



**MARLBOROUGH
DISTRICT COUNCIL**



Only Marlborough

2019 Local Government Elections

CANDIDATE HANDBOOK

**Te Puka Aratohu Kaitono mō te Pōtitanga
Mana ā-Rohe 2019**

25 June 2019
Dean Heiford
ELECTORAL OFFICER
MARLBOROUGH DISTRICT COUNCIL



Council's Mission Statement:

We invest in Marlborough's future, our people, quality lifestyle and outstanding natural environment.

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1. Introduction

Whakatakinga

This booklet outlines information which will be of interest to you as a candidate in the 2019 local government elections.

It has been prepared as a general information guide for the election. It has been completed on a best endeavours basis and no responsibility will be taken for the accuracy of the information. Candidates requiring more detailed information should contact the Electoral Officer or a Solicitor.

The relevant Acts and Regulations are available online at: <http://www.legislation.govt.nz>.

The elections will be conducted by postal vote with Election Day being **Saturday 12 October 2019**.

The conduct of local body elections is regulated by legislation:

- Local Electoral Act 2001 (and any amendments)
- Local Electoral Regulations 2001 (and any amendments)
- Local Government Act 2002
- NZ Public Health and Disability Act 2000

Relevant key dates for your diary are:

Election Campaign Expenditure Monitoring Begins	12 July 2019
Nominations Open	19 July 2019
Nominations Close	Noon, 16 August 2019
Delivery of Voting Documents	20 to 25 September 2019
Election Campaign Monitoring Closes	Noon, 12 October 2019
Voting Closes	Noon, 12 October 2019
Provisional Result likely	After 4pm 12 October 2019
Preliminary Result likely	After 2pm 13 October 2019
Final Result likely	Thursday 17 October 2019
Official Declaration	Before 23 October 2019

Contact details:

Electoral Officer: Dean Heiford (email: dean.heiford@marlborough.govt.nz)

Electoral Official Mike Porter (email: mike.porter@marlborough.govt.nz)

Contact Details: Phone: 03 520 7400 Fax: 03 520 7496

General email: election@marlborough.govt.nz

Marlborough District Council customer service staff will be able to answer routine enquiries. Other enquiries can be directed to Dean Heiford or Mike Porter, Phone 03 520 7400 or to the general email election@marlborough.govt.nz

Role of Electoral Officer

The role of the Electoral Officer is to conduct the election in accordance with the Local Electoral Act 2001.

The Electoral Officer is responsible for all staff, systems, resources, policies, procedures and actions to ensure that the democratic process is carried out with utmost integrity, security and fairness for all parties. The Electoral Officer does not take direction from the Council, the Mayor or Councillors.

Specific duties of the Electoral Officer as outlined in Section 15 of the Local Electoral Act 2001 are:

- The compilation and certification of electoral rolls
- The publication of any public notice relating to elections and polls and the calling for nominations
- Receiving nominations, candidate profile statements and deposits
- Issuing and receiving ordinary and special votes
- Processing and counting of votes
- Declaration of results
- Receiving and dealing with returns of electoral donations and expenses.

2. Election Timetable

Te Wātaka Pōti

2019 LOCAL GOVERNMENT ELECTIONS TIMETABLE

12 October 2019

Wednesday 17 July	Public notice of election (calling for nominations, advising roll open for inspection)
Friday 19 July	Nominations open / roll open for inspection
Friday 16 August	Nominations close (12 noon) / roll closes (5pm)
Wednesday 21 August	Public notice of day of election and candidates' names
Friday 20 September to Wednesday 25 September	Delivery of voting documents
Friday 20 September to Saturday 12 October (12 noon)	Voting period (postal vote) Progressive roll scrutiny, special voting period, early processing period
Friday 11 October (by 12 noon)	Appointment of scrutineers
Saturday 12 October	Election day Voting closes 12 noon – counting commences "progress" results likely to be available after 4pm
Sunday 13 October	"preliminary" results likely to be available after 2pm
Saturday 12 October (pm) to Thursday 17 October	Official count
Thursday 17 October to Wednesday 23 October	Declaration of result / public notice of result ("final" result likely on Thursday 17 October)
By 18 December	Return of electoral expenses forms (date confirmed as 55 days after final declaration of results)

3. Election Issues

Ngā Take Pōti

If required elections will be held for:

- Mayor
- 13 Councillors for 3 Wards

Ward	No. Councillors	No. Residents*
Blenheim	7	26,700
Marlborough Sounds	3	8,300
Wairau-Awatere	3	11,600
	13	46,600

* 30 June 2018 Population estimates provided by Statistics New Zealand

- **Nelson Marlborough District Health Board – (NMDHB)**

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

There are seven members to be elected at large across the DHB area, which covers the area made up of Marlborough and Tasman District Councils and the Nelson City Council.

There is a separate candidate handbook for the NMDHB available from the DHB electoral officer, Warwick Lampp free phone: 0800 666 048.

4. General Information

Kōrero Whānui

Members' Remuneration and Expenses

The Remuneration Authority sets elected members' remuneration. The potential remuneration for the Mayor and minimum base remuneration for each Councillor, following the election are:

Mayor	\$141,000
Councillor (minimum Allowable Remuneration)	\$36,680

In addition to the minimum base remuneration for Councillors there will be an additional pool of \$106,627 to be allocated – this could include an increase to the minimum remuneration for all Councillors plus some for additional responsibilities such as Chairs of Committees, Deputy Mayor etc. The incoming Council is required to make a proposal to the Remuneration Authority as to how this pool is allocated. Remuneration is paid monthly.

Note:

The amounts are provisional at this stage and are subject to final determination by the Remuneration Authority.

Council may reimburse elected members for mileage incurred whilst on or attending to Council business (currently \$0.76 per km), and may reimburse members on an actual and reasonable basis for expenses incurred whilst on or attending to Council business (e.g. taxi fares, hotel expenses etc when travelling).

All salaries are taxable. Members are considered to be self-employed for tax and ACC purposes.

Mayor & Councillors' Responsibilities

The following role description, as identified by the Remuneration Authority in setting the elected members' remuneration, is a guide for what is expected:

The Mayor

The Mayor is elected by the district as a whole and, as one of the elected members, shares the same responsibilities as other members of Council. The Mayor also has the following roles:

- presiding at Council meetings including ensuring the orderly conduct of business during meetings (as determined by standing orders)
- advocating on behalf of the community involving the promotion of the community and representation of its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of Council;
- spokesperson for Council
- ceremonial head of Council
- providing leadership and feedback to other elected members on teamwork and chairing of committees
- fulfilling the responsibilities of a Justice of the Peace (while the Mayor holds office)
- providing leadership to the other members of Council and the people of the area
- leading the development of Council's plans, policies, and budgets for consideration by the members of Council.

The Deputy Mayor

The Mayor has the power to appoint the Deputy Mayor. The Deputy Mayor exercises the same roles as other elected members, and if the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers, of the Mayor

(as summarised above). The Deputy Mayor may be removed from office by resolution of the Council.

Councillor – Base role description

Collective duties of the Council

- Representing the interests of 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 district planning matters within the Council's geographical area of responsibility
- Monitoring the on-going 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 on-going performance of Council's Chief Executive (under the Local Government Act 2002).

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 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 Council as a whole
- Understanding and ensuring that basic principles of good governance are a part of the decision-making approach of Council
- Understanding and respecting the differing roles of Mayor, 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 Council
- Identifying, being aware of and declaring any potential personal conflicts of interest, whether of a pecuniary or non-pecuniary nature.

