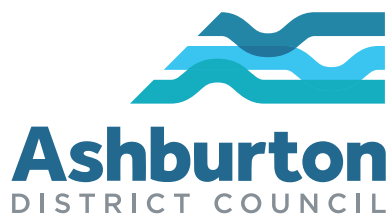




# 2016 Local Government Elections **CANDIDATE HANDBOOK**







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Disclaimer: Every effort has been made to ensure that the information contained in this booklet is accurate and consistent with the Local Electoral Act 2001 and its amendments and regulations. Ashburton District Council takes no responsibility for any errors or omissions. It is recommended that candidates obtain a full copy of the Act, which can be purchased from any Government Bookstore or viewed on-line at [www.legislation.govt.nz](http://www.legislation.govt.nz).

# Election Timetable

| 2016 Local Government Election Timetable             |                                                                                                                                                                         |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13 July (Wednesday)                                  | Public notice of election – Ashburton Guardian and The Press                                                                                                            |
| 15 July (Friday)                                     | <b>Nominations open</b> , Electoral roll open for inspection                                                                                                            |
| 20 July (Wednesday)                                  | Candidate Information Presentation – 5.30pm. See details below.                                                                                                         |
| 12 August (Friday)                                   | <b>Nominations close</b> at 12 noon , Electoral roll closes                                                                                                             |
| From 17 August (Wednesday)                           | Further public notice of election – Ashburton Guardian and The Press                                                                                                    |
| By 19 August (Friday)                                | EO receives final Electoral roll data                                                                                                                                   |
| 12 September (Monday)                                | EO compiles and certifies final Electoral roll                                                                                                                          |
| 16 September (Friday)                                | Enrolment Services letter sent to electors on unpublished roll                                                                                                          |
| 16 September (Friday)                                | Delivery of ordinary voting documents starts<br>Ordinary and special voting opens                                                                                       |
| 16 September to 8 October                            | Voting period                                                                                                                                                           |
| 7 October                                            | Last day for appointment of scrutineers - by 12 noon                                                                                                                    |
| 8 October 2016 (Saturday)                            | <b>Election Day</b> - voting closes at 12 noon<br>Progress results available as soon as practicable after close of voting                                               |
| 8 – 13 October                                       | Official count – process special votes                                                                                                                                  |
| 13 October to 23 October<br>(as soon as practicable) | <b>Final results announced</b><br>Public notice of official declaration of election result – Ashburton Guardian and The Press<br>(or as soon as practicable thereafter) |
| By 14 December (Wednesday)                           | Return of election expense declaration forms<br>(55 days after date of Declaration of Results)                                                                          |

## Candidate Information Presentation

A presentation on standing for council will be given in the Ashburton District Council office at 5.30pm on Wednesday 20 July 2016. Items to be covered will include how the council is structured, the role and responsibilities of elected representatives, the skills required, anticipated time commitments and meeting schedules and an overview of the nomination and election processes. For further information please contact Phillipa Clark on (03) 307 7700.

# Election Issues

Elections will be held in October for the following issues:

## Ashburton District Council – (ADC)

- (a) Election of the mayor of Ashburton District Council
- (b) Election of councillors as follows:
- Ashburton Ward: seven (7) members
  - Eastern Ward: three (3) members
  - Western Ward: two (2) members
- (c) Election of five (5) members for the Methven Community Board

## Ashburton Licensing Trust – (ALT)

Election of six (6) trustees, elected at large to represent the trust.

## Canterbury Regional Council – (ECan)

Election of four (4) councillors to represent Christchurch City.

Election of one (1) councillor to represent the South Canterbury Constituency.

Election of one (1) councillor to represent the Mid Canterbury Constituency

Election of one (1) councillor to represent the North Canterbury Constituency.

## Canterbury District Health Board – (CDHB)

Election of seven (7) members for the Canterbury District Health Board.

There are seven members to be elected at large across the DHB area, which covers the area made up of Kaikoura, Hurunui, Waimakariri, Selwyn and Ashburton District Councils and the Christchurch City Council. There is a separate candidate handbook for the CDHB available from the DHB electoral officer, Anthony Morton free phone: 0800 666 048.

## Population Statistics

| ADC Wards | Est Resident Population as at 30 June 2015 |
|-----------|--------------------------------------------|
| Ashburton | 18,550                                     |
| Eastern   | 8,930                                      |
| Western   | 5,660                                      |

| Other Issue             | Est Resident Population as at 30 June 2015 |
|-------------------------|--------------------------------------------|
| Mayoralty               | 33,140                                     |
| Methven Community Board | 1,820                                      |

| Other Issue               | Est Number of Electors (2016) |
|---------------------------|-------------------------------|
| Ashburton Licensing Trust | 18,000                        |

These elections will all be conducted by postal voting.

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# Electoral Staff

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## Ashburton District Council – (ADC) & Ashburton Licensing Trust – (ALT)

### Electoral Officer

Anthony Morton, electionz.com Ltd, PO Box 3138,  
CHRISTCHURCH.

Phone: 0800 666 920

Fax: 03 377 1474

Email: ashburtondc@electionz.com

### Deputy Electoral Officer

Phillipa Clark, Ashburton District Council, PO Box 94,  
ASHBURTON

Phone: (03) 307 7700

Email: phillipa.clark@adc.govt.nz

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## Canterbury Regional Council – (ECan)

### Electoral Officer

Anthony Morton, electionz.com Ltd, PO Box 3138,  
CHRISTCHURCH.

Phone: 0800 666 048

Fax: 03 377 1474

Email: ecan@electionz.com

### Deputy Electoral Officer

Sue Seymour, ECan (Timaru Office), PO Box 345,  
Christchurch 8140.

Phone: 03 687 7844

Email: sue.seymour@ecan.govt.nz

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## Canterbury District Health Board – (CDHB)

### Electoral Officer

Anthony Morton, electionz.com Ltd, PO Box 3138,  
CHRISTCHURCH.

Phone: 0800 666 048

Fax: 03 377 1474

Email: cdhb@electionz.com

### Deputy Electoral Officer

Warwick Lampp, electionz.com Ltd, PO Box 3138,  
CHRISTCHURCH.

Phone: 0800 666 048

Fax: 03 377 1474

Email: cdhb@electionz.com

# District Leaders Information

## Members' Remuneration

Salaries for members of Ashburton District Council from 1 July 2016 as set by the Remuneration Authority are:

|                                |                |
|--------------------------------|----------------|
| Mayor's salary                 | \$102,705 p.a. |
| Base councillor salary         | \$25,215 p.a.  |
| Methven Community Board Chair  | \$5,125 p.a.   |
| Methven Community Board Member | \$2,563 p.a.   |

A fund of up to \$50,430 is set aside for positions of additional responsibility, to be recommended to the Remuneration Authority by the new council.

Additional expenses identified in the Ashburton District Council Elected Members Expenses Policy, may also be claimed.

A copy of the policy can be obtained from the council's website [www.ashburtondc.govt.nz](http://www.ashburtondc.govt.nz) under policies or from the deputy electoral officer on (03) 307 7774.

## Mayor & Councillors' Responsibilities

Many people ask us what sort of person you need to be or what is expected of an elected member. The following role description as identified by the Remuneration Authority in setting the elected members' remuneration is a guide for what is expected.

## Councillor – Base role description

### Collective duties of the council

- Representing the interests of the council
- Formulating the council's strategic direction and relative priorities through the Long Term Plan (LTP), which determines the services and activities to be undertaken by council over a ten-year period
- Determining the expenditure and funding requirements of council activities through the LTP and annual planning processes
- Overseeing, developing and/or approving all council policies, administrative, legal, financial and strategic, including formal regional, city and/or district planning matters within the council's geographical area of responsibility
- Monitoring the ongoing performance of council against its stated objectives and policies (including formal sign-off of the Annual Report)
- Ensuring prudent use of council resources
- Law-making (bylaws)
- Overseeing council compliance with any relevant Acts of Parliament
- Employing, setting performance requirements for, and monitoring the ongoing performance of the council's

Chief Executive. (Under the Local Government Act 2002, the local authority employs the Chief Executive who, in turn, employs all other staff on its behalf – elected members of council have no responsibilities for, and cannot direct, any staff employed by the council other than the Chief Executive.)

### Representation and advocacy

- Bringing the views of the community into council decision-making processes
- Being an advocate for community groups and individuals at council meetings
- Balancing the need to advocate for specific interests against the needs of the wider community
- Listening to the concerns of local residents and ratepayers on issues pertaining to the council
- Maintaining contact with community representatives and other local stakeholders
- Participating in any relevant consultative processes with the local community and/or other organisations.

### Governance

- Participating constructively and effectively in the good governance of the council as a whole
- Understanding and ensuring that basic principles of good governance are a part of the decision-making approach of the council
- Understanding and respecting the differing roles of Mayor (or Chair for a regional council), Deputy Mayor, committee chairs/portfolio holders and councillors
- Recognising that the governance role does not extend to operational matters or to the management of any implementation
- Having a good understanding of the council processes set out in the Standing Orders that determine how council meetings are run
- Developing and maintaining a working knowledge of council services, management processes, powers, duties and constraints
- Participating in the setting and monitoring of council policies, budgets, strategies and service delivery through annual and long-term planning processes
- Ensuring familiarity with agendas and other council reports before council meetings
- Being familiar with and complying with the statutory requirements of an elected councillor
- Complying with the Code of Conduct adopted by the council
- Identifying, being aware of and declaring any potential personal conflicts of interest, whether of a pecuniary or non-pecuniary nature.

## Additional Information

### Core Competencies

- Genuine interest, understanding (and passion) of/for the issues faced by Ashburton District citizens.
- Ability to relate to a wide range of people at many levels and across many disciplines and cultures.
- Ability to hear and understand the varying positions of others and consider these in decision making.
- Ability to express ideas clearly.
- Ability to understand, focus on and resolve complex issues through long term planning.
- Ability to understand financial and reporting statements.
- Understands the differing roles of governance and management.
- Ability to think “district-wide” on issues to come to decision.
- Be results focused.
- Knowledge of and commitment to the Local Government Act 2002.

### Experience and Background

- May have experience relevant to the challenges facing the district.
- May have extensive community networks.
- Be familiar with the existing Ashburton District Council's 2015-25 Long Term Plan (LTP) or otherwise known as the Ten Year Plan.

### Personal Qualities

- Demonstrates integrity and ethical behaviour.
- Is independent, inquisitive and innovative.
- Has the ability to see all sides of an argument.
- Is hard working and can work unsupervised.
- Ability to develop and maintain positive working relationships with councillors and staff
- Committed to Ashburton District.
- Sense of humour.
- Respect for others.
- Flexible working hours, some evening and weekend work is required.
- Actively demonstrate commitment to the Elected Members' Code of Ethics.

## Community Board Member – Base role description

### Representation and advocacy

- Representing and acting as an advocate for the interests of their community.
- Considering and reporting on all matters referred to them by the council, or any matters of interest or concern to the community board.

- Communicating with community organisations and special-interest groups in the community.
- Bringing the views of their community to the attention of council.
- Listening to the concerns of their community on issues pertaining to the community board.
- Maintaining an overview of services provided by the council in the community, and commenting on any services delivered by the parent council.
- Maintaining contact with various community representatives and other local stakeholders.
- Championing causes which best relate to the interests of their community and campaigning for the improvement of the quality of life in their community.

### Governance

- Participating constructively and effectively in the good governance of the community board as a whole.
- Understanding and ensuring that basic principles of good governance are a part of the approach of the community board.
- Understanding and respecting the differing roles of community board Chair and community board members; the roles of the parent council's Mayor, Deputy Mayor, committee chairs and councillors; and the very different roles of the managers and staff of the parent council with whom the community board might work.
- Recognising that the governance role does not extend to operational matters or to the management of any implementation.
- Having a good understanding of the processes set out in the Standing Orders that determine how community board meetings are run and how decisions are made.
- Developing and maintaining a working knowledge of council services, management processes, powers, duties and constraints.
- Ensuring familiarity with agendas and other community board reports before meetings of the community board.
- Being familiar with and complying with the statutory requirements of a community board member.
- Identifying, being aware of and declaring any potential personal conflicts of interest, whether these are pecuniary or non-pecuniary.

### Possible additional responsibilities of community board members:

- Undertaking any other responsibilities that are delegated to them by the council or are prescribed by Order in Council.
- Preparing an annual submission to the council for expenditure within the community.
- Participating in any relevant consultative processes with the local community and/or other organisations.



- Representing the views and position of the community board to external parties, where delegated to do so, and with a clear understanding that only formal community board decisions can commit the community board to any particular course of action (and then only in matters where the community board is delegated to act).
- Participating, as needed, in the setting and monitoring of council policies, budgets, strategies and service delivery through annual and long-term planning processes.

