

KĀPITI COAST DISTRICT COUNCIL

2025 CANDIDATE INFORMATION HANDBOOK





Disclaimer: Every effort has been made to ensure that the information contained in this handbook is accurate and consistent with the Local Electoral Act 2001. Kāpiti Coast District Council takes no responsibility for any errors or omissions. It is recommended that candidates obtain a full copy of the Act, which is available online at www.legislation.govt.nz.

May 2025



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This handbook provides information which may be of interest to you as a candidate in the 2025 local government elections.

More information specific to Kāpiti Coast District Council's current work programme and financial position is included in Council's pre-election report, available in July at: www.kapiticoast.govt.nz.

The triennial elections of elected members to the Kāpiti Coast District Council are being conducted by postal vote concluding on Saturday 11 October 2025.

The elections will be conducted under the provisions of the Local Electoral Act 2001 and the Local Electoral Regulations 2001. Other legislative references are found on page 8 of this handbook.

The Kāpiti Coast District Council elections will be undertaken using the single transferable voting (STV) electoral system.

Key dates for a candidate

Nominations open	Friday 4 July 2025
Nominations close	Noon Friday 1 August 2025
Delivery of voting documents	From Tuesday 9 September 2025
Appointment of scrutineers	By noon Friday 10 October 2025
Close of voting	Noon Saturday 11 October 2025
Progress results available	As soon as practicable after close of voting, Saturday 11 October 2025
Preliminary results available	Sunday 12 October 2025
Official declaration of results	By Friday 17 October 2025
Return of electoral donations & expenses form	By Thursday 11 December 2025

Contact us

Electoral officer:

Dale Ofoske, Independent Election Services Ltd
Electoral Office: 167 Victoria Street West, Auckland Central (entrance off Dock Street)
PO Box 5135, Victoria Street West, Auckland 1142
Phone - 0800 922 822
Email - dale@electionservices.co.nz
Website - www.electionservices.co.nz

Deputy electoral officer:

Steffi Haefeli, Governance Manager
Kāpiti Coast District Council
175 Rimu Road, Paraparaumu
Private Bag 60601, Paraparaumu 5254
Phone - 04 296 4700 or 0800 486 486
Email - electoral@kapiticoast.govt.nz
Website - www.kapiticoast.govt.nz



Elections required

Elections will be held for:

- mayor
- councillors
- community board members
- Greater Wellington Regional Council members

The Kāpiti Coast District Council will be made up of the mayor and 10 councillors (2 elected district-wide and 8 elected from five wards) and 20 community board members, as follows:

Ward	Councillors
Ōtaki General Ward	1
Paekākāriki-Raumati General Ward	1
Paraparaumu General Ward	3
Waikanae General Ward	2
Kapiti Coast Māori Ward	1
'At large' (district-wide)	2
Total	10

Community Board	Members
Ōtaki	4
Paekākāriki	4
Paraparaumu	4
Raumati	4
Waikanae	4
Total	20

For the Greater Wellington Regional Council elections, voters will be able to vote for one representative from either the Kāpiti Coast General Constituency or the Te Upoko o te Ika a Māui Māori Constituency.

What does the Council do?

The Kāpiti Coast District Council meets regularly to make many decisions that impact the day-to-day lives of people in the district. The Council governs a wide range of local services including roads, water systems, rubbish collection, libraries, parks, community centres, dog registration, community and economic development and district planning.

More information on all the different activities of the Council can be found on its website <https://www.kapiticoast.govt.nz/council/about-council/the-role-of-council/our-job/>.

Background

Local government triennial elections are being held by postal vote on Saturday 11 October 2025 and will be undertaken by Election Services, under contract to the Kāpiti Coast District Council.

The single transferable voting (STV) electoral system will be used for both the Kāpiti Coast District Council elections and the Greater Wellington Regional Council elections.

In addition to the election of Council and community board representatives, at this year's election, voters will also be asked to indicate whether to keep or remove the Māori ward and constituency. The FFP electoral system will be used for these polls. More information can be found on page 10 of this handbook.

2025 key dates

Nominations open	Friday 4 July
Nominations close	noon Friday 1 August
Delivery of voting packs	from Tuesday 9 September
Close of voting	noon Saturday 11 October
Official results announced	Friday 17 October

How can I be nominated?

Nominations for these positions open on Friday 4 July 2025 and close at noon on Friday 1 August 2025.

For online nominations go to: esp.electionservices.co.nz/lge2025/KP.

Printed nomination papers and a candidate handbook will also be available during this period from:

- Kāpiti Coast District Council Offices, 175 Rimu Road, Paraparaumu
- Waikanae Service Centre & Library,

Mahara Place, Waikanae

- Ōtaki Service Centre & Library, 81-83 Main Street, Ōtaki
- Paraparaumu Library, 9 Iver Trask Place, Paraparaumu
- Paekākāriki Library, 14 Wellington Road, Paekākāriki

Or they can be downloaded and printed from: www.kapiticoast.govt.nz/vote.

For assistance, call the electoral office 0800 922 822.

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

- a New Zealand citizen (by birth or naturalisation ceremony); and
- enrolled as a Parliamentary elector (anywhere in New Zealand) on either the general or Māori electoral roll, irrespective of the position being nominated for; and
- nominated by two electors whose names appear on the electoral roll within the respective area that a candidate is standing for.

Who can vote?

All resident electors and non-resident ratepayer electors on the electoral roll are eligible to vote. The Preliminary Electoral Roll will be available for public inspection from Friday 4 July 2025 to Friday 1 August 2025 at the locations overpage.

Those enrolled by 1 August 2025 will have their voting documents posted to them and those who enrol after 1 August 2025 will need to request a special vote.

Resident Roll: All parliamentary electors, both those on the General Electoral Roll and the Māori Electoral Roll, are automatically enrolled on the Resident Roll, at the address where they live.

Any alterations to the Resident Roll (e.g. change of address details, including new postal addresses) should be made by:

- completing the appropriate form (available from the Electoral Commission or Council service centres and libraries);
- phoning 0800 36 76 56 to request a form be posted to you with a return envelope.
- accessing the Electoral Commission website on: www.vote.nz

Ratepayer Roll: If a person is on the parliamentary roll in one area and pays rates on a property in another area, this person may be eligible to be enrolled on the Non-resident Ratepayer Roll. A firm, company, corporation or society paying rates on a property may nominate one of its members or officers as a ratepayer elector (provided the nominated person resides outside the area). To check eligibility, or to obtain a ratepayer roll enrolment form, go to: www.ratepayer.co.nz or www.kapiticoast.govt.nz, or phone 0800 922 822.

How to vote?

Voting packs will be sent out in the mail from Tuesday 9 September 2025 to all those who have enrolled by 1 August 2025.

The voting period is just over four weeks (Tuesday 9 September 2025 to noon Saturday 11 October 2025). Electors may post their completed voting documents back to the electoral officer using the orange prepaid envelope sent with their voting document.

Special Votes: Polling places for the issuing of special voting documents will be available at the following locations:

- Kāpiti Coast District Council Offices
175 Rimu Road, Paraparaumu;
- Ōtaki Library, 81-83 Main Street, Ōtaki.
- Greater Wellington Regional Hub, Te Awe Library, 29 Brandon Street, Wellington Central.

For up-to-date information on special vote locations and opening hours, check www.kapiticoast.govt.nz.

Ballot boxes: In addition, ballot boxes for the receiving of completed voting documents will be available from Tuesday 9 September 2025 to noon Saturday 11 October 2025 at:

- Kāpiti Coast District Council Offices
175 Rimu Road, Paraparaumu;
- Paraparaumu Library, 9 Iver Trask Place, Paraparaumu;
- Waikanae Library, 9 Mahara Place, Waikanae
Mon-Fri 9am-5pm, Wed 10am-5pm, Sat 10am-4pm
- Ōtaki Library, 81-83 Main Street, Ōtaki;
- Paekākāriki Library, Wellington Road, Paekākāriki.

A full list of times and locations for these ballot boxes will be published on the Council's website:

www.kapiticoast.govt.nz.

To be counted, all completed voting documents must be in the hands of the electoral officer or an electoral official by noon Saturday 11 October 2025.

Results

Progress results will be known on election day, and preliminary results will be announced on Sunday, 12 October 2025.

Final results will be announced on Friday 17 October 2025 and will be accessible on Council's website:

www.kapiticoast.govt.nz/results.

Progress results include all ordinary votes received and counted by the electoral officer at the close of voting.

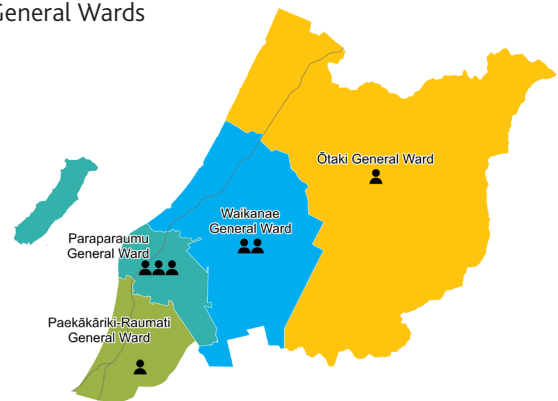
Preliminary results include all ordinary votes transferred to the electoral officer by Sunday 12 October 2025, but does not include any special votes that still need to be confirmed by the Electoral Commission.

Until a final result is declared, results can still shift as each vote can change the overall results.

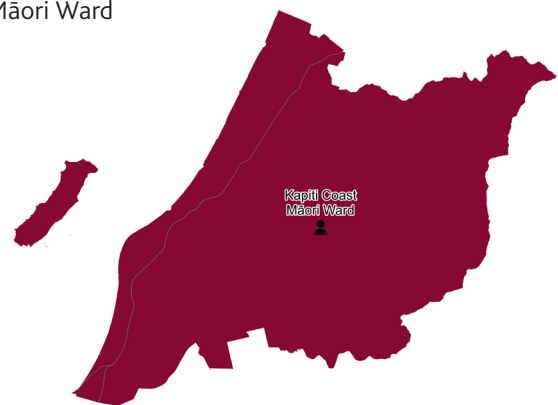
Maps

The mayor and 'at-large' councillors are elected by all electors. General ward, Māori ward and community board maps are below.

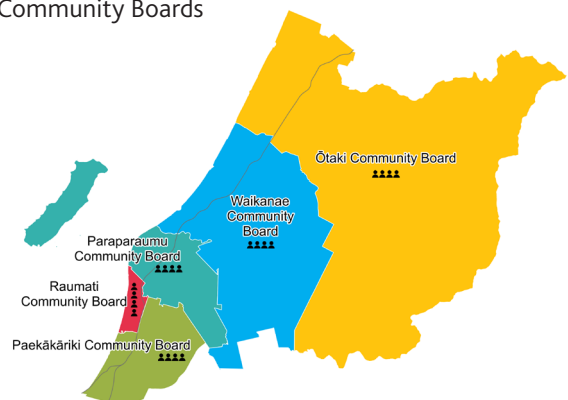
General Wards



Māori Ward



Community Boards



Local government triennial election timetable Saturday 11 October 2025

Monday 3 March - Wednesday 30 April 2025	Ratepayer roll enrolment confirmation forms sent [Reg 16, LER]
Monday 3 March - Tuesday 17 June 2025	Preparation of ratepayer roll [Reg 10, LER]
Tuesday 1 April 2025	Electoral Commission's enrolment update campaign commences
Wednesday 2 July 2025	Public notice of election, calling for nominations, rolls open for inspection [Sec 42, 52, 53, LEA]
Friday 4 July 2025	Nominations open / roll open for inspection [Sec 42, LEA]
Friday 1 August 2025	Nominations close (noon) / roll closes [Sec 5, 42, 55 LEA, Reg 21, LER]
Wednesday 6 August 2025	Public notice of day of election, candidates' names [Sec 65, LEA]
by Friday 5 September 2025	Electoral officer certifies final electoral roll [Sec 51, LEA, Reg 22, LER]
Tuesday 9 September - Monday 22 September 2025	Delivery of voting documents [Reg 51, LER]
Tuesday 9 September - Saturday 11 October 2025	Progressive roll scrutiny [Sec 83, LEA] Special voting period [Sec 5 LEA, Reg 35, LER] Early processing period [Sec 80, LEA]
by Friday 10 October 2025	Appointment of scrutineers (noon) [Sec 68, LEA]
Saturday 11 October 2025	Election day [Sec 10, LEA] Close of voting (12 noon) [Sec 84, LEA] Progress and preliminary results available as soon as practicable after close of voting [Sec 85, LEA]
Saturday 11 October (pm) - Friday 17 October 2025	Official count [Sec 84, LEA]
Friday 17 October 2025	Declaration of result/public notice of declaration [Sec 86, LEA]
Thursday 11 December 2025	Return of electoral donations & expenses form [Sec 112A, LEA]

LEA = Local Electoral Act 2001
LER = Local Electoral Regulations 2001

Key message

The electoral principles contained in section 4 of the Local Electoral Act 2001 (LEA) are outlined below.

These principles must be taken into account in the conduct of any election or poll to ensure the processes are legal and can uphold scrutiny.

Principles of the LEA

(1) The LEA is designed to ensure:

- a. participation in local elections and polls is representative and substantive
- b. representation for individuals and communities is fair and effective
- c. all qualified persons have a reasonable and equal opportunity to:
 - i. cast an informed vote;
 - ii. nominate candidates;
 - iii. accept nomination as a candidate.

- d. public confidence in, and public understanding of, local electoral processes through:
 - i. regular elections
 - ii. elections that are managed independently
 - iii. protection of the freedom of choice and the secrecy of the vote
 - iv. transparent electoral systems and voting methods
 - v. impartial mechanisms for resolving disputed elections and polls.

(2) Local authorities, electoral officers, and other electoral officials must, in making decisions under the LEA or any other laws, take those principles into account.



Key message

The electoral system to be used for the 2025 Kāpiti Coast District Council elections is the single transferable voting (STV) system.

The Greater Wellington Regional Council elections will also use the STV electoral system.

The electoral system to be used to determine the Māori ward and constituency question is first past the post (FPP) (see page 10).

Understanding STV

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. "1" next to the name of the candidate most preferred, "2" 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.

For more information on understanding how the STV electoral system works, refer to the Department of Internal Affairs website www.stv.govt.nz.

A comprehensive explanation on the New Zealand method of counting STV votes is found in Schedule 1A, Local Electoral Regulations 2001.

Understanding FPP

Using the FPP electoral system, the poll question with the most votes wins.

With FPP voters tick to indicate the answer they most prefer on their voting documents.

Key message

All local government elections and polls are required to be conducted strictly in accordance with legislation.

