



# LOCAL CHANGE MAKER

Candidates Guide

Ko Tātou  
**LGNZ.**

# Kia ora and welcome,

Congratulations on taking this first step toward standing for local government. At Local Government New Zealand (LGNZ) we look forward to welcoming our 2022 elected members to a new era of democracy - one in which all Aotearoa New Zealand's diverse communities are engaged, empowered and thriving.

Arguably, there has never been a more important time in our history to get involved by standing for election.

Councils and boards have a critical role to play in supporting the resilience and prosperity of all our people, whānau and communities. In the face of societal change, disruption from COVID-19, the impact of climate change and radical reform in the sector, delivering positive local outcomes matters now more than ever.

The role of an elected member is two-fold encompassing governance and representation.

Through effective governance, members ensure a council always acts in the best interest of its entire community, both for today and for future generations. It means considering the bigger picture and balancing both short and long-term responsibilities.

Representation means space for everyone to have a voice, be considered and to thrive. All ages and stages, all cultures and genders, all abilities and ambitions. We need more people to stand as representatives of their community, and we need more of Aotearoa New Zealand's unique and diverse voices to be heard and empowered.

We've put this candidate's guide together to help you decide whether being an elected member is for you. It's hard work but extremely rewarding. You'll be responsible for enhancing the wellbeing your community and all that it entails - a healthy natural environment, thriving businesses, safe spaces for all and a place that supports every individual's sense of belonging.

We need candidates with vision, empathy and commitment. Born collaborators who can listen to all viewpoints before reaching a considered conclusion. People who can think strategically and make decisions for the long-term wellbeing of their entire community not just the strongest voices.

LGNZ is local democracy's vision and voice, and we want to see Aotearoa New Zealand deliver the most active and inclusive local democracy in the world. We provide all elected members with targeted support, advice and professional development opportunities that help you make an impact serving your community. The sector is in the midst of transformation and we'll be here to help you navigate your way through.

Your community needs you. Tēnā rawa atu koe/thank you very much for thinking about standing and accepting this challenge.

Nāku iti noa, nā

Stuart Crosby  
President, Local Government New Zealand

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vision, empathy and  
commitment. Born  
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# Section One: Getting started

## Wāhanga Tuatahi: Hei tīmatanga



I orea te tuatara ka puta ki

A problem is solved by  
continuing to find solutions

### About Local Government

#### Mō te Kāwanatanga ā-rohe

Local government is how communities make democratic decisions about how their towns, cities and regions work and how they will develop. It refers to the activities of organisations known as local authorities – city, regional and district councils, as well as community and local boards.

**While Parliament is elected to deal with issues relevant to the whole of Aotearoa New Zealand, local government enables democratic decision-making by and for, local communities.**

More formally, the Local Government Act 2002 (the Act) provides councils a broad purpose, which is to:

- enable democratic local decision-making and action by, and on behalf of, communities;
- to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future

### What do Councils do?

#### He aha te mahi a ngā Kaunihera?

City, district and regional councils play a broad range of roles taking responsibility for the social, cultural, environmental and economic well-being of their communities.

This includes from making sure water flows freely from your taps, managing building permits and resource consents, providing car parks so you can borrow books from the library, beautifying the area with parks and green spaces, collecting your rubbish and recycling, keeping your streets well-lit with safe footpaths, to encouraging a thriving arts and culture scene supporting festivals, events and parades.

**City and district councils** have the widest range of responsibilities, which include:

- infrastructure services, such as the ‘three waters’ - waste water, storm water and drinking water (councils own assets worth more than \$120 billion) and local roads (councils own 87 per cent of all roads)
- town planning and resource management
- local regulatory services, such as building consenting, dog control and liquor licensing (councils undertake more than 30 separate regulatory functions)
- developing and maintaining parks, recreation and cultural facilities, libraries, art galleries, museums and cemeteries
- civil defence and emergency management
- economic development (spending more than \$250 million per annum) and tourism promotion
- supporting and promoting the arts and cultures of the rohe

**Regional councils** play a core role in the management of the natural resources of an area. This includes:

- biosecurity control (including pest control and harmful plants)
- resource management (quality of water, soil, coastal planning) including flood and river management
- public transport
- civil defence (natural disasters, marine oil spills)
- regional transport planning and passenger transport services

Functions may vary from place to place as responsibilities can be transferred between territorial and regional councils. Many councils have established joint service delivery arrangements.

What does it mean to be an elected member?

He aha ngā mahi a te mema pōti?

People elected to sit on a Council, or a Board are responsible for representing their community and for the governance of the community. These two concepts of representation and governance are at the heart of local government. Another key responsibility is to uphold the principles of Te Tiriti o Waitangi – The Treaty of Waitangi.

Representation

Te whai kanohi

Representation is to speak on behalf of individuals and organisations in your community, including those who did not vote for you. Representation means to act in the best interests of the area, making decisions that consider the wider context and the needs of both current and future generations.

Representing involves forming relationships, such as with local iwi and hapū, community groups and organisations, and empowering them to play an active role in local democracy. It is about fostering a culture of inclusion and belonging and ensuring all voices are heard.

Governance

Mana whakahaere

Good governance balances short-term and long-term responsibilities, and the stewardship of the organisation, as well as the knowledge of external opportunities and challenges. It means to focus on the overall performance of the council, such as how it meets community expectations and aspirations, fulfils statutory obligations and looks after its assets.

For elected members, it includes the development of long-term plans and strategies, policy making, allocating resources and reviewing the council’s performance.

The Institute of Directors New Zealand define governance as “thinking about strategic issues, rather than the operational day-to-day running of the business.

Good governance helps an organisation:

- improve performance;
- have a defined vision for the future of the company or, in the case of councils, the communities they represent;
- take a big picture view separate from the operations;
- ensure there is accountability and oversight of operations;
- manage risk, and
- find the right balance between making short-term gains and building long-term wealth.

Honouring Te Tiriti o Waitangi and partnering with others

Te whakanui i Te Tiriti o Waitangi me te mahi tahi me ētahi atu

To be effective and truly represent the needs of the entire community, Councils must collaborate and partner with many community-based organisations and providers. The importance of partnership cannot be understated.

