



Manawatu District Council

# Candidate Handbook

Local Government Elections 2016

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



# Standing For Election

## Introduction

Elections for city and district councils, regional councils and district health boards are held every three years across New Zealand.

Local elections will be held in September and October this year using postal voting for the following issues:

### **Manawatu District Council**

- a) Election of the Mayor of the Manawatu District Council
- b) Election of ten councillors of the Manawatu District Council:
  - Feilding Ward - five councillors
  - Northern Manawatu Rural Ward - two councillors
  - Southern Manawatu Rural Ward - three councillors

### **Manawatu-Whanganui Regional Council (Horizons)**

Election of two councillors to represent the Manawatu- Rangitikei constituency and election of two councillors to represent the Horowhenua-Kairanga constituency.

There is a separate candidate handbook for the Horizons Regional Council election available from the Horizons Regional Council Electoral Officer.

### **MidCentral District Health Board**

Election of seven members for the MidCentral District Health Board.

There are seven members to be elected at large across the MidCentral District Health Board.

There is a separate candidate handbook for the MidCentral District Health Board available from the MidCentral District Health Board Electoral Officer.

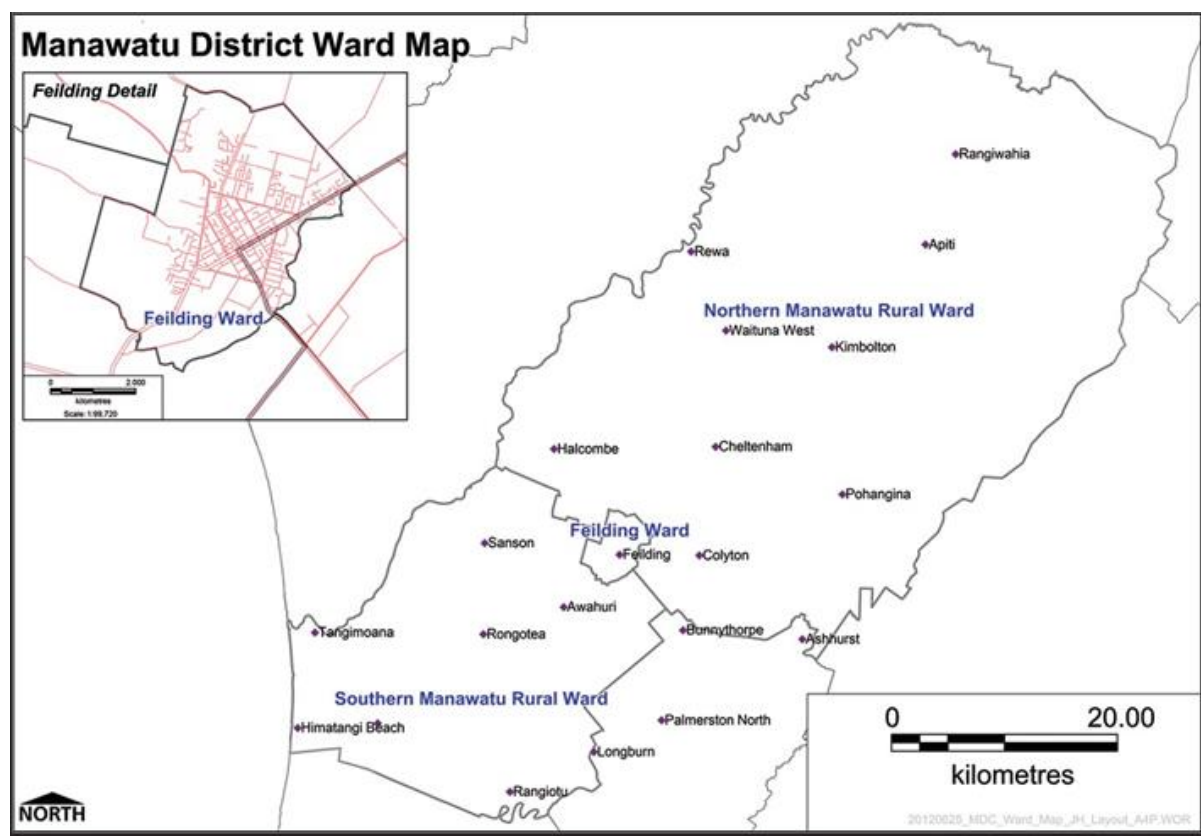
Please see the *Contact Us* section on page 25 for contact details.



## Key dates – 2016 Local Election Timetable

<b>From 13 July</b>	<b>Public notice of election – Manawatu Standard and Feilding Herald</b>
<b>15 July</b>	<b>Nominations open</b> , electoral roll open for inspection
<b>12 August</b>	<b>Nominations close</b> at 12 noon, electoral roll closes
<b>From 17 August</b>	Further public notice of election – Manawatu Standard and Feilding-Rangitikei Herald
<b>28 July</b>	Candidate Information Briefing 7pm MDC Council Chambers
<b>By 19 August</b>	Electoral Officer receives final electoral roll data
<b>12 September</b>	Electoral Officer compiles and certifies final electoral roll
<b>16 September</b>	Enrolment Services letter sent to electors on unpublished roll
<b>16 September</b>	Delivery of ordinary voting documents begins
<b>16 September to 8 October</b>	<b>Voting period</b>
<b>7 October</b>	Last day for appointment of scrutineers – by 12 noon
<b>8 October</b>	<b>Election Day</b> – voting closes at 12 noon
<b>8 – 13 October</b>	Official count – processing of special votes
<b>13 – 23 October (as soon as practicable)</b>	<b>Final results announced</b> Public notice of official declaration of election result – Manawatu Standard and Feilding Herald
<b>7 December 2016</b>	Deadline for submitting Electoral expenses and donations return

## Ward Map



## Mayor and Councillors responsibilities

### Role description

The following Councillor role description, used by the Remuneration Authority, is a guide for the expectations of an elected member.

