

#GENERATION CHANGE

2022
Information
Booklet for
Candidates



Western
Bay of Plenty
District Council



BE PART OF GENERATION CHANGE
generationchange.nz

Contents

A WORD FROM OUR CEO **5**

ABOUT THIS HANDBOOK **7**

How to use this handbook 8

Contact us.....10

BECOMING A CANDIDATE **11**

Timeline for candidates12

Candidate information briefing.....13

Nominations.....14

Candidate profile statement14

Affiliation.....17

Completion of nomination paper.....17

Return of nomination paper17

Cancellation of nomination18

RUNNING IN THE ELECTIONS **19**

Campaigning20

Electoral donations and expenses.....21

Council policy on election signs.....25

VOTING **27**

Electoral rolls.....28

Voting and special voting.....29

Early processing of returned voting documents.....31

Scrutineers.....31

Results32

ONCE YOU'RE ELECTED 33

Terms of membership.....34
Elected member induction training.....34
Community board membership.....35
Remuneration.....35
Health and safety responsibilities37
The role of Council.....38
Council operations.....38
Council meetings.....39
The role of elected members40
Committee structures41
Joint Committees.....43
Community boards.....43

LEGISLATIVE & OTHER INFORMATION 45

Electoral roll.....46
Electoral system.....46
Legislation46
Formal electoral timeline.....47
Electoral principles.....48
Electoral offences.....48
Electoral donations and expenses.....53
Election advertising.....60
2019 voting document returns62
2019 election results.....65
Maps of the District.....67

SUPPORTING DOCUMENTS 77

A word from our CEO



**Tēnā koutou,
Change.**

It's something we've all had to embrace in recent years more than we would have ever imagined.

As a Council we care about the communities we work with and know that we need to keep moving to meet the ever-changing needs of our people.

One of the things I believe is that the best decisions come when they are made by people who truly represent the communities they serve. That they look like them, talk like them and share a lived experience.

Whether retired or semi retired, tangata whenua, a businessperson, community advocate or university student everyone deserves the right to represent their community.

That's why this year, we are encouraging candidates to be part of Generation Change. Because our future belongs to changemakers, people with new vision, who are working to make a real difference.

We've got some exciting decisions to make in the next three years, and we need the right people making those decisions. We

need diversity of age, culture, experience, and skillsets. We need more Māori at the table so that we can hand on heart work in partnership with Tangata Whenua.

Council knows it needs to change too. This time around, there'll be more flexibility and accessibility for our new Councillors. Regardless of whether you have a full-time job, or other commitments, it'll be easier for you to sit on the Council because we're removing barriers and looking at new ways of running things. But it's not just up to us - we need to work with you.

It's a time to act. We know where we need to go, but we can't get there without you.

A handwritten signature in black ink, appearing to be 'John Holyoake'. The signature is stylized with a large loop at the end.

John Holyoake, Chief Executive Officer
Western Bay of Plenty District Council

ABOUT THIS HANDBOOK

**How to start
the nomination
process**

How to use this handbook

Get signed up

This handbook will guide you on the nomination process and how to become a candidate, and provide information on what is expected of you once you become a candidate.

Get informed

Check out Council's pre-election report which looks back at what the previous Council has achieved, key decisions, who we are as a Council, our current work programme and financial position. Available from late June 2022 on our website and at our library and service centres.

Key dates

This year's local government elections will be conducted by postal vote on Saturday 8 October 2022.

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

Generation Change

This year, Council is committed to increasing voter engagement and encouraging diverse candidate nominations. To achieve this, we are running the Generation Change campaign as mentioned in a word from our CEO. An important part of this is our 'Get to know the candidates' phase. It will give all candidates the opportunity to be promoted to the public via Council channels. This will include a dedicated website with candidate Q&A

sections, and advertising encouraging visitors to the website to learn more. Council will be in touch to gather additional information from all nominated candidates to develop this. All candidates will be given an equal opportunity to submit the relevant content.

Elections required

Triennial elections of all local authorities throughout New Zealand are to be conducted, by postal vote, on Saturday 8 October 2022.

The elections will be undertaken by Election Services, under contract to Western Bay of Plenty District Council.

Elections will be held for:

- mayor (elected 'at large')
- councillors (11)
 - Katikati-Waihi Beach Ward (three)
 - Kaimai Ward (four)
 - Te Puke-Maketu Ward (four)
- community board members (20)

- Waihi Beach Community (four)
- Katikati Community (four)
- Ōmokoroa Community (four)
- Te Puke Community (four)
- Maketu Community (four)
- Bay of Plenty Regional Council members (either two members from the Western Bay of Plenty General Constituency, or one member from the Mauao Māori Constituency)

No District Health Board elections will be held in 2022.

The Western Bay of Plenty District Council area is divided into three wards and five community boards, these being:

Ward	Councillors	Resident electors
Katikati-Waihi Beach	3	12,462
Kaimai	4	14,312
Maketu-Te Puke	4	12,678
Total	11	39,452

Number of electors as at 2 May 2022.

Community Board	Members	Resident electors
Waihi Beach	4	3,080
Katikati	4	9,209
Ōmokoroa	4	3,519
Te Puke	4	7,602
Maketu	4	905
	20	24,315

Number of electors as at 2 May 2022.

The Bay of Plenty Regional Council is divided into four general constituencies and three Māori constituencies. These are:

Constituency	Members	Resident electors
General		
Rotorua	2	35,490
Western Bay of Plenty	2	35,820
Tauranga	5	97,005
Eastern Bay of Plenty	2	21,893
	11	190,267
Māori		
Mauao	1	11,709
Kōhi	1	9,392
Ōkurie	1	12,282
	3	33,383
Total	14	223,650

Number of electors as at 2 May 2022.

Note 1: The Western Bay of Plenty General Constituency covers all of the Western Bay of Plenty District Council area.

Note 2: The Mauao Māori Constituency covers all of the Western Bay of Plenty District Council area.

Contact us

Electoral Officer:

Dale Ofsoke, Independent Election Services
 Level 2, 198 Federal Street, Auckland 1010
 PO Box 5135, Victoria Street West,
 Auckland 1142
P - 0800 922 822
E - dale.ofsoke@electionservices.co.nz
W - www.electionservices.co.nz

Council Liaison:

Barbara Whitton, Customer Service & Governance Manager
 Western Bay of Plenty District Council
 1484 Cameron Road, Greerton, Tauranga
 Private Bag 12803, Tauranga Mail Centre,
 Tauranga 3143
P - 07 571 8008 or 0800 926 732
M - 027 2416 747
E - barbara.whitton@westernbay.govt.nz
W - www.westernbay.govt.nz

BECOMING A CANDIDATE

**Important dates
and candidate
requirements**

Timeline for candidates

Wednesday 13 July	Public notice of election, calling for nominations, electoral roll opens for inspection
Friday 15 July	Nominations open
Friday 12 August	Nominations close at 12 noon. Roll closes
Wednesday 17 August	Public notice of day of election, candidates' names
Friday 16 September – Wednesday 21 September	Voting documents posted
Friday 16 September – noon Saturday 8 October	Voting period. Electors can vote by post, or at polling stations at all Council offices. Special votes can be issued and received at these polling stations
By Friday 7 October	Appointment of scrutineers
Saturday 8 October	Election day. Voting closes 12 noon. Progress results available early afternoon on the Council's website westernbay.govt.nz. Official count runs until Thursday 13 October
Sunday 9 October	Preliminary results available that morning on the Council's website
Thursday 13 October – Wednesday 19 October	Public declaration of result, available on Council's website
By Friday 9 December	Return of electoral donations and expenses form (found on page 79 of this handbook)

Candidate eligibility

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

- a New Zealand citizen (by birth or citizenship 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.

Candidate restrictions

Restrictions on a candidate for the Western Bay of Plenty District 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 council and community board but if elected to both, the council position is filled and the community board position is vacated, with the next highest polling candidate elected.
- a candidate may seek nomination to one ward only (not multiple wards).
- a candidate may seek nomination for mayor, council and community board but cannot also seek nomination for the Bay of Plenty Regional Council i.e. a candidate may stand for the Western Bay of Plenty District Council or the Bay of Plenty

Regional Council, but not both. [Section 58 Local Electoral Act 2001].

- a candidate for mayor, council or community board (or candidate's spouse) cannot be a person concerned or interested in contracts over \$25,000 with the Western Bay of Plenty District 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 Western Bay of Plenty District Council who is elected as mayor or councillor must resign from their position as an employee of the Western Bay of Plenty District Council before taking up their position. This requirement does not apply if elected to a community board. 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].

Candidate information briefings

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

Briefing dates

Tuesday 26 July 2022, 6:00pm - 7:00pm,
Pātuki Manawa, Katikati Library, and
Wednesday
27 July 2022, 6:00pm - 7:00pm,
Te Puke Library.

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

- how the organisation is structured

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

Registration to attend is not required.

For further information, contact Barbara Whitton, Customer Service & Governance Manager on 027 241 6747.

Alternatively, if anyone wishes to speak privately to staff they can do so via Zoom or in person at one of Council's library and service centres. Call 0800 926 732 to arrange a session.

Council will look to also have people available to discuss the elections at community engagement events. We will advertise these events when they are confirmed.

Nominations

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

An abridged public notice calling for nominations will appear in the Bay of Plenty Times on Wednesday 13 July 2022, Katikati Advertiser and the Te Puke Times on Thursday 14 July 2022, the Weekend Sun on Friday 15 July 2022 and the August edition of Lizard News.

A full public notice calling for nominations will be placed on Council's website on Tuesday 12 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:

- Waihi Beach Library & Service Centre, 106 Beach Road, Waihi Beach;
- Katikati Library & Service Centre, The Centre - Pātuki Manawa, 21 Main Road, Katikati;

- Ōmokoroa Library & Service Centre, 28 Western Avenue, Ōmokoroa;
- Te Puke Library & Service Centre, 130 Jellicoe Street, Te Puke;
- Council's Main Office, Barkes Corner, 1484 Cameron Road, Greerton, Tauranga;
- by telephoning 0800 922 822;
- by accessing www.westernbay.govt.nz

Nomination papers for the Bay of Plenty Regional Council are also available from 15 July 2022 from:

- Bay of Plenty Regional Council offices: Regional House, 1 Elizabeth Street, Tauranga;
- 5 Quay Street, Whakatāne;
- Corner of Fenton and Pukaki Streets, Rotorua;
- by telephoning 0800 368 267;
- by accessing www.boprc.govt.nz

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.

The candidate profile statement and colour photo are required to be submitted in hardcopy, not electronically (except where information in another language is provided).

Candidate profile statements will be printed in plain text, without formatting i.e.:

- 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 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 in English or Māori or both (maximum 150 words in either language) or in any other language (not exceeding 150 words in total). Should all or part of a candidate profile statement be provided in a language other than English or Māori, it is required that this be provided in an electronic graphic file.

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 2,000 pixels wide.