#### **Additional responsibilities of Chairs**

- Chairing meetings of the community board.
- Representing the community board to a high standard in the areas of activity and business delegated.
- Promoting and supporting good governance by the community board.
- Developing a clear understanding of the terms of reference of their community board, and of the scope and range of delegations in order to carry out the role of community board Chair.
- Ensuring sufficient familiarity with the parent council's Standing Orders and procedures so that they can chair community board meetings and any other sessions for which they have responsibility.
- Undertaking sufficient preparation before the meetings they are chairing to allow them to effectively carry out the role of Chair.
- Ensuring meetings they chair operate within the powers delegated by the parent council as set out in the parent council's Delegation Manual.
- Managing the progress of business during meetings, including ensuring adherence to the parent council's Standing Orders and to other statutory obligations and requirements.
- Ensuring that all participants in meetings have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process.
- Maintaining and ensuring due order and decorum throughout meetings they chair.
- Commenting to the media (or other agencies) as the community board spokesperson, where delegated/ authorised to do so, on issues that pertain to the community board.
- Liaising with appropriate council staff in respect of the areas of delegated council business for which the community board has responsibility.
- Providing leadership to the community board in helping form a consensus that is representative of the community
- Working closely with other members of the community board to ensure smooth community board decision-making.
- Keeping abreast of all issues facing the community board.

### **Members Interests**

Prospective candidates should be aware of the requirements of the Local Authorities (Members' Interests) Act 1968.

- Under Section 3 of the Act, elected members may not be concerned or interested in contracts made by the council when payments made for the contracts entered into during a particular year exceed \$25,000 including GST. That amount may only be exceeded if the council has either obtained the prior approval of the Audit Office or, in special circumstances, obtained retrospective approval. When payments exceed \$25,000 or any other approved amount, the elected member concerned is automatically disqualified from office. He or she also commits an offence if they continue to act as a member.
- Under Section 6 of the Act, elected members may not discuss or vote on any matter in which they have a pecuniary interest when it is being considered by the council or a committee. Elected members failing to observe this prohibition commit an offence and can be prosecuted. Conviction leads to disqualification from office.
- When a matter is raised at a meeting of the council or a committee in which a member has a pecuniary interest, the member prohibited from voting or discussing the matter must declare the pecuniary interest. The fact of that disclosure and abstention from discussion and voting on it is also recorded in the minutes. While it is not necessary to withdraw from the meeting, it is good practice to do so.

### **Health and Safety at Work Act 2015**

The Health and Safety at Work Act 2015 (the Act) is part of a reform package aimed at reducing the number of serious work-related injuries and deaths in New Zealand by at least 25 percent by 2020. It came into force on 4 April 2016.

The Act is a new way of thinking about health and safety for New Zealand. The Act is designed to:

- Ensure everyone has a role to play
- Makes everyone's responsibilities clear
- Focuses on managing risk
- Requires those who create the risk to control the risk
- Requires businesses to engage with their workers and enable them to participate on an ongoing basis
- Allows flexibility in managing health and safety risks.

For Elected Members, the most significant implication is the introduction of the role of Officer and the requirement for Officers to meet due diligence duties.

#### **What is an Officer and what do they need to do?**

An Officer is a person who holds a very senior leadership position, and has the ability to significantly influence the management of a business. At ADC this includes Elected Members and the CEO are officers under the Act.

Officers must ensure the business is meeting its health and safety responsibilities by doing due diligence to ensure the

business understands and manages its key risks. To do this Officers must take reasonable steps to:

- Acquire and keep up to date knowledge of health and safety
- Understand the operations of the business
- Ensure and check that their business has appropriate resources and processes for health and safety.

Elected Members of a Council are not required to exercise due diligence over a Council Controlled Organisation (CCO) providing they are not Officer of that CCO e.g. an Elected Member will be an Officer of a CCO if they are appointed on the Board of the CCO in an individual capacity.

ADC is proactively partnering with Elected Members to ensure ADC and its Officers can meet their responsibilities under the Act.

### **Liabilities of Officers under the Act**

Under the Act there are a raft of offences that can be committed which carry fines (which need to be paid in some cases by the organisation and in some cases personally by the Officer) and in extreme cases even jail sentences. Elected Members as Officers have an exemption under the Act from some of these offences. Offences that Elected Members as Officers can be liable for include offences such as failure to comply with an improvement notice. This can be a fine up to \$50,000 for an individual or \$250,000 for a body corporate. Insurance is not available to cover the cost of such fines.

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## **Inaugural Meeting**

The successful candidates will take office on the day after the electoral officer gives their official notification of the result of the election. However, no person is permitted to act as a member of the council before making a declaration. This declaration will be made at the inaugural meeting, which is expected to be held in late October or early November 2016. Elected members will be contacted by staff with the key dates.

The business to be conducted at that meeting will include:

- The making and attesting of declarations required of the mayor and councillors. Traditionally, this has been a ceremonial occasion.
- A general explanation of the Local Government Official Information and Meetings Act 1987 and other laws affecting elected members.
- The fixing of the date and time of the first ordinary meeting of the council, or the adoption of the schedule of ordinary meetings.
- Appointment of the deputy mayor.

If newly elected the declaration required to be made by the mayor and councillors is as follows:

### **Declaration by Mayor and Councillors**

*I declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of Ashburton District Council, the powers, authorities, and duties vested in or imposed upon me as mayor (or as a member) of the Ashburton District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.*

# Role of Elected Members - Ashburton Licensing Trust

## Board Member Duties

The Ashburton Licensing Trust (ALT) is a community owned business that operates in the property/hospitality industry within the Ashburton District. This area is defined by boundary lines drawn on historic parliamentary electorate boundaries. In broad terms, it embraces the Ashburton District territorial area excluding a strip from Methven through Rokeby, Rakaia, Chertsey and Dorie to the coast.

Following the result of the 2004 community vote the Trust's historic trading position changed and as a consequence, the Trust can own and trade in businesses outside its geographical boundaries.

If elected as a member of the Ashburton Licensing Trust Board, you are entitled to a present fee of \$280 less Withholding Tax for every official meeting. An official meeting is deemed to be a meeting where minutes are kept. The President, who is elected by the members of the Board, receives a present honorarium of \$20,000. The fees are prescribed by the Licensing Trust Act.

Meetings are presently held on a monthly basis, normally on the third Thursday with a commencement time of 4:00pm. There may be need, from time to time, to address issues outside this time frame and notice of an additional meeting will be communicated in due course.

As a public entity, the Trust is subject to public audit requirements. The Auditor General or agent must annually provide an audit certificate. This ensures robust policies and financial and management systems are in place as well as placing transparency and accountability on Board members.

The Trust, as a community owned business rewards its owners (the Ashburton District community as outlined by the geographical area outlined above) by way of donations to community projects or causes. Members can review the policy at any time but the present policy has the Trust donating 10% of its net profit, less tax, to the community.

If elected to the ALT Board you will also automatically (unless you decline to do so) become involved with the Lion Foundation's Net Proceeds Committee (NPC). The Lion Foundation Net Proceeds Committee ensures that all profits derived from the proceeds of gaming machines operated in Ashburton Licensing Trust owned and operated premises are made to the various organisations, clubs events etc in accordance with the Lion Foundation 2008 Trust deed and NPC Committee policy but always subject to Government policy as specified in the Gambling Act 2003. No fees are paid to members for their contributions to NPC activities.

In May 2007, the Ashburton Licensing Trust established a further charitable entity- Braided Rivers Trust. The objective of this Trust is to 'ring-fence' some ALT assets and in

the medium and longer term to provide another source of community funding. Braided Rivers Trust owns two subsidiary charitable companies namely Braided Rivers Limited- established to develop the Hotel Ashburton's subdivision, and Somerset Ashburton Limited which developed the new building on the Somerset Hotel site. As a Board Member of the ALT, you will be automatically be appointed a Trustee of the Braided Rivers Trust and be appointed a Director on the Boards of Braided Rivers Limited and Somerset Ashburton Limited. You retain the right to decline to be a Trustee or Director of either or both companies should you so wish. As these are regarded as charitable entities, no fees are presently paid to Directors.

Since the result of the 2004 community vote, much greater commercial pressure has been placed on ALT activities. This has resulted in the elected members becoming, in essence, the Board of Directors of the Trust's trading and business operation. If elected, it may possibly be your first role as a 'company Director'.

A set of guidelines is outlined below to assist you.

In addition to the Licensing Trust Act, there are many other duties and responsibilities placed on Directors as a result of important legislation. The legislation includes, but is not limited to, The Income Tax Assessment Act, the Trade Practices Act and the Resource Management Act. This is in addition to The Employment Act and associated OSH and ACC requirements. It is highly recommended that Directors should consider seeking specialist advice in responding to legislative obligations.

Members must act honestly, or to put it another way, in good faith, and in the best interests of the Trust. In this context, the Trust means the shareholders or members as a whole. No special consideration should be given to any particular interest group of the Trustees or other stakeholders unless there is general agreement amongst the Trustees (members) to that effect. This is both a general law duty as well as a statutory duty. (The Courts have repeatedly confirmed that Directors owe their duty to the company as a whole and not to any particular interests or group of shareholders). *Note: This contrasts with an earlier belief when elected Trust Board Members believed that they had a responsibility to a particular constituency within the electors. No such sectional interests or influences can be allowed in today's environment.*

Members must use the powers vested in them properly and for the best interests of the Trust.

They cannot allow a conflict of duty and interest to arise. Conflicts can arise not merely because Members choose to further their own interests at the expense of the Trust, but also if they favour outside interests at the expense of

the interests of the Trust. Where there is potential conflict in legitimate business dealings between the company and a member in a personal capacity, The Member must withdraw from the decision making process. Conflicts of interest are a particularly sensitive issue and one which is attracting a great deal of focus during the audit process.

Members must not use their position for their own or a third party's possible advantage (or to the possible detriment of the Trust) unless this course of action is consented to by the Trust. This consent can only be given after full disclosure of all the relevant facts have been made to the Trust and the affected Member(s) have withdrawn from the decision making process. The law can require the Members to account to it for any gain made from the relevant authority.

Members must not use confidential information obtained by them in their capacity as Members improperly, unless, of course, consent in the same terms as the previous rule is provided by the Trust. This rule prohibits Members from disseminating such information to outsiders unless they are given permission by the Trust to do so. This obligation to confidentiality overrides any perceived sectional obligation individual Members may believe they have to individuals or groups.

Members must exercise their powers with appropriate care and diligence that is reasonable in all of the circumstances. Some organisations have introduced an important safe harbour for Members known commonly as the 'business judgment rule' which can excuse Members from liability in relation to a transaction/action.

If members can demonstrate their decisions are made in :

- (a) good faith
- (b) they have no personal interest in the subject matter of the relevant decision, they appropriately inform themselves about the relevant subject matter
- (c) rationally believe that the decision is taken in the best interests of the Trust.

then this can be referred to as a business judgement.

In all of their activities, the Members of course may rely on, and often do rely on, the expertise of financial and other employees of the Trust. Members are entitled to seek information in relation to the Trust's activities and business decisions. These requests should be made at Board meetings and care needs to be exercised when seeking information that the governance I management roles are not compromised. The information is provided to Members on the basis understanding that they will keep the information confidential and will not disseminate it to the public either verbally or through the printed or electronic press. Any dispute or difference of opinion between Members should be raised with the Board and debated by the Board in a full meeting environment.



# Electoral Systems

Two Electoral systems will be operating side by side for the 2016 local government elections. These are:

- First Past the Post (FPP)
- Single Transferable Voting (STV).

Organisations using FPP in 2016 are:

- Ashburton District Council
- Canterbury Regional Council (ECan)
- Ashburton Licensing Trust

Organisations using STV in 2016 are:

- Canterbury District Health Board

**Briefly, the FPP Electoral system consists of the following:**

- Electors vote by indicating their preferred candidate(s) with a tick.
- Voters must not tick more than the number of places to be filled.
- The candidate that receives the most votes is declared the winner, regardless of the proportion of votes that candidate obtained.

**Briefly, the STV Electoral system consists of the following:**

- Voters receive a single (transferable) vote irrespective of the number of vacancies.
- Voters rank the candidates in order of preference, by writing a “1” next to the name of their most preferred candidate, then a “2” next to the name of the next preferred candidate and so on.
- Voters can rank as few or as many candidates as they wish.
- To be elected, a candidate must reach a “quota” of votes, which is based on the number of vacancies and the number of valid votes.
- When votes are counted, all the first preferences are allocated first.
- A candidate who reaches the quota first is elected. If there is more than one vacancy, and a candidate gets more votes than the quota, a proportion of each vote for that candidate is transferred to the voter’s second preference. If, as a result, another candidate gets more votes than the quota, a proportion is transferred to the third preferences, and so on.
- If insufficient candidates reach the quota after the first preferences are allocated and any surplus votes are transferred, then the candidate who received the fewest votes is eliminated and each vote for that candidate is transferred to the voter’s second preference. This process is repeated until enough candidates reach the quota to fill all the vacancies.

More information on STV can be accessed from the Department of Internal Affairs website [www.stv.org.nz](http://www.stv.org.nz).

# Electoral Roll

The preliminary electoral roll will be compiled during July 2016. Copies of the preliminary electoral roll for the election will be available for public inspection from 8.30 am Friday 15 July 2016 to 5pm Friday, 12 August 2016 at the following:

- Ashburton District Council office, 5 Baring Square West, Ashburton
- Ashburton Public Library, Cnr Havelock and West Streets, Ashburton
- Hinds On the Spot Store, Hinds
- Mayfield Udder Dairy, Mayfield
- Methven i-SITE Visitor Centre, Main Street, Methven
- Rakaia Mobil, SH1, Rakaia

Any alterations to the residential roll, should be made:

- by completing the appropriate form at any Post Shop or
- by telephoning 0800 ENROLNOW (0800 367656) or
- by accessing the Electoral Enrolment Centre website on [www.elections.org.nz](http://www.elections.org.nz).

