CANDIDATE INFORMATION HANDBOOK

FOR LOCAL AUTHORITY ELECTIONS 12 OCTOBER 2013

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Disclaimer: Every effort has been made to ensure the information in this booklet is accurate and consistent with relevant legislation and rules. Wellington City Council accepts no responsibility for any errors or omissions. It is recommended that candidates obtain a full copy of the Local Electoral Act 2001, which can be found online at www.law.govt.nz
1. INTRODUCTION

This handbook outlines information you need to know as a candidate in the 2013 local authority elections.

The elections are conducted by postal vote with election day on Saturday 12 October.

The conduct of local authority elections is regulated by legislation, namely:

- Local Electoral Act 2001 [LEA];
- Local Electoral Regulations 2001 [LER];
- Local Government Act 2002;
- New Zealand Public Health and Disability Act 2000 (for the Capital and Coast District Health Board election only); and
- Crown Entities Act 2004 (for the Capital and Coast District Health Board election only).

Relevant key dates for the 2013 elections are:

- Period for which expense returns are required: 12 July to 12 October.
- Nominations open: Friday 19 July 2013.
- Nominations close: Noon, Friday 16 August 2013.
- Election hoardings permitted on designated sites on public land: 31 August 2013.
- Delivery of voting documents: Friday 20 September to Wednesday 25 September 2013.
- Appointment of scrutineers: By noon, Friday 11 October 2013.
- Close of voting: As soon as practicable after close of voting on Saturday 12 October 2013.
- Preliminary results available: Between Thursday 17 and Wednesday 23 October 2013.
- Official declaration of results: By mid December 2013.

Key contact details are:

Electoral Officer: Charlie Inggs,
Wellington City Council,
PO Box 2199,
Wellington,
Phone: 801 3484 Cell: 021 227 8674,
Fax: 801 3020,
Email: election@wcc.govt.nz.

Deputy Electoral Officer: Sophie Rapson,
Wellington City Council,
PO Box 2199,
Wellington,
Phone: 803 8193 Cell: 021 227 8193,
Fax: 801 3020,
Email: election@wcc.govt.nz.
Information on election hoardings:

For enquiries regarding approved sites and rules on erection of election hoardings and enforcement matters, please contact Steve Spence, Chief Transport Planner, on 803 8099 or 021 227 8099.

2. 2013 ELECTION INFORMATION.

(a) Electoral Officer.

The Electoral Officer is appointed by the local authority. However, once appointed, the Electoral Officer (as well as the Deputy Electoral Officer and other electoral officials) is not subject to the direction of the local authority in exercising his or her powers and carrying out duties under the LEA and LER.

The general duties of the Electoral Officer are:
• the compilation and certification of electoral rolls;
• the publication of any public notice in relation to elections and polls;
• receiving nominations, candidate profile statements and deposits required to be paid;
• issuing and receiving ordinary and special voting documents and other official documents;
• the processing and counting of votes;
• the declaration of results;
• receiving returns of electoral expenses and donations;
• investigating and reporting alleged electoral offences; and
• completing all necessary post-election and poll tasks, including necessary reports and statistics.

At triennial general elections, the territorial authority Electoral Officer is responsible for compiling and certifying electoral rolls, and issuing and receiving voting documents for all elections in the area (including for regional council and district health board).

(b) Electoral principles.

The LEA identifies electoral principles which must be taken into account in the conduct of any election or poll. These principles are set out below for the information of candidates.

4 Principles.

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

(a) fair and effective representation for individuals and communities;
(b) all qualified persons have a reasonable and equal opportunity to
   (i) cast an informed vote,
   (ii) nominate 1 or more candidates,
   (iii) accept nomination as a candidate;
(c) public confidence in, and public understanding of, local electoral processes through
   (i) the provision of a regular election cycle,
   (ii) the provision of elections that are managed independently from the elected body,
   (iii) protection of the freedom of choice of voters and the secrecy of the vote,
   (iv) the provision of transparent electoral systems and voting methods and the adoption
        of procedures that produce certainty in electoral outcomes,
   (v) the provision of impartial mechanisms for resolving disputed elections and polls.
Local authorities, Electoral Officers, and other elected 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.

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

### 2013 election timetable

Key dates in the 2013 election process are set out in the following table.

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 March–30 April</td>
<td>Ratepayer roll enrolment confirmation forms sent [regulation 16 LER].</td>
</tr>
<tr>
<td>2 March–30 June</td>
<td>Preparation of ratepayer roll [regulation 10 LER].</td>
</tr>
<tr>
<td>10 April</td>
<td>Final representation review decisions from LGC.</td>
</tr>
<tr>
<td>1–31 May</td>
<td>SOLGM national ratepayer roll qualifications and procedures campaign [section 39 LEA].</td>
</tr>
<tr>
<td>1 July</td>
<td>Electoral Commission enrolment update campaign begins.</td>
</tr>
<tr>
<td>8 July</td>
<td>Campaign expenditure monitoring period commences [section 104 LEA].</td>
</tr>
<tr>
<td>10–19 July</td>
<td>Compilation of preliminary electoral roll [section 38 LEA].</td>
</tr>
<tr>
<td>12 July–12 October</td>
<td>Period for which electoral expenses required.</td>
</tr>
<tr>
<td>19 July</td>
<td>Nominations open/roll open for inspection [section 42 LEA].</td>
</tr>
<tr>
<td>16 August</td>
<td>Nominations close (noon)/roll closes (close of business) [sections 5, 42, 55 LEA].</td>
</tr>
<tr>
<td>21 August (approx)</td>
<td>Public notice of candidate names [section 65 LEA].</td>
</tr>
<tr>
<td>31 August–11 October (midnight)</td>
<td>Election hoardings permitted on designated sites on public land (subject to bond).</td>
</tr>
<tr>
<td>By 16 September</td>
<td>Electoral Officer certifies final electoral roll [section 51 LEA, regulation 22 LER].</td>
</tr>
<tr>
<td>Date Range</td>
<td>Event Description</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>20 September</td>
<td>Electoral Commission letter sent to unpublished roll electors.</td>
</tr>
<tr>
<td>20–25 September</td>
<td>Delivery of voting documents [section 5 LEA].</td>
</tr>
<tr>
<td>20 September–12 October</td>
<td>Progressive roll scrutiny [section 83 LEA].</td>
</tr>
<tr>
<td></td>
<td>Special voting period [section 5 LEA, regulation 35 LER].</td>
</tr>
<tr>
<td></td>
<td>Early processing of voting documents [section 79 LEA].</td>
</tr>
<tr>
<td>By noon 11 October</td>
<td>Appointment of scrutineers [section 68 LEA].</td>
</tr>
<tr>
<td>12 October</td>
<td>Election day [section 10 LEA].</td>
</tr>
<tr>
<td></td>
<td>Voting closes noon – counting commences [section 84 LEA].</td>
</tr>
<tr>
<td></td>
<td>Preliminary results available as soon as practicable after close of voting [section 85 LEA].</td>
</tr>
<tr>
<td>12–17 October</td>
<td>Official count [section 84 LEA].</td>
</tr>
<tr>
<td>17 October–23 October</td>
<td>Declaration of result/public notice of results [section 86 LEA].</td>
</tr>
<tr>
<td>By 7 December (approx)</td>
<td>Return of electoral expenses and donations form [section 109 LEA].</td>
</tr>
</tbody>
</table>

LER = Local Electoral Regulations 2001.  
LGC = Local Government Commission.  
EEC = Electoral Enrolment Centre.  
SOLGM = Society of Local Government Managers.
(d) Election issues to be contested.

Elections will be held for:

- Wellington City Council,
  - Mayor,
  - Councillors,
  - Community board members.
- Greater Wellington Regional Council,
- Capital and Coast District Health Board,
- Hutt Mana Charitable Trust,

The following summary describes how each of these elections will be held (ie at large, by ward or by constituency), the number of positions and the numbers of residential and ratepayer electors in each area.

Wellington City Council.

The mayor (one vacancy) is elected at large by those electors who are enrolled on the residential and ratepayer electoral rolls.

The residential electoral roll comprises the names and addresses, listed in alphabetical order of surnames, of every person who resides within Wellington City who has enrolled and is qualified to be an elector of the district in accordance with the LEA and LER.

The ratepayer electoral roll comprises the names and addresses, listed in alphabetical order of surnames, of those non-resident ratepayer electors who have made application for enrolment and are qualified to be entered on this roll in accordance with the LEA and LER. Below are two examples of ratepayer electors:

- a person who owns and pays rates on a property in Wellington City but who resides and is enrolled as a parliamentary elector at an address outside the boundaries of the district;
- a nominee of a company/organisation whose office is located in Wellington City upon which rates are paid, provided both the nominator and the nominee are registered as parliamentary electors at addresses outside of the district.

For the election of the city council, the city is divided into the following five wards:

<table>
<thead>
<tr>
<th>Ward</th>
<th>Number of councillors</th>
<th>Number of residential electors as at 1 June 2013*</th>
<th>Number of ratepayer electors as at 1 June 2013*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern</td>
<td>3</td>
<td>31,005</td>
<td>21.</td>
</tr>
<tr>
<td>Onslow-Western</td>
<td>3</td>
<td>31,691</td>
<td>16.</td>
</tr>
<tr>
<td>Lambton</td>
<td>3</td>
<td>29,674</td>
<td>85.</td>
</tr>
<tr>
<td>Eastern</td>
<td>3</td>
<td>27,369</td>
<td>17.</td>
</tr>
<tr>
<td>Southern</td>
<td>2</td>
<td>18,994</td>
<td>6.</td>
</tr>
<tr>
<td></td>
<td><strong>14</strong></td>
<td><strong>138,733</strong></td>
<td><strong>145.</strong></td>
</tr>
</tbody>
</table>

* Final roll closes on 16 August 2013.
The suburbs within each ward are:

<table>
<thead>
<tr>
<th>Ward</th>
<th>Suburbs within each ward</th>
<th>Community boards.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern.</td>
<td>• Grenada North, • Takapu Valley, • Tawa, • Grenada Village, • Glenside, • Horokiwi,</td>
<td>Two community boards operate within Wellington City. They are:</td>
</tr>
<tr>
<td></td>
<td>• Churton Park, • Newlands, • Paparangi, • Woodridge, • Johnsonville, • Ohariu.</td>
<td></td>
</tr>
<tr>
<td>Onslow-Western.</td>
<td>• Ngauranga, • Broadmeadows, • Khandallah, • Ngaio, • Crofton Downs, • Kaiwharawhara,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Makara, • Makara Beach, • Karori, • Northland, • Wilton, • Wadestown.</td>
<td></td>
</tr>
<tr>
<td>Lambton.</td>
<td>• Thorndon, • Pipitea, • Wellington Central, • Kelburn, • Highbury, • Aro Valley,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Brooklyn, • Te Aro, • Mt Cook, • Mt Victoria, • Oriental Bay.</td>
<td></td>
</tr>
<tr>
<td>Eastern.</td>
<td>• Roseneath, • Hataitai, • Kilbirnie, • Melrose, • Lyall Bay, • Houghton Bay, • Rongotai,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Miramar, • Maupua, • Karaka Bays, • Seatoun, • Breaker Bay, • Moa Point, • Strathmore Park.</td>
<td></td>
</tr>
<tr>
<td>Southern.</td>
<td>• Mornington, • Vogeltown, • Kingston, • Owhiro Bay,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Island Bay, • Berhampore, • Newtown, • Southgate.</td>
<td></td>
</tr>
</tbody>
</table>

Community boards.

Two community boards operate within Wellington City. They are:

<table>
<thead>
<tr>
<th>Community board</th>
<th>Number of members</th>
<th>Number of residential electors as at 1 June 2013*</th>
<th>Number of ratepayer electors as at 1 June 2013*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Makara/Ohariu</td>
<td>6</td>
<td>579</td>
<td>2.</td>
</tr>
<tr>
<td>Tawa</td>
<td>6¹</td>
<td>10,116</td>
<td>12.</td>
</tr>
</tbody>
</table>

* Final roll closes on 16 August 2013

¹Tawa Community Board also has two appointed members (who must be councillors from the Northern Ward).
The suburbs within the community board areas are:

<table>
<thead>
<tr>
<th>Board</th>
<th>Suburbs within each board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Makara/Ohariu.</td>
<td>• Makara,</td>
</tr>
<tr>
<td></td>
<td>• Makara Beach,</td>
</tr>
<tr>
<td></td>
<td>• Ohariu.</td>
</tr>
<tr>
<td>Tawa.</td>
<td>• Tawa,</td>
</tr>
<tr>
<td></td>
<td>• Takapu Road,</td>
</tr>
<tr>
<td></td>
<td>• Grenada North.</td>
</tr>
</tbody>
</table>

**Greater Wellington Regional Council.**

For the election of the Greater Wellington Regional Council, the region is divided into the following six constituencies:

<table>
<thead>
<tr>
<th>Constituency</th>
<th>Number of members</th>
<th>Number of residential electors as at 1 June 2013*</th>
<th>Number of ratepayer electors as at 1 June 2013*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kapiti</td>
<td>1,</td>
<td>38,152,</td>
<td>34.</td>
</tr>
<tr>
<td>Porirua-Tawa</td>
<td>2,</td>
<td>46,767,</td>
<td>2 (WCC only).</td>
</tr>
<tr>
<td>Wairarapa</td>
<td>1,</td>
<td>31,476,</td>
<td>Not available.</td>
</tr>
<tr>
<td>Lower Hutt</td>
<td>3,</td>
<td>71,847,</td>
<td>Not available.</td>
</tr>
<tr>
<td>Upper Hutt</td>
<td>1,</td>
<td>29,727,</td>
<td>Not available.</td>
</tr>
<tr>
<td>Wellington</td>
<td>5,</td>
<td>128,609,</td>
<td>116.</td>
</tr>
<tr>
<td>Total</td>
<td><strong>13,</strong></td>
<td><strong>346,578,</strong></td>
<td><strong>152.</strong></td>
</tr>
</tbody>
</table>

* Final roll closes on 16 August 2013.

Although Tawa is part of Wellington City, it is included in the Porirua-Tawa Constituency for the Regional Council elections.
**Capital and Coast District Health Board.**

For the Capital and Coast District Health Board, elections are held at large (ie across its whole district). Elections will be held for seven board members. Up to four further members will be appointed by the Minister of Health.

For the administration of the election, the Capital and Coast District is divided into three territorial authority districts as follows:

<table>
<thead>
<tr>
<th>District</th>
<th>Number of residential electors as at 1 June 2013*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wellington</td>
<td>138,725.</td>
</tr>
<tr>
<td>Kapiti</td>
<td>31,915.</td>
</tr>
<tr>
<td>Porirua</td>
<td>36,651.</td>
</tr>
<tr>
<td></td>
<td><strong>207,291.</strong></td>
</tr>
</tbody>
</table>

* Final roll closes on 16 August 2013.

Non-resident ratepayer electors are not entitled to vote in district health board elections.

For more information on district health board elections please refer to the ‘2010 District Health Board Elections: Information for Candidates’ booklet produced by the Ministry of Health (copies of which are available from the Electoral Officer or Deputy Electoral Officer).

**Hutt Mana Charitable Trust.**

The Hutt Mana Charitable Trust has elections held over the following four districts:

<table>
<thead>
<tr>
<th>District</th>
<th>Local authority</th>
<th>Number of members</th>
<th>Number of residential electors as at 1 June 2013*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Porirua</td>
<td>Porirua City Council,</td>
<td>1</td>
<td>36,653.</td>
</tr>
<tr>
<td>Upper Hutt</td>
<td>Upper Hutt City Council,</td>
<td>1</td>
<td>29,727.</td>
</tr>
<tr>
<td>Lower Hutt</td>
<td>Hutt City Council,</td>
<td>2</td>
<td>71,847.</td>
</tr>
<tr>
<td>North Wellington 1</td>
<td>Wellington City Council,</td>
<td>1</td>
<td>31,205.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>5</strong></td>
<td><strong>169,432.</strong></td>
</tr>
</tbody>
</table>

* Final roll closes on 16 August 2013.

1Most of the Northern Ward (of Wellington City) and a small portion of Onslow-Western Ward.

Non-resident ratepayer electors are not entitled to vote in the Hutt Mana Charitable Trust election.
(e) **Electoral system.**

Two electoral systems will be operating side by side for the 2013 elections. These are:
- first past the post (FPP),
- single transferable voting (STV).

Organisations using the FPP electoral system in the Wellington area are:
- Hutt Mana Charitable Trust.

