

VOTE 2019

LOCAL ELECTIONS



***MAKE THINGS HAPPEN
IN YOUR COMMUNITY***

Everything you need to know about standing
for council in the 2019 Local Elections


**matamata
piako**
district council

Authorised by Don McLeod, Chief Executive
Published 4 June 2019

The information was correct at the time of publishing.

This handbook is intended to be used as a guide for candidates considering standing for the Matamata-Piako District Council (MPDC) in the 2019 local elections. We've pulled together this information from a range of sources and paraphrased some of it (including legislation) into Plain English to try and make the requirements clear and simple for all candidates.

References to any relevant legislation are included at the start of each section. Candidates are encouraged to look at the legislation in full at www.legislation.govt.nz. The legislation most commonly referred to throughout this document is the Local Electoral Act 2001 (LEA) and Local Electoral Regulations (LER).

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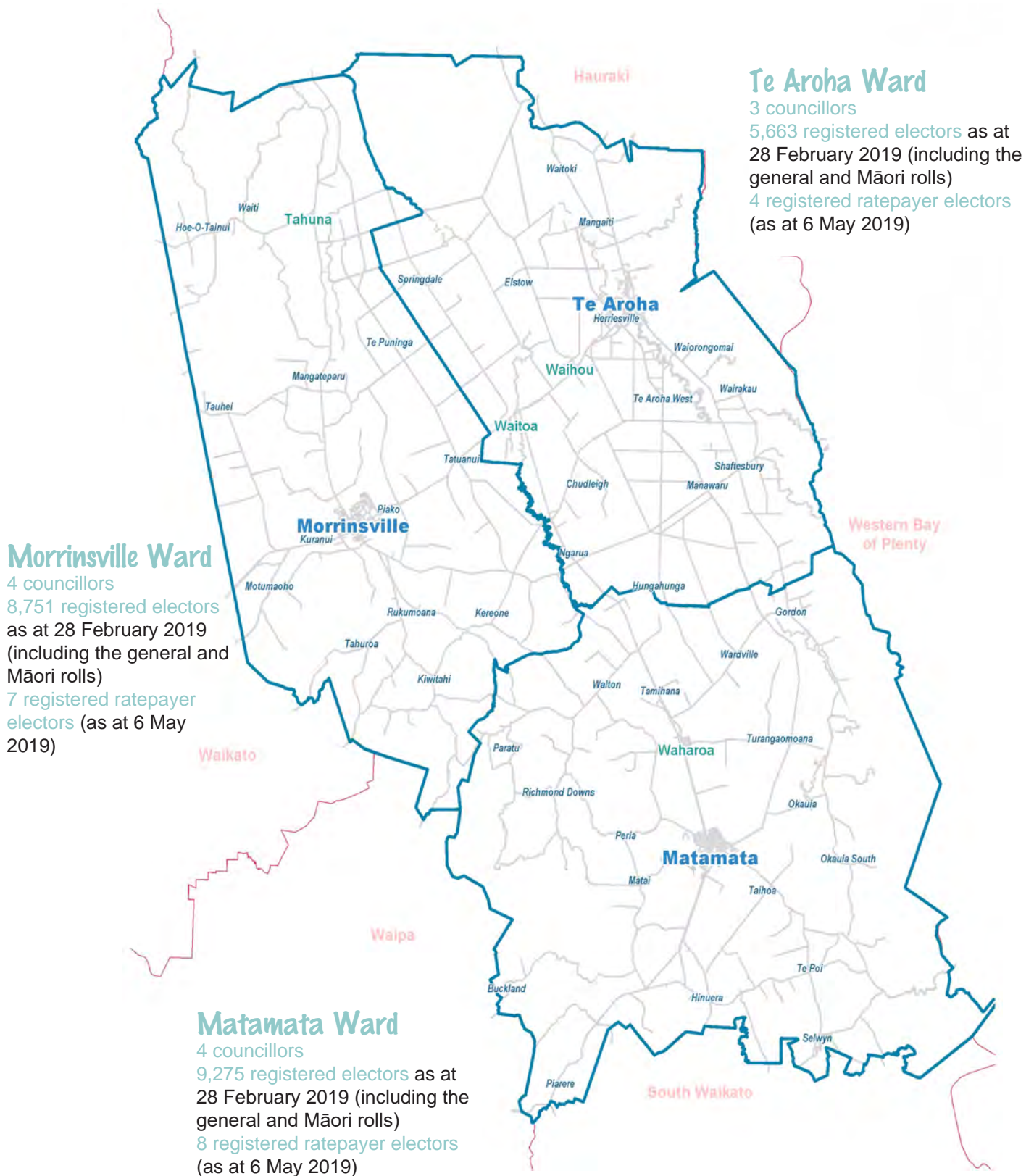
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ABOUT THE DISTRICT

The Matamata-Piako district is a rural area of 175,477 hectares in the Waikato region. Over 56% of the district's population live in one of three main towns (Matamata, Morrinsville and Te Aroha), with the remainder living in rural areas. The district is divided into three wards as illustrated below.





THE ROLE OF COUNCIL

Council is responsible for governance of the district, including:

- developing and adopting council policy
- monitoring the performance of council against its objectives and policies
- managing council's resources, including setting financial and infrastructure strategies
- employing 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 council, as well as the committees and subcommittees, working parties, and external organisations to which they are appointed.

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 council.

The mayor also:

- presides at council meetings ensuring the orderly conduct of business (as determined by standing orders)
- advocates on behalf of the community
- is the spokesperson and ceremonial head for the council
- provides leadership and feedback to other elected members on teamwork and chairing of committees
- is a Justice of the Peace (for the duration of their term in office)
- leads the development of council's plans, policies and budgets for consideration by council.

THE DEPUTY MAYOR

The mayor has the power to appoint the deputy mayor.

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 to the left). The deputy mayor may be removed from office by resolution of the council.

CURRENT COMMITTEE STRUCTURE

Council is currently made up of the committees listed below. This committee structure is reviewed by the mayor and councillors following the elections - they also appoint committee chairpersons when appointing committee members, and may establish working parties to oversee key projects.

In addition to these committees, council may appoint councillors to represent it on a range of external organisations (e.g. the Hauraki Gulf Forum, Regional Land Transport Committee). These appointments are typically addressed within the first two months of the newly elected council. Councillors are also appointed to various joint committees.

Council

Our council currently consists of 11 councillors, elected by their respective wards, and the mayor, elected by all voters throughout the district. The councillors and mayor are elected to represent their communities and make decisions for the district. Council currently meets monthly on the second Wednesday of the month (commencing at 9am). Meetings typically finish around 3pm. Council meets at other times for hearings and special meetings.

Corporate and Operations Committee

This committee is made up of the mayor and all 11 councillors. The Corporate and Operations Committee has all of the same responsibilities, duties and powers as council (except for the ones council can't delegate under the Local Government Act 2002). The committee currently meets on the fourth Wednesday of each month (commencing at 9am).

Te Manawhenua Forum mo Matamata-Piako

Te Manawhenua Forum mo Matamata-Piako (Forum) is a standing committee of council who advise on cultural, economic, environmental and social issues of significance to manawhenua groups. The forum also provides advice to council about issues that affect Māori in our district, and provide feedback when we are developing plans and policies. The mayor and deputy mayor both sit on this committee, alongside representatives from local iwi. The Forum meets quarterly.

Hearings Commission

The Hearings Commission deals with regulatory issues delegated by council (such as dog control issues). The Hearings Commission can comprise of up to five elected members, two of whom (one must be the chairperson) are required for each hearing. The Hearings Commission meets as required on dates that are arranged to best suit the customer and commissioners.

District Licensing Committee

This committee meets to consider and determine applications under the Sale and Supply of Alcohol Act 2012. It consists of a chairperson (who must be a councillor) together with others who have expertise in the liquor industry. This committee meets as required. The chairperson of this committee has additional commitments regarding signing licences and decisions made on the papers.

Audit and Risk Committee

The Audit and Risk Committee ensures we have appropriate risk management and internal and financial control systems. This committee includes an independent chairperson, the mayor, five councillors and the ability to appoint a second external member. This committee generally meets between three to five times per year depending on its work programme.

The Waharoa (Matamata) Aerodrome Committee

The mayor and deputy mayor (under statute) are members with one councillor appointed by council along with three members appointed by Ngāti Hauā. This committee generally meets three times per year depending on its work programme. The committee makes recommendations to council relating to the administration of Waharoa Aerodrome land and performs the functions of the administering body under section 41 of the Reserves Act 1977 in relation to any review of the reserve management plan that has been authorised by council.

Chief Executive Officer Performance Committee

The mayor, deputy mayor and three councillors make up this committee. The committee is delegated to undertake a review of the performance and remuneration of the CEO and make a remuneration offer on an annual basis in accordance with the CEO's employment agreement.

