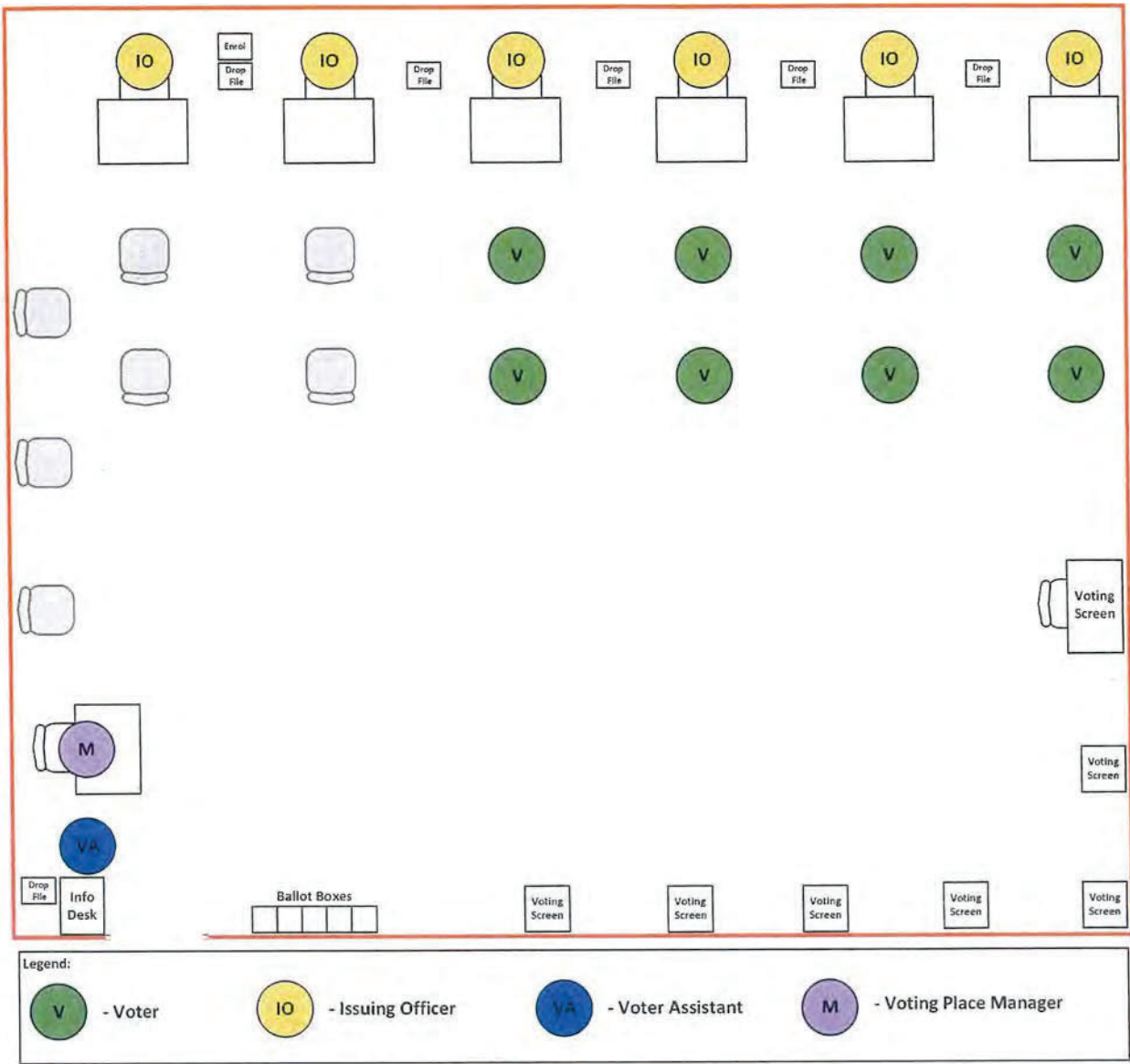
Is the following available at the voting place?	How many are available?	Notes
E128 Chairs for staff, voters and scrutineers	several	
E225 Table suitable for table-top voting	several	
E122 Tables suitable for issuing points	several	

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)	—	

Six issuing officers

10m x 12m



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	<input type="checkbox"/>	0	(You must discuss this voting place with your Regional Manager to put mitigations in place)