The following contact details are given for a translation company, for those candidates

who are unable to prepare the translation image themselves or do not know of anyone to do this for them:

Pacific International Translations (NZ) Ltd
Level 26, HSBC Tower, 188 Quay Street,
Auckland 1010

Phone: 0508 872675

Email: info@pactranz.com

Web: www.pactranz.com

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 (e.g. community board) 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. council and community board) [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 Ward” or “My principal place of residence is not in the Lambton Ward”); 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 three 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
 - ii. the exercise of the powers and functions conferred on the electoral officer by this section.

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 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.

Affiliations that will not be accepted are ones:

- that might cause offence or
- are likely to confuse or mislead electors or
- are elections 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.

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 a specific community board, then that person must be nominated by two electors from the specific community board 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.

Return of nomination paper

Completed nomination papers can be lodged at:

- Waihi Beach Library & Service Centre, 106 Beach Road, Waihi Beach;
- Katikati Library & Service Centre, The Centre – Pātuki Manawa, 21 Main Road, Katikati;
- Ōmokoroa Library & Service Centre, 28 Western Avenue, Ōmokoroa;
- Te Puke Library & Service Centre, 130 Jellicoe Street, Te Puke;
- Council's Main Office, Barkes Corner, 1484 Cameron Road, Greerton, Tauranga;

or posted to:

The Electoral Officer
Western Bay of Plenty District Council
C/- Independent Election Services Ltd
PO Box 5135
Victoria Street West
Auckland 1142

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

All nomination material:

- nomination paper;
- candidate profile statement [if provided];
- candidate photograph [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 electoral roll for the District or subdivision of the District (e.g. community board).

Each nomination paper lodged requires a deposit of \$200 (inclusive of GST). This is

refunded if the candidate polls 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: WBOPDC
Reference: Nomination

Cheques are no longer 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 (noon, 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.

RUNNING IN THE ELECTIONS

**Rules and
policies for
campaigning
and electoral
donations and
expenses**

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 logo or branding, website, social media channels (Facebook, Instagram and LinkedIn), 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. Candidates should however be aware of any Council social media guidelines for candidates and should comply with these at all times.

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. This may result in your account being unfollowed.

Council's social media accounts are not permitted to be used as communication channels 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.

Candidates should not post on Council's social media channels, nor should they comment on, share or otherwise use Council social media channels for electioneering. You may not rate, review, check-in or tag the Council's social media channels in your own posts or comments.

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

Candidates should be aware that election advertising, using any media, including on social media, must identify the true name of the person under whose authority they have been produced and the physical address (not a PO Box) 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], [physical address]'.

Offences

Candidates should be aware that it is an offence (carrying a fine of up to \$5000, 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 48 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 physical address (not a PO Box) of the person whose authority they have been produced. [Section 113, Local Electoral Act] - refer page 60 of this handbook.

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

Electoral donations and expenses

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 forward to the electoral office by Friday 9 December 2022.

- 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.

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 \$1500 (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 \$1500 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;

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 \$1500 or less; and
- in the case of individual contributions greater than \$1500, 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 \$1500 or less; and
- in the case of contributions greater than \$1500, 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 \$1500. 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 \$1500, they may retain \$1500 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.

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 4999	\$3500
5000 to 9999	\$7000
10,000 to 19,999	\$14,000
20,000 to 39,999	\$20,000
40,000 to 59,999	\$30,000
60,000 to 79,000	\$40,000
80,000 to 99,999	\$50,000
100,000 to 149,999	\$55,000
150,000 to 249,999	\$60,000
250,000 to 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 Western Bay of Plenty District Council (population estimates as at 30 June 2021) is:

Ward	Population
Katikati-Waihi Beach	16,650
Kimai	20,600
Maketu-Te Puke	20,900
Total	58,150

Source: Statistics New Zealand as at 24 November 2021 based on 2019 wards.

Community Board	Population (eligible voters within community board area)
Waihi Beach	3980
Katikati	12,450
Ōmokoroa	4650
Te Puke	12,550
Maketu	1410
Total	35,040

Source: Statistics New Zealand as at 24 November 2021 based on 2019 community boards.

The estimated expenditure limit for the mayor is \$30,000 (including GST), based on a 58,150 population (as at 30 June 2021).

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.

Return of electoral donations and expenses

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 Friday 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 \$1500 in sum or value; and
- the details in respect of every anonymous electoral donation received by the candidate that exceeds \$1500; and
- details of the candidate's electoral expenses.

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 \$1500 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 definitions as contained in the Local Electoral Act 2001 are found on page 53 of this handbook.

Council policy on election signs

Council has a policy around election signs and candidates should familiarise themselves with this. Election signs on private property must be removed by midnight 7 October 2022.

Requirements

Candidates may put up electoral signs in the Western Bay of Plenty District Council area provided that they meet the following requirements:

- (1) Signs do not exceed 3m² in area.
- (2) All signs must be located on private property with the consent of the property owner. Signs are not permitted on Council roads or the State Highway (or the road and highway reserves).

- (3) Signs are not to be sited in such a way as to cause a traffic hazard (i.e. block lines of sight on an intersection).
- (4) Signs may be illuminated but flashing or reflectorised signs are not allowed.
- (5) Signs may be single-sided, double-sided or 'V' shaped and their area calculated from one face only.
- (6) Signs must be removed by 12 midnight the day preceding polling day.
- (7) Non-compliance may result in a \$300 infringement fee.

Due to traffic safety considerations, any signs which do not meet the above requirements will be removed by Council/Waka Kotahi NZ Transport Agency staff without prior notice.

VOTING

**Information about
the electoral
roll, voting and
voting locations,
scrutineers and
voting results**

Electoral rolls

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 Western Bay of Plenty District Council area are enrolled automatically on the residential electoral roll if they are registered as Parliamentary electors. Therefore, there is no need to enrol separately for these elections.

Non-resident ratepayer electors

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

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

Partners, joint tenants and tenants in common who collectively pay rates on a property in a local authority district or community board area may also nominate one of the group who is an elector to vote on

their behalf, provided any such elector resides outside of the District or community board area where the property is situated.

Ratepayer Roll enrolment forms are available at all Council offices, by accessing www.westernbay.govt.nz or by phoning the electoral office on 0800 922 822.

Preliminary electoral roll

A copy of the preliminary electoral roll for the Western Bay of Plenty District Council will be available for public inspection from Friday 15 July 2022 to Friday 12 August 2022 at:

- Waihī Beach Library & Service Centre, 106 Beach Road, Waihī Beach;
- Katikati Library & Service Centre, The Centre – Pātuki Manawa, 21 Main Road, Katikati;
- Ōmokoroa Library & Service Centre, 28 Western Avenue, Ōmokoroa;
- Te Puke Library & Service Centre, 130 Jellicoe Street, Te Puke;
- Council's Main Office, Barkes Corner, 1484 Cameron Road, Greerton, Tauranga;

Those eligible to vote are:

- all residents enrolled on the Parliamentary electoral roll within the Western Bay of Plenty District 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.

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 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].

Voting and special voting

The three-week voting period is Friday 16 September to noon 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.

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

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

- Waihi Beach Library & Service Centre, 106 Beach Road, Waihi Beach.
- Katikati Library & Service Centre, The Centre – Pātuki Manawa, 21 Main Road, Katikati;
- Ōmokoroa Library & Service Centre, 28 Western Avenue, Ōmokoroa;
- Te Puke Library & Service Centre, 130 Jellicoe Street, Te Puke;
- Council's Main Office, Barkes Corner, 1484 Cameron Road, Greerton, Tauranga;

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 (noon, 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 noon, Saturday 4 October 2022 from:

- Waihi Beach Library & Service Centre, 106 Beach Road, Waihi Beach.
- Katikati Library & Service Centre, The Centre – Pātuki Manawa, 21 Main Road, Katikati;
- Ōmokoroa Library & Service Centre, 28 Western Avenue, Ōmokoroa;
- Te Puke Library & Service Centre, 130 Jellicoe Street, Te Puke;
- Council's Main Office, Barkes Corner, 1484 Cameron Road, Greerton, Tauranga;

- 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 by noon on election day.

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 www.vote.nz.

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

Special 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 noon at:

- Waihi Beach Library & Service Centre, 106 Beach Road, Waihi Beach.
- Katikati Library & Service Centre, The Centre – Pātuki Manawa, 21 Main Road, Katikati;
- Ōmokoroa Library & Service Centre, 28 Western Avenue, Ōmokoroa;
- Te Puke Library & Service Centre, 130 Jellicoe Street, Te Puke;
- Council's Main Office, Barkes Corner, 1484 Cameron Road, Greerton, Tauranga;

Early processing of returned voting documents

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 people 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 (noon, 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.

Scrutineers

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

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

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;

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 noon 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 Monday 19 September 2022 and to noon, Saturday 8 October 2022.

Results

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 afternoon, 13 October 2022.

Progress results

The counting of votes will start from noon 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 percent of the votes cast.

Progress results will be known early afternoon on Saturday 8 October 2022 and preliminary results will be known on Sunday morning, 9 October 2022. These will be accessible on Council's website: www.westernbay.govt.nz.

The preliminary count of votes will start once voting closes at noon 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.

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.westernbay.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.westernbay.govt.nz.

ONCE YOU'RE ELECTED

**What happens
if and when
you're elected**

Terms of membership

All members

- come into office for the Western Bay of Plenty District 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]
- Leave office for the Western Bay of Plenty District 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 two 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]

Elected member induction training

The Western Bay of Plenty District Council Chief Executive Officer and senior management team run an extensive induction programme for elected members.

Declaration of election results

Following the declaration of election results, successful candidates will receive a programme of induction events. These will start in October and run through until February 2023 (excluding January). It will be

important that you are available to attend the various events as they will assist you in your role as an elected representative of your community, and this may require attendance at events during the day for up to two days a week.

The training will cover areas such as governance, roles and responsibilities of local government, the local government planning cycle, long term plan, rules and regulations, code of conduct and Council operations.

Inaugural meeting

The inaugural meeting of Council and community boards will be held, with a minimum period of notice of seven days, following the official declaration of results. This is likely to be in the first or second week of November 2022.

Community board membership

Community boards act as advocates for their communities and are an important link to Council.

Legislation

Relevant legislation relating to membership of community boards is found in the Local Electoral Act 2001.

Each community board must consist of between four and 12 members; and is to include at least four elected members; and may include, as appointed members, up to half the total number of members [Section 19F, Local Electoral Act 2001].

Appointed members to a community board must be appointed by Council from the elected councillors representing the community board in which the community is situated [Section 19F, Local Electoral Act 2001].

A person elected as a councillor and a community board member within the same ward/community, is deemed to be elected as a councillor and a community board member but is then deemed to have vacated the office as a community board member, and the next highest polling community board candidate is elected. (If there is no highest polling unsuccessful candidate, in this instance, an extraordinary vacancy occurs and a by-election is required) [Sections 88A, 88B, Local Electoral Act 2001].

If a person is elected as a councillor and a community board member (the community being in a different ward to the ward containing the community), that person is considered an elected member to both.