COMMITTEE CHAIRPERSONS

The mayor or council can create committees and subcommittees of council. The mayor has the power to appoint the chairperson of each committee he/she establishes.

A committee chairperson presides over all meetings of the committee, ensuring that the committee acts within the powers delegated by council.

They may also be required to act as the official spokesperson on issues relevant to the committees.

Council can also appoint deputy chairpersons for committees, who fill the role of chair when the chairperson is absent.

REMUNERATION

Remuneration rates, allowances and reimbursement of expenses to elected members are set by the Remuneration Authority (Authority), which is a statutory body appointed by the Government.

Remuneration for councillors

Following the 2019 election the Authority will be implementing a "governance pool" allocated to each council and aligned with the ranking of the council on their size index and within the framework of the new local government pay scale. The governance pool will provide the total amount that can be paid in remuneration to councillors in each individual council (aside from the mayor).

Councillors will be paid a 'base remuneration' with each council having a governance pool to 'top up' the remuneration for councillors holding positions of responsibility.

The newly elected council will need to decide how it wants to allocate its pool according to its own priorities and circumstances. Roles to which additional differential remuneration can be attached may include deputy mayor, committee chair or portfolio holder, but also other jobs representing the council on outside groups.

Following the election, the following remuneration applies:

Councillor minimum allowable remuneration - \$27,066 p.a.

The total governance pool available, which must be fully allocated, is \$387,072 p.a.

Remuneration for mayors

From 1 July 2019 the Authority is taking a "total remuneration" approach to mayoral remuneration. Mayors who choose to have a council-provided car will have their remuneration adjusted by their council, using the formula provided by the Authority.

Following the 2019 election the following remuneration applies:

Mayoral total remuneration - \$123,000 p.a.

RMA Hearings

Elected members are entitled to additional payments for resource consent hearings under the Resource Management Act 1991 (RMA), District Plan hearings and the like. The hourly rate paid is to be decided by the council up to the following amounts: \$80 an hour for a hearing member and \$100 an hour for a hearing chair. Councillors undertaking these hearings are also paid for preparation time.

District Licensing Committee

Elected members are entitled to additional payments for being Chairperson or a member of the District Licensing Committee (DLC). As determined by the Minister of Justice and in accordance with the Cabinet fees framework DLC members will receive the following remuneration:

- chairperson: \$624 per day (\$78 per hour for part days)
- other members: \$408 per day (\$51 per hour for part days)

DLC members will also be reimbursed for reasonable expenses.

Travel time allowance

Elected members are entitled to claim an allowance for time travelled within New Zealand on council business, provided some requirements are met (e.g. the travel time exceeds one hour). The current rate is \$37.50 per hour in respect of any qualifying travel.

Mileage allowances

Elected members are able to claim compensation for using private vehicles on council business. In making its decisions on vehicle allowances, the Authority uses the IRD mileage rate. Elected members can receive 76 cents per kilometre allowance for the first 10,000 kilometres travelled on council business, and 37 cents per kilometre for any remaining council travel. Electric vehicles will be reimbursed for the first 10,000 kilometres at a rate of 81 cents per kilometre and thereafter at 37 cents.

Communications allowances

The decision on whether elected members can use personal devices and the nature of the technology required is a local decision.

Where council decides to provide an annual allowance to elected members using their own devices and/or connections, the following annual allowance will apply:

- for the use of a personal computer, tablet or a laptop, including any related docking station, \$200
- for the use of a multi-functional or other printer, \$40
- for the use of a mobile telephone, \$150
- for the use of a home internet/broadband connection, \$400
- for the use of a personal telephone plan, \$400 or actual cost upon production of receipts.

The total annual cost of allowances to a member for the use of her or his own equipment and services must not exceed \$1,190.

Council may provide elected members with a laptop and/or tablet, and MPDC email address following the election. Any equipment provided shall remain the property of the council. If no device is provided, council may decide to provide an annual allowance, as above.

Childcare allowances

At the time of writing, the Authority is proposing to provide a childcare allowance for elected members, as follows.

Council may pay a childcare allowance, as a contribution towards childcare costs while the member is on council business. The provision of the allowance would be at the discretion of council and the rate of the provision would also be decided by council within the framework outlined in the Authority's determination.

It is proposed the childcare allowance payment:

- is for a child under 14 years old, and a non-family member
- must be no more than \$15 per hour
- cannot exceed what is paid to the childcare provider
- cannot cover childcare provided for more than 8 hours in any 24-hour period
- must be no more than \$6,000 per annum.

If the Authority proceeds with this; it will be in their determination that comes into force on 1 July 2019.

Work and Income provide a Childcare Subsidy that helps families with the cost of pre-school childcare. Visit Work and Income for more information: www.workandincome.govt.nz/products/a-z-benefits/childcare-subsidy.html

Tax and ACC Obligations

For tax purposes, elected members are treated by the Inland Revenue Department as self-employed. Refer to www.lgnz.co.nz/assets/Publications/f842f56ce2/2013-Tax-Guide-for-Elected-Members.pdf for more information on elected member tax and ACC obligations.



REQUIREMENTS AND TIME COMMITMENT

Depending on the role (mayor, deputy mayor, committee chairperson, councillor) the time commitment can be significant. The main requirements for elected members are to attend meetings, read reports, attend briefings, conduct site visits and meet with residents and ratepayers.

Meetings

Elected members are expected to attend meetings and workshops every Wednesday, usually running from 9am to 3pm. Currently the council holds Council and Corporate and Operations Committee meetings (which all elected members are expected to attend) on the second and fourth Wednesday of each month and at other times when required. We encourage potential candidates to attend one or more of these meetings to get an understanding of what is involved. You can view the meeting schedule at www.mppdc.govt.nz/meeting-schedule.

Workshops (informal meetings to discuss projects/give staff direction) are held on Wednesdays after Council and Corporate and Operations Committee meetings and on Wednesdays in the weeks where there are no meetings. Councillors can also be appointed to working parties (which usually meet after Council and Corporate and Operations Committee meetings), committees (that meet between 3-4 times per year), and hearings (on an as required basis).

Elected members are expected to attend meetings and workshops every Wednesday.

Reading

The amount of reading required in preparation for meetings varies but is often something candidates underestimate. On average the agendas for Council and Committee meetings are 150 pages long. Elected members need to allow plenty of time for reading reports and draft documents before Council and Corporate and Operations Committee meetings (these can be very lengthy e.g. reading the Annual Plan, Annual Report, Long Term Plan, District Plan changes or considering budgets). Agendas and minutes are provided to elected members electronically through an online portal.

Impact on family life

Candidates should also be aware of the impact that being elected as a mayor or councillor can have on their families. Some people in the community see elected representatives as being available 24 hours, 7 days a week. However most citizens contact with elected representatives is done at a reasonable time and in a reasonable manner.

MANAGEMENT STRUCTURE

The Chief Executive Officer (CEO), Don McLeod, is the only staff member employed by the council. All other staff are employed by the CEO.

The Matamata-Piako District Council executive team includes the CEO and three senior managers. Further information about the organisation is available at www.mppdc.govt.nz or by contacting the CEO or senior managers on 0800 746 467.

The key role of staff is to:

- implement council's decisions
- provide advice to council and its committees
- ensure that all functions, duties and powers are properly performed, and
- ensure council activities are completed effectively and efficiently.



Don McLeod
Chief Executive
Officer



Dennis Bellamy
Group Manager -
Community
Development



Fiona Vessey
Group Manager -
Service Delivery



Manaia Te Wiata
Group Manager -
Business Services

The elections are being conducted by postal vote with election day on Saturday, 12 October 2019.

ELECTION TIMETABLE

The following table outlines all the key dates for this election. The critical ones are highlighted in orange.

