

Delegations Policy

1. Purpose

This policy is a key element of the Commission's delegations framework. It sets out how delegation of authority is to be approached in the Commission. It includes delegation principles, the general delegation to the CEO, matters reserved to the Board, and the responsibilities of the various parties. Schedules of approved delegations (the Delegations Schedules) are included in the appendices.

2. Definitions and acronyms

Term	Definition
accountability	taking ownership and being answerable for the results
authority	the power to make decisions or give orders
Board	the Electoral Commission Board
CEO	the person who holds the joint roles of Chief Electoral Officer and Chief Executive
Commission	Electoral Commission
conflict of interest	a situation in which a person is involved in multiple interests and serving one interest could involve working against another
CE Act	Crown Entities Act 2004
delegate	a person who has been given delegated authority. Or 'delegation holder'.
delegation	assignment of authority to another person or office holder
DFA	delegated financial authority
Electoral Act	Electoral Act 1993
function	a task or duty
power	the ability or capacity to do something or act in a particular way
responsibility	duty to perform a task or function an employee has been assigned
sub-delegation	a grant of authority by a delegate to a subdelegate to exercise a power, perform a duty, or discharge a responsibility
WOLC	total value of a contract over its entire life and should include all costs (i.e. variations, renewal options, and one-off costs)

3. Regulatory background

The Commission operates under two key pieces of legislation – the Electoral Act 1993 and the Crown Entities Act 2004 (CE Act).

Authority is vested in the Board

Under section 4B(2) of the Electoral Act, the Commission is a Crown entity for the purposes of the CE Act. Furthermore, the members of the Commission are the Board for the purposes of the CE Act (section 4D(3)). The members of the Commission are the chairperson, the deputy chairperson and the Chief Electoral Officer (who is also the Chief Executive of the Commission) and up to four other members appointed on the recommendation of the House of Representatives.

Under the CE Act (section 25) the Board is the governing body of the Commission, with the authority, in the entity's name, to exercise the powers and perform the functions of the entity. All decisions relating to the operation of a statutory entity must be made by, or under the authority of, the board in accordance with the CE Act and Electoral Act.

The Board may delegate its authority

Section 9(1) of the Electoral Act provides the Commission's Board may, under section 73 of the CE Act, delegate any of the Commission's functions or powers, either generally or specifically, not only to any person or persons listed in section 73(1) of the CE Act, but also to any electoral official who is engaged (rather than employed) by the Commission.

Section 73 of the CE Act states that the board of a statutory entity may delegate any of the functions or powers of the entity or the board either generally or specifically, by resolution and written notice to the following person(s): the chief executive or any other employees, office holders, or class thereof, or to a committee appointed under clause 14 of Schedule 5 of the CE Act.

Under sections 127 and 129 of the CE Act, the Board may appoint a person as its attorney either generally or in relation to a specified matter. People with power of attorney may sign documents (e.g. leases) that otherwise require board members to sign.

Clause 3 in schedule 1 of the Electoral Act states the Chief Executive of the Commission may, under delegation from the Board, appoint any officers and employees (including acting or temporary or casual officers and employees) as may be necessary for carrying the Electoral Act into effect.

Returning Officers may delegate their functions, duties and powers

Under section 20C of the Electoral Act, Returning Officers may delegate any of their functions, duties or powers, except this power of delegation, to another electoral official.

Legal constraints on delegation

Under section 73 of the CE Act, the Board cannot delegate any functions or powers specified in the Electoral Act as not being capable of their delegation. These include the specific powers and functions of the Chief Electoral Officer in relation to adjournment of polling on polling day and being a member of the Representation Commission, and the powers and functions of Returning Officers.

Under section 73 of the CE Act, the Board must not delegate the general power of delegation. Similarly, Returning Officers cannot delegate the power of delegation under section 20C of the Electoral Act.

According to clause 14(1)b of schedule 5 of the CE Act, the Board cannot delegate its functions and powers to a committee unless that committee has at least one Board member on it.

Procedural checks and balances

There are several procedural checks and balances on delegating in the CE Act.

- The Board cannot delegate a function or power unless it has authorised the delegation by resolution and written notice to the delegate. The delegation can be revoked in the same way or by any other method provided in the delegation itself (sections 73(1) and 76 of the CE Act).
- The Board can impose conditions on a delegate, such as limiting the duration of the delegation, requiring the disclosure of interests, or requiring regular reports (section 74 of the CE Act).
- A delegate may only delegate his or her functions and powers with the prior written consent of the Board and subject to the same conditions that are attached to the delegate's exercise of those functions and powers (section 74 of the CE Act).
- Delegates must produce evidence of their authority to exercise functions and powers when asked to do so. In the absence of evidence to the contrary, they will be presumed to have the necessary authority (section 74 of the CE Act).
- The Board can still exercise the functions and powers delegated to a delegate or sub-delegate, and the Board is legally responsible for the exercise of those functions and powers by the delegate under the delegation (section 75 of the CE Act).

4. Policy statement

It is the Board's policy that delegations will be implemented and used in a way that ensures:

- the Commission is managed effectively and efficiently
- the Board will meet its statutory and other obligations, including public accountability, and
- the Commission operates in accordance with its current Statement of Intent and Statement of Performance Expectations.

Delegations will conform to the following three principles.

Principle 1: Delegation of authority to lowest level possible

The Board believes that it is good practice to encourage delegation of authority to the lowest level possible in the Commission and as close as possible to the point of service delivery, thus allowing decisions to be made more efficiently and effectively in response to customer and stakeholder needs. This will also best use people resources, minimise the cost of material, technical and financial resources and promote staff empowerment and development. The Board believes that those with responsibility for a task or function should have the authority to carry it out effectively.

The volume and diversity of decisions that need to be made and the powers that are required to be exercised for the effective and efficient operation of the Commission means that the Board does not have the capacity to undertake all its functions. One role of the Board is to develop the Commission's strategy, set the policies that govern the individual decisions and exercise of powers by those who have been given delegated authority, and monitor the exercise of those delegations.

Principle 2: Accountability

The Board retains ultimate accountability for the exercise of power by delegation holders, and shares responsibility with them. Correspondingly, the CEO is responsible and accountable to the Board for the satisfactory exercise of their delegated function or power, and Commission staff are responsible and accountable to the CEO for the exercise of their delegated authorities. In this respect, the Board considers authority and accountability to be inseparable.

Monitoring and reporting processes, audits, and other internal controls will be used to hold delegates to account for the exercise of their delegations. These accountability mechanisms are described more fully in the procedures that accompany this policy document. They include reporting by the CEO to the Board at least annually.

Principle 3: Transparency

Delegations will provide clear authority to delegates, who will be given written notice of their delegations. The details of approved sub-delegations from the CEO will be officially recorded and be easily accessible to all Commission staff.

General delegation to the CEO and limitations

The Board delegates to the CEO all management powers and functions necessary for the operation of the Commission, and all statutory functions, powers, and duties conferred on the Electoral Commission under the Electoral Act and any other enactment, subject to the following limitations.

- The CEO does not have the authority to make decisions or actions that are reserved to the Board. Matters reserved to the Board are specified in the Delegations Schedules appended to this policy.
- The CEO will act in accordance with Commission policies and procedures including the Code of Conduct, state sector guidelines and expectations where these apply to independent Crown entities, and ministerial expectations.
- The CEO will also act in accordance with the 'no surprises' principle and inform and consult other Board members, in advance where possible, in unusual, high risk, high profile, or legally, politically or publicly contentious situations. This includes when carrying out delegated functions.

