



PUKA ARATOHU KAITONO 2022 2022 CANDIDATE INFORMATION HANDBOOK

PŌTITANGA Ā-ROHE
TE KAUNIHĒRA O PAPAIOEA
PALMERSTON NORTH CITY COUNCIL
LOCAL ELECTIONS

*Prepared by Independent Election Services Ltd for the
Local Government Elections - Saturday, 8 October 2022*

COVID-19

Council facilities/locations mentioned in this handbook are subject to any COVID-19 restrictions in place at the time.

Should any COVID-19 restrictions be in place, refer to the council's website - www.pncc.govt.nz.



Information contained in this handbook may be subject to change as a result of any COVID-19 restrictions.

Disclaimer: Every effort has been made to ensure that the information contained in this handbook is accurate and consistent with the Local Electoral Act 2001. Palmerston North City Council takes no responsibility for any errors or omissions. It is recommended that candidates obtain a full copy of the Act, which is available online at www.legislation.govt.nz

May 2022

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Tirohanga whānui - Overview

This handbook provides information which may be of interest to you as a candidate in the 2022 local government elections.

More information specific to Palmerston North City Council's current work programme and financial position is included in the council's pre-election report, available in July 2022 at www.pncc.govt.nz

The triennial elections of elected members to Palmerston North City Council are being conducted by postal vote concluding at midday on Saturday 8 October 2022.

The elections will be conducted under the provisions of the Local Electoral Act 2001 and the Local Electoral Regulations 2001. In addition some provisions of the Local Government Act 2002 and the Local Authorities (Members' Interest) Act 1968 may apply.

Key dates for a candidate

Nominations open	Friday 15 July 2022
Nominations close	Midday, Friday 12 August 2022
Delivery of voting documents	From Friday 16 September 2022
Appointment of scrutineers	By midday, Friday 7 October 2022
Close of voting	Midday, Saturday 8 October 2022
Progress results available	As soon as practicable after close of voting, Saturday 8 October 2022
Preliminary results available	By midday, Sunday 9 October 2022
Official declaration of results	Thursday 13 October 2022
Return of electoral donations & expenses form	By Friday 9 December 2022

Contact us

Electoral Officer:

Dale Ofoske, Independent Election Services Ltd
Level 2, 198 Federal Street, Auckland 1010
PO Box 5135, Victoria Street West, Auckland 1142
Phone - 0800 922 822
Email - dale.ofoske@electionservices.co.nz
Website - www.electionservices.co.nz

Deputy Electoral Officer:

Hannah White, Democracy & Governance Manager
Palmerston North City Council
Te Marae o Hine – 32 The Square, Palmerston North
Private Bag 11034, Palmerston North 4442
Phone - 06 356 8199
Email - hannah.white@pncc.govt.nz
Website - www.pncc.govt.nz

Elections required

Elections will be held for:

- mayor
- councillors
- Manawatū-Wanganui Regional Council members

No District Health Board elections will be held in 2022.

Palmerston North City Council area is divided into two city-wide wards, these being:

Ward	Councillors	Resident electors
Te Pūao Māori	2	4,794
Te Hirawanui General	13	56,165
	15	60,959

Number of Electors as at 31 January 2022

The Manawatū-Wanganui Regional Council (known as Horizons Regional Council) is divided into six general constituencies and two Māori constituencies. These are:

Constituency	Members	Resident electors
General		
Ruapehu	1	35,787
Whanganui	2	36,184
Manawatū-Rangitikei	2	97,309
Palmerston North	4	56,165
Horowhenua	2	36,184
Tararua	1	
	12	195,124
Māori		
Raki	1	11,714
Tonga	1	12,081
	2	36,127
TOTAL	14	231,251

Number of electors as at 31 January 2022

Note 1: The Palmerston North General Constituency covers all of Palmerston North City Council area.

Note 2: The Tonga Māori Constituency covers all of Palmerston North City Council area.

Whārangī meka - Fact Sheet

Triennial Election

Palmerston North City Council

8 October 2022



What does Council do?

The City Council meets regularly to make many decisions that impact the day-to-day lives of people in Palmerston North. The Council governs a wide range of local services including roads, water systems, rubbish collection, libraries, parks, community centres, dog registration, community and economic development, and city planning.

Background

Local government triennial elections are being held by postal vote on Saturday 8 October 2022 and will be undertaken by Election Services, under contract to the Palmerston North City Council.

The single transferable voting (STV) electoral system will be used for the Palmerston North City Council elections, and the first past the post (FPP) electoral system will be used for the Horizons Regional Council election.

Key dates

Nominations open	Friday 15 July
Nominations close	Midday, Friday 12 August
Delivery of voting packs	from Friday 16 September
Close of voting	Midday, Saturday 8 October
Official results announced	Thursday 13 October

Who is being elected?

Following the decision to establish Māori wards in 2020, Palmerston North City Council undertook a representation arrangements review (review of wards, boundaries, number of elected members etc).

Elections will be required for the following positions:

- Mayor (elected 'at large')
- Councillors (15)
 - Te Pūao Māori Ward (2 councillors city-wide)
 - Te Hirawanui General Ward (13 councillors city-wide)
- Manawatū-Wanganui (Horizons) Regional Council Members (4 members from the Palmerston North General Constituency or 1 member from the Tonga Māori Constituency).

How can I be nominated?

Nominations for these positions will open on Friday 15 July 2022 and close at midday on Friday 12 August 2022.

Nomination papers will be available during this period:

- from the Civic Administration Building, Palmerston North City Council, Te Marae o Hine – 32 The Square, Palmerston North;
- by accessing www.pncc.govt.nz;
- by telephoning the electoral office on 0800 922 822.

To be eligible to stand for election, a candidate must be:

- a New Zealand citizen (by birth or naturalisation ceremony); and
- enrolled as a Parliamentary elector (anywhere in New Zealand); and
- nominated by two electors whose names appear on the electoral roll within the respective area that a candidate is standing for.

A detailed candidate information handbook will be available from May 2022.

Who can vote?

Those eligible to vote are all resident electors and non-resident ratepayer electors whose names appear

on the electoral roll when it closes on Friday 12 August 2022. The Preliminary Electoral Roll will be available for public inspection from Friday 15 July 2022 to Friday 12 August 2022 at the following locations:

- Civic Administration Building, Palmerston North City Council, 32 The Square, Palmerston North;
- Central Library, 4 The Square (in the New Zealand and Pacific Room);
- Libraries at Ashhurst, Te Pātikitiki, Roslyn, Awapuni, Linton and Mobile Library.

Resident Roll: All parliamentary electors, including those on the Māori Electoral Roll, are automatically enrolled on the Resident Roll, at the address where they live.

Any alterations to the Resident Roll (e.g. change of address details, including new postal addresses) should be made by:

- completing the appropriate form at any postal agency;
- phoning 0800 ENROLNOW (0800 36 76 56)
- accessing the Electoral Commission website on www.vote.nz

Ratepayer Roll: If a person is on the parliamentary roll in one area and pays rates on a property in another area, this person may be eligible to be enrolled on the non-resident ratepayer roll. A firm, company, corporation or society paying rates on a property may nominate one of its members or officers as a ratepayer elector (provided the nominated person resides outside the area). Ratepayer Roll enrolment forms are available at www.pncc.govt.nz, or by phoning 0800 922 822.

All electors will be able to vote for the Mayor and in addition:

- those electors on the Māori electoral roll will be able to vote for the Māori ward councillors;
- those electors on the general electoral roll will be able to vote for the general ward councillors.

How to vote

Voting packs will be sent out in the mail to all those who have enrolled from Friday 16 September 2022.

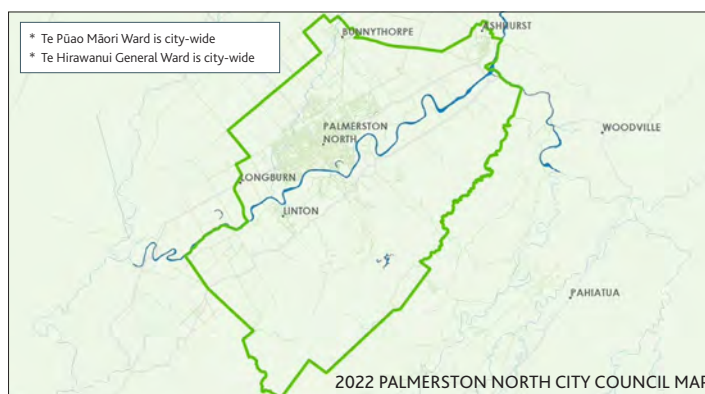
The voting period is three weeks (Friday 16 September

2022 to midday Saturday 8 October 2022). Electors may post their completed voting documents back to the electoral officer using the orange pre-paid envelope sent with their voting document.

A polling place for the issuing of special voting documents and for the receiving of completed voting documents will be available from Friday 16 September 2022 to midday Saturday 8 October 2022 at the Civic Administration Building, Palmerston North City Council, Te Marae o Hine - 32 The Square, Palmerston North.

To be counted, all completed voting documents must be in the hands of the electoral officer or an electoral official by midday Saturday 8 October 2022.

Progress results will be announced early afternoon on election day. Preliminary results will be known early on Sunday morning, 9 October 2022, and final results will be known on Thursday 13 October 2022, all accessible on Council's website: www.pncc.govt.nz



Contact us

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Wātaka - Timetable

Triennial Election

Palmerston North City Council

8 October 2022



Saturday 8 October 2022

Wednesday 2 March - Saturday 30 April 2022	Ratepayer roll enrolment confirmation forms sent [Reg 16, LER]
Wednesday 2 March - Wednesday 6 July 2022	Preparation of ratepayer roll [Reg 10, LER]
May 2022	National ratepayer roll qualifications and procedures campaign [Sec 39, LEA]
Friday 1 July 2022	Electoral Commission's enrolment update campaign commences
Wednesday 13 July 2022	Public notice of election, calling for nominations, rolls open for inspection [Sec 42, 52, 53, LEA]
Friday 15 July 2022	Nominations open / roll open for inspection [Sec 42, LEA]
Friday 12 August 2022	Nominations close (midday) / roll closes [Sec 5, 42, 55 LEA, Reg 21, LER]
Wednesday 17 August 2022	Public notice of day of election, candidates' names [Sec 65, LEA]
by Monday 12 September 2022	Electoral officer certifies final electoral roll [Sec 51, LEA, Reg 22, LER]
Friday 16 September - Wednesday 21 September 2022	Delivery of voting documents [Reg 51, LER]
Friday 16 September - Saturday 8 October 2022	Progressive roll scrutiny [Sec 83, LEA] Special voting period [Sec 5 LEA, Reg 35, LER] Early processing period [Sec 80, LEA]
by Friday 7 October 2022	Appointment of scrutineers (midday) [Sec 68, LEA]
Saturday 8 October 2022	Election day [Sec 10, LEA] Close of voting (midday) [Sec 84, LEA] Progress and preliminary results available as soon as practicable after close of voting [Sec 85, LEA]
Saturday 8 October (pm) - Thursday 13 October 2022	Official count [Sec 84, LEA]
Thursday 13 October - Wednesday 19 October 2022	Declaration of result/public notice of declaration [Sec 86, LEA]
by Friday 9 December 2022	Return of electoral donations & expenses form [Sec 112A, LEA]

LEA = Local Electoral Act 2001

LER = Local Electoral Regulations 2001



Key message

The electoral principles contained in section 4 of the Local Electoral Act 2001 are outlined below for candidate information. These principles must be taken into account in the conduct of any election or poll.

