

**Vote.
2016.**

LOCAL ELECTIONS

LOCAL ELECTIONS 2016

Christchurch City Council Candidate information booklet





Powhenua Te Pou Herenga Waka, outside the Christchurch City Council Civic Offices.

Disclaimer: Every effort has been made to ensure that the information contained in this booklet is accurate and consistent with the Local Electoral Act 2001 and its amendments and regulations. Christchurch City Council takes no responsibility for any errors or omissions. It is recommended that candidates obtain a full copy of the Act, which can be viewed online at www.legislation.govt.nz or purchased at retail outlets that sell New Zealand legislation.

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1. INTRODUCTION

This handbook contains useful information for Christchurch Mayoral, City Council and Community Board candidates in the 2016 local body elections.

The elections will be conducted by postal vote. Election Day is Saturday 8 October 2016. The postal voting period is from 16 September 2016 and closes at **12 noon on Saturday 8 October 2016**. The First Past the Post election system will be used.

The elections are conducted under the following legislation:

- Local Electoral Act 2001
- Local Electoral Regulations 2001
- Local Government Act 2002
- New Zealand Public Health and Disability Act 2000

Candidates and interested parties wanting information on the elections should see the Council website: www.ccc.govt.nz/elections or contact Christchurch City Council's electoral officer or electoral officials:

Christchurch City Council's electoral officer has full responsibility for running the election.

Jo Daly
Electoral Officer (EO)
Christchurch City Council
Civic Offices, 53 Hereford Street, Christchurch
PO Box 73 016, Christchurch 8154
Phone: 941 8581
Mobile: 027 236 9052
Email: elections2016@ccc.govt.nz

Anthony Morton
Deputy Electoral Officer (DEO)
PO Box 3138, Christchurch 8140
Phone: 0800 666 922
Email: christchurchcc@electon.z.com

2. ELECTORAL PRINCIPLES

The electoral principles in section 4 of the Local Electoral Act 2001 are outlined below. These principles guide the conduct of any election or poll.

4 Principles

(1) The principles that this Act is designed to implement are the following:

- (a) fair and effective representation for individuals and communities:
- (b) all qualified persons have a reasonable and equal opportunity to—
 - (i) cast an informed vote:
 - (ii) nominate one 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 electoral 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.

3. ELECTION TIMETABLE

Local Government 2016 Election Timetable:

From Wednesday 13 July	Public notice of election
Friday 15 July	Nominations open, electoral roll open for inspection
Friday 12 August	Nominations close at 12 noon – electoral roll closes
From Wednesday 17 August	Further public notice of election – including candidates
From Friday 16 September	Delivery of ordinary voting documents starts Ordinary and special voting opens
Friday 16 September to Saturday 8 October	Voting period
Friday 7 October	Last day for appointment of scrutineers – 12 noon
Saturday 8 October	Election Day – voting closes at 12 noon Progress results available to candidates and on the Council website as soon as practical after close of voting
Saturday 8 October to Friday 13 October	Official Count
By Wednesday 19 October (as soon as practical)	Final results announced Public notice of official declaration of election result
By Wednesday 14 December	Return of election expense declaration forms (55 days after date of declaration of results)

4. ELECTORAL SYSTEMS AND VOTING DOCUMENTS

Electoral Systems

- Two electoral systems will be operating side by side for the October 2016 elections. These are:
 - First Past the Post (FPP)
 - Single Transferable Voting (STV)
- Christchurch City Council will use FPP to elect the Mayor, councillors, members of community boards and, while Environment Canterbury will use FPP to elect councillors.
- Canterbury District Health Board will use the STV electoral system to elect its members. To understand how STV works see: www.stv.govt.nz

Voting Documents: Order of Candidates' Names

Candidates' names will be arranged in random order on Christchurch City Council voting documents. This means the names of the candidates will appear in a different order on each voting document.

The candidate profile statements will be arranged in alphabetical order in the candidate profile booklets posted to electors with the voting documents.



Young children enjoying time reading together at South Christchurch Library.

5. ELECTION POSITIONS

Elections will be held in 2016 for:

Mayor of Christchurch City Council

Sixteen councillors - one councillor from each of the following wards:

- Banks Peninsula Ward
- Burwood Ward
- Cashmere Ward
- Central Ward
- Coastal Ward
- Fendalton Ward
- Halswell Ward
- Harewood Ward
- Heathcote Ward
- Hornby Ward
- Innes Ward
- Linwood Ward
- Papanui Ward
- Riccarton Ward
- Spreydon Ward
- Waimairi Ward

Members for seven Community Boards

Community Board	Ward or subdivision	Elected members
Banks Peninsula	Wairewa Subdivision	1
	Akaroa Subdivision	2
	Mt Herbert Subdivision	2
	Lyttelton Subdivision	2
Coastal-Burwood	Coastal Ward	2
	Burwood Ward	2
Fendalton-Waimairi-Harewood	Fendalton Ward	2
	Waimairi Ward	2
	Harewood Ward	2
Halswell-Hornby-Riccarton	Halswell Ward	2
	Hornby Ward	2
	Riccarton Ward	2
Linwood-Central-Heathcote	Linwood Ward	2
	Central Ward	2
	Heathcote Ward	2
Papanui-Innes	Papanui Ward	2
	Innes Ward	2
Spreydon-Cashmere	Spreydon Ward	2
	Cashmere Ward	2

Maps of wards and community boards are included in section 24 of this handbook and online at:

www.ccc.govt.nz/representation

(Note: Section 88A of the Local Electoral Act 2001 provides that if a person is declared to be elected as a member of the Council, and that person is also declared to be elected as a member of a Community Board that person must be treated as having vacated office as a member of the Community Board. Such candidates therefore automatically vacate their position as a member of the Community Board in favour of the next highest polling candidate.)

Canterbury Regional Council - Environment Canterbury

The Environment Canterbury (Transitional Governance Arrangements) Act 2016 provides for governance arrangements for the Canterbury Regional Council. Elections will be held in October 2016 for seven elected members as below:

- One councillor to represent the South Canterbury Constituency (comprising the areas bounded by the Mackenzie, Timaru and Waimate District Councils and that part of the Waitaki District Council within the Canterbury Region)
- One councillor to represent the Mid Canterbury Constituency (comprising the areas bounded by the Ashburton and Selwyn District Councils)
- One councillor to represent the North Canterbury Constituency (comprising the areas bounded by the Hurunui, Kaikoura and Waimakariri District Councils)
- Four councillors, at large, to represent the Christchurch Constituency (comprising the area within the Christchurch City Council boundary).

Please direct queries to Environment Canterbury's electoral officer:

Anthony Morton
PO Box 3138, Christchurch 8140
Phone 0800 666 048
Fax 03 377 1474
Email: ecan@electionz.com

Canterbury District Health Board (CDHB)

Seven members will be elected to Canterbury District Health Board during the local authority elections in October 2016.

Please direct queries to Canterbury District Health Board's electoral officer:

Anthony Morton
PO Box 3138, Christchurch 8140
Phone 0800 666 048
Fax 03 377 1474
Email: cdhb@electionz.com

6. CANDIDATE QUALIFICATIONS

1. A candidate for a city/district council must be:

- Enrolled on a parliamentary electoral roll in New Zealand; **and**
- Eighteen years or over; **and**
- A New Zealand citizen (either by birth or citizenship ceremony) (section 25 Local Electoral Act 2001).

2. Restrictions on a candidate for local authority city/district council elections:

A candidate need not be an elector of the local authority in which they are standing. Any New Zealand citizen who is enrolled as a parliamentary elector may be elected to any territorial authority and community board and to any number or combination of territorial authorities or boards.

However, the following restrictions apply:

- A person cannot stand for election as a councillor in more than one Christchurch City Council ward.
- A person cannot stand for election as a community board member in more than one community board subdivision or ward.
- A person cannot stand for election as a Christchurch City Council councillor and also stand for election as an Environment Canterbury councillor.
- A person can stand for election for mayor and councillor of Christchurch City Council.
- A person can be a candidate for the Council in one ward and a candidate for a community board (or multiple community boards) within the same local authority.
- A person cannot be a candidate for election in more than one ward or subdivision.
- A candidate cannot be a person concerned or interested in contracts over \$25,000 with the territorial local authority (section 3(1) Local Authorities (Members' Interests) Act 1968). This restriction is waived if prior approval from the Audit Office is obtained.
- If an employee of a local authority is elected as mayor or a councillor, they must resign from their position as an employee of the local authority before taking up their position as a member of the local authority (section 41(5) Local Government Act 2002). This provision does not apply to community board members.

Notes:

- If candidates are standing for election in any other elections in New Zealand, they are required to record this on the nomination paper.
- Candidates do not need to be a resident or ratepayer of the ward in which they are seeking election, or Christchurch, but candidates are required to record on the nomination paper if they live in the election area or not.
- Evidence of New Zealand citizenship may be requested at nomination. Acceptable evidence includes a New Zealand passport, New Zealand birth certificate, or New Zealand citizenship documentation.
- Section 60 of the Local Electoral Act 2001 states:
If the electoral officer receives advice before the close of nominations that a candidate is, or has become, incapable under any Act of holding the office for which he or she is a candidate, that candidate's nomination must be treated in all respects as if it had not been made.

For Canterbury District Health Board candidate eligibility please see their candidate information. A candidate for Christchurch City Council Mayor, Councillor or Community Board may also be a candidate for Canterbury District Health Board.

7. NOMINATIONS

1. Key dates

- Nominations open on Friday 15 July 2016 and close at 12 noon on Friday 12 August.
- Public notices calling for nominations will appear in local newspapers on Wednesday 13 July 2016 and Friday 15 July 2016.

2. Availability of nomination forms

- Each nomination must be made on the appropriate nomination form. A separate nomination form is required for each position.

Nomination forms will be available from Friday 15 July 2016 at:

- Christchurch City Council Civic Offices, 53 Hereford Street
- Christchurch City Council Service Centres
 - Akaroa Service Centre, 40 Rue Lavaud, Akaroa
 - Beckenham Service Centre and South Library, 66 Colombo Street, Beckenham
 - Fendalton Library and Service Centre, Corner Jeffreys and Clyde Roads, Fendalton
 - Hornby Service Centre and Library, 2/8 Goulding Avenue, Hornby
 - Linwood Service Centre and Library, Eastgate Mall, 1st Floor, Corner Buckleys Road and Linwood Avenue
 - Little River Service Centre and Library, State Highway 75, Little River
 - Lyttelton Service Centre, 15 London Street, Lyttelton
 - Papanui Library and Service Centre, Corner Langdons Road and Restell Street, Papanui
 - Riccarton Service Centre, 199 Clarence Street, Riccarton
 - Shirley Library and Service Centre, 36 Marshland Road, Shirley
 - Te Hāpua Halswell Centre, 341 Halswell Road, Halswell

You can also:

- phone the electoral officer on 03 941 8581
- email: elections2016@ccc.govt.nz
- download from: www.ccc.govt.nz/elections

Completing nomination forms

Each nomination form must have the consent of the candidate and be nominated by two electors whose names appear on the electoral roll for the city, ward or subdivision (e.g. if a person wishes to stand for election to a ward, then that person must be nominated by two electors from the ward).

A candidate cannot nominate himself/herself.

Other names

If a candidate is commonly known in the community by a slightly different name (e.g. Edward Smith is commonly known as Ted Smith) and has been known by this name for at least the last six months (to the satisfaction of the electoral officer), the commonly known name may appear on the voting paper.

Titles

Titles (i.e. Dr, JP, Sir, Dame etc) are not permitted next to the candidate's names on the voting paper or candidate profile statement, but can be included as part of the candidate's 150 word candidate profile statement text if desired.

Residency in area

A candidate must declare if they reside in the area of election or not. This is shown at the top of the candidate profile statement but does not count as part of the 150 words.

Standing in other elections in New Zealand

A candidate must declare if they are standing for any other elections in New Zealand at these elections. This is shown at the top of the candidate profile statement but does not count as part of the 150 words.

Affiliation

An affiliation is described in the Local Electoral Act 2001 (section 57(3)) as an endorsement by any organisation or group (incorporated or unincorporated). The nomination form provides for a party affiliation or other designation.

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

A candidate requiring a specific party affiliation must have authority to adopt the affiliation from the party concerned (i.e. a party letterhead or letter of consent are acceptable). This is a safety measure to avoid any illegal adoption of party affiliations.

No party affiliation or other designation that is offensive in nature or likely to confuse or mislead electors will be accepted.

Submitting the nomination documents

Nomination documents for Christchurch City Council elections must be lodged with the electoral officer or electoral officials at the Christchurch City Council Civic Offices, 53 Hereford Street, Christchurch between 9am and 5pm, except on 12 August where 12 noon is the cut off for lodgement.

All nomination documents must be submitted at the same time, i.e. nomination paper, nomination deposit, candidate profile statement and photo. A nomination will not be accepted if any parts are missing.

Candidate profile statements are to be provided electronically as an attachment to an email in Microsoft Word – hand written profiles will not be accepted.

Photos can be supplied electronically as jpg files, scanned at 600 dpi. Photos will be printed in colour.

Candidate profile statements and photos should be emailed to the electoral officer – elections2016@ccc.govt.nz but additional hard copies must be attached to the nomination form submitted to the electoral officer.

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

Once lodged, nomination papers are checked to ensure the candidate is eligible (including that their name appears on a parliamentary roll) and the nominators are two electors whose names appear on the electoral roll for the relevant ward and city as a whole.

Lodging nomination forms should not be left to the last minute. If a nomination form is lodged late on the morning that nominations close and is incorrectly completed or ineligible nominators are provided, there may not be enough time to correct the situation and the nomination paper could be invalidated. Once accepted, nomination forms are a public document and are open for inspection.

Section 55(5) of the Local Electoral Act 2001 requires that nominations forms be available for public inspection at the Christchurch City Council Civic Offices. The electoral officer will make the names and party details of candidates available to the public throughout the nomination period. Candidate profile

statements and photos will be publicly available after the close of nominations. These details will be available on the council website and through online channels.

The Electoral Officer for Christchurch City Council will also receive nomination forms and payments by cash or cheque for Environment Canterbury and Canterbury District Health Board Elections. Receipt of nomination forms for these elections does not indicate acceptance of the nomination. The Electoral Officer for Environment Canterbury or Canterbury District Health Board will directly contact candidates to confirm their nomination.

Nomination deposits

A deposit of \$200 (including GST) must accompany each nomination paper. If an election is required, the deposit is refunded if the candidate polls greater than 25 per cent of the lowest successful candidate for each position. The deposit is also refunded if no election is required. Deposits will not be refunded in cash.

The deposit can be paid by cash, cheque, EFTPOS or online banking. If a personal cheque or online banking transaction is dishonoured or declined, the nomination becomes invalid as the deposit has not lawfully been made. If this occurs after the close of nominations, then the nomination is invalid and the candidate will be withdrawn.

Cheques are payable to: **Christchurch City Council**

Online banking details are below and also on the nomination form:

Deposit to be paid into:

Account name: Christchurch CC

Bank: BNZ

Account number: 02 0800 0044765-000

Use the following deposit information:

Deposit reference: ELECTION FEE

Code: (Your surname)

If paying by online banking, evidence of the transaction must be provided at the time the nomination documents are submitted, i.e. a print out of the transaction receipt. The nomination paper also sets out the reference and code details required for each online payment.

Nomination papers, with the deposit and the candidate profile statement and photograph, can be sent to the electoral officer by mail or email, but should the papers not be received by the electoral officer or electoral official until after the close of nominations, the nomination is invalid.

It is the candidate's responsibility to ensure all nomination documents are submitted together and that they are all correct.

Nominations close at 12 noon, Friday 12 August 2016.

Candidate withdrawals

Section 60 of the Local Electoral Act 2001 provides for a candidate to withdraw their nomination by written notice before the close of nominations.

Candidates cannot strategically or politically withdraw their nomination once nominations have closed. Under section 69 of the Local Electoral Act 2001 an application can be made to the electoral officer to cancel a nomination that has been accepted if the candidate has become incapacitated after the close of nominations and before the close of voting. The application must be accompanied by a medical certificate that certifies as to the candidate's condition and that in the medical professional's opinion the candidate is incapacitated.

If the reason for withdrawing is valid, the \$200 deposit will be refunded.

3. Candidate Profile Statements

Candidate profile statements (CPS) of up to 150 words can be provided with the completed nomination form. If an election is required the candidate profile statements are collated by the electoral officer and sent to electors in a booklet with the voting papers. The Local Electoral Act 2001 governs these statements, please also see information below and in Appendix 1 for word limits and translation requirements.

Candidate profile statements must be provided electronically via email or on a pen drive or CD, in a spell checked Microsoft Word document. As the electoral officer could receive dozens of profiles, consistent format of delivery and content is required.

Candidate profile statements must state whether your principal place of residence (where you are registered as a parliamentary elector) is within the area you are standing in and must specify each position you are seeking election for (including if you are standing in another council's area). These statements are not included in your 150 word limit.

Candidate profile statements may be in English or Maori or both, or in any other language (not exceeding 150 words in total).

If the candidate profile statement is submitted in English and Maori, the information contained in each language must be substantially consistent with the information contained in the other language.

If the candidate profile statement is submitted in any other language than English or Maori it must not exceed 150 words, or their equivalent, if symbols are used rather than words. This includes any translation of those words into another language provided by the candidate. Where a candidate profile statement is in a language other than English or Maori, then a candidate must provide a statement in English or Maori.

If the nomination forms are being personally delivered, a hard copy format of the candidate profile must be provided at the same time. Hand written profiles will not be accepted.

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

Candidate profile statements are governed by sections 61 and 62 of the Local Electoral Act 2001.

Format of Candidate Profile Statements

The format requirements for profiles are:

- Text in English must be supplied in plain text, in paragraphs, with no special formatting
- No bold, italic, underlining etc.
- No tabs
- No quote marks
- No accent marks (only applies to English text)
- No bullet points

The profiles will be formatted automatically. If a candidate does not supply a profile statement or photo, then "No Profile Statement and/or photo provided." text or similar will be printed in the profile book.

Any non-English candidate profiles must be supplied with the following formatting:

- Font - Times New Roman (or equivalent)
- Point Size – nine point size, 11 point line spacing
- No special formatting of text – e.g. no bold, no italics, no underlines, no quote marks, etc.

Translations

If required, below are the contact details for a translation company, for candidates who are unable to translate material themselves:

Pacific International Translations (NZ) Ltd
4/203 Queen Street, Auckland.
Phone: 09 9135290 Fax: 09 913 5291
Email: info@pactrans.co.nz

The translation service will provide the translations in the correct print format at the candidate's expense. The Department of Internal Affairs website: www.dia.govt.nz also includes details of Translation Agencies.

Candidate photos

Candidates may also submit a recent (less than 12 months) photograph for inclusion with the candidate profile statement in the booklet to accompany the voting papers. Photos should also be provided electronically, on CD, pen drive or as an attachment to an email to the electoral officer.

If hard copy photographs are provided, then two copies of each photo should be provided with the candidates name clearly printed on the rear of each photograph (care needs to be taken when labelling hard copies of photos to ensure the photo image is not damaged in the process). Photos will not be returned to candidates.

Format of candidate photos

Candidate photos should be a head and shoulders only, in colour and with nothing else in the photo, for example no hats, sunglasses, pets, external objects or impediments, or other people. If necessary the electoral officer will crop the photo to meet these requirements.

Electronic copies of photos should be scanned as a jpeg at a minimum of 600 dpi. Please direct any questions about the format of photos and statements to the electoral officer.

Note: Candidates must ensure all nomination documents, including the statement and photo, are with the electoral officer by 12 noon on Friday 12 August 2016.

Accuracy of profile statements

Candidates are responsible for ensuring their candidate profile statement contains correct grammar, spelling and punctuation. The electoral officer may correct the statement, without affecting the content, but accepts no responsibility for making any correction. Candidates should ensure the statement is correct when it is submitted and not expect any corrections.

The candidate profile statement must be true and accurate. The electoral officer is not required to verify or investigate any information included in a candidate profile statement (section 61 of the Local Electoral Act 2001).

The electoral officer takes no responsibility for the accuracy of the content. A disclaimer concerning the accuracy of the information contained in the candidate profile statement will be published in the profile statement booklet.