Relationships with local iwi and hapū are critical to providing good governance and many post-settlement iwi have invested in their localities, developed co-governance arrangements with councils and participated with council in commercial investments, enhancing local economies.

There are provisions in the Act that relate specifically to Māori, to give effect to Te Tiriti o Waitangi obligations centred on partnership and to acknowledge the indigenous authority of iwi and hapū as mana whenua.



**Te Hononga emphasises that tangata whenua across the region have their specific tikanga, kawa and taio-Mātauranga and proposes a range of participation options including those that are tangata whenua designed to enable a much more flexible approach to engagement, co-design and building relationships.**



## **Bay of Plenty Regional Council Rangahau whakapūaho: Toi Moana**

### **Te Hononga: the Regional Māori Engagement Plan for Implementing the NPSFM 2020**

The Bay of Plenty has the largest number of iwi within any region in Aotearoa New Zealand and has the second largest Māori population. There are 35 iwi groups (iwi authorities and/or iwi rūnanga), 160 hapū and 224 marae.

Māori make a significant contribution to the region through their ownership of notable assets; contribution to economic development; participation in co-governance and their growing influence in the conservation, preservation, and management of the natural environment.

Te Hononga (2020) is BOPRC/Toi Moana's Māori Relationship and Engagement plan to support the implementation of the National Policy Statement for Freshwater Management (NPSFM 2020) through a plan change to the Regional Natural Resources Plan (RNRP). It gives effect to Muka 2 of He Korowai Mātauranga (BOPRC – Mātauranga Māori Framework) that is focussed on recognising appropriately the importance of Mātauranga Maori.

Te Hononga emphasises that tangata whenua across the region have their specific tikanga, kawa and taio-Mātauranga and proposes a range of participation options including those that are tangata whenua designed to enable a much more flexible approach to engagement, co-design and building relationships.

**Case study:**



# Section Two: Why stand for local government?

## Wāhanga Tuarua: He aha te take o te tū mō te kāwanatanga ā-rohe?

### Community voices shaping the future

#### E whakaahua ana ngā reo o te hapori i te anamata

Local government is our most fundamental level of democracy. It enables individuals, whānau and communities, through their elected representatives, to make decisions about the way their district, city or region works today and for the future.

The origins of today's system of local representation emerged some 180 years ago when residents of settler communities set up their own public works boards and charged rates to pay for roads, bridges and sewers. These boards were officially recognised from 1845.

Today, Councils have a unique role as they are the only form of government with responsibility for a specific geographic area or rohe – a role often known as 'place making' or 'place shaping'. It involves the representation of community members, and the governance and accountability for local public services and infrastructure, just as it did in 1845.

The structure and function of local government both recognises and reflects that no two rohe are the same but are instead diverse and unique – with different people and cultures, natural and built environments, resources and businesses. Nor do any two communities have the same issues or aspirations meaning local voices must be the source of local solutions.

Councils also provide leadership in bringing to life and honouring Te Tiriti o Waitangi – The Treaty of Waitangi, by actively delivering on the commitment to partnership that was made between Māori and the Crown.

### Why should people get involved?

#### He aha te take me whai wāhi mai te tangata?

The only way that local democracy can truly serve the people is when the diversity that exists within the community, is reflected in the kōrero or discussion and at the hui where the decisions are made.

LGNZ wants to see Aotearoa New Zealand deliver the most active and inclusive local democracy in the world, with space for everyone to be heard and to thrive. All ages and stages, all cultures and genders, all abilities and ambitions.

Our aim is for local government to empower all people to shape the community they live in, achieving collective wellbeing and enabling everyone can flourish. We welcome anyone who shares our ambition, to join us by standing.

By being an elected member of a council, or local or community board, you'll be making a positive difference for people and communities for today and into the future.

### Why now?

#### He aha ai ināianei?

Now more than ever, people need to be empowered to shape the communities they live in. Our society is changing, driven by both local and global trends, and its forcing change on our people.

Climate change has made us redefine how we manage our resources and infrastructure, how we protect our special places, where we build. COVID-19 has forced us all to reconsider how we work, socialise, and support each other and how we protect our vulnerable communities. Global movements to empower ethnic minorities, gender diversity and to embrace religious tolerance are just as powerful here as they are overseas.

Here in Aotearoa New Zealand, there is a significant programme of reform underway in the local government sector which will bring massive legislative change to how we manage our natural and built environments, our resources, and our local economies.

These changes are occurring at pace and can be both unsettling and polarizing for people. Councils and boards have a significant role to play as a trusted source of information, accountable to the people and for making decisions that support the recovery, resilience, and prosperity of all our people, our whānau and communities.

## Why me?

### He aha ai ko ahau?

Aotearoa New Zealand is made up of many diverse and unique communities and it is this makeup that sets us apart from the rest of the world. We need all those communities represented and all voices heard when local decisions are being made.

Sadly, this is not always the case and many of our communities find it hard to be heard, valued, or considered. We need candidates from every corner of Aotearoa New Zealand – every identity, background, culture, age and stage, ability, and ambition.

We need people who can see beyond today to the impact their decisions will have on future generations and act in the best interests of the community. People who are compassionate with an open-mind and ability take on new information while filtering out misinformation. People who can put individual opinions aside to act on behalf of the collective.

## What sort of person should stand?

### Me pēhea te āhua o te tangata e tika ana ka tū ia?

People who stand will be someone that is driven by caring for their community.

Undoubtedly, being involved in local government can be a challenging experience but equally an extremely rewarding one.

You must balance competing demands for your time, be able to work well with others from a wide range of backgrounds and communicate a range of views and perspectives. You will need to be able to stand up for your community and its future.

Effective communication, collaboration and engagement skills are fundamental along with an open mind! You will also need to be able to engage with new and complex information and be open to learning financial concepts so you can make sound decisions about your community's future.

As an elected member, you will need to be involved in community engagement with your Council, commit to ensuring all voices are heard and work to build and protect a culture of inclusion and belonging. You will also need to demonstrate your commitment to honouring the principles of Te Tiriti o Waitangi – The Treaty of Waitangi.

If you have coached a team, organised a community event or a fundraiser, started a business, served on the marae, church, or school committee, if you have ever volunteered, organised a movement, or even just debated local issues with your neighbour because you really, really care – then you could be the person we need.