Principles

(1) The principles that this Act is designed to implement are the following:

- a. fair and effective representation for individuals and communities
 - aa. representative and substantial electoral participation in local elections and polls
- b. all qualified persons have a reasonable and equal opportunity to:
 - i. cast an informed vote;
 - ii. nominate 1 or more candidates;
 - iii. accept nomination as a candidate.

c. public confidence in, and public understanding of, local electoral processes through:

- i. the provision of a regular election cycle;
- ii. the provision of elections that are managed independently from the elected body;
- iii. protection of the freedom of choice of voters and the secrecy of the vote;
- iv. the provision of transparent electoral systems and voting methods and the adoption of procedures that produce certainty in electoral outcomes;
- v. the provision of impartial mechanisms for resolving disputed elections and polls.

(2) Local authorities, electoral officers, and other electoral officials must, in making decisions under this Act or any other enactment, take into account those principles specified in subsection (1) that are applicable (if any), so far as is practicable in the circumstances.

(3) This section does not override any other provision in this Act or any other enactment.

Key message

There are two electoral systems used for local government elections. These are:

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

Organisations using the STV electoral system are:

- Palmerston North City Council

Organisations using the FPP electoral system are:

- Manawatū-Wanganui Regional Council (known as Horizons Regional Council)

Understanding STV

For information on understanding how the STV electoral system works, refer to the Department of Internal Affairs website www.stv.govt.nz

A comprehensive explanation on the New Zealand method of counting STV votes is found in Schedule 1A, Local Electoral Regulations 2001.

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. "1" next to the name of the candidate most preferred, "2" next to the name of the candidate next preferred and so on;
- 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;
- 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 third preferences, and so on;

- if insufficient candidates reach the quota after the first preferences are allocated and after 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.

Understanding FPP

When you vote in an FPP election, you tick the name of the candidate(s) you most prefer, up to the number of vacancies.

When the votes are counted, the candidate(s) with the most votes is/are elected.

For example if there is one vacancy, you can vote for one candidate only. If there are three vacancies, you can vote for up to three candidates.

Māraurau kaitono - Candidate eligibility



Key message

A candidate for the Palmerston North City Council must be:

- a New Zealand citizen (by birth or naturalisation ceremony); and
- enrolled as a parliamentary elector (anywhere in New Zealand); [Section 25, Local Electoral Act 2001] and
- nominated by two electors whose names appear on the electoral roll within the respective area that a candidate is standing for.
- For example, a person standing for Te Pūao Māori Ward must be a New Zealand citizen, a parliamentary elector (from either the Māori or general electoral roll) and nominated by two electors whose names appear on the Māori electoral roll within the Māori ward. Similarly, a person standing for Te Hirawanui General ward must be a New Zealand citizen, a parliamentary elector (from either the Māori or general electoral roll) and nominated by two electors whose names appear on the general electoral roll within the general ward.

Candidate restrictions

Restrictions on a candidate for the Palmerston North City Council are:

- a candidate may seek nomination for mayor and council but if elected to both, the mayoral position is filled and the councillor position is vacated with the next highest polling candidate elected.
- a candidate may seek nomination for mayor and council but cannot also seek nomination for Horizons Regional Council i.e. a candidate may stand for the Palmerston North City Council or Horizons Regional Council, but not both. [Section 58 Local Electoral Act 2001].
- a candidate for mayor or council (or candidate's spouse) cannot be a person concerned or interested in contracts over \$25,000 with the Palmerston North City Council [Section 3(1) Local Authorities (Members' Interests) Act 1968]. This restriction may be waived, and it is recommended that advice from Audit New Zealand is sought.
- an employee of the Palmerston North City Council who is elected as mayor or councillor must resign from their position as an employee of the Palmerston North City Council before taking up their position. An employee will need to alert their manager of the intention to stand for office prior to any nomination being lodged.
[Section 41(5) Local Government Act 2002].

Key message

Nominations open on Friday 15 July 2022 and close at midday, Friday 12 August 2022.

Availability of nomination papers

An abridged public notice calling for nominations will appear in the Manawatū Standard on Wednesday 13 July 2022. A full public notice calling for nominations will be placed on Council's website on Wednesday 13 July 2022.

Each nomination must be made on the appropriate official nomination paper. A separate nomination paper is required for each position and these are available from 15 July 2022 from the following places:

- from Council's website www.pncc.govt.nz
- Civic Administration Building
Te Marae o Hine – 32 The Square,
Palmerston North;
- by phoning 0800 922 822 or (06) 356 8199;

Nomination papers for Horizons Regional Council are also available from 15 July 2022 from:

- by accessing www.horizons.govt.nz
- Horizons Regional Council, Regional House,
11-15 Victoria Avenue, Palmerston North;
- Civic Administration Building
Te Marae o Hine – 32 The Square,
Palmerston North;
- by phoning Horizons Regional Council on
freephone 0508 800 800, or (06) 9522 800

Candidate profile statement

Every candidate may provide the electoral officer with a candidate profile statement with their nomination. This statement must not exceed 150 words and can contain information about the candidate, their qualifications and skills applicable to the position for which they are standing and their policies/intentions if elected to office.

The candidate profile statement must be true and accurate and the electoral officer is not required to verify or investigate any information included in this statement.

The profile may include a recent passport-sized colour photograph.

Candidate profile statements will be printed in plain text, without formatting ie:

- no bullet points;
- no bold or underlining;
- no italics;
- no quote marks.

These will be included with the voting document sent to each elector by the electoral officer, as well as being placed on the council's website.

Note that any spelling or grammatical errors will not be corrected, and candidates are therefore reminded to check their candidate profile statement prior to submitting their nomination.

The candidate profile statement may be submitted in both English and Māori (maximum 150 words in either language) but the information contained in each language must be substantially consistent with the information contained in the other.

Should all or part of a candidate profile statement be provided in a language other than English or Māori, it must not exceed 150 words in total. Any language other than English or Māori is required to be provided in an electronic graphic file. As an example, a candidate could submit a candidate profile statement consisting of say 50 words in English, 50 words in Samoan and 50 words in Tongan. The total number of words cannot exceed 150.

If submitting an electronic graphic file containing other languages, the specifications (from the printer) are: all translations must be supplied as a single image. If there is more than one language translated, then these are to be all supplied together in a single image.

The image file to be supplied must meet the following criteria:

- PNG format;
- black and white;
- 600 dpi;
- maximum file size 400kB;
- the image being 1300 pixels high and 2000 pixels wide.

Candidates are also required to submit with their candidate profile statement the following information:

- i. whether or not the candidate's principal place of residence (where the candidate is registered as a parliamentary elector) is/is not in the area the candidate is seeking election for [Section 61(2)(ca) Local Electoral Act 2001]; and
- ii. each position the candidate is seeking election for (e.g. mayor, council) [Section 61(2)(cb) Local Electoral Act 2001].

Section 61 of the Local Electoral Act 2001 states the following:

- (1) Every candidate may, provide to the electoral officer a candidate profile statement that complies with subsection (2) and, if applicable, subsection (3).
- (2) A candidate profile statement -
 - a. if -
 - i. in English or Māori or both, must not exceed 150 words in each of the languages used in the statement;
 - ii. in a language other than English or Māori, must not exceed 150 words, or the equivalent, if the language uses symbols rather than words (including any translation of those words into another language provided by the candidate); and
 - b. must be provided to the electoral officer together with the nomination paper and other things referred to in section 55(2)(f); and
 - c. must be confined to information concerning the candidate (including any group or organisation with which the candidate claims under section 55(4) to be affiliated, or their status as an independent candidate, and the candidate's contact details), and the candidate's policies and intentions if elected to office; and

- ca. must state whether or not the candidate's principal place of residence, being the address in respect of which the candidate is registered as a parliamentary elector, is in the local government area for which the candidate seeks election (for example, either "My principal place of residence is in the Lambton Community board" or "My principal place of residence is not in the Lambton Community board"); and
- cb. if the candidate is seeking election to any other positions in elections to which this Act applies (under section 7), must specify each position and state that the candidate is seeking to be elected to the positions; and
- d. must comply with any prescribed requirements; and
- e. may include a recent photograph of the candidate alone.

- (2A) The information required by subsection (2)(ca) and (cb) does not count for the purposes of the word limit under subsection (2)(a).
- (3) If a candidate profile statement is submitted in Māori and English, the information contained in each language must be substantially consistent with the information contained in the other language.
- (4) If the electoral officer is not satisfied that a candidate profile statement complies with subsection (2) or, if applicable, subsection (3), the electoral officer must, as soon as practicable, return the statement to the candidate and must—
 - a. specify the concerns of the electoral officer and the reasons for those concerns; and
 - b. unless the candidate profile statement does not comply with subsection (2)(b), specify a period, which must not be less than 3 days from the date of return of the statement, during which the candidate may submit an amended candidate profile statement to the electoral officer.
- (5) A candidate is to be treated as having failed to provide a candidate profile statement, if subsection (4)(b) applies to the candidate and the candidate—
 - a. fails to submit an amended candidate profile statement within the period specified in subsection (4)(b); or
 - b. submits an amended candidate profile statement that, in the opinion of the electoral officer, does not comply with subsection (2) or, if applicable, subsection (3).
- (6) An electoral officer -
 - a. is not required to verify or investigate any information included in a candidate profile statement;
 - b. may include, in or with any candidate profile statement that is published, displayed, or distributed, any disclaimer concerning the accuracy of the information contained in the statement that the electoral officer considers

appropriate;

- c. is not liable in respect of -
- i. any statement contained in or omitted from the candidate profile statement or the work of a translator prudently selected by the electoral officer; or
- the exercise of the powers and functions conferred on the electoral officer by this section.

as 'Independent' or leave as blank (if left blank, nothing will show alongside the name on the voting document).

A candidate claiming a specific affiliation must supply with their nomination paper an authority to adopt the affiliation for the organisation or group concerned (i.e. letter of consent to use the affiliation from the organisation or group). This is a safety measure to avoid any illegal adoption of affiliations.

Completion of nomination paper

Each nomination paper must have the consent of the candidate and be nominated by two electors whose names appear on the electoral roll for the district or subdivision of the district (e.g. if a person wishes to stand for election to Te Pūao Māori Ward, then that person must be nominated by two electors whose names appear on the Māori electoral roll within the Palmerston North City Council area).

If a candidate is unable to sign the nomination paper (e.g. absent overseas), a letter of consent signed by the candidate is acceptable to attach to the nomination paper.

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.

Once lodged, a nomination paper is available for public inspection at the electoral office. Candidate details not identified as confidential (e.g. mobile phone number) are made available to the media, placed on websites etc.

Affiliation

The nomination paper provides for a candidate to have an affiliation. An affiliation is described in section 57(3) of the Local Electoral Act 2001 as 'an endorsement by any organisation or group (whether incorporated or unincorporated).'

Individual candidates, not part of an organisation or group, may wish to nominate their affiliation

Affiliations that will not be accepted are ones:

- that might cause offence or
- are likely to confuse or mislead electors or
- are election slogans rather than the name of an organisation or group.

Should an affiliation be rejected for any of the above reasons, section 57(3) of the Local Electoral Act 2001 sets out a process for the electoral officer and candidate to follow. Should agreement not be reached, no affiliation will appear on voting documents.

Affiliations are not able to be 'pre-registered' with the electoral officer, before a nomination is lodged.

Return of nomination paper

Completed nomination papers for Palmerston North City Council can be lodged in person at:

- Civic Administration Building
Te Marae o Hine – 32 The Square,
Palmerston North;

emailed to:

nominations@electionservices.co.nz

or posted to:

The Electoral Officer
Palmerston North City Council
C/- Independent Election Services Ltd
PO Box 5135
Victoria Street West
Auckland 1142

in time to be received no later than midday, Friday 12 August 2022.

