

Local Elections 2016

**YOUR VOTE
YOUR COMMUNITY**


horizons
regional council

LOCAL GOVERNMENT ELECTIONS 2016

CANDIDATE

INFORMATION HANDBOOK

CONTENTS

1. INTRODUCTION	5
2. WHAT IS HORIZONS REGIONAL COUNCIL	7
a) General	7
b) Election issues	9
c) Constituency Map.....	10
3. GENERAL	11
a) Electoral Officer	11
b) Electoral Principles	11
4. 2016 ELECTION TIMETABLE	13
5. CANDIDATE QUALIFICATIONS	15
6. NOMINATIONS	17
7. CAMPAIGNING	25
8. ELECTORAL EXPENSES AND DONATIONS	27
9. ELECTORAL ROLLS	35
10. VOTING AND SPECIAL VOTING.....	37
11. EARLY PROCESSING OF RETURNED VOTING DOCUMENTS.....	39
12. SCRUTINEERS	41
13. RESULTS.....	43
a) Preliminary Results	43
b) Official Results	43
14. ELECTORAL OFFENCES	45
15. ELECTION HOARDINGS – INDIVIDUAL COUNCIL POLICIES	51
Horowhenua District Council	51
Manawatu District Council	54
Palmerston North City Council.....	55
Rangitikei District Council	59
Ruapehu District Council	60
Stratford District Council.....	62
Taranaki District Council.....	63
Whanganui District Council	67
Waitomo District Council	76
NZ Transport Agency Guidelines	78
16. REMUNERATION	79
17. MEMBERS' INTERESTS.....	81
18. TERM OF MEMBERSHIP	83
a) When members come into office.....	83
b) When members leave office	83
19. INAUGURAL MEETING.....	85

APPENDICES

Appendix 1

Nomination Form for Candidate for Manawatu-Wanganui Regional Council (Horizons)

- Schedule A – Candidate Qualifications
- Schedule B – Candidate Profile Statements

Appendix 2

Return of Electoral Expenses and Electoral Donations

DISCLAIMER

This Candidate Information Handbook is a summary of the matters you need to know as a candidate for the 2016 Local Government Triennial Elections. It has been produced as a guide and contains extracts from the Local Electoral Act 2001 (and its amendments) and the Local Electoral Regulations 2001 (and its amendments). Every effort has been made to ensure that this Handbook is accurate and consistent with the Act and Regulations. Copies of the Acts and Regulations can be obtained online at www.legislation.govt.nz.

1. INTRODUCTION

This handbook outlines information that may be of interest to you as a candidate for the 2016 local government elections. It has been prepared as a guide only to assist intending candidates and others interested in election issues with general information on the election. Candidates or other persons requiring more detailed information should contact Horizons Regional Council's Electoral Officer (see page 6 for details).

General

The elections are undertaken on behalf of Horizons Regional Council by its nine constituent territorial authorities (Palmerston North City Council, Tararua District Council, Manawatu District Council, Horowhenua District Council, Whanganui District Council, Rangitikei District Council, Stratford District Council, Ruapehu District Council and Waitomo District Council).

In addition to their own elections (Mayor, Council, Community Board), each constituent territorial authority will compile and certify the electoral rolls and issue, process and count the votes for our elections.

Horizons Regional Council's Electoral Officer will be responsible for accepting candidate nominations and declaring its election results.

The elections are being conducted by postal vote with Election Day being **Saturday, 8 October 2016**.

The Chief Executive is required under Section 99A of the Local Government Act 2002 (LGA), to produce a Pre-election Report for council for any year in which local body elections are to be held.

The pre-election report contains financial information for the community and prospective candidates in the election process, and brings together information previously published in Council's Long Term Plans (LTPs), Annual Plans (APs), Annual Reports and associated summaries. This information is intended to promote public discussion about the issues facing Council, and thus enable a better informed election debate.

Electoral System

The First Past the Post (FPP) electoral system will be used for Horizons Regional Council elections.

The conduct of the local government elections is regulated by legislation. The legislation covers all matters pertaining to the conduct of the elections and should be referred to in the first instance:

- Local Electoral Act 2001 (and its amendments) (LEA)
- Local Electoral Regulations 2001 (and its amendments) (LER)
- Local Government Act 2002
- Privacy Act 1993

Copies of the legislation are available from Whitcoulls stores throughout the Region, or can be viewed on the internet at www.legislation.govt.nz

Relevant key dates for the 2016 elections are:

Nominations open	Friday, 15 July 2016
Nominations close	12 noon on Friday, 12 August 2016
Delivery of voting documents	Friday 16 September to Wednesday 21 September 2016
Removal of elections signs	Midnight Friday, 7 October 2016
Close of voting	12 noon on Saturday, 8 October 2016
Preliminary results available	As soon as practicable after close of voting on Saturday, 8 October 2016
Official declaration of results	Thursday 13 October 2016 (approx.)
Return of expenses form	Wednesday 7 December 2016 (approx.)

Key contact details are:

Electoral Officer

Craig Grant

Horizons Regional Council
11-15 Victoria Avenue
Private Bag 11025
Manawatu Mail Centre
Palmerston North 4442

Freephone 0508 800 800
Telephone 06 9522 863
Fax 06 9522 929
Email elections@horizons.govt.nz

Deputy Electoral Officer

Kay Booth

Horizons Regional Council
11-15 Victoria Avenue
Private Bag 11025
Manawatu Mail Centre
Palmerston North 4442

Freephone 0508 800 800
Telephone 06 9522 814
Fax 06 9522 929
Email elections@horizons.govt.nz

2. WHAT IS HORIZONS REGIONAL COUNCIL

a) General

Note: The Council is referred to as Horizons Regional Council, which is the trading name of the Manawatu-Wanganui Regional Council. The Manawatu-Wanganui Regional Council remains the legal name of the Council and this title will be used on election documents. For instance, the election will be for the Manawatu-Wanganui Regional Council.

The Horizons Region extends from Tararua in the east to Whanganui in the west, down to Horowhenua and up to Ruapehu. It's a landscape as vast and varied as the over 220,000 people who call it home. At Horizons Regional Council we work to make our Region a great place to live, work and play.

While your city or district council is responsible for community services in your area, such as road maintenance, libraries, determining land use and subdivisions, Horizons' responsibilities include managing the Region's natural resources, leading regional land transport planning, contracting passenger transport services and coordinating our Region's response to natural disasters. Some of our activities span several city and district council boundary lines and our jurisdiction extends 12 nautical miles out to sea. As a result we work closely with these councils and other agencies on some issues to ensure they are managed to benefit the entire Region.

Our Role includes

- Using a mix of rules, plans, education and information to manage the Region's natural and physical resources (as they affect air, land and water), as well as natural hazards and hazardous substances.
- Providing, managing and maintaining flood control, drainage and soil conservation schemes.
- Managing and controlling animal and plant pests such as possums, rooks, Old Man's Beard, *pinus contorta* and purple loosestrife.
- Planning and coordinating the Region's transport needs, including passenger transport services, Total Mobility for people with disabilities, and road safety.
- Preparing and planning for managing the Region in an emergency, such as a flood, volcanic eruption or earthquake.
- Coordinating land use changes, waste and economic development.

The Region's 12 Councillors meet regularly to discuss and make decisions on a wide variety of natural resource management issues.

Mission and Goals – Our Purpose

The purpose of Horizons Regional Council is to create opportunities for the Region to grow economically and socially in a way that preserves or enhances agreed environmental and social values.

Our Goals

1. To facilitate regional economic growth;
2. To maintain and enhance the Region's environmental values;
3. To increase community resilience to natural hazards;
4. To improve our Region's accessibility and transport links;
5. To empower people and communities to make our Region a great place.

To achieve this:

- *Natural Resource Management*
Maintaining and enhancing our Region's land, air, water and coast
- *Biosecurity/ Biodiversity*
Preserving our patch of native New Zealand
- *Transport*
Leading our Region's road, rail, public transport and total mobility planning
- *Catchment Management*
Reducing the risk and impact of flooding
- *Civil Defence and Emergency Management*
Leading the Region's response to natural disasters
- *Regional Prosperity*
Working with our partners to facilitate growth, prosperity and sustainability

Our Work Programmes

Our work is divided into Groups of Activities with some programmes/projects managed by multi-disciplinary teams from across the organisation.

Land and Water Management

- Land Management
- Water Quality and Quantity
- Resource Consent and Pollution Management

Flood Protection and Control Works

- River and Drainage – General
- River and Drainage – Schemes

Biosecurity and Biodiversity Management

- Biosecurity
- Living Heritage

Regional Leadership and Governance

- Community Relationships
- Environmental Reporting and Air Quality Monitoring
- Emergency Management
- Governance
- Information
- Hapu & Iwi Relationship
- Strategic Management

Transport Group

- Transport Planning
- Passenger Services
- Road Safety

Investment & Borrowing Group

- Investment & Borrowing

Council Committees

The full Council meets once a month to review its work. Council committees each focus on a specific area of Horizons' work. Committee structures may change depending on the needs of the Council. The following is a list of current Council Committees:

- Strategy and Policy Committee
- Audit, Risk and Investment Committee
- Catchment Operations Committee
- Environment Committee
- Regional Transport Committee
- Passenger Transport Committee
- Manawatu River Users' Advisory Group
- Linklater Bursary Sub-committee

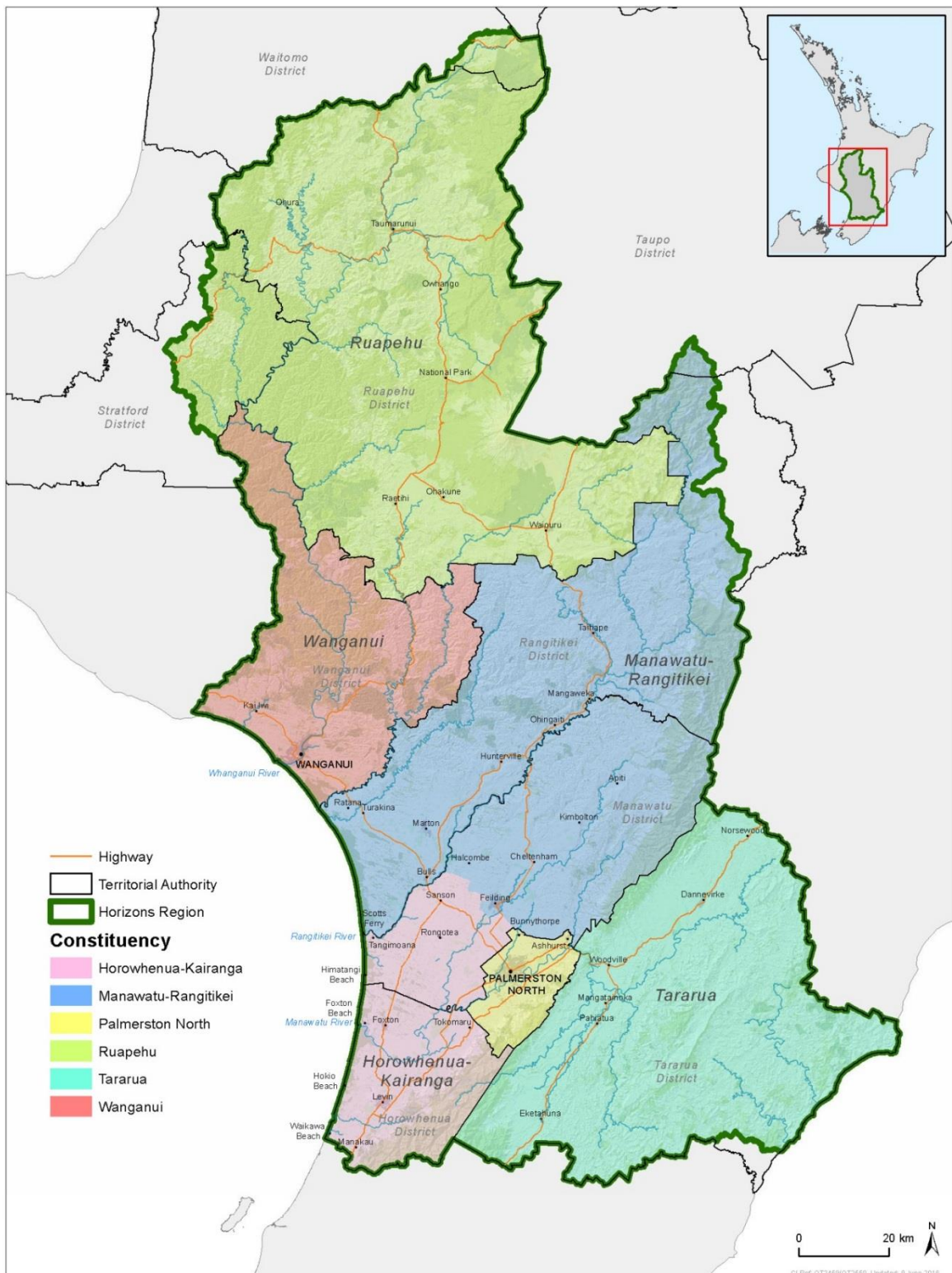
b) Election issues

The Manawatu-Wanganui Region is divided into six constituencies. Elections, if required, will be held for 12 Regional Council members representing six constituencies as follows:

Constituency	No. of Members	Estimated Population[†]
Horowhenua-Kairanga	2	38,600
Manawatu-Rangitikei	2	35,500
Palmerston North	4	83,500
Ruapehu	1	12,650
Tararua	1	17,450
Wanganui	2	43,500
	12	231,200

[†] Source: Statistics New Zealand as at 30 June 2013.

c) Constituency Map



**Horizons Regional Council
2016 Constituency Boundaries**



3. GENERAL

a) Electoral Officer

The electoral officer is appointed by the local authority. However once appointed, the electoral officer (as well as the deputy electoral officer and other electoral officials) is not subject to the direction of the local authority in exercising his or her powers and carrying out duties under the *LEA* and *LER*.

The general duties of the electoral officer are:

- the publication of any public notice in relation to elections and polls
- receiving nominations, candidate profile statements and deposits required to be paid and checking legal requirements are met
- the 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 necessary reports and statistics.

At triennial general elections, the territorial authority electoral officer is responsible for compiling and certifying electoral rolls, and the issuing and receiving of voting documents for all elections in the area (i.e. including for regional council, district health board and licensing trust elections). Other responsibilities such as the processing and counting of votes may also be delegated by other electoral officers to the territorial authority electoral officer.

b) Electoral Principles

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.

- (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.*

4. 2016 ELECTION TIMETABLE

Key dates in the 2016 election process are set out in the following table.

