



CANDIDATE INFORMATION HANDBOOK

for

**Local Government Elections
9 October 2010**



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(1) ELECTION TIMETABLE

| | |
|--|---|
| 2 March - 30 April | Ratepayer roll enrolment confirmation forms sent [<i>regulation 16 LER</i>] |
| 2 March - 6 July | Preparation of ratepayer roll [<i>regulation 10 LER</i>] |
| 10 April | Final Representation Review decisions from LGC |
| 1 - 31 May | SOLGM national ratepayer roll qualifications and procedures campaign [<i>section 39 LEA</i>] |
| 5 July | Electoral Enrolment Centre (EEC) enrolment update campaign commences |
| 9 July | Campaign expenditure monitoring period commences [<i>section 104 LEA</i>] |
| 12 - 21 July | Compilation of preliminary electoral roll [<i>section 38 LEA</i>] |
| 21 July | Public notice of election, calling for nominations, roll open for inspection [<i>sections 42, 52, 53 LEA</i>] |
| 23 July | Nominations open / roll open for inspection [<i>section 42 LEA</i>] |
| 20 August | Nominations close (12 noon) / roll closes [<i>sections 5, 42, 55 LEA</i>] |
| 25 August (approx) | Public notice of candidate names [<i>section 65 LEA</i>] |
| By 31 August | Ratepayer roll insert with rates notice [<i>section 39 LEA</i>] |
| By 13 September | Electoral Officer certifies final electoral roll [<i>section 51 LEA, regulation 22 LER</i>] |
| 17 September | EEC letter sent to unpublished roll electors |
| 17 - 22 September | Delivery of voting documents [<i>section 5 LEA</i>] |
| 17 September - 9 October | Progressive roll scrutiny [<i>section 83 LEA</i>] |
| | Special voting period [<i>section 5 LEA, regulation 35 LER</i>] |
| | Early processing of voting documents [<i>section 79 LEA</i>] |
| By 12 noon 8 October | Appointment of scrutineers [<i>section 68 LEA</i>] |
| 9 October | Election day [<i>section 10 LEA</i>] |
| | Voting closes 12 noon – counting commences [<i>section 84 LEA</i>] |
| | Preliminary results available as soon as practicable after close of voting [<i>section 85 LEA</i>] |
| 9 - 13 October | Official count [<i>section 84 LEA</i>] |
| 13 - 20 October | Declaration of results / public notice of results [<i>section 86 LEA</i>] |
| By 8 December (approx) | Return of electoral expenses and donations form [<i>section 109 LEA</i>] |
| <p><i>LEA = Local Electoral Act 2001 LER = Local Electoral Regulations 2001</i> <i>LGC = Local Government Commission SOLGM = Society of Local Government Managers</i></p> | |

(2) OVERVIEW

Purpose

This handbook outlines information which candidates need to know for the 2010 local authority elections.

The elections are being conducted by postal vote with Election day on Saturday 9 October 2010.

Legislation

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

- *Local Electoral Act 2001 [LEA]*
- *Local Electoral Regulations 2001 [LER]*
- *Local Government Act 2002 [LGA]*
- *New Zealand Public Health and Disability Act 2000* (for district health board elections)
- *Crown Entities Act 2004* (for district health board elections)
- *Sale of Liquor Act 1989* (for licensing trust elections*).

Copies of legislation are available from www.legislation.govt.nz

Relevant key dates for the 2010 elections are:

- | | |
|-----------------------------------|--|
| • Nominations open | From 8am Friday 23 July |
| • Nominations close | Noon, Friday 20 August |
| • Delivery of voting documents | Friday 17 September to Wednesday 22 September |
| • Appointment of scrutineers | By Noon, Friday 8 October |
| • Close of voting | Noon, Saturday 9 October |
| • Preliminary results available | As soon as practicable after close of voting, Saturday 9 October |
| • Official declaration of results | Approximately Wednesday 13 October |
| • Return of expenses form | Approximately Wednesday 8 December |

Disclaimer: Every effort has been made to ensure that the information in this handbook is accurate and consistent with relevant legislation and rules.

* Not relevant to the Kāpiti Coast District Council

(3) ELECTORAL OFFICERS

Appointment and responsibilities

The Electoral Officer is appointed by the local authority. The Kāpiti Coast District Electoral Officer was appointed by Council resolution on 28 January 2010.

Once appointed, the Electoral Officer (as well as the Deputy Electoral Officer and other electoral officials) is not subject to the direction of the local authority in exercising his or her legislative powers.

The general duties of the Electoral Officer are:

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

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

CONTACT DETAILS FOR ELECTORAL STAFF

Kāpiti Coast District Council

Private Bag 60601
(175 Rimu Road)
PARAPARAUMU

Tel (04) 296 4700
Fax (04) 296 4830

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Deputy Electoral Officer Vyvien Maffey
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Greater Wellington Regional Council

PO Box 11 646
(142-146 Wakefield Street)
WELLINGTON

Tel (04) 499 4444
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Electoral Officer Margaret Meek
Tel (04) 381 779
Margaret.meek@gw.govt.nz

Deputy Electoral Officer Francis Ryan
Tel (04) 802 0348
Francis.ryan@gw.govt.nz

Capital and Coast District Health Board

c/- Wellington City Council
PO Box 2199
(101 Wakefield St)
WELLINGTON 6140

Electoral Officer Ross Bly
Tel (04) 801 3484
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Mobile 021 227 8373
Ross.bly@wcc.govt.nz

Deputy Electoral Officer Lauren Kemple
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Lauren.kemple@wcc.govt.nz

MidCentral District Health Board

C/- Palmerston North City Council
Private Bag 11034
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PALMERSTON NORTH 4410

Electoral Officer John Annabell
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Deputy Electoral Officer Priscilla Jeffrey
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(4) ELECTORAL PRINCIPLES

The *LEA* identifies electoral principles for the conduct of any election or poll.

4 Principles

- 1) *The principles that this Act is designed to implement are the following:*
 - a) *fair and effective representation for individuals and communities;*
 - b) *all qualified persons have a reasonable and equal opportunity to*
 - i) *cast an informed vote*
 - ii) *nominate 1 or more candidates*
 - iii) *accept nomination as a candidate*
 - c) *public confidence in, and public understanding of, local electoral processes through:*
 - i) *the provision of a regular election cycle*
 - ii) *the provision of elections that are managed independently from the elected body*
 - iii) *protection of the freedom of choice of voters and the secrecy of the vote*
 - iv) *the provision of transparent electoral systems and voting methods and the adoption of procedures that produce certainty in electoral outcomes*
 - v) *the provision of impartial mechanisms for resolving disputed elections and polls.*
- 2) *Local Authorities, electoral officers and other elected officials must, in making decisions under this Act or any other enactment, take into account those principles specified in subsection (1) that are applicable (if any), so far as is practicable in the circumstances.*
- 3) *This section does not override any other provision in this Act or any other enactment.*

(5) ELECTION ISSUES FOR THE KĀPITI COAST DISTRICT

Representation review

Every local authority is required by statute to review its representation arrangements at least every six years and in 2009 the Kāpiti Coast District Council undertook such a review.

This process included Council deciding on an initial proposal, hearing submissions, deciding on a final proposal which was then open to appeals and/or objections. As the Council received one appeal and one objection the matter was referred to the Local Government Commission which is responsible for making the final decision.

Representation review decision

The Local Government Commission decided that Kāpiti Coast District would be represented by the following structure in the 2010 local body elections:

- Mayor
- Five Districtwide ('at large') Councillors
- Five Ward Councillors
- Four Wards
- Four Community Boards

With regard to setting ward and community board boundaries the Commission made the following changes:

- All of Huia Street will be within the Waikanae Community Board area;
- A minor adjustment has been made to ward boundaries by moving a small area (mesh block 1997801 including Panorama Drive and Countryridge Close) from the Paekākāriki/Raumati Ward to the Paraparaumu Ward based on access and community of interest considerations;
- In its final proposal Council resolved to alter the boundary of the Waikanae Community Board by including the Reikorangi and Peka Peka areas, effectively taking the boundary back to where it was prior to the 2004 review. The Commission supported this decision, believing the arguments to include these communities within the Waikanae community Board area were sufficiently compelling.

The Commission also decided that the Paraparaumu/Raumati Community Board would have the two ward Councillors appointed back to it, instead of one, in recognition of that Community Board's greater representational workload (i.e. the Board represents 56% of the District's population).

Following are maps showing the adjusted Ward and Community Board boundaries:

Summary of election issues

In 2010 Kāpiti Coast District will hold elections for positions on Council, Community Boards, the Greater Wellington Regional Council and the District's two health boards – Capital and Coast DHB and MidCentral DHB.

The total number of electors in the District is 36,995 (as at 7 July 2010).

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

The Mayor is elected at large by those electors who are enrolled on the residential and ratepayer electoral rolls.

For the election of the District Council, the District is divided into the following wards:

| Ward | Number of councillors | Number of residential electors as at July 2010* | | Number of ratepayer electors as at July 2010* |
|---------------------|-----------------------|---|--------------|---|
| | | General | Māori | |
| Paekākāriki-Raumati | 1 | 6,936 | 354 | 36 |
| Paraparaumu | 2 | 13,729 | 624 | 36 |
| Waikanae | 1 | 8,294 | 211 | 95 |
| Ōtaki | 1 | 5,959 | 888 | 64 |
| Totals | 5 | 34,918 | 2,077 | 231 |

* final roll closes on 20 August 2010

The District is also divided into the following four communities (i.e. Community Boards):

| Community | Number of members | Number of residential electors as at July 2010* | Number of ratepayer electors as at July 2010* |
|---------------------|-------------------|---|---|
| Paekākāriki | 4 | 1,304 | 14 |
| Paraparaumu/Raumati | 4 | 20,339 | 63 |
| Waikanae | 4 | 9,341 | 104 |
| Ōtaki | 4 | 6,011 | 57 |
| Total | 16 | 36,995 | 238 |

*final roll closes on 20 August 2010

Greater Wellington Regional Council

The governance structure adopted by the present Regional Council is 13 Councillors and 6 constituencies:

Kāpiti Coast
Porirua-Tawa
Wellington
Lower Hutt
Upper Hutt
Wairarapa

The regional constituency of Kāpiti has 34,918 electors on the General roll, and 2,077 on the Māori roll for a total of 36,995 electors.

District Health Boards

District health boards have responsibility for the provision of health services to the community. The board is the governing body setting the strategic direction of the organisation.

District Health Board members are elected by their Districts ‘as a whole’ (at large). Kāpiti Coast District electors will be voting for 7 board members for the appropriate DHB for their address as shown on the roll. Four other members may be appointed to the board by the Minister of Health.

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

For more information on district health board elections please refer to the ‘2010 District Health Board Elections: Information for Candidates’ booklet produced by the Ministry of Health. Please contact the Electoral Officer.

| District Health Board | Number of members | Number of residential electors as at July 2010* (Kāpiti) |
|-----------------------|-------------------|--|
| MidCentral | 7 + 4 | 5,988 |
| Capital and Coast | 7 + 4 | 31,007 |

*final roll closes 20 August 2010

Elected member roles, responsibilities and remuneration

The Kāpiti Coast District Council is a body corporate constituted under the *Local Government Act 2002*.