Organisations using the STV electoral system in the Wellington area are:
- Wellington City Council (Mayor, Council and community boards),
- Greater Wellington Regional Council,
- Capital and Coast District Health Board.

For more information on how the STV electoral system works, please see the Department of Internal Affairs website [www.stv.govt.nz](http://www.stv.govt.nz).

A comprehensive explanation of the New Zealand method of counting STV votes is found in *Schedule 1A LER*.

Briefly, the STV electoral system consists of the following:
- Voters receive a single (transferable) vote, whether there is one vacancy or several.
- Voters rank the candidates in order of preference with ‘1’ next to the name of the candidate most preferred, ‘2’ next to the name of the candidate next preferred, ‘3’ next to the name of the candidate next preferred, and so on.
- When votes are counted, all the first preferences are allocated first. To be elected, a candidate must reach a ‘quota’ of votes, which is based on the number of vacancies and the number of valid votes.
- A candidate who reaches the quota is elected. If there is more than one vacancy and a candidate gets more votes than the quota, a proportion of each vote for that candidate is transferred to the voter’s second preference. If, as a result, another candidate gets more votes than the quota, a proportion is transferred to third preferences, and so on.
- If insufficient candidates reach the quota after the first preferences are allocated and after any surplus votes are transferred, then the candidate who received the fewest votes is eliminated and each vote for that candidate is transferred to the voter’s second preference. This process is repeated until enough candidates reach the quota to fill all the vacancies.

(f) **Candidate qualifications.**

**City council, community board and regional council candidates.**

A candidate standing for the city council, regional council or community board must be:
- a New Zealand citizen; and
- a parliamentary elector (anywhere in New Zealand) [*section 25 LEA*].

The following restrictions apply for candidates for the city council, community board, regional council:

- **Standing for territorial and regional council.**
  A candidate may stand for election for mayor, city council and community board within the same territorial authority area, but may **not also** stand for election to a regional council of...
which the territorial authority is part, i.e., a candidate may stand for **either** the city council/community board or the regional council **but not both** [section 58 LEA].

- **Standing for multiple wards/constituencies.**
  A candidate may **not** stand for more than one ward or more than one constituency of the same local authority [section 57A LEA]. However, a candidate may stand for more than one community board within the same territorial authority, but not within more than one subdivision of the same community board.

- **Contracts over $25,000.**
  A candidate **cannot** be a person concerned or interested in contracts over $25,000 with the local authority [section 3(1) Local Authorities (Members’ Interests) Act 1968]. This restriction is waived if prior approval is obtained from the Office of the Auditor-General.

- **Council employee.**
  An employee of a local authority who is elected as mayor or councillor of that local authority must resign as an employee before taking up his/her position as an elected member. This does not apply if an employee of a territorial authority is elected to a community board within the district of that territorial authority [section 41(5) Local Government Act 2002]. The rules of an individual local authority may require an employee to take leave of absence for campaigning purposes prior to the election.

- **Election as councillor and community board member.**
  A person elected as a councillor and a community board member within the same territorial authority district is deemed to have vacated the office of 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, 88C LEA].

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**District health board.**

A candidate for a district health board must be:

- a New Zealand citizen; and
- a parliamentary elector (anywhere in New Zealand).

A candidate for a district health board can also stand for mayor, city council, community board or regional council subject to the restrictions outlined above.

The following restrictions on a candidate for a district health board apply:

- **Multiple district health boards.**
  A person cannot be a candidate for more than one district health board.

- **Disqualification.**
  A person cannot be a candidate if disqualified under clause 17, Schedule 2 New Zealand Public Health & Disability Act 2000 or section 30(2)(a) to (f) Crown Entities Act 2004 which states:

  **17 Certain persons disqualified from membership.**

  (1) None of the following persons may be elected or appointed as a member of a board, or appointed as a member of a board committee, of a DHB:
(a) a person described in section 30(2)(a) to (f) of the Crown Entities Act 2004;
(b) repealed;
(c) repealed;
(d) repealed;
(e) a person who has, since the date on which members of boards elected at the immediately preceding triennial general election came into office, been removed as a member of a board for any reason specified in clause 9(c) or (e) of Schedule 3;
(f) a person who has failed to declare a material conflict of interest before accepting nomination as candidate for an election of a DHB held in conjunction with the immediately preceding triennial general election.

(2) In addition to the grounds specified in subclause (1), a person may not be elected as a member of a board if the person is incapable of being elected as a member of a local authority because of section 25 of the Local Electoral Act 2001.

(3) However, subclause (1)(a) does not disqualify a person described in section 30(2)(f) of that Act who is elected (rather than appointed) to office as a member under any other Act.

30 Qualifications of members.

(2) The following persons are disqualified from being members:
(a) a person who is an undischarged bankrupt;
(b) a person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, or the Securities Act 1978, or the Securities Markets Act 1988, or the Takeovers Act 1993;
(c) a person who is subject to a property order under the Protection of Personal and Property Rights Act 1988;
(d) a person in respect of whom a personal order has been made under that Act that reflects adversely on the person’s
   (i) competence to manage his or her own affairs in relation to his or her property, or
   (ii) capacity to make or to communicate decisions relating to any particular aspect or aspects of his or her personal care and welfare;
(e) a person who has been convicted of an offence punishable by imprisonment for a term of 2 years or more, or who has been sentenced to imprisonment for any other offence, unless that person has obtained a pardon, served the sentence, or otherwise suffered the penalty imposed on the person;
(f) a member of Parliament;
(g) a person who is disqualified under any other Act.

(3) However, subsection (2)(f) does not disqualify a person who is elected (rather than appointed) to office as a member under any other Act.

For more information on standing for the Capital and Coast District Health Board please refer to the 2010 District Health Board Elections: Information for Candidates booklet produced by the Ministry of Health (copies of which are available from the Electoral Officer or Deputy Electoral Officer).
Hutt Mana Charitable Trust.

A candidate standing for the Hutt Mana Charitable Trust must be:
- a New Zealand citizen;
- a parliamentary elector; and
- living inside the Hutt Mana Charitable Trust district.

The following persons are not eligible to hold office as a Trustee:

1. a bankrupt who has not obtained a final order of discharge or whose order of discharge has been suspended for a term not yet expired, or is subject to a condition not yet fulfilled;
2. a person who has been convicted of any offence punishable by a term of imprisonment of two or more years;
3. a person who has been convicted of any offence punishable by imprisonment of a term of less than two years and has been sentenced to imprisonment for that offence;
4. a person to whom an order made under Section 189 of the Companies Act 1955 applies;
5. a person who is mentally disordered within the meaning of the Mental Health Act 1969;
6. a person who resides outside the Hutt Mana Charitable Trust District.

If you have any questions about the Hutt Mana Charitable Trust, please contact Hutt Mana Charitable Trust, c/- Kendons Chartered Accountants Limited, 69 Rutherford Street, Lower Hutt, phone (04) 569 6113, fax (04) 569 2742, email secretary@hmct.org.nz, website www.hmct.org.nz

(g) Nominations.

Key dates.

A public notice calling for nominations appeared in the DominionPost newspaper on Wednesday 17 July 2013.

The following key dates apply:
- nominations open on Friday 19 July 2013,
- nominations close at noon, Friday 16 August 2013.

Availability of nomination forms.

Each nomination must be made on the appropriate official nomination form. A separate nomination form is required for each position. Although nomination forms may be picked up from the following locations, they must be lodged with the Electoral Officer as outlined in the Return of Nomination Form section on page 19 of this booklet.

Nomination forms for all positions, except Greater Wellington Regional Council, Hutt Mana Charitable Trust, and Capital and Coast District Health Board, will be available from 19 July 2013 as follows:
- Reception desk, Wellington City Council Offices, 101 Wakefield Street, Wellington.
- Telephone: Charlie Inggs, Electoral Officer (801 3484) or Sophie Rapson, Deputy Electoral Officer (803 8193).
Please note.
Nomination forms for the **Capital and Coast District Health Board** are available from the Electoral Officer, Wellington City Council, and must be returned to that office.

Nomination forms for the Capital and Coast District Health Board are also available from:

- Kapiti Coast District Council Offices, 175 Rimu Road, Paraparaumu.
- Porirua City Council Offices, City Centre, Hagley Street, Porirua.
- Electoral Officer: Warwick Lampp.
  Phone: 0508 440 023.
  Email: wlampp@electionz.com.
- Deputy Electoral Officer: Anthony Morton.
  Phone: 0508 440 023.
  Email: amorton@electionz.com.

Nomination forms for **Greater Wellington Regional Council** are available from Greater Wellington Regional Council:

- Electoral Officer: Margaret Meek.
  Phone: (04) 830 4192.
  Email: elections@gw.govt.nz.
- Deputy Electoral Officer: Alexandra Jackson
  Phone: (04) 830 4212
  Email: elections@gw.govt.nz.

Nomination forms for the **Hutt Mana Charitable Trust** are only available from the Electoral Officer, Hutt City Council and must be returned to that office:

- Electoral Officer: Warwick Lampp.
  Phone: 0508 440 023.
  Email: wlampp@electionz.com.
- Deputy Electoral Officer: Anthony Morton.
  Phone: 0508 440 023.
  Email: amorton@electionz.com.

If you have any questions about the Hutt Mana Charitable Trust, please contact the Board Secretary, Hutt Mana Charitable Trust, c/- Kendons Chartered Accountants Limited, 69 Rutherford Street, Lower Hutt, phone (04) 569 6113, fax (04) 569 2742, email secretary@hmct.org.nz.

**Candidate profile statement.**

**Statement requirements.**

Every candidate may provide the Electoral Officer with a candidate profile statement with his or her nomination. This is a statement of up to 150 words containing information about the candidate and his or her policies and intentions if elected to office. The profile may include a recent passport size photograph. The candidate profile statement must be true and accurate. The Electoral Officer is not required to verify or investigate any information included in this statement.
The candidate profile statement must be included with the voting document sent to each elector by the Electoral Officer.

If a candidate chooses not to supply a profile statement or photograph then a message will appear in the profile booklet that a statement/photograph was not supplied by the candidate.

Māori and English.
If the 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. Therefore, in the case where a candidate includes a mihi or greeting as part of a candidate profile statement provided in Māori, the mihi or greeting should be explained in the English version in a manner substantially consistent with the Māori version and still within the 150 word limit.

Other languages.
A profile written in any other language or combination of languages must not exceed 150 words in total, or their equivalent if symbols are used rather than words. Where all or part of a candidate profile statement is provided in a language other than English or Māori, the candidate must, when lodging his or her profile statement, provide the Electoral Officer with a translation of the profile into English or Māori for verification of the content. The translation will not be printed in the profile. These provisions mean a total of 150 words can be used, for example as follows: 50 words in Mandarin and 100 words in English, or 150 words in Mandarin.

Format.
Typewritten copy of candidate profile statements is preferred, together with an electronic copy in MS Word if possible.

Candidate profiles will be printed with minimal formatting. Paragraphs will be permitted, but there will be no line space between paragraphs. This is to ensure that each candidate’s profile statement is accorded approximately the same amount of space in the candidate profile booklet. Any bullet points used will be changed into lists, with each item separated by a semicolon.

Should all or part of a candidate profile statement be provided in any language that uses other than English symbols (such as Japanese), the statement needs to be provided in an electronic graphic file. All translations need to be supplied as a single image (if more than one language is translated, they need to be supplied together in the single image) as follows:

- EPS bitmap,
- black and white,
- 600 dpi,
- 1mm white space included around the head and left hand side of the image,
- the image being 55mm high and 85mm wide.

Translation companies.
The following contact details are provided for translation companies, for those candidates who are unable to prepare the translation image themselves or do not know anyone to do this for them:

The Translation Service,
PO Box 805, Wellington,
Phone: (04) 470 2920,
Fax: (04) 470 2921,
Email: translate@parliament.govt.nz.
Website: www.translate.govt.nzNZTC International.
Candidates must pay for their own translation costs.

Legislation.
The relevant legislation is section 61 LEA which states:

61 Candidate profile statements.

(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 Maori or both, must not exceed 150 words in each of the languages used in the statement,
      (ii) in a language other than English or Maori, 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 before 12 noon on nomination day; 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 his or her status as an independent candidate, and the candidate’s contact details), and the candidate’s policies and intentions if elected to office; and
   (d) must comply with any prescribed requirements; and
   (e) may include a recent photograph of the candidate alone.

(3) If a candidate profile statement is submitted in Maori and English, the information contained in each language must be substantially consistent with the information contained in the other language.

(4) If the Electoral Officer is not satisfied that a candidate profile statement complies with subsection (2) or, if applicable, subsection (3), the Electoral Officer must, as soon as practicable, return the statement to the candidate and must:
   (a) specify the concerns of the Electoral Officer and the reasons for those concerns; and
   (b) unless the candidate profile statement does not comply with subsection (2)(b), specify a period, which must not be less than 3 days from the date of return of the statement, during which the candidate may submit an amended candidate profile statement to the Electoral Officer.

(5) A candidate is to be treated as having failed to provide a candidate profile statement, if subsection (4)(b) applies to the candidate and the candidate:
   (a) fails to submit an amended candidate profile statement within the period specified in subsection (4)(b); or
   (b) submits an amended candidate profile statement that, in the opinion of the Electoral Officer, does not comply with subsection (2) or, if applicable, subsection
(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.

District health board conflict of interest statements.

All district health board nominations must be accompanied by a statement completed by the candidate that discloses any conflicts of interest that the candidate has with the district health board at the time of nomination or any conflicts of interest the candidate believes are likely to arise in the future.

The relevant legislation is clause 6, Schedule 2 New Zealand Public Health & Disability Act 2000 which states:

6 Candidate to declare conflicts of interest.

When a candidate gives the responsible Electoral Officer notice of the candidate’s consent to being nominated as a candidate, the candidate must also give the Electoral Officer a statement completed by the candidate in good faith that:
   (a) discloses any conflicts of interest that the candidate has with the district health board as at the date of the candidate’s notice of consent, or states that the candidate has no such conflicts of interest as at that date; and
   (b) discloses any such conflicts of interest that the candidate believes are likely to arise in future, or states that the candidate does not believe that any such conflicts of interest are likely to arise in the future.

The conflict of interest statement must be included with the voting document sent to each elector by the Electoral Officer.

For more information on conflicts of interest statements and some sample statements, please refer to the 2010 District Health Board Elections: Information for Candidates booklet produced by the Ministry of Health (copies of which are available from the Electoral Officer or Deputy Electoral Officer).

Completion of nomination form.

Each nomination for all positions must have the consent of the candidate, and he or she must be nominated by two electors whose names appear on the electoral roll for the district or subdivision of the district in which the candidate is standing (eg if a person wishes to stand for election to a specific ward, then that person must be nominated by two electors from that ward). A candidate may not nominate himself or herself.
A candidate does not need to reside within the district or the subdivision of the district in which she or he is standing for election, but will be required to indicate whether or not this is the case. The candidate is also required to disclose any other election under the Local Electoral Act 2002 they may be standing or electing for.

If a candidate is unable to sign the nomination form (eg because they are absent overseas), a letter of consent signed by the candidate is acceptable to attach to the nomination form.

Section 121 LEA sets out offence provisions relating to nominations as follows:

121 Illegal nomination, etc.

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

(1) consents to being nominated as a candidate for an elective office knowing that he or she is incapable under any Act of holding that office; or

(2) 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

(3) signs a nomination paper purporting to nominate another person as a candidate knowing that he or she is not qualified to vote at the election of the person named in the nomination paper as the candidate.

Name of candidate.

If a candidate is commonly known in the community by a slightly different name (eg 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 provided certain requirements are met. A candidate who wishes to use their commonly known name on the voting document will be required to provide both their full name and the name they are commonly known by on their completed nomination form.

The relevant legislation relating to names of candidates is section 56 LEA which states:

56 Name of candidate.

An Electoral Officer must not accept the nomination of a candidate if the Electoral Officer is not satisfied, by the evidence (if any) that the Electoral Officer requires, that the name under which the candidate is nominated is:

(a) the name under which the candidate’s birth was registered, or

(b) the name by which the candidate adopted by deed poll or by statutory declaration under section 21 of the Births, Deaths and Marriages Registration Act 1995, at least 6 months before nomination day, or

(c) the name for which the candidate was commonly known during the 6 months before nomination day, not being a name that:

(i) might cause offence to a reasonable person, or

(ii) is unreasonably long, or

(iii) is, or includes or resembles, an official title or rank, or

(iv) is likely to cause confusion or to mislead electors.
Affiliation.