9 July	Campaign expenditure monitoring period commences (<i>section 104 LEA</i>)
13-15 July	Public notice of election, call for nominations, roll open for inspection (<i>sections 42, 52, 53 LEA</i>)
15 July	Nominations open/ roll open for inspection (<i>section 42 LEA</i>)
12 August	Nominations close (12 noon)/ roll closes (<i>sections 5, 42, 55 LEA</i>)
17-24 August	Public notice of candidate names (<i>section 65 LEA</i>)
16-21 September	Delivery of voting documents (<i>section 79 LEA</i>)
19 September – 8 October	Progressive roll scrutiny (<i>section 83 LEA</i>) Special voting period (<i>section 5 LEA, regulation 35 LER</i>) Early processing of voting documents (<i>section 79 LEA</i>)
By 12 noon 7 October	Appointment of scrutineers (<i>section 68 LEA</i>)
8 October	Election day (<i>section 10 LEA</i>)
	Voting closes 12 noon – counting commences (<i>section 84 LEA</i>)
	Preliminary results available as soon as practicable after close of voting (<i>section 85 LEA</i>)
9-13 October	Official count (<i>section 84 LEA</i>)
13-19 October	Declaration of result/ public notice of results (<i>section 86 LEA</i>)
By 7 December (approx.)	Return of election expenses forms (<i>section 109 LEA</i>)

LEA = Local Electoral Act 2001

LGC = Local Government Commission

LER = Local Electoral Regulations 2001

SOLGM = Society of Local Government Managers

5. CANDIDATE QUALIFICATIONS

A candidate standing for Horizons Regional Council **must** be:

- a New Zealand citizen (either by birth or naturalisation ceremony); and
- a parliamentary elector (anywhere in New Zealand) (*section 25 LEA*).

The following restrictions apply for Horizons Regional Council candidates:

- A candidate may stand for election for mayor, city/district council and a community board within the same territorial authority district, **but may not also stand for regional council** of which the territorial authority is part, i.e. a candidate may stand for either the city/district council/community board **or** the regional council but not both (*section 58 LEA*).
- A candidate **may not** stand for more than one constituency of the same local authority (*section 57A LEA*).
- A candidate **cannot** be a person concerned or interested in contracts over \$25,000 with the local authority (*section 3(1) Local Authorities (Members' Interests) Act 1968*). This restriction is waived if prior approval is obtained from the Office of the Auditor-General.
- An employee of a local authority who is elected as Councillor must resign as an employee before taking up his/her position as an elected member.
- Previously an employee of the Police (constable, authorised officer or supervisor) who wished to stand for election to a local authority had to be placed on leave of absence for the purposes of his/her candidature and, if declared elected, treated as having vacated his or her position as a Police employee. These provisions were removed in 2010 and there are now no restrictions applying to Police employees wishing to stand in local authority elections.

Notes:

1. Candidates need not necessarily be a resident or ratepayer of the Constituency in which they are seeking election.
2. Evidence of New Zealand citizenship may be requested at time of candidate nomination. Acceptable evidence includes a New Zealand passport, New Zealand birth certificate or New Zealand citizenship documentation.

6. NOMINATIONS

Key dates

A public notice calling for nominations will appear in the press throughout the Manawatu-Wanganui Region on or about Wednesday, 13 July 2016.

The following key dates then apply:

- nominations open on Friday, 15 July 2016
- nominations close at 12 noon on Friday, 12 August 2016.

Availability of nomination forms

Each nomination must be made on the official nomination form for Horizons Regional Council. A sample nomination form is attached to this Handbook at Appendix 1 (page 87).

- Nomination forms will be available from 15 July 2016 as follows:
 - Horizons Regional Council
 - Regional House Palmerston North, 11-15 Victoria Avenue, Palmerston North
 - Regional House Wanganui, 181 Guyton Street, Wanganui
 - Woodville Service Centre, Cnr Vogel (SH2) and Tay Streets, Woodville
 - Marton Service Centre, Hammond Street, Marton
 - Ruapehu District Council, 59-63 Huia Street, Taumarunui
 - Whanganui District Council, 101 Guyton Street, Whanganui
 - Rangitikei District Council, 46 High Street, Marton
 - Manawatu District Council, 135 Manchester Street, Feilding
 - Horowhenua District Council, 126-148 Oxford Street, Levin
 - Palmerston North City Council, 32 The Square, Palmerston North
 - Tararua District Council, 26 Gordon Street, Dannevirke
 - Stratford District Council, 61-63 Miranda Street, Stratford
- Or by telephoning Horizons Regional Council on freephone 0508 800 800, or 06 9522 800.
- Or on Horizons Regional Council's website: www.horizons.govt.nz The nomination form must be printed off and signed by the required parties. Electronic signatures are not acceptable.

Candidate profile statement

Every candidate may provide the electoral officer with a candidate profile statement with his or her nomination form in accordance with Section 61 of the LEA 2001 (see page 19). The candidate profile statements are made into an A5 booklet that is sent out by the territorial authority electoral officer to each elector with the voting documents.

A local authority may, any time after the close of nominations, display candidate profile statements at its offices, or service centres, and on its website in any appropriate manner.

This is a statement of up to **150 words** containing information about the candidate and his or her policies and intentions if elected to office. The profile **may include a recent passport size photograph** taken within 12 months of the candidate's date of nomination. Those candidates who would like their profile statements to be accompanied by a photograph are asked to submit two (2) passport size photographs with their nomination. [Refer page 91 of this handbook for photo specifications]. Their name should be clearly printed on the reverse of one copy. (Photographs will be reproduced in greyscale and will not be returned to the candidates.

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

The candidate profile statement must be 'text' only with no bulleted points, no bold, italics, underlining, quotation marks or tabs. Paragraphs will be printed with no line spaces between them.

The candidate profile statement must be included with the voting document sent to each elector by the electoral officer (*regulation 29 LER*).

If a candidate chooses not to supply a profile statement or photograph then a message will appear in the profile booklet that a statement/photograph was not supplied by the candidate.

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

A profile written in any other language or combination of languages, must not exceed 150 words in total, or their equivalent if symbols are used rather than words. Where all or part of a candidate profile statement is provided in a language other than English or Maori, the candidate must, when lodging his or her profile statement, provide the electoral officer with a translation of the profile into English or Maori for verification of the content. The translation is not printed in the profile. These provisions mean a total of 150 words can be used, for example, as follows: 50 words in Mandarin and 100 words in English, or 150 words in Mandarin.

A candidate profile statement guide has been included as part of this handbook at Appendix 1, Schedule B. Candidates are encouraged to email their candidate profile statement to the electoral officer at elections@horizons.govt.nz in a Microsoft Word document that has been spell checked. Please note any spelling or grammatical errors will not be amended.

Should all or part of a candidate profile statement be 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) as follows:

- Black and white
- 600 dpi
- 2000 pixels wide by 1300 pixels high
- maximum file size 400 Kbytes
- PNG format

If you are unable to prepare the translation image yourself, you should contact an agency under the heading of 'Interpreter & Translation Services' in the Yellow Pages or contact:

Any language translation:

Pacific International Translations (NZ) Ltd	Telephone	09 9135 290
PO Box 7067	Fax	09 9135 291
Wellesley Street	Email	info@pactrans.com
AUCKLAND 1141	Contact	Jane Christie

Please note: Candidates must pay for their own translation costs.

In addition, the candidate profile statement –

- must state whether or not the candidate’s principal place of residence, being the address in respect of which the candidate is registered as a parliamentary elector, is in the local government area for which the candidate seeks election (for example, either “My principal place of residence is in the Lambton Ward” or “My principal place of residence is not in the Lambton Ward”); and
- if the candidate is seeking election to any other positions in elections to which the *LEA* applies, must specify each position and state that the candidate is seeking to be elected to the positions.

These statements are not counted as part of the 150 word limit.

The relevant legislation is *section 61 LEA* which states:

61 Candidate profile statements

- (1) *Every candidate may provide to the electoral officer a candidate profile statement that complies with subsection (2) and, if applicable, subsection (3).*
- (2) *A candidate profile statement:*
 - (a) *if*
 - (i) *in English or Maori or both, must not exceed 150 words in each of the languages used in the statement,*
 - (ii) *in a language other than English or Maori, must not exceed 150 words, or the equivalent, if the language uses symbols rather than words (including any translation of those words into another language provided by the candidate), and*
 - (b) *must be provided to the electoral officer before 12 noon on nomination day; and*
 - (c) *must be confined to information concerning the candidate (including any group or organisation with which the candidate claims under section 55(4) to be affiliated, or his or her status as an independent candidate, and the candidate’s contact details), and the candidate’s policies and intentions if elected to office; and*
 - (ca) *must state whether or not the candidate’s principal place of residence, being the address in respect of which the candidate is registered as a parliamentary elector, is in the local government area for which the candidate seeks election (for example, either “My principal place of residence is in the Lambton Ward” or “My principal place of residence is not in the Lambton Ward”); and*
 - (cb) *if the candidate is seeking election to any other positions in elections to which this Act applies (under section 7), must specify each position and state that the candidate is seeking to be elected to the positions; and*
 - (d) *must comply with any prescribed requirements; and*
 - (e) *may include a recent photograph of the candidate alone.*
- (2A) *The information required by subsection (2)(ca) and (cb) does not count for the purposes of the word limit under subsection (2)(a).*

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

Completion of nomination form

- Each nomination form must have the consent of the candidate, and he or she must be nominated by **two electors** whose names appear on the electoral roll for the constituency in which the candidate is standing.
- A candidate **may not** nominate themselves.
- 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.
- If a candidate is commonly known in the community by a slightly different name (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 who wishes to use their commonly known name on the voting document will be required to provide both their full name and the name they are commonly known by on their completed nomination form.
- Titles such as Dr, JP, Sir, Dame are not permitted next to the candidate's name on the voting document or the candidate profile statement.

- A candidate must state if they are standing for any other elections.
- A candidate must state if they reside in the election area or not.

Section 56 LEA sets out the relevant legislation relating to names of candidates as follows:

56 Name of candidate

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

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

Affiliation

- The nomination form provides for a candidate to have an affiliation. An affiliation is described in *section 57(3) LEA* as "an endorsement by any organisation or group (whether incorporated or unincorporated)".
- Individual candidates not part of a political party or group may wish to identify their affiliation as "Independent" or leave as blank (if left blank, nothing will show alongside the name of the candidate on the voting document).
- A candidate requiring a specific party affiliation should have authority to adopt the affiliation from the party, organisation or group concerned (i.e. the electoral officer may require a letter of consent from the party, organisation or group giving its consent for the candidate to use the affiliation). This is a safety measure to avoid any illegal adoption of party, group or organisation affiliations.
- No affiliation that might cause offence, is unreasonably long, includes a title (eg. Sir or Dame), or is likely to confuse or mislead electors, will be accepted.

Return of nomination form

Completed Horizons Regional Council nomination forms together with other documentation (i.e. candidate profile statement, two passport photographs (if being provided), nomination deposit of \$200 **must be lodged at the office of the Electoral Officer either in person, posted, faxed or emailed:**

Craig Grant - Electoral Officer		
Horizons Regional Council		
11-15 Victoria Avenue	Freephone	0508 800 800
Private Bag 11025	Telephone	06 9522 863
Manawatu Mail Centre	Fax	06 9522 929
Palmerston North 4442	Email	elections@horizons.govt.nz

in time to be received no later than 12 noon on Friday 12 August 2016.

- Nomination forms, along with other documentation (ie. candidate profile statement, two passport photographs, nomination deposit) can be returned by fax, email and post, but should the form/s be received by the electoral officer or an electoral official at Horizons Regional Council after the close of nominations, **the nomination will be invalid and will not be accepted. As all documentation must be received at the same time, if you are sending these in by fax or email you must provide proof of your electronic transfer.**
- 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 constituency in which the candidate wishes to stand.
- Each nomination form lodged, requires **a deposit of \$200 (inclusive of GST)**. This is refunded if the candidate polls greater than 25% of the lowest successful candidate [section 49 Local Electoral Regulations 2001], and upon receipt by the Electoral Officer of the candidate's Electoral Expenses Form [sections 59 and 109 Local Electoral Act 2001].
- Payment of the nomination deposit can be made by cash, bank cheque, personal cheque, eftpos or electronic transfer. However should a personal cheque be dishonoured the nomination becomes invalid as the deposit has not lawfully been made. Please keep in mind that all payments must be received prior to 12 noon on 12 August 2016 so if you are paying electronically please allow 2-3 days for this transaction to be processed.

Cheques should be made payable to: HORIZONS REGIONAL COUNCIL

Deposits made electronically are to be paid into:

Account name: Horizons Regional Council Bank: BNZ
Account number: 02-0630-0024883-02

Using the following deposit information:

Deposit reference: ELECTIONS Code: (Your surname)

- Please do not leave lodging of nominations, candidate profile statements, photographs and deposits to the last minute. Should a nomination form be lodged late on the morning nominations close, and be incorrectly completed or ineligible nominators are identified, there may be insufficient time to correct the situation and the nomination form could be invalidated.

- Nomination forms, with the deposit, photographs and the candidate profile statement, can be returned by mail, but should the document(s) be received by the electoral officer or deputy electoral officer after the close of nominations the nomination is invalid and will not be accepted.
- Once lodged with the electoral officer, nomination forms (not candidate profile statements) are 'public information' and any person may inspect any nomination form without payment of any fee at any time during ordinary office hours, at the office of the electoral officer (*section 55(5) LEA*).

When a nomination form is submitted, a receipt will be given in the form of a copy of the nomination form with Section C completed. **Any receipt given for a nomination form in this manner does not constitute acknowledgement that the nomination form is correctly completed and in order.**

Written confirmation of the accepted nomination will be given as soon as the nominator paper is verified.

After the close of nominations, the Electoral Officer will provide each candidate with a list of all the candidates for the Constituency in which they are standing.

Candidate withdrawals

As per section 59 of the LEA the nomination deposit will be refunded if the candidate withdraws his or her nomination **before** the close of nominations.

A candidate cannot strategically or politically withdraw **after** nominations have closed.

This is now the same as for parliamentary elections, only death or incapacity are valid reasons for withdrawal. A medical certificate must be provided by the candidate or their agent, after which the \$200 deposit is refunded.

7. CAMPAIGNING

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

Election signs

Election signs are permitted on private property (with the owner's consent) at any time. They must be removed in accordance with the relevant councils policies outlined on page 51 under Hoardings (Signs).

Authorisation of advertising

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

The relevant legislation detailing the requirements relating to advertising and related offence provisions, are set out in *section 113 LEA* as follows.

