

29 September 2023

By email to: [REDACTED]

Dear [REDACTED]

### OFFICIAL INFORMATION ACT REQUEST 2023/33

On 8 August 2023 you made a request under the Official Information Act 1982 (the OIA) for the following information (with question numbers added for convenience). Due to the amount of information requested we extended the deadline for our response to 4 October 2023. Responses to each question are set out below on behalf of the Chief Electoral Officer, and there is an appendix on p.4 listing attachments.

1. *Please detail your progress against each measure in your SPE for 2022/23*

See attached the four quarterly reports from the Commission to the Minister of Justice for the 2022/23 reporting year covering the months July 2022 to June 2023, which detail progress against our performance measures.

2. *Please provide your current SPE and previous SPE and detail the specific differences between the two including specific detail of any changes in measures or new measures*

Our published SPEs can be compared on our website: <https://elections.nz/about/about-the-electoral-commission/corporate-publications/statements-of-intent-and-performance-expectations/>. The Commission does not hold specific records of the comparisons between the 2021/22 and 2022/23 performance measures, but the two sets of measures are similar in most regards, with small amendments.

3. *Please provide all documentation and all correspondence in the past 12 months that demonstrate and detail the progress made on key priorities defined in your current statement of intent, SOI*

Please see provided attachments, including the four Quarterly Reports to the Minister of Justice referred to in Q1 above, providing a strategic overview of the Commission's performance against its key priorities, and 10 sets of monthly reports for 2022/23 covering operational detail. The latter monthly reporting is for internal use and is considered by the Commission's Executive Leadership Team. (There was no monthly reporting for November and December 2022 because such reports are compiled at the end of the following calendar month, which was during the summer break). The Commission's 2022/23 Annual Report will provide additional reporting on our performance against our key priorities, and will be published shortly.

4. Please advise the number of staff employed on a full time basis for each year covered over your last two SOI's (10 years?) and how these number support you SOI's goals or priorities over that period and if your SOI's resulted in an increase in staff

Our two most recent SOIs covered the period 2019-24 and 2022-26, with the latter being the current SOI. All staff support the delivery of SOI goals, but the contents of the SOI do not generally have a bearing on staffing numbers; rather, they signal broad strategic approaches. Specific increases from year to year are explained in each Statement of Performance Expectations and the accompanying Annual Report. The number of Commission staff in each year are set out below. Note that these figures exclude the large numbers of temporary workers hired for each General Election.

Role	Classification	Office	22/23	21/22	20/21	19/20	18/19
Regional Operational	Full-time	NZ-wide	57	32	44	43	41
	Part-time	NZ-wide	0	6	9	10	11
National Office Operational	Full-time	Wgtn	29	33	23	24	29
	Part-time	Wgtn	4	5	4	2	0
National Office Administrative	Full-time	Wgtn	51	32	28	26	24
	Part-time	Wgtn	3	2	0	0	0
National Office Policy	Full-time	Wgtn	6	5	4	4	3
	Part-time	Wgtn	0	1	1	0	1
<b>Total</b>			<b>150</b>	<b>116</b>	<b>113</b>	<b>109</b>	<b>109</b>

5. Please provide detail of your budget figures for the years covered by current and previous SOI's and explain major increases or decreases in budget over that period including how these assign with you SOI's priorities/goals

Budget details for each financial year, which are prepared to give effect to our strategic objectives in our Statement of Intent, are set out in our annual Statement of Performance Expectations on the Commission's website. The end of year financial reporting for each year is set out in our Annual Reports here: <https://elections.nz/about/about-the-electoral-commission/corporate-publications/annual-reports/>.

The main shift in the Commission's budget in the years you specify has been increased funding agreed in 2022 through the Supplementary Estimates process to improve our organisational capability and to implement the findings of the Commission's Target Operating Model (TOM) internal review. The increased funding is reflected in the published accounts included in the 2022/23 Annual Report, which will be published shortly.

6. For the period of your current and previous SOI's what has been your spend broken down by department or business unit by year.

Please see the table below for budget details for the Commission's business units for the past five financial years. All figures exclude GST.