The nomination form provides for a candidate to have an affiliation. An affiliation is described in section 57(3) LEA as “an endorsement by any organisation or group (whether incorporated or unincorporated)

Individual candidates not part of a political party or group may wish to identify their affiliation as ‘Independent’ or leave as blank (if left blank, nothing will show alongside the name of the candidate on the voting document).

A candidate requiring a specific party affiliation should have authority to adopt the affiliation from the party, organisation or group concerned (ie the Electoral Officer may require a letter of consent from the party, organisation or group giving its consent for the candidate to use the affiliation). This is a safety measure to avoid any illegal adoption of party, group or organisation affiliations.

No affiliation that might cause offence, is unreasonably long or is likely to confuse or mislead electors will be accepted.

Return of nomination form.

Completed nomination forms, along with other documentation (ie candidate profile statement, photograph, nomination deposit, conflict of interest statement) for Mayor, the City Council, the Tawa and Makara/Ohariu Community Boards and the Capital and Coast District Health Board must be delivered to:

- Electoral Office.
  Wellington City Council Offices.
  101 Wakefield Street, Wellington.

  Monday–Friday 8am–5pm.

or posted to:

- The Electoral Officer.
  Wellington City Council.
  PO Box 2199.
  Wellington 6140.

in time to be received no later than noon on Friday 16 August 2013.

Note: The following nomination forms must be returned to the following people no later than noon on Friday 16 August 2013.

- Greater Wellington Regional Council.
  to the Greater Wellington Electoral Officer (Level 5, 142–146 Wakefield Street, PO Box 11 646, Wellington 6142).

- Hutt Mana Charitable Trust.
  Hutt Mana Charitable Trust, c/- Kendons Chartered Accountants Limited, 69 Rutherford Street, Lower Hutt 5010, phone (04) 569 6113, fax (04) 569 2742, email secretary@hmct.org.nz.
Once lodged, nomination forms 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 (eg ward) in which the candidate is standing.

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

Payment of the nomination deposit can be made by cash, bank cheque, personal cheque, EFTPOS, or internet banking. However, should a personal cheque be dishonoured after the close of nominations, the nomination becomes invalid as the deposit has not lawfully been made.

Cheques should be made payable to Wellington City Council, unless the candidate is standing for Greater Wellington or the Hutt Mana Charitable Trust, in which case cheques should be made payable to Greater Wellington and the Porirua City Council respectively.

EFTPOS payments can be made at the Wellington City Council Service Centre, 101 Wakefield Street.

For payment by internet banking, you will need to identify Wellington City Council as the creditor. Wellington City Council should already be set up as a bill payee with your bank and there should be six options for payment (rates, etc). Choose ‘Sundry Debtors’ and fill in the two customer related fields. Please overwrite the ‘Sundry Debtors’ account field with 910400 GVEM02 and C534. You will need to print out proof of this transaction.

Late and invalid documents.
Please do not leave lodging of nominations, candidate profile statements, photographs and deposits to the last minute. If a nomination form is lodged late on the morning nominations close, and is incorrectly completed or ineligible nominators are identified, there may be insufficient time to correct the situation and the nomination form could be invalidated.

Nomination forms, with the deposit and the candidate profile statement, can be returned by mail, but should the document(s) be received by the Electoral Officer or Deputy Electoral Officer after the close of nominations the nomination is invalid and will not be accepted.

Public information.
Once lodged with the Electoral Officer, nomination forms (not candidate profile statements) are public information and any person may inspect any nomination form without payment of any fee at any time during ordinary office hours, at the office of the Electoral Officer [section 55(5) LEA].
(h) **Campaigning.**

Election campaigning can begin at any time and continue up to and including election day.

**Election signs.**

Election signs are permitted on private property (with the owner’s consent) at any time. The sign must be erected in a stable fashion, not be a hazard to the public or to traffic safety, and must comply with the Council’s District Plan and bylaws.

Election signs are permitted on selected Council road reserves. On these sites, signs can be erected up to six weeks before election day (ie from 31 August 2013) and must be removed the day before election day (ie by midnight Friday 11 October 2013). Further information on election signs and the sites where signs are permitted is detailed on page 54 of this handbook.

**Authorisation of advertising.**

Election advertising, using any media, must identify the person under whose authority it has been produced. The publication of any advertisements (in any newspaper, periodical, notice, poster, pamphlet, handbill, billboard or card, or broadcast over radio or television) for candidates requires the written authorisation of the candidate or the candidate’s agent. The advertisement must contain a statement setting out the true name of the person or persons for whom, or at whose direction, it is published and the street address (not a PO Box) of his or her residence or business. This applies during the candidate’s entire campaign.

The relevant legislation detailing the requirements relating to advertising and related offence provisions are set out in sections 113 and 135 LEA as follows.

Please read these sections carefully for your own protection.

**113 Advertisements for candidates.**

(1) No person may publish or cause to be published in any newspaper, periodical, notice, poster, pamphlet, handbill, billboard, or card, or broadcast or permit to be broadcast over any radio or television station, any advertisement that is used or appears to be used to promote or procure the election of a candidate at an election, unless subsection (2) or subsection (4) applies.

(2) A person may publish or cause or permit to be published an advertisement of the kind described in subsection (1) if –

(a) the publication of that advertisement is authorised in writing by the candidate or the candidate’s agent or, in the case of an advertisement relating to more than 1 candidate, the candidates or an agent acting for all of those candidates; and

(b) the advertisement contains a statement setting out the true name of the person or persons for whom or at whose direction it is published and the address of his or her place of residence or business.

(3) A candidate is not responsible for an act committed by an agent without the consent or connivance of the candidate.

(4) A person may publish or cause or permit to be published an advertisement of the kind described in subsection (1) if –

(a) the publication of the advertisement is endorsed by an organisation or body
representing residents or ratepayers in the community or district in which the advertisement is published; and

(b) the advertisement contains a statement setting out –
(i) the true name of the person or persons for whom or at whose direction it is published and the address of his or her residence or place of business, and
(ii) the true name of the organisation or body that has endorsed the publication of the advertisement and the address of the place of business of that organisation or body.

(5) This section does not restrict the publication of any news or comments relating to an election in a newspaper or other periodical, or on the Internet, or in any other medium of electronic communication accessible by the public, or in a radio or television broadcast made by a broadcaster within the meaning of section 2 of the Broadcasting Act 1989.

(6) A person who wilfully contravenes subsection (1) commits an offence and is liable on conviction to a fine not exceeding $1,000.

No election material may contain any untrue statement defamatory of any candidate and calculated to influence the vote of any elector. No election material may also contain 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.

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

Candidates or their assistants should not collect voting documents from electors. Each elector should post or deliver his or her own voting document to the Electoral Officer.

The relevant electoral offence provisions are detailed on pages 47-53 in this handbook. Please refer to them for your own protection.

**Number of households.**

To assist campaigning by candidates, the approximate number of occupied dwellings for each ward/constituency/community board area is set out below.

Note: these figures are based on the 2006 density and using the 2012 estimate population.
**Mayor and Council.**

<table>
<thead>
<tr>
<th>Ward</th>
<th>Number of occupied dwellings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern</td>
<td>15,314.</td>
</tr>
<tr>
<td>Onslow-Western</td>
<td>14,410.</td>
</tr>
<tr>
<td>Lambton</td>
<td>19,295.</td>
</tr>
<tr>
<td>Eastern</td>
<td>14,393.</td>
</tr>
<tr>
<td>Southern</td>
<td>10,315.</td>
</tr>
<tr>
<td><strong>Citywide estimate</strong></td>
<td><strong>73,727.</strong></td>
</tr>
</tbody>
</table>

**Community Boards.**

<table>
<thead>
<tr>
<th>Community Board.</th>
<th>Number of occupied dwellings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Makara/Ohariu</td>
<td>392.</td>
</tr>
<tr>
<td>Tawa</td>
<td>4,859.</td>
</tr>
</tbody>
</table>

**Greater Wellington Regional Council.**

<table>
<thead>
<tr>
<th>Constituency.</th>
<th>Number of occupied dwellings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wellington</td>
<td>63,917.</td>
</tr>
<tr>
<td>Porirua–Tawa</td>
<td>21,148.</td>
</tr>
</tbody>
</table>

**Capital and Coast District Health Board.**

<table>
<thead>
<tr>
<th>Board.</th>
<th>Number of occupied dwellings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital and Coast</td>
<td>114,096.</td>
</tr>
</tbody>
</table>

**Hutt Mana Charitable Trust.**

<table>
<thead>
<tr>
<th>District.</th>
<th>Number of occupied dwellings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern Wellington*</td>
<td>14,953.</td>
</tr>
</tbody>
</table>

*Most of the Northern Ward (of Wellington City) and a small portion of Onslow-Western Ward.*
Local Government Online website – vote.co.nz.

Vote.co.nz is a centralised election portal which gives voters across the country the opportunity to establish which councils, boards, trusts and District Health Board they are eligible to vote for by simply typing their address. Voters are presented with information on each candidate standing in their area. The focus is on reaching those in the community that are eligible to vote and want to engage with you in the democratic process.

For candidates vote.co.nz is an invaluable free campaign tool that allows you to reach constituents you don’t normally interact with during other campaign activities. It also ensures everyone knows you are standing and gives an opportunity to explain why they should vote for you.

To sign up, simply email vote@localgovt.co.nz with your full name and the details of the election(s) you are standing for. You will be provided with a unique logon and password that you and/or your campaign team can use to access the site and promote your election campaign. This site is really easy to use and a comprehensive step-by-step guide is provided – help is also available via email or on the phone to answer any queries you may have.

In 2010 the site had over one million visitors with the 24 hours of elections closing.

It’s free – engage and connect with the voters in your area – and if you aren’t there another candidate will be.

Accessibility guidelines.

Introduction.

This page helps you make your presentations, talks, and meetings, accessible to all of your potential audience, including people with disabilities and others. Inclusive presentations have many benefits.

Terminology.

Assistive technology.

Assistive technologies are software or equipment that people with disabilities use to improve interaction with the web, such as screen readers that read aloud web pages for people who cannot read text, screen magnifiers for people with some types of low vision, and voice recognition software and selection switches for people who cannot use keyboard or mouse.

ALDs, hearing loops, induction loops.

Assistive listening devices (ALDs), hearing loops, and induction loops amplify sound from the speaker’s microphone.

CART.

Computer Aided Real-Time Captioning or Communication Access Real-time Translation (CART), is when a professional types what is being said verbatim so people can read the text output.

Interpreters.

This includes sign language interpreters, cued speech transliterators, and others. Note that sign languages are different from spoken languages and there is not a one-to-one translation.
Basics (for organisers and speakers).

Be open to diversity in your audience and any accessibility issues. Basically, be aware that some of your audience might not be able to:

- see well or at all,
- hear well or at all,
- move well or at all,
- speak well or at all, or
- understand information presented in some ways well or at all.

Therefore, organisers and speakers should do things like ensure the facility is accessible, speak clearly into the microphone, describe pertinent visuals, and other considerations listed on this page.

Respect participants’ needs and be open for other accessibility issues. While most issues are addressed here, people might have specific accessibility needs that aren’t covered here and you didn’t think of. For example: someone might need to take breaks at set times for insulin injections; someone with Tourette syndrome might randomly shout out during a session; someone with a physical disability who cannot take notes might need to record the session.

Often speakers won’t know if participants have disabilities. In some cases you might know the accessibility needs of participants ahead of time. Even then, something could change – for example, a new participant could arrive at the last minute or someone could develop new accessibility needs.

To be prepared for any situation, make your event and your presentations fully accessible.

Benefits (organisers and speakers).

Presentations that are accessible to people with disabilities are inclusive to many more audiences as well, including people who are not fluent in the language and people with different learning styles.

Accessible presentations also have additional benefits, such as in these situations:

- Consider a live presentation with visuals that is recorded and made available online as an audio podcast. If during the presentation you described the visuals (for people who are blind or otherwise cannot see them well), then those listening to the podcast will also get the visual information.
- CART provides real-time text of the speaker and other audio. CART is used by people who are deaf or hard of hearing, people who can understand text better than spoken language, including people whose native language is different, and others. CART output can also be used to develop a transcript.
- Transcripts can be put online to increase search engine optimisation (SEO) and realise the other benefits of transcripts.

Planning the event (organisers).

Ask speakers and participants if they have accessibility requirements.
Invite participants to include specific requests; for example, someone who is hard of hearing might request seating small discussion groups in a circle to make it easier to hear people talking, or
someone with low vision might ask to sit in the front row to see the screen better.

**Ensure the facility and area is accessible to speakers and participants.**
For example, ensure the building entrance, meeting room, bathrooms etc are accessible, as well as the presentation stage. (There are checklists online to help ensure a facility is accessible) Provide accessibility information, such as the accessible routes between meeting rooms. Let speakers and participants check out the rooms in advance to suggest optimum positioning of the speaker, screen, seating, etc.

**Ensure adequate sound system, and arrange for microphones.**
Often wireless lapel microphones are best so that speakers can move around. When the audience will be commenting or asking questions, provide microphones for them.

**Arrange for good visibility of the speakers and interpreters.**
Have good lighting on their face and upper body. Avoid distracting backgrounds, such as bright sunlight or flashing light.

**Arrange for ALDs/hearing loops, interpreters, and/or CART writers, as needed.**
(Assistive listening devices [ALDs], hearing loops, or induction loops; and Computer Aided Real-Time Captioning or Communication Access Real-time Translation [CART] are explained in the Terminology section) Work with participants and service providers to ensure important details are taken care of; for example, power and a screen are provided for CART; microphones and the speakers’ computer sound output is connected to the ALD/hearing loop system.

**Arrange for good internet connection when needed.**
Sometimes you might use the internet for providing alternative formats of materials during the presentation; for example, allowing people using screen readers or other assistive technologies to follow along with an online version of your displayed material. For remote CART, you will need a connection that is reliable and has sufficient bandwidth for transferring audio.

**Consider accessibility when planning the schedule.**
Some people need more time to get from room to room; for example, because the accessible route is longer, or they move slowly. Schedule sufficient breaks. People might need to take care of medical needs during breaks. Keep to the schedule as much as possible, and inform participants ahead of time of any changes.

**Give speakers accessibility requirements and guidance.**
Tell speakers that you expect their material and presentations to be accessible to people with disabilities. Consider including accessibility requirements in any contacts. Consider pointing speakers to [www.w3.org/WAI/training/accessible](http://www.w3.org/WAI/training/accessible) for guidance, including the link in any speaker guidelines, emails, web pages, etc.

**Provide accessible material and media (organisers and speakers).**

**Offer handouts, slides, and other material in accessible formats.**
Electronic formats such as HTML (that is, web page format) and RTF are often the most flexible to meet different people’s needs. Participants might need material in alternative formats such as large print or braille; however, if they get the material in advance electronically, they might not need it in hard copy at all.
Ensure slides, handouts, and other electronic material for participants is accessible.
For example, provide alternative text for images and mark up headings. HTML material, such as a conference website, should meet WCAG 2.0, at least level AA. (Preparing slides and projected material below has details for speakers. Some other resources are listed under For more information below)

Make media fully accessible – including audio and video used in sessions, and recordings of sessions provided afterwards.
For example, provide captions and/or transcripts as appropriate for audio, and provide audio description for videos as needed. Guidelines for media on the web is available in WCAG 2.0; it includes specific guidance such as providing an alternative for audio-only content (like podcasts).

Planning your session (speakers).

Provide material ahead of time, if required.
Provide slides, handouts, and other material to participants, interpreters, translators, and CART writers, as needed. Make it accessible. (More about providing accessible material is above)

Work with interpreters, translators, and CART writers.
Give them material in advance; explain acronyms, terms, names, etc you will use; and be available to answer questions.

Consider audio, or otherwise make it available.
Ideally, any audio you use is also available in text; for example, videos are captioned. However, if CART is provided for your presentation, that can provide text of the audio.

Consider activities.
Remember accessibility issues with any participant activities, such as responding to questions, arranging sticky notes, small group projects, etc.

Use multiple communication methods for different learning styles.
Some people can better understand verbal information, others pictures and diagrams, and others text.

Preparing slides and projected material (speakers).

Make text and important visuals big enough to be read from the back of the room.
This includes graphics on slides, videos, posters, and other non-electronic material.

Use an easy-to-read font.
Simple fonts with consistent thickness are often easier to read from a distance (as opposed to fonts where parts of the letters are thin, like Times New Roman). Avoid fancy fonts that are difficult to read.