Ability of CEO to sub-delegate

The CEO may sub-delegate only with the prior written consent of the Board and subject to the same restrictions, and with the same effect, as if the sub-delegate were the delegate.

The CEO may sub-delegate to the persons / office holders, and within the limits approved by the Board and set out in the Delegations Schedules but may not sub-delegate the general power of delegation.

For the avoidance of doubt, where the Chief Electoral Officer is incapable of performing his or her functions or duties or exercising his or her powers by reason of illness, absence, or other sufficient cause, his or her Deputy appointed under s.41 of the Electoral Act can undertake all his or her management responsibilities (including exercising all delegations) in addition to his or her governance role. A further specific delegation is not necessary. The Deputy Electoral Commissioner must not act as the Chair or Deputy Chair of the Board and is not eligible to be appointed as a temporary deputy chairperson under clause 5 of Schedule 5 of the CE Act. Only the CEO is authorised by the Board to sub-delegate functions and powers. An employee who has been delegated a function or power cannot sub-delegate it.

Responses to requests under the Official Information Act (OIA)

Draft OIA responses that are, or have the potential to be, of high public and /or political interest are to be provided to the CEO for his or her review and approval. Where the CEO is absent and has delegated his or her powers to a person or office holder, that person or office holder is authorised to review and approve any such OIA responses.

Control over delegated authority

The person making the delegation – the Board and / or the CEO – retains full control over the delegated authority and may:

- also exercise the function or power themselves despite having delegated that power or function
- recall that authority by notice in writing as the situation demands.

Absences / temporary delegations

If a delegation holder is unable to exercise their delegations due to absence, that delegation holder's manager may formally appoint another person to temporarily act in their position. The acting delegation holder must not exceed the delegation of the absent delegation holder.

If there is no acting appointment made, the absent delegation holder's delegation can only be exercised by the delegation holder's manager or through a more senior direct line manager.

Contractors

Contractors or employees of contractors who are appointed to fill Commission positions that have sub-delegations under this policy may exercise those sub-delegations.

Conflicts of interest

No delegation holder may perform a delegated function or task or exercise a delegated power in relation to a transaction in which they have a conflict of interest, for example the appointment of a relative. In these circumstances, the delegation holder must apply the one-up principle. An exemption applies for approval of CEO personal expenditure, which can be approved by a Deputy Chief Executive.

5. Delegations framework

The Commission's delegations framework comprises:

- Relevant provisions in the CE Act and Electoral Act (see regulatory background section)
- Delegations Policy (this document) which includes the Delegations Schedules
- Delegations Procedures
- Instrument of Delegation form
- Temporary Delegated Authority form
- Completed forms with acknowledgement and acceptance of delegations.

6. Responsibilities

The **Board** is responsible for ensuring effective delegation occurs under this policy. It is also responsible for monitoring the exercise of delegations and periodically reviewing their appropriateness and whether they are being adhered to.

The **CEO** (and **any sub-delegates**), and **other individual Board members**, must act within the scope of authority delegated to them by the Board.

Delegates are responsible for understanding the delegations they hold in their position. They must ensure that each element of the proposed activity is within their level of delegations. For example, an employee proposing to authorise a communications activity must hold a delegation for the relevant communications activity *and* the activity must come within their level of financial delegation.

Delegates must exercise their delegated authority with due care and integrity, and in accordance with:

- the terms of the Instrument of Delegation
- the CE Act
- the Electoral Act
- any other relevant legislation or legal authority

- any requirements of the Office of the Auditor General
- the Commission's strategies, values, policies and procedures, including this policy and associated procedures
- the terms of their employment or contractual agreement with the Commission
- any other relevant Commission instructions.

Contractors or employees of contractors filling Commission positions with sub-delegations will need to ensure that they hold the appropriate authority within their organisation to authorise the activity.

It is the responsibility of **managers** to ensure that personnel adhere to the delegations in their area.

Holders of financial delegations shall not authorise expenditure (whether operational or capital expenditure) in respect of themselves, or where they have a conflict of interest. They must exercise their delegations in accordance with the Commission's expenditure policies and procedures.

Holders of people leader delegations must exercise their delegations in accordance with the Commission's human resources policies and procedures, any employment laws relevant to the particular human resources matter, and the employment agreements of any affected personnel.

The **Deputy Chief Executive, Enterprise Services** is responsible for maintaining a record of the delegations, including copies of completed Instruments of Delegation and personnel's Acknowledgement and Acceptance of Delegations.

7. Policy approval

This policy was approved by the Board on the below date.

Date of Board approval	19 November 2025
Evidence of Board approval	Refer minutes of Board meeting of 19 November 2025, noting amendments approved by the Board following the enactment of the Electoral Amendment Bill 2025.

Appendix One: Matters reserved to the Board

Matters reserved to the Board	Comment
Accountability documents	
Approval of Statement of Intent (SOI)	
Approval of Statement of Performance Expectations (SPE)	
Approval of Annual Report	
Approval of Quarterly Reports to the Minister	
Decisions to establish a committee of the Board	
Decisions to appoint and set remuneration of members of Board committees	
Strategies, policies, and budget	
Approval of the Commission's overall strategy	
Approval of the public information and education campaign strategy for the general election	
Approval of policies	The CEO may make operational changes to policies to ensure they continue to meet any legislative or state sector requirements and stay consistent with the purpose or intent of other Board approved policies. In doing so, the CEO must not materially increase risk to the Commission or materially increase expenditure beyond approved budgets. The CEO must keep the Board informed regularly of operational changes made to existing policies.
Retirement of policies	
Approval of the Commission's budget	The budget referred to here is the annual budget and any forecast budgets for outyears included in the financial statements of the SPE. Budget

Matters reserved to the Board	Comment
	approval occurs when the SPE is approved by the Board.
Approval of major trade-offs or design changes	Where trade-offs or election design changes could materially impact funded service levels, stakeholders and customers groups, and successful election delivery.
Expenditure	
Approval of: - operating expenditure over \$1,500,000 (GST excl.) excluding payroll - capital expenditure over \$500,000 (GST excl.)	Applies to: - approval of discrete contracts or master contracts, based on their whole of life cost (WOLC) and the procurement plans, and the recommendation papers relating to these - approval of statements of work (SOW), All-of-Government service orders (SO), or their equivalent, under any master contract, based on the WOLC of the SOW or SO - approval to vary contracts and subsequent variations - approval of individual financial transactions (e.g. invoices). The CEO may sign minor extensions to existing contracts approved by the Board, where new supply arrangements are in the late stage of being finalised, to ensure ongoing service delivery. The CEO will inform the Board where this occurs. The CEO may approve contracts up to \$5m (GST excl.) provided the Board has approved the procurement strategy or approach and the recommendation report. The CEO will inform the Board where this occurs. If the Board has signed the recommendation report and / or the contract, then the CE can approve invoices up to \$5m (GST excl.). The CEO will inform the Board where this occurs. If the Board has not signed either of those, then the invoice must go to the Board for approval. The CEO may sign Letters of Accession to All-of-Government contracts.