In the Western Bay of Plenty District Council, four members are elected to each of the following community boards: Waihi Beach, Katikati, Ōmokoroa, Te Puke and Maketu.

In addition, each of these community boards has two members appointed by Council from the councillors in the ward in which the community board is located.

Remuneration

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

The Remuneration Authority is a statutory body that establishes remuneration for local government.

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.

Base remuneration for members of Western Bay of Plenty District Council (as at July 2022) will likely be as follows:

Position	\$PA
Mayor	\$136,500
Deputy Mayor	\$60,900
Chairperson Performance and Monitoring Committee	\$48,720
Committee Chairperson (three)	\$44,153
Councillor	\$40,724

Base remuneration for community board members (as at July 2022) will likely be as follows:

Position	\$PA
Waihi Beach Community Board	
Chair	\$9,201
Member	\$4,600
Katikati and Te Puke Community Boards	
Chairperson	\$11,173
Member	\$5,587
Ōmokoroa Community Board	
Chair	\$8,107
Member	\$4,053
Maketu Community Board	
Chair	\$5,914
Member	\$2,957

Base remuneration for members of Bay of Plenty Regional Council (as at July 2022) will likely be as follows:

Position	\$PA
Chairperson	\$146,500
Deputy Chairperson	\$80,004
Committee Chairperson	\$70,000
Councillor	\$61,525

Health and safety responsibilities

All elected members of Western Bay of Plenty District 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 Western Bay of Plenty District Council, elected members and the Chief Executive (and possibly others) are 'Officers'. The boards of Council-controlled organisations and their chief executives are also 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 and local boards 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/>.

The role of Council

The Local Government Act 2002 underpins Council operations, and has been amended a number of times since 2002. Part two section 10 of the Act has re-defined Local Government's purpose as:

- to enable democratic local decision-making and action by, and on behalf of, communities; and
- to meet the current and future needs of communities for good-quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for households and businesses.

Council operations

Council's operations are, in part, driven by how councillors see their role in achieving the vision for the Western Bay of Plenty District. Legislation also governs most Council activities.

The District's vision reflects the wishes of the people living in the Western Bay of Plenty.

The vision was originally developed in 1998 after Council consulted widely with the community. Consultation included public meetings, community workshops and a formal submission process to establish what the community's future vision for the District was.

The vision was reviewed in 2005 following further consultation and was revalidated by the community.

Key elements

The key elements of the District vision are:

- we can all enjoy a healthy and safe lifestyle;
- our communities are vibrant and welcoming;
- leaders are effective, informed and inclusive;
- our environment is clean, green and valued;

Council's role is to give effect to this purpose in relation to the District and to perform a number of other statutory duties (and such Acts) as the Building Act and the Resource Management Act.

Section 42(2)(da) of the Local Government Act 2002 requires the chief executive of a local authority to be responsible for facilitating and fostering representative and substantial elector participation in elections and polls held under the Local Electoral Act 2001.

- our economy is thriving.

The elected members of the Western Bay of Plenty play an important part in achieving this vision.

The vision

The vision is: Council will be recognised as a leader providing strong governance and efficient, effective services through understanding the identity of our communities.

How the Council organisation works to support the District and Council visions is achieved through the organisational mission.

The mission

The mission is: Provide people with best value service by implementing plans that deliver social, cultural, environmental and economic progress across Western Bay of Plenty District.

A culture of providing good customer service and engagement is at the heart of meeting the mission which is underpinned by four core competencies.

Council meetings

When are meetings held?

At present Council and its committees meet during the day, with the majority of meetings starting at 9.30am. Most Council and committee meetings are held at the Barkes Corner office in the Council Chambers, however some are also held in relevant communities when a more local topical focus is involved.

Community boards meet in the evening, with the majority of boards starting their meetings at 7:00pm. The boards meet on Council or community premises located within their board areas (service centres/libraries/community centres).

The number of meetings you will need to attend in a week will depend on which committees you are appointed to and what the workload is for Council in any given year. On average you will need to be available for at least two meetings per week during the day, and on occasion this may increase to up to four during public submission processes. Council's community engagement processes mean that often informal feedback sessions are organised in the community during weekends at community events such as markets and festivals. Elected members are invited to attend these events to hear what our communities have to say.

What are agendas?

Agendas are the group of items the Council, committee or community board will discuss at their meetings. They include an order paper (an index of the items to be discussed) and the detailed reports on each individual item.

You can view examples on our website www.westernbay.govt.nz.

Responsibility for agendas

Under local government law the chief executive officer is responsible for preparing all council, committee and community board agendas.

How do items get on the agendas?

Officer reports.

There are two ways in which an officer's report can be put on an agenda:

(1) By resolution:

Resolutions from Council or its committees, may request through the chief executive officer an officer report on a specific topic. Community boards can recommend to Council or its committees that a report be requested. In considering these resolutions the chief executive officer will consider the relevance and importance of the topic to Council in light of required resource allocation, council priorities and agreed plans and work programmes.

(2) By management directive:

Officers' reports requested by or approved by the chief executive officer or delegate are placed on the agendas to:

- enable Council to set policy and monitor operations;
- maintain Council's functions/implementation;
- update Council on significant issues of concern or interest;
- achieve Council or committee directives on matters within their delegated authorities and outside of staff delegations.

How can councillors get items on the agendas?

Under Standing Orders the mayor has the opportunity to report to Council or the chairperson of a committee or board may report to that committee or board on anything relating to the board or committee's delegations.

Apart from a chair's report and because of the diverse interests of elected members, individuals cannot ask for items to be put on the agenda by directing staff. This is to ensure the Council or board as a whole controls the items of business rather than individual members.

There is a way for individuals to have items addressed under Standing Orders and this is by using formal processes included in Standing Orders such as notices of motion. Standing Orders are the rules of meeting procedure that members must use in formal meetings.

How can members of the public get items on the agendas?

There are provisions for Council, its committees and community boards to receive deputations from the public on items of public interest relevant to the delegations of the particular committee, board or Council. As with notices of motion there are formalities around the arrangements to make such presentations and people are advised of these when making their requests to be heard. There is also provision for a public forum at most meetings where people can come and voice their opinions and issues. Notes are taken from these sessions and there are options for follow up through committee reports or service requests.

What are minutes?

Minutes are the formal record of decision making by Council, its committees and boards at formal meetings. The decisions, known as resolutions, are the directives by which elected members instruct staff through the chief executive officer. Examples of minutes are available on our website www.westernbay.govt.nz/council/meetings-and-committees/agendas-and-minutes.

The role of elected members

All elected members are required to adhere to a code of conduct. The code sets out the Council's understanding and expectations of how the mayor and councillors will relate to one another, to staff, to the media and to the general public in the course of their duties. It also covers disclosure of information that is received by or is in the possession of elected members, and contains details of the sanctions that Council may impose if an individual breaches the code.

The mayor may create one or more committees of Council, and appoint chairs. A committee chairperson is responsible for presiding over meetings of the committee, ensuring that the committee acts within the

powers delegated by Council, and as set out in the Council's Delegations Manual.

More detail on roles will be part of induction training. Copies of the full code of conduct may be obtained from the website www.westernbay.govt.nz.

The incoming mayor will set the committee structure for the new council after the October 2022 elections. Historically Council has reviewed its committee structures at the beginning of each triennium. At the beginning of the 2019-2022 Council put in place the following structure for elected members to carry out their roles of policy setting and monitoring for the District and its residents.

The following is a summary of the various committees and their roles. Council's Local Governance Statement available on the website www.westernbay.govt.nz/council/about-our-council has a more detailed description. The mayor and councillors have the following primary roles as set by the Local Government Act:

- setting Council's strategic and policy directions for the District;
- monitoring the performance of the Council;
- representing the interests of the whole 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 District);
- employing the chief executive (under the Local Government Act the council employs the chief executive, who in turn employs all other staff on its behalf).

The mayoral role

The mayor is elected by the District as a whole and as one of the elected members shares the same responsibilities as other members of Council.

In addition the mayor has the following roles:

- to provide leadership to the other members and the people in the District of the Council;
- to lead the development of the Council's plans, policies and budgets;

- to appoint the deputy mayor;
- to establish committees of the Council and appoint chairpersons;
- to appoint the chairperson of each committee;
- to be the chair of Council meetings;
- to advocate on behalf of the community and represent its interests.

The elected members role

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
- 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 Financial Markets Conduct Act 2013 which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way
- The Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.

Committee structures

Council

Membership: His Worship the Mayor and all councillors.

Council oversees all the functions and activities of administering the District, and has some powers which may not be delegated to committees.

District

Licensing Committee

This is a statutory committee made up of two elected members and community appointments, and their task is to consider and determine applications for liquor licenses and bar managers certificates.

District Plan Committee

This committee has delegated authority to hear and make decisions on district plan matters. The District Plan is the document that sets the rules on development in our District.

Performance and Monitoring Committee

Membership: His Worship the Mayor and all councillors.

This committee oversees the implementation and performance monitoring of many of the core services provided by Council for example transportation, parks and reserves and customer services.

Policy Committee

Membership: His Worship the Mayor and all councillors.

This committee's role is to develop plans, policies and strategies for the future direction of our community.

Regulatory Hearings Committee

Membership: six councillors.

This committee makes decisions on statutory and regulatory matters Council is charged with managing under the legislation. Much of this work involves assessing applications by people to undertake certain activities in the District. For example planning and resource consents, liquor licensing, animal enforcement and objections to building consents, to name but a few. All chairs and members of hearing panels must be accredited under the Resource Management Act.

Audit and Risk Committee

Membership: His Worship the Mayor and all councillors.

This committee provides assurance and assistance to Council on management of Council's risks, financial control and compliance framework and its external accountability responsibilities.

Annual Plan and Long Term Plan Committee

Membership: His Worship the Mayor and all councillors.

This committee manages the process of the Annual Plan, Long Term Plan and amendments, including the determination of the nature and extent of community engagement approaches to be employed.

Ward Forums (Katikati-Waihi Beach, Kaimai and Te Puke- Maketu)

Membership: Ward councillors.

This committee's role is to develop community relationships to achieve solutions to local issues and to provide a voice on behalf of the community in relation to feedback and consultation for the Annual and Long Term Plan processes.

Joint Committees

SmartGrowth Leadership Group

Membership: Representation from Western Bay of Plenty District Council, Tauranga City Council, Bay of Plenty Regional Council and Tangata Whenua.

The SmartGrowth Leadership Group (SGLG) is a governance group responsible for prioritising, reviewing and monitoring the implementation of the SmartGrowth Strategy 2051.

Te Maru o Kaituna (Kaituna River Authority)

Membership: Representation from Tangata Whenua, Western Bay of Plenty District Council, Tauranga City Council, Rotorua Lakes Council, and Bay of Plenty Regional Council.

The role of this committee is to restore, protect and enhance the environmental, cultural and spiritual health and wellbeing of the Kaituna River.