## What would I be doing if I was elected?

### He aha aku mahi mēnā ka pōtitia ahau?

Specific tasks will depend on the role you are elected to. However, engaging with and representing everyone in your community is at the heart of all of them. You will need to listen to the views of your communities and represent them at meetings and in your decision making.

Together with representation, you will be responsible for providing effective governance. This is about being able to see the 'big picture' and make decisions in both the short- and long-term interests of your community.

More specifically, you will need to attend Council meetings and read large amounts of sometimes complex material in preparation to stay informed and knowledgeable. It is also likely that you will need to attend local events, social occasions, visit marae, schools, and businesses, and speak publicly.

## Honouring Te Tiriti o Waitangi

### Te whakanui i Te Tiriti o Waitangi

All elected members must honour the principles of Te Tiriti o Waitangi - The Treaty of Waitangi. You must support the mahi or work to provide greater opportunities for partnership with Māori and provide relevant information to Māori for the purposes of partnership.

Te Tiriti o Waitangi - the Treaty of Waitangi is New Zealand's founding document and is one source of our constitution. It is an enduring and living document which lays the foundations and obligations for an ongoing and sustainable partnership between Māori and the Crown. Various courts have recognised the principles of Te Tiriti as including: rangatiratanga (chieftainship), reciprocity, partnership, active protection options, mutual benefit, the right of development and redress.

**There are provisions in the Local Government Act 2002 (the Act) that relate specifically to Māori. Parts 2 and 6 of the Act provide principles and requirements for councils that are intended to maintain and improve opportunities for Māori to contribute to local government decision-making processes.**

## Putting the needs of the community, district, city, or region first

### Te tino aro ki ngā hiahia me ngā pānga o te takiwā, o te tāone nui me te rohe

You must act in the interest of the whole area in which you have been elected, not just a particular neighbourhood or interest group. You must balance your responsibility to raise issues affecting your area with your responsibility to make decisions in the interests of the whole community and future generations.

This is reinforced by the declaration that you will have to agree to shortly after being elected:

*"I, [full name], 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 [name of region, district, city, local or community board], the powers, authorities, and duties vested in or imposed upon me as a member of the [name of local authority] by virtue of the LGA 2002, the Local Government Official Information and Meetings Act 1987 (LGOIMA), or any other Act."*

**Me mahi tahi tātou,  
Mo te oranga o te katoa  
We must work together  
for the wellbeing of all**





**I’ve never held a role like this before  
so I’m not sure I’ve got what it takes**  
Kāore anō au kia whai tūranga pēnei  
nō reira kāore au i te mōhio mēnā ka  
whaihua au

You might not feel you have the skills needed to be an elected member but before you decide not to stand, think about your transferable skills. These are skills that you may have used in previous jobs, roles or industries that are useful in a range of other roles and spaces. They are not limited to what you are doing now. They can be across several categories, expertise and experiences you have had.

Experiences such as past community work, leadership roles, coaching, volunteering, side projects, cultural initiatives, sports, and arts involvement, all develop important transferable skills such as leadership, people management, effective communication, community engagement, time management, prioritisation, delegation, project coordination, planning and problem solving. You can build on the transferable skills you have gained and bring them to the council table.

**What specific skills do I need?**  
He aha ngā pūkenga pai mōku?

To be effective in representing your community, supporting good governance and in honouring Te Tiriti the following behaviours are critical.

**Be open and sincere:**

It is critical that we maintain public trust in the integrity of the democratic process. Elected members must be proactive in their engagement with others and sharing publicly available information about council decisions and activities. They must take ownership and responsibility for their actions and not misrepresenting themselves or others for personal gain.

**Be impartial:**

Elected members must act in the best interests of their community and declare any interests that could be perceived as a conflict to being impartial.

**Be positive and respectful:**

Elected members should model positive and collaborative values and behaviours and discourage unethical behaviour. They need to argue the issue and facts under discussion and never attack the competence or personality of others. You must be able to work respectfully with council kaimahi (staff) and other partners and value their roles, advice, and contribution.

**Be responsible:**

Elected members should work to promote issues or actions they believe are in the public good across a range of considerations, both ethical and financial. Elected members should be prepared to defend their decisions in the long-term interests of the whole community.

**Be culturally aware:**

Elected members need to be capable of understanding and empathising with all cultures and aspirations. This includes working to understand the impact of decisions on diverse communities and cultures. This also means familiarising yourself with tikanga Māori, partnering with Māori and honouring the council’s responsibilities under Te Tiriti o Waitangi.

**Act in the public interest:**

Elected members must consider the interests of the whole community to reflect the wishes of most, rather than a sole group or special interest faction. This means you will need to always listen carefully to all advice and views and weigh up all the pros and cons before making recommendations or decisions.

# You will need to draw on all the following skills:

## Leadership, communication, and relationship management:

- Providing direction and making things happen to achieve the Council’s vision and outcomes with an emphasis on strategic priorities.
- Building productive, collaborative, and supportive relationships to create and deliver the council’s vision and outcomes.
- Being a clear and confident communicator, representing and promoting the council in a genuine and unified light and avoiding risks to council’s reputation including with media

## Strategic thinking and quality decision-making:

- Understanding local priorities and how they relate to national and international developments and strategies.
- Understanding the national and local political environment and the respective roles of governance and management.
- Being able to get to the bottom of issues and assessing the pros and cons of different options.
- Making decisions based on advice, community views, wisdom, experience, and informed judgement.
- Being financially prudent and having an eye for risk.

## Understanding of complex, technical information

- Being able to unpack large volumes of information and use that information to guide decision making.
- Understanding the role of the council and its financial language, budgets, and processes.
- Understanding and complying with relevant legislation.

## Who will help me if I am elected?

### Mā wai ahau e āwhina mēnā ka pōtitia ahau?

Local Government New Zealand plays a key role in supporting all elected members to be successful. We provide a wide range of training opportunities designed to strengthen your skills and core competencies and bring all elected members up to speed with the requirements of office.

LGNZ offers a comprehensive Induction programme for newly elected members soon after the local body elections and many opportunities to network with your peers and learn from more experienced colleagues throughout the year.

We advocate strongly to ensure Councils have the tools and resources needed to lead communities, which may include providing advice around budgets, rates setting and annual plans, engaging with central government and the remuneration authority or acting as the central media voice for the sector.