If the profile statement or photo does not comply with the legislative requirements, the electoral officer will return the statement to the candidate as soon as possible and specify their concerns. The candidate then has up to three days to provide an amended statement. The electoral officer will consider the candidate has failed to provide a candidate profile statement if they:

- fail to submit an amended candidate profile statement within the requested period, or
- submit an amended candidate profile statement that, in the electoral officer's opinion, does not comply with the requirements.

If the candidate profile statement does not comply, and agreement is not reached with the candidate within the period specified, the electoral officer will act as if the written part of the statement was never received. If a suitable photograph has been supplied, the photograph will still be published in the candidate profile booklet, as well as a message saying a statement was not supplied.

8. CAMPAIGNING GUIDELINES

Campaigning

- Election campaigning can start at any time but should end by 12 noon on Saturday 8 October 2016, when voting closes.
- Election offences are set out in section 15 of this handbook. Please refer to them for your own protection.
- No election material can contain:
 - Any untrue statement that is defamatory of any candidate.
 - An imitation voting paper that has the names of candidates with any direction or indication as to the candidate a person should vote for, or in any way contains such direction or indication likely to influence the voter.
- Voting documents must not be collected from electors by candidates or their assistants. Each elector is required to post or deliver his or her own voting document to the electoral officer.
- **Election advertising must identify the person under whose authority the advertisements have been placed and the physical of their residence or place of business.**

Candidates are not permitted to use council resources for campaigning purposes. Council resources include, but are not limited to, the Council's logo, crest and branding, website, Facebook page, twitter account, any other forms of social media, computers, email, mobile phones, faxes, stationery, photocopiers, printers, stamps, cars, meeting rooms and venues (except those available for public hire). This applies to either sitting members or other candidates in any context that could reasonably be construed as campaigning for elections.

Election advertising

Election advertising must identify the person under whose authority they have been produced, as per sections 113-115 of the Local Electoral Act 2001.

This means that for posters, adverts, billboards, flyers, vehicle signage, websites etc, each candidate must include a statement saying that it is authorised by the candidate, for example "This advertising has been authorised by Joe Bloggs, 20 Somewhere Street, Samptown". This authorisation must be shown on the front or back of any billboards.

Please note: a physical address must be provided on this authorisation, i.e. it cannot be a PO Box.

The cost of framing to hold up an election sign is no longer an item of campaign expenditure.

Campaign expenditure limits

Candidates have campaign expenditure limits and are required to file a return to the electoral officer after the election.

Campaign expenditure is all expenses relating to the campaign from the period three months before election day, for example all expenditure from 8 July 2016 to 8 October 2016 plus any apportioned costs of any election campaigning before 8 July 2016 (refer to section 112 of the Local Electoral Act 2001). If a candidate is standing for more than one position (e.g. Mayor and councillor) then the higher limit applies (not both combined).

Section 111 of the Local Electoral Act 2001 details the maximum amount of electoral expenses.

Below is a summary from section 111(1) of the Act of maximum amount of electoral expenses (inclusive of goods and services tax) that a candidate must not exceed:

Ward or Subdivision Population	Expenditure (inclusive of goods and services tax) must not exceed
Up to 4999	\$3,500
5000 to 9,999	\$7,000
10,000 to 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
More than 1,000,000	A separate calculation applies

Section 111(2) says that if a candidate is a candidate for more than one 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. This means that if a candidate is standing for more than one position, the total electoral expenses must not exceed the highest amount applicable.

For campaigning purposes, the populations and population-to-membership ratios for each Christchurch ward and subdivision are as follows:

Wards	Population*	Number of councillors per ward
Banks Peninsula	8223	1
Heathcote	23,124	1
Waimairi	21,552	1
Innes	22,233	1
Burwood	23,472	1
Cashmere	20,985	1
Fendalton	22,569	1
Linwood	23,340	1
Central	21,333	1
Halswell	19,473	1
Hornby	21,654	1
Harewood	20,886	1
Coastal	23,253	1
Riccarton	23,181	1
Papanui	23,094	1
Spreydon	23,118	1
Total Christchurch Population	341,490	16

Subdivisions	Population*	Number of members per subdivision
Akaroa	1854	2
Wairewa	1098	1
Mt Herbert	2661	2
Lyttelton	2610	2
Total	8223	7

* These are 2013 census figures provided by Statistics New Zealand used by the Local Government Commission in its determination of representation arrangements to apply for the election of the Christchurch City Council to be held on 8 October 2016.

9. ELECTORAL EXPENSES AND ELECTORAL DONATIONS

Return of Electoral Expenses:

Each candidate is required to keep a record of all campaign election expenses, and must furnish a return to the electoral officer within 55 days of the election result being declared, i.e. no later than Wednesday 14 December 2016. However if you are outside New Zealand on the election result day, you have 76 days after the election result day to furnish your return.

Once the electoral expenses and electoral donations return forms and supporting documents are sent back to the council they become a public documents, are placed on the Council's website and can be inspected by any person for the next seven years.

A model election expenses form is attached as Appendix 2. An expenses form will be available on the Council website www.ccc.govt.nz/elections or from the electoral officer from 15 July 2016.

The relevant sections of the Local Electoral Act 2001 on election expenses are attached as Appendix 3. Please note:

- 1) Candidates are required to keep evidence of any election expenses for amounts exceeding \$200.
- 2) All candidates must submit a return of election expenses and donations form even if no expenses have been incurred or donations received.

Electoral donations:

In 2013, significant changes were made to electoral donation requirements.

The changes align the Local Electoral Act with current rules in the Electoral Act 1993 (for parliamentary elections). The changes include:

- A limit of \$1500 on the size of an anonymous donation
- A requirement that any candidate receiving an anonymous donation of more than \$1500 pay the amount over \$1500 to the electoral officer (for payment into the Council's general account)
- Requirements for the candidate to disclose in their return of electoral expenses and donation information about all donations above \$1500 (including those aggregated donations)
- New definitions of "anonymous" and "donation"
- New obligation on a third party, who passes on a donation to a candidate on behalf of a donor, to disclose the identity of the donor to the candidate
- New obligation on a person administering the affairs of a candidate's campaign to disclose the identity of the donor of an anonymous donation of more than \$1500 (if known) to the candidate
- New penalty provisions for non-compliance with the new requirements
- Improved public access to candidate returns of electoral donations and expenses

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

Candidates must disclose, in their return of electoral donations and expenses, whether a donation is funded from contributions and the name and address of any individuals contributing amounts in excess of \$1500. Anonymous donations made through contributions are limited to a maximum of \$1500 per donation.

The electoral officer's role is to bring these matters to the attention of all candidates.

10. GUIDELINES ON ELECTION SIGNS AND PROMOTIONS

The information below summarises provisions from legislation and rules relating to election signage including the Christchurch City Plan, Banks Peninsula District Plan, the Public Places Bylaw 2008 and Local Electoral Act 2001. Please refer to these documents for further information.

The Local Electoral Act, section 113 details the requirements that all electoral advertising, including signage, is required to comply with. Information on this is included in Appendix 3.

All signage displayed must have the permission of the owner (not the occupier) of the property on which it is displayed. This includes public and Crown-owned land. Signage without consent is not permitted to be erected on council land, roads, road structures, trees or in parks.

Christchurch City Plan

The Christchurch City Plan, Volume 3, Part 10, 3.41 zoning determines the election signage that is allowed within Christchurch city:

- In living zones, for temporary outdoor advertisements displayed on a property for electioneering purposes the maximum total area shall be 3m². There is no limit on the number of signs as long as they do not exceed the maximum area and comply with all other requirements.
- In business and mixed use zones signage displayed must comply with the rules associated with that zone as detailed in the City Plan.

The Christchurch City Plan, Volume 3, Part 10, 3.5.1 details that for temporary outdoor advertisements displayed for electioneering purposes the maximum duration of such outdoor advertisements shall be 12 weeks and the outdoor advertisement shall be removed within five working days after the event to which it relates.

Banks Peninsula District Plan

For areas in the former Banks Peninsula District Council temporary signage may be displayed for elections provided that:

Maximum sign area 2m² (except in the Residential Zones where the maximum sign area is 0.5m²). The sign is erected not earlier than two months prior to the event and removed not later than one week following the completion of the event.

Public Places Bylaw 2008

All signage is subject to the Christchurch City Council Public Places Bylaw 2008 when that signage is located in a public place.

Other requirements for election signs

- Building consent may be required to attach a sign to a building on a property, for example signs of solid framing and in excess of 2m². Resource consents may be required where signage does not comply with the city Plan. Queries regarding requirements can be referred to the Duty Planner available on 03 941 8999.
- Signs must not be reflectorised or illuminated, or erected in such a location that they obscure or could be mistaken for a traffic/road sign.
- Signs mounted on vehicles, including trailers, must comply with the Land Transport Rule: External Projections 2001. The Public Places Bylaw may apply where vehicles or signage is parked on a road.
- Advertising signs fixed to trailers are only permitted when the trailer is being towed behind a vehicle or is parked on the property of the business premises being advertised.

Election signs on or adjacent to state highways

Restrictions apply to election signs erected on or adjacent to state highways under the control of New Zealand Transport Agency (NZTA) and within Christchurch City Council boundaries. Direct any questions about these state highway requirements to:

James Park	Ph: 03 363 5400
Opus International Consultants	Fax: 03 365 7858
PO Box 1482	Email: james.park@opus.co.nz
Christchurch	

- Signs shall not be located on the road reserve in either rural or urban sections of the state highways (urban sections being generally defined as areas where the speed limit is 70km/h or less). In exceptional situations may permit the erection of signs within the road reserve, but this must not be done without the written approval of NZTA.
- Signs total signage on private property should not exceed 3m² in area. Signs created on private property must have the permission of property owners and the Council.
- Signs must not be reflectorised or erected in such a location that they will create an obvious conflict with existing road signs. Signs must not imitate or be of a form similar to any traffic signs.
- The location of signs must give consideration to visibility and other traffic safety aspects.
- Signs will not be permitted on or adjacent to motorways.
- For the above noted safety reasons, vehicle mounted signs situated on state highways are also discouraged by NZTA.

11. ELECTORAL ROLL

- The preliminary electoral roll for Christchurch City Council will be available for public inspection from Friday 15 July 2016 to 4pm Friday 12 August 2016 at the following places:
 - Christchurch City Council Civic Offices, 53 Hereford Street
 - Akaroa Library, 2 Selwyn Avenue, Akaroa
 - Akaroa Service Centre, 40 Rue Lavaud, Akaroa
 - Aranui Library, 109 Aldershot Street, Aranui
 - Beckenham Service Centre and South Library, 66 Colombo Street, Beckenham
 - Bishopdale Library, 17c Bishopdale Court, Bishopdale Shopping Centre, Farrington Avenue, Bishopdale
 - Central Library Manchester, 36 Manchester Street
 - Central Library Peterborough, 91 Peterborough Street
 - Diamond Harbour Library, Waipapa Avenue, Diamond Harbour
 - Fendalton Library and Service Centre, Corner Jeffreys and Clyde Roads, Fendalton
 - Hornby Service Centre and Library, 2/8 Goulding Avenue, Hornby
 - Linwood Service Centre and Library, Eastgate Mall, 1st Floor, Corner Buckleys Road and Linwood Avenue
 - Little River Service Centre and Library, State Highway 75, Little River
 - Lyttelton Library, Trinity Hall Lyttelton Recreation Centre, 25 Winchester Street, Lyttelton
 - Lyttelton Service Centre, 15 London Street, Lyttelton
 - New Brighton Library, 213 Marine Parade, New Brighton
 - Papanui Library and Service Centre, Corner Langdons Road and Restell Street, Papanui
 - Parklands Library, 46 Queenspark Drive, Parklands
 - Redwood Library, 339 Main North Road, Redwood
 - Riccarton Service Centre, 199 Clarence Street, Riccarton
 - Shirley Library and Service Centre, 36 Marshland Road, Shirley
 - Spreydon Library, 266 Barrington Street, Barrington
 - Te Hāpua Halswell Centre, 341 Halswell Road, Halswell
 - Upper Riccarton Library, 71 Main South Road, Sockburn
- Those eligible to vote are:
 - all residents enrolled on the Parliamentary Electoral Roll;
 - all non-resident ratepayers enrolled on the Ratepayer Electoral Roll.
- People 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.
- Christchurch residents are enrolled automatically on the City's Residential Electoral Roll if they are registered as Parliamentary electors. There is no need to enrol separately for local government elections.
- Ratepayers who are not Christchurch residents but pay rates on property within the city, may be entitled to enrol on the non-residential Ratepayer Electoral Roll. Companies, businesses, trusts and societies that are ratepayers, may also nominate an elector to vote on their behalf, provided any such elector resides outside Christchurch City or community, as the case may be. Information on this process is available on the Council website at: www.ccc.govt.nz/elections
- The preliminary electoral roll is in sixteen books, one for each ward.
- Any alterations to the residential roll should be made by:
 - completing the appropriate form at any Post Shop; or
 - telephoning 0800 ENROLNOW (0800 36 76 56); or
 - accessing the Electoral Enrolment Centre website: www.elections.org.nz

- Any alterations to the non-residential ratepayer electoral roll should be referred to the electoral officer.
- Hard copies of the preliminary electoral rolls may be purchased from the electoral officer for \$64 (incl GST) for a full set of sixteen books (one for each ward), or \$4 (incl GST) for one book.
- The final electoral roll is produced once the preliminary electoral roll closes on Friday 12 August 2016, and comes into effect on Monday 12 September 2016. The final electoral roll is the roll used for issuing voting documents. Hard copies of this final roll will also be available for purchase.
- The details appearing in the electoral rolls are electors' names (the surname, then first names) listed alphabetically and the qualifying address of the elector.

Information contained in the residential electoral rolls is not available from the electoral officer in electronic form, but candidates or political parties may request an electronic listing of resident electors from the Electoral Commission (provided the criteria of section 114 of the Electoral Act 1993 is met) by completing an application form. These forms are available on request from the Electoral Services. The contact person for this is Michael Calvelo on 04 801 0710.



Two of the city's many rebuild professionals.

12. VOTING AND SPECIAL VOTING

- The election will be conducted by postal vote. Voting documents will be posted out to all electors whose names appear on the final electoral roll. New Zealand Post will deliver voting documents from Friday 16 September 2016, and all electors should have received them by Wednesday 21 September 2016.
- For all positions, the names of the candidates will be arranged in random order on the voting documents, i.e., rather than being shown alphabetically by surname, the names of the candidates will appear in a different order on each individual voting document.
- After receiving their voting document, each elector should complete it, seal it in the return postage paid envelope and post or deliver it to the electoral officer.
- If hand delivered, completed voting documents can be lodged in the ballot bag that will be located next to the reception desk on the ground floor of Christchurch City Council's Civic Offices, 53 Hereford Street, Christchurch.
- It is recommended that voting documents be posted no later than 5pm on Tuesday 4 October 2016 to guarantee their delivery before the close of voting (12 noon, Saturday 8 October 2016).
- Special voting documents are available to electors:
 - whose names do not appear on the final electoral roll, but who qualify as electors
 - who have not received a voting document previously posted to them
 - who spoil or damage a voting document previously posted to them
 - who will not be in Christchurch during the voting period
- Special votes will be available from Friday 16 September 2016 until 5pm on Friday 7 October 2016 at the following places, or by phoning or emailing the electoral officer:
 - Civic Offices, 53 Hereford Street, Christchurch
 - Akaroa Service Centre, 40 Rue Lavaud, Akaroa
 - Shirley Library and Service Centre, 36 Marshland Road, Shirley
 - Te Hāpua Halswell Centre, 341 Halswell Road, Halswell

Special votes will also be available from Civic Offices, 53 Hereford Street until 12 noon on Saturday 8 October 2016.
- Special votes can be posted directly out to applicants. The completed voting document must be returned to the 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 for electors against possible duplicate voting.
- If an elector requests a special vote and is not on the parliamentary roll (e.g. just turned 18 years of age), the person must enrol by Friday 7 October 2016. An application for registration as a parliamentary elector may be obtained:
 - by completing the appropriate form at any Post Shop; or
 - by telephoning 0800 ENROLNOW (0800 36 76 56); or
 - by accessing the Electoral Enrolment Centre website: www.elections.org.nz

After voting closes, special vote declarations are forwarded to the Registrars of Electors for verification that the elector is eligible and has enrolled as a parliamentary elector, or has forwarded change of address details.

- Candidates or their assistants cannot collect special votes to distribute to electors.

13. EARLY PROCESSING OF RETURNED VOTING DOCUMENTS

During the voting period, returned voting papers will be opened and processed. The electoral officer has made this decision under section 80 of the Local Electoral Act 2001.

Voting papers for Christchurch City Council are being processed by the Council's election contractor, electionz.com Ltd at its secure processing centre in Christchurch.

- The early processing of voting documents involves:
 - opening envelopes
 - extracting voting documents
 - checking for informal or duplicate votes
 - electronic capture of valid votes
- No tallying of votes will be undertaken until after the close of voting (12 noon, Saturday 8 October 2016).
- Early processing is undertaken with strict security measures. One or more Justices of the Peace observe all early processing and sign a statement that all functions were undertaken correctly, in full compliance with the strict legal requirements.
- Candidate scrutineers are not permitted to observe early processing, refer to Appendix 4.

14. ELECTION RESULTS

The counting of votes takes place as soon as practical after noon on Saturday 8 October 2016.

- It is expected that a progress result will be released by the electoral officer by 2pm on Saturday 8 October 2016. The preliminary result will be released as soon as all ordinary voting papers have been received and processed at the processing centre. This is likely to be by noon on Sunday 9 October, if not before.
- Candidates will be advised of the progress results on election day, either by email or phone. Only two attempts to communicate the progress result to any candidate will be made. These will be made around the time that progress results are posted to the Council website at www.ccc.govt.nz
- Results will be released to candidates and media via email and on the Council website.

The electoral officer and her staff will do all in their power to complete the preliminary count in a reasonable time. However, no guarantee can be given as to the exact time preliminary results will be available.



A local family enjoying one of the city's favourite pastimes, a stroll through Hagley Park.

15. ELECTION OFFENCES

Electoral officers have a duty, under the Local Electoral Act 2001, to report offences to the police. This applies to the receipt of any written complaint that an offence, under the Act, has been committed or where the electoral officer becomes aware for any other reason that an offence may have been committed.

Electoral Offences

In addition to election offences already identified (in relation to illegal nominations, candidate advertising and electoral expenses), the following provisions of the Local Electoral Act 2001 also apply. All candidates are advised to be familiar with these.

121 Illegal nomination, etc.

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

- 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
- 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
- signs a nomination paper purporting to nominate another person as a candidate knowing that he or she is not qualified to vote at the election of the person named in the nomination paper as the candidate.

122 Interfering with or influencing voters

(1) Every person commits an offence, and is liable on conviction to a fine not exceeding \$5,000, who—

- 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:
- 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,—
 - 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:
 - in the case of a poll, includes a statement or indication as to how any person should vote:
 - in any way contains or suggests any such direction or indication or other matter likely to influence how any person votes:
- 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—

- 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
- 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 2 years, who—

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

125 Bribery

(1) Every person commits the offence of bribery who, directly or indirectly, on that person's own or by another person,—

- (a) gives, lends, agrees to give or lend, offers, promises, or promises to obtain any money or valuable consideration to or for any elector, or to or for any person on behalf of any elector, or to or for any other person, in order to induce any elector to vote or refrain from voting; or

- (b) gives or obtains, agrees to give or obtain, offers, promises, or promises to obtain or to try to obtain any office or place of employment to or for any elector, or to or for any person on behalf of any elector, or to or for any other person, in order to induce the elector to vote or refrain from voting; or
- (c) corruptly does any act referred to in paragraph (a) or paragraph (b) on account of an elector having voted or refrained from voting; or
- (d) makes any gift, loan, offer, promise, or agreement referred to in paragraph (a) or paragraph (b) for, or with, any person in order to induce that person to obtain or try to obtain the election of any person or the vote of any elector; or
- (e) upon or as a consequence of any gift, loan, offer, promise, or agreement referred to in paragraph (a) or paragraph (b), obtains, or tries to obtain, the election of any person or the vote of any elector; or
- (f) advances or pays, or causes to be paid, any money to or for the use of any other person, intending that 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 the offence of bribery is liable on conviction to imprisonment for a term not exceeding 2 years.