Use sufficient colour contrast.
Colour contrast guidelines and evaluation tools for web pages might be helpful to determine sufficient contrast (although the medium is different because those guidelines are specifically for web pages). Use appropriate background and text colours. Some suggest when presenting in a light room to display dark text on a light background, when presenting in a darkened room to display light text on a dark background, and ensure that the weight of text is sufficient (for example, bold).
Make provided material accessible.
If you are giving participants material, make it accessible. See provided accessible material above.

During the presentation (speakers).

Speak clearly.
And avoid speaking too fast, so participants and sign language interpreters can better understand you and keep up.

Use simple language.
Avoid or explain jargon, acronyms, and idioms. For example, expressions such as “raising the bar” can be interpreted literally by some people with cognitive disabilities and can be confusing.

Give people time to process information.
Pause between topics. When you ask if anyone has questions, some people with cognitive disabilities will need extra time to form their thoughts into words.

Be visible.
Also be in good light so participants can see your face when you talk, which helps some people hear and understand better. Especially when you don’t have a microphone, be careful not to face away from the audience to read projected material.

Use a microphone.
Even in a small room, some people might need the audio electronically, including people using ALDs/hearing loops and remote CART writers. Note that if you ask “Can everyone hear me OK?” some people might be uncomfortable saying they cannot.

Ensure all relevant sound is audible through the sound system.
For example, if the audience doesn’t have a microphone, repeat their questions and comments into your microphone before replying.

Cover all displayed text.
Say all of the information that is on each slide. (This does not mean you have to read the slide exactly as it is, it just means that you cover the visual information in what you say)

Describe pertinent parts of graphics, videos, and other visuals.
Describe them to the extent needed to understand the presentation. (You usually do not need to describe decorative images)

Describe other visual information.
For example, if you ask a question of the audience, summarise the response, such as: “If you make your websites fully accessible, please raise your hand” then: “About half raised their hand.”

For more information (speakers and organisers).

These guidelines address in-person sessions; there are additional considerations for online, remote, and virtual sessions.

There are resources online that provide related guidance, such as:

- ADOD Project links to Authoring Techniques for Accessible Office Documents, including for
word processing and presentation applications,

- Creating Accessible Presentations,
- Planning an Accessible Conference,
- Interacting with People with Disabilities.

Information on web accessibility:

- Accessibility – W3C – briefly introduces web accessibility and links to more resources.
- Web Content Accessibility Guidelines (WCAG) Overview – introduces guidelines for making web content accessible, including presentation material, online learning, and other material provided in web formats.
- Web Accessibility Initiative (WAI home page – links to guidelines/standards and a wide range of support material).
(i) **Electoral expenses and donations.**

**Expense limits.**

Candidates should be aware that expense limits apply for election campaigns [as set out in section 111 LEA]. This means there is a maximum limit on how much a candidate may spend on his or her campaign.

The maximum amount spent must not exceed the limits (GST inclusive) set out as follows:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayoral candidate</td>
<td>Wellington City,</td>
<td>202,200,</td>
<td>60,000.</td>
</tr>
<tr>
<td>Councillor candidate</td>
<td>Northern Ward,</td>
<td>46,300,</td>
<td>30,000.</td>
</tr>
<tr>
<td></td>
<td>Onslow-Western Ward,</td>
<td>43,600,</td>
<td>30,000.</td>
</tr>
<tr>
<td></td>
<td>Lambton Ward,</td>
<td>44,300,</td>
<td>30,000.</td>
</tr>
<tr>
<td></td>
<td>Eastern Ward,</td>
<td>40,000,</td>
<td>30,000.</td>
</tr>
<tr>
<td></td>
<td>Southern Ward,</td>
<td>28,000,</td>
<td>20,000.</td>
</tr>
<tr>
<td>Community Board candidate</td>
<td>Makara/Ohariu,</td>
<td>880,</td>
<td>3,500.</td>
</tr>
<tr>
<td></td>
<td>Tawa,</td>
<td>15,050,</td>
<td>14,000.</td>
</tr>
<tr>
<td>Regional council candidate</td>
<td>Wellington Constituency,</td>
<td>187,100,</td>
<td>60,000.</td>
</tr>
<tr>
<td></td>
<td>Porirua–Tawa Constituency,</td>
<td>68,100,</td>
<td>40,000.</td>
</tr>
<tr>
<td>District Health Board candidate</td>
<td>Capital and Coast District Health Board,</td>
<td>297,100,</td>
<td>70,000.</td>
</tr>
<tr>
<td>Trustee candidate</td>
<td>Hutt Mana Charitable Trust,</td>
<td>44,600,</td>
<td>30,000.</td>
</tr>
</tbody>
</table>

* These population figures are estimates provided by the Government Statistician as at 30 June 2012. Updated population estimates as at 3 months before the close of polling (pursuant to section 104 LEA) will be available upon request from the Electoral Officer by the end of July 2013.

If a candidate is standing for more than one position (eg Mayor and City Council) then the higher limit applies (not both combined).

The “applicable period” for which campaign expenditure limits apply is 3 months before election day (ie 10 July 2013 to 11 October 2013). However section 112 LEA specifies that all campaign expenses incurred before the 3 month period, but relating fully or in part to the 3 month period, must be included in the return (ie where an election activity is carried out “both before and within the applicable period” then its costs must be apportioned in terms of section 112).

Section 112 also requires any electoral expenses relating to the campaigns of two or more candidates to be apportioned equitably between those candidates.

Companies, organisations and individuals providing services to candidates for the election must claim their costs within 30 days of the declaration of results. Electoral expenses must be paid within 60 days of the declaration of results [section 105 LEA]. It is an offence to make any payment in breach of this section.
Return of electoral expenses and electoral donations form.

Candidates are required to submit a return on electoral expenses incurred and electoral donations received to the Electoral Officer within 55 days after the official declaration (estimated to be by 9 December 2013). A copy of the required form [as prescribed in Schedule 2 LEA] is included in the information pack sent out with this handbook and is available from the Council’s website: www.Wellington.govt.nz/haveyoursay/elections/campaigning.

If an election is not required (ie for those candidates elected unopposed), the 55 days will apply from the date of the Electoral Officer’s public notification of the candidates’ election (estimated to be 17 October 2013).

For candidates out of New Zealand at the time they are declared elected, the return must be filed within 21 days of their return to New Zealand.

Once returned, the electoral expenses and donations form becomes a public document and can be inspected by any person for a period of seven years after the date of the election.

Relevant definitions as contained in the Local Electoral Act 2001 (as amended by the Local Electoral Amendment Act 2013) are:

Subpart 1 – Electoral donations.

103A Interpretation:

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

anonymous, in relation to an electoral donation, means a donation that is made in such a way that the candidate who receives the donation-

(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) was given-

(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 1 or more intermediates, trustees, or nominees);

(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 1 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-

(a) the donor directly; or

(b) the donor directly, via a transmitter

transmitter means a person to whom a donor gives or sends a donation for transmittal to a candidate.
103B  
**Donations 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 service 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 1 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 103CA 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

(c) whether section 103D applies to the donation and, if so, all information disclosed by the donor under subsections (2) of that section.

(2) Where a transmitter does not disclose, or is unable to disclose, the information required by subsection (1)(b), then the donation must be treated as an anonymous donation.

103G **Offence relating to contravention of section 10F.**

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 his or her 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 may not exceed $1,500.**

(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 1 office, the candidate must—

(a) designate 1 election campaign for election to 1 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,
2013 ELECTION INFORMATION

(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 Part –

**applicable period** before the close of polling day means the period beginning 3 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 his or her capacity as a member of the local authority 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 return 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 and that is provided to the candidate free of charge by that person

(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 3 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 he or she 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 30 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 2 or more candidates, any electoral expenses in respect of that electoral activity must be apportioned equitably in relation to each of those candidates.
### 112AA Offence to pay electoral expenses in excess of relevant prescribed maximum.

(1) This section applies to any candidate or other person who directly or indirectly pays or knowingly aids or abets any person in paying for or on account of any electoral expenses any sum in excess of the relevant maximum amount prescribed by section 111.

(2) The candidate or person commits an offence and is liable on conviction—

(a) to a term of imprisonment not exceeding 2 years, or a fine not exceeding $10,000, if he or she knew the payment was in excess of the relevant prescribed maximum amount; or

(b) to a fine not exceeding $5,000 in any other case, unless he or she proves that he or she took all reasonable steps to ensure that the electoral expenses did not exceed the relevant prescribed maximum amount.

### 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.

(1A) 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.

(2) The return of electoral donations and expenses must set out—

(a) the details specified in subsection (3) in respect of every electoral donation (other than a donation of the kind referred to in paragraph (b)) 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

(ab) whether any donation is funded from contributions, and if so, and to the extent known or ascertainable from the information supplied under section 103CA, the details specified in subsection (3A) 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

(b) the details specified in subsection (4) in respect of every anonymous electoral donation received by the candidate that exceeds $1500; and

(c) details of the candidate’s electoral expenses.
(3) The details referred to in subsection (2)(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.

(3A) The details referred to in subsection (2)(ab) 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.

(4) The details referred to in subsection (2)(b) 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 103H(1) or (2) and the date that payment was made.

(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 $1000; and

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

112D Filing a false return of electoral donations and expenses.

A candidate who files a return under section 112A that is false in any material particular commits an offence and is liable on conviction—

(a) to a term of imprisonment not exceeding 2 years, or a fine not exceeding $10,000, if he or she filed the return knowing it to be false in any material particular; or

(b) to a fine not exceeding $5,000 in any other case, unless the candidate proves that—

(i) he or she had no intention to misstate or conceal the facts; and

(ii) he or she took all reasonable steps in the circumstances to ensure the information in the return was accurate.

112E Obligation to retain records necessary to verify return.

(1) The electoral officer must keep every return filed under section 112A in the electoral officer’s office, or at some other convenient place to be appointed by the chief executive of the local authority, for a period of 7 years after the date of the election to which it relates (the public inspection period).

(2) During the public inspection period the electoral officer must—

(a) publish, electronically or in any other manner the electoral officer considers appropriate, every return filed under section 112A; and

(b) make available for public inspection a copy of every return filed under section 112A; and

(c) provide to any person upon request a copy of 1 or more returns filed under section 112A, subject to the payment of any charges that may be made under the Local Government Official Information and Meetings Act 1987.
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 7 years after the date of the election to which it relates, and, — (the public inspection period).

(2)  During the public inspection period the electoral officer must—

(a)  publish, electronically or in any other manner the electoral officer considers appropriate, every return filed under section 112A; and

(b)  make available for public inspection a copy of every return filed under section 112A; and

(c)  provide to any person upon request a copy of 1 or more returns filed under section 112A, subject to the payment of any charges that may be made under the Local Government Official Information and Meetings Act 1987.

114  Use of public money.
Sections 111 and 112 do not validate any use of public money that would otherwise be unlawful.
(j) Electoral rolls.

Availability.

Copies of the preliminary electoral roll for Wellington City Council will be available for public inspection during normal business hours from Friday 17 July 2013 to Friday 16 August 2013 at the following locations:

- Wellington City Council City Service Centre, 101 Wakefield Street, Wellington,
- Central Library, 65 Victoria Street, Wellington,
- all branch libraries throughout Wellington City,
- all New Zealand Post Shops throughout Wellington City.

Alternatively, individuals may check their details by telephone:

- Wellington City Council (04) 499 4444.

Hard copies of the preliminary electoral roll may be purchased from the Electoral Officer for $20 (inc GST) per copy (per ward).

Information contained on the electoral rolls is not available from the Electoral Officer in an electronic form, but candidates or political parties may request an electronic listing of resident electors from the Electoral Enrolment Centre [provided the criteria of section 114 Electoral Act 1993 are met]. An application form must be completed, and these are available upon request at the Electoral Enrolment Centre. The contact person is Bob Chandler on (04) 801 0700 or fax (04) 801 0709.

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

Candidates or candidate scrutineers may request, before the close of voting, that the Electoral Officer provide a listing of names of persons from whom voting documents have been received. Such a request can be supplied in either hard copy or electronic copy, but a reasonable charge may be made for this [section 68(6) LEA].

Eligibility to vote.

Those eligible to vote are:

- all residents enrolled on the parliamentary electoral roll within the local government area;
- all non-resident ratepayers enrolled on the ratepayer electoral roll.

Qualification to enrol.

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.

Residential roll.

Residents of Wellington City are enrolled automatically on the city’s residential electoral roll if they are registered as parliamentary electors. Therefore there is no need to enrol separately for the city’s elections.

Any alterations to the residential roll should be made by:
• completing the appropriate form at any Post Shop; or
• phoning 0800 ENROLNOW (0800 367 656); or
• accessing the Electoral Enrolment Centre website www.elections.org.nz

Ratepayer roll.
Ratepayers who are not residents of Wellington City, but pay rates on property within the city, may be entitled to enrol on the ratepayer roll. Companies, businesses, trusts and societies that are ratepayers, may also nominate an elector to vote on their behalf, provided any such elector resides outside of Wellington City. The person who is nominating a nominee must also be registered as a parliamentary elector at an address outside of the city.

Any changes, queries or omissions relating to the non-residential ratepayer electoral roll should be referred to the Electoral Officer on 801 3484 or Deputy Electoral Officer on 803 8193.

Preliminary electoral roll.
A separate preliminary electoral roll will be produced for each of the five wards, which will comprise both the residential and ratepayer electoral rolls. The residential electoral roll is located in the front of each book and the non-resident ratepayer electoral roll in the rear of each book.

Final electoral roll.
The final electoral roll is produced once the preliminary electoral roll closes on 16 August 2013. The final electoral roll is the roll used for issuing voting documents and comes into force on 16 September 2013. Copies of this roll will also be available for purchase.

Details appearing in the electoral rolls are electors’ names (surname, then first names) listed alphabetically. The qualifying address of the elector (and occupation) is shown alongside. No postal addresses, as distinct from residential addresses, are shown.
(k) Voting and special voting.

Voting.

The election is conducted by postal vote. Voting documents will be posted out to all electors whose names appear on the final electoral roll. Delivery by New Zealand Post will begin Friday 20 September 2013, and all electors should have received their voting documents by Wednesday 25 September 2013 at the latest.

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 the City Service Centre, Council offices, 101 Wakefield Street, Wellington, during normal business hours or in the drop-off box out of hours.

During the week before election day (from 2 October onwards) voting documents can also be lodged at all libraries throughout Wellington City, during library working opening hours.

If posting completed voting documents back, electors should ensure they are posted in time to guarantee delivery to the Electoral Officer before the close of voting (noon Saturday 12 October 2013). Postal delivery times vary between city and rural delivery.

Special voting.

Special votes are available to electors:

- whose names do not appear on the final electoral roll, but who qualify as electors;
- who did not receive the voting document posted to them;
- who spoil or damage the voting document posted to them;
- whose name appears on the unpublished electoral roll.

Special votes will be available during normal business hours from Friday 20 September 2013 to noon, Saturday 12 October 2013 at the City Service Centre, Council offices, 101 Wakefield Street, Wellington.

Special votes can be posted directly to electors. The completed voting document, however, must be in the hands of the Electoral Officer by noon on election day (Saturday 12 October 2013).

Special votes require the completion of a statutory declaration. This is a legal requirement and a protection against possible duplicate voting.

If an elector requests a special vote and is not on the parliamentary roll (e.g., just turned 18 years of age), the person must enrol by Friday 11 October 2013 (the day before the close of voting). An application for registration as a parliamentary elector may be obtained:

- from any PostShop; or
- by phoning 0800 ENROLNOW (0800 367 656); or
- by accessing the Electoral Enrolment Centre website www.elections.org.nz.

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

Special voting documents can be uplifted on behalf of an elector with their written authority, but cannot be collected by candidates or their assistants for distribution to electors.
(I) Early processing of returned voting documents.

Returned voting documents are able to be opened and processed (but not counted) during all or part of the voting period prior to the close of voting Wellington City Council has resolved that early processing will take place from Friday 20 September 2013 to noon Saturday 12 October 2013.

The early processing of voting documents involves the following functions and is carried out after the scrutiny has been completed:

- opening of envelopes;
- extracting of voting documents;
- checking for informal or duplicate votes;
- electronic capture and reconciliation of valid votes.

No tallying of votes is undertaken until after the close of voting on election day (noon Saturday 12 October 2013).

The early processing functions are undertaken with strict security measures in place. One or more Justices of the Peace observe all early processing functions, and sign a statement at the end of the processing to confirm that all functions were undertaken correctly and conformed to the strict legal requirements. The Justice of the Peace must be present at all times early processing is taking place.