**Each year LGNZ hosts local government’s largest conference where speakers from around the motu and beyond challenge the sector with innovative ideas and fresh perspectives on how we lead, grow, and support our communities.**

We are responsible for CouncilMARK – our local government excellence programme – and we manage EQUIP which delivers tailored services, best practice guidance, business solutions, and governance and management support.

EQUIP’s local government knowledge hub, EHUB is an online platform of digital training activities and tools and gives you access to some of the best minds in local government, and the ability to learn at your own pace, anytime, anywhere.

There are also sector groups that you can connect with and be a part of such as the Young Elected Members, Te Maruata Whānui, Metropolitan Group, Provincial Group, Rural Group and Regional Group.

Visit [www.lgnz.co.nz](http://www.lgnz.co.nz) for more information.

## What elected roles can I stand for?

### He aha ngā tūranga pōti e wātea ana māku?

There are several roles within local government that you can stand for – these are outlined in more detail below.

- mayor
- councillor
- local board member
- community board member

You can also stand for your local licensing trust if your district or city has one.

While you can stand for more than one role, there are rules around which roles can be held simultaneously. See section three.

## How much of my time will be needed?

### E hia te wā ka pau i ngā mahi nei?

The term of office is three years for all positions, but weekly and monthly time commitments vary depending on the position you are elected to, the committees you might be appointed to, the volume of activity that comes with each position and the time you need to prepare for meetings and events.

Elected members need to be available to the communities they represent and will spend a lot of time in hui with community representatives. Even more time will be spent on reading information and correspondence. Some of the mahi will involve phone calls, meetings and events occur outside traditional “business hours” or “9 to 5”.

### Mayors and councillors

Many mayors find that the commitment is full-time. Most councils have monthly or six-weekly hui cycles with councillors often placed on council committees. The amount of time per week that an elected member spends on council duties will depend on the size of the council and the number of responsibilities they have. This could range from anywhere between 10 to 40+ hours a week.

### Community and local board members

As well as local councils, many districts also have Community Boards to ensure the voices of specific parts of the community can be heard. Auckland also has 21 Local Boards which operate much like Community Boards but are based in specific rohe.

The work of community board members varies according to the physical size and population of their community and the range of delegated functions they are responsible for. Community board chairpersons can expect to work up to 20 hours a week, while community board members might work 10-20 hours with Auckland’s local board members averaging 20 hours per week.

# Section Three: How Local Government Works

## Wāhanga Tuatoru: He pēhea te mahi a te Kāwanatanga ā-Rohe?



### How is local government currently structured?

He aha te āhua o te hanganga o te kāwanatanga ā-rohe ināianei?

Local government in New Zealand has of 78 local, regional, and unitary councils (also referred to as local authorities).

### 11 regional councils

- six regional councils will have Māori constituencies in the 2022 local elections.

### 61 territorial authorities which are:

- 11 city councils
- 50 district councils

### 6 unitary councils

which are territorial authorities with regional council responsibilities.

### 29 territorial councils will have Māori wards in the 2022 local elections.

You can see a list of all the local authorities here: [https://www.localcouncils.govt.nz/lqip.nsf/wpg\\_URL/Profiles-Councils-by-Type-Index?OpenDocument](https://www.localcouncils.govt.nz/lqip.nsf/wpg_URL/Profiles-Councils-by-Type-Index?OpenDocument)

**He waka eke noa**

**A canoe which we are all in  
with no exception**

WHAT EZEKIEL STANDS FOR:

# Putting 100% behind our tamariki.

EZEKIEL RAUI  
MĀORI CAPABILITY LEADER

## Regional Councils

Regional councils play a core role in the management of the natural resources of an area such as water quality, coastal planning, flood and river management. The Resource Management Act is particularly relevant to members of the Regional Council. They also have responsibility for biosecurity control, civil defence, public transport and regional transport planning and passenger transport services

## Territorial authorities

Territorial authorities have the widest range of responsibilities including local economic development and tourism promotion, the management of infrastructure such as water services and local roads, town planning and the development and maintenance of parks, recreation and cultural facilities, libraries, art galleries, museums and cemeteries. They are also responsible for local regulatory services, such as building consenting, dog control and liquor licensing (councils undertake more than 30 separate regulatory functions).

## Community and Local Boards

Many city and district councils also have community boards to support council decision making. Community boards exist to bring decision-making closer to the community themselves (depending on the functions and responsibilities delegated to the community board by the council).

Local boards are like community boards but have a larger range of functions and decision-making powers than most community boards. Currently only Auckland Council has local boards.

## What are Māori wards and constituencies?

### He aha te rohe pōti Māori?

Like the Māori Parliamentary seats, Māori wards in territorial authorities and Māori constituencies in regional councils, establish areas where only those on the Māori Parliamentary electoral roll vote for the candidates in that ward. The Māori wards/constituencies sit alongside the general wards and constituencies of each city, district or region.

The aim of Māori wards and constituencies is to ensure Māori are represented in local government decision making, like the dedicated electorate seats in Parliament. They enable Councils to better honour the principle of partnership committed to in Te Tiriti o Waitangi and provide greater opportunities for Māori to contribute to the decision-making processes of the local authority.

Recent changes to government legislation allowed councils to decide on whether to include Māori wards in their arrangements. A Council can vote on whether to establish Māori wards for their city or district.

Once elected, all elected members, whether from General or Māori wards, take a formal oath of office to represent the entire community.

Twenty nine territorial councils will have Māori wards and six regional councils will have Māori constituencies in the 2022 local elections. They are:

#### Northland

- Northland Regional Council
- Far North District
- Kaipara District
- Whangarei District

#### Gisborne / Hawkes Bay

- Hawkes Bay Regional Council
- Gisborne District Council
- Hastings District Council
- Wairoa District Council

#### Waikato

- Waikato Regional Council
- Hamilton City
- Matamata-Piako District
- Ōtorohanga District
- Ruapehu District
- Taupō District
- Waikato District
- Waipa District

#### Manawatū / Whanganui

- Horizons Regional Council
- Horowhenua District Council
- Manawatū District Council
- Palmerston North City Council
- Rangitikei District Council
- Tararua District Council

#### Taranaki

- Taranaki Regional Council
- New Plymouth District
- South Taranaki District
- Stratford District

#### Wellington

- Masterton District Council
- Porirua City Council
- Wellington City Council

#### South Island

- Marlborough District Council
- Nelson City Council

#### Bay of Plenty

- Bay of Plenty Regional Council
- Rotorua Lakes
- Tauranga City
- Whakatāne District

## How do councils operate?

### He pēhea te mahi a te kaunihera?

Each local authority has an elected council or governing body which is ultimately responsible for its performance. In districts or cities, the governing body will be led by a mayor who is directly elected by voters in the area. Regional councils are led by a chairperson who is elected by the members of the regional council’s governing body.