Matters reserved to the Board	Comment
Approval of National Office property lease	The value of this lease is over \$1.5m and any change of location and premises could have significant staff impacts.
Prior approval of CEO overseas travel	
Approval of CEO expenses disclosure	To be approved bi-annually.
People and culture	
Approval of organisational changes that have significant impact	Board approvals would include approving change proposals, associated costs, and the decision. ‘Significant impact’ includes multiple redundancies; multiple business units affected; increased staff numbers with costs that cannot be met from within the budget and forecasts approved by the Board; likely public visibility and interest. Consideration must be given to the overall impact of a series of organisational changes. Together these could have a significant impact. The use of a ‘no surprises’ approach by the CEO will help the CEO and the Board determine whether the impact of a change is significant enough for the matter to be reserved to the Board. The CEO may approve a new permanent position but only on the condition that it is affordable within the budget and forecasts approved by the Board. The Board should be kept informed of the exercise of this delegated authority through regular reporting.
Electoral matters	
Determination of the broadcasting allocation and process	
Approval of registration of political parties and logos, and the associated policy and procedures	

Matters reserved to the Board	Comment
Decisions relating to cancellation of political party registration, initiated by the Commission	Where the cancellation request is made by the party secretary, the CEO will decide
Decisions to amend party names and logos, where the application has generated significant issues or concerns	If there are no substantive issues or concerns, the CEO will decide
Approval of the post-election report to the Minister and Parliament	
Designation of an Electoral Commissioner to be the Returning Officer for a referendum	Refer Referenda regulations. Normally this would be assigned to the CEO
Information and advice to Minister, Parliament or external reviews	
Approval of ministerial briefings supporting Board meetings with the Minister	
Approval of Commission briefings to the Minister, Prime Minister, or Parliament, or submissions to any external review or inquiry	Responses to Parliamentary questions (PQs and WPQs) will be approved by the CEO or the Deputy Chief Executive, Strategy, Governance and Development or the Manager, Legal, Regulation and Policy, with the Board being provided summary information through regular Board reporting. Straightforward information requests and responses to questions from the Minister's Office or the Justice Committee Inquiry into the General Election may be provided by the CEO, the Deputy Chief Executive, Strategy, Governance and Development, or the Manager, Legal, Regulation and Policy direct.

Appendix Two: Delegations Schedules

Approved sub-delegations below the CEO position are listed in three Delegations Schedules:

- People leader delegations schedule
- Financial delegations schedule
- Electoral matters delegations schedule.

People leader delegations schedule

People leader delegations apply only to positions and not individuals. They also only apply to substantive people leader positions. For example, they do not apply to employees heading a project team. The substantive manager would deal with any matters relating to project team members.

The following table shows all the substantive people leader positions with people leader delegations organised into six delegation levels, A to F.

People leader delegation level	Positions
A	Chief Electoral Officer / Chief Executive
B	Deputy Chief Executive, Enterprise Services (DCE, ES) Deputy Chief Executive, Operations (DCE, Ops) Deputy Chief Executive, Strategy, Governance and Development (DCE, SGD)
C	Chief Advisor Māori Chief Electoral Advisor Chief Information Officer Director, Enrolment Director, Strategic Engagement and Partnerships Director, Voting Services Manager, Business Enablement Manager, Communications and Education Manager, Data and Insights Manager, Finance and Administration Manager, International Manager, Legal, Regulation and Policy Manager, People and Culture (Manager, P&C) Manager, Property and Procurement Manager, Strategy, Risk and Assurance Programme Director
D	International Programme Manager Manager, Applications Manager, Community Engagement (Mgr, Comm Eng) Manager, Delivery and Support Manager, Information & Security Manager, IT Infrastructure & Operations Manager, Overseas Operations Manager, Programme Management Office Regional Manager
E	Capability & Organisational Development Lead Health, Safety, Wellbeing & Security Lead HR Operations Lead Information and Education Lead Media and Strategic Communications Lead Organisational Communications Lead

People leader delegation level	Positions
	Principal Advisor, Voting Services Programme Coordination Lead Recruitment & Talent Lead Lead Operations Delivery Training*** Strategic Lead Channels*** Customer Service Manager*** Senior Project Manager* Senior Advisor Payroll Senior Advisor Māori Practice Manager Election Readiness Event Manager*** Team Leader, Administration Team Leader, Processing (and Operations Support) Senior Advisor Community Engagement
F	Electorate Manager**

* Limited to a permanent position in Voting Services

** Operational title for Returning Officer

*** Fixed-term position

People leader delegations and conditions

The table below sets out people leader delegations assigned to each delegation level. For all people leaders these may be exercised in relation to employees within the people leadership / management structure beneath the relevant delegation holder.

People leader delegations are subject to conditions, which are specified in the right-hand column of the table and in the general conditions section that follows the table.

Table legend

- ✓ - has delegated authority
- * - specific conditions apply – refer to the right-hand column in the table
- SD - May be delegated one level down
- Blank cell - no delegated authority exists

Delegated authority	Delegation level						Specific conditions
	A	B	C	D	E	F	
Organisation structure, change, and positions							
Approve organisational changes	✓						Excludes organisational changes with significant impact, which are <u>reserved to the Board</u> . Refer to Appendix 1 for definition of 'significant impact'. Requires consultation with Manager P&C and Manager Finance & Administration.
Approve new permanent positions	✓						Must be affordable within budget and forecasts approved by the Board. Requires consultation with P&C and Finance.

Delegated authority	Delegation level						Specific conditions
	A	B	C	D	E	F	
Approve position descriptions and amendments	✓	✓					Requires P&C endorsement of position description content. Current approved template must be used.
Approve new Individual Employment Agreements (IEA), Collective Agreements (CA) and any changes to IEAs and Cas	✓						With endorsement from the Board
Recruitment and staffing – non-election / fieldwork employees – NOTE: see the Voting Services-specific people leader delegations for Voting Services field employee recruitment at table end							
Approve recruitment for a new, or existing vacant, permanent, fixed term or casual position (previously the RtR form)	✓	✓	Casuals only	Casuals only			In consultation with P&C and Finance. Must have budget for the position within own cost centre.
Approve appointment to a new, or existing vacant, permanent, fixed-term or casual position (previously the AtA form)	✓	✓	✓	Casuals only			In consultation with P&C and Finance. Excludes appointments with non-standard conditions and remuneration (see below). Must have budget for the position within own cost centre.
Approve extension to a fixed-term position	✓	✓	✓	✓ *			In consultation with P&C and Finance. Must have budget for the position within own cost centre. Excludes extensions with changes to terms and conditions. * In consultation with one-up manager
Approve retention of employees with 'red category' offences	✓	✓ *	Director VS *				One-up principle applies. * Only for employees employed for events
Approve internal secondments / acting arrangements and related allowances (for example acting allowance if applicable) or temporary salary during the secondment, and extensions.	✓	✓	✓ *	✓ *	Mgr Comm Eng only *		In consultation with P&C and Finance. * Any arrangements with allowances must be approved by relevant DCE
Approve external / interdepartmental (other government agencies) secondments (incoming and outgoing), allowances (if applicable), and extensions.	✓	✓	✓				In consultation with P&C and Finance.
Approve non-standard recruitment, employment conditions and remuneration Appointments without following the standard recruitment process.	✓	✓ * **					In consultation with the Manager P&C. *Level B does not have delegated authority to approve 'Starting