126 Treating

(1) Every person commits the offence of treating who corruptly, before, during, or after an election or poll, and directly or indirectly, on that person's own or by another person, gives or provides, or pays wholly or in part the expense of giving or providing, any food, drink, entertainment, or provision to or for any person—

- (a) for the purpose of influencing that person or any other person to vote or refrain from voting; or
- (b) for the purpose of obtaining his or her election; or
- (c) on account of that person or any other person having voted or refrained from voting, or being about to vote or refrain from voting.

(2) Every holder of a 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 2 years.

127 Undue influence

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

128 Personation

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

129 Infringement of secrecy

- (1) Every electoral officer, deputy electoral officer, and other electoral official—
 - (a) must maintain and assist in maintaining the secrecy of the voting; and
 - (b) must not communicate to any person, except for a purpose authorised by law, any information likely to compromise the secrecy of the voting.
- (2) No person, except as provided by this Act or regulations made under this Act, may—
 - (a) interfere with or attempt to interfere with a voter when marking or recording his or her vote; or

- (b) attempt to obtain, in the building or other place where the voter has marked or recorded his or her vote and immediately before or after that vote has been marked or recorded, any information as to any candidate for whom, or the proposal for or against which, the voter is about to vote or has voted; or
- (c) communicate at any time to any person any information obtained in the building or other place where the voter has marked or recorded his or her vote and immediately before or after that vote has been marked or recorded, as to—
 - (i) any candidate for whom, or the proposal for or against which, the voter is about to vote or has voted; or
 - (ii) any number on a voting document marked or transmitted by the voter.

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

130 Disclosing voting or state of election or poll

- (1) Every electoral officer, deputy electoral officer, other electoral official, Justice of the Peace, or scrutineer commits an offence who—
 - (a) makes known for what candidate or candidates or for which proposal any particular voter has voted for or against, except as provided by this Act or regulations made under this Act; or
 - (b) before the close of voting, makes known the state of the election or poll or gives or pretends to give any information by which the state of the election or poll may be known.
- (2) Subsection (1)(b) does not prevent an electoral officer from disclosing the total number of voting documents so far returned at an election or poll at any time during the voting period.
- (3) A person who commits an offence against subsection (1) is liable on conviction to a fine—
 - (a) not exceeding \$5,000 for an electoral officer or deputy electoral officer:
 - (b) not exceeding \$2,000 for any other person.

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

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

General provisions

137 Property may be stated as being in electoral officer

In any proceedings for an offence in relation to any voting documents or other official documents, files, records, instruments, or devices used officially for an election or poll, the property in those documents, files, records, 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—

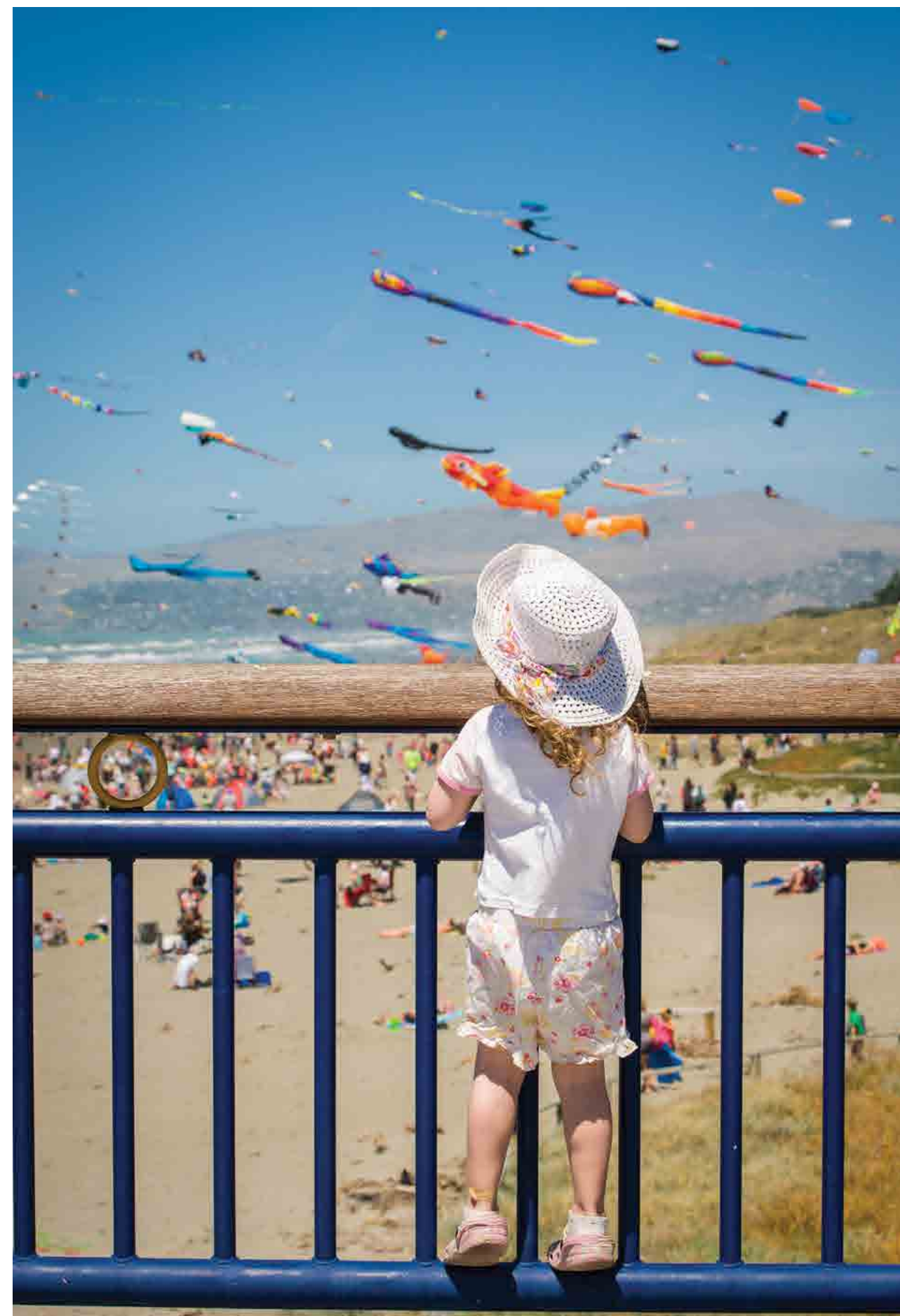
- (a) report the complaint or belief to the Police; and
- (b) provide the Police with the details of any inquiries that he or she considers may be relevant.

(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 3 years after the offence was committed.



An image of the annual Kite Day fun at New Brighton. This is one of the most popular events during the city's Summertime Festival

16. REMUNERATION

The salaries for elected members set by the Remuneration Authority in its 2016 determination and effective from the elections are:

Office	Annual Salary
Mayor	\$187,065
Deputy Mayor	\$116,244
Councillor	\$100,688
Banks Peninsula Community Board Chairperson	\$18,737
Banks Peninsula Community Board Member	\$9,368
Coastal Burwood Community Board Chairperson	\$44,863
Coastal-Burwood Community Board Member	\$22,432
Fendalton-Waimairi-Harewood Community Board Chairperson	\$44,254
Fendalton-Waimairi-Harewood Community Board	\$22,127
Halswell-Hornby-Riccarton Community Board Chairperson	\$46,690
Halswell-Hornby-Riccarton Community Board Member	\$23,345
Linwood-Central-Heathcote Community Board Chairperson	\$46,690
Linwood-Central-Heathcote Community Board Member	\$23,345
Papanui-Innes Community Board Chairperson	\$44,863
Papanui-Innes Community Board Member	\$22,432
Spreydon-Cashmere Community Board Chairperson	\$44,863
Spreydon-Cashmere Community Board Member	\$22,432

Mileage and some other allowances are also payable, within an expenses framework approved by the Remuneration Authority.

Tax status of elected members

The Inland Revenue Department (IRD) views the relationship between an elected member and a council as a statutory relationship of service. The IRD does not view it as an employer/employee relationship. Therefore, elected members are not employees of the council for income tax purposes.

Consequences of income tax status of elected members

Remuneration paid to elected members is taxable, but it is not classified as 'salary or wages' under the Income Tax Act. Instead, it is classified as a 'withholding payment' and the council is required by the Withholding Payments Regulations to deduct tax at 33per cent at the time of payment unless an exception applies.

Because of the nature of their relationship with the council, elected members are entitled to deduct expenses incurred in earning their remuneration from the council. This means they can deduct home-use expenses, miscellaneous expenses, and vehicle expenses if they incur these in the course of earning their council remuneration. Election expenses are not tax-deductible.

Elected members are also responsible for paying their own accident compensation levies.

17. GOVERNANCE RESPONSIBILITIES

The Council's activities are governed by legislation framework established by Parliament.

The Purpose of Local Government

The Local Government Act 2002 outlines the purpose of local government in New Zealand.

Section 10 of the Act includes that the purpose of the local government is to enable democratic local decision making and action by and on behalf of communities and to meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for households and businesses.

Key legislation also includes the Local Government (Rating) Act 2002, the Local Electoral Act 2001 and the council's statutory responsibilities governed by Acts including the Resource Management Act 1991, Building Act 2004, Land Transport Act 1998 and the Health Act 1956.

Treaty of Waitangi and Relationships with Maori

Local councils have statutory responsibilities, particularly in the Local Government Act 2002 to facilitate the participation by Maori in local authority decision making processes. As a decision maker under the Resource Management Act 1991 the council must take into account the principles of the Treaty of Waitangi (Te Tiriti o Waitangi). Christchurch City Council's strategic statements in its Long Term Plan recognise that it has a responsibility for ensuring that its Treaty obligations to mana whenua and Māori are fulfilled.

The Council and Ngā Rūnanga have a common goal of supporting the environmental, social, cultural and economic wellbeing of the district for the benefit of the community. To support this, in late 2015, the Council established a new committee, to help formalise the relationship between itself and Ngā Papatipu Rūnanga. The committee is called Te Hononga Council – Papatipu Rūnanga Committee. Te Hononga Council - Papatipu Rūnanga Committee comprises representatives from the six Papatipu Rūnanga in our district, the Mayor and the Chairpersons of the Council's committees and the Multicultural Working Party. The Committee is an important forum for collective discussion and actions on strategic matters.

The Council has a principal and a senior relationship advisor whose roles are to foster the working and strategic relationships between the Council and the Papatipu Rūnanga. It is a priority to ensure that the values, sites of significance and narratives of mana whenua are woven into the regenerated city. Council arts advisors and Libraries and Information staff provide advice and build relationships with – and services for – Māori.

Territorial Authorities (City or District Councils)

Territorial Authorities' responsibilities include provision of local services and detailed land use planning and subdivisional control in response to the needs of the local community. These functions include:

- Regulatory – issuing and enforcing laws and rules in the district.
- Provision of local infrastructure, including water, sewerage, stormwater and roads.
- Providing community services, including libraries and parks.
- Environmental safety and health, including district emergency management and civil defence preparedness

Community Boards

Community boards can be established as an additional council structure in any city or district in New Zealand, helping to make sure the interests of smaller groupings within the overall community are represented. Boards operate within city or district councils. Section 19 of this handbook provides information on Christchurch City Council Community Boards.

Representation Review

At least every six years councils must review their representation arrangements to determine the number of councillors, the basis for elections (for example whether councillors are elected from wards or the city as a whole, whether to have community boards, the boundaries of wards and communities, etc). Christchurch City Council reviewed its representation requirements in 2014/2015. The Council's representation review decision was referred to the Local Government Commission for determination. In March 2016, the Local Government Commission released its determination of representation arrangements for the 8 October 2016 election. This handbook details the election positions from this determination.



Recreational bike riders on the Port Hills.

18.ROLE AND TIME COMMITMENTS OF MEMBERS

Elected Members

Elected members, acting as the Council, are responsible for governance, including:

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

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

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

Elected members are expected to attend the meetings of the Council, as well as the committees and subcommittees, working parties, and external organisations to which they are appointed. An elected member who is unable to attend a meeting should advise the Chair or Chief Executive as soon as possible. If an elected member misses four consecutive meetings without an apology being received and accepted then that person is deemed to no longer be an elected member.

Each Council must adopt a Code of Conduct for its members. Each elected member must comply with the Code of Conduct. The Christchurch City Council's Code of Conduct is available on the Council's website: www.ccc.govt.nz/codes-of-conduct

Members come into office on the day after they are declared to be elected, with the exception of candidates who stood unopposed at the election, who come into office on polling day. 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 the Local Government Act. This is done at the first meeting after the local authority elections. The Council's inaugural meeting is scheduled for Thursday 20 October 2016.

Mayor

The Mayor is elected by the district as a whole and shares the same responsibilities as other members of the Council. The Mayor provides leadership to the councillors and the people of Christchurch and leads the development of the Council's plans (including the long term plan, annual plans) policies and budgets for consideration by the Council. The Mayor also has the following roles:

- Presiding at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined by standing orders).
- Advocating on behalf of the community, which involves promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council.
- Spokesperson for the Council.
- Ceremonial head of the Council.
- Providing leadership and feedback to other elected members on teamwork and chairing of committees.
- Fulfilling the responsibilities of a Justice of the Peace (while the Mayor holds office).
- Appointing the Deputy Mayor, establishing council committees and appointing the chairs of those committees.

Deputy Mayor

The Deputy Mayor is appointed by the Mayor. The Deputy Mayor exercises the same roles as other elected members, and if the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers, of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of the Council.

Council

The Council can remove by resolution the Deputy Mayor appointed by the Mayor in accordance with the process described in the Local Government Act 2002. The Council may also discharge or reconstitute committees and may appoint one or more additional committees to those established by the Mayor.

Committee chairpersons

The Mayor establishes the council committees and appoints the chairpersons. The Mayor is a member of each committee. The Mayor can decide to decline these powers, in which case the Council may create one or more committees (including subcommittees) of the Council. A committee chairperson presides over all meetings of the committee, ensuring that the committee acts within the powers delegated by Council. Committee chairpersons may be called on to act as official spokespersons on issues within the terms of reference for their committees. Chairpersons may be removed from office by resolution of the Council. The Council may also appoint deputy chairpersons of committees, who shall fulfil the functions of the chairperson when the chairperson is absent.

Community boards

Community boards provide a level of local government below city and district councils. The role of each community board includes:

- Representing the interests of its community.
- Considering and reporting on matters of interest or concern that have been referred to it by the Council.
- Maintaining an overview of council services to the community.
- Preparing an annual submission to the Council for its annual plan.
- Communicating with community organisations and special interest groups.
- Undertaking any other responsibilities that are delegated to it by the Council.

Community boards appoint a chairperson and deputy chairperson at their first meeting at the beginning of the new term.

Time commitment

The amount of time which each elected member devotes to council, committee or community board business is personal and depends on their own circumstances. However, candidates should not underestimate the demands that will be made on their time if elected. Depending on the role (Mayor, Deputy Mayor, committee chairperson, councillor, community board chairperson or community board member) the time commitment can be significant. Candidates need to be aware that election to public office can have a significant effect on their family and personal life. This can range from needing to take time off work to attend meetings, attending night meetings, receiving telephone calls and emails at all times of the day and night, or being asked by constituents to discuss issues at any time when in public. Some members of the community see elected representatives as being available 24 hours a day, seven days a week.

The following provides an indication of the time requirements involved in the positions shown:

Mayor	- full time or more
Deputy Mayor	- full time or more
Councillors	- 30-40 hours or more per week
Community Board Chairpersons	- 20 hours or more per week
Community Board members	- 10-20 hours or more per week

At the beginning of the new term the Council will decide upon a governance structure, this may be a change to the meeting schedule and committee structure currently in place.

The Council offers support through the Community Support, Governance and Partnerships Unit to elected members to assist them in their duties.

Skills and experience

Elected members come from all backgrounds, occupations and lifestyles. Skills that are helpful in undertaking the role include:

- communication and listening skills
- analysis of written material and oral presentations
- understanding financial information
- effective decision making
- relationship building and networking
- public speaking at meetings and events and with the media
- being flexible and able to prioritise and manage time effectively.

The Council induction programme and ongoing development programme will assist elected members to improve their skills in these areas. Section 23 of this handbook provides more information and dates relating to the induction programme.



Spring Blossoms seen on Harbour Avenue, outside iconic Hagley Park.

19. COMMUNITY BOARDS

Status of community boards

A community board:

- (a) is an unincorporated body; and
- (b) is not a local authority; and
- (c) is not a committee of the relevant territorial authority

Christchurch community boards

From October 2016, Christchurch City Council has seven community boards:

- Banks Peninsula
- Coastal-Burwood
- Fendalton-Waimairi-Harewood
- Halswell-Hornby-Riccarton
- Linwood-Central-Heathcote
- Papanui-Innes
- Spreydon-Cashmere

Membership of community boards

Community board members are elected from the wards or subdivisions they represent. The Council also appoints the councillor representing the ward to community boards.

The Banks Peninsula Community Board will have eight members, seven of these elected from the subdivisions in the ward and the councillor elected for the ward appointed to the community board by the Council.

The Coastal-Burwood, Papanui-Innes and Spreydon-Cashmere Community Boards will each have six members, two members elected from each ward represented and the councillors for the wards appointed by the Council.

The Fendalton-Waimairi-Harewood, Halswell-Hornby-Riccarton and Linwood-Central Heathcote Community Boards will each have nine members, two members elected from each of the ward represented and the councillors for the wards appointed by the Council.

Standing for both the council and a community board

A person elected as a councillor and a community board member is deemed to be elected as a councillor and a community board member but is then deemed to have vacated the office as a community board member and the next highest polling community board candidate is deemed elected. If there is no highest polling unsuccessful candidate, in this instance, an extraordinary vacancy occurs and a by-election is required (sections 88A, 88B, Local Electoral Act 2001).

Role of community boards

The role of a community board is to:

- (a) represent, and act as an advocate for, the interests of its community; and
- (b) consider and report on all matters referred to it by the Council, or any matter of interest or concern to the community board; and
- (c) maintain an overview of services provided by the Council within the community; and
- (d) prepare an annual submission to the Council for expenditure within the community; and
- (e) communicate with community organisations and special interest groups within the community; and
- (f) undertake any other responsibilities that are delegated to it by the Council.

Christchurch City Council delegates a number of powers to community boards in relation to local issues. Information on Christchurch City Council community boards, including the Register of Delegations is available on the Council website at: ccc.govt.nz/the-council/community-boards

Powers of community boards

(1) A community board has powers that are:

- (a) delegated to it by the Council.
- (b) prescribed by the Order in Council constituting its community.

(2) The powers of a community board prescribed by Order in Council expire at the close of six years after the order comes into force.

(3) Despite subsection (1), a community board may not :

- (a) acquire, hold, or dispose of property; or
- (b) appoint, suspend, or remove staff.

20. ACCOUNTABILITY

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

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

Particular provisions in the Local Government Act 2002 that ensure the purposes of the Act are achieved include:

Section 10 which states that the purpose of local government is:

- (a) To enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for households and businesses.

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

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

These statements envelop a number of related ideas that reflect the actual job of the council and councillors:

Democracy – ensuring opportunities for participation by electors in decision-making processes, within the overall framework of representative democracy.

Effectiveness – decision-making processes are intended to ensure representatives are well informed about the preferences of electors, and electors are well informed about the actions of their representatives (and the likely consequences of those actions).

Local decision-making and accountability – a framework for decision-making that reflects the need to provide effective means for local accountability.

“Good quality” in relation to local infrastructure, local public services and performance of regulatory functions means infrastructure, services and performance that are:

- (a) efficient, and
- (b) effective, and
- (c) appropriate to present and anticipated future circumstances.

Every three years, councils are required by the Local Government Act to prepare and adopt a Long Term Plan. Each of the other two years, councils must adopt an Annual Plan. Members of the public have an opportunity for input into these plans and other major policies and projects through consultation processes, including the special consultative procedure prescribed by the Local Government Act. Under this procedure, public notice is given of council proposals, following which members of the public have one month to make written submissions and, if they wish, appear before the council to be heard in support of their submissions.

Councils are also required to prepare an Annual Report. This is a public report which sets out how well the council has carried out its stated policies and objectives, as set out in the corresponding Council Community Plan.

Accountability of a council is also maintained through:

- Triennial local authority elections.
- The Local Government Official Information and Meetings Act 1987 which promotes the open conduct of local authority meetings and prescribes rights of access to information.
- Scrutiny of council decisions and activities by the Ombudsman, the Controller and Auditor-General, the Parliamentary Commissioner for the Environment, and the Privacy Commissioner.
- Scrutiny by a review authority appointed by the Minister of Local Government, where it is considered that there has been serious mis-management.