113 Advertisements for candidates

- (1) *No person may publish or cause to be published in any newspaper, periodical, notice, poster, pamphlet, handbill, billboard, or card, or broadcast or permit to be broadcast over any radio or television station, any advertisement that is used or appears to be used to promote or procure the election of a candidate at an election, unless subsection (2) or subsection (4) applies.*
- (2) *A person may publish or cause or permit to be published an advertisement of the kind described in subsection (1) if –*
 - (a) *the publication of that advertisement is authorised in writing by the candidate or the candidate's agent or, in the case of an advertisement relating to more than 1 candidate, the candidates or an agent acting for all of those candidates; and*
 - (b) *the advertisement contains a statement setting out the true name of the person or persons for whom or at whose direction it is published and the address of his or her place of residence or business.*
- (3) *A candidate is not responsible for an act committed by an agent without the consent or connivance of the candidate.*
- (4) *A person may publish or cause or permit to be published an advertisement of the kind described in subsection (1) if –*
 - (a) *the publication of the advertisement is endorsed by an organisation or body representing residents or ratepayers in the community or district in which the advertisement is published; and*
 - (b) *the advertisement contains a statement setting out –*
 - (i) *the true name of the person or persons for whom or at whose direction it is published and the address of his or her residence or place of business, and*

- (ii) *the true name of the organisation or body that has endorsed the publication of the advertisement and the address of the place of business of that organisation or body.*
- (5) *This section does not restrict the publication of any news or comments relating to an election in a newspaper or other periodical, or on the Internet, or in any other medium of electronic communication accessible by the public, or in a radio or television broadcast made by a broadcaster within the meaning of section 2 of the Broadcasting Act 1989.*
- (6) *A person who wilfully contravenes subsection (1) commits an offence and is liable on conviction to a fine not exceeding \$1000.*

No election material may contain any untrue statement defamatory of any candidate and calculated to influence the vote of any elector. No election material may also contain an imitation voting document which has the names of the candidates with any direction or indication as to the candidate a person should vote for, or in any way contains such direction or indication likely to influence the voter (*section 122 LEA*).

Candidates should be aware that it is an offence (carrying a fine of up to \$5000 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.

8. ELECTORAL EXPENSES AND DONATIONS

Expense limits

Candidates should be aware that expense limits apply for election campaigns (as set out in *section 111 LEA*). This means there is a maximum limit on how much a candidate may spend on his or her campaign. The maximum amount spent must not exceed the limits (GST inclusive) set out as follows:

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

Section 111 of Local Electoral Act 2001

For the Manawatu-Wanganui Regional Council area, the estimated Resident Population as at 30 June 2013 with campaign limits is as follows:

Constituency	No. Members	Estimated Population ⁺	Expenditure
Horowhenua–Kairanga	2	38,600	\$20,000
Manawatu-Rangitikei	2	35,500	\$20,000
Palmerston North	4	83,500	\$50,000
Ruapehu	1	12,650	\$14,000
Tararua	1	17,450	\$14,000
Wanganui	2	43,500	\$30,000
	12	231,200	

⁺ Source: Statistics New Zealand as at 30 June 2013.

The “applicable period” for which campaign expenditure limits apply is three months before election day (i.e. 8 July 2016 to 8 October 2016). 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).

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).

Return of electoral expenses and electoral donations form

A Return of Electoral Expenses and Donations form (attached at Appendix 2) is required to be supplied to the electoral officer within 55 days after the official declaration of results (estimated to be by 7 December 2016) (section 112A LEA).

There is no such thing as an “anonymous” donation if it is known who it has come from. Someone cannot give a donation and ask for it to be anonymous. Anonymous means the candidate doesn’t know who it came from, and cannot reasonably work it out. A third party who passes on a donation must disclose who the donor is. A truly anonymous donation cannot be over \$1,500. If it is, the candidate can only keep \$1,500 of it, the balance over \$1,500 must be given to the EO. A donation made up of contributions (eg to a Trust) is treated as one donation, and cannot be over \$1,500. It is an offence to circumvent the \$1,500 limit, ie by deliberately splitting up a donation into smaller contributions.

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 13 October 2016).

For candidates out of New Zealand at the time they are declared elected, the return must be filed within 76 days after the election result day.

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

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

Relevant legislation in the LEA relating to electoral expenses is set out below.

104 Interpretation

In this subpart and subpart 3,

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

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

- (a) that is carried out by the candidate or with the candidate’s authority; and
- (b) that relates to the candidate solely in the candidate’s capacity as a candidate and not to the candidate;
 - (i) in his or her capacity as a member of the local authority or local board or community board, or as the holder of any other office or
 - (ii) in any other capacity; and
- (c) that comprises –

- (i) advertising of any kind, or
 - (ii) radio or television broadcasting, or
 - (iii) publishing, issuing, distributing, or displaying addresses, notices, posters, pamphlets, handbills, billboards, and cards, or
 - (iv) any electronic communication to the public, including (without limitation) the establishment or operation of a web site or other method of communication to the public using the Internet; and
- (d) that relates exclusively to the campaign for the election of the candidate; and
- (e) that takes place within the applicable period before the close of polling day.

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

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

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

105 Periods for claiming and paying expenses

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

106 Procedure if claim disputed

- (1) If a candidate, in the case of a claim for electoral expenses sent in to him or her within the time allowed by this Act, disputes it, or fails to pay it within 60 days –
 - (a) the claim is a disputed claim; and
 - (b) the claimant may, if he or she thinks fit, within a further 30 days, bring an action for the disputed claim in any court of competent jurisdiction.

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

107 Leave to pay claim after time limited

- (1) A District Court may, on the application of the claimant or the candidate, grant leave to the candidate to pay a disputed claim, or to pay a claim for any electoral expenses, even though it is sent in after the time allowed by this Act, if the Court considers it in the interests of justice to grant that leave.
- (2) Any sum specified in the order granting that leave may be paid by the candidate and, when paid, is to be treated as paid within the time allowed by this Act.

108 Payments to be vouched by bill

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

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

111 Maximum amount of electoral expenses

- (1) The total electoral expenses (inclusive of goods and services tax) of a candidate must not –
- (a) exceed \$3,500 if any local government area over which the election is held has a population smaller than 5000
 - (b) exceed \$7,000 if any local government area over which the election is held has a population smaller than 10000 and larger than 4999
 - (c) exceed \$14,000 if any local government area over which the election is held has a population smaller than 20000 and larger than 9999
 - (d) exceed \$20,000 if any local government area over which the election is held has a population smaller than 40000 and larger than 19999
 - (e) exceed \$30,000 if any local government area over which the election is held has a population smaller than 60000 and larger than 39999
 - (f) exceed \$40,000 if any local government area over which the election is held has a population smaller than 80000 and larger than 59999
 - (g) exceed \$50,000 if any local government area over which the election is held has a population smaller than 100000 and larger than 79999
 - (h) exceed \$55,000 if any local government area over which the election is held has a population smaller than 150000 and larger than 99999
 - (i) exceed \$60,000 if any local government area over which the election is held has a population smaller than 250000 and larger than 149999
 - (j) exceed \$70,000 if any local government area over which the election is held has a population smaller than 1 000 000 and larger than 249 999:
 - (k) exceed the sum referred to in subsection (1A) if any local government area over which the election is held has a population of 1 000 000 or more.
- (1A) The sum is –
- (a) \$100,000 plus the amount prescribed under section 139(1)(ha) for each elector; or
 - (b) \$100,000 plus 50 cents for each elector, if no amount is prescribed under section 139(1)(ha).
- (2) Despite subsection (1), if a candidate is a candidate for more than 1 election held at the same time, the total electoral expenses (inclusive of goods and services tax) of that candidate must not exceed the highest amount permitted under subsection (1) in respect of any one of the elections for which the person is a candidate.

112 Apportionment of electoral expenses

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

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

- (1) *This section applies to any candidate or other person who directly or indirectly pays or knowingly aids or abets any person in paying for or on account of any electoral expenses any sum in excess of the relevant maximum amount prescribed by section 111.*
- (2) *The candidate or person commits an offence and is liable on conviction –*
 - (a) *to a term of imprisonment not exceeding two years, or a fine not exceeding \$10,000, if he or she knew the payment was in excess of the relevant prescribed maximum amount; or*
 - (b) *to a fine not exceeding \$5000 in any other case, unless he or she proves that he or she took all reasonable steps to ensure that the electoral expenses did not exceed the relevant prescribed maximum amount.*

112A Return of electoral donations and expenses

- (1) *Within 55 days after the day on which the successful candidates at any election are declared to be elected, every candidate at the election must file a return of electoral donations and expenses.*
- (2) *However, in any case where a candidate is outside New Zealand on the day on which the successful candidates are declared to be elected (election result day), the return must be filed within 76 days after election result day.*
- (3) *The return of electoral donations and expenses must set out—*
 - (a) *the details specified in subsection (4) in respect of every electoral donation (other than a donation of the kind referred to in paragraph (c)) received by the candidate that, either on its own or when aggregated with all other donations made by or on behalf of the same donor for use in the same campaign, exceeds \$1500 in sum or value; and*
 - (b) *whether any donation is funded from contributions, and if so, and to the extent known or ascertainable from the information supplied under section 103D, the details specified in subsection (5) in respect of every contribution that, either on its own or when aggregated with other contributions by the same contributor to the donation, exceeds \$1500 in sum or value; and*
 - (c) *the details specified in subsection (6) in respect of every anonymous electoral donation received by the candidate that exceeds \$1500; and*
 - (d) *details of the candidate's electoral expenses.*
- (4) *The details referred to in subsection (3)(a) are –*

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

112B Nil return

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

112C Failure to file return of electoral donations and expenses

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

- (a) *a fine not exceeding \$1000; and*
- (b) *if he or she has been elected to office, a further fine not exceeding \$400 for every day that he or she continues to hold office until the return is filed.*

112D Filing a false return of electoral donations and expenses

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

- (a) *to a term of imprisonment not exceeding 2 years, or a fine not exceeding \$10,000, if he or she filed the return knowing it to be false in any material particular; or*
- (b) *to a fine not exceeding \$5000 in any other case, unless the candidate proves that–*
 - (i) *he or she had no intention to misstate or conceal the facts; and*
 - (ii) *he or she took all reasonable steps in the circumstances to ensure the information in the return was accurate.*

112E Obligation to retain records necessary to verify return

- (1) *A candidate must take all reasonable steps to retain all records, documents, and accounts that are necessary to enable a return under section 112A to be verified.*

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

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

- (1) *The electoral officer must keep every return filed under section 112A in the electoral officer's office, or at some other convenient place to be appointed by the chief executive of the local authority, for a period of 7 years after the date of the election to which it relates (the public inspection period).*
- (2) *During the public inspection period the electoral officer must –*
 - (a) *publish, electronically or in any other manner the electoral officer considers appropriate, every return filed under section 112A; and*
 - (b) *make available for public inspection a copy of every return filed under section 112A; and*
 - (c) *provide to any person upon request a copy of 1 or more returns filed under section 112A, subject to the payment of any charges that may be made under the Local Government Official Information and Meetings Act 1987.*

9. ELECTORAL ROLLS

Copies of the preliminary electoral roll for each constituency will be available for public inspection from Friday 15 July 2016 to Friday 12 August 2016 at the respective territorial authority offices; libraries and Post Shops within each constituency; and Horizons Regional Council Regional House, Palmerston North..

Those eligible to vote are:

- all residents enrolled on the parliamentary electoral roll within the Manawatu-Wanganui Region
- all non-resident ratepayers enrolled on the ratepayer electoral roll.

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

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

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

- completing the appropriate form at any Post Shop or
- telephoning 0800 ENROLNOW (0800 367656) or
- accessing the Electoral Commission web site on www.elections.org.nz

Any changes, queries or omissions relating to the non-residential ratepayer electoral roll, should be made through your local Electoral Office (the City or District Council).

Hard copies of the preliminary electoral roll may be viewed at the Territorial Authority Electoral Office and local library and may be available for purchase on request.

The final electoral roll is produced once the preliminary electoral roll closes on 12 August 2016. The final electoral roll is the roll used for issuing voting documents and comes into force on 12 September 2016. Copies of this roll may 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 an electronic form, but candidates or political parties may request an electronic listing of resident electors from the Enrolment Services at the Electoral Commission (provided the criteria of *section 114 Electoral Act 1993* are met). An application form is required to be completed, and these are available upon request at the Electoral Commission on (04) 801 0710.

Candidates or candidate scrutineers may request, before the close of voting, that the city/ district electoral officer provides 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 or may) be made for this (*section 68(6) LEA*).

10. VOTING AND SPECIAL VOTING

Voting

The election is being conducted by postal vote. Voting documents will be posted out to all electors whose names appear on the final electoral roll. Delivery by New Zealand Post will commence Friday 16 September 2016, and all electors should have received their voting documents by Wednesday 21 September 2016 at the latest (*regulation 51 LER*).

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.

For posting completed voting documents back, electors should ensure they are posted in time to guarantee delivery to the electoral officer before the close of voting (12 noon, Saturday 8 October 2016). Postal delivery times vary between city and rural delivery.

Special voting

Special votes are available to electors:

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

Special votes will be available during normal business hours from Friday 16 September 2016 to noon, Saturday 8 October 2016. Contact your territorial authority (city or district council) for locations.

Special votes can be posted directly to electors. The completed voting document, however, must be in the hands of your territorial authority electoral officer or deputy electoral officer by 12 noon on election day (Saturday 8 October 2016).

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 7 October 2016 (the day before the close of voting). An application for registration as a parliamentary elector may be obtained:

- from any Post Shop; or
- by telephoning 0800 ENROLNOW (0800 367656); or
- by accessing the Electoral Commission web site on www.elections.org.nz

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

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

11. EARLY PROCESSING OF RETURNED VOTING DOCUMENTS

Returned voting documents are able to be opened and processed (but not counted) during all or part of the voting period prior to the close of voting (*section 80 LEA*).

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

- opening of envelopes;
- extracting of 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 8 October 2016).

The early processing functions are undertaken with strict security measures in place. One or more Justices of the Peace observe all early processing functions, and sign a 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 early processing is taking place (*section 82 LEA*).

Candidate scrutineers are **not** permitted to observe the processing of voting documents.

12. SCRUTINEERS

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 when the processing of votes takes place during the voting period.

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

A scrutineer cannot be:

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

Each scrutineer must be appointed by a candidate, such appointment to be in writing to the electoral officer of the relevant territorial authority. 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 7 October 2016 (*section 68 LEA*).

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

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

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

The scrutiny of the roll will be undertaken at your territorial authority office or at the premises allocated by the electoral officer during normal office hours between Monday 19 September 2016 and noon, Saturday 8 October 2016. Please contact your territorial authority electoral officer to confirm where the scrutiny of the roll is taking place.

The preliminary count of votes will commence once voting closes at 12 noon on Saturday, 8 October 2016. The count is undertaken by the territorial authority on behalf of Horizons Regional Council.

The official count of votes will commence once the preliminary count is concluded and the official declaration will be made in the week beginning Monday 10 October 2016 but is unlikely to be before Wednesday 12 October 2016. The official count will be done by or on behalf of territorial authority offices.

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 or deputy electoral officer.

No refreshments or meals will be provided to scrutineers. Scrutineers are advised to make their own provision for refreshments.

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

13. RESULTS

a) Preliminary Results

The preliminary count of voting documents will take place from 12 noon, Saturday 8 October 2016 at the territorial authority office.

As soon as practicable following the completion of the preliminary count, preliminary results will be made available to candidates, the public and members of the media. All candidates will be personally advised by Horizons' Electoral Officer as soon as results become available.

Results will be posted on Horizons Regional Councils website (www.horizons.govt.nz) as soon as they are available.