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	<div></div>	<input checked="" type="checkbox"/>	2	
	<div></div>	<input type="checkbox"/>	2	
	<div></div>	<input type="checkbox"/>	0	
3.2	<div></div>	<input checked="" type="checkbox"/>	2	
	<div></div>	<input type="checkbox"/>	0	
3.3	<div></div>	<input type="checkbox"/>	4	
	<div></div>	<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	<div></div>	<input checked="" type="checkbox"/>	4	
	<div></div>	<input type="checkbox"/>	2	
	<div></div>	<input type="checkbox"/>	2	
	<div></div>	<input type="checkbox"/>	0	
4.2	<div></div>	<input type="checkbox"/>	2	
	<div></div>	<input checked="" type="checkbox"/>	0	
4.3	<div></div>	<input type="checkbox"/>	2	
	<div></div>	<input checked="" type="checkbox"/>	0	
4.4.	<div></div>	<input type="checkbox"/>	1	
	<div></div>	<input checked="" type="checkbox"/>	0	

4.5	<div></div>	<input checked="" type="checkbox"/>		
	<div></div>	<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:

Hire cost:			
Contract type:	Invoice	EC initiated contract	Vendor contract
Details:			

Outcome:

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

Assessment completed by:	Angel [REDACTED]	Date: 17 May 2023
Reviewed (if required) by:		Date:

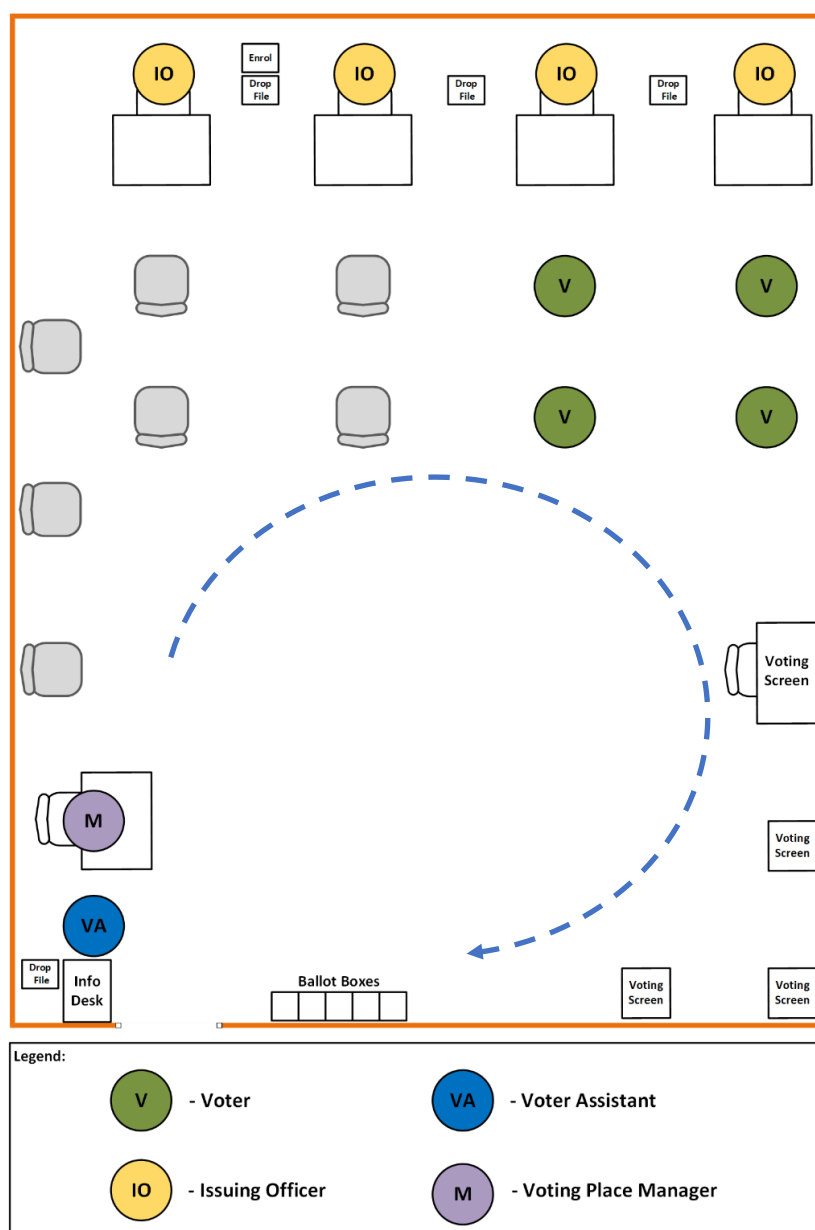
FAQ - WHAT DOES IT MEAN TO BE A VOTING PLACE?