Regional Transport Committee

Membership: Representation from Bay of Plenty Regional Council, Kawerau District Council, Ōpōtiki District Council, Rotorua Lakes Council, Tauranga City Council, Western Bay of Plenty District Council, Whakatāne District Council, Waka Kotahi NZ Transport Agency, NZ Police, and the Port of Tauranga.

This committee prepares and monitors the implementation of a Regional Land Transport Plan.

Community boards

There are five community boards in the Western Bay of Plenty District Council area. They are Waihi Beach, Katikati, Ōmokoroa, Te Puke and Maketu. Key roles for boards are:

- to advocate the interests of their communities;
- to report on matters referred by Council;
- to submit annually to Council on spending within the community, and as required on any other matters affecting the community;
- to monitor Council services provided in the community;
- to liaise with local community groups and organisations;
- to carry out responsibilities as delegated by Council;
- to promote public participation and communication in the communities;
- to have input into Council on issues and plans affecting the communities, and provide an effective mechanism for community feedback to Council.

LEGISLATIVE & OTHER INFORMATION

**The legislation
behind running
for Council
and other
information**

The elections will be conducted under the provisions of the Local Electoral Act 2001 and the Local Electoral Regulations 2001 and will be undertaken by Election Services, under contract to Western Bay of Plenty District Council.

Electoral roll

Those eligible to vote in the election 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 all Council offices and libraries.

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 NZ Post agency;

- phoning 0800 ENROLNOW (0800 367 656);
- accessing the Electoral Commission website [vote.nz](https://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 all Council offices, by accessing www.westernbay.govt.nz or by phoning the electoral office on 0800 922 822.

Electoral system

The first past the post (FPP) electoral system will be used for all elections within the Western Bay of Plenty District Council area.

When you vote in an FPP election, you tick the name of the candidates(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 up to one candidate. If there are three vacancies, you can vote for up to three candidates.

Legislation

- Local Electoral Act 2001;
- Local Electoral Regulations 2001;
- Local Government Act 2002;
- Local Authorities (Members; Interests) Act 1968.

Full copies of the legislation are available online at www.legislation.govt.nz.

Formal electoral timeline

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 (12 noon) / 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 Special voting period Early processing period	[Sec 83, LEA] [Sec 5 LEA, Reg 35, LER] [Sec 5 LEA, Reg 35, LER] [Sec 80, LEA]
by Friday 7 October 2022	Appointment of scrutineers (12 noon)	[Sec 68, LEA]
Saturday 8 October 2022	Election day Close of voting (12 noon) Progress and preliminary results available as soon as practicable after close of voting	[Sec 10, LEA] [Sec 84, LEA] [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

Electoral principles

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 one 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.

Electoral offences

Local Electoral Act 2001

121 Illegal nomination, etc.

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

- a. consents to being nominated as a candidate for an elective office, knowing that 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 two 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 two 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 two 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 two 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 two 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 \$5000 for an electoral officer or deputy electoral officer;
 - b. not exceeding \$2000 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 \$2000, 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.

Electoral donations and expenses

Local Electoral Act 2001

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—

- a. does not know the identity of the donor; and
- b. 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—

- a. does not know the identity of the donor; and
 - i. to the donor; or
 - ii. 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
- b. would have been a donation if it had

been given directly to the candidate;
and

- c. 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—

- a. beneficially holds any money, or the equivalent of money, or any goods that make up the contribution or are included in the contribution; or
- b. 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—

- a. includes,—
 - i. 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
 - ii. 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 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 23 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 prove 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.

Election advertising

Local Electoral Act 2001

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 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
 - 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 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 \$1000.

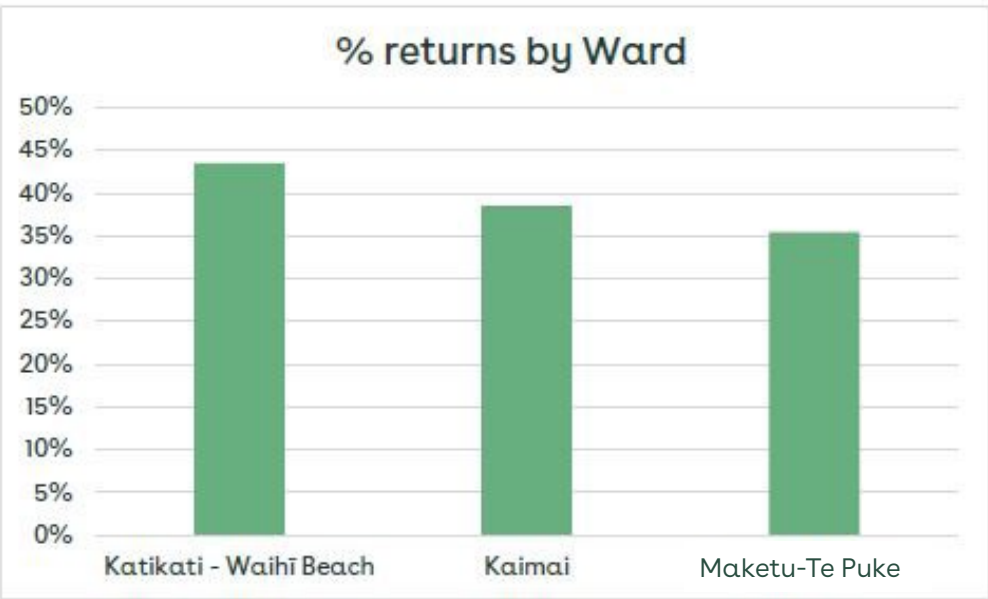
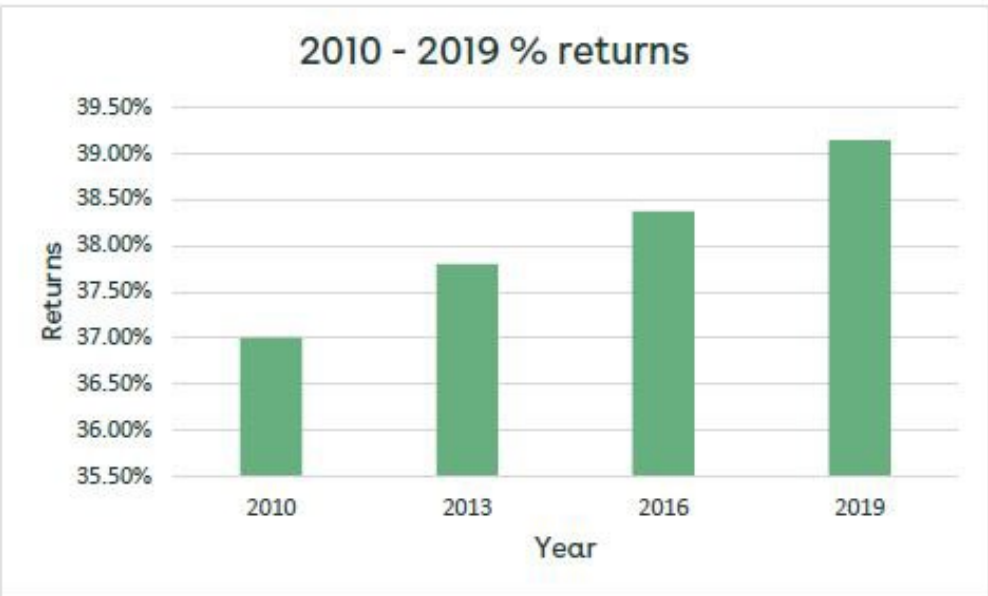
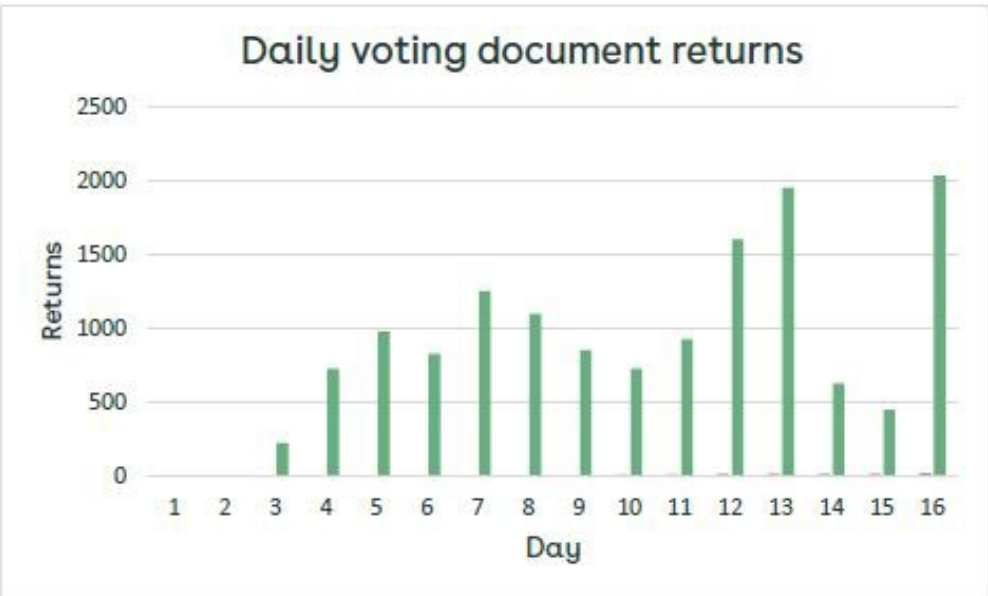
114 Use of public money

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

2019 voting document returns

Ward/electors	23 Sep	24 Sep	25 Sep	26 Sep	27 Sep	30 Sep	1 Oct	2 Oct
Katikati-Waihi Beach	0	0	100	100	500	300	450	375
11,699	0	0	100	200	700	1000	1450	1825
%	0	0	0.9	1.7	6	8.5	12.4	15.6
Kaimai	0	0	50	175	225	275	475	400
13,113	0	0	50	225	450	725	1200	1600
%	0	0	0.4	1.7	3.4	5.5	9.2	12.2
Maketu-Te Puke	0	0	75	450	250	250	325	325
11,613	0	0	75	525	775	1025	1350	1675
%	0	0	0.5	4.5	6.7	8.8	11.6	14.4
Total	0	0	225	725	975	825	1250	1100
36,425	0	0	225	950	1925	2750	4000	5100
%	0	0	0.62	2.61	5.28	7.55	10.98	14
Daily %	0	0	0.62	1.99	2.68	2.26	3.43	3.02
2010 Returns %	0	0	5.70	9	11.7	13.7	15.9	19.4
2013 Returns %	0	0.2	4.90	7	9.7	12.7	14.1	16.4
2016 Returns %	0	3.07	6.58	8.27	10.68	12.8	16.68	18.65

Ward/electors	3 Oct	4 Oct	7 Oct	8 Oct	9 Oct	10 Oct	11 Oct	12 Oct
Katikati-Waihi Beach	350	300	250	550	750	150	100	816
11,699	2175	2475	2725	3275	4025	4175	4275	5091
%	18.6	21.2	23.3	28	34.4	35.7	36.5	43.5
Kaimai	325	200	400	625	650	300	275	678
13,113	1925	2125	2525	3150	3800	4100	4375	5053
%	14.7	16.2	19.3	24	29	31.3	33.4	38.5
Maketu-Te Puke	175	225	275	425	550	175	75	539
11,613	1850	2075	2350	2775	3325	3500	3575	4114
%	15.9	17.9	20.2	23.9	28.6	30.1	30.8	35.4
Total	850	725	925	1600	1950	625	450	2033
36,425	5950	6675	7600	9200	11,150	11,775	12,225	14,258
%	16.33	18.33	20.86	25.26	30.61	32.33	33.56	39.14
Daily %	2.33	1.99	2.54	4.39	5.35	1.72	1.24	5.58
2010 Returns %	20.8	22.3	25.1	25.1	28.30	30.5	33.5	37
2013 Returns %	19.1	20.5	22.1	24.1	26.5	30.3	33.2	37.8
2016 Returns %	20.19	21.36	23.19	26.85	29.41	33.14	34.23	38.37



2019 election results

DECLARATION OF RESULTS OF ELECTION for the Western Bay of Plenty District Council 2019 elections



**Western Bay of Plenty
District Council**

I hereby declare the results of the elections held on 12 October 2019 for the following offices:

Mayor (one vacancy)

FAWCETT, Steve (Vector Group Charitable Trust)
MURRAY-BENGE, Margaret
WEBBER, Garry

Votes Received
1905
5203
6537

Informal votes received: 27

Blank votes received: 584

I therefore declare Garry WEBBER to be elected.