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

- *the Local Government Acts 1974 and 2002;*
- *the Local Government (Rating) Act 2002;*
- *the Local Authorities (Members' Interests) Act 1968;*
- *the Local Government Official Information and Meetings Act 1987;*
- *the Local Electoral Act 2001;*
- *the Building Act 2004;*
- *the Resource Management Act 1991;*
- *the Transit New Zealand Act 1989;*
- *the Health Act 1956*

and various other Acts of Parliament, including Regulations made under those Acts. The *Local Government Act 2002* reflects a clear view that local authorities that are effective, responsible and accountable to the communities they represent are a fundamental part of our system of democratic governance, rather than merely a collection of assets and services.

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

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

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

Section 11 states that the role of a local authority is to:

- (a) *Give effect, in relation to its district or region, to the purpose of local government stated in section 10; and*
- (b) *Perform the duties, and exercise the rights, conferred on it by or under this Act and any other enactment.*

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

- Democracy - ensuring opportunities for participation by electors in decision-making processes, within the overall framework of representative democracy;
- Effectiveness - decision-making processes are intended to ensure that representatives are well informed about the preferences of electors, and electors are well informed about the actions of their representatives (and the likely consequences of those actions);

- Local decision-making and accountability - a framework for decision-making that reflects the need to provide effective means for local accountability;
- Community well-being - local government is given a broad mandate to promote community well-being, rather than simply being empowered to undertake particular tasks or activities. The four aspects of well-being are social, economic, environmental and cultural.

Councillors

Councillors are responsible for good governance, including:

- the development and adoption of council policy;
- monitoring the performance of the council against its stated objectives and policies;
- prudent stewardship of council resources;
- employment of the chief executive;
- adoption of a governance structure for the triennium (ie appropriate delegation of powers to committees and subcommittees);
- advocacy on behalf of residents and ratepayers.

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

Elected members must comply with a code of conduct which must be adopted at the beginning of each triennium.

The Mayor

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

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

The Deputy Mayor

The Deputy Mayor is elected by the members of the Council at its first meeting. The Deputy Mayor exercises the same roles as other elected members, and if the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and

duties, and may exercise the powers, of the Mayor. The Deputy Mayor may be removed from office by resolution of the Council.

Committee chairpersons

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

Community Board members

Community Boards provide a level of representation below city and district councils. The role of each Community Board includes:

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

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

District Governance structure

The governance structure adopted by the present Council includes three Standing Committees:

Environment and Community Development
Corporate Business
Regulatory Management

Each of these is a ‘committee of the whole’ that is, every Councillor sits on every Committee. There are also a number of subcommittees. Further details on the current Council’s governance arrangements can be found in the Governance Structure document available at <http://www.kapiticoast.govt.nz/Forms-Documents/Policy-and-Strategy/#GovernanceDocuments>. The new Council will decide on its own governance structure after coming into office.

A full description of the way Council operates is also available through its Governance Statement. Copies of the current Governance Structure and Governance Statement are available at: <http://www.Kāpiticoast.govt.nz/Forms-Documents/Policy-and-Strategy/> or by contacting the Democratic Services Team on (04) 296 4700.

Elected member remuneration

The remuneration rates, the level of allowances and the reimbursement of expenses payable to local government elected members are set by the Remuneration Authority which is a statutory body whose members are appointed by the Government. Other than setting the remuneration for mayors and regional council chairs, the Authority allows councils to propose how the remuneration pool will be divided within the District. Assuming the council's proposal meets the Authority's criteria it will be approved.

Kāpiti Coast District Council members are paid an annual salary and also have their mileage reimbursed and some of their IT requirements subsidised. Here is the range of salaries published in the Council's Annual Report covering the period 1 July 2008 – 30 June 2009.

| Position | Gross \$ range |
|--|-----------------------|
| Mayor | 77,312 |
| Deputy Mayor | 33,724 |
| Councillor who is appointed as the Chair of a Standing Committee | 28,660 |
| Councillor | 22,510-27,350 |
| Chair of a Community Board | 7,365-12,275 |
| Member of a Community Board | 3,760-6,260 |
| | 457,837 |

The Remuneration Authority has determined that the following salaries will apply from 1 July 2010 and will remain in effect until the date the election results are officially declared by the Electoral Officer.

| Position | Gross \$ range |
|---|-----------------------|
| Mayor | 80,051 |
| Deputy Mayor | 35,099 |
| Councillor | 23,424 |
| Committee Chair | 29,824 |
| Committee Deputy Chair | 25,890 |
| Councillor appointed to a Community Board | 25,890 |
| Paekākāriki Community Board Chair | 7,664 |
| Paekākāriki Community Board Member | 3,913 |
| Other Community Board Chairs | 12,773 |
| Other Community Board Members | 6,514 |

The Remuneration Authority has determined that community board members are not to be paid meeting allowances (i.e. members are to be paid an annual salary only). Following the election, the Remuneration Authority will issue an interim determination where all elected members, excluding the Mayor, will be paid a 'uniform salary'. This interim determination will remain in effect until the newly elected Council has determined its governance structure for the 2010-2013 triennium and a new determination, based on that structure and the agreed responsibilities of elected members, has been issued by the Remuneration Authority.

District health board remuneration

The remuneration for members of DHBs varies according to the size and assessed complexity of the DHB. Members are also reimbursed for actual and reasonable expenses incurred in carrying out their duties (eg mileage allowance). For further details please contact the DHB Electoral Officers.

Elected members and conflicts of interest

The *Local Authorities (Members' Interest) Act 1968* fulfils two underlying purposes:

- it prevents members from using their position to obtain preferential treatment from the authority of which they are a member in contracting situations; and
- it ensures that members are not affected by personal financial motives when they participate in authority matters.

There is a rule of law, known as the rule against bias, which says that “no one may be judge of their own cause”. The object of this rule is to ensure that people who exercise power from positions of authority, carry out their duties free from bias. The Act is a statutory application of this rule to particular circumstances, i.e. pecuniary interests, and:

- controls the making of contracts between members and their authority; and
- prevents members from participating in authority matters in which they have a pecuniary interest.

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

Disqualification means that a person cannot:

- be elected or appointed to
 - the authority; and/or
 - any committee of the authority; or
- hold office as a member of the authority or any committee.

It is also an offence under the Act for a person to act as a member of an authority, or a committee of the authority, while disqualified. A disqualification lasts until the next general election or opportunity for appointment to the authority.

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

(6) ELECTORAL ROLLS

Residential and Non-Residential Ratepayer Rolls

Electoral Officers are required to compile and certify an electoral roll for all elections and polls. The roll will comprise both residential and non-resident ratepayer electors qualified to vote in the District.

Copies of the preliminary electoral roll for the Kāpiti Coast District will be available for public inspection during normal business hours from Friday 23 July 2010 to Friday 20 August 2010 at the following locations:

- Rimu Road Council Offices
- Paraparaumu Library, Iver Trask Place Paraparaumu
- Waikanae Library, Mahara Place
- Ōtaki Library, Main Street
- Paekākāriki Fruit Supply, Beach Road

Alternatively, individuals may check their details by telephone:

| | |
|-------------------------------|------------------|
| Kāpiti Coast District Council | (04) 296 4700 or |
| Toll free | 0800 486 486 |

Those eligible to vote are:

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

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

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

Residents of Kāpiti Coast District are enrolled automatically on the District's residential electoral roll if they are registered as Parliamentary electors. Therefore, there is no need to enrol separately for the District's elections.

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

The Electoral Enrolment Centre is conducting a roll update campaign and if your details on that are not currently correct you should correct those details so that your listing on the residential roll will be correct and your voting papers reach you.

The Preliminary Roll will be contained in one book containing both the Residential Roll and the Ratepayer Roll.

Any alterations to the residential roll should be made by:

- completing the appropriate form at any Post Shop; or
- telephoning 0800 ENROL NOW (0800 367 656); or
- texting their name and address to 3676; or
- accessing the Electoral Enrolment Centre website on www.elections.org.nz.

Any changes, queries or omissions relating to the non-residential ratepayer electoral roll should be made by telephoning the Council (04) 296 4700 or 0800 486 486.

Availability of roll

Hard copies of the preliminary electoral roll may be purchased from the Electoral Officer for \$100 (inc GST). They will be available within 24 hours of a request.

The final electoral roll is produced once the preliminary electoral roll closes on 20 August 2010. The final electoral roll is the roll used for issuing voting documents. Copies of this roll will also be available for purchase at the same price as the preliminary roll.

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

With regard to the non-residential ratepayer electors, a candidate may purchase mailing labels and/or postal address lists for the ratepayer roll from the Electoral Officer. This cost will be \$100 (including GST).

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

(7) STANDING AS A CANDIDATE

Eligibility

A candidate standing for a city/district/regional council or for a community board must be:

- A New Zealand citizen; and
- A parliamentary elector (anywhere in New Zealand) [*Section 25 LEA*].

Restrictions around standing

The following restrictions apply for candidates for a city/district council, community boards, and regional council:

- A candidate may stand for election for mayor, city/district council and a community board within the same territorial authority district, but may not also stand for election to a regional council of which the territorial authority is part ie a candidate may stand for either the city/district council/community board or the regional council but not both [*Section 58 LEA*].
- A candidate may not stand for more than one ward or more than one constituency of the same local authority or for more than one subdivision of a community board area [*Section 57A LEA*]. However, a candidate may stand for more than one community board within the same territorial authority.
- Where a territorial authority has a mixed at large and wards system of representation (as is the case for the Kāpiti Coast District) a candidate may not stand for councillor both in a ward and at large for that territorial authority [*Section 57B LEA*].
- A candidate cannot be a person concerned or interested in contracts over \$25,000 with the local authority [*Section 3(1) Local Authorities' (Members' Interests) Act 1968*]. This restriction is waived if prior approval is obtained from the Office of the Controller and Auditor-General.
- An employee of a local authority who is elected as mayor or councillor of that local authority must resign as an employee before taking up his or her position as an elected member. This does not apply if an employee of a territorial authority is elected to a community board within the district of that territorial authority [*Section 41(5) LGA 2002*]. The rules of an individual local authority may require an employee to take leave of absence for campaigning purposes prior to the election.
- A person elected as a councillor and a community board member within the same district as the territorial authority, is deemed to have vacated the office of community board member, and the next highest polling community board candidate is elected. If there is no highest polling unsuccessful candidate, in this instance, an extraordinary vacancy occurs and a by-election is required [*Sections 88A, 88B, 88C LEA*].

- The Policing (Involvement in Local Authority Elections) Amendment Bill removes the existing legislative restrictions in the Policing Act 2008 relating to police standing as candidates in the local authority elections. This change enables all police employees to stand in the elections without being placed on leave, and if elected they would not need to vacate their employment with the New Zealand Police. This new provision also applies to police employees wishing to stand for DHB positions.