A hard copy of the preliminary electoral roll may be purchased from the electoral officer for \$35 per ward (ratepayer roll included) or \$100 per set, plus GST.

The final electoral roll is produced once the preliminary electoral roll closes on 12 August 2016. The final electoral roll is the roll used for issuing voting papers. Copies of this roll may be purchased as above.

Details appearing in the electoral roll are electors names (surname, then first names) listed alphabetically, the qualifying address, postal address, occupation, meshblock and voting entitlements.

**Information contained on the electoral roll is not available from the electoral officer in an electronic form,** but candidates or political parties may request an electronic listing of resident electors from Electoral Services (provided the criteria of section 114 of the Electoral Act 1993 is met). An application form is required to be completed, and these are available upon request from Electoral Services. The contact person is Michael Calvelo on (04) 801 0710.

# Candidate Eligibility

## A candidate for local authority elections must be:

1. Enrolled on a **parliamentary electoral roll** somewhere in New Zealand; and
2. A **New Zealand citizen** (either by birth or naturalisation ceremony). [Section 25, Local Electoral Act 2001.]  
Restrictions on candidates for local authority elections:
  - a. A candidate may not seek nomination for more than one ward of Council (Section 57A Local Electoral Act 2001)
  - b. A candidate may seek nomination for mayor and/or council but **may not also** seek nomination for Canterbury Regional Council, i.e. a candidate may stand for Ashburton District Council **or** the Canterbury Regional Council, not both (Section 58 Local Electoral Act 2001).
  - c. A candidate may seek nomination for mayor and/or a ward of council, but in the event that they are elected as mayor and a ward member then they must be treated as having vacated the ward office. (Section 88 Local Electoral Act 2001)
  - d. A candidate **cannot** be a person concerned or interested in contracts over \$25,000 with the territorial local authority (Section 3(1) Local Authorities (Members' Interests) Act 1968). This restriction is waived if prior approval from the Audit Office is obtained.
  - e. An employee of a local authority who is elected as mayor or councillor **must resign** from his/her position as an employee of the local authority before taking up his/her position. (section 41 (5) Local Government Act 2002). This provision does not apply if an employee of a territorial authority is elected to a community board within the district of that territorial authority, however it is recommended the employee consult with their manager(s) before submitting their nomination form.

## Notes:

- i. Candidates for mayor may also stand for council if they wish (and vice versa).
- ii. Candidates are required to record on the nomination paper if they are standing for election in any other elections in New Zealand.
- iii. Candidates need not necessarily be a resident or ratepayer of the ward in which they are seeking election, or for that matter, Ashburton District, but candidates are required to record on the nomination paper if they reside in the election area or not.
- iv. Evidence of NZ citizenship **may** be requested at the time of candidate nomination. Acceptable evidence includes NZ passport, NZ birth certificate, or NZ citizenship documentation.
- v. Section 60 of the Local Electoral Act 2001 states:  
*If the electoral officer receives advice before the close of nominations that a candidate is, or has become, incapable under any Act of holding the office for which he or she is a candidate, that candidate's nomination must be treated in all respects as if it had not been made.*
- vi. There are no longer restrictions applying specifically to Police employees wishing to stand in local authority elections.

For CDHB candidate eligibility please refer to the separate candidate handbook for the CDHB, but a candidate for mayor and council may also seek nomination to the CDHB.

# Nominations

- Nominations open on **Friday 15 July 2016** and close at **12 noon on Friday 12 August 2016**.
- Each candidate must be nominated on the official nomination paper available during normal office hours from the following places:
  - By phoning toll free number 0800 666 920
  - Ashburton District Council's office at 5 Baring Square West, Ashburton
  - by phoning the Ashburton District Council on (03) 307 7700
  - Or from Council's website [www.ashburtondc.govt.nz](http://www.ashburtondc.govt.nz)

## Completion of Nomination Paper

- Each nomination paper must have the consent of the candidate and be nominated by **two** electors whose names appear on the electoral roll for the district, ward, community board or licensing trust. (e.g. if a person wishes to stand for election to a ward, then that person must be nominated by two electors from the ward).
- A candidate **cannot** nominate himself/herself.
- If a candidate is unable to sign the nomination paper (e.g. absent overseas), a letter of consent signed by the candidate is acceptable to attach to the nomination paper. A scanned copy of a completed nomination paper will also be accepted, provided the nomination deposit payment (or evidence thereof) is received in time.

## Other Names

- If a candidate is commonly known in the community by a slightly different name (e.g. Edward Smith is commonly known as Ted Smith) and has been known by this name for at least the last six months (to the satisfaction of the electoral officer), the commonly known name may appear on the voting paper.

## Titles

- Titles (i.e. Dr, JP, Sir, Dame etc) are **not** permitted next to the candidate's names on the voting paper or profile statement, but can be included as part of the candidate's 150 word profile text if desired.

## Residency in Area

- A candidate must declare if they reside in the area of election or not. This is shown at the top of the profile statement but does not count as part of the 150 word profile.

## Standing in Other Elections in New Zealand

- A candidate must declare if they are standing for any other elections in New Zealand at these triennial elections. This is shown at the top of the profile statement but does not count as part of the 150 word profile.

## Affiliation

- The nomination paper provides for a party affiliation or other designation.
- Individual candidates not part of a political party may wish to nominate their designation as "Independent" or leave as blank (if left blank, nothing will show alongside the name on the voting paper).
- A candidate requiring a specific party affiliation must have authority to adopt the affiliation from the party concerned (i.e. a party letterhead or letter of consent are acceptable). This is a safety measure to avoid any illegal adoption of party affiliations.
- No party affiliation or other designation that is offensive in nature or likely to confuse or mislead electors will be accepted.

## Submitting the Nomination Documents

- Nomination documents for Ashburton District Council candidates **must** be lodged with the deputy electoral officer at the Ashburton District Council offices at 5 Baring Square West, Ashburton (PO Box 94, Ashburton).

### Ashburton District Council's office hours for lodgement are:

Mon-Wed and Fri 8.30 am to 5.00 pm, except on 16 August when 12 noon is the cut-off time for lodgement.

Thur 9.00 am to 5.00 pm.

- **All nomination documents must be submitted at the same time, ie nomination paper, candidate profile statement, photo, and nomination deposit.** A nomination will not be accepted if any components are missing.
- Nomination papers for the Canterbury Regional Council are to be lodged at either the Christchurch City Council or Timaru District Council offices. **These nominations cannot be lodged at Ashburton District Council.**
- Nomination papers for the Canterbury District Health Board should be lodged at the **Christchurch City Council office, 64 Hereford Street, Christchurch.**
- Once lodged, nomination papers are checked to ensure the candidate is eligible (name appears on a parliamentary roll) and the nominators are two electors whose names appear on the electoral roll for the relevant ward and city as a whole.
- Should a nomination paper be lodged late on the morning nominations close, and be incorrectly completed or ineligible nominators are provided, there may not be enough time to correct the situation and the nomination paper could be invalidated.



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## Nomination Deposits

- Each nomination paper lodged, requires a deposit of **\$200** (including GST). If an election is required the deposit is refunded if the candidate polls greater than **25%** of the lowest successful candidate for each election issue. The deposit is also refunded if no election is required.
- Payment of the nomination deposit can be made by cash, cheque, EFTPOS or online banking. Should a personal cheque or online banking transaction be dishonoured or declined, the nomination becomes invalid as the deposit has not lawfully been made. If this occurs after the close of nominations, then the nomination is invalid and the candidate will be withdrawn.
- Cheques are to be made payable to: **Ashburton District Council**
- **Payment can be made by online banking.** Details for the payment of the deposit by online banking are shown on page 2 of the nomination paper. If paying by online banking, evidence of the transaction **must** be provided at the time the nomination documents are submitted, i.e. a print out of the transaction receipt. The nomination paper also sets out the reference and code details required for each online payment.
- Nomination papers, with the deposit and the candidate profile statement and photograph, can be sent to the deputy electoral officer by mail or e-mail, but should the papers be received by the electoral officer or deputy electoral officer after the close of nominations, the nomination is invalid.
- Nomination documents can be scanned as pdfs and emailed to the EO, including evidence of the \$200 deposit if made by online banking. Photos are to be scanned as jpgs.

**It is the responsibility of the candidate to ensure all nomination documents are submitted together and that they are all correct.**

**The lodgement of nomination documents should not be left to the last minute.**

**Nominations close at 12 noon, Friday 12th August 2016.**

# Candidate Withdrawals

Candidates cannot strategically or politically withdraw their nomination once nominations have closed. Candidates may only withdraw after the close of nominations for medical reasons, i.e. incapacity.

A medical certificate must be provided for a withdrawal notice to be accepted by the electoral officer. An application can be made by a candidate or an agent on their behalf.

If the reason for withdrawing is valid, the \$200 deposit will be refunded.

# Candidate Profile Statements

The Local Electoral Act allows for candidate profile statements (CPS) to be provided by each candidate with the completed nomination form. If an election is required these are then collated by the electoral officer and forwarded to electors in a booklet with the voting papers. Refer also to the notes listed in Appendix 1 for word limits and translation requirements.

Candidate profile statements must be provided electronically via email or on a pen drive or CD, in a MS Word document that has been spell checked. As the electoral officer could receive dozens of profiles, consistent format of delivery and content is required (refer to guidelines below).

Candidate profile statements are governed by Sections 61 and 62 of the Act.

If the nomination forms are being personally delivered, a hard copy format of the profile must be provided at the same time. Hand written profiles will not be accepted.

## Format of Candidate Profile Statements

The format requirements for profiles are:

The English text must be plain text, in paragraphs, with no special formatting, i.e.

- No bold, italic, underlining etc.
- No tabs
- No quote marks
- No accent marks (this restriction is in English text only)
- No bullet points

The profiles will be loaded into software provided by the printer that will automatically apply the required font, type size, line spacings etc. If there is no profile statement or photo from a candidate, then "No Profile Statement and/or Photo provided." text or similar will be printed in the profile book.

Any non-English candidate profile content must be supplied with the following formatting:

- Font - Times New Roman (or Equivalent)
- Point Size - 9 point size, 11 point line spacing
- No special formatting of text – e.g. no bolding, no italics, no underlines, no quote marks, etc.

## Translations

The following contact details are given for a translation company, for those candidates who are unable to prepare the translation image themselves or do not know of anyone to do this for them:

Pacific International Translations (NZ) Ltd 4/203 Queen Street, Auckland. Phone: 09 9135290 Fax: 09 9135291

Email: info@pactrans.co.nz

The translation service will provide the translations in the above format to meet the requirements of the printer, the cost of which is to be met by the candidate.

## Candidate Photos

Candidates may also submit a recent (less than 12 months) photograph for inclusion with the candidate profile statement in the booklet to accompany the voting papers. Photos should also be provided electronically, on CD, pen drive or as an attachment to an email to the electoral officer.

If hard copy photographs are provided, then two copies of each photo should be provided with the candidates name clearly printed on the rear of each photograph (care needs to be taken when labelling hard copies of photos to ensure the photo image is not damaged in the process). Photos will not be returned to candidates.

## Format of Candidate Photos

Candidate photos are to be a head and shoulders shot only, with nothing else in the photo, i.e. no hats, sunglasses, pets, external objects or impediments, or other people. They should be in colour. If necessary the EO will crop the photo accordingly but the onus is on the candidate to provide a photo of the candidate only that complies with this format.

Electronic copies of photos should be scanned as a jpeg at a minimum of 600 dpi.

Any queries regarding the format of photos and profiles are to be made to the EO.

Note: The onus is on the candidate to ensure that all nomination documents including the profile and photo are submitted to the electoral officer by 12 noon on Friday 12th August 2016.

## Correctness of Profile Statements

The candidate is responsible for ensuring that the candidate profile statement contains correct grammar, spelling, punctuation, etc. The electoral officer may make corrections to the statement without affecting content but accepts no responsibility to make any correction. The candidate should ensure the statement is correct when submitted and not expect any corrections to be so made.

The electoral officer is not required to verify or investigate any information included in a candidate profile statement.

The electoral officer will take no responsibility for the accuracy of the content. A disclaimer concerning the accuracy of the information contained in the statements will be published in the profile statement booklet.

If the profile statement or photo does not comply with the legislative requirements, the electoral officer will as soon as practicable, return the statement to the candidate and specify his/her concerns and the reasons therefore. The candidate will then have up to three (3) days to submit an amended candidate profile statement to the electoral officer.

A candidate is to be treated as having failed to provide a candidate profile statement, if the candidate:

- fails to submit an amended candidate profile statement within the requested period, or

- submits an amended candidate profile statement that, in the opinion of the electoral officer, does not comply with the requirements.

Where the electoral officer is not satisfied that the candidate profile statement complies and cannot reach agreement with the candidate within the period specified, but the candidate has submitted a suitable photograph, the electoral officer will act as if the written part of the statement was never received but still publish the photograph in the candidate profile booklet to be included with the voting paper sent to each elector, as well as a message to the effect that a statement was not supplied.



# Campaigning, Council Resources, Social Media

Election campaigning can commence anytime but should cease by the close of voting day, ie 12 noon Saturday 8 October 2016.

There are generally no rules around conduct of campaigning by candidates, although there are certain election offences, which are detailed for your information in this guide, see Appendix 6. Please refer to them for your own protection.