March – 30 April	Ratepayer roll enrolment confirmation forms sent [regulation 16 LER]
2 March – 6 July	Preparation of ratepayer roll [regulation 10 LER]
By 1 May	Ratepayer roll insert with rates notice [section 39 LEA]
May	SOLGM national ratepayer roll qualifications and procedures campaign [section 39 LEA]
1 July	Electoral Commission's national campaign begins to promote enrolment
12 July	Campaign expenditure monitoring period commences [section 104 LEA]
8 - 17 July	Compilation of preliminary electoral roll [section 38 LEA]
17 July	Public notice of election, call for nominations, roll open for inspection [sections 42, 52, 53 LEA]
19 July	Nominations open/roll open for inspection [section 42 LEA]
16 August	Nominations close (12 noon)/roll closes [sections 5, 42, 55 LEA]
21 August	Public notice of day of election and candidate names [section 65 LEA]
By 16 September	Electoral Officer certifies final electoral roll [section 51 LEA, regulation 22 LER]
20 September	Electoral Commission letter sent to unpublished roll electors
20 - 25 September	Voting documents delivered to voters [section 5 LEA]
20 September – 12 October	Progressive roll scrutiny [section 83 LEA] Special voting period [section 5 LEA, regulation 35 LER] Early processing of voting documents [section 80 LEA]
8 October	Last day to get voting documents in the post
By 11 October	By 12 noon - appointment of scrutineers [section 68 LEA] By 12 midnight - all election signs removed
12 October	Election day [section 10 LEA] Voting closes 12 noon – counting commences [section 84 LEA] Preliminary results available as soon as practicable after close of voting [section 85 LEA]
12 - 17 October	Official count [section 84 LEA]
17 October – 23 October	Declaration of result/public notice of results [section 86 LEA]
By 13 December	Return of electoral expenses and donations form [section 112A LEA]

LEA = Local Electoral Act 2001

LER = Local Electoral Regulations 2001

SOLGM = Society of Local Government Managers

ELECTORAL OFFICER

Sections 64, 115 - 116, and 138 LEA

The Electoral Officer is appointed by the local authority, however once appointed, they (and the Deputy Electoral Officer and other electoral officials) are not subject to the direction of the local authority in exercising their powers in carrying out duties under the Local Electoral Act (LEA) and Local Electoral Regulations (LER). The elections will be undertaken by Independent Election Services Ltd under contract to council.

The general duties of the Electoral Officer are:

- compiling and certifying electoral rolls
- publishing public notices in relation to elections and polls
- receiving nominations, candidate profile statements, deposits required to be paid, and checking legal requirements are met
- issuing and receiving ordinary and special voting documents and other official documents
- processing and counting of votes
- declaration of results

- receiving returns of electoral expenses and donations
- investigating and reporting alleged electoral offences to the police
- completing all necessary post-election and poll tasks, including reports and statistics.

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

Other responsibilities such as the processing and counting of votes may also be delegated by council's Electoral Officer to other electoral officials.

YOUR KEY CONTACTS AT MPDC

Electoral Officer



Dale Ofoske

Independent Election Services Ltd

PO Box 5135
Wellesley St
Auckland 1141

info@electionservices.co.nz
09 973 5212
0800 922 822

Deputy Electoral Officer



Niall Baker

MPDC

PO Box 266
Te Aroha 3342
35 Kenrick St, Te Aroha

elections@mpdc.govt.nz
07 884 0060
0800 746 467

Signage Enquiries

For all enquiries regarding election signs, rules and enforcement contact:

Duty Planner (rules) or Monitoring Officer (enforcement)
Matamata-Piako District Council
PO Box 266
Te Aroha 3342
Phone 07 884 0060
Freephone 0800 746 467
Email: info@mpdc.govt.nz

ELECTORAL PRINCIPLES

Section 4 LEA

Section 4 LEA identifies electoral principles which must be taken into account in the conduct of any election or poll. These principles are set out below for the information of candidates.

Section 4 - Principles

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

POSITIONS IN THIS ELECTION

Council resolved on 13 March 2019 that its candidate names will appear in alphabetical order by surname on voting documents. Elections will be held for:

Mayor

One vacancy – the mayor is elected ‘at large’ by electors enrolled on the residential and ratepayer electoral rolls.

District councillors

Eleven current vacancies - district councillors are elected by electors enrolled on the residential and ratepayer electoral rolls in their wards. There are currently four (4) councillors elected for each of the Matamata and Morrinsville wards, and three(3) councillors elected for the Te Aroha ward.

Waikato Regional Council

Electors in the Matamata-Piako district can vote for: two (2) representatives in the Waihou General Constituency or one (1) representative in the Ngā Tai ki Uta Māori Constituency.

Waikato District Health Board

There will be no election for the Waikato District Health Board in 2019 due to the recent appointment of a commissioner.



ELECTORAL SYSTEMS

Only one electoral system will be operating for the 2019 elections in the Matamata-Piako district.

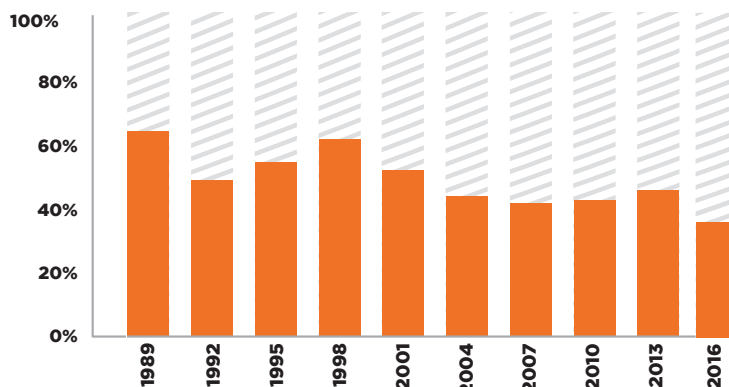
The Single Transferable Voting (STV) electoral system will not be used as there will not be a WDHB election.

Matamata-Piako District Council and Waikato Regional Council will use the First Past the Post (FPP) electoral system, where you tick the candidate/s you would like to vote for.

STATISTICS

Voter numbers in local elections have been generally declining throughout NZ since the 1980s.

Voter turnout for the Matamata-Piako District for the last nine elections:



Of those who voted in 2016...

27%

sent their vote back in week 1

28%

sent their vote back in week 2

45%

sent their vote back in week 3

In 2016, national voter turnout was just **43%**.

In 2016, candidates for the mayoralty, Te Aroha and Morrinsville Wards were elected unopposed. Voter turnout for the Matamata Ward was lower than the national average at **35%** (refer www.localcouncils.govt.nz for details).

New Zealand's local government voter turnout is lower than a number of OECD countries, such as Denmark and Norway, where councils play a larger role; however it is higher than countries with similar systems, such as England and Canada and some Australian states.



That means all these people didn't vote. Imagine how different the results might be if EVERYONE voted...

Main reasons people don't vote:

"I don't know enough about the candidates"

"I forgot or left it too late"

"I'm not interested or I'm too busy"

Source: LGNZ (2016) *Local Elections 2016: voters' choices and reasons*.

ELIGIBILITY

Sections 25, 57A & 58 LEA

To stand for council you **must** be:

- a New Zealand citizen (proof of citizenship will be required when submitting your nomination); and
- a parliamentary elector (anywhere in New Zealand)

The following restrictions also apply:

- a candidate may stand for election for mayor and councillor for the same council, but may not also stand for election to a regional council of which the territorial authority is part (i.e. you can stand for either Matamata-Piako District Council or Waikato Regional Council, but not both).
- a candidate may not stand for more than one ward or more than one constituency of the same local authority.
- a candidate or candidate's spouse, cannot be a person concerned or interested in contracts over \$25,000 with the local authority [section 3(1) Local Authorities (Members' Interests) Act 1968]. This restriction is waived if prior approval is obtained from the Office of the Auditor-General.
- an employee of a local authority who is elected as mayor or councillor of that local authority must resign as an employee before taking up his/her position as an elected member. The rules of an individual local authority may require an employee to take leave of absence for campaigning purposes prior to the election.
- you can't be an elected member if you have a permanent court order, and you will be suspended if you have a temporary order.

NOMINATION FORMS

Sections 55, 57, 58 and 121 LEA

Availability

Each nomination must be made on the official nomination form. A separate nomination form is required for each position. Nomination forms for all positions will be available from Friday, 19 July 2019 from:

- Matamata-Piako District Council Offices
- www.mpdcc.govt.nz/elections
- the Electoral Officer on 0800 922 822

Completion

Each nomination for all positions must have the consent of the candidate. He or she must be nominated by two electors whose names appear on the electoral roll for the area in which the candidate is standing (e.g. if a person wishes to stand for election to a specific ward, then that person must be nominated by two electors from that ward).

A candidate may not nominate himself or herself.

A candidate does not need to reside within the district or ward in which he or she is standing for election. However, they must indicate their principal place of residence and this will appear in the voting documentation provided to electors.

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

Name of candidate

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

A candidate wanting to use their commonly known name on the voting document must provide both their full name and the name they are commonly known by on their completed nomination form.

Affiliation

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

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

A candidate specifying a party affiliation should have authority to adopt the affiliation from the party, organisation or group concerned. The Electoral Officer may require a letter of consent from the party, organisation or group giving its consent for the candidate to use the affiliation as a safety measure to avoid any illegal adoption of party, group or organisation affiliations.

No affiliation that might cause offence to a reasonable person, is unreasonably long, includes a title (e.g. Sir or Dame), or is likely to confuse or mislead electors, will be accepted.

