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2016 Elections Manawatu District Council **Standing for Council**

Warwick Lampp

Chief Electoral Officer – electionz.com

Manawatu DC Electoral Officer

What is being an elected member all about?

- Standing for MDC is a big deal!
- Not to be taken lightly, it is an important responsibility
- There to represent and lead the district – eyes and ears
- Representation, advocacy, governance
- Skill set in candidate handbook – pages 6 and 7



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Job Description

- Represent interests of council
- Formulate strategic direction and priorities
- Determine expenditure and funding
- Monitor performance
- Develop and oversee policy
- Ensure prudent use of council resources
- Employ and monitor the CE only



What is Local Government all about?

It's a complex business

Under various pieces of legislation, Council is also responsible for:

- Formulating the district's strategic direction in conjunction with the community through the Long Term Plan (LTP) and reporting on progress
- Determining the services and activities to be undertaken by Council
- Managing various regulations and up-holding the law, including the formulation and enforcement of bylaws
- Advocating on behalf of the local community with central government, other local authorities and other agencies
- Environmental management through the Manawatu District Plan
- Ensuring local communities are encouraged to be part of the decision making processes of local government
- Ensuring effective succession of elected members



Core Competencies

- Genuine interest for issues faced by Manawatu communities
- Relate to wide range of people – strong people skills
- Competent listening and public speaking skills
- Work together with other elected members in a cohesive and collaborative team environment
- Express ideas clearly and be results focussed
- Understand, analyse and resolve complex issues
- Understand governance versus management
- Think 'district-wide' on issues
- Commit to elected members' Code of Conduct



Council Meetings and Remuneration

- Council and standing committee meetings held once each month. Other committees bi-monthly, quarterly or when required
- Currently approx nine various committees, joint committees and working parties
- Total of 96 meetings and workshops for 2015/16
- Mayor is full time job, councillor is approx 20 hours per week
- Lots of research, reading of reports and agendas
- Flexible working hours – evening and weekend work required

Remuneration:

- Mayor \$100,194 pa
- Councillor \$27,675 pa
- Paid fortnightly



Electoral Team

- *electionz.com Ltd* contracted by Manawatu District Council
- **Warwick Lampp** - MDC Electoral Officer
- **Allie Dunn** - MDC Deputy Electoral Officer



Who are *electionz.com*?

- Warwick Lampp, electionz.com,
- Election services company based in Christchurch and Tauranga
- Nine full time staff
- Average about 160 elections in NZ each year
- EO for 26 councils, 1 RC and 7 DHBs
- Carrying out vote processing for 42 councils
- Vote Processing centre in Christchurch

EO for:

- Tauranga, Rotorua, Taupo, Waipa, Otorohanga, Waitomo, South Waikato, Ruapehu, Rangitikei, Manawatu, Horowhenua, Napier, Central Hawkes Bay, Porirua, Wellington, Masterton, South Wairarapa, Upper Hutt, Nelson, Westland, Kaikoura, Hurunui, Waimakariri, Ashburton, Waimate, Waitaki



Legislation and EO Role

- Local Electoral Act 2001 and its amendments
- Local Electoral Regulations 2001
- NZ Public Health & Disability Act 2000
- The Electoral Officer (EO) is solely responsible for the conduct of the election
- The EO is not subject to the directions of any local authority, elected members, or the CE



Key Dates

Nominations open	15 July (Friday)
Nominations close	12 noon, 12 August (Friday)
Electoral signs can go up	8 August (Monday)
Delivery of voting papers	16 - 21 September (Friday - Wednesday)
Special voting period	16 September - 8 October
Close of voting	12 noon, 8 October (Saturday)
Progress results available	8 October, approx 2pm
Removal of election signs	8 October (Saturday)
Official declaration	likely to be 13 October (Thursday)
Candidate expenses deadline	probably 7 December (Wednesday)



EO Responsibilities

- Compilation of electoral rolls
- Public notices or press releases about the elections
- Preparation of election documents (handbook, nomination forms etc)
- Receiving and processing of nominations
- Preparing, printing, issuing of voting documents
- Processing and counting of votes (including special votes)
- Declaration of results – progress, preliminary, final
- Receiving returns of electoral expenses; and
- Investigating alleged offences and reporting to the police