### Core Competencies

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

### Collective duties of the Council

- Representing the interests of the council
- Formulating the council’s strategic direction and relative priorities through the Long Term Plan, which determines the services and activities to be undertaken by council over a ten-year period
- Determining the expenditure and funding requirements of council activities through the Long Term Plan and annual planning processes
- Overseeing, developing and/or approving all council policies, administrative, legal, financial and strategic, including formal district planning matters within the council’s geographical area of responsibility
- Monitoring the on-going performance of council against its stated objectives and policies (including formal sign-off of the Annual Report)
- Ensuring prudent use of council resources
- Law-making (bylaws)
- Overseeing council compliance with any relevant Acts of Parliament
- Employing, setting performance requirements for, and monitoring the on-going performance of the council’s Chief Executive (under the Local Government Act 2002).



### **Representation and advocacy**

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

### **Governance**

- Participating constructively and effectively in the good governance of the council as a whole
- Understanding and ensuring that basic principles of good governance are a part of the decision-making approach of the council
- Understanding and respecting the differing roles of mayor, deputy mayor, committee chairs and councillors
- Recognising that the governance role does not extend to operational matters or to the management of any implementation
- Having a good understanding of the council processes set out in the Standing Orders that determine how council meetings are run
- Developing and maintaining a working knowledge of council services, management processes, powers, duties and constraints
- Participating in the setting and monitoring of council policies, budgets, strategies and service delivery through annual and long-term planning processes
- Ensuring familiarity with agendas and other council reports before council meetings
- Being familiar with and complying with the statutory requirements of an elected councillor
- Complying with the Code of Conduct adopted by the council
- Identifying, being aware of and declaring any potential personal conflicts of interest, whether of a pecuniary or non-pecuniary nature.
- Knowledge of and commitment to the Local Government Act 2002

### **Experience and Background**

- May have experience relevant to the challenges facing the district.
- May have extensive community networks.
- Be familiar with the existing Manawatu District Council's 2015-25 Long Term Plan.

### **Personal Qualities**

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

## Remuneration

Salaries for members of Manawatu District Council are set by the Remuneration Authority.

From 1 July 2016 to 30 June 2017 the salaries are:

- Mayor \$100,194
- Deputy Mayor \$38,745
- Committee chairperson \$34,594
- Councillor \$27,675

In addition to a salary, the Mayor is allocated a vehicle to help carry out official duties. Councillors can claim a travel allowance for attendance at official council or committee meetings (subject to meeting Remuneration Authority requirements). Salaries are currently paid fortnightly with travel allowances paid quarterly.

## Tax and ACC Obligations

For tax purposes, elected members are treated by the Inland Revenue Department as self-employed. Their remuneration is treated as schedular payments and has withholding tax deducted at 33%. Elected members are able to claim expenses incurred in their role as part of their annual filing of their tax return.

Elected members are responsible for meeting their own ACC Levy obligations.

For the purposes of the Goods and Services Tax Act 1985, the term “taxable activity” does not apply to the role of a Chairperson or member of any local authority (refer Goods and Services Tax Act 1985 section 6(3)(c)(iii) and section 6(4)).

## Rules around Members’ Interests

Prospective candidates need to be aware of the requirements of the Local Authorities (Members’ Interests) Act 1968.

In particular, being aware that if they, or a company they are involved in (directly or indirectly) contracts to Council, and the contract or contracts exceed \$25,000 per annum, then they must have prior approval from the Audit Office. Failure to do so can see the elected member automatically disqualified from office.

Prospective candidates also need to be familiar with what is meant by the term “pecuniary interest”. Under Section 6 of the Act, elected members may not discuss or vote on any matter in which they have a pecuniary interest when it is being considered by the Council or a committee. Elected members failing to observe this prohibition commit an offence and can be prosecuted. Conviction leads to disqualification from office.

When a matter is raised at a meeting of the Council or a committee in which a member has a pecuniary interest, the member prohibited from voting or discussing the matter must declare the pecuniary interest. The fact of that disclosure and abstention from discussion and voting on it is also recorded in the minutes. While it is not necessary to withdraw from the meeting, it is good practice to do so.



## Being Nominated as a Candidate for Election

### Candidate Briefing Session

A presentation on standing for council will be given in the Manawatu District Council office at 7.00pm on Thursday 28 July 2016.

Items to be covered will include how the council is structured, the role and responsibilities of elected representatives, the skills required, anticipated time commitments and meeting schedules and an overview of the nomination and election processes. It is a good opportunity for candidates or prospective candidates to get answers to any questions they may have about the process.

For further information please contact Allie Dunn on (06) 323 0000 or [allie.dunn@mdc.govt.nz](mailto:allie.dunn@mdc.govt.nz)

### Candidate Eligibility

A candidate for local authority elections must be:

- Enrolled on a parliamentary electoral roll somewhere in New Zealand; and
- A New Zealand citizen (either by birth or naturalisation ceremony) [Section 25, Local Electoral Act 2001].

Restrictions on candidates for local authority elections:

- A candidate may not seek nomination for more than one ward of Council (Section 57A Local Electoral Act 2001)
- A candidate may seek nomination for mayor and / or council but may not also seek nomination for Horizons Regional Council, i.e. a candidate may stand for Manawatu District Council or the Horizons Regional Council, not both (Section 58 Local Electoral Act 2001).
- A candidate may seek nomination for mayor and/or a ward of council but in the event that they are elected as mayor and a ward member then they must be treated as having vacated the ward office. (Sections 88 & 88A Local Electoral Act 2001)
- A candidate cannot be a person concerned or interested in contracts over \$25,000 with the territorial local authority (Section 3(1) Local Authorities (Members' Interests) Act 1968). This restriction is waived if prior approval from the Audit Office is obtained.
- An employee of a local authority who is elected as mayor or councillor must resign from his/her position as an employee of the local authority before taking up his/her elected position. (Section 41 (5) Local Government Act 2002).

Notes:

- Candidates for mayor may also stand for council if they wish (and vice versa).
- Candidates are required to record on the nomination paper if they are standing for election in any other elections in New Zealand.
- Candidates need not necessarily be a resident or ratepayer of the ward in which they are seeking election, or for that matter, Manawatu District, but candidates are required to record on the nomination paper if they reside in the election area or not.
- Evidence of NZ citizenship may be requested at the time of candidate nomination. Acceptable evidence includes NZ passport, NZ birth certificate, or NZ citizenship documentation.