Two commuter cyclists enjoy their morning ride to work on the separated cycleway on the Southern Motorway.

21. MEMBERS' INTERESTS AND HEALTH AND SAFETY

Local Authorities (Members' Interests) Act 1968

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

Under section 3 of the Act, elected members may not be concerned or interested in contracts made by the council when payments made for the contracts entered into during a particular year exceed \$25,000 including GST. That amount may only be exceeded if the elected member has either obtained the prior approval of the Audit Office or, in special circumstances, obtained retrospective approval. When payments exceed \$25,000 or any other approved amount, the elected member concerned is automatically disqualified from office. He or she also commits an offence if they continue to act as a member and puts any subsequent council decision at risk.

Under section 6 of the Act, elected members may not discuss or vote on any matter in which they have a pecuniary interest when it is being considered by the Council or a committee. Elected members failing to observe this prohibition commit an offence and can be prosecuted. Conviction leads to disqualification from office and it also puts the council decision at risk.

When a matter is raised at a meeting of the council or a committee in which a member has a pecuniary interest, the member prohibited from voting or discussing the matter must declare the pecuniary interest. The fact of that disclosure and abstention from discussion and voting on it is also recorded in the minutes. While it is not necessary to withdraw from the meeting, it is good practice to do so.

Health and Safety at Work Act 2015

The Health and Safety at Work Act 2015 (the Act) is part of a reform package aimed at reducing the number of serious work-related injuries and deaths in New Zealand by at least 25 per cent by 2020. It came into force on 4 April 2016.

The Act is a new way of thinking about health and safety for New Zealand. The Act is designed to:

- Ensure everyone has a role to play
- Make everyone's responsibilities clear
- Focus on managing risk
- Require those who create the risk to control the risk
- Require businesses to engage with their workers and enable them to participate on an ongoing basis
- Allow flexibility in managing health and safety risks.

For elected members, the most significant implication is the introduction of the role of officer and the requirement for officers to meet due diligence duties.

What is an officer and what do they need to do?

An officer is a person who holds a very senior leadership position, and has the ability to significantly influence the management of a business. At Christchurch City Council, this includes elected members and the Chief Executive.

Officers must ensure the business is meeting its health and safety responsibilities by doing due diligence to ensure the business understands and manages its key risks. To do this, officers must take reasonable steps to:

- Keep up to date knowledge of health and safety
- Understand the operations of the business
- Ensure and check their business has appropriate resources and processes for health and safety.

Elected members of a Council are not required to exercise due diligence over a Council Controlled Organisation (CCO) providing they are not an officer of that CCO e.g. an elected member will be an officer of a CCO if they are on the Board of the CCO.

Christchurch City Council and elected members as officers under the Act

Christchurch City Council is proactively partnering with elected members to ensure Christchurch City Council and its officers can meet their responsibilities under the Act.

Liabilities of officers under the Act

Under the Act there are offences that can be committed that carry fines (which need to be paid in some cases by the organisation and in some cases personally by the officer) and in extreme cases even jail sentences. Elected members as officers have an exemption under the Act from most offences. Offences that elected members as officers can potentially be liable for include a failure to comply with an improvement notice. However, it is more likely such a notice would be given to the Chief Executive of the Council than any elected members.

22. CONFLICT OF INTEREST

Prospective candidates also need to be aware of the Auditor General's guidelines regarding conflicts of interest as they relate to the Council.

A conflict of interest can occur where your responsibility as an elected member may be affected by some other interest you may have. Examples of such other interests which may conflict are being on the executive of an organisation seeking funding from the Council, something you have said on an issue in the past or a family relationship.

The law requires that public decisions - be procedurally fair and that people, such as councillors and community board members, carry out their duties fairly and free from bias. A test of whether or not there is a conflict is to consider: *Would a reasonable, informed observer think your impartiality might have been affected?*

It is the appearance of a conflict, not proof of an actual conflict that is important. Whether a person believes they have a conflict is irrelevant. The Auditor-General notes that if a conflict of interest is not declared and properly managed then a court could invalidate a Council or community board decision.

Conflicts of interest do arise from time to time and the management of these is important. If there is a conflict of interest, a way to manage this is by an elected member not taking part in the discussion or voting on a matter.

Register of Interests

Christchurch City Council has adopted a Register of Pecuniary Interests and Other Specified Interests based on the model currently used by Members of Parliament. It has been signed by the Mayor, all councillors and the Council's Executive Leadership Team.

This register is designed to provide transparency in the governance of the Council to increase public confidence, to enhance the democratic process and to protect elected members in the event of scrutiny or public criticism. A register for the new council will be adopted in early 2017.

23. POST-ELECTION PROCESSES

Mayor, council and community boards

The successful candidates will take office on the day after the electoral officer gives her official notification of the result of the election. However, no person is permitted to act as a member of the Council or a community board before making a declaration. Declarations will be made at inaugural meetings.

The programme of inaugural meetings, induction and training is under development. The information below includes key dates to be diaried. Informal sessions with elected members and staff will also be scheduled.

Inaugural meeting

The Council and community boards will hold inaugural meetings in October 2016 where they will:

- Make and attest the declarations required of the Mayor and councillors.
- Elect a Chairperson (if any) and make and attest the declaration required of the Chairperson.
- Receive a general explanation of the Local Government Official Information and Meetings Act 1987 and other laws affecting elected members.
- Fix the date and time for their first ordinary meeting, or adopt a schedule of ordinary meetings.

The following dates have been set for Inaugural meetings:

- Council Inaugural Meeting – Thursday 20 October, late afternoon
- Community Board Inaugural Meetings – from Tuesday 25 October

Induction Programme

The following events for the elected member induction programme have been confirmed. Successful candidates will be required to attend these events:

- Wednesday 19 October, Civic Offices, Christchurch City Council Elected Members' Induction Day (full day)
- Thursday 3 November, Civic Offices, Local Government New Zealand Elected Members' Induction Day

Dates for future events will be communicated to successful candidates.

Equipment and Technology

Elected members will be provided with the required information and support to perform their role. This will include a Council email address and security access card. Important information for elected members will be available through online and electronic channels.

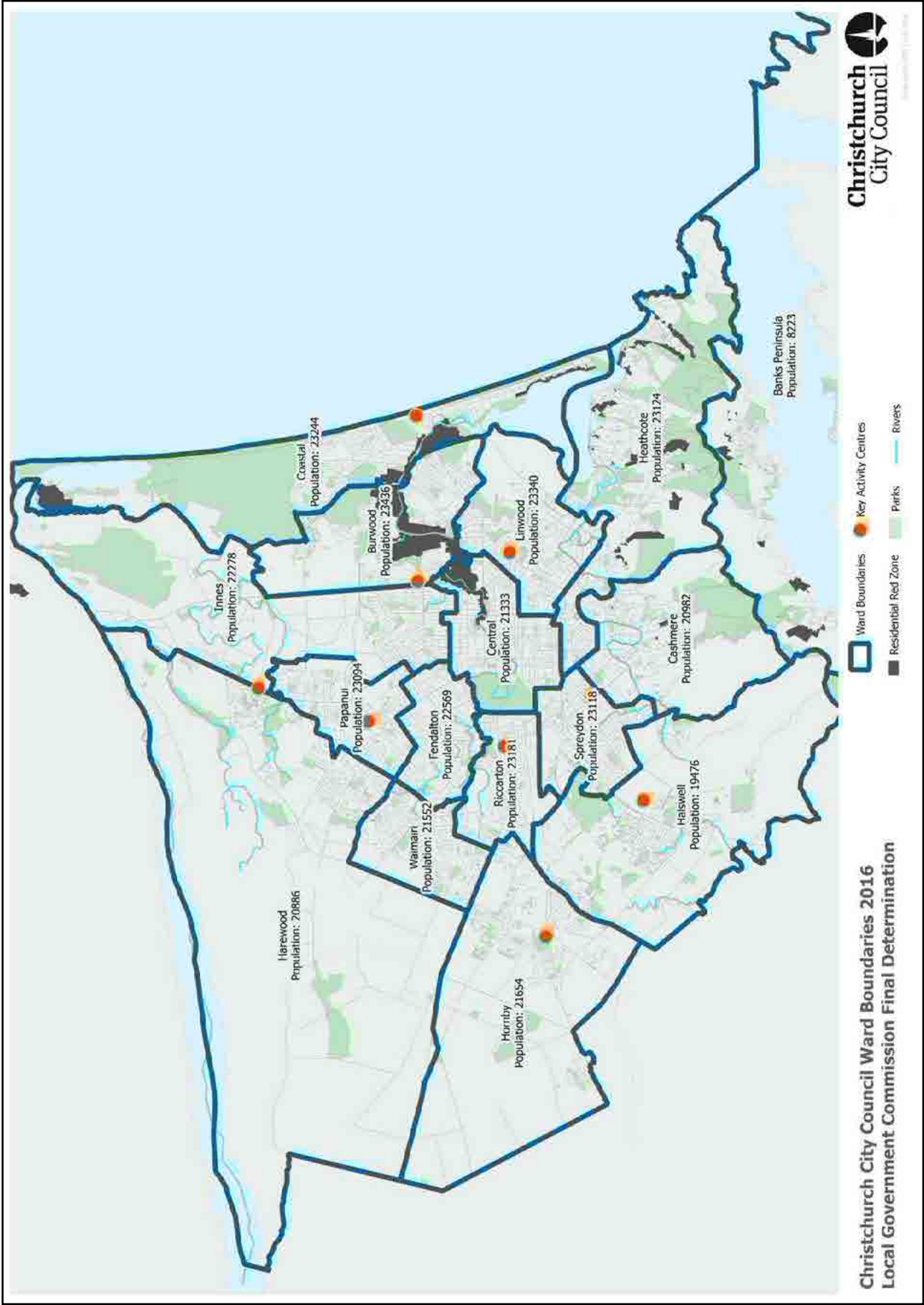
Agendas and meeting documents will be provided electronically to members. This will take effect from October 2016 for councillors and be phased in after this for community board members. Training, technology and support will be available.

Ongoing Professional Development and Training

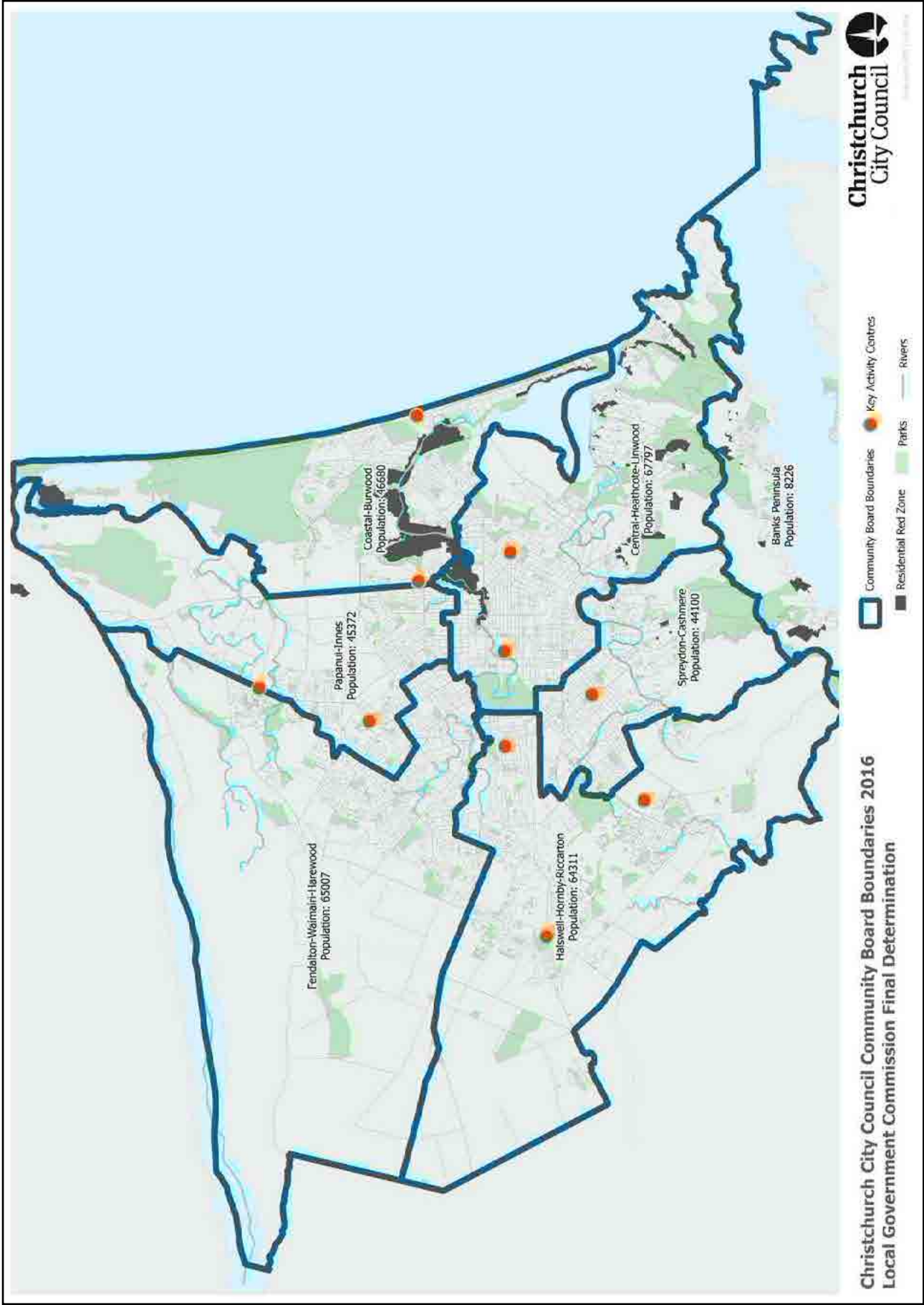
An ongoing professional development and information sharing programme will be developed for elected members. It is expected this will include sessions specific to wards and community board areas.