Candidate scrutineers are not permitted to observe the early processing functions during the three-week voting period, but can be present at noon on Saturday 12 October 2013.

(m) 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.

Scrutineers may not be present during the early processing of votes.

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

A scrutineer cannot be:

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

Each scrutineer must be appointed by a candidate, with the appointment to be in writing to the Electoral Officer. For a person to be appointed a scrutineer, the letter of appointment must be received by the Electoral Officer no later than noon Friday 11 October 2013 [section 68 LEA].

Each appointed scrutineer must report initially to the Electoral Officer or Deputy Electoral Officer. They will be required to sign a declaration pledging not to disclose any information coming to his or her knowledge. A name tag will be issued to the scrutineer that must be returned to the Electoral Officer or Deputy Electoral Officer when departing the premises.
Any scrutineer may leave or re-enter the place where election functions are being conducted, but it is an offence (with liability for a fine) to make known:

- for what candidate any voter has voted;
- 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 Wellington Mail Centre, 47 The Esplanade, Petone, Lower Hutt during normal office hours between Friday 20 September 2013 and noon, Saturday 12 October 2013.

The preliminary count of votes will begin once voting closes at noon on Saturday 12 October 2013, and this will occur at Wellington Mail Centre, 47 The Esplanade, Petone, Lower Hutt. A preliminary result will be available as soon as practicable after noon, but it is unlikely to be before 7pm on election day.

The official count of votes will begin once the preliminary count is concluded and the official declaration will be made in the week beginning Monday 14 October 2013, but is unlikely to be before Wednesday 16 October 2013. The official count will occur at Wellington Mail Centre, 47 The Esplanade, Petone, Lower Hutt.

The role of scrutineers is to ensure that election procedures are undertaken correctly and that the counting of votes is done fairly and accurately. In carrying out this role, scrutineers must not disclose any information relating to voting or the state of the election or poll [this is an offence under *section 130 LEA*].

During the preliminary and official counts, scrutineers must not talk to any staff member and should not distract, annoy or linger close by or talk loudly to one another so as to disrupt or upset any staff member. All communication should be through the Electoral Officer or Deputy Electoral Officer.

No refreshments or meals will be provided to scrutineers. Scrutineers are advised to make their own provision for refreshments.

Mobile phones are prohibited from within the secure area where the count will take place.
(n) Preliminary results.

The preliminary count will take place from noon, Saturday 12 October 2013 at Wellington Mail Centre, 47 The Esplanade, Petone, Lower Hutt.

As soon as practicable following the completion of the preliminary count, preliminary results will be:
- emailed/faxed to news media.
- available on Local Government Online’s website www.vote.co.nz.
- phoned to candidates, through prior arrangement.
- emailed/faxed to candidates.

(o) Official results.

The official results are declared after the validity of all special votes has been determined and all valid votes have been counted.

The declaration of the official results is expected to be made on Wednesday 16 October 2013.

As soon as practicable, following the declaration, the official results will be:
- emailed/faxed to news media.
- emailed/faxed to candidates.
- available on Local Government Online’s website www.vote.co.nz.

(p) Electoral offences.

In addition to election offences already identified (in relation to illegal nominations, candidate advertising and electoral expenses), the following LEA provisions also apply and all candidates are advised to be familiar with these.

121 Illegal nomination, etc.

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

(a) consents to being nominated as a candidate for an elective office, knowing that he or she is incapable under any Act of holding that office; or

(b) signs a nomination paper purporting, to nominate as a candidate a person who is, to the knowledge of the person signing, incapable under any Act of holding that office; or

(c) signs a nomination paper purporting to nominate another person as a candidate knowing that he or she is not qualified to vote at the election of the person named in the nomination paper as the candidate.

122 Interfering with or influencing voters.

(1) Every person commits an offence, and is liable on summary conviction to a fine not exceeding $5,000, who –

(a) interferes in any way with any person who is about to vote with the intention of
influencing or advising that person as to how he or she should vote;
(b) prints, publishes, distributes, or delivers to any person (using any medium or means of communication) a document, paper, notice, or message, being or purporting to be in imitation of any voting document to be used at the election or poll that –
(i) in the case of an election, includes the name of a candidate or candidates, together with any direction or indication as to the candidate or candidates for whom any person should vote,
(ii) in the case of a poll, includes a statement or indication as to how any person should vote,
(iii) in any way contains or suggests any such direction or indication or other matter likely to influence how any person votes;
(c) prints, publishes, or distributes any instruction on the method of marking the voting document that differs in any material way from the instructions required by this Act or any Regulations made under this Act to accompany the voting document.

(2) Despite subsection (1)(b), it is not an offence under that subsection to print, publish, distribute, or deliver a card or leaflet (not being an imitation voting document) on which is printed –
(a) the names of all or any of the candidates and the elective offices for which they are candidates (with or without the name of the organisations or groups to which those candidates are affiliated, and including those who are independent); and
(b) nothing else.

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

123 Offences in respect of official documents.

(1) Every person commits an offence who –
(a) intentionally removes, obliterates, or alters any official mark or official writing on any voting document, or other official document used at an election or poll;
(b) intentionally places any mark or writing that might be mistaken for an official mark or official writing on any voting document, or other official document used at an election or poll;
(c) forges, counterfeits, fraudulently marks, defaces, or fraudulently destroys any voting document, or other official document used at an election or poll, or the official mark on that document;
(d) supplies, without authority, a voting document to any person;
(e) obtains or has possession of any voting document, other than one issued to that person under this Act or any Regulations made under this Act for the purpose of recording his or her vote, without authority;
(f) intentionally destroys, opens, or otherwise interferes with any ballot box or box or parcel of voting documents without authority.

(2) Every person who commits an offence against subsection (1) is liable on conviction on indictment –
(a) in the case of an Electoral Officer or other electoral official, to imprisonment for a
term not exceeding 2 years;
(b) in the case of any other person, to imprisonment for a term not exceeding 6 months.

124 Voting offences.

Every person commits an offence, and is liable on conviction on indictment to imprisonment for a term not exceeding 2 years, who –
(1) votes or applies to vote more than once at the same election or poll; or
(2) without authority, removes, deletes, or otherwise interferes with any voting document, or other record of a vote that has been cast.

125 Bribery.

(1) Every person commits the offence of bribery who, directly or indirectly, on that person’s own or by another person –
(a) gives, lends, agrees to give or lend, offers, promises, or promises to obtain any money or valuable consideration to or for any elector, or to or for any person on behalf of any elector, or to or for any other person, in order to induce any elector to vote or refrain from voting; or
(b) gives or obtains, agrees to give or obtain, offers, promises, or promises to obtain or to try to obtain any office or place of employment to or for any elector, or to or for any person on behalf of any elector, or to or for any other person, in order to induce the elector to vote or refrain from voting; or
(c) corruptly does any act referred to in paragraph (a) or paragraph (b) on account of an elector having voted or refrained from voting; or
(d) makes any gift, loan, offer, promise, or agreement referred to in paragraph (a) or paragraph (b) for, or with, any person in order to induce that person to obtain or try to obtain the election of any person or the vote of any elector; or
(e) upon or as a consequence of any gift, loan, offer, promise, or agreement referred to in paragraph (a) or paragraph (b), obtains, or tries to obtain, the election of any person or the vote of any elector; or
(f) advances or pays, or causes to be paid, any money to or for the use of any other person, intending that that money or any part of it will be used for bribery at any election or poll; or
(g) knowingly pays or causes to be paid any money to any person in discharge or repayment of any money wholly or partly used for bribery at any election or poll.

(2) An elector commits the offence of bribery if –
(a) before or during the voting period at the election or poll, he or she, directly or indirectly, on his or her own or by another person, receives, or agrees or contracts for, any money, gift, loan, or valuable consideration, office, place, or employment for himself or herself or for any other person for voting or agreeing to refrain from voting;
(b) after the voting period at the election or poll, he or she directly or indirectly, on his or her own or by another person, receives any money or valuable consideration on account of any person having voted or refrained from voting or having induced any other person to vote or refrain from voting.

(3) Every person who commits bribery is liable on conviction on indictment to imprisonment for a term not exceeding 2 years.
126 Treating.

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

(a) for the purpose of influencing that person or any other person to vote or refrain from voting; or

(b) for the purpose of obtaining his or her election; or

(c) on account of that person or any other person having voted or refrained from voting, or being about to vote or refrain from voting.

(2) Every holder of a licence under the Sale of Liquor Act 1989 commits the offence of treating who knowingly supplies any food, drink, entertainment, or provision –

(a) to any person, if the supply is demanded for 1 or more of the purposes specified in subsection (1); or

(b) to any person, whether an elector or not, for the purpose of obtaining the election of a candidate or affecting the result of a poll, and without receiving payment for it at the time when it is supplied.

(3) Every elector who corruptly accepts or takes any such food, drink, entertainment, or provision also commits the offence of treating.

(4) Despite subsections (1) to (3), the provision of light refreshments after any meeting relating to an election or poll does not constitute the offence of treating.

(5) Every person who commits the offence of treating is liable on conviction or indictment 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 on indictment to imprisonment for a term not exceeding 2 years.

128 Personation.

(1) Every person commits the offence of personation who, at any election or poll –

(a) votes in the name of some other person (whether living or dead), or of a fictitious person;

(b) having voted, votes again at the same election or poll;
(c) having returned a voting document, applies for or returns another voting
document with the intention of returning an additional valid voting document or
invalidating a vote already cast at the same election or poll (whether or not any
voting document he or she returns is valid).

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

129 Infringement of secrecy.

(1) Every Electoral Officer, Deputy Electoral Officer, and other electoral official –
(a) must maintain and assist in maintaining the secrecy of the voting; and
(b) must not communicate to any person, except for a purpose authorised by law, any
information likely to compromise the secrecy of the voting.

(2) No person, except as provided by this Act or Regulations made under this Act,
may –
(a) interfere with or attempt to interfere with a voter when marking or recording his
or her vote; or
(b) attempt to obtain, in the building or other place where the voter has marked or
recorded his or her vote and immediately before or after that vote has been
marked or recorded, any information as to any candidate for whom, or the
proposal for or against which, the voter is about to vote or has voted; or
(c) communicate at any time to any person any information obtained in the building
or other place where the voter has marked or recorded his or her vote and
immediately before or after that vote has been marked or recorded, as to –
(i) any candidate for whom, or the proposal for or against which, the voter is
about to vote or has voted, or
(ii) any number on a voting document marked or transmitted by the voter.

(3) Every person present at the counting of votes must –
(a) maintain and assist in maintaining the secrecy of the voting; and
(b) must not, except as is provided by this Act or Regulations made under this Act,
communicate any information obtained at that counting as to any candidate for
whom, or proposal for or against which, any vote is cast by a particular voter.

(4) No person may, directly or indirectly, induce any voter to display or provide access to his
or her voting document or any copy of that document after it has been marked or
transmitted, so as to make known to any person the name of any candidate for or
against whom, or proposal for or against which, the voter has voted.

(5) Every person commits an offence who contravenes or fails to comply with this section.

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

130 Disclosing voting or state of election or poll.

(1) Every Electoral Officer, Deputy Electoral Officer, other electoral official, Justice of the
Peace, or scrutineer commits an offence who –
(a) makes known for what candidate or candidates or for which proposal any
particular voter has voted for or against, except as provided by this Act or
(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 summary conviction to a fine:
   (a) not exceeding $5,000 for an Electoral Officer or Deputy Electoral Officer;
   (b) not exceeding $2,000 for any other person.

131 Penalty for Electoral Officer, Deputy Electoral Officer, and other electoral officials.

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

General provisions.

137 Property may be stated as being in Electoral Officer.

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

138 Duty to take action in respect of offences.

(1) If the Electoral Officer at any election or poll –
   (a) receives a written complaint that an offence under this Part has been committed; or
   (b) believes for any other reason that an offence under this Part may have been committed;
the Electoral Officer must report that matter to the police together with the results of any enquiries made by the Electoral Officer that he or she considers appropriate.

(2) Subsection (1) does not prevent any person from reporting an alleged offence to the police.

(3) Despite subsection (1), an Electoral Officer is not required to report the failure by a candidate at an election to file the return required by section 109(1) within the period prescribed in section 109, if the candidate files that return promptly after being required by the Electoral Officer to file the return.
138AA Time limit for prosecutions.

(1) A prosecution under section 112C must be commenced within 6 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 6 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.”
(q) **Election hoardings.**

Wellington City Council has developed guidelines for candidates and political parties promoting themselves on electoral hoardings.

Key points from the electioneering guidelines:
- Electioneering on private property must be in accordance with legislation and the District Plan.
- Electioneering on public property is limited to specific hoarding sites.
- To use these sites, candidates or parties must seek approval from the Council by lodging a bond.
- The approval letter will include the list of sites that candidates or parties may use.
- The sites list gets modified between elections. Check with the Council before installing signs at any location to see whether this is still appropriate.

Further information about election hoardings can be found on page 21 of this handbook under *Election signs.*

**Conditions for use of public sites.**

Approval must be sought from the Council before erecting any signs on public property. Such approval can be obtained by submitting a bond application form (see below). On receipt of the bond payment, the Council will issue an approval pack that contains the list of sites that may be used by the candidate or party as well as a set of detailed conditions regarding the use of these sites. These conditions can also be obtained from the Council's website at [www.Wellington.govt.nz/haveyoursay/elections/campaigning](http://www.Wellington.govt.nz/haveyoursay/elections/campaigning).

**Hoarding site bonds**

Applications for use of hoarding sites must include a $200 bond for each electoral district/ward. For approval to use public sites, complete a Bond for Electoral Hoardings application form (available electronically at [http://wellington.govt.nz/~media/your-council/plans-policies-and-bylaws/plans-and-policies/a-to-z/electionhoardings/files/elect-hoardings-bond.pdf](http://wellington.govt.nz/~media/your-council/plans-policies-and-bylaws/plans-and-policies/a-to-z/electionhoardings/files/elect-hoardings-bond.pdf) or attached to this handbook) and send it to:
- Application Officer.
- City Networks.
- Wellington City Council.
- PO Box 2199.
- Wellington 6140.
Boundary maps.

1. Wellington City Council Wards.
3. Onslow-Western Ward.
4. Lambton Ward.
5. Eastern Ward.
7. Tawa Community Board.
8. Makara/Ohariu Community Board.
9. Capital and Coast District Health Board.
11. Hutt Mana Charitable Trust.
Wellington City.
Northern Ward.
Onslow – Western Ward.
Lambton Ward.
Eastern Ward.
Tawa Community Board.
Makara/Ohariu Community Board.

LEGEND
- Makara/Ohariu Community Board Boundary
- Ward boundaries
- Suburb boundaries

Makara/Ohariu Community Board Boundary: 2013 - 2016 Triennium
as determined by the Local Government Commission
Capital and Coast District Health Board.
Greater Wellington Regional Council – Wellington Constituency and Porirua – Tawa Constituency.
Hutt-Mana Charitable Trust.
(s) 2010 voting document returns.