All nomination material:

- nomination paper;
- candidate profile statement [if provided];
- candidate photo [if provided];
- nomination deposit;
- evidence of NZ citizenship;
- letter endorsing affiliation [if applicable];

is required to be lodged together.

[Section 55(2)(f) Local Electoral Act 2001].

A receipt will be issued to acknowledge that a nomination has been received. **This receipt does not constitute an acknowledgment that the nomination paper is in order.**

Once lodged, nomination papers are checked to ensure the candidate's name appears on a Parliamentary Roll and the nominators are two electors whose names appear on the respective electoral roll for the city.

Each nomination paper lodged requires a deposit of \$200 (inclusive of GST). This is refunded if the candidate polls greater than 25% of the final quota as determined at the last iteration (for STV elections), or greater than 25% of the lowest successful candidate (for FPP elections).

Payment of the nomination deposit can be made by electronic bank transfer, eftpos or cash. Evidence of an electronic bank transfer will be required to accompany the nomination.

Electronic bank payment details are:

Account name: Independent Election Services Ltd
Bank: ANZ
Account number: 01 0102 0437238 00
Particulars: your initials and surname
Code: PNCC
Reference: Nomination

Cheques are not accepted.

The lodgement of nomination papers should not be left to the last minute. Should a nomination paper be lodged late on the morning nominations close, and be incorrectly completed or ineligible nominators are provided, there may be insufficient time to correct the situation and the nomination paper could be invalidated.

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

Nominations can be returned by mail, but should these be received by the electoral officer or electoral official after the close of nominations, the nomination is invalid.

Cancellation of nomination

A candidate is able to withdraw their nomination up until the close of nominations (midday, Friday 12 August 2022). After the close of nominations, a candidate is not able to withdraw their nomination. [Section 69, Local Electoral Act 2001].

However, should a candidate become incapacitated after the close of nominations but before the close of voting, application may be made for the cancellation of the nomination of a candidate.

'Incapacitated' means that a candidate, because they are suffering from a serious illness or has sustained a serious injury, would be unlikely to be capable of performing the functions and duties of office if elected to office. [Section 69(7) Local Electoral Act 2001].

An application for the cancellation of the nomination of a candidate must be made to the electoral officer by submitting a prescribed form (available from the electoral office) together with a medical certificate.

Key message

People interested in standing for election are invited to attend a candidate information briefing to hear about the electoral process (the do's and don'ts), responsibilities and expectations if elected etc.

Briefing dates

LOCATION:

Wharewairua Mererikiriki, Tanenuiarangi Manawatū Inc
140-148 Maxwells Line
Palmerston North

DATE: Wednesday, 6 July
TIME: 6pm

LOCATION:

Palmerston North Central Library
Te Marae o Hine, The Square

DATE: Friday, 8 July
TIME: 6pm

The candidate information briefing is being held to provide an opportunity for those members of the public who are considering standing for office to find out:

- how the organisations are structured
- the skills required, the role and responsibilities of elected representatives
- matters pertaining to the elections (eligibility, nominations, timetable, induction process, remuneration etc).

Registration to attend is not required.

For further information, contact Hannah White, Democracy & Governance Manager on (06) 356 8199

Key message

Election campaigning can commence anytime and may continue up to and including election day. However there are certain constraints candidates need to be aware of.

Election signs are permitted on private property, provided landowner permission is given.

Election signs are not permitted on council roads or state highways (or the road and highway reserves).

All signs must be erected in a stable fashion, not being a hazard to public or traffic safety. Council policy on election signs is detailed on page 28-30 of this handbook.

It is the responsibility of the candidates to remove their own signage within a week of the election.

Campaigning

Election material cannot contain:

- any untrue statement defamatory of any candidate (e.g. under the Defamation Act 1992);
- an imitation voting document 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 documents should not be collected from electors by candidates or their assistants. Each elector should post or deliver their own voting document to the electoral officer. This also applies to rest homes and hospitals - voting documents should not be collected from elderly or infirm electors by candidates or their assistants.

Use of council resources

Candidates are not permitted to use council resources for campaigning purposes. Council resources include, but are not limited to, the council's logo, crest or branding, website, Facebook page, Twitter account, any other forms of social media, tablets, computers, ipads, email, mobile phones, faxes, stationery, photocopiers, printers, stamps, cars, meeting rooms and venues (except those available for public hire). This applies to either sitting members, council staff or other candidates in any context that could reasonably be construed as campaigning for elections.

Social media

Social media can be a useful tool for candidates for campaigning purposes and electioneering.

Council's Social media channels are council resources and must remain politically neutral at all times.

Council will promote elections and the importance of voting but will not associate these posts with any candidates.

Council social media accounts will not follow any candidates.

Council's social media accounts 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 will be monitored and any campaign related or electioneering content (including posts relating to candidacy) will be removed immediately.

Candidates should be aware that election advertising, using any media, including social media, must identify the true name of the person under whose authority they have been produced [Section 113, Local Electoral Act 2001]. This may be details of the candidate or their agent, and may be included on a

profile picture, or within the bio section of a page. For example: 'All content/images contained on this social media page/ channel are authorised by [name], [contact details]'.

Offences

Candidates should be aware that it is an offence (carrying a fine of up to \$5,000, if convicted) to interfere in any way with an elector with the intention of influencing or advising that elector as to how they should vote. Candidates and their assistants should be mindful of this particularly if campaigning occurs in rest homes or hospitals.

Election offences are detailed for your information on page 39 of this handbook. Please refer to them for your own protection.

Election advertising

Election advertising, using any media, must show an authorisation statement. This statement must include:

- the true name of the person under whose authority they have been produced; and
- the contact details of the person whose authority they have been produced. [Section 113, Local Electoral Act].

This includes election advertising on signs, in newspapers, on flyers and posters, on a vehicle and on election websites.

Relevant criteria as contained in the Local Electoral Act 2001 are:

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 and contact details of the person or person for whom or at whose direction it is published.*
- (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 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 and contact details of the person or persons for whom or at whose direction it is published; 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 willfully contravenes subsection (1) commits an offence and is liable on conviction to a fine not exceeding \$1,000.
- (7) In this section, contact details means 1 or more of the following:
 - a. a residential or business address:
 - b. an email address:
 - c. a post office box number:
 - d. a phone number:
 - e. a link to a page on an Internet site, if the page contains 1 or more of the contact details specified in paragraphs (a) to (d).*

* Sections 113 (2)(b), (4)(b)(i) and (7) were amended by the Local Electoral (Advertising) Amendment Act 2022. Different types of contact details are now permissible in electoral advertising (previously only physical address).

Key message

Candidates need to be aware to keep a record of all donations received and expenses incurred in their election campaign. Election expenditure limits will apply, these depending on the population size of the area of the election the candidate is standing for.

Every candidate must, by law, complete an Electoral Donations and Expenses Return declaring all donations and expenses and forwarded to the electoral office by Friday 9 December 2022.

Electoral expenses

Candidates should be aware that candidate campaign expenditure limits are applicable. This means a limit has been placed on how much a candidate may spend on their campaign, and this includes donations and joint campaigning. The maximum amount spent must not exceed the limits set out below where the election covers a population range as detailed:

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

* Plus 50 cents for each elector

[NOTE: Expenditure limits are inclusive of GST].

Electoral expenses are defined as relating to electoral activity which can comprise advertising, broadcasting or communicating material to the public (electronically or otherwise).

These electoral expenses are generally funded by the candidate and are not reimbursable from the organisation the candidate is standing for.

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

The population distribution for Palmerston North City Council (population estimates as at 30 June 2020) is:

Ward	Population
Te Pūao Māori	9,650
Te Hirawanui General	80,700
Total	90,350

source: Statistics New Zealand as at 30 June 2020

The estimated expenditure limits will apply:

Position	Population	Limit
Mayor	90,350	\$50,000
Māori Ward Councillors	9,650	\$7,000
General Ward Councillors	80,700	\$50,000

The period for which campaign expenditure limits apply is three months before election day (i.e. 8 July 2022 to 8 October 2022). However legislation further specifies that all expenses incurred before the three month period for campaign expenditure and used during the three month period, must be fairly apportioned and included in the Return of Electoral Donations and Expenses.

Where an electoral expense relates to more than one candidate, an equitable apportionment between candidates is required.

Nomination deposits, voluntary labour and election sign framework are not electoral expenses and therefore should not be included in the Return of Electoral Donations and Expenses.

Electoral donations

a. Candidate donations

A candidate donation is a donation of money, goods or services that is made for use in the candidate's campaign.

Candidate donations, and contributions to donations, of more than \$1,500 (inc GST) are required to be declared in the candidate 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.

A candidate 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;
- 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 deemed a donation:

- 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; or
- money provided by the candidate for their 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.

b. Donations made up of contributions

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

The total proceeds of a collection are treated as a donation. The person who collects the money will normally be the donor. The individuals who contribute to the collection are contributors.

If a candidate 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.

c. 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.

d. 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.

If a candidate receives an anonymous donation greater than \$1,500, they 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.

Return of Electoral Donations and Expenses

A Return of Electoral Donations and Expenses form (a copy of this is located at the rear of this handbook) is required to be supplied to the electoral officer within 55 days after the official declaration (by 9 December 2022). This can be supplied to the electoral officer within 76 days after the official declaration if a candidate is overseas when successful candidates are declared elected.

The Return of Electoral Donations and Expenses must set out —

- the details of every electoral donation 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
- the details in respect of every anonymous electoral donation received by the candidate that exceeds \$1,500; and
- details of the candidate's electoral expenses.

The details of every electoral donation are -

- the name of the donor; and
- the address of the donor; and
- the amount of the donation or in the case of aggregated donations, the total amount of the donations; and
- the date the donation was received or, in the case of aggregated donations, the date that each donation was received.

The details of every anonymous donation exceeding \$1,500 are —

- the date the donation was received; and

- the amount of the donation; and
- the amount paid to the electoral officer and the date the payment was made.

With respect to electoral expenses, the return must set out separately the name and description of every person or body of persons to whom or which any sum was paid, and the reason for which it was paid. Sums paid in excess of \$200 (GST inclusive) must be vouched for by an invoice or a bill and a receipt.

Candidates are advised to retain all invoices and receipts relating to electoral expenses should these be required in the event of a challenge. They should not be submitted with the return.

Once the Return of Electoral Donations and Expenses forms have been received by the electoral officer they become public documents and are to be kept for a public inspection period of seven years. During this period, the returns:

- are placed on council's website;
- can be inspected by any person;
- copies can be made available if requested.

This is a requirement under section 112F of the Local Electoral Act 2001.

