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May 2013

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. Thames-Coromandel District Council takes no responsibility for any errors or omissions. It is recommended that candidates obtain a full copy of the Act, which is available online at www.legislation.govt.nz.

This booklet outlines information which may be of interest to you as a candidate in the 2013 local government elections.

The triennial elections of elected members to the Thames-Coromandel District Council are being conducted by postal vote concluding on Saturday 12 October 2013.

The elections will be conducted under the provisions of the Local Electoral Act 2001 and the Local Electoral Regulations 2001. Other legislative references are found in section 5 of this handbook.

Relevant key dates for your diary are:

Nominations open	Friday 19 July 2013* [*Friday 26 July 2013 if no legislative change]
Nominations close	noon, Friday 16 August 2013* [*Friday 23 August 2013 if no legislative change]
Delivery of voting documents	Friday 20 September 2013
Appointment of scrutineers	by noon, Friday 11 October 2013
Removal of election signs	by midnight, Friday 11 October 2013
Close of voting	noon, Saturday 12 October 2013
Preliminary results available	as soon as practicable after close of voting, Saturday 12 October 2013
Official declaration	Thursday 17 October 2013
Return of expenses form	by Friday 13 December 2013

Electoral officer: Dale Ofoske, Independent Election Services Ltd
Level 10, 45 Queen Street, Auckland 1010
PO Box 5135, Wellesley Street, Auckland 1141
Phone - 0800 922 822 Fax - 09 307 7443
Email - dale.ofoske@electionservices.co.nz
Website - www.electionservices.co.nz

Council contact: Helga Sheppard, Thames-Coromandel District Council
515 Mackay Street, Thames
Private Bag, Thames
Phone - 07 868 0200 Fax - 07 868 0234
Email - customer.services@tcdc.govt.nz
Website - www.tcdc.govt.nz

Elections will be held for:

- Mayor
- Councillors
- Community Board Members
- Waikato Regional Council Members
- Waikato District Health Board Members

The Thames-Coromandel District Council area is divided into four wards and five Community Boards. These are:

Ward	Councillors	Resident electors	Community Board	Members	Resident electors
Coromandel-Colville	1	2,133	Coromandel-Colville	4	2,133
Mercury Bay	2	5,530	Mercury Bay	4	5,530
South Eastern	2	5,153	Tairua-Pauanui	4	1,894
			Whangamata	4	3,259
Thames	3	7,964	Thames	4	7,964
	8	20,780		20	20,780

Number of electors as at May 2013

The Waikato Regional Council is divided into six General constituencies and two Maori constituencies. These are:

Constituency	Members	Resident electors
General		
Thames-Coromandel	1	24,862
Waikato	2	36,413
Hamilton	4	87,878
Waihou	2	40,111
Waipa-King Country	2	40,674
Taupo-Rotorua	1	21,542
	12	251,480
Maori		
Nga Hau e Wha	1	17,479
Nga Tai ki Uta	1	14,340
	2	31,819

Number of electors as at May 2013

The Waikato District Health Board’s 7 members are elected ‘at large’ from the Thames-Coromandel District, Hauraki District, Matamata-Piako District, Waikato District, Hamilton City, South Waikato District, Waipa District, Otorohanga District, Waitomo District, and parts of Ruapehu District and Rotorua District Council areas.



2013 TRIENNIAL ELECTION TIMETABLE

12 OCTOBER 2013

2 March 2013 – 30 April 2013	Ratepayer roll enrolment confirmation forms sent [Reg 16, LER]
2 March 2013 – 30 June 2013* (6 July 2013 if no legislative change)	Preparation of ratepayer roll [Reg 10 LER]
1 May 2013 – 31 May 2013	SOLGM national ratepayer roll qualifications and procedures campaign [Sec 39 LEA]
1 July 2013	ES enrolment update campaign commences
17 July 2013 (24 July 2013 if no legislative change)	Public notice of election, calling for nominations, roll open for inspection [Sec 42, 52, 53 LEA]
19 July 2013 (26 July 2013 if no legislative change)	Nominations open/roll open for inspection [Sec 43 LEA]
16 August 2013 (23 August 2013 if no legislative change)	Nominations close (12 Noon)/ roll closes [Sec 5, 42, 55, LEA]
21 August 2013 (28 August 2013 if no legislative change) by 16 September 2013	Public notice of candidate names [Sec 65, LEA]
20 September 2013	Electoral officer certifies final electoral roll [Sec 51, LEA, Reg 22, LER]
20 September 2013 – 25 September 2013	ES letter sent to unpublished roll electors
20 September 2013 – 12 October 2013	Delivery of voting documents [Sec 5, LEA]
	Progressive roll scrutiny [Sec 83, LEA] Special voting period Early processing
by 12 noon, 11 October 2013	Appointment of scrutineers (noon) [Sec 68, LEA]
12 October 2013	Election day [Sec 10, LEA] Voting closes 12 noon – counting commences [Sec 84, LEA] Preliminary results (FPP) available as soon as practicable after close of voting [Sec 85, LEA]
after 12 noon, 12 October 2013 – 17 October 2013	Official count [Sec 84, LEA]
17 October 2013 – 23 October 2013	Declaration/public notice of results [Sec 86, LEA]
by mid December 2013	Return of election expenses & donations form [Sec 109, LEA]

NOTES:

Based on proposed legislative changes expected to be enacted May 2013

LEA = Local Electoral Act 2001 LER = Local Electoral Regulations 2001 ES = Enrolment Services, Electoral Commission
SOLGM = Society of Local Government Managers

Dale Ofsoske, Deputy Electoral Officer, Thames-Coromandel District Council. [Independent Election Services Ltd, August 2012]

The Electoral Principles contained in section 4 of the Local Electoral Act 2001 are outlined below for candidate information. These principles must be taken into account in the conduct of any election or poll.

Principles

- (1) The principles that this Act is designed to implement are the following:
 - (a) fair and effective representation for individuals and communities
 - (b) all qualified persons have a reasonable and equal opportunity to
 - (i) cast an informed vote
 - (ii) nominate 1 or more candidates
 - (iii) accept nomination as a candidate
 - (c) public confidence in, and public understanding of, local electoral processes through
 - (i) the provision of a regular election cycle
 - (ii) the provision of elections that are managed independently from the elected body
 - (iii) protection of the freedom of choice of voters and the secrecy of the vote
 - (iv) the provision of transparent electoral systems and voting methods and the adoption of procedures that produce certainty in electoral outcomes
 - (v) the provision of impartial mechanisms for resolving disputed elections and polls.
- (2) Local authorities, electoral officers, and other 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.

All local government elections are required to be conducted under the following legislation:

Local Electoral Act 2001 (and amendments)
Local Electoral Regulations 2001 (and amendments)
Local Government Act 2002
Local Authorities (Members Interests) Act 1968

In addition, all district health board elections are subject to the following legislation:

New Zealand Public Health and Disability Act 2000
Crown Entities Act 2004

Proposed Legislative Changes

The Local Electoral Act 2001 and the Local Electoral Regulations 2001 are being amended under the Local Electoral Amendment Bill, with enactment expected by 1 July 2013. The main changes are likely to include:

- limits the size of an anonymous donation that a recipient can retain (\$1,500 maximum – anything over gets paid to the local authority);
- amends the definitions of 'anonymous' and 'donations' and adds new definitions of 'contribution' and 'contributor';
- increases disclosure, reporting and recording obligations;
- introduces penalties for non-compliance with new obligations;
- amends representation review provisions for territorial authorities (ability to move outside the +/-10 criteria but if so, review forwarded on to the Local Government Commission for determination);
- requires all nomination material to be lodged together (nomination paper, deposit, candidate profile statement);
- requires a statement with the candidate profile statement whether or not a candidate's principal place of residence is in the local government area for which the candidate seeks election;
- requires a statement with the candidate profile statement whether a candidate is seeking election to any other positions eg if a candidate is standing for both mayor and council then this will have to be stated on their candidate profile statement;

- removes provisions for voluntary retirement of candidates (except for those deemed incapacitated) after the close of nominations;
- provides for an adjournment of an election in the event of an emergency (arisen to recognise events such as the Christchurch earthquake);
- requires the voting document to contain notice of voting offence provisions;
- removes the requirement for a local authority to resolve to adopt early processing of returned voting documents (this to be the electoral officer's decision);
- provides for an additional week between the close of nominations and the start of the voting period (results in the open/close dates for nominations one week earlier than currently);
- provides for candidate profile statements to be published following the close of nominations (currently restricted to the start of the voting period);
- provides for a consistent date for all candidates to take office (currently there are different dates depending if a member is elected unopposed or elected by physical election);
- requires all candidate election expenditure and donations returns to be made available electronically and in hardcopy if requested.

A full copy of the Local Electoral Act 2001, the Local Electoral Regulations 2001 and the Local Electoral Amendment Bill is available online at www.legislation.govt.nz.

- Two electoral systems will be operating side by side for the 2013 elections. These are:
 - First Past the Post (FPP)
 - Single Transferable Voting (STV)
- Organisations using the FPP electoral system are:
 - Thames-Coromandel District Council
 - Waikato Regional Council
- Organisations using the STV electoral system are:
 - Waikato District Health Board
- For information on understanding how the STV electoral system works, refer to the Department of Internal Affairs website (www.stv.govt.nz).
- A comprehensive explanation on the New Zealand method of counting STV votes is found in Schedule 1A, Local Electoral Regulations 2001.
- Briefly, the STV electoral system consists of the following:
 - voters receive a single (transferable) vote no matter whether there is one vacancy or several.
 - voters rank the candidates in order of preference. "1" next to the name of the candidate most preferred, "2" next to the name of the candidate next preferred and so on.
 - when votes are counted, all the first preferences are allocated first. To be elected, a candidate must reach a "quota" of votes, which is based on the number of vacancies and the number of valid votes.
 - a candidate who reaches the quota is elected. If there is more than one vacancy and a candidate gets more votes than the quota, a proportion of each vote for that candidate is transferred to the voter's second preference. If, as a result, another candidate gets more votes than the quota, a proportion is transferred to third preferences, and so on.
 - if insufficient candidates reach the quota after the first preferences are allocated and after any surplus votes are transferred, then the candidate who received the fewest votes is eliminated and each vote for that candidate is transferred to the voter's second preference. This process is repeated until enough candidates reach the quota to fill all the vacancies.

1. A candidate for a city/ district/ regional council must be:
 - a New Zealand citizen; and
 - a parliamentary elector (anywhere in New Zealand) [section 25, Local Electoral Act 2001]
2. Restrictions on a candidate for a city/ district/ regional council:
 - a candidate may seek nomination for mayor, council and community board but if elected to the council and a community board, the council position is filled and the community board position is vacated (with the next highest polling candidate elected).
 - a candidate may seek nomination for mayor, council and community board but cannot also seek nomination for the regional council ie a candidate may stand for the district council or the regional council but not both (section 58 Local Electoral Act 2001).
 - a candidate (or candidate spouse) for mayor, council or community board cannot be a person concerned or interested in contracts over \$25,000 with the Thames-Coromandel District Council [section 3(1) Local Authorities (Member's Interests) Act 1968]. This restriction is waived if elected and prior approval from the Office of the Auditor-General is obtained.
 - an employee of the Thames-Coromandel District Council who is elected as mayor or councillor must resign from his/her position as an employee of the Thames-Coromandel District Council before taking up his/her position. An employee will need to alert his/her manager of the intention to stand for office prior to any nomination being lodged. [section 41(5) Local Government Act 2002].
 - members of the police are able to stand for election to a local authority and do not have to resign their position with the police if elected. [section 4 Policing (Involvement in Local Authority Elections) Amendment Act 2010].
3. A candidate for a district health board must be:
 - a New Zealand citizen; and
 - a parliamentary elector (anywhere in New Zealand); and
 - not disqualified by clause 17, Schedule 2, New Zealand Public Health and Disability Act 2000 (see below).
4. Restrictions on a candidate for a district health board:
 - a person cannot be a candidate for more than one district health board. (If a person is nominated for more than one district health board, all nominations are void).
 - Clause 17, Schedule 2, New Zealand Public Health and Disability Act 2000 states:

"Certain persons disqualified from membership

- (1) None of the following persons may be elected or appointed as a member of a board, or appointed as a member of a board committee, of a District Health Board:
 - (a) a person described in section 30(2)(a) to (f) of the Crown Entities Act 2004;
 - (b) a person who has, since the date on which members of boards elected at the immediately preceding triennial general election came into office, been removed as a member of a board for any reason specified in clause 9(c) or (e) of Schedule 3;
 - (c) a person who has failed to declare a material conflict of interest before accepting nomination as candidate for an election of a District Health Board held in conjunction with the immediately preceding triennial general election."
- (2) In addition to the grounds specified in subclause (1), a person may not be elected as a member of a board if that person is incapable of being elected as a member of a local authority because of section 25 of the Local Electoral Act 2001.
- (3) However, subclause (1)(a) does not disqualify a person described in section 30(2)(f) of that Act who is elected (rather than appointed) to office as a member under any other Act.