Core Competencies

- Genuine interest, understanding (and passion) of/for the issues faced by the citizens of the Marlborough District
- 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
- Understand the differing roles of governance and management
- Ability to think “city-wide” on issues to come to a 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 Council's current 2018-28 Long Term Plan (LTP).

Personal Qualities

- Demonstrates integrity and ethical behaviour
- Is independent, inquisitive and innovative
- Has the ability to see and respect 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 the Marlborough District
- Respect for others
- Flexible working hours; evening and weekend work is required
- Actively demonstrate commitment to the Elected Members' Code of Conduct.

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 (financial) 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 Council this includes elected members and the Chief Executive.

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:

- 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 on the Board of the CCO.

Council and elected members as officers under the Act

Council is proactively partnering with elected members to ensure Council 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.

Last Meetings of this Term

If candidates wish to attend a Council and/or Committee meeting before the elections the following are public meetings (as are all meetings of Council and Committees, except where Council/Committee resolves to go into public excluded) for the remainder of this term of Council (all in Council Chambers):

- Environment Committee – Thursday 18 July 2019 (9.00 am)
- Assets and Services Committee – Thursday 18 July 2019 (1.30 pm)
- Planning, Finance and Community Committee – Thursday 25 July 2019 (9.00 am)

- Council – Thursday 8 August 2019 (9.00 am)
- Environment Committee – Thursday 29 August 2019 (9.00 am)
- Assets and Services Committee – Thursday 29 August 2019 (1.30 pm)
- Planning, Finance and Community Committee – Thursday 5 September 2019 (9.00 am)
- Council – Thursday 19 September 2019 (9.00 am)

Inaugural Meeting

Successful candidates will take office on the day after the Electoral Officer gives the official notification of the result of the election.

Induction and training sessions for new (and returning if they wish) Councillors will also be held around 22 October 2019.

No person is permitted to act as a member of Council before making a declaration. This declaration will be made at the inaugural meeting, which is anticipated to be held on 31 October 2019.

The business to be conducted at that meeting will include:

- The making and attesting of declarations required of the Mayor and Councillors
- 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 Council, or the adoption of the schedule of ordinary meetings
- Election or appointment of the Deputy Mayor.

If elected the declaration required to be made by the Mayor and Councillors is as follows:

Declaration by Mayor and Councillors

I xxxx 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 Marlborough District, the powers, authorities, and duties vested in, or imposed upon, me as Mayor (or a member) of the Marlborough District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Pre-election Report

All councils must prepare a pre-election report. The report is prepared by the Chief Executive independently of the Mayor and Councillors.

Section 99A of the Local Government Act 2002 sets out the information that must be included in the report and its timing. It includes information previously published in other Council documents including long term plans, annual plans and annual reports. As such the information reflects the policy and service delivery direction of the current Council.

The pre-election report has a particular focus on how Council is performing financially, including the current financial position and key spending issues over the coming years. It provides historic information for the past three years, an overview of the current election year and Council's planned financial position for the next three years. It also outlines Council's broader financial goals, which are included in its long term plan.

The pre-election report will be available from Council's website in July 2019. Candidates are advised to read the report when it becomes available.

5. Electoral System

Ngā Pūnaha Pōti

All voting for the 2019 Election will again be held under the **Single Transferable Vote** electoral system (STV).

Briefly, the STV electoral system consists of the following:

- Voters receive a single (transferable) vote no matter whether there is one vacancy or several.
- 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.
- Voter can rank as few or as many candidates as they wish.
- When votes are counted, all the first preferences are allocated first. 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.
- Specific details on how “quotas” are calculated is available at www.stv.govt.nz
- A candidate who reaches the quota 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.

6. Electoral Roll Te Rārangī Pōti

The Preliminary Electoral Roll for Marlborough District will be compiled during July 2019. Copies will be available for public inspection from 8.30 am Friday 19 July 2019 to 5.00 pm Friday 16 August 2019 as follows:

Council Offices:

15 Seymour Street, Blenheim.
2 Dublin Street, Picton.

Libraries:

Marlborough District Library, 33 Arthur Street, Blenheim.
Havelock Community Library, C/O Havelock School, 47 Main Road, Havelock.
Ward School Community Library, C/O Ward School, Duncan Street, Ward.

NZ PostShops:

Paper Plus Blenheim, 54 Market Street, Blenheim.
Springlands NZ Post & Kiwibank, 131 Middle Renwick Road, Springlands.
Spring Creek Four Square, 2226 State Highway 1, Spring Creek.
Newman Graphics, 60 High Street, Renwick.
RD1, Rai Valley, 6781 State Highway 6, Rai Valley.
FreshChoice Picton, 100 High Street, Picton.
Seddon Supervalu, 3 Mills Street, Seddon.

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

Any additions or alterations to the Ratepayer Roll should be made through the Electoral Officer.

Copies of the hardcopy Preliminary Electoral Roll may be purchased from the Electoral Officer for \$90.00 (GST inclusive).

Special one off ward rolls for individuals or groups of candidates can be produced upon request to the Electoral Officer. The cost per roll is as follows:

- Marlborough Sounds Ward - \$25.00 (GST inclusive)
- Wairau/Awatere Ward - \$25.00 (GST inclusive)
- Blenheim Ward - \$50.00 (GST inclusive)

The Final Electoral Roll is produced once the Preliminary Electoral Roll closes on 16 August 2019. The Final Electoral Roll is the Roll used for issuing voting papers. Copies of this Roll will also be available for purchase after 16 September 2019.

Details appearing in the Electoral Rolls are electors' names (surname, then first names) listed alphabetically, the qualifying address, postal address, occupation and voting entitlements.

Information contained on the Electoral Rolls is not available from Council 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 Ben Cline on (04) 806 3560.

7. Candidate Eligibility Te Māraurau o te Kaitono

A candidate for local government elections must be:

1. Enrolled on a parliamentary electoral roll somewhere in New Zealand; and
2. A New Zealand citizen (either by birth or citizenship ceremony)

Restrictions on candidates for local authority elections

- a. A candidate may seek nomination for both Mayor and Councillor, but in the event that they are elected as Mayor and a Councillor then they must be treated as having vacated the office of Councillor (Section 88 Local Electoral Act 2001).
- b. A candidate may not seek nomination for more than one ward of Council (Section 57A Local Electoral Act 2001).
- c. A candidate **cannot** be a person concerned or interested in contracts over \$25,000 in any financial year with Council (Section 3(1) Local Authorities (Members' Interests) Act 1968). This restriction may be waived if prior approval from the Office of the Auditor-General is obtained.

Further information is available www.oag.govt.nz/2010/lamia

Under the Act there are a number of exceptions to the disqualification rule in section 3. Certain types of contracts will not disqualify a candidate from election. A candidate who has a contract that falls within any of the following categories will not be disqualified:

- Before the election, all of the candidate's obligations (or candidate's company's obligations) in respect of the contract have been performed and the amount to be paid by the council has been fixed (whether or not it has been paid); or
- Although the candidate's obligations (or candidate's company's obligations) under the contract have not been performed before the election, the amount to be paid by the council is already fixed (subject to amendments and additions as allowed for in the contract), whether or not it has been paid; or
- Although the candidate's obligations (or candidate's company's obligations) under the contract have not been performed before the election, either:
 - The contract's duration does not exceed 12 months; or
 - The contract is relinquished (with the authority's consent) within a month of the candidate becoming a member and before he or she starts to act as a member.