Council

Kaimai Ward (four vacancies)

BORELL, Suaree (Independent)
DEAN, Mark
EVANS, John
GRAINGER, Murray (Independent)
MURRAY-BENGE, Margaret
PALMER, John
THWAITES, Don

Votes Received
1452
2524
970
2264
2833
2036
2823

Informal votes received: 6

Blank votes received: 173

I therefore declare Mark DEAN, Murray GRAINGER, Margaret MURRAY-BENGE and Don THWAITES to be elected.

Katikati-Waihi Beach Ward (three vacancies)

CANDY, Neil
CLEMENTS, John (Independent)
DENYER, James
HENRY, Anne (Independent)
HUMPHREYS, Christina
MANIHERA-PALMER, Tangiwai (Independent)
MARSHALL, David
SOLE, Allan
TOHIARIKI, Kevin (Independent)
VAN DYKE, George

Votes Received
945
1371
2255
1491
1686
474
1322
1403
1182
921

Informal votes received: 42

Blank votes received: 147

I therefore declare James DENYER, Anne HENRY and Christina HUMPHREYS to be elected.

Maketu-Te Puke Ward (four vacancies)

DALLY, Grant
FAWCETT, Stephen (Vector Group Charitable Trust)
LALLY, Mike
LINTS, Monique (Independent)
MARSH, Kevin
SCRIMGEOUR, John

Votes Received
2052
1593
1672
2454
2169
2367

Informal votes received: 2

Blank votes received: 81

I therefore declare Grant DALLY, Monique LINTS, Kevin MARSH and John SCRIMGEOUR to be elected.

Community Boards

Katikati Community Board (four vacancies)

CLEMENTS, John (Independent)
HARRAY, Neil
HUMPHREYS, Christina
MAYO, Norm
SUTHERLAND, Kate
VAN DYKE, George (Independent)
WARREN, Ben
YADAV, Kamal

Votes Received
1524
1963
1533
1314
1604
1190
2059
1315

Informal votes received: 8

Blank votes received: 101

I therefore declare Neil HARRAY, Christina HUMPHREYS, Kate SUTHERLAND and Ben WARREN to be elected. However as Christina HUMPHREYS has been declared elected a councillor to the Katikati-Waihi Beach Ward, her name has been withdrawn and the next highest polling candidate John CLEMENTS is declared elected.

Maketu Community Board (four vacancies)

ANARU, William Ra
BEECH, Shane
BRAWN, Juliette
MCFADYEN, Wendy
RAE, Laura
SIMPSON, Stephan

Votes Received
241
291
120
116
274
157

Informal votes received: 0

Blank votes received: 4

I therefore declare William Ra ANARU, Shane BEECH, Laura RAE and Stephan SIMPSON to be elected.

Omokoroa Community Board (four vacancies)

EVANS, John
PRESLAND, Peter
SAGE, Derek (Independent)
SAGE, Teresa
SINGH, Puran Bhag (Independent)

Votes Received
630
1078
948
1080
622

Informal votes received: 0

Blank votes received: 74

I therefore declare John EVANS, Peter PRESLAND, Derek SAGE and Teresa SAGE to be elected.

Te Puke Community Board (four vacancies)

CRAWFORD, Richard
DAVIES, Gina
DUGMORE, Joan
ELLIS, Kassie
FAWCETT, Stephen (Vector Group Charitable Trust)
HIKA, Larissa (Vector Group Charitable Trust)
MCNAIR, Richard
ROLLESTON, Tupaea
SNELL, Dale (Independent)

Votes Received
1313
359
729
1001
927
528
579
1155
1142

Informal votes received: 11

Blank votes received: 72

I therefore declare Richard CRAWFORD, Kassie ELLIS, Tupaea ROLLESTON and Dale SNELL to be elected.



Dated Tauranga, 17 October 2019

Dale Ofsoske, Electoral Officer

Western Bay of Plenty District Council

Barkes Corner, 1484 Cameron Road, Tauranga

Phone 0800 922 822

2021 by-election results

DECLARATION OF RESULT OF BY-ELECTION WESTERN BAY OF PLENTY DISTRICT COUNCIL KATIKATI-WAIHI BEACH WARD

I declare the result of the by-election held on Friday 30 April 2021 for one member of the **Katikati-Waihi Beach Ward** of the Western Bay of Plenty District Council to be as follows:

<u>Candidate</u>	<u>Votes Received</u>
BEVIN, Bryce (Independent)	153
CLEMENTS, John	445
COOKE, Griff	135
HEDGES, Bill (Independent)	190
HOLLIS, Andrew	529
JOYCE, Rodney (Independent)	643
MARSHALL, David Clark	595
SOLE, Allan	693
TOHIARIKI, Kevin Patrick	200
WILLIAMS, Kim (Independent)	110

(7 informal votes and 7 blank votes)

I therefore declare Allan SOLE elected.