NB Not responsible for monitoring campaigning by candidates, only deals with alleged breaches of the Act by passing them to the Police



Elections will be held for:

Mayor

Councillors

- Feilding Ward
- Northern Manawatu Rural Ward
- Southern Manawatu Rural Ward

10 councillors from three wards

five councillors

two councillors

three councillors

Horizons Regional Council

- Manawatu-Rangitikei Constituency
- Horowhenua-Kairanga Constituency

two members

two members

Mid-Central District Health Board

seven members at large (STV)



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Nomination Process

Nomination Period – four weeks

- Nominations open Friday 15 July
- Nominations close at midday Friday 12 August

All nomination documents **must** be submitted together

- Nomination paper, profile statement, photo, evidence of \$200 deposit
- Must come to MDC office in Feilding
- Cannot put nomination paper in first week, leave profile until last week
- Will accept online banking of deposits – evidence required
- Nomination paper now includes warning for candidates to be aware that contact details will be public info
- Can use commonly used name on voting papers – no titles
- Party affiliations – cannot be offensive or too long



Nomination Process (continued)

Candidate **must** state if standing in any other elections in NZ

- Mayor, Ward/At Large Council, Comm Bd, LTs, DHB, other TAs?
- **Is shown at top of profile statement**
- Is not included in the 150 words
- Applies to standing anywhere in NZ
- Must update earlier nomination form if not included
- Nomination paper is a public document, open for inspection

Candidate **must** state if reside in area of election or not

- My principal place of residence **is WITHIN / is NOT WITHIN** the area
- **Is shown at the top of the profile statement**
- Is not included in the 150 words

Other elections

- HRC noms to HRC office in Palmerston North
- Mid-Central DHB noms to Palmerston North City Council office





MAYOR

MANAWATU DISTRICT COUNCIL 2016 NOMINATION PAPER

Nominations must be in the hands of the Electoral Officer/Official before 12 noon, Friday 12th August 2016

A: CANDIDATE to fill out after reading important information on reverse

I (candidate's full name),
hereby consent to the nomination and certify that I am qualified to be a candidate under section 25 of the Local Electoral Act 2001 and regulations and that I am not disqualified under section 56 of the Local Electoral Act 2001. In particular I am a New Zealand citizen and a parliamentary elector (see notes on the reverse of this form).

Address (as listed on the parliamentary roll):

Email (EO's preferred first point of contact):

Mobile phone: _____ Home phone: _____

☐ I understand that the details provided on this nomination paper will be publicly available for election purposes.

Please advise the Electoral Officer at the time of lodging your nomination if there are contact details that you would not like to be published.

Note: Section 55(5) of the Local Electoral Act 2001 requires that this nomination form be available for public inspection at Manawatu District Council office located at the offices at 135 Manchester St, Feilding. Please note that candidate and nominator details provided on this form will also be placed on the Manawatu District Council website.

I submit with this nomination (please tick appropriate circles): ☐ Evidence of deposit (\$200) ☐ Photo ☐ Profile statement

I understand that, in not providing a profile or photo, the words "Profile/Photo not supplied" will appear below my name in the profile booklet that will be sent out with the voting paper. All nomination documents must be submitted at the same time.

My principal place of residence (tick ONE circle): ☐ is WITHIN the Manawatu District area ☐ is NOT WITHIN the Manawatu District area

I am also standing for the following elections:

I wish my name to be shown on the voting document as:

I wish to use the following affiliation (To be left blank if the candidate does not wish to use any party/group affiliation. A candidate with no affiliation may request that 'independent' be shown).

Signature: _____ Date: _____

B: NOMINATORS to fill out

We, the undersigned electors of Manawatu District hereby nominate (candidate's full name):

with his/her consent, as a candidate for the office of Mayor of the Manawatu District Council, the election for which is to be held on Saturday 8 October 2016.