District health board eligibility

A candidate for a district health board must be:

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

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

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

- a person cannot be a candidate for more than one district health board.
- a person cannot be a candidate if disqualified under *clause 17, Schedule 2 New Zealand Public Health and Disability Act 2000* and *section 30(2)(a) to (f) Crown Entities Act 2004* which state:

“Certain persons disqualified from membership

(1) None of the following persons may be elected or appointed as a member of a board, or appointed as a member of a board committee of a District Health Board:

(a) a person described in section 30(2)(a) to (f) of the Crown Entities Act 2004;

(b) repealed

(c) repealed

(d) repealed

(e) a person who has, since the date on which members of boards elected at the immediately preceding triennial general election came into office, been removed as a member of a board for any reason specified in clause 9(c) or (e) of Schedule 3;

(f) a person who has failed to declare a material conflict of interest before accepting nomination as candidate for an election of a district health board held in conjunction with the immediately preceding triennial general election.

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

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

30 Qualifications of members

(2) *The following persons are disqualified from being members:*

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

For more information on standing for the MidCentral and Capital and Coast DHBs please refer to the '2010 District Health Board Elections: Information for Candidates' booklet produced by the Ministry of Health. Please contact the Electoral Officer if you are interested in obtaining a copy.

Nominations

A public notice calling for nominations will appear in the *Dominion Post* on Wednesday 21 July 2010 and in local newspapers in the same week.

The following key dates then apply:

- nominations open (from 8am) on Friday 23 July 2010
- nominations close at noon, Friday 20 August 2010

Availability of Nomination Forms

There is a separate nomination form for each type of role eg Mayor, District Councillor, Ward Councillor, Community Board member. Each nomination must be made on the appropriate official nomination form. Proof of citizenship must accompany the completed form (passport or certificate). Nomination forms for all positions will be available from 23 July 2010 as follows:

- by telephoning Council's call centre on (04) 296 4700 or 0800 486 486;
- at the Council Offices at 175 Rimu Road;
- at Council Service Centres at Waikanae (Mahara Place) and Ōtaki (Main Street);
- at District libraries (Paraparaumu, Waikanae, Ōtaki);
- by accessing the Kāpiti Coast District Council website www.Kāpiticoast.govt.nz under Elections.

Candidate profile statement[†]

Every candidate may provide the Electoral Officer with a candidate profile statement with their nomination. If a candidate chooses not to supply a profile statement or photograph then a message will appear in the candidate profile booklet (sent out with voting documents to each elector) that a statement/photograph was not supplied by the candidate.

- The profile statement is **up to 150 words** containing information about the candidate and their policies and intentions if elected to office.
- The profile may include a recent **passport size photograph**.
- The statement must be **true and accurate** and the Electoral Officer is not required to verify or investigate any information included in this statement.
- Typewritten copy of the candidate's profile statement is preferred, together with an electronic copy in MS Word if possible.

Use of other languages

If the candidate profile is submitted in Māori or English the information contained in each language must be substantially consistent with the information contained in the other language. Therefore, in the case where a candidate includes a mihi or greeting as part of a candidate profile statement provided in Māori the SOLGM Electoral Working Party considers that the mihi or greeting should be explained in the English version in a manner substantially consistent with the Māori version still within the 150 word limit.

A profile written in any other language or combination of languages, must not exceed 150 words in total, or their equivalent if symbols are used rather than words. Where all or part of a candidate profile statement is provided in a language other than English or Māori, the candidate must, when lodging his or her profile statement, provide the electoral officer with a translation of the profile into English or Māori for verification of the content. The translation is not printed in the profile. These provisions mean a

[†] See www.elections2010.co.nz for opportunities around candidate profiles and other information.

total of 150 words can be used, for example, as follows: 50 words in Mandarin and 100 words in English or 150 words in Mandarin.

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

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

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

Translation Services
Department of Internal Affairs
86-90 Lambton Quay
WELLINGTON
Tel (04) 470 2920
Email translate@parliament.govt.nz

Candidates must pay for their own translation costs.

The relevant legislation is *section 61 LEA* which states

61 Candidate profile statements

- 1) *Every candidate may provide to the electoral officer a candidate profile statement that complies with subsection (2) and, if applicable, subsection (3).*
- 2) *A candidate profile statement, -*
 - (a) *if—*
 - (i) *in English or Māori or both, must not exceed 150 words in each of the languages used in the statement;*
 - (ii) *in a language other than English or Māori, must not exceed 150 words, or the equivalent, if the language uses symbols rather than words (including any translation of those words into another language provided by the candidate): and*
 - (b) *must be provided to the electoral officer before 12 noon on nomination day; and*
 - (c) *must be confined to information concerning the candidate (including any group or organisation with which the candidate claims under section 55(4) to be affiliated, or his or her status as an independent candidate, and the candidate's contact details), and the candidate's policies and intentions if elected to office; and*
 - (d) *must comply with any prescribed requirements; and*
 - (e) *may include a recent photograph of the candidate alone.*

- 3) *If a candidate profile statement is submitted in Māori and English, the information contained in each language must be substantially consistent with the information contained in the other language.*
- 4) *If the electoral officer is not satisfied that a candidate profile statement complies with subsection (2) or, if applicable, subsection (3), the electoral officer must, as soon as practicable, return the statement to the candidate and must:*
 - a) *specify the concerns of the electoral officer and the reasons for those concerns; and*
 - b) *unless the candidate profile statement does not comply with the subsection (2) (b), specify a period, which must not be less than 3 days from the date of return of the statement, during which the candidate may submit an amended candidate profile statement to the electoral officer.*
- 5) *A candidate is to be treated as having failed to provide a candidate profile statement, if subsection (4) (b) applies to the candidate and the candidate:*
 - a) *fails to submit an amended candidate profile statement within the period specified in subsection (4) (b); or*
 - b) *submits an amended candidate profile statement that, in the opinion of the electoral officer, does not comply with subsection (2) or, if applicable, subsection (3).*
- 6) *An electoral officer-*
 - a) *is not required to verify or investigate any information included in a candidate profile statement;*
 - b) *may include, in or with any candidate profile statement that is published, displayed, or distributed, any disclaimer concerning the accuracy of the information contained in the statement that the electoral officer considers appropriate;*
 - c) *is not liable in respect of*
 - i) *any statement contained in or omitted from the candidate profile statement or the work of a translator prudently selected by the electoral officer; or*
 - ii) *the exercise of powers and functions conferred on the electoral officer by this section.*

District health board conflict of interest statements

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

The relevant legislation is *clause 6, Schedule 2 of the New Zealand Public Health and Disability Act 2000* which states:

6 Candidate to declare conflicts of interest

When a candidate gives the responsible electoral officer notice of the candidate's consent to being nominated as a candidate, the candidate must

also give the electoral officer a statement completed by the candidate in good faith that-

- a) discloses any conflicts of interest that the candidate has with the District Health Board as at the date of the candidate's notice of consent, or states that the candidate has no such conflicts of interest as at that date; and*
- b) discloses any such conflicts of interest that the candidate believes are likely to arise in future, or states that the candidate does not believe that any such conflicts of interest are likely to arise in the future.*

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

For more information on conflicts of interest statements and some sample statements please refer to the '2010 District Health Board Elections: Information for Candidates' booklet produced by the Ministry of Health.

Completion of Nomination Form

Each nomination for all positions must have the consent of the candidate, and he or she must be nominated by two electors whose names appear on the electoral roll for the district or subdivision of the district in which the candidate is standing (e.g. if a person wishes to stand for election to a specific ward, then that person must be nominated by two electors from that ward). A candidate may not nominate himself or herself.

Except for candidates standing for licensing trust elections, a candidate does not need to reside within the district or the subdivision of the district in which he or she is standing for election.

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

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

121 Illegal nomination, etc

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

- (a) consents to being nominated as a candidate for an elective office, knowing that he or she is incapable under any Act of holding that office; or*
- (b) signs a nomination paper purporting to nominate as a candidate a person who is, to the knowledge of the person signing, incapable under any Act of holding that office; or*
- (c) signs a nomination paper purporting to nominate another person as a candidate knowing that he or she is not qualified to vote at the election of the person named in the nomination paper as the candidate.*

Name of candidate

If a candidate is commonly known in the community by a slightly different name (e.g. Edward Smith is commonly known as Ted Smith) and has been known by this name for at least the last six months (to the satisfaction of the Electoral Officer), the commonly known name may appear on the voting document providing certain requirements are met. A candidate who wishes to use their commonly known name on the voting document will be required to provide both their full name and the name they are commonly known by on their completed nomination form.

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

56 Name of candidate

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

- (a) the name under which the candidate's birth was registered, or*
- (b) the name which the candidate adopted by deed poll or by statutory declaration under section 21 of the Births, Deaths and Marriages Registration Act 1995, at least 6 months before nomination day, or*
- (c) the name by which the candidate was commonly known during the 6 months before nomination day, not being a name that:*
 - (i) might cause offence to a reasonable person, or*
 - (ii) is unreasonably long, or*
 - (iii) is, or includes or resembles, an official title or rank, or*
 - (iv) is likely to cause confusion or mislead electors.*

Affiliation

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

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

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

No affiliation will be accepted if it might cause offence, is unreasonably long, includes a title (eg Sire or Dame), or is likely to confuse or mislead electors.

Return of nomination form

Do not leave the lodgement of your nomination form/s until the last minute.

Completed nomination forms along with other documentation (ie candidate profile statement, photograph, nomination deposit, conflict of interest statement) must be delivered to:

Kāpiti Coast District Council Office
175 Rimu Road Paraparaumu
Monday – Friday 8.00am – 5.00pm

Or posted to:

The Electoral Officer
Kāpiti Coast District Council
Private Bag 60601
PARAPARAUMU 5254

in time to be received no later than **12 noon on Friday 20 August 2010.**

Once lodged, nomination forms are checked to ensure the candidate's name appears on a parliamentary roll and the nominators are two electors whose names appear on the electoral roll for the District or subdivision of the District (e.g. ward) in which the candidate is standing.

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

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

Cheques should be made payable to the Kāpiti Coast District Council.

Please do not leave lodging of nominations, candidate profile statements, photographs and deposits to the last minute.

Should a nomination form be lodged late on the morning nominations close, and be incorrectly completed or ineligible nominators are identified, there may be insufficient time to correct the situation and the nomination form could be invalidated.

Nomination forms with the deposit and candidate profile statement can be returned by mail, but should the document(s) be received by the Electoral Officer or Deputy Electoral Officer after the close of nominations (12 noon, Friday 20 August 2010) the nomination is invalid and will not be accepted.

Once lodged with the Electoral Officer nomination forms (not candidate profile statements) are 'public information' and any person may inspect any nomination form without payment of any fee at any time during ordinary office hours, at the office of the Electoral Officer [*section 55(5) LEA*] and will also be available as they are

validated on the Council's website www.kapiticoast.govt.nz and the elections 2010 web portal www.elections2010.co.nz

Determination of candidate order on the voting document

Candidates' names for the Kāpiti Coast District election are being listed on the voting document in alphabetical order. This decision was made by Council at its meeting on 28 January 2010 in accordance with legislative requirements.