NOMINATIONS

A public notice calling for nominations will appear on 17 July 2019 in:

- Waikato Times
- Matamata Chronicle
- Piako Post

Nominations OPEN 19 July 2019 and CLOSE at 12 noon on 16 August 2019.

SUBMITTING YOUR NOMINATION

Section 55 LEA

Completed nomination forms, together with other documentation (i.e. candidate profile statement, proof of citizenship, nomination deposit or proof of deposit) must be received by 12 noon, Friday 16 August 2019 at the same time to the address below.

By hand:

The Deputy Electoral Officer
Matamata-Piako District Council
35 Kenrick Street
Te Aroha
Monday - Friday, 8am - 5pm

or posted to:

The Deputy Electoral Officer
Matamata-Piako District Council
PO Box 266
Te Aroha 3342
Attn: Election Nomination

Photographs must be emailed to elections@mpdc.govt.nz.

NOTE: Nomination papers WILL NOT be accepted at the Matamata and Morrinsville offices.

We recommend that you make an appointment and deliver your nomination information in person to the Deputy Electoral Officer - this will ensure any issues with your nomination can be identified immediately and resolved as soon as possible. Phone us on 0800 746 467 to make this appointment.

Do not leave lodging of nominations, candidate profile statements, photographs and deposits to the last minute. If a

nomination form is lodged late on the morning of nominations close, and is incorrectly completed or ineligible nominators are identified, there may not be enough time before noon to correct the situation and the nomination form could be invalidated.

Nomination forms, with the deposit (\$200 including GST), candidate profile statement and photograph can be returned by mail, but if the document(s) are received after the close of nominations or if information is incorrect, the nomination is invalid and will not be accepted.

Once lodged, nomination forms are checked to ensure the candidate's name appears on a parliamentary roll and the nominators are two electors whose names appear on the electoral roll for the ward in which the candidate is standing. Nomination forms (not candidate profile statements) are 'public information' and any person may inspect any nomination form without payment of any fee at any time during ordinary office hours, at the office of the Deputy Electoral Officer [section 55(5) LEA].

All nomination papers must reach the Deputy Electoral Officer at the Te Aroha Council Office no later than 12 noon on 16 August 2019.

CANCELLING A NOMINATION

Section 69 LEA

A candidate can withdraw his or her nomination up until the close of nominations at 12 noon on Friday, 16 August 2019.

After this time a candidate can no longer withdraw a nomination unless the candidate becomes incapacitated after the close of nominations but before the close of voting. Incapacitated means that a candidate would be unlikely to be capable of performing the functions and duties of office

because he or she is suffering from a serious illness or has sustained a serious injury.

An application for the cancellation of the nomination must be made to the Deputy Electoral Officer by submitting the prescribed form together with a medical certificate.

ELECTORAL DEPOSIT

Each nomination form lodged requires a deposit of \$200 (including GST). This is refunded if the candidate polls greater than 25% of the lowest polling successful candidate in FPP elections.

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

Cheques are to be made payable to: Matamata-Piako District Council.

Online banking deposits must be made into:

Account name: Matamata-Piako District Council

Bank: BNZ

Account number: 02-0436-0021611-000

Deposit reference: 2019 Elections

Code: your surname

Important note: If you have previously made an online banking payment to council (e.g. for rates etc) it is important that you change the deposit reference details and code (as shown above) for this payment, otherwise the deposit will automatically receipt to your rates account. Proof of this deposit is required when your nomination is submitted so please bring a copy of the confirmation received at the end of your transaction.



CANDIDATE PROFILE STATEMENT

Section 61 LEA, reg 29 LER

Candidate photo

You should include a recent passport size photo with your profile, which must meet the following specifications:

- JPG (preferred) or PNG
- 600 dpi
- 20mm wide by 30mm high
- 472 pixels wide by 709 pixels high
- file size not exceeding 400 Kbytes

To ensure your photo meets these specifications, we recommend that you have your photo taken by a professional. Alternatively, Council's communications team can do this as part of your appointment with the Deputy Electoral Officer to submit your nomination, or by phoning 0800 746 467 to make an appointment.

Photos will be printed in colour, so consider clothing most flattering to you:

- think classic, professional clothing (e.g. what you might wear to an interview)
- wear colours you know are flattering on you. Avoid white shirts as they can make you look washed out.
- avoid busy patterns (like small checks or herringbone)
- avoid tight/fitted clothing.

If you choose not to supply a photo then a message will appear in the candidate booklet stating that a photograph was not supplied by the candidate.

Candidate profile

You should provide a candidate profile statement with your nomination. This is a statement of up to 150 words containing information about the candidate and his or her policies and intentions if elected. The candidate profile statement must be true and accurate. The Electoral Officer or Deputy Electoral Officer is not required to verify or investigate any information included in this statement.

A typed copy of the candidate profile statement is preferred, as well as an electronic copy in Microsoft Word if possible.

The candidate profile statement must specify the candidate's principal place of residence i.e. if standing for mayor the statement should read: I live/do not live in the Matamata-Piako district. If standing for council the statement should read: I live/do not live in the Matamata/Morrinsville/Te Aroha (whichever applies) Ward.

If a candidate is seeking election for more than one position (i.e. mayor and councillor) they must specify each position they are seeking to be elected too. These statements are not counted as part of the 150 word limit.

This candidate profile statement will be included as part of the voting document sent to each elector. If a candidate chooses not to supply a profile statement then a message will appear in the profile booklet that a statement was not

supplied by the candidate.

If a candidate is standing for more than one position, the candidate is allowed one candidate profile statement per position.

If the candidate profile statement is submitted in Māori and English, the information contained in each language must be substantially consistent with the information contained in the other language. For example, if a candidate includes a mihi or greeting as part of their candidate profile statement in Māori, the mihi or greeting should be explained in the English version, consistent with the Māori version, and still be within the 150 word limit.

Candidate profile statements will be available on council's website in the week following the close of nominations on Friday, 16 August 2019.

Translations

A profile written in any other language or combination of languages, must not exceed 150 words in total, or their equivalent if symbols are used rather than words. Where all or part of a candidate profile statement is provided in a language other than English or Māori, the candidate must, when lodging his or her profile statement, provide the Deputy Electoral Officer with a translation of the profile into English or Māori for verification of the content. The translation is not printed in the profile. This means a total of 150 words can be used (e.g. 50 words in Mandarin and 100 words in English, or 150 words in Mandarin).

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

- PNG
- black and white
- 600 dpi
- 2000 pixels wide by 1300 pixels high
- file size not exceeding 400 Kbytes

If candidates are unable to prepare the translation image themselves or do not know of anyone who can do this for them, they can contact:

The Department of Internal Affairs Translation Service
Visit: 7 Ronwood Ave, Manakau, Auckland 2104
Post: PO Box 805, Wellington 6140
Phone: 0800 872 675 or 04 460 2220
Email: translate@dia.govt.nz
Website: www.dia.govt.nz/Translation-Service
Hours: 9am - 5pm (Mon-Fri)

Candidates must pay for their own translation costs.

CAMPAIGNING

Election campaigning can commence at any time and continue up to and including election day. The official period for expenditure monitoring commences on Friday, 12 July 2019 (sec 104, LEA).

Candidates cannot use council branding in any of their advertising, this includes the Matamata-Piako District Council logo, brand elements, colours and any related Matamata-Piako District Council election campaign branding.

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

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

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

Approx. number of occupied dwellings in each ward (based on 2013 census):

- Matamata: 4,857
- Morrinsville: 4,374
- Te Aroha 3,045

AUTHORISATION OF ADVERTISING

Section 113 LEA

Election advertising, using any media including signwriting on vehicles, must identify the person under whose authority it has been produced. The publication of any advertisements for candidates (e.g. in any newspaper, periodical, notice, poster, pamphlet, handbill, billboard or card, social media post, or broadcast over radio or television) requires the written authorisation of the candidate or the candidate's agent.

The advertisement must contain a statement setting out the true name of the person or persons for whom, or at

whose direction, it is published and the street address (not a PO Box) of his or her residence or business. This applies during the candidate's entire campaign. Election material must not contain any untrue or defamatory statement about any candidate that could influence any voter.

Election material must not contain imitation voting documents including the names of the candidates, or any indication as to who a person should vote for.



COUNCIL'S ONLINE GUIDELINES FOR CANDIDATES

Candidates may use social media to promote themselves or engage with the community as part of their campaign, however, must ensure their posts comply with the Authorisation of Advertising rules set out on page 18.

We also encourage people to share council's posts and web links to encourage voting in this election. However, individuals may not promote themselves or any other candidate using Council's social media channels (e.g. by commenting about a candidate on council's social media posts).