Delegated authority	Delegation level						Specific conditions
	A	B	C	D	E	F	
- Employment conditions outside the standard employment agreement - Starting remuneration above 100% of the salary range for the role - Allowances other than acting / secondment allowances (for example retention allowance)							remuneration above 100% of the salary range for the role' ** 'Allowances other than acting / secondment allowances (for example retention allowance)' may be approved by level A, or by ELT members if they have the approval of the CEO and the Manager P&C
Hours of work, time off in lieu (TOIL) and attendance							
Approve ordinary hours of work, flexible work arrangements, and changes for direct and indirect reports	✓	✓ **	✓ **	✓ *	✓ *	✓ *	* In consultation with one-up manager ** For increases in FTE: in consultation with Finance and the one-up manager
Approve TOIL accumulation and use	✓	✓	✓	✓ Excludes Regional Manager	✓		Must conform with TOIL Guidelines. Excludes cashing up of TOIL (see below)
Remuneration, rewards and additional benefits							
Approve remuneration ranges for salary grades	✓						
Approve remuneration increases, allowances, rewards, or bonus payments outside the annual performance review process	✓	✓ *					* May be approved by level A, or by ELT members if they have the approval of the CEO and the Manager P&C
Approve financial study assistance	✓	✓ *	✓ *				*Endorsement of DCE Enterprise Services required as training budget holder
Leave							
Approve available leave an employee is entitled to: - Annual leave - Sick leave as per employment terms and conditions* - Up to 3 days of bereavement / tangihanga leave - Long service leave	✓	✓	✓	✓	✓	✓ ** ***	*Discuss any issues or concerns with P&C. Discuss any absences longer than two weeks' sick leave with P&C to facilitate a return to work and other actions as appropriate. **In consultation with the Regional Manager ***Long service leave is not applicable to the Electorate Manager, to be approved by the Regional Manager
Approve personal and professional development leave	✓	✓	✓	✓	✓	✓	
Approve other leave listed below:	✓	✓	✓	✓	✓		

Delegated authority	Delegation level						Specific conditions
	A	B	C	D	E	F	
- Civil Defence / search and rescue, emergency - military training - investitures - personal and professional development - board / council meetings - representative level sporting events - cultural events - parental leave - plan to cover long-term absence (fixed term, secondment etc.) - jury service leave (including approving paid leave) - anticipated annual leave (up to five days)							
Approve cashing up of annual leave or TOIL	✓	✓ *	✓ *				Must conform with TOIL Guidelines and Leave Management Policy. *In consultation with P&C
Approve work-related and non-work-related accident leave (ACC leave)	✓	✓ *	✓ *	✓ *	✓ *	✓ * **	*In consultation with P&C if longer than two weeks. ** Also discuss with Regional Manager
Approve ex-gratia payment for parental leave if employee has an entitlement.	✓	✓					
Approve any additional leave exceeding the limits above or leave for any other purposes not listed above. For example, special leave with or without pay, and trade union education (EREL) leave	✓	✓ *					*In consultation with P&C and within budget
Health, safety and wellbeing							
Require an employee to undergo a medical examination at the Commission's expense	✓	✓ *	✓ *	✓ *	✓ *	✓ * **	*In consultation with P&C. ** Also, in consultation with the Regional Manager
Determine suitable alternative duties for an employee due to health and safety or medical grounds or a return-to-work plan	✓	✓ *	✓ *	✓ *	✓ *		*In consultation with P&C
Approve vision care claims	✓	✓	✓	✓	✓		
Approve workstation ergonomic checks	✓	✓	✓	✓	✓		
Code of conduct, disciplinary and other employment relationship matters							
Implement a formal or informal Performance Improvement Plan (PIP)	✓	✓ *	✓ *	✓ *	✓ *	✓ *	*In consultation with P&C and the one-up manager

Delegated authority	Delegation level						Specific conditions
	A	B	C	D	E	F	
Initiate an investigation into an alleged breach of the Code of Conduct	✓	✓ *	✓ *	✓ *	✓ *	✓ *	*In consultation with P&C and the one-up manager
Approve suspension of an employee for alleged misconduct or due to illegal industrial action	✓ SD	✓ *					*In consultation with P&C, endorsement by Manager P&C required. Inform CEO
Issue formal warnings	✓ SD	✓ *	✓ *	✓ *		✓ *	*In consultation with P&C and the one-up manager
Approve termination of employment offer or termination of employment: Unsatisfactory Ministry of Justice criminal records check	✓ SD	✓		Regional Manager only		✓ *	*'Red category offences' only
Approve termination of employment: - Dismissal or a dismissal without notice - Abandonment of employment - Medical retirement or termination on medical grounds	✓ SD	✓ *					*With endorsement of the Manager P&C. Inform CEO.
Approve referral of a serious Code of Conduct issue to NZ Police or a professional association on behalf of the Commission, e.g., theft or fraud	✓ *						*In consultation with P&C and the Board
Manage a personal grievance process	✓ SD	✓ *	✓ *			✓ *	*In consultation with P&C
Approve terms of settlement for a personal grievance or other employment matter	✓ SD	✓ * **					Must be in accordance with CO (18) 2 Inform Board before approval *In consultation with P&C and Finance and the CEO. **Settlements under s123(1)(c)(i) of the Employment Relations Act are reserved for the CEO NOTE: Negotiating managers may approve settlements within the approved boundaries.
Approve secondary employment	✓	✓ *	✓ *	✓ * Excludes RMs	✓ *		*In consultation with P&C and the one-up manager
Approve conflicts of interest management approach	✓	✓ *	✓ *	✓ *	✓ *	✓ *	* In consultation with P&C and the one-up manager

Delegated authority	Delegation level						Specific conditions
	A	B	C	D	E	F	
Expenses							
Approve the following within policy and financial delegations: - Annual practicing and membership fees - Relocation expenses**	✓	✓ *	✓ *	✓ *			*In consultation with Finance
Retirement and death of an employee							
Approve retirement and retirement costs (if entitlement): - Approval to retire (for Government Superannuation Fund) - Retiring leave or anticipation of retirement leave - Recognition of previous service for retiring leave purposes - Payment in lieu of retiring leave. Approve payments relating to the death of an employee: - Payment of available long service leave - Compassionate grant - Payment in lieu of retiring leave	✓	✓ *					*In consultation with P&C and Finance
General							
Accept a resignation	✓	✓	✓	✓	✓	✓	
Agree re-entry arrangements after parental leave	✓	✓	✓	✓	✓		

Voting Services specific people leader delegations

Delegated authority	Delegation level						Specific conditions
	A	B	C	D	E	F	
Recruitment and staffing – voting / fieldwork employees	NOTE: These delegations apply to Voting Services people leaders only. The establishment for each voting place is determined by using the approved formula and in consultation with the Regional Manager.						
Approve appointment of Regional Managers	✓	✓					
Approve appointment of Electorate Managers, Overseas Returning Officers, and Regional Advisors		✓	✓				
Approve appointment to Electorate HQ manager positions				✓ *			* Within the approved establishment for the site
Approve appointment to Electorate HQ positions (excluding Electorate HQ						✓ *	* Within the approved establishment for the site

Delegated authority	Delegation level						Specific conditions
	A	B	C	D	E	F	
manager positions) and voting place positions							

General conditions related to the exercise of people leader delegations

In addition to the specific conditions listed in the right-hand column of the tables above, the following general conditions apply to people leader delegations.

Delegates may only exercise their people leader delegations in respect of the people who line report to them directly or indirectly, unless they are formally acting for another delegation holder.

People leader delegation holders must act in accordance with Commission policies and procedures including the Code of Conduct, and state sector guidelines and expectations where these apply to independent Crown entities.

The one-up principle applies to people leader delegations. No delegation holder may perform a delegated function or task or exercise a delegated power where there is an actual or perceived conflict of interest, for example, the appointment of a relative or when appointing someone who will report to them directly. In these circumstances, approval must be given by the delegation holder's manager.

People leader delegations do not override or modify financial delegations. Therefore, the financial impacts of decisions must be considered having regard to the financial delegations.

If a manager with delegated authority has approved the details of a transaction, the local manager can sign any offers, letters etc. that are created, provided all details are consistent with the approval given. The manager with the delegated authority does not need to sign it.

