

Kaikōura District Council

Will Doughty

- Chief Executive

Anthony Morton

- Electoral Officer



Overview

Today, we will cover:

- ❖ An overview of Kaikōura District Council
- ❖ Life as an elected member – what to expect
- ❖ Election details
- ❖ The nomination process
- ❖ Campaigning - what's involved in standing for election (the do's and don'ts)
- ❖ Election Process and Results

Pōtitanga Kawanatanga ā Rohe
2022 LOCAL GOVERNMENT ELECTIONS
PART 1

What is local government all about?



So what is local government all about?



So what is local government really all about?



So what is local government all about?

Council is responsible for:

- ❖ Formulating the District's strategic direction in conjunction with the community
- ❖ Determining the services and activities to be undertaken by the Council
- ❖ Managing regulations and upholding the law.
- ❖ Advocating on behalf of the local community with central government, other local authorities and other agencies
- ❖ Environmental management through the District Plan
- ❖ Ensuring local communities are encouraged to be part of the decision-making processes of local government

So what do we do as a Council in Kaikōura?



How is our Council Structured in Kaikōura?

Council

- ❖ Mayor and seven Councillors elected at large.
- ❖ Council meetings are currently held on the last Wednesday of each month and operate under Standing Orders.
- ❖ Meetings must be notified and are open to the public (although there are exceptions).
- ❖ Meetings follow a pre-circulated agenda (within a statutory timeframe 2 working days prior to the meeting).
- ❖ Workshops for half a day at least a month at present.

How is our Council Structured in Kaikōura?

Currently a number of sub committees

- ❖ Works and Services Committee - monthly
- ❖ Finance, Audit and Risk Committee - quarterly
- ❖ Community Services Committee - monthly

Other joint committees of Council:

- ❖ Canterbury Regional Transport Committee
- ❖ Civil Defence Emergency Management Group
- ❖ Kaikōura Water Zone Committee
- ❖ Regional Water Management Committee
- ❖ Canterbury Waste Joint Committee
- ❖ Pensioner Cottage Committee

What is Council structured in Kaikōura?

Council Staff

- ❖ Council employs one individual only, being the Chief Executive generally on a five-year contract. The Chief Executive is responsible for the employment of all other staff. (Currently until February 2025)
- ❖ Currently 21 full-time staff and remaining part-time staff making up 9 Full Time Equivalents (FTE). 30 FTE in total

What is the Role of Elected Officials?

1. Representation

- ❖ Representing the views of their electors
- ❖ Consulting the local community

2. Policy Making Role

- ❖ Long Term Plan (LTP)/Annual Plan
- ❖ Deciding on strategies and plans to achieve the outcomes

3. Financial Role

- ❖ To set direction and context
- ❖ Provide citizens with certainty about the Council's long term financial plans
- ❖ To manage risk, promote transparency and strengthen accountability

Core competencies for elected officials

- ❖ Genuine interest for issues faced by local communities
- ❖ Relate to wide range of people – strong people skills
- ❖ Competent listening and public speaking skills
- ❖ Express ideas clearly and be results focussed
- ❖ Understand, analyse and resolve complex issues
- ❖ Understand governance versus management
- ❖ Councillor think “district-wide” on issues
- ❖ Commit to elected members’ Code of Conduct

Experience and Background

- ❖ May have experience relevant to the challenges facing the District
- ❖ May have extensive community networks
- ❖ Be familiar with the existing Kaikōura District Council's Long- Term Plan 2021-2031

Council Remuneration

- ❖ Set nationally each year by the Remuneration Authority – no input from staff or elected members.

Office	Annual Remuneration (\$)
Mayor	85,683
Deputy Mayor	40,816
Councillor with no additional responsibilities (6)	27,213
Councillor (Minimum Allowable Remuneration)	19,579

The rewards...

- ❖ Providing service to the Community
- ❖ A chance to learn new skills
- ❖ An ability to use your expertise for the good of the community
- ❖ Ability to help shape and grow the District

Settling into the role

- ❖ An inhouse induction course with the KDC Management to get you up to speed on the current projects
- ❖ Induction courses will be run with Governance service providers
- ❖ Regional workshops for newly elected members will be run by LGNZ
- ❖ A variety of professional development programme workshops will be held throughout the months following elections

More Info

- ❖ Our website - <https://www.kaikoura.govt.nz/local-elections-2022/>
- ❖ Candidate's Handbook and How Local Government Works
- ❖ Pre-election report published by 29th July
- ❖ Long Term Plan 2021-31
<https://www.kaikoura.govt.nz/our-council/plans-reports-bylaws-and-policies/>
- ❖ Annual Plan 2022-23
<https://www.kaikoura.govt.nz/our-council/plans-reports-bylaws-and-policies/>

Pōtitanga Kawanatanga ā Rohe
2022 LOCAL GOVERNMENT ELECTIONS
PART 2

2022 Election details



Who are electionz.com?