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

Legislation to be followed

- Local Electoral Act 2001;
- Local Electoral Regulations 2001;
- Local Government (Electoral Legislation and Māori Wards and Māori Constituencies) Amendment Act 2024;
- Local Government Act 2002;
- Local Authorities (Members' Interests) Act 1968.

Candidate eligibility | Māraurau mō te kaitono pōti

Key message

A candidate for the Kāpiti Coast District Council must be:

- a New Zealand citizen; and
- a parliamentary elector (anywhere in New Zealand) [Section 25, Local Electoral Act 2001]; and
- nominated by two electors whose names appear on the electoral roll within the respective area that a candidate is standing for.

Candidate restrictions

Restrictions on a candidate for the Kāpiti Coast District Council are:

- a candidate may seek nomination for mayor, councillor and community board but if elected to the Council and a community board, the Council position is filled and the community board position is vacated (with the next highest polling unelected candidate elected instead).
- a candidate may seek nomination for one ward only (not multiple wards).

- a candidate may seek nomination for mayor, councillor and community board but cannot also seek nomination for the Greater Wellington Regional Council i.e. a candidate may stand for Kāpiti Coast District Council or the Greater Wellington Regional Council, but not both.

[Section 58 Local Electoral Act 2001]

- a candidate for mayor, councillor or community board (or candidate's spouse) cannot be a person concerned or interested in contracts over \$25,000 with Kāpiti Coast District Council. [Section 3(1) Local Authorities (Members' Interests) Act 1968]. This restriction may be waived, and it is recommended that advice is sought from Audit New Zealand.

- an employee of the Kāpiti Coast District Council who is elected as mayor or councillor must resign from their position as an employee of the Kāpiti Coast District Council before taking up their position. An employee will need to alert their manager of the intention to stand for office prior to any nomination being lodged. This restriction does not apply if an employee is elected to a community board.

[Section 41(5) Local Government Act 2002]

Māori wards and constituencies polls | Ngā pōti mō ngā rohe me ngā tūru Māori

Key message

Following the introduction of the Local Government (Electoral Legislation and Māori Wards and Māori Constituencies) Amendment Act 2024, any council (city, district or region) that established Māori wards or constituencies since 2020 without holding a poll, is required to hold a poll with their 2025 elections.

The poll will ask voters to indicate to KEEP or to REMOVE Māori wards or constituencies for the relevant council.

The outcome of the poll is binding and will apply for at least the next two triennial elections (2028 and 2031).

The Kāpiti Coast District Council established a Māori ward in 2023 and is required to hold a poll with its 2025 elections.

The Greater Wellington Regional Council established a Māori constituency in 2023, and is also required to hold a poll with its 2025 elections.



Key message

Nominations open from Friday 4 July 2025 and close at noon, Friday 1 August 2025.

The lodgement of nominations should not be left to the last minute. Should a nomination be lodged late on the morning nominations close, and is completed incorrectly or ineligible nominators are provided, there may be insufficient time to correct the situation and the nomination paper could be invalidated.

Candidates are encouraged to submit their nominations online, but a nomination can also be returned by mail. If a nomination is received by the electoral officer or electoral official after the close of nominations, the nomination is invalid.

Please do not leave lodging your nomination to the last minute.

Availability of nomination papers

A public notice calling for nominations will appear on Council's website (www.kapiticoast.govt.nz/elections) on Wednesday 2 July 2025.

Each nomination must be made using the appropriate official nomination paper or via the online nominations portal. A separate nomination is required for each position and these are available from 4 July 2025.

To complete and submit your nomination **online**, go to esp.electionservices.co.nz/lge2025/KP.

Printed nomination papers will also be available during this period from:

- Kāpiti Coast District Council Offices
175 Rimu Road, Paraparaumu
- Waikanae Service Centre & Library
Mahara Place, Waikanae
- Ōtaki Service Centre & Library
81-83 Main Street, Ōtaki
- Paraparaumu Library
9 Iver Trask Place, Paraparaumu
- Paekākāriki Library
14 Wellington Road, Paekākāriki

- the Electoral Office phone 0800 922 822
- www.kapiticoast.govt.nz/vote.

Candidate profile statement

Every candidate may provide the electoral officer with a candidate profile statement with their nomination. This statement must not exceed 150 words and can contain information about the candidate, their qualifications and skills applicable to the position for which they are standing and their policies/intentions if elected to office.

The candidate profile statement must be true and accurate and the electoral officer is not required to verify or investigate any information included in this statement.

The profile may include a recent (within the last 12 months) passport size and style colour photograph. Candidate profile statements will be printed in plain text, without formatting ie:

- no bullet points
- no bold or underlining
- no italics
- no quote marks.

These will be included in the information sent to each elector by the electoral officer when voting documents are delivered, and they will be placed on the Council's website.

Note that any spelling or grammatical errors will not be corrected, and candidates are therefore reminded to check their candidate profile statement prior to submitting their nomination.

The candidate profile statement may be submitted in both English and Māori (maximum 150 words in either language) but the information contained in each language must be substantially consistent.

Should all or part of a candidate profile statement be provided in a language other than English or Māori, it must not exceed 150 words in total. Any language other than English or Māori is required to be provided in an electronic graphic file. As an example, a candidate could submit a candidate profile statement consisting of say 50 words in English, 50 words in

Samoan and 50 words in Tongan. The total number of words cannot exceed 150.

If submitting an electronic graphic file containing other languages, the specifications (from the printer) of all translations must be supplied as a single image. If there is more than one language translated, then these are to be supplied together in a single image.

The image file to be supplied must meet the following criteria:

- PNG format;
- black and white;
- 600 dpi;
- maximum file size 400KB;
- the image being 1300 pixels high and 2000 pixels wide.

Candidates are also required to submit the following information with their candidate profile statement:

- i. whether or not the candidate's principal place of residence (where the candidate is registered as a parliamentary elector) is/is not in the area the candidate is seeking election for [Section 61(2)(ca) Local Electoral Act 2001]; and
- ii. each position the candidate is seeking election for (e.g. mayor, councillor, community board) [Section 61(2)(cb) Local Electoral Act 2001].

Section 61 of the Local Electoral Act 2001 states the following:

- (1) Every candidate may, provide to the electoral officer a candidate profile statement that complies with subsection (2) and, if applicable, subsection (3).
- (2) A candidate profile statement -
 - a. if -
 - i. in English or Māori or both, must not exceed 150 words in each of the languages used in the statement;
 - ii. in a language other than English or Māori, must not exceed 150 words, or the equivalent, if the language uses symbols rather than words (including any translation of those words into another language provided by the candidate); and
 - b. must be provided to the electoral officer together with the nomination paper and other things referred to in section 55(2)(f); and
 - c. must be confined to information concerning the candidate (including any group or organisation with which the

candidate claims under section 55(4) to be affiliated, or their status as an independent candidate, and the candidate's contact details), and the candidate's policies and intentions if elected to office; and

- ca. must state whether or not the candidate's principal place of residence, being the address in respect of which the candidate is registered as a parliamentary elector, is in the local government area for which the candidate seeks election (for example, either "My principal place of residence is in the Lambton Community board" or "My principal place of residence is not in the Lambton Community board"); and
 - cb. if the candidate is seeking election to any other positions in elections to which this Act applies (under section 7), must specify each position and state that the candidate is seeking to be elected to the positions; and
 - d. must comply with any prescribed requirements; and
 - e. may include a recent photograph of the candidate alone.
- (2A) The information required by subsection (2)(ca) and (cb) does not count for the purposes of the word limit under subsection (2)(a).
- (3) If a candidate profile statement is submitted in Māori and English, the information contained in each language must be substantially consistent with the information contained in the other language.
 - (4) If the electoral officer is not satisfied that a candidate profile statement complies with subsection (2) or, if applicable, subsection (3), the electoral officer must, as soon as practicable, return the statement to the candidate and must—
 - a. specify the concerns of the electoral officer and the reasons for those concerns; and
 - b. unless the candidate profile statement does not comply with subsection (2)(b), specify a period, which must not be less than 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 the powers and functions conferred on the electoral officer by this section.

Completion of nomination paper

Each nomination paper must have the consent of the candidate and include the nomination by two electors whose names appear on the electoral roll for the ward or constituency/area (e.g. if a person wishes to stand for election as the Ōtaki General Ward councillor, then that person must be nominated by two electors whose names appear on the general electoral roll within the Ōtaki General Ward).

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

If a candidate is commonly known in the community by a slightly different name (e.g. Edward Smith is commonly known as Ted Smith) and has been known by this name for at least the last six months (to the satisfaction of the electoral officer), the commonly known name may appear on the voting document. Once lodged, a nomination paper is available for public inspection at the electoral office. Candidate details which have not been identified as confidential (e.g. mobile phone number) are made available to the media, placed on websites, etc.

Each nomination paper lodged requires a deposit of \$200 (inclusive of GST). This is refunded if the candidate polls greater than 25% of the final quota as determined at the last iteration (for STV elections).

Payment of the nomination deposit can be made by electronic bank transfer, eftpos or cash. Evidence of an electronic bank transfer will be required to accompany the nomination.

Electronic bank payment details are:

Account name:	Independent Election Services Ltd
Bank:	ANZ
Account number:	01 0102 0437238 00
Particulars:	your initials and surname
Code:	KCDC
Reference:	Nomination

Affiliation

The nomination paper allows for a candidate to have an affiliation. An affiliation is described in section 57(3) of the Local Electoral Act 2001 as “an endorsement by any organisation or group (whether incorporated or unincorporated)”.

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

A candidate claiming a specific affiliation must supply an authority to adopt the affiliation for the organisation or group concerned (i.e. letter of consent to use the affiliation from the organisation or group) with the nomination paper. This is a safety measure to avoid any illegal adoption of affiliations.

Affiliations that will not be accepted are ones:

- that might cause offence; or
- are likely to confuse or mislead electors; or
- are election slogans rather than the name of an organisation or group.

Should an affiliation be rejected for any of the above reasons, section 57(2) of the Local Electoral Act 2001 sets out a process for the electoral officer and candidate to follow. Should agreement not be reached, no affiliation will appear on voting documents.

Affiliations are not able to be ‘pre-registered’ with the electoral officer, before a nomination is lodged.

Completing and submitting your nomination paper online

Candidates using the **online nominations portal** (esp.electionservices.co.nz/lge2025/KP) will be required to create an account (username and password) before selecting and starting their nomination process.

This allows candidates to progressively complete their nomination. Any progress can be saved and accessed again at a later date before nominations close.

Candidates will be required to enter details of their two nominators directly into the portal including their full name, residential address (as they appear on the parliamentary roll) and email address.

An email will be sent to both nominators, requesting confirmation that they support the candidate's nomination.

The nominators will be required to follow the link contained within the email, confirm their details and consent to nominate, and electronically sign their name.

If completing and submitting a nomination paper online, candidates will need to provide (and upload to the portal):

- proof of \$200 nomination deposit (eg. evidence of bank transfer);
- evidence of NZ citizenship;
- passport-sized colour photo (optional);
- letter endorsing affiliation (if applicable).

A candidate will only be able to submit their nomination once they have completed all required fields and their two nominators have completed their parts, confirming that they support the candidate's nomination.

If submitting a nomination online, it is recommended that candidates are prepared with this information and start the process early.

Return of hard-copy nomination paper

Candidates can lodge their completed **hard-copy** nomination papers for Kāpiti Coast District Council in person at:

Kāpiti Coast District Council
175 Rimu Road, Paraparaumu

or post to: The Electoral Officer
Kāpiti Coast District Council
C/- Independent Election Services Ltd
PO Box 5135
Victoria Street West
Auckland 1142

in time to be received no later than noon, Friday 1 August 2025.

All nomination material:

- nomination paper;
- candidate profile statement (if provided);
- candidate photo (if provided);
- nomination deposit;
- evidence of NZ citizenship;
- letter endorsing affiliation (if applicable);

is required to be lodged together. [Section 55(2)(f) Local Electoral Act 2001].

A receipt will be issued to acknowledge that a nomination has been received.

This receipt does not constitute an acknowledgment that the nomination paper is in order.

Once lodged, nomination papers are checked to ensure the candidate's name appears on the Parliamentary Roll and the nominators are two electors whose names appear on the respective electoral roll.

Cancellation of nomination

A candidate is able to withdraw their nomination up until the close of nominations (noon Friday 1 August 2025). After the close of nominations, a candidate is not able to withdraw their nomination. [Section 69, Local Electoral Act 2001].

However, should a candidate become incapacitated after the close of nominations but before the close of voting, an application may be made for the cancellation of the nomination of a candidate.

'Incapacitated' means that a candidate, because they are suffering from a serious illness or have sustained a serious injury, would be unlikely to be capable of performing the functions and duties of office if elected. [Section 69(7) Local Electoral Act 2001].

An application for the cancellation of the nomination of a candidate must be made to the electoral officer by submitting a prescribed form (available from the electoral office) together with a medical certificate.



Key message

People interested in standing for election are invited to attend a candidate information session to hear about the electoral process (the dos and don'ts) and the responsibilities of an elected member.

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

- how the Council is structured
- the skills required to be an elected representative
- the role and responsibilities of elected representatives
- matters pertaining to the elections (eligibility, nominations, timetable, induction process and remuneration).

Registration to attend is not required.

Briefing dates

Online Webinar:

Wednesday 9 July 2025, 5:30pm
(attendance available via Zoom)

Paraparaumu:

Saturday 19 July 2025, one at 10:00am and one at 2:00pm

Council Chambers, Ground Floor,
175 Rimu Road, Paraparaumu

Refer to the Council's website for further information: www.kapiticoast.govt.nz.



Signage

Election campaigning can commence anytime and may continue up to and including election day. However, there are certain matters in relation to election signs that candidates need to be aware of and pay attention to.

- The Council's District Plan has restrictions on the placement of election signs, including the size, height, and timings of when they can be displayed.
- The display of election signs in designated areas is limited to a period of nine weeks before election day. Election signs can be displayed from 12:01 am 9 August to midnight on 10 October 2025.
- Signs may be erected on private property within 1m of the property boundary subject to the written consent of the owner.
- The sign must be erected in a stable fashion, not be a hazard to the public or to traffic safety, and must comply with the provisions of the Council's District Plan.
- Please refer to the FAQ document on the Council's website for more detailed information.

Campaigning

Election material cannot contain:

- any untrue statement defaming any candidate (e.g. under the Defamation Act 1992);
- an imitation voting document which has the names of the candidates with any direction or indication as to the candidate a person should vote for, or in any way contains such direction or indication likely to influence the voter.

Voting documents should not be collected from electors by candidates or their assistants. Each elector must post or deliver their own voting document to the electoral officer. This also applies to residents from rest homes and hospitals — voting documents should not be collected from elderly or infirm electors by candidates or their assistants.