Relevant legislation

Relevant definitions as contained in the Local Electoral Act 2001 are:

Subpart 1—Electoral donations

103A Interpretation:

In this subpart and subpart 3, unless the context otherwise requires,—

anonymous, in relation to an electoral donation, means a donation that is 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

contribution means any thing (being money or the equivalent of money or goods or services or a combination of those things) that makes up a donation or is included in a donation or has been used to wholly or partly fund a donation, and that—

- does not know the identity of the donor; and
 - to the donor; or
 - to a person who was required or expected to pass on all or any of its amount or value to the donor, whether directly or indirectly (for example, through one or more intermediaries, trustees, or nominees); and
- would have been a donation if it had been given directly to the candidate; and
- was given in the knowledge or expectation (whether by reference to a trust, an agreement, or an understanding) that it would be wholly or partly applied to make up, or to be included in, or to fund, a donation

contributor means a person who makes a contribution and who immediately before making the contribution—

- beneficially holds any money, or the equivalent of money, or any goods that make up the contribution or are included in the contribution; or
- provides any services that make up the contribution or are included in the contribution or pays for those services out of money that the person beneficially holds

donation funded from contributions means a donation that is made up of, includes, or is wholly or partly funded from one or more contributions

donor means a person who makes an electoral donation

electoral donation or donation means a donation (whether of money or of the equivalent of money or of goods or services or of a combination of those things) that is made to a candidate, or to any person on the candidate's behalf, for use in the candidate's campaign for election and—

- includes,—
 - where goods or services are provided to a candidate, or to any person on the candidate's behalf, under a contract or an arrangement at a value that is less than their reasonable market value, the latter being a value that exceeds \$300, the amount of the difference between the former value and the reasonable market value of those goods or services; and
 - where goods or services are provided by a candidate under a contract or an arrangement at a value that is more than their reasonable market value, the amount of the difference between that value and the reasonable market value of those goods or services; and

- b. excludes—
 - i. the labour of any person that is provided to a candidate free of charge by that person; and
 - ii. 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

receive, in relation to a donation, means to get a donation that has been given or sent by—

- c. the donor directly; or
- d. the donor indirectly, via a transmitter

transmitter means a person to whom a donor gives or sends a donation for transmittal to a candidate.

103B Donations and contributions include GST

All references to the amount or value of a donation or contribution are inclusive of any goods and services tax incurred by the donor or contributor in respect of the goods or services donated or contributed.

103C Donations to be transmitted to candidate

Every person, other than a candidate, to whom an electoral donation is given or sent must, within 10 working days after receiving the donation, transmit the donation to the candidate.

103D Contributors to be identified

- (1) This section applies to a donation (other than an anonymous donation) that is made up of, includes, or is wholly or partly funded from one or more contributions.
- (2) If this section applies to a donation, the donor must, at the time of making the donation, disclose—
 - a. the fact that the donation is funded from contributions; and
 - b. the following information about any contribution that, either on its own or when aggregated with other contributions made by the same contributor to the donation, exceeds \$1,500 in sum or value:
 - i. the name of the contributor; and
 - ii. the address of the contributor; and
 - iii. the amount of the contribution or, in the case of aggregated contributions, the total amount of the aggregated contributions; and
 - c. the total of all of the amounts disclosed under paragraph (b)(iii) in relation to the donation; and
 - d. the total of all of the other contributions made in relation to the donation.

- (3) A candidate must give back to the donor the entire amount of the donation, or its entire value, if the candidate knows, or has reasonable grounds to believe, that the donor has failed to comply with subsection (2) in any respect.
- (4) For the purpose of section 112A, any amount given back by a candidate under subsection (3) is taken not to have been received by the candidate.

103E Offence relating to contravention of section 103D

A donor who fails to comply with section 103D with the intention of concealing the identity of any or all of the contributors commits an offence and is liable on conviction to a fine not exceeding \$5,000.

103F Identity of donor to be disclosed by transmitter, if known

- (1) When a transmitter transmits a donation to a candidate on behalf of the donor, the transmitter must disclose to the candidate—
 - a. the fact that the donation is transmitted on behalf of the donor; and
 - b. the name and address of the donor; and
 - c. whether section 103D applies to the donation and, if so, all information disclosed by the donor under subsection (2) of that section.
- (2) Where a transmitter does not disclose, or is unable to disclose, the information required by subsection (1), then the donation must be treated as an anonymous donation.

If any person involved in the administration of the affairs of a candidate in relation to their election campaign knows the identity of the donor of an anonymous donation exceeding \$1,500, the person must disclose the identity of the donor to the candidate.

103G Offence relating to contravention of section 103F

A transmitter who fails to comply with section 103F(1) with the intention of concealing the identity of the donor or any or all of the contributors commits an offence and is liable on conviction to a fine not exceeding \$5,000.

103H Disclosure of identity of donor

If any person involved in the administration of the affairs of a candidate in relation to their election campaign knows the identity of the donor of an anonymous donation exceeding \$1,500, the person must disclose the identity of the donor to the candidate.

103I Offence relating to contravention of section 103H

A person who fails to comply with section 103H with the intention of concealing the identity of the donor commits an offence and is liable on conviction to a fine not exceeding \$5,000.

103J Anonymous donation

- (1) If an anonymous donation exceeding \$1,500 is received by a candidate in relation to an election campaign, the candidate must, within 20 working days of receiving the donation, pay to the electoral officer responsible for the conduct of the election to which that campaign relates the amount of the donation, or its value, less \$1,500.
- (2) If an anonymous donation exceeding \$1,500 is received by a candidate who is seeking election to more than one office, the candidate must—
 - a. designate one election campaign for election to one office for which the donation will be used; and
 - b. within 20 working days of receiving the donation, pay to the electoral officer responsible for the conduct of the election to which that campaign relates the amount of the donation, or its value, less \$1,500.
- (3) An electoral officer who receives an amount under subsection (1) or (2) must, within 20 working days of receiving that amount,—
 - a. issue a receipt to the candidate; and
 - b. pay the amount into the general fund of the local authority that appointed the electoral officer.

103K Offence relating to contravention of section 103J

- (1) A person who enters into an agreement, arrangement, or understanding with any other person that has the effect of circumventing section 103J(1) or (2) commits an offence and is liable on conviction to a fine not exceeding \$5,000.
- (2) A candidate who contravenes section 103J(1) or (2) commits an offence and is liable on conviction to a fine not exceeding \$5,000.

103L Records of electoral donations

- (1) A candidate must keep proper records of all donations received by him or her.
- (2) 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.

Subpart 2—Electoral expenses

104 Interpretation:

In this subpart and subpart 3,—

applicable period before the close of polling day, means the period beginning three months before the close of polling day and ending with the close of polling day

electoral activity, in relation to a candidate at an election, means an activity—

- a. that is carried out by the candidate or with the

candidate's authority; and

- b. that relates to the candidate solely in the candidate's capacity as a candidate and not to the candidate—
 - i. in their capacity as a member of the local authority or local board or community board, or as the holder of any other office; or
 - ii. in any other capacity; and
- c. that comprises –
 - i. advertising of any kind; or
 - ii. radio or television broadcasting; or
 - iii. publishing, issuing, distributing, or displaying addresses, notices, posters, pamphlets, handbills, billboards, and cards; or
 - iv. any electronic communication to the public, including (without limitation) the establishment or operation of a website or other method of communication to the public using the Internet; and
- d. that relates exclusively to the campaign for the election of the candidate; and
- e. that takes place within the applicable period before the close of polling day.

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.

population means the population, as at the day that is three months before the close of polling day, of a local government area as specified in a certificate issued in respect of that area by the Government Statistician.

105 Periods for claiming and paying expenses

- (1) No claim against a candidate, or against any agent of a candidate, in respect of any electoral expenses is recoverable unless it is sent to the candidate within 30 days after the day on which the successful candidates are declared to be elected.
- (2) All electoral expenses incurred by or on behalf of a candidate must be paid within 60 days after the day on which the successful candidates are declared to be elected.
- (3) A person who makes a payment in breach of this section commits an offence and is liable on conviction to a fine not exceeding \$5,000.

106 Procedure if claim disputed

- (1) If a candidate, in the case of a claim for electoral expenses sent in to him or her within the time allowed by this Act, disputes it, or fails to pay it within 60 days,—
 - a. the claim is a disputed claim; and
 - b. the claimant may, if they thinks fit, within a further 30 days, bring an action for the disputed claim in any court of competent jurisdiction.
- (2) Any sum paid by the candidate to satisfy the judgment or order of the court in any action referred to in subsection (1) is to be treated as paid within the time allowed by this Act.

107 Leave to pay claim after time limited

- (1) A District Court may, on the application of the claimant or the candidate, grant leave to the candidate to pay a disputed claim, or to pay a claim for any electoral expenses, even though it is sent in after the time allowed by this Act, if the court considers it in the interests of justice to grant that leave.
- (2) Any sum specified in the order granting that leave may be paid by the candidate and, when paid, is to be treated as paid within the time allowed by this Act.

108 Payments to be vouched by bill

Every payment made in respect of any electoral expenses must, except when it is less than \$200 (inclusive of goods and services tax), be vouched by—

- a. a bill stating the particulars; and
- b. a receipt.

111 Maximum amount of electoral expenses (refer to page 18 in this handbook)

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 two 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 two years, or a fine not exceeding \$10,000, if they 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 they proves that they took all reasonable steps to ensure that the electoral expenses did not exceed the relevant prescribed maximum amount.

Subpart 3—Return of electoral donations and expenses

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

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 they has been elected to office, a further fine not exceeding \$400 for every day that they continues to hold office until the return is filed.

112D Filing a false return of electoral donations and expenses

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 two years, or a fine not exceeding \$10,000, if they 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. they had no intention to misstate or conceal the facts; and
 - ii. they 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 of electoral donations and expenses 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 seven 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 one 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.

(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 willfully contravenes subsection (1) commits an offence and is liable on conviction to a fine not exceeding \$1,000.

114 Use of public money

Sections 111 and 112 do not validate any use of public money that would otherwise be unlawful.

Part 5A—Electoral advertising

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 one 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 their 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 their residence or place of business; and
 - ii. the true name of the organisation or body who has endorsed the publication of the advertisement and the address of the place of business of that organisation or body.

Key message

Council has a policy around election signs and candidates should familiarise themselves with this. It is the responsibility of the candidates to remove their own signage within a week of the election.

Council requirements

Candidates may put up electoral signs in the Palmerston North City Council area provided that they meet the following requirements:

Residential Zone Sites

- The maximum size for signs placed on properties within the Residential Zone (as shown on the District Plan maps) is 0.6 m² in area.
- The maximum height for any freestanding sign is 1.8m.
- Signs may not be placed in such a way as to cause any distraction to drivers. Generally care should be taken when placing any signs at intersections.
- Signs may be placed on residentially zoned land at any time (subject to obtaining approval from the land owner or occupier).
- No property may display more than one election sign per candidate, and one election sign per political party (not to include any reference to a candidate).

Business, Industrial, Recreation and Rural Zoned Sites

- The maximum size for signs placed on properties within the Business, Industrial, Recreation or Rural Zones (as shown on the District Plan maps) is 10.0m² in area.
- The maximum height for any freestanding sign is 1.8m.
- Signs may be placed on properties within the Business, Industrial, Recreation or Rural Zones at any time (subject to obtaining approval from the land owner or occupier).
- Signs may not be placed in such a way as to cause any distraction to drivers. Generally care should be taken when placing any signs at intersections.

- No property may display more than one election sign per candidate, and one election sign per political party (not to include any reference to a candidate).

Signs on Local Road Reserves and Other Council Property (Other than the Sign Parks)

- No signs, display materials, circulars or posters of any kind may be placed on any Council owned property or buildings, without a permit from the Council. Council property includes (but is not limited to) lamp posts, traffic islands, roadway median strips, traffic signal boxes and road reserves.

Signs on the State Highway Road Reserves

- Approval is required from the New Zealand Transport Agency for any sign placed in the road reserves of State Highways, outside the 50 km/hr speed limit.
- A permit is required from the Council for any signs placed in the road reserves of State Highways within the 50 km/hr speed limit area.