• **Section 30 (2) (a) to (f) of the Crown Entities Act 2004 states:**

- (2) The following persons are disqualified from being members:
 - (a) a person who is an undischarged bankrupt;
 - (b) a person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, or the Securities Act 1978, or the Securities Markets Act 1988, or the Takeovers Act 1993;
 - (c) a person who is subject to a property order under the Protection of Personal and Property Rights Act 1988;
 - (d) a person in respect of whom a personal order has been made under that Act that reflects adversely on the person's -
 - (i) competence to manage his or her own affairs in relation to his or her property; or
 - (ii) capacity to make or to communicate decisions relating to any particular aspect or aspects of his or her personal care and welfare;
 - (e) a person who has been convicted of an offence punishable by imprisonment for a term of 2 years or more, or who has been sentenced to imprisonment for any other offence, unless that person has obtained a pardon, served the sentence, or otherwise suffered the penalty imposed on the person;
 - (f) a Member of Parliament.

1. Key dates

- Nominations open on Friday 19 July 2013 [or Friday 26 July 2013 if no legislative change].
- Nominations close at noon, Friday 16 August 2013 [or Friday 23 August 2013 if no legislative change].
- A public notice calling for nominations will appear in the NZ Herald and Waikato Times on Wednesday 17 July 2013 [or Wednesday 24 July 2013 if no legislative change], and the Hauraki Herald on Friday 19 July 2013 [or Friday 26 July 2013 if no legislative change].

2. Availability of nomination papers

- Each nomination must be made on the appropriate official nomination paper. A separate nomination paper is required for each issue or position and these are available from 19 July 2013 [or Friday 26 July 2013 if no legislative change] from:
 - Council's Main Office, 515 Mackay Street, Thames
 - Coromandel Service Centre, 355 Kapanga Road, Coromandel
 - Mercury Bay Service Centre, 10 Monk Street, Whitianga
 - Whangamata Service Centre, 620 Port Road, Whangamata
 - by telephoning 0800 922 822
 - by accessing the Thames-Coromandel District Council website (www.tcdc.govt.nz)
- Nomination papers for the Waikato Regional Council are also available from 19 July 2013 [or Friday 26 July 2013 if no legislative change] from:
 - constituent territorial authority offices in the Waikato region
 - Waikato Regional Council offices, 401 Grey Street, Hamilton East
 - by telephoning 0800 800 401
 - by accessing the Waikato Regional Council website (www.waikatoregion.govt.nz)
- Nomination papers for the Waikato District Health Board are also available from 19 July 2013 [or Friday 26 July 2013 if no legislative change] from:
 - constituent territorial authority offices in the Waikato region
 - by telephoning 07 838 6742
 - by accessing the Waikato District Health Board website (www.waikatodhb.govt.nz)

3. Candidate profile statement

- Every candidate may provide the electoral officer with a candidate profile statement with their nomination. This statement must not exceed 150 words and can contain information about the candidate, their qualifications and skills applicable to the position for which they are standing and their policies/intentions if elected to office. The candidate profile statement must be true and accurate and the electoral officer is not required to verify or investigate any information included in this statement. The profile may include a recent passport-size photograph.
- The candidate profile statement and photo are required to be submitted in hardcopy, not electronically (except where information in another language is provided). This information will be included with the voting document sent to each elector by the electoral officer.
- The candidate profile statement may be in English or Maori (maximum 150 words in either language) or in any other language (not exceeding 150 words in total). Should all or part of a candidate profile statement be provided in a language other than English or Maori, it is required that this be provided in an electronic graphic file.
- If submitting an electronic graphic file containing other languages, the specifications (from the printer) are: All translations must be supplied as a single image. If there is more than one language translated, then these are to be all supplied together in a single image.

The image to be supplied as a file with the following criteria:

- EPS Bit map
- black and white
- 600 dpi
- 1 mm white space included around the head and left hand side of the image
- the image being 55 mm high and 85 mm wide

The following contact details are given for a translation company, for those candidates who are unable to prepare the translation image themselves or do not know of anyone to do this for them:

Pacific International Translations (NZ) Ltd
PO Box 8567, Symonds Street, Auckland, 1150
Phone: 09 9135290 Fax: 09 9135291
Email: info@pactrans.co.nz

- Candidates are now required to submit with their candidate profile statement the following information:
 - (i) whether or not the candidate's principal place of residence (where the candidate is registered as a parliamentary elector) is/is not in the area (eg ward) the candidate is seeking election for; and
 - (ii) each position the candidate is seeking election for (eg mayor, council and community board).

This is a new requirement proposed under section 61(2)(ca) and (cb) of the Local Electoral Act 2001, and is not included in a candidate's 150 word limit.

- Section 61 of the Local Electoral Act 2001 (as amended by the Local Electoral Amendment Bill) states the following:
 - (1) Every candidate may, provide to the electoral officer a candidate profile statement that complies with subsection (2) and, if applicable, subsection (3).
 - (2) A candidate profile statement -
 - (a) if-
 - (i) in English or Maori or both, must not exceed 150 words in each of the languages used in the statement;
 - (ii) in a language other than English or Maori, must not exceed 150 words, or the equivalent, if the language uses symbols rather than words (including any translation of those words into another language provided by the candidate); and
 - (b) must be provided to the electoral officer before noon on nomination day; and
 - (c) must be confined to information concerning the candidate (including any group or organisation with which the candidate claims under section 55(4) to be affiliated, or his or her status as an independent candidate), and the candidate's policies and intentions if elected to office; and
 - (ca) must state whether or not the candidate's principal place of residence, being the address in respect of which the candidate is registered as a parliamentary elector, is in the local government area for which the candidate seeks election (for example, either 'My principal place of residence is in the Lambton Ward' or 'My principal place of residence is not in the Lambton Ward'); and
 - (cb) if the candidate is seeking election to any other positions in elections to which this Act applies (under section 7), must specify each position and state that the candidate is seeking to be elected to the positions; and
 - (d) must comply with any prescribed requirement; and
 - (e) may include a recent photograph of the candidate alone.
 - (3) If a candidate profile statement is submitted in Maori and English, the information contained in each language must be substantially consistent with the information contained in the other language.
 - (4) If the electoral officer is not satisfied that a candidate profile statement complies with subsection (2), or, if applicable, subsection (3) the electoral officer must, as soon as practicable, return the statement to the candidate and must –
 - (a) specify the concerns of the electoral officer and the reasons for those concerns; and
 - (b) specify a period, which must not be less than 3 days from the date of return of the statement, during which the candidate may submit an amended candidate profile statement to the electoral officer.
 - (5) A candidate is to be treated as having failed to provide a candidate profile statement, if subsection (4)(b) applies to the candidate and the candidate-
 - (a) fails to submit an amended candidate profile statement within the period specified in subsection (4)(b); or

- (b) submits an amended candidate profile statement that, in the opinion of the electoral officer, does not comply with subsection (2) or, if applicable, subsection (3).
- (6) An electoral officer -
- (a) is not required to verify or investigate any information included in a candidate profile statement;
 - (b) may include, in or with any candidate profile statement that is published, displayed, or distributed, any disclaimer concerning the accuracy of the information contained in the statement that the electoral officer considers appropriate;
 - (c) is not liable in respect of -
 - (i) any statement contained in or omitted from the candidate profile statement or the work of a translator prudently selected by the electoral officer; or
 - (ii) the exercise of the powers and functions, conferred on the electoral officer by this section.

4. District health board conflict of interest statements

- All district health board nominations must be accompanied by a statement completed by the candidate that discloses any conflicts of interest that the candidate has with the district health board at the time of nomination or any conflicts of interest the candidate believes are likely to arise in the future.
- The conflict of interest statement is required to be included with the voting document sent to each elector by the electoral officer.
- Clause 6, Schedule 2 of the New Zealand Public Health and Disability Act 2000 states the following:

Candidate to declare conflicts of interest

When a candidate gives the responsible electoral officer notice of the candidate's consent to being nominated as a candidate, the candidate must also give the electoral officer a statement completed by the candidate in good faith that –

- (a) discloses any conflicts of interest that the candidate has with the District Health Board as at the date of the candidate's notice of consent, or states that the candidate has no such conflicts of interest as at that date; and
- (b) discloses any such conflicts of interest that the candidate believes are likely to arise in future, or states that the candidate does not believe that any such conflicts of interest are likely to arise in the future.

5. Completion of nomination paper

- Each nomination paper must have the consent of the candidate and be nominated by two electors whose names appear on the electoral roll for the district or subdivision of the district (eg if a person wishes to stand for election to a specific ward, then that person must be nominated by two electors from the specific ward).
- If a candidate is unable to sign the nomination paper (eg absent overseas), a letter of consent signed by the candidate is acceptable to attach to the nomination paper.
- If a candidate is commonly known in the community by a slightly different name (eg Edward Smith is commonly known as Ted Smith) and has been known by this name for at least the last six months (to the satisfaction of the electoral officer), the commonly known name may appear on the voting document.

- Once lodged, a nomination paper is available for public inspection at the electoral office. Candidate details not identified as confidential (eg mobile phone number) are made available to the media, placed on websites etc.

6. Affiliation

- The nomination paper provides for a candidate to have an affiliation. An affiliation is described in section 57(3) of the Local Electoral Act 2001 as 'an endorsement by any organisation or group (whether incorporated or unincorporated).'
- Individual candidates not part of an organisation or group may wish to nominate their affiliation as 'Independent' or leave as blank (if left blank, nothing will show alongside the name on the voting document).
- A candidate claiming a specific affiliation should supply with their nomination paper an authority to adopt the affiliation for the organisation or group concerned (ie letter of consent to use the affiliation from the organisation or group). This is a safety measure to avoid any illegal adoption of affiliations.
- Affiliations that will not be accepted are ones :
 - that might cause offence or
 - are likely to confuse or mislead electors or
 - are election slogans rather than the name of an organisation or group

Should an affiliation be rejected for any of the above reasons, section 57(3) of the Local Electoral Act 2001 sets out a process for the electoral officer and candidate to follow. Should agreement not be reached, no affiliation will appear on voting documents.

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

7. Return of nomination paper

- Completed nomination papers can be lodged at the:
 - Council's Main Office, 515 Mackay Street, Thames
 - Coromandel Service Centre, 355 Kapanga Road, Coromandel
 - Mercury Bay Service Centre, 10 Monk Street, Whitianga
 - Whangamata Service Centre, 620 Port Road, Whangamata

or posted to:

The Electoral Office
 Thames-Coromandel District Council
 C/-Independent Election Services Ltd
 PO Box 5135
 Wellesley Street
 Auckland 1141

in time to be received no later than noon, Friday 16 August 2013. [or Friday 23 August 2013 if no legislative change].

- All nomination material (nomination paper, candidate profile statement [if provided], nomination deposit) are required to be lodged together. [section 55(2)(f) Local Electoral Act 2001].
- A receipt will be issued to acknowledge that a nomination has been received. **This receipt does not constitute an acknowledgement that the nomination paper is in order.**
- Once lodged, nomination papers are checked to ensure the candidate's name appears on a Parliamentary Roll and the nominators are two electors whose names appear on the electoral roll for the district or subdivision of the district (eg ward).
- Each nomination paper lodged requires a deposit of \$200 (inclusive of GST). This is refunded if the candidate polls greater than 25% of the lowest successful candidate (for FPP elections) or greater than 25% of the final quota as determined at the last iteration (for STV elections).
- Payment of the nomination deposit can be made by cash, electronic transfer (eftpos, internet payment), bank cheque or personal cheque. Evidence of an internet payment will be required to be lodged with the nomination. Should a personal cheque be dishonored, the nomination becomes invalid as the deposit has not lawfully been made.

Electronic payments should be paid into the following bank account:

01 0102 0437238 00

Cheques should be made payable to:

Independent Election Services Ltd

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

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

- Nominations can be returned by mail, but should these be received by the electoral officer or electoral official after the close of nominations, the nomination is invalid.