Use of council resources

Candidates are not permitted to use Council resources for campaigning purposes.

Council resources include, but are not limited to, the Council's logo, crest or branding, website, social media accounts, tablets, computers, ipads, email, mobile phones, faxes, stationery, photocopiers, printers, stamps, cars, meeting rooms and venues (except for those available for public hire).

This applies to sitting members, Council staff or other candidates in any context that could reasonably be construed as campaigning for elections.

Any such use could be found as unlawful under the principles of the Local Electoral Act 2001 and could invalidate an election.

Social media

Social media can be a useful tool for candidates for campaigning purposes and electioneering.

The Council's social media channels are a Council resource and must remain politically neutral at all times.

The Council will promote elections and the importance of voting but will not associate these posts with any candidates.

The Council's social media accounts will also not follow any candidates and are not permitted to be used as a communications channel by anyone (candidates or members of the public) for promotion, electioneering or campaigning. This also applies to all social media accounts owned by council-controlled organisations.

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

Offences

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 that elector as to how they should vote. Candidates and their assistants should be mindful of this particularly if campaigning occurs in rest homes or hospitals.

Election offences are detailed for your information on page 50 of this handbook. Please refer to them for your own protection.

Election advertising

Election advertising, using any media (including social media, signs, newspapers, flyers, posters, vehicles and websites), must show an authorisation statement. This statement must include:

- the true name of the person under whose authority they have been produced; and
- the contact details of the person whose authority they have been produced. [Section 113, Local Electoral Act].

This may be details of the candidate or their agent, and may be included on a profile picture, or within the bio section of a page.

For example: 'All content/images contained on this social media page/channel are authorised by [name], [contact details]'.

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 and contact details of the person or person for whom or at whose direction it is published.
- (3) A candidate is not responsible for an act committed by an agent without the consent or connivance of the candidate.
- (4) A person may publish or cause to be published an advertisement of the kind described in subsection (1) if -
 - a. the publication of the advertisement is endorsed by an organisation or body representing residents or ratepayers in the community or district in which the advertisement is published; and
 - b. the advertisement contains a statement setting out -
 - i. the true name and contact details of the person or persons for whom or at whose direction it is published; and*
 - ii. the true name of the organisation or body that has endorsed the publication of the advertisement and the address of the place of business of that organisation or body.
- (5) This section does not restrict the publication of any news or comments relating to an election in a newspaper or other periodical, or on the Internet, or in any other medium of electronic communication accessible by the public, or in a radio or television broadcast made by a broadcaster within the meaning of section 2 of the Broadcasting Act 1989.
- (6) A person who willfully contravenes subsection (1) commits an offence and is liable on conviction to a fine not exceeding \$1,000.
- (7) In this section, contact details means 1 or more of the following:
 - (a) a residential or business address:
 - (b) an email address:
 - (c) a post office box number:
 - (d) a phone number:
 - (e) a link to a page on an Internet site, if the page contains 1 or more of the contact details specified in paragraphs (a) to (d).

Key message

The Council has a role to administer the rules of the Local Electoral Act 2001 that describe where and when electoral signage can be displayed in the lead up to an election. Guidelines have been developed for advice to candidates and the local community.

The Council's District Plan includes certain restrictions on where signs can be placed. On the Council-managed properties there are ten approved locations throughout the district. Signs can be up to 3 square metres and printed on one side. (Maps of permitted locations are shown on pages 22-31).

The New Zealand Transport Agency Waka Kotahi is responsible for signs adjacent to State Highways. For Kāpiti, this includes the Expressway and the old State Highway 1. These options are more limited, because of road safety issues, but the rules about dates and sign size are in line with the Council's District Plan.

Positioning of election signs

The maps displayed on pages 22-31 of this handbook show the area of Council-owned land where signs may be placed.

Candidates must use non-metallic stakes to erect signs and check any services that may be underground.

Contact beforeUdig for details of specific sites –

Phone: 0800 248 344

Web: www.beforeudig.co.nz

email: contactus@beforeudig.co.nz

Local body election sign standards

The Council's District Plan permits the erection of election signs provided the standards are met (see the Signs chapter of the District Plan, specifically on paragraphs on compliance within rules SIGN R1 General Permitted Activity Standards, and SIGN R2 Election signs). Any signs outside of the permitted activities require a resource consent.

- The total area of election signage per person or party (whichever is the lesser) on an 'approved subject site' or on private property must not exceed 3.0m².

- Election signs must be single faced i.e. one display face only, not 'V' or other multi-faced signs.
- Election signs must not exceed 1.8 metres in height (above original ground level).
- Elections signs must meet the requirements of the Electoral (Advertisements of a Specified Kind) Regulations 2005.

Private property

Election signs are allowed on private property subject to the consent of the property owner. The sign must be erected in a stable fashion, not be a hazard to the public or to traffic safety and must comply with the provisions stated in the current District Plan (refer SIGN-R2).

Signs near a state highway or expressway

Local election signs are generally the responsibility of the Council.

Election signs are covered in the New Zealand Transport Agency Waka Kotahi (NZTA) Planning Policy Manual "Third party signs on and visible from the state highway corridor" section 7.3. The "Traffic Control Devices (TCD) Manual" Part 3 Advertising Signs, can also be consulted for guidance where required.

Advertising signs (which include election signs) are specifically designed to attract attention and make an impact on viewers. As a first principle, the New Zealand Transport Agency Waka Kotahi (NZTA) takes a precautionary approach and seeks to minimise driver distraction within the roading environment that impacts on the driving task. Any distraction within the roading environment is a safety risk.

Any party wishing to erect a sign on or visible from the state highway corridor will need to apply to NZTA and supply them with the following information:

- A description of the proposed activity being advertised.
- A site diagram showing the sign's location in relation to the state highway, property boundaries and property access.

- The property address and legal description of the property where the sign is to be placed.
- A diagram of the proposed sign showing the colours, dimensions and lettering height, and the height and width of the sign when mounted.
- A description of how the sign will be mounted (sandwich board, on a fence, on posts etc).

'Part 3 Advertising signs' in the NZTA Traffic Control Devices Manual contains a full list of conditions for signage and is available on the NZTA website:

- www.nzta.govt.nz/resources/traffic-control-devices-manual/.

Information can be sent to the NZTA Environmental Planning Team at:

- environmentalplanning@nzta.govt.nz.

Compliance action

The Council will investigate any concerns raised by the community. The Council may immediately remove any signs that, in the opinion of its officers, are a traffic hazard, a safety concern, or do not comply with the signage protocol.

Sign owners are encouraged to ensure their signs are regularly monitored and that any damage is promptly remedied.

The Council will not be liable for any damage caused during removal of or storage of seized signs. Any signs that are removed will be held by the Council until after the election. Contact the Duty Compliance Officer for the return of seized signs. There is a charge for the return of signs.

The Compliance team can also offer more specific advice on the permitted placement of signs.

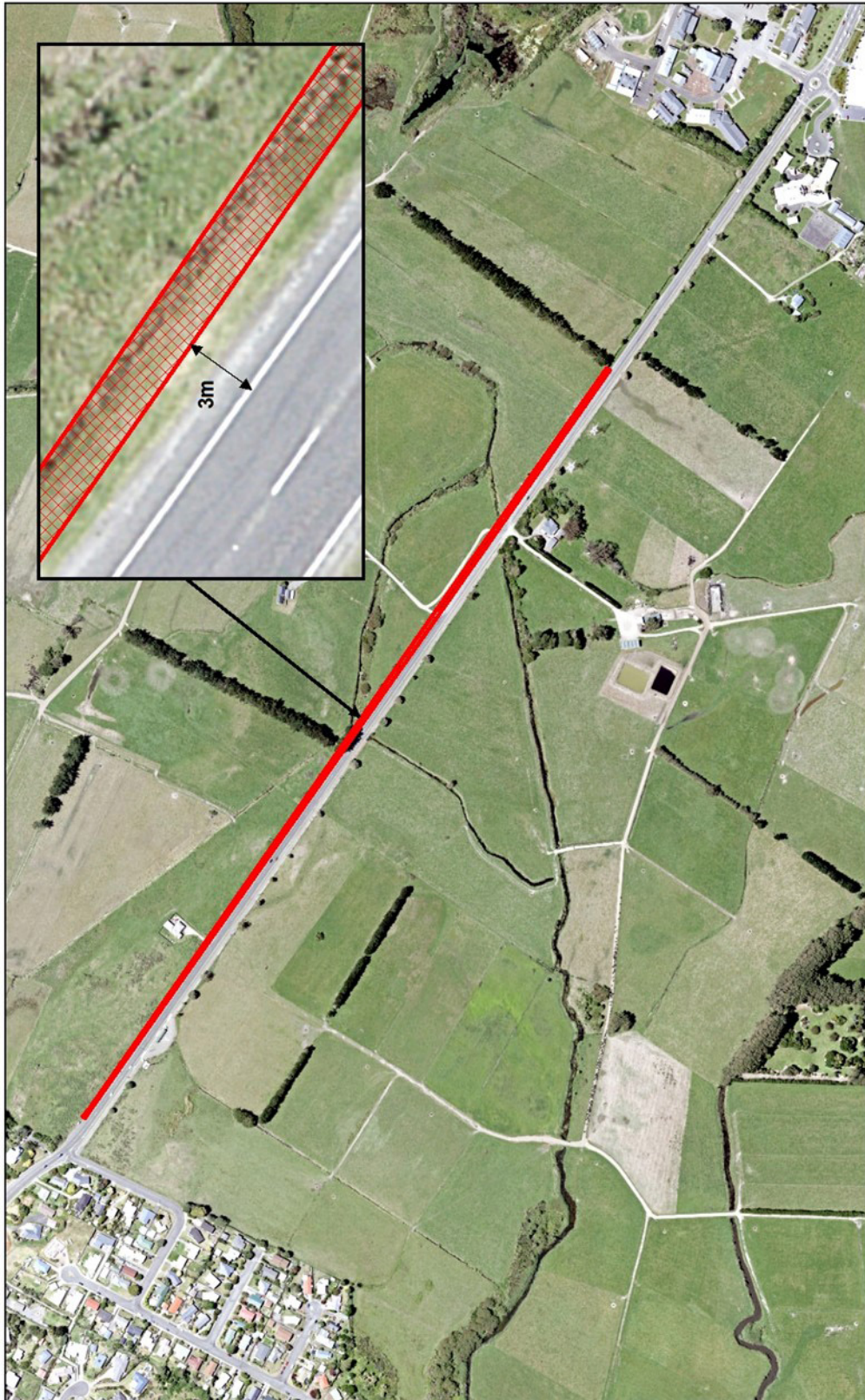
People can get in touch through Customer Services on (04) 296 4700 or 0800 486 486.

To obtain the return of signs, contact the Duty Compliance Manager on: (04) 296 4700 or 0800 486 486. There is a \$55 (incl GST) charge for returned signs.

Following the election, the Council reserves the right to dispose of any signs in its possession not uplifted within 14 days.

Approved Sites for Signs on Public Property

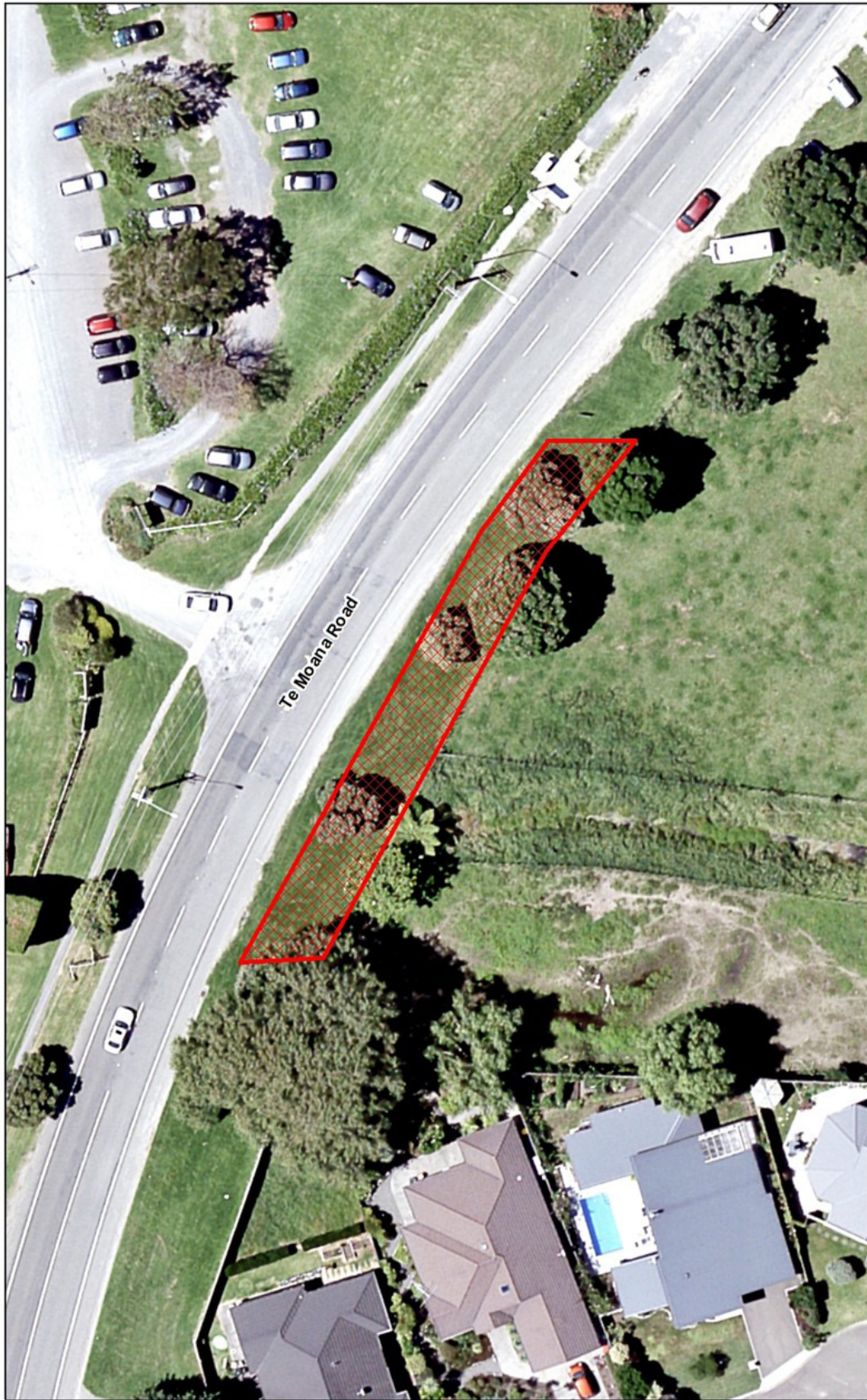
Diagrams and/or descriptions for locations that are available for placement of signs, are shown on pages 21-30 of this handbook.



