

Election Access Fund

Te Tomokanga — Pūtea Whakatapoko Pōtitanga

Applications Panel Meeting

Date:	16 January 2023
Time:	1.00pm-2.30pm
Location:	Online via Zoom
Chair:	Dianne Glenn
Members:	Huhana Hickey Robbie Watene
Other attendees:	Kath Lys, Electoral Commission (Project Manager) Tash Macey, Electoral Commission (Secretariat)
Apologies:	Jade Farrar Leigh Deuchars, Electoral Commission

Minutes

Minutes of the last meeting

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

Action points completed:

- Kath to send the Fund information for newsletters to panel members.
- Kath to ask the Communications Team whether promoting the fund through local authorities would be helpful.
 - The Communications Team have advised they won't be doing this as it would give the perception that the fund is available for local body elections and create confusion.
- Kath to investigate the possibility of selling equipment and technology purchased through the fund back to fund recipients at a reduced rate.
 - This is possible. Kath is investigating how this is done and will add the details to the policy.

Matters arising:

- Jade will now be the main point of contact for Whaikaha as Huhana has resigned from the groups.
- Panel members have been promoting the fund through their own avenues.
- Huhana advised she will be doing a podcast relating to disabled candidates that will be politically neutral. Kath will let Leigh know, who may contact Huhana to clarify plans.

Conflict of Interests

Nil

Applicant 001 \$2593.17

Recommendation: To approve full amount of \$2593.71

Discussion points:

- Queried whether requested funding is doubled up with other funding sources. This is clarified in the applicant's declaration form which is signed and returned before submission.
- Travel has been confirmed as included in the note taker's quoted rate as they are in the same region as the client. It was also discussed and agreed that meals, travel, and accommodation were valid costs for a support person but not for the candidate.
- It was noted to the panel that the applicant was not born with a disability but has a disability later in life. This was important to know to understand the need for a note taker, as they may not be familiar with other methods of assistance.
- Meals – Discussed whether meal costs were too expensive and whether dinner was also needed on the Saturday evening. Agreed in the context it is appropriate for a note taker to be present during mealtimes for networking, and that the cost of meals is reasonable for this setting and event. Noted that the suggested figures in the Assessment Form appendix are guidelines only and actual costs will depend on individual circumstances and clarification of costs provided.
- A personal assistant may be more beneficial in the long term if the applicant is successful.

Action:

- Tash to send the decision document to Leigh for approval before informing the applicant of the outcome.

Process improvements

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

- It is important to understand the applicant's disability and relevant circumstances (eg from birth or acquired). More detail is needed.
- Future assessment forms to be formatted with radio boxes to make it easier for panel members.
- In future when a service is listed the quoted figure will be inclusive of any contributions and holiday pay. It is confusing to have these separate. Travel should be clarified (ie be clear if inclusive)
- The sentence about costs covered/not covered by the fund is confusing.

- Agreed that Assessment forms must be sent to Tash by 10am on the meeting day. These will then be collated and sent to all meeting participants to read before the meeting.

Actions:

- Tash to format Assessment Form template with radio boxes
- Tash to ensure detail of applicant's circumstances is provided to assist decision making
- Tash to ensure quotes are inclusive of holiday pay/contributions and travel needs are explicit.
- Tash to implement agreed process of submitting and circulating completed assessment forms.
- Kath to reword sentence on costs covered by the fund.

Update from Electoral Commission staff

No other enquiries or applications received since the last meeting (19 December). There is one other applicant who is gathering their information and will submit when ready.

Any other business

Nil

Next meeting

Monday 30th January 2023, 1pm.

Note this is Auckland Anniversary Day - Robbie will confirm her attendance closer to the time.