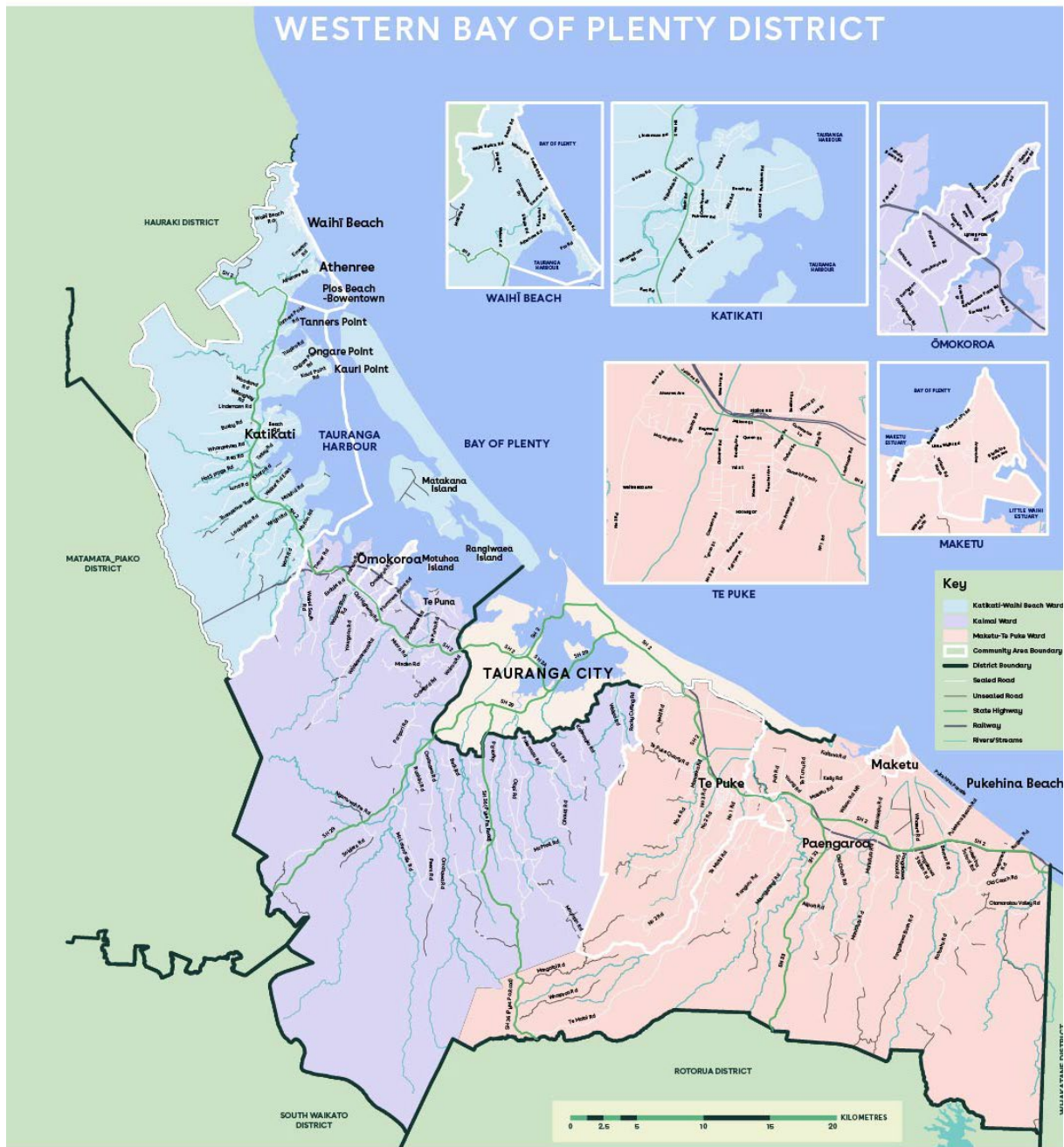
Dated at Tauranga, 30 April 2021

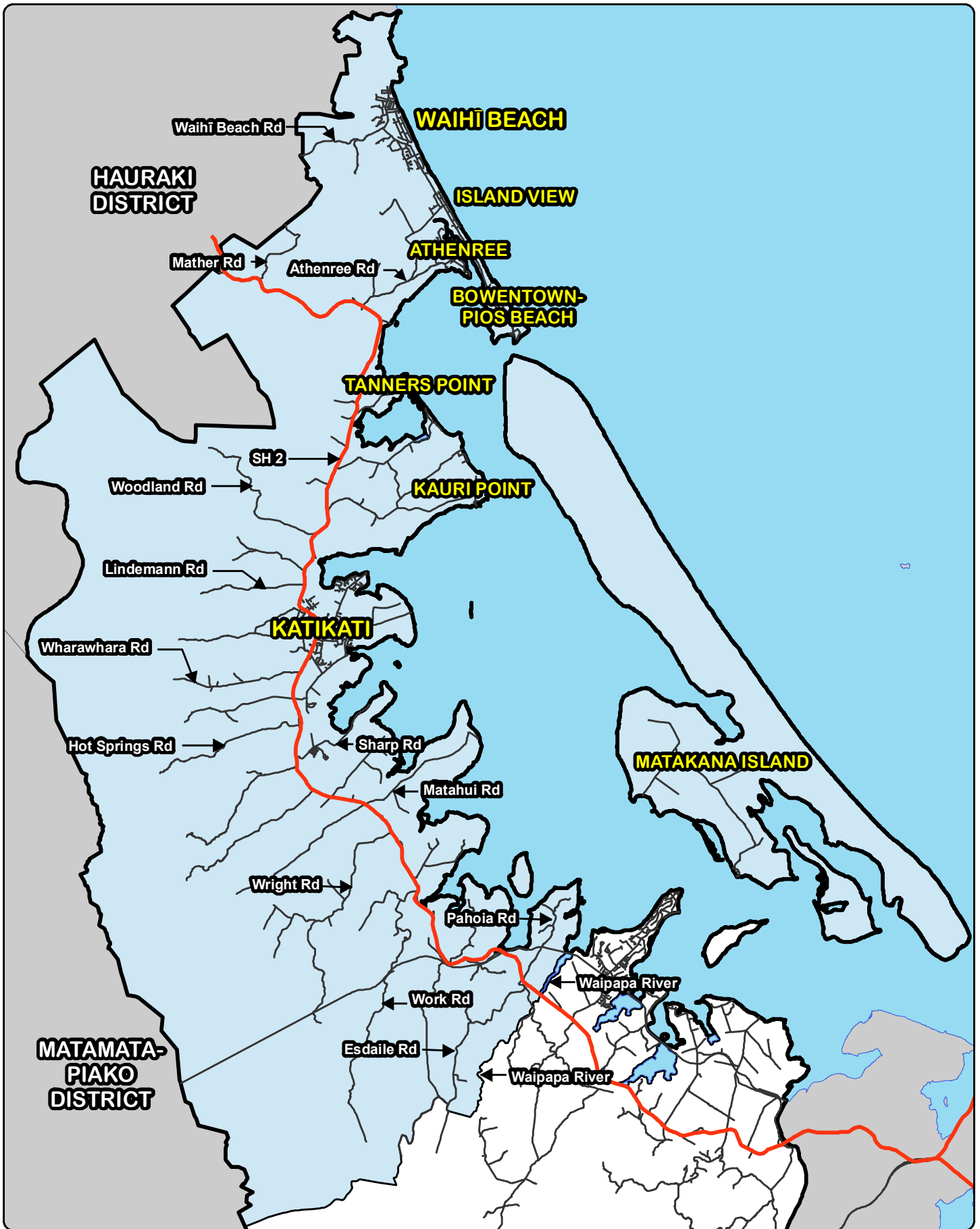
Dale Ofoske, Electoral Officer
Independent Election Services Ltd
for **Western Bay of Plenty District Council**



Phone 0800 922 822

Maps of the District



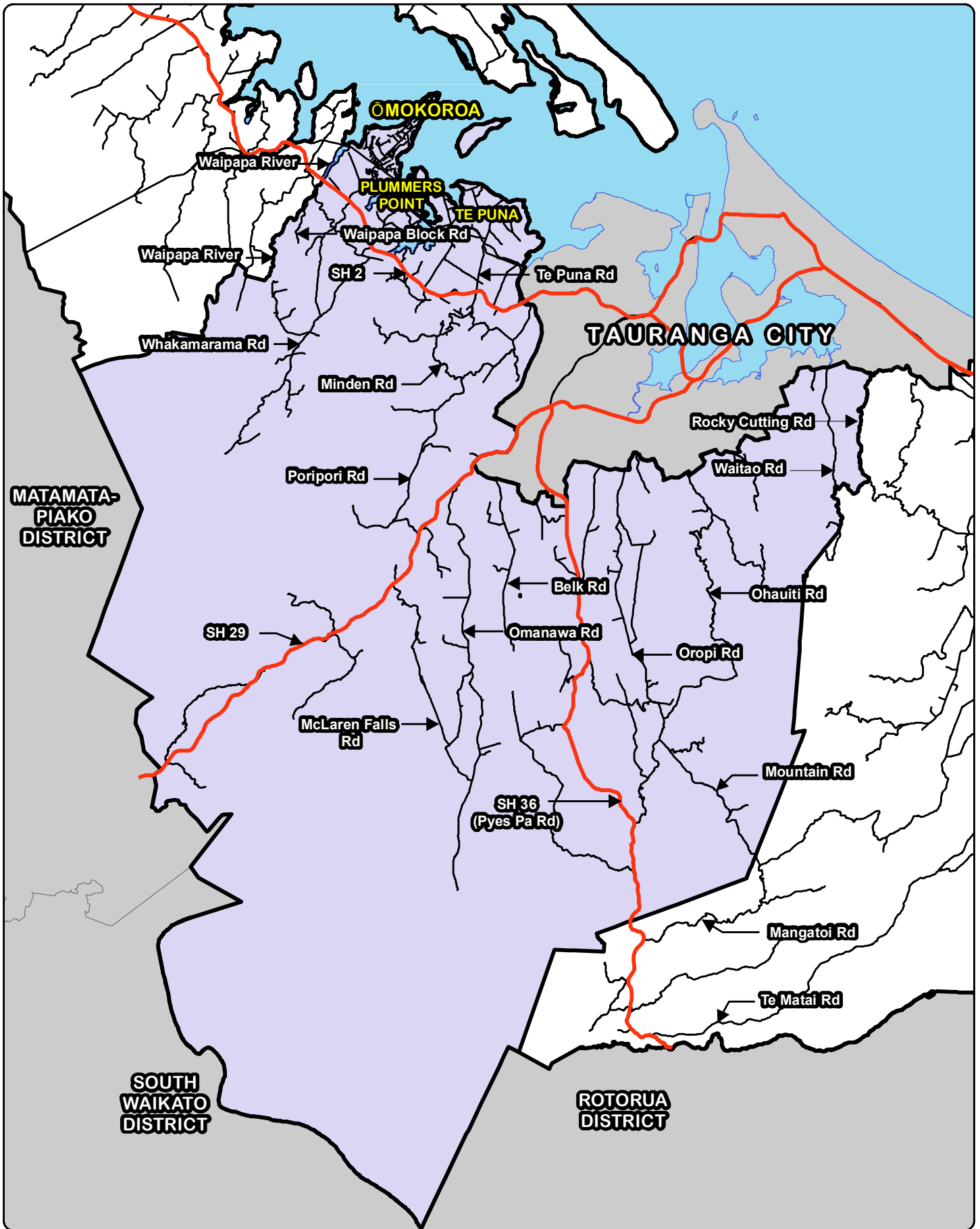


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 Archaeological data supplied by NZ Archaeological Assoc/Dept. of Conservation.

Email: gis@westernbay.govt.nz Scale A4 -1:165,000
 Date: 4/9/2019
 Operator: mlb
 Map: E:\Shape\MLB\Map\Wards & Community Boundaries\Katikati-Waihi Beach Ward 2019.mxd