Further information on application of these points should be made with the Office of the Auditor-General - at lamia@oag.govt.nz or ph (04) 917 1500.

- d. An employee of Marlborough District Council who is elected as Mayor or Councillor **must resign** from his/her position as an employee of the council before taking up his/her elected position (Section 41 (5) Local Government Act 2002).

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 Marlborough District (nor of the Ward in which they are standing), but candidates are required to record on the nomination paper if they reside in the election area or not.
- iv. 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.

- v. There are no longer restrictions applying specifically to Police employees wishing to stand in Council elections.

For NMDHB candidate eligibility please refer to the separate candidate handbook for the NMDHB, but a candidate for Mayor and/or Council may also seek nomination to the NMDHB.

Evidence of NZ Citizenship

It is now a requirement of the nomination process that all candidates provide evidence of their NZ citizenship.

This is to be provided at the time of candidate nomination. Acceptable evidence includes a copy of NZ Passport, NZ birth certificate, or NZ citizenship documentation.

8. Nominations

Te Tautapa

Key Dates

- Nominations open on **Friday 19 July 2019**.
- Nominations close at **12 noon, Friday 16 August 2019**.
- A public notice calling for nominations will first appear around Wednesday 17 July 2019.

Nomination Papers

Each candidate must be nominated on the appropriate official Nomination Paper. A separate Nomination Paper is required for each election you wish to be nominated for. These are available at the Council offices at Blenheim or Picton from 19 July 2019 or by application to (03) 520 7400 / election@marlborough.govt.nz

Nomination Papers for the Nelson Marlborough District Health Board are available from Council from 19 July 2019 as well as from Nelson City and Tasman District Council offices and the Electoral Officer of the Nelson Marlborough District Health Board.

The Electoral Officer
Nelson Marlborough DHB
PO Box 3138
Christchurch 8140
Ph: 0800 666 048
nmdhb@electionz.com

Completion of Nomination Paper

Each Nomination Paper must have the consent of the candidate and the candidate must be nominated by two electors whose names appear on the Electoral Roll of the district (in case of the Mayoralty) or the particular Ward (Blenheim, Sounds or Wairau-Awatere) in which the candidate is nominated.

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 be attached 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 document.

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 accreditation 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 document).

A candidate requiring a specific political accreditation must have authority to adopt the accreditation from the party concerned (i.e. use of party letterhead or letter of consent are acceptable). This is a safety measure to avoid any illegal adoption of political affiliations.

No accreditation 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 the Marlborough District Council mayoralty and wards can be lodged with the Electoral Officer at the Marlborough District Council Office, 15 Seymour Street, Blenheim (PO Box 443, Blenheim 7240) or can be emailed to election@marlborough.govt.nz, but should the papers be received by the Electoral Officer after the close of nominations, the nomination is invalid. Office hours for lodgement are Monday – Friday 8.00 am to 5.00 pm, except on Friday 16 August when 12 noon is the cut-off time for lodgement.

All nomination documents must be submitted at the same time, i.e. nomination paper, candidate profile statement, evidence of NZ citizenship, photo, and nomination deposit. A nomination will not be accepted if any components are missing.

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 District or Ward as relevant, or for candidates for the NMDHB, two electors whose names appear on the electoral roll for Marlborough District, Nelson City or Tasman District.

Should a nomination paper be lodged late on the morning nominations close, and/or 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. Nominations must be accompanied by the deposit and a Candidate Profile Statement and photo (if they are to be provided).

Nelson Marlborough District Health Board (NMDHB) nominations may be lodged with the Electoral Officer at the Marlborough District Council Office, 15 Seymour Street, Blenheim. The nomination must be accompanied by a Candidate Profile Statement and a District Health Board Conflict of Interest Statement (the NMDHB Candidate Information Pack has further details).

Candidate Details

Confirmed candidate details will be made available on the Council website (www.marlborough.govt.nz). The details will be updated on a regular basis throughout the nomination period and will include at least the candidate name and any affiliation claimed.

As soon as possible after nominations have closed a file of candidate contact details will be available for download from the council’s website. Candidates may be contacted by journalists, advertisers, pollsters and other groups interested in election matters.

Nomination Deposits

Each Nomination Paper lodged requires a deposit of **\$200** (GST inclusive). If an election is required the deposit is refunded if the candidate polls greater than **25% of the final quota as determined at the last iteration in a multi-member vacancy, or greater than 25% of the final absolute majority of votes determined at the last iteration for a single member vacancy.**

Payment of the Nomination Deposit can be made by cash, EFTPOS or electronic transfer. Should a non-cash method be used and subsequently dishonoured or fail to lodge, the nomination becomes invalid, as the deposit has not lawfully been made.

Payment of the nomination deposit can be made by cash, EFTPOS or online banking. Should an 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.

Cheque payments of nomination deposits will not be accepted.

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, evidence of NZ citizenship, candidate profile statement and photograph, can be sent to the electoral officer or deputy electoral officer by mail or email, but should they be received 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.

Please do not leave lodging your nomination to the last minute.

Nominations close at 12 noon, Friday 16 August 2019

Checklist: please ensure the following are included with your nomination documents:

- Nomination form – endorsed by two registered electors in the district or ward you are being nominated for
- Nomination deposit of \$200
- Evidence of NZ Citizenship
- Candidate Profile Statement (*if one is to be provided*)
- Recent Photograph (*if one is to be provided*) (50mm x 40mm in **colour** – passport size with name printed on the back)

9. Candidate Withdrawals

Te Unu a te Kaitono

A candidate can withdraw their nomination by application to the Electoral Officer up to the close of nominations i.e. 12 noon, Friday 16 August 2019.

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.

Candidates who have a Protection of Property Rights Order

The Local Government Act 2002 (Clause 5(1)(b) of Schedule 7 of the Local Government Act 2002) precludes anyone with a property order (made under Section 31 of the Protection of Personal and Property Rights Act 1988) from taking office as an elected member of the Council. If this was to happen, a by-election would have to be held because the candidate could not take up the office they were elected to.

It is a criminal offence (Section 121 of the Local Electoral Act 2001) to stand as a candidate, or nominate someone, who is incapable of taking up office. That would include cases where a candidate has a property order (made under Section 31 of the Protection of Personal and Property Rights Act 1988) in place. If the Electoral Officer receives a nomination from someone who they discover before the close of nominations has a property order in place, and is therefore incapable of holding office, the nomination will be withdrawn (Section 60(4) of the Local Electoral Act 2001), and the matter may be referred to the Police. If the Electoral Officer discovers this after the close of nominations, they must give public notice of the illegal nomination, and report the matter to the Police. These steps are necessary to ensure that people do not vote for candidates who cannot hold office.

This restriction also applies to District Health Board elections (Section 30(2) of the Crown Entities Act 2004), where a person who is subject to a property order (made under Section 31 of the Protection of Personal and Property Rights Act 1988) cannot be a candidate.

10. Candidate Profile Statements

Ngā Tauākī Kaitono

The Local Electoral Act 2001 allows for candidate profile statements (CPS) of up to 150 words 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 media device, 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)
- Font size—9 point font 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 two translation companies, 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 Central
Auckland 1010
Phone: (09) 913 5290 Fax: (09) 913 5291
Email: info@pactrans.co.nz

Or

The Translation Service - Te Pūtahi Whakawhiti Reo

Freephone: 0800 TRANSLATE (0800 872 675)
Phone: (04) 460 2220
Email: translate@dia.govt.nz

Courier/physical address:
The Translation Service
Department of Internal Affairs
Archives New Zealand
10 Mulgrave Street
Wellington 6011

Postal address:
The Translation Service
Department of Internal Affairs
PO Box 805
Wellington 6140

Candidate Photos

Candidates may also submit a recent (less than 12 months) **colour** photograph for inclusion with the candidate profile statement in the booklet to accompany the voting papers. Photos should also be provided electronically, on media device 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 candidate's name clearly printed on the back 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 electoral officer 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 electoral officer.