No election material can contain:

- any untrue statement defamatory of any candidate and calculated to influence the vote of any elector.
- an imitation voting paper which has the names of the candidates with any direction or indication as to the candidate a person should vote for, or in any way contains such direction or indication likely to influence the voter.

Voting papers are not permitted to be collected from electors by candidates or their assistants. Each elector is required by law to post or deliver his or her own voting paper to the electoral officer or official voting boxes located at Ashburton District Council service centres or libraries.

## Council Resources

Candidates are not permitted to use council resources for campaigning purposes. Council resources includes but are not limited to Council's logo and branding, website, facebook page, twitter account, any forms of social media, computers, email, mobile phones, faxes, stationery, photocopiers, printers, stamps, cars, meeting rooms and venues (except those available for public hire).

## Social Media Guidelines

Candidates must understand and be aware of their social media presence for campaigning purposes at all times. The following guidelines apply.

- Council's facebook page is not permitted to be used by anyone (candidates or members of the public) for electioneering. Council's facebook is constantly monitored and any campaign related or electioneering content will be removed immediately.
- Any post - positive or negative - made by any individual specifically relating to their own - or someone else's - nomination, intention to run for Council or election campaign, will be removed immediately.
- Candidates cannot comment on Council's Facebook posts encouraging people to like or follow their own social media accounts or any other electioneering tool. Any posts that do this will be removed immediately.
- Council's Facebook pages will unlike all candidate Facebook pages.
- Candidates must not link their own Facebook pages and social media channels (if they are used for campaigning

purposes) to the Council's Facebook and social media channels, and must ensure that they have the appropriate authorisation (see next section) at all times.

- Council's Facebook pages will remain neutral. Council will promote elections and the importance of voting but will not associate these posts with any candidates.
- During the lead up to elections, the current Mayor and Councillors may be used in social media posts where it is appropriate and is considered 'business as normal' to use them. This may be in images or quotes.

## Campaign Expenditure Limits

Candidates have campaign expenditure limits and are required to file a return to the electoral officer after the election.

Campaign expenditure is all expenses relating to the campaign from the period 3 months before election day, i.e. all expenditure from **8 July 2016 to 8 October 2016** plus any apportioned costs of any election campaigning carried out prior to 8 July 2016 (refer S.112 LEA 2001).

If a candidate is standing for more than one position (e.g. mayor and councillor) then the higher limit applies (not both combined).

The campaign expenditure levels for Ashburton District are as follows:

### 1. Mayoralty

The total electoral expenses (inclusive of goods and services tax) of a candidate must not exceed \$20,000 if any local government area over which the election is held has a population smaller than 39,999 and larger than 20,000.

The population of Ashburton District is estimated to be 32,280 (Dept of Statistics - 2015).

| District-wide Issues | Est Resident Population as at 30 June 2015 | Expenditure Limit (inc GST) |
|----------------------|--------------------------------------------|-----------------------------|
| Mayoralty            | 32,280                                     | \$20,000                    |

### 2. Wards

The total electoral expenses (inclusive of goods and services tax) of a candidate must not exceed \$7,000 if any local government area over which the election is held has a population greater than 5,000 and smaller than 9,999, or \$14,000 if the ward has a population greater than 10,000 and smaller than 19,999.

| ADC Wards | Est Resident Population as at 30 June 2015 | Expenditure Limit (inc GST) |
|-----------|--------------------------------------------|-----------------------------|
| Eastern   | 8,660                                      | \$7,000                     |
| Western   | 5,450                                      | \$7,000                     |
| Ashburton | 18,170                                     | \$14,000                    |

### 3. Other Elections

The total electoral expenses (inclusive of goods and services tax) of a candidate must not exceed **\$3,500** if any local government area over which the election is held has a population smaller than 5,000, or \$14,000 if the ward has a population greater than 10,000 and smaller than 19,999.

| Election Issues           | Est Resident Population as at 30 June 2015 | Expenditure Limit (inc GST) |
|---------------------------|--------------------------------------------|-----------------------------|
| Methven Community Board   | 1,820                                      | \$3,500                     |
| Ashburton Licensing Trust | 18,000                                     | \$14,000                    |

However, if a candidate is a candidate for more than one election held at the same time, (i.e. mayor and ward), the total electoral expenses (inclusive of GST) of that candidate must not exceed the highest amount permitted under subsection (1) in respect of any one of the elections for which the person is a candidate, i.e. **\$20,000** for a mayoral, ward candidate.

| Local government area population | Expenditure limit              |
|----------------------------------|--------------------------------|
| up to 4,999                      | \$3,500                        |
| 5,000 – 9,999                    | \$7,000                        |
| 10,000 – 19,999                  | \$14,000                       |
| 20,000 – 39,999                  | \$20,000                       |
| 40,000 – 59,999                  | \$30,000                       |
| 60,000 – 79,999                  | \$40,000                       |
| 80,000 – 99,999                  | \$50,000                       |
| 100,000 – 149,999                | \$55,000                       |
| 150,000 – 249,999                | \$60,000                       |
| 250,000 – 999,999                | \$70,000                       |
| more than 1,000,000              | a separate calculation applies |

### Return of Electoral Expenses:

Each candidate is required to keep a record of all campaign election expenses, and must furnish a return to the electoral officer within 55 days of the election result being declared, i.e. no later than Wednesday 7th December 2016.

The return of electoral expenses and electoral donations form once returned becomes a public document and can be inspected by any person for a period of 7 years after receipt. The electoral officer is required to make the expenditure return and any supporting documents available on council's website.

A model election expenses return form is attached as Appendix 2. The relevant sections of the Local Electoral Act 2001 on election expenses is attached as Appendix 3.

Note:

- 1) Candidates are required to keep evidence of any election expenses for amounts exceeding \$200.
- 2) All candidates must submit a return of election expenses and donations form even if no expenses have been incurred or donations received.

### Electoral Donations:

Significant changes were made in 2013 to the requirements regarding electoral donations.

The changes in the Act align the Local Electoral Act with current rules in the Electoral Act 1993 (for parliamentary elections). The changes include:

- A limit of \$1,500 on the size of an anonymous donation
- A requirement that any candidate receiving an anonymous donation of more than \$1,500 pay the amount over \$1,500 to the electoral officer (for payment into the council's general account)
- Requirements for the candidate to disclose in their return of electoral expenses and donation information about all donations above \$1,500 (including those aggregated donations)
- New definitions of "anonymous" and "donation"
- New obligation on a third party, who passes on a donation to a candidate on behalf of a donor, to disclose the identity of the donor to the candidate
- New obligation on a person administering the affairs of a candidate's campaign to disclose the identity of the donor of an anonymous donation of more than \$1,500 (if known) to the candidate
- New penalty provisions for non-compliance with the new requirements.
- Improved public access to candidate returns of electoral donations and expenses

Donations to candidates can be made up of pooled funds contributed by more than one person (referred to as donations funded from contributions). These types of donations include, for example, campaign donations made through a trust, or where there is a fundraising collection for

a candidate's campaign.

Candidates must disclose, in their return of electoral donations and expenses, whether a donation is funded from contributions and the name and address of any individuals contributing amounts in excess of \$1,500. Anonymous donations made through contributions are limited to a maximum of \$1,500 per donation.

The electoral officer's role is to bring these matters to the attention of all candidates. It is not the role of the electoral officer to enforce these requirements.

# Hoardings

## Ashburton District Council's Rules on Election Signs

### 1. Council Sites

- No election sign may be placed on council land, except on selected sites (refer the Election Signs PDF available on the ADC website: <http://www.ashburtondc.govt.nz/our-council/policies-and-bylaws/Pages/policies.aspx>).
- Election signs may be erected on private land with the consent of the land owner.
- No mobile election signs may be placed on council land.
- Candidates are limited to one sign per site.
- Where site space is limited, the use of the site will be based on the first in approach.
- Council will not be responsible for any vandalism, damage and/or loss of election signs placed on council land.

### 2. Signage Requirements

- The erection of temporary election signs does not require a resource consent.
- Supporting posts for a single sign must not have a diameter greater than 100 millimetres.
- General election signs may not be displayed for more than two calendar months prior to election day.
- Local authority election signs may not be displayed for more than six calendar months prior to election day, as permitted under the Ashburton District Plan.
- It is an offence under the Electoral Act 1993 to display an election sign on election day. It is the responsibility of the sign owner to ensure all general electoral signs are removed as soon as practicable after polling day.
- Candidates must ensure that no damage is incurred to public footpaths or infrastructure through the erection of an election sign.
- For any general election sign displayed on a state highway, the spacing between lines of text must be not less than 50mm and lettering must be:
  - either at least 120mm in height if the sign is visible from a road with a speed limit of less than 70km/h; or
  - at least 160mm in height if the sign is visible from a road with a speed limit of 70km/h or more.
- Signs may be up to the maximum size of 3 metres<sup>2</sup>, permissible under the Electoral Act 1993.
- Election signs for local authority elections are subject to the authorisation requirements as set out in the Local Electoral Act 2001.

### 3. Safety Requirements

- It is the responsibility of the owner of each election sign to ensure that their sign and supporting structure do not pose any danger to property, traffic, and public. Council takes no responsibility for hazardous signs. The sign owner will be held liable for any damages incurred.
- Election signs must be securely braced to the ground, in order to carry wind loads, however no sign shall be attached to a tree.
- Election signs may not be located closer than 5 metres from the edge of the road formation.
- No election sign shall be erected on or adjacent to a road which will:
  - Obstruct the line of sight of any corner, bend, intersection or vehicle crossing.
  - Obstruct, obscure or impair the view of any traffic sign or signal.
  - Physically obstruct or impede traffic or pedestrians.
  - Resemble or be likely to be confused with any traffic sign or signal.
  - Use reflective materials that may interfere with a road user's vision.
  - Use flashing or revolving lights.
  - Project light onto the road so as to cause a hazard or distraction to users of the road (including pedestrians).

### 4. Non-complying Signs on Council Land

Council reserves the right to remove non-complying or unsafe election signs. The cost of removal will be the responsibility of the owner of the sign.

### 5. Monitoring and Implementation

The Roading Manager and Environmental Monitoring Manager will monitor the implementation of this policy.

# Voting and Processing of Votes

## Order of Candidates on the Voting Papers

Ashburton District Council has resolved pursuant to Section 79 of the Local Electoral Act 2001 that the names of the candidates will appear in random order on the voting papers. This means that the candidates' names will appear in a different order on each separate voting paper. Barcodes will be printed beside each candidate's name for counting purposes.

## Special Voting

Special voting documents are available to electors:

- whose names do not appear on the final electoral roll, but who qualify as electors
- who did not receive a voting paper previously posted to them
- who spoil or damage a voting paper previously posted to them.
- Special voting documents will be available from Friday 16 September 2016 to 12 noon, Saturday 8 October 2016 at the Ashburton District Council office, 5 Baring Square West, Ashburton.
- Special voting documents can be posted directly out to electors. The completed voting paper however, must be in the hands of the electoral officer or the deputy electoral officer by noon on election day, ie 12 noon Saturday 8 October 2016.
- Special voters must complete a statutory declaration. This is a legal requirement and a protection for electors against possible duplicate voting.
- If an elector requests a special vote and is not on the parliamentary roll (e.g. just turned 18 years of age), the person must enrol on the parliamentary roll by Friday 7 October 2016. An application for registration as a parliamentary elector may be obtained:
  - from any Post Shop or
  - by telephoning 0800 ENROLNOW (0800 367656) or
  - by accessing the Electoral Enrolment Centre website on [www.elections.org.nz](http://www.elections.org.nz).
- After voting closes, special vote declarations are forwarded to Registrars of Electors for verification that the elector is eligible and has enrolled as a parliamentary elector.
- Special voting documents cannot be collected by candidates or their assistants for distribution to electors.

## Early Processing of Returned Voting Papers

The electoral officer has decided pursuant to Section 80 of the Local Electoral Act that returned voting papers will be opened and processed during the voting period before the close of voting.

Voting papers for Ashburton District Council are being processed by council's election contractor, [electionz.com](http://electionz.com) Ltd. *electionz.com* will be processing approximately 600,000 voting papers for 42 councils at its processing centre in Christchurch.

The early processing of voting papers involves the following functions:

- opening of envelopes
- extracting of voting papers
- checking for informal or duplicate votes
- electronic capture of valid votes
- no tallying of votes is undertaken until after the close of voting (12 noon, Saturday 8 October 2016).

The early processing functions are undertaken within strict security measures. One or more Justices of the Peace observe all early processing functions, and sign a statement at the end of the processing that all functions were undertaken correctly and conformed with the legal and secrecy requirements.

Candidate's scrutineers are not permitted to observe the early processing functions (refer to Appendix 4).