Following is a Nomination Checklist:

NOMINATION CHECKLIST

Candidate's Name:

Issue:

| | |
|---|---|
| Candidate's full names and address provided | <input type="radio"/> |
| Candidate on parliamentary roll (at correct address) | <input type="radio"/> |
| Candidate a New Zealand citizen (proof provided) | <input type="radio"/> |
| Nominators' full names and addresses provided | <input type="radio"/> |
| Nominators' signatures provided | <input type="radio"/> |
| Nominators in correct ward/community/constituency/DHB area and on roll (at correct address) | <input type="radio"/> |
| Candidate's name, affiliation* (if required), name on voting document checked | <input type="radio"/> |
| Candidate's signature and contact details provided | <input type="radio"/> |
| Candidate profile provided (optional – but no more than 150 words) | <input type="radio"/> Yes <input type="radio"/> No |
| Candidate photograph provided (optional – passport size or digital**) | <input type="radio"/> Yes <input type="radio"/> No |
| DHB candidates' conflict of interest statements received (mandatory – no word limit) | <input type="radio"/> |
| Candidate deposit received | <input type="radio"/> |
| Receipt issued for deposit | <input type="radio"/> |
| Electoral Officer's section completed | <input type="radio"/> |

* letter of authorisation supplied from political party or organisation, if applicable

** JPEG scanned at 300 dpi

Note: A candidate cannot stand for both a Kāpiti Coast District Council position (ie mayor, councillor or community board member) as well as a position on the Greater Wellington Regional Council.

(8) CAMPAIGNING

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

Election signs

The Council's District Plan has restrictions on the placement of election signs. Please read this section in conjunction with the following sections.

The positioning of signs

Council owned property

- The maps following this section show areas of Council owned land where signs may be placed.

Private property

- Signs may be erected on private property or within 1 metre of the property boundary subject to the written consent of the owner.

State Highway One

With regard to placing election signage adjacent to State Highways, the New Zealand Transport Agency (NZTA) has requirements which must be met by all candidates:

- no signs are allowed on or adjacent to motorways (e.g. the Wellington urban motorway);
- in speed environments of 70kph or above, signs must not be located on the state highway road reserve (ie the piece of land between the road bitumen and the boundary of the adjacent property);
- the placement of a sign within the State Highway road reserve in a speed environment of less than 70 kph or on private property adjoining the state highway must:
 - not be reflectorised or placed in such a way that will create an obvious conflict with existing road signs;
 - not imitate or be of form similar to any traffic signs;
 - give consideration to visibility and other traffic safety aspects;
 - have no more than 6 to 8 words or 40 characters;
 - not be erected for longer than 8 weeks prior to election day and must be removed as soon as possible after election day; and
 - have Council approval.

Signs erected in a location or manner likely to cause distraction or danger to road users may be removed by the NZTA without prior notice. Where a sign is removed by the NZTA the candidate will be advised of the action taken and that the sign may be redeemed for a fee of \$50.

These criteria apply for road safety reasons. If in doubt about the size and/or placement of signs please contact the Electoral Officer in the first instance.

General

- Signs are not permitted on power, light, traffic control signs or other traffic fixtures that exist for road, traffic, or other infrastructural purposes; nor on bridges or any other road structures.
- The exact location of signs shall not restrict traffic visibility or form a traffic hazard in any way and shall be at the discretion of the Council's Regulatory Manager.
- The maximum size of an election sign is 3 square metres (if more than one sign on the site the 3 square metres is the combined total on the site)
- The erection of election signs in the designated areas is limited to eight weeks before the election and must be removed prior to polling day. In the case of the 2010 election, signs are permitted from noon on 13 August and midnight 8 October inclusive (noon on the day nominations close and by midnight on the day before polling day).
- All signs must now identify the person under whose authority the sign has been erected, and the address of their residence or business (*section 113 LEA*). This means that at the foot of all signs (and all advertising), each candidate must have a sentence, such as "This advertising has been authorised by Xxxxx Xxxxxxxx (address)." Or "Authorised by Xxxxx Xxxxxxxx (address).
- No permit or licence is required for temporary election signs that meet the above criteria.
- If in any doubt as to the validity or placement of signs please contact the Council on (04) 296 4700.

Compliance action

- Council reserves the right to remove any signs that are a traffic hazard, do not comply with the signage protocol, or where the written consent of the adjoining landowner has not been obtained.
- Any signs that are removed will be held by Kāpiti Coast District Council until after the election.
- To obtain the return of signs, contact the Regulatory Manager, Tel (04) 296 4700. There is a \$50 (plus GST) charge for returned signs.
- Following the Elections, the Council reserves the right to dispose of any signs in its possession not uplifted within 14 days.

Following are aerial photos of Council-approved election sign locations:

Election Advertising

Authorisation of advertising

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

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

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.

135 *Advertisements for candidates*

- (1) Every person commits an offence who wilfully contravenes section 113 (1).*
- (2) Every person who commits an offence against subsection (1) is liable on summary conviction of a fine not exceeding \$1,000.*

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

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

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

The relevant electoral offence provisions are detailed later in this handbook. Please refer to them for your own protection.

Number of households (properties valued > \$50,000)

To assist campaigning by candidates, the approximate number of occupied dwellings in each area of the District is provided below.

| <i>Area</i> | <i>Number of Properties (2010)*</i> |
|--|-------------------------------------|
| Waikanae Beach | 1831 |
| Waikanae East | 842 |
| Waikanae Rural | 670 |
| Waikanae Garden | 2420 |
| Otaki Rural | 1430 |
| Otaki Urban | 2630 |
| Paraparaumu Beach North | 988 |
| Paraparaumu Beach | 1761 |
| Paraparaumu Central | 2358 |
| Paraparaumu North (including Otaihanga) | 1069 |
| Paraparaumu East | 730 |
| Paraparaumu State Highway | 40 |
| Paraparaumu Rural | 185 |
| Raumati Beach | 2488 |
| Raumati South | 960 |
| Raumati Rural | 50 |

| | |
|-------------------|--------|
| Paekakariki Urban | 703 |
| Paekakariki Rural | 60 |
| | 21,215 |

Electoral expenses and donations

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

| | | Expenditure limit \$ (incl GST) | Population estimate June 2009* |
|-----------------------------------|---------------------|------------------------------------|--------------------------------------|
| Mayoral candidates | | 30,000 | 48,900 |
| Council candidates | Ōtaki | 7,000 | 8,960 |
| | Waikanae | 14,000 | 10,700 |
| | Paraparaumu | 14,000 | 19,500 |
| | Raumati/Paekākāriki | 7,000 | 9,750 |
| | District Wide | 30,000 | 48,900 |
| | | | |
| Community Board candidates | Ōtaki | 7,000 | 7,900 |
| | Waikanae | 14,000 | 11,750 |
| | Paraparaumu/Raumati | 20,000 | 27,600 |
| | Paekākāriki | 3,500 | 1,680 |

NOTE: *provided by Statistics New Zealand. Updated population estimates will be available upon request from the Electoral Officer by end July 2010.

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

The ‘applicable period’ for which campaign expenditure limits apply is 3 months before election day (i.e. 9 July 2010 to 9 October 2010). However, *section 112 LEA* specifies that all campaign expenses incurred before the 3 month period but relating fully or in part to the 3 month period, must be included in the return (i.e. where an election activity is carried out “both before and within the applicable period” then its costs must be apportioned in terms of *section 112*).

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

Companies, organisations and individuals providing services to candidates for the election must claim their costs within 30 days of the declaration of the results. Electoral expenses must be paid within 60 days of the declaration of the results [*section 105 LEA*].

Return of electoral expenses and electoral donations forms

Candidates are required to submit a return on electoral expenses incurred and electoral donations received to the Electoral Officer within 55 days after the official declaration (estimated to be by 8 December 2010). A copy of the required form [*Schedule 2 LEA*] is included in this handbook and is also available from www.kapiticoast.govt.nz

If an election is not required (i.e. for those candidates elected unopposed) the 55 days will apply from the date of the Electoral Officer's public notification of the candidates' election (estimated to be 16 October 2010).

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

Once returned the electoral expenses and donations form becomes a public document and can be inspected by any person for a period of 7 years after the date of the election.

Following is a copy of the Electoral Expenses Return form:

(9) VOTING AND VOTE PROCESSING

Electoral system

Two electoral systems will be operating side by side for the 2010 elections. These are:

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

For more information on understanding how the STV electoral system works, please access the Department of Internal Affairs website (www.dia.govt.nz). A comprehensive explanation on the New Zealand method of counting STV votes is found in *Schedule 1A, LER*.

Local authorities using STV for the 2010 elections are Dunedin City Council, Kaipara District Council, Malborough District Council, Porirua City Council, Wellington City Council and Kāpiti Coast District Council. All other councils are using FPP.

Kāpiti District will use the STV electoral system for the following elections:

- Mayor
- All Councillors (ward and Districtwide)
- Community Boards
- District health boards (both Capital Coast and MidCentral)

In the Kāpiti Coast District only the election for the Greater Wellington Regional Council is conducted using the FPP electoral system.

Briefly, the STV electoral system consists of the following:

- voters receive a single (transferable) vote no matter whether there is one vacancy or several;
- voters rank the candidates in order of preference with “1” next to the name of the candidate most preferred, “2” next to the name of the candidate next preferred, “3” next to the name of the candidate next preferred, and so on;
- when votes are counted, all the first preferences are allocated first. To be elected, a candidate must reach a “quota” of votes, which is based on the number of vacancies and the number of valid votes;
- A candidate who reaches the quota is elected. If there is more than one vacancy and a candidate gets more votes than the quota, a proportion of each vote for that candidate is transferred to the voter’s second preference. If, as a result, another candidate gets more votes than the quota, a proportion is transferred to third preferences, and so on;
- if insufficient candidates reach the quota after the first preferences are allocated and after any surplus votes are transferred, then the candidate who received the fewest votes is eliminated and each vote for that candidate is transferred to the voter’s second preference. This process is repeated until enough candidates reach the quota to fill all the vacancies.

This process of counting preferences and transferring votes is performed by computer. The computer software - an STV 'calculator' - is provided by the Department of Internal Affairs.

A simple example of how the quota is established can be shown when just 1 vacancy is to be filled. Let us assume the total votes received are 1,000. Regardless of the number of candidates, for 1 candidate to win, the candidate must receive at least 501 of the 1,000 votes. Consequently, in this case the quota is 501, enough for only one candidate to be elected.

Consider now a more complex example. If there are 4 vacancies and 1,000 votes are received, the quota would be set at 201. As proof that 201 is the correct quota, when 4 candidates achieve the quota of 201 votes (a total of 804) of the 1000 votes, then there remains only 196 votes; not enough for another candidate to reach the quota.

The quota formula is:

Total valid votes
----- +1* = the Quota (*this amount will be a fraction in order
No. of vacancies +1 to provide the fairest result for each
candidate)

So with the example above of 4 candidates chasing 1000 votes $\frac{1000}{4 + 1} + 1 = 201$

Note: The quota amount reduces if, during the counting of preferences, the STV calculator discovers numbers are repeated on voting paper or gaps exist in the sequence of numbers. Both these situations cause a vote to become invalid at the point of discovery.