- If the Electoral Officer receives advice before the close of nominations that a candidate is, or has become, incapable under any Act of holding the office for which he or she is a candidate, that candidate's nomination must be treated in all respects as if it had not been made.
- A candidate for mayor and/or council may also seek nomination to the MidCentral District Health Board. For information about eligibility for MidCentral District Health Board candidates please refer to the separate candidate handbook for the MidCentral District Health Board, but

## **Nominations**

Nominations open on Friday 15 July 2016 and close at **12 noon** on Friday 12 August 2016.

Each candidate must be nominated on the official nomination paper available during normal office hours from:

- Manawatu District Council's offices at 135 Manchester St, Feilding,
- Or by phoning the Manawatu District Council on 06 323 0000
- Or from Council's web site [www.mdc.govt.nz](http://www.mdc.govt.nz)

## **Completing the Nomination Paper**

Each nomination paper must have the consent of the candidate and be nominated by two electors whose names appear on the electoral roll for the district or ward. (e.g. if a person wishes to stand for election to a ward, then that person must be nominated by two electors from the ward).

A candidate cannot nominate themselves.

If a candidate is unable to sign the nomination paper (for example absent overseas), a letter of consent signed by the candidate is acceptable to attach to the nomination paper. A scanned copy of a completed nomination paper will also be accepted, provided the nomination deposit payment (or evidence thereof) is received in time.

## **Other Names**

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

## **Titles**

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

## **Residency in Area**

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

## **Standing in Other Elections in New Zealand**

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

## **Affiliation**

The nomination paper provides for a party affiliation or other designation.

Individual candidates not part of a political party may wish to nominate their designation as “Independent” or leave as blank (if left blank, nothing will show alongside the name on the voting paper).

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

No party affiliation or other designation that is offensive in nature or likely to confuse or mislead electors will be accepted.

## **Submitting the Nomination Documents**

Nomination documents for Manawatu District Council must be lodged with the deputy Electoral Officer at the Manawatu District Council offices at 135 Manchester Street, Feilding.

Manawatu District Council’s office hours for lodgement are:

Monday, Tuesday, Thursday and Friday- 8.00 am to 5.00 pm, Wednesday 9.00am to 5.00pm.

Note the closing time for lodgement of nomination documents is 12 noon on 12 August. No nominations can be accepted after that time.

- All nomination documents must be submitted at the same time, i.e. nomination paper, candidate profile statement, photo, and nomination deposit. A nomination will not be accepted if any components are missing.
- Nomination papers for the Manawatu-Whanganui (Horizons) Regional Council elections are to be lodged at the Manawatu-Whanganui (Horizons) Regional Council office, 11-15 Victoria Avenue (Private Bag 11025) Palmerston North. These nomination papers cannot be lodged with Manawatu District Council.
- Nomination papers for the MidCentral DHB election are to be lodged with the MidCentral DHB Electoral Officer at the Palmerston North City Council office, 32 The Square, (Private Bag 11034) Palmerston North. These nomination papers cannot be lodged with Manawatu District Council.
- Once lodged, nomination papers are checked to ensure the candidate is eligible (name appears on a parliamentary roll) and the nominators are two electors whose names appear on the electoral roll for the relevant ward and city as a whole.
- Should a nomination paper be lodged late on the morning nominations close, and be incorrectly completed or ineligible nominators are provided, there may not be enough time to correct the situation and the nomination paper could be invalidated.

## **Nomination Deposits**

Each nomination paper lodged, requires a deposit of \$200 (including GST). If an election is required the deposit is refunded if the candidate polls greater than 25% of the lowest successful candidate for each election issue. The deposit is also refunded if no election is required.

Payment of the nomination deposit can be made by cash, cheque, EFTPOS or online banking. Should a personal cheque or online banking transaction be dishonoured or declined, the nomination becomes invalid as the deposit has not lawfully been made. If this occurs after the close of nominations, then the nomination is invalid and the candidate will be withdrawn.

Cheques are to be made payable to: Manawatu District Council

Payment can be made by online banking. Details for the payment of the deposit by online banking are shown on page 2 of the nomination paper. If paying by online banking, evidence of the transaction must be provided at the time the nomination documents are submitted, i.e. a print out of the transaction receipt. The nomination paper also sets out the reference and code details required for each online payment.

Nomination papers, with the deposit and the candidate profile statement and photograph, can be sent to the deputy Electoral Officer by mail or email, but should the papers be received by the Electoral Officer or deputy Electoral Officer after the close of nominations, the nomination is invalid.

Nomination documents can be scanned as pdfs and emailed to the Electoral Officer, including evidence of the \$200 deposit if made by online banking. Photos are to be scanned as jpeg file type.

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

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

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

## **Candidate Profile Statements**

The Local Electoral Act 2001 allows for a candidate profile statements of up to 150 words to be provided by each candidate with the completed nomination form. If an election is required these are then collated by the Electoral Officer and forwarded to electors in a booklet with the voting papers. Refer also to the notes listed in Appendix 1 for word limits and translation requirements.

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

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

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



## **Format of Candidate Profile Statements**

The format requirements for profiles are:

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

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

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

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

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

## **Correctness of Profile Statements**

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

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

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

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

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

- fails to submit an amended candidate profile statement within the requested period, or
- submits an amended candidate profile statement that, in the opinion of the Electoral Officer, does not comply with the requirements.

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

## Translations

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

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

Email: [info@pactrans.co.nz](mailto:info@pactrans.co.nz)

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

## Candidate Photos

Candidates may also submit a recent (less than 6 months) photograph for inclusion with the candidate profile statement in the booklet to accompany the voting papers. Photos should also be provided electronically, on CD, pen drive or as an attachment to an email to the Electoral Officer.