<table>
<thead>
<tr>
<th>Date</th>
<th>Northern ward</th>
<th>Onslow-Western ward</th>
<th>Lambton ward</th>
<th>Eastern ward</th>
<th>Southern ward</th>
<th>Daily total</th>
<th>Accum total</th>
<th>% of total possible voters</th>
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<tbody>
<tr>
<td>Total possible voters</td>
<td>30,632</td>
<td>31,225</td>
<td>28,268</td>
<td>26,963</td>
<td>18,468</td>
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<td>135,556</td>
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<td>Monday 20 September</td>
<td>4</td>
<td>37</td>
<td>23</td>
<td>30</td>
<td>21</td>
<td>115</td>
<td>115</td>
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<td>Tuesday 21 September</td>
<td>754</td>
<td>1,092</td>
<td>831</td>
<td>906</td>
<td>482</td>
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<tr>
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<td>692</td>
<td>738</td>
<td>662</td>
<td>613</td>
<td>435</td>
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<td>612</td>
<td>452</td>
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<td>379</td>
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<td>-</td>
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<td>-</td>
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<td>Saturday 2 October</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Sunday 3 October</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Monday 4 October</td>
<td>449</td>
<td>498</td>
<td>390</td>
<td>409</td>
<td>263</td>
<td>2,009</td>
<td>26,877</td>
<td>19.83%</td>
</tr>
<tr>
<td>Tuesday 5 October</td>
<td>1,309</td>
<td>1,561</td>
<td>1,079</td>
<td>1,176</td>
<td>743</td>
<td>5,868</td>
<td>32,745</td>
<td>24.16%</td>
</tr>
<tr>
<td>Wednesday 6 October</td>
<td>1,156</td>
<td>1,476</td>
<td>1,027</td>
<td>1,057</td>
<td>775</td>
<td>5,491</td>
<td>38,236</td>
<td>28.21%</td>
</tr>
<tr>
<td>Thursday 7 October</td>
<td>1,293</td>
<td>1,721</td>
<td>1,126</td>
<td>1,198</td>
<td>891</td>
<td>6,229</td>
<td>44,465</td>
<td>32.80%</td>
</tr>
<tr>
<td>Friday 8 October</td>
<td>724</td>
<td>949</td>
<td>735</td>
<td>758</td>
<td>598</td>
<td>3,764</td>
<td>48,229</td>
<td>35.58%</td>
</tr>
<tr>
<td>Saturday 9 October</td>
<td>957</td>
<td>1,493</td>
<td>950</td>
<td>1,130</td>
<td>846</td>
<td>5,376</td>
<td>53,605</td>
<td>39.54%</td>
</tr>
<tr>
<td>Special Votes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accum total per ward</td>
<td>11,344</td>
<td>13,717</td>
<td>10,144</td>
<td>11,007</td>
<td>7,393</td>
<td>-</td>
<td>53,605</td>
<td>39.54%</td>
</tr>
<tr>
<td>% of total possible voters</td>
<td>37.03%</td>
<td>43.93%</td>
<td>35.89%</td>
<td>40.82%</td>
<td>40.03%</td>
<td>-</td>
<td>39.54%</td>
<td>39.54%</td>
</tr>
<tr>
<td>Total possible</td>
<td>30,632</td>
<td>312,255</td>
<td>28,268</td>
<td>26,963</td>
<td>18,468</td>
<td>-</td>
<td>135,556</td>
<td>-</td>
</tr>
</tbody>
</table>
## 2010 election results – Wellington City Council.

### Mayor.
(1 vacancy).

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Status</th>
<th>Iteration</th>
<th>Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Celia Wade-Brown</td>
<td>Elected</td>
<td>5</td>
<td>24,881.</td>
</tr>
<tr>
<td>Kerry Prendergast</td>
<td>Not Elected</td>
<td>5</td>
<td>24,705.</td>
</tr>
<tr>
<td>Jack Yan</td>
<td>Not Elected</td>
<td>4</td>
<td>7,426.</td>
</tr>
<tr>
<td>Bryan Robert Pepperell</td>
<td>Not Elected</td>
<td>3</td>
<td>5,954.</td>
</tr>
<tr>
<td>Bernard O’Shaughnessy</td>
<td>Not Elected</td>
<td>2</td>
<td>1,174.</td>
</tr>
<tr>
<td>Al Mansell</td>
<td>Not Elected</td>
<td>1</td>
<td>542.</td>
</tr>
</tbody>
</table>

### Councillor – Northern Ward.
(3 vacancies).

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Status</th>
<th>Iteration</th>
<th>Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Justin Lester</td>
<td>Elected</td>
<td>3</td>
<td>3,039.</td>
</tr>
<tr>
<td>Ngaire Best</td>
<td>Elected</td>
<td>4</td>
<td>2,777.06</td>
</tr>
<tr>
<td>Helene Ritchie</td>
<td>Elected</td>
<td>7</td>
<td>2,879.23</td>
</tr>
<tr>
<td>Gareth R Morgan</td>
<td>Not Elected</td>
<td>7</td>
<td>1,610.89</td>
</tr>
<tr>
<td>Hayley Wain</td>
<td>Not Elected</td>
<td>6</td>
<td>1,435.26</td>
</tr>
<tr>
<td>Camilia Chin</td>
<td>Not Elected</td>
<td>2</td>
<td>1,055.</td>
</tr>
<tr>
<td>Gary W Roberts</td>
<td>Not Elected</td>
<td>1</td>
<td>523.</td>
</tr>
</tbody>
</table>

### Councillor – Onslow-Western Ward.
(3 vacancies).

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Status</th>
<th>Iteration</th>
<th>Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andy Foster</td>
<td>Elected</td>
<td>1</td>
<td>4,350.</td>
</tr>
<tr>
<td>John Morrison</td>
<td>Elected</td>
<td>1</td>
<td>3,436.</td>
</tr>
<tr>
<td>Jo Coughlan</td>
<td>Elected</td>
<td>8</td>
<td>3,476.65</td>
</tr>
<tr>
<td>Sharon Blaikie</td>
<td>Not Elected</td>
<td>8</td>
<td>2,493.1</td>
</tr>
<tr>
<td>Jack Ruben</td>
<td>Not Elected</td>
<td>6</td>
<td>1,638.48</td>
</tr>
<tr>
<td>Mike Fleming</td>
<td>Not Elected</td>
<td>5</td>
<td>527.88</td>
</tr>
<tr>
<td>Ingrid Sage</td>
<td>Not Elected</td>
<td>4</td>
<td>462.81</td>
</tr>
</tbody>
</table>

### Councillor – Lambton Ward.
(3 vacancies).

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Status</th>
<th>Iteration</th>
<th>Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ian McKinnon</td>
<td>Elected</td>
<td>1</td>
<td>2,868.</td>
</tr>
<tr>
<td>Iona Pannett</td>
<td>Elected</td>
<td>4</td>
<td>2,502.42</td>
</tr>
<tr>
<td>Stephanie Cook</td>
<td>Elected</td>
<td>13</td>
<td>2,302.63</td>
</tr>
<tr>
<td>Marcus Ganley</td>
<td>Not Elected</td>
<td>13</td>
<td>2,085.77</td>
</tr>
<tr>
<td>Michael Fowler</td>
<td>Not Elected</td>
<td>10</td>
<td>1,530.16</td>
</tr>
<tr>
<td>Mark Greening</td>
<td>Not Elected</td>
<td>7</td>
<td>704.55.</td>
</tr>
<tr>
<td>John Bishop</td>
<td>Not Elected</td>
<td>6</td>
<td>594.35.</td>
</tr>
<tr>
<td>Adam Cunningham</td>
<td>Not Elected</td>
<td>4</td>
<td>457.75.</td>
</tr>
<tr>
<td>Kris Price</td>
<td>Not Elected</td>
<td>2</td>
<td>379.22.</td>
</tr>
</tbody>
</table>
Councillor – Eastern Ward.
(3 vacancies).

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Status</th>
<th>Iteration</th>
<th>Votes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leonie Gill</td>
<td>Elected</td>
<td>7</td>
<td>2,866.</td>
</tr>
<tr>
<td>Ray Ahipene-Mercer</td>
<td>Elected</td>
<td>7</td>
<td>2,775.</td>
</tr>
<tr>
<td>Simon ‘Swampy’ Marsh</td>
<td>Elected</td>
<td>12</td>
<td>2,840.19.</td>
</tr>
<tr>
<td>Allan Probert</td>
<td>Not Elected</td>
<td>12</td>
<td>1,543.8.</td>
</tr>
<tr>
<td>Rob Goulden</td>
<td>Not Elected</td>
<td>11</td>
<td>1,317.95.</td>
</tr>
<tr>
<td>Taima Fagaloa</td>
<td>Not Elected</td>
<td>6</td>
<td>1,042.</td>
</tr>
<tr>
<td>Mike Mellor</td>
<td>Not Elected</td>
<td>5</td>
<td>774.</td>
</tr>
<tr>
<td>Amanda Nicolle</td>
<td>Not Elected</td>
<td>4</td>
<td>480.</td>
</tr>
<tr>
<td>Mike Fiechter</td>
<td>Not Elected</td>
<td>3</td>
<td>210.</td>
</tr>
<tr>
<td>Tony Travers</td>
<td>Not Elected</td>
<td>2</td>
<td>179.</td>
</tr>
<tr>
<td>Rosemary Russell</td>
<td>Not Elected</td>
<td>1</td>
<td>102.</td>
</tr>
</tbody>
</table>

Tawa Community Board.
(6 vacancies).

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Status</th>
<th>Iteration</th>
<th>Votes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Malcolm Sparrow</td>
<td>Elected</td>
<td>1</td>
<td>928.</td>
</tr>
<tr>
<td>Robert Tredger</td>
<td>Elected</td>
<td>1</td>
<td>657.</td>
</tr>
<tr>
<td>Margaret Lucas</td>
<td>Elected</td>
<td>1</td>
<td>620.</td>
</tr>
<tr>
<td>Alistair Sutton</td>
<td>Elected</td>
<td>6</td>
<td>542.92.</td>
</tr>
<tr>
<td>Graeme Mark Hansen</td>
<td>Elected</td>
<td>8</td>
<td>602.48.</td>
</tr>
<tr>
<td>Christopher Kemp Reading</td>
<td>Elected</td>
<td>17</td>
<td>526.05.</td>
</tr>
<tr>
<td>David Darroch</td>
<td>Not Elected</td>
<td>17</td>
<td>520.27.</td>
</tr>
<tr>
<td>Richard Herbet</td>
<td>Not Elected</td>
<td>7</td>
<td>360.01.</td>
</tr>
<tr>
<td>Dennis Sharman</td>
<td>Not Elected</td>
<td>3</td>
<td>231.3.</td>
</tr>
</tbody>
</table>

Makara/Ohariu Community Board.
(6 vacancies).

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Status</th>
<th>Iteration</th>
<th>Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gavin Bruce</td>
<td>Elected</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Christine Grace</td>
<td>Elected</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Judy Liddell</td>
<td>Elected</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Wayne Rudd</td>
<td>Elected</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Margie Scotts</td>
<td>Elected</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Hamish Todd</td>
<td>Elected</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
### 2010 Capital and Coast District Health Board.

*(7 vacancies)*

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Status</th>
<th>Iteration</th>
<th>Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judith Aitken</td>
<td>Elected</td>
<td>1</td>
<td>13,107</td>
</tr>
<tr>
<td>Helene Ritchie</td>
<td>Elected</td>
<td>2</td>
<td>8,969.38</td>
</tr>
<tr>
<td>Margaret Faulkner</td>
<td>Elected</td>
<td>21</td>
<td>8,904.05</td>
</tr>
<tr>
<td>Barbara Donaldson</td>
<td>Elected</td>
<td>21</td>
<td>8,902.11</td>
</tr>
<tr>
<td>Donald Urquart-Hay</td>
<td>Elected</td>
<td>21</td>
<td>8,548.85</td>
</tr>
<tr>
<td>David Choat</td>
<td>Elected</td>
<td>27</td>
<td>8,305.3</td>
</tr>
<tr>
<td>Virginia Hope</td>
<td>Elected</td>
<td>30</td>
<td>8,139.35</td>
</tr>
<tr>
<td>Peter R Roberts</td>
<td>Not Elected</td>
<td>30</td>
<td>7,942.55</td>
</tr>
<tr>
<td>Camilia Chin</td>
<td>Not Elected</td>
<td>23</td>
<td>5,382.84</td>
</tr>
<tr>
<td>Nigel Wilson</td>
<td>Not Elected</td>
<td>20</td>
<td>3,934.46</td>
</tr>
<tr>
<td>Russell Franklin</td>
<td>Not Elected</td>
<td>19</td>
<td>3,562.02</td>
</tr>
<tr>
<td>John Apanowicz</td>
<td>Not Elected</td>
<td>17</td>
<td>3,203.02</td>
</tr>
<tr>
<td>Maureen Gillon</td>
<td>Not Elected</td>
<td>15</td>
<td>2,895.51</td>
</tr>
<tr>
<td>Elizabeth Anderson</td>
<td>Not Elected</td>
<td>13</td>
<td>2,646.62</td>
</tr>
<tr>
<td>Andrew Holmes</td>
<td>Not Elected</td>
<td>11</td>
<td>2,386.08</td>
</tr>
<tr>
<td>David Scott</td>
<td>Not Elected</td>
<td>9</td>
<td>1,997.49</td>
</tr>
<tr>
<td>Margaret Cahill</td>
<td>Not Elected</td>
<td>8</td>
<td>1,720.56</td>
</tr>
<tr>
<td>Peter Kelly</td>
<td>Not Elected</td>
<td>6</td>
<td>1,433.71</td>
</tr>
<tr>
<td>Malakai Jiko</td>
<td>Not Elected</td>
<td>5</td>
<td>1,254.71</td>
</tr>
<tr>
<td>Jack Wood</td>
<td>Not Elected</td>
<td>3</td>
<td>1,191.03</td>
</tr>
<tr>
<td>Mark Jacobs</td>
<td>Not Elected</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>
You can find out more about the upcoming Wellington City Council elections on our website www.Wellington.govt.nz.

This will give you information on:

- standing as a candidate for mayor, city councillor or community board member;
- ensuring that you are on the electoral roll (including the non-resident ratepayer roll);
- when and how you will be able to vote.

The following websites will give you more information on:

- enrolling on the residential electoral roll or checking you are currently enrolled – www.elections.org.nz.

The following website provides voters with information on the issues they are eligible to vote for and information on each candidate. It is also a central portal for election results across the country:

- www.vote.co.nz.

For candidates wanting to raise their profile beyond the official candidate profile and newspaper advertising Local Government Online (LGOL) runs a FREE portal www.vote.co.nz profiling candidates for local body elections.

By using vote.co.nz you are able to share more messaging than you can via other campaign activities. You can be sure all your constituents are aware you are standing in the election and it gives you an opportunity to explain to voters who you are and why they should vote for you.

Voters from across the country are able to easily establish which councils, boards, trust and DHB they are eligible to vote for by simply typing in their address. Voters are then shown information on each candidate standing in their area and relevant information about the electoral area. The focus is on reaching those in the community that are eligible to vote and want to engage with you in the democratic process.

The web portal was first used in the 2010 elections, and has been further improved for this year’s elections. At its peak during the 2010 local body elections the site had 1.4 million visitors within 24 hours, which shows what a powerful tool it is for engaging with the wider community and potential voters.

Each candidate is given the opportunity to load the following information to be included on www.vote.co.nz:

- your official candidate statement,
- further candidate information,
- list of your top five election issues,
- links to your own website, blogs, social media accounts,
- videos between 30 and 120 seconds long,
- the ability to answer questions submitted from voters – alongside other candidates,
- the ability to load an acceptance speech that will be publicly available once the results have been announced.
To receive a site logon or for more information about www.vote.co.nz simply email vote@localgovt.co.nz with your full name and the details of the election(s) you are standing for. You will be provided with a unique logon and password that you and/or your campaign team can use to access the site and promote your election campaign.
LOCAL AUTHORITY INFORMATION.

(a) Local government legislation.

Wellington City Council is a body corporate constituted under the Local Government Act 2002.

The Council gets its authority from the various laws made by Parliament. The principal Acts under which the Council operates are:

- Local Government (Rating) Act 2002;
- Local Authorities (Members’ Interests) Act 1968;
- Local Government Official Information and Meetings Act 1987;
- Local Electoral Act 2001;
- the Building Act 2004;
- Resource Management Act 1991;
- Transit New Zealand Act 1989;
- Health Act 1956;

and various other Acts of Parliament, including Regulations made under those Acts.

The Local Government Act 2002 reflects a clear view that local authorities that are effective, responsible and accountable to the communities they represent are a fundamental part of our system of democratic governance, rather than merely a collection of assets and services.

The Act provides greater scope for communities to make their own choices about what local authorities do and the way they do these things. Local authorities have full capacity to undertake any act that promotes the purpose of local government, subject to other legislation.

The purpose of local government is set out in section 10 as follows:

(a) to enable democratic local decision-making and action by, and on behalf of, communities; and

(b) 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.

In this Act, good-quality, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services, and performance that are—

(a) efficient; and

(b) effective; and

(c) appropriate to present and anticipated future circumstances.

These statements envelop a number of related ideas that reflect the actual job of the Council and therefore its elected members:

- **Democracy** – ensuring opportunities for participation by electors in decision-making processes, within the overall framework of representative democracy;

- **Effectiveness** – decision-making processes are intended to ensure that representatives are well informed about the preferences of electors, and electors are well informed about the actions of their representatives (and the likely consequences of those actions);
Local decision-making and accountability – a framework for decision-making that reflects the need to provide effective means for local accountability.

(b) Roles and responsibilities of elected members.

Territorial authorities.

Elected members, acting as the Council, are responsible for governance, including:

- the development and adoption of Council policy;
- monitoring the performance of the Council against its stated objectives and policies;
- prudent stewardship of Council resources; and
- employment of the chief executive.

Elected members are also responsible for representing the interests of the residents and ratepayers of the city or district.