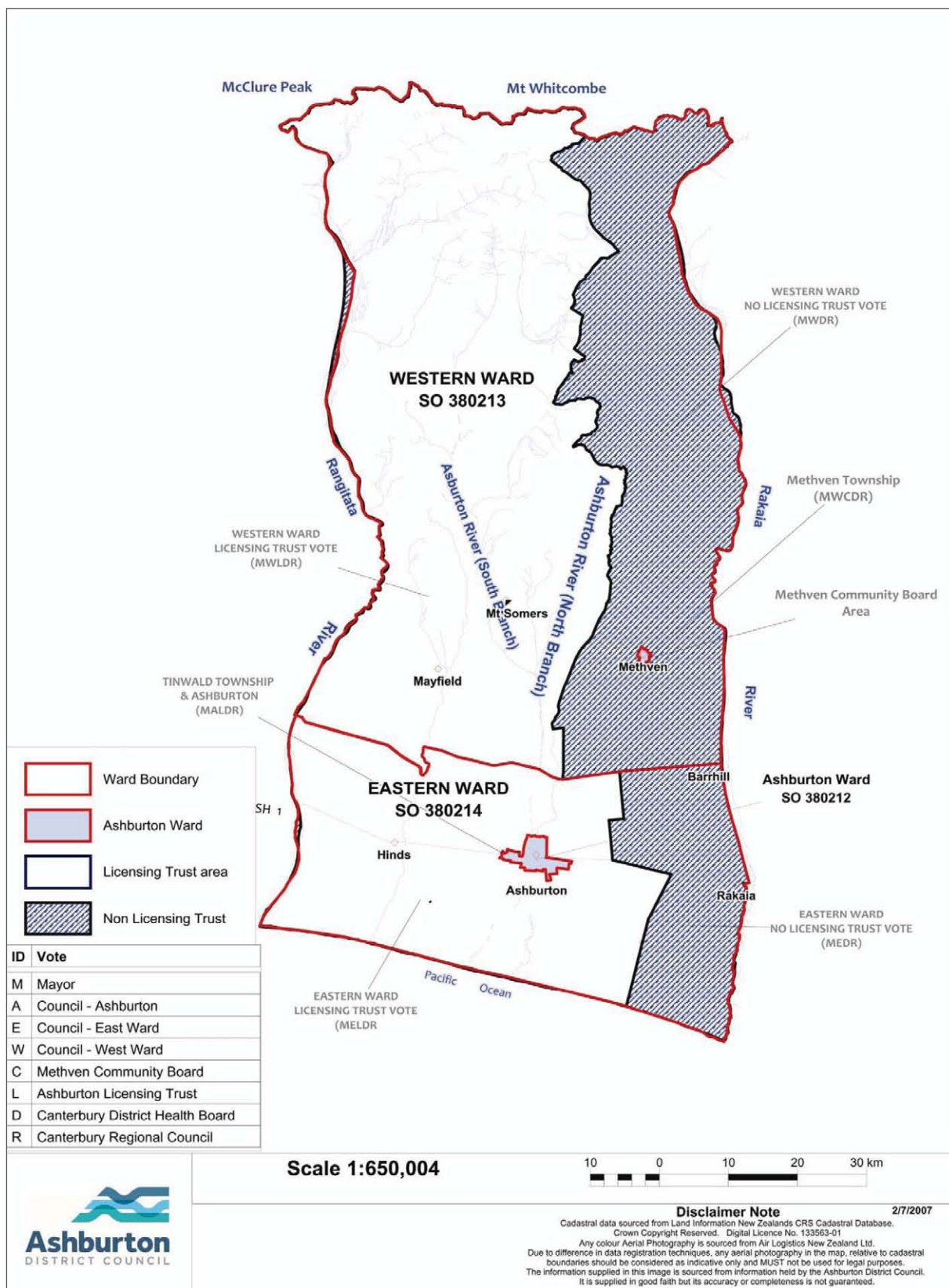
## Election Results

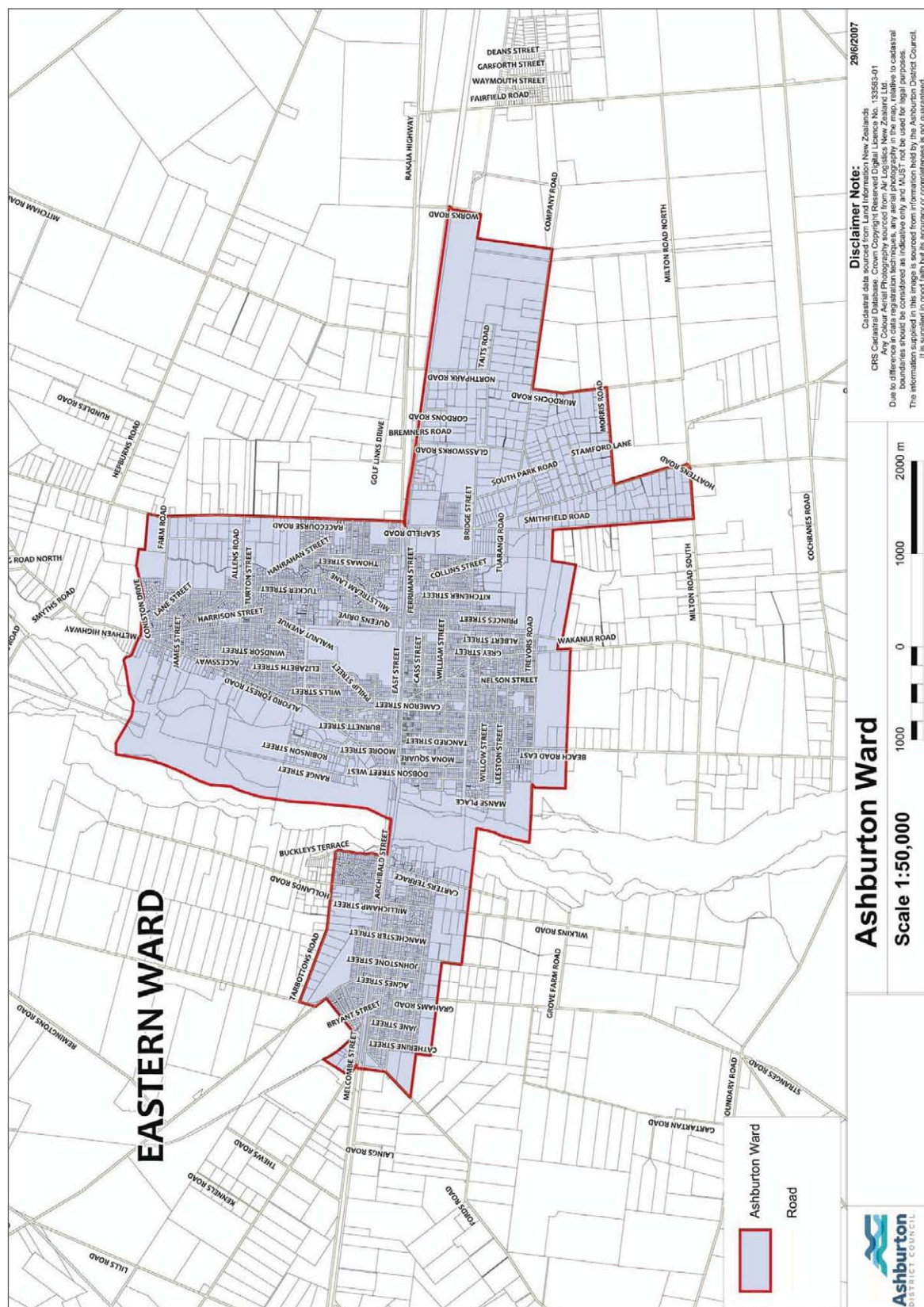
- The counting of votes takes place as soon as practicable after 12 noon on Saturday 8 October 2016.
- It is expected that a progress result will be released by the electoral officer by 2pm on Saturday 8 October 2016. The preliminary result will be released as soon as all ordinary voting papers have been received and processed at the processing centre. This is likely to be by midday Sunday 9 October, if not before.
- Candidates will be advised the progress results on election day - either by e-mail or phone. Only two attempts to communicate the progress result to any candidate will be made. These will be made around the time that progress results are posted to the council website.
- Results will be released to candidates and media via email and [www.ashburtondc.govt.nz](http://www.ashburtondc.govt.nz).