Voting

The election is conducted by postal vote. Voting documents will be posted out to all electors whose names appear on the final electoral roll. Delivery by New Zealand Post will commence Friday 17 September 2010, and all electors should have received their voting documents by Wednesday 22 September 2010 at the latest.

Each elector, after receiving their voting document, should complete it, seal it in the return, postage paid envelope, and post or deliver it to the Electoral Officer.

If hand delivered, completed voting documents can be lodged at the following locations during business hours:

- Rimu Road Council Office at 175 Rimu Road Paraparaumu
- Paraparaumu Library, Iver Trask Place Paraparaumu
- Waikanae Library, Mahara Place Waikanae
- Ōtaki Library, Main Street Ōtaki

If posting completed voting documents back, electors should ensure they are posted in time to guarantee delivery to the Electoral Officer before close of voting (**12 noon**,

Saturday 9 October 2010). Postal delivery times vary between city and rural delivery. However it has been suggested by NZ Post that they should be posted by Wednesday 6 October 2010.

Special voting

Special votes are available to electors:

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

Special votes will be available during normal business hours from Friday 17 September 2010 to noon, Saturday 9 October 2010 at the Paraparaumu Library, Iver Trask Place, Paraparaumu.

Special votes can be posted directly out to electors. The completed voting document however, must be in the hands of the Electoral Officer by noon on election day (**Saturday 9 October 2010**).

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

If an elector requests a special vote and is not on the parliamentary roll (e.g. just turned 18 years of age), the person must enrol by Friday 8 October 2010 (the day before the close of voting). An application for registration as a parliamentary elector may be obtained:

- from any Post Shop; or
- by telephoning 0800 ENROL NOW (0800 367 656); or
- texting name and address to 3676; or
- by accessing the Electoral Enrolment Centre website on www.elections.org.nz

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

Special voting documents can be uplifted on behalf of an elector with their written authority but cannot be collected by candidates or their assistants for distribution to electors.

Early Processing of Returned Voting Documents

In January 2010 Council resolved that votes would undergo early processing. Returned voting documents are able to be opened and processed (but not counted) during all or part of the voting period prior to the close of voting. The early processing of voting documents involves the following functions:

- scrutiny of role (marking electors off roll to record that they have voted)

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

No tallying of votes is undertaken until after close of voting (12 noon, Saturday 9 October 2010).

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

Role and Appointment of Scrutineers

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

Candidates may appoint scrutineers to oversee various functions of the election. (The appointment form can be found at the end of this section). These functions are:

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

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

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

A scrutineer cannot be:

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

Each scrutineer must be appointed by a candidate, such appointment to be in writing to the Electoral Officer. For a person to be appointed a scrutineer, the letter of appointment must be received by the Electoral Officer no later than 12 noon, Friday 8 October 2010 [*section 68 LEA*].

Each appointed scrutineer must report initially to the Electoral Officer or Deputy Electoral Officer. They will be required to sign a declaration pledging not to disclose any information coming to his or her knowledge. A name tag will be issued to the scrutineer that must be returned to the Electoral Officer or Deputy Electoral Officer when departing the premises.

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

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

The scrutiny of the roll will be undertaken in the Coastlands Meeting Room, Paraparaumu Library during office hours (from 7.30am) between Monday 20 September 2010 and noon, Saturday 9 October 2010.

The preliminary count of votes will commence once all voting documents have been processed after 12 noon on Saturday 9 October 2010, and this will occur at Coastlands Meeting Room, Paraparaumu Library. A preliminary result will be available as soon as practicable after 12 noon, but it is unlikely to be before 4pm on Election day.

The official count of votes will commence once the preliminary count is concluded and the official declaration will be made in the week beginning Monday 11 October 2010 but is unlikely to be before Wednesday 13 October 2010. The official count will occur at the Coastlands Meeting Room Paraparaumu Library.

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

Scrutineers are advised to make their own provision for refreshments.

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

Following is a scrutineer appointment form:

Model letter of appointment of scrutineer

To the Electoral Officer
(Name of Local Authority)
Address 1
Address 2

I, [*name*] a candidate for the [name of election] appoint [name] to act as scrutineer at the following election processes.

or

We [*list the names of the 10 electors*] being electors of [*name of local authority*] appoint [name] to act as scrutineer at the following poll processes, at the Poll on [*name issue*]

Delete those election or poll processes below that the scrutineer is not appointed for

- 1 Scrutiny of the roll
- 2 Preliminary count
- 3 Official count
- 4 Recount

Signed _____
Candidate Name (or as the case may be), one of the ten electors

Notes for candidates, nominating electors and scrutineers

- 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 8 October 2010)
- 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. The same limitation also applies in the case of scrutineers for a poll.

Declaration by scrutineers

I, _____
(Name)

(Address)

(Occupation)

solemnly and sincerely declare that

(i) I will well and truly serve in the office of scrutineer:

- (a) at any election or poll held by the (name of local government area)
- (b) at any election or poll held in the name (name of local government area) on (date)
- (c) at the (name of election or poll) on (date)

(ii) I am not a person to whom section 68(3) of the Act applies; and

(iii) I will not, directly or indirectly, disclose any fact coming to my knowledge at any election or poll which I am required by the Local Electoral Act 2001 and the Local Electoral Regulations 2001, not to disclose.

Signature: _____

Declared at: _____ this _____ day of _____ 2010

Before Me: _____
*Justice of the Peace *Mayor or Chairperson of (Council)
*Electoral Officer *Deputy Electoral Officer

* Delete which ever do not apply

(10) ELECTION RESULTS

Communication of Results

As soon as practicable following the completion of the preliminary count, preliminary results will be:

- available at District Libraries and on the KCDC website www.kapiticoast.govt.nz;
- emailed/faxed to the media;
- emailed/faxed to candidates;
- available at Local Government Online www.localgovt.co.nz;
- available at www.elections2010.co.nz

A public notice of the official results will appear on the doors of the District Libraries and will be advertised in local newspapers as soon as practicable.

Coming into office

For local authority elections (including community boards but excluding DHBs):

- Where an election is required, a member comes into office on the day after the day on which the member is declared to be elected (i.e. the day after the first public notice declaring the result is made [*section 115 LEA*]);
- Where an election is not required (i.e. because the number of candidates does not exceed the number of vacancies), those unopposed candidates are declared elected at the close of nominations and they come into office on polling day (i.e. 9 October 2010);
- If at close of nominations, the number of candidates is less than the number of vacancies, the unfilled vacancies become extraordinary vacancies and are required to be filled by an election which cannot occur any earlier than 10 February 2011 [*section 138 LEA*];
- If a person is appointed to fill an extraordinary vacancy, they come into office on the day of their appointment.

It is important to note, however, that no person is capable of acting as an elected member until he or she has, at a meeting of the local authority, made a declaration as required by the *LGA 2002*. This is done at the first meeting after the local authority elections. This meeting is called by the council's Chief Executive as soon as practicable after the results of the election are known.

For district health board elections:

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

For district health board members:

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

(11) RELEVANT LEGISLATION

Relevant legislation in the LEA relating to electoral expenses and electoral offences is set out below:

104 Interpretation

In this Part,—

Applicable period before the close of polling day means the period beginning 3 months before the close of polling day and ending with the close of polling day

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

- (1) that is carried out by the candidate or with the candidate's authority; and
- (2) that relates to the candidate solely in the candidate's capacity as a candidate and not to the candidate—
 - (a) in his or her capacity as a member of the local authority or community board, or as the holder of any other office; or
 - (b) in any other capacity; and
- (3) that comprises—
 - (a) advertising of any kind; or
 - (b) radio or television broadcasting; or
 - (c) publishing, issuing, distributing, or displaying addresses, notices, posters, pamphlets, handbills, billboards, and cards; or
 - (d) any electronic communication to the public, including (without limitation) the establishment or operation of a website or other method of communication to the public using the Internet; and
- (4) that relates exclusively to the campaign for the election of the candidate; and
- (5) that takes place within the applicable period before the close of polling day

Electoral donation, in relation to a candidate at an election,—

- (1) means a donation (whether of money or the equivalent of money or of goods or services or of a combination of those things) of a sum or value of more than \$1,000 (such amount being inclusive of any goods and services tax and of a series of donations made by or on behalf of any one person that aggregate more than \$1,000) made to the candidate, or to any person on the candidate's behalf, for use by or on behalf of the candidate in the campaign for his or her election; and
- (2) includes, if goods or services are provided to the candidate, or to any person on the candidate's behalf, under a contract at 90% or less of their reasonable market value, the amount of the difference between the

contractual price of the goods or services and the reasonable market value of those goods or services; but

- (3) *does not include the labour of any person that is provided to the candidate free of charge by that person.*

Electoral expenses, in relation to a candidate at an election,—

- (1) *means expenses that are incurred by or on behalf of the candidate in respect of any electoral activity; and*
- (2) *includes expenses that are incurred by or on behalf of the candidate, before or after the applicable period before the close of polling day, in respect of any electoral activity; and*
- (3) *includes the reasonable market value of any materials applied in respect of any electoral activity that are given to the candidate or that are provided to the candidate free of charge or below reasonable market value; and*
- (4) *includes the cost of any printing or postage in respect of any electoral activity, whether or not the expenses in respect of the printing or postage are incurred by or on behalf of the candidate; but*
- (5) *does not include the expenses of operating a vehicle on which election advertising appears if that vehicle is used in good faith by the candidate as the candidate's personal means of transport; and*
- (6) *does not include expenses incurred by the candidate in preparing a candidate profile statement; and*
- (7) *does not include the labour of any person that is provided to the candidate free of charge by that person*

Population means the population, as at the day that is 3 months before the close of polling day, of a local government area as specified in a certificate issued in respect of that area by the Government Statistician

105 Periods for claiming and paying expenses

- (1) *No claim against a candidate, or against any agent of a candidate, in respect of any electoral expenses is recoverable unless it is sent to the candidate within 30 days after the day on which the successful candidates are declared to be elected*
- (2) *All electoral expenses incurred by or on behalf of a candidate must be paid within 60 days after the day on which the successful candidates are declared to be elected.*

106 Procedure if claim disputed

(1) If a candidate, in the case of a claim for electoral expenses sent in to him or her within the time allowed by this Act, disputes it, or fails to pay it within 60 days,—

- (a) the claim is a disputed claim; and*
- (b) the claimant may, if he or she thinks fit, within a further 30 days, bring an action for the disputed claim in any court of competent jurisdiction.*

(2) Any sum paid by the candidate to satisfy the judgment or order of the Court in any action referred to in subsection (1) is to be treated as paid within the time allowed by this Act.

107 Leave to pay claim after time limited

(1) A District Court may, on the application of the claimant or the candidate, grant leave to the candidate to pay a disputed claim, or to pay a claim for any electoral expenses, even though it is sent in after the time allowed by this Act, if the Court considers it in the interests of justice to grant that leave.

(2) Any sum specified in the order granting that leave may be paid by the candidate and, when paid, is to be treated as paid within the time allowed by this Act.