Full name of First Nominator: _____
Address: _____
Mobile phone: _____ Home phone: _____
Signature of First Nominator: _____ Date: _____

Full name of Second Nominator: _____
Address: _____
Mobile phone: _____ Home phone: _____
Signature of Second Nominator: _____ Date: _____

NOTES

- Candidates for the position of Mayor do not need to live within the Manawatu District area, but must be enrolled as a parliamentary elector.
- Both nominators must be enrolled as electors in the Manawatu District area.
- No person can be elected to a local authority if he/she is concerned or interested in contracts over \$25,000 with that local authority. This restriction is waived if prior approval from the Office of Controller and Auditor-General is obtained.
- A candidate cannot nominate themselves for office.
- A candidate may under section 56 of the Local Electoral Act 2001 (LEA) be nominated under a name which the candidate is commonly known provided that the name will not: cause offence to a reasonable person; be unreasonably long; include or resemble an official rank or title; cause confusion or mislead electors [section 56 LEA].
- Where no affiliation is claimed, or an affiliation is disallowed by the Electoral Officer under section 57 of the LEA, nothing will be shown in the public notice or the voting paper against the candidate's name. A candidate with no affiliation may request that 'independent' be shown.
- Under section 121 of the LEA, any person is liable to a fine of up to \$2,000 who:
 - Knowing themselves to be ineligible for election, consents to being nominated for election; or
 - Nominates any person as a candidate whom he/she knows to be ineligible for election; or
 - Not being the candidate signs any nomination paper knowing that they are not qualified to vote at the election.
- Each nomination must be accompanied by the required deposit of \$200.00 (inclusive of GST) or proof of an electronic deposit.
- Evidence of NZ citizenship may be requested at time of candidate nomination. Acceptable evidence includes NZ Passport, NZ Birth Certificate, NZ Citizenship documentation.
- Nominations of candidates must be in the hands of the Electoral Officer, Manawatu District Council, 135 Manchester Street, Feilding, before 12 noon on the 12th day of August 2016.
- An employee of a local authority may stand for election as mayor or councillor of that local authority, but if elected, must resign as an employee of the local authority before taking office. This provision does not apply to employees of a local authority elected to a community or local board.
- Previous restrictions on Police employees wanting to stand for election to a local authority have now been removed and there are now no restrictions applying to Police employees wishing to stand in local authority elections.

RETURN AND PAYMENT DETAILS

Return by: post to: To: The Electoral Officer, Manawatu District Council, Private Bag 10001, Feilding 4743

or, deliver to: Manawatu District Council, 135 Manchester Street, Feilding

or, scan and email to: manawatudc@electionz.com

Payments can be made by cash, eftpos or cheque directly at the Manawatu District Council, 135 Manchester Street, Feilding, if you are returning this form by hand or by online banking using the details provided below:

Account name:	Manawatu District Council	Bank:	BNZ
Account number:	02 0628 0040024 00	Particulars/Reference:	Election
Code:	(Your initials and surname)		

Nominations must be in the hands of the Electoral Officer before 12 noon, Friday 12th August 2016.
All nomination documents must be submitted at the same time.



For assistance phone:
0800 666 927



ELECTORAL OFFICIAL to fill out

Received at the hour of: _____ on the _____ day of _____ 20

Candidate Roll #: _____

First Nominator Roll #: _____ Second Nominator Roll #: _____

Nomination documents approved: ☐ Nomination paper ☐ Deposit/proof of deposit ☐ Place of residence
☐ Photo ☐ Profile statement ☐ Standing for other elections

Signature of Electoral Official: _____ Date: _____

Candidate Qualifications

MUST BE:

- A **New Zealand citizen**
- Enrolled on the **parliamentary electoral roll** (anywhere)
- Nominator and seconder on the roll in the area

CANNOT:

- Be serving a prison sentence of three or more years
- Stand for Horizons Regional Council and MDC (mayor and ward)

CAN STAND:

- For DHB & Council (can also stand for Mayor and ward)
- For both mayor or councillor
- If a council employee but must resign if elected to council
- If you live outside area, but must state that on nom paper