People leaders cannot sub-delegate their people leader delegations. Only the CEO is authorised by the Board to sub-delegate functions and powers to the persons / office holders, and within the limits approved by the Board. However, Returning Officers (Electorate Managers) do have the power to delegate to all other Returning Officers their power to appoint staff under section 158 of the Electoral Act 1993 to issue ballot papers for their electorate.

Financial delegations schedule

Financial delegations apply only to positions, which have been grouped into six delegation levels.

Financial delegation level	Positions
6	Chief Electoral Officer / Chief Executive
5	Deputy Chief Executive, Enterprise Services (DCE, ES) Deputy Chief Executive, Operations (DCE, Ops) Deputy Chief Executive, Strategy, Governance and Development (DCE, SGD)
4	Chief Information Officer Director, Voting Services (Director, VS) Manager, Communications and Education
3	Chief Advisor, Māori Chief Electoral Advisor Director, Enrolment Director, Strategic Engagement and Partnerships (Director, SEP) Manager, Applications Manager, Business Enablement

Financial delegation level	Positions
	Manager, Data and Insights Manager, Delivery and Support Manager, Finance and Administration Manager, Information & Security Manager, IT Infrastructure & Operations Manager, Legal, Regulation and Policy Manager, People and Culture Manager, Property and Procurement Manager, Strategy, Risk and Assurance Programme Director
2	Manager, Community Engagement Manager, International Manager, Overseas Operations Manager, Programme Management Office Principal Advisor, Voting Services Programme Manager* Regional Manager Senior Project Manager* Team Leader, Processing (and Operations Support)
1	Electorate Manager** International Programme Manager Team Leader, Administration

* position must meet criteria detailed below.

** operational title for Returning Officer

Programme managers and senior project managers

Programme manager and senior project manager positions may only exercise financial delegations if all the following three criteria are met:

- the position is permanent
- the programme or project being managed has a dedicated budget which is set up in the financial system
- the project is governed by a steering committee and has appropriate project start-up artefacts completed.

General DFA limits

The following general financial delegated authority (DFA) limits apply to the six financial delegation levels. These limits have been set within the Commission's Financial Management Information System (FMIS) and will generate appropriate alerts. The Board must make all financial decisions relating to amounts above the Level 6 thresholds.

Expenditure type	DFA limits by financial delegation level (\$)						
	Board	6	5	4	3	2	1
Operational expenditure*	Above \$1.5m	1,500,000	500,000	200,000	100,000	25,000	2,500**
Capital expenditure	Above \$500,000	500,000	200,000	100,000	50,000	0	0

* excludes payroll. Refer to specific financial delegations table below

** except for the International Programme Manager role, which is set at \$5000 in accordance with an operational variation to the Policy made by the CEO under delegated authority on 11 July 2024 and notified to the Board on 17 July 2024.

Note: all figures in the above table are GST exclusive.

Specific financial delegations

The following table includes some specific exceptions to the general delegation limits in the above table. It is the delegate's responsibility to ensure that these delegations are adhered to, as no alerts will be operating in the FMIS.

Table legend

✓ - has delegated authority

* - specific conditions apply – refer to the right-hand column in the table

Blank cell - no delegated authority exists.

Delegated authority	Specific financial delegations by level						Specific conditions
	6	5	4	3	2	1	
Approve settlement of personal grievances		Refer to people leader delegations relating to terms of settlement for personal grievances					
Approve ex-gratia payments	✓						Must inform Board before finalising payments
Approve sponsorship	✓	DCE Ops only*					* only for community engagement activity within approved budget
Approve koha	✓	✓ \$500 limit	Director VS only \$250 limit	Director SEP only \$250 limit Chief Advisor Māori only \$500 limit	RMs only \$250 limit		Must conform with policy
Approve overseas travel	✓	DCE SGD only*					Must conform with policy * For aid programme funded travel only
Approve write-off of bad debt and salary overpayments, and write-off or disposal of assets	✓	DCE ES only					Must conform with policy
Approve PCard		DCE ES only					Must conform with policy
Approve CEO personal expenditure		DCE ES only					Must conform with policy
Approve payroll	No limit	No limit DCE ES only		No limit Manager, People & Culture only			Must be within the budget approved by the Board
Approve Letters of Accession (LoA) to All-of-Government contracts	✓						Endorsement from Procurement required
Approve contracts	✓	✓	✓	✓	Regional Manager Voting only	Electorate Manager only	WOLC of contract, SOW or SO must be within DFA RSOs and CSOs – endorsement required from Manager P&C

Delegated authority	Specific financial delegations by level						Specific conditions
	6	5	4	3	2	1	
							Property contracts - endorsement required from Property Advisor Other contracts - endorsement required from Procurement.
Approve exemptions to government purchasing rules	✓						Endorsement from Procurement required
Approve Memorandum of Understanding (MOU)	✓*	✓					*New MOUs where the Commission receives funding approved by the Board
Approve schedules to an MOU	✓	✓*	✓				WOLC of schedule must be within DFA, except for funds received by the Commission *DCE, SGD to approve variations to the MOU with the Ministry of Foreign Affairs and Trade for electoral advice and support provided by the International team

General conditions related to the exercise of financial delegations

Financial delegation holders may only exercise their delegations in respect of their group's or business unit's cost centres, unless they are formally acting for another delegation holder or they are the IRT Controller (who may approve expenditure of up to \$50k from cost centres for incident recovery purposes). All expenditure must be charged to the cost centre incurring the expenditure.

A delegation may only be used against a cost centre with sufficient funds available unless approval to overspend is given by the financial delegation holder's manager (or higher manager with relevant delegations) who will be required to offset overspend from within their area of responsibility. The Executive Leadership Team can agree that a group's overspend can be offset by other groups' underspends.

To approve a contract for goods and services, the financial delegation holder must ensure the total cost of the contract remains within approved budget. If this includes costs beyond the current financial year, there must be a reasonable certainty these costs can be met from the budget holder's future budgets.

Financial delegation holders must act in accordance with Commission policies and procedures including the Code of Conduct, and state sector guidelines and expectations where these apply to independent Crown entities.

The Commission's sensitive expenditure policy identifies expenditure of a personal nature which, using the one-up principle, must be approved by the manager of the person receiving the benefit of that expenditure. Personal or discretionary expenditure might include travel and accommodation, meals, expense claims, entertainment, and conference fees. An exception applies to the CEO's personal expenses which must be approved by the Deputy Chief Executive, Enterprise Services.

Holders of financial delegations cannot sub-delegate their financial authority to other positions. Only the CEO is authorised by the Board to sub-delegate functions and powers to the persons / office holders, and within the limits approved by the Board.

Contracts

Purchases and contracts must not be intentionally structured or divided in separate parts to avoid delegation limits.

Appropriate financial delegations are required at the point a financial commitment is made (for example, a purchase order is approved, a contract is signed, a verbal offer is made).

When calculating contract value to work out who has financial authority to sign it, the Whole of Life Cost (WOLC) must be used. WOLC means the total value of a contract over its entire life and should include all costs (i.e. variations, renewal options, and one-off costs).

Variations that increase the WOLC of the contract must be signed by a person with the appropriate delegation to cover the WOLC of the total contract, including the variation.

Each discrete contract or master contract must be signed by a person with the appropriate delegated authority to cover the WOLC of the contract or master contract. However, master contracts can provide for services to be provided pursuant to a secondary contract document, e.g. a statement of work (SoW), or an order (e.g. a Consultancy Services Order (there are many variations)). Using the term SoW as a generic term for all similar secondary contract documents, a SoW under an existing master contract may be executed by a person with delegated financial authority to sign a contract up to the WOLC of the new SoW. In other words, if a SoW relates to a master contract that has been properly executed, then the WOLC for the purposes of execution of the new SoW is determined by the WOLC of the new SoW only (not the maximum value of the master contract (if it has one) or the aggregate of the value of previous SoWs plus the new SoW).