	FY19	FY20	FY21	FY22	FY23
Enterprise Services	\$ 7,608,718.56	\$ 16,864,746.43	\$ 21,261,141.46	\$ 15,325,253.52	\$ 21,197,593.89
Operations	\$ 16,785,322.34	\$ 36,529,742.15	\$ 117,582,154.43	\$ 15,543,032.99	\$ 45,037,665.63
Strategy, Governance & Development	\$ 2,373,913.23	\$ 3,911,763.20	\$ 3,064,594.78	\$ 2,724,523.30	\$ 3,163,662.00
Legal & Policy	\$ 400,607.53	\$ 588,661.53	\$ 4,179,029.81	\$ 643,765.46	\$ 1,151,396.38
Māori Advisory	\$ -	\$ -	\$ -	\$ 810.73	\$ 383,143.05
Office of the Chief Executive	\$ 432,438.34	\$ 768,086.69	\$ 957,079.52	\$ 1,157,758.98	\$ 1,004,289.61
Programme Management Office	\$ -	\$ -	\$ -	\$ 186,280.11	\$ 1,022,212.71
Projects	\$ -	\$ -	\$ -	\$ 1,882,574.91	\$ 1,920,253.34
	<b>\$ 27,601,000.00</b>	<b>\$ 58,663,000.00</b>	<b>\$ 147,044,000.00</b>	<b>\$ 37,464,000.00</b>	<b>\$ 74,880,216.61</b>

7. *What organisational changes such as restructures have occurred in the periods covered by you last 2 SOI's, provide documentation relating to organisation changes, consultations, ministerial advice, briefing documents, plans, feedback/responses.*

In 2021/22 the Commission undertook a review to identify the capability and funding required to successfully administer electoral events, in particular the General Election. This became known as our Target Operating Model. A Design Council comprised of the Senior Management Team, a project team, and subject matter experts, was established for a series of workshops to discover how we wanted to work in the future, and what we wanted to change. This review process identified a number of changes to the organisation, which were managed through two official change processes in 2021/22.

In 2022/23 the Commission implemented a Regional Review process that revised its enrolment and community engagement (ECE) function. This resulted in some smaller regional offices closing and ECE staff working from offices in the main centres with increased outreach to regions.

See attached Commission internal decision documents and Board papers detailing these TOM and Regional Review processes:

- Operating Model Refresh project update (18 August 2021)
- TOM 'Where to from here' staff consultation document (1 November 2021)
- Electoral Commission decision document (26 January 2022)
- Target Operating Model Programme Update (18 May 2022)
- Enrolment & Community Engagement Regional Review decision document (9 June 2022)
- Regional review implementation plan (27 September 2022)
- Electoral Commission consultation document (2 November 2022)
- TOM programme closure and handover (14 December 2022)

In the interests of transparency, we release responses to Official Information Act requests every three months. We will publish this response with your personal details redacted.

You have the right under section 28(3) of the Act to make a complaint to the Ombudsman if you are not satisfied with the response to your request. Information about how to do this is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or by phoning 0800 802 602.

Yours sincerely



Ethan Tucker  
Principal Advisor Governance

**Appendix: List of attachments**

Attachment	Title	Date
A01	EC Q1 Quarterly Report	July-September 2022
A02	EC Q2 Quarterly Report	October-December 2022
A03	EC Q3 Quarterly Report	January-March 2023
A04	EC Q4 Quarterly Report	April-June 2023
A05	Combined monthly reports	July 2022
A06	Combined monthly reports	August 2022
A07	Combined monthly reports	September 2022
A08	Combined monthly reports	October 2022
A09	Combined monthly reports	January 2023
A10	Combined monthly reports	February 2023
A11	Combined monthly reports	March 2023
A12	Combined monthly reports	April 2023
A13	Combined monthly reports	May 2023
A14	Combined monthly reports	June 2023
A15	Board paper: Operating Model refresh update	18 August 2021
A16	Where to from here: staff pack	1 November 2021
A17	EC decision document	26 January 2022
A18	TOM programme update	18 May 2022
A19	Regional review decision document	9 June 2022
A20	ELT paper: Regional review implementation	27 September 2022
A20a	Appendix A: Transition roadmap	27 September 2022
A21	Final consultation document	2 November 2022
A22	Board paper: TOM programme closure & handover	14 December 2022