8. Cancellation of Nomination

- A candidate is able to withdraw his/her nomination up until the close of nominations (noon, Friday 16 August 2013 - or Friday 23 August 2013 if no legislative change). After the close of nominations, a candidate is no longer able to withdraw his/her nomination. This is a proposed new requirement under section 69 of the Local Electoral Act 2001.
- However, should a candidate become incapacitated after the close of nominations but before the close of voting, application may be made for the cancellation of the nomination of a candidate.
- 'Incapacitated' means that a candidate, because he or she is suffering from a serious illness or has sustained a serious injury, would be unlikely to be capable of performing the functions and duties of office if elected to office [section 69(7) Local Electoral Act 2001] .
- An application for the cancellation of the nomination of a candidate must be made to the electoral officer by submitting a prescribed form (available from the electoral office) together with a medical certificate.

People interested in standing for election are invited to attend candidate information meetings as follows:

Saturday 29 June 2013

11:00 a.m. - Mercury Bay Community Board Room, 10 Monk Street, Whitianga

2:30 p.m. - Coromandel Community Board Room, 355 Kapanga Road, Coromandel

Saturday, 13 July 2013

10:30 a.m. Whangamata Community Board Room, 620 Port Road, Whangamata

1.30 p.m. Thames Council Chamber, 515 Mackay Street, Thames

The Candidate Information Meetings are held to provide an opportunity for those members of the public who are considering standing for office to find out how the organisation is structured, the skills required, the role and responsibilities of elected representatives, and matters pertaining to the elections (eligibility, nominations, timetable, induction process and remuneration).

The candidate information meetings will cover topics such as:

- purpose of local government
- functions of council
- relevant legislation
- organisation structure
- role of council
- role of community boards
- role of Chief Executive
- LGA 02 planning requirements
- the Coromandel Peninsula
- strategic issues
- the election process:
 - requirements for becoming an elected member
 - standing for elections
 - skills of employment
 - time commitment
 - nomination process
 - campaigning

Registration to attend is not required.

For further information, contact Lynlee Baily, Governance Support Manager, on (07) 868 0200.

- Election campaigning can commence anytime and may continue up to and including election day.
- Election signs are permitted on private property (with the owner's consent) at any time within the two months preceding the election. Signs must be erected in a stable fashion, not being a hazard to public or traffic safety. Council policy on election hoardings is detailed in section 12 of this handbook.
- Election offences are detailed for your information in this handbook (section 21). Please refer to them for your own protection. No election material can contain any untrue statement defamatory of any candidate and calculated to influence the vote of any elector. No election material may contain an imitation voting document which has the names of the candidates with any direction or indication as to the candidate a person should vote for, or in any way contains such direction or indication likely to influence the voter.
- Voting documents should not be collected from electors by candidates or their assistants. Each elector should post or deliver his or her own voting document to the electoral officer. This also applies to resthomes and hospitals - voting documents should not be collected from elderly or infirm electors by candidates or their assistants.
- Candidates should be aware that it is an offence (carrying a fine of up to \$5,000, if convicted) to interfere in any way with an elector with the intention of influencing or advising that elector as to how he or she should vote. Candidates and their assistants should be mindful of this particularly if campaigning occurs in rest homes or hospitals.
- Election advertising, using any media, must identify:
 - (i) the true name of the person under whose authority they have been produced and
 - (ii) the physical address (not a PO Box) of the person under whose authority they have been produced (section 135, Local Electoral Act).
- Relevant criteria as contained in the Local Electoral Act 2001 (as amended by the Local Electoral Amendment Bill) are:

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 ¹.
- (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 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.

135 Unauthorised advertisements

- (1) Every person commits an offence who wilfully contravenes section 113(1).
- (2) Every person who commits an offence against subsection (1) is liable on summary conviction to a fine not exceeding \$1,000.

1. Electoral Expenses

- Candidates should be aware that candidate campaign expenditure limits are applicable. This means a limit has been placed on how much a candidate may spend on his or her campaign, and this includes donations and joint campaigning. The maximum amount spent must not exceed the limits set out below where the election covers a population range as detailed:

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

* Plus 50 cents for each elector

[NOTE: Expenditure limits are inclusive of GST].

- Electoral expenses are defined as relating to electoral activity which can comprise advertising, broadcasting or communicating material to the public (electronically or otherwise). These electoral expenses are generally funded by the candidate and are not reimbursable from the organisation the candidate is standing for.
- If a candidate is standing for more than one position (eg mayor and council) then the higher limit applies (not both combined).
- The population distribution for the Thames-Coromandel District Council (population estimates as at 30 June 2012) is:

Ward	Population	Community Board	Population
Coromandel-Colville	2,850	Coromandel-Colville	2,850
Mercury Bay	7,530	Mercury Bay	7,530
South Eastern	6,350	Tairua-Pauanui	2,300
		Whangamata	4,050
Thames	10,250	Thames	10,250
	26,980		26,980

Source: Statistics NZ

- The period for which campaign expenditure limits apply is three months before election day (ie 12 July 2013 to 12 October 2013). However legislation further specifies that all expenses incurred before the three month period for campaign expenditure and used during the three month period, must be fairly apportioned and included in the Return of Electoral Donations and Expenses.
- Where an electoral expense relates to more than one candidate, an equitable apportionment between candidates is required.
- Nomination deposits are not an electoral expense and therefore should not be included in the Return of Electoral Donations and Expenses.

2. Electoral Donations

- Under the Local Electoral Amendment Bill (expected to be enacted on 1 July 2013) there are new provisions relative to candidate donations.

(a) Candidate donations

- A candidate donation is a donation of money, goods or services that is made for use in the candidate's campaign.
- Candidate donations, and contributions to donations, of more than \$1,500 (inc GST) are required to be declared in the candidate return of expenses and donations. A series of donations made by one person that adds up to more than \$1,500 must also be declared.
- A candidate donation includes:
 - where a candidate is provided with goods or services free of charge that have a reasonable market value greater than \$300;
 - where a candidate is provided with discounted goods or services and the reasonable market value of the goods or services is greater than \$300, the difference between the contract or agreed price and the reasonable market value of those goods and services is a donation;
 - where a candidate sells over-valued goods or services the difference between the price paid and the reasonable market value is a donation, for example a fundraising auction or dinner.
- The following are not deemed a donation:
 - volunteer labour;
 - goods or services provided free of charge to a candidate, or to any person on the candidate's behalf that have a reasonable market value of \$300 or less; or
 - money provided by the candidate for his or her own campaign.

- If a person or organisation gives or pays for goods or services that would otherwise be candidate election expenses, the reasonable market value of those items, whatever their value, should be recorded as an election expense. If the reasonable market value of the items exceeds \$300 it should also be recorded as a donation.

(b) Donations made up of contributions

- Donations to candidates can be made up of pooled funds contributed by more than one person (referred to as donations funded from contributions). These types of donations include, for example, campaign donations made through a trust, or where there is a fundraising collection for a candidate's campaign.
- The total proceeds of a collection are treated as a donation. The person who collects the money will normally be the donor. The individuals who contribute to the collection are contributors.
- If a candidate donation, other than an anonymous donation, is made up of contributions, the transmitter or donor must tell the candidate:
 - the name and address of the donor;
 - whether the donation is made up of contributions;
 - the total amount of individual contributions of \$1,500 or less; and
 - in the case of individual contributions greater than \$1,500, the name, address, and contribution of each contributor.
- If the candidate knows, or has reasonable grounds to believe, that the donor has failed to supply information about contributions, the whole donation must be returned to the donor.

(c) Transmitted donations

- A donation can be made either directly by the donor to the candidate or indirectly by a transmitter who transmits a donation to the candidate on someone else's behalf, for example via a lawyer's trust fund. Any person who receives a candidate donation on the candidate's behalf must transmit it to the candidate within 10 working days.
- When transmitting a donation, the transmitter must tell the candidate:
 - that the donation is being transmitted on behalf of a donor.
 - the name and address of the donor.
 - whether the donation is made up of contributions.
 - the total amount of contributions of \$1,500 or less; and
 - in the case of contributions greater than \$1,500: the name, address, and contribution of each contributor).

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

(d) Anonymous donations

- Candidates are not allowed to retain anonymous donations exceeding \$1,500. An anonymous donation is a donation made in such a way that the candidate who receives the donation does not know the identity of the donor and could not, in the circumstances, reasonably be expected to know the identity of the donor.
- If a candidate receives an anonymous donation greater than \$1,500, he or she may retain \$1,500 of that donation. The balance of the donation must, within 20 working days of receipt, be paid to the electoral officer for payment into the general fund of the local authority.

3. Return of Electoral Donations and Expenses

- A Return of Electoral Donations and Expenses form (a copy of this is located at the rear of this booklet) is required to be supplied to the electoral officer within 55 days after the official declaration (estimated to be by 13 December 2013). This can be supplied to the electoral officer within 76 days after the official declaration if a candidate is overseas when successful candidates are declared elected.
- The Return of Electoral Donations and Expenses must set out—
 - the details of every electoral donation received by the candidate that, either on its own or when aggregated with all other donations made by or on behalf of the same donor for use in the same campaign, exceeds \$1,500 in sum or value; and
 - the details in respect of every anonymous electoral donation received by the candidate that exceeds \$1,500; and
 - details of the candidate's electoral expenses.
- The details of every electoral donation are—
 - the name of the donor; and
 - the address of the donor; and
 - the amount of the donation or, in the case of aggregated donations, the total amount of the donations; and
 - the date the donation was received or, in the case of aggregated donations, the date that each donation was received.
- The details of every anonymous donation exceeding \$1500 are—
 - the date the donation was received; and
 - the amount of the donation; and

- the amount paid to the electoral officer and the date the payment was made.
- With respect to electoral expenses, the return must set out separately the name and description of every person or body of persons to whom or which any sum was paid, and the reason for which it was paid. Sums paid in excess of \$200 (GST inclusive) must be documented with an invoice or a bill and a receipt.
- Once the Return of Electoral Donations and Expenses forms have been received by the electoral officer they become public documents and are to be kept for a public inspection period of 7 years. During this period, the returns:
 - (i) will be placed on Council's website;
 - (ii) can be inspected by any person;
 - (iii) copies can be made available if requested.

This is a proposed new requirement under section 112F of the Local Electoral Act 2001.

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

4. Relevant Legislation

- Relevant definitions as contained in the Local Electoral Act 2001 (as amended by the Local Electoral Amendment Bill) are:

Subpart 1—Electoral donations

103A Interpretation:

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

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

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

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

- (a) was given—
 - (i) to the donor; or
 - (ii) to a person who was required or expected to pass on all or any of its amount or value to the donor, whether directly or indirectly (for example, through 1 or more intermediaries, trustees, or nominees); and
- (b) would have been a donation if it had been given directly to the candidate; and
- (c) was given in the knowledge or expectation (whether by reference to a trust, an agreement, or an understanding) that it would be wholly or partly applied to make up, or to be included in, or to fund, a donation

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

- (a) beneficially holds any money, or the equivalent of money, or any goods that make up the contribution or are included in the contribution; or

- (b) provides any services that make up the contribution or are included in the contribution or pays for those services out of money that the person beneficially holds

donation funded from contributions means a donation that is made up of, includes, or is wholly or partly funded from 1 or more contributions

donor means a person who makes an electoral donation

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

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

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

- (a) the donor directly; or
- (b) the donor indirectly, via a transmitter

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

103B Donations include GST

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

103C Donations to be transmitted to candidate

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

103CA Contributors to be identified

- (1) This section applies to a donation (other than an anonymous donation) that is made up of, includes, or is wholly or partly funded from 1 or more contributions.
- (2) If this section applies to a donation, the donor must, at the time of making the donation, disclose—
 - (a) the fact that the donation is funded from contributions; and
 - (b) the following information about any contribution that, either on its own or when aggregated with other contributions made by the same contributor to the donation, exceeds \$1,500 in sum or value:
 - (i) the name of the contributor; and
 - (ii) the address of the contributor; and
 - (iii) the amount of the contribution or, in the case of aggregated contributions, the total amount of the aggregated contributions; and
 - (c) the total of all of the amounts disclosed under **paragraph (b)(iii)** in relation to the donation; and
 - (d) the total of all of the other contributions made in relation to the donation.
- (3) A candidate must give back to the donor the entire amount of the donation, or its entire value, if the candidate knows, or has reasonable grounds to believe, that the donor has failed to comply with **subsection (2)** in any respect.

- (4) For the purpose of **section 112A**, any amount given back by a candidate under **subsection (3)** is taken not to have been received by the candidate.