**KATIKATI - WAIHI BEACH WARD
 2019**



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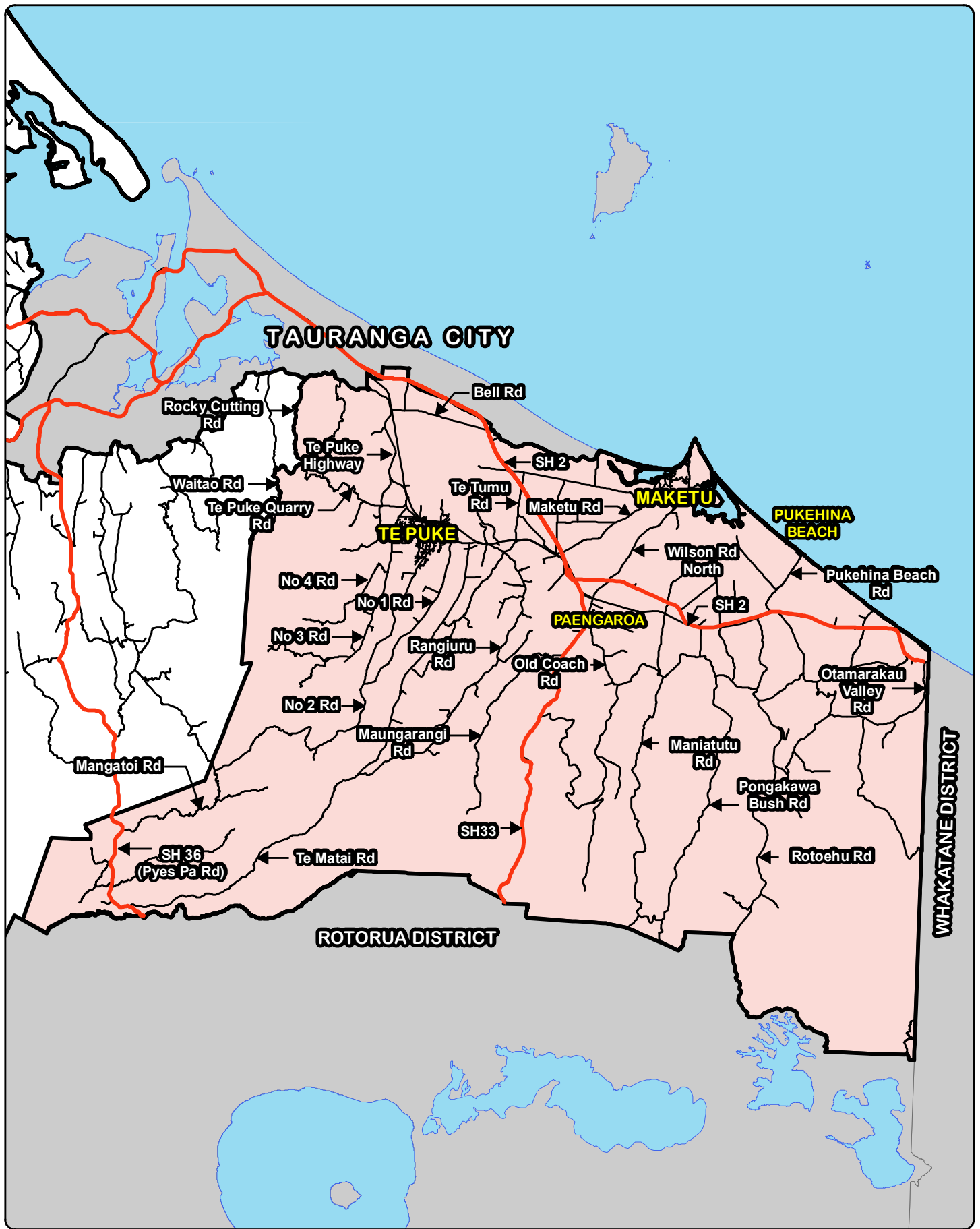
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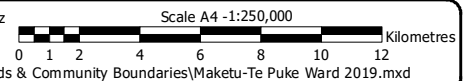
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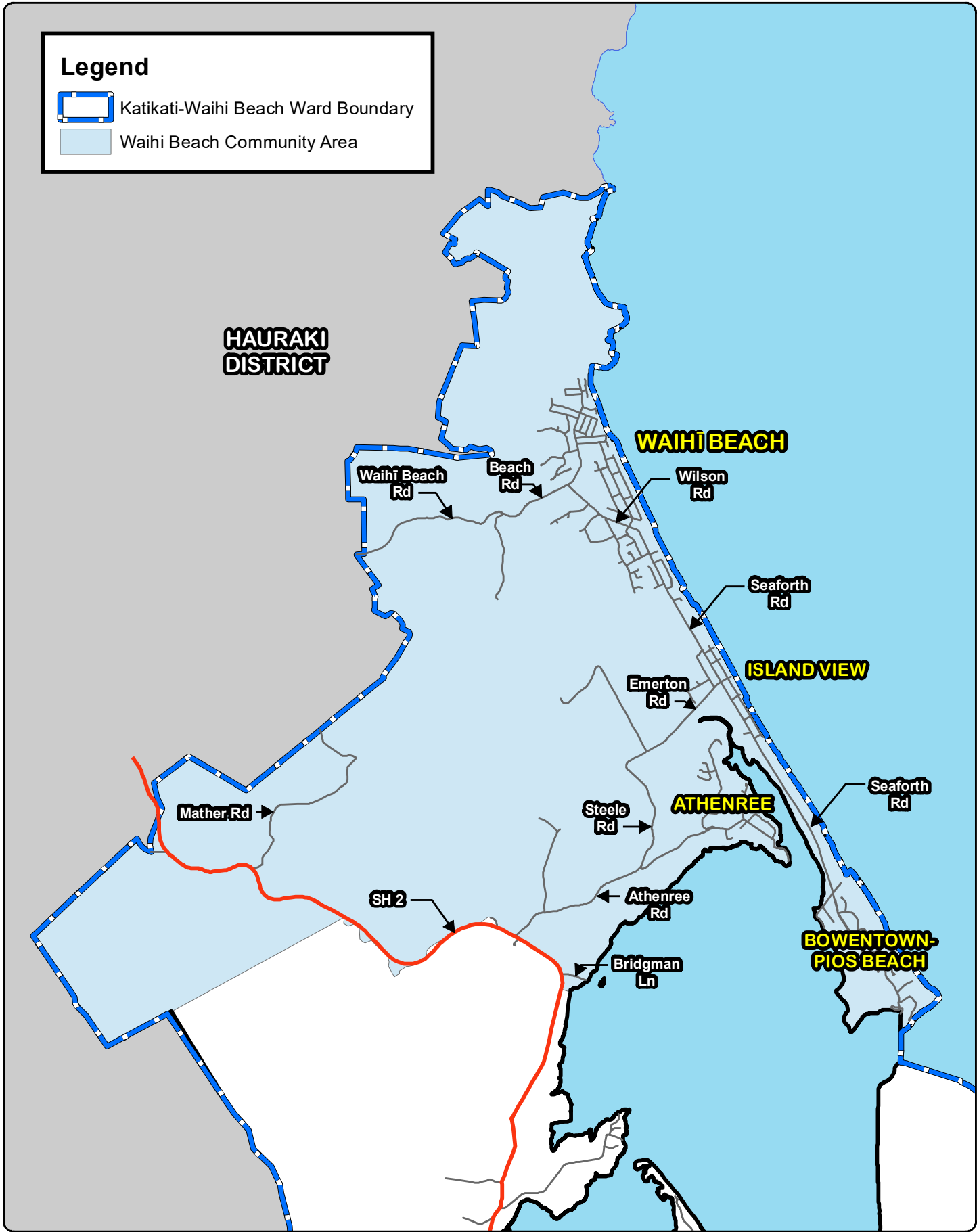
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 Date: 4/8/2019
 Operator: mlb
 Map: E:\Shape\MLB\Map\Wards & Community Boundaries\Maketu-Te Puke Ward 2019.mxd



MAKETU - TE PUKE WARD
2019

Legend

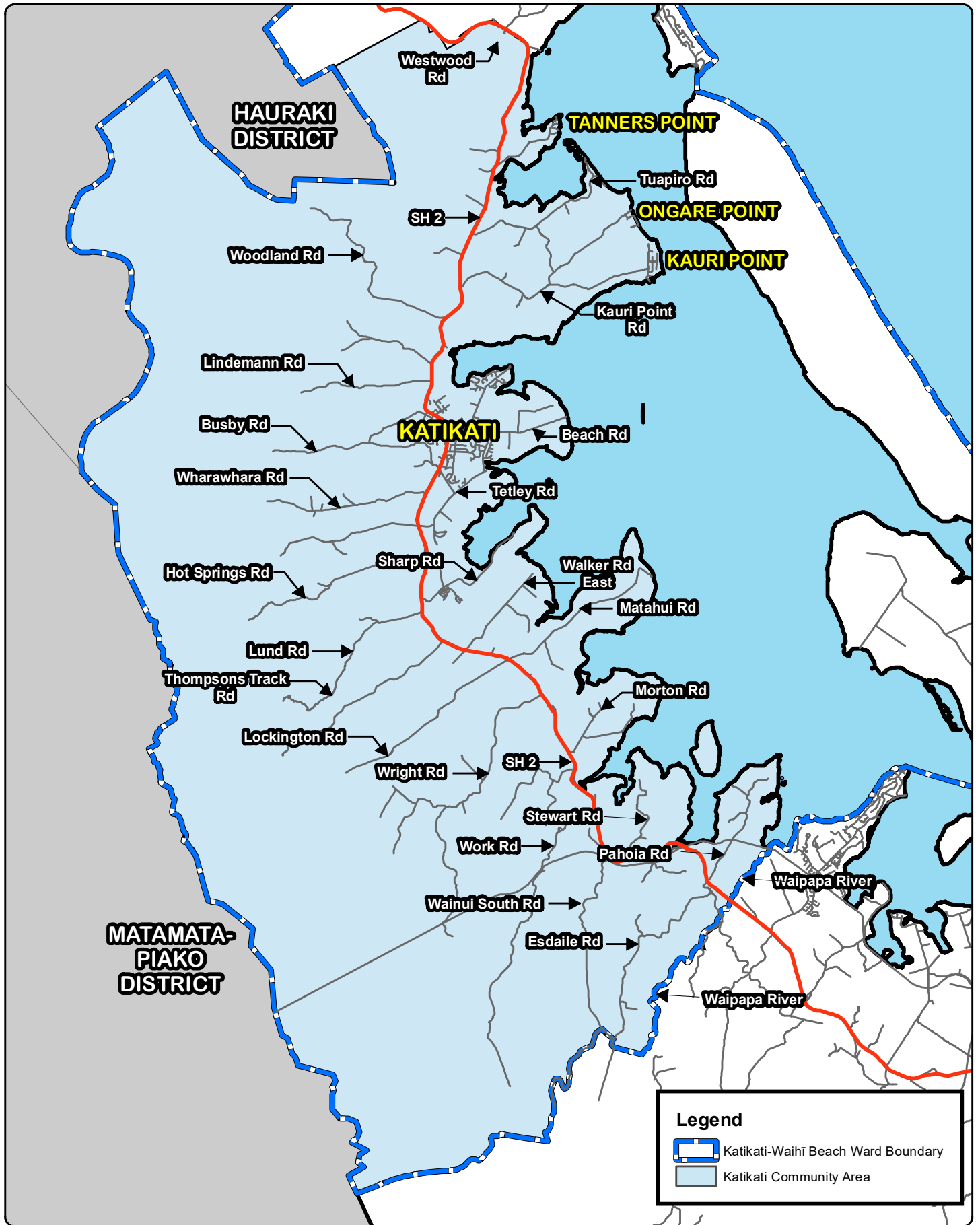
-  Katikati-Waihi Beach Ward Boundary
-  Waihi Beach Community Area



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Location of services is indicative only. Council accepts no liability for any error.
Archaeological data supplied by NZ Archaeological Assoc/Dept. of Conservation.

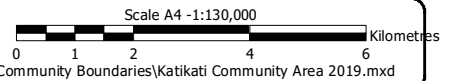
Email: gis@westernbay.govt.nz Date: 4/8/2019 Operator: mlb
Map: E:\Shape\MLB\Map\Wards & Community Boundaries\Waihi Beach Community Area

Scale A4 - 1:65,000
0 0.5 1 2 3 Kilometres





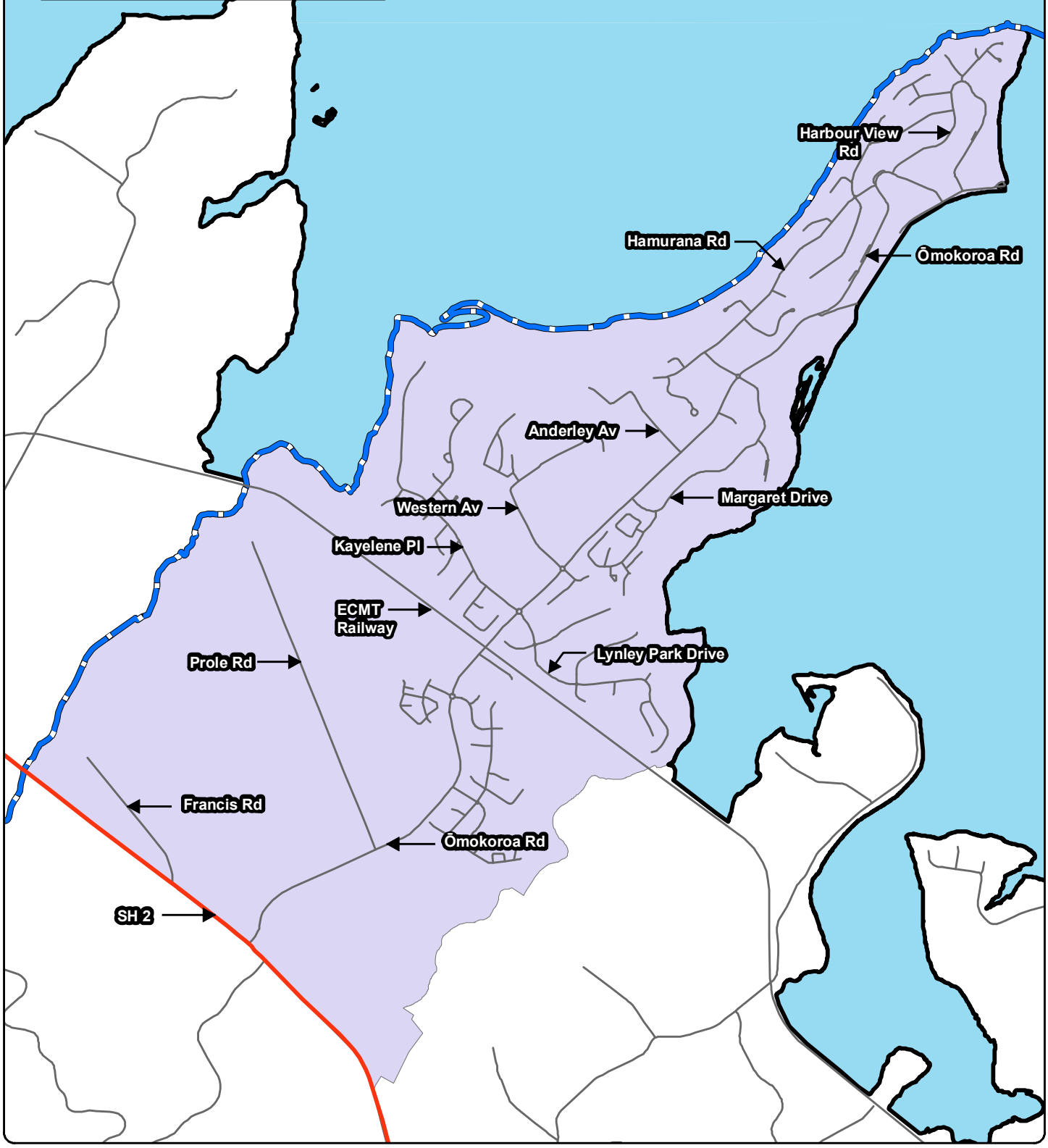
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Email: gis@westernbay.govt.nz
 Date: 4/8/2019
 Operator: mlb
 Map: E:\Shape\MLB\Map\Wards & Community Boundaries\Katikati Community Area 2019.mxd