Terminations of entire contracts must only be executed by the delegated authority for the WOLC.

Letters of Accession to All-of-Government contracts may be signed by the CEO.

Deeds

A financial delegation cannot be used to approve a deed, for example a lease. Section 127 of the CE Act provides that obligations entered into by way of deed must be executed either by two Board members or by an Attorney appointed under section 129(1).

Electoral matters delegations schedule

This schedule sets out delegated authorities for the Commission's statutory functions as well as other significant electoral matters. Any electoral-related function, duty or power of the Commission that is not covered in this schedule is held by the CEO, unless reserved to the Board.

The schedule does not cover responsibilities held by officials, such as Returning Officers or issuing officers, specifically provided for in the Electoral Act or other electoral legislation.

The table below lists all positions with delegated authorities for specific electoral matters.

Positions with electoral matters delegations	Abbreviation used in tables that follow
Chief Electoral Officer / Chief Executive	CEO
Chief Electoral Advisor	CE Advisor
Chief Information Officer	CIO
Deputy Chief Executive, Enterprise Services	DCE ES
Deputy Chief Executive, Operations	DCE Ops
Deputy Chief Executive, Strategy, Governance and Development	DCE SGD
Director, Voting Services	Dir VS
Director, Enrolment	Dir Enrol
Director, Strategic Engagement and Partnerships	Dir SEP
Electorate Manager*	
Enrolment Officer	EO
Manager, Communications and Education	Mgr C&E
Manager, Community Engagement	Mgr Comm Eng
Manager, Delivery and Support	Mgr, D&S
Manager, Legal, Regulation and Policy	Mgr, LR&P
Manager, Overseas Operations	Mgr Overseas Ops
Media and Strategic Communications Lead	
Positions with Issuing Officer responsibilities (dictation voting only)	DV Issuing Officers
Principal Advisor, Voting Services	Principal Advisor VS
Principal Advisor, Legal, Regulation and Policy	Principal Advisor LR&P
Principal Advisor, Governance	
Senior Enrolment Officer	SEO
Team Leader, Processing (and Operations Support)	TL Processing

* operational title for Returning Officer

Legend for the tables that follow

✓ - has delegated authority

* - specific conditions apply – refer to the right-hand column in the table

Blank cell in CEO column – CEO has delegated authority but does not normally exercise this authority, with authority exercised instead by sub-delegates.

Blank cell in other columns – no delegated authority.

General electoral delegations

General electoral matters	Positions with delegated authority				Conditions / comments
	CEO	CE Advisor	DCEs	Other	
Issue a media release or statement	✓			Senior Media Advisor*	*Subject to prior approval of content by CEO
Engage with the media	Refer Communications / media policy and procedures				
Approve representation by Commission staff at Select Committee	✓				Consult Board
Enter into information matching agreements or variation of existing information matching agreements with other agencies for electoral purposes	✓				
Approve communications campaign and collateral for boundary reviews	✓				In consultation with Chair of the Representation Commission
Approve education and information programmes to promote public awareness of electoral matters (excluding boundary reviews)	✓		✓		Excludes the public information and education campaign strategy for the general election reserved to Board DCE to inform the CEO
Approve the guidance materials provided to parties, candidates and others				Mgr LR&P	Inform CEO
Approve surveying of voters	✓		✓		
Approve the release or publication of electoral information by the Commission	✓	✓	✓	Mgr LR&P Mgr C&E Dir VS Dir Enrol Dir SEP CIO	Includes electoral information released under the Official Information Act and the Privacy Act Information provided to the Minister supporting Board meetings or briefings on new positions or recommendations to the Minister or Parliament are reserved to the Board.
Approve requests for Crown Law advice	✓				Inform Board
Accept service of legal proceedings documents	✓*			Mgr LR&P	*Inform Board in relation to electoral matters
Settle legal proceedings or disputes in relation to electoral matters	✓				Inform Board

General electoral matters	Positions with delegated authority				Conditions / comments
	CEO	CE Advisor	DCEs	Other	
Confirm that one or more voting places should be closed due to disruption of services	✓				
Modify the way that existing voting services are provided to voters, due to disruption of services				Director VS, Regional Mgr	
Provide alternative voting services to voters affected by disruption of services	✓				Consult Board, wherever practicable

ELECTORAL ACT 1993

Part 1 of Electoral Act – Electoral Commission

Electoral matters	Positions with delegated authority			Conditions / comments
	CEO	Mgr LR&P	Other	
Approve Gazette notice to be published for the regulated period	✓	✓		
State a case for the opinion of the High Court	✓			Consult Board

Part 2 of Electoral Act – officers of Electoral Commission

Electoral officers matters	Positions with delegated authority				Conditions / comments
	CEO	DCE Ops	Dir VS Mgr D&S	Principal Advisor VS	
Give oral or written directions to electoral officials	✓	✓	✓	✓	
Designate as Returning Officer under Electoral Act	Refer people leader delegations				Includes appointment of Overseas Returning Officer under Part 3 of Electoral Regulations
Seek assistance from any state sector agency to facilitate effective administration of elections	✓	✓*			*Inform CEO

Part 4 of Electoral Act – registration of parties and logos

Registration matters	Positions with delegated authority				Conditions / comments
	CEO	Mgr LR&P	Principal Advisor LR&P	Other	
Publish public notices advertising party and logo registration applications		✓	✓		
Publish Gazette notices required under Part 4		✓	✓		

Registration matters	Positions with delegated authority				Conditions / comments
	CEO	Mgr LR&P	Principal Advisor LR&P	Other	
Maintain and update party register following registration or variation of name or logo or change of party secretary, contact details, or party rules		✓	✓		
Cancel political party registration (and logo) requested by the party secretary	✓				The CEO must inform the Board when this delegation is used Where the request is from someone other than the party secretary the decision is reserved to the Board

Part 5 of Electoral Act – enrolment

Enrolment matters	Positions with delegated authority			Conditions / comments
	CEO	DCE Ops	Other	
Approve enrolment forms and notices that must be approved by the Electoral Commission under Part 5		✓	Dir Enrol*	*May approve minor revisions only Board to be informed of significant changes to forms.
Approve any systems used as an 'approved electronic medium' to enrol or update electors' details electronically	✓	✓*		*Inform CEO DCE can approve technical amendments
Approve the communication mediums to send notice of registration and enrolment updates, information on the Māori Electoral Option and enrolment update correspondence	✓			CEO may make this decision in consultation with the Board
Approve overall approach for an enrolment update campaign for parliamentary or local body elections		✓	Dir Enrol Dir SEP* Mgr C&E	Inform CEO *For engagement approach only
Manage QA of enrolment update packs		✓	Dir Enrol	
Approve information and education resources (which includes explaining the implications of the Māori Electoral Option (MEO)), advertising campaign and engagement approach for the MEO		✓	Dir SEP Mgr C&E Mgr Comm Eng	Inform CEO
Approve timing of MEO information packs being sent out ahead of the general election and local body elections		✓	Dir Enrol	

Approve or decline requests for data supplied under section 112, 112A, 113(6) and 114	✓	✓ approval only	Dir Enrol approval only	Following review by Manager LR&P for 112 requests. Commission may also seek advice from the Chief Science Advisor for 112 requests
Investigate apparent offences under Part 5		✓	Dir Enrol	With advice and assistance from LR&P
Decide to refer or not to refer apparent breaches under Part 5	✓			