103CB Offence relating to contravention of section 103CA

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

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

- (1) When a transmitter transmits a donation to a candidate on behalf of the donor, the transmitter must disclose to the candidate—

- (a) the fact that the donation is transmitted on behalf of the donor; and
- (b) the name and address of the donor.
- (c) whether **section 103CA** applies to the donation and, if so, all information disclosed by the donor under **subsections (2)** of that section.

- (2) Where a transmitter does not disclose, or is unable to disclose, the information required by **subsection (1)(b)**, then the donation must be treated as an anonymous donation.

103E Offence relating to contravention of section 103D

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

103F Disclosure of identity of donor

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

103G Offence relating to contravention of section 103F

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

103H Anonymous donation may not exceed \$1,500

- (1) If an anonymous donation exceeding \$1,500 is received by a candidate in relation to an election campaign, the candidate must, within 20 working days of receiving the donation, pay to the electoral officer responsible for the conduct of the election to which that campaign relates the amount of the donation, or its value, less \$1,500.

- (2) If an anonymous donation exceeding \$1,500 is received by a candidate who is seeking election to more than 1 office, the candidate must—

- (a) designate 1 election campaign for election to 1 office for which the donation will be used; and
- (b) within 20 working days of receiving the donation, pay to the electoral officer responsible for the conduct of the election to which that campaign relates the amount of the donation, or its value, less \$1,500.

- (3) An electoral officer who receives an amount under **subsection (1) or (2)** must, within 20 working days of receiving that amount,—

- (a) issue a receipt to the candidate; and
- (b) pay the amount into the general fund of the local authority that appointed the electoral officer.

103I Offence relating to contravention of section 103H

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

- (2) A candidate who contravenes **section 103H(1) or (2)** commits an offence and is liable on conviction to a fine not exceeding \$5,000.

103J Records of electoral donations

- (1) A candidate must keep proper records of all donations received by him or her.

- (2) A candidate who fails, without reasonable excuse, to comply with **subsection (1)** commits an offence and is liable on conviction to a fine not exceeding \$5,000.

Subpart 2—Electoral expenses

104 Interpretation:

In this Part -

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

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

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

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

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

population means the population, as at the day that is 3 months before the close of polling day, of a local government area as specified in a certificate issued in respect of that area by the Government Statistician.

105 Periods for claiming and paying expenses

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

106 Procedure if claim disputed

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

107 Leave to pay claim after time limited

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

108 Payments to be vouched by bill

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

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

111 Maximum amount of electoral expenses (refer to section 11 in this handbook)

112 Apportionment of electoral expenses

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

Subpart 3—Return of electoral donations and expenses

112A Return of electoral donations and expenses

- (1) Within 55 days after the day on which the successful candidates at any election are declared to be elected, every candidate at the election must file a return of electoral donations and expenses.
- (1A) 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.
- (2) The return of electoral donations and expenses must set out—
 - (a) the details specified in **subsection (3)** in respect of every electoral donation (other than a donation of the kind referred to in **paragraph (b)**) received by the candidate that, either on its own or when aggregated with all other donations made by or on behalf of the same donor for use in the same campaign, exceeds \$1,500 in sum or value; and

- (ab) whether any donation is funded from contributions, and if so, and to the extent known or ascertainable from the information supplied under **section 103CA**, the details specified in **subsection (3A)** 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
 - (b) the details specified in **subsection (4)** in respect of every anonymous electoral donation received by the candidate that exceeds \$1,500; and
 - (c) details of the candidate's electoral expenses.
- (3) The details referred to in **subsection (2)(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.
- (3A) The details referred to in **subsection (2)(ab)** 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.
- (4) The details referred to in **subsection (2)(b)** 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 103H(1) or (2)** and the date that payment was made.
- (5) Every return filed under this section must be in the form prescribed in **Schedule 2**.
- (7) It is the duty of every electoral officer to ensure that this section is complied with.
- (8) 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
 - (i) 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) 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.”

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, and,— **(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.

Part 5A—Electoral advertising

113 Advertisements for candidates

- (1) No person may publish or cause to be published in any newspaper, periodical, notice, poster, pamphlet, 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.¹
- (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 who has endorsed the publication of the advertisement and the address of the place of business of that organisation or body.
- (5) This section does not restrict the publication of any news or comments relating to an election in a newspaper or other periodical, or on the Internet, or in any other medium of electronic communication accessible by the public, or in a radio or television broadcast made by a broadcaster within the meaning of section 2 of the Broadcasting Act 1989.
- (6) A person who wilfully contravenes **subsection (1)** commits an offence and is liable on conviction to a fine not exceeding \$1,000.

114 Use of public money

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

For offence provisions relating to candidate expenditure limits, (sections 132-136 Local Electoral Act 2001) refer section 21 of this handbook.

Candidates may erect electoral signs in the Thames-Coromandel District Council area provided that they meet the following requirements:

Bylaw 812.2 - Election or Referendum Signage

- (a) No temporary sign advertising candidates for an election or a referendum shall exceed 3m² in area.
- (b) No temporary sign for an election or a referendum shall be placed on any reserve or public place except those specifically approved by the Council.
- (c) No temporary sign for an election or a referendum shall be erected earlier than 2 months before polling day and shall be removed the day before polling day.
- (d) Nothing in this bylaw purports to authorise any matters which are prohibited or otherwise controlled by legislation governing any election or referendum.

- A copy of the Preliminary Electoral Roll for the Thames-Coromandel District Council is available for public inspection from Friday 19 July 2013 to Friday 16 August 2013 [or 26 July 2013 to 23 August 2013 if no legislative change] at:
 - Council's Main Office, 515 Mackay Street, Thames
 - Coromandel Service Centre, 355 Kapanga Road, Coromandel
 - Mercury Bay Service Centre, 10 Monk Street, Whitianga
 - Whangamata Service Centre, 620 Port Road, Whangamata
 - Colville, Coromandel, Ferry Landing Cooks Beach, Hahei, Mercury Bay, Pauanui, Tairua, Thames, Whangamata libraries
- Those eligible to vote are:
 - all residents enrolled on the Parliamentary Electoral Roll within the Thames-Coromandel District Council area; and
 - all non-resident ratepayers enrolled on the Ratepayer Electoral Roll.
- Persons are qualified to be enrolled on the Parliamentary Electoral Roll if they:
 - are a New Zealand citizen or a permanent resident of New Zealand; and
 - are 18 years of age or over; and
 - have at some time resided continuously in New Zealand for one year or longer; and
 - are not disqualified under the Electoral Act 1993.
- Residents of the Thames-Coromandel District Council area are enrolled automatically on the Residential Electoral Roll if they are registered as Parliamentary electors. Therefore, there is no need to enrol separately for these elections.
- Residents who pay rates on a property in another district or community board area, may be entitled to enrol on the Ratepayer Electoral Roll.
- Companies, businesses, trusts, corporations or societies which are ratepayers of a property in a local authority district or community board area, may also nominate an elector to vote on their behalf, provided any such elector resides outside the district or community board area where the property is situated.
- Partners, joint tenants and tenants in common who collectively pay rates on a property in a local authority district or community board area, may also nominate one of the group who is an elector to vote on their behalf, provided any such elector resides outside the district or community board area where the property is situated.
- The Preliminary Electoral Roll will be contained in one book (by community board area), with the Residential Electoral Roll located in the front of each community board area and the Ratepayer Electoral Roll located in the rear of each community board area.

- Elector entitlements will be clearly indicated in the electoral roll.
- Any alterations to the Residential Electoral Roll, should be made:
 - (i) by completing the appropriate form at any post shop; or
 - (ii) by telephoning 0800 ENROLNOW (0800 36 76 56); or
 - (iii) by accessing the Enrolment Services, Electoral Commission website - www.elections.org.nz
- Any alterations to the non-resident Ratepayer Electoral Roll, should be made through the electoral office (telephone 0800 922 822).
- Copies of the hardcopy Preliminary Electoral Roll may be purchased from the electoral office for \$75.00 (inc GST).
- The Final Electoral Roll is produced once the Preliminary Electoral Roll closes on 16 August 2013 [or 23 August 2013 if no legislative change]. The Final Electoral Roll is the roll used for issuing voting documents. Copies of this roll will also be available for purchase.
- Details appearing on the electoral roll are electors names (surname, then first names) listed alphabetically by community board. The qualifying address of the elector is shown alongside. No postal addresses or occupations will be shown.
- Information contained on the electoral roll is not available from the electoral office in an electronic form, but candidates or political parties may request an electronic listing of resident electors from the Enrolment Services, Electoral Commission (provided the criteria of section 114 of the Electoral Act 1993 are met). An application form is required to be completed, and these are available upon request at the Enrolment Services, Electoral Commission. Contact person is Bob Chandler on (04) 801 0700 or fax (04) 801 0709.
- With regard to a listing of non-resident ratepayer electors, a candidate may purchase mailing labels and/or postal address lists from the electoral office.
- Candidates or candidate scrutineers may request, before the close of voting, the electoral officer to provide a listing of names of persons from whom voting documents have been returned. Such a request can be supplied in either hardcopy or electronic copy, but a reasonable charge will be made for this (section 68 (6) Local Electoral Act 2001).

- The election is being conducted by postal vote. Voting documents are posted to all electors whose names appear on the Final Electoral Roll with delivery by NZ Post commencing Friday 20 September 2013. All electors should have received their voting documents by Wednesday 25 September 2013.
- Each elector, after receiving their voting document, should complete it, seal it in the return, postage paid envelope, and post or deliver it to the electoral officer.
- If hand delivered, completed voting documents can be lodged at:
 - Council's Main Office, 515 Mackay Street, Thames
 - Coromandel Service Centre, 355 Kapanga Road, Coromandel
 - Mercury Bay Service Centre, 10 Monk Street, Whitianga
 - Whangamata Service Centre, 620 Port Road, Whangamata
- When posting voting documents back, it is recommended these be posted by 5pm, Wednesday 9 October 2013 to guarantee delivery before the close of voting (noon, Saturday 12 October 2013).
- Special votes are available to electors:
 - whose names do not appear on the Final Electoral Roll, but who qualify as electors;
 - who do not receive a voting document previously posted to them;
 - who spoil or damage a voting document previously posted to them.
- Special votes are available from Friday 20 September 2013 to noon, Saturday 12 October 2013 at the above mentioned Council office/service centres, or by phoning 0800 922 822.
- Special votes can be posted directly to electors. The completed voting document however, must be returned to the electoral officer by noon on election day.
- 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 (eg just turned 18 years of age), the person must enrol by Friday 11 October 2013 (the day before the close of voting). An application for registration as a Parliamentary elector may be obtained:
 - (i) from any post shop; or
 - (ii) telephoning 0800 ENROLNOW (0800 36 76 56); or
 - (iii) by accessing the Enrolment Services, Electoral Commission website - www.elections.org.nz.

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

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

- On election day, ordinary votes can be returned and special votes issued and returned from 9 am to noon at the above mentioned Council office/service centres.

- Returned voting documents are able to be opened and processed during all or part of the voting period prior to the close of voting.
- The early processing of voting documents involves the following functions:
 - opening of envelopes
 - extracting of voting documents
 - checking for informal or duplicate votes
 - electronic capture of all valid votes (twice)
- No tallying of votes is undertaken until after the close of voting (noon, Saturday 12 October 2013).
- The early processing functions are undertaken with strict security measures. One or more Justices of the Peace observe all early processing functions, and sign a statement at the end of the processing that all functions were undertaken correctly and conformed with the strict legal requirements.
- Candidate scrutineers are not permitted to observe the early processing functions.

- Candidates may appoint scrutineers to oversee various functions of the election. These functions are:
 - the scrutiny of the roll;
 - the preliminary count (after the close of voting);
 - the official count.
- Each candidate may appoint one or more scrutineers for each of the above functions, but only one scrutineer for each candidate may be present at any one time.
- A scrutineer cannot be:
 - a candidate;
 - a member or employee of any local authority or community board for an election being conducted;
 - under 18 years old.
- Each scrutineer must be appointed by a candidate, such appointment to be in writing to the electoral officer. For a person to be appointed a scrutineer, the letter of appointment must be received by the electoral officer no later than noon Friday 11 October 2013 (section 68, Local Electoral Act 2001).
- A standard letter for the appointment of a scrutineer is located at the end of this handbook.
- Each appointed scrutineer must report initially to the electoral officer or deputy electoral officer, where a declaration pledging not to disclose any information coming to his or her knowledge, will need to be signed and a name tag issued. When departing the premises, scrutineers are to return their name tag to the electoral officer or deputy electoral officer.
- Any scrutineer may leave or re-enter the place where election functions are being conducted, but it is an offence (and liable for a fine) to:
 - make known for what candidate any voter has voted;
 - make known the state of the election, or give or pretend to give any information by which the state of the election may be known, before the close of voting.
- The scrutiny of the roll will be undertaken at the electoral office (Level 10, 45 Queen Street, Auckland), during normal office hours between Monday 23 September 2013 and to noon, Saturday 12 October 2013.
- The preliminary count of votes will commence once voting closes at noon on Saturday 12 October 2013 at the electoral office.
- The official count of votes will be undertaken once the preliminary count is concluded and the official declaration will be made in the week beginning Monday 15 October 2013. The official count will also occur at the electoral office.
- The role of scrutineers is to ensure that election procedures are undertaken correctly and that the count of votes is done fairly and reasonably.
- Mobile phones are prohibited from within the secure area where the count will take place.