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

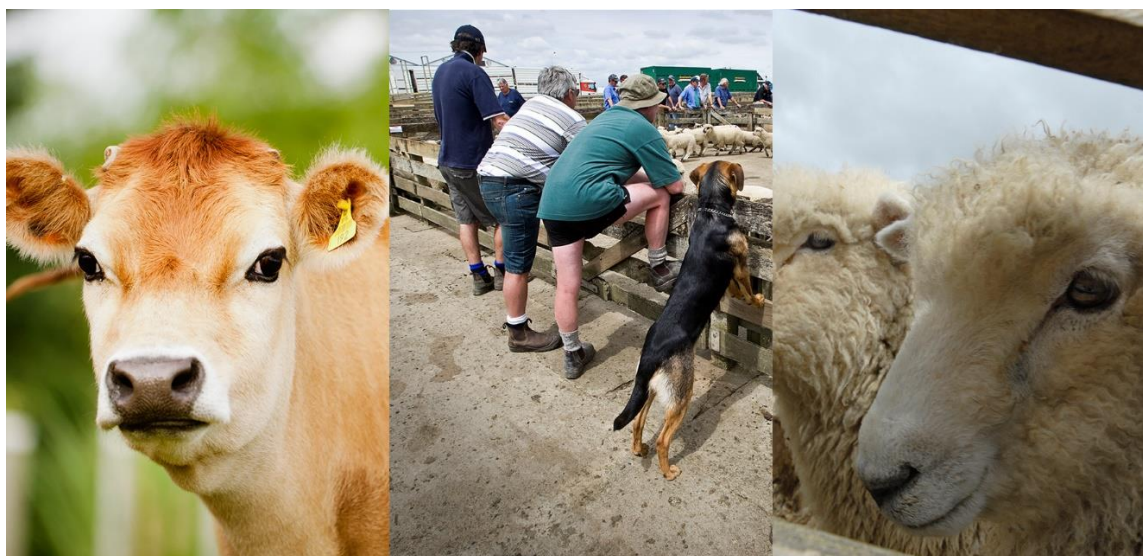
## Format of Candidate Photos

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

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

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

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



## **Candidate Withdrawals**

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

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

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

## **Electoral Roll**

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

- Manawatu District Council offices, 135 Manchester Street, Feilding
- Feilding Library, Corner Bowen and Stafford Streets, Feilding

Any alterations to the residential roll, should be made:

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

A hard copy of the preliminary electoral roll may be purchased from the Electoral Officer for \$30 per ward (ratepayer roll included) or \$50 per set, plus GST.

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

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

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



## Campaigning

Election campaigning can commence anytime but must cease by the close of voting day, i.e. Saturday 8 October 2016.

Election offences are detailed for your information in this guide, see Appendix 4. Please refer to them for your own protection.

No election material can contain:

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

Voting papers are not permitted to be collected from electors by candidates or their assistants. Each elector is required by law to post or deliver his or her own voting paper to the Electoral Officer or official voting boxes located at the Manawatu District Council office.

Candidates are not permitted to use Council resources e.g. Council logos and branding for campaign purposes or link to Council websites, Facebook pages, Twitter feeds etc.

## Advertising and Signage

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

This means that for posters, advertisements, billboards, flyers, vehicle signage, websites, facebook pages etc, each candidate must include a statement saying that it is authorised by the candidate, i.e. "This advertising has been authorised by Jo Bloggs, 20 Somewhere St, Sampletown." This authorisation must be shown on the front or back of any billboards.

Please note: a physical address must be provided on this authorisation, i.e. it cannot be a PO Box.





## Election Signs

Election signs are only permitted in the two-month period prior to the election (8 August 2016 to 8 October 2016).

The following rules apply for election signs in the Manawatu District:

- Signs for electioneering purposes are a temporary activity under the Manawatu District Council's District Plan.
- Signs shall not be located on roads (this is from boundary to boundary) or on Council properties.
- Consent from property owners needs to be obtained for signs on private land.
- No sign shall be larger than 3m<sup>2</sup>.
- No sign shall detrimentally affect traffic safety or traffic control by creating a visual obstruction or confusing motorists.
- Signs shall not be structurally unsound or unsafe.
- Illuminated signs shall be non-flashing.
- Manawatu District Council does not have sign parks.
- New Zealand Transport Authority needs to be contacted on 06 953 6200 for permission to place signs on State Highways.

"Sign" means any advertising matter of whatever kind, and includes any board or structure, which supports advertising matter. It also includes any advertising matter on parked vehicles or trailers, which is in addition to the structure of the vehicle or trailer. Signs do not include any advertising matter within a shop display window. Double-sided signs shall be measured on one side only for the purposes of determining sign size under the Plan.

For campaigning information, set out below is the approximate number of households for each of the Ward areas, the information being based on the 2013 census:

Ward	Number of Dwellings
<b>Feilding</b>	5,376
<b>Northern Manawatu</b>	1,851
<b>Southern Manawatu</b>	3,291
<b>Total</b>	10,518



## Expenditure Limits

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

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

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

The campaign expenditure levels for Manawatu District are:

### Mayorality

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

The population of Manawatu District is estimated to be 29,280 (Department of Statistics - 2015).

District-wide Issue	Estimated Resident Population as at 30 June 2015	Expenditure Limit including GST
<b>Mayorality</b>	29,280	\$20,000

### Wards

The total electoral expenses (inclusive of goods and services tax) of Manawatu District Council ward candidates are listed in the table below.

MDC Wards	Estimated Resident Population as at 30 June 2015	Expenditure Limit including GST
<b>Feilding</b>	10,215	\$14,000
<b>Northern Manawatu Rural</b>	6,290	\$7,000
<b>Southern Manawatu Rural</b>	7,590	\$7,000

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

Local government area population	Expenditure limit
<b>up to 4,999</b>	\$3,500
<b>5,000 – 9,999</b>	\$7,000
<b>10,000 – 19,999</b>	\$14,000
<b>20,000 – 39,999</b>	\$20,000

## **Electoral Expenses and Donations**

Candidates must keep a record of all campaign election expenses and donations.

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

Note - the cost of framing to hold up an election sign is now not an item of campaign expenditure.

## **Electoral Donations**

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

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

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

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

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

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

## Election Offences

No election material can contain any untrue statement defamatory of any candidate and calculated to influence the vote of any elector. No election material may contain an imitation voting paper which has the names of the candidates with any direction or indication as to the candidate a person should vote for, or in any way contains such direction or indication likely to influence the voter.

Voting Papers must not be collected from electors by candidates or their assistants. Each elector is required to post or deliver his or her own voting paper to the Electoral Officer.

A detailed list of election offences are included in this guide (Appendix 4). Please refer to them for your own protection.





# Voting and Processing of Votes

## Electoral Systems

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

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

The Manawatu District Council and Horizons Regional Council both use the First Past the Post system of voting.