Council will remove any posts from its social media channels that could be seen to promote any specific candidate. Candidates must comply with the following guidelines for web and social media use and presence related to campaigning;

- Matamata-Piako District Council (including Swimzone, Libraries, Te Aroha Mineral Spa and Firth Tower) web and social media channels, including but not limited to Facebook, Twitter, LinkedIn, Instagram, Pinterest, Snapchat and Neighbourly, are not permitted to be used by anyone (candidates or members of the public) for electioneering or campaigning.
- Council's web and social media channels are constantly monitored and any campaign related or electioneering content will be removed immediately.
- Any post (positive or negative) made by any individual specifically relating to his or her own, or someone else's nomination, intention to run for Council, or election campaign, will be removed immediately.

- Candidates cannot comment on council's web and social media posts encouraging people to like or follow their own social media accounts or any other electioneering tool. Any posts that do this will be removed immediately.
- Council's web and social media pages will unlike all candidate pages.
- Candidates must not link their own web and social media pages and social media channels (if they are used for campaigning purposes) to council's web and social media channels.
- Candidates cannot rate, review, share, check in or tag council's web and social media channels. Any occurrence of this will be reported to the page owner e.g. Facebook immediately.
- Council's web and social media channels and pages will remain neutral. MPDC will promote elections and the importance of voting but will not associate these posts with any candidates.

Council's web and social media channels as at February 2019 are:

www.mpd.govt.nz
www.matamatapiakolibraries.co.nz
www.swimzonepools.co.nz
www.firhtower.co.nz
www.tearohamineralspas.co.nz
www.tearohanz.co.nz

HARMFUL DIGITAL COMMUNICATIONS ACT 2015

In using social media in the election campaign, candidates should consider the 10 communications principles set out in the Harmful Digital Communications Act 2015;

1. A digital communication should not disclose sensitive personal facts about an individual.
2. A digital communication should not be threatening, intimidating, or menacing.
3. A digital communication should not be grossly offensive to a reasonable person in the position of the affected individual.
4. A digital communication should not be indecent or obscene.
5. A digital communication should not be used to harass an individual.
6. A digital communication should not make a false allegation.
7. A digital communication should not contain a matter that is published in breach of confidence.
8. A digital communication should not incite or encourage anyone to send a message to an individual for the purpose of causing harm to the individual.
9. A digital communication should not incite or encourage an individual to commit suicide.
10. A digital communication should not denigrate an individual by reason of his or her colour, race, ethnic or national origins, religion, gender, sexual orientation, or disability.

To view the legislation, visit www.legislation.govt.nz

ELECTION SIGNAGE RULES

Election signs are controlled by the Local Electoral Act, council's District Plan, Public Safety Bylaw and NZ Transport Agency rules for State Highways. A summary of the requirements is set out below; refer to the actual documents for full details.

Signwriting on vehicles is not considered signage under the District Plan or Public Safety Bylaws. The letter size and line spacing requirements set out by NZTA (see page 22 of this booklet) do not apply to this type of election advertisement. The use of vehicle signwriting for the purpose of electioneering is still deemed to be election advertisement under the Electoral (Advertisements of a Specified Kind) Regulations 2005, and require the advertisement to contain a statement setting out the true name of the person or persons for whom, or at whose direction, it is published and the street address (not a PO Box) of his or her residence or business.

District Plan

The District Plan states that 'Signage' shall include all symbols, artwork and structures including balloons, blimps, banners and flags designed to attract the attention of the public and/ or advertise the goods, services or activities on the site. Freestanding signage shall include any structure including balloons, blimps, banners and flags separate from and not supported by any building on the site. This includes freestanding signs placed on a stationary trailer and trailers whose sole purpose is signage.

Candidates may put up temporary electoral signage (as a permitted activity) in the Matamata-Piako District Council area provided that they meet the following requirements:

1. Signs do not exceed 3m² in area. Refer Figure 1 below.
2. All signs must be located on private property with the consent of the property owner. Signs are not permitted in a public place, on public buildings or any road reserve.

3. Form and letter height must be consistent with the specifications set out in clauses 3, 5, 6, 7 and 8 of the Electoral (Advertisements of a Specified Kind) Regulations 2005 for a sign that is visible from any road (includes both state highways and local roads). Refer page 22.
4. Signs cannot be erected any earlier than two months before polling day and must be removed by 12 midnight the day preceding polling day.
5. Signs cannot obstruct a drivers vision, cause confusion or distraction to drivers or create a situation hazardous to the safe movement or direction of traffic. If this occurs, Council will require modification or relocation of the sign.

Resource consent will be required if these requirements are not met.

Council will require the removal of any sign which is offensive, poorly made, painted, or maintained, or is in any other way a detraction from the amenities of the neighbourhood or obtrusively visible from any residential, deferred urban, future Residential or Rural zones.

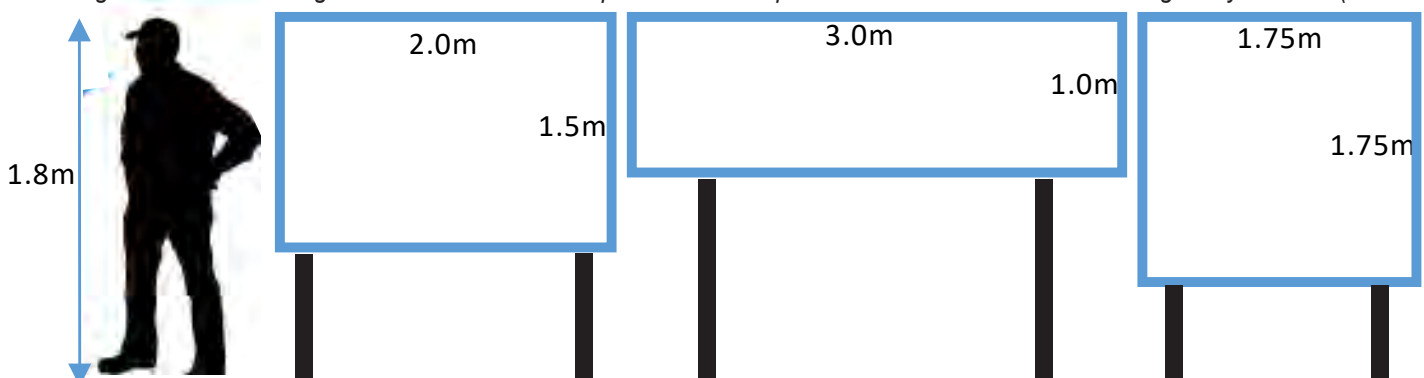
The controls over signs in the District Plan, is in addition to, and not in substitution for the issuing of permits and control by the bylaws. Where there is inconsistency between a Bylaw and the District Plan rule, the District Plan rule prevails.

For more information, the District Plan can be found on the Matamata-Piako District Council's website:

www.mpdc.govt.nz/plans/district-plan

**Signs can be erected from Monday,
12 August 2019
Signs must be removed by midnight
on Friday, 11 October 2019.**

Figure 1 - The below figure illustrates some examples of what the permitted maximum size of 3.0m² sign may look like (not to scale).



All election advertisements, including signs of all kinds, must include an authorisation statement as per Section 113 LEA

Public Safety Bylaw

Sign means a visual message or notice conveyed to the public and visible from a Public Place displayed to advertise, identify a product, business, or service, inform or warn the public, and any frame, supporting device and associated ancillary equipment. It can include but is not limited to any mural, message or notice painted on, affixed to or otherwise incorporated with a building, structure, or site, banner, flag, poster, billboard, sandwich board, wind sock, blimp or projection of light to create an advertising image; and a bunting that has symbols or messages on it.

The Public Safety Bylaw (Bylaw) states that no Person shall place, erect or display:

- A Sign that does not meet the prescribed minimum standards for Sandwich Board Signs (refer to the bylaw for the standards for these signs); or
- a poster on any building or structure without the permission of the Owner or the Occupier of that building or structure unless it is a designated poster board; or
- a Sign which explicitly or implicitly;

- is discriminatory or advocates discrimination based on one or more of the prohibited grounds of discrimination set out in the Human Rights Act 1993; or
- is objectionable within the meaning of the Films, Videos and Publications Classification Act 1993; or
- is offensive, threatening or insulting; or
- incites or counsels any Person to commit any Offence.

- No Sign shall be placed, erected or displayed where it restricts access to any right of way or to any Public Place to which Vehicles or pedestrians have a right of access.

No Sign shall be placed, erected or displayed that is not provided for under the Bylaw.

The Bylaw refers to the Introductory Bylaw which allows Council to remove or alter Signs erected in breach of the provisions of the Bylaw and for costs to be recovered. Subject to evidence to the contrary, it may be presumed that a Sign erected in breach of the Bylaw has been erected by or on behalf of the Person deriving the benefit from it.