24. WARD/COMMUNITY MAPS

WARD OVERVIEW



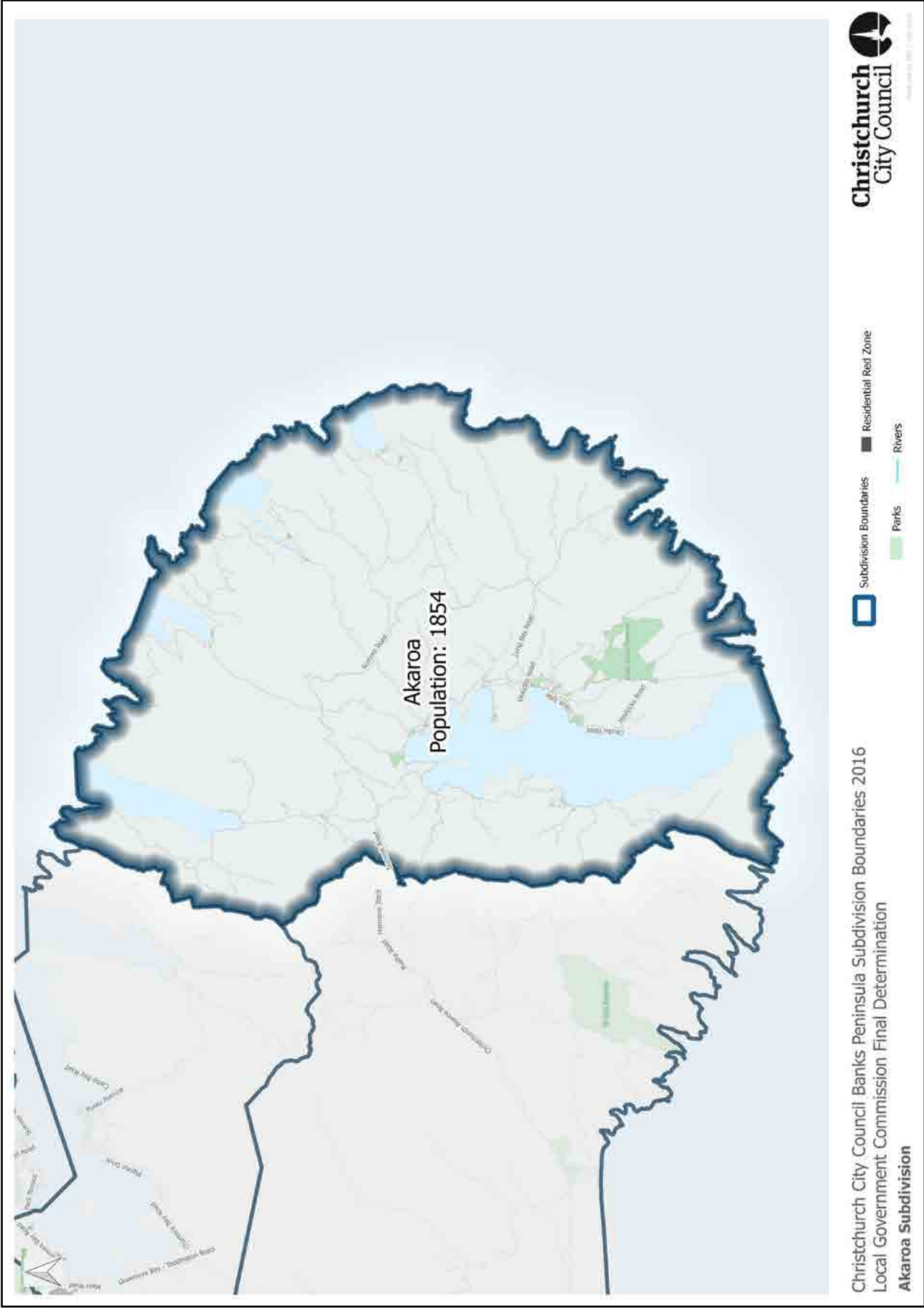
COMMUNITY BOARD OVERVIEW



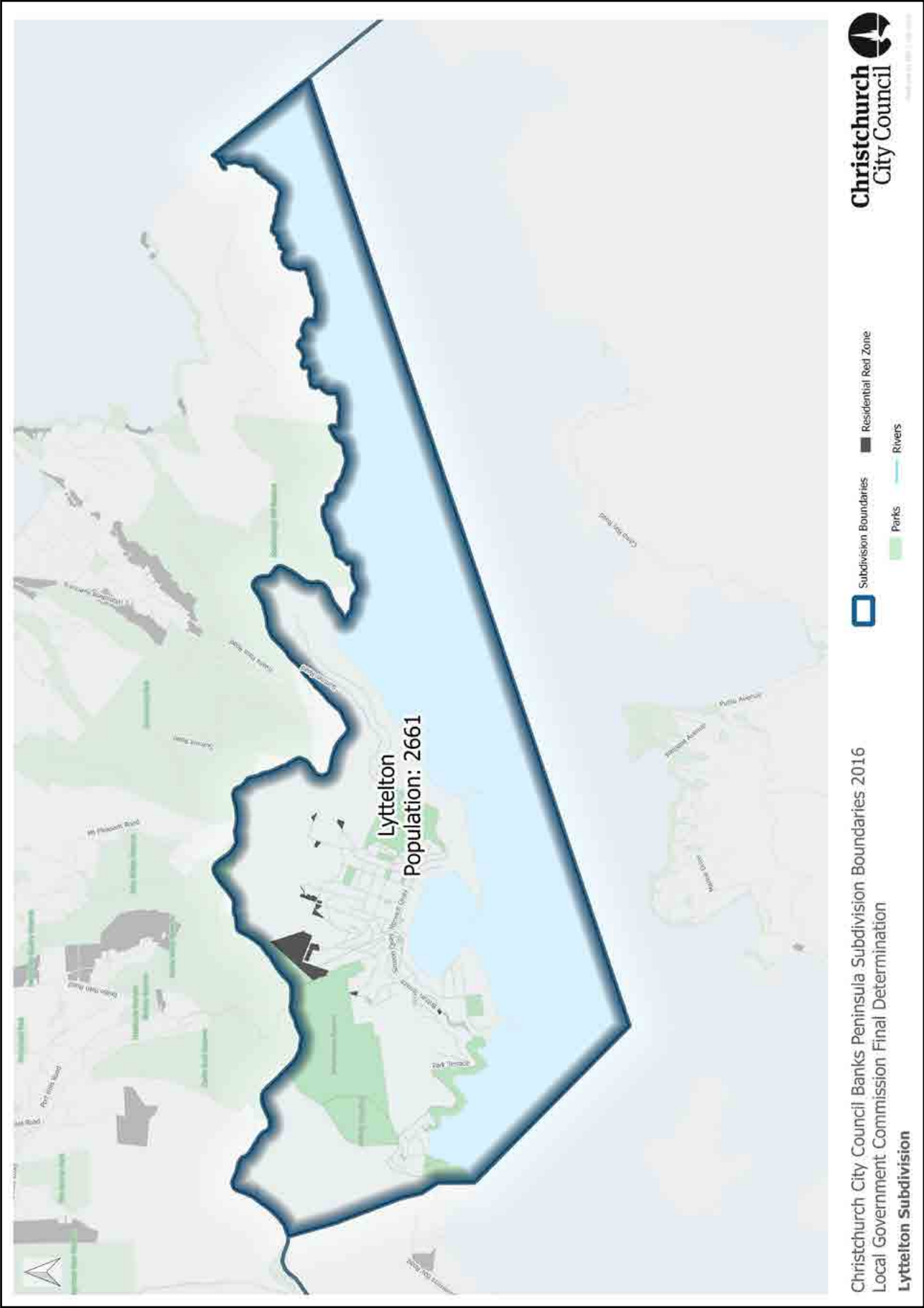
BANKS PENINSULA WARD



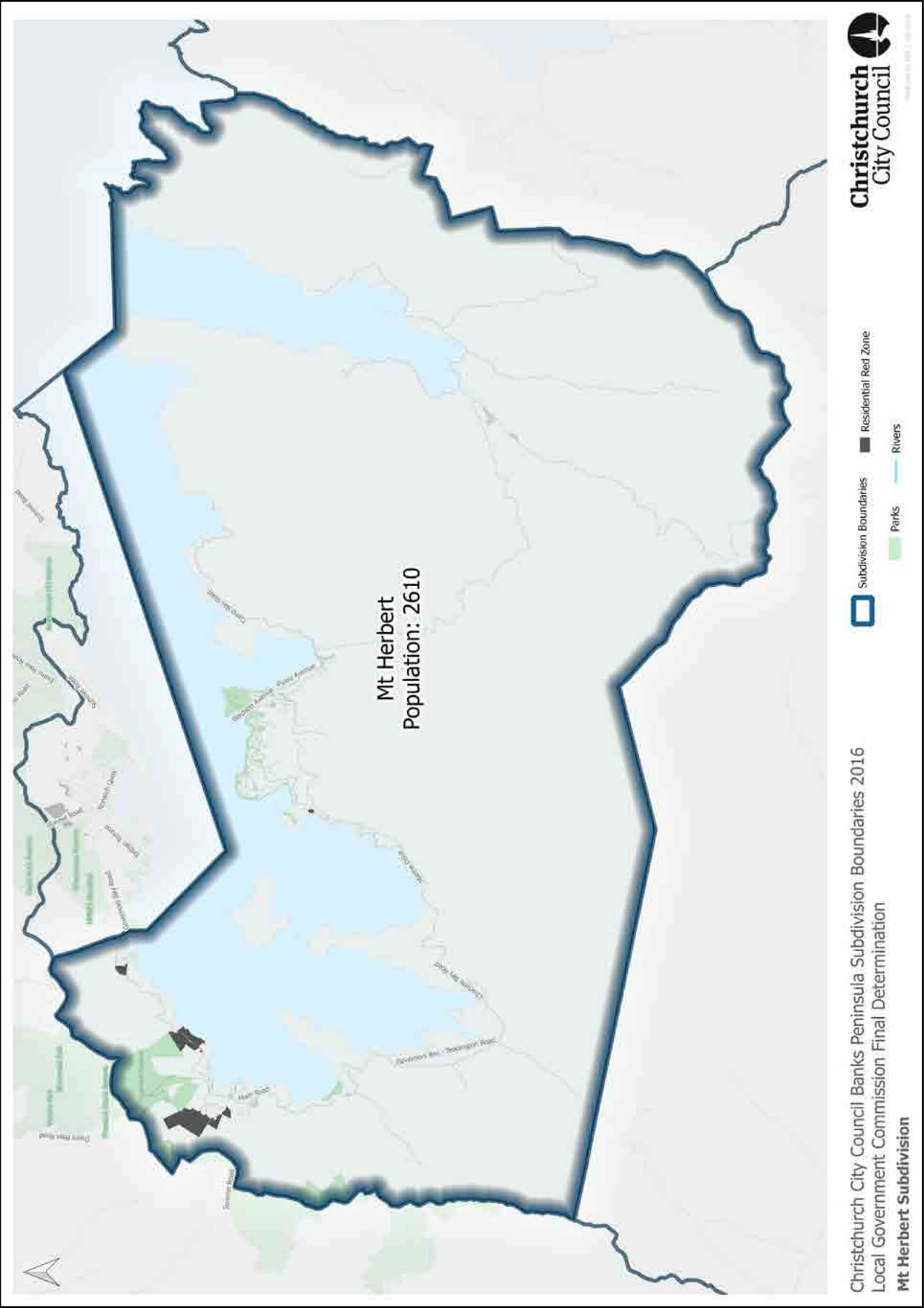
AKAROA SUBDIVISION,
BANKS PENINSULA WARD