Unless otherwise provided in the Local Government Act 2002 or in the Council’s standing orders, the Council can only act by majority decisions at meetings. Any individual member (including the Mayor) has no authority to act on behalf of the Council unless provided for by statute or the Council has expressly delegated such authority.

Elected members are expected to attend the meetings of the Council, as well as the committees and subcommittees, working parties, and external organisations to which they are appointed. An elected member who is unable to attend a meeting should advise the chair or chief executive as soon as possible.

Each council must adopt a code of conduct for its members. Each elected member must comply with the code of conduct. A copy of Wellington City Council’s Code of Conduct is reproduced on pages 78 to 83 of this handbook.

The Mayor.

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

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

The Deputy Mayor.

The Deputy Mayor must be elected by the members of the Council at the first meeting of the Council. The Deputy Mayor exercises the same roles as other elected members, and if the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers, of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of the Council.
Committee chairpersons.

The Council may create one or more committees (this includes subcommittees) of the Council. A committee chairperson presides over all meetings of the committee, ensuring that the committee acts within the powers delegated by Council. Committee chairpersons may be called on to act as official spokespersons on issues within the terms of reference for their committees. Chairpersons may be removed from office by resolution of Council. Council may also appoint deputy chairpersons of committees, who shall fulfil the functions of the chair when the chairperson is absent.

Community boards.

Community boards provide a level of representation below city and district councils. The role of each community board includes:

- representing the interests of its community;
- considering and reporting on matters referred to it by the Council of interest or concern;
- maintaining an overview of Council services to the community;
- preparing an annual submission to the Council for its annual plan;
- communicating with community organisations and special interest groups;
- undertaking any other responsibilities that are delegated to it by the Council.

Each community board must consist of not fewer than four and no more than 12 members; must include at least four elected members; and may include appointed members. The number of appointed members must be less than half the total number of members.

Community boards will at their first meetings appoint chairpersons and deputies.

Time commitment.

Depending on the role (Mayor, Deputy Mayor, committee chair, Councillor, Community Board chair or Community Board member), the time commitment can be significant. Many official meetings and briefings are scheduled during the day, and can take two to three full days out of the average working week. Depending on the role, there will also be a number of night-time meetings to attend, not to mention invitations to a range of evening functions and events. Around all this, elected members will need to find time to deal with correspondence and communication from residents, and carry out the necessary reading to prepare for upcoming meetings.

The organisation offers support through the Democratic Services business unit to elected members to assist them in their duties.

Elected members need to be aware of the impact that can occur on families as a result of being elected as Mayor, a Councillor or Community Board member. This can range from needing to take time off work to attend meetings, to attending night meetings, receiving telephone calls at various times of the day and night, or being asked to address issues when shopping at the supermarket, watching sport, attending church or walking the dog.

Some members of the community see elected members as being available 24 hours, 7 days a week. This may often depend on the issue currently before the Council or a community board, but generally most citizen contact with elected representatives is done at a reasonable time and in a reasonable manner.
Skills and experience.

While there are formal requirements in relation to standing as a candidate for election to a community board or the city or regional council, such as the requirement to be a New Zealand citizen (outlined earlier in this booklet), given the nature of the role of an elected member, there are a number of skills which would be helpful in undertaking the role. These include:-

- analysing written material and oral presentations,
- time management,
- listening,
- relationship building,
- influencing and negotiating,
- understanding financial information,
- communicating with and through the media.

Experience in business, the public sector environment, with community or voluntary groups, in decision-making through meetings and working with people of diverse backgrounds and interests, would also be useful.

The Democratic Services business unit runs an induction and training programme to assist elected members to improve their skills in these areas.

c) Governance structures.

Wellington City Council.

The governance structure adopted by the present council is as follows:
Greater Wellington Regional Council.

Elected members govern the region by participating in legally constituted meetings of the council and committees. The members thus collectively exercise the powers, duties, authorities and responsibilities vested in the council by the *Local Government Act* and other Acts. Individual members do not have any specific authority to act or make decisions as individuals. Actions of councillors are covered by an adopted code of conduct.

The council appoints a chairperson and deputy chairperson at its first meeting.

The governance structure adopted by the present council is:

![Goverance Structure Diagram](image)

Capital and Coast District Health Board.

The Capital and Coast District Health Board was established under the *New Zealand Public Health and Disability Act 2000*. The DHB is responsible for the provision of health services to the Wellington, Porirua and Kapiti Coast communities.

The board is the governance body setting the strategic direction of the organisation. Board membership is a combination of elected and appointed members and delegates responsibility for management decisions to the Chief Executive.

Below is the board structure:
Hutt Mana Charitable Trust.

The Hutt Mana Charitable Trust exists to serve the communities of the Hutt Mana area. The Trust has two principal functions:
- The promotion of energy efficiency, including assisting with the insulation of existing homes so they use less power to keep warm.
- Supporting the community through grants and building capacity in the voluntary sector.

The Trust is a registered charitable entity with the Charities Commission under the Charities Act 2005.

More information on the Trust and its activities can be found on the Trust’s website [www.hmct.org.nz](http://www.hmct.org.nz)

Members on the Trust are elected for a term of three years and must live within the trust area to be eligible for election.

(d) Code of conduct for elected members of Wellington City Council.

Part one: introduction.

All councils are required to have a code of conduct under the Local Government Act 2002, Schedule 7, Clause 15.

This code of conduct provides guidance on the standards of behaviour that are expected from the Mayor and elected members of Wellington City Council. The code applies to elected members in their dealings with:
- each other,
- the Chief Executive,
- all staff employed by the Chief Executive on behalf of the Council,
- the media,
- the general public.

This code does not apply to members of Community Boards.

The objective of the code is to enhance:
- the effectiveness of the Council as the autonomous local authority with statutory responsibilities for the good local government of Wellington City.
- the credibility and accountability of the Council within its community.
- mutual trust, respect and tolerance between the elected members as a group and between the elected members and management.

The code of conduct that follows is based on the following general principles of good governance:

Public interest.
- Members should serve only the interests of the city as a whole and should never improperly confer an advantage or disadvantage on any one person, or group of persons.

Honesty and integrity.
- Members should not place themselves in situations where their honesty and integrity may be
questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

**Objectivity.**
- Members should make decisions on merit including making appointments, awarding contracts, or recommending individuals for rewards or benefits.
- Members should also note that, once elected, their duty is to the interests of the entire city.

**Accountability.**
- Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should cooperate fully and honestly with the scrutiny appropriate to their particular office.

**Openness.**
- Members should be as open as possible about their actions and those of the Council and should be prepared to justify their actions.

**Personal judgment.**
- Members can and will take account of the views of others, but should reach their own conclusions on the issues before them, and act in accordance with those conclusions.

**Respect for others.**
- Elected members should remember the respect and dignity of their office in their dealings with each other, management and the public.
- Members should treat people with respect, regardless of their race, age, religion, gender, sexual orientation, or disability, and should not unlawfully discriminate against any person or group of persons.

**Duty to uphold the law.**
- Members should uphold the law, and on all occasions, act in accordance with the trust the public places in them.

**Stewardship.**
- Members must ensure that the Council uses resources prudently and for lawful purposes, and that the Council maintains sufficient resources to meet its statutory obligations.

**Leadership.**
- Members should promote and support these proposals by example, and should always endeavour to act in the best interests of the community.

**Part two: roles and responsibilities.**

This part of the code describes the roles and responsibilities of elected members, the Mayor and Deputy Mayor, and committee chairpersons.

**Elected members.**
Elected members, acting as the Council, are responsible for governance, including:
- the development and adoption of Council policy.
- monitoring the performance of the Council against its stated objectives and policies.
- prudent stewardship of Council resources.
- employment of the Chief Executive.
Elected members are also responsible for representing the interests of the residents and ratepayers of the city. Unless otherwise provided in the *Local Government Act 2002* or in Wellington City Council’s Standing Orders, the Council can only act by majority decisions at meetings. Any individual member (including the Mayor) has no authority to act on behalf of the Council unless provided for by statute or the Council has expressly delegated such authority.

Elected members are expected to attend the meetings (ordinary and extraordinary) of Council, as well as the committees and subcommittees, working parties, and external organisations to which they are appointed. An elected member who is unable to attend a meeting should advise the Chair or Chief Executive as soon as possible.

**Mayor,**
The Mayor is elected by the district as a whole and as one of the elected members shares the same responsibilities as other members of Council. The Mayor also has the following roles:
- presiding at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined by Standing Orders).
- advocating on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council.
- spokesperson for the Council.
- ceremonial head of Council.
- providing leadership and feedback to other elected members on teamwork and chairing of committees.
- fulfilling the responsibilities of a Justice of the Peace (while the Mayor holds office).

**Deputy Mayor.**
The Deputy Mayor must be elected by the members of Council, at the first meeting of the Council. The Deputy Mayor exercises the same roles as other elected members, and if the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers, of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of Council.

**Committee chairpersons.**
The Council may create one or more committees (this includes subcommittees) of Council. A committee chairperson presides over all meetings of the committee, ensuring that the committee acts within the powers delegated by Council. Committee chairpersons may be called on to act as official spokespersons on issues within the terms of reference for their committees. Chairpersons may be removed from office by resolution of Council. Council may also appoint deputy chairpersons of committees, who shall fulfil the functions of the chair when the chairperson is absent.

**Part three: relationships and behaviours.**

**Relationships with other members.**
Elected members will conduct their dealings with each other in ways that:
- maintain public confidence in the office to which they have been elected
- are open and honest,
- focus on issues rather than personalities,
- avoid aggressive, offensive or abusive conduct.

**Relationships with Chief Executive and staff.**
The effective performance of Council also requires a high level of cooperation and mutual respect between elected members and staff. To ensure that level of cooperation and trust is maintained, elected members will:
• recognise that the Chief Executive is the employer (on behalf of Council) of all Council employees, and as such only the Chief Executive or his or her delegated appointee may hire, dismiss or instruct or censure an employee.
• make themselves aware of the obligations that the Council and the Chief Executive have as employers and observe those requirements at all times.
• treat all employees with courtesy and respect (including the avoidance of aggressive, offensive or abusive conduct towards employees).
• observe any guidelines that the Chief Executive puts in place regarding contact with employees.
• not do anything which compromises, or could be seen as compromising, the impartiality of an employee.
• avoid publicly criticising any employee in any way, but especially in ways that reflect on the competence and integrity of the employee.
• raise concerns about employees only with the Chief Executive, and concerns about the Chief Executive only with the Mayor or the Performance Review Subcommittee.
• not seek to improperly influence staff in the normal undertaking of their duties.

Elected members should be aware that failure to observe this portion of the code of conduct may compromise the Council’s obligations to act as a good employer and may expose the Council to civil litigation and audit sanctions.

Relationships with the community.
Effective Council decision-making depends on productive relationships between elected members and the community at large.

Members should ensure that individual citizens are accorded respect in their dealings with the Council, have their concerns listened to, and deliberated on in accordance with the requirements of the Local Government Act 2002.

Members should act in a manner that encourages and values community involvement in local democracy.

Contact with the media.
The following rules apply for media contact on behalf of Council:
• The Mayor (or in the Mayor’s absence, the Deputy Mayor) is the first point of contact for the official view on any issue. Usually, a matter will be referred to the relevant committee chairperson for their comment.
• Comment on operational or management matters should be left to the Chief Executive and management.
• No other member may comment on behalf of Council without having first obtained the approval of the Mayor, or in the Mayor’s absence, the Deputy Mayor.

Elected members are free to express a personal view in the media, at any time. When doing so, they should observe the following:
• Media comments must not state or imply they represent the views of Council.
• Where an elected member is making a statement that is contrary to a Council decision or Council policy, the member must not state or imply that his or her statements represent a majority view.
• Media comments must observe the other requirements of the code of conduct, eg not disclose confidential information.
Confidential information.
In the course of their duties members will receive information they need to treat as confidential. Confidential information includes information that staff have judged there is good reason to withhold under sections 6 and 7 of the Local Government Official Information and Meetings Act 1987. This will often be information that is either commercially sensitive or is personal to a particular individual or organisation. The Chief Executive is responsible for release of this information under the Local Government Official Information and Meetings Act 1987.

Elected members should be aware that failure to observe confidentiality will impede the performance of Council by inhibiting information flows and undermining public confidence in the Council. Failure to observe these provisions may also expose Council to prosecution under the Privacy Act 1993 and/or civil litigation.

Conflicts of interest.
Elected members shall ensure they comply with the provisions of the Local Authorities (Members’ Interests) Act 1968, which covers financial interests, and with other requirements relating to non-pecuniary conflicts of interest. Members should ensure they are familiar with the guidance contained in the Council publication Conflict of Interest Guidelines.

Members shall, within 30 days of a request by the Chief Executive, or following the triennial election, complete a declaration of interests. That declaration shall be updated whenever members’ interests change.

Ethics.
Wellington City Council seeks to promote the highest standards of ethical conduct among its elected members. Accordingly, elected members will:

- claim only for legitimate expenses as laid down by any determination of the Remuneration Authority then in force, and any lawful policy of Council developed in accordance with that determination.
- not influence, or attempt to influence, any Council employee to take actions that may benefit the member, or the member’s family or business interests.
- not use Council resources for personal business (including campaigning).
- not abuse the advantages of their official position for personal gain, or solicit or accept gifts, entertainment, rewards or benefits that might compromise their integrity.

Bankruptcy.
Elected members who are declared bankrupt shall notify the Chief Executive as soon as practicable after being declared bankrupt.

Part four: compliance and review.

Compliance.
Elected members must comply with the provisions of this code of conduct. Members are also bound by the Local Government Act 2002, the Local Authorities (Members’ Interests) Act 1968, the Local Government Official Information and Meetings Act 1987, the Secret Commissions Act 1910, the Crimes Act 1961 and the Securities Act 1978. The Chief Executive will ensure that an explanation of these Acts is made at the first meeting after each triennial election and that copies of these Acts are freely available to elected members. Short explanations of the obligations that each of these Acts has with respect to conduct of elected members is attached in Appendix 1 to this code.
Breaches of statutory provisions.
Where there are statutory provisions:

- breaches relating to members’ interests render members liable for prosecution by the Auditor-General under the Local Authorities (Member’s Interests) Act 1968.
- breaches which result in the Council suffering financial loss or damage may be reported on by the Auditor-General under the Local Government Act 2002, which may result in the member having to make good the loss or damage.
- breaches relating to the commission of a criminal offence may leave the elected member liable for criminal prosecution.

Breaches of non-statutory provisions.
Any alleged breach by a member of the provisions of the code for which there is not a process and penalty provided elsewhere shall be reported in a timely manner to the Mayor in the first instance. The Mayor, with the Chief Executive (where appropriate), shall consider each allegation in a manner that is fair to all parties involved in the allegation, including ensuring that due process is respected. This will include ensuring that members named in an allegation are given an opportunity to consider and respond to that allegation. If, following the opportunity to respond to the allegation, it is considered that an allegation of a breach of the code is well-founded, the Mayor shall inform the member concerned and take any appropriate lawful action, such as censure.

Any alleged breach by the Mayor shall be reported in a timely manner to the Chief Executive, who shall consider and deal with the allegation, seeking advice as appropriate. The Chief Executive shall consider each allegation in a manner that is fair to all parties involved in the allegation, including ensuring that due process is respected. This will include ensuring that the Mayor is given an opportunity to consider and respond to that allegation.

If an alleged breach is considered to be of a serious enough nature, or if there is an allegation of repeated breaches of the code, the Mayor (or in the case of an alleged breach by the Mayor, the Chief Executive) may instead refer the matter to Council. Council will be asked to consider and determine whether a breach of the code has occurred and, if so, what consequences for the elected member should arise from that breach. In completing a report to Council, fairness to all parties involved, and due process, will be respected, including ensuring the member named in the allegation is advised of the allegation and given an opportunity to consider and respond to it before the matter is considered by Council. Council’s consideration of the matter will comply with statutory requirements relating to matters such as personal privacy, or confidentiality of information.

Review.
Once adopted, a code of conduct continues in force until amended by the Council. The code can be amended at any time but cannot be revoked unless the Council replaces it with another code. Once adopted, amendments to the code of the conduct, or the adoption of a new code, require a resolution supported by 75 per cent or more of the members of the Council present.

Council will formally review the code as soon as practicable after the beginning of each triennium. The results of that review will be presented to Council for their consideration and vote.
(e) Remuneration.

City and regional councils.

The remuneration rates, the level of allowances and the reimbursement of expenses payable to local government elected members are set by the Remuneration Authority which is a statutory body whose members are appointed by the Government.