Legend

-  Kaimai Ward Boundary
-  Ōmokoroa Community Area



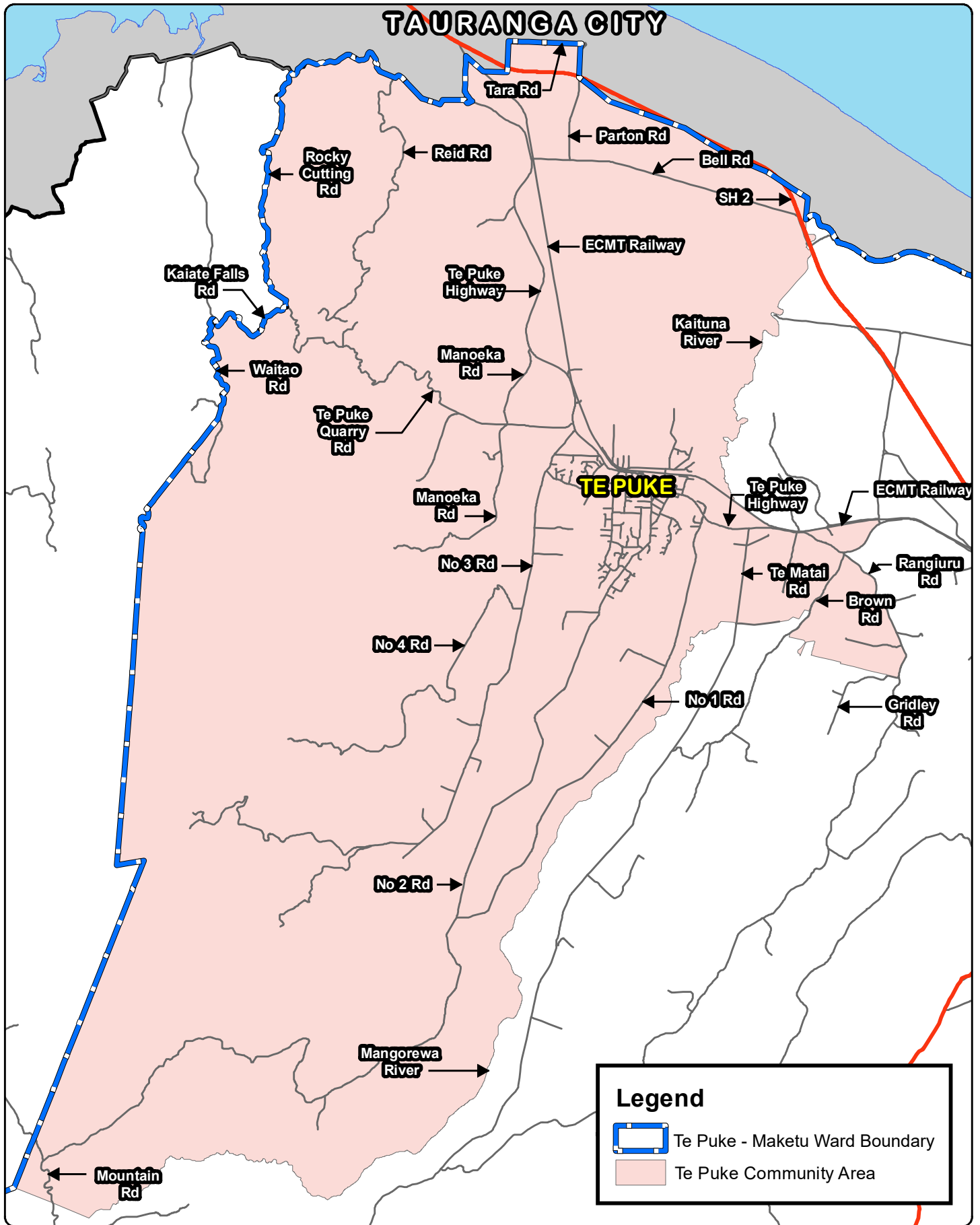
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Email: gis@westernbay.govt.nz
Date: 4/8/2019
Operator: mlb
Map: E:\Shape\MLB\Map\Wards & Community Boundaries\Ōmokoroa Community Area 2019.mxd

1:25,000
0 100 200 400 600 800 1,000 1,200 Meters



ŌMOKOROA COMMUNITY AREA 2019



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Email: gis@westernbay.govt.nz Date: 4/8/2019
 Operator: mlb
 Map: E:\Shape\MLB\Map\Wards & Community Boundaries\Te Puke Community Area 2019.mxd

Scale A4 - 1:90,000

0 0.5 1 2 3 4 Kilometres

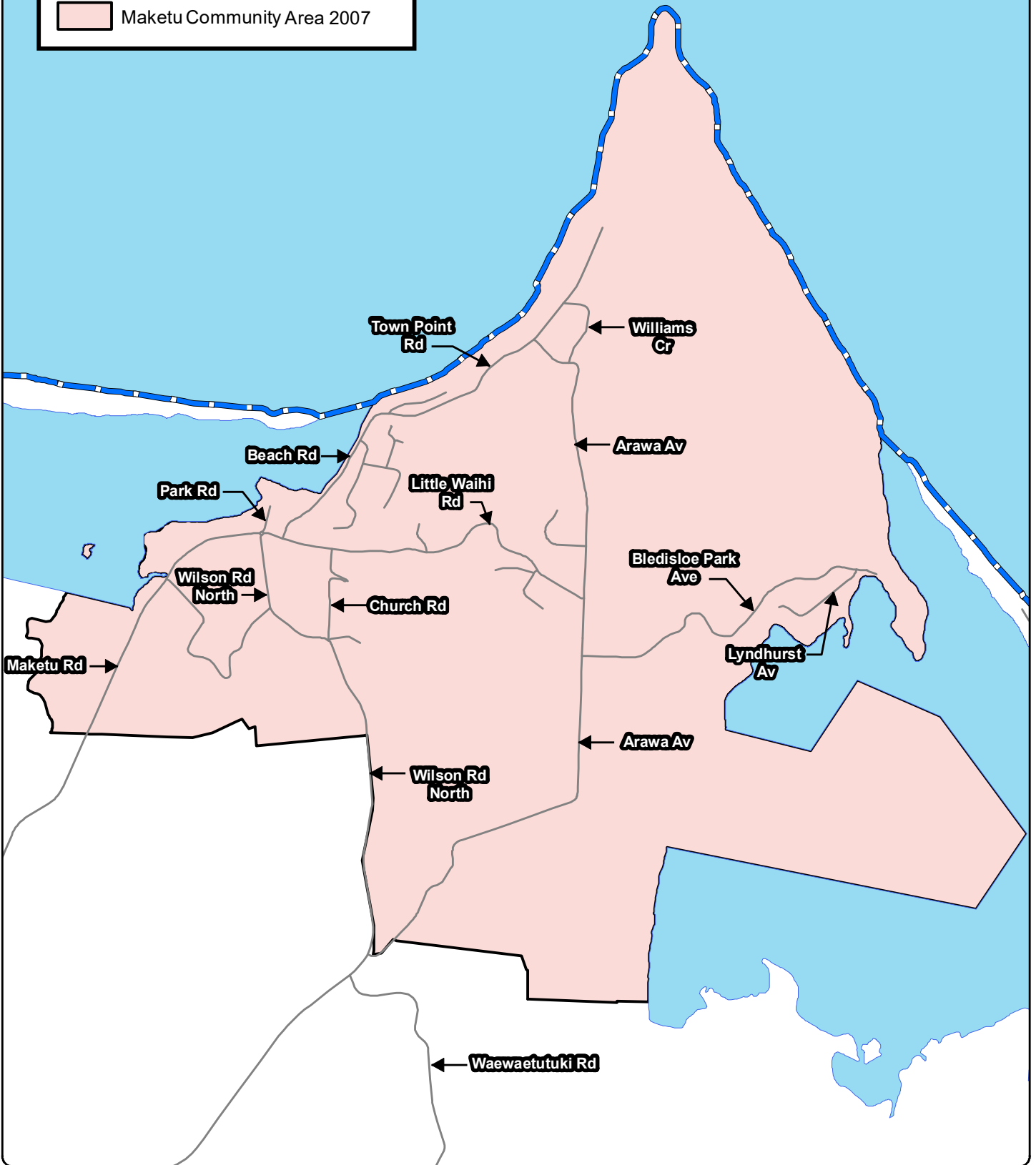
Legend



Te Puke - Maketu Ward Boundary

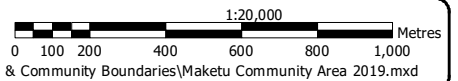


Maketu Community Area 2007



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Email: gis@westernbay.govt.nz
Date: 4/8/2019
Operator: mlb
Map: E:\Shape\MLB\Map\Wards & Community Boundaries\Maketu Community Area 2019.mxd



SUPPORTING DOCUMENTS

**Appointment
of scrutineer
and return
of electoral
donations and
expenses**



**Western
Bay of Plenty**
District Council
Triennial Election

8 October 2022

APPOINTMENT OF SCRUTINEER

The Electoral Officer
Western Bay of Plenty District 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 noon 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 it's 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	CONTRIBUTION
		<i>Date received</i>	<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.

#GENERATION CHANGE



Western
Bay of Plenty
District Council



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generationchange.org.nz