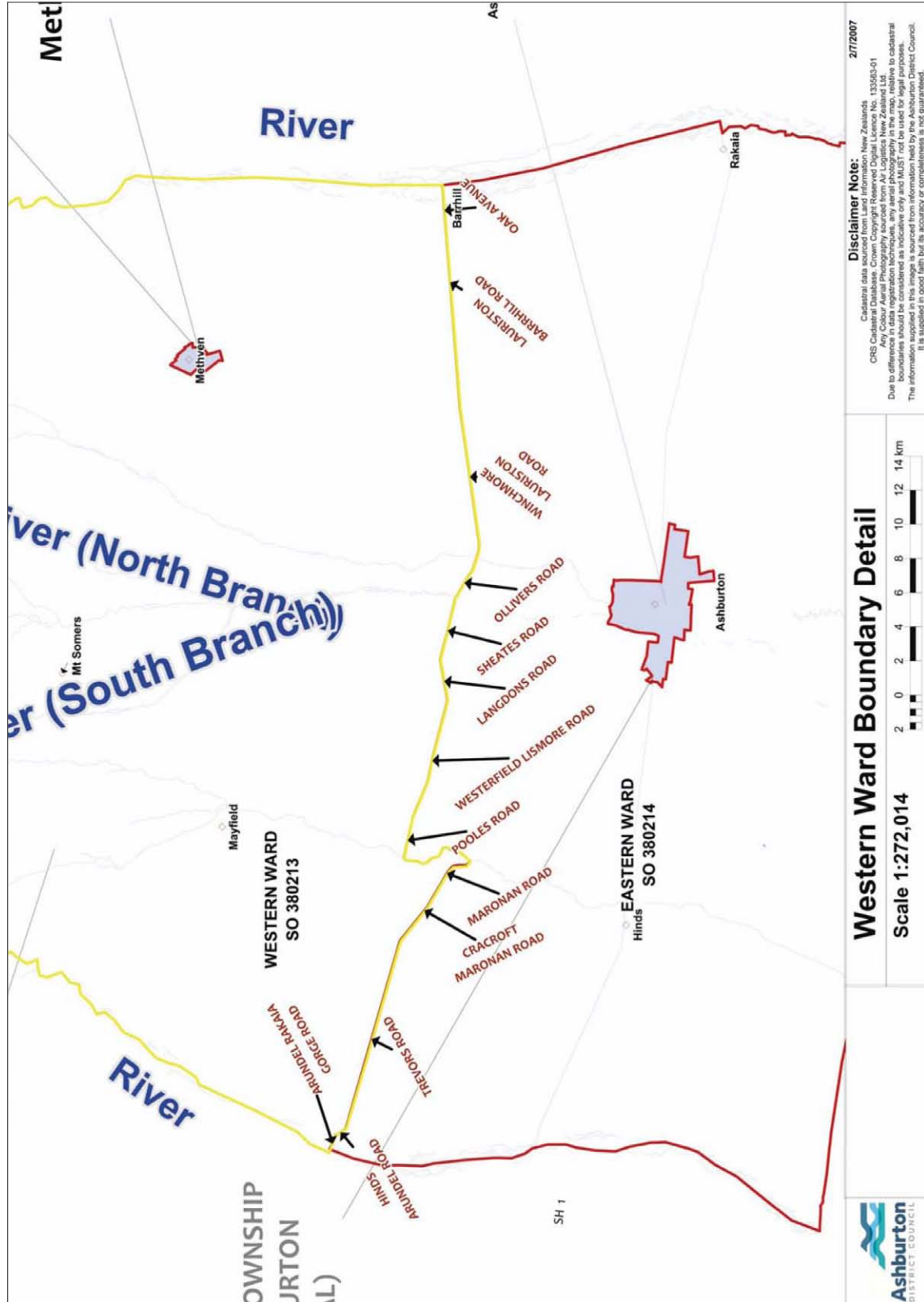
# Ward Maps

## Wards, Community Board and Licensing Trust Boundaries



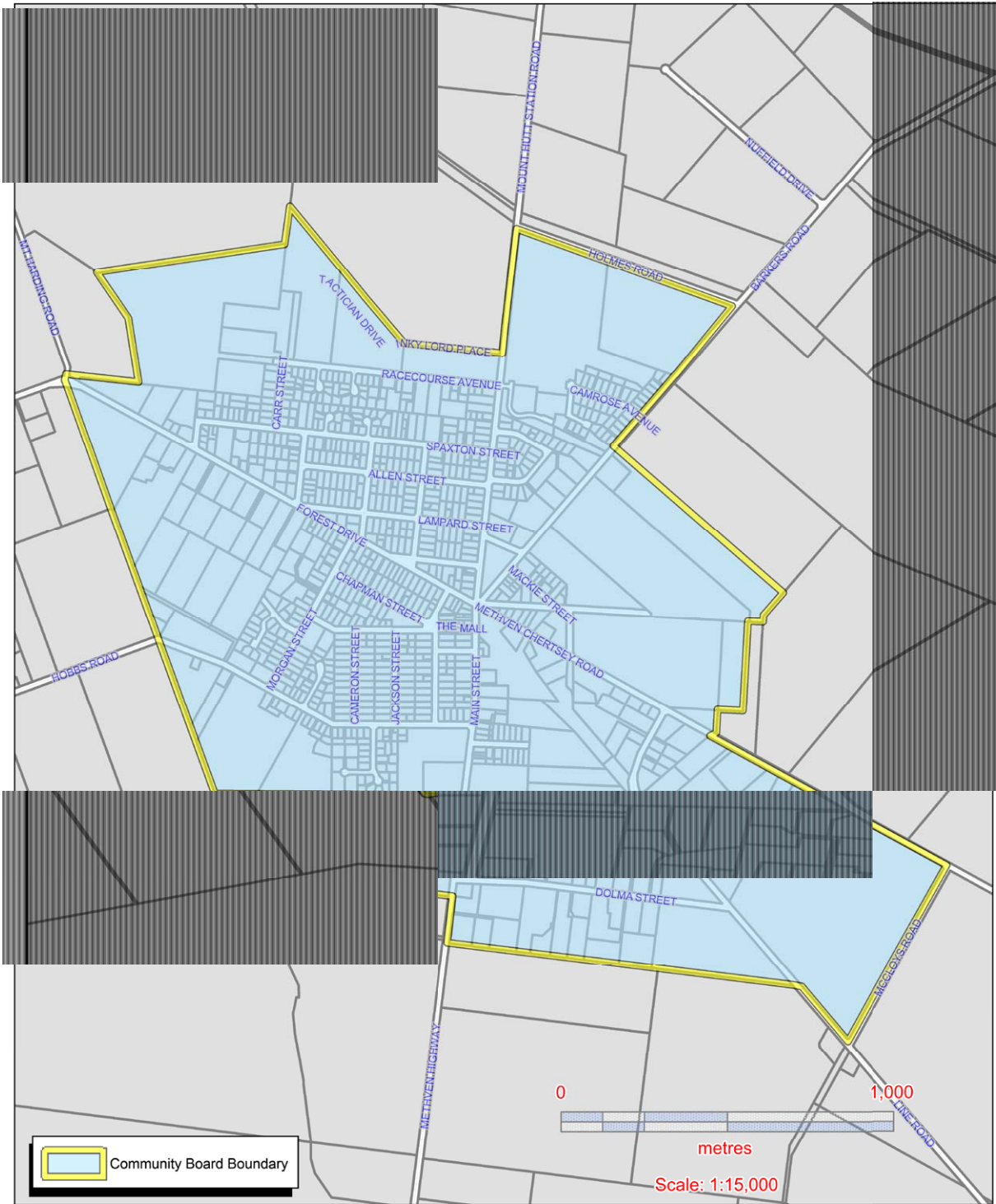


## Western Ward Boundary Detail





Methven Community Board Boundary



Ashburton District Council

**Disclaimer Note** 17/5/2016  
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It is supplied in good faith but its accuracy or completeness is not guaranteed.

## Candidate Profile Statements

### Local Authority Elections 2016

#### Right to Submit a Candidate Profile Statement (CPS)

Every candidate for election to a local authority may submit a CPS with their nomination (Section 61, Local Electoral Act). This is a permissive right – it is not mandatory to submit a CPS.

Where a candidate is standing for two or more offices, e.g. mayor and councillor – he/she may submit a CPS for each office (Clause 26, Local Electoral Regulations).

#### Candidate Profile Statement Conditions

- Under Section 61(2)(a) and (3) of the Act and Clause 27 of the Regulations, a CPS
  - if in English or Māori or both, must not exceed 150 words in each of the languages used in the CPS. The information contained in each language must be substantially consistent with the information contained in the other language;
  - in any other language other than English or Māori, must not exceed 150 words, or their equivalent, if symbols are used rather than words. This includes any translation of those words into another language provided by the candidate. Where a CPS is in a language other than English or Māori, then the candidate must provide a CPS in English or Māori.
- Every CPS must be submitted with the candidate's nomination form.
- The content of a CPS, under Section 61(2)(c), must be confined to information:
  - concerning the candidate or any group or organisation the candidate claims affiliation to under S 55(4) of the LEA;
  - on the candidate's policies and intentions if elected.
- A CPS **cannot** be used to comment on the policies, performance, etc of any other candidate.

A candidate may include with their CPS a recent hard copy photograph of the candidate alone which has been taken within 12 months of the candidate's date of nomination.

Note: Soft (electronic) versions of the candidate photos may be submitted with the CPS. These should be either copied onto a CD, pen drive or emailed to the electoral officer, at [ashburtondc@electionz.com](mailto:ashburtondc@electionz.com).

Photos must be submitted at the same time as all nomination documents and by the close of nominations i.e. on or before 12 noon on 12th August 2016. [Section 61(2)(c) and Clause 28].

(Refer to page 15 for the production specifications for the CPS and candidate photograph).

### Duties, Powers and Responsibilities of Electoral Officers

Where an electoral officer is not satisfied that a CPS complies with Section 61(2) and (3), he/she must, under Section 61(4), return the CPS to the candidate specifying the concerns and reasons for them and the period within which an amended CPS may be resubmitted.

A candidate will be treated as having failed to provide a CPS if Section 61(4) applies and he/she fails to submit an amended CPS within the period specified by the electoral officer or submits an amended CPS, which in the electoral officer's opinion, still fails to comply with Section 61(2) and (3).

It is important to note that under Section 61(6), the electoral officer is not required to verify or investigate any information in a CPS may include in or with any CPS a disclaimer concerning the accuracy of the information therein.

The EO is not liable in relation to:

- any statement in or omitted from a CPS; or
- the work of a prudently selected translator; or
- the exercise of the powers and functions conferred on the electoral officer under Section 61.

### Distribution of Candidate Profile Statement

- Section 62 of the Act and Clause 29 of the Regulations requires the electoral officer to send to each elector with the voting documents, all CPS's that comply with Section 61, for each candidate in the election for a local government area or subdivision. In addition, a local authority may display CPS's at its offices, or service centres, and publish them on its website as soon as they are ready after nominations have closed.
- Any failure of an electoral officer to comply with Section 62 will not invalidate the election.

#### Examples of CPS's

|   |                                                    |   |                     |       |                   |             |
|---|----------------------------------------------------|---|---------------------|-------|-------------------|-------------|
| A | English                                            |   |                     |       |                   | = 150 words |
| B | Māori                                              |   |                     |       |                   | = 150 words |
| C | English                                            | + |                     | Māori |                   | = 300 words |
|   | (must be substantially consistent with each other) |   |                     |       |                   |             |
| D | 1 Other Language (Non English / Māori)             | + | English Translation | OR    | Māori Translation | = 150 words |
| E | 2 Other Languages (Non English / Māori)            | + | English Translation | OR    | Māori Translation | = 150 words |
| F | 3 + Other Languages (Non English / Māori)          | + | English Translation | OR    | Māori Translation | = 150 words |



## RETURN OF ELECTORAL DONATIONS AND EXPENSES

Under section 112A of the Local Electoral Act 2001)



|                                                                       |                            |
|-----------------------------------------------------------------------|----------------------------|
| I (full name):                                                        |                            |
| was a candidate for the following election(s) held on 8 October 2016: |                            |
|                                                                       | (Election/ward/issue name) |

## Notes and Definitions of Donations and Expenses:

1. All candidates in elections held under the provisions of the Local Electoral Act 2001 must file a return of electoral donations and expenses. If no donations were received or expenses incurred, a Nil return must be made.
2. All candidates are required to keep proper records of donations received and expenses paid for election work. These do not have to be filed with this return but must be available to support enquiries about the return if required.
3. Donations can be monetary or physical goods or services supplied or a combination thereof.
4. Donations to a candidate of labour only or donations of goods and services that have a fair market value of \$300 or less do not have to be declared – see S103A of the LEA 2001.
5. Candidates must declare donations from each contributor that exceed \$1500 in value. Where a contributor has made donations in instalments that sum to more than \$1500 in value, each contributing donation needs to be listed in Part A and the aggregated sum shown.
6. If there is insufficient space provided in either Part A or B, attach a separate sheet with the additional detail.

## PART A: RETURN OF ELECTORAL DONATIONS

I make the following return of all electoral donations received by me that exceed \$1,500:

| Name of donor/contributor<br>(state 'anonymous' if an<br>anonymous donation) | Address of donor/contributor (leave blank if<br>anonymous) | Amount | Date received | If an anonymous donation/contributor:    |                                                                     |
|------------------------------------------------------------------------------|------------------------------------------------------------|--------|---------------|------------------------------------------|---------------------------------------------------------------------|
|                                                                              |                                                            |        |               | Campaign to which<br>donation designated | Amount paid to Electoral Officer/<br>Official and date payment made |
|                                                                              |                                                            |        |               |                                          |                                                                     |
|                                                                              |                                                            |        |               |                                          |                                                                     |
|                                                                              |                                                            |        |               |                                          |                                                                     |
|                                                                              |                                                            |        |               |                                          |                                                                     |
|                                                                              |                                                            |        |               |                                          |                                                                     |
|                                                                              |                                                            |        |               |                                          |                                                                     |
|                                                                              |                                                            |        |               |                                          |                                                                     |
|                                                                              |                                                            |        |               |                                          |                                                                     |
| Total donations:                                                             |                                                            |        |               |                                          |                                                                     |



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## Electoral Expenses & Donations

The following sections of the Act cover requirement provisions for electoral donations, expenses and returns which all candidates should be aware of.

### 111 Maximum amount of electoral expenses

- 1) The total electoral expenses (inclusive of goods and services tax) of a candidate must not—
  - (a) exceed \$3,500 if any local government area over which the election is held has a population smaller than 5 000;
  - (b) exceed \$7,000 if any local government area over which the election is held has a population smaller than 10 000 and larger than 4 999;
  - (c) exceed \$14,000 if any local government area over which the election is held has a population smaller than 20 000 and larger than 9 999;
  - (d) exceed \$20,000 if any local government area over which the election is held has a population smaller than 40 000 and larger than 19 999;
  - (e) exceed \$30,000 if any local government area over which the election is held has a population smaller than 60 000 and larger than 39 999;
  - (f) exceed \$40,000 if any local government area over which the election is held has a population smaller than 80 000 and larger than 59 999;
  - (g) exceed \$50,000 if any local government area over which the election is held has a population smaller than 100 000 and larger than 79 999;
  - (h) exceed \$55,000 if any local government area over which the election is held has a population smaller than 150 000 and larger than 99 999;
  - (i) exceed \$60,000 if any local government area over which the election is held has a population smaller than 250 000 and larger than 149 999;
  - (j) exceed \$70,000 if any local government area over which the election is held has a population smaller than 1 000 000 and larger than 249 999;
  - (k) exceed the sum referred to in subsection (1A) if any local government area over which the election is held has a population of 1 000 000 or more.
- 1A) The sum is—
  - (a) \$100,000 plus the amount prescribed under section 139(1)(ha) for each elector; or
  - (b) \$100,000 plus 50 cents for each elector, if no amount is prescribed under section 139(1)(ha).
- 2) Despite subsection (1), if a candidate is a candidate for more than 1 election held at the same time, the total electoral expenses (inclusive of goods and services tax) of that candidate must not exceed the highest amount permitted under subsection (1) in respect of any one of the elections for which the person is a candidate.

### 112 Apportionment of electoral expenses

- 1) If any activity of the kind described in paragraphs (a) to (d) of the definition of the term electoral activity (as set out in section 104) is, in relation to a candidate at an election, carried on both before and within the applicable period before the close of polling day,—
  - (a) the expenses incurred in respect of the activity (being expenses incurred by or on behalf of the candidate) must be properly apportioned so that a fair proportion of those expenses is attributed to the carrying on of the activity in the applicable period before the close of polling day; and
  - (b) the fair proportion of those expenses are electoral expenses.
- 2) If any election activity relates exclusively to campaigns for the election of 2 or more candidates, any electoral expenses in respect of that electoral activity must be apportioned equitably in relation to each of those candidates.

### 112AA Offence to pay electoral expenses in excess of relevant prescribed maximum

- 1) This section applies to any candidate or other person who directly or indirectly pays or knowingly aids or abets any person in paying for or on account of any electoral expenses any sum in excess of the relevant maximum amount prescribed by section 111.
- 2) The candidate or person commits an offence and is liable on conviction—
  - (a) to a term of imprisonment not exceeding 2 years, or a fine not exceeding \$10,000, if he or she knew the payment was in excess of the relevant prescribed maximum amount; or
  - (b) to a fine not exceeding \$5,000 in any other case, unless he or she proves that he or she took all reasonable steps to ensure that the electoral expenses did not exceed the relevant prescribed maximum amount.

### 112A Return of electoral donations and expenses

- 1) Within 55 days after the day on which the successful candidates at any election are declared to be elected, every candidate at the election must file a return of electoral donations and expenses.
- 2) However, in any case where a candidate is outside New Zealand on the day on which the successful candidates are declared to be elected (election result day), the return must be filed within 76 days after election result day.
- 3) The return of electoral donations and expenses must set out—
  - (a) the details specified in subsection (4) in respect of every electoral donation (other than a donation of the kind referred to in paragraph (c)) received by the candidate that, either on its own or when aggregated

with all other donations made by or on behalf of the same donor for use in the same campaign, exceeds \$1,500 in sum or value; and

- (b) whether any donation is funded from contributions, and if so, and to the extent known or ascertainable from the information supplied under section 103D, the details specified in subsection (5) in respect of every contribution that, either on its own or when aggregated with other contributions by the same contributor to the donation, exceeds \$1,500 in sum or value; and
  - (c) the details specified in subsection (6) in respect of every anonymous electoral donation received by the candidate that exceeds \$1,500; and
  - (d) details of the candidate's electoral expenses.
- 4) The details referred to in subsection (3)(a) are—
- (a) the name of the donor; and
  - (b) the address of the donor; and
  - (c) the amount of the donation or, in the case of aggregated donations, the total amount of the donations; and
  - (d) the date the donation was received or, in the case of aggregated donations, the date that each donation was received.
- 5) The details referred to in subsection (3)(b) are—
- (a) the name of the contributor; and
  - (b) the address of the contributor; and
  - (c) the amount of the contribution or, in the case of aggregated contributions, the total amount of the aggregated contributions.
- 6) The details referred to in subsection (3)(c) are—
- (a) the date the donation was received; and
  - (b) the amount of the donation; and
  - (c) the amount paid to the electoral officer under section 103J(1) or (2) and the date that payment was made.
- 7) Every return filed under this section must be in the form prescribed in Schedule 2.
- 8) It is the duty of every electoral officer to ensure that this section is complied with.
- 9) In this section, file in relation to a return, means to send the return to the electoral officer responsible for the conduct of the election.