Councils employ a chief executive who then employs all remaining staff, on behalf of the council. Most decisions are made in formally constituted hui or under delegation by staff, committees, local boards or community boards.

## What are the different roles people hold in local government?

### He aha ngā tūranga mahi rerekē a te kāwanatanga ā-rohe?

#### Mayor *Koromatua*

The role of Mayor is potentially the most rewarding, demanding, challenging and high profile of all local government positions. Mayors are directly elected by voters.

Regardless of the area worked in, a mayor’s job is varied, involving long hours and a wide range of duties. The mayor is expected to lead the development of their council’s plans (including the long-term and annual plan which are explained further in this guide), policies and budgets, for consideration by the members of the territorial authority. They are also responsible for chairing hui, taking a public stand on local issues, attending public events and being available to meet with people in their community.

The role of mayor can vary between councils. For example, the mayor of Auckland Council has a range of executive powers that are not available to other mayors, such as the right to have an independent mayoral office and to appoint their deputy and the chairs of committees. The mayor is normally the spokesperson for the council as well. In addition to these roles the mayor has civil defence responsibilities and is also a Justice of the Peace (while holding office).

The size of the job differs depending on the size of the district or city, with mayors of larger communities working full-time. The salary varies according to population and expenditure.

#### Councillor *Kaikaunihera*

The role of councillor can again be both rewarding and demanding. Councillors must juggle various workloads and balance competing interests acting as both decision-makers and community advocates. It is a very public role and are often seen as leaders of the community.

The role of a councillor in a city or district council is different to the role

in a regional council due to the different range of services delivered and the proximity to communities. A councillor in a city or district tends to be more involved in community matters. Councillors in regional councils have a larger focus on regulatory and environmental matters.

If you are elected to a Māori ward or constituency you may find that representing Māori is a critical role. You will have council staff who can help you manage those responsibilities, such as assistance with organising hui and providing information. Many councils now have Māori advisors or a Māori advisory unit to support this important mahi.

#### Community board member *Mema poari hapori*

Community boards give neighbourhoods and specific communities, such as rural areas, a voice within their councils. The role can vary depending on the level of responsibility their council has delegated. Their minimum role is to make recommendations to their governing bodies on policies, bylaws, and strategies reflecting the views of the communities they represent.

The primary role of a community board member is to represent and advocate for the interests of their communities, liaise with community organisations and government agencies, and maintain an overview of the local services provided by the council. Community boards can also make written and oral submissions to their council on local issues.

#### Local board member (Auckland only) *Mema poari ā-rohe (Tāmaki Makaurau anake)*

Established as part of the Auckland co-governance model in 2010, local boards have a significant and wide-ranging role. They make decisions on a range of local and neighbourhood matters, provide local leadership, and build strong local communities. Local boards provide important local input into region-wide strategies and plans. Every three years local boards prepare a three-year plan that informs the Auckland Council’s Long-Term Plan. Every year they negotiate an agreement with the governing body detailing the delivery and funding of services in their local areas.




## How are councils funded?

### E pēhea ana ngā kaunihera?

Councils are required to think of the inter-generational benefits of their activities and their primary source of funding comes from rates making up around 60% of all operational expenditure, but this will vary.

Remaining revenue comes from user charges, investment income, regulatory fees and roading subsidies. Councils are required by law to balance their budgets, unless there is reason not to do so, and borrowing is undertaken to fund capital expenditure.

Borrowing to fund assets that have a long life is a way of sharing the cost of long-life assets over future generations that will benefit from the investment. Most councils borrow from the Local Government Funding Agency, which raises bonds (a loan from an investor to a borrower) and can lend to councils at lower interest rates than those charged by the banking sector. However, councils have prescribed debt limits which restrict the amount a council can borrow. This means decisions on investment priorities are a critical part of a council’s responsibility.



WHAT ZIENA STANDS FOR:

# Thriving neighbourhoods for all.

ZIENA JALIL  
CORPORATE TRAILBLAZER

## How much do elected members get paid?

E hia te nui o te utu mō tētahi mema pōti?

As an elected member you will be classified as self-employed. You will need to pay Accident Compensation Corporation (ACC) levies from your own income, but you can reclaim some expenses from the Inland revenue Department (IRD). Some expenses, such as mileage, are also paid.

Elected members receive salaries that vary depending on the size of each council. The agency responsible for setting salaries is the Remuneration Authority. Remuneration is based on the population the council represents and its annual expenditure and is adjusted annually based on changes to population and expenditure. As an elected member you cannot decline your salary. There is no superannuation programme and remuneration cannot include any contribution to a member's Kiwisaver scheme.

Learn more about being self-employed here: <https://www.ird.govt.nz/roles/self-employed>

Learn more about remuneration for local government here: <https://www.remauthority.govt.nz/local-government-elected-members/>

## How are funding decisions made?

He pēhea te whakatau take pūtea?

As an elected member you will be responsible for making decisions involving very large amounts of public money, including debt. The local government sector spends more than \$8 billion annually so elected members need to ask the right questions to ensure resources are used wisely and effectively.

How councils make decisions are subject to several rules and regulations set out in the Local Government Act 2002 and other statutes. Elected members have little individual authority. It is only when acting together with your colleagues that you can implement policies.

## How do I find out more about my council?

Me pēhea taku rapu kōrero anō mō taku kaunihera?

If you want more information about your council, look at their pre-election report. All councils are required to publish one at least two weeks before the close of nominations.

In addition, their Long-Term Plan (LTP) and Annual Plan show what the council is doing and what it plans to do over the next ten years.