For more information, the Bylaw can be found on the Matamata-Piako District Council's website: www.mpdcc.govt.nz/policies-a-bylaws/consolidated-bylaw-2008

Please direct any questions about elections signage to Council's Duty Planner on 0800 746 467.



Elections hoardings in public places, such as the above, is not permitted by the Matamata-Piako District Plan. Council will require the removal of any election sign which does not meet the requirements of the District Plan.

NZ Transport Agency (NZTA)

NZTA administers the state highway network. NZTA's Traffic Control Manual requires that an electoral advertisement that is visible from the road must not:

- be made of or have affixed to it reflective material
- be internally or externally illuminated
- be similar to or the same as any traffic sign in its shape or colour
- be liable to be mistaken for a traffic sign
- have information displayed by means of flashing or revolving mechanism
- have or have affixed to it any moving part that is designed to draw attention to the advertisement

In addition to the above, NZTA have also set requirements for election signage in rural areas (where speed limits are 70km/h or above):

- Signs should not be located on the state highway road reserve
- Signs be located **at least 200m** from intersections, bends in the highway and other regulatory signs
- No signs are allowed on or adjacent to motorways
- Vehicle mounted signs situated on State Highways are not permitted.
- Signs erected on rural State Highways in a location or manner likely to cause distraction or a danger to road users may be removed by NZTA or its agents without prior notice.

For more information, the NZTA signage rules can be found at: www.nzta.govt.nz/resources/traffic-control-devices-manual. The relevant section is Part 3 (Advertising Signs) of the Traffic Control Devices Manual, pages 3-6.

Please direct enquiries relating to election signage on state highways to NZTA on 0800 468 244.

Electoral (Advertisements of a Specified Kind) Regulations 2005

Signs visible from a road must also meet the following criteria:

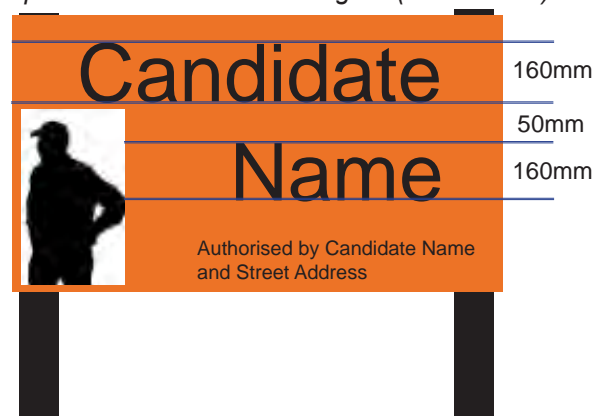
Speed Limit	Maximum Area	Minimum letter height	Minimum space between lines
< 70km/h	3m ²	120mm	50mm
> 70km/h	3m ²	160mm	50mm

The line spacing and letter size requirements above do not apply to:

- An advertisement published in the form of a poster that is less than 1,500cm²
- The lettering of any party logo displayed in an advertisement if that logo has been registered by the Electoral Commission under section 67A of the Electoral Act 1993
- The statement required by section 113 of the Local Electoral Act 2001 to be included in the advertisement.

For more information about the regulations, visit www.legislation.govt.nz

Indicative letters and line spacing for roads with speed limits of 70km/h or higher (not to scale).



Indicative letters and line spacing for roads with speed limits of less than 70km/h (not to scale).



ELECTION EXPENSE LIMITS

Sections 111-114 LEA

Candidates should be aware that expense limits apply for election campaigns. This means there is a maximum limit on how much a candidate may spend on his or her campaign.

The maximum amount spent must not exceed the following limits (including GST):

Positions	Population estimate (as at 30 June 2018)*	Expenditure limit (incl. GST)
Mayoral candidate	35,200	\$20,000
District council candidate - Matamata Ward	13,950	\$14,000
District council candidate - Morrinsville Ward	12,900	\$14,000
District council candidate - Te Aroha Ward	8,350	\$7,000

** These population figures are estimates provided by the Government Statistician as at 30 June 2018. Updated population estimates as at three months before the close of polling (pursuant to section 104 LEA) will be available upon request from the Electoral Officer by the end of July 2019.*

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

The “applicable period” for which campaign expenditure limits apply is three months before election day (i.e. 12 July 2019 to 12 October 2019). However section 112 LEA specifies that all campaign expenses incurred before the three month period but relating fully or in part to the three month period, must be included in the return (i.e. where an election activity is carried out “both before and within the applicable period” then its costs must be apportioned in terms of section 112).

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

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



The following provisions relate to candidate donations:

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 (incl GST) are required to be declared in the candidate return of expenses and donations. 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, the difference between the contract or agreed price and the reasonable market value of those goods and services is a donation
- where a candidate sells over-valued goods or services the difference between the price paid and the reasonable market value is a donation, for example a fundraising auction or dinner.

The following are not deemed a donation:

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

If a person or organisation gives or pays for goods or services that would otherwise be candidate election expenses, the reasonable market value of those items, whatever their value, 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 through contributions). These types of donations include, for example, campaign donations made through a trust, or where there is a fundraising collection for a candidates 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 or indirectly by a transmitter who transmits a donation to the candidate on someone else's behalf, for example via a lawyer's trust fund.

Any person who received a candidate donation on the candidates behalf must transit it to the candidate within 10 working days.

When transmitting 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 the 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 allowed 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, he or she 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 local authority.

RETURN OF ELECTORAL DONATIONS AND EXPENSES

Sections 104-108, 111-112 LEA

A return of electoral donations and expenses form (refer to council's website) is required to be supplied to the Electoral Officer within 55 days after the official declaration (by 13 December 2019). This can be supplied to the Electoral Officer within 76 days after the official declaration if the 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 or contribution 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
- whether any donation is funded from contributions
- the details 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 (see section 103J (1) or (2) LEA).

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 incl.) must be documented with an invoice or a bill and a receipt.

Once the return of electoral donations and expense forms have been received by the Electoral Officer they become a public document and are to be kept for public inspection for seven years. During this period the returns:

- will be placed on council's website
- can be inspected by any person
- copies can be made available if requested

Candidates are advised to retain all invoices and receipts relating to electoral expenses should these be required in the event of a challenge. They should not be submitted with the return.

If an election is not required (i.e. for those candidates elected unopposed), the 55 days will apply from the date of the Electoral Officer's public notification of the candidates election (estimated to be mid October 2019).

Responsibility for the accuracy of the return lies with the candidate and significant penalties apply for the making of false returns. (section 112D LEA).



Copies of the preliminary electoral roll for the Matamata-Piako District will be available for public inspection during normal business hours (8am-5pm) from Friday, 19 July 2019 to Friday, 16 August 2019 at Matamata-Piako District Council offices and libraries. Individuals can also check their details by phoning 0800 922 822.

Those eligible to vote are:

- all residents enrolled on the parliamentary electoral roll within the Matamata-Piako District
- all non-resident ratepayers enrolled on the ratepayer electoral roll.

You qualify to be enrolled on the parliamentary electoral roll if you:

- 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 Matamata-Piako District are enrolled automatically on the district's residential electoral roll if they are registered as parliamentary electors. This means there is no need to enrol separately for the local government elections.

Ratepayers who are not residents of Matamata-Piako District but pay rates on property within the district, may be entitled to enrol on the ratepayer roll. Companies, businesses, trusts and societies that are ratepayers, may also nominate an elector to vote on their behalf, provided any such elector resides outside of Matamata-Piako District. The person who is nominating a nominee must also be registered as a parliamentary elector at an address outside of the district. Contact the Electoral Officer for a copy of the appropriate application form or download one at www.mppdc.govt.nz/elections. The preliminary electoral roll will be in one book containing both the residential roll and the ratepayer roll.

Any alterations to the residential roll, should be made by:

- completing the appropriate form at any NZ Post agency; or
- calling 0800 ENROLNOW (0800 367656); or
- at www.elections.org.nz

Any changes, queries or omissions relating to the non-residential ratepayer electoral roll, should be made through the Electoral Officer by calling 0800 922 822.

Hard copies of the preliminary electoral roll may be purchased from the Electoral Officer for \$75 (inc GST). The final electoral roll is produced once the preliminary electoral roll closes on 16 August 2019. The final electoral roll is the roll used for issuing voting documents and comes into force on 16 September 2019. Copies of this roll will also be available for purchase.

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

Information contained on the electoral rolls is not available from the Electoral Officer in 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 Electoral Act 1993 are met]. An application form will be required - you can request this from the Electoral Commission on 04 801 0710.

Candidates can purchase mailing labels and/or postal address lists for non-resident ratepayer electors from the Electoral Officer.