#### **112B Nil return**

If a candidate considers that there is no relevant information to disclose under section 112A, the candidate must file a nil return under that section.

#### **112C Failure to file return of electoral donations and expenses**

- 1) A candidate who fails, without reasonable excuse, to

comply with section 112A commits an offence and is liable on conviction to—

- (a) a fine not exceeding \$1,000; and
- (b) if he or she has been elected to office, a further fine not exceeding \$400 for every day that he or she continues to hold office until the return is filed.

#### **112D Filing a false return of electoral donations and expenses**

- 1) A candidate who files a return under section 112A that is false in any material particular commits an offence and is liable on conviction—
- (a) to a term of imprisonment not exceeding 2 years, or a fine not exceeding \$10,000, if he or she filed the return knowing it to be false in any material particular; or
  - (b) to a fine not exceeding \$5,000 in any other case, unless the candidate proves that—
    - (i) he or she had no intention to misstate or conceal the facts; and
    - (ii) he or she took all reasonable steps in the circumstances to ensure the information in the return was accurate.

#### **112E Obligation to retain records necessary to verify return**

- 1) A candidate must take all reasonable steps to retain all records, documents, and accounts that are necessary to enable a return under section 112A to be verified.
- 2) The records, documents, and accounts must be retained until the expiry of the period within which a prosecution may be commenced under this Act in relation to the return or to any matter to which the return relates.
- 3) A candidate who fails, without reasonable excuse, to comply with subsection (1) commits an offence and is liable on conviction to a fine not exceeding \$5,000.

#### **112F Return to be open for public inspection**

- 1) The electoral officer must keep every return filed under section 112A in the electoral officer's office, or at some other convenient place to be appointed by the chief executive of the local authority, for a period of 7 years after the date of the election to which it relates (the public inspection period).
- 2) During the public inspection period the electoral officer must—
- (a) publish, electronically or in any other manner the electoral officer considers appropriate, every return filed under section 112A; and
  - (b) make available for public inspection a copy of every return filed under section 112A; and
  - (c) provide to any person upon request a copy of 1 or more returns filed under section 112A, subject to the



payment of any charges that may be made under the Local Government Official Information and Meetings Act 1987.

### 113 Advertisements for candidates

- 1) No person may publish or cause to be published in any newspaper, periodical, notice, poster, pamphlet, handbill, billboard, or card, or broadcast or permit to be broadcast over any radio or television station, any advertisement that is used or appears to be used to promote or procure the election of a candidate at an election, unless subsection (2) or subsection (4) applies.
- 2) A person may publish or cause or permit to be published an advertisement of the kind described in subsection (1) if—
  - (a) the publication of that advertisement is authorised in writing by the candidate or the candidate's agent or, in the case of an advertisement relating to more than 1 candidate, the candidates or an agent acting for all of those candidates; and
  - (b) the advertisement contains a statement setting out the true name of the person or persons for whom or at whose direction it is published and the address of his or her place of residence or business.
- 3) A candidate is not responsible for an act committed by an agent without the consent or connivance of the candidate.
- 4) A person may publish or cause or permit to be published an advertisement of the kind described in subsection (1) if—
  - (a) the publication of the advertisement is endorsed by an organisation or body representing residents or ratepayers in the community or district in which the advertisement is published; and
  - (b) the advertisement contains a statement setting out—
    - (i) the true name of the person or persons for whom or at whose direction it is published and the address of his or her residence or place of business; and
    - (ii) the true name of the organisation or body that has endorsed the publication of the advertisement and the address of the place of business of that organisation or body.
- 5) This section does not restrict the publication of any news or comments relating to an election in a newspaper or other periodical, or on the Internet, or in any other medium of electronic communication accessible by the public, or in a radio or television broadcast made by a broadcaster within the meaning of section 2 of the Broadcasting Act 1989.
- 6) A person who wilfully contravenes subsection (1) commits an offence and is liable on conviction to a fine not exceeding \$1,000.

### 138 Duty to take action in respect of offences

- 1) Subsection (2) applies if an electoral officer—
  - (a) receives a written complaint that an offence has been committed under—
    - (i) Part 5; or
    - (ii) Part 5A; or
    - (iii) this Part; or
  - (b) believes for any other reason that an offence has been committed under either of the Parts specified in paragraph (a).
- 2) If this subsection applies, the electoral officer must—
  - (a) report the complaint or belief to the Police; and
  - (b) provide the Police with the details of any inquiries that he or she considers may be relevant.
- 3) Subsection (2) does not prevent any person from reporting an alleged offence to the Police.
- 4) Despite subsection (2), an electoral officer is not required to report the failure by a candidate to file a return under section 112A if the candidate files the return promptly after being required to do so by the electoral officer.

## Scrutineers

### Role of Scrutineers

- The Local Electoral Act 2001 (LEA) and the Local Electoral Regulations 2001 (LER) do not specify in detail the role of scrutineers. However, the general role of scrutineers is to oversee and observe certain election or poll procedures to ensure they are undertaken fairly and that votes are counted consistently and accurately.
- The election or poll procedures which scrutineers are statutorily permitted to oversee and observe are:
  - **Scrutineering of Roll** (Sections 81 and 83 LEA and Clause 55 LER). This involves comparing the rolls used at the election or poll upon which there is recorded the fact that an elector has voted. The objective is to establish any dual voting which is disallowed.
  - **Preliminary and Official Counts** (Section 84 LEA, and Clauses 59, 60 and 62 LER). The preliminary count involves the first count of votes immediately following close of voting. The outcome is the preliminary result announced on polling day. The official count follows the preliminary count and includes any remaining special votes. It can commence on polling day and due to special voting issues is usually completed on the Monday or Tuesday following polling day.

Note: With electronic processing, the count processes are computerised tasks undertaken once required reconciliations have been completed. Both counts (preliminary and official) are likely to take several minutes to complete.
  - **Recount** (Section 91 LEA). A recount takes place on the order of a district court judge following an application from a candidate. When required, it involves a recount of the relevant voting documents.
- In observing the processes above, it is lawful for a scrutineer to pass on information to any person of the names of persons who have voted (Section 68 LEA). The passing on of any other information is not permitted – see offences later in this booklet.
- Given that the practice has been for all local authority elections to be conducted by postal voting and not by booth voting as per parliamentary elections, scrutineers are less involved in the local elections process than for parliamentary elections.
- Scrutineers are not entitled or empowered to interfere with the conduct of an election or poll or raise questions of procedure or law with electoral officials. If a scrutineer believes that electoral procedures are not being followed, he or she should draw the matter to the attention of the electoral officer.

### Appointment of Scrutineers

- For a local authority election a candidate may appoint one or more scrutineers (Section 66 LEA).
- In relation to a local authority poll, 10 or more electors, who are either in favour of or opposed to the proposal being polled, may appoint 1 or more scrutineers (Section 67 LEA).
- Every scrutineer appointed under Sections 66 or 67 of the Act must be appointed in writing (a model letter of appointment is contained in the back of this section).
- An appointment as scrutineer is not valid unless a copy of the notice of appointment is delivered by the candidate or the 10 electors to the electoral officer. The electoral officer **must** receive this notice not less than **24 hours** before the close of the voting period. The deadline is **Friday, 7 October 2016** in the case of this year's local authority elections (Section 68(1) LEA). It is suggested that a scrutineer should always carry a copy of this notice when undertaking scrutineering duties.
- Section 68(3) of the Act contains three restrictions on who may be appointed a scrutineer. No person can be a scrutineer if they are:
  - a candidate in the elections; or
  - a member or employee of any local authority or community board for whom the election or poll is being held; or
  - under 18 years of age.

### Declaration

- No person appointed as a scrutineer can carry out scrutineering duties until he or she has completed a declaration (Section 14(2) LEA and Clause 91 LER).
- The key obligations for a scrutineer arising from the declaration is that he or she:
  - will well and truly serve in the office of scrutineer; and
  - will not directly or indirectly disclose any fact coming to his or her knowledge at the election or poll that he or she is required by the Act not to disclose.
- A person appointed as a scrutineer must report to the electoral officer or deputy electoral officer on the first day on which he or she is to undertake any scrutineering duty to complete the required declaration. Upon completing the declaration, the scrutineer will be given a 'scrutineer' nametag. This nametag must be returned to the electoral officer when the scrutineer leaves the premises where he or she is acting as a scrutineer.

## Information to be Supplied by Electoral Officer

- As soon as practicable following the appointment of a scrutineer, the electoral officer will advise that person of:
  - arrangements for the election or poll process that he or she has been appointed for
  - what restrictions apply to scrutineers; and
  - how that person is expected to conduct themselves.

## Arrangements for Roll Scrutiny, Preliminary and Official Counts and any Recount

- The electoral officer will advise the scrutineer:
  - where he or she should go, and at what time, to complete the required declaration before any scrutineering duties can be undertaken
  - when and where any planned briefing of candidates and scrutineers about election processes is to be held
  - when and where any planned briefing of electoral officials about the election or poll process is to be held
  - where the scrutiny of the roll will be conducted (address and office)
  - what days and time that the scrutiny of the roll will take place
  - that the preliminary count of voting documents will commence at 12 noon on Saturday, 8 October 2016
  - when and where the official count will commence and take place and on what days it will extend over if there are special votes to clear with the Registrar of Electors
  - on how the preliminary and official counts will be undertaken – manually or electronically
  - if a recount has been ordered by a district court judge, where and when that recount will take place
  - that no remuneration will be paid to any scrutineer by the local authority for the undertaking of scrutineering duties.

Candidates should note that all vote processing will be carried out in Christchurch and that if they wish to appoint scrutineers all costs thereof are to be met by the candidate.

## Restrictions on Scrutineers During Election and Poll Processes

- Pursuant to Section 80 of the Act, the EO will process voting documents during the voting period. Scrutineers are prohibited under Section 81 of the Act from being present during the early processing of voting documents. Early processing of voting documents does not involve counting or totalling votes for any candidate for election or for or against any proposal in a poll. Counting of votes can only commence for the preliminary count after the close of voting i.e. after 12 noon on Saturday 8th October 2016.

- It is permissible for a candidate in the case of an election, and for 10 electors in the case of a poll, to appoint more than one scrutineer. However, only one scrutineer for any candidate can be present at the same place to undertake scrutineering duties.
- It is permissible for scrutineers at any time to leave and return to the undertaking of the roll scrutiny, and after close of voting, the preliminary and official counts. Upon returning to the process, a scrutineer has no power or right to expect the electoral officer to go back for his or her benefit and repeat the activities in relation to voting documents that were dealt with in his or her absence. The same practice will apply if a scrutineer is late for the commencement of any of these processes.

## Conduct of Scrutineer

- The general role of scrutineers is to oversee and observe that particular procedures at an election or poll are undertaken fairly and that votes are counted fairly and reasonably. As the emphasis in relation to the role of scrutineers is on overseeing and observing, it is expected that scrutineers must not talk to electoral officials involved in the roll scrutiny, the preliminary or official counts or in any recount. If a scrutineer believes that electoral procedures are not being followed he or she should draw the matter to the attention of the electoral officer. It should not be raised with other electoral officials.
- A scrutineer must also not seek from the electoral officer and other electoral officials any progressive voting trends during the preliminary count.
- The scrutiny and the preliminary and official counts are critical processes to the outcome of an election or poll and demand a high level of concentration from electoral officials. Accordingly, it is incumbent upon scrutineers not to distract, annoy, linger close by or talk loudly to one another so as to disrupt or upset any electoral officials.
- In keeping with the needs of electoral staff, scrutineers are not allowed to use or have mobile phones switched on within the area where scrutiny of the roll, the preliminary or official count or a recount is being conducted.
- The LEA and LER are silent on the display of any party affiliation by scrutineers. The adopted policy will be what normally applies to scrutineers at parliamentary elections. This provides for the following items, in party colours but without party name, emblem, slogan or logo, may be worn on the person or displayed in a vehicle:
  - streamers
  - ribbons
  - rosettes (but see also the special rule about party lapel badges below)
  - items of a similar nature.
- Party lapel badges may be worn anywhere on the person. A party lapel badge is any badge or rosette

designed to be worn on the lapel and bearing a party name, emblem, slogan or logo. None of the above items may be displayed on bags or briefcases. Political parties will be asked to supply the electoral officer with a sample of their rosette prior to the commencement of the polling period. In the case of this years local authority elections, the polling period commences on Friday, 16 September 2016.

- Scrutineers should also bring their own refreshments. The electoral officer will not provide meals and refreshments for scrutineers.