Permitted Sign Location
Ōtaki - Tasman Road



Permitted Sign Location
Ōtaki - Riverbank Road (between storage and substation)

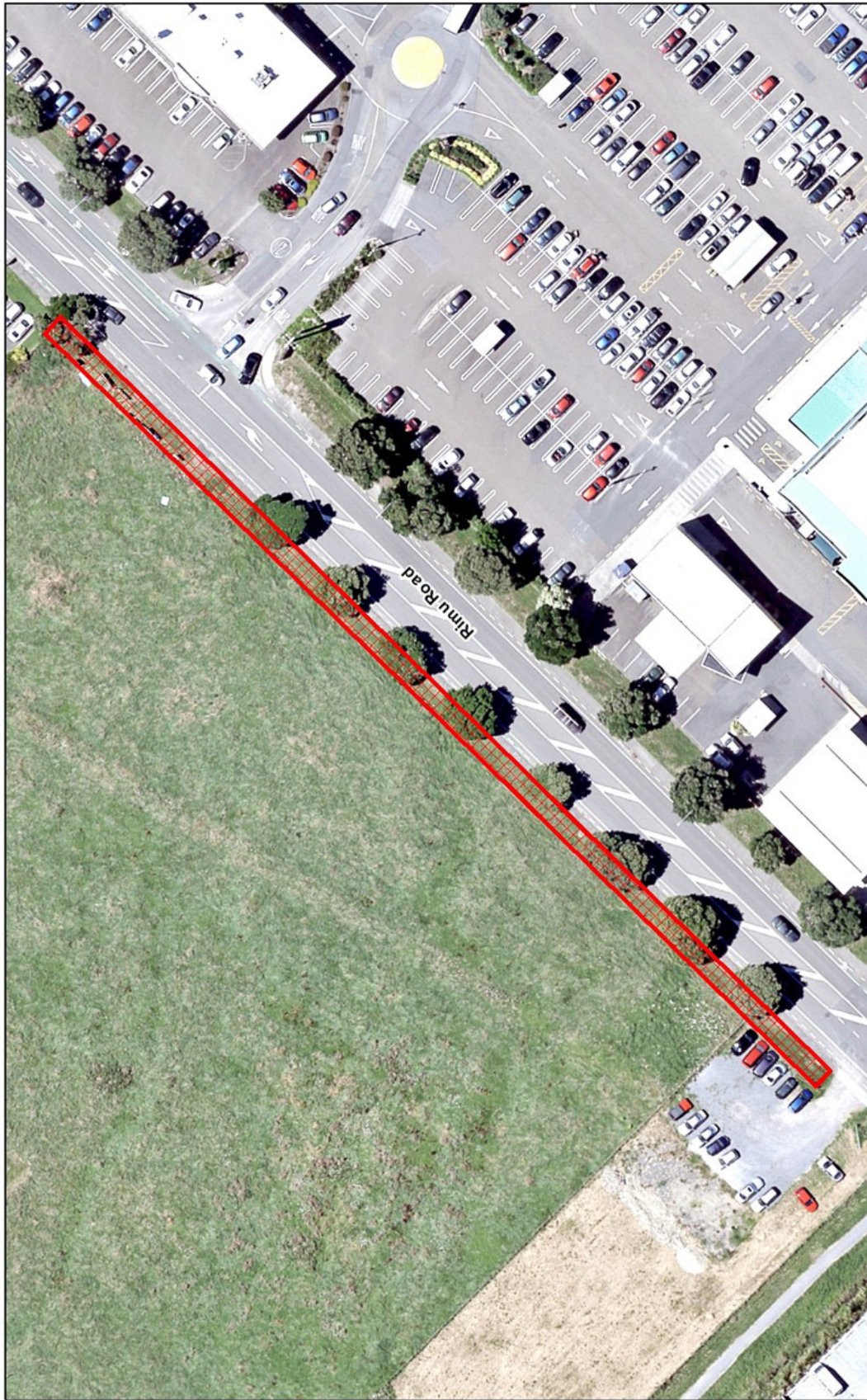


**Permitted Sign Location
Waikanae - Te Moana Rd.**

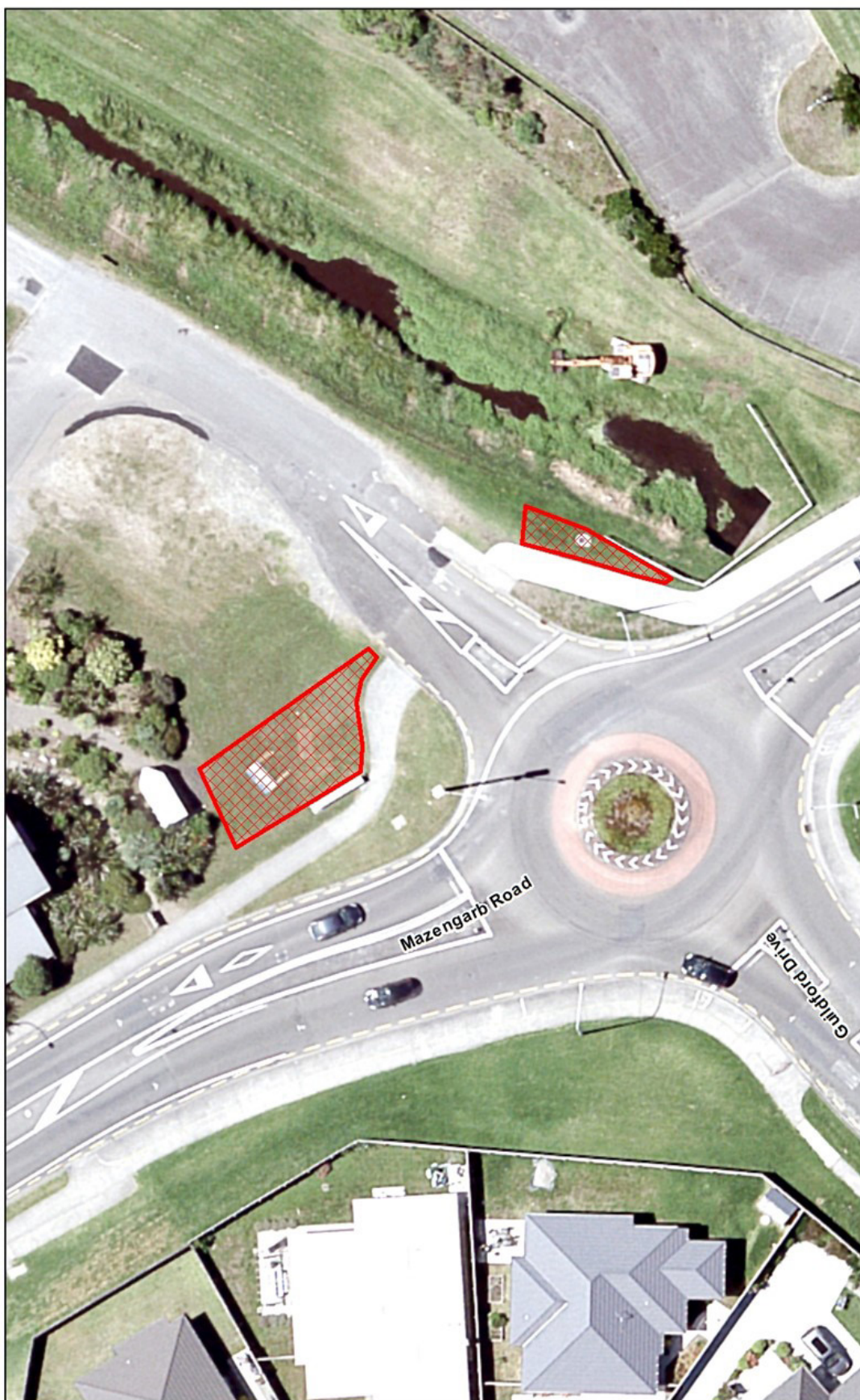


SCALE 1:500
@A4

Permitted Sign Location
Waikanae - Ngaio Road (adjacent to Motuiti Reserve)



**Permitted Sign Location
Paraparaumu - Rimu Rd.**



Permitted Sign Location
Paraparaumu - Mazengarb Road (next to College)



Permitted Sign Location
Paraparaumu - Te Atiawa Park

SCALE 1:500
DSM



Permitted Sign Location
Raumati - Corner Rata and Raumati Roads

SCALE 1:500
SMA



Permitted Sign Location
Paekākāriki - Corner Beach and Wellington Roads

SCALE 1:500
@M4



Permitted Sign Location
Paekākāriki - Wellington Road (opposite school)

SCALE 1:500
3M

Key message

Candidates need to keep a record of all donations received and expenses incurred during their election campaign. Election expenditure limits apply, and depend on the population size of the area of the election the candidate is standing for.

Every candidate must, by law, complete an Electoral Donations and Expenses Return declaring all donations and expenses and forward it to the electoral office by Thursday 11 December 2025.

Electoral expenses

Candidates should be aware that candidate campaign expenditure limits are applicable. This means a limit has been placed on how much a candidate may spend on their campaign, and this includes donations and joint campaigning. The maximum amount spent must not exceed the limits set out below:

Local government area population	Expenditure limit
up to 4,999	\$3,500
5,000-9,999	\$7,000
10,000-19,999	\$14,000
20,000-39,999	\$20,000
40,000-59,999	\$30,000
60,000-79,999	\$40,000
80,000-99,999	\$50,000
100,000-149,999	\$55,000
150,000-249,999	\$60,000
250,000 -1,000,000	\$70,000
1,000,000 or more	\$100,000*

* Plus 50 cents for each elector

[NOTE: Expenditure limits are inclusive of GST].

Electoral expenses are defined as relating to electoral activity which can comprise advertising, broadcasting or communicating material to the public (electronically or otherwise).

These electoral expenses are generally funded by the candidate and are not reimbursable from the Council the candidate is standing for.

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

The population distribution for the Kāpiti Coast District Council (population estimates as at 30 June 2024) is:

Ward	Population	Limit
Ōtaki General	7,320	\$7,000
Paekākāriki-Raumati General	7,930	\$7,000
Paraparaumu General	22,400	\$20,000
Waikanae General	15,150	\$14,000
Kapiti Coast Māori	5,020	\$7,000
Total	57,820	

source: Statistics New Zealand as at 30 June 2024

The expenditure limit for the mayoral and at-large candidates is \$30,000 (including GST), based on a population of 57,820 (as at 30 June 2024).

Community Board	Population	Limit
Ōtaki	9,400	\$7,000
Paekākāriki	1,910	\$3,500
Paraparaumu	22,500	\$20,000
Raumati	8,070	\$7,000
Waikanae	15,850	\$14,000

source: Statistics New Zealand as at 30 June 2024

The period for which campaign expenditure limits apply is three months before election day (i.e. 11 July 2025 to 11 October 2025). However, legislation further specifies that all expenses incurred before the three month period for campaign expenditure and used during the three month period, must be fairly apportioned and included in the Return of Electoral Donations and Expenses. So in effect, all expenses must be declared no matter when it was spent.

Where an electoral expense relates to more than one candidate, an equitable apportionment between candidates is required.

Nomination deposits, voluntary labour and election sign framing are not declared electoral expenses by law and therefore should not be included in the Return of Electoral Donations and Expenses.

Electoral donation definitions

a. Candidate donations

A candidate donation is a donation of money, goods or services that is made for use in the candidate's campaign.

Candidate donations, and contributions to donations, of more than \$1,500 (inc GST) are required to be declared in the candidate return of donations and expenses. A series of donations made by one person that adds up to more than \$1,500 must also be declared.

A candidate donation includes:

- where a candidate is provided with goods or services free of charge that have a reasonable market value greater than \$300;
- where a candidate is provided with discounted goods or services and the reasonable market value of the goods or services is greater than \$300, then the difference between the contract or agreed price and the reasonable market value of those goods and services is deemed to be the donation;
- where a candidate sells over-valued goods or services the difference between the price paid and the reasonable market value is deemed to be the donation, for example a fundraising auction or dinner.

The following are not deemed donations:

- volunteer labour;
- goods or services provided free of charge to a candidate, or to any person on the candidate's behalf that have a reasonable market value of \$300 or less; or
- money provided by the candidate for their own campaign.

If a person or organisation gives or pays for goods or services that would otherwise be a candidate election expense, the reasonable market value of those items should be recorded as an election expense. If the

reasonable market value of the items exceeds \$300 it should also be recorded as a donation.

b. Donations made up of contributions

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

The total proceeds of a collection are treated as a donation. The person who collects the money will normally be the donor. The individuals who contribute to the collection are contributors.

If a candidate donation, other than an anonymous donation, is made up of contributions, the transmitter or donor must tell the candidate:

- the name and address of the donor;
- whether the donation is made up of contributions;
- the total amount of individual contributions of \$1,500 or less; and
- in the case of individual contributions greater than \$1,500, the name, address, and contribution of each contributor.

If the candidate knows, or has reasonable grounds to believe, that the donor has failed to supply information about contributions, the whole donation must be returned to the donor.

c. Transmitted donations

A donation can be made either directly by the donor to the candidate or indirectly by a transmitter who makes a donation to the candidate on someone else's behalf, for example via a lawyer's trust fund. Any person who receives a candidate donation on the candidate's behalf must transfer to the candidate within 10 working days.

When transferring a donation, the transmitter must tell the candidate:

- that the donation is being transmitted on behalf of a donor;
- the name and address of the donor;
- whether the donation is made up of contributions;
- the total amount of contributions of \$1,500 or less; and
- in the case of contributions greater than \$1,500, the name, address, and contribution of each contributor.

Where a transmitter does not disclose the name and address of the donor, the donation must be treated as an anonymous donation.

d. Anonymous donations

Candidates are not permitted to retain anonymous donations exceeding \$1,500. An anonymous donation is a donation made in such a way that the candidate who receives the donation does not know the identity of the donor and could not, in the circumstances, reasonably be expected to know the identity of the donor.

If a candidate receives an anonymous donation greater than \$1,500, they may retain \$1,500 of that donation. The balance of the donation must, within 20 working days of receipt, be paid to the electoral officer for payment into the general fund of the Council.

Return of Electoral Donations and Expenses

A Return of Electoral Donations and Expenses form (a copy of this is located at the rear of this handbook) is required to be supplied to the electoral officer within 55 days after the official declaration (by 11 December 2025). This can be supplied to the electoral officer within 76 days after the official declaration if a candidate is overseas when successful candidates are declared elected.

