

Gee Tatana

From: Gee Tatana
Sent: Wednesday, 30 July 2025 6:20 pm
To: Georgie Thompson; sieumuoi [REDACTED]
Subject: RE: Elections Work

Kia-ora Georgie

Arohamai for the delayed reply.

If you have whanau keen, they can apply through this link.

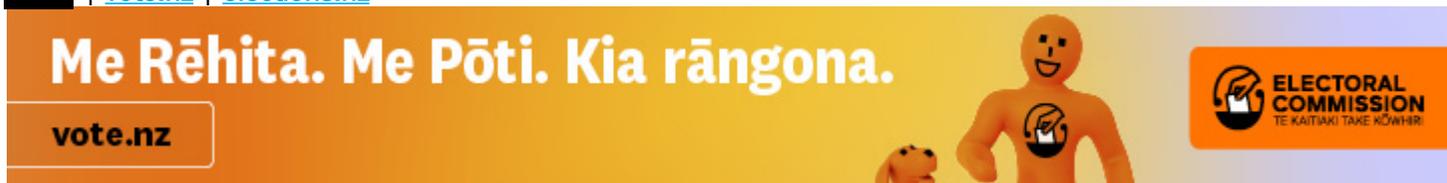
When they have applied get them to contact me directly so I can check. Are you going to be working with us again this time round?

Link below, let me know if you have any trouble

<https://work.elections.nz/?unlistedjob=i8pSVNG&tracker=625833198>

Gee

Georgia Tatana (Gee) (She/Her) | Regional Advisor/Electorate Manager (Tāmaki Makaurau By-Election)– Voting Services (Auckland) | **Electoral Commission** | **Te Kaitiaki Take Kōwhiri** | Private Bag 999025, Manukau, Auckland 2241 | Level 3, Building 3, 666 Great South Road, Ellerslie | Auckland 1051 | **Phone:** [REDACTED]
[REDACTED] | vote.nz | elections.nz



From: Georgie Thompson <georgiet[REDACTED]>
Sent: Wednesday, 30 July 2025 3:53 pm
To: sieumuoi [REDACTED] Gee Tatana [REDACTED]@elections.govt.nz>
Subject: Elections Work

You don't often get email from [georgie](#) [REDACTED] [Learn why this is important](#)

EXTERNAL EMAIL WARNING: Do not open any **attachments** or **links** until you are certain they are safe. Beware of **phishing** attacks, check the sender address. Always report emails you are not certain are safe.

Kia ora Ladies - hoping you are both well.

Just informing you both that we have had some local people show an interest of working in the upcoming Bi Election and the General Election.

Some have been involved with the previous elections and some new people.

If you could please advise what I could suggest to them to be considered to work for your Office. Some people have already gone on-line to apply for roles.

Ngaa mihi
Georgie Thompson
Ruapōtaka Marae



Georgie Thompson

TUMU WHAKARAE
Chief Executive Officer

WAIKATO / NGĀTI KŌTIMANA



RUAPŌTAKA MARAE

Mā te tokomaha ka kā te ahi

georgie [REDACTED]

Whare Rangimārie

7-11 Pilkington Road, Panmure, Auckland 1072

www.facebook.com/Ruapotakamarae



From: [Merekānara](#)
To: [georgie](#)
Cc: [Gee Tatana; Nancy](#)
Subject: FW: By-Election
Date: Thursday, 7 August 2025 5:01:34 pm
Attachments: [Voter Assistant.pdf](#)
[Issuing Officer.pdf](#)
[Voting Place Manager.pdf](#)
[M25-SECURITY.docx](#)
[M29-APP.docx](#)
[M29-NSD.docx](#)
[image001.png](#)
[Campaign kit layout V4 \(003\).pdf](#)

Tēnā koe Whaea Georgie,

It was great to speak with you regarding the upcoming by-election for Tāmaki Makaurau Electorate.

Please find attached the relevant information for the recruitment of staff to work in the voting place at Ruapōtaka Marae and relevant JDs. I am happy to arrange a time to help with the completion of the attached forms or available to answer any questions.

As mentioned the electoral commission will host voting place training starting next week so if you have interested people here, I am happy to arrange available times that will suit.

I do apologies for any inconvenience if you were waiting on follow up from the Electoral Commission.

Approx hourly rates to be confirmed by our HR department are:

Voting place Manager: \$34.54

Issuing Officer: \$28.95

Voter Assistant: \$28.95

We have you listed as being a voting place on these hours:

Saturday 30th Aug, 10-4pm

Thursday 4th Sept, 10-4pm

Friday 5th Sept, 10-4pm

Sat 06 Sept, 7-9pm

If you require any further details, please make contact.

Ngā mihi

Merekānara (Ngā Paerangi) | Senior Advisor Māori | **Electoral Commission** | **Te Kaitiaki Take Kōwhiri** | PO Box 3220 | Level 10, 34-42 Manners Street | Wellington | 6140 | Cell | [vote.nz](#) | [elections.nz](#)



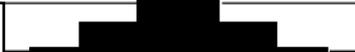
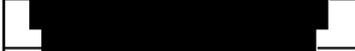
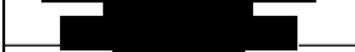
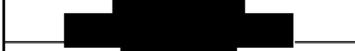
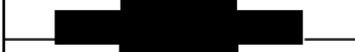
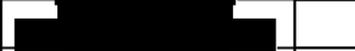
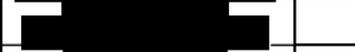
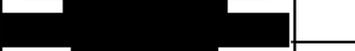
Gee Tatana

From: Gee Tatana
Sent: Tuesday, 12 August 2025 6:21 am
To: Georgie Thompson
Subject: Tentative: Hui with Merekanara Ponga - Tāmaki Makaurau Electoral Office

From: [Merekanara](#)
To: [Steve](#)
Cc: [Nancy](#); [Gee Tatana](#)
Subject: By-Election 2025 Tāmaki Makaurau
Date: Wednesday, 13 August 2025 7:44:00 pm
Attachments: [.docx](#)
[IMG_7237.jpeg](#)
[IMG_7238.jpeg](#)
[IMG_7239.jpeg](#)
[License](#) [.back.jpeg](#)
[License](#) [.front.jpeg](#)
[IMG_7240.jpeg](#)
[IMG_7241.jpeg](#)
[IMG_7242.jpeg](#)

Kia ora Steve,

Please find the following highlighted for processing,

GLENN INNES Ruapōtaka Marae 106 Line Rd	Sat 30/08 10-4pm Thur 04/09 10-4pm Fri 05/09 10-4pm Sat 06/09 9-7pm	(3) X1 VMP X2 OSIO		VPM	Worked GE23
				VPM	Worked GE23
				OSIO	Worked GE20
				OSIO	
				OSIO	
				OSIO	Worked GE23
PANMURE LIBRARY TE WHARE RANGIMĀRIE 7-13 Pilkington Rd PANMURE	Sat 30/08 10-4pm Thur 04/09 10-4pm Fri 05/09 10-4pm Sat 06/09 9-7pm	(3) X1 VMP X2 OSIO		VPM	
				OSIO	
				OSIO	
				OSIO	
				OSIO	

Ngā mihi

From: [Merekanara](#)
To: [Steve](#)
Cc: [Gee, Lezama; Nancy](#)
Subject: Tāmaki Makaurau By-election 2025
Date: Wednesday, 13 August 2025 8:11:00 pm
Attachments: [License](#), [Back.jpeg](#), [License](#), [Front.jpeg](#)

Kia ora Steve,

Please find the following highlighted for processing,

GLENN INNES Ruapōtaka Marae 106 Line Rd	Sat 30/08 10-4pm Thur 04/09 10-4pm Fri 05/09 10-4pm Sat 06/09 9-7pm	(3) X1 VMP X2 OSIO	[REDACTED]	VPM	Worked GE23
			[REDACTED]	VPM	Worked GE23
			[REDACTED]	OSIO	Worked GE20
			[REDACTED]	OSIO	
			[REDACTED]	OSIO	
			[REDACTED]	OSIO	Worked GE23
PANMURE LIBRARY TE WHARE RANGIMĀRIE 7-13 Pilkington Rd PANMURE	Sat 30/08 10-4pm Thur 04/09 10-4pm Fri 05/09 10-4pm Sat 06/09 9-7pm	(3) X1 VMP X2 OSIO	[REDACTED]	VPM	
			[REDACTED]	OSIO	
			[REDACTED]	OSIO	
			[REDACTED]	OSIO	

Ngā mihi

From: [Merekanara](#)
To: [Steve](#)
Cc: [Nancy](#); [Gee Tatana](#)
Subject: Tāmaki Makaurau By-election
Date: Wednesday, 13 August 2025 8:25:00 pm
Attachments:



Kia ora Steve,

Please find the following highlighted for processing,

GLENN INNES Ruapōtaka Marae 106 Line Rd	Sat 30/08 10-4pm Thur 04/09 10-4pm Fri 05/09 10-4pm Sat 06/09 9-7pm	(3) X1 VMP X2 OSIO	[REDACTED]	VPM	Worked GE23
			[REDACTED]	VPM	Worked GE23
			[REDACTED]	OSIO	Worked GE20
			[REDACTED]	OSIO	
			[REDACTED]	OSIO	
			[REDACTED]	OSIO	Worked GE23
PANMURE LIBRARY TE WHARE RANGIMĀRIE 7-13 Pilkington Rd PANMURE	Sat 30/08 10-4pm Thur 04/09 10-4pm Fri 05/09 10-4pm Sat 06/09 9-7pm	(3) X1 VMP X2 OSIO	[REDACTED]	VPM	
			[REDACTED]	OSIO	
			[REDACTED]	OSIO	
			[REDACTED]	OSIO	
			[REDACTED]	OSIO	

Ngā mihi

From: [Merekānara](#)
 To: [REDACTED]
 Cc: [Nancy](#); [see Latana; Heidi](#)
 Subject: GE By-election 2025
 Date: Wednesday, 13 August 2025 9:12:06 pm
 Attachments: [M29-APP.docx](#)
[M29-NSD.docx](#)
[image001.png](#)

Kia ora tātau,

Tēnā tātau i runga i ngā tūāhuatanga o te wā, he rawe te tūtakitaki atu i a kautau i tēnei ahiahi, kua oti i ahau te tuku i ō kāutau puka tono (pre-employment security) me ō kāutau IDs ki HR, akuake nei ka rongo kōrero kautau i a rātau ki te whakamana i ngā turanga mahi.
 Thank you for meeting with me this afternoon, I really appreciate this opportunity and thank you for making yourselves available to work and provide a voting place at Ruapōtaka Marae. I have completed sending your documents off to our recruitment office for processing. You will hear from them shortly to talk about contractual details.

Ko taku inoi kia mutu i a kautau te whakakii i ngā puka kua āpiti atu ki tēnei imērā. Whakahoki kōrero mai nei he pātai.
 Can you all please complete the attached documents to complete your pay and bank details. Let me know if you have any questions.

Kia wātea mai kautau whakaūngia anō hoki ko ēnei taipitopito kōrero kei te pouaka kia mōhio noa au e tika ana ngā kōrero. Ko [REDACTED] anake te kaimahi kāore i ahau ōna pepa.
 I hope I have recorded your details correctly in the below box, let me know if you have any changes. I have yet to receive paperwork for [REDACTED] also.

GLENN INNES Ruapōtaka Marae 106 Line Rd	(3) X1 VMP X2 OSIO	[REDACTED]	VPM
		[REDACTED]	VPM
		[REDACTED]	OSIO

Ko te whakangungu e rārangi mai ana ki raro nei: tēnā tohungia ko tēhea whakangungu ka tae atu ai kautau.
 Please see the following training details as discussed, can you please confirm your preference for training venue in the RSVP Attendance section.

2025 VOTING PLACE TĀMAKI MAKAURAU MĀORI BY-ELECTION - TRAINING DATES & TIMES

DATE	TIME	ADDRESS	TRAINING	TRAINERS	RSVP ATTENDANCE
23 AUGUST 2025	11-3.15PM	Te Pōtahi Māori o Manurewa 165 Browns Rd Manurewa	Ordinary, Special, Issuing Officer (OSIO)	Adrian [REDACTED] Louis [REDACTED] Nancy [REDACTED]	
23 AUGUST 2025	9AM-1.15PM	Ngā Puna o Waiōrea 100 Motions Rd Western Springs	Ordinary, Special, Issuing Officer (OSIO)	Mārama [REDACTED] Melanie [REDACTED] Merekānara [REDACTED]	
24 AUGUST 2025	9-4PM	Ngā Puna o Waiōrea 100 Motions Rd Western Springs	Voting Place Managers Attached (VMPA)	Mārama [REDACTED] Adrian [REDACTED] Merekānara [REDACTED] Nancy [REDACTED]	

Lastly Can you also please work together to confirm your mahi roster, which days and times you will work. I confirm that it is x3 people per day. X1 VMP & x2 OSIO (Ordinary, Special, Issuing Officer). I will be in touch with you all to confirm. Thanking you all so very much for your time and availability to serve our people in our community.

GLENN INNES Ruapōtaka Marae 106 Line Rd	(3) X1 VMP X2 OSIO	10-4PM Sat 30/08	10-4PM Thur 04/09	10-4PM Fri 05/09	9-7PM Sat 06/09
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Nāku me ngā mihi nui taioreore

Merekānara [REDACTED] (Ngā Paerangi) | Senior Advisor Māori | Electoral Commission | Te Kaitiaki Take Kōwhiri | PO Box 3220 | Level 10, 34-42 Manners Street | Wellington | 6140 |
 Cell [REDACTED] | [vote.nz](#) | [elections.nz](#)



From: [Merekanara \[REDACTED\]](#)
To: [Steve \[REDACTED\]](#)
Cc: [Nancy \[REDACTED\]](#)
Subject: Re: GE By-election 2025
Date: Friday, 15 August 2025 12:01:24 pm
Attachments: [image001.png](#)
[image.png](#)
[Outlook-moaouqhz1.png](#)

So is she at the stage of hired?

Thanks

Get [Outlook for iOS](#)

From: Steve [REDACTED] <[\[REDACTED\]@elections.govt.nz](mailto:[REDACTED]@elections.govt.nz)>
Sent: Friday, August 15, 2025 11:59:40 AM
To: Merekanara [REDACTED] <[\[REDACTED\]@elections.govt.nz](mailto:[REDACTED]@elections.govt.nz)>
Cc: Nancy [REDACTED] <[\[REDACTED\]@elections.govt.nz](mailto:[REDACTED]@elections.govt.nz)>
Subject: Re: GE By-election 2025

Yes all done

Heoi ano

Nāku noa, nā Steve

Steve [REDACTED] ([he/him](#))

Recruitment and Talent Lead – People and Culture | [Electoral Commission](#) | [Te Kaitiaki Take Kowhiri](#)
PO Box 3220 | 34-42 Manners Street | Wellington | [\[REDACTED\]](#) [vote.nz](#) | [elections.nz](#)



My location				
Rāhina	Rātū	Rāapa	Rāpere	Rāmere
Kāinga	Tari	Tari	Kāinga	Tari



From: Merekanara [REDACTED] <[\[REDACTED\]@elections.govt.nz](mailto:[REDACTED]@elections.govt.nz)>
Sent: Friday, 15 August 2025 11:25 AM
To: Steve [REDACTED] <[\[REDACTED\]@elections.govt.nz](mailto:[REDACTED]@elections.govt.nz)>
Cc: Nancy [REDACTED] <[\[REDACTED\]@elections.govt.nz](mailto:[REDACTED]@elections.govt.nz)>
Subject: FW: GE By-election 2025

Kia ora can you please check that [REDACTED] has completed her forms online?

Thanks

Mere

From: [REDACTED]
Sent: Friday, 15 August 2025 10:05 am
To: Merekanara [REDACTED] <[\[REDACTED\]@elections.govt.nz](mailto:[REDACTED]@elections.govt.nz)>
Subject: Re: GE By-election 2025

You don't often get email from [REDACTED]. [Learn why this is important](#)

EXTERNAL EMAIL WARNING: Do not open any **attachments** or **links** until you are certain they are safe. Beware of **phishing** attacks, check the sender address. Always report emails you are not certain are safe.

Morena

I think I have completed the rest of the documents online.

I would like to do the training 11-3.15pm at Putahi o Manurewa.

The days of my availability is all the days however I believe [REDACTED] may roster us.

Ngā mihi

[REDACTED]

On Wed, Aug 13, 2025 at 21:12 Merekanara [REDACTED] <[\[REDACTED\]@elections.govt.nz](mailto:[REDACTED]@elections.govt.nz)> wrote:

Kia ora tātau,

Tēnā tātau i runga i ngā tūāhuatanga o te wā, he rawe te tūtakitaki atu i a kautau i tēnei ahiahi, kua oti i ahau te tuku i ō kautau puka tonu (pre-employment security) me ō kautau IDs ki HR, akuake nei ka rongo kōrero kautau i a rātau ki te whakamana i ngā turanga mahi.

Thank you for meeting with me this afternoon, I really appreciate this opportunity and thank you for making yourselves available to work and provide a voting place at Ruapōtaka Marae. I have completed sending your documents off to our recruitment office for processing. You will hear from them shortly to talk about contractual details.

Ko taku inoi kia mutu i a kautau te whakakiihi i ngā puka kua āpiti atu ki tēnei imērā. Whakahoki kōrero mai nei he pātai.
 Can you all please complete the attached documents to complete your pay and bank details. Let me know if you have any questions.

Kia wātea mai kautau whakaingia anō hoki ko ēnei taipitopito kōrero kei te pouaka kia mōhio noa au e tika ana ngā kōrero. Ko [REDACTED] anake te kaimahi kāore i ahau
 ōna pepa.

I hope I have recorded your details correctly in the below box, let me know if you have any changes. I have yet to receive paperwork for [REDACTED] also.

GLENN INNES Ruapōtaka Marae 106 Line Rd	(3) X1 VMP X2 OSIO	[REDACTED]	VPM
		[REDACTED]	VPM
		[REDACTED]	OSIO

Ko te whakangungu e rārangi mai ana ki raro nei: tēnā tohungia ko tēhea whakangungu ka tae atu ai kautau.

Please see the following training details as discussed, can you please confirm your preference for training venue in the RSVP Attendance section.

2025 VOTING PLACE TĀMAKI MAKAURAU MĀORI BY-ELECTION - TRAINING DATES & TIMES

DATE	TIME	ADDRESS	TRAINING	TRAINERS	RSVP ATTENDANCE
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23 AUGUST 2025	9AM-1.15PM	Ngā Puna o Waiōrea 100 Motions Rd Western Springs	Ordinary, Special, Issuing Officer (OSIO)	Mārama [REDACTED] Melanie [REDACTED] Merekānara [REDACTED]	
24 AUGUST 2025	9-4PM	Ngā Puna o Waiōrea 100 Motions Rd Western Springs	Voting Place Managers Attached (VMPA)	Mārama [REDACTED] Adrian [REDACTED] Merekānara [REDACTED] Nancy [REDACTED]	

Lastly Can you also please work together to confirm your mahi roster, which days and times you will work. I confirm that it is x3 people per day. X1 VMP & x2 OSIO (Ordinary, Special, Issuing Officer). I will be in touch with you all to confirm. Thanking you all so very much for your time and availability to serve our people in our community.