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## Offences

- Scrutineers can be present at election and poll processes, which will expose them to returned voting documents and information about voting. While scrutineers are permitted to tell any person the names of persons who have voted, under the declaration a scrutineer must not directly or indirectly disclose any fact coming to his or her knowledge at the election or poll that he or she is required by the Act or Regulations not to disclose.
- Should a scrutineer break their declaration and disclose information which is prohibited then they are likely to have committed an offence under one or more of the following provisions of the LEA:
  - Section 123, Offences in respect of official documents
  - Section 129, Infringement of secrecy
  - Section 130, Disclosing voting or state of election or poll.
- These three sections are reprinted in full later. Scrutineers are advised to become familiar with them before they complete their declaration and undertake any scrutineering duties.

## Appointment of Scrutineer



### Letter of Appointment of Scrutineer

|                                                                                       |  |
|---------------------------------------------------------------------------------------|--|
| I (candidate),                                                                        |  |
| a candidate for the (council/DHB/LT):                                                 |  |
| (issue/ward/position):                                                                |  |
| appoint (full name):                                                                  |  |
| to act as scrutineer at the following election processes (delete any not applicable): |  |

|                         |                      |                   |            |
|-------------------------|----------------------|-------------------|------------|
| 1. Scrutiny of the roll | 2. Preliminary Count | 3. Official Count | 4. Recount |
|-------------------------|----------------------|-------------------|------------|

|         |  |             |
|---------|--|-------------|
| Signed: |  | (candidate) |
|---------|--|-------------|

#### Notes for candidates:

1. A copy of this letter of appointment must be given to the electoral officer **no later than** 24 hours before the close of voting (i.e. by 12 noon Friday 7 October 2016).
2. Scrutineers should carry this letter at all times when undertaking their scrutineering duties.
3. At any of the election processes only one scrutineer for each candidate may be present at any one time.



## Election Offences

### Local Electoral Act 2001

#### 121 Illegal nomination, etc

Every person commits an offence, and is liable on conviction to a fine not exceeding \$2,000, who—

- (a) consents to being nominated as a candidate for an elective office knowing that he or she is incapable under any Act of holding that office; or
- (b) signs a nomination paper purporting to nominate as a candidate a person who is, to the knowledge of the person signing, incapable under any Act of holding that office; or
- (c) signs a nomination paper purporting to nominate another person as a candidate knowing that he or she is not qualified to vote at the election of the person named in the nomination paper as the candidate.

#### 122 Interfering with or influencing voters

- 1) Every person commits an offence, and is liable on conviction to a fine not exceeding \$5,000, who—
  - (a) interferes in any way with any person who is about to vote with the intention of influencing or advising that person as to how he or she should vote;
  - (b) prints, publishes, distributes, or delivers to any person (using any medium or means of communication) a document, paper, notice, or message, being or purporting to be in imitation of any voting document to be used at the election or poll that,—
    - (i) in the case of an election, includes the name of a candidate or candidates, together with any direction or indication as to the candidate or candidates for whom any person should vote;
    - (ii) in the case of a poll, includes a statement or indication as to how any person should vote;
    - (iii) in any way contains or suggests any such direction or indication or other matter likely to influence how any person votes;
  - (c) prints, publishes, or distributes any instruction on the method of marking the voting document that differs in any material way from the instructions required by this Act or any regulations made under this Act to accompany the voting document.
- 2) Despite subsection (1)(b), it is not an offence under that subsection to print, publish, distribute, or deliver a card or leaflet (not being an imitation voting document) on which is printed—
  - (a) the names of all or any of the candidates and the elective offices for which they are candidates (with or without the name of the organisations or groups to which those candidates are affiliated, and including those who are independent); and
  - (b) nothing else.

- 3) Nothing in this section applies to—
  - (a) any official statement or announcement made or exhibited under the authority of this Act or regulations made under this Act; or
  - (b) any candidate profile statement, published, displayed, or distributed under the authority of this Act or regulations made under this Act.

#### 123 Offences in respect of official documents

- 1) Every person commits an offence who—
  - (a) intentionally removes, obliterates, or alters any official mark or official writing on any voting document, or other official document used at an election or poll;
  - (b) intentionally places any mark or writing that might be mistaken for an official mark or official writing on any voting document, or other official document used at an election or poll;
  - (c) forges, counterfeits, fraudulently marks, defaces, or fraudulently destroys any voting document, or other official document used at an election or poll, or the official mark on that document;
  - (d) supplies, without authority, a voting document to any person;
  - (e) obtains or has possession of any voting document, other than one issued to that person under this Act or any regulations made under this Act for the purpose of recording his or her vote, without authority;
  - (f) intentionally destroys, opens, or otherwise interferes with any ballot box or box or parcel of voting documents without authority.
- 2) Every person who commits an offence against subsection (1) is liable on conviction,—
  - (a) in the case of an electoral officer or other electoral official, to imprisonment for a term not exceeding 2 years;
  - (b) in the case of any other person, to imprisonment for a term not exceeding 6 months.

#### 124 Voting offences

Every person commits an offence, and is liable on conviction to imprisonment for a term not exceeding 2 years, who—

- (a) votes or applies to vote more than once at the same election or poll; or
- (b) without authority, removes, deletes, or otherwise interferes with any voting document, or other record of a vote that has been cast.

#### 125 Bribery

- 1) Every person commits the offence of bribery who, directly or indirectly, on that person's own or by another person,—
  - (a) gives, lends, agrees to give or lend, offers, promises, or promises to obtain any money or valuable consideration to or for any elector, or to or for any

person on behalf of any elector, or to or for any other person, in order to induce any elector to vote or refrain from voting; or

- (b) gives or obtains, agrees to give or obtain, offers, promises, or promises to obtain or to try to obtain any office or place of employment to or for any elector, or to or for any person on behalf of any elector, or to or for any other person, in order to induce the elector to vote or refrain from voting; or
  - (c) corruptly does any act referred to in paragraph (a) or paragraph (b) on account of an elector having voted or refrained from voting; or
  - (d) makes any gift, loan, offer, promise, or agreement referred to in paragraph (a) or paragraph (b) for, or with, any person in order to induce that person to obtain or try to obtain the election of any person or the vote of any elector; or
  - (e) upon or as a consequence of any gift, loan, offer, promise, or agreement referred to in paragraph (a) or paragraph (b), obtains, or tries to obtain, the election of any person or the vote of any elector; or
  - (f) advances or pays, or causes to be paid, any money to or for the use of any other person, intending that that money or any part of it will be used for bribery at any election or poll; or
  - (g) knowingly pays or causes to be paid any money to any person in discharge or repayment of any money wholly or partly used for bribery at any election or poll.
- 2) An elector commits the offence of bribery if,—
- (a) before or during the voting period at the election or poll, he or she, directly or indirectly, on his or her own or by another person, receives, or agrees or contracts for, any money, gift, loan, or valuable consideration, office, place, or employment for himself or herself or for any other person for voting or agreeing to refrain from voting;
  - (b) after the voting period at the election or poll, he or she directly or indirectly, on his or her own or by another person, receives any money or valuable consideration on account of any person having voted or refrained from voting or having induced any other person to vote or refrain from voting.
- 3) Every person who commits the offence of bribery is liable on conviction to imprisonment for a term not exceeding 2 years.

### 126 Treating

- 1) Every person commits the offence of treating who corruptly, before, during, or after an election or poll, and directly or indirectly, on that person's own or by another person, gives or provides, or pays wholly or in part the expense of giving or providing, any food, drink, entertainment, or provision to or for any person—
- (a) for the purpose of influencing that person or any other

person to vote or refrain from voting; or

- (b) for the purpose of obtaining his or her election; or
  - (c) on account of that person or any other person having voted or refrained from voting, or being about to vote or refrain from voting.
- 2) Every holder of a licence under the Sale and Supply of Alcohol Act 2012 commits the offence of treating who knowingly supplies any food, drink, entertainment, or provision—
- (a) to any person, if the supply is demanded for 1 or more of the purposes specified in subsection (1); or
  - (b) to any person, whether an elector or not, for the purpose of obtaining the election of a candidate or affecting the result of a poll, and without receiving payment for it at the time when it is supplied.
- 3) Every elector who corruptly accepts or takes any such food, drink, entertainment, or provision also commits the offence of treating.
- 4) Despite subsections (1) to (3), the provision of light refreshments after any meeting relating to an election or poll does not constitute the offence of treating.
- 5) Every person who commits the offence of treating is liable on conviction to imprisonment for a term not exceeding 2 years.

### 127 Undue influence

- 1) Every person commits the offence of undue influence—
- (a) who, directly or indirectly, on that person's own or by another person, makes use of or threatens to make use of any force, violence, or restraint against any person—
    - (i) in order to induce or compel that person to vote or refrain from voting;
    - (ii) on account of that person having voted or refrained from voting;
  - (b) who, by abduction, duress, or any fraudulent device or means,—
    - (i) impedes or prevents the free exercise of the vote of any elector;
    - (ii) compels, induces, or prevails upon any elector either to vote or to refrain from voting.
- 2) Every person who commits the offence of undue influence is liable on conviction to imprisonment for a term not exceeding 2 years.

### 128 Personation

- 1) Every person commits the offence of personation who, at any election or poll,—
- (a) votes in the name of some other person (whether living or dead), or of a fictitious person;
  - (b) having voted, votes again at the same election or poll;
  - (c) having returned a voting document, applies for or

returns another voting document with the intention of returning an additional valid voting document or invalidating a vote already cast at the same election or poll (whether or not any voting document he or she returns is valid).

- 2) Every person who commits the offence of personation is liable on conviction to imprisonment for a term not exceeding 2 years.

### **129 Infringement of secrecy**

- 1) Every electoral officer, deputy electoral officer, and other electoral official—
  - (a) must maintain and assist in maintaining the secrecy of the voting; and
  - (b) must not communicate to any person, except for a purpose authorised by law, any information likely to compromise the secrecy of the voting.
- 2) No person, except as provided by this Act or regulations made under this Act, may—
  - (a) interfere with or attempt to interfere with a voter when marking or recording his or her vote; or
  - (b) attempt to obtain, in the building or other place where the voter has marked or recorded his or her vote and immediately before or after that vote has been marked or recorded, any information as to any candidate for whom, or the proposal for or against which, the voter is about to vote or has voted; or
  - (c) communicate at any time to any person any information obtained in the building or other place where the voter has marked or recorded his or her vote and immediately before or after that vote has been marked or recorded, as to—
    - (i) any candidate for whom, or the proposal for or against which, the voter is about to vote or has voted; or
    - (ii) any number on a voting document marked or transmitted by the voter.
- 3) Every person present at the counting of votes must—
  - (a) maintain and assist in maintaining the secrecy of the voting; and
  - (b) must not, except as is provided by this Act or regulations made under this Act, communicate any information obtained at that counting as to any candidate for whom, or proposal for or against which, any vote is cast by a particular voter.
- 4) No person may, directly or indirectly, induce any voter to display or provide access to his or her voting document or any copy of that document after it has been marked or transmitted, so as to make known to any person the name of any candidate for or against whom, or proposal for or against which, the voter has voted.
- 5) Every person commits an offence who contravenes or fails to comply with this section.

- 6) Every person who commits an offence against subsection (5) is liable on conviction to imprisonment for a term not exceeding 6 months.

### **130 Disclosing voting or state of election or poll**

- 1) Every electoral officer, deputy electoral officer, other electoral official, Justice of the Peace, or scrutineer commits an offence who—
  - (a) makes known for what candidate or candidates or for which proposal any particular voter has voted for or against, except as provided by this Act or regulations made under this Act; or
  - (b) before the close of voting, makes known the state of the election or poll or gives or pretends to give any information by which the state of the election or poll may be known.
- 2) Subsection (1)(b) does not prevent an electoral officer from disclosing the total number of voting documents so far returned at an election or poll at any time during the voting period.
- 3) A person who commits an offence against subsection (1) is liable on conviction to a fine—
  - (a) not exceeding \$5,000 for an electoral officer or deputy electoral officer;
  - (b) not exceeding \$2,000 for any other person.

### **131 Penalty for electoral officer, deputy electoral officer, and other electoral officials**

Every electoral officer, deputy electoral officer, or other electoral official commits an offence, and is liable on conviction to a fine not exceeding \$2,000, who is guilty of any intentional or reckless act of commission or omission contrary to the provisions of this Act or regulations made under this Act in respect of any election or poll, and for which no other penalty is imposed by this Act or regulations made under this Act.

## **General Provisions**

### **137 Property may be stated as being in electoral officer**

In any proceedings for an offence in relation to any voting documents or other official documents, files, records, instruments, or devices used officially for an election or poll, the property in those documents, files, records, and instruments is to be treated as that of the electoral officer at that election or poll.

### **138 Duty to take action in respect of offences**

- 1) Subsection (2) applies if an electoral officer—
  - (a) receives a written complaint that an offence has been committed under—
    - (i) Part 5; or
    - (ii) Part 5A; or
    - (iii) this Part; or

- (b) believes for any other reason that an offence has been committed under either of the Parts specified in paragraph (a).
- 2) If this subsection applies, the electoral officer must—
  - (a) report the complaint or belief to the Police; and
  - (b) provide the Police with the details of any inquiries that he or she considers may be relevant.
- 3) Subsection (2) does not prevent any person from reporting an alleged offence to the Police.
- 4) Despite subsection (2), an electoral officer is not required to report the failure by a candidate to file a return under section 112A if the candidate files the return promptly after being required to do so by the electoral officer.