Candidate Withdrawals

- A candidate cannot strategically or politically withdraw after nominations have closed
- Same as for parliamentary elections, ie death or incapacity only
- Medical certificate required – deposit refunded
- Withdrawal application can be made by candidate or their agent



Candidate Profile Statements

- **May** be provided (not mandatory)
- If provided, must be provided with the other nomination documents
- Up to 150 words about the candidate, their policies and intentions
- Must be true and accurate, and must be about the candidate
- Cannot comment on policies etc of any other candidate
- Profiles must be provided electronically - as a Word attachment to an email
- Hand written profiles will **NOT** be accepted
- Profiles and photos should be emailed to the EO but additional hard copies must be attached to nomination paper, **ie. all docs submitted together**
- EO not required to verify or investigate any information included in profile statements
- Photos will now be printed in **colour**, supplied as jpgs, scanned at 600 dpi
- EO will put profile and photo on website as soon as ready after close of noms
- candidate contact details on MDC website soon after close of nominations



Example Profile Statement

Wellington City Council

Electing the Mayor



Celia WADE-BROWN

a good choice for Wellington

My principal place of residence is not in the Wellington City Council area.

Auto-populated text

I am also standing for the Northern Ward and the Capital and Coast DHB.

Celia Wade-Brown is an approachable, fair and inclusive leader. Her positive Council contribution, community work and business background offer a good combination of skills. She has protected heritage and open space, led significant energy and water

Hard-coded text

Campaigning

- Can commence any time
- Generally no rules around campaigning or conduct, but:
 - Can't use Council resources for campaigning (logo, branding, MDC facebook page or twitter feed)
 - Voting papers are not permitted to be collected from electors by candidates or their assistants
- Election expenses for campaigning must be recorded and declared in a return after the election
- **Any campaign material** (signs, posters, billboards, flyers, ads, cars, social media) **must have an authorisation** from the candidate, stating their name, and physical address



Social Media

Beware of Social Media!

During the three month election period:

- Council's Facebook will **unlike** all candidate Facebook links
- Candidates **must not** link their own Facebook pages and social media channels (if they are used for campaigning purposes) to the Council's Facebook and social media channels, and must ensure that they have the appropriate authorisation
- MDC Facebook cannot be used for electioneering by candidates or members of the public – will be constantly monitored and strictly enforced
- Any post - positive or negative - made by any individual specifically relating to their own - or someone else's - nomination, intention to run for Council or election campaign, will be removed immediately and the person will be blocked from Council's Facebook page.
- Council's Facebook pages will remain neutral. Council will promote elections, to think about standing and the importance of voting but will not associate these posts with any candidates.
- During the lead up to elections, the current Mayor and councillors may be used in social media posts where it is appropriate and is considered 'business as normal' to use them. This may be in images or quotes.



Hoardings

- See page 17 of candidate handbook
- Hoardings and signs can go up from 8 August
- Must comply with MDC hoardings policy re size and placement
- Can be on private land, and must have property owner's consent, but only from 8 August
- No signs on roads or Council properties
- NZTA rules apply for State Highways
- The cost of framing for a sign is not an election expense
- Campaign material can not contain an imitation voting paper which has the names of the candidates, other than their own name
- Complaints made to MDC's Enforcement Officers or the DEO



Authorisation on Signs



VOTE



FRED DAGG

**FOR THE
TOWN WARD**

***"OPEN GOVERNMENT
AT ALL HOURS"***

THIS ADVERTISEMENT IS AUTHORISED BY GLADYS
EMMANUEL OF 99 DONCASTER STREET HASTINGS

Electoral Donations

Essentially same rules as for parliamentary elections

Donations are included in the candidate expenditure return

No such thing as an 'anonymous' donation if you know who it has come from:

- someone can't give a donation and ask for it to be treated anonymously
- anonymous means you don't know who it came from, can't reasonably work it out
- A third party who passes on a donation must disclose who the donor is
- An anonymous donation can't be over \$1,500:
 - if it is, candidate can't keep balance over \$1,500, it must be given to EO to pass onto Council
 - a donation made up of contributions (eg. to a trust) is treated as one donation, and can't be over \$1,500
 - it is an offence to circumvent \$1,500 limit, ie. by deliberately splitting up a donation into smaller contributions
- Legislation drafted to capture contributions passed through multiple trusts



Election Expenditure Limits

MDC Mayoralty	\$20,000
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Feilding Ward	\$14,000
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Northern Rural Ward	\$7,000
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Southern Rural Ward	\$7,000
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Election Expenses

- If standing for more than one position the higher limit applies
- The applicable period for which campaign expenditure limits apply is three months before election day - **8 July 2016**
- Candidates required to provide details of electoral expenses incurred before or after the applicable period to Electoral Officer – pro-rata expenses for activity outside the 3 months
- Electoral expenses and electoral donation returns required within 55 days after the official result declaration – about 7 December
- Deposit not refunded until the return is completed (provided candidate gets more than 25% of the votes of the lowest successful candidate)
- Electoral expenses and electoral donations returns are public documents, should keep receipts
- EO must make expenses documents available on council website for seven years



Electoral Rolls

Preliminary Electoral Roll

- available from 15 July to 5pm 12 August
- at all libraries and the Council offices
- includes the ratepayer roll

Final Electoral Roll

- produced following the EC update campaign
- is the roll used for issuing voting papers
- can purchase hard copy for \$100 (plus GST) for full roll and \$50 per ward



Special Voting

- Available for anyone who spoils, loses, or does not receive their voting paper or enrolls after 12 August
- Available for electors on the unpublished roll
- Available from 16 September to 12 noon on election day, 8 October 2016
- Available at the Council office, can be posted out
- Applicants can come in or contact DEO by phone or email
- Candidates should not collect special voting documents on behalf of electors



Scrutineers

May be appointed by candidates to oversee:

- the scrutiny of the roll
- the preliminary count
- the official count

A scrutineer cannot be:

- a candidate
- a member or employee of MDC
- under 18 years old

Must be appointed in writing, received by the Electoral Officer by midday on Friday 7 October 2016



Election Results

Preliminary count occurs from 12 noon, Saturday 8 October 2016

Progress results expected about **2pm** – approx 98% of votes received (not special votes and votes in transit to processing centre)

Progress results:

- Will be available from council's website
- email to all candidates with email address

Preliminary results expected on Sunday 9 October, after all ordinary votes have been processed

Final results expected by Thursday 13 October, after special votes have been processed



Coming into Office

- All members come into office on the day following the day on which the candidates are declared to be elected
- This is the day after the public notice has been published - expected to be Friday 14 or Saturday 15 October
- Successful candidates contacted by mayor/staff
- Council's inaugural meeting expected to be @ 26 October and the 'swearing in' of elected members (elected candidates cannot act until this has occurred)



Resources

MDC candidate handbook and nomination papers.

LGNZ 'Making a Stand' booklet.

MDC's Pre-election report – available from 29 July 2016:

- To inform the community and candidates on key aspects of Council business
- To set out major projects and expenditure for next three years
- To promote discussion on issues and inform any elections debate.