The Return of Electoral Donations and Expenses must set out:

- the details of every electoral donation received by the candidate that, either on its own or when aggregated with all other donations made by or on behalf of the same donor for use in the same campaign, exceeds \$1,500 in sum or value; and
- the details in respect of every anonymous electoral donation received by the candidate that exceeds \$1,500; and
- details of the candidate's electoral expenses.

The details of every electoral donation are:

- the name of the donor; and
- the address of the donor; and
- the amount of the donation or in the case of aggregated donations, the total amount of the donations; and
- the date the donation was received or, in the case of aggregated donations, the date that each donation was received.

The details of every anonymous donation exceeding \$1,500 are:

- the date the donation was received; and
- the amount of the donation; and
- the amount paid to the electoral officer and the date the payment was made.

With respect to electoral expenses, the return must set out separately the name and description of every person or body of persons to whom or which any sum was paid, and the reason for which it was paid. Sums paid in excess of \$200 (GST inclusive) must be vouched by an invoice or a bill and a receipt. While the receipts should not be submitted with the return, candidates are advised to retain all invoices and receipts relating to electoral expenses should these be required in the event of a challenge.

Once the Return of Electoral Donations and Expenses forms have been received by the electoral officer they become public documents and are kept for a public inspection period of seven years. During this period, the returns:

- are placed on the Council’s website;
- can be inspected by any person;
- copies can be made available if requested. (This is a requirement under section 112F of the Local Electoral Act 2001).

Relevant legislation

Relevant definitions as contained in the Local Electoral Act 2001 are:

Part 5, Subpart 1—Electoral donations

103A Interpretation:

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

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

- does not know the identity of the donor; and
- could not, in the circumstances, reasonably be expected to know the identity of the donor

contribution means any thing (being money or the equivalent of money or goods or services or a combination of those things) that makes up a donation or is included in a donation or has been used to wholly or partly fund a donation, and that—

- does not know the identity of the donor; and
 - to the donor; or
 - to a person who was required or expected to pass on all or any of its amount or value to the donor, whether directly or indirectly (for example, through one or more intermediaries, trustees, or nominees); and
- would have been a donation if it had been given directly to the candidate; and
- was given in the knowledge or expectation (whether by reference to a trust, an agreement, or an understanding) that it would be wholly or partly applied to make up, or to be included in, or to fund, a donation

contributor means a person who makes a contribution and who immediately before making the contribution—

- beneficially holds any money, or the equivalent of money, or any goods that make up the contribution or are included in the contribution; or
- provides any services that make up the contribution or are included in the contribution or pays for those services out of money that the person beneficially holds

donation funded from contributions means a donation that is made up of, includes, or is wholly or partly funded from one or more contributions

donor means a person who makes an electoral donation

electoral donation or donation means a donation (whether of money or of the equivalent of money or of goods or services or of a combination of those things) that is made to a candidate, or to any person on the candidate's behalf, for use in the candidate's campaign for election and—

- a. includes,—
 - i. where goods or services are provided to a candidate, or to any person on the candidate's behalf, under a contract or an arrangement at a value that is less than their reasonable market value, the latter being a value that exceeds \$300, the amount of the difference between the former value and the reasonable market value of those goods or services; and
 - ii. where goods or services are provided by a candidate under a contract or an arrangement at a value that is more than their reasonable market value, the amount of the difference between that value and the reasonable market value of those goods or services; and
- b. excludes—
 - i. the labour of any person that is provided to a candidate free of charge by that person; and
 - ii. goods or services provided free of charge to a candidate, or to any person on the candidate's behalf, that have a reasonable market value of \$300 or less

receive, in relation to a donation, means to get a donation that has been given or sent by—

- c. the donor directly; or
- d. the donor indirectly, via a transmitter

transmitter means a person to whom a donor gives or sends a donation for transmittal to a candidate.

103B Donations and contributions include GST

All references to the amount or value of a donation or contribution are inclusive of any goods and services tax incurred by the donor or contributor in respect of the goods or services donated or contributed.

103C Donations to be transmitted to candidate

Every person, other than a candidate, to whom an electoral donation is given or sent must, within 10 working days after receiving the donation, transmit the donation to the candidate.

103D Contributors to be identified

- (1) This section applies to a donation (other than an anonymous donation) that is made up of, includes, or is wholly or partly funded from one or more contributions.
- (2) If this section applies to a donation, the donor must, at the time of making the donation, disclose—

- a. the fact that the donation is funded from contributions; and
 - b. the following information about any contribution that, either on its own or when aggregated with other contributions made by the same contributor to the donation, exceeds \$1,500 in sum or value:
 - i. the name of the contributor; and
 - ii. the address of the contributor; and
 - iii. the amount of the contribution or, in the case of aggregated contributions, the total amount of the aggregated contributions; and
 - c. the total of all of the amounts disclosed under paragraph (b)(iii) in relation to the donation; and
 - d. the total of all of the other contributions made in relation to the donation.
- (3) A candidate must give back to the donor the entire amount of the donation, or its entire value, if the candidate knows, or has reasonable grounds to believe, that the donor has failed to comply with subsection (2) in any respect.
- (4) For the purpose of section 112A, any amount given back by a candidate under subsection (3) is taken not to have been received by the candidate.

103E Offence relating to contravention of section 103D

A donor who fails to comply with section 103D with the intention of concealing the identity of any or all of the contributors commits an offence and is liable on conviction to a fine not exceeding \$5,000.

103F Identity of donor to be disclosed by transmitter, if known

- (1) When a transmitter transmits a donation to a candidate on behalf of the donor, the transmitter must disclose to the candidate—
 - a. the fact that the donation is transmitted on behalf of the donor; and
 - b. the name and address of the donor; and
 - c. whether section 103D applies to the donation and, if so, all information disclosed by the donor under subsection (2) of that section.
- (2) Where a transmitter does not disclose, or is unable to disclose, the information required by subsection (1), then the donation must be treated as an anonymous donation.

If any person involved in the administration of the affairs of a candidate in relation to their election campaign knows the identity of the donor of an anonymous donation exceeding \$1,500, the person must disclose the identity of the donor to the candidate.

103G Offence relating to contravention of section 103F

A transmitter who fails to comply with section 103F(1) with the intention of concealing the identity of the donor or any or all of the contributors commits an offence and is liable on conviction to a fine not exceeding \$5,000.

103H Disclosure of identity of donor

If any person involved in the administration of the affairs of a candidate in relation to their election campaign knows the identity of the donor of an anonymous donation exceeding \$1,500, the person must disclose the identity of the donor to the candidate.

103I Offence relating to contravention of section 103H

A person who fails to comply with section 103H with the intention of concealing the identity of the donor commits an offence and is liable on conviction to a fine not exceeding \$5,000.

103J Anonymous donation

- (1) If an anonymous donation exceeding \$1,500 is received by a candidate in relation to an election campaign, the candidate must, within 20 working days of receiving the donation, pay to the electoral officer responsible for the conduct of the election to which that campaign relates the amount of the donation, or its value, less \$1,500.
- (2) If an anonymous donation exceeding \$1,500 is received by a candidate who is seeking election to more than one office, the candidate must—
 - a. designate one election campaign for election to one office for which the donation will be used; and
 - b. within 20 working days of receiving the donation, pay to the electoral officer responsible for the conduct of the election to which that campaign relates the amount of the donation, or its value, less \$1,500.
- (3) An electoral officer who receives an amount under subsection (1) or (2) must, within 20 working days of receiving that amount,—
 - a. issue a receipt to the candidate; and
 - b. pay the amount into the general fund of the local authority that appointed the electoral officer.

103K Offence relating to contravention of section 103J

- (1) A person who enters into an agreement, arrangement, or understanding with any other person that has the effect of circumventing section 103J(1) or (2) commits an offence and is liable on conviction to a fine not exceeding \$5,000.
- (2) A candidate who contravenes section 103J(1) or (2) commits an offence and is liable on conviction to a fine not exceeding \$5,000.

103L Records of electoral donations

- (1) A candidate must keep proper records of all donations received by him or her.
- (2) A candidate who fails, without reasonable excuse, to comply with subsection (1) commits an offence and is liable on conviction to a fine not exceeding \$5,000.

Subpart 2—Electoral expenses

104 Interpretation:

In this subpart and subpart 3,—

applicable period before the close of polling day, means the period beginning three months before the close of polling day and ending with the close of polling day

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

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

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

- a. means expenses that are incurred by or on behalf of the candidate in respect of any electoral activity; and
- b. includes expenses that are incurred by or on behalf of the candidate, before or after the applicable period before the close of polling day, in respect of any electoral activity; and

- c. includes the reasonable market value of any materials applied in respect of any electoral activity that are given to the candidate or that are provided to the candidate free of charge or below reasonable market value; and
- d. includes the cost of any printing or postage in respect of any electoral activity, whether or not the expenses in respect of the printing or postage are incurred by or on behalf of the candidate; but
- e. does not include the expenses of operating a vehicle on which election advertising appears if that vehicle is used in good faith by the candidate as the candidate's personal means of transport; and
- f. does not include expenses incurred by the candidate in preparing a candidate profile statement; and
- g. does not include the labour of any person that is provided to the candidate free of charge by that person; and
- h. does not include the cost of any framework (other than a commercial framework) that supports a hoarding on which an advertisement is displayed.

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

105 Periods for claiming and paying expenses

- (1) No claim against a candidate, or against any agent of a candidate, in respect of any electoral expenses is recoverable unless it is sent to the candidate within 30 days after the day on which the successful candidates are declared to be elected.
- (2) All electoral expenses incurred by or on behalf of a candidate must be paid within 60 days after the day on which the successful candidates are declared to be elected.
- (3) A person who makes a payment in breach of this section commits an offence and is liable on conviction to a fine not exceeding \$5,000.

106 Procedure if claim disputed

- (1) If a candidate, in the case of a claim for electoral expenses sent in to him or her within the time allowed by this Act, disputes it, or fails to pay it within 60 days,—
 - a. the claim is a disputed claim; and
 - b. the claimant may, if they thinks fit, within a further 30 days, bring an action for the disputed claim in any court of competent jurisdiction.
- (2) Any sum paid by the candidate to satisfy the judgment or order of the court in any action referred to in subsection (1) is to be treated as paid within the time allowed by this Act.

107 Leave to pay claim after time limited

- (1) A District Court may, on the application of the claimant or

the candidate, grant leave to the candidate to pay a disputed claim, or to pay a claim for any electoral expenses, even though it is sent in after the time allowed by this Act, if the court considers it in the interests of justice to grant that leave.

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

108 Payments to be vouched by bill

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

- a. a bill stating the particulars; and
- b. a receipt.

111 Maximum amount of electoral expenses (refer to page 19 in this handbook)

112 Apportionment of electoral expenses

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

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

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

they proves that they took all reasonable steps to ensure that the electoral expenses did not exceed the relevant prescribed maximum amount.

Subpart 3—Return of electoral donations and expenses

112A Return of electoral donations and expenses

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

- (6) The details referred to in subsection (3)(c) are—
 - a. the date the donation was received; and
 - b. the amount of the donation; and
 - c. the amount paid to the electoral officer under section 103J(1) or (2) and the date that payment was made.
- (7) Every return filed under this section must be in the form prescribed in Schedule 2.
- (8) It is the duty of every electoral officer to ensure that this section is complied with.
- (9) In this section, file in relation to a return, means to send the return to the electoral officer responsible for the conduct of the election.

112B Nil return

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

112C Failure to file return of electoral donations and expenses

A candidate who fails, without reasonable excuse, to comply with section 112A commits an offence and is liable on conviction to—

- a. a fine not exceeding \$1,000; and
- b. if they has been elected to office, a further fine not exceeding \$400 for every day that they continues to hold office until the return is filed.

112D Filing a false return of electoral donations and expenses

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

- a. to a term of imprisonment not exceeding two years, or a fine not exceeding \$10,000, if they filed the return knowing it to be false in any material particular; or
- b. to a fine not exceeding \$5,000 in any other case, unless the candidate proves that—
 - i. they had no intention to misstate or conceal the facts; and
 - ii. they took all reasonable steps in the circumstances to ensure the information in the return was accurate.

112E Obligation to retain records necessary to verify return

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

112F Return of electoral donations and expenses to be open for public inspection

- (1) The electoral officer must keep every return filed under section 112A in the electoral officer's office, or at some other convenient place to be appointed by the chief executive of the local authority, for a period of seven years after the date of the election to which it relates (the public inspection period).
- (2) During the public inspection period the electoral officer must—
 - a. publish, electronically or in any other manner the electoral officer considers appropriate, every return filed under section 112A; and
 - b. make available for public inspection a copy of every return filed under section 112A; and
 - c. provide to any person upon request a copy of one or more returns filed under section 112A, subject to the payment of any charges that may be made under the Local Government Official Information and Meetings Act 1987.

Part 5A—Electoral advertising

113 Advertisements for candidates

- (1) No person may publish or cause to be published in any newspaper, periodical, notice, poster, pamphlet, handbill, billboard, or card, or broadcast or permit to be broadcast over any radio or television station, any advertisement that is used or appears to be used to promote or procure the election of a candidate at an election, unless subsection (2) or subsection (4) applies.
- (2) A person may publish or cause or permit to be published an advertisement of the kind described in subsection (1) if—
 - a. the publication of that advertisement is authorised in writing by the candidate or the candidate's agent or, in the case of an advertisement relating to more than one candidate, the candidates or an agent acting for all of those candidates; and

- b. the advertisement contains a statement setting out the true name and contact details of the person or person for whom or at whose direction it is published.*
- (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 and contact details of the person or persons for whom or at whose direction it is published; and*
 - ii. the true name of the organisation or body who has endorsed the publication of the advertisement and the address of the place of business of that organisation or body.
 - (5) This section does not restrict the publication of any news or comments relating to an election in a newspaper or other periodical, or on the Internet, or in any other medium of electronic communication accessible by the public, or in a radio or television broadcast made by a broadcaster within the meaning of section 2 of the Broadcasting Act 1989.
 - (6) A person who willfully contravenes subsection (1) commits an offence and is liable on conviction to a fine not exceeding \$1,000.
 - (7) In this section, contact details means 1 or more of the following:
 - a. a residential or business address:
 - b. an email address:
 - c. a post office box number:
 - d. a phone number:
 - e. a link to a page on an Internet site, if the page contains 1 or more of the contact details specified in paragraphs (a) to (d).*

* Sections 113 (2)(b), (4)(b)(i) and (7) were amended by the Local Electoral (Advertising) Amendment Act 2022. Different types of contact details are now permissible in electoral advertising (previously only physical address).

114 Use of public money

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

Key message

The preliminary electoral roll, listing all resident and non-resident ratepayer electors, will be available for public inspection from 4 July 2025 to 1 August 2025. All registered electors (as at 1 August 2025) whose names are on the final electoral roll will be issued voting packs.