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, Friday 16 August 2019.

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 applied.

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 their 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.

11. Campaigning, Council Resources and Social Media

Te Whakawhere Kaipōti, Ngā Rauemi a te Kaunihera me te Pāhopori

Election campaigning can commence anytime but should cease by the close of voting, i.e. 12 noon, Saturday 12 October 2019.

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 should not 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 to the official voting box located at the Council Office in Blenheim or the Picton Service Centre.

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, council taken photos of buildings and amenities or landmarks, 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).

Memorials

Candidates are not permitted to use any images of memorials for campaigning purposes. These include but are not limited to the World War I Memorial (Clock Tower) and the World War II Memorial (Fountain), both in Seymour Square.

Election Advertising and Authorisation on Campaign Material

Election advertising, using any media, including social media, must identify the person under whose authority they have been produced (Sections 113-115 of the Local Electoral Act 2001).

This means that for posters, adverts, billboards, flyers, vehicle signage, websites, facebook pages etc, each advertising item must have a sentence at the bottom saying that it is authorised by the candidate or agent, i.e. "Authorised by Joe Bloggs, 20 Somewhere St, Sampletown." This authorisation must be clearly visible on the front or back of any billboards.

Note:

A physical address must be provided in any authorisation text, i.e. it cannot be a PO Box or a rural delivery number. There must be a reasonable expectation that anyone wishing to discuss the advertising can do so with the candidate or their agent at the address listed. The use of a council building address is not permitted in the authorisation address.

The cost of framing to hold up an election sign is not an item of campaign expenditure.

Advertising Standards Code for Campaign Material

Candidates are reminded to be socially responsible and truthful with the content of their campaign material. Campaign advertisements are subject to the Advertising Standards Authority (ASA) Code. Wherever facts are quoted, the Code is strict that the facts must be correct, however, where a person holds a broad view or opinion, the Code allows them to do so.

The ASA settles disputes during elections within two to three days, and take complaints from electoral officers and the public. The usual penalty for breaches of the code is for the advertising to be removed.

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 three (3) months before election day, i.e. all expenditure from **12 July 2019 to 12 October 2019** plus any apportioned costs of any election campaigning carried out prior to 12 July 2019 (Section 112 of the Local Electoral Act 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 maximum amount spent must not exceed the limits set out below:

Local government area population	Expenditure limit \$	Application to Marlborough District
5,000 – 9,999	\$7,000	Marlborough Sounds Ward
10,000 – 19,999	\$14,000	Wairau-Awatere Ward
20,000 – 39,999	\$20,000	Blenheim Ward
40,000 – 59,999	\$30,000	Mayor

Note: These \$ figures are inclusive of GST.

Return of Electoral Donations and Expenses

Each candidate is required to keep a record of all campaign election donations and expenses, and must file a return to the Electoral Officer within 55 days of the declaration of the results of the election, estimated to be no later than Wednesday 18 December 2019.

The Return of Electoral Donations and Expenses form, once returned, becomes a public document and can be inspected by any person for a period of seven (7) years after receipt. The Electoral Officer is required to make the donations and expenditure return and any supporting documents available on Council's website for seven years.

A model election donations and expenses return form is attached as [Appendix 2](#). The relevant sections of the Local Electoral Act 2001 on election expenses and donations are attached as [Appendix 3](#).

Notes:

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

Candidate Expenses:

The following definition (Section 104 of the Local Electoral Act 2001) of electoral expenses in relation to a candidate at an election:

- (a) means expenses that are incurred by or on behalf of the candidate in respect of any electoral activity; and
- (b) includes expenses that are incurred by or on behalf of the candidate, before or after the applicable period before the close of polling day, in respect of any electoral activity; and
- (c) includes the reasonable market value of any materials applied in respect of any electoral activity that are given to the candidate or that are provided to the candidate free of charge or below reasonable market value; and

- (d) includes the cost of any printing or postage in respect of any electoral activity, whether or not the expenses in respect of the printing or postage are incurred by or on behalf of the candidate; but
- (e) does not include the expenses of operating a vehicle on which election advertising appears if that vehicle is used in good faith by the candidate as the candidate's personal means of transport; and
- (f) does not include expenses incurred by the candidate in preparing a candidate profile statement; and
- (g) does not include the labour of any person that is provided to the candidate free of charge by that person; and
- (h) does not include the cost of any framework (other than a commercial framework) that supports a hoarding on which an advertisement is displayed.

Note:

The \$200 nomination deposit fee is not an electoral expense.

Definition of Electoral Donation

An electoral donation is a donation of money, goods or services that is made for use in a candidate's election campaign (Section 103A of the Local Electoral Act 2001). Electoral donations and contributions to donations, of more than \$1,500 incl. GST are required to be declared in the candidate's return of donations and expenses. A series of donations made by one person that adds up to more than \$1,500 must also be declared. An electoral donation includes:

- where a candidate is provided with goods or services free of charge that have a reasonable market value greater than \$300;
- where a candidate is provided with discounted goods or services and the reasonable market value of the goods or services is greater than \$300, the difference between the contract or agreed price and the reasonable market value of those goods and services is a donation; and
- where a candidate sells over-valued goods or services, the difference between the price paid and the reasonable market value is a donation, for example a fundraising auction or dinner.

The following are not candidate donations:

- volunteer labour;
- goods or services provided free of charge to a candidate, or to any person on the candidate's behalf that have a reasonable market value of \$300 or less; and
- money provided by the candidate for his or her own campaign.

If a person or organisation gives or pays for goods or services that would otherwise be candidate election expenses, the reasonable market value of those items, whatever their value, should be recorded as an election expense. If the reasonable market value of the items exceeds \$300 it should also be recorded as a donation.

Donations made up of Contributions

Donations to candidates can be made up of pooled funds contributed by more than one person (referred to in the Local Electoral Act 2001 (the Act) 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 (Section 103A of the Local Electoral Act 2001). The total proceeds of a collection are treated as a donation under the Act. The person who collects the money will normally be the donor. The individuals who contribute to the collection are contributors for the purposes of the Act. If an electoral donation, other than an anonymous donation, is made up of contributions, the transmitter or donor must tell the candidate:

- the name and address of the donor;
- whether the donation is made up of contributions;

- the total amount of individual contributions of \$1,500 or less; and
- in the case of individual contributions greater than \$1,500; the name, address, and contribution of each contributor.

If the candidate knows, or has reasonable grounds to believe, that the donor has failed to supply information about contributions, the whole donation must be returned to the donor.

Transmitted Donations

A donation can be made either directly by the donor to the candidate or indirectly by a transmitter who transmits a donation to the candidate on someone else's behalf, for example via a lawyer's trust fund. Any person who receives a candidate donation on the candidate's behalf must transmit it to the candidate within 10 working days. When transmitting a donation, the transmitter must tell the candidate:

- that the donation is being transmitted on behalf of a donor;
- the name and address of the donor;
- whether the donation is made up of contributions;
- the total amount of contributions of \$1,500 or less; and
- in the case of contributions greater than \$1,500; the name, address, and contribution of each contributor.