The MidCentral District Health Board uses the Single Transferable Voting system of voting.

Briefly, the FPP electoral system consists of the following:

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

Briefly, the STV electoral system consists of the following:

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

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

## Order of Candidate Names on Voting Papers

Manawatu District Council has resolved pursuant to Section 79 of the Local Electoral Act 2001 that the names of the candidates will appear in random order on the voting papers.

This means that the candidate names will appear in a different order on each separate voting paper. Barcodes will be printed beside each candidate name for counting purposes.

## Early Processing of Returned Voting Papers

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

Voting papers for Manawatu District Council are being processed by council's election contractor, electionz.com Ltd. electionz.com Ltd will be processing approximately 600,000 voting papers for 42 councils at its processing centre in Christchurch.

The early processing of voting papers involves the following functions:

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

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

Candidate's scrutineers are not permitted to observe the early processing functions (refer to Appendix 5).

## Special Voting

Special voting documents are available to electors:

- whose names do not appear on the final electoral roll, but who qualify as electors
- who did not receive a voting paper previously posted to them
- who spoil or damage a voting paper previously posted to them.

Special voting documents will be available from Friday 16 September 2016 to 12 noon, Saturday 8 October 2016 at the Manawatu District Council's office, 135 Manchester Street, Feilding.

Special voting documents can be posted directly out to electors. The completed voting paper however, must be in the hands of the Electoral Officer or the deputy Electoral Officer by noon on election day, ie 12 noon Saturday 8 October 2016.

Special voters must complete a statutory declaration. This is a legal requirement and a protection for electors against possible duplicate voting.

If an elector requests a special vote and is not on the parliamentary roll (e.g. just turned 18 years of age), the person must enrol on the parliamentary roll by Friday 7 October 2016. An application for registration as a parliamentary elector may be obtained:

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

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

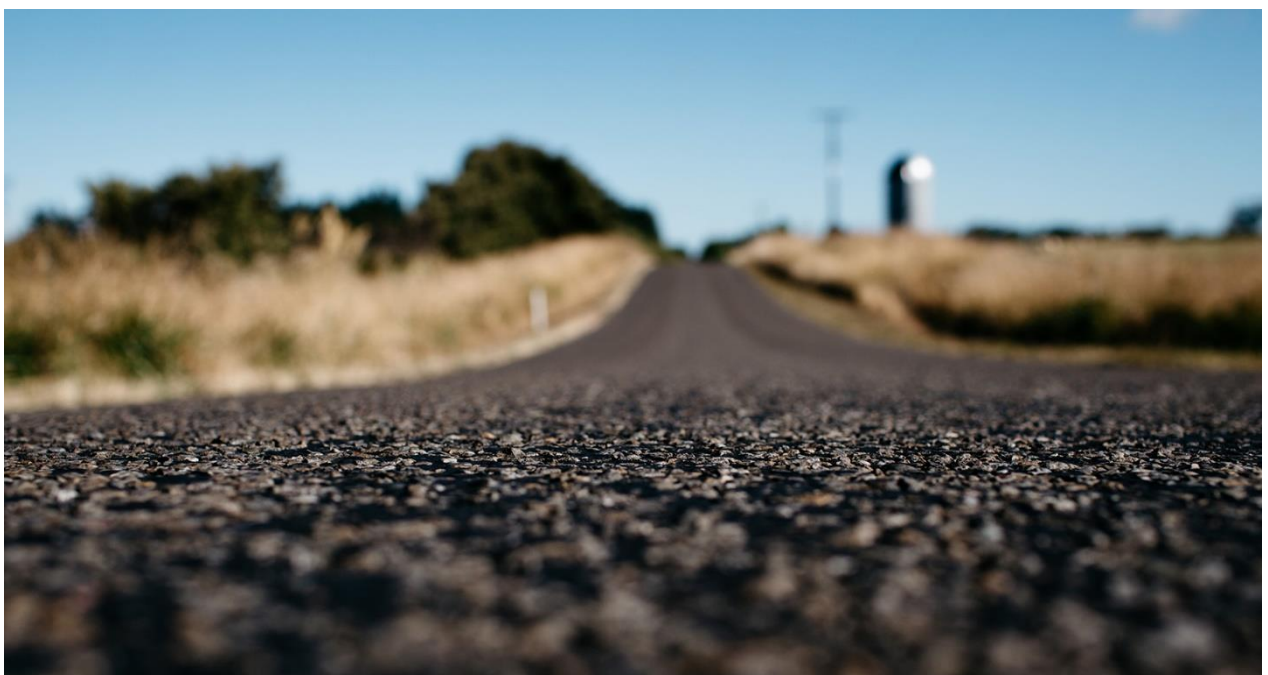
Special voting documents cannot be collected by candidates or their assistants for distribution to electors.

## Election Results

The counting of votes takes place as soon as practicable after 12 noon on Saturday 8 October 2016.

It is expected that a progress result will be released by the Electoral Officer by 2pm on Saturday 8 October 2016. The preliminary result will be released as soon as all ordinary voting papers have been received and processed at the processing centre. This is likely to be by midday Sunday 9 October, if not before.

Candidates will be personally advised of the progress results on election day, prior to the progress results being posted to the council website.



## After the Election

### Declarations of Council members

The successful candidates will take office on the day after the Electoral Officer gives his official notification of the result of the election. However, no person is permitted to act as a member of the council before making a declaration.

The wording of the declaration required to be made by the mayor and councillors is as follows:

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

This declaration will be made at the first triennial meeting, which is expected to be held in late October or early November 2016.

The date of the meeting will be confirmed once the results of the election are known.

The business to be conducted at that meeting will include:

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

### New Council Workshops and Training Sessions

Local Government New Zealand Workshop for Mayors	27 and 28 October 2016
Manawatu District New Council Induction Workshop	3 November 2016
Local Government New Zealand Workshop for Councillors	7 November 2016
Council Retreat and Site Visits	1 and 2 February 2017

### Return of Electoral Donations and Expenses

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

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

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

# Contact Us

## Electoral Officer contact information

### **Manawatu District Council**

#### **Electoral Officer**

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

Phone: 0800 666 927                      Fax: 03 377 1474

Email: [manawatudc@electionz.com](mailto:manawatudc@electionz.com)

#### **Deputy Electoral Officer**

Allie Dunn, Manawatu District Council, Private Bag 10001, FEILDING 4743.