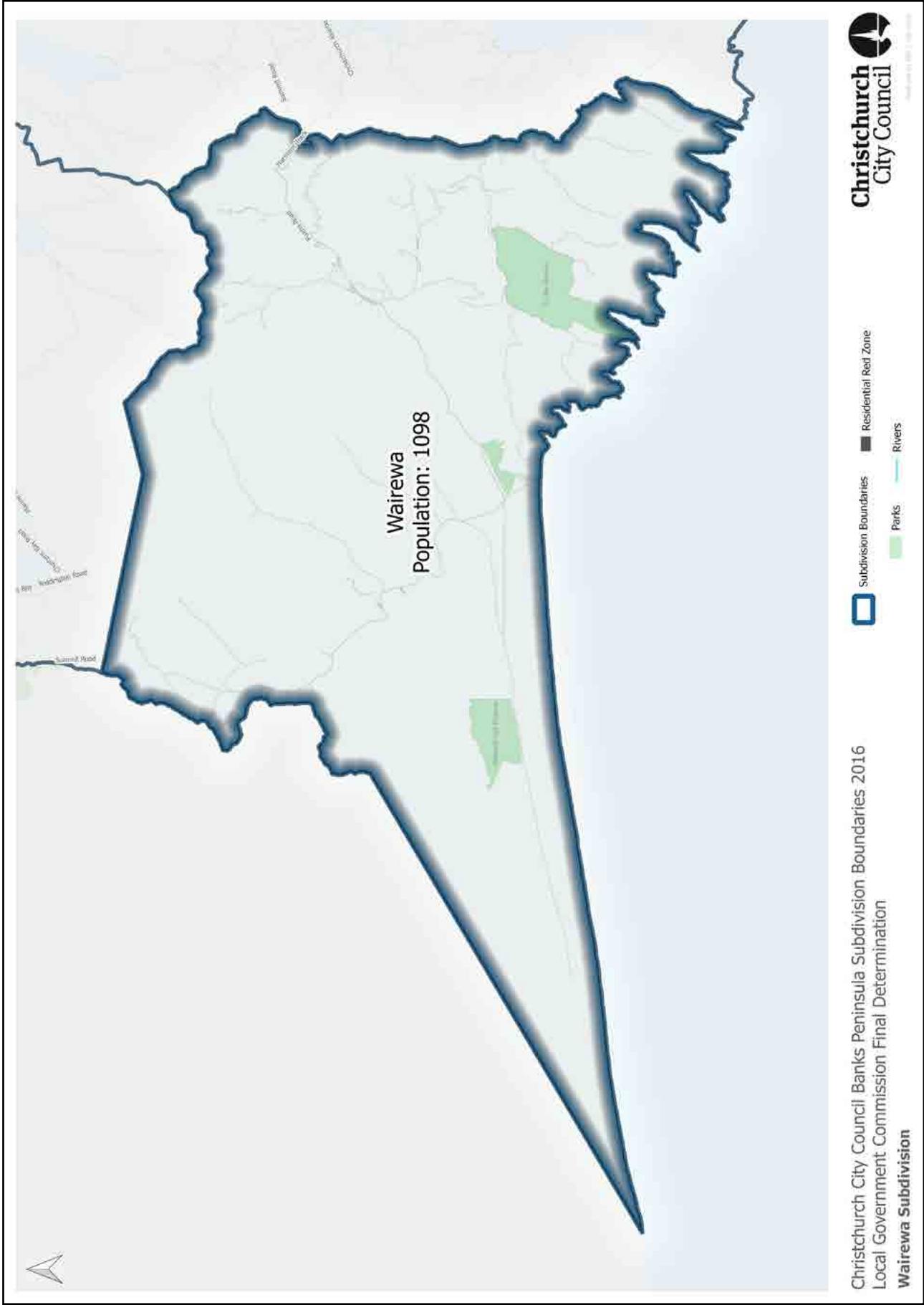
LYTTELTON SUBDIVISION, BANKS PENINSULA WARD



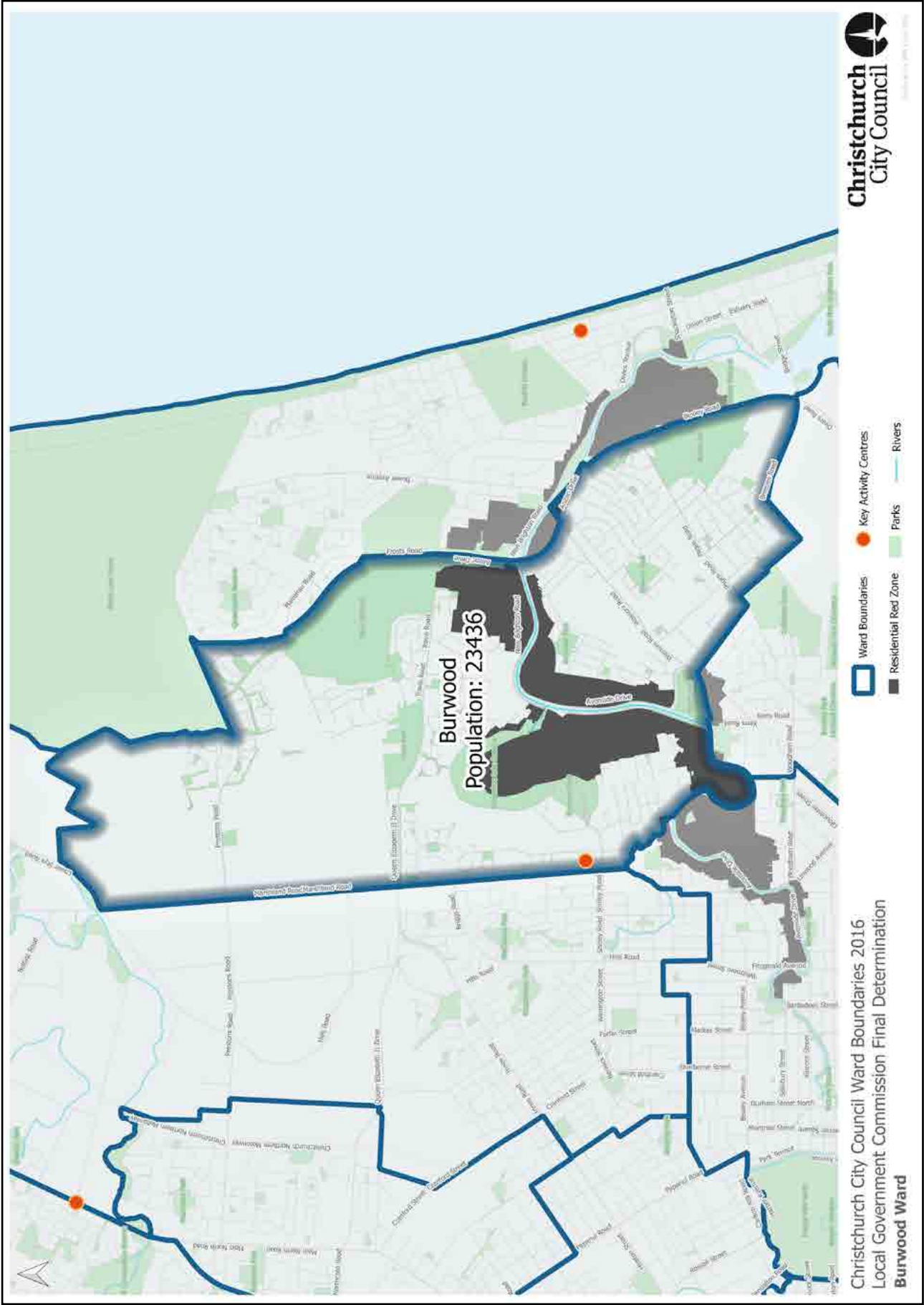
MT HERBERT SUBDIVISION, BANKS PENINSULA WARD



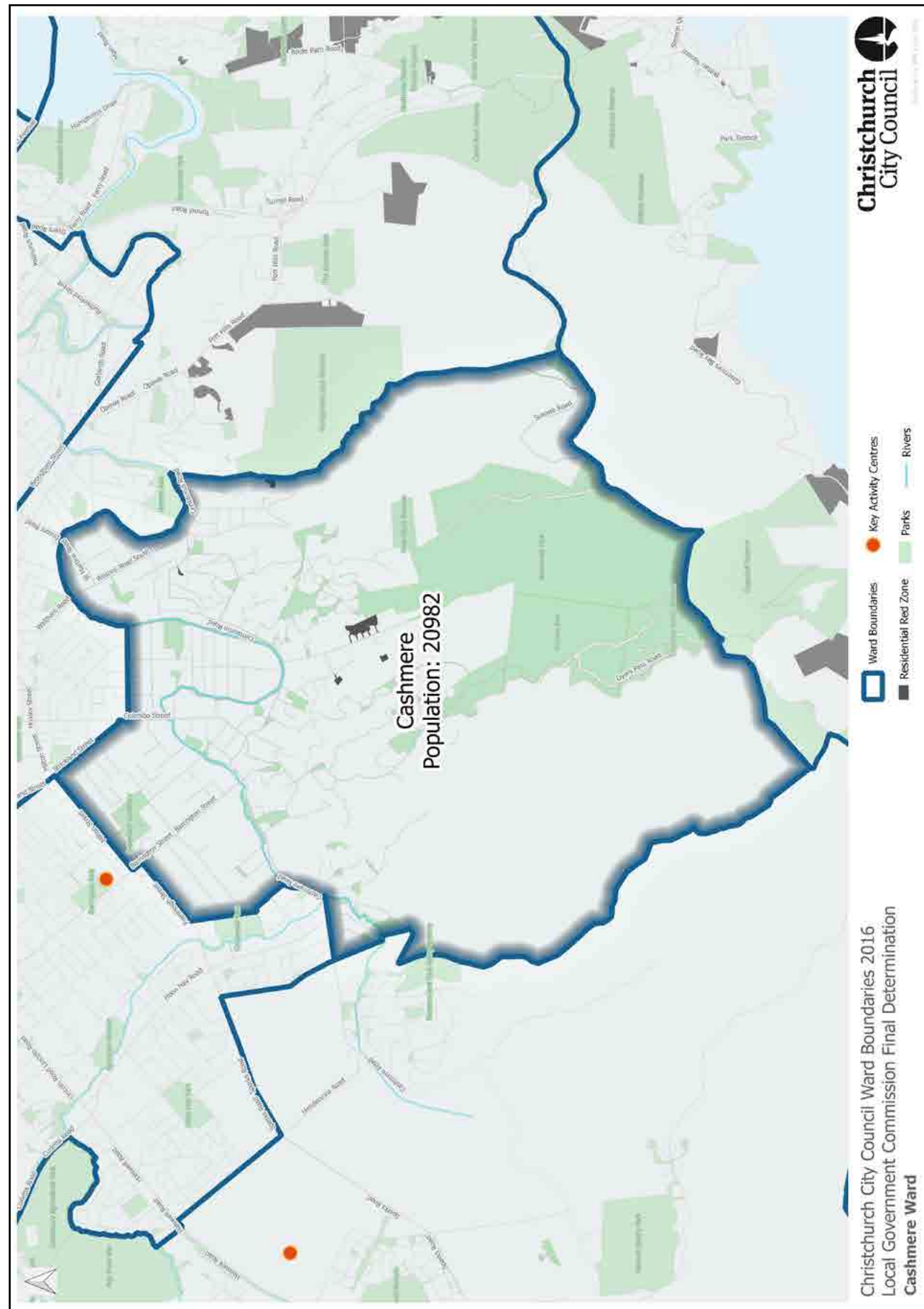
WAIREWA SUBDIVISION, BANKS PENINSULA WARD



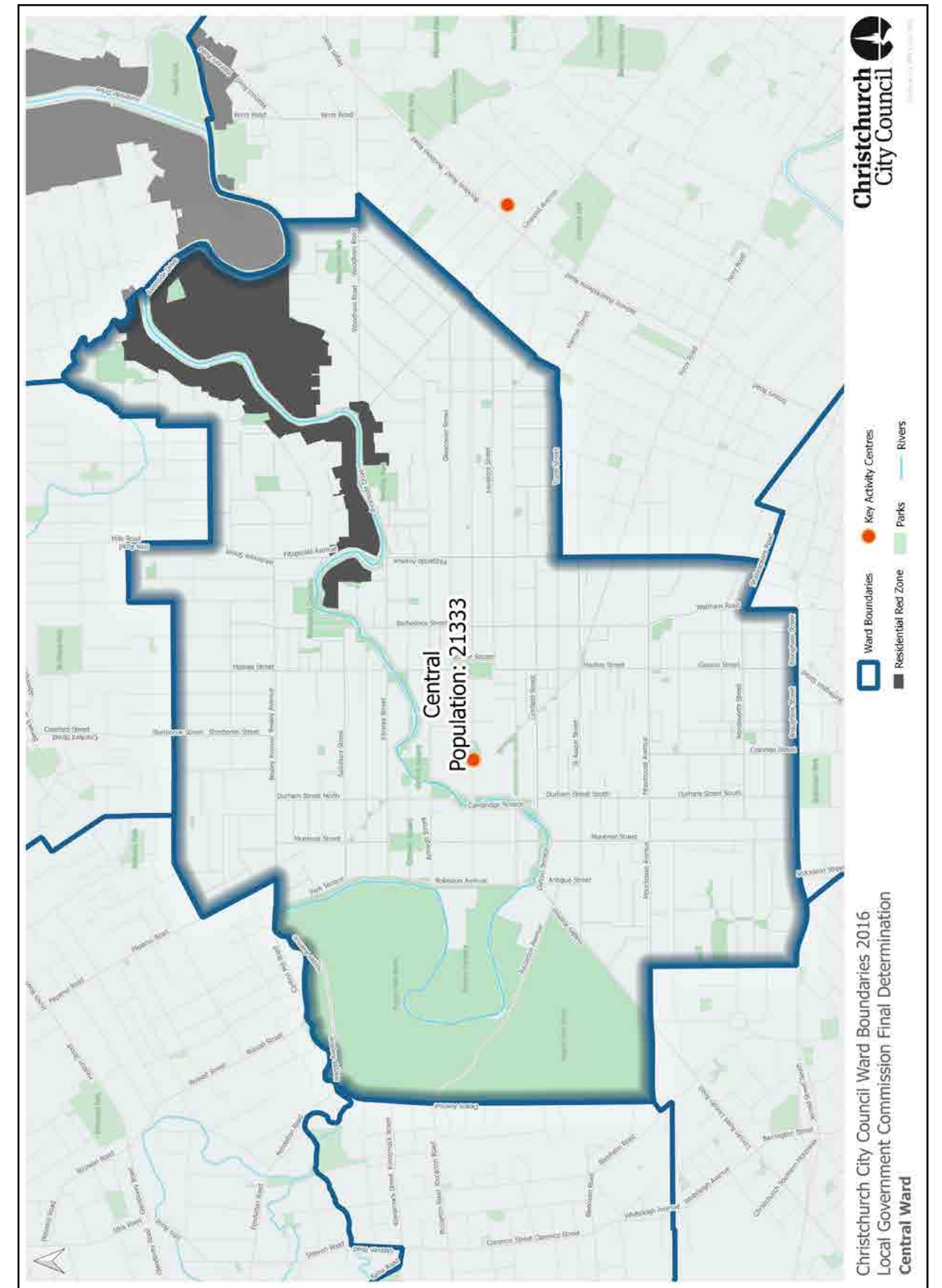
BURWOOD WARD



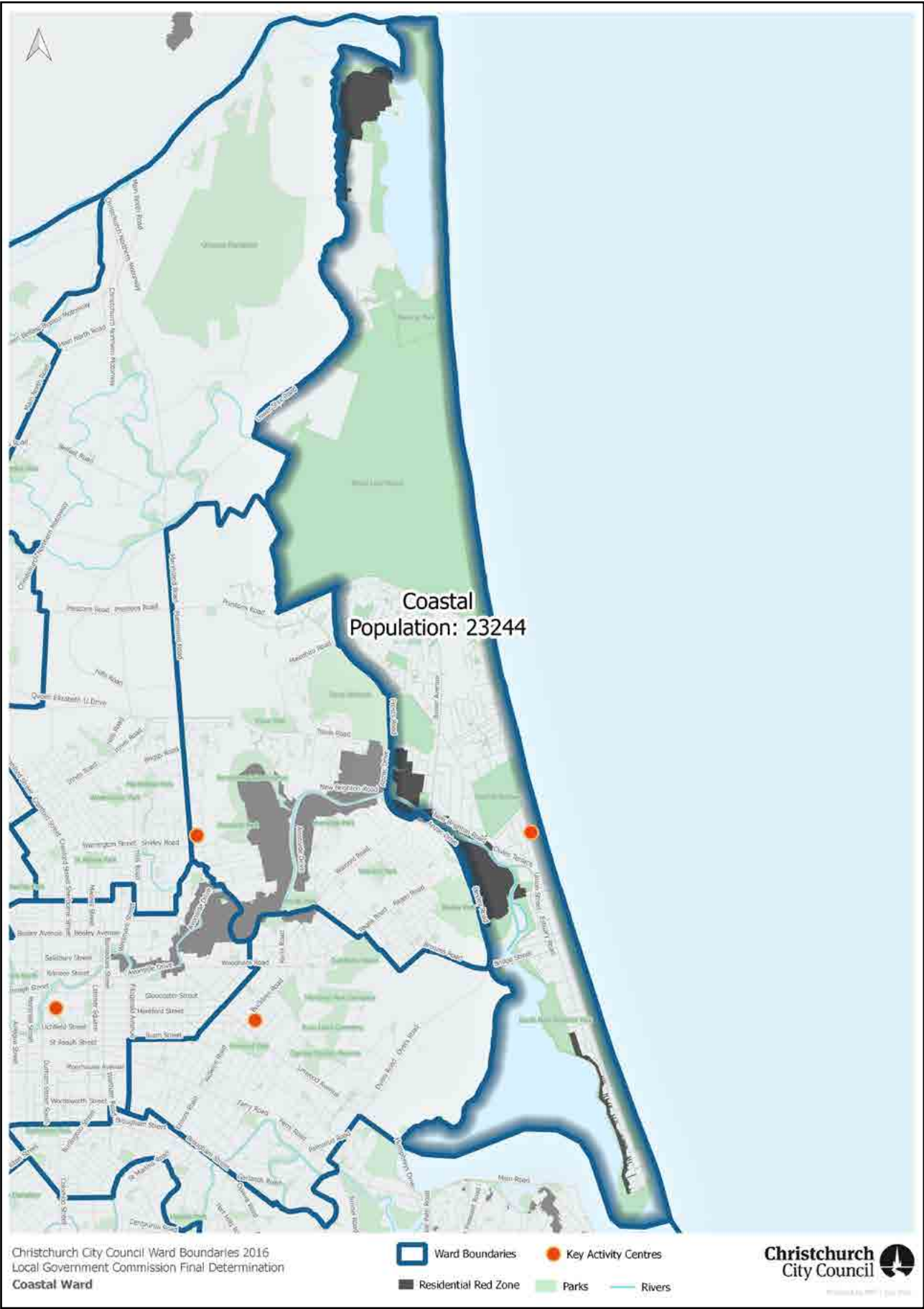
CASHMERE WARD



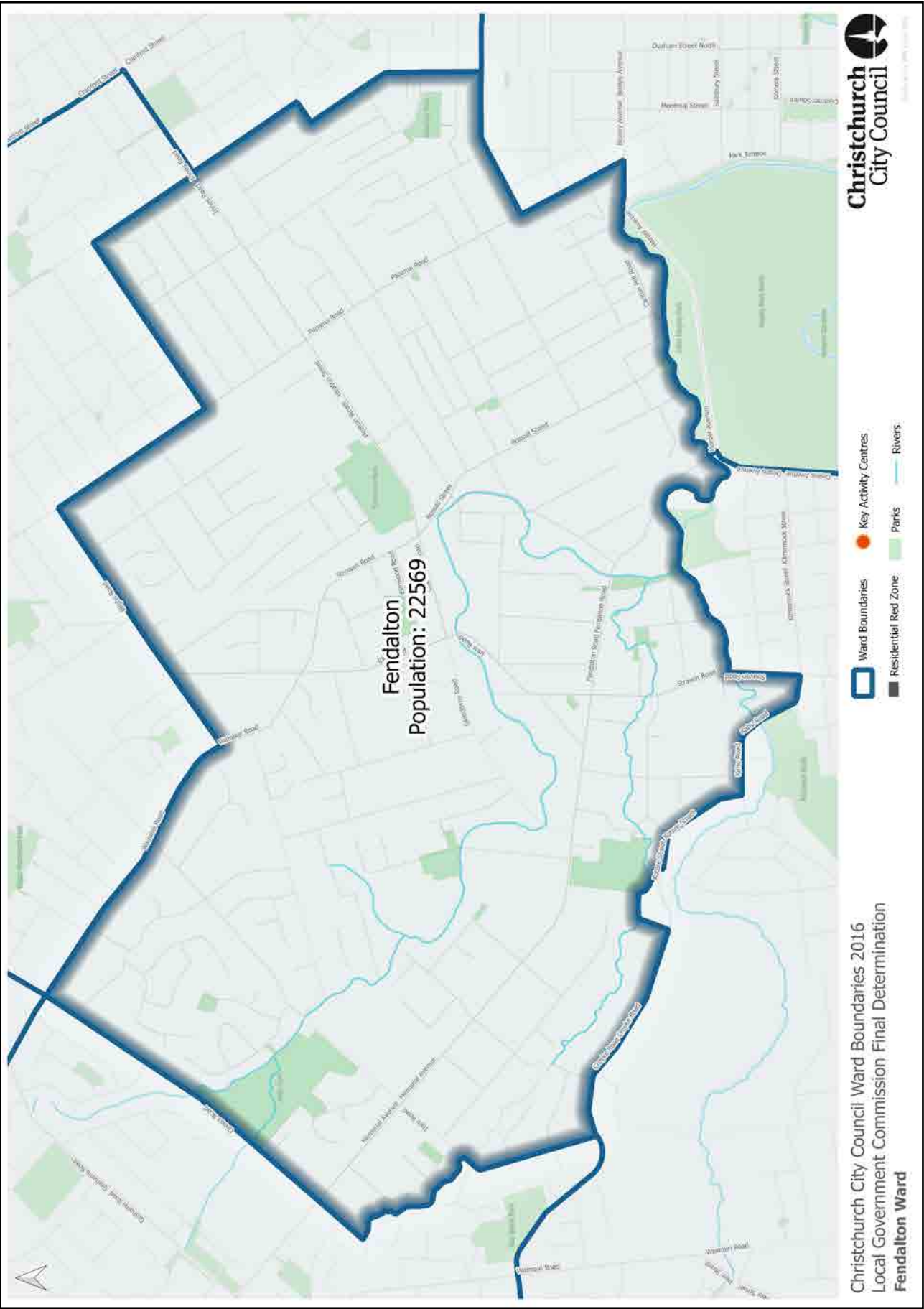
CENTRAL WARD



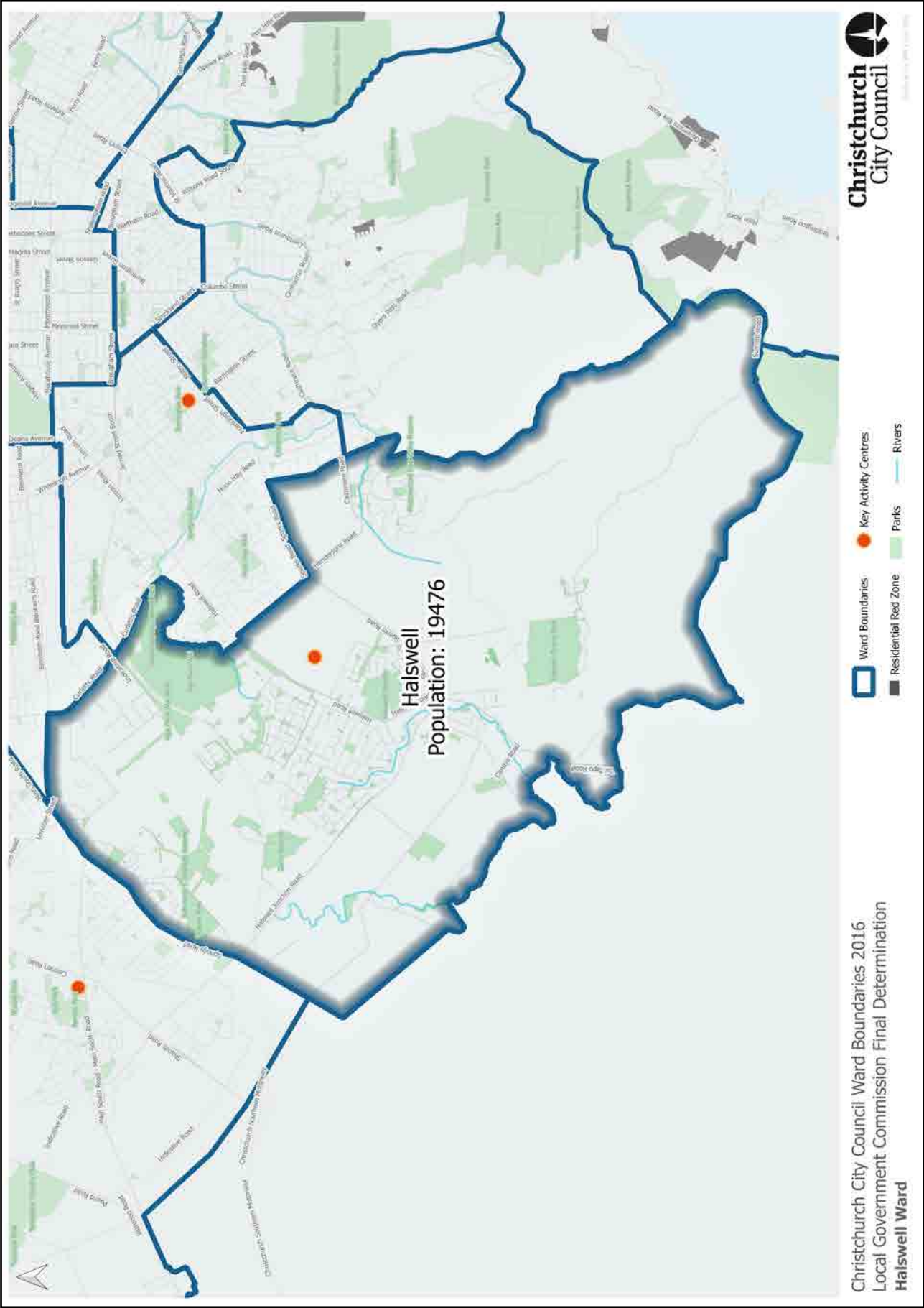
COASTAL WARD



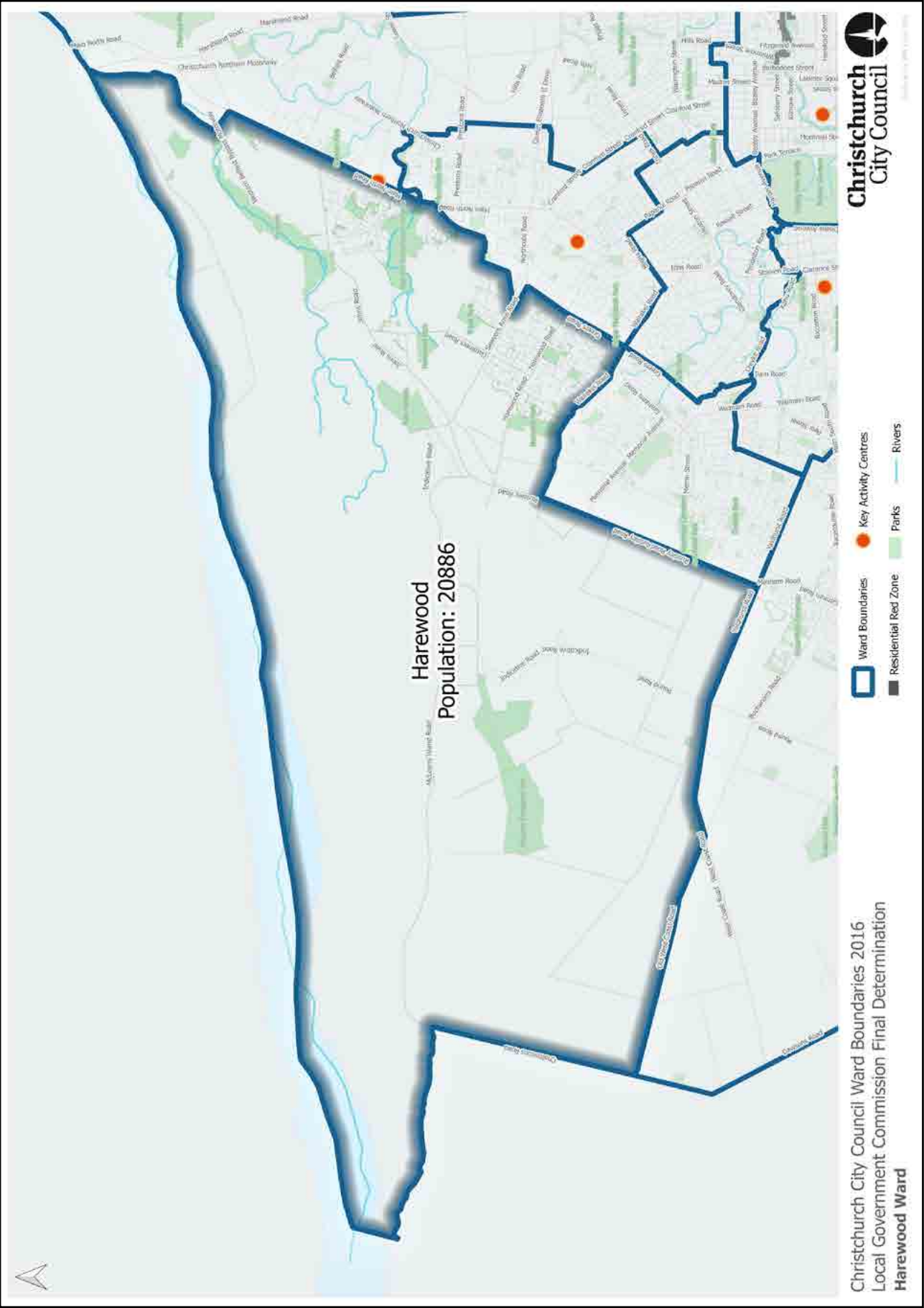
FENDALTON WARD



HALSWELL WARD



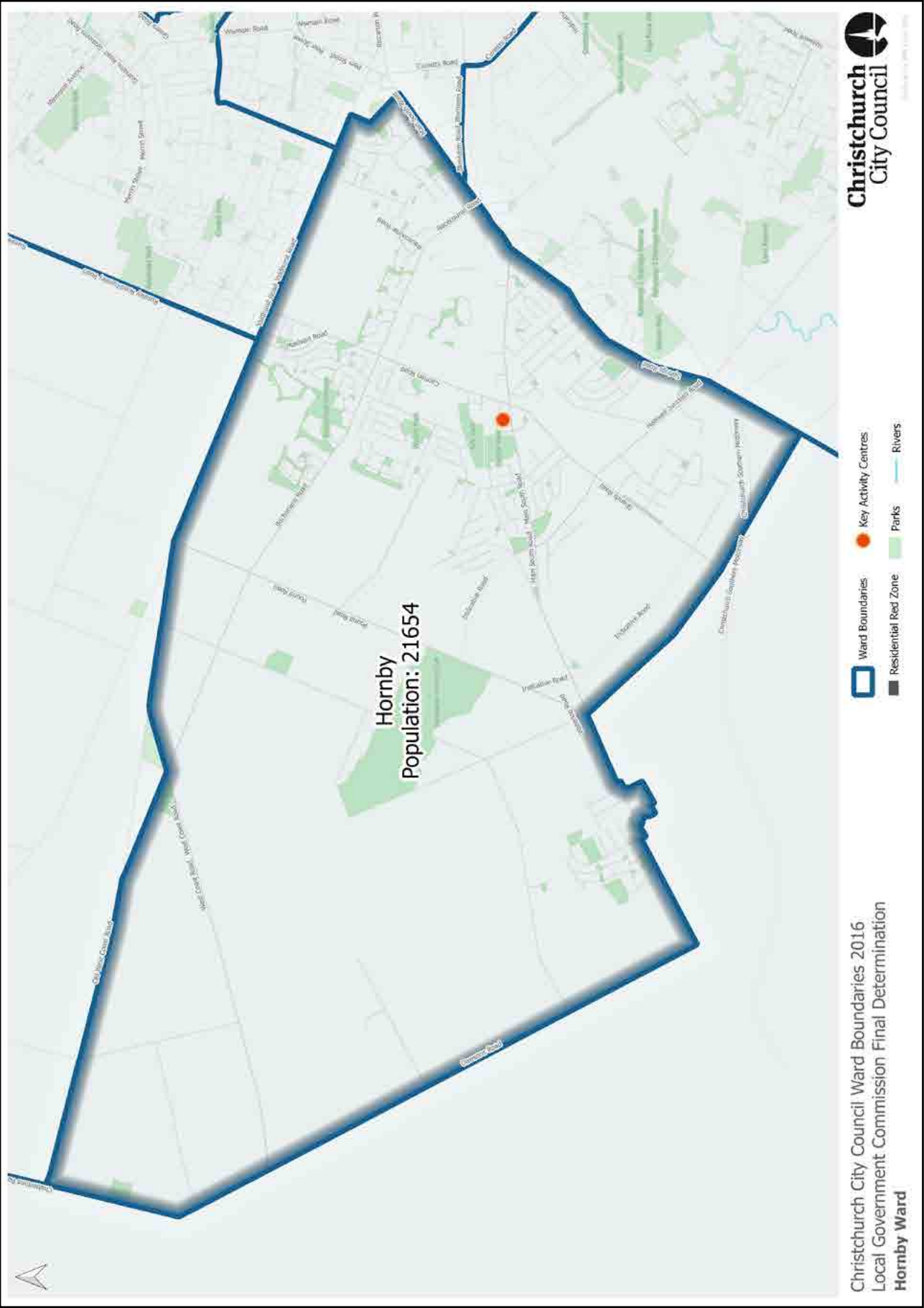
HAREWOOD WARD