Candidate or Party Signs Advertised on Trailers or Vehicles

- Candidate or party signs that are placed on trailers or vehicles are treated as mobile signs under the Signs and Use of Public Places Bylaw. These types of signs are permitted to be parked on the road provided they meet the following criteria:
 - Sign must be no larger than 3 square metres. If it is a panel with a sign on either side, each can be up to 3 m².
 - Trailers are not to be parked in a residential zone.
 - Top of sign is not to be more than 4 metres off the ground.
 - Sign must be secured to the trailer/vehicle to prevent it blowing off in the wind. The sign must be secured in a manner that prevents it extending outside the footprint of the trailer/vehicle.

- Positioning of vehicle/trailer must meet with all Road User Rules (including Parking Regulations) and be no closer than 25m to an intersection.
- Tow bar of trailer must be positioned away from the traffic flow, i.e. next to the curb in angle parking. If trailer is parked after dark it must display a red light to the outside rear that is easily seen by oncoming vehicles. This is similar to the requirements of trucks etc.
- Trailer/vehicle must be parked so that no street/advisory signage is obscured and that there is clear line of sight for drivers. Trailers/vehicles are not to be parked on raised or painted medians or any grass berms.
- If dual axle trailers, heavy vehicles or a variation of the above is sought, then written permission must be obtained from Head of Environmental Protection Services who will consult with the Transport and Infrastructure Manager.

Breaches of the Bylaw Rules

- Where there is non-compliance with the Bylaw an officer of Council may seize and impound signs. The Council will notify the owner in writing that the signs have been impounded. If the signs are not claimed the Council may dispose of the signs as it sees fit after two months from notification that the signs were impounded.
- General Building Instructions - All signs must be designed to withstand wind and seismic loads as required by the Building Act 2004. All signs must be safe, and the safe and secure placement of signs is the responsibility of the owner.

Contacts

- For further information on signage please contact Environmental Protection Services (Customer Service) on telephone 06 356 8199 or by email eps@pncc.govt.nz.
- A copy of the bylaw can be found on councils website: <https://www.pncc.govt.nz/Council-city/Bylaws-regulations/Bylaws/Use-of-public-places>

Waka Kotahi NZ Transport Agency guidelines for managing electioneering signs on state highways

The guideline objectives are to minimise the potential for road crashes arising from drivers being distracted by indiscriminate installation of electioneering signs and to ensure consistency of application of NZTA policy on such signs with minimal involvement by NZTA.

1. On Rural State Highway Reserves [NZTA to Manage]
 - 1.1 Signs should generally be located off state highway reserves.

In exceptional circumstances only, signs may be erected within the state highway reserve with the written approval of state highway managers.
 - 1.2 For the exceptional circumstance to apply, the applicant must be able to demonstrate that all other options have been exhausted and that there is no other appropriate safe location for the sign.
 - 1.3 Signs must:
 - not be reflectorised;
 - be located generally giving consideration to visibility and traffic safety;
 - not be on or adjacent to motorways;
 - not be erected in a manner that will create distraction or danger to road users; and
 - not imitate any official traffic signs.
 - 1.4 For safety reasons, vehicle mounted signs situated on state highway reserves are not permitted.

- 1.5 To minimise staff involvement, NZTA shall:
 - act quickly on inquiries from political parties and the public;
 - instruct network consultants to inspect all state highway's for compliance every 7 to 10 days;
 - phone/fax the parties/candidates where there is non compliance, requesting action/removal within 48 hours; and
 - instruct consultants to remove the signs if there is no action after 48 hours.
- 1.6 Where any sign is erected without NZTA approval in an obviously unsafe location it must be removed immediately and stored undamaged. The party must then be advised of the storage location for retrieval at a fee of \$50 to cover NZTA costs.
2. On property adjoining rural state highways and on urban state highway reserves and adjoining property [local authorities to manage] (where urban areas relate to state highway's with speed limits of 70 km/h or less).
 - 2.1 NZTA shall refer all applicants/parties to the appropriate local authority.
 - 2.2 Although it is expected that local authorities will administer their own controls in terms of district plans, NZTA should make known its views that any signs should meet the NZTA policy requirements set out in paragraphs 1.3 and 1.4 above.
 - 2.3 Beyond appropriate liaison with local authorities to convey the above policy, NZTA shall have no other involvement with signs in these areas.

Key message

The preliminary electoral roll, containing both resident and non-resident ratepayer electors, will be available for public inspection from 15 July 2022 to 12 August 2022.

All registered electors (as at 12 August 2022) whose name is on the final electoral roll will be issued voting packs.

Resident electors

Persons are qualified to be enrolled on the Parliamentary electoral roll if they:

- are a New Zealand citizen or a permanent resident of New Zealand; and
- are 18 years of age or over; and
- have at some time resided continuously in New Zealand for one year or longer; and
- are not disqualified under the Electoral Act 1993.

Residents of the Palmerston North City Council area are enrolled automatically on the residential electoral roll if they are registered as Parliamentary electors (Māori or general). Therefore, there is no need to enrol separately for these elections.

It is a good idea to check your address is current.

Non-resident ratepayer electors

Residents who pay rates on a property in another local authority area may be entitled to enrol on the ratepayer electoral roll for that local authority area.

Companies, businesses, trusts, corporations or societies who are ratepayers of a property in a local authority district may also nominate an elector to vote on their behalf, provided any such elector resides outside the city/district where the property is situated.

Partners, joint tenants and tenants in common who collectively pay rates on a property in a local

authority district may also nominate one of the group who is an elector to vote on their behalf, provided any such elector resides outside of the city/district where the property is situated.

Preliminary electoral roll

A copy of the preliminary electoral roll for the Palmerston North City Council will be available for public inspection from Friday 15 July 2022 to Friday 12 August 2022 at:

- Civic Administration Building
Te Marae o Hine – 32 The Square,
Palmerston North;
- Central Library,
Te Marae o Hine – 4 The Square,
Palmerston North Central, Palmerston North;

Those eligible to vote are:

- all residents enrolled on the Parliamentary electoral roll (Māori or general) within the Palmerston North City Council area; and
- all non-resident ratepayers enrolled on the ratepayer electoral roll.

The preliminary electoral roll will be contained in one book with the residential roll located at the front and the ratepayer roll located at the rear.

Details appearing on the preliminary electoral roll are electors names (surname, then first names) listed alphabetically. The qualifying address of the elector is shown alongside. No postal addresses or occupations are shown. Alongside each record will show an elector eligibility code.

Any alterations to the residential electoral roll should be made:

- by completing the appropriate form at any NZ Post agency; or
- by telephoning 0800 ENROLNOW (0800 36 76 56); or

- by accessing the Electoral Commission website - [vote.nz](https://www.vote.nz)

Any alterations to the non-resident ratepayer electoral roll should be made through the electoral office (telephone 0800 922 822).

Copies of the hardcopy preliminary electoral roll may be purchased from the electoral office for \$75.00 (inc GST).

Final electoral roll

The final electoral roll is produced once the preliminary electoral roll closes on 12 August 2022. The final electoral roll contains the details used for issuing voting documents. Copies of this roll will also be available for purchase.

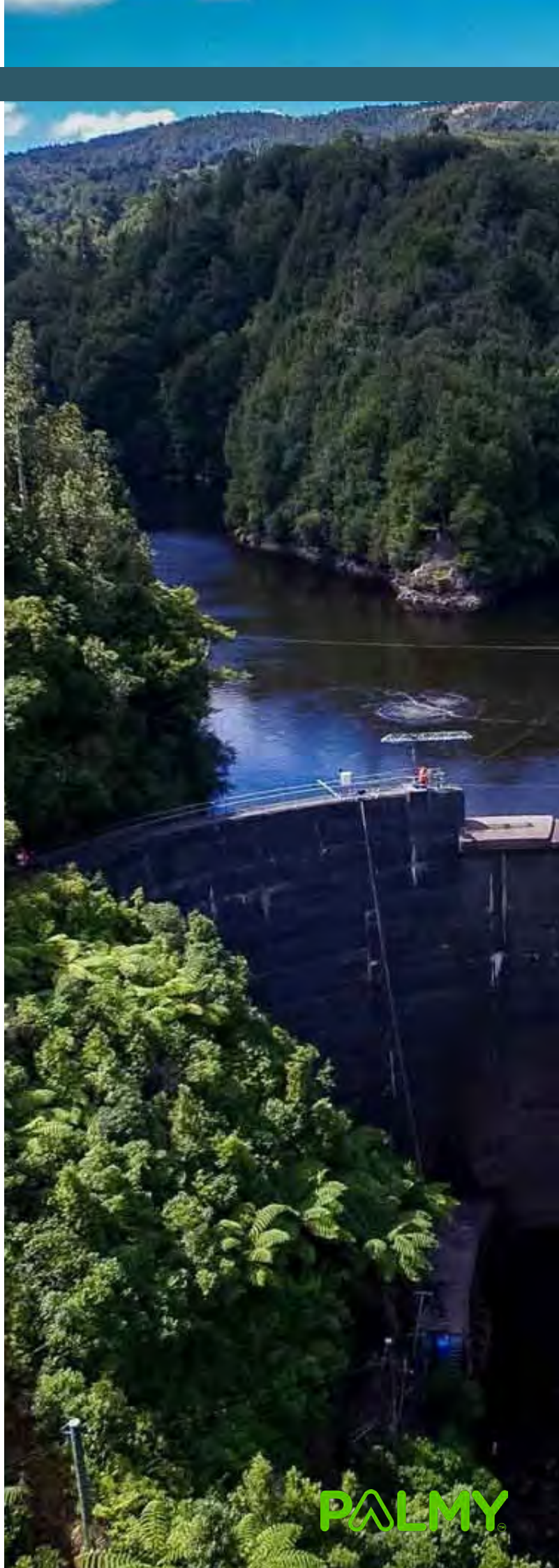
Roll data requests

Information contained on the electoral roll is not available from the electoral office in an electronic form, but candidates or political parties may request an electronic listing of resident electors from the Electoral Commission (provided the criteria of section 114 of the Electoral Act 1993 are met). An application form is required to be completed, and these are available upon request from the Electoral Commission.

Note however that elector details for the area a candidate is standing for only will be provided, and this data is unable to be passed on to any third-party and must be used for election purposes.

With regard to a listing of non-resident ratepayer electors, a candidate may purchase mailing labels and/or postal address lists from the electoral office.

Candidates or candidate scrutineers may request, **before the close of voting**, a listing of names of persons from whom voting documents have been returned. Such a request can be supplied in either hardcopy or electronic copy, and a reasonable charge will be made for this. [Section 68 (6) Local Electoral Act 2001].



Key message

The three-week voting period is Friday 16 September to midday Saturday 8 October 2022. Voting packs are posted to electors from Friday 16 September 2022. Special votes are available to those who have not received an ordinary vote during the voting period, or registered on the electoral roll after 12 August 2022.

Postal voting

The election is being conducted by postal vote. Voting documents are posted to all electors whose names appear on the final electoral roll with delivery commencing Friday 16 September 2022. All electors should have received their voting documents by Wednesday 21 September 2022.

Each elector, after receiving their voting document, should complete it, seal it in the return, postage paid envelope, and post or deliver it to the electoral officer, using a DX Post Box. A list of locations can be found on the PNCC website.

If hand delivered, completed voting documents can be lodged at:

- Civic Administration Building
Te Marae o Hine – 32 The Square,
Palmerston North

When posting voting documents back, it is recommended these be posted by 5pm, Tuesday 4 October 2022 to guarantee delivery before the close of voting (midday, Saturday 8 October 2022).

There is no online voting option for these elections.

Special votes

Special votes are available to electors:

- whose names do not appear on the final electoral roll, but who qualify as electors;
- who do not receive a voting document previously posted to them;

- who spoil or damage a voting document previously posted to them.