Phone: 06 323 0000

Email: [allie.dunn@mdc.govt.nz](mailto:allie.dunn@mdc.govt.nz)

### **Manawatu-Whanganui Regional Council (Horizons)**

#### **Electoral Officer**

Craig Grant, Manawatu-Whanganui Regional Council (Horizons Regional Council), Private Bag 11025, Manawatu Mail Centre, PALMERSTON NORTH.

Phone: 0508 800 800

Email: [craig.grant@horizons.govt.nz](mailto:craig.grant@horizons.govt.nz)

### **MidCentral District Health Board**

#### **Electoral Officer**

John Annabell, Palmerston North City Council, Private Bag 11034, PALMERSTON NORTH.

Phone: 06 356 8199

Email: [john.annabell@pncc.govt.nz](mailto:john.annabell@pncc.govt.nz)



# Appendices

## Appendix 1 - Candidate Profile Statements

### Right to Submit a Candidate Profile Statement

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

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

### Candidate Profile Statement Conditions

Under Section 61(2)(a) and (3) of the Act and Clause 27 of the Regulations, a Candidate Profile Statement if in English or Maori or both, must not exceed 150 words in each of the languages used in the Candidate Profile Statement.

The information contained in each language must be substantially consistent with the information contained in the other language.

In any other language other than English or Maori, must not exceed 150 words, or their equivalent, if symbols are used rather than words. This includes any translation of those words into another language provided by the candidate. Where a Candidate Profile Statement is in a language other than English or Maori, then the candidate must provide a Candidate Profile Statement in English or Maori.

Every Candidate Profile Statement must be submitted with the candidate's nomination form.

The content of a Candidate Profile Statement, under Section 61(2)(c), must be confined to information:

- concerning the candidate or any group or organisation the candidate claims affiliation to under S 55(4) of the LEA;
- on the candidate's policies and intentions if elected.

A Candidate Profile Statement cannot be used to comment on the policies, performance, etc of any other candidate.

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

Note: Soft (electronic) versions of the candidate photos may be submitted with the Candidate Profile Statement. These should be either copied onto a CD, pen drive or emailed to the deputy Electoral Officer, at [allie.dunn@mdc.govt.nz](mailto:allie.dunn@mdc.govt.nz).

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

(Refer to page 13 for the production specifications for the Candidate Profile Statement and candidate photograph).

### Duties, Powers and Responsibilities of Electoral Officers

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

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

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

The Electoral Officer is not liable in relation to:

- any statement in or omitted from a Candidate Profile Statement; or
- the work of a prudently selected translator; or
- the exercise of the powers and functions conferred on the Electoral Officer under Section 61.

#### Distribution of Candidate Profile Statement

Section 62 of the Act and Clause 29 of the Regulations requires the Electoral Officer to send to each elector with the voting documents, all Candidate Profile Statements that comply with Section 61, for each candidate in the election for a local government area or subdivision. In addition, a local authority may display Candidate Profile Statements at its offices, or service centres, and publish them on its website as soon as they are ready after nominations have closed.

Any failure of an Electoral Officer to comply with Section 62 will not invalidate the election.

Examples of Candidate Profile Statements						
<b>A</b>	English					= 150 words
<b>B</b>	Maori					= 150 words
<b>C</b>	English	+	Maori	(must be substantially consistent with each other)		= 300 words
<b>D</b>	1 other language (non English / Maori)	+	English translation	OR	Maori translation	= 150 words
<b>E</b>	2 other languages (non English / Maori)	+	English translation	OR	Maori translation	= 150 words
<b>F</b>	3 other languages (non English / Maori)	+	English translation	OR	Maori translation	= 150 words

## Appendix 2 – Electoral Expenses and Donations

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

### 111 Maximum amount of electoral expenses

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

### 112 Apportionment of electoral expenses

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

- 2) If any election activity relates exclusively to campaigns for the election of 2 or more candidates, any electoral expenses in respect of that electoral activity must be apportioned equitably in relation to each of those candidates.

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

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

#### **112A Return of electoral donations and expenses**

- 1) Within 55 days after the day on which the successful candidates at any election are declared to be elected, every candidate at the election must file a return of electoral donations and expenses.
- 2) However, in any case where a candidate is outside New Zealand on the day on which the successful candidates are declared to be elected (election result day), the return must be filed within 76 days after election result day.
- 3) The return of electoral donations and expenses must set out—
  - (a) the details specified in subsection (4) in respect of every electoral donation (other than a donation of the kind referred to in paragraph (c)) received by the candidate that, either on its own or when aggregated with all other donations made by or on behalf of the same donor for use in the same campaign, exceeds \$1,500 in sum or value; and
  - (b) whether any donation is funded from contributions, and if so, and to the extent known or ascertainable from the information supplied under section 103D, the details specified in subsection (5) in respect of every contribution that, either on its own or when aggregated with other contributions by the same contributor to the donation, exceeds \$1,500 in sum or value; and
  - (c) the details specified in subsection (6) in respect of every anonymous electoral donation received by the candidate that exceeds \$1,500; and
  - (d) details of the candidate's electoral expenses.
- 4) The details referred to in subsection (3)(a) are—
  - (a) the name of the donor; and
  - (b) the address of the donor; and
  - (c) the amount of the donation or, in the case of aggregated donations, the total amount of the donations; and
  - (d) the date the donation was received or, in the case of aggregated donations, the date that each donation was received.
- 5) The details referred to in subsection (3)(b) are—
  - (a) the name of the contributor; and
  - (b) the address of the contributor; and
  - (c) the amount of the contribution or, in the case of aggregated contributions, the total amount of the aggregated contributions.
- 6) The details referred to in subsection (3)(c) are—

- (a) the date the donation was received; and
  - (b) the amount of the donation; and
  - (c) the amount paid to the Electoral Officer under section 103J(1) or (2) and the date that payment was made.
- 7) Every return filed under this section must be in the form prescribed in Schedule 2.
- 8) It is the duty of every Electoral Officer to ensure that this section is complied with.
- 9) In this section, file in relation to a return, means to send the return to the Electoral Officer responsible for the conduct of the election.