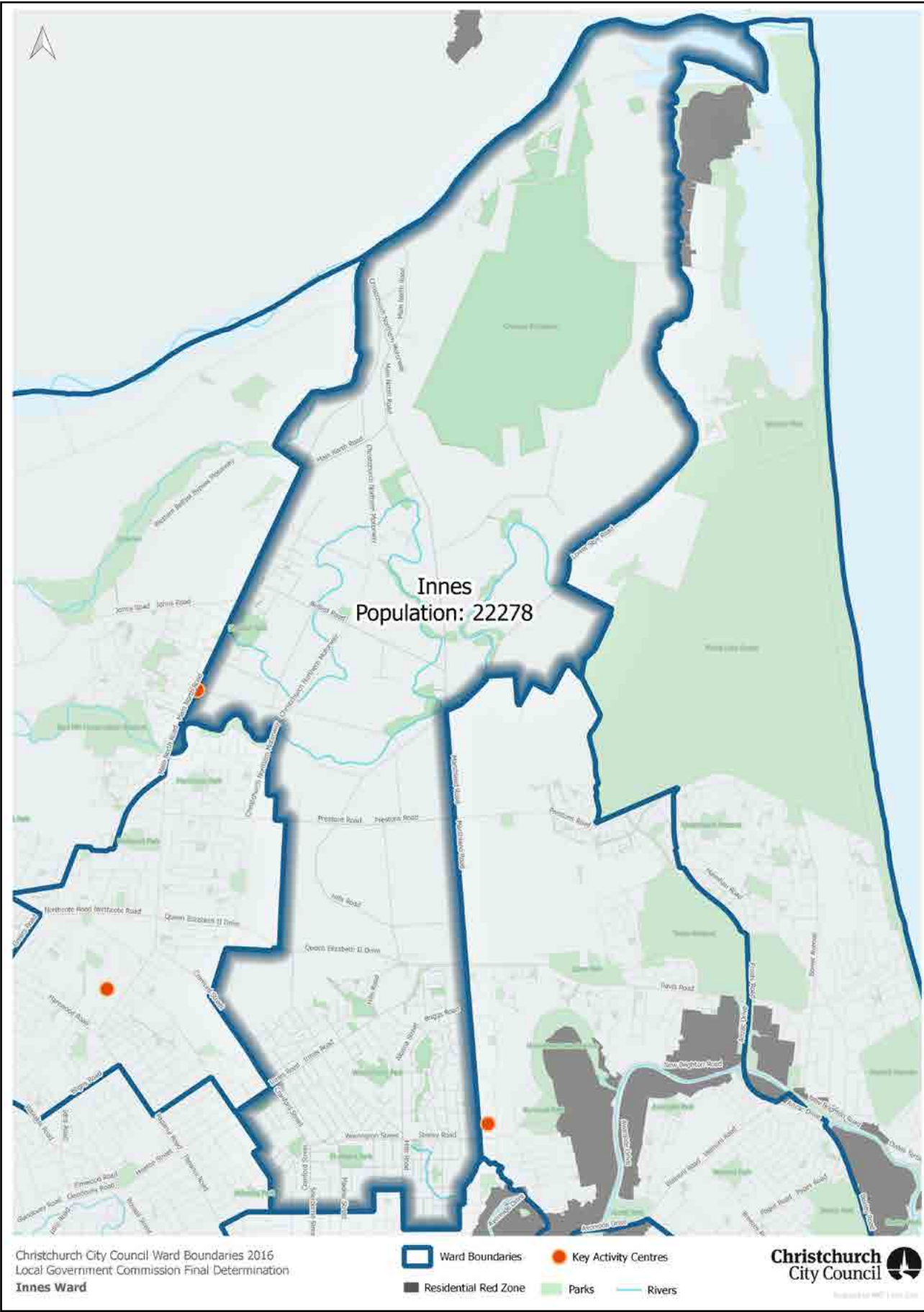
HEATHCOTE WARD



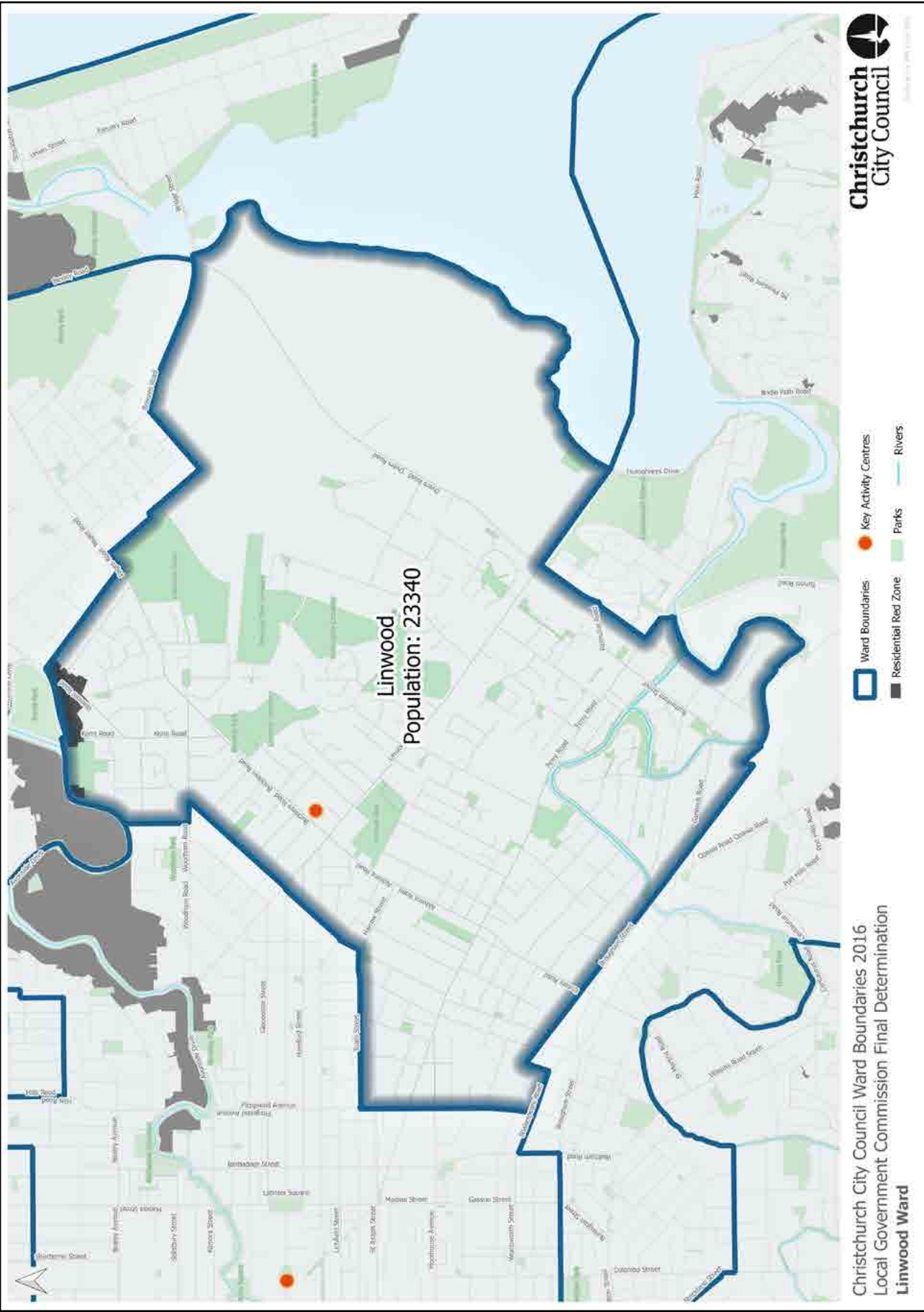
HORNBY WARD



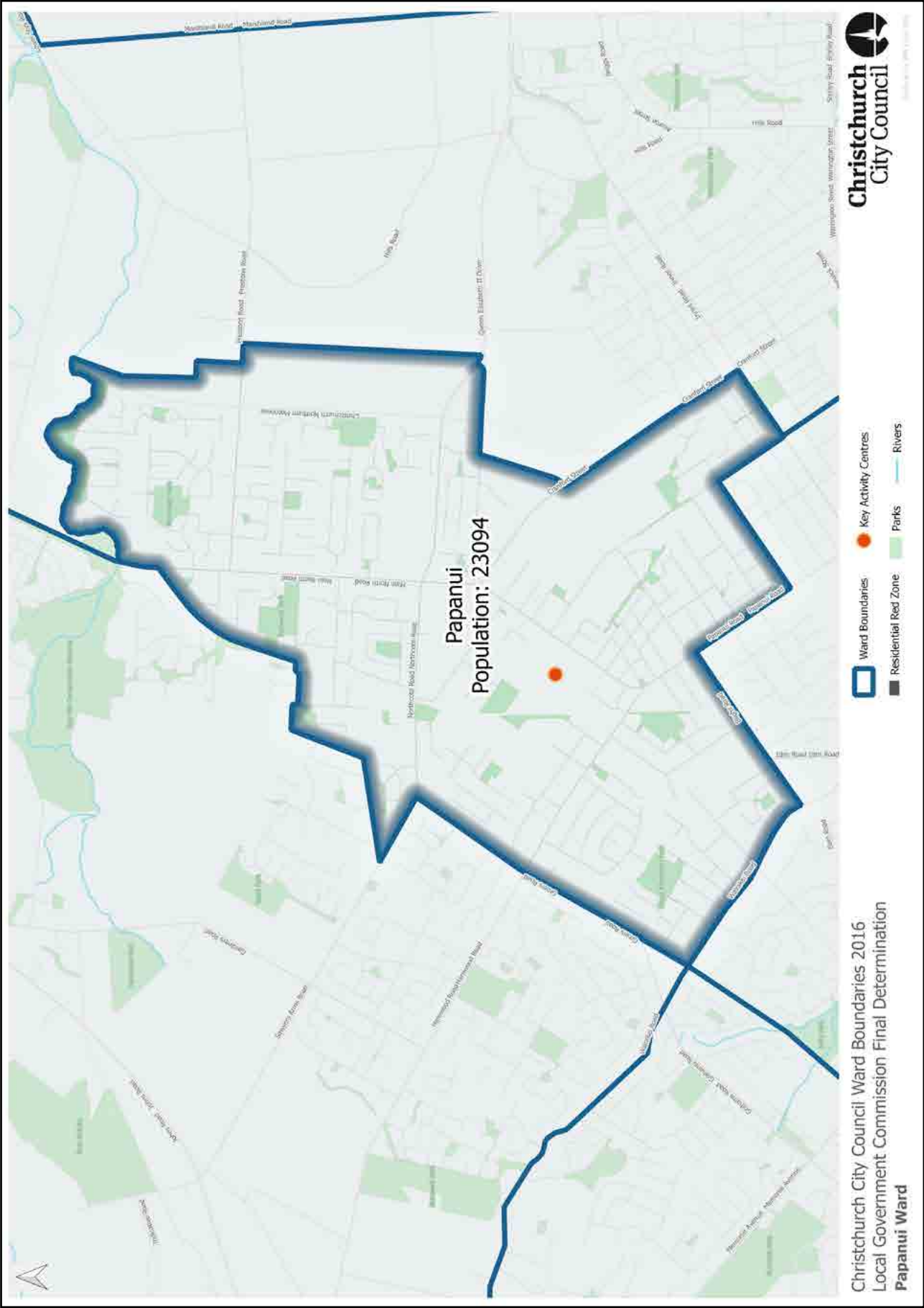
INNES WARD



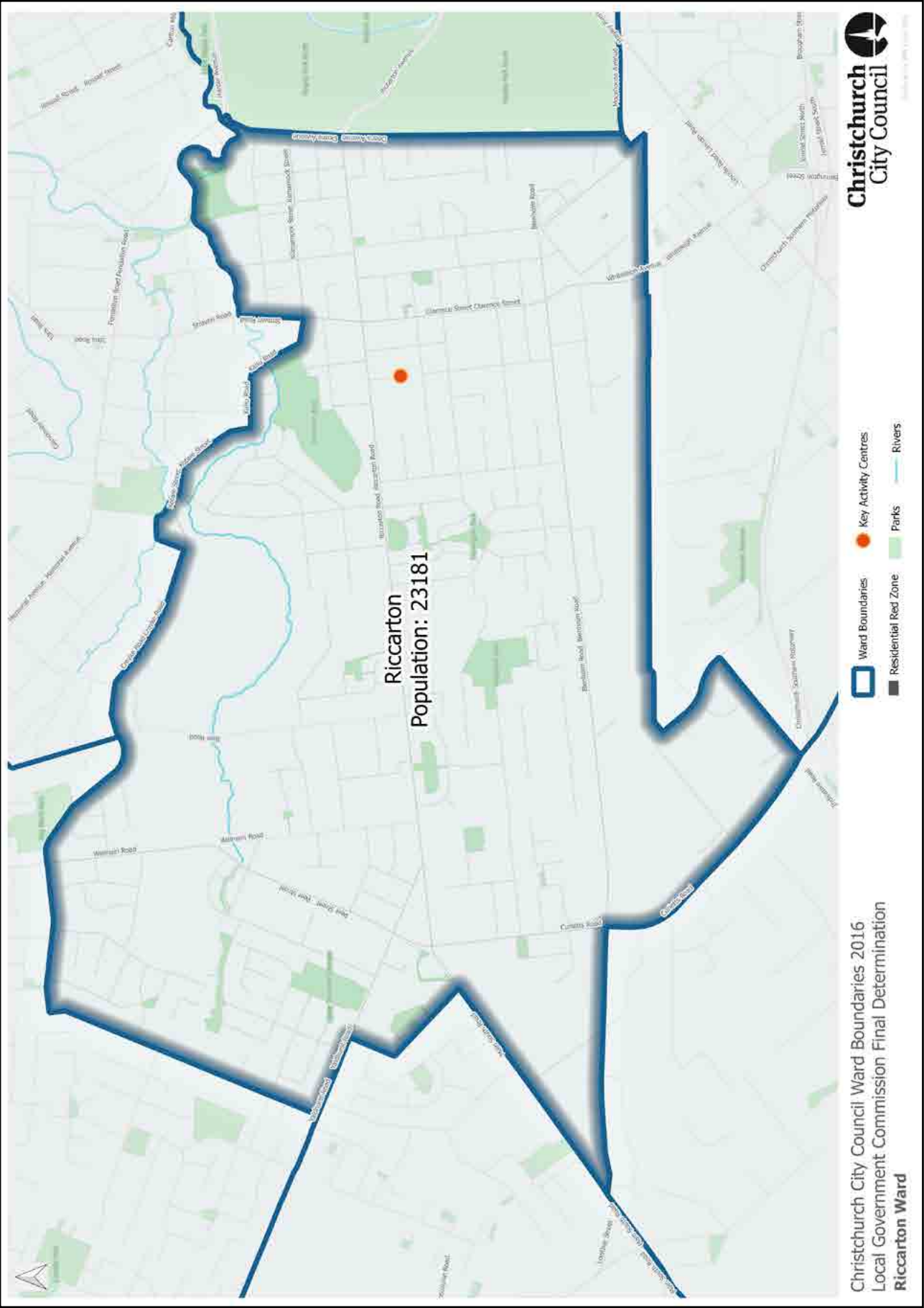
LINWOOD WARD



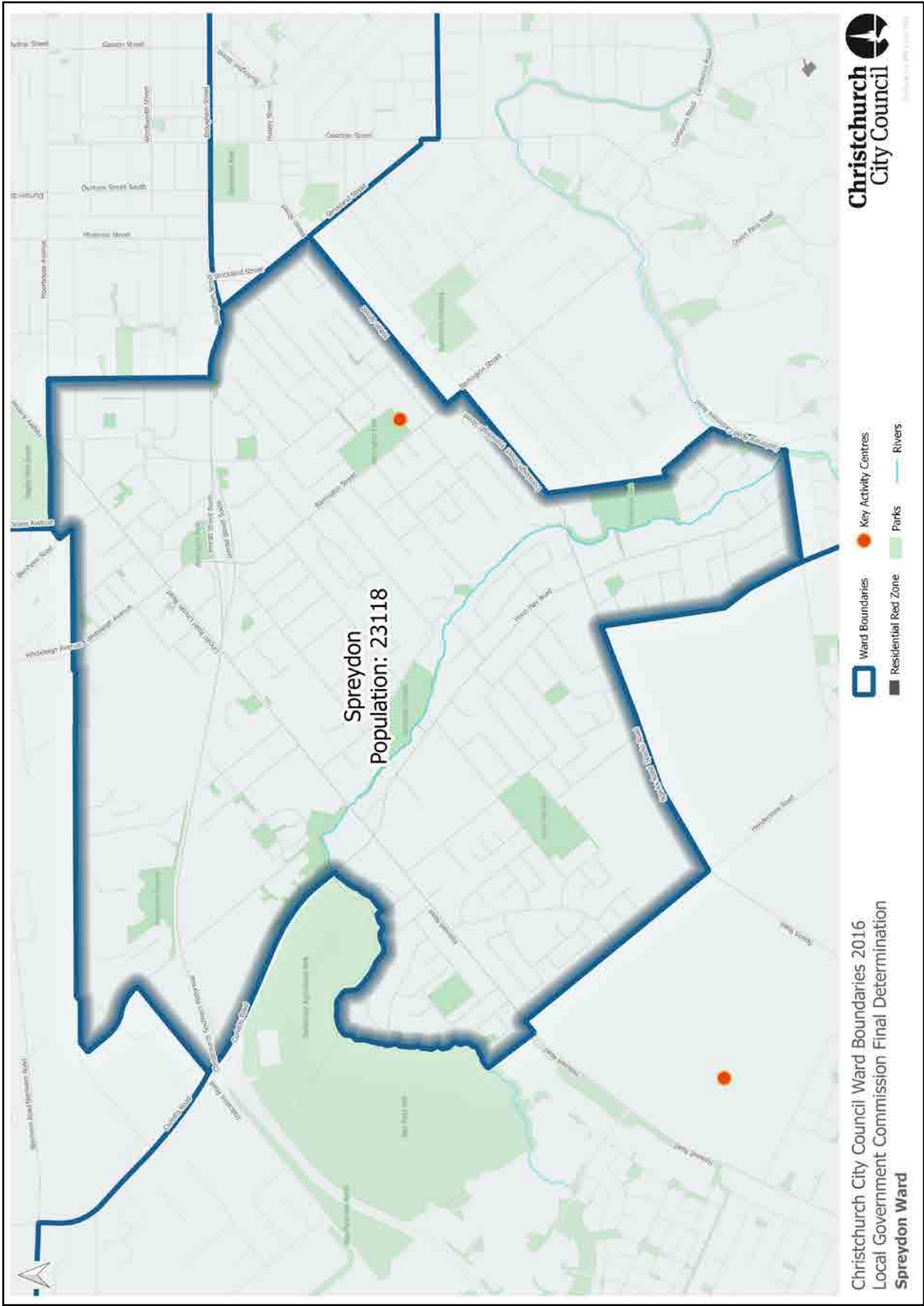
PAPANUI WARD



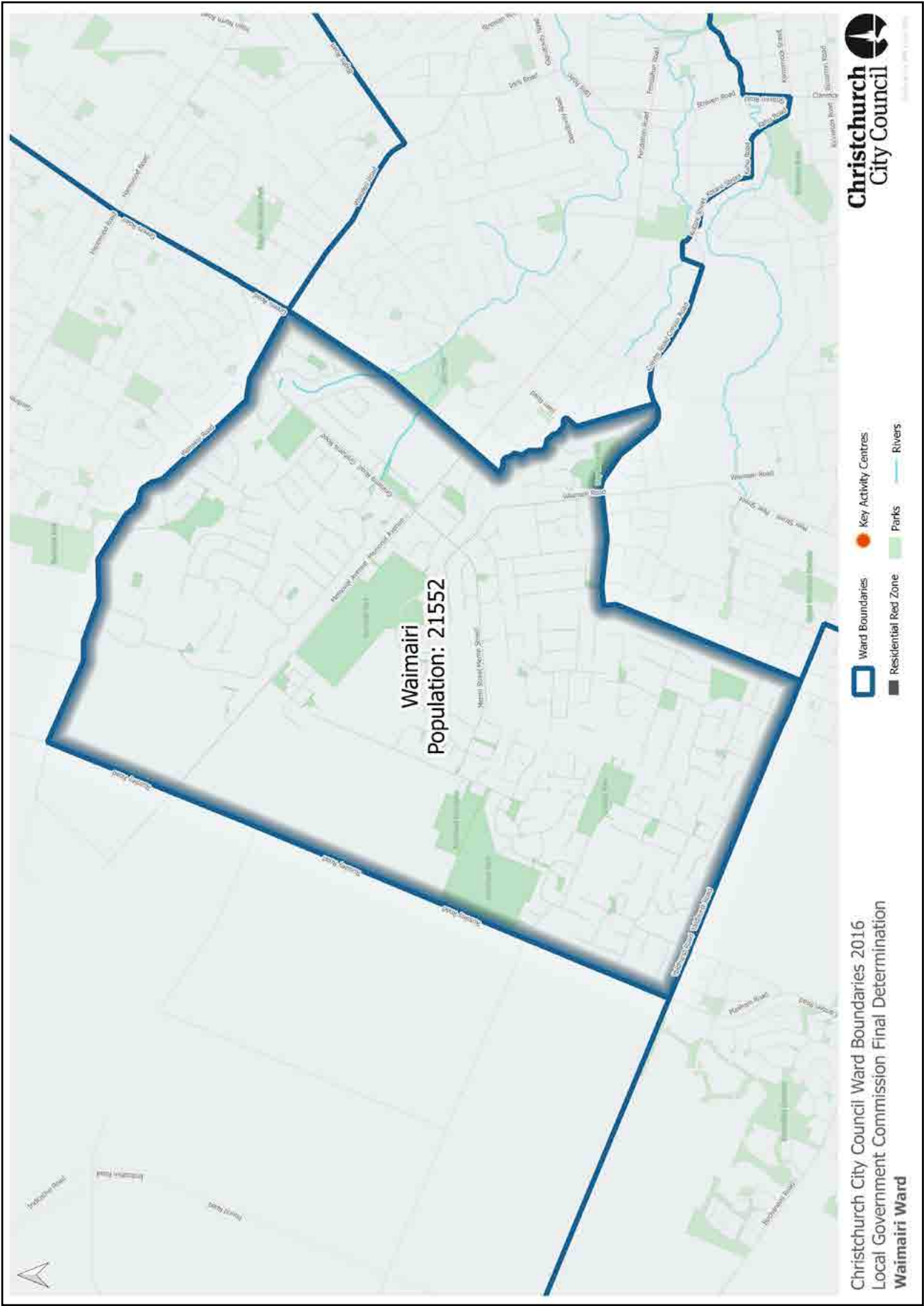
RICCARTON WARD



SPREYDON WARD



WAIMAIRI WARD



APPENDICES



A stunning view across Akaroa Harbour

APPENDIX 1 CANDIDATE PROFILE STATEMENTS

Right to Submit a Candidate Profile Statement (CPS)

Every candidate for election to a local authority may submit a CPS with their nomination (section 61 of the Local Electoral Act 2001).