108 Payments to be vouched by bill

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

- (a) a bill stating the particulars; and*
- (b) a receipt.*

109 Return of electoral 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 transmit to the electoral officer a return setting out—

- (a) the candidate's electoral expenses; and*
- (b) the name and address of each person who made an electoral donation to the candidate and the amount of each electoral donation; and*
- (c) if an electoral donation of money or of the equivalent of money is made to the candidate anonymously and the amount of that donation exceeds \$1,000 —*
 - (i) the amount of that donation; and*
 - (ii) the fact that it has been received anonymously.*

(2) Every return under subsection (1) must be in the form prescribed in Schedule 2 or to similar effect.

- (3) *If the candidate is outside New Zealand on the day on which the successful candidates are declared to be elected, the return must be transmitted by the candidate to the electoral officer within 21 days after the date of the candidate's return to New Zealand.*
- (4) *It is the duty of every electoral officer to ensure that this section is complied with.*

Note: section 5 LEA specifies that an anonymous donation means 'a donation that is made in such a way that the candidate concerned does not know who made the donation'.

110 Return to be open for public inspection

The electoral officer must keep every return under section 109 in the electoral officer's office, or at some other convenient place to be appointed by the chief executive of the local authority, for a period of 7 years after the date of the election to which it relates, and—

- (1) *during that period the return must be open to inspection by any person; and*
- (2) *at the expiry of that period the electoral officer must ensure that the return is destroyed.*

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 5000:*
 - (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 4999:*
 - (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 9999:*
 - (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 of 250 000 or more.*
- (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 1 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.

Election Offences

122 Interfering with or influencing voters

- (1) Every person commits an offence, and is liable on summary conviction to a fine not exceeding \$5,000, who—
 - (a) interferes in any way with any person who is about to vote with the intention of influencing or advising that person as to how he or she should vote:
 - (b) prints, publishes, distributes, or delivers to any person (using any medium or means of communication) a document, paper, notice, or message, being or purporting to be in imitation of any voting document to be used at the election or poll that,—
 - (i) in the case of an election, includes the name of a candidate or candidates, together with any direction or indication as to the candidate or candidates for whom any person should vote:
 - (ii) in the case of a poll, includes a statement or indication as to how any person should vote:
 - (iii) in any way contains or suggests any such direction or indication or other matter likely to influence how any person votes:
 - (c) prints, publishes, or distributes any instruction on the method of marking the voting document that differs in any material way from the instructions required by this Act or any regulations made under this Act to accompany the voting document.
- (2) Despite **subsection (1)(b)**, it is not an offence under that subsection to print, publish, distribute, or deliver a card or leaflet (not being an imitation voting document) on which is printed—

- (a) *the names of all or any of the candidates and the elective offices for which they are candidates (with or without the name of the organisations or groups to which those candidates are affiliated, and including those who are independent); and*
 - (b) *nothing else.*
- (3) *Nothing in this section applies to-*
- (a) *any official statement or announcement made or exhibited under the authority of this Act or regulations made under this Act; or*
 - (b) *any candidate profile statement, published, displayed or distributed under the authority of this Act or regulations made under this Act.*

123 Offences in respect of official documents

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

124 Voting offences

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

- (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;
 - (b) gives or obtains, agrees to give or obtain, offers, promises, or promises to obtain or to try to obtain any office or place of employment to or for any elector, or to or for any person on behalf of any elector, or to or for any other person, in order to induce the elector to vote or refrain from voting; or
 - (c) corruptly does any act referred to in **paragraph (a) or paragraph (b)** on account of an elector having voted or refrained from voting; or
 - (d) makes any gift, loan, offer, promise, or agreement referred to in **paragraph (a) or paragraph (b)** for, or with, any person in order to induce that person to obtain or try to obtain the election of any person or the vote of any elector, or
 - (e) upon or as a consequence of any gift, loan, offer, promise, or agreement referred to in **paragraph (a) or paragraph (b)** obtains, or tries to obtain, the election of any person or the vote of any elector; or
 - (f) advances or pays, or causes to be paid, any money to or for the use of any other person, intending that that money or any part of it will be used for bribery at any election or poll; or
 - (g) knowingly pays or causes to be paid any money to any person in discharge or repayment of any money wholly or partly used for bribery at any election or poll.
- (2) An elector commits the offence of bribery if,-
- (a) before or during the voting period at the election or poll, he or she, directly or indirectly, on his or her own or by another person, receives, or agrees or contracts for, any money, gift, loan, or valuable consideration, office, place, or employment for himself or herself or for any other person for voting or agreeing, to refrain from voting-;
 - (b) after the voting period at the election or poll, he or she directly or indirectly, on his or her own or by another person, receives any money or valuable consideration on account of any person having voted or refrained from voting or having induced any other person to vote or refrain from voting.
- (3) Every person who commits bribery is liable on conviction on indictment to imprisonment for a term not exceeding 2 years.

126 Treating

- (1) Every person commits the offence of treating who corruptly before, during, or after an election or poll, and directly or indirectly, on that person's own or by another person, gives or provides, or pays wholly or in part the expense of giving or providing, any food, drink, entertainment, or provision to or for any person
- (a) for the purpose of influencing, that person or any other person to vote or refrain from voting-; or
 - (b) for the purpose of obtaining- his or her election; or

- (c) *on account of that person or any other person having voted or refrained from voting, or being about to vote or refrain from voting.*
- (2) *Every holder of a licence under the Sale of Liquor Act 1989 commits the offence of treating who knowingly supplies any food, drink, entertainment, or provision-*
 - (a) *to any person, if the supply is demanded for 1 or more of the purposes specified in **subsection (1)**; or*
 - (b) *to any person, whether an elector or not, for the purpose of obtaining the election of a candidate or affecting the result of a poll, and without receiving payment for it at the time when it is supplied.*
- (3) *Every elector who corruptly accepts or takes any such food, drink, entertainment, or provision also commits the offence of treating-*
- (4) *Despite **subsections (1) to (3)**, the provision of light refreshments after any meeting relating to an election or poll does not constitute the offence of treating.*
- (5) *Every person who commits the offence of treating is liable on conviction or indictment to imprisonment for a term not exceeding 2 years.*

127 Undue influence

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

128 Personation

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

election or poll (whether or not any voting document he or she returns is valid).

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

129 *Infringement of secrecy*

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

130 Disclosing voting or state of election or poll

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

131 Penalty for electoral officer, deputy electoral officer, and other electoral officials

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

132 Payments in breach of section 98

- (1) *Every person commits an offence who makes a payment in contravention of **section 98**.*
- (2) *Every person who commits an offence against **subsection (1)** is liable on summary conviction to a fine not exceeding \$5,000.*

133 Failure to transmit return

- (1) *Every candidate commits an offence who fails to transmit a return of electoral expenses **in** the prescribed form to the electoral officer within the prescribed period.*
- (2) *Every person who commits an offence against **subsection (1)** is liable on summary conviction to a fine not exceeding \$1,000, and, if he or she has been elected, to a further fine not exceeding \$400 for every day on which he or she continues to act until the return is transmitted.*

134 False return

- (1) *Every candidate commits an offence who transmits a return of electoral expenses knowing that it is false in any material particular, and is liable on conviction on indictment to imprisonment for a term not exceeding 2 years or to a fine not exceeding \$10,000.*
- (2) *Every candidate commits an offence and is liable on summary conviction to a fine not exceeding \$5,000 who transmits a return of electoral expenses that is false in any material particular unless the candidate proves –*
 - (a) *that he or she had not intention to mis-state or conceal the facts; and*
 - (b) *that he or she took all reasonable steps to ensure that the information was accurate.*

135 Unauthorised expenditure

- (1) *Every person commits an offence who publishes or broadcasts any material promoting the election of any candidate without the written authority of the candidate or the candidate's agent.*
- (2) *Every person who commits an offence against **subsection (1)** is liable on summary conviction to a fine not exceeding \$1,000.*

136 Excessive expenditure

- (1) *Every 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 prescribed maximum amount, knowing that the payment is in excess of the prescribed maximum amount, and is liable on conviction on indictment to imprisonment for a term not exceeding 2 years or to a fine not exceeding \$10,000.*
- (2) *Every candidate or other person commits an offence 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 prescribed maximum amount, and is liable on summary conviction to a fine not exceeding \$5,000 unless the candidate or other person proves that he or she took all reasonable steps to ensure that the electoral expenses did not exceed the prescribed maximum amount.*

General provisions

137 Property may be stated as being in electoral officer

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

138 *Duty to take action in respect of offences*

- (1) *If the electoral officer at any election or poll-*
 - (a) *receives a written complaint that an offence under this Part has been committed; or*
 - (b) *believes for any other reason that an offence under this the Part may have been committed,-**the electoral officer must report that matter to the police together with the results of any enquiries made by the electoral officer that he or she considers appropriate.*
- (2) *Subsection (1) does not prevent any person from reporting an alleged offence to the police.*
- (3) *Despite subsection (1), an electoral officer is not required to report the failure by a candidate at an election to file the return required by section 109 (1) within the period prescribed in section 109, if the candidate files that return promptly after being required by the electoral officer to file the return.*

**(12) ELECTION RESULTS FOR THE KĀPITI COAST DISTRICT COUNCIL
IN 2007**

| Ōtaki Ward | | | | | | | | | |
|-------------------|--------------|--------------------|--------------|--------------|--------------------|--------------|--------------|--------------------|-------------|
| 2001 | | | 2004 | | | 2007 | | | |
| Daily | Accum | % to Posted | Daily | Accum | % to Posted | Daily | Accum | % to Posted | Date |
| 146 | 146 | 2.64% | | 0 | 0.00% | 30 | 30 | 0.46% | 24-Sep |
| 203 | 349 | 6.32% | 13 | 13 | 0.21% | 45 | 75 | 1.16% | 25-Sep |
| 255 | 604 | 10.93% | 22 | 35 | 0.56% | 119 | 194 | 2.99% | 26-Sep |
| 315 | 919 | 16.63% | 321 | 356 | 5.68% | 125 | 319 | 4.92% | 27-Sep |
| 266 | 1,185 | 21.44% | 178 | 534 | 8.52% | 312 | 631 | 9.73% | 28-Sep |
| 431 | 1,616 | 29.24% | 333 | 867 | 13.84% | 167 | 798 | 12.31% | 1-Oct |
| 51 | 1,667 | 30.17% | 145 | 1,012 | 16.15% | 227 | 1,025 | 15.81% | 2-Oct |
| 184 | 1,851 | 33.50% | 206 | 1,218 | 19.44% | 215 | 1,240 | 19.13% | 3-Oct |
| 162 | 2,013 | 36.43% | 274 | 1,492 | 23.81% | 166 | 1,406 | 21.69% | 4-Oct |
| 162 | 2,175 | 39.36% | 106 | 1,598 | 25.51% | 108 | 1,514 | 23.36% | 5-Oct |
| 75 | 2,250 | 40.72% | 254 | 1,852 | 29.56% | 456 | 1,970 | 30.39% | 8-Oct |
| 190 | 2,440 | 44.15% | 193 | 2,045 | 32.64% | 85 | 2,055 | 31.70% | 9-Oct |
| 197 | 2,637 | 47.72% | 226 | 2,271 | 36.25% | 262 | 2,317 | 35.75% | 10-Oct |
| 155 | 2,792 | 50.52% | 240 | 2,511 | 40.08% | 263 | 2,580 | 39.80% | 11-Oct |
| 222 | 3,014 | 54.54% | 243 | 2,754 | 43.96% | 288 | 2,868 | 44.25% | 12-Oct |
| 189 | 3,203 | 57.96% | 154 | 2,908 | 46.42% | | 2,868 | 44.25% | 13-Oct |
| | 5,526 | | | 6,265 | | | 6,482 | | No. Posted |
| | 57.96% | | | 46.42% | | | 44.25% | | % Returned |