What you can expect to see in voting places

COVID-19 remains an ongoing challenge. To help keep voters and voting place staff safe, the Electoral Commission recommends the following:

- when voting places are setup, the available space is maximised to spread out voters and staff (where possible). Limited space voting places will need to ensure adequate ventilation is available
- suitable PPE is made available.

This is an example layout of how you can expect a voting place to be set up:



CONTACT INFORMATION

Electorate Manager for [insert Electorate]: [insert First Name, Last Name]

Email: [insert email address]

Mobile: [insert mobile number]

FAQ - WHAT DOES IT MEAN TO BE A VOTING PLACE?

What does political neutrality mean?	<p>The public, and those running for an election, need to be sure that the electoral system is neutral and impartial, so they can trust the result of the election. This means campaigning, or doing anything which obstructs or influences voters, and any election advertising is prohibited:</p> <ul style="list-style-type: none"> • inside advance voting places or within 10 meters of the entrance of the building entrance or area set aside for voting ('the buffer zone') • anywhere on election day.
Can your venue host campaign and fundraising meetings at the same time?	<p>The Electoral Commission is happy for you to host both a voting place and campaign and fundraising meetings within a larger premise so long as they are held in a separate part of the building. It is important to understand:</p> <ul style="list-style-type: none"> • people attending a campaign meeting can walk through the 10 metre 'buffer zone' but shouldn't wear campaign material or make any statements within the zone • signs directing attendees to a campaign meeting cannot be displayed within the buffer zone <p>If any campaign meetings are scheduled, please notify the Electorate Manager.</p>
How can people from the local community work in the voting place?	<p>It is important we have members of the community represented in our voting places. To help us recruit from your community, you can share the following suggested advert in any available Facebook, emailing list or community newsletter:</p> <p><i>[The Electoral Commission is hiring for the 2023 General Election in your community. They need 20,000 people to make that happen. They have a range of roles, all are paid, and all applicants will be considered. The election is a fun and exciting event and welcomes anyone to apply. If you would like to work in a certain voting place, we will do our best make that happen. Find out more at www.elections.nz/jobs]</i></p>
How can I promote my venue as a voting place?	<p>We welcome you sharing impartial information about the fact you are hosting a voting place once the days and hours of operation are confirmed publicly. You can get this information on the following pages:</p> <ul style="list-style-type: none"> • Website: https://elections.nz/ • Facebook: https://www.facebook.com/VoteNZ/ • Instagram: vote.nz <p>Please note, if you publish advertising that is election related (but doesn't encourage voters to vote for any party or candidate) it still needs to include a promoter statement with the name and address of the person who directed it to be published.</p>
When can I expect the delivery of supplies to my venue?	<p>Your contact details will be shared with one of my staff who will be in touch with you or your contact person to arrange the logistics of operating a voting place at your venue. This will cover off arrangements for the collection and return of keys, the delivery of electoral supplies to the venue and the setup of the venue.</p> <p>As part of the delivery of electoral supplies, be aware they may be delivered up to three weeks prior to voting. You will need to keep them safe but accessible to staff. After Election Day, it may take up to three weeks for the supplies to be collected. If this is not practicable, the electorate can make alternative arrangements.</p>
What if our venue's arrangements change?	<p>If there are any substantive changes to the arrangements we discussed, please let me know. This includes:</p> <ul style="list-style-type: none"> • any additional keys being given out, other than what was agreed • changes to health and safety – access to facilities, venue accessibility or parking availability.
Does the Electoral Commission have insurance?	<p>The Electoral Commission has public liability insurance, please let me know if you would like a copy of the Certificate of Currency.</p>

Conflict of Interest Declaration

Employee name: _____

Position: _____

A conflict of interest refers to any situation where an individual or organisation has competing personal or financial interests that may influence their ability to make impartial or objective decisions in their professional role or responsibilities. For the Electoral Commission an example of where there is a strong conflict of interest is if the individual has an interest, affiliation or association with a political party, political candidate or political issue.

Person or organisation subject of conflict	How this might impact my work	Management actions agreed with Manager

Please tick:

- ☐ I understand that should there be any material change or any new conflict of interest arise, I am required to report this promptly to my Manager.
- ☐ The information provided on this form is, to the best of my knowledge, a full declaration of any known or possible conflicts of interest I hold with regard to my position as an employee of the Electoral Commission.

Date: _____ Signature: _____

Manager's name: _____ Date: _____ Signature: _____

NB: Completed forms will be held on the employee's personal file