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

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

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

- 1) A candidate who fails, without reasonable excuse, to comply with section 112A commits an offence and is liable on conviction to—
  - (a) a fine not exceeding \$1,000; and
  - (b) if he or she has been elected to office, a further fine not exceeding \$400 for every day that he or she continues to hold office until the return is filed.

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

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

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

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

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

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



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

### **113 Advertisements for candidates**

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

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

- 1) Subsection (2) applies if an Electoral Officer—
  - (a) receives a written complaint that an offence has been committed under—
    - (i) Part 5; or (ii) Part 5A; or (iii) this Part; or
  - (b) believes for any other reason that an offence has been committed under either of the Parts specified in paragraph (a).
- 2) If this subsection applies, the Electoral Officer must—
  - (a) report the complaint or belief to the Police; and
  - (b) provide the Police with the details of any inquiries that he or she considers may be relevant.
- 3) Subsection (2) does not prevent any person from reporting an alleged offence to the Police.

- 4) Despite subsection (2), an Electoral Officer is not required to report the failure by a candidate to file a return under section 112A if the candidate files the return promptly after being required to do so by the Electoral Officer.





## Appendix 4 – Election Offences

### Local Electoral Act 2001

#### 121 Illegal nomination

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

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

#### 122 Interfering with or influencing voters

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

#### 123 Offences in respect of official documents

- 1) Every person commits an offence who—
  - (a) intentionally removes, obliterates, or alters any official mark or official writing on any voting document, or other official document used at an election or poll:
  - (b) intentionally places any mark or writing that might be mistaken for an official mark or official writing on any voting document, or other official document used at an election or poll:



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

#### **124 Voting offences**

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

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

#### **125 Bribery**

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

- (b) after the voting period at the election or poll, he or she directly or indirectly, on his or her own or by another person, receives any money or valuable consideration on account of any person having voted or refrained from voting or having induced any other person to vote or refrain from voting.
- 3) Every person who commits the offence of bribery is liable on conviction to imprisonment for a term not exceeding 2 years.

#### **126 Treating**

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

#### **127 Undue influence**

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

#### **128 Personation**

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

valid voting document or invalidating a vote already cast at the same election or poll (whether or not any voting document he or she returns is valid).

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

### **129 Infringement of secrecy**

- 1) Every Electoral Officer, deputy Electoral Officer, and other electoral official—
  - (a) must maintain and assist in maintaining the secrecy of the voting; and
  - (b) must not communicate to any person, except for a purpose authorised by law, any information likely to compromise the secrecy of the voting.
- 2) No person, except as provided by this Act or regulations made under this Act, may—
  - (a) interfere with or attempt to interfere with a voter when marking or recording his or her vote; or
  - (b) attempt to obtain, in the building or other place where the voter has marked or recorded his or her vote and immediately before or after that vote has been marked or recorded, any information as to any candidate for whom, or the proposal for or against which, the voter is about to vote or has voted; or
  - (c) communicate at any time to any person any information obtained in the building or other place where the voter has marked or recorded his or her vote and immediately before or after that vote has been marked or recorded, as to—
    - (i) any candidate for whom, or the proposal for or against which, the voter is about to vote or has voted; or
    - (ii) any number on a voting document marked or transmitted by the voter.
- 3) Every person present at the counting of votes must—
  - (a) maintain and assist in maintaining the secrecy of the voting; and
  - (b) must not, except as is provided by this Act or regulations made under this Act, communicate any information obtained at that counting as to any candidate for whom, or proposal for or against which, any vote is cast by a particular voter.
- 4) No person may, directly or indirectly, induce any voter to display or provide access to his or her voting document or any copy of that document after it has been marked or transmitted, so as to make known to any person the name of any candidate for or against whom, or proposal for or against which, the voter has voted.
- 5) Every person commits an offence who contravenes or fails to comply with this section.
- 6) Every person who commits an offence against subsection (5) is liable on conviction to imprisonment for a term not exceeding 6 months.

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

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

- (b) not exceeding \$2,000 for any other person.

### **131 Penalty for Electoral Officer, deputy Electoral Officer, and other electoral officials**

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

## **General Provisions**

### **137 Property may be stated as being in Electoral Officer**

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

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

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

## Appendix 5 - Scrutineers

### Role of Scrutineers

The Local Electoral Act 2001 (LEA) and the Local Electoral Regulations 2001 (LER) do not specify in detail the role of scrutineers. However, the general role of scrutineers is to oversee and observe certain election or poll procedures to ensure they are undertaken fairly and that votes are counted consistently and accurately.

The election or poll procedures which scrutineers are statutorily permitted to oversee and observe are:

- Scrutineering of Roll (Sections 81 and 83 LEA and Clause 55 LER). This involves comparing the rolls used at the election or poll upon which there is recorded the fact that an elector has voted. The objective is to establish any dual voting which is disallowed.
- Preliminary and Official Counts (Section 84 LEA, and Clauses 59, 60 and 62 LER). The preliminary count involves the first count of votes immediately following close of voting. The outcome is the preliminary result announced on polling day. The official count follows the preliminary count and includes any remaining special votes. It can commence on polling day and due to special voting issues is usually completed on the Monday or Tuesday following polling day.

Note: With electronic processing, the count processes are computerised tasks undertaken once required reconciliations have been completed. Both counts (preliminary and official) are likely to take several minutes to complete.

- Recount (Section 91 LEA). A recount takes place on the order of a district court judge following an application from a candidate. When required, it involves a recount of the relevant voting documents.

In observing the processes above, it is lawful for a scrutineer to pass on information to any person of the names of persons who have voted (Section 68 LEA). The passing on of any other information is not permitted – see offences later in this booklet.

Given that the practice has been for all local authority elections to be conducted by postal voting and not by booth voting as per parliamentary elections, scrutineers are less involved in the local elections process than for parliamentary elections.

Scrutineers are not entitled or empowered to interfere with the conduct of an election or poll or raise questions of procedure or law with electoral officials. If a scrutineer believes that electoral procedures are not being followed, he or she should draw the matter to the attention of the Electoral Officer.

### Appointment of Scrutineers

For a local authority election a candidate may appoint one or more scrutineers (Section 66 LEA).