In this regard, candidates will be telephoned at their residential address unless, prior to Election Day, advice is given to the Electoral Officer that the candidate would like to be telephoned at some other location. A notice of the preliminary results will be posted on the doors of Regional House, 11-15 Victoria Avenue, Palmerston North. The preliminary results will also be emailed to the media in the region.

b) Official Results

The declaration of the official results is expected to be made towards the end of the week following election day, once all special votes have been verified and final checks made.

All candidates will be individually notified in writing when the official results of the election is available.

14. 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 all candidates are advised to be familiar with these.

121 Illegal nomination, etc

Every person commits an offence, and is liable on summary conviction to a fine not exceeding \$2000, who:

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

122 Interfering with or influencing voters

- (1) *Every person commits an offence, and is liable on conviction to a fine not exceeding \$5000, who –*
 - (a) *interferes in any way with any person who is about to vote with the intention of influencing or advising that person as to how he or she should vote:*
 - (b) *prints, publishes, distributes, or delivers to any person (using any medium or means of communication) a document, paper, notice, or message, being or purporting to be in imitation of any voting document to be used at the election or poll that –*
 - (i) *in the case of an election, includes the name of a candidate or candidates, together with any direction or indication as to the candidate or candidates for whom any person should vote*
 - (ii) *in the case of a poll, includes a statement or indication as to how any person should vote:*
 - (iii) *in any way contains or suggests any such direction or indication or other matter likely to influence how any person votes:*
 - (c) *prints, publishes, or distributes any instruction on the method of marking the voting document that differs in any material way from the instructions required by this Act or any Regulations made under this Act to accompany the voting document.*
- (2) *Despite subsection (1)(b), it is not an offence under that subsection to print, publish, distribute, or deliver a card or leaflet (not being an imitation voting document) on which is printed –*
 - (a) *the names of all or any of the candidates and the elective offices for which they are candidates (with or without the name of the organisations or groups to which those candidates are affiliated, and including those who are independent); and*
 - (b) *nothing else.*
- (3) *Nothing in this section applies to –*
 - (a) *any official statement or announcement made or exhibited under the authority of this Act or Regulations made under this Act; or*
 - (b) *any candidate profile statement, published, displayed, or distributed under the authority of this Act or regulations made under this Act.*

123 Offences in respect of official documents

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

124 Voting offences

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

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

125 Bribery

- (1) Every person commits the offence of bribery who, directly or indirectly, on that person's own or by another person–
 - (a) gives, lends, agrees to give or lend, offers, promises, or promises to obtain any money or valuable consideration to or for any elector, or to or for any person on behalf of any elector, or to or for any other person, in order to induce any elector to vote or refrain from voting; or
 - (b) gives or obtains, agrees to give or obtain, offers, promises, or promises to obtain or to try to obtain any office or place of employment to or for any elector, or to or for any person on behalf of any elector, or to or for any other person, in order to induce the elector to vote or refrain from voting; or
 - (c) corruptly does any act referred to in paragraph (a) or paragraph (b) on account of an elector having voted or refrained from voting; or
 - (d) makes any gift, loan, offer, promise, or agreement referred to in paragraph (a) or paragraph (b) for, or with, any person in order to induce that person to obtain or try to obtain the election of any person or the vote of any elector; or
 - (e) upon or as a consequence of any gift, loan, offer, promise, or agreement referred to in paragraph (a) or paragraph (b), obtains, or tries to obtain, the election of any person or the vote of any elector; or

- (f) *advances or pays, or causes to be paid, any money to or for the use of any other person, intending that that money or any part of it will be used for bribery at any election or poll; or*
- (g) *knowingly pays or causes to be paid any money to any person in discharge or repayment of any money wholly or partly used for bribery at any election or poll.*
- (2) *An elector commits the offence of bribery if–*
 - (a) *before or during the voting period at the election or poll, he or she, directly or indirectly, on his or her own or by another person, receives, or agrees or contracts for, any money, gift, loan, or valuable consideration, office, place, or employment for himself or herself or for any other person for voting or agreeing to refrain from voting;*
 - (b) *after the voting period at the election or poll, he or she directly or indirectly, on his or her own or by another person, receives any money or valuable consideration on account of any person having voted or refrained from voting or having induced any other person to vote or refrain from voting.*
- (3) *Every person who commits bribery is liable on conviction to imprisonment for a term not exceeding two years.*

126 Treating

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

127 Undue influence

- (1) *Every person commits the offence of undue influence –*
 - (a) *who, directly or indirectly, on that person's own or by another person, makes use of or threatens to make use of any force, violence, or restraint against any person –*
 - (i) *in order to induce or compel that person to vote or refrain from voting:*
 - (ii) *on account of that person having voted or refrained from voting:*
 - (b) *who, by abduction, duress, or any fraudulent device or means –*

- (i) *impedes or prevents the free exercise of the vote of any elector:*
 - (ii) *compels, induces, or prevails upon any elector either to vote or to refrain from voting.*
- (2) *Every person who commits the offence of undue influence is liable on conviction to imprisonment for a term not exceeding two years.*

128 Personation

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

129 Infringement of secrecy

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

130 Disclosing voting or state of election or poll

- (1) *Every electoral officer, deputy electoral officer, other electoral official, Justice of the Peace, or scrutineer commits an offence who –*
 - (a) *makes known for what candidate or candidates or for which proposal any particular voter has voted for or against, except as provided by this Act or regulations made under this Act; or*
 - (b) *before the close of voting, makes known the state of the election or poll or gives or pretends to give any information by which the state of the election or poll may be known.*
- (2) *Subsection (1)(b) does not prevent an electoral officer from disclosing the total number of voting documents so far returned at an election or poll at any time during the voting period.*
- (3) *A person who commits an offence against subsection (1) is liable on conviction to a fine:*
 - (a) *not exceeding \$5000 for an electoral officer or deputy electoral officer;*
 - (b) *not exceeding \$2000 for any other person.*

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

Every electoral officer, deputy electoral officer, or other electoral official commits an offence, and is liable on conviction to a fine not exceeding \$2000, who is guilty of any intentional or reckless act of commission or omission contrary to the provisions of this Act or regulations made under this Act in respect of any election or poll, and for which no other penalty is imposed by this Act or regulations made under this Act.

General provisions

137 Property may be stated as being in electoral officer

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

138 Duty to take action in respect of offences

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

138AA Time limit for prosecutions

- (1) *A prosecution under section 112C must be commenced within 6 months of the date on which the return was required to be filed.*
- (2) *A prosecution under section 103K or 112D must be commenced—*
 - (a) *within 6 months of the date on which the prosecutor is satisfied that there is sufficient evidence to warrant the commencement of the proceedings; but*
 - (b) *not later than three years after the offence was committed.*

15. ELECTION HOARDINGS – INDIVIDUAL COUNCIL POLICIES

The following information provides a guide only to election signs.



HOROWHENUA DISTRICT COUNCIL Election Hoardings (Signs)

Authorised Council Owned Land

- a. The Horowhenua District Council will allow electoral signage on Council owned land at specified locations in Levin, Foxton and Shannon only. Such signs will be subject to the following limits on numbers and size:
- Approved sites are shown on the attached maps.
 - No sign shall be located where it is considered to be a traffic hazard in the opinion of the Council.
 - Signs may be permitted to be displayed up to two months prior to the election but must be removed as soon as practicable after Election Day.
 - Signs shall be displayed, if practicable, at right angles to the road.
 - Signs shall comply with the following specification:

	Conditions
Maximum number of words	11 words or symbols
Maximum number of characters	90
Minimum lettering height	120 mm
Maximum face area (may be double sided)	3.0 m ²
Maximum sign height	4.0 m

- b. All signs must include an authorisation in accordance with the Local Electoral Act 2001.
- c. Each candidate will be permitted to erect one sign per location.
- d. Council reserves the right to require any electoral sign to be relocated or removed if the placement is considered hazardous or inappropriate; or if the content is inappropriate or breaches any policy, bylaw or enactment.
- e. In addition the following provisions shall apply:
- No signs will be permitted on Council roads or on unapproved Council owned land.
 - Where signs are found on Council property in unauthorised locations or in breach of any conditions officers shall:
 - advise the electoral officer; and,
 - maintain/update a register of such signs; and,
 - take immediate action to remove the signs; and,
 - contact the candidate for that person collect their sign/s.

- Signs must be removed as soon as practicable after Election Day. Signs not removed within a reasonable timeframe shall be disposed of without further liability.
 - Mobile signs on cars and trailers will be permitted subject to those vehicles complying with all other vehicular requirements including the parking of vehicles on berms.
 - The Council shall be entitled to recover reasonable costs (at the discretion of the electoral officer) in the application of the policy.
- f. Candidates are advised to consult with NZTA (Wanganui) in regard to any signs on a State Highway.
- g. Sign locations:

Area	Location	Permitted Area	Notes
<i>Foxton Electoral Sign Area</i>	Seaview Gardens	Adjacent to the perimeter facing Union Street, outside the fence on road reserve, as depicted in Map 01-2013 Local Elections Signage.	No signs are to be attached to the fence or placed behind the fence. No signs are to obstruct the footpath or entrances to the Gardens.
<i>Shannon Electoral Sign Area</i>	Shannon Domain	The western end of Shannon Domain in Vogel Street in a northerly direction to the boundary with the Mavis Vincent Pavilion (a distance of approximately 50 metres) as depicted on Map 02- 2013 Local Elections Signage. <u>SIGNS ARE NOT PERMITTED WITHIN THE EXCLUSION ZONES SHOWN ON THE MAP</u>	No signs are permitted within 10 metres of the boundary with the intersection of Vogel and Balance Streets or within 5 metres of the kerbline in Vogel Street.
<i>Levin Electoral Signage Area</i>	The Levin Village Green	Facing Salisbury Street, Queen Street and the Levin Mall Carpark as depicted on Map 03- 2013 Local Election Signage. <u>SIGNS ARE NOT PERMITTED WITHIN THE EXCLUSION ZONES SHOWN ON THE MAP</u>	No signs are permitted within 10 metres of the boundary with the intersection of Salisbury Street and Queen Street West or within 3 metres of paved areas.

This schedule must be read in conjunction with the maps attached to this policy.

Private Property

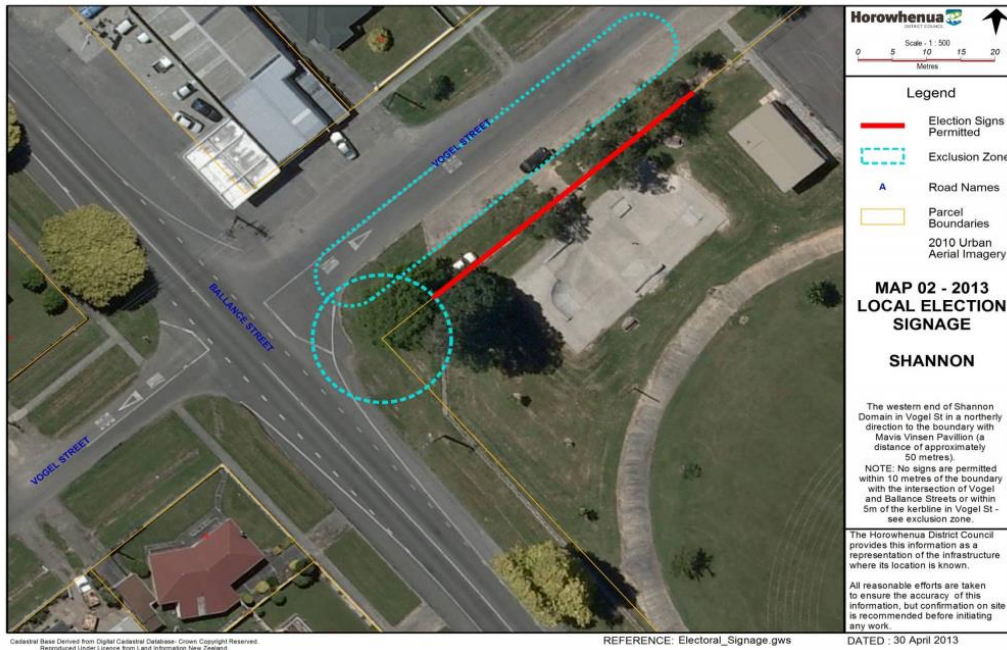
- a. The Horowhenua District Council will allow electoral signage on private land subject to the following:
- No sign shall be located where it is considered to be a traffic hazard in the opinion of the Council or NZTA (Wanganui).

- Signs may be permitted to be displayed up to two months prior to Election Day but must be removed as soon as practicable after Election Day.
- Signs shall be displayed, if practicable, at right angles to the road.
- Signs shall not be illuminated.
- Signs shall comply with the following specification:

	Posted speed limit Equal to or less than 70 kph	Posted speed limit – above 70 kph
Maximum number of words	11 words or symbols	6 words or symbols
Maximum number of characters	90	40
Minimum lettering height	120 mm	160 mm
Maximum face area (may be double sided)	3.0 m ²	3.0 m ²
Maximum sign height	4.0 m	4.0 m

- Council reserves the right to require any electoral sign to be relocated or removed if the placement is considered hazardous or inappropriate; or if the content is inappropriate or breaches any policy, bylaw or enactment.
- In addition the following provisions shall apply:
 - Where signs are found in breach of any conditions officers shall;
 - advise the electoral officer; and,
 - maintain/update a register of such signs; and,
 - take immediate action to remove the signs; and,
 - contact the candidate for that person to collect their sign/s.
- The Council shall be entitled to recover reasonable costs (at the discretion of the electoral officer) in the application of the policy.
- All signs must include an authorisation in accordance with the Local Electoral Act 2001.
- Candidates are advised to consult with the NZTA (Wanganui) in regard to any signs on a State Highway.





MANAWATU DISTRICT COUNCIL Election Hoardings (Signs)

Manawatu District Council has a policy on electioneering signage as follows:

1. Signs for electioneering purposes are a temporary activity under the Manawatu District Council's District Plan.
2. Signs shall not be located on roads (this is from boundary to boundary) or on Council properties.

3. Consent from property owners needs to be obtained for signs on private land.
4. No sign shall be larger than 3 m².
5. No sign shall detrimentally affect traffic safety or traffic control by creating a visual obstruction or confusing motorists.
6. Signs shall not be structurally unsound or unsafe.
7. Illuminated signs shall be non-flashing.
8. Manawatu District Council does not have sign parks.
9. Signs shall only be permitted in the two-month period prior to the election.
10. New Zealand Transport Authority needs to be contacted on 06 953 6200 for permission to place signs on State Highways.

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



PALMERSTON NORTH CITY COUNCIL

Election Hoardings (Signs)

The following information is to assist candidates in planning their election signage within Palmerston North for the forthcoming election. The Palmerston North Signs and Use of Public Places Bylaw 2010 contains provisions for the control of temporary electioneering signs. The following reflects the Bylaw provisions.