GLENN INNES Ruapōtaka Marae 106 Line Rd	(3) X1 VMP X2 OSIO	10-4PM Sat 30/08	10-4PM Thur 04/09	10-4PM Fri 05/09	9-7PM Sat 06/09
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Nāku me ngā mihi nui taioreore

Merekānara [REDACTED] (Ngā Paerangi) | Senior Advisor Māori | Electoral Commission | Te Kaitiaki Take Kōwhiri | PO Box 3220 | Level 10, [34-42 Manners Street](#) | Wellington | 6140 | Cell [REDACTED] | [vote.nz](#) | [elections.nz](#)

7

From: [Merekānara \[REDACTED\]](#)
To: [Steve \[REDACTED\]](#)
Cc: [Nancy \[REDACTED\]](#)
Subject: FW: GE By-Election 2025 Ruapotaka Marae
Date: Tuesday, 19 August 2025 9:07:00 pm
Attachments: [image.png](#)
[1717_001.pdf](#)
[1718_001.pdf](#)

Kia ora Steve for processing please

Mere

From: Winni [REDACTED]
Sent: Tuesday, 19 August 2025 12:39 pm
To: Merekānara [REDACTED] <[REDACTED]@elections.govt.nz>
Subject: GE By-Election 2025 Ruapotaka Marae

EXTERNAL EMAIL WARNING: Do not open any **attachments** or **links** until you are certain they are safe. Beware of **phishing** attacks, check the sender address. Always report emails you are not certain are safe.

Tena koe Merekānara,

Arohamai for the late reply.

Please find attached my documents for the By-Election.

With regards to training, I have copied and pasted the details as follows - hope I've read your email correctly.

2025 VOTING PLACE TĀMAKI MAKAURAU MĀORI BY-ELECTION - TRAINING DATES & TIMES

DATE	TIME	ADDRESS	TRAINING	TRAINERS	RSVP ATTENDANCE
23 AUGUST 2025	11-3.15PM	Te Pūtahi Māori o Manurewa 165 Browns Rd Manurewa	Ordinary, Special, Issuing Officer (OSIO)	Adrian [REDACTED] Louis [REDACTED] Nancy [REDACTED]	
23 AUGUST 2025	9AM-1.15PM	Ngā Puna o Waiōrea 100 Motions Rd Western Springs	Ordinary, Special, Issuing Officer (OSIO)	Mārama [REDACTED] Melanie [REDACTED] Merekānara [REDACTED]	Ae
24 AUGUST 2025	9-4PM	Ngā Puna o Waiōrea 100 Motions Rd Western Springs	Voting Place Managers Attached (VMPA)	Mārama [REDACTED] Adrian [REDACTED] Merekānara [REDACTED] Nancy [REDACTED]	

Sorry, one more thing - as this is a short term role, I have not completed Kiwisaver as I currently contribute through my main source of income. Was that correct? I can't remember how I did this during the elections.

Nga mihi



From: Nancy [redacted]
To: [redacted] @tekotahitamaki.nz
Cc: [Gee Tatana](mailto:gee.tatana)
Subject: Te Kotahi a Tāmaki Marae Collective - Tāmaki Makaurau By-Election Voting Place Expressions of Interest
Date: Tuesday, 22 July 2025 10:20:00 am
Attachments: [image001.png](#)
[Issuing Officer.pdf](#)
[Voter Assistant.pdf](#)
[Voting Place Manager.pdf](#)
[Tāmaki Makaurau By-Election Voting Place Expressions of Interest.pdf](#)
[What does it mean to be a voting place.png](#)

Kia ora e te tuahine,

Have attached for you a template with all details needed as well as roles that will be available within the voting place. I'll e-introduce you here to [@Gee Tatana](#) who is the Electorate Manager for the Tāmaki Makaurau by-election and will be the main point of contact, I am here though also if you need.

I've gone through each marae within the collective and identified which Māori electorate each sits in. At this point and time within the Tāmaki Makaurau Electorate, we have not yet reached out to, but are super keen to work with Piritahi Marae, Te Tira Hou Marae, Te Unga Waka Marae, Ngāti Ōtara and Te Māhurehure.

As mentioned, we are on tight timeframes, feel free to add our contact details directly in to your comms to mitigate emails on your end, if need be. If we could have responses by EOD Thursday confirming interest, then we'll follow up with a visit ā kanohi.

Anō nei e te tuahine, thank you so much for your āwhina. Appreciate you, your mahi and our Marae, always!

Nāku noa,

Nancy [redacted] (Te Rarawa, Ngāti Whātua Ōrākei) | Senior Advisor Māori | **Electoral Commission** | **Te Kaitiaki Take Kōwhiri** | PO Box 3220 | Level 10, 34-42 Manners Street | Wellington | 6140 | vote.nz | elections.nz



Sieumuoi's Phone Communication with Georgie Thompson (Chief Executive Officer Ruapōtaka Marae)

16/07/2025 Called Georgie Thompson- No answer

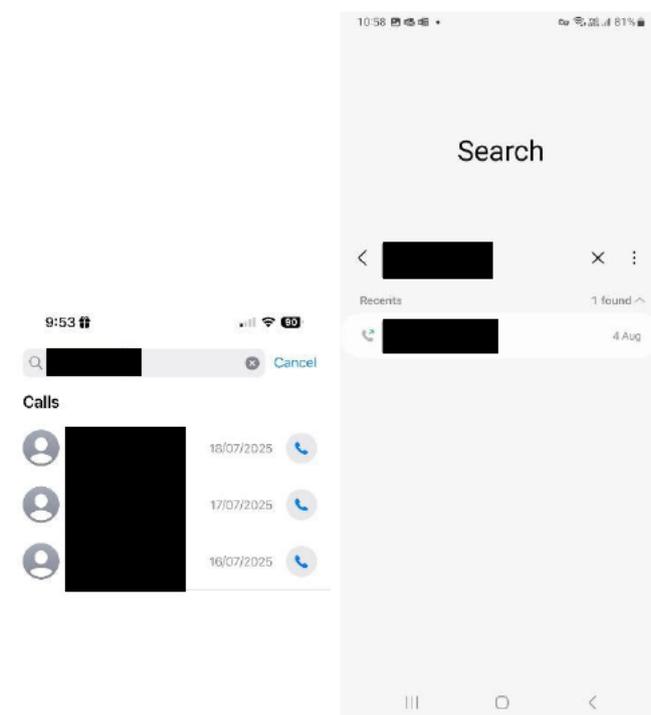
17/07/2025 Called Georgie Thompson- No answer. Email was sent to Ruapōtaka Marae to inquire about interest in being a voting place.

18/07/2025 Spoke on the phone to Georgie Thompson. She was keen to have voting at Ruapōtaka Marae. She confirmed no changes since HQ assessment in 2023.

20/07/2025 Georgie Thompson confirmed via email they were happy to host the by-election. And will come back with names of workers that worked previous election to see if they were interested in doing it again.

2/08/2025 Gee Tatana sent a Confirmation to be a Voting Place letter to Ruapōtaka Marae

4/08/2025 Sieumuoi called Georgie Thompson to confirm she had received the Acceptance to be a Voting place letter. She gave a verbal acceptance and understood all the information provided.



Sieumuoi [REDACTED]

From: Sieumuoi [REDACTED]
Sent: Monday, 21 July 2025 12:08 pm
To: georgie [REDACTED]
Subject: RE: Availability of Ruapotaka Marae for by-election

Hi Georgie,

Thank you for your prompt response. We are thrilled to hear that Ruapotaka Marae is available. Please keep me posted on staff who would like to work again.

Have a lovely day

Regards

Sieumuoi [REDACTED]

From: sieumuoi [REDACTED]
Sent: Monday, 21 July 2025 11:56 am
To: Sieumuoi [REDACTED] <[REDACTED]@elections.govt.nz>
Subject: Fwd: Availability of Ruapotaka Marae for by-election

EXTERNAL EMAIL WARNING: Do not open any **attachments** or **links** until you are certain they are safe. Beware of **phishing** attacks, check the sender address. Always report emails you are not certain are safe.

Begin forwarded message:

From: Georgie Thompson <georgie [REDACTED]>
Date: 20 July 2025 at 12:52:44 AM NZST
To: sieumuoi [REDACTED] <[REDACTED]>
Subject: Re: Availability of Ruapotaka Marae for by-election

Kia ora Sieumuoi - lovely talking to you on the phone the other day.

I can confirm Ruapōtaka Marae would be interested in hosting as a voting place for the upcoming Tāmaki Makaurau By-election.

I will check with our workers that previously worked at the previous election to see if they would be interested in doing it again.

Will await further correspondence from you.

Ngaa mihi
Georgie

From: sieumuoi [REDACTED]
Sent: Thursday, 17 July 2025 10:21 am
To: Georgie Thompson <[georgiet\[REDACTED\]](mailto:georgiet[REDACTED])>
Subject: Availability of Ruapotaka Marae for by-election

Kia ora Georgie Thompson,

I am reaching out to see if there was interest in hosting a voting place for the Tāmaki Makaurau by-election. Now that the prime minister has made an announcement on a date which will be the 6th September, we are reaching out to voting places that have previously been used but also places of significance for Māori to host voting, this could be advance voting, election day or both, depending on the availability. Is this something you would be interested in and if so, we can arrange to visit the site and just check if there is any changes to what was offered by your site in the General Election 2023. I am also keen to see if anyone connected to the Marae would like to work during the by-election in this voting place but also other voting places within Tāmaki Makaurau.

You can contact me on [REDACTED]

Kind regards
Sieumuoi [REDACTED]
Electoral Commission

Gee Tatana

From: Georgie Thompson <georgiet[REDACTED]>
Sent: Sunday, 20 July 2025 12:36 am
To: Gee Tatana
Cc: Adrian [REDACTED]
Subject: Re: Tamaki Makaurau by-election

You don't often get email from georgiet[REDACTED] [Learn why this is important](#)

EXTERNAL EMAIL WARNING: Do not open any **attachments** or **links** until you are certain they are safe. Beware of **phishing** attacks, check the sender address. Always report emails you are not certain are safe.

Kia ora kōrua

Thank you for the email Gee and your phone call the other day Adrian.

Ruapōtaka Marae would be able to support the By-election on 6 September up at our Pamure office.

Will await your reply on the next steps.

Nгаа mihi
Georgie Thompson
Tumu Whakarae
Ruapōtaka Marae

From: Gee Tatana <[REDACTED]@elections.govt.nz>
Sent: Saturday, 19 July 2025 1:55 pm
To: Georgie Thompson <georgiet[REDACTED]>
Cc: Adrian [REDACTED]
Subject: Tamaki Makaurau by-election

Kia ora

You will be aware of the up coming by-election for the Tamaki Makaurau Electorate, the Prime Minister has set the Election Day date as the 6th of September 2025.

Recently you were contacted by Adrian [REDACTED] regarding the availability of your venue at Panmure as a Voting Place for this Election.

The Electoral Commission has reviewed the voting data from the 2023 General Election, which tells us that we had good voter turnout from your venue.

For this by-election the Electoral Commission is aiming to reach voters within our community who are registered on the Māori roll or who maybe able to cast a Special Vote, therefore we would like to inquire if your venue as a Voting Place would be available for Saturday the 6th of September 2025.

We are currently working through this process and your reply by email would be greatly appreciated.

Nga mihi

Gee (On behalf of Adrian [REDACTED])

Georgia Tatana (Gee) (She/Her) | Regional Advisor – Voting Services (Auckland) | **Electoral Commission** | **Te Kaitiaki Take Kōwhiri** | Private Bag 999025, Manukau, Auckland 2241 | Level 3, Building 3, 666 Great South Road, Ellerslie | Auckland 1051 | **Phone:** [REDACTED] | vote.nz | elections.nz



Sieumuoi [REDACTED]

From: sieumuoi [REDACTED]
Sent: Wednesday, 17 September 2025 2:06 pm
To: Sieumuoi [REDACTED]
Subject: Fwd: Elections Work

EXTERNAL EMAIL WARNING: Do not open any **attachments** or **links** until you are certain they are safe. Beware of **phishing** attacks, check the sender address. Always report emails you are not certain are safe.

Begin forwarded message:

From: Gee Tatana <[REDACTED]@elections.govt.nz>
Date: 30 July 2025 at 6:20:29 PM NZST
To: Georgie Thompson <georgiet[REDACTED]>, sieumuoi [REDACTED]
[REDACTED]
Subject: RE: Elections Work

Kia-ora Georgie

Arohamai for the delayed reply.

If you have whanau keen, they can apply through this link.

When they have applied get them to contact me directly so I can check. Are you going to be working with us again this time round?

Link below, let me know if you have any trouble

<https://work.elections.nz/?unlistedjob=i8pSVNG&tracker=625833198>

Gee

Georgia Tatana (Gee) ([She/Her](#)) | Regional Advisor/Electorate Manager (Tāmaki Makaurau By-Election)- Voting Services (Auckland) | Electoral Commission | Te Kaitiaki Take Kōwhiri | Private Bag 999025, Manukau, Auckland 2241 | Level 3, Building 3, [666 Great South Road, Ellerslie](#) | Auckland 1051 | Phone: [REDACTED] | [vote.nz](#) | [elections.nz](#)

Me Rēhita. Me Pōti. Kia rāngona.

vote.nz



From: Georgie Thompson <georgiet[REDACTED]>
Sent: Wednesday, 30 July 2025 3:53 pm

To: sieumuoi [REDACTED] >; Gee Tatana <[REDACTED]@elections.govt.nz>
Subject: Elections Work

You don't often get email from [georgie \[REDACTED\]](#). [Learn why this is important](#)

EXTERNAL EMAIL WARNING: Do not open any **attachments** or **links** until you are certain they are safe. Beware of **phishing** attacks, check the sender address. Always report emails you are not certain are safe.

Kia ora Ladies - hoping you are both well.

Just informing you both that we have had some local people show an interest of working in the upcoming Bi Election and the General Election.

Some have been involved with the previous elections and some new people.

If you could please advise what I could suggest to them to be considered to work for your Office. Some people have already gone on-line to apply for roles.

Ngaa mihi
Georgie Thompson
Ruapōtaka Marae



Georgie Thompson

TUMU WHAKARAE
Chief Executive Officer

WAIKATO / NGĀTI KŌTIMANA



RUAPŌTAKA MARAE

Mā te tokomaha ka kā te ahi

georgie [REDACTED]

Whare Rangimārie

7-11 Pilkington Road, Panmure, Auckland 1072

www.facebook.com/Ruapotakamarae



Gee Tatana

From: BE25 Tamaki Makaurau
Sent: Saturday, 2 August 2025 5:39 pm
To: georgie [REDACTED]
Subject: Letter confirming the use of Ruapōtaka Marae for the Tamaki Makaurau By-Election
Attachments: Ruapōtaka Marae.pdf

Kia ora,

Attached is a letter confirming the use of the Ruapōtaka Marae for the Tāmaki Makaurau By-Election. You'll also find a Voting Place Guide and a sample invoice included with the confirmation.

If you have any questions about the use of the venue, feel free to give me a call on [REDACTED].

Please flick me a quick reply to confirm you've received and understood the information when you get a chance.
Thanks again for your help and support!

Ngā mihi,
Gee

Georgia Tatana (Gee) (She/Her) | Regional Advisor/Electorate Manager (Tāmaki Makaurau By-Election)- Voting Services (Auckland) | **Electoral Commission** | **Te Kaitiaki Take Kōwhiri** | Private Bag 999025, Manukau, Auckland 2241 | Level 3, Building 3, 666 Great South Road, Ellerslie | Auckland 1051 | **Phone:** [REDACTED]
[REDACTED] | [vote.nz](https://www.vote.nz) | [elections.nz](https://www.elections.nz)

Me Rēhita. Me Pōti. Kia rāngona.

vote.nz



From: Nancy [redacted]
To: Gee Tabana
Subject: Fw: Tāmaki Makaurau By-election: Sites of significance to Māori
Date: Wednesday, 6 August 2025 9:45:28 pm
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)

Sorry sissy, I forgot to cc you in to this one

Get [Outlook for iOS](#)

From: Nancy [redacted]
Sent: Tuesday, August 5, 2025 12:41:57 PM
To: Adele [redacted] <[redacted]@elections.govt.nz>; Merekanara [redacted] <[redacted]@elections.govt.nz>
Cc: Hone [redacted] <[redacted]@elections.govt.nz>; Nicky [redacted] <[redacted]@elections.govt.nz>; Allison [redacted] <[redacted]@elections.govt.nz>
Subject: RE: Tāmaki Makaurau By-election: Sites of significance to Māori

Kia ora Adele,

With the tight timeframe I've been able to identify the below from the list. They are either Māori service providers and/or schools who have bilingual or full immersion units within them. So, from the venue/location alone, without knowing staffing levels confirmed along with te reo Māori capability within the voting place, this is the only guidance we can provide at this stage. There is likely to be others in the wider list, who are not Māori service providers but are of significance due to historical factors and/or high population of Māori in the community.

Te Wānanga O Aotearoa, 15 Canning Crescent, Māngere
Te Wānanga Takiura, 120 Asquith Avenue, Mt Albert
Te Kōhanga Reo o Te Reo Rangitira ki Whaiora, 20 Ōtara Road, Ōtara
Ngā Puna o Waiōrea, 100 Motions Road, Western Springs
Te Whare Wānanga o Awanuiārangi, Building 1, 19 Lambie Drive, Manukau
Tātai Hono Mārae, 6 Burtleigh Street, Grafton
Te Putahi Māori o Manurewa, 165 Browns Road, Manurewa
Ruapōtaka Marae, 106 Line Road, Glen Innes
Papatūānuku Kōkiri Marae, 141R Robertson Road, Māngere
Te Kura Kaupapa Māori a Rohe o Māngere, 7 Comet Crescent, Māngere
Te Kura Kaupapa Māori o Ngā Maungarongo, 140 Haverstock Road, Mt Albert
Auckland University, He Āhuru Mōwai- Māori Student Support Centre, Level 2, Kate Edgar Information Commons, Building 315, 2 Alfred Street, Auckland City
Soldiers and Settlers Hall, 12 Te Putu Street, Taupiri (significant in relation to Koroneihana)
Pasadena Intermediate School Hall, 2 Moray Place, Point Chevalier (3 te reo Māori units within the school)
Kia Aroha College (Te Whānau Tupuranga within the school is a Māori/English bilingual unit)
Nga Iwi School, 60 Mascot Avenue, Māngere, (Whānau Tu Pakari – Māori bilingual unit)
Finlayson Park School Hall, 87 John Walker Drive, Manurewa (Te Huringa Rumaki Reo – Full immersion te reo Māori unit & Te Roopu Reo Rua – Bilingual unit)

I have intentionally left Te Kura Kaupapa Māori o Hoani Waititi off, but if included, will be a part of this list.