**The Long-Term Plan** is a council's primary strategic planning document and the main opportunity for the public to participate in local decision-making. It sets out the council's priorities over the medium to long-term, outlining how the council intends to achieve its purpose. Some decisions and actions can only be undertaken if they are included in an LTP, or amendment to an LTP, such as transferring ownership or control of a strategic asset to or from the local authority. Councils must produce LTPs once every three years. The LTP must cover a period of at least 10 years.

**The Annual Plan** must be created each year. It contains the annual budget and is a link to the rate-setting process. It must include a proposed annual budget, a funding impact statement for the year, forecast financial statements for the year and statements setting out service levels and performance measures.

**The Annual Report** is also helpful as it will provide details on both the financial and non-financial performance of the council over the previous year. These documents are available on your council's website or in the local library.

**The Governance Statement** explains how a council works by outlining members' roles and conduct; governance structures and processes; membership and delegations; meeting processes; policies on consultation and, the relationship between management and elected members.

**The Infrastructure Strategy** gives you an insight into the state of the council's infrastructure and what work will be required over the next three decades.

There are links to all the local authority websites at the end of this guide for more information.

## What is the Government's programme of reform for local government in 2022?

He aha te hōtaka whakahoutanga a te Kāwanatanga mō te kāwanatanga ā-rohe i te 2022?

The current Government has a significant programme of reform underway that will impact how local government will function in the future. The programme currently includes the review of the three waters service delivery, land use planning and resource management functions, and emergency management, as well as a wide-ranging review of the future function of local government itself. It is likely that there will be significant changes to the roles and functions that local government carries out in these areas during the 2022 to 2025.

Learn more about the reforms here: [www.lgnz.co.nz/reforms/](http://www.lgnz.co.nz/reforms/)

### Future for Local Government

An independent Panel is reviewing the system of local governance aimed at enhancing communities' wellbeing and environmental sustainability. It is considered an opportunity to create a new system of local governance and democracy that will effectively respond to a changing New Zealand and create conditions for communities to thrive.

Learn more about the review here: [www.futureforlocalgovernment.govt.nz](http://www.futureforlocalgovernment.govt.nz)

### Three Waters

The Government is proposing four new, large water service delivery entities to manage our drinking, waste and storm water, also known as the three waters, rather than control sitting with individual Councils as it does today. The scale of the entities means they would be able to borrow enough to fund the investment needed in water services and infrastructure over the next 30 years.

Learn more about Three Waters here: [threewaters.govt.nz](http://threewaters.govt.nz)

### Resource Management Act

The Government is repealing the Resource Management Act 1991 (RMA) and replacing it with new legislation. The reform of the RMA represents a significant opportunity for transformative and systemic change. LGNZ will be advocating for councils to ensure that the new legislation is fit for purpose.

Learn more about the Resource Management System Reform here: <https://environment.govt.nz/what-government-is-doing/key-initiatives/resource-management-system-reform/overview/>

# He aha te mea nui o te ao? He tangata! He tangata! He tangata!

# What is the most important thing in the world? It is people!

# It is people! It is people!





# Section Four: I've decided to stand!

## Wāhanga Tuawhā: Kei te tū ahau!

### Key dates

#### Ngā rā matua

To stand for a position in the upcoming pōitanga ā-rohe (local elections) you will need to have registered your nomination before midday on 12 August 2022 with the relevant electoral officer. Nominations will open on 15 July 2022.

#### Key dates for the 2022 elections

15 July 2022	Candidate nominations open and roll opens for public inspection
15 July - 12 August 2022	Receipt of candidate nominations
12 August 2022	At 12 noon candidate nominations close and roll closes
17 August 2022	Public notice of candidates' names
16 - 21 September 2022	Voting documents delivered
16 September - 8 October 2022	Progressive roll scrutiny, special voting period, early processing
8 October 2022	At 12 noon Election day - voting closes midday
8 October 2022	From 12 noon Preliminary results
13 - 19 October 2022	Declaration of results
October/November 2022	Elected members' swearing in ceremonies

### What do I do now?

#### Me aha ahau ināianeī?

Thank you for taking this step. It takes a unique kind of person to put their hand up for one of these roles.

To be eligible to stand for election you must be:

- a New Zealand citizen,
- enrolled on the parliamentary electoral roll (anywhere in New Zealand), and
- have lived at your current address for at least one month. However, you do not need to live in the area in which you wish to stand.

You do not need any special qualifications to stand, and a criminal conviction will not usually affect your nomination, but you cannot stand if you are currently serving a prison term of three years or more. If you are elected and subsequently convicted of an offence punishable by imprisonment of two years or more, you automatically lose office.

The first step to standing – is to get nominated.

### What is the nomination process?

#### He aha te pūnaha tautapa?

Nominations open on Friday 15 July 2022 and close at noon on 12 August 2022. Nomination forms will be available from your local council.

You can find a list of all the local authority websites at the end of this guide.

1.

You need two people to nominate you using the official nomination form from your Council. They must be over 18 years old and enrolled to vote in the area you wish to stand in. You cannot nominate yourself.
2.

Send your completed form to your council’s electoral officer.
3.

You must agree to your nomination going forward by signing the nomination form.

When you submit your nomination form you should also provide the electoral officer with a recent photograph of yourself and a 150-word profile statement. These will be published in a booklet and sent out with the voting documents.

You will also need to pay a \$200 (including GST) deposit when you send in your forms. This may be refunded if

- the number of votes you receive is greater than 25 per cent of the lowest successful candidate for that election (for First Past the Post elections) or
- the number of votes you receive is greater than 25 per cent of the final quota as determined in the last iteration (for Single Transferable Voting elections).

### What positions can I stand for?

#### He aha ngā tūranga ka taea e au te whakataetae?

You can stand for any of the following

- a local council (mayor, councillor)
- a local board (if established)
- a community board (if established)
- a regional council

### Māori wards and constituencies

#### Ngā rohe pōti Māori

Where Māori wards or constituencies have been established, any eligible person is able to stand for both Māori or general wards or constituencies – a person does not need to be of Māori descent or be on the Māori electoral roll to stand for a Māori ward or constituency (but must still meet standard nomination requirements as outlined below).

Only voters on the Māori electoral roll can vote for candidates standing for a Māori ward or constituency. Just like how only those on the general electoral roll can vote for those candidates standing for a general ward or constituency.