Special votes are available from Friday 16 September 2022 to midday, Saturday 8 October 2022 from:

- Civic Administration Building
Te Marae o Hine – 32 The Square,
Palmerston North;
- by telephoning the electoral office on
0800 922 822.

Special votes can be posted directly to electors. The completed voting document however, must be returned to the electoral officer or an electoral official by midday on election day, by post in a DX Post Box or by hand delivery to the Council building.

Special votes require the completion of 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 electoral roll (e.g. just turned 18 years of age), the person must enrol by Friday 7 October 2022 (the day before the close of voting).

An application for registration as a Parliamentary elector may be obtained:

- from any NZ Post agency; or
- telephoning 0800 ENROLNOW
(0800 36 76 56); or
- by accessing the Electoral Commission website - [vote.nz](https://www.vote.nz)

After voting closes, special vote declarations are forwarded to the Electoral Commission for verification that the elector is eligible and has enrolled as a Parliamentary elector.

Special votes cannot be collected by candidates or their assistants for distribution to electors.



Election day

On election day, ordinary votes can be returned, and special votes issued and returned, from 9 am to midday at:

- Civic Administration Building
Te Marae o Hine – 32 The Square,
Palmerston North

In addition to hand delivering your vote to the Council building, votes can also be posted in any DX Post Box.



Key message

During the voting period, returned voting documents are able to be opened and processed, but not counted.

Processing of votes

Returned voting documents are able to be opened and processed during all or part of the voting period prior to the close of voting.

The early processing of voting documents involves the following functions:

- roll scrutiny (marking voters names off the roll);
- opening of envelopes;
- extracting of voting documents;
- checking for informal or duplicate votes;
- electronic capture of all valid votes (twice).

No tallying of votes is undertaken until after the close of voting (midday, Saturday 8 October 2022).

The early processing functions are undertaken with 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 strict legal requirements.

Candidate scrutineers are not permitted to observe the early processing functions.

Key message

Candidates are able to appoint scrutineers to observe certain functions. Appointment of scrutineers must be made by midday, Friday 7 October 2022.

Appointment of scrutineers

Candidates may appoint scrutineers to oversee various functions of the election.

These functions are:

- the scrutiny of the roll;
- the preliminary count (after the close of voting);
- the official count.

Each candidate may appoint one or more scrutineers for each of the above functions, but only one scrutineer for each candidate may be present at any one time.

A scrutineer cannot be:

- a candidate;
- a member or employee of any local authority for which an election is being conducted;
- under 18 years old.

Each scrutineer must be appointed by a candidate, such appointment to be in writing to the electoral officer. For a person to be appointed as a scrutineer, the letter of appointment must be received by the electoral officer no later than midday Friday 7 October 2022 [Section 68, Local Electoral Act 2001].

A standard letter for the appointment of a scrutineer is located at the end of this handbook.

Each appointed scrutineer must report initially to the electoral officer or deputy electoral officer, where a declaration pledging not to disclose any information

coming to their knowledge, will need to be signed and a name tag issued. When departing the premises, scrutineers are to return their name tag to the electoral officer or deputy electoral officer.

Any scrutineer may leave or re-enter the place where election functions are being conducted, but it is an offence (and liable for a fine) to:

- make known for what candidate any voter has voted;
- make known the state of the election, or give or pretend to give any information by which the state of the election may be known, before the close of voting.

The scrutiny of the roll will be undertaken at the electoral office (Level 2, 198 Federal Street, Auckland), during normal office hours between Wednesday 21 September 2022 and to midday, Saturday 8 October 2022.

The preliminary count of votes will commence once voting closes at midday on Saturday 8 October 2022 at the electoral office.

The official count of votes will be undertaken once the preliminary count is concluded and the final result will be known on Thursday 13 October 2022. The official count will also occur at the electoral office.

The role of scrutineers is to ensure that election procedures are undertaken correctly and that the count of votes is done fairly and reasonably.

Mobile phones are prohibited within the secure area where the count will take place.

Key message

Election results will be released on three occasions:

Progress results around 2pm on election day, Saturday 8 October 2022.

Preliminary results on Sunday morning, 9 October 2022.

Final results on Thursday late afternoon, 13 October 2022.

Progress results

The counting of votes will commence from midday Saturday, 8 October 2022 at the offices of Independent Election Services Ltd, Level 2, 198 Federal Street, Auckland.

As soon as practicable following the close of voting, progress results will be made available, these are likely to reflect approximately 92% of the votes cast.

Progress results will be available at approximately 2pm on election day.

Preliminary results

Preliminary results will be available once all votes that are hand-delivered on election morning have been received and processed. This is expected to be on Sunday morning 9 October 2022.

Both progress and preliminary results will be available:

- by accessing council's website www.pncc.govt.nz
- by telephoning the electoral office on 0800 922 822.

Final results

Once all special votes have been validated by the Electoral Commission, a final result is able to be announced. This is expected late afternoon on Thursday 13 October 2022.

Release of results

Where email addresses have been provided, candidates will be emailed both the progress and preliminary results, once available.

All results will also be placed on council's website: www.pncc.govt.nz

Key message

All members leave office and come into office on the day after the declaration of results is publicly notified.

Term of membership

All members come into office for the Palmerston North City Council on the day after the day the candidate is declared to be elected (i.e. the day after the first public notice declaring the result is made).

[Section 115, Local Electoral Act 2001]

All members leave office for the Palmerston North City Council when the members elected at the next election come into office.

[Section 116, Local Electoral Act 2001]

If at the close of nominations, the number of candidates is less than the number of vacancies, the unfilled vacancies become extraordinary vacancies and are treated as occurring on polling day (8 October 2022). [Section 64, Local Electoral Act 2001]

Any such extraordinary vacancy is required to be filled by an election, which cannot occur any earlier than 17 February 2023. [Section 138, Local Electoral Act 2001]

A member is disqualified from holding office in a local authority under the following provisions:

"Disqualification of members

- (1) A person's office as a member of a local authority is vacated if the person, while holding office as a member of the local authority, -
 - a. ceases to be an elector or becomes disqualified for registration as an elector under the Electoral Act 1993; or
 - b. is convicted of an offence punishable by a term of imprisonment of 2 years or more.
- (2) If subclause (1)(b) applies: -
 - a. the disqualification does not take effect -
 - i. until the expiration of the time for appealing against the conviction or decision; or
 - ii. if there is an appeal against the conviction or decision, until the appeal is determined; and
 - b. the person is deemed to have been granted leave of absence until the expiration of that time, and is not capable of acting as a member during that time.
- (3) person may not do an act as a member while disqualified under subclause (1) or while on leave of absence under subclause (2)"
[Clause 1, Schedule 7, Local Government Act 2002]

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 they 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 they 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 they 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 an 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 their 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 six 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 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, they, directly or indirectly, on their 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, they directly or indirectly, on their 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 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 their 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 license 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 one 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 they 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 their vote; or
 - b. attempt to obtain, in the building, or other place where the voter has marked or recorded their 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 their 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 their 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 six 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, appliances, 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. this Part; or
 - c. 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 they 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.

138AA Time limit for prosecutions

- (1) A prosecution under section 112C must be commenced within six months of the date on which the return was required to be filed.
- (2) A prosecution under section 103K or 112D must be commenced—
 - a. within six months of the date on which the prosecutor is satisfied that there is sufficient evidence to warrant the commencement of the proceedings; but
 - b. not later than 3 years after the offence was committed.

Key message

Elected members are entitled to be paid for the work undertaken. This remuneration is generally by way of a base salary and allowances for such things as mileage etc.

Member remuneration

A remuneration pool is set by the Remuneration Authority. The newly elected Council will decide how to apply the pool of funding. Some expenses are also reimbursed.

As an indication, the current remuneration (as at 1 July 2021) is:

Position	\$PA
Mayor	\$152,500
Deputy mayor	\$84,687
Chair - Finance & Audit Committee	\$54,675
Chair - Infrastructure Committee	\$54,675
Chair - Arts, Culture & Heritage Cmte	\$51,318
Chair - Community Development	\$51,318
Chair - Economic Development Cmte	\$51,318
Chair - Environmental Sustainability Cmte	\$51,318
Chair - Play, Recreation & Sport Cmte	\$51,318
Councillor (no additional responsibilities)	\$47,961
Councillor (minimum allowable rem.)	\$43,498

Council will provide technology to enable elected members to undertake their roles and elected members will be reimbursed for council related communication and other costs in accordance with council's expenses policy, which is subject to approval by the Remuneration Authority.

The Current Expenses Policy for elected members is available on the PNCC website:

<https://www.pncc.govt.nz/Council-city/Official-documents/Governance-publications>

Key message

All elected members of Palmerston North City Council are required to comply with the duties and obligations of the Health and Safety at Work Act 2015.

Health and Safety at Work Act 2015

Under the legislation an officer is someone who holds a position which allows them to exercise significant influence over the whole of council. At Palmerston North City Council, elected members and the chief executive (and possibly others) are 'Officers'.

As a PCBU (persons conducting a business or undertaking), council holds the primary duty to ensure people's safety. An officer's responsibility is to exercise due diligence to ensure that council complies with its duties and obligations under the Health and Safety at Work Act – similar to the responsibility councillors have to exercise due diligence over council's financial matters.

An officer's duty is important because leadership contributes to council's safety culture, and elected members need to have an understanding of what is required to manage council's risks.

Officers can rely on information provided to them by staff and experts so long as that reliance is reasonable. However, elected members and the chief executive must test and assess the advice provided to them to ensure they are confident their decisions have sufficiently considered health and safety factors. Officers must demonstrate that they have carefully considered health and safety.

There are six key aspects of officer due diligence. The legislation requires officers take reasonable steps to:

- (1) Acquire and keep up to date with health and safety knowledge and health and safety matters for council.
- (2) Understand council's operations and the associated hazards and risks.
- (3) Ensure council has appropriate resourcing and processes to eliminate or minimise risks to health and safety.
- (4) Ensure council has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information.
- (5) Ensure council has, and implements, processes for complying with any duty or obligation.
- (6) Verify the provision and use of resources and processes through reviews and audits.

Liability

Whilst officers do not have the same primary duty as the PCBU to directly ensure health and safety they must exercise due diligence to ensure that the PCBU is meeting its duties.

Elected members acting in their capacity as elected members (as distinguished from elected members acting in a governance role for another entity) are excluded from liability for the most serious offences under the new Act. However they may still be liable under some of the other requirements in the legislation – for example in some circumstances WorkSafe NZ could still serve an improvement notice on them.

