

**Election Access Fund**  
**Te Tomokanga — Pūtea Whakatapoko Pōtitanga**  
**Applications Panel Meeting**

**Date:** 8 May 2023  
**Time:** 1.00pm-2.00pm  
**Location:** Online via Zoom  
**Chair:** Dianne Glenn  
**Members:** Huhana Hickey  
Robbie Watene  
Jade Farrar  
Leigh Deuchars, Electoral Commission  
**Other attendees:** Charmaine James (Secretariat)  
**Apologies:** None

## **Minutes**

### **Minutes of the last meeting**

The minutes were adopted with no corrections (Dianne/Huhana).

Action points completed:

- Charmaine investigated converting the panel assessment form to a SharePoint/web based form, a test link was share with the panel.
- EAF team sourced hiring alternatives for acquiring equipment.

Matters arising:

- No clear policy on the hiring or purchasing of equipment for applicants.

### **Conflict of Interests**

Nil

### **Applicant 001 \$15,011.27**

Recommendation: Applicant has already been approved for Support assistant and travel expense to the amount of \$ 11,597.50. To grant funding of approximately \$1,000 to cover cost of hiring or purchasing the laptop required. EAF team to contact the applicant with the option of either hiring the laptop at a cost of \$1,050 or buying the laptop through the Electoral Commission's purchasing account at a cost of approximately \$1,500 with an option for the candidate to buy the laptop at the end of the candidacy for \$500.

*Action:*

- EAF team to contact Applicant001 regarding the options that are available for the laptop and to provide a clear indication of the reasoning behind the offer for equipment.

### **Process improvements**

The following process improvements were identified during discussion of Applicant 001:

- Assessment form to evolve and adapt to members of the panel as the dynamics of the members change.
- To look into a SharePoint site where all application documentation relevant to panel meetings and applications may be reviewed online, to avoid sending documents via email.

*Actions:*

- Charmaine to investigate the use of a Sharepoint site for panel members to access and review application documents instead of the files/documents being emailed to them.
- Policy to be discussed and refined on the purchase or hiring of hardware, and the cost v duration of use of the acquired hardware. Leigh to contact relevant parties to discuss at the next available meeting.

**Update from Electoral Commission staff**

No updates noted for this meeting.

**Any other business**

Option of using the next panel meeting or a time available for all parties to discuss with the Audit team (KPMG) and Ben (Legal and Policy) and to include Election Access Fund Steering Group members, Mojo Mathers and Vaughan Dodd.

To ask the Audit team to present a deep dive into the concept of auditing a fund like this.

**Next meeting**

Monday 22<sup>nd</sup> May 2023, 1pm.