City Entrance Sites (Sign Parks)

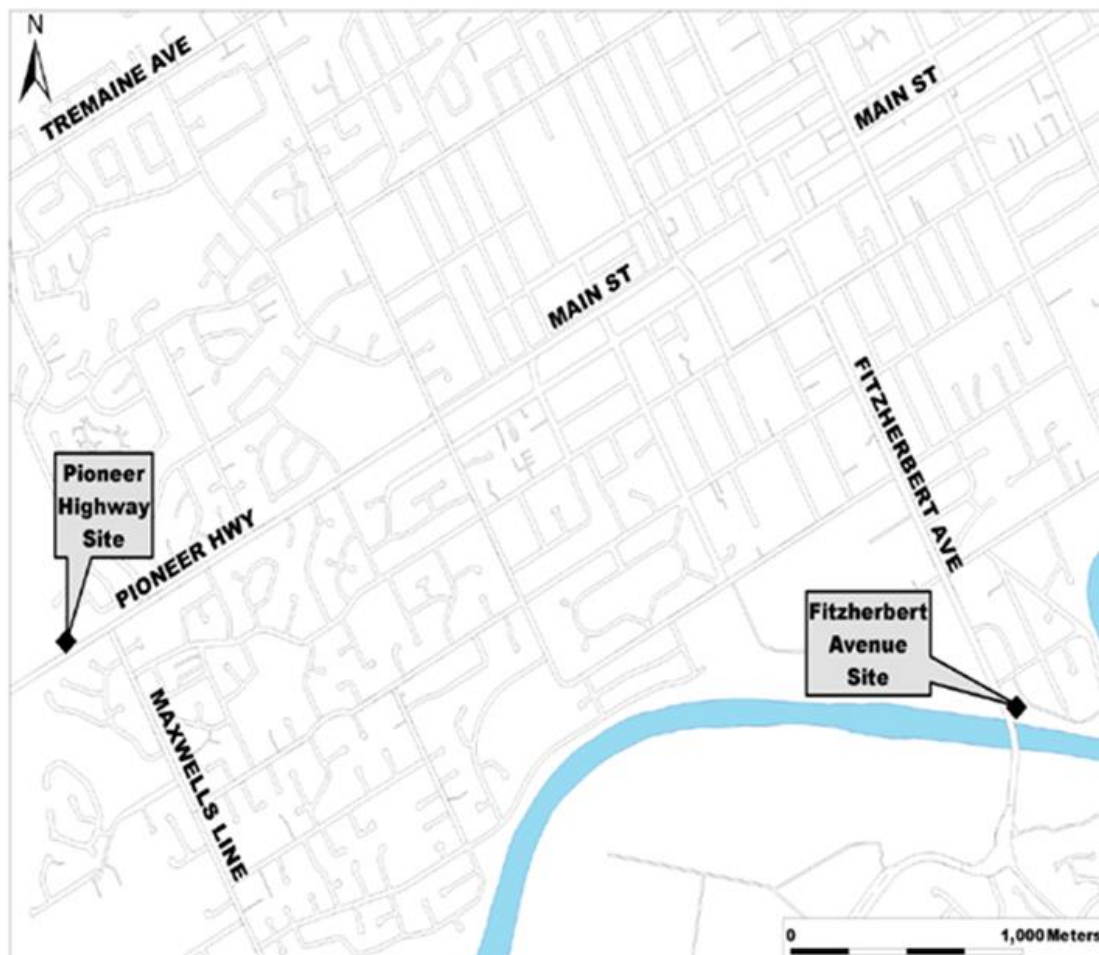
- All signs in the Signs Parks require a Council permit. An application to place a sign in a Sign Park must be made to the Environmental Services Section of the Council. An application fee of \$160.00 is required and must accompany the application. An application form is separately enclosed with this handbook. Further forms can be obtained from the Electoral Officer or the Customer Service Centre.
- Signs may be placed within the two designated Sign Parks located at:
 - Pioneer Highway grass berm on the City side of the Manawatu Trotting Club entrance. Signs must be placed to face traffic travelling into the City from the west.
 - Fitzherbert Bridge grassed reserve area, on the City side of the bridge. Signs must be placed to face traffic travelling towards Massey.

Sign park sites are marked on the location map (see next page of this handbook).

- No sign park may display more than one election sign per candidate, and one election sign per political party (not to include any reference to a candidate).

- A statement must appear on the sign stating the true name of the person for at whose direction the sign is erected and the address of his/her place of residence or business.
- Signs are to be placed in the pre-set slots that allows for all signs to be visible from the road.
- Signs are to be a maximum size of 2.9 m². (Contact Environmental Protection Services for construction details)
- Signs may be placed in the Sign Parks only during the period from when nominations open (15 July 2016) until Election Day (8 October 2016).
- Please note that the number of spaces available within the Sign Parks may be limited. Priority will be based on the date of receipt of the applications received by the Environmental Services Section of the Council.

SIGN PARK SITES



Residential Zone Sites

- The maximum size for signs placed on properties within the Residential Zone (as shown on the District Plan maps) is **0.6 m² in area**.
- The maximum height for any freestanding sign is 1.8 m.

- Signs may not be placed in such a way as to cause any distraction to drivers. Generally care should be taken when placing any signs at intersections.
- Signs may be placed on residentially zoned land at any time (subject to obtaining approval from the land owner or occupier).
- No property may display more than one election sign per candidate, and one election sign per political party (not to include any reference to a candidate).

Business, Industrial, Recreation and Rural Zoned Sites

- The maximum size for signs placed on properties within the Business, Industrial, Recreation or Rural Zones (as shown on the District Plan maps) is **10.0 m² in area**.
- The maximum height for any freestanding sign is 1.8 m.
- Signs may be placed on properties within the Business, Industrial, Recreation or Rural Zones at any time (subject to obtaining approval from the land owner or occupier).
- Signs may not be placed in such a way as to cause any distraction to drivers. Generally care should be taken when placing any signs at intersections.
- No property may display more than one election sign per candidate, and one election sign per political party (not to include any reference to a candidate).

Signs on Local Road Reserves and Other Council Property (other than the Sign Parks)

- No signs, display materials, circulars or posters of any kind may be placed on any Council owned property or buildings, without a permit from the Council. Council property includes (but is not limited to) lamp posts, traffic islands, roadway median strips, traffic signal boxes and road reserves.

Signs on the State Highway Road Reserves

- Approval is required from Transit New Zealand, Wanganui, for any sign placed in the road reserves of State Highways, outside the 50 km/hr speed limit.
- A permit is required from the Roading Section of Council for any signs placed in the road reserves of State Highways within the 50 km/hr speed limit area (excluding the Sign Parks, as discussed above).

Candidate or Party Signs Advertised on Trailers or Vehicles

- The Signs and Use of Public Places Bylaw requires individuals/organisations to apply for a permit if they wish to place a temporary sign, other than an approved footpath sign, in a public place. To increase the flexibility of enforcement and administration, a blanket approval is given to temporary signs on single axle trailers or fastened to light vehicles/utes to be parked on the road reserve if they meet the following criteria:

1. Sign must be no larger than 3 sq meters. If it is a panel with a sign on either side each can be up to 3m².
2. Trailers are not to be placed in a residential zone.
3. Top of sign is not to be more than 4 metres off the ground.
4. Sign must be secured to the trailer/vehicle to prevent it blowing off in the wind. The sign must be secured in a manner that prevents it extending outside the footprint of the trailer/vehicle.
5. Positioning of vehicle/trailer must meet with all Road User Rules (including Parking Regulations) and be no closer than 25m to an intersection.
6. Tow bar of trailer must be positioned away from the traffic flow, i.e. next to the curb in angle parking. If trailer is parked after dark it must display a red light to the outside rear that is easily seen by oncoming vehicles. This is similar to the requirements of trucks etc.
7. Trailer/vehicle must be parked so that no street/advisory signage is obscured and that there is clear line of sight for drivers. Trailers/vehicles are not to be parked on raised or painted medians or any grass berms.

If dual axle trailers, heavy vehicles or a variation of the above is sought then written permission must be obtained from Head of Environmental Protection Services who will consult with the Roding Manager

Breaches of the Bylaw Rules

- Where there is non-compliance with the Bylaw an officer of Council may seize and impound signs. The Council will notify the owner in writing that the signs have been impounded. If the signs are not claimed the Council may dispose of the signs as it sees fit after two months from notification that the signs were impounded.

General Building Instructions

- All signs must be designed to withstand wind and seismic loads as required by the Building Act. All signs must be safe, and the safe and secure placement of signs is the responsibility of the owner. Council staff will periodically make a check of the Sign Parks and if any sign is considered unsafe it will be taken down immediately. The owner of the sign will be contacted with regard the return of the sign and a replacement if warranted.

Contacts

- For further information on signage please contact Environmental Services (Customer Service) on telephone 06 356 8199.
- Our postal address is Palmerston North City Council, Private Bag 11034, Manawatu Mail Centre, Palmerston North 4442, and our office is located in the Civic Administration Building, The Square, Palmerston North.



RANGITIKEI DISTRICT COUNCIL Election Hoardings (Signs)

Please see below the guidelines on election hoardings:

Subject to the conditions detailed in the candidate handbook, any person confirmed as a candidate in a Rangitikei District Council, Ratana and Taihape Community Boards, Horizons Regional Council, or Wanganui District Health Board election may erect and display "electioneering" signs in the Rangitikei District for the purpose of that election.

Regulation for signage in the Rangitikei District is contained in the District Plan and the Control of Advertising Signage 2013. Please see below the guidelines on election hoardings:

1. Election signs fall within the definition of Temporary Signs. No resource consent is required provided the sign complies with the relevant plan rules. (Check with Council Officers if in doubt).
2. Signs must be erected to ensure structural stability against wind etc. Signs should not be a physical hazard or erected in a manner so as to cause obstruction to traffic or the general public.
3. Signs must not be revolving, flashing, animated or reflective, and must not contain moving lights, lasers or images.
4. No signs should be erected on road reserves, median strips or similar locations, including any Council building, public place or public property such as lamp posts, trees etc.
5. The District Plan restricts the size of signs according to the zone in which the sign is to be located.

Zone	Type of sign	Total number of signs per property	Maximum face area (per sign)
Residential	Temporary sign	2	1m ²
Rural Living	Temporary sign	4	2m ²
Rural	Temporary sign	4	2m ²
Education	Temporary sign	1 per road frontage	2m ²
Commercial	Temporary sign	1 per road frontage	2m ²
Industrial	Temporary sign	2	3m ²

6. Applicants are advised to check with Council Officers with respect to the specific requirements for the area in which the sign is to be located. Signs that exceed the permitted size for their specific zone will require resource consent.
7. It is the applicant's responsibility to see to it that the provisions of the Electoral Act 2001 are complied with in every respect.
8. Overstreet banners for electioneering purposes are not permitted.
9. Signs on properties adjacent to a State Highway should comply with New Zealand Transport Agency's guidelines.

10. Signs are not to be erected on State Highway land without the written approval of New Zealand Transport Agency.
11. Signs having a face area of 2 m² or less do not require a Building Consent, provided that they are less than 3 m above ground level. Larger signs will require a Building Consent, in which case the fee is \$430.00 per sign. However, building consent is not required for any sign that is designed by a chartered professional engineer.
12. In accordance with the Control of Advertising Signage Bylaw 2013, all election hoardings must be dismantled and removed from the site on which they are erected by 5pm on Monday 10 October 2016.



RUAPEHU DISTRICT COUNCIL
Election Hoardings (Signs)

RUAPEHU DISTRICT PLAN: SECTION SG 3 – SIGNAGE - RULES

SG3.4.6 Commercial Advertising Signs

- (a) Scale
 - (i) All Zones
 - (1) No signage shall exceed the total site signage (m²) as specified for the Zone in which the site is located, in accordance with Table 2 below.

Table 2: Total Signage Area

Zone	Total Site Signage (m ²)
Rural	3.0
Residential	0.5
Commercial and Industrial*	Unlimited
Commercial Zone SH4 National Park	3.0m ² per sign
Urban Settlement	3.0
Protected Areas	3.0

*This condition does not apply to the Commercial Zone alongside State Highway 4, National Park.

- (ii) Rural Zone, Residential Zone and Urban Settlement Zones
 - (1) Only one sign shall be erected per site.
 - (2) No signage shall exceed the highest point of the existing building by more than 1m.
- (iii) Protected Areas Zone
 - (1) Either one double sided sign or two single sided signs may be erected on any site frontage (in this context only, a site includes any area of land subject to a license to occupy).
- (iv) Commercial and Industrial Zones
 - (1) No signage attached to a building shall exceed the highest point of the existing building by more than 1m.
 - (2) Only one single or double-sided freestanding sign shall be erected on each street frontage of a site.
 - (3) The maximum height of a single or double-sided free standing sign is 8m (except the Commercial Zone alongside State Highway 4 National Park)
 - (4) In the Commercial Zone alongside State Highway 4 National Park, the maximum height of a single or double-sided free-standing sign is 3m

- (b) Location
- (i) A sign shall only be erected on the site or building to which it relates, **with the exception of election signs.**
 - (ii) For sites within the Rural Zone, Residential Zone and Urban Settlement Zone, no sign shall be located within the road reserve.
- (c) Safety
- (i) For sites within the Rural Zone, Residential Zone, Urban Settlement Zone and Protected Areas Zone, and the Commercial Zone along State Highway 4 in National Park, no sign shall be flashing or employ revolving lights.
 - (ii) For sites within the Commercial Zone and Industrial Zone, a sign located adjacent to a residential zone shall not be flashing or employ revolving lights. The only illuminated sign permitted adjacent to a residential zone shall be internally illuminated signs.
- (d) Visibility
- (i) For sites within the Rural Zone, no sign shall be located within 20 metres of any road intersection.
 - (ii) For sites within the Rural Zone, any sign shall be erected to present an unrestricted view to the motorist in accordance with Table 3 below:

Table 3: Visibility Distances

Regulatory Speed Limit (km/h)	Limit Visibility Distance (m)
50	80
70	130
80	175
100	250

Advice Note:

Election signs also need to comply with Council's Public Places Bylaw.

Relevant Assessment Criteria: SG3.5.1(a), (b) (c), (d), (e), (f) and (g)

- (e) Design: National Park
- (i) All free-standing signs shall be constructed of either:
 - (1) Timber.
 - (2) Stone.
 - (3) Any other material approved in writing by Ruapehu District Council.
 - (ii) All signs which are painted shall be painted in colours:
 - (1) From Groups A to D of the British Standard 5252 colour range (or equivalent colour range from an alternative colour chart); or
 - (2). Any other colours which use recessively toned paints and avoid paints with high light reflectance values approved in writing by the Council.

Note: The lettering of the sign is excluded from these requirements.

Advice Note:

Within National Park an Alpine character is encouraged. To achieve this Council encourages people to design signage to complement the wider National Park setting, for example, using alpine plants at the base of sign – which would also disguise the footings; and through the use of low gloss finishes on stains.

PUBLIC PLACES BYLAW

14.5.1 All election signs shall comply with the following conditions:

- (a) No election signs shall be placed on any reserve or public place except those specifically approved by Council for such purpose. (Refer 11.5.1 of this Bylaw.)
- (b) No election sign shall be erected on road reserves, median strips or similar locations including Council buildings or public property such as lampposts, trees, transformers, etc.
- (c) Signs must not be displayed for more than six (6) weeks, and shall be removed the day before polling day.
- (d) Signs must not create a traffic hazard or constitute danger to the public in any way, and must not imitate any official sign.