Where a transmitter does not disclose the name and address of the donor, the donation must be treated as an anonymous donation (see below).

Anonymous Donations

Candidates are not permitted to retain anonymous donations exceeding \$1,500. An anonymous donation is a donation made in such a way that the candidate who receives the donation does not know the identity of the donor and could not, in the circumstances, reasonably be expected to know the identity of the donor (Section 103A of the Local Electoral Act 2001). If a candidate receives an anonymous donation greater than \$1,500, he or she may retain \$1,500 of that donation. The balance of the donation must, within 20 working days of receipt, be paid to the Electoral Officer for payment into the general fund of the local authority.

Applicable Period for Donations

There is no provision within the Local Electoral Act 2001 or its regulations specifying a period for recording or declaring donations. On that basis, all qualifying donations contributed for use in a candidate's election campaign for the 2019 triennial local body elections should be recorded and included in the candidate's return of election expenses and donations.

Note:

If a candidate is eligible for a refund of the \$200 deposit (i.e. the candidate has received more than 25% of the votes received by the lowest successful candidate in that election), the \$200 refund will be processed once the Electoral Donations and Expenditure Form has been received by the Electoral Officer.

Marlborough District Council's Social Media Guidelines for Candidates

Candidates must comply with the following guidelines for web and social media use and presence related to campaigning.

Things to be aware of:

- 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 usual' to use them. This may be in images or quotes.
- Election advertising, using any media, including social media, must identify the person under whose authority they have been produced (Sections 113-115 of the

Local Electoral Act 2001). This means in your profile photo/bio, you must have a statement saying that all content/images on your social media channel are authorised by you or your agent. You must include a physical address in the authorisation statement (not a PO Box, Private Bag or rural number), and you must not use the Council's main office address.

- Council's social media accounts, including but not limited to Facebook, Twitter, Instagram, LinkedIn and Neighbourly, are not permitted to be used as a communications channel by anyone (candidates or members of the public) for promotion, electioneering or campaigning. This also applies to all social media accounts owned by Council-controlled organisations.
- Council's social media accounts are constantly monitored and any campaign related or electioneering content will be removed immediately.
- If Marlborough District Council already follows your public social media accounts, please note you will be unfollowed three (3) months prior to the election date. This protocol is in line with the Local Electoral Act 2001.
- Any social media 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 reply to the Council's social media posts or share with a comment 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.
- Candidates must not link their own social media accounts (if they are used for campaigning purposes) to the Council's social media accounts.
- Candidates cannot rate, review, check-in or tag the Council's social media channels.
- The Council's social media accounts will remain neutral. Marlborough District Council will promote elections and the importance of voting but will not associate these posts with any candidates.

12. Election Signs (Hoardings)

Ngā Tohu Whakatairanga

Signage for Elections

Before candidates go through the expense of producing their election signs it would be prudent for you to run your proposed design past the Electoral Officer. The Electoral Officer can then advise you on whether your proposed design will be acceptable – this will save the extra costs candidates have had to go through in the past in fixing up elections signs that do not comply!

Marlborough District Council Guidelines

Signs for electoral purposes are permitted as a temporary sign.

The relevant Resource Management Plans provide for the following:

A temporary electoral sign is permitted providing it does not exceed 2.0m² in area. This sign shall not be erected more than three months prior to the commencement of the election and shall be removed by one week after the election.

No sign may be placed on a local road or state highway.

Mobile signs will be treated the same as static signs – e.g. trailer mounted signs may not be placed on a local road or state highway and must comply with the temporary sign size rules.

A sign is permitted providing it complies with the Resource Management Plans, section 4.1 and 4.2.2 (sections 2.35 and 2.36 in the Proposed Marlborough Environment Plan) and is to be placed on private land. For signs placed on private land adjacent to a state highway, Marlborough Roads have to be consulted as to the exact location.

Although Council will not require an application for a temporary sign, Marlborough Roads approval will be required for signs adjacent to a state highway.

Resource consent is required for non-complying signs.

A building consent is not required.

The following is a guide to a sign's construction and placement:

- Sign is to be bolted at all four corners to minimum 100mm x 100mm posts.
- Posts to be placed firmly into the ground at a minimum depth of 900mm.
- Posts to be braced at 45 degree angles, with braces to be placed firmly at a minimum of 900mm into the ground.
- Sign to be painted on plastic (corrugated) panel.
- No sign is to be placed within 120m from any curve, bridge or intersection.

The signs shall be properly constructed and securely fixed into the ground so as to be secure at all times. The party erecting the sign is liable for any issues arising from insecure signs.

Queries to:

Marlborough District Council	03 520 7400 – Anna Eatherley
Marlborough Roads	03 520 8330 – Steve Murrin

New Zealand Transport Agency Election Sign Requirements



Level 5, The Majestic Centre
100 Willis Street
PO Box 5084
Wellington 6011
New Zealand
T 64 4 894 5200
F 64 4 894 3305
www.nzta.govt.nz

20 June 2019

Electoral Officer
Marlborough District Council
PO Box 443
BLLENHEIM

Dear Sir/Madam

NEW ZEALAND TRANSPORT AGENCY ELECTION SIGN REQUIREMENTS

The New Zealand Transport Agency (Transport Agency) as road controlling authority for State highways throughout New Zealand seeks the co-operation of your party in controlling the location of electioneering signs adjacent to those highways.

The Transport Agency continues to be concerned with the potential for driver distraction arising from signs, particularly those adjacent to intersections and along higher speed arterial routes carrying high traffic volumes. It is clear from New Zealand and overseas experience that there is a direct correlation between poorly located signage and road crashes. The Transport Agency is keen to ensure that electioneering signs do not contribute in any way to increases in the road toll on New Zealand roads.

Signs located on State highway road reserve

The placement of a sign within State Highway road reserve must be approved by the Transport Agency prior to being erected. Signs must meet the criteria below in accordance with the NZ Transport Agency Signs on State Highways Bylaw 2010.

- 1) Signs located on a motorway or a State highway road reserve are not permitted in speed environments of 70kph or above;
- 2) Signs, fixed or mounted on any stationery vehicle including trailers on any State highway are not permitted;
- 3) Signs within the State highway road reserve in a speed environment less than 70kph, must:
 - i) Not exceed 1 square metre in area, or 2 metres for any edge dimension;
 - ii) Not use reflective material, have internal or external illumination nor any moving parts or a dynamic or flashing display;
 - iii) Not be more than 2.5 metres above the road or ground (measured from the bottom edge of the sign);
 - iv) Not be closer than 5 metres from the edge of the carriageway;
 - v) Not be located within 200m of an intersection or pedestrian crossing;
 - vi) Not imitate or be of a design, form or colour similar to any traffic signs;

- vii) Be positioned at a right angle to the State highway and give consideration to visibility and other traffic safety aspects;
- viii) Have lettering and symbols at least 120 millimetres in height;
- ix) Have no more than 6 words, or 40 characters;
- x) Have spacing between lines of text of at least 50mm;
- xi) Be located generally giving consideration to visibility and other traffic safety aspects;
- ii) If required, have the approval of the relevant local authority.
- iii) Be located generally giving consideration to visibility and other traffic safety aspects;

Signs erected on State highways in a location or manner likely to cause distraction or danger to road users may be removed by the Transport Agency or its agents without prior notice. Where a sign is removed the party will then be advised of the action taken and that the sign may be redeemed at the candidate's cost.