- The preliminary count will take place from noon Saturday, 12 October 2013 at the offices of Independent Election Services Ltd, Level 10, 45 Queen Street, Auckland.
- As soon as practicable following the close of voting, progress results will be made available. Such progress results are likely to reflect approximately 95% of the votes cast, and once all votes have been received from the Council offices, these will be included and form the preliminary results. Progress results however will not be available for the Waikato District Health Board as this election is conducted under the STV electoral system. These results will be available only when the preliminary results are made.
- Progress results will be available from approximately 1pm.
- Preliminary results will be available from approximately 9pm.
- Both progress and preliminary results will be available:
 - at Thames-Coromandel District Council office, 515 Mackay Street, Thames;
 - by accessing Council's website (www.tcdc.govt.nz) ;
 - by telephoning the electoral office on 0800 922 822
- Where email addresses have been provided, candidates will be emailed both the progress and preliminary results, once available.

Kids Voting is designed to give young people (pre-voters) an authentic experience of New Zealand's electoral processes to encourage them to become voters of the future.

Kids Voting builds first-hand experience by young people through active participation, increasing personal understanding, belief and confidence in the electoral process.

Kids Voting provides a critical stepping stone to ensuring that young people today become voters of tomorrow.

The programme is particularly aimed at Year 9 and 10 students, fitting in with the school curriculum. Many schools adapt the programme to suit students from Year 1 to 13.

Students vote for real candidates, on a real ballot paper, and compare the results from the Kids Voting election with the results of the real election - participating in an authentic voting experience. Kids Voting votes are of course not able to be included in the real election.

Some of the identified benefits of the Kids Voting programme are:

- provide all students an opportunity to participate in an authentic voting experience
- increase young people's understanding of and participation in electoral and democratic processes
- leverage on Kids Voting to reach and engage with parents, family and whanau about the voting experience
- contribute to local government's ability to deliver local democracy and people participating in local democracy
- provides an opportunity for local authority and local school interaction

For more information about Kids Voting refer: www.kidsvoting.org.nz

- All members come into office for the Thames-Coromandel District Council on the day after the day the candidate is declared to be elected (ie the day after the first public notice declaring the result is made).
This is a proposed new requirement under section 115, Local Electoral Act 2001.
- All members leave office for the Thames-Coromandel District Council when the members elected at the next election come into office.
(section 116, Local Electoral Act 2001)
- If at the close of nominations, the number of candidates is less than the number of vacancies, the unfilled vacancies become extraordinary vacancies and are treated as occurring on polling day (12 October 2013).
(section 64, Local Electoral Act 2001)
- Any such extraordinary vacancy is required to be filled by an election, which cannot occur any earlier than 10 February the following year.
(section 138, Local Electoral Act 2001)
- A member is disqualified from holding office in a local authority under the following provisions:
"Disqualification of members
(1) A person's office as a member of a local authority is vacated if the person, while holding office as a member of the local authority, -
 - (a) ceases to be an elector or becomes disqualified for registration as an elector under the Electoral Act 1993; or
 - (b) is convicted of an offence punishable by a term of imprisonment of 2 years or more.
(2) If subclause (1)(b) applies: -
 - (a) the disqualification does not take effect -
 - (i) until the expiration of the time for appealing against the conviction or decision; or
 - (ii) if there is an appeal against the conviction or decision, until the appeal is determined; and
 - (b) the person is deemed to have been granted leave of absence until the expiration of that time, and is not capable of acting as a member during that time.
(3) A person may not do an act as a member while disqualified under subclause (1) or while on leave of absence under subclause (2)"
(Clause 1, Schedule 7, Local Government Act 2002)
- For district health boards, members come into office (and current members leave office) on 9 December 2013, the 58th day after polling day.
(clauses 14 & 15, Schedule 2, New Zealand Public Health and Disabilities Act 2000).

Relevant legislation relating to membership of community boards is found in the Local Electoral Act 2001.

- Each community board must consist of between 4 and 12 members; and is to include at least 4 elected members; and may include, as appointed members, up to half the total number of members (section 19, Local Electoral Act 2001).
- Appointed members to a community board must be appointed by council from the elected councillors representing the ward in which the community is situated (section 19F, Local Electoral Act 2001).
- A person elected as a councillor and a community board member within the same ward/ community district, 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 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).
- If a person is elected as a councillor and a community board member (the community being in a different ward to the ward containing the community), that person is considered an elected member to both.
- In the Thames-Coromandel District Council, four members are elected to each of the five community boards.
- Each community board may have up to three appointed members, appointed by council from councillors in the ward in which the community board is located.

Local Electoral Act 2001
(as amended by the Local Electoral Amendment Bill)

121 Illegal nomination, etc

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

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

122 Interfering with or influencing voters

Every person commits an offence, and is liable on summary conviction to a fine not exceeding \$5,000, who-

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

123 Offences in respect of official documents

(1) Every person commits an offence who-

- (a) intentionally removes, obliterates, or alters any official mark or official writing on any voting document, or other official document used at an election or poll;
- (b) intentionally places any mark or writing that might be mistaken for an official mark or official writing on any voting document, or other official document used at an election or poll;

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

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

- (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 on indictment 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 bribery is liable on conviction on indictment to imprisonment for a term not exceeding 2 years.

126 Treating

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

- (b) for the purpose of obtaining his or her election; or
 - (c) on account of that person or any other person having voted or refrained from voting, or being about to vote or refrain from voting.
- (2) Every holder of a license under the Sale of Liquor Act 1989 commits the offence of treating who knowingly supplies any food, drink, entertainment, or provision-
- (a) to any person, if the supply is demanded for one or more of the purposes specified in subsection (1); or
 - (b) to any person, whether an elector or not, for the purpose of obtaining the election of a candidate or affecting the result of a poll, and without receiving payment for it at the time when it is supplied.
- (3) Every elector who corruptly accepts or takes any such food, drink, entertainment, or provision also commits the offence of treating.
- (4) Despite subsections (1) to (3), the provision of light refreshments after any meeting relating to an election or poll does not constitute the offence of treating.
- (5) Every person who commits the offence of treating is liable on conviction or indictment 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 on indictment 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 on indictment 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 summary 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 summary 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 summary conviction to a fine not exceeding \$2,000, who is guilty of any intentional or reckless act of commission or omission contrary to the provisions of this Act or regulations made under this Act in respect of any election or poll, and for which no other penalty is imposed by this Act or regulations made under this Act.

General provisions

137 Property may be stated as being in electoral officer

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

138 Duty to take action in respect of offences

- (1) Subsection (2) applies if an electoral officer—
 - (a) receives a written complaint that an offence has been committed under—
 - (i) Part 5; or
 - (ii) this Part; 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—
 - (i) report the complaint or belief to the Police; and
 - (ii) 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 103I 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.

Remuneration for elected members is established by the Remuneration Authority. The Authority sets base salaries for elected members and for community boards. The mayor and councillor salaries are based on a 'size index' which is a measure of the relative size and complexity of each council's business activities.

A pool is made available, capped at the equivalent of 1.5 times the base councillor salary, to each council to provide additional pay for members who take on additional responsibilities, such as chairing a committee. This could result in a committee chairperson earning an additional 5% to 25% of the base councillor salary. A deputy mayor can earn up to an additional 40% over and above the base councillor salary.

Community board elected members' salaries are based on the population base for the community. However, the salaries are not a fixed multiple of its population, rather there is relativity between the board's population and the remuneration.

Up to 30% of the base community board member salary can be paid for additional responsibilities. The additional responsibilities must be to the board as a whole and not to individual members. The remuneration of an elected chairperson is twice the salary of a community board member (including additional remuneration, if any). Confirmation that the chairperson is carrying out specific additional roles is required by the Authority.

Salaries take effect immediately following the publication of the election results.

Position	Annual Salary
Council	
Mayor	\$99,250
Deputy Mayor	\$28,500 (plus up to 40%)
Committee Chairperson	\$28,500 (plus between 5% to 25%)
Councillor	\$28,500
Community Boards	
Coromandel-Colville Community Board	\$5,500 (plus up to 30% for additional responsibilities)
Mercury Bay Community Board	\$6,500 (plus up to 30% for additional responsibilities)
Tairua-Pauanui Community Board	\$5,500 (plus up to 30% for additional responsibilities)
Thames Community Board	\$6,500 (plus up to 30% for additional responsibilities)
Whangamata Community Board	\$6,000 (plus up to 30% for additional responsibilities)
Community Board Chairs	Twice the salary of a community board member, including additional remuneration, if any.

Resource Consent Hearing Fees

Meeting fees are paid to elected members in respect of resource consent hearings including preparation time of up to the time of the duration of the hearing.

The hourly rate applies as follows:

Chairpersons: \$100 per hour of hearing time

Others: \$80 per hour of hearing time

Travel Time And Vehicle Mileage Expenses

Where Councillors and Community Board members are required to use their own vehicle on approved Council business, they will be paid a vehicle mileage allowance that reflects cost recovery.

The maximum mileage allowance for the first 5,000 kilometres is 77 cents per kilometre and the maximum for distances greater than 5,000 kilometres is 37 cents per kilometre. A minimum distance travelled (up to 30 kilometres) threshold applies.

Elected members are also entitled to claim a travel time allowance at a rate of \$35 per hour where travel time exceeds 1 hour in any one trip that is on Council/Community Board business.

Mayoral vehicle

Council currently provides a vehicle to the Mayor on the basis of full private use.

Reimbursement of Expenses

The Remuneration Authority also determines the allowances and expenses for all elected members based on recommendations from Council. The following reimbursement policy currently applies to elected members.

Description of Expenses / Allowances

- Reimbursement of mileage incurred in travelling to and from formally convened Council, Committee and Community Board meetings or for attending site visits associated with Judicial Committee hearings.
- Reimbursement of mileage or actual and reasonable travel, accommodation, meal and related incidental expenses (including taxis and parking) incurred while travelling to meetings and/or ceremonial functions of other organisations where the member is a representative approved by Council or Community Boards. Attendance and reimbursement of costs shall be in accordance with the representatives' approved terms of reference.
- Reimbursement of mileage or actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including taxis and parking) incurred by members in attendance at conferences, courses, seminars and training programmes, where the member's attendance has been approved by the Council or Community Board.
- Where members are required to attend approved contiguous Council/ Committee/ Community Board meetings, workshops or training, and elected members choose to stay overnight (either privately or in a hotel/motel) rather than returning to their usual place of residence, reimbursement of the lesser of mileage or actual and reasonable expenses or allowances will be made.

- Where members choose to stay privately (when undertaking an approved Council activity as described in this schedule), an allowance will be made in accordance with the State Services Commission determination for staying privately.
- Supply of reasonable amounts of paper, letterhead, envelopes and printer and facsimile consumables, provided these are not used for electioneering purposes.
- Reimbursement of Council-related private telephone call charges, including cellphones.

Communications Allowance

A communications allowance may be payable to elected members for expenses relating to a mobile phone, computer or ancillary equipment and/or internet connection. Currently the maximum allowance is \$750 for Councillors and Community Board Chairs per annum, however this allowance is not payable if the Council provides the member with use of a mobile phone, computer or ancillary equipment or internet connection.

The allowance is designed to cover the additional costs that Councillors and Community Board Chairs meet because of the duties they undertake. It is not designed to fully cover all costs members may incur.