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

ELECTORAL OFFENCES

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

- Sec 121 Illegal nomination, etc
- Sec 122 Interfering with or influencing voters
- Sec 123 Offences in respect of official documents
- Sec 124 Voting offences
- Sec 125 Bribery
- Sec 126 Treating
- Sec 127 Undue influence
- Sec 128 Personation

- Sec 129 Infringement of secrecy
- Sec 130 Disclosing voting or state of election or poll
- Sec 131 Penalty for Electoral Officer, Deputy Electoral Officer, and other electoral officials

General provisions

- Sec 137 Property may be stated as being in Electoral Officer
- Sec 138 Duty to take action in respect of offences
- Sec 138AA Time limit for prosecutions

This legislation can be found at www.legislation.co.nz

VOTING

Section 36 LEA, reg 51 LER

The election is being conducted by postal vote. Voting documents will be posted to all electors whose names appear on the final electoral roll. Delivery by New Zealand Post will start on Friday, 20 September 2019, and all electors should have received their voting documents by Wednesday, 25 September 2019 at the latest.

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

If hand delivered, completed voting documents can be lodged at Matamata-Piako District Council offices during normal business hours (8am-5pm, Monday-Friday).

If posting completed voting documents, electors should ensure they are posted by Tuesday, 8 October to guarantee delivery to the Electoral Officer before the close of voting (12 noon, Saturday, 12 October, 2019). Postal delivery times vary between urban and rural delivery, but you should allow at least three working days for your documents to be delivered.

SPECIAL VOTING

Section 21 LEA

Special votes are available to electors:

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

Voters eligible to cast a special vote will be able to do this during normal business hours (8am-5pm, Monday-Friday), from Friday, 20 September 2019 to noon, Saturday, 12 October 2019 at Matamata-Piako District Council offices.

Special voting forms can be posted to electors. The completed voting document, however, must be in the hands of the Electoral Officer by noon on election day (Saturday, 12 October 2019).

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

If an elector requests a special vote and is not on the parliamentary roll (e.g. just turned 18 years of age), the person must enrol by Friday, 11 October 2019 (the day before the close of voting). You can register as a parliamentary elector by one of the following:

- collecting a form from any NZ Post agency; or
- phoning 0800 ENROLNOW (0800 367656); or
- enrolling at www.elections.org.nz

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

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

EARLY PROCESSING

Section 80 LEA

Matamata-Piako District Council contracts the processing of voting documents to Election Services Ltd. For further information visit www.electionservices.co.nz

All enquiries regarding the election process should still be directed to the Electoral Officer or Deputy Electoral Officer on 0800 922 822.

Returned voting documents can be opened and processed (but not counted) during all or part of the voting period prior to the close of voting.

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

- opening envelopes
 - extracting voting documents
 - checking for informal or duplicate votes
 - electronic capture and reconciliation of valid votes.
- No tallying of votes is undertaken until after the close of voting on election day (12 noon, Saturday, 12 October 2019).

The early processing functions are undertaken with strict security measures in place. One or more Justices of the Peace (JP) observe all early processing functions, and sign a certificate at the end of the processing to confirm that all functions were undertaken correctly and conformed with the strict legal requirements. The Justice of the Peace must be present at all times that early processing is taking place (sec 82 LEA).

Candidate scrutineers are not permitted to observe the early processing functions during the three-week voting period but can be present at the vote processing centre in Auckland at 12 noon on Saturday, 12 October 2019 (sec 81 LEA).

Candidates may appoint scrutineers to oversee various functions of the election. These functions are:

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

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

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

A scrutineer cannot be:

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

Each scrutineer must be appointed by a candidate, in writing to the Electoral Officer. For a person to be appointed a scrutineer, the letter of appointment must be received by the Electoral Officer no later than 12 noon, Friday, 11 October 2019 (section 68 LEA).

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

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

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

The scrutiny of the roll will be undertaken in the vote processing centre in Auckland during normal office hours between Monday, 20 September 2019 and noon, Saturday, 12 October 2019.

The preliminary count of votes will commence once voting closes at 12 noon on Saturday, 12 October 2019, and this will occur at the vote processing centre in Auckland. Preliminary results will be available as soon as practicable after 12 noon, likely to be by 2pm on election day.

The official count of votes will commence once the preliminary count is concluded. The official declaration will be made on Thursday afternoon 17 October 2019. The official count will occur at the vote processing centre in Auckland.

The role of scrutineers is to ensure that election procedures are undertaken correctly and that the counting of votes is done fairly and reasonably. In carrying out this

role, scrutineers must not disclose any information relating to voting or the state of the election or poll (this is an offence under section 130 LEA).

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

There is no travel allowance or other compensation for scrutineers. No refreshments or meals will be provided to scrutineers - they need to make their own provision for refreshments.

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

RESULTS

Past Results - 2016 Elections

Results from the 2016 elections are available at www.mpd.govt.nz/elections

2019 Preliminary Results - Section 85 LEA

The preliminary count will take place from 12 noon, Saturday, 12 October 2019 at the vote processing centre in Auckland. Preliminary results will be known on Sunday 13 October 2019. Preliminary results will be publicly notified as soon as practicable following the completion of the preliminary count.

2019 Official Results - Section 86 LEA

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

The declaration of the official results is expected to be made towards the end of the week following election day.

2019 Notification/publication of results

As soon as practicable following both the preliminary count and official declaration, results will be:

- emailed to candidates
- published on www.mpd.govt.nz
- emailed to the media
- available at Matamata-Piako District Council offices in Matamata, Morrinsville and Te Aroha (posted on the front doors).

Progress results will be published as soon as available, from 2pm on election day. We can also advise candidates of their specific results by phone, text or email (as preferred by the candidate). You should notify the Deputy Electoral Officer of your preferred contact method before Friday, 11 October 2019.

IF YOU ARE ELECTED

While there isn't any formal qualification for mayors and councillors, there is a training and induction process to help you understand the requirements of the role and how council works.

Council will run an in house induction to introduce you to the management and different areas of responsibility in council. If you are elected, you will need to keep the following dates free:

- LGNZ Mayoral induction - 28 & 29 October, Wellington
- Swearing in ceremony – 6 November 5.15pm, Te Aroha
- Induction and planning workshop - 7 & 8 November, Venue (TBC)
- First Council meeting – 13 November 9.00am, Te Aroha
- LGNZ Councillors Induction - Either 15 November in Rotorua or 19 November, Hamilton
- Annual Plan Workshop - 20 November, Te Aroha
- Mayoral Forum - 25 November, Venue TBC
- Corporate and Operations Committee meeting – 27 November, Te Aroha

- Waharoa Aerodrome Management Committee meeting - 28 November, Matamata
- LGNZ Zone 2 meeting - 29 November Venue (TBC)
- Te Manawhenua Forum mo Matamata-Piako meeting - 3 December, Te Aroha
- Audit and Risk Committee meeting - 3 December, Te Aroha
- Council meeting – 4 December, Te Aroha
- COC meeting – 11 December, Te Aroha

Councillors are also encouraged to attend citizenship ceremonies to welcome new citizens to our district; there is a citizenship ceremony planned for November (TBC).

Local Government New Zealand, the body who represent all 78 councils in New Zealand also run regional workshops for new mayors, new elected members and new regional chairs. Their programme introduces newly elected and re-elected members to the job at hand, their council and their community's expectations, as well as the sector and the networks that will be critical to their success.

TERM OF MEMBERSHIP

Sections 63, 115 - 116, and 138 LEA

For Matamata-Piako District Council elections:

- when an election is required, a member comes into office on the day after the day on which the official result of the election is declared by public notice (sec 115 LEA)
- where an election is not required (i.e. because the number of candidates does not exceed the number of vacancies), those unopposed candidates are declared elected at the close of nominations (sec 63 LEA) and they come into office at the same time as the other elected candidates (i.e. the day after the official result of the election is declared by public notice (sec 115 LEA)
- 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 required to be filled by an election which cannot occur any earlier than 17 February 2020 (sec 138A LEA).
- if a person is appointed to fill an extraordinary vacancy, they come into office on the day on which the resolution confirming their appointment is made (secs 115(3) and 118(2) LEA).