| Waikanae Ward | | | | | | | | | |
|----------------------|--------------|--------------------|--------------|--------------|--------------------|--------------|--------------|--------------------|-------------|
| 2001 | | | 2004 | | | 2007 | | | |
| Daily | Accum | % to Posted | Daily | Accum | % to Posted | Daily | Accum | % to Posted | Date |
| 293 | 293 | 3.54% | | 0 | 0.00% | 40 | 40 | 0.48% | 24-Sep |
| 441 | 734 | 8.87% | 10 | 10 | 0.12% | 297 | 337 | 4.03% | 25-Sep |
| 525 | 1,259 | 15.21% | 96 | 106 | 1.31% | 410 | 747 | 8.93% | 26-Sep |
| 356 | 1,615 | 19.52% | 241 | 347 | 4.30% | 393 | 1,140 | 13.63% | 27-Sep |
| 296 | 1,911 | 23.09% | 248 | 595 | 7.37% | 203 | 1,343 | 16.06% | 28-Sep |
| 542 | 2,453 | 29.64% | 447 | 1,042 | 12.91% | 186 | 1,529 | 18.28% | 1-Oct |
| 423 | 2,876 | 34.76% | 357 | 1,399 | 17.33% | 217 | 1,746 | 20.88% | 2-Oct |
| 275 | 3,151 | 38.08% | 315 | 1,714 | 21.24% | 429 | 2,175 | 26.01% | 3-Oct |
| 236 | 3,387 | 40.93% | 293 | 2,007 | 24.87% | 127 | 2,302 | 27.53% | 4-Oct |
| 257 | 3,644 | 44.04% | 212 | 2,219 | 27.49% | 375 | 2,677 | 32.01% | 5-Oct |
| 181 | 3,825 | 46.22% | 381 | 2,600 | 32.21% | 537 | 3,214 | 38.43% | 8-Oct |
| 514 | 4,339 | 52.44% | 394 | 2,994 | 37.10% | 215 | 3,429 | 41.00% | 9-Oct |
| 342 | 4,681 | 56.57% | 384 | 3,378 | 41.85% | 374 | 3,803 | 45.47% | 10-Oct |
| 337 | 5,018 | 60.64% | 408 | 3,786 | 46.91% | 417 | 4,220 | 50.46% | 11-Oct |
| 314 | 5,332 | 64.44% | 491 | 4,277 | 52.99% | 451 | 4,671 | 55.85% | 12-Oct |
| 383 | 5,715 | 69.06% | 152 | 4,429 | 54.88% | | 4,671 | 55.85% | 13-Oct |
| | 8,275 | | | 8,071 | | | 8,363 | | No. Posted |
| | 69.06% | | | 54.88% | | | 55.85% | | % Returned |

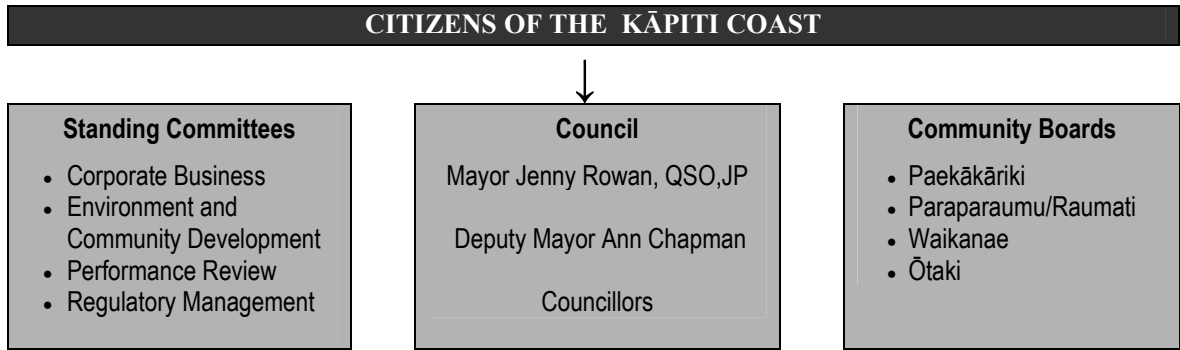
| Paraparaumu Ward | | | | | | | | | |
|------------------|--------|-------------|-------|--------|-------------|-------|--------|-------------|------------|
| 2001 | | | 2004 | | | 2007 | | | |
| Daily | Accum | % to Posted | Daily | Accum | % to Posted | Daily | Accum | % to Posted | Date |
| 347 | 347 | 3.12% | | 0 | 0.00% | 135 | 135 | 0.99% | 24-Sep |
| 546 | 893 | 8.04% | 29 | 29 | 0.23% | 198 | 333 | 2.45% | 25-Sep |
| 659 | 1,552 | 13.97% | 179 | 208 | 1.66% | 406 | 739 | 5.43% | 26-Sep |
| 457 | 2,009 | 18.09% | 338 | 546 | 4.35% | 501 | 1,240 | 9.11% | 27-Sep |
| 403 | 2,412 | 21.72% | 291 | 837 | 6.66% | 257 | 1,497 | 10.99% | 28-Sep |
| 574 | 2,986 | 26.89% | 518 | 1,355 | 10.79% | 269 | 1,766 | 12.97% | 1-Oct |
| 409 | 3,395 | 30.57% | 500 | 1,855 | 14.77% | 459 | 2,225 | 16.34% | 2-Oct |
| 354 | 3,749 | 33.76% | 439 | 2,294 | 18.26% | 482 | 2,707 | 19.88% | 3-Oct |
| 292 | 4,041 | 36.39% | 361 | 2,655 | 21.13% | 165 | 2,872 | 21.09% | 4-Oct |
| 325 | 4,366 | 39.31% | 283 | 2,938 | 23.39% | 425 | 3,297 | 24.21% | 5-Oct |
| 231 | 4,597 | 41.39% | 500 | 3,438 | 27.37% | 589 | 3,886 | 28.54% | 8-Oct |
| 686 | 5,283 | 47.57% | 429 | 3,867 | 30.78% | 345 | 4,231 | 31.07% | 9-Oct |
| 353 | 5,636 | 50.75% | 430 | 4,297 | 34.20% | 698 | 4,929 | 36.20% | 10-Oct |
| 370 | 6,006 | 54.08% | 430 | 4,727 | 37.63% | 514 | 5,443 | 39.97% | 11-Oct |
| 400 | 6,406 | 57.68% | 550 | 5,277 | 42.00% | 788 | 6,231 | 45.76% | 12-Oct |
| 530 | 6,936 | 62.45% | 348 | 5,625 | 44.77% | | 6,231 | 45.76% | 13-Oct |
| | 11,106 | | | 12,563 | | | 13,617 | | No. Posted |
| | 62.45% | | | 44.77% | | | 45.76% | | % Returned |

| Paekākāriki/Raumatī Ward | | | | | | | | | |
|--------------------------|--------|-------------|-------|--------|-------------|-------|--------|-------------|------------|
| 2001 | | | 2004 | | | 2007 | | | |
| Daily | Accum | % to Posted | Daily | Accum | % to Posted | Daily | Accum | % to Posted | Date |
| 217 | 217 | 3.24% | | 0 | 0.00% | 73 | 73 | 1.06% | 24-Sep |
| 316 | 533 | 7.95% | 17 | 17 | 0.26% | 73 | 146 | 2.13% | 25-Sep |
| 265 | 798 | 11.90% | 90 | 107 | 1.64% | 165 | 311 | 4.53% | 26-Sep |
| 285 | 1,083 | 16.15% | 181 | 288 | 4.41% | 234 | 545 | 7.94% | 27-Sep |
| 193 | 1,276 | 19.03% | 150 | 438 | 6.70% | 112 | 657 | 9.57% | 28-Sep |
| 364 | 1,640 | 24.46% | 208 | 646 | 9.89% | 162 | 819 | 11.92% | 1-Oct |
| 293 | 1,933 | 28.83% | 201 | 847 | 12.96% | 249 | 1,068 | 15.55% | 2-Oct |
| 214 | 2,147 | 32.03% | 245 | 1,092 | 16.72% | 270 | 1,338 | 19.48% | 3-Oct |
| 172 | 2,319 | 34.59% | 153 | 1,245 | 19.06% | 57 | 1,395 | 20.31% | 4-Oct |
| 158 | 2,477 | 36.95% | 172 | 1,417 | 21.69% | 213 | 1,608 | 23.41% | 5-Oct |
| 158 | 2,635 | 39.30% | 255 | 1,672 | 25.59% | 435 | 2,043 | 29.75% | 8-Oct |
| 355 | 2,990 | 44.60% | 225 | 1,897 | 29.04% | 141 | 2,184 | 31.80% | 9-Oct |
| 204 | 3,194 | 47.64% | 217 | 2,114 | 32.36% | 396 | 2,580 | 37.57% | 10-Oct |
| 249 | 3,443 | 51.36% | 247 | 2,361 | 36.14% | 458 | 3,038 | 44.23% | 11-Oct |
| 258 | 3,701 | 55.21% | 299 | 2,660 | 40.72% | 453 | 3,491 | 50.83% | 12-Oct |
| 387 | 4,088 | 60.98% | 198 | 2,858 | 43.75% | | 3,491 | 50.83% | 13-Oct |
| | 6,704 | | | 6,533 | | | 6,868 | | No. Posted |
| | 60.98% | | | 43.75% | | | 50.83% | | % Returned |