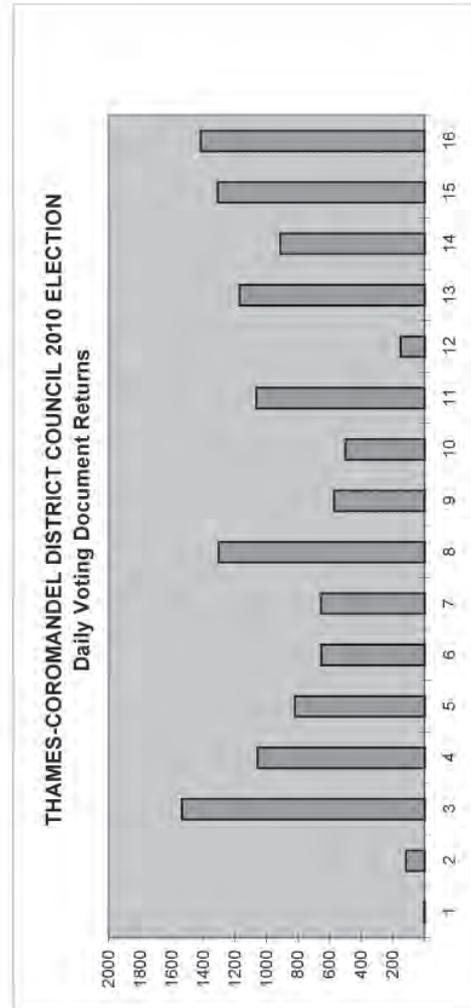
Councils are increasingly providing their members with an iPad to access Council information. This has prompted a review by the Remuneration Authority of the communications allowance. The results of the review are not available at the time of publishing this handbook.



VOTING DOCUMENT RETURNS - 2010 ELECTIONS

CB(SUB)ELECTORS	ELECTION DAY*															
	20-Sep	21-Sep	22-Sep	23-Sep	24-Sep	27-Sep	28-Sep	29-Sep	30-Sep	1-Oct	4-Oct	5-Oct	6-Oct	7-Oct	8-Oct	9-Oct
COROMANDEL-COLVILLE 2178	0 0.0%	6 0.3%	160 7.6%	312 14.3%	382 17.5%	455 20.9%	493 22.6%	636 29.2%	682 31.3%	718 33.0%	809 37.1%	816 37.5%	940 43.2%	1041 47.8%	1171 53.8%	1328 61.0%
MERCURY BAY 5873	1 0.0%	52 0.9%	423 8.1%	763 13.0%	1026 17.5%	1210 20.6%	1407 24.0%	1752 29.8%	1924 32.8%	2092 35.8%	2412 41.1%	2469 42.0%	2846 48.5%	3157 53.8%	3530 60.1%	3832 65.2%
THAMES 7820	0 0.0%	7 0.1%	420 5.5%	732 9.4%	992 12.7%	1190 15.2%	1394 17.8%	1842 23.6%	2063 26.4%	2205 28.2%	2699 33.2%	2629 33.6%	3012 38.5%	3294 42.1%	3772 48.2%	4668 58.4%
TAIRUA-PAUANUI 2262	3 0.1%	28 1.4%	192 8.9%	345 15.3%	435 19.2%	500 22.1%	602 26.6%	762 33.7%	824 36.4%	898 39.7%	1025 45.3%	1062 46.9%	1211 53.5%	1306 57.7%	1446 63.9%	1529 67.6%
WHANGAMATA 3547	0 0.0%	25 0.7%	342 10.3%	566 16.0%	705 19.9%	839 23.7%	953 26.9%	1162 32.8%	1234 34.8%	1316 37.1%	1450 40.9%	1470 41.4%	1609 45.4%	1735 48.9%	1927 54.3%	2006 56.6%
TOTAL 21680	4 0.02%	118 0.56%	1537 7.09%	2718 12.54%	3540 16.33%	4194 19.35%	4849 22.37%	6154 28.39%	6727 31.03%	7229 33.34%	8295 38.26%	8446 38.96%	9618 44.36%	10533 48.58%	11846 54.64%	13263 61.18%
DAILY %	0.02%	0.54%	7.09%	4.88%	3.79%	3.02%	3.02%	6.02%	2.64%	2.32%	4.92%	0.70%	5.41%	4.22%	6.06%	6.54%
2007 Returns	0.3%	2.9%	7.8%	12.4%	14.7%	16.9%	18.0%	24.4%	27.1%	29.8%	30.3%	33.2%	37.0%	43.9%	46.2%	53.0%

* Including special votes





DECLARATION OF RESULT OF ELECTION

for the Thames-Coromandel District Council 2010 elections

I hereby declare the results of the elections held on 9 October 2010 for the following offices:

MAYOR (one vacancy)	Votes Received		
BARRIBALL, Philippa	2678	MCMILLAN, Brian	411
CATRAN, Adrian	1641	STEPHENSON, Keith	688
LEACH, Glenn	6392	WALKER, John	778
MCLEAN, Murray	Withdrawn	WARD, Anne (Rural Women NZ)	593
MINOGUE, Dal	2119	WELCH, Mac	324
TAYLOR, Graham	225	WILLIAMS, Rhys	93
Informal votes received: 12		Informal votes received: 1	
Blank votes received: 191		Blank votes received: 25	

I therefore declare Glenn LEACH to be elected.

COUNCIL

Coromandel-Colville Ward (one vacancy)

AUTUMN, Jan	413	COOPER, Chris	785
BRLJEVICH, Tony	551	FULLER, Peter	493
RABARTS, John	107	GILES, Gloria Ann	990
STARK, Chris	231	RENTON, Bob	1027
Informal votes received: 1		SWINDLES, Barry	1038
Blank votes received: 25		Informal votes received: 1	
		Blank votes received: 60	

I therefore declare Tony BRLJEVICH to be elected.

Mercury Bay Ward (two vacancies)

BALSOM, Shelley	1217	BAVERSTOCK, Justine	1905
BENNETT, June	887	BRIDGMAN, Mark	1596
FOX, Tony (Independent)	2070	COONEY, Satyananda	853
MCLEAN, Murray	1532	CULLEN, Victoria (Independent)	1422
MINOGUE, Dal	1145	HODGSON, Dennis	1240
Informal votes received: 5		PETERS, Strat	2589
Blank votes received: 82		RODLEY, Martin	1176

I therefore declare Tony FOX and Murray MCLEAN to be elected.

South Eastern Ward (two vacancies)

BARTLEY, Jan	1235	SIMPSON, Rex (Independent)	1050
MCCABE, Helen (Independent)	1154	WOOD, Peter H. (Independent)	1428
SMITH, Alison	864	YATES, Lester	1682
STUART, Bruce	1109	Informal votes received: 9	
WELLS, Jack (Residents and Ratepayers)	1731	Blank votes received: 190	

I therefore declare Justine BAVERSTOCK, Mark BRIDGMAN, Strat PETERS and Lester YATES to be elected.

I therefore declare Jan BARTLEY and Jack WELLS to be elected.

Whangamata Community Board (four members)

BROOKES, Kevin	962		
JOHNSTON, Keith	1198		
KERR, Peter S	1402		
LLOYD, Matt	389		
MCCABE, Helen (Independent)	1400		
TAYLOR, Mary	1136		

Informal votes received: 0

Blank votes received: 47

I therefore declare Keith JOHNSTON, Peter KERR, Helen MCCABE and Mary TAYLOR to be elected.

Dated at Thames, 15 October 2010

Lynlee Baily

Electoral Officer

Thames-Coromandel District Council

515 Mackay Street, Thames

(Phone: 0800 922 822)

I therefore declare Diane CONNORS, Peter FRENCH and Wyn HOADLEY to be elected.

COMMUNITY BOARDS

Coromandel-Colville Community Board (four members)

BEAVER, Loes	473
BRETT, Kim	679
HINTZ, Ray	377

Local Elections 2010

**YOUR VOTE
YOUR COMMUNITY**

Thames - Coromandel Wards



Community Boards



Pre election report

The LGA 2002 requires that the chief executive prepare a pre-election report for the three financial years immediately preceding the election. It must include -

- A funding impact statement
- A summary balance sheet based on financial statements that disclose public debt and financial assets separately; and
- A statement that compares -
 - rates, rate increases, and borrowing with the quantified limits specified in the financial strategy; and
 - returns on investments with the quantified targets for returns on those investments specified in the financial strategy; and

For the three financial years immediately following the date of the election -

- The information included in the funding impact statement; and
- A summary balance sheet based on the forecast financial statements that discloses public debt and financial assets separately; and

The major projects planned for the three financial years immediately following the election.

The financial information to be included in the pre-election report for the financial year ending in the same year as the election may be based on estimated information and need not be audited.

The Pre Election Report will be available in early July 2013.

Mayor and Councillors

The Council is governed by a Mayor and eight Councillors. The Councillors are elected from four wards and are also members of various Community Boards and Council Committees. The overall role of the Mayor and Councillors is to advocate on behalf of their communities and the District as a whole.

Community Boards

The overall role of the Community Boards is to represent and act as an advocate for the interest of their communities. In effect, the Community Boards fulfill a role linking local communities and the Council. The Councillors are also members of the various Community Boards.

Council

- a) Council shall be elected by the electors of 4 wards to be named "Thames Ward", "Coromandel-Colville Ward", "Mercury Bay Ward" and "South Eastern Ward".
- b) The Thames Ward shall consist of the area encompassed by the Thames Community Board area as described below.
- c) The Coromandel-Colville Ward shall consist of the area encompassed by the Coromandel-Colville Community Board area as described below;
- d) The Mercury Bay Ward shall consist of the area encompassed by the Mercury Bay Community Board area as described below;
- e) The South Eastern Ward shall consist of the areas encompassed by the Tairua-Pauanui and Whangamata Community Boards as described below.
- f) A total of three councillors shall be elected for the Thames Ward; one Councillor for the Coromandel-Colville Ward; two Councillors for the Mercury Bay Ward and two Councillors for the South Eastern Ward.

Community Boards

- a) There shall be five Community Boards which will be known as the Thames, Coromandel-Colville, Mercury Bay, Whangamata and Tairua-Pauanui Community Boards;
- b) The Community Boards shall be based on the existing Community Board areas and comprise the geographical communities defined below
- c) No existing Community Board will be abolished or united with a neighbouring Community Board area and the boundaries of the existing areas will not be changed;
- d) The individual Community Board areas shall not be subdivided for electoral purposes
- e) The number of elected Community Board members shall be as follows:

Community Board	Members
Thames	4
Coromandel-Colville	4
Mercury Bay	4
Tairua-Pauanui	4
Whangamata	4

- f) Councillors will be appointed to Community Boards from the Ward in which the Community Board is located as follows:

Community Board	Appointed Members
Thames	3
Coromandel-Colville	1
Mercury Bay	2
Tairua-Pauanui	2
Whangamata	2

The Ward and Community Board boundaries shall be as described in the following table:

Community Board	Description	S.O. Plan	Ward
Thames	South of Thames from the Kauaeranga River and Mount Sea Road including the areas of Matatoki, Puriri and Hikutaia, the area of Thames town and the Thames Coast to the Waikawau River in the north.	Comprising the area delineated on S.O. Plan No. 60947 deposited with Land Information New Zealand	Thames
Coromandel-Colville	From the Waikawau River in the south, following the southern boundary of the Coromandel Ranges to south of Kennedy Bay, to include all the Coromandel Peninsula to the north.	Comprising the area delineated on S.O. Plan No. 57968 deposited with Land Information New Zealand	Coromandel-Colville
Mercury Bay	The areas of Matarangi, Whangapoua and Kuaotunu, Kaimarama, Whenuakite, Cooks Beach, Hahei and Hot Water Beach, and the Town of Whitianga.	Comprising the area delineated on S.O. Plan No. 60946 deposited with Land Information New Zealand	Mercury Bay
Tairua-Pauanui	The Tairua River Catchment including the areas of Sailors Grave, Tairua, Pauanui, Hikuai	Comprising the areas delineated on S.O. Plan No. 57973 deposited with Land Information New Zealand	South Eastern
Whangamata	The Whangamata Basin including Oputere.	Comprising the areas S.O. Plan No. 57976 deposited with Land Information New Zealand	

Community Boards

Community Boards are constituted under section 49 of the Local Government Act 2002 to:

- represent and act as an advocate for the interests of their community;
- consider and report on any matter referred to it by the Council and any issues of interest or concern to the Community Board;
- make an annual submission to Council on expenditure in the community;
- maintain an overview of services provided by the Council within the community;
- communicate with community organisations and special interest groups in the community;
- undertake any other responsibilities delegated by Council Currently Council has not delegated any such responsibilities;
- communicate with community organisations and special interest groups in the community; and
- undertake any other responsibilities delegated by the Council.

Committees

Council reviews its committee structures after each triennial election. Committees may be standing committees (generally appointed for the term of Council), special/project committees or joint committees.

Council currently has the following standing committees:

- Policy and Planning Committee;
- Service Delivery Committee;
- Judicial Committee;
- Audit Committee;
- Chief Executive Liaison Committee;
- District Plan Review Committee; and
- Eastern Waikato Solid Waste Joint Committee.