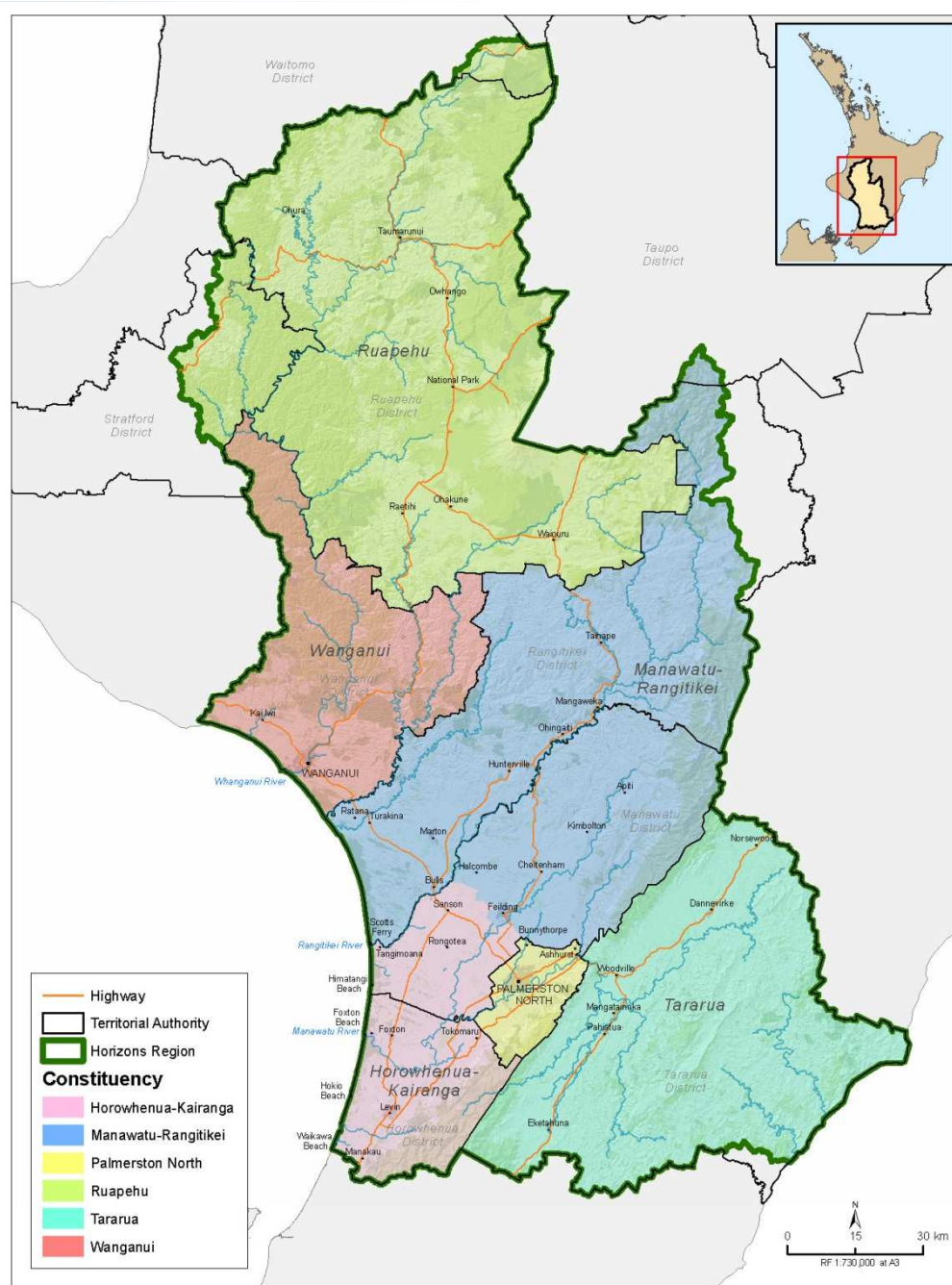
Legislation (LEA, LER).

Council's website (for election information):

- MOH/DHB 'Information for Candidates' booklet and MCDHB candidate handbook.
- HRC candidate handbook



Horizons Regional Council Boundaries



What does a Regional Council do?

- Governs environmental issues, eg. water quality, biodiversity, biosecurity
- Regional transport including passenger transport
- Emergency management
- River engineering, including flood control
- A regional councillor represents a constituency, not a Ward

Horizons Regional Council Remuneration

- The rates determined by the Remuneration Authority from the elections until 30 June 2017 are as follows:
Chairperson \$123,651 per annum
Councillor \$45,594 per annum
- The Committee Chairs and Deputy Chairs may be paid an additional salary to recognise those positions. However this will be decided by the new Council post elections.



For more information -

*Go to the Horizons Regional Council
website*

Last word

No Online voting

Campaigning – anything goes...

Beware of social media

Election results – on websites/email –
progress/prelim/final

Election day – Saturday 8 October 2016

Good luck!!



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