Nāku noa,

Nancy [redacted] (Te Rarawa, Ngāti Whātua Ōrākei) | Senior Advisor Māori | Electoral Commission | Te Kaitiaki Take Kōwhiri | PO Box 3220 | Level 10, 34-42 Manners Street | Wellington| 6140 | [vote.nz](#) | [elections.nz](#)



From: Adele [redacted] <[redacted]@elections.govt.nz>
Sent: Tuesday, 5 August 2025 11:23 am
To: Merekanara [redacted] <[redacted]@elections.govt.nz>; Nancy [redacted] <[redacted]@elections.govt.nz>
Cc: Hone [redacted] <[redacted]@elections.govt.nz>; Nicky [redacted] <[redacted]@elections.govt.nz>; Allison [redacted] <[redacted]@elections.govt.nz>
Subject: Tāmaki Makaurau By-election: Sites of significance to Māori
Importance: High

Kia ora Merekanara rāua ko Nancy

I'd be very grateful for your urgent help!

The list of voting places for the Tāmaki Makaurau By-election is being signed off today at 2pm. I'm writing a cover note for Karl about the voting places and am keen to note how many of them could be considered sites of significance to Māori.

Below is a link to the current list of the voting places (noting that some changes are still being made). I'd be very grateful if you could look at these ASAP and highlight the ones that you feel fit in the category of a site of significance.

[EMS-Report-Voting_Places-20250805.csv](#)

If you have any questions about this – please feel free to call me.

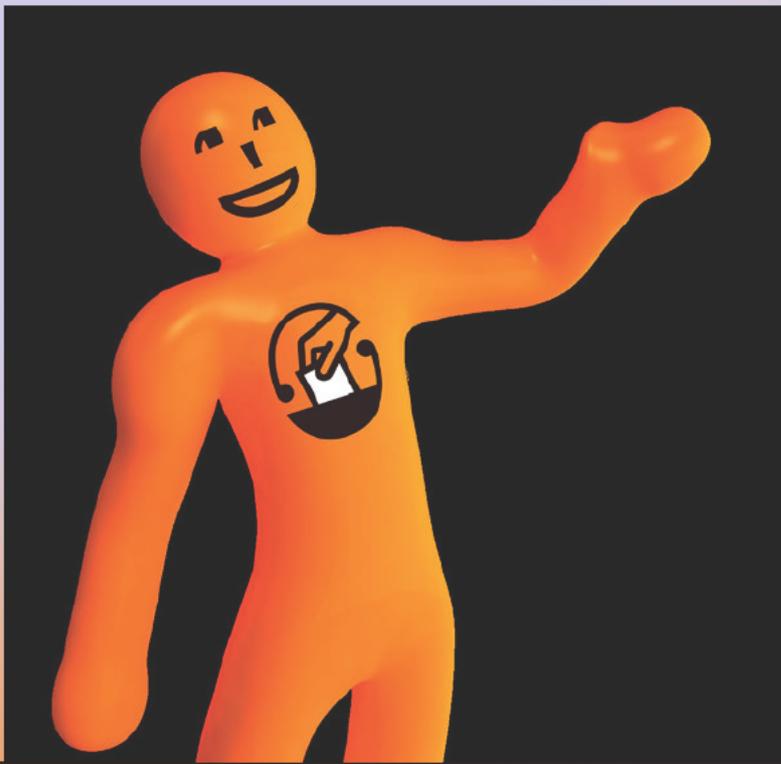
Ngā mihi

Adele

Adele [redacted] (she/her) | Principal Advisor Voting Services | Electoral Commission | Te Kaitiaki Take Kōwhiri
PO Box 3220 | Level 10, 34-42 Manners Street | Wellington
Phone [redacted] | Fax +64 4 495 0031 | <http://www.elections.org.nz>



Tāmaki Makaurau by-election Campaign kit



Public information campaign kit

This campaign kit gives you information about the 2025 Tāmaki Makaurau by-election so you can feel confident sharing information about the by-election in a politically neutral yet informative way.

In this kit, you'll find:

- the basics of the Tāmaki Makaurau by-election
- key dates
- key messages for the Tāmaki Makaurau by-election
- information about our public information campaign
- political neutrality
- guidance for photos at events and in the voting place
- our voting services
- frequently asked questions.

Tāmaki Makaurau by-election - the basics

Why is there a by-election?

A by-election will be held in the Tāmaki Makaurau electorate on Saturday 6 September 2025.

The by-election is being held to elect a member of Parliament for the Māori electorate following the passing of the sitting MP, Takutai Tarsh Kemp.

Tāmaki Makaurau Māori electorate

Tāmaki Makaurau is one of the seven Māori electorates. It is an urban electorate, stretching across Auckland from the Waitākere Ranges to Bucklands Beach. It includes most of the southern and eastern Auckland suburbs and Waiheke Island. It does not include the North Shore.

There was a close result and a re-count in the electorate at the last general election. Takutai Tarsh Kemp won the seat for Te Pāti Māori with a majority of 42 votes. The second candidate was Labour's Peeni Henare.

Turnout of enrolled voters for the Tāmaki Makaurau electorate at the 2023 General Election was 63.4%. This was the lowest turnout of the Māori electorates.

On 1 July, there were 44,003 people enrolled to vote in Tāmaki Makaurau. The Māori community in the Tāmaki Makaurau electorate skews young, with 49% of enrolled electors under the age of 40.

Voter eligibility

To vote, you need to be enrolled. You are eligible to enrol and vote in the Tāmaki Makaurau by-election if you:

- have lived in the Tāmaki Makaurau electorate for more than one month
- are on the Māori roll
- are 18 years of age or older
- have lived in New Zealand for more than one year continuously at some time in your life
- are a New Zealand citizen or permanent resident.

For electoral purposes, you are a permanent resident if you're in New Zealand legally and not required to leave within a specific time. This includes someone who holds a valid resident or other visa.

Māori Electoral Option rules in a by-election

Under the Electoral Act, when there is a by-election, you cannot change rolls if it would put you in the electorate where the by-election is being held.

That means if you live in the Tāmaki Makaurau area, your roll on 9 July – Māori roll or general roll – is the roll you will be on for the by-election.

Applications to change rolls received after 9 July will be actioned after the by-election and local elections.

EasyVote packs

Everyone who enrolls by Wednesday 30 July will receive an EasyVote pack. The pack will tell voters where and when they can vote, and the candidates they can vote for. The pack also includes a personalised EasyVote card. You don't need an EasyVote card to vote, but it makes voting faster.

EasyVote packs will arrive from Tuesday 19 August with delivery of all packs complete by Monday 25 August, the start of advance voting.

Voting places

Voting places were still being finalised when this campaign kit was prepared. A list of voting places will be available on [vote.nz](https://www.vote.nz), included in EasyVote packs, and advertised throughout the electorate.

The times and dates that advance voting places are open may vary. All voting places that are open on election day, Saturday 6 September, will be open from 9am to 7pm.

Tāmaki Makaurau contacts

<p>Senior Advisor Community Engagement</p> <p>Erin [REDACTED] [REDACTED] [REDACTED] @elections.govt.nz</p>	<p>Electorate Manager (Returning Officer)</p> <p>Gee Tatana [REDACTED] [REDACTED] @elections.govt.nz</p>
<p>Media Advisor</p> <p>Clare [REDACTED] [REDACTED] or [REDACTED] [REDACTED] @elections.govt.nz [REDACTED] @elections.govt.nz</p>	

Key dates

Wednesday 9 July	Vacancy declared by the Speaker. From this date, voters of Māori descent cannot change from the general roll to the Māori roll if it would move them into the Tāmaki Makaurau electorate
Thursday 10 July	Regulated period for election expenses starts day after notice of vacancy published
Monday 14 July	Prime Minister announces date of by-election
Tuesday 15 July	Nominations open for by-election
Wednesday 30 July	Writ Day Governor-General issues writ directing the Electoral Commission to hold the Tāmaki Makaurau by-election Electoral Rolls close for printing Voters enrolled after this date cast a special vote
Thursday 31 July	Remote voting and registration for dictation voting opens
Tuesday 5 August	Nominations close for candidates
Tuesday 5 August	Tāmaki Makaurau by-election candidates announced by the Electoral Commission Voting paper printing starts
Wednesday 20 August	Overseas voting starts
Monday 25 August	Advance voting starts
Friday 5 September	All political advertising ceases and election signs taken down by midnight Last day for overseas voters to enrol
Saturday 6 September	Election day for Tāmaki Makaurau by-election Last day for voters in New Zealand to enrol Voting places open from 9am to 7pm

Saturday 6 September	<p>Preliminary results progressively available from 7pm on www.electionresults.govt.nz. Targets for release are:</p> <ul style="list-style-type: none"> • by 9pm results from 50% of voting places • by 10.30pm results from 95% of voting places <p>These are targets not guarantees</p>
Wednesday 17 September	Official results declared (including special declaration and overseas votes)
Monday 22 September	Deadline for applications for judicial recount
Tuesday 23 September	Return of Writ by Electoral Commission naming successful candidate (presuming no recount)
Monday 15 September	Deadline for returns of candidate election expenses and donations to Electoral Commission

Key messages

Know it is on

- There will be a by-election in the Tāmaki Makaurau electorate on Saturday 6 September.

Know what it is about

- This Parliamentary by-election is to select a member of Parliament for the Tāmaki Makaurau electorate.
- To vote in the by-election you need to be enrolled in the Tāmaki Makaurau Māori electorate.
- You can check which electorate you are enrolled in at **vote.nz**.

Know how to get enrolled

- If you're not enrolled, do it now.
- Enrol by Wednesday 30 July and you will be sent an EasyVote card in the mail – it will make voting faster.
- It's easy to enrol. You can enrol or update your details at **vote.nz** using your New Zealand driver licence, New Zealand passport or RealMe verified identity.
- You can call **0800 36 76 56** to ask for an enrolment form to be sent to you, or freetext your name and address to **3676** to have a form sent to you.
- You can enrol when you vote at any voting place during advance voting or on election day.
- If you are on the Māori roll and live in the Tāmaki Makaurau electorate and didn't receive an Easyvote pack, you may not be enrolled to vote in the Tāmaki Makaurau electorate or we have an old address for you. You need to check, and enrol or update your details now.

Know when, where and how to vote

- Voting begins on Monday 25 August. Anyone can vote early – you don't need a reason.
- You will be voting for a new member of Parliament to represent the Tāmaki Makaurau Māori electorate. There is no party vote.
- If you're not going to be in the Tāmaki Makaurau electorate on election day, you can vote before election day.

- Voting places will only be available inside the Tāmaki Makaurau electorate.
- Find your closest voting place at **vote.nz**, call **0800 36 76 56** or check your EasyVote pack.
- If you can't go to a voting place, for example, because of illness, age or disability, you can still vote. Visit **vote.nz** or call **0800 36 76 56** for information on other ways to vote.
- If you need help to read or mark your voting paper, a friend, family member or electoral official can help.
- If you have low vision or a disability that means you can't mark your voting paper, you can register for telephone dictation voting.
- Take your EasyVote card when you go to vote. You can still vote without it, but it will make voting faster.

Know where and how to get information

- You can get everything you need to know from our website **vote.nz** or by calling **0800 36 76 56**.

Sharing information about Tāmaki Makaurau by-election

We will deliver a public information programme to let people know that a by-election will be held in the Tāmaki Makaurau electorate, how to enrol, check and update your enrolment details, how and when to vote, and what it means for the Māori Electoral Option.

Information will be delivered in te reo Māori dialect Ngāpuhi, English and New Zealand Sign Language. Bi-lingual content will be produced for voting place posters, advertising, some website pages about the by-election, and stakeholder resources.

Advertising

Advertising plays a significant role in providing information to Tāmaki Makaurau voters to encourage enrolment and voting. It has three main objectives:

- raise awareness about the need to be enrolled
- raise awareness of how, when and where to vote
- remind voters to vote in the by-election.

In addition to enrolment and voting advertising, special attention will be paid to providing information on times and locations of advance and election day voting places.

We will reach voters in the Tāmaki Makaurau electorate through a variety of paid channels including outdoor, radio and online audio, online display, social media and print. We will also partner with local media and community influencers to create and share content that builds understanding and helps to reduce any confusion.

Phases of advertising

Phase	Message
Pre-Writ Day enrolment message	To prompt eligible voters to enrol, check and update their details before Writ Day.
Pre-voting enrolment message	To prompt anyone who is eligible to vote in the by-election and not yet correctly enrolled to enrol or update their details.
Vote now message	To prompt voters to go to their nearest voting place to vote in the by-election.
Last chance to vote message	To remind voters that today is the last chance to vote in the by-election so do it now.

At the time of writing this campaign kit, dates for the phases of advertising and finalised key messages were still in development. This will be updated when available.

Media engagement

Key milestones of the public information programme will be supported by media releases, which will be sent to all national, Māori and Auckland regional media.

To reach voters in the Tāmaki Makaurau electorate, we will seek media coverage in the New Zealand Herald, and on the local iwi radio station, Radio Waatea, as well as TVNZ’s Te Karere and Whakaata Māori’s Te Ao News.

News stories on the by-election will help to:

- raise public interest in enrolling to vote in the by-election
- provide information to Tāmaki Makaurau voters about how, when and where to vote
- let people know the results of the by-election.

All media releases and media enquiries will be managed by the Media and Strategic Communications Lead Clare Pasley – referred to as the Media Advisor.

Anusha Guler, Deputy Chief Executive, Operations will be the primary spokesperson for the Commission. Chief Advisor Māori, Hone Matthews will be our te reo Māori spokesperson on the by-election.

The schedule below shows when media releases are planned for the by-election. The dates may move.

Date	Media release
Monday 14 July	By-election announced, key dates, enrol now
Wednesday 30 July	Governor-General issues writ for the by-election
Tuesday 5 August	Candidates and voting places announced
Friday 22 August	Voting starts on Monday - what to do if you haven't received your EasyVote card
Friday 30 August	One week left to have your say
Friday 5 September	Election day tomorrow
Saturday 6 September	Preliminary results
Wednesday 17 September	Official results

Media releases can be found in the Media & News section on elections.nz.

Social media engagement

We will use Facebook and Instagram to promote information about the by-election and key milestones.

Paid posts will be aligned with phases of the advertising campaign and promote enrolment and voting.

We will also use these channels to promote understanding of what a by-election is and who is eligible to vote in the by-election.

Our social media channels are also an important customer service channel for voters to ask us questions, and we will be prepared to answer public enquiries on the by-election.

Websites

The Commission has three websites – vote.nz, elections.nz and electionresults.govt.nz.

For more information about enrolling and voting in the Tāmaki Makaurau by-election, you can head to vote.nz. There will be a timetable with key dates, candidate and voting place lists.

General information about by-elections, the rules for candidates and more is available at elections.nz.

We post the preliminary election results for the by-election on election night at electionresults.govt.nz.

Our websites are a great place to find information if you are unsure of something – it is approved content and updated in real time.

Alternate formats

We will make information about the Tāmaki Makaurau by-election available in a range of alternate formats to ensure that all New Zealanders have access to information about enrolling and voting. Information will be available in New Zealand Sign Language, large print, Easy Read and audio formats on vote.nz, and on Blind Low Vision NZ's Telephone Information Service.

Resources

We create a number of resources for people to share about the Tāmaki Makaurau by-election. This includes:

- ‘Enrol. Vote. Be Heard in the Tāmaki Makaurau by-election’ A3 and A4 posters, available in Ngāpuhi, English
- ‘Your guide to voting in the Tāmaki Makaurau by-election’ brochure, available in Ngāpuhi, English
- ‘Unable to get to a voting place?’ brochure, available in Ngāpuhi, English
- ‘Voting from overseas in the Tāmaki Makaurau by-election’ brochure in English.

Digital resources including social media tiles, email banners and newsletter copy will be available at vote.nz.



Stakeholder engagement

Stakeholders play an important role in sharing information with their communities about the importance of voting in the Tāmaki Makaurau by-election. Stakeholders include libraries, kura, iwi, community groups and organisations.

We send physical assets to some stakeholders to share with their communities. The pack will include a letter explaining why they are receiving these resources.

At the time of writing this campaign kit, the expected dates for distribution have not been confirmed. You will be updated when these dates are available.

Digital resources will also be available online at **vote.nz** for communities to share. An email will be sent to stakeholders with a link to our website so they can download these resources.

Community engagement

Community engagement will be an important channel to reach Māori in the Tāmaki Makaurau electorate. The Strategic Engagement and Partnerships team will work with partners and local networks to share information and resources about enrolling and voting in the by-election. Teams will align their messages with the overarching public information programme and will play a key role in addressing confusion or low understanding about how to take part in the by-election.

This campaign kit will ensure consistency of messaging, and provide relevant and useful information for questions you might receive.

0800 service

The Commission's 0800 service provides an important channel for people to ask for more information and to enrol or update their details. The service is available 24 hours a day.

The 0800 service will use an on-demand interpretation service for people who ask to interact in te reo Māori. This service involves a three-way conversation between the 0800 provider, the caller and the interpreter. Call **0800 36 76 56** for more information.

Election Access Fund

The Election Access Fund Te Tomokanga — Pūtea Whakatapoko Pōtitanga supports disabled people to stand as candidates in parliamentary general elections and by-elections. It will be open to eligible candidates for the Tāmaki Makaurau by-election. We will use our Electoral Commission social media channels, stakeholder emails, website, and party secretary update newsletters to inform stakeholders about the Fund.

Our voting services

We provide services for people who can't get to a voting place and are eligible to enrol and vote in the Tāmaki Makaurau by-election.

Overseas voting

Voting papers are not automatically sent to you overseas.

The easiest and quickest way to vote from overseas is to download your voting papers. Before you download your voting papers you need to be correctly enrolled. Head to **vote.nz** for more information.

Voting if you are in hospital

If you can't get to a voting place because you are in hospital, from Monday 25 August a friend or family member can bring you your voting papers. If you're scheduled to go into hospital prior to election day, it's best to vote in advance if you can from Monday 25 August.

Voting if you are in a care home

If you are in a care home, you don't need to contact us. Your Electorate Manager will contact the manager of your care home to arrange voting services.

Ask someone to collect your voting papers

If you are unable to go to a voting place, you can fill out the form in our Unable to get to a voting place brochure, available at **vote.nz** and ask someone to take it to a voting place for you. They will then bring back your voting papers for you to complete.

Apply for voting papers to be sent to you

If there's no one who can collect your voting papers on your behalf, we may be able to deliver them to you. Please call us on **0800 36 76 56**.

Need help to read or mark your voting papers?

A friend, family member or electoral official can help you to read or mark your voting paper. This person can:

- Go behind the voting screen with you
- Read out the words and information on the voting paper
- Mark the voting paper for you if you ask them to.

They can't tell you who you should vote for in the by-election.

Telephone dictation services

If you're blind, partially blind or have a physical disability that means you can't mark your voting paper without help, you can vote using the telephone dictation service.