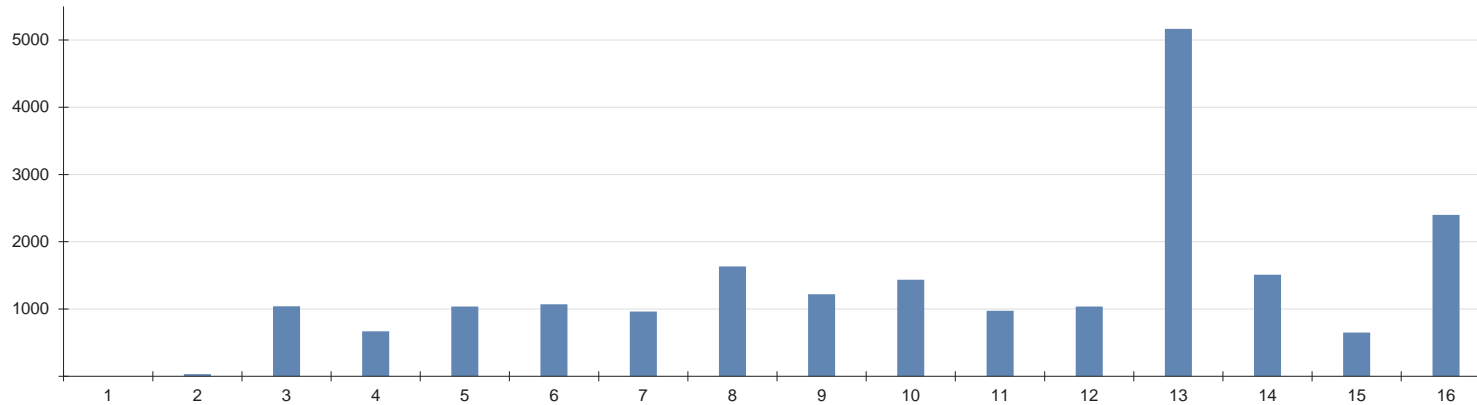
Further information can be found at:
<https://worksafe.govt.nz/managing-health-and-safety/businesses/guidance-for-business-leaders/>



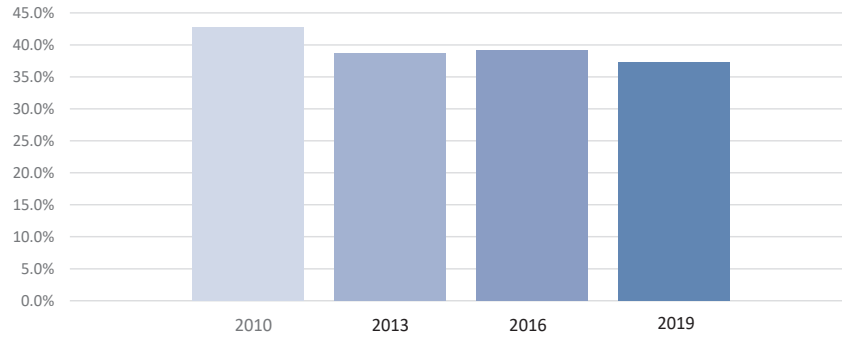
VOTING DOCUMENT RETURNS - 2019 ELECTIONS

WARD/ELECTORS	ELECTION DAY*															
	23-Sep	24-Sep	25-Sep	26-Sep	27-Sep	30-Sep	01-Oct	02-Oct	03-Oct	04-Oct	07-Oct	08-Oct	09-Oct	10-Oct	11-Oct	12-Oct
TOTAL		32	1040	669	1038	1069	963	1633	1219	1436	974	1038	5167	1511	649	2399
55830		32	1072	1741	2779	3848	4811	6444	7663	9099	10073	11111	16278	17789	18438	20837
		0.1%	1.9%	3.1%	5.0%	6.9%	8.6%	11.5%	13.7%	16.3%	18.0%	19.9%	29.2%	31.9%	33.0%	37.3%
DAILY %		0.06%	1.86%	1.20%	1.86%	1.91%	1.72%	2.92%	2.18%	2.57%	1.74%	1.86%	9.25%	2.71%	1.16%	4.30%
2010 Returns	0.0%	0.0%	0.3%	4.8%	5.5%	11.8%	13.2%	17.4%	20.9%	23.0%	26.7%	26.8%	31.1%	33.9%	35.6%	42.8%
2013 Returns	0.0%	0.2%	3.6%	6.2%	7.7%	9.4%	10.9%	11.5%	16.5%	18.0%	20.3%	21.0%	25.1%	32.0%	34.4%	38.7%
2016 Returns	0.0%	0.1%	2.7%	4.8%	7.1%	9.1%	10.7%	15.0%	17.2%	18.7%	20.7%	22.2%	26.4%	30.3%	34.0%	39.1%

PALMERSTON NORTH CITY COUNCIL 2019 ELECTION
Daily Voting Document Returns



PALMERSTON NORTH CITY COUNCIL
2010 - 2019 % Returns



DECLARATION OF RESULTS OF ELECTION for the Palmerston North City Council 2019 elections

The final result for the Palmerston North City Council elections held on Saturday 12 October 2019 is as follows.

Mayor (one vacancy)

SMITH, Grant (<i>Independent</i>)	Elected
TUIONO, Teanau (<i>Green</i>)	Excluded
ASQUITH, Andy (<i>Independent Labour Group</i>)	Excluded
KIKHOUNGA-N'GOT, P. Hussein	Excluded
ENGU, Maruna (<i>Donut Man</i>)	Excluded
BARBER, Ross Easton (<i>Team God, Theosophical Society</i>)	Excluded

Grant SMITH is declared elected.

The final absolute majority of votes (final quota) as determined at the last iteration was 10,145. There were 46 informal votes and 837 blank votes.

Council - City Wide (at large) (15 vacancies)

UTIKERE, Tangi	Elected
FINDLAY, Lew (<i>Independent</i>)	Elected
BARRETT, Brent (<i>Green</i>)	Elected
BOWEN, Rachel (<i>Independent</i>)	Elected
NAYLOR, Karen	Elected
DENNISON, Vaughan	Elected
BATY, Susan	Elected
HANDCOCK, Patrick (Pat)	Elected
RUTHERFORD, Aleisha	Elected
HAPETA, Leonie	Elected
JOHNSON, Lorna (<i>Labour Party</i>)	Elected
MEEHAN, Billy (<i>Independent</i>)	Elected
PETRENAS, Bruno (<i>Independent</i>)	Elected
DINGWALL, Renee (<i>Green</i>)	Elected
BUTT, Zulfiqar (<i>Labour Party</i>)	Elected
ASQUITH, Andy (<i>Independent Labour Group</i>)	Excluded
LOCKWOOD, Latham (<i>Independent</i>)	Excluded
O'FEE, Marty	Excluded
MCCANN, Duncan (<i>Independent</i>)	Excluded
KIKHOUNGA-N'GOT, P. Hussein	Excluded
BYRNES, Nick	Excluded
RAHIM, Atif (<i>Free Hearing Aids Campaign</i>)	Excluded
BUTLER, Mel (<i>Vote for Mel, She'll serve you well</i>)	Excluded
LANE, David (<i>Independent</i>)	Excluded
TE PAPA, Nola	Excluded
WILSON, Nathan	Excluded
DIANU, Iulian (<i>Have A Voice</i>)	Excluded

Brent BARRETT, Susan BATY, Rachel BOWEN, Zulfiqar BUTT, Vaughan DENNISON, Renee DINGWALL, Lew FINDLAY, Patrick (Pat) HANDCOCK, Leonie HAPETA, Lorna JOHNSON, Billy MEEHAN, Karen NAYLOR, Bruno PETRENAS, Aleisha RUTHERFORD and Tangi UTIKERE are declared elected.

The final quota as determined at the last iteration was 1,209.89. There were 402 informal votes and 199 blank votes.

The voter return was 37.32%, being 20,836 voting papers, excluding special votes.



Dated at Palmerston North, 17 October 2019
Warwick Lampp, Electoral Officer
Palmerston North District Council

Declaration of Result of By-Election



Palmerston North City Council Councillor - City Wide (at large)

I declare the results of the by-election held on Wednesday 17 February 2021 for one **Councillor - City Wide (at large)** of Palmerston North City Council to be as follows:

Candidate

MICKALAD Orphée (<i>Independent</i>)	Elected
WOOD William	Excluded
BALL Darroch	Excluded
CANDISH James	Excluded
SPELLER Stefan (<i>Independent</i>)	Excluded
ROZENBERG Vanessa (<i>Green Party</i>)	Excluded
SPILLANE Sarah (<i>Independent</i>)	Excluded
ASQUITH Andy (<i>Independent Labour Group</i>)	Excluded
SKIPPER Nikita (<i>Independent</i>)	Excluded
WILSON Nathan	Excluded
BARBER Ross (<i>Independent</i>)	Excluded

I therefore declare Orphée MICKALAD elected.

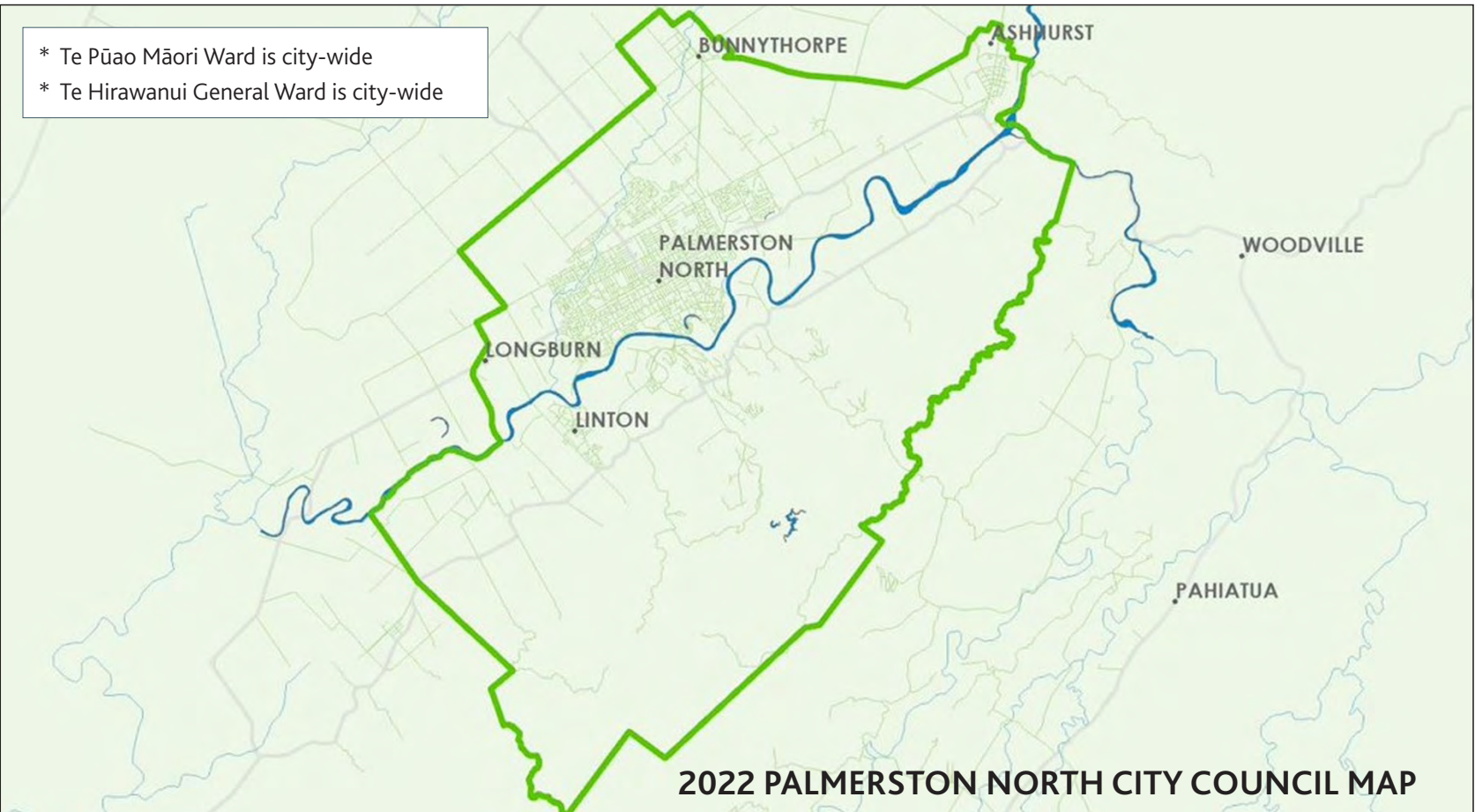
The final absolute majority of votes (final quota) as determined at the last iteration was 6,527. There were 82 informal votes and 12 blank votes.