Resident electors

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

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

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

Non-resident ratepayer electors

Residents who pay rates on a property in another Council area may be entitled to enrol on the ratepayer electoral roll for that Council's elections.

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

Partners, joint tenants and tenants in common who collectively pay rates on a property in a Council district may also nominate one of the group who is an elector to vote on their behalf, provided any such elector resides outside the district where the property is situated.

Preliminary electoral roll

A copy of the preliminary electoral roll for the Kāpiti Coast District Council will be available for public inspection from Friday 4 July 2025 to Friday 1 August 2025 at:

- Kāpiti Coast District Council Offices
175 Rimu Road, Paraparaumu
- Waikanae Service Centre & Library
Mahara Place, Waikanae
- Ōtaki Service Centre & Library
81-83 Main Street, Ōtaki
- Paraparaumu Library
9 Iver Trask Place, Paraparaumu
- Paekākāriki Library
14 Wellington Road, Paekākāriki

Those eligible to vote are:

- all residents enrolled on the Parliamentary electoral roll within the Kāpiti Coast District Council area; and
- all non-resident ratepayers enrolled on the ratepayer electoral roll.

The preliminary electoral roll will be contained in one book, with the residential roll located in the front and the ratepayer roll located at the rear.

Details appearing on the preliminary electoral roll are electors names (surname, then first names) listed alphabetically. The qualifying address of the elector is shown alongside. No postal addresses or occupations are shown.

Any alterations to the residential electoral roll should be made:

- by telephoning 0800 36 76 56; or
- by accessing the Electoral Commission website - www.vote.nz.

Any alterations to the non-resident ratepayer electoral roll should be made through the electoral office (telephone 0800 922 822).

Copies of the hardcopy preliminary electoral roll may be purchased from the electoral office for \$100.00 (inc GST).

Final electoral roll

The final electoral roll is produced once the preliminary electoral roll closes on 1 August 2025. The final electoral roll contains the details used for issuing voting documents. Copies of this roll will also be available for purchase.

Roll data requests

Information contained on the electoral roll is not available from the electoral office in an electronic form, but candidates or political parties may request an electronic listing of resident electors from the Electoral Commission (provided the criteria of section 114 of the Electoral Act 1993 are met). An application form is required to be completed, and these are available upon request from the Electoral Commission by emailing data@elections.govt.nz.

Only elector details for the area a candidate is standing for will be provided, and this data is unable to be passed on to any third-party and must be used for election purposes only.

To obtain a list of non-resident ratepayer electors, a candidate may purchase mailing labels and/or postal address lists from the electoral office.

Candidates or candidate scrutineers may request, **before the close of voting**, a listing of names of persons from whom voting documents have been returned. Such a request can be supplied in either hardcopy or electronic copy, and a reasonable charge will be made for this. [Section 68 (6) Local Electoral Act 2001]



Key message

Aside from introducing a poll requirement (see page 10), the introduction of the Local Government (Electoral Legislation and Māori Wards and Māori Constituencies) Amendment Act 2024 has also resulted in changes to the electoral timetable.

It allows a longer statutory delivery time for voting packs and creates a longer voting period to accommodate postal challenges.

The voting period is now just over four weeks (from Tuesday 9 September 2025 to noon Saturday 11 October 2025).

Voting packs are posted to electors from Tuesday 9 September 2025 onwards. Special votes are available to those who have not received, or have misplaced or spoilt, an ordinary voting pack during the voting period.

Postal voting

The election is conducted by postal vote. Voting documents are posted to all electors whose names appear on the final electoral roll with delivery commencing Tuesday 9 September 2025. All electors will have received their voting documents by Monday 22 September 2025.

Each elector, after receiving their voting document, should complete it, seal it in the return, replypaid envelope, and post or deliver it to the electoral officer.

If hand delivered, completed voting documents can be lodged at Kāpiti Coast District Council Offices, 175 Rimu Road, Paraparaumu.

For an updated list of locations, including opening hours where completed votes can be lodged, please visit the Council's website: www.kapiticoast.govt.nz/vote.

When posting voting documents back, it is recommended these be posted by 5pm, Tuesday 7 October 2025 to guarantee delivery before the close of voting at 12 noon, Saturday 11 October 2025.

There is currently no online voting option for these elections.

Special votes

Special votes are available to electors:

- whose names do not appear on the final electoral roll, but who qualify as electors (e.g. those on the unpublished roll);
- who did not receive a voting document posted to them;
- who spoil or damage a voting document posted to them.

Special votes are available from Tuesday 9 September 2025 to noon, Saturday 11 October 2025 from Kāpiti Coast District Council Offices, 175 Rimu Road Paraparaumu and on limited specific dates and times at Ōtaki Library and Service Centre.

For an updated list of special voting locations, including opening hours, please visit the Council's website: www.kapiticoast.govt.nz/vote.

Special votes can also be posted directly to electors. The completed voting document must be returned to the electoral officer by noon on election day, Saturday 11 October 2025.

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

If an elector requests a special vote and is not on the Parliamentary electoral roll (e.g. just turned 18 years of age), the person must also enrol by Friday 10 October 2025 (the day before the close of voting). An application for registration as a Parliamentary elector may be obtained by:

- phoning 0800 36 76 56; or
- accessing the Electoral Commission website: www.vote.nz.

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

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



Election day

On election day, ordinary votes can be returned to:
Kāpiti Coast District Council Offices, 175 Rimu Road,
Paraparaumu.

For an updated list of locations, including opening
hours, please visit the Council's website:
www.kapiticoast.govt.nz/vote.

Early processing of returned voting documents |

Te hātepe moata mō te hokinga o ngā tūhinga pōti

Key message

During the voting period, returned voting documents are able to be opened and processed, but not counted.

Processing of votes

Returned voting documents are able to be opened and processed during all or part of the voting period prior to the close of voting for:

- roll scrutiny (marking people off the roll);
- opening of envelopes;
- extracting of voting documents;
- checking for informal or duplicate votes;
- electronic capture of all valid votes (twice).

No tallying of votes is undertaken until after the close of voting at noon, Saturday 11 October 2025.

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

Candidate scrutineers are not permitted to observe the early processing functions.

Key message

Candidates are able to appoint scrutineers to observe certain functions of the electoral process. Appointment of scrutineers must be made by noon, Friday 10 October 2025.

Appointment of scrutineers

Candidates may appoint scrutineers to oversee various functions of the election process.

These functions are:

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

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

A scrutineer cannot be:

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

Each scrutineer must be appointed by a candidate, and an appointment must be in writing to the electoral officer. For a person to be appointed as a scrutineer, the letter of appointment must be received by the electoral officer no later than noon Friday 10 October 2025 [Section 68, Local Electoral Act 2001].

A standard letter for the appointment of a scrutineer is located at the end of this handbook.

Each appointed scrutineer must report initially to the electoral officer or deputy electoral officer, where a declaration pledging not to disclose any information

coming to their knowledge, will need to be signed and a name tag is issued. When departing the premises, scrutineers are to return their name tag to the electoral officer or deputy electoral officer.

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

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

The scrutiny of the roll will be undertaken at the electoral office (167 Victoria Street West, Auckland - enter via Dock Street), during normal office hours between Tuesday 9 September 2025 and noon, Saturday 11 October 2025.

The preliminary count of votes will commence at the electoral office once voting closes at noon on Saturday 11 October 2025.

The official count of votes will be undertaken once the preliminary count is concluded and the final result will be known by Friday 17 October 2025 at the electoral office.

The role of scrutineers is to ensure that election procedures are undertaken correctly and that the count of votes is done fairly and reasonably.

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

Key message

Election and poll results will be released as follows:

- Progress results will be released on election day, Saturday 11 October 2025;
- Preliminary results will be released on Sunday 12 October 2025;
- Final results will be released by Friday 17 October 2025.

Progress results

The counting of votes will commence from noon, Saturday, 11 October 2025 at the electoral office, 167 Victoria Street West, Auckland.

As soon as practicable following the close of voting at noon, progress results will be made available. These results reflect approximately 90% of the votes cast and include all votes physically received by the electoral office at that point in time. It will not include votes in transit to the electoral office or any special votes, as these votes still need to be confirmed by the electoral commission.

Preliminary results

Preliminary results will be available once all votes that are hand-delivered on election morning have been received and processed. This is expected to be on Sunday 12 October 2025.

Both progress and preliminary results will be available:

- at the Kāpiti Coast District Council Offices
175 Rimu Road, Paraparaumu
- by accessing the Council's website
www.kapiticoast.govt.nz/vote
- by phoning the electoral office on
0800 922 822.

The preliminary results will not include any special votes.

Final results

Once all special votes have been validated by the Electoral Commission a final result is announced. This is expected by Friday 17 October 2025.

Release of results

Where email addresses have been provided, candidates will be emailed both the progress and preliminary results, once available.

All results will also be placed on the Council's website: www.kapiticoast.govt.nz/results.

Local Electoral Act 2001

The Local Electoral Act 2001 outlines the following offences that candidates need to be aware of:

121 Illegal nomination, etc

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

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

122 Interfering with or influencing voters

- (1) Every person commits an offence, and is liable on 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 an imitation of any voting document to be used at the election or poll that,-
 - i. in the case of an election, includes the name of a candidate or candidates, together with any direction or indication as to the candidate or candidates for whom any person should vote;
 - ii. in the case of a poll, includes a statement or indication as to how any person should vote;
 - iii. in any way contains or suggests any such direction or indication or other matter likely to influence how any person votes.
 - c. prints, publishes, or distributes any instruction on the method of marking the voting document that differs in any material way from the instructions required by this Act or any regulations made under this Act to accompany the voting document.
- (2) Despite subsection (1)(b), it is not an offence under that subsection to print, publish, distribute, or deliver a card or

leaflet (not being an imitation voting document) on which is printed-

- a. the names of all or any of the candidates and the elective offices for which they are candidates (with or without the name of the organisations or groups to which those candidates are affiliated, and including those who are independent); and
- b. nothing else.

(3) Nothing in this section applies to-

- a. any official statement or announcement made or exhibited under the authority of this Act or regulations made under this Act; or
- b. any candidate profile statement, published, displayed or distributed under the authority of this Act or regulations made under this Act.

123 Offences in respect of official documents

(1) Every person commits an offence who-

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

(2) Every person who commits an offence against subsection (1) is liable on conviction -

- a. in the case of an electoral officer or other electoral official, to imprisonment for a term not exceeding 2 years;
- b. in the case of any other person, to imprisonment for a term not exceeding six months.

124 Voting offences

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

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

125 Bribery

- (1) Every person commits the offence of bribery who, directly or indirectly, on that person's own or by another person,-
 - a. gives, lends, agrees to give or lend, offers, promises, or promises to obtain any money or valuable consideration to or for any elector, or to or for any person on behalf of any elector, or to or for any other person, in order to induce any elector to vote or refrain from voting; or
 - b. gives or obtains, agrees to give or obtain, offers, promises, or promises to obtain or to try to obtain any office or place of employment to or for any elector, or to or for any person on behalf of any elector, or to or for any other person, in order to induce the elector to vote or refrain from voting; or
 - c. corruptly does any act referred to in paragraph (a) or paragraph (b) on account of an elector having voted or refrained from voting; or
 - d. makes any gift, loan, offer, promise, or agreement referred to in paragraph (a) or paragraph (b) for, or with, any person in order to induce that person to obtain or try to obtain the election of any person or the vote of any elector; or
 - e. upon or as a consequence of any gift, loan, offer, promise, or agreement referred to in paragraph (a) or paragraph (b) obtains, or tries to obtain, the election of any person or the vote of any elector; or
 - f. advances or pays, or causes to be paid, any money to or for the use of any other person, intending that 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 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 license under the Sale and Supply of Alcohol Act 2012 commits the offence of treating who knowingly supplies any food, drink, entertainment, or provision-
 - a. to any person, if the supply is demanded for one or more of the purposes specified in subsection (1); or
 - b. to any person, whether an elector or not, for the purpose of obtaining the election of a candidate or affecting the result of a poll, and without receiving payment for it at the time when it is supplied.
- (3) Every elector who corruptly accepts or takes any such food, drink, entertainment, or provision also commits the offence of treating.
- (4) Despite subsections (1) to (3), the provision of light refreshments after any meeting relating to an election or poll does not constitute the offence of treating.
- (5) Every person who commits the offence of treating is liable on conviction to imprisonment for a term not exceeding 2 years.

127 Undue influence

- (1) Every person commits the offence of undue influence-
 - a. who, directly or indirectly, on that person's own or by another person, makes use of or threatens to make use of any force, violence, or restraint against any person-
 - i. in order to induce or compel that person to vote or refrain from voting;

- ii. on account of that person having voted or refrained from voting;
 - b. who, by abduction, duress, or any fraudulent device or means,-
 - i. impedes or prevents the free exercise of the vote of any elector;
 - ii. compels, induces, or prevails upon any elector either to vote or to refrain from voting.
- (2) Every person who commits the offence of undue influence is liable on conviction to imprisonment for a term not exceeding 2 years.

128 Personation

- (1) Every person commits the offence of personation who, at any election or poll,-
- a. votes in the name of some other person (whether living or dead), or of a fictitious person;
 - b. having voted, votes again at the same election or poll;
 - c. having returned a voting document, applies for or returns another voting document with the intention of returning an additional valid voting document or invalidating a vote already cast at the same election or poll (whether or not any voting document he or she returns is valid).
- (2) Every person who commits the offence of personation is liable on conviction to imprisonment for a term not exceeding 2 years.

129 Infringement of secrecy

- (1) Every electoral officer, deputy electoral officer, and other electoral official-
- a. must maintain and assist in maintaining the secrecy of the voting; and
 - b. must not communicate to any person, except for a purpose authorised by law, any information likely to compromise the secrecy of the voting.
- (2) No person, except as provided by this Act or regulations made under this Act, may-
- a. interfere with or attempt to interfere with a voter when marking, or recording his or her vote; or
 - b. attempt to obtain, in the building, or other place where the voter has marked or recorded his or her vote and immediately before or after that vote has been marked or recorded, any information as to any candidate for whom or the proposal for or against which the voter is about to vote or has voted; or

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

130 Disclosing voting or state of election or poll

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

- a. not exceeding \$5,000 for an electoral officer or deputy electoral officer:
- b. not exceeding \$2,000 for any other person.

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

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

General provisions

137 Property may be stated as being in electoral officer

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

138 Duty to take action in respect of offences

- (1) Subsection (2) applies if an electoral officer—
 - a. receives a written complaint that an offence has been committed under—
 - i. Part 5; or
 - ii. this Part 5A; or
 - iii. this Part; or

- c. believes for any other reason that an offence has been committed under either of the Parts specified in paragraph (a).