You need to register by calling **0800 028 028** and selecting option 1, from Thursday 31 July. Dictation voting starts on Wednesday 20 August.

Political neutrality

As representatives of the Commission, we are required to be politically neutral in the way we deliver information and answer questions.

The way we pass on information and the language we use, the opinions we hold, and our personal bias can influence others.

Stick to the key messages

The information people need is clearly set out in our key messages so you can provide information without sharing your personal opinions.

Try not to paraphrase or take shortcuts. If you shorten the messages, you may not be passing on all the information people need.

Be careful not to direct, instruct or unknowingly influence the choice that people should make. Sharing your preference can sway people's decisions. Focus on what people need to know.

Know your biases

When you understand your own views and feelings, you can recognise when it's coming across in your language.

Understand where you're coming from – which candidate you support, which political party you support, why you are on the Māori roll or general roll.

Keep this information to yourself and avoid sharing your personal views.

When you hear yourself giving your opinion, stop, and go back to the key messages.

You can say – of course we all have our own personal views, including me, but that's not what we're talking about here. What's important is that you make your own choice.

Guidance on photos at engagement events

Taking photographs at community events provides a useful record of the work we do. If permission is given by people in the photos, we can also use them to promote our work.

Sometimes the people attending events want to take a photo or video of our work. At all times, we need to exercise judgement about whether it's appropriate to take a photo.

This guidance is to support you to make those decisions about whether a photo should be taken.

Taking photos for our records at events

We do a lot of work in the community and meet some amazing people, and it's good to keep a record of that with photos if everyone agrees to it.

When we take a photo for our own records and internal use, we need to make sure we have permission from everyone in the photo.

Internal use means sharing photos with your work team, including photos in work reports, or using a photo for an **ECHO** story.

If you download a photo into our work Teams files, label it clearly so people know it is for internal use only. Label it – FOR INTERNAL USE (EVENT).

Taking photos that we might use on social media or other publications

You might want to capture images that could be published on the Electoral Commission's social media pages or for another external use.

External use means using a photo on our social media pages, on our website, in a media release, or in one of our reports to Parliament.

These images show the Commission at work and promote our services. It could be when we have a stall at a big event or the local markets, or it could highlight our work with community groups.

Use our consent form whenever you take a photo that you think might end up being published externally. Our consent form is available on ECHO: echo.elections.nz/information-kits-0

When you download a photo or video into our Teams folders for external use, label it clearly – FOR EXTERNAL USE (EVENT). Copy and file the consent forms that go with the photo or video, so it's on record, and other people can find it easily.

Appearing in photos

Sometimes people at events, or the people we're meeting with, will want to take a photo or video of our work.

You can never be sure where a photo might end up or how it might be used, so don't be afraid to ask what they want to take a photo of and how they will use it. You don't have to be in a photo or video if you don't want to be. You can say, no, I don't give you permission.

At events, we ask permission when we take a photo, and make it clear what it will be used for. We expect others to do the same for us. As representatives of the Commission, we are all required to be politically neutral. For this reason, do not have photos taken with candidates, members of Parliament (MPs), or others who have political affiliations, or have a high public profile. This is particularly true if we are at a closed meeting rather than a public event.

Sometimes you won't recognise people, or know who they are, or who they represent.

If you're unsure, you can say, we're a neutral agency, and we're not allowed to be in photos that could be used on social media.

Photography and filming in voting places

During advance and election day voting, we manage multiple requests for filming and photography.

Media can ask for approval to film inside a voting place. The media use photos and footage of people voting to illustrate their stories, and to show party leaders or other candidates voting. These stories benefit us too – they remind people that it's time to vote and shows what it's like inside a voting place.

We ask the media to contact the Electoral Commission media team at  [@elections.govt.nz](mailto:media@elections.govt.nz) with any photo or filming requests. We will then contact the Electorate Manager to arrange a suitable time and place.

The advice we provide to the media is that they can film or take photographs inside a voting place provided that:

- the Electorate Manager approves. Media should contact the Electoral Commission media team at least a day ahead to arrange this.
- no photographs are taken of voters actually completing their voting papers or showing how a person voted.
- photographers and camera crews do not disrupt voters from voting, or officials from their duties.
- no interviews are conducted in or near the voting place.

Public taking photos

Voting is personal so we ask the public to respect the privacy of other voters.

If people have a reason for wanting to film or take photos in a voting place, such as recording a candidate casting their vote, the Electorate Manager needs to be contacted in advance via BE25-TamakiMakaurau@vote.nz for approval.



Frequently Asked Questions

What is the Tāmaki Makaurau by-election?

A by-election is being held in the Tāmaki Makaurau electorate on Saturday 6 September to elect a member of Parliament.

Why is a by-election being held?

A by-election is being held following the death of MP Takutai Tarsh Kemp.

Who can enrol to vote in the Tāmaki Makaurau by-election?

You are eligible to enrol and vote in the Tāmaki Makaurau by-election if you:

- have lived in the Tāmaki Makaurau electorate for more than one month
- are on the Māori roll
- are 18 years of age or older, and
- have lived in New Zealand for more than one year continuously at some time in your life, and
- are a New Zealand citizen, or
- are a New Zealand permanent resident.

For electoral purposes, you are a permanent resident if you're in New Zealand legally and not required to leave within a specific time.

This includes someone who holds a valid resident or other visa. [See our website for more information on who is eligible to vote.](#)

When do I need to enrol by?

Everyone who enrolled by Wednesday 30 July will be sent an EasyVote information pack in the mail. The pack includes your personal EasyVote card and all the information you need to vote.

If you enrolled after Wednesday 30 July, you can still vote, but you won't get an EasyVote card.

You can enrol right up to and on election day, Saturday 6 September.

How do I know if I'm enrolled?

You can check your enrolment details online at vote.nz. You can also call **0800 36 76 56**.

I'm on the general roll – can I vote in the Tāmaki Makaurau by-election?

No, Tāmaki Makaurau is a Māori electorate. Only people enrolled on the Tāmaki Makaurau electoral roll by Wednesday 9 July are able to vote in this by-election.

I turn 18 on election day, Saturday 6 September can I still vote?

Yes, you can enrol and vote on election day. If you're 17, you can provisionally enrol and we'll automatically update your enrolment so you are ready to vote on election day.

How do I enrol to vote?

Enrolling is quick and easy. You can enrol or update your details online at vote.nz using your New Zealand driver licence, New Zealand passport or RealMe verified identity.

You can also call **0800 36 76 56** and ask for an enrolment form to be sent to you. You can also enrol and vote at any voting place.

Māori Electoral Option FAQs for the by-election

If you're Māori, when can you change the roll you're on?

If you are Māori, and enrolling to vote for the first time, you choose which electoral roll you want to be on. You can then change your roll type at any time, except:

- in the 3 months before a general election
- in the 3 months before local elections which are held every 3 years
- before a parliamentary by-election if the change would move you into the electorate where the by-election is being held.

I'm on the general roll and live in the Tāmaki Makaurau electorate. Can I change to the Māori roll and vote in the by-election?

From Wednesday 9 July, enrolled voters of Māori descent on the general roll will not be able to change rolls into the Tāmaki Makaurau electorate and vote in the by-election.

Under the Electoral Act, when there is a by-election, voters cannot change rolls from the date the vacancy is declared if it would move them into the electorate where the by-election is being held.

Can other enrolment updates be made during this time?

The exclusion only relates to changing your roll type.

People on the Māori roll who move into the Tāmaki Makaurau electorate and will have lived there for one month by the time of the by-election, and people on the dormant Māori roll who are re-enrolling, can update their details and vote in the by-election.

People who need to update their enrolment record, other than changing roll types to go onto the Tāmaki Makaurau roll, can still do so up to and including election day.

When was this rule put in place?

The times when people can change rolls were decided by Parliament in 2022 and the rules for the continuous Option came into effect on 31 March 2023.

Does the rule apply to first time voters?

Māori who are not enrolled can still enrol and make their roll choice right up until election day.

What happens if you apply to change rolls during this time?

Applications to change to the Tāmaki Makaurau roll from Wednesday 9 July will be processed after the October 2025 local elections.

Applications to change from the general roll into the other six Māori electorates can be made up until 10 July.

Voters cannot change roll type in the three months before the local elections on 11 October. All applications to change rolls during this time will be processed and confirmed after the local elections have been held.

Voting in the Tāmaki Makaurau by-election

What are the boundaries for the Tāmaki Makaurau electorate?

Tāmaki Makaurau is an urban Māori electorate. It is centred on Auckland south of the Harbour Bridge. It includes the Waitākere Ranges, and most of the southern and eastern Auckland suburbs as far south as Takanini and as far east as the Mangemangeroa Creek by the suburb of Shelly Park.

You can check which electorate you are in by entering your address into the search bar at vote.nz/find-your-electorate.

Have the boundaries changed?

Boundary changes for the next general election will be announced on Friday 8 August. The existing boundaries for the Tāmaki Makaurau electorate will apply for this by-election.

When is election day?

Election day for the Tāmaki Makaurau by-election is Saturday 6 September. Voting begins on Monday 25 August.

Who can vote in the Tāmaki Makaurau by-election?

Only people who are enrolled in the Tāmaki Makaurau electorate on the Māori roll can vote in the by-election.

You can enrol and vote in the by-election if you are eligible to vote in New Zealand elections and you've lived in the Tāmaki Makaurau electorate for more than one month.

Where and when can I vote?

From Monday 25 August, you can vote at any advance voting place. The days and times advance voting places are open vary, so check the opening hours before you go.

On election day Saturday 6 September all voting places are open from 9am to 7pm.

Voting place locations and opening hours will be available online at vote.nz before voting starts and there will be a list of voting places in your EasyVote pack. You can also call **0800 36 76 56** to ask where your nearest voting place is.

Will I get an EasyVote pack?

If you enrolled to vote by Wednesday 30 July, you'll be sent everything you need to make voting easy.

Your EasyVote pack includes:

- your personalised EasyVote card
- a list of candidates for the Tāmaki Makaurau by-election
- a list of advance voting places and election day voting places and when they are open
- a guide to voting in the by-election.

I haven't received an EasyVote card. Can I still vote?

Yes, the EasyVote card makes voting faster, but you can vote without it as long as you are enrolled. Go to vote.nz to check, update your details, or enrol.

What happens when I go to vote?

When you go to vote, take your EasyVote card with you.

Give it to the person issuing your voting paper. It will help them find you on the electoral roll.

You will be given a voting paper for the by-election. On your voting paper, place a tick by the name of the person you want to be your local member of Parliament.

Once you've made your choice, put your paper in the ballot box and you're done.

If you haven't voted before, or don't know what to do – don't worry, there will be people at the voting place who can show you what to do.

Will there be a party vote and an electorate vote?

There is only one vote in the by-election, the vote for the candidate you want to be your local member of Parliament.

There is no party vote. This is different from a general election where you have two votes – one for a party and the other for your local candidate.

Who will be standing in the by-election?

We don't know yet. Nominations close at noon Tuesday 5 August. We'll release a list of the candidates after that on vote.nz.

What if I can't get to a voting place?

If you can't get to a voting place, for example for health or mobility reasons, you can still vote. Call **0800 36 76 56** to arrange a postal vote, or a takeaway vote when someone picks up your voting papers for you.

Will there be dictation voting for blind or low-vision voters?

Yes. Voters who are blind or have a disability that means they are unable to mark their voting paper, will be able to vote using telephone dictation. You need to register before you can vote using telephone dictation. You can register from Thursday 31 July by calling **0800 028 028**.

More information is available on our website at vote.nz.

How can I vote if I'm in a care home or hospital?

If you are in a care home, the Electorate Manager will contact the Manager of your care home to arrange voting services.

If you are in hospital a friend or family member can bring you your voting papers from Monday 25 August when advance voting starts.

You can authorise someone to pick up your voting papers from a voting place for you. They can return your voting papers to any voting place before 7pm on election day, Saturday 6 September. Call **0800 36 76 56** to ask about arranging a takeaway vote or download an authorisation form from our website **vote.nz** (see the 'Unable to get to a voting place?' brochure).

Can I vote from outside the electorate?

If you are planning to be away on election day Saturday 6 September, you may be able to vote before you leave.

You can vote from Monday 25 August at any advance voting place. Information about where and when to vote will be available at **vote.nz**.

If you are going to be away for the whole voting period, you can arrange a postal vote. Call **0800 36 76 56** for more information.

How can I vote if I'm overseas?

If you are going to be overseas on election day, you can still vote. From Wednesday 20 August you can download your papers from overseas from **vote.nz**. You need to be enrolled before you can download your voting papers.

If you're still going to be in New Zealand when voting starts on Monday 25 August it's a good idea to vote early at any advance voting place.

Candidate nominations

Who can be a candidate in the by-election?

To be a candidate you must:

- be a New Zealand citizen
- be enrolled to vote
- be nominated by two registered electors who are enrolled in the Tāmaki Makaurau electorate, and
- pay a deposit of \$300.

How do I become a candidate in the by-election?

A candidate nomination form can be downloaded from our website at **vote.nz**.

Send your completed candidate nomination form to @elections.govt.nz by noon, Tuesday 5 August.

Deposits can be made by online banking and should be paid before nomination day to ensure receipt by the deadline.

When will I know who is standing in the by-election?

A list of candidates will be published on our website **vote.nz** in the afternoon of Tuesday 5 August.

Has the eligibility criteria changed for overseas voters?

No, the current eligibility criteria for voters who are overseas will be in place for the Tāmaki Makaurau by-election.

You can enrol and vote from overseas if you're a New Zealand citizen who's visited New Zealand within the last 3 years, or a New Zealand permanent resident who's visited New Zealand within the last 12 months. [See our website for more information on eligibility.](#)

Can someone on a 2021 Resident Visa vote in the Tāmaki Makaurau by-election?

If you hold a 2021 Resident Visa, and you meet the criteria below, and you have lived in Tāmaki Makaurau for more than one month, then you are eligible to enrol and vote:

- you are of New Zealand Māori descent
- you live in New Zealand
- your visa does not require you to leave New Zealand within a specified time
- you have lived in New Zealand continuously for 12 months or more
- you are in New Zealand legally
- you are not subject to sections 15 or 16 of the Immigration Act, for example have a conviction for certain offences or have been deported from New Zealand or another country.

How many voting places will there be?

We're still working on planning for the by-election and will confirm voting place locations and opening hours well before voting starts.

What sort of turnout are you expecting? Is turnout usually lower in a by-election?

The turnout for by-elections tends to be lower than for general elections. That's why we'll be doing all we can to raise awareness that the by-election is on, and encourage people to enrol and vote, so that they can have a say on who represents them in Parliament.

Recent by-election turnout	
Port Waikato, November 2023	35.9%
Hamilton West	31.4%
Tauranga, June 2022	40.5%
Northcote, June 2018	43.9%
Mt Albert, March 2017	30.0%
Mt Roskill, December 2016	38.5%

If a list MP wins the by-election, will another list MP from that party enter Parliament?

If a list MP wins a by-election, the next person on the party list will enter Parliament to fill the list vacancy.

The number of list MPs each party has in Parliament is based on the general election result and is not re-calculated after a by-election.

2025

02 August 2025

Ruapōtaka Marae
106 Line Road
Glen Innes

Tēnā koe Georgie

Use of Ruapōtaka Marae as a Voting Place for the Tāmaki Makaurau by-election

The Tāmaki Makaurau by-election will be held on Saturday 6 September 2025.

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

I am appointing staff to ensure that the premises are well looked after during use and that they are left in a tidy condition. One of my staff 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, the delivery of electoral supplies to the premises and the setup of the premises.

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

Saturday 30th August 10am-4pm

Thursday 4th September – Friday 5th September 10am-4pm

Saturday 6th September 9am to 7pm

If you have not already completed and returned an invoice, please feel free to complete the one at the **end of this letter** and forward it to me. Your invoice should be paid by Friday 12 September 2025, by direct credit to the bank account nominated on the invoice.

All voting places used for the Tāmaki Makaurau by-election must meet requirements and follow our policies around the use and management of voting places, including the requirements around conflicts of interest and political neutrality. Please read the **Voting Place Guide after the sample invoice below**. If you currently know, or become aware at any time, that your venue may not meet any of the requirements listed, please let me know. This will not necessarily mean that we cannot still use your venue.

If you have any questions relating to the use of these premises, please call on [REDACTED]. **Please email me back to confirm that you have received and understand this information.** Thank you again for your cooperation and assistance.

Nāku noa, nā

Gee Tatana
Electorate Manager, Tāmaki Makaurau Electorate
Email: be25-tamakimakaurau@vote.nz

INVOICE

To: **Electorate Manager**

Address:

Invoice Number:

Date:

Issued by-

Payee:

Payee Address:

Physical Address:

(if different from
above)

Email Address:

Payment made to-

Account name:

Account number:

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Tick if GST applicable (if not, leave blank)

Description of goods/services supplied:	Quantity	Cost (\$)

Net total \$ _____
GST (if applicable) \$ _____
Total amount payable \$ _____

Voting Place Guide

Introduction

This guide provides information to people that look after voting places the Electoral Commission intends to use for the **Tāmaki Makaurau by-election** in 2025. It helps you understand our requirements and policies around the use and management of voting places, including information about conflicts of interest and political neutrality.

How does the Commission secure voting places?

The Commission does not have ongoing arrangements in place for voting places, and so it must secure them anew ahead of every electoral event, which includes the following steps.

- The assessment of voting places for use in electoral events is undertaken by Electoral Commission staff.
 - These staff use a comprehensive form to assess the suitability of a venue for use as a voting place.
 - Once decisions on the location of voting places for the electorate have been made, these are provided to the Chief Electoral Officer for review.
 - They are then provided to the secretary of each registered political party for feedback.
 - The Chief Electoral Officer approves the final list of voting places, which are then made public.
-

What is considered during a voting place assessment?

The voting place assessment covers a range of areas to ensure a venue is appropriate for use as a voting place, this includes:

- health, safety, storage and security
 - accessibility including parking and building entrances / exits
 - civil defence protocols including for a natural disaster
 - facilities, layout and amenities
 - available operating hours
 - political neutrality and potential for conflicts of interest
 - whether the venue is known and well used in the community.
-

Political neutrality

The public, and those standing in the election, need to be sure that the way the Commission runs electoral events is politically neutral and impartial, so they can trust the result of the election.

To preserve the political neutrality of a voting place, the following is prohibited by law inside voting places or within 10 metres of the entrance of the building or area set aside for voting ('the buffer zone').

- campaigning, or any activity which obstructs or influences voters
- any election advertising,

This applies when advance voting places are open, or anywhere on Election Day.

Conflicts of interest

In relation to a potential voting place venue, a conflict of interest may arise where a person that is an employee of the venue, or is actively involved in its governance or management, is:

- a participant in the electoral event, e.g. standing as a candidate*
- a close relative of a candidate, e.g. a spouse, civil union partner, de facto partner, child, or parent
- a person actively involved with a political party, e.g. in the campaign, as an office holder, or a donor.

* Please note a list of candidates will be available on vote.nz from 5 August 2025.