Signs located on private property adjacent to the State Highway

Signs located on private property adjacent to a State Highway will be administered by the relevant local authority. If the sign requires resource consent, approval will likely be required from the NZ Transport Agency as an affected party under Section 95 of the Resource Management Act.

Signs located on private property adjacent to the State Highway that do not require resource consent from the relevant local authority, do not require approval from the Transport Agency. However, in the interest of road safety, the Transport Agency requests your cooperation in controlling the appearance and location of electioneering signs in accordance with the criteria above.

Thank you for your cooperation.

If you have any further queries, please contact the Transport Agency's Consents and Approvals Team on consentsandapprovals@nzta.govt.nz

Yours sincerely,



Aaron Hudson
System Design and Delivery
NZ Transport Agency

13. Voting and Processing of Votes

Te Pōti me te Whakarite I ngā Pōti

Order of Candidates on the Voting Papers

Marlborough District Council has resolved (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 candidate names will appear in a different order on each separate voting paper. Barcodes will be printed beside each candidate 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 document previously posted to them
- who spoil or damage a voting document posted to them
- who are on the unpublished roll

Special voting documents are available from the Electoral Officer from Friday 20 September 2019 to 12 noon, Saturday 12 October 2019 at the Special Votes Polling Booth in the foyer of the Marlborough District Council Office, 15 Seymour Street, Blenheim.

Special voting documents can be posted directly out to applicants. The completed voting document however, must be in the hands of the Electoral Officer by 12 noon on Saturday 12 October 2019, by delivering to the Special Vote Polling Booth at the Council office in Seymour Street, Blenheim, or posting to the Electoral Officer, Marlborough District Council, PO Box 443, Blenheim 7240 in sufficient time to enable delivery to the Electoral Officer by 12 noon on Saturday 12 October 2019.

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 11 October 2019. 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.

After voting closes, special vote declarations are forwarded to the Registrar 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 Marlborough District Council are being processed by council's election contractor, 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 12 October 2019).

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 12 October 2019.

It is expected that a progress result will be released by the Electoral Officer around 4.00 pm on Saturday 12 October 2019. 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 around 2.00 pm on Sunday 13 October, if not before.

Candidates will be advised of 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.marlborough.govt.nz.

There are three types of results.

1. Progress Results

Not all ordinary votes have been counted as those votes received on the last morning will still be in transit to the Electoral Officer. Progress results are expected to be available on Saturday 12 October from 2pm as reconciliations and quality assurance checks are completed. Results could change.

2. Preliminary Results

All ordinary voting papers have been received and counted, but not all special votes. These will be announced later on Saturday evening or Sunday after we receive the last ordinary voting papers that were delivered to Council offices prior to the close of voting. Results could change.

3. Official Results

All ordinary and special votes have been counted. These will be released by Thursday 17 October, once special votes are confirmed. Results are final.

Recounts and Petitions for Inquiry

A recount can be requested by a candidate within 3 working days after the public declaration of the final election results. This sometimes happens when a result is very close, i.e. less than 5-10 votes, depending on the size of the election.

A candidate must make application to the District Court along with the payment of a \$750 deposit. This is usually lodged with the court by a solicitor, so legal advice may be required. The application usually states the reason why a recount should be granted by the Judge. In recent times it has been demonstrated that just because a result is close, that is not necessarily enough of a reason for a recount.

A Petition for Inquiry can be applied for by a candidate or a minimum of 10 electors, if in their opinion the election result is incorrect or may have been compromised. This also has to be made by application to a District Court Judge upon payment of a \$750 deposit within 21 days of the official result declaration. Legal advice should be sought by anyone contemplating a Petition for Inquiry.