Note: Election Hoardings must comply with the requirements of the Ruapehu District Plan.

SIGNS ON STATE HIGHWAYS

The NZ Transport Authority is responsible for state highways and does not allow signs on the road reserve, other than those intended for road safety or community information. Signs on private property are covered by local authority District Plans. Transit has a brochure that describes its road signs policy. For further information on placing signs near state highways, please contact NZTA on 06 345 4173 and ask for Cole O'Keefe.

For campaigning planning the approximate number of households within the District as sourced from 2013 census information is outlined in the following table.

Ward and Community Board	Number of Dwellings
Taumarunui Ward	2,946
Waimarino-Waiouru Ward and Community Board	2,835
National Park Ward and Community Board	690
Ohura Ward	561
District Total	5,916



STRATFORD DISTRICT COUNCIL Election Hoardings (Signs)

Election signs are treated as temporary signs, ie. advertising one off events that will be in place for no more than three months and be removed within 48 hours of the event (in the case of election signs this is reduced to the day before the event). In the Rural zone a maximum size of 3.0 m² is permitted per sign per site. In the Business zone a maximum size of 4.0 m² is permitted per sign per site.

In the Residential zone a maximum size of 1.0 m² is permitted per sign per site. In the Rural/Residential zone a maximum size of 2.0 m² is permitted per sign per site.

Beyond the usual limitations re public danger and obstruction of traffic, driver view etc such signs on road reserve must:

- be no closer than 50 m to an intersection;
- be separated from other signs by at least 100 m;
- not be placed on the roundabouts; and
- be as close to the kerbs as possible.

The only restrictions on temporary signs on private property are the size limitations referred to above.

Provided that the Stratford District Council District Plan rules and the Building Act are complied with, temporary signs for electioneering may be erected on **private land** throughout the district.

Billboards

The Stratford District does not have any public areas available for billboards of any description.

Any billboard proposed for any commercial property would require a resource consent, it should be noted that to date none have been either requested or granted.



Temporary signs for elections are a permitted activity in the Tararua District, subject to compliance with the following standards:

- The area of any sign is no more than 4 m²;
- Signs are erected no more than 3 months prior to the election and removed by the eve of the day before the election day;
- Signs are located on private property or on road reserve (legal road) with the approval of the road controlling authority.
- Signs must be set back 3 meters from the edge of any "Road seal" to enable adequate vision to motorists of oncoming vehicles from intersections.
- Signs within the site of any heritage resource included in the Schedules in Appendix 2 of the District Plan, provided that the written approval to the erection of any such sign has been obtained from the New Zealand Historic Places Trust.
- No sign shall be permitted where it will detrimentally affect traffic safety and control by either:
 - obstructing drivers' vision; or
 - causing confusion or distraction for drivers; or
 - creating a situation hazardous to the safe movement or direction of traffic
 - No sign shall be permitted which restricts or blocks sight distances at intersections or accessways

The sign must be erected in a stable fashion, not be a hazard to the public or to traffic safety, and must comply with the Tararua District Council District Plan / Bylaw.

Signs that do not meet the standards can only be erected once resource consent has been obtained. Candidates should note that it takes at least 20 working days to obtain resource consent.

Election Candidates, campaigning must comply with the Local Electoral Act.

Tararua District Council has set aside designated areas on Council road reserve in Dannevirke, Woodville, Pahiatua and Eketahuna. No authorisation is required prior to the placement of signs; all signs must comply as listed above. The locations are listed in this hand-out.

For further assistance on the locations detailed please contact Andrea Hamblyn, Tararua Alliance on (06) 374 5341.

The Electoral Officer, Tararua District Council, 26 Gordon Street, Dannevirke (06) 374 4080.

Eketahuna

1. Road Reserve, grassed area, War Memorial Hall, Main Street, Eketahuna.



2. Council Road Reserve, grassed area from 70km limit on Newman Road up to Intersection of Macara Street.





Pahiatua

1. Council Road Reserve, grassed area at northern town boundary.



2. Council Road Reserve, grassed area at southern town boundary.



Woodville

1. Council Road Reserve, grassed area behind footpath, Cnr Vogel and Fergusson Street.

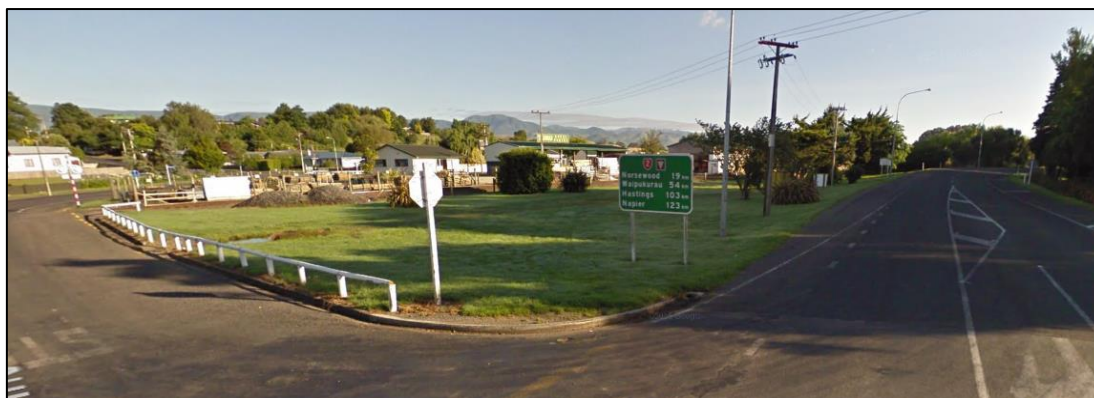


Dannevirke

1. Council Road Reserve, northern town boundary, grassed area, from Stanley Street Bridge to London Street.



2. Council Road Reserve, grassed area behind footpath, Cnr Ruahine Street and State Highway 2.



WHANGANUI DISTRICT COUNCIL Election Hoardings (Signs)

Whanganui District Plan—Chapter 16.2.9 Advertising & Whanganui District Council Signage Bylaw 2015—Sections 15 and 25

The Whanganui District Council, resolved at its meeting of 28 April 2014:

That the Council revokes its previous policy on election signage confirmed on 13 July 2011, and permits election signs on six Council reserves (see no.8 below)

Rules for Election Signs

The rules for election signs are set out in section 16.2.9 of the Whanganui District Plan. The relevant parts of this section state:

1. Signs for election purposes are exempt from the normal requirements for signs that relate to the activity undertaken on a site.
2. No sign shall obstruct or detract from any official sign or shall obstruct drivers' visibility along the road and at intersections and driveways.
3. Signs attached to a building may extend up to a maximum of 6 metres above the highest point of the roof of any building, provided that no sign shall extend more than 10 metres above ground level.
4. A sign for election purposes (Local or Central Government) may be permitted in any zone provided:
 - a. It is erected no earlier than two months prior to election day.
 - b. It is removed no later than midnight on the day before Election Day.
 - c. It complies with the conditions and terms of Whanganui District Plan Section 16.2.9.

Compliance with the District Plan rule for advertising and the Whanganui District Council Bylaws.

5. The erection of any structure, including a sign, on a state highway requires the approval of the New Zealand Transport Agency (NZTA). Council will process any Building Consent, if a consent is required, but will require the written approval NZTA.

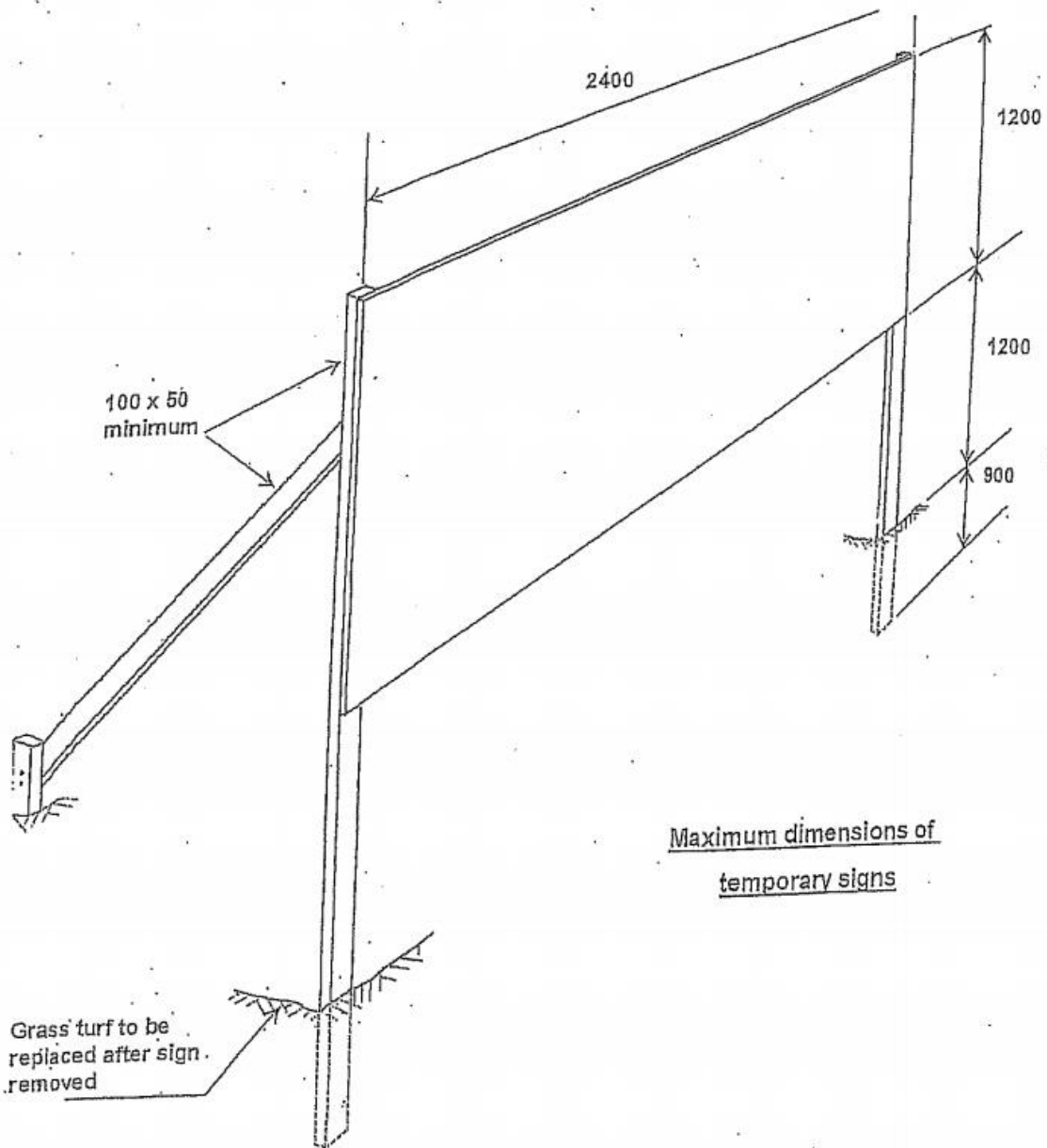
6. Signs must be erected to ensure structural stability. Any election sign that is constructed on private property, and to the dimensions shown on drawing CSG-006, may be constructed without a Building Consent.
7. Building Consent must be obtained for signs that exceed the size and dimensions shown on drawing CSG-006. Building Consents will be charged at the actual and reasonable cost of processing the consent.
8. Elections signs are permitted to be erected on the following sites only:
 - 1) Cornmarket Reserve, must be 10 metres back from the kerb and channel;
 - 2) London Street roundabout, must be 10 metres back from the kerb and channel;
 - 3) Anzac Parade—opposite Hakeke Street, must be 10 metres back from the kerb and channel;
 - 4) Anzac Parade and Georgetti Road, must be 10 metres back from the kerb and channel;
 - 5) Corner of Liffiton Street and Carlton Avenue, must be 10 metres back from the kerb and channel;
 - 6) Corner of Bamber Street and Cornfoot Streets must be 10 metres back from the kerb and channel and shall not be erected on any other Council reserves, road reserves, median strips or similar locations, including any Council building or public property such as lamp posts, trees, transformers etc.
9. All signs must:
 - Not be reflectorised.
 - Be located generally giving consideration to visibility of traffic safety.
 - Not be on or adjacent to a motorway.
 - Not be erected in a manner that will create distraction or danger to road users.
 - Not imitate any official sign.
 - Identify the person under whose authority they have been produced (name and address at bottom).
10. Signs that are classed as structures, including those that are constructed to comply with drawing CSG-006, are required to comply with the Structures rules of the District Plan. These rules are over and above those set specifically for election signs.

This means that all election signs are required to comply with the distance to boundary rules, and as such will require resource consent if they breach the rule. In general, signs set back from boundaries by at least 1 metre will not breach the set-back rule. It is the responsibility of the person authorised to erect the sign to confirm compliance with the set-back rule.

For safety reasons, vehicle mounted signs situated on state highway reserves are to be discouraged.

Rural state highway reserve will be managed by New Zealand Transport Agency.

It should be noted that the use of over street banners for electioneering purposes are not permitted.



WANGANUI DISTRICT COUNCIL

STANDARD CONSTRUCTION DETAILS

ERECTION OF TEMPORARY SIGNS

CSG-006

Map 1 - Cornmarket Reserve
 Sign to be at least 10m from the kerb and channel
 Available area for signs in red



Original Sheet Size:
 Scale: 1:1000

Projection: NZGD497 New Zealand Map Grid
 Bounds: 2685177.30996182,6140486.82219987

2685377.76828338,6140718.82697583

Digital map data sourced from Land Information New Zealand CROWN COPYRIGHT RESERVED.
 The information displayed in the GIS has been taken from Wanganui District Council's databases and maps.
 It is made available in good faith but its accuracy or completeness is not guaranteed.
 If the information is relied on in support of a resource consent it should be verified independently.

Map 2 - London Street roundabout

Sign to be at least 10m from the kerb and channel

Available area for signs in red



Original Sheet Size:
Scale: 1:500

Projection: NZGD49 / New Zealand Map Grid
Bounds: 2883025.6481367, 61390336.7007070, 0

2883023.4019142, 6139455.53264731

Digital map data sourced from Land Information New Zealand. CROWN COPYRIGHT RESERVED.
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If the information is relied on in support of a proposal, it should be verified independently.

Map 3 – Anzac Parade – opposite Hakeke Street

Sign to be at least 10m from the kerb and channel

Available area for signs in red



Original Sheet Size:
Scale: 1:500

Projection: NZGD2000 / New Zealand Map Grid
Bounds: 2685093 71092242.8141864 87705486

2685005 71024878.6141925 71092445

Legal map data sourced from Land Information New Zealand (LINZ) CORONAS CORPUSCULUM RESOURCES
The information contained in the GIS has been taken from Waikato District Council's databases and maps.
It is made available in good faith but no accuracy or completeness is not guaranteed.
If the information is relied on in support of a resource consent it should be verified independently.