How will potential conflicts of interest be managed?

The process to manage potential conflicts of interest includes:

- where a potential conflict of interest is identified, it is recorded in the assessment form
 - if there is a desire to continue with the use of the venue as a voting place, we may seek further information or a discussion with people associated with the venue
 - Electoral Commission staff will undertake a further assessment of the potential conflict of interest, and ways it can be addressed or mitigated
 - the information with a recommendation will be presented to the Chief Electoral Officer for a final decision, under delegation from the Electoral Commission Board
- The Electoral Commission Board may also make the final decision itself.
-

Facilities required for a voting place

Voting places must be available to any member of the public during voting hours. It is preferable that the site is fully accessible so that a voter in a wheelchair can independently use the venue.

Voting place staff will require access to toilets and preferably to other facilities such as a kitchen and/or break room.

Voting place equipment such as cardboard voting screens, may be required to be securely stored at the venue before Election Day and for a period afterwards.

Staff access

For advance voting places, staff will require access at the times agreed.

For Election Day voting places, staff will require access to the voting place:

- from the day before to set up the voting place
 - until 11pm on the day to complete the preliminary count and pack up the voting place.
-

Earthquake assessments

It is not a requirement that buildings used as voting places have been assessed for earthquake risk. However, if a building has been assessed, and its new building standard (NBS) rating is below 34%, it cannot be used as a voting place.

Fundraising and manaakitanga

A venue being used as a voting place can host their own fundraising activities, such as a sausage sizzle or school fair at the same time as voting if:

- voters can move in and out of the voting place in an unimpeded way
- there is no expectation that voters will make a purchase or participate in the activities.

Any hospitality / manaakitanga offered near the voting place must be available to any member of the public without any expectation that it is only for those people who have voted.

Political campaign and fundraising meetings

Political campaign and fundraising meetings related to the by-election can be held in a venue that is being used as a voting place up to the day before Election Day, so long as they are held in a separate part of the site and meet the following requirements:

- people attending a campaign meeting can walk through the 10 metre 'buffer zone' but should not wear campaign material or undertake electioneering activities within the zone, and
- signs directing attendees to a campaign meeting cannot be displayed within the buffer zone.

Note: The Commission should be notified ahead of time, of any campaign meetings in the same location as the voting place.

Can alcohol be sold at the site during the hours of voting?

Licensed premises can be used as voting places provided:

- alcohol is **not available** for sale, supply or consumption in the area where voting papers are issued
 - the voting place can be accessed without passing through any part of the licensed premise where alcohol is consumed.
-

Can a venue promote the voting place?

The venue hosting a voting place can promote the availability of voting at its site e.g., on the site's social media pages or community newsletters. In doing so, it is important that the information provided:

- is politically neutral
 - does not encourage voters to vote for any party or candidate
 - does not include reference to a political issue
 - includes a promoter statement, which is the name and address of the person who directed it to be published.
-

Does the Commission have insurance?

The Electoral Commission has public liability insurance. The Certificate of Currency can be provided on request.

Can people from the venue work at the voting place?

It is highly encouraged that people from the local community apply to work at the voting place, which includes people who work at the venue at other times.

All voting place roles are paid, and training is provided. For more information, see <https://work.elections.nz/?unlistedjob=i8pSVNG&tracker=625833198>

*Tērā te uira ka kanapū i te rangi. Ka papā te whatitiri
Rū ana te whenua. Kahukura ki te rangi
Ueue katoatia Te Rohe Pōti o Tāmaki Makaurau
Pōkarekare nga tūpuna moana o Manukau o Waitematā
Haere mai haere e Takutai. Kua timu te tai
Kua whakarereā e koe nga mamaetanga o te ao kikokiko.
Kua mōkaia hoki e. E okioki.*

Tēnā koe,

As preparations begin for the Tāmaki Makaurau By-Election, which will be held on **Saturday, 6 September 2025**, the Electoral Commission is hoping to connect with places of significance and community spaces that play an important role in the lives of whānau, hapū and Iwi.

As part of our commitment to strengthening Māori participation in Aotearoa's democratic processes, we are hoping to work alongside Māori communities to ensure that voting services reflect the needs and aspirations of Māori electors in the Tāmaki Makaurau Electorate.

- **Election Day: Saturday 6th September 2025**
- **Advanced Voting Begins: Monday 25th August 2025**

We would appreciate the opportunity to explore the possibility of working with you to host a voting place either on Election Day, during advanced voting, or both. This initiative is guided by kaupapa Māori principles and aims to create a welcoming, whānau-centric, community led environment where Māori electors feel welcome, confident and supported to participate.

We are especially interested in working with you to:

- **Recruit staff from within your community and networks**, including rangatahi, to deliver the service.
- **Support bilingual service delivery**, enabling voters to complete their voting journey in both te reo Māori and te reo pākehā
- **Empower whānau to connect with the democratic process** and access employment opportunities with the Commission.

We have seen the positive impact of this approach during General Election in 2023 within the Tāmaki Electorate through the partnership with Te Kura Kaupapa Māori o Hoani Waititi & Te Kura Kaupapa Māori ā Rohe o Māngere. We hope to build on this success in the Tāmaki Makaurau by-election by amplifying Māori representation and rangatahi voice in the electoral process.

We would really value the opportunity to kōrero with you about this kaupapa and how we might work together to bring it to life. Attached are the roles that will be available in the voting place for whānau and a brief outline of what it means to be a voting place.

If this is something the Marae has the capacity, availability, and interest to explore, please let us know and we can arrange a time to have further kōrero.

Ngā mihi nui

EMS Report Voting Places 2025-08-05

E#	Electorate Name	VP Name	Street
68	Tāmaki Makaurau	Te Wānanga O Aotearoa, 15 Canning Crescent, Māngere	15 Canning Crescent
68	Tāmaki Makaurau	Nga Wananga Takiura, 120 Asquith Avenue, Mt Albert	120 Asquith Avenue
68	Tāmaki Makaurau	Soldiers and Settlers Hall, 12 Te Putu Street, Taupiri	12 Te Putu Street
68	Tāmaki Makaurau	Te Kōhanga Reo o Te Reo Rangatira ki Whaiora, 20 Ōtara Road, Ōtara	20 Ōtara Road
68	Tāmaki Makaurau	The Trusts Arena, Main Foyer, 65-67 Central Park Drive, Henderson	65-67 Central Park Drive
68	Tāmaki Makaurau	Ngā Puna o Waiōrea, 100 Motions Road, Western Springs	100 Motions Road
68	Tāmaki Makaurau	Te Whare Wānanga o Awanuiārangi, Building 1, 19 Lambie Drive, Manukau	Building 1, 19 Lambie Drive
68	Tāmaki Makaurau	Tātai Hono Mārae, 6 Burleigh Street, Grafton	6 Burleigh Street
68	Tāmaki Makaurau	Surfdale Community Hall, 6 Hamilton Road, Surfdale	6 Hamilton Road
68	Tāmaki Makaurau	Mt Roskill Tennis Hall, 34 Foch Avenue, Mt Roskill	34 Foch Avenue
68	Tāmaki Makaurau	Finlayson Park School Hall, 87 John Walker Drive, Manurewa	87 John Walker Drive
68	Tāmaki Makaurau	All Saints Anglican Church, 284 Ponsonby Road, Ponsonby	284 Ponsonby Road
68	Tāmaki Makaurau	Hillpark School Hall, 57 Grande Vue Road, Manurewa	57 Grande Vue Road
68	Tāmaki Makaurau	Auckland City Mission, 140 Hobson Street, Auckland City	140 Hobson Street
68	Tāmaki Makaurau	Manurewa Library, Community Room, 7 Hill Road, Manurewa	7 Hill Road
68	Tāmaki Makaurau	Auckland University of Technology, Level 4, Building WA, 55 Wellesley Street, Auckland City	55 Wellesley Street
68	Tāmaki Makaurau	Auckland University, He Āhuru Mōwai- Māori Student Support Centre, Level 2, Kate Edgar Information Commons, Building 315, 2 Alfred Street, Auckland City	2 Alfred Street
68	Tāmaki Makaurau	MIT Manukau Campus, The Atrium, (corner Manukau Station Road & Davies Avenue), Manukau City Centre	(corner Manukau Station Road & Davies Avenue)
68	Tāmaki Makaurau	Pitt Street Methodist Church, Theatre, 78 Pitt Street, Auckland City	78 Pitt Street
68	Tāmaki Makaurau	Papatoetoe War Memorial Library, 30 Wallace Road, Papatoetoe	30 Wallace Road
68	Tāmaki Makaurau	Kāhui St David's, The Garden Room, 70 Khyber Pass Road, Grafton	70 Khyber Pass Road
68	Tāmaki Makaurau	Roscommon School Hall, 23 Burundi Avenue, Clendon Park	23 Burundi Avenue
68	Tāmaki Makaurau	Waiheke Library, 131-133 Ocean View Road, Waiheke Island	131-133 Ocean View Road
68	Tāmaki Makaurau	Te Matariki Clendon Community Centre & Library, 17 Palmers Road, Clendon Park	17 Palmers Road
68	Tāmaki Makaurau	Baverstock Oaks School, 21 Baverstock Road, Flat Bush	21 Baverstock Road
68	Tāmaki Makaurau	Te Putahi Māori o Manurewa, 165 Browns Road, Manurewa	165 Browns Road
68	Tāmaki Makaurau	Botany Library, Level 1, Sunset Terrace, Botany	Sunset Terrace
68	Tāmaki Makaurau	Tupu Youth Library, 102 Dawson Road, Clover Park	102 Dawson Road
68	Tāmaki Makaurau	Te Matauranga School Hall, 206 Finlayson Avenue, Clendon Park	206 Finlayson Avenue
68	Tāmaki Makaurau	Weymouth Primary School Hall, 23 Evans Road, Weymouth	23 Evans Road
68	Tāmaki Makaurau	Dawson Primary School, 15 Haumia Way, Flat Bush	15 Haumia Way
68	Tāmaki Makaurau	Elim Christian College, Golflands Campus, 94 Golfland Drive, Botany	94 Golfland Drive
68	Tāmaki Makaurau	Kia Aroha College, 51 Othello Drive, Flat Bush	51 Othello Drive
68	Tāmaki Makaurau	Bairds Mainfreight Primary School, 12 Edward Avenue, Ōtara	12 Edward Avenue
68	Tāmaki Makaurau	Barnett Hall, 2 North Piha Road, Piha	2 North Piha Road
68	Tāmaki Makaurau	Blockhouse Bay Baptist Church, 504 Blockhouse Bay Road, Blockhouse Bay	504 Blockhouse Bay Road
68	Tāmaki Makaurau	Blockhouse Bay Community Church, 76 Dundale Avenue, Blockhouse Bay	76 Dundale Avenue
68	Tāmaki Makaurau	CCS Disability Action, Yarnton House, 14 Erson Avenue, Royal Oak	14 Erson Avenue
68	Tāmaki Makaurau	Chapel Downs Primary School, 170 Dawson Road, Flat Bush	170 Dawson Road
68	Tāmaki Makaurau	Church@onetwosix Hall, 126 Point Chevalier Road, Point Chevalier	126 Point Chevalier Road
68	Tāmaki Makaurau	Church Unlimited, Auditorium 2, 3 Te Atatū Road, Glendene	3 Te Atatū Road
68	Tāmaki Makaurau	Clayton Park School Hall, 187 Coxhead Road, Wattle Farm Road entrance, Wattle Downs	187 Coxhead Road, Wattle Farm Road entrance
68	Tāmaki Makaurau	Conifer Grove School Hall, 70 Walter Strevens Drive, Takanini	70 Walter Strevens Drive
68	Tāmaki Makaurau	Edgewater College Hall, 32 Edgewater Drive, Pakuranga	32 Edgewater Drive
68	Tāmaki Makaurau	Edmonton Primary School, 1 School Road, Te Atatū South	1 School Road
68	Tāmaki Makaurau	EFKS Kingsland Congregational Christian Church of Samoa, 50 Bond Street, Kingsland	50 Bond Street
68	Tāmaki Makaurau	Elim Christian Centre, Gate 3, 198 Mahia Road, Wattle Downs	198 Mahia Road
68	Tāmaki Makaurau	Ellerslie War Memorial Hall, 134-138 Main Highway, Ellerslie	134-138 Main Highway
68	Tāmaki Makaurau	Ferguson Intermediate School, 20-40 Ferguson Road, Ōtara	20-40 Ferguson Road
68	Tāmaki Makaurau	Flanshaw Road School, 51 Flanshaw Road, Te Atatū South	51 Flanshaw Road
68	Tāmaki Makaurau	Fruitvale School Hall, 40 Fruitvale Road, New Lynn	40 Fruitvale Road
68	Tāmaki Makaurau	Greek Community and Orthodox Parish of Auckland, 106-108 Western Springs Road, Western Springs	106-108 Western Springs Road
68	Tāmaki Makaurau	Greenmeadows Intermediate School, Technology Block, Ferguson Street entrance, Manurewa East	Ferguson Street entrance

68 Tāmaki Makaurau	Greyfriars Presbyterian Church, McKinney Hall, 544 Mount Eden Road, Mt Eden	544 Mount Eden Road
68 Tāmaki Makaurau	Grey Lynn Community Centre, 510 Richmond Road, Grey Lynn	510 Richmond Road
68 Tāmaki Makaurau	Highland Park Library, 16 Highland Park Drive, Highland Park	16 Highland Park Drive
68 Tāmaki Makaurau	Howick Library, Fencible Room, 25 Uxbridge Road, Howick	25 Uxbridge Road
68 Tāmaki Makaurau	Māngere Arts & Events Centre, (corner Orly Avenue & Bader Drive), Māngere	(corner Orly Avenue & Bader Drive)
68 Tāmaki Makaurau	Māngere East Primary School, 21 Yates Road, Māngere East	21 Yates Road
68 Tāmaki Makaurau	Manurewa Scout Hall, 23 Alfriston Road, Gallahar Park entrance, Manurewa East	23 Alfriston Road, Gallahar Park entrance
68 Tāmaki Makaurau	Mayfield School, 12 Pearl Baker Drive, Ōtara	12 Pearl Baker Drive
68 Tāmaki Makaurau	Methodist Centre of the West Church Hall, 302 West Coast Road, Glen Eden	302 West Coast Road
68 Tāmaki Makaurau	Metro Theatre, 362 Massey Road, Māngere East	362 Massey Road
68 Tāmaki Makaurau	MIT Ōtara Campus, Pasifika Community Centre, Gate 12, 53 Ōtara Road, Ōtara	Gate 12, 53 Ōtara Road
68 Tāmaki Makaurau	Mountainside Lutheran Church, 1 Harris Road, Mt Wellington	1 Harris Road
68 Tāmaki Makaurau	Mount Albert Presbyterian Church Hall, 14 Mount Albert Road, Mt Albert	14 Mount Albert Road
68 Tāmaki Makaurau	Mt Eden War Memorial Hall, 487- 489 Dominion Road, Balmoral	487- 489 Dominion Road
68 Tāmaki Makaurau	Nga Iwi School, 60 Mascot Avenue, Māngere	60 Mascot Avenue
68 Tāmaki Makaurau	Ōrākei Community Centre, 156 Kepa Road, Ōrākei	156 Kepa Road
68 Tāmaki Makaurau	Oranga Community Centre, 52 Waitangi Road, Onehunga	52 Waitangi Road
68 Tāmaki Makaurau	Ōtāhuhu Library, 28 Mason Avenue, Ōtāhuhu	28 Mason Avenue
68 Tāmaki Makaurau	Ōtāhuhu Town Hall Community Centre, 10 High Street, Ōtāhuhu	10 High Street
68 Tāmaki Makaurau	Ōtara Library, (corner East Tamaki Road & Bairds Road), Ōtara	(corner East Tamaki Road & Bairds Road)
68 Tāmaki Makaurau	Our Lady of Lourdes Catholic Church Hall, 7 Glendale Road, Glen Eden	7 Glendale Road
68 Tāmaki Makaurau	PAK'nSAVE Glen Innes, 182 Apirana Avenue, Glen Innes	182 Apirana Avenue
68 Tāmaki Makaurau	Pakuranga College Hall, 180 Pigeon Mountain Road (corner Pakuranga Road), Half Moon Bay	180 Pigeon Mountain Road (corner Pakuranga Road)
68 Tāmaki Makaurau	Pakuranga Intermediate School, Room 1, 43-49 Reeves Road, Pakuranga	43-49 Reeves Road
68 Tāmaki Makaurau	Pan African Community Centre, 3131 Great North Road, New Lynn	3131 Great North Road
68 Tāmaki Makaurau	Panama Road School, 139 Panama Road, Ōtāhuhu	139 Panama Road
68 Tāmaki Makaurau	Panmure Library, 7-13 Pilkington Road, Panmure	7-13 Pilkington Road
68 Tāmaki Makaurau	Papatoetoe East Primary School, 138 Tui Road, Papatoetoe	138 Tui Road
68 Tāmaki Makaurau	Papatoetoe Intermediate School, 175 Motatau Road, Papatoetoe	175 Motatau Road
68 Tāmaki Makaurau	Papatūānuku Kōkiri Marae, 141R Robertson Road, Māngere	141R Robertson Road
68 Tāmaki Makaurau	Parnell District School Hall, 48 Saint Stephens Avenue, Parnell	48 Saint Stephens Avenue
68 Tāmaki Makaurau	Pasadena Intermediate School Hall, 2 Moray Place, Point Chevalier	2 Moray Place
68 Tāmaki Makaurau	Point England Primary School, 130 Point England Road, Point England	130 Point England Road
68 Tāmaki Makaurau	Randwick Park School Hall, Magic Way entrance, Randwick Park	Magic Way entrance
68 Tāmaki Makaurau	Redoubt North Wesleyan Church, 51 Diorella Drive, Clover Park	51 Diorella Drive
68 Tāmaki Makaurau	Riverhills School Hall, 13 Waikaremoana Place, Pakuranga	13 Waikaremoana Place
68 Tāmaki Makaurau	Rosebank School Hall, 217 Rosebank Road, Avondale	217 Rosebank Road
68 Tāmaki Makaurau	Royal Oak Intermediate School Hall, 74 Symonds Street, Trafalgar Street entrance, Royal Oak	74 Symonds Street, Trafalgar Street entrance
68 Tāmaki Makaurau	Royal Oak Primary School Hall, Chandler Avenue, 663 Manukau Road entrance, Royal Oak	Chandler Avenue, 663 Manukau Road entrance
68 Tāmaki Makaurau	Ruapōtaka Marae, 106 Line Road, Glen Innes	106 Line Road
68 Tāmaki Makaurau	Stanhope Road School Hall, 2B Harris Road, Mt Wellington	2B Harris Road
68 Tāmaki Makaurau	St Anne's Catholic Church Hall, 126 Russell Road, Manurewa	126 Russell Road
68 Tāmaki Makaurau	St David's in the Fields Church, 202 Hillsborough Road, Hillsborough	202 Hillsborough Road
68 Tāmaki Makaurau	St George's Church Youth Rooms, 19 Ranfurly Road, Epsom	19 Ranfurly Road
68 Tāmaki Makaurau	St Giles Presbyterian Church, 1 Flanshaw Road, Te Atatū South	1 Flanshaw Road
68 Tāmaki Makaurau	St Heliers Church & Community Centre, 100 St Heliers Bay Road, St Heliers	100 St Heliers Bay Road
68 Tāmaki Makaurau	St Jude's Anglican Church Hall, 27 St Jude Street, Avondale	27 St Jude Street
68 Tāmaki Makaurau	St Leonards Road School Hall, 15 St Leonards Road, Kelston	15 St Leonards Road
68 Tāmaki Makaurau	St Luke's Anglican Church Hall, 3 Russell Road, Manurewa	3 Russell Road
68 Tāmaki Makaurau	St Therese Catholic Parish Hall, 10 Wickman Way, Māngere East	10 Wickman Way
68 Tāmaki Makaurau	St Thomas Tāmaki Church, 368 Kohimarama Road, Kohimarama	368 Kohimarama Road
68 Tāmaki Makaurau	Suburbs Rugby Football Club, 130 Portage Road, New Lynn	130 Portage Road
68 Tāmaki Makaurau	Takaanini Library and Community Hub - Te Wao Nui a Tane, 30 Walters Road, Takanini	30 Walters Road
68 Tāmaki Makaurau	Tāmaki College, 109-115 Taniwha Street, Glen Innes	109-115 Taniwha Street