14. Ward Maps

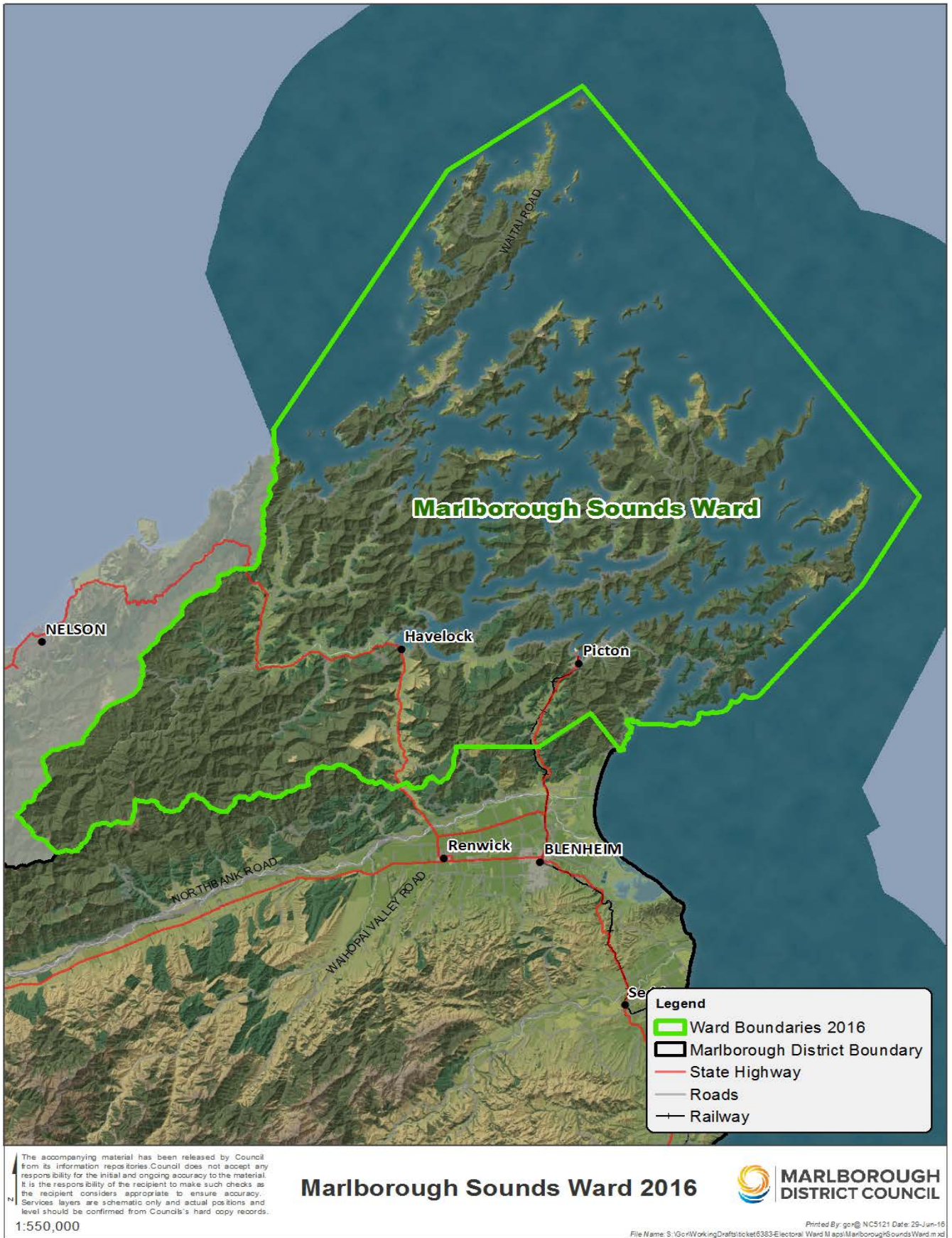
Ngā Mahere Rohe Pōti

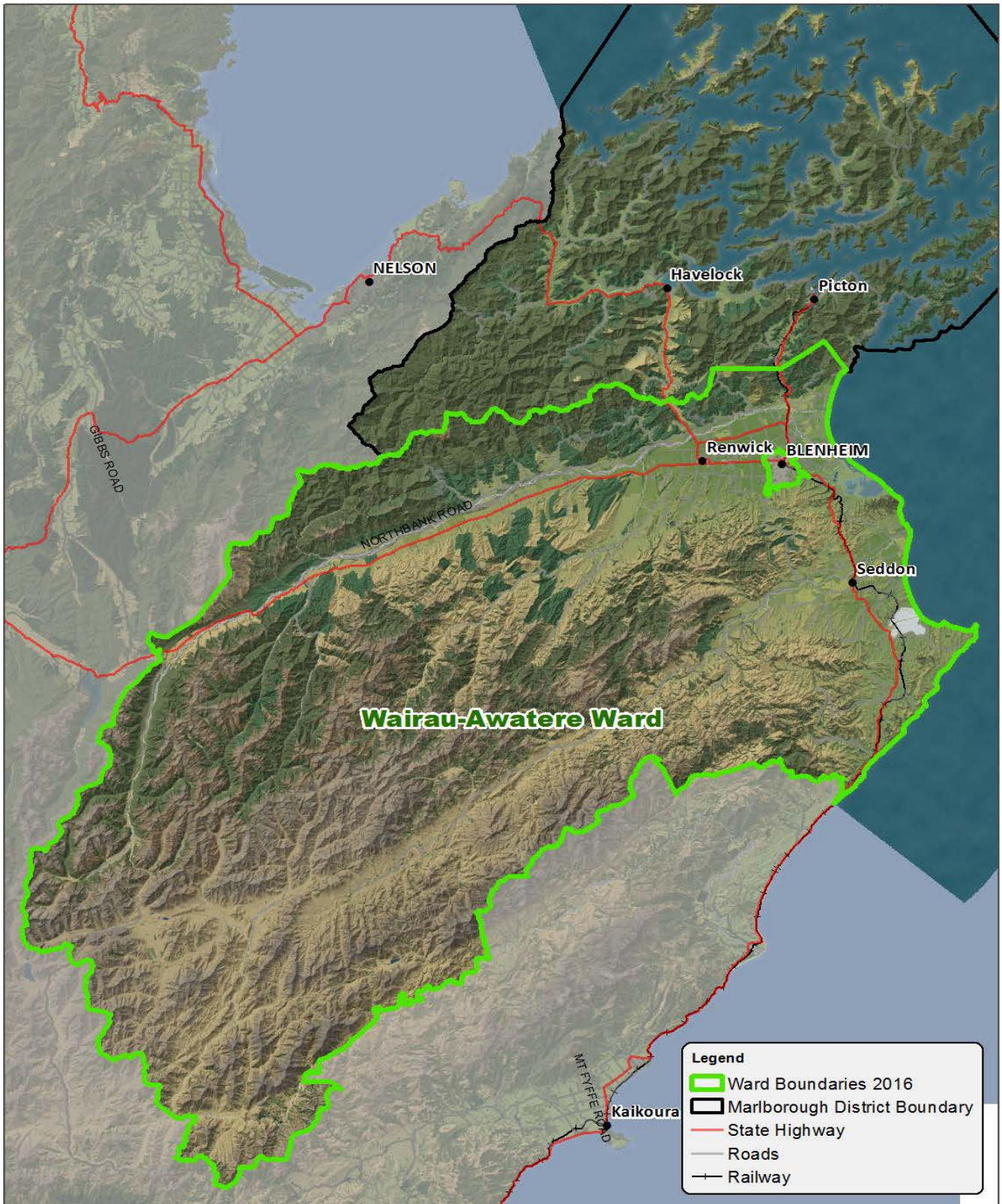
The following three maps outline the electoral wards for the 2019 elections. These were set by a determination of the Local Government Commission for both the 2016 and 2019 elections. Council will conduct its next Representation Review prior to the 2022 elections.

- Marlborough Sounds
- Wairau-Awatere
- Blenheim

Marlborough District Council's Mayor is elected at large based on the Marlborough District.

More detailed information on ward boundaries is available by contacting Mike Porter, on phone 03 520 7400, email mike.porter@marlborough.govt.nz





Legend

- Ward Boundaries 2016
- Marlborough District Boundary
- State Highway
- Roads
- + Railway

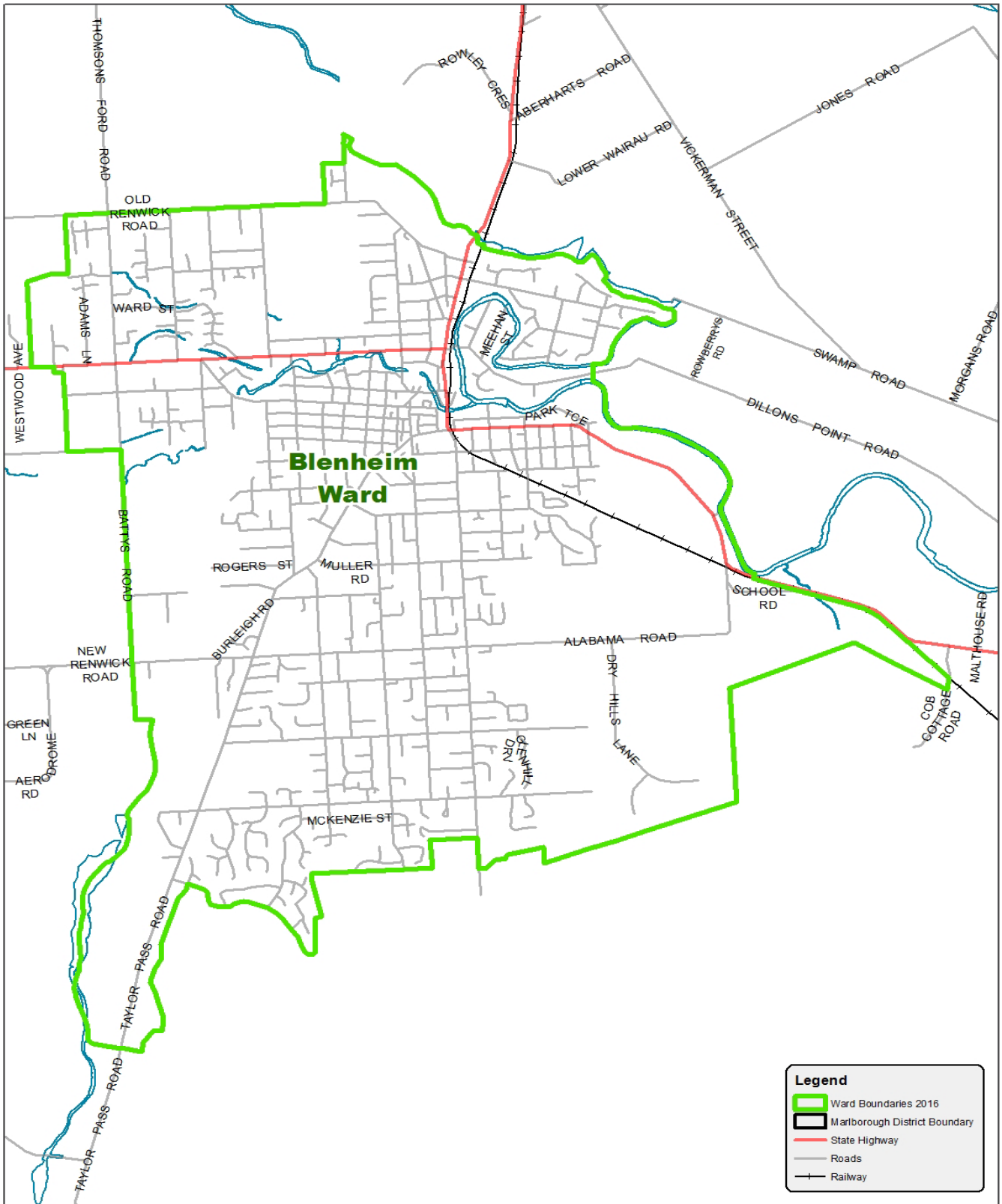
The accompanying material has been released by Council from its information repositories. Council does not accept any responsibility for the initial and ongoing accuracy to the material. It is the responsibility of the recipient to make such checks as the recipient considers appropriate to ensure accuracy. Services layers are schematic only and actual positions and level should be confirmed from Council's hard copy records.