- (2) If this subsection applies, the electoral officer must—
 - a. report the complaint or belief to the Police; and
 - b. provide the Police with the details of any inquiries that he or she considers may be relevant.
- (3) Subsection (2) does not prevent any person from reporting an alleged offence to the Police.
- (4) Despite subsection (2), an electoral officer is not required to report the failure by a candidate to file a return under section 112A if the candidate files the return promptly after being required to do so by the electoral officer.

138AA Time limit for prosecutions

- (1) A prosecution under section 112C must be commenced within six months of the date on which the return was required to be filed.
- (2) A prosecution under section 103K or 112D must be commenced—
 - a. within six months of the date on which the prosecutor is satisfied that there is sufficient evidence to warrant the commencement of the proceedings; but
 - b. not later than 3 years after the offence was committed.



Key message

After the election, there will be a period where elected members will be inducted to the Council's key discussions and sworn in as elected members so they can legally do their jobs.

Induction sessions

Induction sessions are scheduled over a period of 10 weeks after the final results of the election are announced and traditionally have been scheduled on Tuesdays and Thursdays with one session for community board members expected to take place on a Saturday to ensure most community board members can partake.

These sessions will include a mix of strategy setting, getting to know one another, as well as technical skills sessions (such as specific legislation and governance principles applicable to the Council and Community Board meetings). It is not expected that returning councillors and community board members attend all of the sessions organised but it can be beneficial for returning members to also attend the sessions to network, form relationships and refresh their skills and knowledge.

The induction sessions are planned with councillor and community board members' time in mind as most will also have other jobs. However, the induction also balances conflicting commitments with the need to offer a good variety of sessions to ensure elected members are provided with the right tools, knowledge and information to discharge their responsibilities as elected representatives.

Inaugural meetings

The induction period will also include inaugural meetings of the Council and each Community Board in the area in line with legislative requirements.

At these inaugural meetings, Councillors and Community Board members will be sworn into office, receive an explanation of relevant legislation and elect the Deputy Mayor, or Chair and Deputy Chair respectively.

Successful candidates elected into Councillor or Community Board vacancies can expect to receive notification of these inaugural meetings within the first month of the results being announced, provided no application for recount needs to be processed.

Inauguration dates

The inaugural meetings are expected to take place as follows:

- Council meeting on Thursday 30 October 2025 at 6pm
- Raumati Community Board on Tuesday 18 November 2025 at 7pm
- Ōtaki Community Board on Tuesday 18 November 2025 at 7pm
- Paekākāriki Community Board on Tuesday 25 November 2025 at 7pm
- Paraparaumu Community Board on Tuesday 2 December 2025 at 6.30pm
- Waikanae Community Board on Tuesday 9 December 2025 at 6.30pm

These times and dates are subject to change as sometimes circumstances will mean meeting dates and times have to be moved. It is expected that all elected members attend the inaugural Council meeting as this meeting is also an opportunity for elected members and their families to celebrate their success in being elected.

Key message

Outgoing members leave office and newly elected members come into office on the day after the declaration of results is publicly notified.

Term of membership

All members come into office for the Kāpiti Coast District Council on the day after the day the candidate is declared to be elected (i.e. the day after the first public notice declaring the result is made).

[Section 115, Local Electoral Act 2001]

All outgoing members leave office for the Kāpiti Coast District Council when the members elected at the next election come into office. [Section 116, Local Electoral Act 2001]

However, newly elected members cannot discharge their role, i.e. make formal decisions, until they are sworn into office at the relevant inaugural meeting. Refer page 51.

If at the close of nominations, the number of candidates is less than the number of vacancies, the unfilled vacancies become extraordinary vacancies and are treated as occurring on polling day (11 October 2025). [Section 64, Local Electoral Act 2001]

Any such extraordinary vacancy is required to be filled by a by-election, which cannot occur any earlier than 3 March 2026. [Section 138a, Local Electoral Act 2001]

In short, if not all vacancies can be filled, the Council will need to conduct a by-election in 2026.

A member is disqualified from holding office in a local authority under the following circumstances:

"Disqualification of members

- (1) A person's office as a member of a local authority is vacated if the person, while holding office as a member of the local authority, -
 - a. ceases to be an elector or becomes disqualified for registration as an elector under the Electoral Act 1993; or
 - b. is convicted of an offence punishable by a term of imprisonment of 2 years or more.
- (2) If subclause (1)(b) applies: -
 - a. the disqualification does not take effect -
 - i. until the expiration of the time for appealing against the conviction or decision; or
 - ii. if there is an appeal against the conviction or decision, until the appeal is determined; and
 - b. the person is deemed to have been granted leave of absence until the expiration of that time, and is not capable of acting as a member during that time.
- (3) person may not do an act as a member while disqualified under subclause (1) or while on leave of absence under subclause (2)".
[Clause 1, Schedule 7, Local Government Act 2002]

Key message

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

Legislation

The Local Electoral Act 2001 provides that each community board must consist of between 4 and 12 members; and is to include at least 4 elected members; and may include, as appointed members, up to half the total number of members. [Section 19, Local Electoral Act 2001]

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

For Kāpiti Coast District Council, the membership arrangements are as follows:

- Ōtaki Community Board will have four elected members and one appointed member, being a councillor representing either the Ōtaki General Ward or the Kapiti Coast Māori Ward;
- Waikanae Community Board will have four elected members and one appointed member, being a councillor representing either the Waikanae General Ward or the Kapiti Coast Māori Ward;
- Paraparaumu Community Board will have four elected members and one appointed member, being a councillor representing either the Paraparaumu General Ward or the Kapiti Coast Māori Ward;
- Raumati Community Board will have four elected members and one appointed member, being a councillor representing either the Paekākāriki-Raumati General Ward or the Kapiti Coast Māori Ward;
- Paekākāriki Community Board will have four elected members and one appointed member, being a councillor representing either the Paekākāriki-Raumati General Ward or the Kapiti Coast Māori Ward.



Health and Safety at Work Act 2015

All elected members of the Kāpiti Coast District Council are required to comply with the duties and obligations of the Health and Safety at Work Act 2015.

Under this legislation an officer is someone who holds a position which allows them to exercise significant influence over the whole of the Council. At Kāpiti Coast District Council, elected members and the chief executive (and other senior managers) are 'Officers'.

The Council holds the primary duty to ensure people's safety. An officer's responsibility is to exercise due diligence to ensure that the Council complies with its duties and obligations under the Health and Safety at Work Act – similar to the responsibility councillors have to exercise due diligence over the Council's financial matters.

An officer's duty is important because leadership contributes to the Council's safety culture, and elected members need to have an understanding of what is required to manage the Council's risks.

Elected representatives can rely on information provided to them by staff and experts so long as that reliance is reasonable. However, elected members and the chief executive must test and assess the advice provided to them to ensure they are confident their decisions have sufficiently considered all health and safety factors.

Liability

Whilst councillors, as officers, do not have the same primary duty to directly ensure health and safety of all staff they must exercise due diligence to ensure that the Council is meeting its duties.

Elected members acting in their capacity as elected members (as distinguished from elected members acting in a governance role for another entity) are excluded from liability for the most serious offences under this legislation. However, they may still be liable under some of the other requirements in the legislation – for example in some circumstances WorkSafe NZ could still serve an improvement notice on them.

Further information can be found at:
<https://worksafe.govt.nz/managing-health-and-safety/businesses/guidance-for-business-leaders/>.

Role of elected members and governance structure | Ngā Hanga Kāwanatanga, Ngā Mema, Ngā Heapapa me Ngā Apārangi

Elected members

Councillors are responsible for governance, including:

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

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

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

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

The Council must adopt a code of conduct for its members. Each elected member must comply with the code of conduct.

The Mayor

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

- presiding at Council meetings including ensuring the orderly conduct of business during meetings (as determined by standing orders);
- advocating on behalf of the community involving the promotion of the community and representation of its interests. Such advocacy will be most effective where it is carried out with the

knowledge and support of the Council;

- spokesperson for the Council;
- ceremonial head of the Council; providing leadership and feedback to other elected members on teamwork and chairing of committees; fulfilling the responsibilities of a Justice of the Peace (while the mayor holds office).

The mayor is a member of every Council committee.

Deputy Mayor

The deputy mayor is usually appointed by the mayor. Where the mayor chooses not to appoint a deputy they must be elected by the members of the Council at the first meeting of the Council. The deputy mayor exercises the same roles as other elected members, and if the mayor is absent or incapacitated, the deputy mayor must perform all of the responsibilities and duties, and may exercise the powers, of the mayor (as summarised above). The deputy mayor may be removed from office by resolution of the Council.

Committee chairpersons

The mayor may create one or more committees (this includes subcommittees) of the council and usually appoints the chairperson of each. The 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 the Council. Deputy chairpersons of committees may also be appointed. A deputy chairperson fulfills the functions of the chair when the chairperson is absent.

Community Boards

Community boards provide a more direct level of representation compared to the Council. The role of each community board includes:

- representing the interests of its community;
- considering and reporting on matters of interest or concern referred to it by the Council;
- maintaining an overview of Council services to the community;
- preparing an annual submission to the Council on 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 meeting, elect a chair and deputy chair.

Workloads of an elected member

The time commitments vary depending on the position.

The present mayor finds the role a full time commitment. Councillors' time commitment per week will depend on the number of responsibilities they have in their role. For example, the present Council meets on a monthly basis. Committee meetings and other ad hoc meetings are held throughout the month. Council business (including meeting, briefings and workshops) take place on Tuesday and Thursday most weeks.

Council and committee meetings have traditionally been held on Tuesdays or Thursdays commencing at 9:30am.

In addition to meetings, a number of workshops and briefings are held throughout the month, during the day, dealing with matters from the annual budget and matters going out for public consultation.

Community board members attend one meeting every six weeks on a Tuesday. They often also attend workshops or Council meetings to keep up-to-date with Council business.

As well as attending and preparing for meetings, councillors and community board members will spend time on consultation with the community to enable them to fulfil their decision-making roles.

In addition to meetings, there is an extensive induction programme run following the election. This programme introduces new councillors and community board members to the role of elected members and serves to refresh those members who are re-elected to the Council.

While the above is provided as a guideline of what has taken place in the past, the governance structure is determined by the incoming Council in conjunction with the chief executive and the workload will be driven by this structure.

Key message

Elected members are remunerated for the work they do. This remuneration is by way of a base salary and allowances for such things as mileage and use of their phones and internet.

The Remuneration Authority is a central body that sets the remuneration levels of local government elected representatives.

Member remuneration

The remuneration of the mayor and the community boards is set by the Remuneration Authority. For the remuneration of councillors, a remuneration pool for elected representatives is set by the Remuneration Authority. The newly elected Council will decide how to apply the pool of funding at one of its meetings in late 2025. Some expenses are also reimbursed as per the guidance of the Remuneration Authority.

As an indication, the current remuneration (as at 1 July 2024) is:

Position	\$PA
Mayor	\$150,975
Deputy Mayor	\$68,746
Chairperson Strategy, Operations & Finance Committee	\$62,183
Deputy Chair of Strategy, Operations, and Finance Committee and Chairs of Social Sustainability & Climate and Environment Subcommittees	\$59,072
Chair of Grants Allocation Committee	\$54,924
Councillor with additional responsibilities for community boards, panels, and advisory groups (4)	\$50,776
Councillor* (Minimum Allowable Remuneration)	\$40,406

*None of the current councillors are remunerated at the minimum level.

Position	\$PA
Ōtaki Community Board:	
Chairperson	\$16,138
Member	\$8,069
Paekākāriki Community Board:	
Chairperson	\$8,547
Member	\$4,273
Paraparaumu Community Board	
Chairperson	\$20,599
Member	\$10,299
Raumati Community Board	
Chairperson	\$15,696
Member	\$7,848
Waikanae Community Board	
Chairperson	\$18,737
Member	\$9,368

Local Authorities (Members' Interests) Act

The Local Authorities (Members' Interests) Act 1968 (LAMIA) fulfils two underlying purposes:

- it prevents members from using their position to obtain preferential treatment from the Council 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 Council matters.

The general rule of law is that people in positions of authority should make decisions that are free from bias. The LAMIA is a statutory application of this rule to the pecuniary interests of elected members, and:

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

A member is disqualified from office who is "concerned or interested" in contracts with their Council under which the total payments made, or to be made, by or on behalf of the Council 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:
 - i. the Council; and/or
 - ii. any committee of the Council; or
- hold office as a member of the Council or any committee.

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

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

Legislation

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 (LGA) reflects a clear view that councils that are effective, responsible and accountable to the communities they represent are a fundamental part of New Zealand's system of democratic governance, rather than merely a collection of assets and services.

The LGA provides for communities to make their own choices about what councils do and the way they do these things. Councils 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 of the LGA as follows:

- 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 Council 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.

Legislation provides councils with the mandate to enact the following:

Democracy. Ensuring opportunities for participation in decision-making processes and supporting a representative democracy.

Effectiveness. Ensuring decision-making processes are in place so 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).

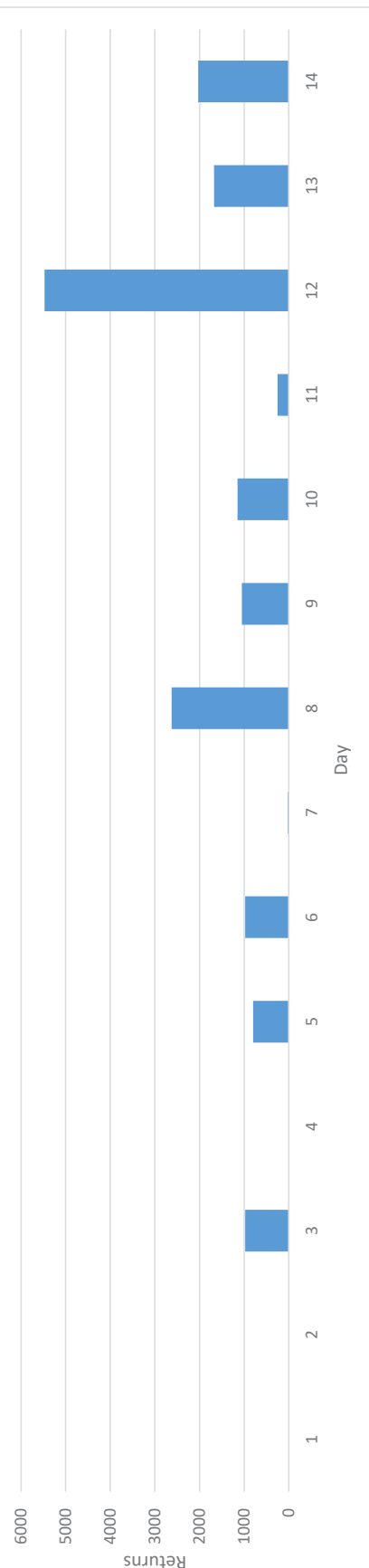
Local decision-making and accountability. Ensuring decision-making is transparent and ensures accountability.