In relation to a local authority poll, 10 or more electors, who are either in favour of or opposed to the proposal being polled, may appoint 1 or more scrutineers (Section 67 LEA).

Every scrutineer appointed under Sections 66 or 67 of the Act must be appointed in writing (a model letter of appointment is contained in the back of this section).

An appointment as scrutineer is not valid unless a copy of the notice of appointment is delivered by the candidate or the 10 electors to the Electoral Officer. The Electoral Officer must receive this notice not less than 24 hours before the close of the voting period. The deadline is Friday, 7 October 2016 in the case of this year's local authority elections (Section 68(1) LEA). It is suggested that a scrutineer should always carry a copy of this notice when undertaking scrutineering duties.

Section 68(3) of the Act contains three restrictions on who may be appointed a scrutineer. No person can be a scrutineer if they are:

- a candidate in the elections; or
- a member or employee of any local authority or community board for whom the election or poll is being held; or
- under 18 years of age.



## **Declaration**

No person appointed as a scrutineer can carry out scrutineering duties until he or she has completed a declaration (Section 14(2) LEA and Clause 91 LER).

The key obligations for a scrutineer arising from the declaration is that he or she:

- will well and truly serve in the office of scrutineer; and
- will not directly or indirectly disclose any fact coming to his or her knowledge at the election or poll that he or she is required by the Act not to disclose.

A person appointed as a scrutineer must report to the Electoral Officer or deputy Electoral Officer on the first day on which he or she is to undertake any scrutineering duty to complete the required declaration. Upon completing the declaration, the scrutineer will be given a 'scrutineer' nametag. This nametag must be returned to the Electoral Officer when the scrutineer leaves the premises where he or she is acting as a scrutineer.

## **Information to be Supplied by Electoral Officer**

As soon as practicable following the appointment of a scrutineer, the Electoral Officer will advise that person of:

- arrangements for the election or poll process that he or she has been appointed for
- what restrictions apply to scrutineers; and
- how that person is expected to conduct themselves.

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

The Electoral Officer will advise the scrutineer:

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

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

## **Restrictions on Scrutineers During Election and Poll Processes**

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

It is permissible for a candidate in the case of an election, and for 10 electors in the case of a poll, to appoint more than one scrutineer. However, only one scrutineer for any candidate can be present at the same place to undertake scrutineering duties.

It is permissible for scrutineers at any time to leave and return to the undertaking of the roll scrutiny, and after close of voting, the preliminary and official counts. Upon returning to the process, a scrutineer has no power or right to expect the Electoral Officer to go back for his or her benefit and repeat the activities in relation to voting documents that were dealt with in his or her absence. The same practice will apply if a scrutineer is late for the commencement of any of these processes.

### **Conduct of Scrutineer**

The general role of scrutineers is to oversee and observe that particular procedures at an election or poll are undertaken fairly and that votes are counted fairly and reasonably. As the emphasis in relation to the role of scrutineers is on overseeing and observing, it is expected that scrutineers must not talk to electoral officials involved in the roll scrutiny, the preliminary or official counts or in any recount. If a scrutineer believes that electoral procedures are not being followed he or she should draw the matter to the attention of the Electoral Officer. It should not be raised with other electoral officials.

A scrutineer must also not seek from the Electoral Officer and other electoral officials any progressive voting trends during the preliminary count.

The scrutiny and the preliminary and official counts are critical processes to the outcome of an election or poll and demand a high level of concentration from electoral officials. Accordingly, it is incumbent upon scrutineers not to distract, annoy, linger close by or talk loudly to one another so as to disrupt or upset any electoral officials.

In keeping with the needs of electoral staff, scrutineers are not allowed to use or have mobile phones switched on within the area where scrutiny of the roll, the preliminary or official count or a recount is being conducted.

The Local Electoral Act and Local Electoral Regulations are silent on the display of any party affiliation by scrutineers. The adopted policy will be what normally applies to scrutineers at parliamentary elections. This provides for the following items, in party colours but without party name, emblem, slogan or logo, may be worn on the person or displayed in a vehicle:

- streamers
- ribbons
- rosettes (but see also the special rule about party lapel badges below)
- items of a similar nature.

Party lapel badges may be worn anywhere on the person. A party lapel badge is any badge or rosette designed to be worn on the lapel and bearing a party name, emblem, slogan or logo. None of the above items may be displayed on bags or briefcases. Political parties will be asked to supply the Electoral Officer with a sample of their rosette prior to the commencement of the polling period. In the case of this year's local authority elections, the polling period commences on Friday, 16 September 2016.

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

### **Offences**

Scrutineers can be present at election and poll processes, which will expose them to returned voting documents and information about voting. While scrutineers are permitted to tell any person the names of persons who have voted, under the declaration a scrutineer must not directly or indirectly disclose any fact coming to his or her knowledge at the election or poll that he or she is required by the Act or Regulations not to disclose.

Should a scrutineer break their declaration and disclose information which is prohibited then they are likely to have committed an offence under one or more of the following provisions of the LEA:

- Section 123, Offences in respect of official documents
- Section 129, Infringement of secrecy
- Section 130, Disclosing voting or state of election or poll.

These three sections are reprinted in Appendix 4. Scrutineers are advised to become familiar with them before they complete their declaration and undertake any scrutineering duties.

## Appendix 6 - Example of Appointment of Scrutineer Letter



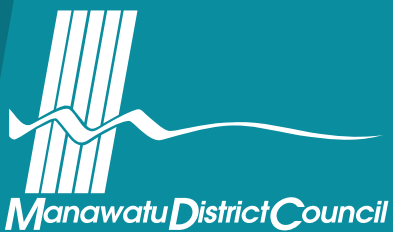
### Letter of Appointment of Scrutineer

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

<b>1. Scrutiny of the roll</b>	<b>2. Preliminary Count</b>	<b>3. Official Count</b>	<b>4. Recount</b>
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<b>Signed:</b>		(candidate)
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- Notes for candidates:**
1. A copy of this letter of appointment must be given to the electoral officer **no later than 24 hours** before the close of voting (i.e. by 12 noon Friday 7 October 2016).
  2. Scrutineers should carry this letter at all times when undertaking their scrutineering duties.
  3. At any of the election processes only one scrutineer for each candidate may be present at any one time.



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