1:700,000

Wairau-Awatere Ward 2016



Printed By: go@ NC5121 Date: 29-Jun-16
 File Name: S:\Gis\WorkingDrafts\to\ket6383\Electoral_Ward_Maps\Wairau-AwatereWard.mxd



The accompanying material has been released by Council from its information repositories. Council does not accept any responsibility for the initial and ongoing accuracy to the material. It is the responsibility of the recipient to make such checks as the recipient considers appropriate to ensure accuracy. Services layers are schematic only and actual positions and level should be confirmed from Council's hard copy records.

1:35,000

Blenheim Ward 2016



Printed By: qor@ NC5121 Date: 29-Jun-16
 File Name: S:\Gcr\WorkingDrafts\ticket6383\Electoral Ward M.spl\Blenheim Ward.mxd

Appendix 1 – Candidate Profile Statements

Local Authority Elections 2019

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 of the Local Electoral Act 2001). 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 of the Local Electoral Regulations 2001).

Candidate Profile Statement Conditions

- A CPS (Sections 61(2)(a) and (3) of the Local Electoral Act 2001 and Clause 27 of the Local Electoral Regulations 2001):
 - 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 (Section 61(2)(c) of the Local Electoral Act 2001), must be confined to information:
 - concerning the candidate or any group or organisation the candidate claims affiliation to (Section 55(4) of the Local Electoral Act 2001);
 - 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 media device or emailed to the Electoral Officer, at election@marlborough.govt.nz

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 16 August 2019 (Section 61(2)(c) of the Local Electoral Act 2001 and Clause 28 of the Local Electoral Regulations 2001).

(Refer to pages 18 and 19 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 (Sections 61(2) and (3) of the Local Electoral Act 2001), they must (Section 61(4) of the Local Electoral Act 2001), 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) of that Act 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 sections 61(2) and (3) of that Act.

It is important to note that under section 61(6) of that Act, 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 Electoral Officer 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 (Section 61 of the Local Electoral Act 2001).

Distribution of Candidate Profile Statement

Section 62 of the Local Electoral Act 2001 and Clause 29 of the Local Electoral Regulations 2001 requires the Electoral Officer to send to each elector with the voting documents, all CPS's that comply with section 61 of the Local Electoral Act 2001, 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 of the Local Electoral Act 2001 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

Appendix 2 – Return of Electoral Donations and Expenses

RETURN OF ELECTORAL DONATIONS AND EXPENSES



I

was a candidate for the following election(s) held on 12 October 2019 (*Election/Ward/Issue name*):

and make the following return of all electoral expenses incurred by me or on my behalf at the election and of all electoral donations made to me or to any person on my behalf.

Notes and Definitions of Donations and Expenses:

- 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.
- 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.
- Donations can be monetary or physical goods or services supplied or a combination thereof.
- 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.
- 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 Section A2 and the aggregated sum shown.
- If there is insufficient space provided in any section, attach a separate sheet with the additional detail.

Section A1: Candidate Donations (Anonymous)

List here details of any **anonymous** (*identity of donor is unknown to yourself or any officials engaged on your behalf*) donations that **exceed** \$1500:

Date Received	Amount	Description of Contribution	Date Paid to Electoral Officer	Amount Paid to Electoral Officer

Section A2: Candidate Donations (Other)

List here details of any other donations received that **exceed** \$1500:

Date Received	Name of Contributor	Address of Contributor	Description of Contribution	Amount

Section B: Candidate Expenses

List here details of **any** election expenses paid for (*inclusive of GST*):

Date Paid	Name of Party Paid	Description of Payment Made	Amount

Dated at (place) this day of 20

Candidate's Signature

Appendix 3 – Electoral Expenses & Donations

The following sections of the Local Electoral Act 2001 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.

Appendix 4 – 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 LEA must be appointed in writing (a model letter of appointment is attached as [Appendix 5](#))

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 12 noon Friday 11 October 2019 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.

There are three restrictions on who may be appointed as a scrutineer (Section 68(3) LEA). No person can be a scrutineer if they are:

- a candidate in the elections;
- a member or employee of any local authority or community board for which 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 Deputy/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 times that the scrutiny of the roll will take place
- that the preliminary count of voting documents will commence at 12 noon on Saturday 12 October 2019
- 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 LEA, the EO will process voting documents during the voting period. Scrutineers are prohibited under section 81 of the LEA 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 12 October 2019.

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 Scrutineers

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 year's local authority elections, the polling period commences on Friday 20 September 2019.

Scrutineers should also bring their own refreshments. The Electoral Officer will not provide meals and refreshments for scrutineers.

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.

Appendix 5 – Appointment of Scrutineers

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
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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 11 October 2019).
 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.

Appendix 6 – Election Offences

The Local Electoral Act 2001 includes provisions relating to offences at elections. In particular, candidates are asked to note the following legal requirements:

- Ensure all election advertising includes a proper authorisation statement. Such a statement will include your name (or your agent's name) and the street address for the appropriate place of residence or business. A website or postal address does not suffice.
- Do not interfere or try to influence anyone who is about to vote. Do not offer to collect, post or deliver to the Council completed voting papers from any other elector.
- Do not give, as part of your campaign, any gift or item of value to any other person. An item of value is anything you would expect to pay for and typically may be useful to the recipient other than as election literature. Examples of such items in the lower value category might include pens, biros, message or note pads, rulers, fridge magnets, key-chains and the like.
- Do not, as part of your campaign, provide anyone with anything they can eat or drink, or with any entertainment or other provision. However, light refreshments provided after any meeting relating to an election does not amount to treating, but such light refreshments probably should not include alcoholic drinks.

The electoral process in New Zealand is jealously guarded and electoral law is written in such a way so as to reinforce this through prescribing high standards for electoral behaviour.

The penalties for election offences differ. For unauthorised advertisements, the penalty is a fine up to \$1,000. Other offences could result in a larger fine or imprisonment and, in some cases, loss of office as an elected member.

If the Electoral Officer receives any formal complaint about an offence, or become aware of an offence, the matter will be referred the matter to the Police, as required by the Local

Electoral Act 2001. The Electoral Officer generally does not have discretion to refuse to report offences.

Information on advertising and election offences is set out in full below, or in other parts of this handbook for advertising, donations and expenses. The detailed law is a little complex in some instances, so the statements presented above are a simplification of the law and should not be regarded as a substitute for reading the statutory provisions.

Candidates are requested to read the following sections of the Act carefully and to ensure that there is no infringement of these provisions either prior to or during the election:

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.