The voter return was 27.23%, being 16,674 voting papers.

Dated at Palmerston North, Friday 19 February 2021

Warwick Lampp, Electoral Officer
Palmerston North City Council

Palmerston North City Council 2022



Whakangungu Kaikaunihera - Councillor induction training

Key message

Successful candidates will need to be ready to begin their new duties directly following election.

Both new and returning councillors are expected to participate in the induction programme as this helps to build a cohesive team. If you are running for election, please be sure to book the following dates in your diary so that you can attend.

Induction programme

Successful candidates are invited to an elected member function in the late afternoon/evening of Friday 14 October following the formal declaration of results.

Successful candidates should also be prepared to meet with the Mayor and the Democracy and

Governance Manager earlier in the same week. Candidates should set aside mornings in the weeks beginning Monday 17 October and Monday 31 October for an intensive induction programme.

The training will cover areas such as the role of political governance, roles and responsibilities of local government, the local government planning cycle, the rules of decision-making, Palmerston North City Council strategies, plans and facilities.

Inaugural meeting

The inaugural meeting of council is expected to be held on the evening of 26 October. Formal notification and details will follow the official declaration of results. This is a very special event and successful candidates will wish to invite whānau and friends.



Key message

The Local Government Act 2002 sets out the purpose of local government to be

- a. to enable democratic decision-making and action by, and on behalf of, communities and
- b. to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

Council also has regulatory functions set out in several other pieces of legislation such as the Resource Management Act and the Building Act.

How the Council makes decisions is set out in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987. Decisions of Council are recorded in minutes as 'resolutions.' This is the way the Council directs the Chief Executive.

Governance

PNCC has a strong relationship with our partner, mana whenua, Rangitāne o Manawatū. This relationship is essential to the long-term future and wellbeing of our community.

Elected members' role is to give effect to the purpose of local government by:

- Setting the policy direction of the Council.
- Monitoring the performance of the Council.
- Prudent management of council resources.
- Representing the interests of the district (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the City).
- Employing the Chief Executive (under the Local Government Act the local authority employs the Chief Executive, who in turn employs all other staff on its behalf).

Elected members have specific obligations as to their conduct in the following legislation:

- Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive, and to abide by the current Code of Conduct and Standing Orders. (These are available on our website and training will be provided for new members)
- The Local Authorities (Members' Interests) Act 1968 which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).
- The Secret Commissions Act 1910, which prohibits elected members from accepting gifts or rewards that could be seen to sway them to perform their duties in a particular way.
- The Local Government (Pecuniary Interests Register) Amendment Bill (expected to be enacted 20 November 2022) requires councils to hold a public register of elected members interests. Members must declare any company, trust, property where they have a pecuniary interest and the details of the employer.

Appointed members can also bring knowledge and skills to the decision-making table.

Mayor

The Mayor is to provide leadership to the members of the Council and the people of the City. It is the role of the Mayor to lead the development of the Council's plans (including long term plan and annual plan), policies, and budgets for consideration by the members of the Council.

The Mayor has the power to appoint the Deputy Mayor, establish committees of the Council and appoint the chairperson of each committee.

The Mayor is responsible for the following roles:

- Ensuring the orderly conduct of business during meetings (as determined in Standing Orders).
- Advocating on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be

most effective where it is carried out with the knowledge and support of the Council.

- Ceremonial head of the Council.
- Providing leadership and feedback to other elected members on teamwork and chairing committees.
- Declaring a state of civil defence emergency in the City if the need arises.

Deputy Mayor

The Deputy Mayor exercises the same roles as other elected members. However, if the Mayor is absent or incapacitated, or if the office of the Mayor is vacant, then the Deputy Mayor must perform all mayoral responsibilities and duties; and may exercise the powers of the Mayor.

Committee Chairs

Committee chairs are responsible for presiding over meetings of the committee and ensuring that the committee acts within the powers delegated by the Council.

Meetings

In the current term of Council, formal decision-making meetings have been held on a Wednesday from 9am and again from 1pm in Council Chambers, Civic Administration Building, Te Marae o Hine – 32 The Square.

The number of meetings you will need to attend will depend on your level of responsibility and membership of each of the committees.

The incoming mayor will set the committee structure for the new Council after the October 2022 elections, after a review of the current structure. You can check out the current committees and terms of reference for each in the Local Governance Statement on the Council's website.

As a councillor, you will need to set aside one full day set aside for formal meetings, then you will be involved in attending community functions in the evenings and the weekends, make yourself available for smaller

working groups in which you have an interest and may meet regularly, and you absolutely need to set aside solid hours of reading time each week before the meetings. Chairs often find they have wider responsibilities. They may be remunerated more to acknowledge this.

The role of Mayor is generally considered to be a full-time role in Palmerston North.

Every year, in the weeks leading up to budget decisions, there can be a week of hearings where the Council listen to the community who wish to speak to councillors. You will also be expected to be available for several deliberation debates. These take place in May and June. Further, in the preparation of the Ten-Year Plan (once every three years) there will be several plannign sessions which it will be worthwhile attending.

Formal Council meetings are generally not held in January and July, however you will still need to be available to your community over these periods.

Agendas

The Chief Executive prepares reports with advice when the Council needs to make a decision or as an opportunity for oversight and monitoring.

These papers are published at least two full working days before a meeting so that members and the community can read the reports before the meeting and come prepared.

A committee can request a report to investigate a specific topic on the agenda further and this will be assessed by the Chief Executive according to resource and priorities agreed in plans and work programmes.

Individual councillors who wish to have an item addressed outside of the Ten-Year Plan process can gain support from committee members through a process called "Notice of Motion" set out in Standing Orders.

A committee can also take presentations from individuals or community groups who wish to bring an item of interest to the members.

Key message

The Council employs the Chief Executive to run the operations of Council and delegates functions and powers to allow this to take place efficiently and effectively.

The role of the chief executive and their executive leadership team and staff is to provide advice to the Council and implement its decisions through the Ten-Year Plan to achieve the city vision.

City vision

He iti ra, he iti pounamu. Small city benefits, big city ambition.

Council goals

To accomplish our vision, we have five goals.

He tāone auaha, he tāone tiputipu - An innovative and growing city

A city that is clever about the way it uses its natural advantages to encourage and support innovation, entrepreneurship and new industries, and positions itself to take advantage of change to fuel sustainable growth, prosperity and wellbeing.

He tāone whakaihihi, tapatapahi ana - A creative and exciting city

A city that draws inspiration from the diversity within its culture and creates a vibrant urban environment that attracts creative and clever people, and nurtures creative talent.

He hapori tūhonohono, he hapori haumaru - A connected and safe community

A city that includes, supports, connects and uses the talents and advantages of the whole community in the pursuit of prosperity and wellbeing. A city that has an international reputation as a safe city in which to live, study, work and play. A city that embraces its Iwi heritage and partnership, and where people connect with the city's past, celebrating its history and heritage.

Te tāone tautaiiao - An eco city

We want a future-focused city that plans for and cares about the future, enhancing its natural and built environment. Our city will realise the benefits to society from creating clean energy, lowering carbon emissions, and reducing our ecological footprint.

He Kaunihera ahunui, whakamana i te iwi - A driven and enabling Council

A Council and organisation that works as one team with its communities and is a catalyst and enabler for change in the city.

The Pre-Election Report released by the Chief Executive (available on our website) sets out how the city is tracking towards these goals and the challenges ahead.



TRIENNIAL ELECTION

8 October 2022

APPOINTMENT OF SCRUTINEER

The Electoral Officer
Palmerston North City Council
C/- Independent Election Services Ltd
PO Box 5135
Victoria Street West
Auckland 1142

Email: info@electionservices.co.nz

I _____, a candidate for the office of
_____, for the election being on
Saturday 8 October 2022, hereby appoint _____
as my scrutineer.

Signature of candidate

Date

NOTE: This letter must be returned to the electoral officer or deputy electoral officer no later than 24 hours before the close of voting (i.e. by midday Friday 7 October 2022).

I, a candidate for

at the election held on 8 October 2022, make the following declaration:

PART A: RETURN OF ELECTORAL DONATIONS (inclusive of GST)

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

Set out the following details in respect of every **electoral donation** received (other than an anonymous electoral donation) 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:

- the name of the donor;
- the address of the donor;
- the amount of the donation or, in the case of aggregated donations, the total amount of the donations;
- the date the donation was received or, in the case of aggregated donations, the date that each donation was received.

NB: Section 103A Local Electoral Act 2001 defines "donation" as money or the equivalent of money or of goods or services or of a combination of those things used in the candidate's election campaign over \$300 in value. It excludes labour and goods and services that are provided free of charge reasonably valued at \$300 or less.

NAME and ADDRESS of DONOR	DESCRIPTION (include goods or services)*	DONATION	
		<i>Date received</i>	<i>Amount</i>
* set out here if the donation is funded from contributions			Total

Set out the following details in respect of every **anonymous electoral donation** received that exceeds \$1,500:

- the date the donation was received;
- the amount of the donation;
- the specific election campaign to which the donation was designated (see top of page);
- the amount paid to the electoral officer and the date the payment was made.

NB: Section 103A Local Electoral Act 2001 defines "anonymous" as 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.

ANONYMOUS DONATION		DESCRIPTION (include goods or services)	PAID TO ELECTORAL OFFICER	
<i>Date received</i>	<i>Amount</i>		<i>Date paid</i>	<i>Amount</i>
<i>Please turn page for more Electoral donations, Electoral Expenses and Declaration</i>			Total	

In the case of any **electoral donation funded from contributions**, set out the following details in respect of each contribution that, either on its own or when aggregated with other contributions made by the same contributor to the donation, exceeds \$1,500 in sum or value:

- the name of the contributor;
- the address of the contributor;
- the total amount of the contributor's contributions made in relation to the donation.

NB: Section 103A Local Electoral Act 2001 defines "contributions" as money or goods or services that have been given to a donor to fund, be applied to, or included in an electoral donation (for example, contributions to trust funds or a fundraising collection).

NAME and ADDRESS of CONTRIBUTOR	DESCRIPTION (include goods or services)*	DONATION <i>Date received</i>	CONTRIBUTION <i>Amount</i>
* set out here the electoral donation this contribution applies to.		Total	

PART B: RETURN OF ELECTORAL EXPENSES (inclusive of GST)

I make the following return of all electoral expenses incurred by me:

Set out the following details in respect of every electoral expense incurred by or on behalf of the candidate at the election in respect of any electoral activity:

- the name and description of every person or body of persons to whom any sum was paid;
- the reason that sum was paid.

Sums paid for radio broadcasting, television broadcasting, newspaper advertising, posters, pamphlets etc must be set out separately and under separate headings.

NAME and DESCRIPTION	REASON for EXPENSES	EXPENSES PAID
Total		

Dated at this day of 2022.

Signature

THIS FORM IS REQUIRED TO BE COMPLETED (**EVEN IF IT IS A NIL RETURN**) AND PROVIDED TO THE ELECTORAL OFFICE, PO BOX 5135, Victoria Street West, Auckland 1142, (or info@electionservices.co.nz) by **9 December 2022**.

NOTE: RECEIPTS ARE **NOT** REQUIRED TO BE RETURNED WITH THIS FORM. PLEASE RETAIN THESE FOR YOUR RECORDS.

PALMY™

PAPAIŌEA
PALMERSTON
NORTH
CITY

PALMYTM

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NORTH
CITY