68 Tāmaki Makaurau	Te Kura Kaupapa Māori a Rohe o Māngere, 7 Comet Crescent, Māngere	7 Comet Crescent
68 Tāmaki Makaurau	Te Kura Kaupapa Māori o Hoani Waititi Marae, Whare Kowhanga, 441 West Coast Road, Glen Eden	441 West Coast Road
68 Tāmaki Makaurau	Te Kura Kaupapa Māori o Ngā Maungarongo, 140 Haverstock Road, Mt Albert	140 Haverstock Road
68 Tāmaki Makaurau	Te Papapa School Hall, 219 Mt Smart Road, Onehunga	219 Mt Smart Road
68 Tāmaki Makaurau	Te Whare Rangimarie, 7-13 Pilkington Road, Panmure	7-13 Pilkington Road
68 Tāmaki Makaurau	The Crossing - Te Whakawhitia, Konini House, 30/44 Kaurilands Road, Titirangi	30/44 Kaurilands Road
68 Tāmaki Makaurau	Trinity Methodist Church Hall, 474 Pakuranga Road, Pakuranga	474 Pakuranga Road
68 Tāmaki Makaurau	Waikowhai Primary School, 381 Hillsborough Road, Hillsborough	381 Hillsborough Road
68 Tāmaki Makaurau	Westfield Manukau Mall, Centre Court, (corner Great South Road & Manukau Station Road), Manukau City Centre	(corner Great South Road & Manukau Station Road)
68 Tāmaki Makaurau	Overseas Special Votes for Party Only - Māngere	
68 Tāmaki Makaurau	Overseas Special Votes Including Defence Force - Māngere	
68 Tāmaki Makaurau	Special Votes BEFORE Polling Day - Māngere	
68 Tāmaki Makaurau	Special Votes ON Polling Day - Māngere	
68 Tāmaki Makaurau	Votes Allowed for Party Only - Māngere	
68 Tāmaki Makaurau	Prisons Team, Team 1, Taken in Tāmaki Makaurau	Team 1

POSITION DESCRIPTION

Position	Issuing Officer
Group/Business Unit	Operations/Voting Services
Reports to	Voting Place Manager
Direct reports	None
Location	Designated Voting Place(s)
Date	March 2023
Key relationships	<p>Internal relationships: Post-Election Manager Mobile Managers Voting Place Manager and Voting Place Staff</p> <p>External relationships: Voters</p>
Operating budget	None

Who we are

Confidence in a free, fair and secret voting system is at the heart of any democracy.

In Aotearoa New Zealand this is something we almost take for granted. But it relies on the integrity of our electoral process, and at the Electoral Commission safeguarding trust and confidence in this process is central to everything we do.

We are an independent Crown Entity. We are publicly funded and support a whole of government approach. We operate the electoral system as prescribed in the Electoral Act and mandated by parliament, running the country's general elections, by-elections and referendums. We ensure the integrity of the rolls and compliance with electoral requirements by parties, candidates and third parties.

But our work extends beyond the usual three-year cycle and running general elections. We meet complex and constantly changing requirements to keep New Zealanders at the centre of the process.

New Zealand's electoral system enjoys 95% satisfaction from voters and contributes to our consistent ranking as one of the world's top two democracies.

This is a priceless heritage. It belongs to all New Zealanders. We are proud to be constantly advancing and sustaining the processes it relies on.

Our values

Ngā uara hai pou mō te Kaitiaki take Kōwhiri, kia eke ai to māramatanga ki te pōti - Our five values together form TAUMATA: a summit or peak which is often associated with an arduous journey, with levels along the way, elevating to a higher plain, and success.

Our values help guide us in our mission that all New Zealanders trust, value and take part in Parliamentary Elections.

1. **Tūhonotanga** - To join, bond, attach, connect.
Connecting / building and maintaining relationships
Bringing people together to increase participation in democracy.
2. **Aratakina** - To conduct, lead, point out, guide
Knowledge Transfer
Guiding towards greater understanding.
3. **Uakaha** - Vigour, energy, dynamism, enthusiasm
Energy / dynamism / innovation
Being dynamic and energetic in what we do.
4. **Manaakitanga** - Hospitality, kindness, generosity, support
Power Transfer
Demonstrating generosity and empowering people
5. **Tika** - Be true, valid, honest, genuine, sincere
Integrity and honesty
Doing things right; doing the right things!

Position Purpose

The primary responsibility of an issuing officer is to issue voting papers accurately and efficiently and to adhere to prescribed practices and processes. Issuing Officers are also required to assist the Voting Place Manager with pack up and closedown of voting places within the hours of operation.

Your role

Issuing voting papers

- Issue voting papers to voters accurately and efficiently to voters.
- Courteous and professional customer service which encourages public participation in democracy.
- Demonstrate good communication skills, ability to follow instructions, and attention to detail.
- Demonstrate resilience and determination. Undertake high volume, repetitive tasks while ensuring a high degree of accuracy.
- Show awareness and sensitivity to different cultural or physical needs of voters.
- An ability to pronounce Māori names correctly, or the willingness to learn.

Expected results:

- Working with others to ensure smooth operation of the voting place.
- Maintaining a high degree of voter satisfaction.
- Votes are issued accurately and efficiently.

Commitment to cultural competency

- Recognise and understand the importance of Te Tiriti o Waitangi.
- Commit to being a positive treaty partner.

Expected results:

- The Commission maintains and nurtures Te Tiriti o Waitangi.

Team effectiveness and culture

- Contribute to team effectiveness by providing suggestions, learning feedback and support to others, to enable the uplift of team performance and drive motivation.
- Regularly demonstrate a positive, open and collaborative mindset when contributing to the team, organisation, values and activities of the Commission.
- Act as an ambassador for the culture and values of the Commission by demonstrating them in all interactions with employees and stakeholders.

Expected results:

- The Commission's values are demonstrated through team behaviours, interactions, and performance.
- Team culture is strong and there is a willingness to provide and receive effective feedback.
- Challenges are resolved effectively representing the team and/or organisation's best interests.
- The team operation is smooth and efficient and is uninterrupted when there are absences.

Relationship management

- Act as an ambassador of the Commission through positive interactions with the public.
- Maintain high ethical standards of conduct.

Expected results:

- A demonstrated commitment to acting with customers in mind.

Quality systems and service

- Contribute to the achievement of team goals by meeting expectations and offering suggestions for improving current systems and procedures.
- Adhere closely to written and verbal instruction. Seek clarification where needed.
- Ensure that service levels continue to meet a high standard through positive voter interactions.

Expected results:

- Team goals are achieved and a high standard of delivery and integrity is preserved.

Health, Safety and Wellbeing

- Take reasonable care for your own health and safety and that of others at work.
- Proactively demonstrate adherence to the organisation's Health, Safety and Wellbeing related values, acting as an advocate and support for all our employee's wellbeing.
- Comply with the Commission's health and safety policies and procedures. Take action to improve health and safety record of the workplace. Ensures equipment and work areas are well maintained.
- Ensure timely and accurate reporting of any risks or hazards and potential risks or hazards so that they may be remedied.
- Promote and advocate employee wellbeing, acting as a champion for wellbeing.

- Lead, champion, and promote continual improvement in health and wellbeing to create a healthy and safe culture.
- Continuously engage with the team to enable them to actively participate in wellbeing activities and initiatives.

Expected results:

- All employees understand their responsibilities and utilise development programmes to ensure they have the required health and safety competency.
- All employees are required to improve Health, Safety and Wellbeing in their work environment to create an improved health and safety culture in line with the Health, Safety and Wellbeing policy
- The team is continuously engaged with to enable them to actively participate in wellbeing activities and initiatives.

Key competencies

- Customer Focus: Is dedicated to meeting the expectations and requirements of voters. Champions democracy through positive interactions with the public.
- Attention to Detail: Is committed to following instructions and performing tasks with a high degree of accuracy.
- Integrity and Trust: Maintains public trust in the electoral process by demonstrating ethical conduct and behaviour. Follows prescribed processes to ensure accurate results.
- Interpersonal skills: Performs well in a team environment. Builds positive and effective relationships which contribute to the Commission's values and goals.

Public Service introduction

Ka mahitahi mātou o te ratonga tūmatanui kia whai tikanga ai te noho a ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at ([About the Public Service Commission - Te Kawa Mataaho Public Service Commission](#)).

WHAT DOES IT MEAN TO BE A VOTING PLACE?

Voting places across Aotearoa / New Zealand come in many different shapes and sizes to meet the needs of the local community.

Outside a Voting Place	Voting Place Setup
	
Issuing Votes	Voters casting their ballot paper
	
<p>It's important that voting places are politically neutral</p> <p>Campaigning and activity that influences voters is prohibited within 10 metres of the entrance of the building during the advanced voting period or anywhere on election day</p> <p>The Electoral Commission must be advised if anyone associated with the running of the venue or anyone involved in the governance of the venue is a candidate or actively involved in furthering the interests of a candidate or political party</p>	<p>Staff will need access to the voting place</p> <ul style="list-style-type: none"> the day before the start of voting (to set up) Until 11pm on the last day that voting is offered at the venue <p>Voting place equipment such as cardboard voting screens may be required to be securely stored for up to 3 weeks before election day and up to 3 weeks afterwards</p>

POSITION DESCRIPTION

Position	Voting Assistant
Group/Business Unit	Voting Services
Reports to	Voting Place Manager / Rostering and Recruitment Manager
Direct reports	None
Location	Designated Voting Place(s)
Date	March 2023
Key relationships	<p>Internal relationships: Recruitment and Rostering Manager Trainers Voting Place Managers and Voting Place staff</p> <p>External relationships: Voters Members of the Public</p>
Operating budget	None

Who we are

Confidence in a free, fair and secret voting system is at the heart of any democracy.

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This is a priceless heritage. It belongs to all New Zealanders. We are proud to be constantly advancing and sustaining the processes it relies on.

Our values

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Our values help guide us in our mission that all New Zealanders trust, value and take part in Parliamentary Elections.

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Bringing people together to increase participation in democracy.
2. **Aratakina** - To conduct, lead, point out, guide
Knowledge Transfer
Guiding towards greater understanding.
3. **Uakaha** - Vigour, energy, dynamism, enthusiasm
Energy / dynamism / innovation
Being dynamic and energetic in what we do.
4. **Manaakitanga** - Hospitality, kindness, generosity, support
Power Transfer
Demonstrating generosity and empowering people
5. **Tika** - Be true, valid, honest, genuine, sincere
Integrity and honesty
Doing things right; doing the right things!

Position Purpose

The Voter Assistant is the first face a voter will see when they enter a Voting Place. Their role is to greet the voter and assist them in making sure they have everything they need to cast their vote.

This includes directing voters to the correct Issuing Officer and queue management during busy periods.

Your role

Customer Service

- Be the friendly, welcoming, and professional face of the Electoral Commission. Greet voters, determine what assistance is needed, and direct them to the correct queue.
- Provide voters with accurate and appropriate information to facilitate participation in the democratic process.
- Manage queues of voters during busy periods.

Expected results:

- Voters are provided with everything they need to vote. High voter satisfaction is maintained.
- Busy periods are managed efficiently and smoothly.

Operational Support

- Assist the Voting Place Manager to ensure a smooth operation of the Voting Place. Assist with set up and pack down of the Voting Place as required.
- Assist with the preliminary count of votes on Election Night.
- Ensure security of voting materials is maintained in accordance with Commission procedure.

Expected results:

- Smooth and efficient operations are maintained throughout the voting period.
- Election activities are completed on time and in accordance with the policies and procedures of the Commission
- The security and integrity of voting materials is preserved at all times.

Commitment to cultural competency (all roles)

- Recognise and understand the importance of Te Tiriti o Waitangi.
- Commit to being a positive treaty partner.

Expected results:

- The Commission maintains and nurtures Te Tiriti o Waitangi.

Team effectiveness and culture

- Contribute to team effectiveness by providing suggestions, learning feedback and support to others, to enable the uplift of team performance and drive motivation.
- Regularly demonstrate a positive, open and collaborative mindset when contributing to the team, organisation, values and activities of the Commission.
- Act as an ambassador for the culture and values of the Commission by demonstrating them in all interactions.

Expected results:

- The Commission's values are demonstrated through team behaviours, interactions and performance.
- Team culture is strong and there is a willingness to provide and receive effective feedback.
- The team operation is smooth and efficient and is uninterrupted when there are absences.

Relationship management

- Act as an ambassador of the Commission through positive interactions with the public and staff.
- Maintain high ethical standards of conduct.

Expected results:

- Relationships are effective and successful with all internal and external stakeholders.
- A demonstrated commitment to acting with customers in mind and gaining their trust and respect.

Quality systems and service

- Contribute to the achievement of team goals by meeting expectations and offering suggestions for improving current systems and procedures.
- Practice a continuous improvement approach by reviewing own work methods and taking a proactive approach to resolving challenges.
- Ensure that service levels meet agreed standards by focusing on application of quality work standards and methods and the timely delivery of agreed services.

Expected results:

- Team goals are achieved through continuous improvement.

Health, Safety and Wellbeing

- Take reasonable care for your own health and safety and that of others at work.
- Proactively demonstrate adherence to the organisation's Health, Safety and Wellbeing related values, acting as an advocate and support for all our employee's wellbeing.
- Comply with the Commission's health and safety policies and procedures. Take action to improve health and safety record of the workplace. Ensures equipment and work areas are well maintained.
- Ensure timely and accurate reporting of any risks or hazards and potential risks or hazards so that they may be remedied.
- Promote and advocate employee wellbeing, acting as a champion for wellbeing.
- Lead, champion, and promote continual improvement in health and wellbeing to create a healthy and safe culture.
- Continuously engage with the team to enable them to actively participate in wellbeing activities and initiatives.

Expected results:

- All employees understand their responsibilities and utilise development programmes to ensure they have the required health and safety competency.
- All employees are required to improve Health, Safety and Wellbeing in their work environment to create an improved health and safety culture in line with the Health, Safety and Wellbeing policy
- The team is continuously engaged with to enable them to actively participate in wellbeing activities and initiatives.

Key competencies

- **Customer Focus:** Is dedicated to meeting the expectations and requirements of voters. Champions democracy through positive interactions with the public.
- **Attention to Detail:** Is committed to following instructions and performing tasks with a high degree of accuracy.
- **Integrity and Trust:** Maintains public trust in the electoral process by demonstrating ethical conduct and behaviour. Follows prescribed processes to ensure accurate results.
- **Interpersonal skills:** Performs well in a team environment. Builds positive and effective relationships which contribute to the Commission's values and goals.

Qualifications and technical skills

Public Service introduction

Ka mahitahi mātou o te ratonga tūmatanui kia whai tikanga ai te noho a ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at ([About the Public Service Commission - Te Kawa Mataaho Public Service Commission](#)).

POSITION DESCRIPTION

Position	Voting Place Manager
Group/Business Unit	Voting Services
Reports to	Electorate Manager
Direct reports	None
Location	Designated Voting Place(s)
Date	March 2023
Key relationships	<p>Internal relationships: Electorate Manager Voting Services Manager Recruitment and Rostering Manager Mobile Support Staff Voting Place staff</p> <p>External relationships: Scrutineers Voters Members of the Public Venue Management</p>
Operating budget	None

Who we are

Confidence in a free, fair and secret voting system is at the heart of any democracy.

In Aotearoa New Zealand this is something we almost take for granted. But it relies on the integrity of our electoral process, and at the Electoral Commission safeguarding trust and confidence in this process is central to everything we do.

We are an independent Crown Entity. We are publicly funded and support a whole of government approach. We operate the electoral system as prescribed in the Electoral Act and mandated by parliament, running the country's general elections, by-elections and referendums. We ensure the integrity of the rolls and compliance with electoral requirements by parties, candidates and third parties.

But our work extends beyond the usual three-year cycle and running general elections. We meet complex and constantly changing requirements to keep New Zealanders at the centre of the process.

New Zealand's electoral system enjoys 95% satisfaction from voters and contributes to our consistent ranking as one of the world's top two democracies.

This is a priceless heritage. It belongs to all New Zealanders. We are proud to be constantly advancing and sustaining the processes it relies on.

Our values

Ngā uara hai pou mō te Kaitiaki take Kōwhiri, kia eke ai to māramatanga ki te pōti - Our five values together form TAUMATA: a summit or peak which is often associated with an arduous journey, with levels along the way, elevating to a higher plain, and success.

Our values help guide us in our mission that all New Zealanders trust, value and take part in Parliamentary Elections.

1. **Tūhonotanga** - To join, bond, attach, connect.
Connecting / building and maintaining relationships
Bringing people together to increase participation in democracy.
2. **Aratakina** - To conduct, lead, point out, guide
Knowledge Transfer
Guiding towards greater understanding.
3. **Uakaha** - Vigour, energy, dynamism, enthusiasm
Energy / dynamism / innovation
Being dynamic and energetic in what we do.
4. **Manaakitanga** - Hospitality, kindness, generosity, support
Power Transfer
Demonstrating generosity and empowering people
5. **Tika** - Be true, valid, honest, genuine, sincere
Integrity and honesty
Doing things right; doing the right things!

Position Purpose

The Voting Place Manager is responsible for managing a Voting Place. This includes staff, voting materials, security, and customer experience.

Your role

Operational Delivery

- Inspect Voting Place prior to the voting period to set up. Meet with venue management or other staff as appropriate.
- Set up your voting place in accordance with the Voting Place plan. Ensure Voting Place is open and ready by agreed upon time.
- Manage the operation of the Voting Place according to instructions provided.
- Perform the role of an Issuing Officer or Voter Assistant or other Voting Place staff as required. Issue takeaway votes as required.
- Deal with enquiries from the public, deal with complaints as they arise.