The Remuneration Authority has determined that the following salaries will apply for the elected members of Wellington City Council from 1 July 2013 and will remain in effect until the date the election results are officially declared by the Electoral Officer:

Wellington City Council: elected member remuneration from elections 2013.

Councillors.

<table>
<thead>
<tr>
<th>Position.</th>
<th>Base salary.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor</td>
<td>$158,300.</td>
</tr>
<tr>
<td>Councillor</td>
<td>$76,600.</td>
</tr>
<tr>
<td>Pool for additional responsibilities</td>
<td>$114,900.</td>
</tr>
</tbody>
</table>

It is expected that:

- additional remuneration for a deputy mayor will not exceed 40% of the base councillor salary, and,
- additional remuneration for committee chairpersons or portfolio leaders or other councillor positions of additional responsibility will be between 5% and 25% of the base councillor salary.

Community Board members.

<table>
<thead>
<tr>
<th>Position.</th>
<th>Base salary.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair, Tawa Community Board</td>
<td>$17,000.</td>
</tr>
<tr>
<td>Member, Tawa Community Board</td>
<td>$8,500 each.</td>
</tr>
<tr>
<td>Chair, Makara/Ohariu Community Board</td>
<td>$9,000.</td>
</tr>
<tr>
<td>Member, Makara/Ohariu Community Board</td>
<td>$4,500 each.</td>
</tr>
<tr>
<td>Additional.</td>
<td></td>
</tr>
</tbody>
</table>

The maximum percentage that can be added to the base community board member salary for additional responsibilities will be 30%.

The maximum would only be approved, however, for roles where significant and easily recognisable additional responsibility had been proven.

The additional responsibilities must be to the board as a whole and not to individual members.

No additional remuneration will attach to the position of deputy chairperson of a community board.
Greater Wellington Regional Council: elected member remuneration from elections 2013.

Councillors.

<table>
<thead>
<tr>
<th>Position</th>
<th>Base salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>$157,300.</td>
</tr>
<tr>
<td>Councillor</td>
<td>$57,600.</td>
</tr>
<tr>
<td>Pool for additional responsibilities</td>
<td>$86,400.</td>
</tr>
</tbody>
</table>

Additional responsibilities include:
Chairs of committees and subcommittees and portfolio leaders (5 to 25% of base salary)

District health boards.

Remuneration for members of district health boards is set by the Minister of Health. The current member rate for the Capital and Coast District Health Board members is $24,000 per annum. This figure may be modified by Government from time to time.

In addition, members are currently paid up to $2,500 for each of the three statutory advisory committees (hospital advisory committee, community and public health advisory committee and disability support advisory committee) on which they sit and may also be paid for the audit and finance committee. In addition, reimbursement for reasonable travelling and related expenses may be claimed.

No additional fees are paid to board members who sit on other committees.

(f) Members’ interests.

The Local Authorities (Members’ Interest) Act 1968 fulfils two underlying purposes:
- it prevents members from using their position to obtain preferential treatment from the authority of which they are a member in contracting situations; and
- it ensures that members are not affected by personal financial motives when they participate in authority matters.

There is a rule of law, known as the rule against bias, which says that “no one may be judge of their own cause”. The object of this rule is to ensure that people, who exercise power from positions of authority, carry out their duties free from bias. The Act is a statutory application of this rule to particular circumstances, i.e. pecuniary interests, and:
- controls the making of contracts between members and their authority; and
- prevents members from participating in authority matters in which they have a pecuniary interest.

A member is disqualified from office who is “concerned or interested” in contracts with their authority under which the total payments made, or to be made, by or on behalf of the authority exceed $25,000 in any financial year. The $25,000 limit is GST inclusive. This restriction is waived if prior approval is obtained from the Office of the Controller and Auditor-General.

Disqualification means that a person cannot:
- be elected or appointed to
  - the authority; and/or
  - any committee of the authority; or
- hold office as a member of the authority or any committee.
It is also an offence under the Act for a person to act as a member of an authority, or a committee of the authority, while disqualified. A disqualification lasts until the next general election or opportunity for appointment to the authority.

The restriction on contracting applies to the member, not the authority. The Act does not affect the authority’s power to enter into contracts. The fact that a contract has been let does not invalidate the contract.

(g) Coming into and vacating office.

When members come into office.

Local authorities.
For local authority elections (including community boards but excluding district health boards):
- Where an election is required, a member comes into office on the day after the day on which the member is declared to be elected (ie the day after the first public notice declaring the result is made [section 115 LEA]).
- Where an election is not required (ie because the number of candidates does not exceed the number of vacancies), those unopposed candidates are declared elected at the close of nominations and they come into office on polling day (ie 12 October 2013).
- If at close of nominations, the number of candidates is less than the number of vacancies, the unfilled vacancies become extraordinary vacancies and are required to be filled by an election which cannot occur any earlier than 10 February 2014 [section 138A LEA].
- If a person is appointed to fill an extraordinary vacancy, they come into office on the day of their appointment.

It is important to note, however, that no person is capable of acting as a member of any local authority until he or she has, at a meeting of the local authority, made a declaration as required by the Local Government Act 2002. This is done at the first meeting after the local authority elections. This meeting is called by the council’s chief executive as soon as practicable after the results of the election are known.

District Health Board.
For district health board elections:
- elected members come into office on the 58th day after polling day [as provided for under clause 14, Schedule 2 New Zealand Public Health and Disability Act 2000];
- an appointed member comes into office on the date specified in the notice appointing the member. If no date is specified in the notice, the member comes into office on the date which the notice is published in the Gazette [clause 15, Schedule 2 New Zealand Public Health and Disability Act 2000].

When members leave office.

Local Authorities.
For local authority members (including community board members but excluding district health board members):
- in the ordinary course of events, the term of office ends and members leave office:
  (a) in the case of an election, when members elected at the next election come into office, and
  (b) in the case of an appointment, when the member’s successor comes into office;
  (c) in the event of a member’s resignation, on the date on which the member’s resignation is received by the chief executive of the local authority concerned;
(d) for a member appointed or elected to fill an extraordinary vacancy, at the end of
the unexpired portion of his or her predecessor’s term;
• if a member’s office is the subject of an election, and neither the member nor any other
person is elected at the election to that office, the member vacates office at the same time
as any other member of the local authority who is not re-elected at the election [section
116(2) LEA].

District Health Board.
For district health board members:
• an elected member serves a three-year term. This term begins on the 58th day after polling
day and ends on the equivalent day three years later when the new board comes into office;
• appointed members serve at the Minister of Health’s pleasure, and have a term of up to
three years. They may, however, be appointed for a shorter time. They may also be
reappointed, subject to an upper limit of nine consecutive years on the board.
Reappointment is not automatic and there is no guarantee that any appointed member will
be reappointed to the board on the expiry of their term.

(h) Wellington City Council management structure.

Staff are headed by the Chief Executive who is directly responsible to the Council.

The Council only employs the Chief Executive and all other staff are employed by the Chief Executive.

The key role of staff is: to implement decisions of the Council; to provide advice to the Council, its
communities and community boards; to ensure all functions, duties and powers are properly
performed; and to ensure the effective, efficient and economic management of the activities
undertaken by the Council and community boards.

In Wellington City the Executive Leadership Team comprises the Chief Executive and six
directors/senior managers. Each director has responsibility for reporting to committees and
managing the various groups of the organisation within their directorate.
Executive Leadership Team (ELT) & Leadership Group (LG).

Kevin Lavery
CEO

John Hutchings
Chief Planning Officer

Derek Fry
Chief Operating Officer

Anthony Wilson
Chief Asset Officer

Peter Garty
Chief Financial Officer

Greg Orchard
Director Property & Housing

Sally Dossor
Director CEO’s Office

Strategy
Policy
Marketing and Communications
Research, Consultation and Planning
Urban Development
Transport Planning

Parks, Sport and Recreation
Building Compliance and Consents
Community Networks
City Networks
Economic Growth

Strategic Asset Planning
IT/IM
3 Waters
Capital Projects Programme Manager

Financial Strategy and Planning
Funding, Investment and Analysis
Financial Accounting
Business Reporting Analysis and Performance

Property
Earthquake Resilience
City Housing
Weathertight Building Resolution

CEO’s Office
People and Capability
Issues Resolution Office
Mayor’s Office
Risk Assurance
Treaty Relations
Democratic Services

As at 1 May 2013
(i) Donations and expense returns.

Return of electoral donations and expenses.
You are required to supply a return of electoral donations and expenses (Return) to Wellington City Council's Electoral Officer (whether or not you're elected) within 55 days after the official declaration of the election results. If you are out of the country when the result is declared, your Return must be filed within 76 days after the official declaration of the election results.

If there are no election expenses or donations to report on, you must file a nil Return.

The Returns are open to public inspection and will be published on Greater Wellington Regional Council's website.

The relevant sections of the Local Electoral Act 2001, which relate to electoral donations and expenses, are attached as Attachment 1.

What information must be included in my Return?
Your Return must include details on:

- all your electoral expenses
- any electoral donations you received exceeding $1,500.

Electoral expenses.
You need to provide the name and description of every person or body of persons to whom or which any sum is paid. You must also include the reason for which any sum is paid.

Electoral donations.
You must include any donation worth over $1,500 that is received for use by you or on your behalf in your election campaign. This includes a series of donations made by one donor that aggregate more than $1,500.

You must set out whether the donation is made up of contributions of more than $1500, and if so include:

- the name and address of each contributor
- the amount of each contribution made by the contributor.

You need to provide the name, address and description of every person or body of persons from whom or which any donation is received.

(Refer to section 103A of the Local Electoral Act 2001 in for the full definition of electoral donation. In addition, section 19 of the Candidate Handbook provides advice on electoral donations)

Anonymous donations.
You must include any anonymous donations worth over $1500 received for use by you or on your behalf in your election campaign.

You need to provide the date the donation was received, the amount received, and the amount paid to the Electoral Officer.
Donations received before 29 June 2013.
For the purposes of this election the following provisions do not apply to anonymous donations received before 29 June 2013:
• Section 112A(4)(a) and (c) (these provisions require certain details relating to anonymous donations to be included in the Return).
• Section 112A(2)(ab) (this provision sets out the requirement to include certain details relating to contributions).
• Section 112A(3)(d) (this provision sets out the need to record the date that a donation was received on the Return).
• Section 112A(3A) (this provision sets out the details that must be recorded under section 112A(2)(ab)).
• Section 112E (this provision sets out the requirement to retain records necessary to verify your Return).

Offences relating to returns of electoral donations and expenses.
It is an offence:
• to file a false Return.
• to fail to provide a Return in the prescribed form within 55 days (or 76 days if overseas) of the successful candidates being declared elected.
• to fail to retain records necessary to validate your Return.

To avoid committing an offence, it is important you clearly understand the requirement to apportion your election expenses and know what needs to be included in your Return.

Keeping records to verify your Return.
Candidates must take all reasonable steps to retain all records, documents, and accounts that are necessary to enable a Return to be verified. The records, documents, and accounts must be retained by you until the expiry of the period within which a prosecution may be commenced under the Local Electoral Act 2001 in relation to the return or to any matter to which the Return relates. (Refer to section 138AA of the Local Electoral Act 2001, which sets out time limits for prosecutions)

Your Return is a public document.
Your electoral expenses and electoral donations return becomes a public document once it is returned to us. Anyone may inspect this document, or take a copy of it, for a period of up to 7 years after it is received. A copy of your Return is required to be published on Wellington City Council’s website.
I, ___________________________ was a candidate for the following elections held on 12 October 2013:
[List all elections at which the candidate stood for election on the above date]

Part A.
Return of electoral donations.
I make the following return of all electoral donations received by me that exceed $1500:

<table>
<thead>
<tr>
<th>Name of donor (state “anonymous” if an anonymous donation)</th>
<th>Address of donor (leave blank if anonymous)</th>
<th>Amount(^1)</th>
<th>Date received(^2)</th>
<th>Campaign to which donation designated (if an anonymous donation)</th>
<th>Amount paid to Electoral Officer and date payment made (if an anonymous donation)</th>
</tr>
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\(^1\) For aggregated donations (being donations from the same contributor) state the total amount of the donations.

\(^2\) For aggregated donations state the date that each individual donation was received.
Part A requirements:
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.

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,
- the amount paid to the electoral officer and the date the payment was made.

In the case of any electoral donation funded from contributions, set out the following details in respect of each contribution that, either on its own or when aggregated with other contributions made by the same contributor to the donation, exceeds $1500 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.
Part B.  
Return of electoral expenses.  
I make the following return of all electoral expenses incurred by me:

<table>
<thead>
<tr>
<th>Name and description of person or body of persons to whom sum paid¹</th>
<th>Reason for expense</th>
<th>Total expense paid (GST incl.)</th>
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¹ Sums paid for radio broadcasting, television broadcasting, newspaper advertising, posters, pamphlets, etc, must be set out separately and under separate headings.

NOTE: Any shared election expense should be equitably apportioned and included in the description of expenses above (refer section 112 of the Local Electoral Act 2001).

Signed:  
Date:  
Place:
Part B requirements:
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.
**Election hoardings.**

Wellington City Council has historically approved the following conditions for election hoardings, including some minor technical correction. Some of these conditions may have been superseded by higher level documents such as legislation outlined in these Guidelines for Temporary Signs in Public Areas.

a) The hoardings must be soundly constructed, not exceed 1.2 x 2.4 square metres, and be securely fixed and braced in place clear of mown areas.

b) Road signs or street nameplates must not be obscured.

c) Hoardings must be sited so as not to distract or obstruct driver or pedestrian visibility.

d) Signs must not be placed closer than six metres from an intersection and must be placed at a greater distance if visibility for pedestrians or drivers is obscured.

e) Unless otherwise stated signs may not be placed closer than 1.5m from the edge of the carriageway (road) and must be clear of all pedestrian routes and accessways.

f) Any signs erected on private property must be kept within the confines of the property.

g) Signs and hoardings must not be erected earlier than six (6) weeks prior to the Election Day and must be removed from all sites the day prior to the election.

h) Should any sign or hoarding suffer damage, it must be repaired immediately or removed from the site.

**PLEASE NOTE.**

It is an offence against the Bylaw to place posters on any Council ornament, statue, structure, building, or facility in a public place without the Council’s prior approval.
Political parties or candidates wanting to promote themselves for an election are required to obtain Council permission before erecting any hoardings on public land in the Wellington District.

**Applicant details**

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Address:</th>
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<tr>
<td>Applicant Phone:</td>
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<tr>
<td>Party Name:</td>
<td>Facsimile:</td>
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<tr>
<td>Candidate Name:</td>
<td>Email:</td>
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**Wards**

(mark all those for which permission is requested)

- Mayoral Candidates (all wards) $200
- Northern Ward only $200
- Onslow – Western Ward only $200
- Lambton Ward only $200
- Southern Ward only $200
- Eastern Ward only $200

**Total bond due:**

$ [Blank]

**Bond release**

Please provide details for release of the bond by direct debit:

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<th>Account Name:</th>
<th>Bank / Branch:</th>
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**OR,** if requesting bond to be returned by cheque in the post:

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<th>Name of authorised person:</th>
<th>Address to post cheque to:</th>
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**Conditions**

- Approval to place posters, signs or hoardings on public places (including a list of approved sites) will be issued to the applicant in writing on receipt of the bond amount. Lodgement of the bond does not constitute approval.
- The Council will only release the bond to the nominated account or authorised person stated on the form.
- The Council may recover any costs (including GST) associated with remedial works required as a consequence of any posters, signs or hoardings placed by or for the applicant in a public place in any ward by reducing the amount of the bond returned to the applicant. In the event that the total cost to the Council to carry out such remedial works exceeds the bond amount the additional cost can be recovered from the applicant.
- Prior to carrying out any remedial works the Council will provide the applicant with reasonable opportunity to carry out such works at the applicant’s cost.
- A detailed cost breakdown (including a GST receipt) will be provided to justify any reduction in bond returned.

**Declaration**

I hereby declare that I am authorised to act on behalf of the applicant, the party and/or the candidate and undertake to comply with the Wellington Consolidated Bylaw 2008 and the Wellington City Council Guidelines for Temporary Signs in Public Places.

I agree with the conditions stated on this bond form and authorise the Council to deduct from this bond any monies owing to the Council for remedial works required as a consequence of signs placed in a public place not in accordance with the above requirements.

<table>
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Complete and send to:
Application Officer
City Networks
Wellington City Council
PO Box 2199
Wellington 6140