In the case of a territorial authority, a person on the Māori roll can vote for:

- the mayor
- any members elected “at large” from the district as a whole
- members elected from a Māori ward
- local or community board members

In the case of a regional council, a person on the Māori roll can vote for members standing in a Māori constituency.

### Can I stand for more than one position?

#### Ka āhei ahau ki te whakataetae mō ētahi tūranga nui ake i te kotahi?

Yes, however there are some positions which you cannot stand for at the same time because they are more likely to result in a ‘conflict of interest’ and are therefore not legally permitted. There are also situations where you may stand for two positions at the same time but if elected to both, you must give up one, - usually the less senior position.

- You **can** stand for mayor and another position in the council at the same time, but if you are elected to both you must give up your position as councillor (or community or local board member), which is then filled by the next highest polling candidate.
- You **can** stand for election for both a local council and a local board or community board at the same time, but if you are elected to both you must vacate your position on the local board or community board.
- You **cannot** stand for both a regional council and a local council or community board position in the same region.
- You **cannot** stand, for election in more than one ward constituency or electoral subdivision (this also applies to candidates for a Māori ward or constituency), if the council elects its members under the ward system.
- You **cannot** stand as both a ward candidate and an at-large candidate in those councils that elect their members under a combined ward and at-large system (this also applies to candidates for Māori wards).
- You **cannot** be a member of more than one local board.

### Can I stand for more than one local board?

#### Ka āhei ahau ki te tū mō ētahi poari nui ake i te kotahi?

Yes, but you may only be elected to one. If you stand for more than one local board, you must provide written notice to the electoral officer to specify all the local boards you are standing for, and rank each in order of priority should you be elected to more than one.

This will be used to determine which board you will be declared elected to, should you be successful in more than one local board election. You must submit a candidate profile statement for each local board election and state the ranking in each of your statements. Example: I am standing for election in the following Boards. This Board is my first/second/third preference.

### I am a Council employee. Can I still stand in the elections?

#### He kaimahi Kaunihera ahau. Ka āhei ahau ki te tū ki ngā pōtitanga?

Yes, however, if you are elected as a councillor or local board member in the local authority for which you work, you must resign your position as an employee before taking up your position as an elected member. This does not apply to council employees elected to community boards.

You may need to talk to your employer about your intentions to stand for election, including the implications of being successful. In some cases, you may need to take leave from work while you campaign.

### How do I run a successful campaign?

#### Me pēhea taku whakahaere whakatairanga whaihua?

Most pōtitanga ā-rohe (local elections) involve a competition where voters choose who they want to represent them. This aspect of consumer choice is a fundamental part of democracy. As a candidate, you want as many people as possible to vote for or choose you!

Unfortunately, in the 2019 elections only 41.7% of eligible people, voted. The figure is even lower in our bigger cities. One of the most common reasons people don’t vote is because they don’t know who the candidates are or what they stand for, so making it easy for people to understand your views on local or regional matters is critical to your success.

Being a successful candidate involves promoting yourself, your vision and your position on issues that matter. You should prepare a candidate statement to be included with each council’s voting papers. It is your opportunity to sum up the policies and values that you stand on. Focus on the issues that matter to voters – you only have 150 words.

Be positive but pragmatic. Voters like candidates who can communicate a vision for the future of their communities but are also realistic enough to know that promises must be affordable as well.

There are many methods of campaigning and sharing your vision, including:

- telephoning people you know
- creating an online and social media presence
- creating video content
- distributing leaflets and pamphlets
- door knocking
- contacting local organisations
- meeting people in public areas like shopping centres
- preparing articles for local newspapers
- paying for press advertisements and publications
- providing a profile of your background to the local paper
- holding public hui
- giving interviews to local radio stations





## Policy Local: helping candidates connect with voters online

Policy Local is New Zealand's only comprehensive source of information about local election candidates. It is presented in partnership with Local Government New Zealand's Vote 2022 campaign and published in partnership with The Spinoff. It is free for candidates and voters.

**By taking part, you can speak directly to voters and let them know where you stand.**

All you need to do to be included is to complete the Policy Local email questionnaire. This will be sent out once nominations are confirmed in August 2022.

In 2019, most candidates took part in Policy Local, so you can expect other candidates running in your area to use Policy Local to get their message out to voters.

To make sure the Policy Local questionnaire reaches you, please opt in if the Electoral Officer for your election gives you a choice of whether or not to have your contact details shared with media.

To find out more, visit [www.policylocal.nz](http://www.policylocal.nz) or email [candidates@policy.nz](mailto:candidates@policy.nz)

## Are there rules I need to follow when campaigning?

### He aha ngā ture hei whai mō te whakatairanga?

Yes, and it is very important to talk to your local electoral officer to find out what the rules are in your local area. The rules are about things such as not going over budget on advertising and keeping track of all your expenses, as you will need to submit them after the completion of the campaign if you are successful. There are also rules that apply to signage, such as where and when signs can be erected.

There are limits to the amount of money candidates can spend on their election campaigns, which includes donations and joint campaigning. Talk to your local electoral officer to learn more.

## How does voting work?

### He pēhea te mahi pōti?

Elections for all local authorities throughout Aotearoa New Zealand are held at the same time every three years and are all conducted by postal vote. This year the day of the election is Saturday 8 October 2022, and all votes must be received by 12 noon on that date.

Your council will have an electoral officer to run the election. This person is either a council employee or an independent contractor working on behalf of the council to conduct its election. People cannot be an elector officer if they are sitting elected members, or candidates standing for election.

### Enrolling to vote and voting documents

People who are enrolled to vote as of Friday 12 August 2022 will be included in the final electoral roll and sent their voting papers in the mail. The Electoral Commission will run an enrolment to encourage people to enrol, check, or update their enrolment details. Enrolment forms are available from your local council. You can check your details and enrolment online at [www.vote.nz](http://www.vote.nz)

Voting documents will be sent to all eligible voters by post from Friday 16 September 2022. Voters will have three weeks to complete and return their voting documents. Completed voting documents must be returned to the electoral officer by 12 noon on Saturday 8 October 2022.

A polling place for the issuing of special voting documents and for the receiving of completed voting documents will be available. Contact your local council for information on local polling places.