Expected results:

- Voting Place functions smoothly and efficiently. High voter satisfaction is maintained.
- Procedures are followed carefully and deadlines met.
- Team functions well and absences are managed.

Leadership and Staff Management

- Ensure staff are informed of and are following all relevant health and safety policies and procedures. Ensure security procedures are followed.
- Manage staff breaks and welfare. Arrange appropriate cover for absences. Ensure rostering and staff management follows best practice guidelines.

- Ensure paperwork is up to date and Voting Services Manager is kept apprised of progress.

Expected results:

- Staff are well supported and receive guidance and appropriate pastoral support.
- Processes are well documented, and management are aware of any issues.

Commitment to cultural competency

- Recognise and understand the importance of Te Tiriti o Waitangi Commit to being a positive treaty partner

Expected results:

- The Commission maintains and nurtures Te Tiriti o Waitangi.

Team effectiveness and culture

- Contribute to team effectiveness by providing suggestions, learning feedback and support to others, to enable the uplift of team performance and drive motivation.
- Regularly demonstrate a positive, open and collaborative mindset when contributing to the team, organisation, values and activities of the Commission.
- Act as an ambassador for the culture and values of the Commission by demonstrating them in all interactions.

Expected results:

- The Commission's values are demonstrated through team behaviours, interactions and performance.
- Team culture is strong and there is a willingness to provide and receive effective feedback.
- Challenges are resolved effectively representing the team and/or organisation's best interests.
- The team operation is smooth and efficient and is uninterrupted when there are absences.

Relationship management

- Act as an ambassador to the Commission through the effective development and maintaining of positive internal and external stakeholder relationships.
- Maintain high ethical standards of conduct.

Expected results:

- Relationships are effective and successful with all internal and external stakeholders.
- A demonstrated commitment to acting with customers in mind and gaining their trust and respect.

Quality systems and service

- Contribute to the achievement of team goals by meeting expectations and offering suggestions for improving current systems and procedures.
- Adhere closely to written and verbal instruction. Seek clarification where needed.
- Ensure that service levels continue to meet a high standard through positive voter interactions.

Expected results:

- Team goals are achieved.

Leadership

- Proves leadership capability by being an encouraging leader of people. Can visualise goals and inspire excellence in others.
- Committed to excellent results

Expected results:

- The Voting Place is well supported and tasks are completed on time.

Health, Safety and Wellbeing

- Take reasonable care for your own health and safety and that of others at work.
- Proactively demonstrate adherence to the organisation's Health, Safety and Wellbeing related values, acting as an advocate and support for all our employee's wellbeing.
- Comply with the Commission's health and safety policies and procedures. Take action to improve health and safety record of the workplace. Ensures equipment and work areas are well maintained.
- Ensure timely and accurate reporting of any risks or hazards and potential risks or hazards so that they may be remedied.
- Promote and advocate employee wellbeing, acting as a champion for wellbeing.
- Lead, champion, and promote continual improvement in health and wellbeing to create a healthy and safe culture.
- Continuously engage with the team to enable them to actively participate in wellbeing activities and initiatives.

Expected results:

- All employees understand their responsibilities and utilise development programmes to ensure they have the required health and safety competency.
- All employees are required to improve Health, Safety and Wellbeing in their work environment to create an improved health and safety culture in line with the Health, Safety and Wellbeing policy
- The team is continuously engaged with to enable them to actively participate in wellbeing activities and initiatives.

Key competencies

- **Results Orientation:** The ability and desire to achieve effective results, and work towards or exceed an agreed goal.
- **Leadership:** Models exemplary behaviours, ethics and values and creates a sense of vision that engages and motivates people.
- **Resilience:** The ability to keep functioning effectively when under pressure and maintain self control in the face of adversity. Remains calm composed and positive in stressful or high pressured situations. Can recover quickly from any setbacks.

- **Team Building:** Ensures team members are working towards a common goal. Team members are valued equally and are supported in a way to achieve joint success. Constructive feedback is provided, and good work is praised
- **Good Judgement:** Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgement; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- **Communication:** The ability to express thoughts and ideas with clarity and present a consistent point of view both orally and in a written format.

Qualifications and technical skills

- Excellent communication, literacy, and numeracy skills.
- Good level of computer literacy with the Microsoft suite and ability to quickly learn election-based IT systems.
- Excellent data entry skills.

Experience and knowledge profile

- Experience of providing high-level administrative support.
- Excellent interpersonal skills.
- Excellent planning and organisational skills.
- Awareness of and sensitivity to different cultural or physical needs of others.
- Ability to work accurately under pressure, displaying flexibility to change tack when needed.
- Previous election experience would be an advantage.
- Full NZ driver's license is an advantage.

Public Service introduction

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PRE-EMPLOYMENT INFORMATION

Name: _____

Electorate: _____

Role: _____

We are excited to progress you through to our pre-employment checking process for a position in our Electorate.

You will need to provide information so we can carry out reference checks and a Ministry of Justice check, as part of our vetting process.

Please contact _____ on _____ if you have any questions.

References

Please complete the referee details below. By submitting, you consent to any referees being contacted:

Referee 1

Referee name	
Referee relationship	
Referee contact number	
Referee email address	

Referee 2

Referee name	
Referee relationship	
Referee contact number	
Referee email address	

Ministry of Justice Information

Please provide the following information for us to carry out your Criminal Record or Traffic offence, Ministry of Justice check.

General Information

Full Name	
Date of Birth *	
Place of Birth *	
Drivers License Number	

Proof of Identification *

Please provide a copy of any of the following identification document:

- NZ Driver's License – can be expired up to 2 years
- NZ passport – can be expired up to 2 years
- Current Overseas passport
- Current NZ firearms license

Previous Address(s) Information

Do you have any other New Zealand addresses you have lived at in the past 10 years?

- Yes, please enter previous address(s) in the space provided below
- No – proceed to next section

Previous Address 1

Street Address	
Suburb	
City	
Postcode	
Region	
Country	

Previous Address 2

Street Address	
Suburb	
City	
Postcode	
Region	
Country	

Previous Address 3

Street Address	
Suburb	
City	
Postcode	
Region	
Country	

Previous Name Information

Have you been known by any other name(s)?

- Yes, please enter previous name(s) in the space provided below
- No

Previous Names

	Last Name	First Name	Middle Name
1			
2			
3			

APPLICATION FOR EMPLOYMENT AT THE 2023 GENERAL ELECTION

The 2023 General Election will be New Zealand's biggest public event – where our country chooses who will represent them in Parliament for the next three years.

To deliver the General Election, we need more than 20,000 temporary employees. Wherever you are in New Zealand, there could be a role for you – whether you want to work for several weeks, or just for a day.

Please provide us with as much information as you can below. At a minimum, you must complete the information marked with an * for your application to proceed.

If you would like to provide further information, please attach a resume and/or cover letter.

Name

First name(s) *	
Middle name	
Last name *	
Preferred name	

Residential address

Street *	
Suburb/Town/ Rural Delivery*	
City*	
Postcode *	

Telephone

A mobile phone is preferred, but please enter your home number if a mobile number is not available:

Phone*	
--------	--

Email

Email Address	
If this email address is not being used by anyone else applying for a role at the General Election, you have the option of contact to be either via online channels or via Phone.	<input type="checkbox"/> Yes, I would like to receive application requests via email and provide documents via the online Careers Portal. <input type="checkbox"/> No, I would prefer communication via phone and post.

Work on the front line of the election – from issuing votes and helping voters, to managing and assisting a team of voting place employees. Electorate Headquarters teams are the backbone of the General Election providing training, leadership, administration support and oversight of election and post-election activities.

***Which electorate(s) would you like to be considered for? If you are unsure, please state your address and we will match you with the closest electorate.**

Where did you hear about working for the Electoral Commission?

- | | | |
|---------------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Facebook | <input type="checkbox"/> LinkedIn | <input type="checkbox"/> SEEK NZ |
| <input type="checkbox"/> TradeMe | <input type="checkbox"/> Other | <input type="checkbox"/> Referral |
| <input type="checkbox"/> Other people | | |

If you selected **Referral** for the above question please provide the name of the person you were referred by:

Please specify if you have a preference for working in a voting place or an Electorate headquarters, or both: *

- I want to work in a Voting Place
- I want to work in an Electorate Headquarters

For General Election roles when you apply, your application will be considered for a range of roles. Please specify if you would like to be considered for roles that match your skillset and nearby location. *

- Yes, please consider me for roles that match my skillset and nearby location.
- No, please don't consider me for roles that match my skillset and nearby location.

Privacy Act statement

This information is collected by the Electoral Commission for recruitment and for reporting purposes. It will not be used for any other purpose or supplied to any other party without your consent. You can access and edit your personal details through the 'My details' page. For privacy requests, please email recruitment@elections.govt.nz. *

- Yes, I agree
- No, I don't agree

Availability to Work

- Weekdays (full time)
- Weekdays (part time)
- Weekends
- Evenings

Are you currently entitled to work in New Zealand, and if so, how? *

- New Zealand or Australian citizen
- NZ Resident visa
- Work Visa
- Working holiday visa
- Graduate Visa
- Student Visa
- Not eligible to work

Please specify the expiry date if you have selected work, working holiday or graduate visa

Have you been convicted of a criminal or traffic offence? If you are eligible, you can apply the Criminal Records (Clean Slate) Act. *

- Yes No

You do not need to disclose any convictions that are protected under the Criminal Records (Clean Slate) Act 2004.

If yes, please provide details:

Do you have any charges or investigations pending? *

- Yes No

If yes, please provide details:

Are you involved in furthering the interest of any candidate, political party or political issue? *

- Yes No

If yes, please provide details:

Are there any other matters that you wish to bring to our attention that may affect your suitability for employment with the Electoral Commission: *

- Yes No Not sure

If yes or not sure, please provide details

Do you have a driver's license? *

- Yes No

What type of license do you own? *

- Full license Learner's license
 Restricted license None

Do you have your own transport? *

- Yes No

Please specify your age (this is for statistical purposes only) *

- Under 16 years 55+ years
 16 – 34 years I prefer not to say
 35 – 54 years

Do you require any support? *

Do you require any support to be able to perform the role you've applied for? For example, special equipment, health related support or any other support. At the Electoral Commission we work with our employees to ensure they have the tools and support required to succeed in their position. With this in mind, can you please confirm if you require any support to be able to perform the role you've applied for.

- Yes No

If yes, please provide more information:

Please select your gender and ethnicity, note this information is used by Human Resources to track if we are reaching a diverse range of people for our roles:

Gender *

- Male/Tāne
 Female/ Wāhine
 Another gender/he ira ke ano
 I prefer not to answer this question

Ethnicity *

- | | | |
|---|--|---|
| <input type="checkbox"/> New Zealand European | <input type="checkbox"/> Niuean | <input type="checkbox"/> Latin American |
| <input type="checkbox"/> Māori | <input type="checkbox"/> Tokelauan | <input type="checkbox"/> African |
| <input type="checkbox"/> Australian | <input type="checkbox"/> Fijian | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> English | <input type="checkbox"/> Other Pacific Peoples | <input type="checkbox"/> Indian |
| <input type="checkbox"/> Dutch | <input type="checkbox"/> Filipino | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Other European | <input type="checkbox"/> South East Asian | <input type="checkbox"/> Not stated |
| <input type="checkbox"/> Samoan | <input type="checkbox"/> Other Asian | |
| <input type="checkbox"/> Cook Island Māori | <input type="checkbox"/> Middle Eastern | |
| <input type="checkbox"/> Tongan | | |

Experience and skills

Please give us an overview of your level of experience in the following skills and activities:

Computer literacy experience

- | | |
|--|--|
| <input type="checkbox"/> More than 5 years | <input type="checkbox"/> Less than 3 years |
| <input type="checkbox"/> 3-5 years | <input type="checkbox"/> No experience |

Managing People/Logistics

- | | |
|--|--|
| <input type="checkbox"/> More than 3 years | <input type="checkbox"/> Less than 2 years |
| <input type="checkbox"/> 2-3 years | <input type="checkbox"/> No experience |

Administrative experience

- | | |
|--|--|
| <input type="checkbox"/> More than 3 years | <input type="checkbox"/> Less than 2 years |
| <input type="checkbox"/> 2-3 years | <input type="checkbox"/> No experience |

Working in a previous election

- | | |
|--|--|
| <input type="checkbox"/> More than 3 elections | |
| <input type="checkbox"/> 1-3 elections | <input type="checkbox"/> No experience |

Community Experience

- | | |
|--|--|
| <input type="checkbox"/> More than 4 years | <input type="checkbox"/> Less than 2 years |
| <input type="checkbox"/> 2-4 years | <input type="checkbox"/> No experience |

Languages spoken:

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> English | <input type="checkbox"/> Hindi | <input type="checkbox"/> Tokelauan |
| <input type="checkbox"/> Te reo | <input type="checkbox"/> Mandarin | <input type="checkbox"/> Tongan |
| <input type="checkbox"/> Cantonese | <input type="checkbox"/> Nieuuan | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Cook Islands Māori | <input type="checkbox"/> Samoan | |
| <input type="checkbox"/> Fijian | <input type="checkbox"/> Sign Language | |

Different backgrounds and cultures

Do you have experience working with people from different backgrounds and cultures?

- Yes
 No

If yes, please provide more information:

DECLARATIONS

Public sector/Crown Entity employment*

Do you consent to disclosure to the Electoral Commission of whether you have been subject to a serious misconduct investigation, either concluded and upheld or currently under investigation, from all previous Public Service and statutory Crown entity employers for the last three years?

Should you be selected as the preferred candidate, your response will be checked with your previous employer(s) at that stage. We will not conduct this check prior to you being selected as the preferred candidate.

I consent

Please list all Public Service and statutory Crown entity agencies and start and finish dates:

--

I do not consent (your application will not be progressed)

N/A (I have not worked in the public service in the last 3 years)

Information provided declaration*

I declare that the information I have provided is accurate and that I have not provided any misleading information or omitted any relevant information which may affect my suitability for employment as an electoral official

Yes

No

Authority and Consent

By filling in the information, I authorise the Electoral Commission to collect such personal information about me from the named referees as is necessary to assess my suitability for employment as an electoral official and I authorise the Commission to disclose such personal information as is necessary for the same purpose. I also authorise the named referees holding such information about me to disclose the information to the Electoral Commission in confidence for the same purpose. Furthermore, should I be employed as an electoral official, I give authorisation for the Commission to obtain, as necessary, whilst I am employed, information regarding any criminal convictions or traffic offences that I may have or charges that may be pending, for the purpose of verifying compliance with the Commission's Code of Conduct. I also understand the Commission retains the right to look at any information that is in the public domain about me as part of the recruitment vetting process.

Signed:

Name:

Date:

OFFER LETTER AND ONBOARDING DOCUMENTATION

Name _____

Congratulations! We're pleased to extend an offer of employment to you for the following role:

Electorate _____

Role _____

Please find attached the following documents for your completion and return.

- M26 – Offer Letter – Casual
- M26-IEA – Individual Employment Contract

Document	Action Required
M26 – Offer Letter – Casual (2 copies)	Sign and return 1 copy, keep 1 copy for your records
M26-IEA – Individual Employment Contract	Sign and return 1 copy, keep 1 copy for your records
New Employee Detail Form	Complete and return Include a copy of Proof of entitlement to work in NZ
Electoral Commission Code of Conduct	Sign and return
Conflict of Interest Declaration	Complete, sign and return
IR330 – Inland Revenue – Tax Code Declaration	Complete Page 1, sign and return
KS2 – Kiwisaver Deduction Form	Complete if you are eligible for Kiwisaver and would like to opt in.
KS10 – Opt-Out Request	Complete if you are eligible for Kiwisaver and would like to opt out.

NEW EMPLOYEE DETAIL FORM

Your Full Name	
----------------	--

Emergency Contact Details

Name *	
Relationship *	
Phone *	

Name	
Relationship	
Phone	

Bank Account Information *

Account Number	NN - NNNN - NNNNNNNN - NNN
Bank	
Branch	
Name on Account	

Proof of entitlement to work in NZ

Please provide a copy of your entitlement to work in NZ.

If you have any questions, please contact me on

<<Name>>

Recruitment and Rostering Manager

Use this form if you're receiving salary or wages as an employee.

If you're a contractor or use a WT tax code, you'll need to use the *Tax rate notification for contractors - IR330C* form.

Once completed:

Employee Give this form to your employer.

If you receive a payment such as a benefit or superannuation, return this form to Work and Income.

Employer Do not send this form to Inland Revenue. You must keep this completed IR330 with your business records for seven years following the last wage payment you make to the employee.

When an employee gives you this form you must change their tax code, even if you have received different advice in the past.

1 Your details

First name/s (in full)

Family name

IRD number

(8 digit numbers start in the second box. 1 2 3 4 5 6 7 8)

2 Your tax code

You must complete a separate *Tax Code declaration - IR330* for each source of income

Choose only ONE tax code

Refer to the flowchart on pages 2 and 3 and then enter a tax code here.

If you're a casual agricultural worker, shearer, shearing shed-hand, recognised seasonal worker, election day worker or have a tailored tax code refer to "Other tax code options" at the bottom of page 3, choose your tax code and enter it in the tax code circle.

Tax code

3 Declaration

Signature

			2	0
Day	Month		Year	

Give this completed form to your employer. If you don't complete Numbers 1, 2 and 3, your employer must deduct tax from your pay at the non-notified rate of 45 cents (plus earners' levy).

Privacy

Meeting your tax obligations means giving us accurate information so we can assess your liabilities or your entitlements under the Acts we administer. We may charge penalties if you don't.