Map 4 - Anzac Parade - opposite Georgetti Road

Sign to be at least 10m from the kerb and channel

Available area for signs in red



Original map data sourced from local information. New Zealand (EPSG:4321) / New Zealand Map Grid (EPSG:2193).
This map is not a legal document. It is for information only. The accuracy of the information is not guaranteed.
If the information is relied on in support of a resource consent it should be verified independently.

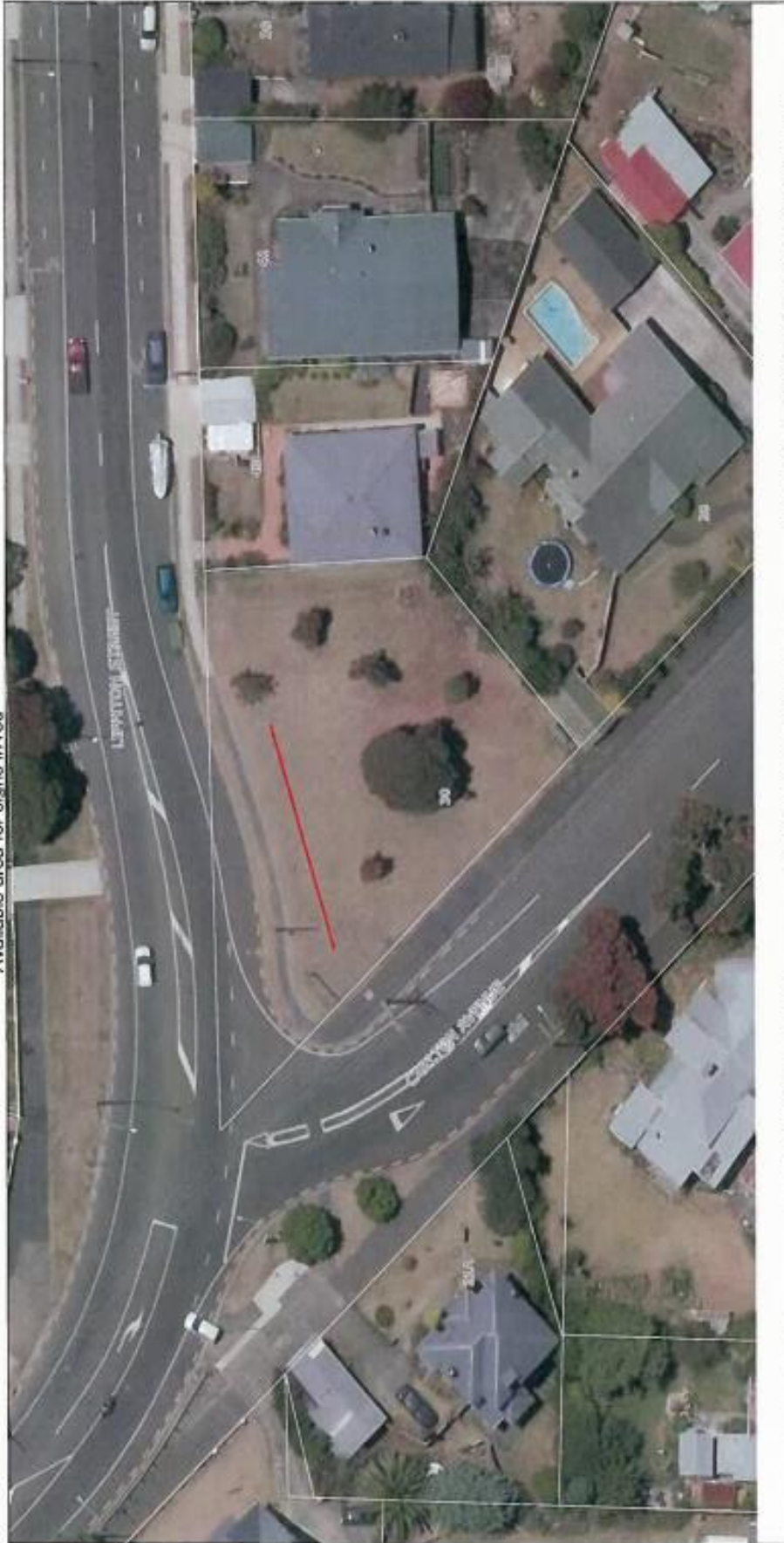
Projection: NZSD2019 / New Zealand Map Grid
Datum: 2019
Scale: 1:500

2688 000 0492 1686 61 368 79 52226694

NORTH

Map 5 - Corner of Liffiton Street and Carlton Avenue

Sign to be at least 10m from the kerb and channel
Available area for signs in red



Legal title data sourced from Land Information New Zealand. COPYRIGHT RESERVED
The information employed in the GIS has been taken from Wellington District Council's databases and maps.
It is made available in good faith but its accuracy or completeness is not guaranteed.
If the information is relied on in support of a resource consent it should be verified independently.

2684310-43501012.6130517-40752963

PROPOSER: NOTION817 New Zealand's Map Ltd
Bounds: 2684195,22791468,0130456,75993317

Original Street View
Scale: 1:300



Map 6 - Corner of Bamber Street and Cornfoot Street

Sign to be at least 10m from the kerb and channel
Available area for signs in red



Original Sheet Size:
Scale: 1:500

Projection: NZGD2011 New Zealand Map Grid
Datum: 2019572:029594,6138603,1465883

2019757,5209568,6138161,6070111

Legal map data sourced from Land Information New Zealand (LIGNZ) COPYRIGHT RESERVED.
The information displayed in the GIS has been taken from Waipareira District Council's database and maps.
It is made available in good faith but its accuracy or completeness is not guaranteed.
If the information is relied on in support of a resource consent it should be verified independently.

Election signs are provided for as temporary signs under the District Plan.

Temporary signs must not exceed 3m² in area and one sign per site.

No temporary sign may be erected for a period exceeding three (3) months.

Signs in the Rural Zone and the Residential Zone shall not contain more than 30 characters and/or symbols.

The height of sign letters in the Rural Zone and the Residential Zone shall be within the following range in relation to speed limits:

50 km/hr 75 mm – 150 mm
60 km/hr 85 mm – 175 mm
70 km/hr 100 mm – 200 mm
80 km/hr 125 mm – 250 mm
100 km/hr 175 mm – 300 mm

The distance at which a sign must be visible in relation to speed limits in the Rural Zone and Residential Zone shall be the following minimum distances:

50 km/hr 80 metres
60 km/hr 105 metres
70 km/hr 130 metres
80 km/hr 175 metres
100 km/hr 250 metres

In the Rural Zone and the Residential Zone signs shall be sited:

- i) So as not to obstruct driver visibility of any official roading sign.
- ii) So as not to obstruct driver visibility along the road and at intersections and entranceways.

Any temporary signs within 50 metres of Waitomo Caves Road, from State Highway 3 to point 1 kilometre east of the Waitomo Valley Road intersection or any sign that does not meet the above District Plan provisions will require a resource consent.

CLAUSE 8 'PUBLIC PLACES BYLAW 2009 – EFFECTIVE 1 AUGUST 2014'

8.0 ADVERTISING SIGNS

8.1 General Requirement for Siting of Signs

- 8.1.1 No person shall display or erect or cause to be displayed or erected any sign except in conformity with this bylaw and with the provisions set out in the District Plan in force within the District under the Resource Management Act 1991 and Council's Policy adopted under the Gambling Act 2003.

- 8.1.2 No person shall display, erect, or maintain or cause or permit to be displayed, erected, or maintained any sign so close to any part of a road, motorway, or to any corner, bend, safety-zone, traffic signs, traffic signal, or intersection as in the opinion of the Engineer would:
- a) Obstruct or be likely to obstruct the view of traffic; or
 - b) Distract unduly or be likely to distract unduly the attention of road users; or
 - c) Constitute or be likely to constitute in any way a danger to the public.
- 8.1.3 No person shall place, display, or permit or suffer to be placed or displayed, or to remain any sign containing any reflective material which tends to reflect vehicle lights, or contains any material dependent for illumination upon the lights of traffic in such a position as in the opinion of the Council would distract or be likely to distract the attention of the driver of any motor vehicle.
- 8.1.4 No person shall place, display, cause, or permit to be placed or displayed on or upon or against any public place, public building, bridge or other structure, any post, pole, or other upright for whatever use including those for the guidance and control of traffic, or any tree or other vegetation, traffic sign, traffic signal, or pavement any sign for advertising of any other purpose unless the prior permission in writing of the appropriate officer of Council has been obtained.
- 8.1.5 No person shall cause or permit any sign other than a name-plate or sign-case to be erected over any public place unless every part of such sign is at least 2.5m above the footpath or 5.5m above the carriage way, and then only with the prior permission in writing of the appropriate officer of Council.
- 8.1.6 No person shall erect any sign-case in such a position as to project over any road, private street, or public place unless the prior permission in writing of the appropriate officer of Council has been obtained.
- 8.1.7 No person shall leave or place, or cause to be left or placed, any advertising sign, notice or placard on or over a road or other public place without the express approval, in writing of the appropriate officer of Council. This part of the bylaw shall extend to include all areas of State Highways over which control of signs has been specifically delegated to the Council by the New Zealand Transport Agency.
- 8.1.8 No person shall leave any vehicle on a road in circumstances where it is used or may be reasonably be assumed to be used, for the purpose of drawing attention to any advertising sign, notice or placard carried upon or affixed to that vehicle. This part of the bylaw shall extend to include all areas of State Highways over which control of signs has been specifically delegated to Council by the New Zealand Transport Agency.

8.2 General Requirements for Construction and Maintenance of Signs

- 8.2.1 No sign shall be made, erected, or constructed otherwise than in a good and workmanlike manner of materials approved by Council.
- 8.2.2 Every such sign shall at all times be maintained in good repair and condition to the satisfaction of Council.
- 8.2.3 If any sign shall at any time not be in good order and condition, or if it shall at any time be unsightly or dangerous, the appropriate officer of Council may, by notice in writing signed by

him and addressed to the owner or lessee to repair or secure or otherwise put in order or remove such sign within a period stated in such notice, and if such owner or lessee shall fail to comply with the requirements of such notice within the time therein specified he shall be liable to prosecution for an offence against this bylaw.

8.3 Removal of Offending Signs

- 8.3.1 If any sign, fails to conform to all the provisions of this bylaw, it shall be the duty of the occupier for the time being of the premises on which such sign shall have been displayed or erected, after being served with a notice in writing under the hand of the appropriate officer of Council requiring him so to do, to take down and remove such sign or so much thereof as does not conform to the provisions of this bylaw within the period of time specified in such notice. In the event of failure to comply with such notice, the Council shall be empowered to take whatever steps are necessary for the removal of any such sign. The cost incurred by Council shall be charged to the occupier.
- 8.3.2 If the person on whom such notice has been served fails to comply with the terms of such notice within the time stated therein he shall be liable to prosecution for an offence against this bylaw.



NZ TRANSPORT AGENCY
WAKA KOTAHI

NZ TRANSPORT AGENCY GUIDELINES

Electoral signage rules that are set out in the Electoral Regulations 2005 which is located here www.legislation.govt.nz/regulation/public/2005/0147/latest/whole.html

Section 8 (copy below) refers specifically to electoral signs on the State highway reserve. The broader signage requirements are also consistent with the Transport Agency's general approach and principles towards managing signs on the State highway network.

8 Size of lettering and line spacing

- (1) On any road controlled by the New Zealand Transport Agency the lettering on an advertisement of a specified kind must be not less than—
 - (a) 120 mm in height where the advertisement of a specified kind is erected on any road, or in any place visible from a road, that has a speed limit of less than 70 km per hour;
 - (b) 160 mm in height where the advertisement of a specified kind is erected on any road, or in any place visible from a road, that has a speed limit of 70 km per hour or more.
- (2) On any road controlled by the New Zealand Transport Agency the spacing between lines of text on an advertisement of a specified kind that is erected on any road or in any place visible from a road must be not less than 50 mm.
- (3) Subclauses (1) and (2) do not apply to—
 - (a) the lettering on 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;
 - (b) the promoter statement required by section 204F of the Electoral Act 1993 to be included in the advertisement;
 - (c) an advertisement of a specified kind that is published in the form of a poster that is less than 1 500 cm² in size.

16. REMUNERATION

Note: The following outlines the Council's current remuneration. This will be confirmed at the inaugural meeting.

The remuneration rates, the level of allowances and the reimbursement of expenses payable to local government elected members are set by the Remuneration Authority, which is a statutory body whose members are appointed by the Government.

The Remuneration Authority has determined that the following salaries will apply from 1 July 2016 and will remain in effect until the date the election results are officially declared by the electoral officer. Following the election, Horizons Regional Council Councillors will be paid an annual salary.

<i>Chairperson</i>	<i>\$123,651 (base salary per annum)</i>
<i>Councillor</i>	<i>\$45,594 (base salary per annum)</i>

The Committee Chairs and Deputy Chairs (including Deputy Chair of Council) are paid an additional salary to recognise the additional responsibility of those positions. The current committees of council are listed on page 9 of this handbook.

17. MEMBERS' INTERESTS

Prospective candidates should be aware of the requirements of The *Local Authorities (Members' Interests) Act 1968*. This Act 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
- 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
- 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.

18. TERM OF MEMBERSHIP

a) When members come into office

Where an election is required, a candidate comes into office on the day after the day on which the official result of the election is declared by public notice (*section 115 LEA*).

Where an election is not required (i.e. because the number of candidates does not exceed the number of vacancies), those unopposed candidates are declared elected at the close of nominations (*section 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 (*section 115 LEA*)).

If at close of nominations, the number of candidates is less than the number of vacancies, the unfilled vacancies become extraordinary vacancies and are required to be filled by an election which cannot occur any earlier than 17 February 2017 (*section 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 (*sections 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 Council's inaugural 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.

b) When members leave office

In the ordinary course of events, the term of office ends and members leave office:

- (a) in the case of an election, when members elected at the next election come into office
- (b) in the case of an appointment, when the member's successor comes into office
- (c) 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
- (d) for a member appointed or elected to fill an extraordinary vacancy, at the end of the unexpired portion of his or her predecessor's 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 (*section 116(2) LEA*).

19. INAUGURAL MEETING

The successful candidates will take office on the day after the Electoral Officer gives his official notification of the result of the election. However, no person is permitted to act as a member before making a declaration. This declaration will be made at the Inaugural Meeting of Council, provisionally scheduled to take place at 10:00 am on Thursday, 20 October 2016 in the Boardroom of Horizons Regional Council's offices at 11-15 Victoria Avenue, Palmerston North.

The business conducted at the Inaugural Meeting is as follows:

- a. The making and attesting of the declarations required of Councillors.
- b. The election of the Chairperson and Deputy Chairperson.
- c. A general explanation of the Local Government Official Information and Meetings Act 1987 and other laws affecting elected members.
- d. Items of urgent general business, if any.
- e. Confirmation of the Council's Committee Structure.
- f. Adoption of a meeting schedule for the following twelve months.
- g. Notification of the remuneration of the Councillors.
- h. Adoption of Standing Orders.
- i. Appointment of representatives to Local Government NZ Committees.