### Voting systems

Most local government elections are conducted using the "First Past the Post" system (FPP), so the candidate with the highest number of votes wins. For the 2022 local elections, 15 councils will use the Single Transferable Voting system (STV).

In STV voters rank candidates in their order of preference using numbers. A voter would write "1" next to the name of their favourite candidate, "2" next to their second favourite candidate and so on. Voters can rank as few or many candidates as they wish. Candidates who reach the quota (calculated by the number of valid votes, divided by one more than the number of vacancies) are declared elected.

Councils using STV in 2022:

- Kaipara District Council
- Tauranga City Council
- Ruapehu District Council
- New Plymouth District Council
- Palmerston North City Council
- Kapiti Coast District Council
- Porirua City Council
- Wellington City Council
- Greater Wellington Regional Council
- Marlborough District Council
- Dunedin City Council
- Far North District Council (1st time)
- Gisborne District Council (1st time)
- Hamilton City Council (1st time)
- Nelson City Council (1st time)

Hutt City Council is also holding a poll on STV at the 2022 elections.

### The results

Preliminary results will be announced by the electoral officer as soon as possible after voting closes. These will be followed by the official results within a few days. The electoral officer will also write to all candidates once the final election result is known.

### Successful elected members

Successful elected members take up office on the day after the official declaration is publicly notified. Before they can make any decisions, elected members must swear an oath of office. The oath for mayor and councillors is made at the first hui of the new council and the oath for board members at the first hui of the community or local board. This hui is usually held within two weeks of the official declaration of election results. The term of office is three years.

Newly elected councillors will all be welcomed into the LGNZ whānau and invited to an LGNZ Induction hui in the first month of office.





**Helpful links for more information**  
He hononga āwhina mō ētahi atu kōrero

# Council websites and maps:

## Te Ika-a-Māui North Island

- Auckland Council ▶
- Bay of Plenty Regional Council ▶
- Carterton District Council ▶
- Central Hawke's Bay District Council ▶
- Far North District Council ▶
- Gisborne District Council ▶
- Greater Wellington Regional Council ▶
- Hamilton City Council ▶
- Hastings District Council ▶
- Hauraki District Council ▶
- Hawke's Bay Regional Council ▶
- Horizons Regional Council ▶
- Horowhenua District Council ▶
- Hutt City Council ▶
- Kaipara District Council ▶
- Kāpiti Coast District Council ▶
- Kawerau District Council ▶
- Manawatu District Council ▶
- Masterton District Council ▶
- Matamata-Piako District Council ▶
- Napier City Council ▶
- New Plymouth District Council ▶
- Northland Regional Council ▶
- Ōpōtiki District Council ▶
- Ōtorohanga District Council ▶
- Palmerston North City Council ▶
- Porirua City Council ▶
- Rangitikei District Council ▶
- Rotorua Lakes Council ▶
- Ruapehu District Council ▶
- South Taranaki District Council ▶
- South Waikato District Council ▶
- South Wairarapa District Council ▶
- Stratford District Council ▶
- Taranaki Regional Council ▶
- Tararua District Council ▶
- Taupō District Council ▶
- Tauranga City Council ▶
- Thames-Coromandel District Council ▶
- Upper Hutt City Council ▶
- Waikato District Council ▶
- Waikato Regional Council ▶
- Waipa District Council ▶
- Wairoa District Council ▶
- Waitomo District Council ▶
- Whanganui District Council ▶
- Wellington City Council ▶
- Western Bay of Plenty District Council ▶
- Whakatāne District Council ▶
- Whangarei District Council ▶

## Te Waipounamu South Island

- Ashburton District Council ▶
- Buller District Council ▶
- Central Otago District Council ▶
- Chatham Islands Council ▶
- Christchurch City Council ▶
- Clutha District Council ▶
- Dunedin City Council ▶
- Environment Canterbury ▶
- Environment Southland ▶
- Gore District Council ▶
- Grey District Council ▶
- Hurunui District Council ▶
- Invercargill City Council ▶
- Kaikōura District Council ▶
- Mackenzie District Council ▶
- Marlborough District Council ▶
- Nelson City Council ▶
- Otago Regional Council ▶
- Queenstown Lakes District Council ▶
- Selwyn District Council ▶
- Southland District Council ▶
- Tasman District Council ▶
- Timaru District Council ▶
- Waimakariri District Council ▶
- Waimate District Council ▶
- Waitaki District Council ▶
- West Coast Regional Council ▶
- Westland District Council ▶

## Maps

The maps below outline the boundaries for all regional, district and city councils in New Zealand.

- North Island map ▶
- South Island map ▶

# Helpful links:

[www.lgnz.co.nz](http://www.lgnz.co.nz) – for information about Local Government New Zealand.

[www.localcouncils.govt.nz](http://www.localcouncils.govt.nz) – for information about local government, councils, and useful links by the Department of Internal Affairs.

[www.votelocal.co.nz](http://www.votelocal.co.nz) – for information on the 2022 local authority elections for candidates, Voters and councils by Taituarā and Local Government New Zealand.

[www.vote.nz](http://www.vote.nz) – to enrol to vote in New Zealand's elections, maintained by the Electoral Commission.

[www.legislation.govt.nz](http://www.legislation.govt.nz) – for information about legislation.

[www.stv.govt.nz](http://www.stv.govt.nz) – for information about single transferable voting.

[www.iod.org.nz](http://www.iod.org.nz) – The Institute of Directors offer a range of courses and resources to people in Governance roles.

[www.remauthority.govt.nz](http://www.remauthority.govt.nz) – for more information on pay rates and remuneration.

**Government Reforms:** For information on the programme of reform underway visit [www.lgnz.co.nz/reforms/](http://www.lgnz.co.nz/reforms/) or the individual sites for each programme:

- Resource Management Act reform: <https://environment.govt.nz/what-government-is-doing/key-initiatives/resource-management-system-reform/overview/>
- Three Waters: [threewaters.govt.nz](http://threewaters.govt.nz)
- Future for Local Government Review: [www.futureforlocalgovernment.govt.nz](http://www.futureforlocalgovernment.govt.nz)



**“I want to put  
creativity to work in  
Ōtautahi Christchurch.”**

ANNA WORTHINGTON  
CREATIVE BAKER