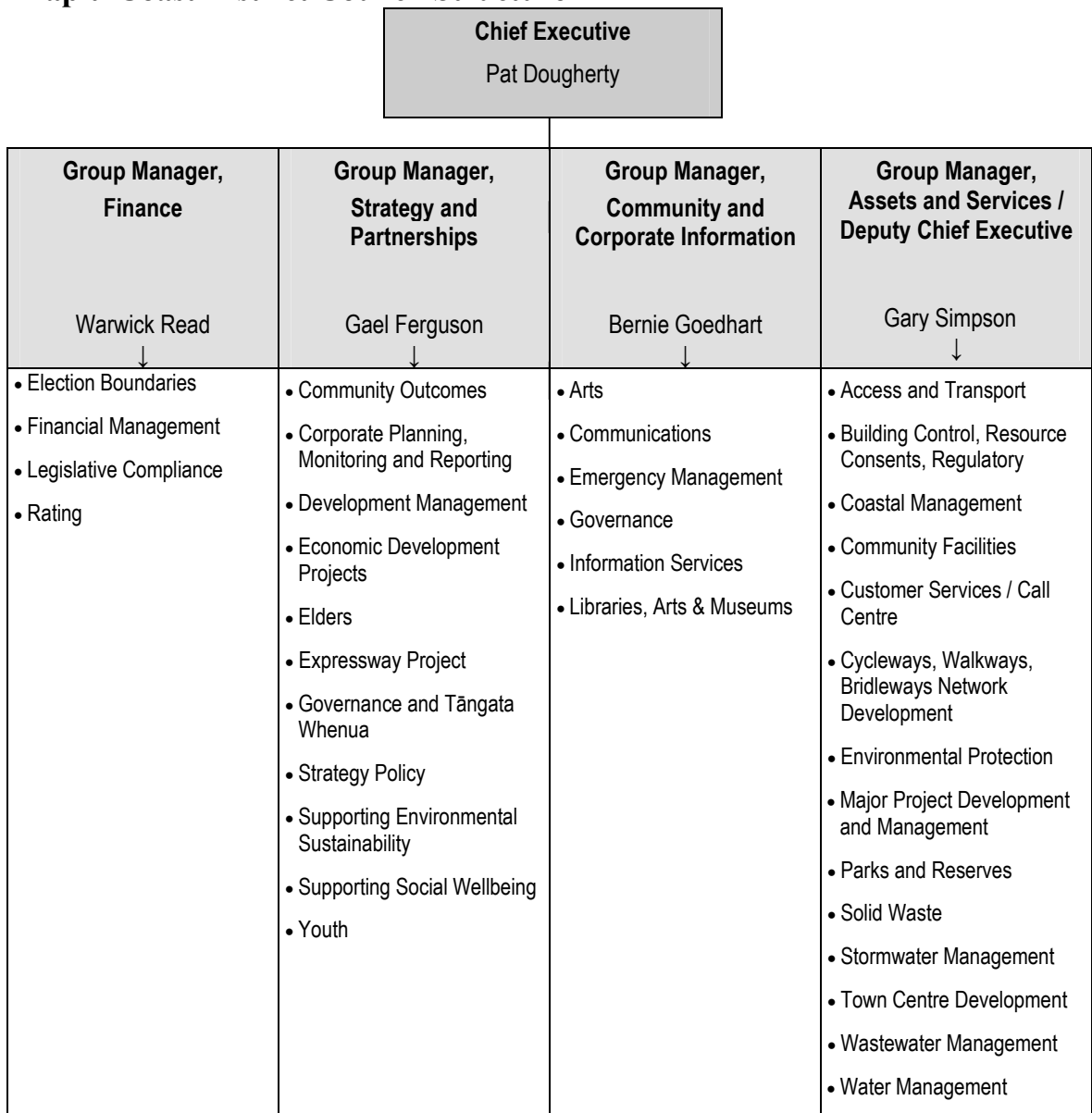
| Totals for KC District | | | | | | | | | |
|------------------------|--------|-------------|-------|--------|-------------|-------|--------|-------------|------------|
| 2001 | | | 2004 | | | 2007 | | | |
| Daily | Accum | % to Posted | Daily | Accum | % to Posted | Daily | Accum | % to Posted | Date |
| 1,003 | 1,003 | 3.17% | 0 | 0 | 0.00% | 276 | 276 | 0.78% | 24-Sep |
| 1,506 | 2,509 | 7.94% | 69 | 69 | 0.21% | 613 | 889 | 2.52% | 25-Sep |
| 1,704 | 4,213 | 13.33% | 387 | 456 | 1.36% | 1,100 | 1,989 | 5.63% | 26-Sep |
| 1,413 | 5,626 | 17.80% | 1,081 | 1,537 | 4.60% | 1,253 | 3,242 | 9.18% | 27-Sep |
| 1,158 | 6,784 | 21.46% | 867 | 2,404 | 7.19% | 884 | 4,126 | 11.68% | 28-Sep |
| 1,911 | 8,695 | 27.51% | 1,506 | 3,910 | 11.70% | 784 | 4,910 | 13.90% | 1-Oct |
| 1,176 | 9,871 | 31.23% | 1,203 | 5,113 | 15.29% | 1,152 | 6,062 | 17.16% | 2-Oct |
| 1,027 | 10,898 | 34.48% | 1,205 | 6,318 | 18.90% | 1,396 | 7,458 | 21.11% | 3-Oct |
| 862 | 11,760 | 37.20% | 1,081 | 7,399 | 22.13% | 515 | 7,973 | 22.57% | 4-Oct |
| 902 | 12,662 | 40.06% | 773 | 8,172 | 24.44% | 1,121 | 9,094 | 25.74% | 5-Oct |
| 645 | 13,307 | 42.10% | 1,390 | 9,562 | 28.60% | 2,017 | 11,111 | 31.45% | 8-Oct |
| 1,745 | 15,052 | 47.62% | 1,241 | 10,803 | 32.31% | 786 | 11,897 | 33.67% | 9-Oct |
| 1,096 | 16,148 | 51.08% | 1,257 | 12,060 | 36.07% | 1,730 | 13,627 | 38.57% | 10-Oct |
| 1,111 | 17,259 | 54.60% | 1,325 | 13,385 | 40.04% | 1,652 | 15,279 | 43.25% | 11-Oct |
| 1,194 | 18,453 | 58.38% | 1,583 | 14,968 | 44.77% | 1,980 | 17,259 | 48.85% | 12-Oct |
| 1,489 | 19,942 | 63.09% | 852 | 15,820 | 47.32% | 0 | 17,259 | 48.85% | 13-Oct |
| | 31,611 | | | 33,432 | | | 35,330 | | No. Posted |
| | 63.09% | | | 47.32% | | | 48.85% | | % Returned |

| Gone No Address | | | | | | | | | |
|-----------------|-------|-------------|-------|-------|-------------|-------|-------|-------------|------------|
| 2001 | | | 2004 | | | 2007 | | | |
| Daily | Accum | % to Posted | Daily | Accum | % to Posted | Daily | Accum | % to Posted | Date |
| 67 | 67 | 0.21% | 21 | 21 | 0.06% | 2 | 2 | 0.01% | 24-Sep |
| 120 | 187 | 0.59% | 48 | 69 | 0.21% | 46 | 48 | 0.14% | 25-Sep |
| 116 | 303 | 0.96% | 31 | 100 | 0.30% | 97 | 145 | 0.41% | 26-Sep |
| 88 | 391 | 1.24% | 56 | 156 | 0.47% | 76 | 221 | 0.63% | 27-Sep |
| 67 | 458 | 1.45% | 20 | 176 | 0.53% | 63 | 284 | 0.80% | 28-Sep |
| 54 | 512 | 1.62% | 18 | 194 | 0.58% | 20 | 304 | 0.86% | 1-Oct |
| 15 | 527 | 1.67% | 11 | 205 | 0.61% | 14 | 318 | 0.90% | 2-Oct |
| 88 | 615 | 1.95% | 7 | 212 | 0.63% | 28 | 346 | 0.98% | 3-Oct |
| 0 | 615 | 1.95% | 12 | 224 | 0.67% | 5 | 351 | 0.99% | 4-Oct |
| 35 | 650 | 2.06% | 13 | 237 | 0.71% | 3 | 354 | 1.00% | 5-Oct |
| 17 | 667 | 2.11% | 12 | 249 | 0.74% | 22 | 376 | 1.06% | 8-Oct |
| 7 | 674 | 2.13% | 15 | 264 | 0.79% | 10 | 386 | 1.09% | 9-Oct |
| 10 | 684 | 2.16% | 5 | 269 | 0.80% | 4 | 390 | 1.10% | 10-Oct |
| 6 | 690 | 2.18% | 9 | 278 | 0.83% | 6 | 396 | 1.12% | 11-Oct |
| 5 | 695 | 2.20% | 8 | 286 | 0.86% | 7 | 403 | 1.14% | 12-Oct |
| 9 | 704 | 2.23% | | 286 | 0.86% | | 403 | 1.14% | 13-Oct |
| | 704 | | | 286 | | | 35330 | | No. Posted |
| | | 2.23% | | | 0.86% | | | 1.14% | % Returned |

(13) STRUCTURE OF THE KĀPITI COAST DISTRICT COUNCIL JULY 2010



Kāpiti Coast District Council Structure



(14) WEBSITE FOR CANDIDATES – LOCAL GOVERNMENT ONLINE LTD

Wednesday 7 July 2010

Dear Councillors and Candidates

Local Government Online, in conjunction with Local Government New Zealand, has today launched the www.elections2010.co.nz web portal candidate functionality.

You may have read about the website in the LGZN *Making a Stand* brochure or information provided directly by your council.

The website allows voters to determine those councils/boards/trusts they are eligible to vote for by simply typing in their address and then are presented with information on each candidate standing for election for those organisations. In addition it will provide a central portal for election results across the country on 9 October 2010.

It is a tool that is free to use and gives you the opportunity to engage with the community and promote the issues that matter to you. We have worked closely with the SOLGM Electoral Working Party in developing the portal and the resource is designed to complement official and individual candidate activity.

No longer are you constrained to a 150 word candidate profile, instead, each candidate has the ability to load:

- Set length video, candidate statement and other information
- Identify your top 5 election issues (which voters can then compare across candidates)
- Provide dynamic links to any websites, Facebook, Twitter, and other social media accounts you may operate
- Ability to respond, along with other candidates standing for that role, to questions asked by voters (providing a virtual town hall environment)
- The ability to load an acceptance speech that will be made publicly available once the successful candidate has been announced.

The website is as easy to use as updating a Facebook page, logging into internet banking or sending an email. The focus is on reaching those in the community who are eligible to vote and want to engage with you in the democratic process.

On 9 October www.elections2010.co.nz will be the place to keep up to date with results as they come in directly from electoral officers across the country and for the winning candidates the ability to release a video message following your success.

With the interest around changes in Auckland Governance and spread of web based platforms and social media we believe that the time is right to launch such a tool. The feedback to date from community groups and those of you that we have spoken to individually has been very positive.

How do I sign up?

If you have received this email directly all you need to do is respond to this email or give us a call and we will provide you with a password to access your individual site. You will be provided with a unique logon and password that you and/or your campaign team can use to access the site. When providing passwords you will also receive a step-by-step guide on how to use the site complete with screen dumps.

We will be providing a short presentation on the site at the LGNZ Conference on 25 July and its launch to the public will be supported with a variety of media.

We are currently exploring the possibility of running real time web based debates for some of the larger elections and will look to develop and add functionality on the site throughout the elections period to meet demand as it arises.

When does it go live to the public?

We are hoping to get all candidates that have already declared an intention to stand on the site within the next week and once there is a sufficient number of candidates on the site we will launch it to the public (this will be no later than 23 July 2010).

There is the ability to log onto the site and load information that is not live immediately i.e. if you want to wait until the day that nominations close for your information to be available to the public, the site allows you to do this.

What is on the site now?

At the moment there is a teaser ad on the www.elections2010.co.nz that will change over the coming days prior to the launch of the site to the public.

We look forward to your participation to make this site a success and the ability for each of you to provide a broader range of information to your constituencies.

You have received this email because you are either currently an elected member or a known candidate for the October elections.

Regards,

Cassandra Crowley
General Manager
Local Government Online Limited