Enrolment matters	Positions with delegated authority					Conditions / comments
	CEO	DCE Ops	Dir Enrol	TL Processing	SEO EO	
Approve provision of Māori electoral data to the Government Statistician under section 77		✓	✓			
Determine exact timing of inquiry (enrolment update) for a general election or the triennial local body elections		✓				
Approve the template correspondence used for an inquiry under section 89D (excluding ROE2 approved form)	✓	✓				
Determine applications for registration as an elector and updates to electors' addresses or other particulars, including decision to reject an application			✓	✓	✓	
Enter elector details onto roll following an application to enrol or amend roll following an update of details or exercise of the Option			✓	✓	✓	
Enter updated elector details onto roll after being satisfied on the basis of information from another agency that the elector's address has changed and having given the elector 28 days' notice			✓	✓	✓	
Give written notice of registration or update to elector in the approved medium considered most appropriate within 14 days of registration or update			✓	✓	✓	Regular reporting is given on the exercise of this delegation to the CEO and DCE Ops
Decide to remove elector from main roll and put onto dormant roll where whereabouts unknown where personal delivery has failed			✓	✓	✓	Regular reporting is given on the exercise of this delegation to the CEO and DCE Ops
Invoke procedure if immigration status means applicant apparently not qualified (datamatch)			✓	✓	✓	

Enrolment matters	Positions with delegated authority					Conditions / comments
	CEO	DCE Ops	Dir Enrol	TL Processing	SEO EO	
Designate a place where applications for registration can be lodged		✓	✓			
Send notice asking for details of any changes on notification of marriage or civil union			✓	✓	✓	
Give written notice where an elector or the Commission makes an objection to the registration of an elector in the writtenmedium considered most appropriate			✓	✓	✓	
Decide to remove or retain name on roll following objection process	✓	✓	✓			
Refer elector's or Commission's objection to District Court		✓				
Remove names from roll where electors not qualified, deceased, on Corrupt Practice List, not eligible under section 80, and where name has been registered by mistake, error or false information			✓	✓	✓	
Produce list of post-writ deletions for an election (and a list of persons who have enrolled between writ day and election day) ¹			✓	✓	✓	
Give notice of removal of name from roll or alterations to the roll made under section 98		✓	✓			
Maintain Corrupt Practices List			✓			With advice from LR&P
Decide on timing of main roll print each calendar year and publish Gazette notice			✓			
Approve printing of main, supplementary and composite rolls		✓	✓			
Approve printing of habitation indexes		✓	✓			
Maintain the dormant roll and production of dormant roll for an election		✓	✓			
Give direction for the public inspection of rolls		✓	✓			

¹ The list is generated automatically as part of the supplementary rolls after an election.

Enrolment matters	Positions with delegated authority					Conditions / comments
	CEO	DCE Ops	Dir Enrol	TL Processing	SEO EO	
Approve requests to purchase the rolls or indexes			✓			
Make main and supplementary rolls available for inspection at hui on request		✓	✓			
Manage the process for obtaining consent from Māori electors and the supply of data to the Māori Affiliation Service		✓	✓			
Approve the supply of specified information to local bodies for any election, by-election or poll		✓	✓			
Accept or reject applications to go onto the unpublished roll, including decisions to remove a person from the unpublished roll where the person no longer satisfies the criteria to be an unpublished elector		✓	✓	✓ accept only		
Manage overall unpublished roll application process		✓	✓	✓		
Request assistance from constables to enforce enrolment		✓				With advice from LR&P
Supply rolls to Returning Officers for an election		✓	✓	✓		
Approve destruction of enrolment records that are no longer required (where two general elections have taken place since records were made)		✓	✓			
Confirm address of elector for a valid demand for a poll				✓	SEO only	
Respond to requests from electoral officers to confirm if any person is a registered elector of an address for the purposes of the ratepayer roll				✓	SEO only	
Produce the list of late enrolments under regulation 12 of the Electoral Regulations			✓			

Part 6 of Electoral Act and Parts 2 to 4 of Electoral Regulations – elections

Elections matters	Positions with delegated authority				Conditions / comments
	CEO	Mgr LR&P	DCE Ops	Other	
Approve public notice (including method) on receipt of writ for general election or by-election	✓	✓			
Approve forms for individual, bulk and party list nominations		✓			
Accept or reject party list and / or bulk nomination schedule and issuing receipt	✓	✓ accept only			
Accept or reject individual candidate nominations	✓	✓ accept only			
Accept or reject party name for candidate standing for an unregistered party	✓	✓ accept only			
Determine length of a candidate name that can appear on the ballot paper	✓				Confirm with CIO that length of candidate name is compatible with ballot paper generation
Resolve any question about the order of candidates or parties on the ballot paper	✓				
Determine an application that a candidate has become incapacitated before close of nominations or poll	✓				
Approve return of nominations deposits to parties and candidates who meet the requirements for a refund		✓			
Approve endorsements on the writ on behalf of the Electoral Commission	✓				
Appoint polling places	✓		✓*		*Must conform to the voting place strategy approved by the CEO
Sign off secrecy declaration used for the appointment of scrutineers		✓		Principal Advisor LR&P	
Sign off approved declarations used for special voting			✓		In consultation with LR&P
Approve any systems used as an 'approved electronic medium' to vote under the Electoral Regulations (includes upload and download service)	✓		✓		In consultation with LR&P and CIO

Elections matters	Positions with delegated authority				Conditions / comments
	CEO	Mgr LR&P	DCE Ops	Other	
Approve the manner of producing an electronic signature for special votes			✓		
Manage ballot papers QA process			✓		
Sign off ballot papers for printing (final sign off)	✓				
Approve hours of polling during advance voting for a district	✓		✓*		*Inform CEO
Determine mobile voting services for an election				Dir VS	Inform DCE
Approve content for EasyVote packs	✓				Endorsement from Comms and Education and Voting Services required
Manage EasyVote QA processes			✓		
Sign off EasyVote pack proofs	✓				
Approve party list document	✓				
Print and distribute party lists			✓	Dir VS	In consultation with Comms and Education
Decide to provide party list to special voters who do not vote in person			✓	Dir VS	
Approve method by which special voters can apply	✓				In consultation with LR&P and Voting Services
Approve waiver of the witness requirement under Regulation 25(3)			✓	Electorate Manager*	*Only in accordance with an instruction issued by the DCE Operations
Accept or decline an application for dictation voting (disabled persons and emergency)				Manager Overseas Ops* DV Issuing Officer*	*Only for dictation voting for disabled persons (23A), or where the DCE Operations has confirmed the process for approving an application under emergency conditions (24B and 195A). Must follow dictation script and escalation process when making decisions.
Appoint Overseas Returning Officers and Issuing Officers under Part 3 and Issuing Officers under Part 4 of Electoral Regulations	For Overseas Returning Officers, refer people leader delegations				Overseas Issuing Officers will normally be appointed under MFAT people leader delegations
Accept or decline an application for remote voting	✓		✓ accept only		
Determine whether the centralised vote processing team or electorate headquarters can commence validation or qualification of special votes before election day			✓		Done in accordance with approved policy