Community Boards also have committees or have representatives on committees, such as:

Thames

- Parks and Recreation Committee
- Community Services Committee

Mercury Bay

- Mercury Bay Halls and Library Committee
- Whitianga/Wharekaho Reserve Management
- Hahei Reserve Management
- Cooks Beach/Ferry Landing Reserve Management
- Kuaotunu Reserve Management
- Opito/Otama Reserve Management
- Matarangi Reserve Management
- Whangapoua Reserve Management

Coromandel-Colville

- Coromandel Citizen Hall

Tairua-Pauanui

- Pauanui Parks and Reserves (Liaison)
- Tairua Harbour (Liaison)
- Tairua Parks and Reserves (Liaison)
- Pauanui Sports and Recreation Club (Liaison)
- Tairua Community Hall Society (Liaison)

Council Organisations

To assist in the achievement of community outcomes, Council appoints representatives to other organisations. If Council's control of the organisation, through voting rights or appointment of directors, is less than 50% the organisation is a council organisation; where Council's control is more than 50%, the organisation is a council-controlled organisation with specific governance and accountability requirements prescribed under the Local Government Act 2002.

Currently, Council representatives are appointed to the following council organisations and council-controlled organisations:

- Hauraki Gulf Forum;
- Regional Transport Committee;
- Thames Valley Combined Civil Defence Emergency Management Committee;
- Waikato Civil Defence Emergency Management Group;
- Waihou Valley and Piako River Schemes Liaison Subcommittee;
- Rates Postponement Project Joint Committee;
- Thames Valley Rural Fire Committee (council-controlled organisation); and
- Local Authority Shared Services Limited (council-controlled organisation).

Thames

- Thames Museum Society

Mercury Bay

- Te Whanganui O Hei Marine Reserve
- Mercury Bay District Historical Society Inc. Management Committee
- Mercury Bay Trust Board

Other Liaison and Co-operation

The Council and Community Boards are involved with many groups working within the community. Such organisations fall outside the “council organisation” definition where there is no voting rights attached to membership.

Thames

- Thames Information Centre
- Keep Thames Beautiful

Coromandel-Colville

- DOC Liaison Committee

Coromandel-Colville

- Coromandel Library
- Sport Domain

Whangamata

- Whangamata Beach Care
- Whangamata Harbour Care Inc.
- Whangamata Festival Committee
- Opoutere Hall
- Whangamata Community Library Committee
- Whangamata Swimming Pool Committee

Members’ Roles and Conduct

Mayor and Councillors

The Mayor and Councillors of the Thames-Coromandel District Council have the following roles:

- setting the policy direction of Council;
- monitoring the performance of the Council;
- representing the interests of the district (on election Council members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the district); and
- employing the Chief Executive (under the Local Government Act the local authority employs the Chief Executive, who in turn employs all other staff on its behalf).

Mayor

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

- provide leadership to -
 - the other members of the Council
 - the people in the District
- presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in Standing Orders);
- leading the development of the Council’s plans (including the Ten Year Plan and Annual Plan), policies, and budgets for consideration by the Council;
- advocating on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the Community Boards knowledge and support of the Council;
- ceremonial head of Council;

- providing leadership and feedback to other elected members on teamwork; and
- chairing some committees.
- member of each committee of the Council.

The Mayor also has the following powers -

- to appoint the Deputy Mayor;
- to establish committees of the Council;
- to appoint the chairperson of each Council committee.

The Mayor can decline to exercise the above powers.

The Council has the power to:

- remove a Deputy Mayor appointed by the Mayor;
- discharge or reconstitute a committee established by the Mayor;
- appoint one or more committees in addition to any established by the Mayor;
- discharge a chairperson appointed by the Mayor.

Deputy Mayor

The Deputy Mayor can be appointed by the Mayor, or if the mayor declines to exercise that power, the Council can elect the Deputy Mayor at the first meeting of Council. If the Mayor is absent or incapacitated or if the office of Mayor is vacant, the Deputy Mayor must perform all of the Mayor's responsibilities and duties and may exercise the powers of the Mayor. The Deputy Mayor may be removed from office resolution of Council.

Chairperson

A community board or committee chairperson is responsible for presiding over meetings of the community board or committee, ensuring that the body and members act within the powers and undertake the responsibilities required by legislation or delegated by Council.

Elected Members

Elected members have specific obligations as to their conduct in the following legislation:

- Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive and to abide by the current code of conduct and standing orders;
- the Local Authorities (Members' Interests) Act 1968 which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect);
- the Secret Commissions Act 1910, which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way; and
- the Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.

Code of Conduct

All elected members are required to adhere to a code of conduct. Adopting such a code is a requirement of the Local Government Act 2002. Once adopted, a code may only be amended by a 75 per cent or more vote of the Council.

The code sets out the Council's understanding and expectations of how the Mayor and Councillors will relate to one another, to staff, to the media and to the general public in the course of their

duties. It also covers disclosure of information that is received by or is in the possession of elected members, and contains details of the sanctions that Council may impose if an individual breaches the code.

Meeting Processes

The legal requirements for council meetings are provided for in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA). Generally, the Council must hold the meetings that are necessary for the good government of the district.

All council, community board and committee meetings must be open to the public although there are circumstances where councils may consider an item with public excluded. (These circumstances generally relate to protection of personal privacy, professional privilege or commercially sensitive information, and the maintenance of public health, safety and order.) Standing orders (a set of procedures for conducting meetings) must be followed.

The Mayor, community board or committee chairperson is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any public for disorderly conduct or removal of any member who does not comply with the standing orders.

Minutes of the meetings are kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to the provisions of LGOIMA.

Consultation

As an organisation responsible to the community it serves, Council is committed to ongoing and effective consultation. Council already conducts consultation with the public on many issues and this policy reflects both current practices and its responsibilities under the Local Government Act 2002.

A well-structured consultation process is a key part of improved decision making. Council welcomes and values input from the people of the District so it can adequately reflect their views in its decision making. Elected members play a key part in the consultation process.

Consultation With Maori

As a requirement of the Resource Management Act 1991 and the Local Government Act 2002, Council must provide Maori with opportunities to participate in Council decision making. Council holds regular forums to enable Maori to participate in decision-making processes.

Management Structure and Relationships

Chief Executive

The Local Government Act 2002 requires Council to employ a Chief Executive and the Chief Executive is the only person who may lawfully give instructions to a staff member. The Chief Executive implements and manages the Council's policies and objectives within the budgetary constraints established by Council and has the following responsibilities:

- Implementing the decisions of Council;
- Providing advice to the Council and Community Boards;
- Ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or

- bylaw are properly performed or exercised;
- Managing the activities of the Council effectively and efficiently;
 - Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council;
 - Providing leadership for the staff of the Council; and
 - Employing staff (including negotiation of the terms of employment for the staff).

Management Structure

Chief Executive

- Strategic Relationships
- Area Offices - Mercury Bay, Thames, Whangamata
- Regulatory
- Planning
- Infrastructure
- Finance
- Communications and Economic Development
- Human Resources
- Support Services

Details on the services provided by each Group are available on Council's website (www.tcdc.govt.nz).

Key Planning and Policy Documents

The following key planning and policy documents are available from Council's Service Centres:

- 2012-2022 Ten Year Plan
 - Statement on Contributions to Decision-making Processes by Maori
 - Statement on Water and Sanitary Assessment
 - Statement on Waste Management Plan
 - Statement on Council Controlled Organisations
- Revenue and Financing Policy
- Liability Management Policy
- Investment Policy
- Rates Relief Policy
- Partnerships with Private Sector Policy
- Development Contributions Policy
- Procurement Policy
- Sensitive Expenditure Policy
- Governance Policies
- Significance Policy
- Rates Remission and Postponement Policy
- Protected Disclosures Policy
- Fraud Policy

Purpose

The purpose of these delegations is to give effect to a new partnership approach to the governance of the District that will primarily be delivered through the five community boards. This approach was confirmed by the Council in its adoption of the report "Getting Closer to the Community - Opportunities for New Approaches to Community Governance and Service Provision in the Thames Coromandel District" and its associated recommendations on the 18th of April 2012.

The intent of these delegations is to delegate authority and, as far as possible, responsibility to community boards to allow the five community boards to effectively govern and determine issues associated with their areas.

In making these delegations the Council recognises that it is ultimately responsible for the governance of the district and therefore retains the right to set minimum standards and to review community board decisions associated with the exercise of these delegations.

Objective

The objective of this delegation to community boards is to strengthen community governance which involves communities playing an increased role in determining its own future. Community governance encourages collaboration between all sectors of their communities to achieve mutual goals, with an emphasis on steering, influencing and co-ordinating the actions of others. It is a system of representation that allows and encourages more formal local input into prioritising issues and works in the areas that will receive direct benefit.

Greater community governance in the Thames-Coromandel District will be partly achieved through increased delegation of responsibilities to community boards. This means increased authority to make governance decisions on local matters, functions and activities for the benefit of their communities.

Partnership Statement

The Council undertakes to:

- Provide for and give consideration to community board input into significant governance decisions affecting the respective community board area.
- Support community boards to provide local leadership and develop relationships with the Council, their communities and community organisations in developing local solutions within community board areas.
- Support community board members in their governance role by ensuring that operational management and associated contract performance is regularly reviewed and opportunities for improvements acted upon.

Community Board Status

A community board is :

1. An unincorporated body; and
2. Not a local authority; and
3. Not a committee of the Council.

Responsibilities

The legislative role of the community board is to:

1. Represent, and act as an advocate for, the interests of its communities; and
2. Consider and report on all matters referred to it by the Council, or any matter of interest or concern to the community board; and
3. Maintain an overview of services provided by the Council within the community; and
4. Prepare an annual submission to the Council for expenditure within the community; and
5. Communicate with community organisations and special interest groups within the community; and
6. Undertake any other responsibilities that are delegated to it by the Council.

The community boards are responsible for:

Preparing and implementing programmes of work relevant to the purposes of the community board as defined within these delegations. The work programmes shall be consistent with the Ten Year Plan and Annual Plan processes of the Council and include budgetary provision for all associated costs; and

Ensuring that any consent, licence or authority required to exercise its powers, authorities or functions is obtained before action is taken.

Delegations

In exercising the delegated powers, the community board will operate within:

1. Policies, plans, standards or guidelines that have been established and approved by Council;
2. The overall priorities of Council; and
3. The approved budgets for the activity.

The community board shall have the following delegated powers and be accountable to Council for the exercising of these powers:

Consultation and Engagement

Community boards shall provide local leadership and develop relationships with the Council, the community and community organisations in developing local solutions within the Community Board areas.

Community boards shall have the power to facilitate consultation with local residents, ratepayers, Iwi, community groups and other stakeholders on local issues and local aspects of district issues including input to the Ten Year Plan (including the key policies and asset management plans), Annual Plan and Development Plans.

Community Board Plans

Community boards shall have the authority to develop Community Board Plans (CBPs) for inclusion in the Council's Ten Year Plan and Annual Plan process.

As a minimum, Community Board Plans will include variations to local service levels, proposed projects, the relative project priorities and the estimated project cost for the community board area.

Note: Subject to affordability and any other factors deemed relevant, Council will generally adopt the proposals within a Community Board Plan relating to community board activities. Council will give consideration to all recommendations from the community board in determining priorities, levels of service and associated projects for District Activities.

Local (Community Board) Activities

Community boards shall have authority to make all local governance decisions (decisions that do not have an impact on the wider provision of these services beyond the community board area) relating to the following activities and sub-activities:

- Harbour Facilities
- Community Centres and Halls
- Airfields
- Public Conveniences
- Local Transportation
- Local Social Development (Community Grants)
- Community Health and Safety (Local Bylaw Levels of Service)
- Parks and Reserves
- Libraries
- Swimming Pools
- Cemeteries
- Local Strategic Planning
- Local Economic Development

Notes:

- a) At the time these delegations were confirmed, public conveniences and cemeteries were to be funded on a district wide basis for the 2012/13 year. This funding approach is to be reviewed in the 2013/14 Annual Plan process. In the interim period, the Service Delivery Committee will make a determination should there be competing priorities for these activities.
- b) Local Transportation decisions must be consistent with NZTA approved procurement policies where these apply to the Thames Coromandel District Council.

Funding and Budgets

Community boards shall have authority to:

1. Develop proposed budgets for local activities that would generally be approved by Council subject to affordability and Council being satisfied it is meeting its overall accountability requirements.
2. Develop proposed fees and charges for adoption by Council.