The declaration required to be made by Councillors is as follows:

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

NOMINATION FORM FOR CANDIDATE FOR THE MANAWATU-WANGANUI REGIONAL COUNCIL (HORIZONS)

Local Elections 2016
YOUR VOTE
YOUR COMMUNITY

IMPORTANT: <ul style="list-style-type: none"> ▪ Nominations close 12 noon on Friday, 12 August 2016. ▪ All nomination documents must be submitted at the same time ▪ Nominators and Candidates should read the notes and additional information on the reverse of this form before completing. 	To: Electoral Officer Craig Grant Horizons Regional Council 11-15 Victoria Avenue Private Bag 11025, Manawatu Mail Centre Palmerston North 4442
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A: Nominators to complete all sections	
We, the undersigned electors of Manawatu-Wanganui Regional Council (Horizons) hereby nominate: First Names: _____ Surname: _____ Address: _____ _____ Postal code: _____	
With his/her consent, as a candidate for the office of Councillor in the Constituency of _____ the election for which is to be held on Saturday, 8 October 2016. <i>(Name of Constituency standing for)</i>	
Dated at: _____ this _____ day of _____ 2016	
1. Signature: _____ Full Names: _____ Address: _____	2. Signature: _____ Full Names: _____ Address: _____

B: Candidate to complete all sections	
I, _____ hereby consent to the above nomination.	
I certify that I am qualified to be a candidate under section 25 of the Local Electoral Act 2001 and in terms of any other Act and that I am not disqualified under section 58 of the Local Electoral Act 2001 or by any other Act. In particular I am a New Zealand citizen and a parliamentary elector (see notes and additional information on the reverse of this form).	
My principal place of residence (tick option) <input type="radio"/> is within the constituency I am standing for <input type="radio"/> is not within the constituency I am standing for	
Are you standing for any other elections? <input type="radio"/> Yes <input type="radio"/> No If yes, please state: _____	
In the public notice given under section 65 of the Local Electoral Act 2001, I wish my affiliation (or other designation) to be shown as: _____ <small>(If left blank no affiliation or designation including "Independent" will be shown on the voting documents).</small>	
I wish my name to be shown on the voting document as: _____ <i>(Surname first, ie. BLACK, John)</i>	
Signature: _____ Address: _____ Home Phone: _____ Business Phone: _____ Mobile: _____ Email: _____	
I submit with this nomination (please tick appropriate circles) Deposit of \$200 <input type="radio"/> Photo (x2) <input type="radio"/> Profile statement <input type="radio"/>	
I understand that, in not providing a profile or photo, the words 'Profile/Photo not supplied' will appear below my name in the Profile Booklet that will be sent out with the Voting Paper. All nomination documents must be submitted at the same time.	

C: Electoral Officer to complete	
Received at the hour of _____ on the _____ day of _____ 2016.	
Signature _____ <small>(The receipt given in respect of this nomination paper does not constitute an acknowledgement that the nomination paper is in order.)</small>	

NOTES:

1. A nominator in the case of a candidate for City, District and Regional Council or a community board must be either a residential or non-residential ratepayer elector in the constituency for which the candidate is standing.
 2. A candidate **cannot** nominate themselves for office.
 3. Under section 58 of the Local Electoral Act 2001, no person may, at the same time, be a candidate for election to a regional council and a city or district council of that region.
 4. Where no affiliation is claimed, or an affiliation is disallowed by the Electoral Officer under section 57 of the Local Electoral Act, nothing will be shown in the public notice against the candidate's name, whether or not any other candidates have claimed an affiliation. You may identify yourself as an independent candidate, eg. "Independent".
 5. Under section 121 of the Local Electoral Act 2001, any person is liable to a fine of \$2,000 who:
 - a. knowing themselves to be ineligible for election, consents to being nominated as a candidate (for further information about candidates qualifications please see Attachment A to this nomination paper); or
 - b. nominates any person as a candidate whom he/she knows to be ineligible for election; or
 - c. not being the candidate signs any nomination paper knowing that they are not qualified to vote at the election.
 6. A candidate may, under section 56 of the Local Electoral Act, be nominated under a name, which the candidate is commonly known, provided that the name will not:
 - cause offence to a reasonable person
 - be unreasonably long
 - include or resemble an official rank or title
 - cause confusion or mislead electors
 6. A candidate may, in accordance with section 61 of the Local Electoral Act 2001 and Regulations 26 to 29 of the Local Electoral Regulations 2001, provide a candidate profile statement including a recent photograph for dispatch to electors with the voting documents. For further information about candidate profile statements please see Attachment B to this nomination paper.
 7. Nominations of candidates must be in the hands of the Electoral Officer:
 - Horizons Regional Council's office at 11-15 Victoria Avenue, Palmerston North,
or posted to the Electoral Officer:

Craig Grant
Horizons Regional Council
11-15 Victoria Avenue
Private Bag 11025
Manawatu Mail Centre
Palmerston North 4442
T 0508 800 800
F 06 9522 929
E elections@horizons.govt.nz
 - Deposits made electronically are to be paid into:
Account name: Horizons Regional Council
Account number: 02-0630-0024883-02
Bank: BNZ
 - Using the following information:
Deposit reference: ELECTIONS
Code: (your surname)
- and checked no later than **12 noon on Friday, 12 August 2016**
- Applications received after this time will not be accepted**
8. **Each nomination must include the required deposit of \$200.00 (inclusive of GST).** Eftpos is available at Horizons Regional Council office, Palmerston North. Cheques should be made payable to Horizons Regional Council. As all payments must be received prior to 12 noon on 12 August 2016, if you are paying electronically please allow 2-3 days for this transaction to be processed.
 9. Section 55(5) of the Local Electoral Act 2001 requires that this nomination form be available for public inspection at Horizons Regional Council's office. Please note that candidate contact details provided on this form are placed on the Horizons Regional Council website. Please advise at the time of lodging your nomination if there are contact details that you would not like to be published.
 10. Evidence of New Zealand citizenship may be requested by the electoral officer at time of candidate nomination. Acceptable evidence includes a New Zealand Passport, New Zealand Birth Certificate, or New Zealand Citizenship documentation, eg. Certificate of Citizenship or Determination of Citizenship.



Nomination Form

Local Authority Elections 2016: Candidate Qualifications Elections of District, City and Regional Councils

(Refer page 15 of the Candidate Information Handbook)

Candidate Qualification

Under section 25 of the Local Electoral Act 2001, every parliamentary elector is qualified to be a candidate at every election held under the Act if that person is a **New Zealand citizen**.

Restrictions on Candidature

Sections 57A, 57B, 58, 58A and 58AA of the Local Electoral Act 2001, set out the restrictions on Candidature which are that:

- No person may, at the same time, be a candidate for election for more than one ward or constituency of the same local authority or for more than one subdivision of a community.
- No person may, at the same time, be a candidate for election in a ward and a candidate for election by the electors of the district as a whole as a member of the territorial authority of which that ward forms part.
- No person may, at the same time, be a candidate for election to both:
 - The local authority (as Mayor and/or Councillor or Community board member) and;
 - Manawatu-Wanganui Regional Council (Horizons)

Under Section 3(1) of the Local Authorities (Members Interests) Act 1968, no person can be elected to a local authority if he/she is concerned or interested in contracts over \$25,000 in any financial year with that local authority. This restriction is waived if prior approval from the Office of the Controller and Auditor-General is obtained.

Under section 41(5) of the Local Government Act 2002 an employee of a local authority elected to that local authority must resign as an employee of the local authority before taking office as a member of the local authority.

Nomination Form

Local Authority Elections 2016: Candidate Profile Statements

(Refer pages 17-20 of the Candidate Information Handbook)

Right to submit a Candidate Profile Statement

- Every candidate for election to Regional Council, may submit a Candidate Profile Statement (CPS) with their nomination form [section 61 Local Electoral Act]. This is a permissive right – it is not mandatory to submit a CPS.

Candidate Profile Statement Conditions

- Under sections 61(2) and (3) of the Local Electoral Act 2001 and regulation 27 of the Local Electoral Regulations 2001, a CPS:
 - If in Māori and/or English, must not exceed 150 words in each of the languages used in the CPS. The information contained in each language must be substantially consistent with the information contained in the other language.
 - In any other language or combination of languages, must not exceed 150 words or their equivalent if symbols are used rather than words, including any translation of those words. Where a CPS is in a language other than English or Māori, the candidate is asked to provide a translation of the CPS in English or Māori for verification of content. This translation is not published with the CPS.
 - Must state whether or not the candidate's principal place of residence (ie where the candidate is registered as a parliamentary elector) is in the local government area for which the candidate seeks election (not included within the 150 word limit)
- Every CPS **must** be submitted to the Electoral Officer **before noon on 12 August 2016** [sections 61(2)(b) and (3) of the Local Electoral Act 2001].
- The content of a CPS under [sections 61(2)(c) and (3) of the Local Electoral Act 2001] must be confined to information:
 - concerning the candidate (including any affiliation made in the nomination paper or status as an independent and the candidate's contact details); and
 - on the candidate's policies and intentions if elected.
- A CPS **cannot** be used to comment on the policies, performance, etc, of any other candidate.
- A CPS may include a recent photograph of the candidate which:
 - must be approximately 50 mm x 40 mm (NZ passport size);
 - has been taken within 12 months of the candidate's date of nomination [section 61(2)(e) and regulation 28]; and
 - can be supplied electronically as a JPEG scanned at 300 dpi; and
 - no hats or headgear to be worn in photographs.

If a candidate wishes to include a photograph, they are asked to submit two (2) passport size photographs with their nomination form.

Duties, Powers and Responsibilities of Electoral Officers In Respect of Candidate Profile Statements

- Where an electoral officer is not satisfied that a CPS complies with section 61(2) and (3), he/she must return the CPS to the candidate specifying:
 - the concerns and reasons for them;
 - the period, which must be not less than three (3) days from the date of the CPS's return, within which an amended CPS may be re-submitted.

Section 61(5)

- A candidate will be treated as having failed to provide a CPS if under section 61(4) he or she:
 - fails to submit an amended CPS within the period specified by the electoral officer;
 - submits an amended CPS, which in the electoral officer's opinion, still fails to comply with sections 61(2) and (3).

Section 61(6)

- It is important to note that under section 61(6), the electoral officer:
 - is not required to verify or investigate any information in a CPS;
 - may include in or with an CPS a disclaimer concerning the accuracy of the information in the CPS;
 - is not liable in relation to:
 - any statement in or omitted from a CPS; or
 - the work of a prudently selected translator, or
 - the exercise of powers and functions conferred on the electoral officer under section 61.

Distribution of Candidate Profile Statements

- Section 62 and regulation 29 requires the electoral officer to send with the voting documents, all CPSs that comply with section 61 for each candidate in the election for a local government area or subdivision. In addition, a local authority may display CPSs at its offices, or service centres, and on its website in any appropriate manner.
- Any failure by an electoral officer to comply with section 62 will not invalidate the election.

Format of Candidate Profile Statements

- English text statements must be in plain text with no special formatting, eg.:
 - No special formatting (bold, italics, underlining etc)
 - No tabs
 - No quotation marks
 - No accent marks (this restriction is in English text only)
 - No bullet points
- Also refer Section 6 of the Candidate Information Booklet for more information.

Return of Electoral Donations and Expenses



PART 1: RETURN OF ELECTORAL DONATIONS¹

Under section 112A of the Local Electoral Act 2001

I, _____ a candidate at the election held on the 8th day of October 2016, make the following return of all **electoral donations** received by me that **exceed \$1,500**.

A. Electoral Donations

(Set out the name and description of every person or body of persons from whom or which any donations (whether of money or the equivalent of money or of goods or services or of a combination of those things) of a sum or value of **more than \$1,500** (such amount being inclusive of GST) and of a series of donations made by or on behalf of any one person that aggregate **more than \$1,500** (inclusive of GST) was received by the candidate or by any other person on the candidate's behalf for use by or on behalf of the candidate in the campaign for his or her election. The amount of each donation received is to be set out separately. If a donation of a sum of **more than \$1,500** was received from an anonymous person, the amount of the donation must be stated and the fact that the person who made the donation is anonymous must also be stated in Part C.)

NAME and ADDRESS	DESCRIPTION OF DONATION (money, goods or services) and whether it contains contributions (if it does, also complete Part B below)	DATE DONATION RECEIVED (or dates received if aggregated)	VALUE OF DONATION (\$) (incl GST) (or total if aggregated)
TOTAL			\$

Note: If there is insufficient space in any section, please attach a separate sheet with the detail

B. Electoral Donations funded from contributions²

Complete this section if any of the above donations are funded from contributions.

NAME and ADDRESS	DESCRIPTION (money, goods or services) and the electoral donation (in Part A) to which the contribution applies	DATE DONATION RECEIVED (or dates received if aggregated)	VALUE OF CONTRIBUTION (\$) (incl GST) (or total if aggregated)
TOTAL			\$

Please turn over for Electoral Expenses and Declaration

¹The Local Electoral Act requires candidates to file "nil return" if the candidate considers that there is no relevant information to disclose under section 112A. Candidates should indicate "nil return" in the relevant tables on this form.

²The Local Electoral Act defines "contributions" as money or goods or services that have been given to a donor to fund, be applied to, or included in an electoral donation (for example, contributions to trust funds or a fundraising collection).

C. Anonymous electoral donations³

Complete this section for any anonymous donation received that exceeds \$1,500.

DATE DONATION RECEIVED	VALUE OF DONATION (\$) (incl GST) (money, goods or services)	DATE PAYMENT MADE TO ELECTORAL OFFICER	AMOUNT PAID TO ELECTORAL OFFICER
TOTAL	\$		\$

PART 2: RETURN OF ELECTORAL EXPENSES

Under section 112A of the Local Electoral Act 2001

I, _____ a candidate at the election held on the 8th day of October 2016, make the following return of all **electoral expenses** incurred by me.

(Set out separately the name and description of every person or body of persons in whom or which any sum was paid, and the reason for which it was paid. Sums paid for radio broadcasting, television broadcasting, newspaper advertising, posters, pamphlets, etc, must be set out separately and under separate headings.)

NAME and ADDRESS	DESCRIPTION OF EXPENSES	EXPENSES PAID
	TOTAL	\$

Dated at _____ this _____ day of _____ 2016

Signature _____

THIS FORM IS REQUIRED TO BE RECEIVED BY THE ELECTORAL OFFICER BY 7 DECEMBER 2016:

Craig Grant - Electoral Officer
 Horizons Regional Council
 11-15 Victoria Avenue
 Private Bag 11025
 Manawatu Mail Centre
 Palmerston North 4442

Freephone 0508 800 800
 Telephone 06 952 2863
 Fax 06 952 2929
 Email elections@horizons.govt.nz

NOTE: Any shared election expenses should be equitably apportioned and included in the description of expenses above [refer section 112 of the Local Electoral Act 2001].

³ Section 103A of the Local Electoral Act defines "anonymous" as "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".