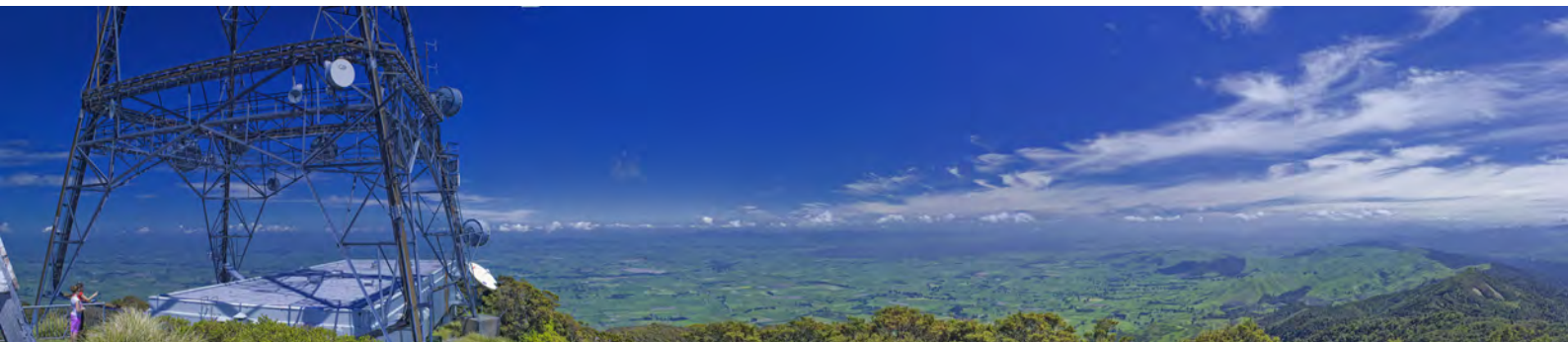
It is important to note, however, that no person is capable of acting as a member of any local authority until he or she has, at a meeting of the local authority, made a declaration as required by clause 14, Schedule 7, Local Government

Act 2002. This is done at the first meeting after the local authority elections. This meeting is called by the council's chief executive as soon as practicable after the results of the election are known.

For Matamata-Piako District Council elections, in the ordinary course of events, the term of office ends and members leave office:

- in the case of an election, when members elected at the next election come into office
- in the case of an appointment, when the member's successor comes into office
- in the event of a member's resignation, on the date on which the member's resignation is delivered to the chief executive of the local authority concerned
- for a member appointed or elected to fill an extraordinary vacancy, at the end of the unexpired portion of his/her predecessors term

If a member's office is the subject of an election, and neither the member nor any other person is elected at the election to that office, the member vacates office at the same time as any other member of the local authority who is not re-elected at the election (sec 116(2) LEA).



The Chief Executive of a local authority must prepare a Pre-election Report. The purpose of a Pre-election Report is to provide information to promote public discussion about the issues facing council prior to the local government elections. A Pre-election Report must not contain a statement by, or a photograph of, an elected member of the local authority.

The Local Government Act 2001 requires a Pre-election Report to be completed and published no later than two weeks before the nomination day for local elections. The Matamata-Piako Pre-election Report will be published no later than 25 July 2019. Copies of the Pre-election Report will be available at www.mpdg.govt.nz and at offices and libraries from this time.

Under the Local Government Act 2002, the Pre-election Report for the 2019 local government elections must contain:

- for the three financial years immediately preceding the date of the election
 - certain information included in the council's funding impact statement
 - a summary balance sheet based on the forecast financial statements that discloses public debt and financial assets separately
 - a statement that compares:

- rates, rate increases, and borrowing with the quantified limits specified in the financial strategy; and
- returns on investments with the quantified targets for returns on those investments specified in the financial strategy.

- for the three financial years immediately following the date of the election:
 - certain information included in the council's funding impact statement; and
 - a summary balance sheet based on the forecast financial statements that discloses public debt and financial assets separately; and
 - the major projects planned for the three financial years immediately following the date of the election.

Information included in the Pre-election Report for the financial year ending in the same year as the election may be based on estimated information and does not need to be audited.

The Pre-Election Report 2019 will be available from our website www.mpdg.govt.nz/elections from July 2019.



CODE OF CONDUCT

Clause 15 of Schedule 7 of the Local Government Act 2002 requires all local authorities to adopt a code of conduct for members. The code of conduct sets out the understandings and expectations adopted by council about the manner in which members may conduct themselves while acting in their capacity as members, including behaviour toward one another, staff, and the public; and the disclosure of information by elected members. The code of conduct also contains a general explanation of the Local Government Official Information and Meetings Act 1987 and other enactments or rules of law that are applicable to elected members.

Members must comply with the code of conduct, but a breach of it does not constitute an offence under the Act. The code of conduct can be amended but it cannot be revoked without replacement. To amend a code of conduct or adopt a new code of conduct, a vote of not less than 75% of members present in support is necessary. A copy of the current code of conduct for the Matamata-Piako District can be obtained from the Deputy Electoral Officer or from council's website under Policies and Bylaws. The current code of conduct will be reviewed by council at the start of the new local government term.

STANDING ORDERS

Standing orders contain rules for the conduct of the council and its committee meetings. Their purpose is to enable council to exercise its decision-making responsibilities in a transparent, inclusive and lawful manner.

The adoption (approval) of standing orders and any amendment to them must be made by the council and by a vote of not less than 75% of the members present. All members of council must abide by standing orders. A copy of the current standing orders can be found on the council website www.mpdc.govt.nz

LEGISLATION

The Matamata-Piako District Council is a body corporate constituted under the Local Government Act 2002.

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

- Local Electoral Act 2001 [LEA] (and amendments)
- Local Electoral Regulations 2001 [LER] (and amendments)
- Local Government Act 2002;
- Local Authorities (Members' Interests) Act 1968
- New Zealand Public Health and Disability Act 2000 (for district health board elections)
- Crown Entities Act 2004 (for district health board elections)

The council gets its authority from the various laws made by Parliament. The main Acts council operates under are the:

- Local Government Acts 1974 and 2002;
- Local Government (Rating) Act 2002;
- Local Authorities (Members' Interests) Act 1968;
- Local Government Official Information and Meetings Act 1987;
- Local Electoral Act 2001;
- Building Act 2004;
- Resource Management Act 1991;
- Land Transport Act 1998;
- Health Act 1956;

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

LOCAL GOVERNMENT ACT 2002

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

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

The purpose of local government is:

- a. to enable democratic local decision-making and action by, and on behalf of, communities; and
 - b. to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
- Good quality, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services and performance that are –
- a. efficient; and
 - b. effective; and
 - c. appropriate to present and anticipated future circumstances.

The role of a local authority is to:

- a. give effect, in relation to its district or region, to the purpose of local government; and
- b. perform the duties, and exercise the rights, conferred on it by or under this act and any other enactment.

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

- Democracy - ensuring opportunities for participation by electors in decision-making processes, within the overall framework of representative democracy
- Effectiveness - decision-making processes are intended to ensure that representatives are well informed about the preferences of electors, and electors are well informed about the actions of their representatives (and the likely consequences of those actions)
- Local decision-making and accountability - a framework for decision-making that reflects the need to provide effective means for local accountability.

LOCAL AUTHORITIES (MEMBERS' INTEREST) ACT 1968

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

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

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

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

A member is disqualified from office who is "concerned or interested" in contracts with their authority under which

the total payments made, or to be made, by or on behalf of the authority exceed \$25,000 in any financial year. The \$25,000 limit is GST inclusive. This restriction is waived if prior approval is obtained from the Office of the Controller and Auditor-General.

Disqualification means that a person cannot:

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

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

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

For additional information refer to www.oag.govt.nz

HEALTH AND SAFETY AT WORK ACT 2015

Section 44

The mayor and councillors are deemed “Officers” and have responsibilities under the new health and safety legislation. Officers are required to:

- acquire and keep up-to-date knowledge of health and safety matters
- gain an understanding of the nature of the operations of the business and the associated hazards and risks
- ensure resources and processes are available (and are used) to eliminate or minimise health and safety risks

- ensure processes for receiving and considering information on incidents, hazards and risks so they are handled in a timely manner
- ensure processes are available and used for complying with duties and obligations under the Act; and
- verify the provision and use of the resources and processes mentioned above.

Training on these duties will be provided following the election.

MORE INFORMATION

More information about elections is available at www.mpd.govt.nz, including:

- standing as a candidate for mayor or councillor
- ensuring that you are on the electoral roll (including the non-resident ratepayer roll if applicable)
- when and how you will be able to vote
- nomination papers

A list of all candidates will be posted on this website at the close of nominations. Profile statements for all candidates will also be posted on the website once available.

The following websites will give you more information on:

- enrolling on the residential electoral roll or checking you are currently enrolled www.elections.org.nz
- standing as a waikato regional councillor www.waikatoregion.govt.nz

Local Government New Zealand (LGNZ) has prepared various resources to inform potential candidates and help prepare for the 2019 local government elections. These include what is involved in being an elected member, a candidate guide to the 2019 local government elections, and five videos providing an introduction to local government. The candidate guide is available from LGNZ’s website www.lgnz.co.nz/vote2019/candidates/ and the videos are available from www.mpd.govt.nz/elections

2019 CANDIDATE PREPARATION

STANDING FOR LOCAL GOVERNMENT

We are.
LGNZ.
EquiP



The power is in your hands...