Notes:

- a) Funding for the community board will align with Council's Revenue and Financing Policy.
- b) The community board shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Ten Year Plan and Annual Plan. In accordance with the provisions of the Local Government Act 2002, Schedule 7 s39(2), a community board may not incur expenditure in excess of the approved budget.

Additional Financial Delegation

Community boards shall have the authority to approve annual expenditure from a discretionary fund of up to \$20,000 per community board area, per annum, for local activities within the following parameters:

1. The decision meets relevant legislative and Council policy requirements including any controls on the use of funds from the respective accounts.
2. The decision is made after considering a report from staff.

For the avoidance of doubt, community boards shall also have authority (within their community board area) to:

- a) Make decisions on leases, licenses or concessions associated with all Council owned property within the community board area, excluding Council administration land and buildings.

Note:

- 1) Advice from the relevant Activity Manager is to be considered in these decisions.
- b) Approve all local activity levels of service.
- c) Make recommendations to Council on property (including land and buildings) acquisitions and disposals within the community board area.
- d) Develop and approve local activity policies including Reserve Management Plans.

Notes:

- 1) Local policies are those policies that apply to and impact upon only the community board area to which the policy would apply.
- 2) All local policies must be consistent with any other adopted Council policy.
- e) To exercise all Council's authorities under the Reserves Act 1977 where these may be delegated to community boards.
- f) Approve project definitions for all local activities.
- g) Recommend to Council the level of bylaw service and enforcement to be provided within the community, having regard to the need to maintain consistency across the district.
- h) Recommend to Council the initiation of an appeal or reference to the Environment Court on decisions on which the Board has made submissions.
- i) Provide advice to Council through nominated person(s) on local issues in relation to matters that have been referred to them, including resource consents.

Notes:

- 1) None of these powers may be sub-delegated.
- 2) Council retains decision making authority associated with existing or new district-wide local activity maintenance contracts. Council will provide for community board input into such decisions.

District Activities

For activities within the "District Activities" category the community boards shall have delegated authority to:

- 1) Provide recommendations to the Council prior to it making significant governance decisions affecting the community board area.
- 2) Review and make recommendations to the Council, or a Council committee with delegated authority, on the levels of service for these activities.
- 3) Comment and make recommendations on relative priorities for the delivery of these activities within the community board area.
- 4) Provide recommendations to Council on all district activity project definitions.
- 5) Develop a submission on the goals, objectives and budgets that Council establishes through its Ten Year Plan and Annual Plan processes for the delivery of these activities.

Note: The primary method of community board input into Council's establishment of priorities and their associated funding of District Activities is to occur via the Community Board Plan process.

Activities within the District Activities category are:

- Wastewater
- Solid Waste
- District Transportation
- Bylaws
- Strategic Planning
- Emergency Management
- Hazard Management
- Building Control
- Community Health and Safety
- Water Supply
- Stormwater/Land Drainage
- District Economic Development
- Land use Planning and Land use Management
- Natural and Cultural Heritage
- Land Information Memoranda
- District Leadership
- Local Advocacy

Other Activities

Community boards shall also have delegated authority to:

1. Develop local management and development plans where required by statute or in support of district or other plans for reserves, harbours and all other community facilities within local activities, except:
 - a) Where powers have been delegated to Council officers; or
 - b) The plans would have significance beyond the community board's area or otherwise involve a matter of national importance (Section 6 Resource Management Act 1991); or
 - c) The plans involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise;
2. Develop and make submissions to the Council on:
 - a) The draft Ten Year Plan and Annual Plan recommending specifically on issues that are of interest to the communities represented by the community board;
 - b) Strategic planning issues with recommendations on where and how provision should be made for unique community needs;

Power to Delegate

The community board may delegate any of their responsibilities, duties or powers to a committee, subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the Council or by the community board.

The committee, subcommittee or person to which or to whom the responsibilities, powers are delegated may, without confirmation by the community board, exercise or perform them in the like manner and with the same effect as the community board could itself have exercised or performed them.

Matters Which Are Not Delegated

Council does not delegate:

1. The power to:

- a) Make a rate or a bylaw;
 - b) Borrow money, or purchase or dispose of assets;
 - c) Acquire, hold, or dispose of property;
 - d) Appoint, suspend, or remove staff;
Adopt a long term plan, annual plan or annual report, or the policies required to be adopted or consulted on in association with the long-term council community plan or developed for the purpose of the local governance statement;
 - e) Adopt a long term plan, annual plan or annual report, or the policies required to be adopted or consulted on in association with the long-term council community plan or developed for the purpose of the local governance statement;
 - f) Institute an action for the recovery of any amount;
 - g) Issue and police building consents, notices, authorisations and requirements under Acts, Statutes, Regulations, By-laws and the like;
 - h) Institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal or reference to the Environment Court on decisions on which the community board has made submissions;
 - i) Enter into contracts and agreements. (Note: Staff have delegated authority within identified limits to enter into contracts and agreements);
 - j) Incur expenditure in excess of the approved Community Board budget; or
2. The powers and duties conferred or imposed (on Council) by the Public Works Act 1981 or those powers listed in Section 34(2) of the Resource Management Act 1991.

Limitations

For the avoidance of doubt, in addition to the existing legislative restrictions in the Local Government Act 2002 and other relevant legislation, community boards or their members are not permitted or delegated to:

1. Initiate or approve the expenditure of Council funds or to engage or direct contractors or staff to carry out works as these functions will be managed by staff.
2. To make local activity decisions that breach adopted Council policy or that are contrary to a district wide standard. Decisions that do not meet these requirements will be recommended to Council or a Committee of Council for final determination.

Review of a Community Board Decision

In recognition of Council's ultimate responsibility for the governance of the District, that Council retains the right to review any decision of a community board where it believes:

1. The decision is not consistent with the Council's vision, mission, values and goals.
2. Where it believes the community board decision has contravened any relevant legislation.
3. The powers and functions of community boards as defined in the Local Government Act 2002 have been exceeded.
4. The delegations of the community board have been exceeded.
5. The decision will unduly impact on the ability of the Council to provide a district wide level of service where it believes it is necessary to do so.
6. The decision is contrary to the Council's Ten Year Plan, adopted council policy, plan or strategy or any other authority, license, consent or approval.

Decision Review Process

A decision to review and determine the associated course of action associated with a community board decision will be made jointly by the Mayor, Deputy Mayor and Chief Executive. The relevant community board chairperson will be consulted in the process of the Council determining whether a community board decision will be reviewed. Generally the course of action will include one of the following:

1. Refer the decision back to the community board for reconsideration; or
2. Refer the decision to the Council, one of its committees or its delegated representative for determination.

Community Board to Council Decision Referral Process

In exceptional circumstances, community boards may refer any decision to Council or its delegated committee for determination subject to that referral including a recommended decision from the community board to Council and the reasons the decision has been referred to the Council for determination.

Membership

The membership of the community board consists of :

1. Members elected under the Local Electoral Act 2001; and
2. Members appointed in accordance with the Local Electoral Act 2001 by the Thames Coromandel District Council.

Chairperson

The community board must have a chairperson, who shall be elected at the first meeting of the community board in accordance with the Local Government Act 2002, Schedule 7, Clause 25 or in accordance with any subsequent amendment to this Act.

The chairperson is responsible for:

1. The efficient functioning of the community board;
2. Setting the agenda for community board meetings in conjunction with the Area Manager; and
3. Ensuring that all members of the community board receive sufficient timely information to enable them to be effective community board members.

The chairperson will be the link between the community board and Council staff.

Contacts with Media and Outside Agencies

The community board chairperson is the authorised spokesperson for the community board in all matters where the community board has authority or a particular interest.

Community board members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of the Council.

The Area Manager for the community board area will manage the formal communications between the community board and its constituents, and for the community board in the exercise of its business. Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff.

Relationships with Other Parties

The Chief Executive is responsible for servicing and providing adequate and appropriately skilled staff resources to support the community boards in the completion of their duties. The Chief Executive generally appoints the Area Manager to provide these functions on his/her behalf.

The Area Manager shall be invited to attend all meetings of the community board.

A partnership approach will be operated between the community boards, Council staff and the Council Strategy Team in the exercise of these delegations.

Frequency of Meetings

The community board shall meet at least two monthly.

Conduct of Affairs

The community board shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968, Council's Standing Orders and Code of Conduct.

Public Access and Reporting

Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders, but it should be noted that:

- At any meeting of the community board at which no resolutions or decisions are made, the provisions of Standing Orders relating to public access do not apply.
- Workshop meetings solely for information and discussions and at which no resolutions or decisions are made may be held in accordance with Standing Orders.
- Extraordinary meetings of the community board may be held in accordance with Standing Orders.
- The public may be excluded from the whole or part of the proceedings of the meeting and information withheld on one or more of the grounds specified in the Local Government Official Information and Meetings Act 1987 s.48.

Quorum

The quorum at a meeting of the community board shall consist of:

1. Half of the members if the number of members (including vacancies) is even; or
2. A majority of members if the number of members (including vacancies) is odd.

Remuneration

Elected members will be reimbursed in accordance with the current Local Government Elected Members' Determination.

Under legislation there is no defined job description for Mayors, Chairpersons, Councillors or Community Board Members. However, members must know or learn:

- The Council's administrative system as it applies to elected members (e.g. Standing Orders, Council and Committee procedures, services and facilities for Councillors, etc.);
- The organisation of, and services provided by, the Council;
- The roles of members and officers;
- How to handle complaints and enquiries from constituents; and
- The essential requirements of the relevant law.

Induction and Training

An induction and training programme will be held for successful candidates and includes information on the fundamental functions of Council and Community Boards. The time commitment is likely to be 2 days a week during November and December 2013. On-going training may require elected members to attend 1-2 day courses or workshops, in addition to meetings, throughout their term of office. The induction programme will begin immediately after the elections. A draft induction programme is being developed and is available on request from Lynlee Baily, Governance Support Manager on 07 8680200.

Taking Office

All candidates at a triennial election who are declared to be elected come into office on the day after the day on which the candidate is declared to be elected. However, no person is permitted to act as a member before making a declaration. The declarations are made at the inaugural meeting to be held on the 30 October 2013.

Inaugural Meeting

The business to be conducted at the inaugural meeting includes, but is not limited to:

- Making and attesting of members' declarations;
- General explanation of statutory requirements;
- Date and time of the first ordinary meeting of Council;
- Election of Deputy Mayor;
- Appointment of members of Council to Community Boards;
- Community Board delegations;
- Code of Conduct;
- Standing Orders;
- Elected members' remuneration;
- Triennial Agreement - Waikato Region;
- Local Governance Statement;
- Meeting conduct;
- Items relating to strategy and policy development;
- Items relating to operational management;

- Items relating to business planning and performance management;
- Items relating to governance, etc

Each Community Board also elects a Chairperson and Deputy Chairperson at its inaugural meeting.

Copies of Council, Community Board and Committee order papers and minutes are available from Council Service Centres and website (www.tcdc.govt.nz).

Time Commitment

The amount of time that each elected member devotes to Council or Community Board affairs is personal and depends on their own particular circumstances. However, candidates should not underestimate the demands that will be made on their time if elected. The demands of elected office have grown over the years to the point where it is difficult for elected members to hold down a full time job, or continue to devote a full working week to a business or professional practice.

The duties of elected members, as established by practice and custom include:

- Attending and participating in meetings;
- Reading agendas and other material before meetings;
- Attending to enquiries from members of the public;
- Attending or hosting functions;
- Representing the Council or Community Board on related organisations, where appointed; and
- Attending and participating in training, conferences and seminars.

The following list gives a rough guide as to the time requirements involved in the positions shown:

Mayor	Full time (including, from time to time, mayoral functions during the evenings or weekends)
Deputy Mayor	Full time
Standing Committee Chairperson	Full time
Councillor	20 to 30 hours or more per week
Community Board Chairperson	14 to 20 hours or more per week
Community Board Member	10 to 15 hours or more per week



TRIENNIAL ELECTION

12 October 2013

APPOINTMENT OF SCRUTINEER

The Electoral officer
Thames-Coromandel District Council
C/- Independent Election Services Ltd
PO Box 5135
Wellesley Street
Auckland 1141

Email info@electionservices.co.nz
Fax (09) 307 7443

I, a candidate for the office of

..... for the election being held on

Saturday 12 October 2013, hereby appoint

as my scrutineer.

.....
Signature of candidate

.....
Date

NOTE: This letter must be returned to the electoral officer or deputy electoral officer no later than 24 hours before the close of voting (ie by noon Friday 11 October 2013).