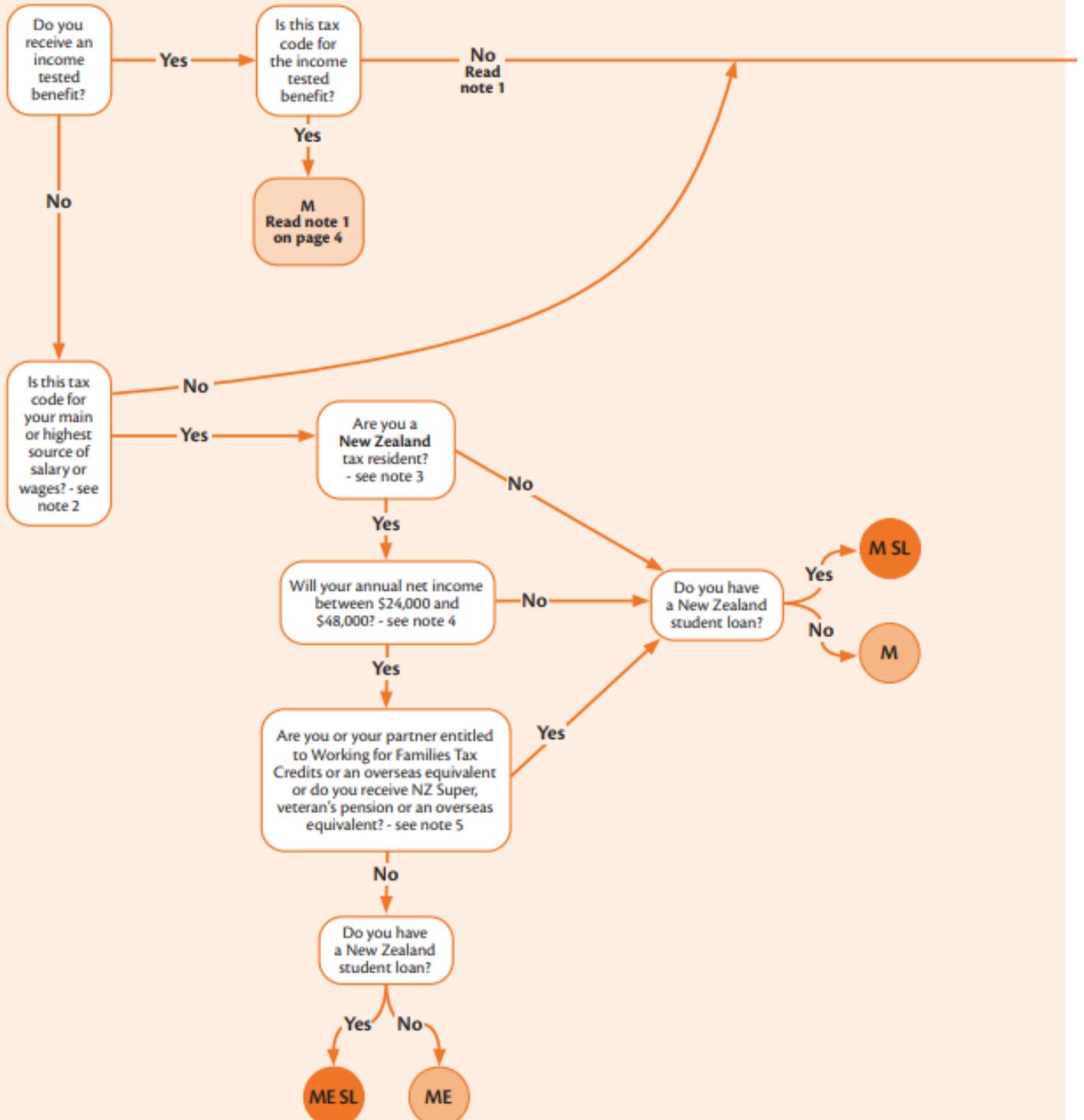
We may also exchange information about you with:

- some government agencies
- another country, if we have an information supply agreement with them
- Statistics New Zealand (for statistical purposes only).

If you ask to see the personal information we hold about you, we'll show you and correct any errors, unless we have a lawful reason not to. Contact us on 0800 377 774 for more information. For full details of our privacy policy go to ird.govt.nz/privacy

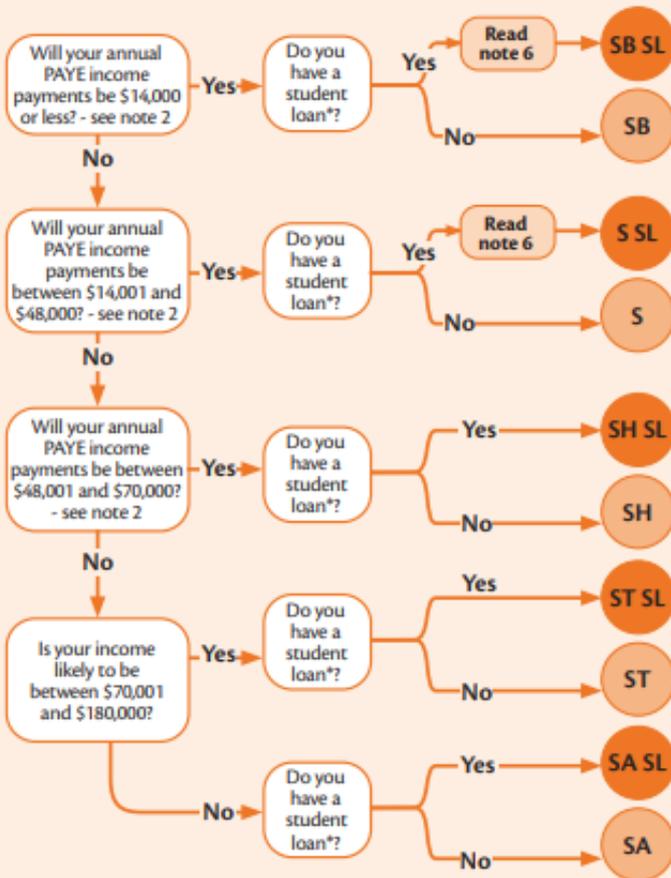
Salary and wages – main or highest source of income

Choose your tax code here for your main or highest salary or wages . See secondary income and other tax code options below for secondary salary or wages or salary or wages from specific sources



Secondary income

Choose your tax code here for your secondary salary or wages



* Relates to New Zealand student loans only

Other tax code options

Use the tax code shown if you receive salary or wages for any of the following types of work or you have a tailored tax code

Casual agricultural workers, shearers or shed-hands (see note 7) → CAE

Election day workers → EDW

Recognised seasonal workers (see note 8) → NSW

Tailored tax code (see note 9) → STC

When you've worked out your tax code, enter it in the tax code circle at Number 2 on page 1.

Important: You may need to change your tax code if your circumstances change during the year. For example:

- you take out a student loan or pay it off
- start or stop being eligible to use ME or ME SL (see note 5 below)
- you have a second job and your income decreases or increases, changing the code you should be using.

Notes to help you complete this form

1. If you receive a **benefit from Work and Income** (other than a student allowance, NZ Super or Veteran's Pension) you must use the "M" tax code for this income. You must use the **secondary income section on page 3 to work out your tax code for any other salary or wages.**
If you choose a secondary tax code of "S" or "S SL" and you'll earn more from your secondary job than your benefit, you may pay more tax than you're required to for that job. You can apply for a **tailored tax code** so that the right amount of tax is deducted - see note 9 for more information about tailored tax codes.
2. Annual PAYE income payments means income such as salary, wages, weekly accident compensation payments, NZ Super, Veteran's weekly compensation, Veteran's Pension, student allowance and schedular payments, earned from 1 April to 31 March. Salary and wages means the same but excludes schedular payments.
3. You are a New Zealand tax resident in any of these situations:
 - You've been in New Zealand for more than 183 days in any 12-month period and haven't become a non-resident.
 - You have a permanent place of abode in New Zealand.
 - You're away from New Zealand in the service of the New Zealand Government.
4. Your annual net income is your total gross income (before tax is deducted) from all sources less your allowable deductions, from 1 April to 31 March. It excludes a loss carried forward or back from a previous or future year.
5. If you or your partner are entitled to receive Working for Families Tax Credits (WfFTC) or receive an overseas equivalent, or if you receive an income-tested benefit, NZ Super, Veteran's Pension or an overseas equivalent of any of these, your tax code is "M" (or "M SL" if you have a student loan). You're not eligible to use "ME" or "ME SL".
For more information about WfFTC go to ird.govt.nz/wfftc
6. You may be eligible for a repayment deduction exemption on your salary and wage income if you:
 - have a student loan
 - are studying full-time in New Zealand
 - expect to earn below the annual repayment threshold from all sources
 - earn above the pay-period repayment threshold.
 If you have a student loan and you choose "SB SL" or "S SL" for your tax code, you may pay more towards your student loan than you need to. If you earn under the pay period repayment threshold from your main job, you can apply for a special deduction rate to reduce your student loan repayment deductions on your secondary earnings.
For more information about repayment deduction exemptions and special deduction rates go to ird.govt.nz/studentloans
If you already have a repayment deduction exemption or special deduction rate for your student loan but your circumstances have changed, you'll need to update your details so we can check you're still eligible. You can do this at ird.govt.nz or by calling 0800 227 774.
7. **Casual agricultural workers** are people engaged in casual seasonal work on a day-to-day basis, for up to three months. This includes shearers and shearing shed-hands.
8. **Election day workers** are people working for the elections for the period of advanced voting and election day only.
9. If you are a recognised seasonal worker or hold a work visa as foreign crew of a vessel fishing New Zealand waters, you will use the "NSW" code. **Recognised seasonal workers** must be employed by a registered employer under the Recognised Seasonal Employers' Scheme and are employed in the horticulture or viticulture industries. You must have a Recognised Seasonal Employer Limited Visa/Permit. See www.immigration.govt.nz (search keyword: seasonal).
10. If you have a current **tailored tax code** certificate, enter "STC" as your tax code on page 1 and show your original tailored tax code certificate to your employer.
A tailored tax code is a tax deduction rate worked out to suit your individual circumstances. You may want one if the regular tax codes will result in you not paying enough tax or paying too much. For more information go to ird.govt.nz or contact us on 0800 227 774. You can apply for a tailored tax code in myIR or download a **Tailored tax code application - IR23BS** form at ird.govt.nz
11. If you need help choosing your tax code go to ird.govt.nz or contact us on 0800 227 774.

Use this form if:

- if you are a new employee who wants to opt out of KiwiSaver
- if you were incorrectly enrolled in KiwiSaver under 18 years of age

You can opt out on or after day 14 and on or before day 56 of starting new employment.

You can't opt out in the first 13 days.

Every time you start new employment, you'll need to opt out again.

Complete the form then, either:

- give this form to your employer so they can stop deductions immediately (for prompt return of your contributions, your employer can direct refund any KiwiSaver deductions they haven't sent to us), or
- send this form to Inland Revenue—see address below.

If you were under 18 and enrolled in KiwiSaver without the consent of a parent or legal guardian, you may be able to opt out:

- with the consent of a legal guardian if you're under 16
- without the consent of a legal guardian if you're between 16 and 18.

Send your completed form confirming the reason you're opting out (Section C), and your parent or legal guardian's written consent (if required) to Inland Revenue at the address below.

Late opt-out request

We may accept late opt-out applications if:

- your employer didn't give you a KiwiSaver information pack within seven days of starting employment
- we didn't send you an investment statement when we've allocated you to a default scheme
- your employer didn't give you an investment statement (for their chosen KiwiSaver scheme)
- events outside your control meant you couldn't give us your opt-out application within the eight-week time limit
- you chose to opt in or were opted in to KiwiSaver but you did not meet the criteria to (see **Employee information pack - KS3** for criteria)
- you were incorrectly enrolled under the age of 18.

Note: Give this form to your employer, or send it directly to Inland Revenue, if you are making a late opt-out application. Your request can only be considered if it's received by Inland Revenue or your employer within three months from the day Inland Revenue receives your first contribution. We will advise you if your opt-out request has been accepted or declined.

Minors incorrectly enrolled

- enrolled before your 18th birthday without the necessary guardians/parents consent
- Have not reached your 19th

- under 16 years old will need the consent from a parent or legal guardian to opt out
- complete the panel at the bottom of the form with reasons why you can opt out and attach consent from parent or legal guardian if you are under 16.

We will send confirmation as to whether your opt out has been approved or not.

We will also advise your employer. If approved your employer will stop deductions.

Either Inland Revenue or your employer will refund any deductions that have been made.

Bank account details

We need your bank account details so we can direct credit any KiwiSaver funds we are holding for you to your bank account. If you don't have these details, send the form to us anyway.

You'll find more information in your **Employee information pack - KS3** or by going to ird.govt.nz/kiwisaver

Privacy

Meeting your tax obligations means giving us accurate information so we can assess your tax and entitlements under the Acts we administer. We may charge penalties if you do not.

We may also exchange information about you with:

- some government agencies
- another country, if we have an information supply agreement with them, and
- Statistics New Zealand (for statistical purposes only).

You can ask for the personal information we hold about you. We'll give the information to you and correct any errors, unless we have a lawful reason not to. Find our full privacy policy at ird.govt.nz/privacy

What an employer should do with this completed form

Send this form to Inland Revenue no later than the next time you're required to send an **Employment information - IR348** to Inland Revenue at the address below, or you can send the information electronically in your Payroll returns account in myIR. Go to ird.govt.nz/myIR to register.

Send this completed form to:

Inland Revenue
PO Box 39090
Wellington Mail Centre
Lower Hutt 5045

For more information about KiwiSaver go to ird.govt.nz/kiwisaver or call us on 0800 549 472.

This form is to provide your details to your employer if you are:

- starting new employment
- an existing employee and want to opt into KiwiSaver
- a KiwiSaver member and want to change your contribution rate.

Starting new employment

If you're not already a KiwiSaver member, you will be automatically enrolled if you're between the ages of 18 and 65 and your employer will begin making KiwiSaver deductions from your first payment of salary or wages. However, you can opt out at any time on or after day 14 and on or before day 56 of starting new employment - see your KiwiSaver information pack for details.

Joining KiwiSaver if you're a new employee 65 or over

You can enrol in KiwiSaver by completing this form and giving it to your employer. Your employer will determine if you are eligible and then send your information to Inland Revenue and start making KiwiSaver deductions for you.

Note: If you opt in, you cannot opt out. We suggest you get financial advice before deciding to opt into KiwiSaver.

Existing employees who want to become KiwiSaver members

You can enrol in KiwiSaver by completing this form and giving it to your employer. Your employer will determine if you are eligible and then send your information to Inland Revenue and start making KiwiSaver deductions for you.

Note: If you opt in, you cannot opt out. We suggest you get financial advice before deciding to opt into KiwiSaver.

Joining KiwiSaver if you're under 18

If you're under 18 you can only join KiwiSaver by contacting your chosen scheme provider directly. You cannot join through your employer.

Existing KiwiSaver member

If you are already a member, your employer should begin making KiwiSaver deductions for you unless you show them a savings suspension notice. To ensure deductions start it is recommended that you provide a KS2 form to your new employer and to request confirmation the form has been received. You'll find more information in your KiwiSaver information pack or go to ird.govt.nz/kiwisaver

Contribution rate

KiwiSaver contributions will be deducted from each payment of your salary or wages. You may choose a contribution rate of 3%, 4%, 6%, 8% or 10%. If you don't choose a rate, the default rate of 3% applies. If you want to contribute more you can make voluntary contributions directly to your scheme provider.

If you want to change your contribution rate, complete sections B and C of this form and give it to your employer.

For information on total remuneration packages and good faith bargaining refer to ird.govt.nz/kiwisaver and employment.govt.nz

Privacy

Find our full privacy policy at ird.govt.nz/privacy

What an employer should do with this completed form

Employer - don't send this form to Inland Revenue. If the new employee is subject to automatic enrolment or an existing employee opts in, use this information to assist you to complete the IR346K. Keep this form with your business records for seven years following the last salary or wage payment you make to the employee.

For more information about KiwiSaver go to ird.govt.nz/kiwisaver

Code of Conduct

The Electoral Commission's Vision, Mission and Values are the foundation of our success. If you have any questions about this Code or if you are uncertain how to respond to an issue or find yourself in a situation where you are uncertain if your conduct is or could be not consistent with the Code, discuss the matter with your manager.

If you are aware of behaviour occurring within the Commission that could contravene the Code, you must raise the matter with your manager or Human Resources. You are required to take a pro-active approach to manage any situations which may bring you into a conflict of interest situation. You should discuss any such situations with your manager in the first instance.

All employees are required to familiarise themselves with the policies of the Commission. Further information about what constitutes Misconduct and Serious Misconduct can be found in the Managing Employee Conduct and Performance Policy.

This code should be read in conjunction with the [State Services Commission – Standards of Integrity and Conduct](#) (Available to view on the State Services Commission website) that outlines the standards of conduct expected of all public servants.

Our Vision is New Zealanders trust, value and take part in parliamentary elections.

Our Mission is for New Zealanders to understand their electoral system, to have trust and confidence in our administration of their electoral laws, to find enrolling and voting easy, and to value and exercise their right to vote.

Our Values outline the expectations the Commission can have of us, and the expectations that we can have of the Commission. These mutual responsibilities are about the way we go about our business. Together each day we implement the Taumata Values Framework, which encompasses:

Ngā Uara / Values <ul style="list-style-type: none"> • <i>Translation</i> 	What this means to us
1. Tūhonotanga To join, bond, attach, connect. <ul style="list-style-type: none"> • <i>Connecting / building and maintaining relationships</i> 	Bringing people together to increase participation in democracy.
2. Aratakina - To conduct, lead, point out, guide. <ul style="list-style-type: none"> • <i>Knowledge Transfer</i> 	Guiding towards greater understanding
3. Uakaha - Vigour, energy, dynamism, enthusiasm <ul style="list-style-type: none"> • <i>Energy / dynamism / innovation</i> 	Being dynamic and energetic in what we do
4. Manaakitanga - Hospitality, kindness, generosity, support. <ul style="list-style-type: none"> • <i>Power Transfer</i> 	Demonstrating generosity and empowering people.
5. Tikā - (adj.) be true, valid, honest, genuine, sincere. <i>Integrity and honesty</i>	Doing things right; doing the right things!

Expected Standards of Behaviour

The behaviours that underpin our Vision, Mission and Values are:

- Maintain public confidence in the New Zealand electoral process by maintaining political neutrality, complying with lawful instructions and making sure our activities and actions can withstand public scrutiny, and enhance the Commission's reputation.
- Operate within the requirements of the Commission's statutory functions to ensure the integrity of the electoral process.
- Enhance the Commission's reputation by always acting in good faith, following through, and being honest and open in everything we do.
- Avoid any actual or perceived favouritism, bias or unfairness by setting aside our personal beliefs and making balanced and objective decisions.
- Maintain public confidence in the Commission's ability to fulfil its responsibilities by acting honestly and impartially in everything we do. This includes not compromising the Commission because of an actual or perceived conflict of interest, disclosing conflicts of interest, appropriately declaring gifts or benefits, being aware of the impact personal activities could have, avoiding situations that may compromise our integrity as employees of the Commission.
- Deliver quality services and advice by being informed, using language that is professional and inclusive, and showing respect to everyone we deal with.
- Use and manage the Commission's publicly owned and funded resources wisely by using good judgement, following policies and processes, and acting responsibly.
- Only access business systems, tools, resources and information that you require and use them professionally, appropriately and only for their intended purpose. This includes technology, vehicles, physical assets and environments, and keeping official and private information strictly confidential.
- Take responsibility for our own health and safety, professional development, and being familiar with policies and procedures relevant to carrying out our roles effectively.
- Take responsibility, use sound judgement and be accountable for our individual actions and decisions.

Breaches of this Code

Any behaviour or action that may be in breach of the Commission's Code of Conduct will be investigated on an individual basis and given full and impartial consideration. Behaviour or actions that are found to be in breach of the Code may result in further disciplinary action up to and including dismissal in cases of serious breaches or repeated breaches of the Code of Conduct.

The primary aim of our Code is to correct unacceptable employee behaviour and performance.

Acceptance of the Code of Conduct

I, acknowledge that I have received, read and understand the Electoral Commission's Code of Conduct.

Employee signature:

Date:



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