Community well-being. Ensuring 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 that Council is mandated to promote are social, economic, environmental and cultural well-being.

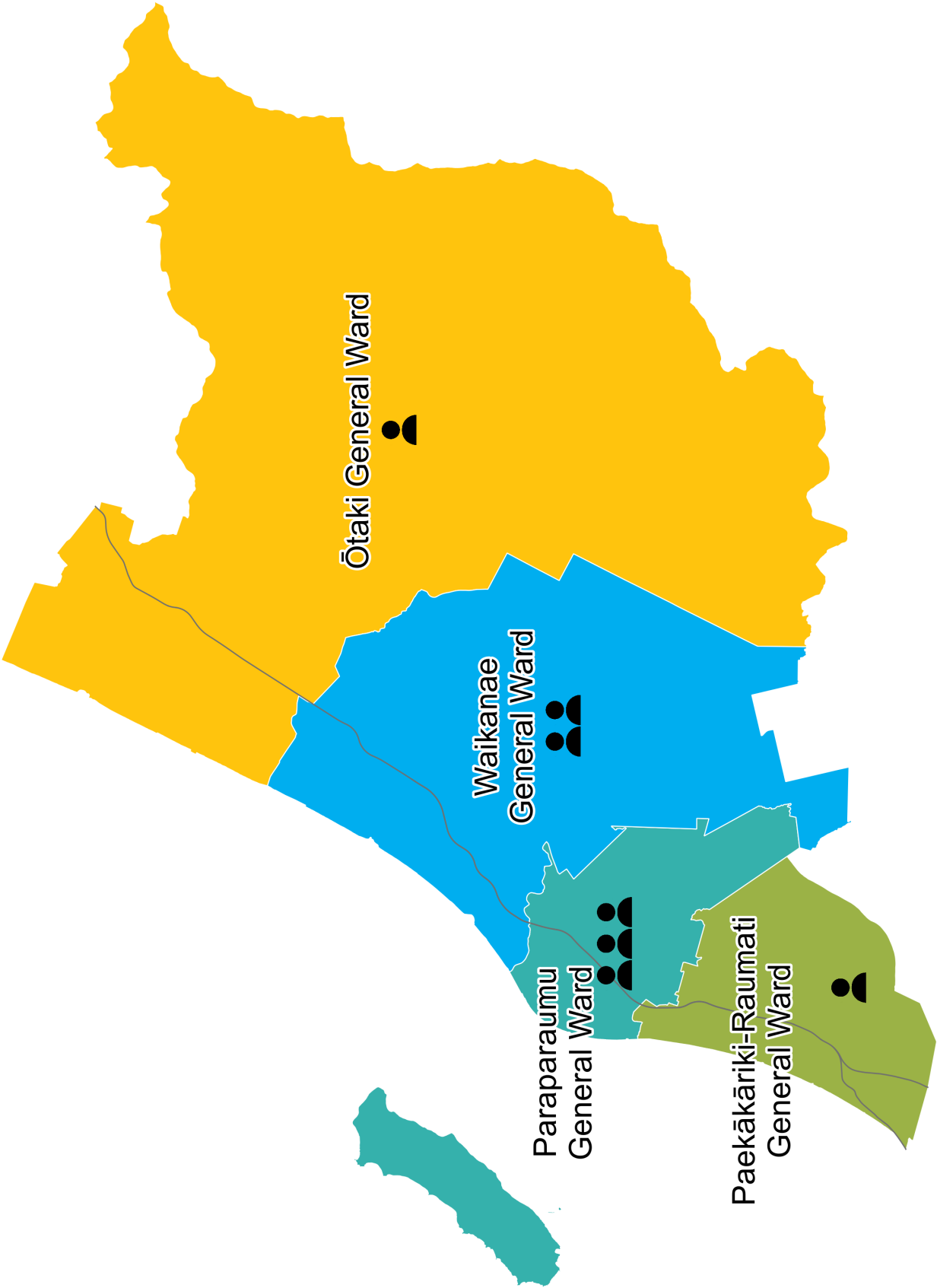
VOTING DOCUMENT RETURNS - 2022 ELECTIONS

CB/ELECTORS	ELECTION DAY													
	21-Sep	22-Sep	23-Sep	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep	3-Oct	4-Oct	5-Oct	6-Oct	7-Oct	8-Oct
OTAKI	0	0	100	0	200	150	0	300	175	125	0	925	25	250
6660	0.0%	0.0%	1.5%	1.5%	4.5%	6.8%	6.8%	11.3%	13.9%	15.8%	15.8%	29.7%	30.0%	33.8%
PAEKĀKĀRIKI	0	0	25	0	0	25	0	100	25	0	50	75	225	75
1386	0.0%	0.0%	1.8%	1.8%	1.8%	3.6%	3.6%	10.8%	12.6%	12.6%	16.2%	21.6%	37.9%	43.3%
PARAPARAUMU	0	0	325	0	300	400	0	900	400	500	200	1724	625	776
16737	0.0%	0.0%	1.9%	1.9%	3.7%	6.1%	6.1%	11.5%	13.9%	16.9%	18.1%	28.4%	32.1%	36.7%
RAUMATI	0	0	100	0	50	125	25	375	150	125	0	650	275	375
5953	0.0%	0.0%	1.7%	1.7%	2.5%	4.6%	5.0%	11.3%	13.9%	16.0%	16.0%	26.9%	31.5%	37.8%
WAIKANAE	0	0	424	0	251	275	0	950	300	400	0	2099	525	551
12373	0.0%	0.0%	3.4%	3.4%	5.5%	7.7%	7.7%	15.4%	17.8%	21.0%	21.0%	38.0%	42.2%	46.7%
TOTAL	0	0	974	0	801	975	25	2625	1050	1150	250	5473	1675	2027
43109	0.0%	0.0%	2.3%	2.3%	4.1%	6.4%	6.4%	12.5%	15.0%	17.6%	18.2%	30.9%	34.8%	39.5%
DAILY %	0.0%	0.0%	2.3%	0.0%	1.9%	2.3%	0.1%	6.1%	2.4%	2.7%	0.6%	12.7%	3.9%	4.7%

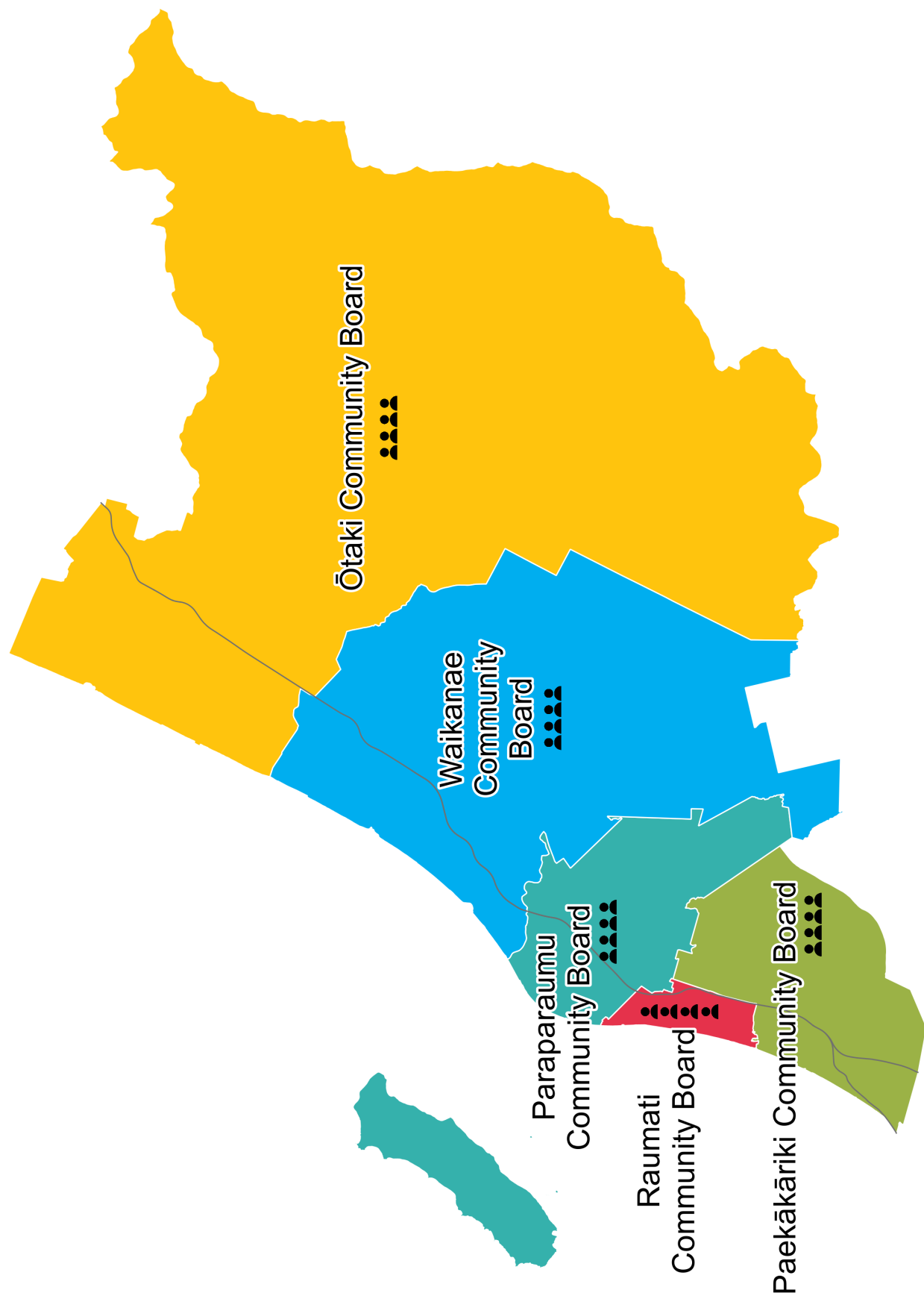
KĀPITI COAST DISTRICT COUNCIL 2022 ELECTION
Daily Voting Document Returns



Kāpiti Coast District Council General Ward Boundaries 2025









TRIENNIAL ELECTION

11 October 2025

APPOINTMENT OF SCRUTINEER

The Electoral Officer
Kāpiti Coast District Council
C/- Independent Election Services Ltd
PO Box 5135
Victoria Street West
Auckland 1142

Email: info@electionservices.co.nz

I _____, a candidate for the office of
_____, for the election being on
Saturday 11 October 2025, hereby appoint _____
as my scrutineer.

Signature of candidate

Date

NOTE: This letter must be returned to the electoral officer or deputy electoral officer no later than 24 hours before the close of voting (i.e. by noon Friday 10 October 2025).

RETURN OF ELECTORAL DONATIONS AND EXPENSES

(Under section 112A of the Local Electoral Act 2001)

I, a candidate for Position:
Council: Kapiti Coast District Council

at the election held on 11 October 2025, make the following declaration:

PART A: RETURN OF ELECTORAL DONATIONS (inclusive of GST)

I, make the following return of all electoral donations received by me that exceed \$1,500:

Set out the following details in respect of every electoral donation received (other than an anonymous electoral donation) that, either on its own or when aggregated with all other donations made by or on behalf of the same donor for use in the same campaign, exceeds \$1,500 in sum or value:

- the name of the donor;
- the address of the donor;
- the amount of the donation or, in the case of aggregated donations, the total amount of the donations;
- the date the donation was received or, in the case of aggregated donations, the date that each donation was received.

NB: Section 103A Local Electoral Act 2001 defines "donation" as money or the equivalent of money or of goods or services or of a combination of those things used in the candidate's election campaign over \$300 in value. It excludes labour and goods and services that are provided free of charge reasonably valued at \$300 or less.

NAME and ADDRESS of DONOR	DESCRIPTION (include goods or services)*	DONATION	
		<i>Date received</i>	<i>Amount</i>
* set out here if the donation is funded from contributions		Total	

Set out the following details in respect of every anonymous electoral donation received that exceeds \$1,500:

- the date the donation was received;
- the amount of the donation;
- the specific election campaign to which the donation was designated (see top of page);
- the amount paid to the electoral officer and the date the payment was made.

NB: Section 103A Local Electoral Act 2001 defines "anonymous" as a donation made in such a way that the candidate who receives the donation does not know the identity of the donor, and could not, in the circumstances, reasonably be expected to know the identity of the donor.

ANONYMOUS DONATION		DESCRIPTION (include goods or services)	PAID TO ELECTORAL OFFICER	
<i>Date received</i>	<i>Amount</i>		<i>Date paid</i>	<i>Amount</i>
Please turn page for more Electoral Donations, Electoral Expenses and Declaration			Total	

In the case of any electoral donation funded from contributions, set out the following details in respect of each contribution that, either on it's own or when aggregated with other contributions made by the same contributor to the donation, exceeds \$1,500 in sum or value:

- the name of the contributor;
- the address of the contributor;
- the total amount of the contributor's contributions made in relation to the donation.

NB: Section 103A Local Electoral Act 2001 defines "contributions" as money or goods or services that have been given to a donor to fund, be applied to, or included in an electoral donation (for example, contributions to trust funds or a fundraising collection).

NAME and ADDRESS of CONTRIBUTOR	DESCRIPTION (include goods or services)*	DONATION CONTRIBUTION	
		<i>Date received</i>	<i>Amount</i>
* set out here the electoral donation this contribution applies to.			Total

PART B: RETURN OF ELECTORAL EXPENSES (inclusive of GST)

I make the following return of all electoral expenses incurred by me:

Set out the following details in respect of every electoral expense incurred by or on behalf of the candidate at the election in respect of any electoral activity:

- the name and description of every person or body of persons to whom any sum was paid;
- the reason that sum was paid.

Sums paid for radio broadcasting, television broadcasting, newspaper advertising, posters, pamphlets etc must be set out separately and under separate headings.

NAME and DESCRIPTION	REASON for EXPENSES	EXPENSES PAID
Total		

Dated at this day of 2025.

Signature

THIS FORM IS REQUIRED TO BE COMPLETED (EVEN IF IT IS A NIL RETURN) AND PROVIDED TO THE ELECTORAL OFFICE, PO BOX 5135, VICTORIA STREET WEST, AUCKLAND 1142 (or info@electionservices.co.nz), BY 11 DECEMBER 2025.

NOTE: RECEIPTS ARE NOT REQUIRED TO BE RETURNED WITH THIS FORM. PLEASE RETAIN THESE FOR YOUR RECORDS.