This is a permissive right, it is not mandatory to submit a CPS.

Where a candidate is standing for two or more offices, e.g. mayor and councillor they may submit a CPS for each office (Clause 26 of the Local Electoral Regulations 2001).

Candidate Profile Statement Conditions

Under section 61(2)(a) and (3) of the Act and Clause 27 of the Regulations, a CPS:

- if in English or Maori or both, 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 other than English or Maori, must not exceed 150 words, or the equivalent, if symbols are used rather than words. This includes any translation of those words into another language provided by the candidate. Where a CPS is in a language other than English or Maori, then the candidate must provide a CPS in English or Maori.

Candidate profile statement language	Total word count
English	150 words
Maori	150 words
English + Maori (must be substantially consistent with each other)	300 words
Other language (Non English/Maori) + English translation OR Maori translation	150 words
2 or more other languages (Non English/Maori) + English translation OR Maori translation	150 words

Every CPS must be submitted with the candidate's nomination form. Statements should also be provided electronically, on CD, pen drive or as an attachment to an email to the electoral officer at elections2016@ccc.govt.nz

The content of a CPS, under section 61(2)(c), must be confined to information:

- concerning the candidate or any group or organisation the candidate claims affiliation to under section 55(4) of the Act;
- 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.

Candidate profile statements must state if the candidate's principal place of residence (where registered as a parliamentary elector) is within the area for which the candidate is standing in and must specify each position the candidate is seeking election for (including if standing in another Council's area). These statements are not included in the 150 word limit.

Candidates may also submit a recent (less than 12 months old) photograph for inclusion with the CPS in the booklet to accompany the voting papers. Photos should be provided electronically, on CD, pen drive or as an attachment to an email to the electoral officer at elections2016@ccc.govt.nz

If hard copy photographs are provided, two copies of each photo should be provided with the candidates name clearly printed on the rear of each photograph (care needs to be taken when labelling hard copies of photos to ensure the photo image is not damaged in the process). Photos will not be returned to candidates.

Photos must be submitted at the same time as all nomination documents and by the close of nominations i.e. on or before 12 noon on 12 August 2016 (section 61(2)(c) and clause 28).

Refer to candidate handbook for the production specifications for the CPS and candidate photograph.

Duties, Powers and Responsibilities of Electoral Officers

Where an electoral officer is not satisfied that a CPS complies with section 61(2) and (3), she must, under section 61(4), return the CPS to the candidate specifying the concerns and reasons for them and the period within which an amended CPS may be resubmitted.

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

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 and may include in or with any CPS a disclaimer concerning the accuracy of the information therein.

The electoral officer 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 the powers and functions conferred on the electoral officer under section 61.

Distribution of Candidate Profile Statement

Section 62 of the Act and Clause 29 of the Regulations requires the electoral officer to send to each elector with the voting documents, all CPS's that comply with section 61, for each candidate in the election for a local government area or subdivision.

Any failure of an electoral officer to comply with section 62 will not invalidate the election.

Candidate and nomination details provided, candidate profile statements and photos will also be available on Christchurch City Council's website and other online channels.



APPENDIX 2 MODEL EXPENSES FORM

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



I (full name):					
was a candidate for the following election(s) held on 8 October 2016:					
	(Election/ward/issue name)				
Notes and Definitions of Donations and Expenses:					
1. All candidates in elections held under the provisions of the Local Electoral Act 2001 must file a return of electoral donations and expenses. If no donations were received or expenses incurred, a Nil return must be made.					
2. All candidates are required to keep proper records of donations received and expenses paid for election work. These do not have to be filed with this return but must be available to support enquiries about the return if required.					
3. Donations can be monetary or physical goods or services supplied or a combination thereof.					
4. Donations to a candidate of labour only or donations of goods and services that have a fair market value of \$300 or less do not have to be declared – see S103A of the LEA 2001.					
5. Candidates must declare donations from each contributor that exceed \$1500 in value. Where a contributor has made donations in instalments that sum to more than \$1500 in value, each contributing donation needs to be listed in Part A and the aggregated sum shown.					
6. If there is insufficient space provided in either Part A or B, attach a separate sheet with the additional detail.					
PART A: RETURN OF ELECTORAL DONATIONS					
I make the following return of all electoral donations received by me that exceed \$1,500:					
Name of donor/contributor (state ‘anonymous’ if an anonymous donation)	Address of donor/contributor (leave blank if anonymous)	Amount	Date received	If an anonymous donation/contributor:	
				Campaign to which donation designated	Amount paid to Electoral Officer/ Official and date payment made

The following sections of the Local Electoral Act 2001 cover requirement provisions for electoral donations, expenses and returns which all candidates should be aware of.

“(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 5 000:
- (b) exceed \$7,000 if any local government area over which the election is held has a population smaller than 10 000 and larger than 4 999:
- (c) exceed \$14,000 if any local government area over which the election is held has a population smaller than 20 000 and larger than 9 999:
- (d) exceed \$20,000 if any local government area over which the election is held has a population smaller than 40 000 and larger than 19 999:
- (e) exceed \$30,000 if any local government area over which the election is held has a population smaller than 60 000 and larger than 39 999:
- (f) exceed \$40,000 if any local government area over which the election is held has a population smaller than 80 000 and larger than 59 999:
- (g) exceed \$50,000 if any local government area over which the election is held has a population smaller than 100 000 and larger than 79 999:
- (h) exceed \$55,000 if any local government area over which the election is held has a population smaller than 150 000 and larger than 99 999:
- (i) exceed \$60,000 if any local government area over which the election is held has a population smaller than 250 000 and larger than 149 999:
- (j) exceed \$70,000 if any local government area over which the election is held has a population 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.

(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.

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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 2 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 \$5,000 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 \$1,500 in sum or value; and
 - (c) the details specified in subsection (6) in respect of every anonymous electoral donation received by the candidate that exceeds \$1,500; and
 - (d) details of the candidate's electoral expenses.

- (4) The details referred to in subsection (3)(a) are —

- (a) the name of the donor; and
- (b) the address of the donor; and
- (c) the amount of the donation or, in the case of aggregated donations, the total amount of the donations; and
- (d) the date the donation was received or, in the case of aggregated donations, the date that each donation was received.

- (5) The details referred to in subsection (3)(b) are —

- (a) the name of the contributor; and
- (b) the address of the contributor; and
- (c) the amount of the contribution or, in the case of aggregated contributions, the total amount of the aggregated contributions.

- (6) The details referred to in subsection (3)(c) are —

- (a) the date the donation was received; and
- (b) the amount of the donation; and
- (c) the amount paid to the electoral officer under section 103J(1) or (2) and the date that payment was made.

- (7) Every return filed under this section must be in the form prescribed in Schedule 2.

- (8) It is the duty of every electoral officer to ensure that this section is complied with.

- (9) In this section, file in relation to a return, means to send the return to the electoral officer responsible for the conduct of the election.

112B Nil return

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

112C Failure to file return of electoral donations and expenses

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

- (a) a fine not exceeding \$1,000; and
- (b) if 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 \$5,000 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.

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 \$1,000.

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 3 years after the offence was committed.

APPENDIX 4 SCRUTINEERS

For a local authority election, a candidate may appoint one or more scrutineers (section 66 of the Local Electoral Act 2001).

- Every scrutineer appointed under section 66 of the Act must be appointed in writing (the electoral officer can supply a model letter of appointment).
- An appointment as scrutineer is not valid unless a copy of the notice of appointment is delivered by the candidate to the electoral officer. The electoral officer must receive this notice not less than 24 hours before the close of the voting period. The deadline is Friday, 7 October 2016 for this year's local authority elections. A scrutineer should carry a copy of this notice when undertaking scrutineering duties.
- Section 68(3) of the Local Electoral Act 2001 contains three restrictions on who may be appointed a scrutineer. You cannot be a scrutineer if you are:
 - a candidate in the elections; or
 - a member or employee of any local authority or community board for whom the election is being held; or
 - under 18 years of age.
- The Local Electoral Act 2001 and the Local Electoral Regulations 2001 do not specify in detail the role of scrutineers. However, the general role of scrutineers is to oversee and observe certain election procedures so they are undertaken fairly and votes are counted consistently and accurately.
- The election procedures that scrutineers are statutorily permitted to oversee and observe are:
 - Scrutineering of the roll
This involves comparing the rolls used at the election or poll that record an elector has voted. The objective is to establish any dual voting, which is disallowed.
 - Preliminary and official counts
The preliminary count involves the first count of votes immediately after voting closes. The outcome is the preliminary result announced on polling day. The official count follows the preliminary count and includes any remaining special votes. It can commence on polling day and is usually completed on the Monday or Tuesday following polling day.
Note: With electronic processing, the count processes are computerised tasks undertaken once the required reconciliations are completed. Both counts (preliminary and official) are likely to take several minutes to complete.
 - Recount (section 91 Act). A recount takes place on the order of a district court judge following an application from a candidate. When required, it involves a recount of the relevant voting documents.
- In observing the processes above, it is lawful for a scrutineer to pass on the names of persons who have voted. The passing on of any other information is not permitted.
- Given that all local authority elections are conducted by postal voting and not by booth voting like parliamentary elections, scrutineers are less involved in the local elections process than for parliamentary elections.
- Scrutineers are not entitled or empowered to interfere with the conduct of an election or poll or raise questions of procedure or law with electoral officials. If a scrutineer believes that electoral procedures are not being followed, they should tell the electoral officer.

Declaration

- No person appointed as a scrutineer can carry out scrutineering duties until they have completed a declaration (section 14(2) LEA and clause 91 LER).
- The declaration says the key obligations for a scrutineer are to:
 - well and truly serve in the office of scrutineer; and
 - not directly or indirectly disclose any fact coming to his or her knowledge at the election or poll that he or she is required by the Act not to disclose.

A person appointed as a scrutineer must report to the electoral officer or deputy electoral officer on the first day they undertake any scrutineering duty to complete the required declaration. Upon completing the declaration, the scrutineer will be given a 'scrutineer' nametag. This nametag must be returned to the electoral officer when the scrutineer leaves the premises where he or she is acting as a scrutineer.

Information to be supplied by Electoral Officer

- As soon as practicable following the appointment of a scrutineer, the electoral officer will advise that person of:
 - arrangements for the election or poll process that he or she has been appointed for
 - what restrictions apply to scrutineers; and
 - how that person is expected to conduct themselves.

Arrangements for Roll Scrutiny, Preliminary and Official Counts and any Recount

- The electoral officer will advise the scrutineer:
 - where he or she should go, and at what time, to complete the required declaration before any scrutineering duties can be undertaken
 - when and where any planned briefing of candidates and scrutineers about election processes is to be held
 - when and where any planned briefing of electoral officials about the election or poll process is to be held
 - where the scrutiny of the roll will be conducted (address and office)
 - what days and time that the scrutiny of the roll will take place
 - that the preliminary count of voting documents will commence at 12 noon on Saturday, 8 October 2016
 - when and where the official count will commence and take place and on what days it will extend over if there are special votes to clear with the Registrar of Electors
 - on how the preliminary and official counts will be undertaken – manually or electronically
 - if a recount has been ordered by a district court judge, where and when that recount will take place
 - that no remuneration will be paid to any scrutineer by the local authority for the undertaking of scrutineering duties.

Candidates should note that all vote processing will be carried out in Christchurch and that if they wish to appoint scrutineers all costs are to be met by the candidate.

Restrictions on Scrutineers during Election and Poll Processes

- Pursuant to section 80 of the Act, the electoral officer will process voting documents during the voting period. Scrutineers are prohibited under section 81 of the Act from being present during the early processing of voting documents. Early processing of voting documents does not involve counting or totalling votes for any candidate for election or for or against any proposal in a poll. Counting of votes can only commence for the preliminary count after the close of voting i.e. after 12 noon on Saturday 8th October 2016.
- It is permissible for a candidate in the case of an election to appoint more than one scrutineer. However, only one scrutineer for any candidate can be present at the same place to undertake scrutineering duties.
- It is permissible for scrutineers at any time to leave and return to the undertaking of the roll scrutiny and after close of voting, the preliminary and official counts. Upon returning to the process, a scrutineer has no power or right to expect the electoral officer to go back for his or her benefit and repeat the activities in relation to voting documents that were dealt with in his or her absence. The same practice will apply if a scrutineer is late for the commencement of any of these processes.

Conduct of Scrutineer

- The general role of scrutineers is to oversee and observe that particular procedures at an election or poll are undertaken fairly and that votes are counted fairly and reasonably. As the emphasis in relation to the role of scrutineers is on overseeing and observing, it is expected that scrutineers must not talk to electoral officials involved in the roll scrutiny, the preliminary or official counts or in any recount. If a scrutineer believes that electoral procedures are not being followed he or she should draw the matter to the attention of the electoral officer. It should not be raised with other electoral officials.
- A scrutineer must also not seek from the electoral officer and other electoral officials any progressive voting trends during the preliminary count.

- The scrutiny and the preliminary and official counts are critical processes to the outcome of an election or poll and demand a high level of concentration from electoral officials. Accordingly, it is incumbent upon scrutineers not to distract, annoy, linger close by or talk loudly to one another so as to disrupt or upset any electoral officials.
- In keeping with the needs of electoral staff, scrutineers are not allowed to use or have mobile phones switched on within the area where scrutiny of the roll, the preliminary or official count or a recount is being conducted.
- The Local Electoral Act 2001 and related regulations are silent on the display of any party affiliation by scrutineers. The adopted policy will be what normally applies to scrutineers at parliamentary elections. This provides for the following items, in party colours but without party name, emblem, slogan or logo, may be worn on the person or displayed in a vehicle:
 - streamers
 - ribbons
 - rosettes (but see also the special rule about party lapel badges below)
 - items of a similar nature.
- Party lapel badges may be worn anywhere on the person. A party lapel badge is any badge or rosette designed to be worn on the lapel and bearing a party name, emblem, slogan or logo. None of the above items may be displayed on bags or briefcases. Political parties will be asked to supply the electoral officer with a sample of their rosette prior to the commencement of the polling period. In the case of this year's local authority elections, the polling period commences on Friday, 16 September 2016.
- Scrutineers should also bring their own refreshments. The electoral officer will not provide meals and refreshments for scrutineers.

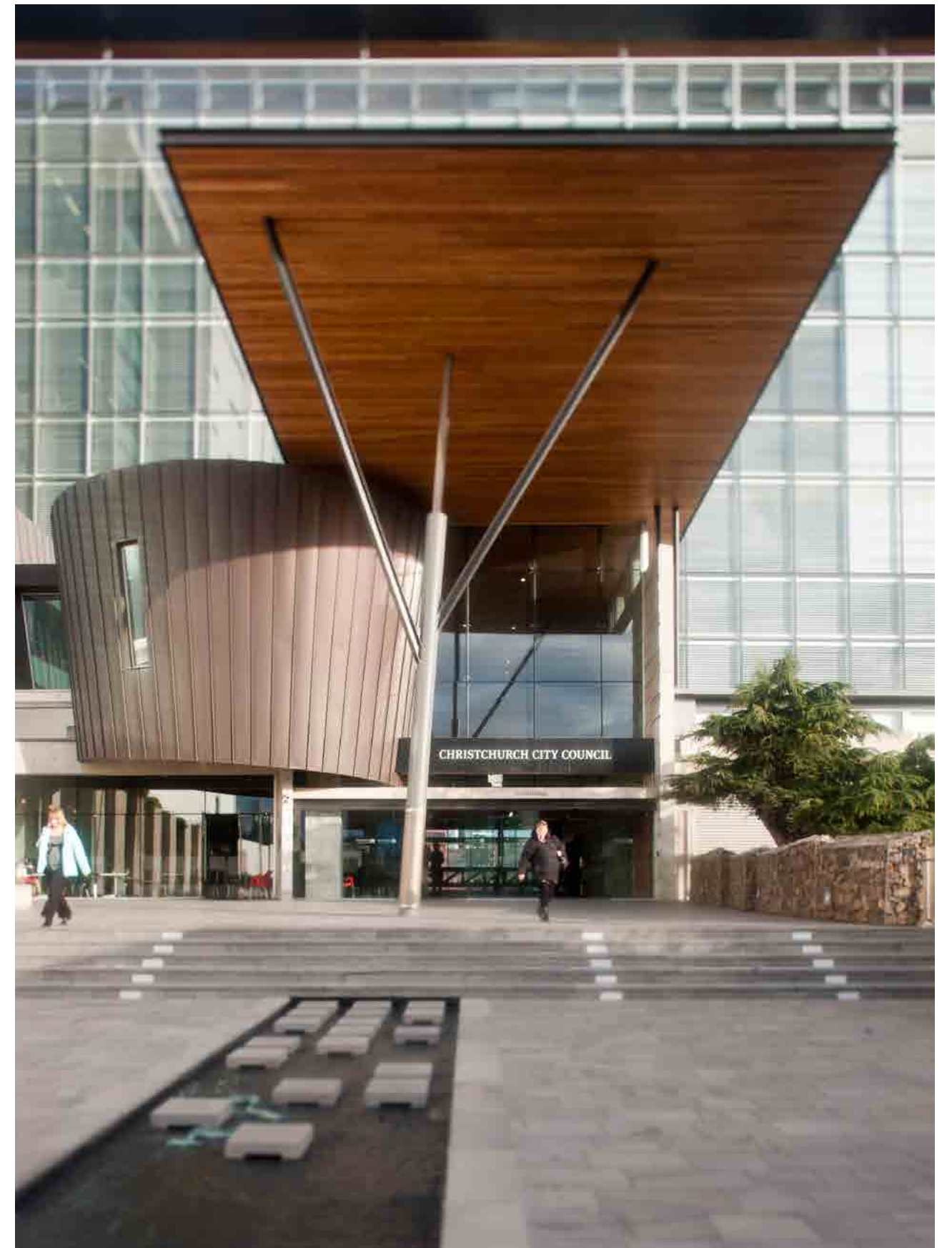
Offences

- Scrutineers can be present at election processes, which will expose them to returned voting documents and information about voting. While scrutineers are permitted to tell any person the names of persons who have voted, under the declaration a scrutineer must not directly or indirectly disclose any fact coming to his or her knowledge at the election or poll that he or she is required by the Act or Regulations not to disclose.
- Should a scrutineer break their declaration and disclose information which is prohibited then they are likely to have committed an offence under one or more of the following provisions of the Act:
 - section 123, Offences in respect of official documents
 - section 129, Infringement of secrecy
 - section 130, Disclosing voting or state of election or poll.
- These three sections are included in section 15 of this handbook. Scrutineers are advised to become familiar with them before they complete a declaration and undertake any scrutineering duties.

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Worcester Street entrance of the Christchurch City Council Civic Offices.