Elections matters	Positions with delegated authority				Conditions / comments
	CEO	Mgr LR&P	DCE Ops	Other	
Determine not to repatriate special votes if there is insufficient time for them to be delivered by the deadline			✓	* Electorate Manager	* In accordance with approved policy
Determine whether special voters are qualified to vote				Electorate Manager TL Processing SEO EO	
Determine whether special votes are allowed or disallowed			✓	Electorate Manager	With advice from LR&P as required.
Declare a place other than a polling place where the preliminary count can be undertaken and designate those sites	✓		✓		
Authorise Returning Officers to undertake an early count of advance votes	✓		✓		
Manage QA process for preliminary and official results, writ and declaration of list members, St Laguë			✓		
Declare the preliminary and official results	✓				
Determine by lot which of two tied constituency candidates on a judicial recount is to be elected	✓				Must be done in front of a Judge or Justice of the Peace. Inform Board
Allocate list seats and declaration of list MPs	✓				
Publish Gazette notice of official results and declaration of list MPs			✓		
Fill list vacancies that occur during the parliamentary term	✓	✓			Contact party secretary and next candidate on list before declaring the candidate elected and filing a return with the Office of the Clerk
Publish Gazette notice of election of list MP during parliamentary term		✓			
Produce the master roll for each district and retention until next election			✓	Dir VS TL Processing SEO EO	
Dispose of voting parcels post-election			✓	Dir VS	
Investigate breaches of election day rules and restrictions around advance voting and publishing false		✓			

Elections matters	Positions with delegated authority				Conditions / comments
	CEO	Mgr LR&P	DCE Ops	Other	
statements to influence voters					
Investigate breaches in respect of ballot papers, ballot boxes and infringement of secrecy			✓		
Decide to refer or not refer breaches to Police under Part 6	✓				Consult Board

Part 6AA of Electoral Act – election advertising

Election advertising matters	Positions with delegated authority				Conditions / comments
	CEO	Mgr LR&P	Principal Advisor LR&P	Other	
Approve advisory opinions (advice on application of “election advertisement” definition)	✓	✓*	✓*		* Where the result of the request is clear, including where clearly established precedent exists
Approve form to register as a promoter		✓			
Register third party promoters	✓	✓*	✓*		* Where the result of the request is clear, including where clearly established precedent exists
Cancel registration of third-party promoter where the promoter is not eligible	✓				
Cancel registration of third-party promoter at the promoter’s request		✓	✓		
Approve updates to the register of third-party registered promoters		✓	✓		
Supervise candidate, political party and third-party statutory compliance with the election advertising rules	✓	✓*	✓*		* Except decisions on non-compliance
Decide to refer or not refer breaches to Police under Part 6AA	✓				

Part 6A and 6B of Electoral Act – election expenses, donations and loans

Electoral matters	Positions with delegated authority				Conditions / comments
	CEO	Mgr LR&P	Principal Advisor LR&P	Other	
Supervise candidate, political party and third-party statutory compliance with the election finance rules	✓	✓*	✓*		* Except decisions on non-compliance
Publish expenditure limits for election advertising expenses on the Commission's website on 1 January of election year		✓	✓		Report to the Board that this has been done
Approve returns and return forms for the reporting of expenses, donations and loans		✓	✓		
Approve donations protected from disclosure form and limits and publication of guidance on website		✓	✓	Principal Advisor Governance	
Manage the receipt of payment of donations protected from disclosure				Principal Advisor Governance	
Publish total amounts received and paid out as donations protected from disclosure				Principal Advisor Governance	
Publish returns and annual financial statements filed under Part 6A		✓	✓		
Decide to refer or not refer breaches to Police under Part 6A	✓				

Part 7 – Corrupt practices

Corrupt practices matters	Positions with delegated authority				Conditions / comments
	CEO	Mgr LR&P	Principal Advisor LR&P	Other	
Investigate personation (including dual votes)		✓	✓	Electorate Manager*	*Votes must be extracted by the Electorate Manager in accordance with the requirements of section 176 where it appears the same voter has received more than one ballot paper
Decide to refer or not refer corrupt practice offences to Police	✓				

Part 8 – Electoral petitions

No delegations required.

Part 9 – Miscellaneous

Miscellaneous electoral matters	Positions with delegated authority				Conditions / comments
	CEO	DCE Ops	Dir Enrol	Other	
Decide annual data matching plan		✓	✓		
Compare data provided by DIA, NZTA and MSD for data matching enrolment purposes		✓	✓		
Report on data matching to the Privacy Commissioner				CIO	
Apply to the High Court to state a case	✓				

BROADCASTING ACT 1989

Electoral matters	Positions with delegated authority				Conditions / comments
	CEO	Mgr LR&P	Principal Advisor, LR&P	Other	
Supervise compliance with broadcasting regime in Part 6	✓	✓*	✓*		*Except decisions on non-compliance
Publish Gazette notice specifying deadline for parties to notify they want to receive an allocation of money		✓	✓		
Invite parties to make written and oral submissions		✓	✓		
Approve invoices for payment from a party's broadcasting allocation	✓	✓*			*Where the Board has approved the allocation
Decide to recover money paid on behalf of a party to be repaid to the Crown	✓				Inform Board
Decide on non-compliance with broadcasting regime	✓				Inform Board

ELECTION ACCESS FUND ACT 2020

Electoral matters	Positions with delegated authority			Conditions / comments
	CEO	DCE SGD	Other	
Establish Election Access Fund	✓	✓		
Consult with persons and organisations on the eligibility criteria for the fund	✓	✓		
Publish Gazette notice setting out the basis on which a person may be eligible for a payment from the fund		✓		
Approve or decline applications for a payment from the Election Access Fund		✓		

CITIZENS INITIATED REFERENDA ACT 1993 AND CITIZENS INITIATED REFERENDA REGULATIONS 1995

Referenda matters	Positions with delegated authority				Conditions / comments
	CEO	Mgr LR&P	DCE Ops	Other	
Check the petition has the total number of signatures and liaise with the Government Statistician about the sample			✓	Dir Enrol	This delegation has been included pending legislation change
Check whether the sample of signatures provided are eligible electors			✓	Dir Enrol	
Make all necessary arrangements for the conduct of an indicative referendum	✓		✓		
Produce the rolls for a citizens-initiated referendum not held with a general election			✓	Dir Enrol	
Approve voting paper used for referendum	✓				
Approve form for the appointment of scrutineers for the referendum		✓			
Endorse the writ	✓				
Publish Gazette notice with the results of the referendum			✓		
Supervise compliance with the advertising rules		✓			
Approve the return used to report advertising expenses for the petition and / or referendum		✓		Principal Advisor LR&P	

Referenda matters	Positions with delegated authority				Conditions / comments
	CEO	Mgr LR&P	DCE Ops	Other	
Make returns available for public inspection		✓		Principal Advisor LR&P	
Decide to refer, or not refer, for an offence under sections 41 to 43 or Part 5 of the Act	✓				

REFERENDA (POSTAL VOTING) ACT 2000 AND REFERENDA (POSTAL VOTING) REGULATIONS 2009

Referenda matters	Positions with delegated authority				Conditions / comments
	CEO	DCE Ops	Dir Enrol	Other	
Produce, print and inspect preliminary rolls for a postal referendum		✓	✓		
Compile the referendum roll		✓	✓	TL Processing SEO	
Compile the supplementary referendum roll		✓	✓	TL Processing SEO	
Produce list of persons who have died, or are disqualified or removed from the roll as at the commencement of the voting period			✓	TL Processing SEO	
Supply name and address information of electors to any panel appointed by the Minister to conduct publicity about a government-initiated referendum		✓	✓		
Manage voting paper QA processes		✓		Dir VS	
Approve voting papers before they are despatched	✓				
Decide to refer any offences to Police	✓				

JURIES ACT 1981 AND JURY RULES 1990

Jury matters	Positions with delegated authority				Conditions / comments
	CEO	DCE Ops	Dir Enrol	Other	
Supply jury lists to Ministry of Justice			✓	TL Processing SEO	