- Election services company based in Ōtautahi, Christchurch
- 10 full time staff
- Average 200 elections in NZ each year
- Electoral Officer (EO) for 39 councils, 6 regional councils
- Carrying out vote processing for 45 councils, approx 725K returned voting papers
- Vote Processing centre in Ōtautahi, Christchurch
- Electoral Officer for:

Bay of Plenty, Greater Wellington, Canterbury, Otago, Southland, West Coast

Tauranga, Rotorua, Matamata-Piako, Taupō, Waipā, Ōtorohanga, Waitomo, South Waikato, Ruapehu, Rangītekei, Manawatū, Whanganui, Horowhenua, Napier, Hastings, Central Hawkes Bay, Carterton, Wellington, Masterton, South Wairarapa, Upper Hutt, Nelson, Tasman, Grey, Westland, Kaikōura, Hurunui, Waimakariri, Selwyn, Ashburton, Mackenzie, Waimate, Waitaki, Dunedin, Central Otago, Gore, Southland, Invercargill

Electoral Team

- electionz.com Ltd contracted by Kaikōura District Council
- Anthony Morton - KDC Electoral Officer
0800 666 048 or kaikouradc@electionz.com
- Becky Makin - KDC Deputy Electoral Officer
(03) 319 5026 Ext 204 or becky.makin@kaikoura.govt.nz
- Gayle McMillan - KDC Electoral Official
(03) 319 5026 Ext 232 or gayle.mcMillan@kaikoura.govt.nz

Electoral Officer Role and Responsibilities

- The Electoral Officer (EO) is solely responsible for the conduct of the election
- The EO is not subject to the directions of any local authority, elected members, or the CE
- Provides a level playing field for all candidates
- **NB** Not responsible for monitoring campaigning by candidates. Only deals with alleged breaches of the Act by passing them to the Police.

2022 Election Timetable

Election period begins	8 July (Friday)
Nominations open	15 July (Friday)
Electoral signs can go up	8 August (Monday) – 2 months before election day
Nominations close	12 noon, 12 August (Friday)
Delivery of voting papers	16 – 21 September (Friday-Wednesday)
Special voting period	16 September to 8 October
Close of voting	12 noon, 8 October (Saturday)
Progress results available	8 October, approx 3pm
Removal of election signs	midnight 7 October (Friday)
Official declaration	likely to be 13 October (Thursday)
Candidate expenses deadline	probably 8 December (Thursday)

Nominations required for:

Mayor

Councillors - 7 councillors (elected at large)

Canterbury Regional Council (ECan)

- North Canterbury/Ōpukepuke Constituency.

2 members

Pōtitanga Kawanatanga ā Rohe
2022 LOCAL GOVERNMENT ELECTIONS
PART 3

The nomination process



Nomination Process

- Open Friday 15 July and close midday Friday 12 August (4 weeks)
- Documents to submit:
 - nomination form
 - evidence of \$200 deposit
 - evidence of NZ citizenship
 - profile statement up to 150 words (optional)
 - photo (optional)
- Forms available from KDC offices or KDC website
- Can be lodged at KDC office or emailed
- Nomination deposit can be paid online or in cash
- Candidates to be aware that contact details will be public info (available from website after close of nominations)
- You will need two people to nominate you. These people must be over 18 years old and enrolled to vote in the area you wish to stand in

Candidate Eligibility

CANNOT:

- Be serving a prison sentence of three or more years
- Stand for Canterbury Regional Council (ECan) and KDC
- Have interest in a contract over \$25K per year with council without OAG approval
- Nominate yourself

CAN STAND:

- For both mayor and/or councillor
- If you live outside area, but must state that on nom paper
- If a council employee but must resign if elected as mayor or councillor

CANDIDATE MUST:

- Be a NZ citizen and enrolled on parliamentary electoral roll
- Be nominated by 2 electors who are enrolled for the electoral issue the candidate is standing for
- Provide all nomination documents together

CAN'T WITHDRAW AFTER NOMINATIONS CLOSE

KOROMATUA | MAYOR
PUKA TONO | NOMINATION FORM
 KAIKŌURA DISTRICT COUNCIL | 2022 ELECTIONS



KAIKŌURA
DISTRICT COUNCIL



A TE ROHE PŌTI | ELECTION AREA

I wish to stand for election as **Mayor** of Kaikōura District Council.

My principal place of residence (tick **ONE** circle): is **WITHIN** the Kaikōura District Council election area is **NOT WITHIN** the Kaikōura District Council election area

B MĀ TE KAITONO | CANDIDATE TO FILL OUT after reading important information on reverse

I (candidate's full name),

accept the nomination and confirm that I have read and understand the **Eligibility and Candidacy** notes on the reverse of this form and certify that I am qualified to be a candidate under section 25 of the Local Electoral Act 2001 and regulations and that I am not disqualified under section 58 of the Local Electoral Act 2001. In particular, I am a New Zealand citizen and a parliamentary elector.

Address

(as listed on the parliamentary roll):

Email (Preferred communication option for Electoral Officer):

Mobile phone:

Home phone:

I understand that the details provided on this nomination paper will be publicly available for election purposes.

Please advise the Electoral Officer at the time of lodging your nomination if there are contact details that you would not like to be published.

Note: Section 55(5) of the Local Electoral Act 2001 requires that this nomination form be available for public inspection at **Kaikōura District Council Office** located at **96 West End, Kaikōura**. Please note that candidate and nominator details provided on this form may also be made available from the **Kaikōura District Council** website.

I am also standing for the following elections:

I wish my name to be shown on the voting document as:

I wish to use the following affiliation: (To be left blank if the candidate does not wish to use any party/group affiliation. A candidate with no affiliation may request that 'independent' be shown. Maximum affiliation length is 38 characters (including any spaces between words)).

Signature:

Date:

C MĀ TE KAITAUTOKO | NOMINATORS TO FILL OUT

We, the undersigned electors of the Kaikōura District Council election area hereby nominate (candidate's full name):

with his/her consent, as a candidate for the office of **Mayor** of Kaikōura District Council, the election for which is to be held on 8 October 2022.

Full name of **First Nominator**:

Address:

Mobile phone:

Home phone:

Signature of **First Nominator**:

Date:

Full name of **Second Nominator**:

Address:

Mobile phone:

Home phone:

Signature of **Second Nominator**:

Date:

ELIGIBILITY & CANDIDACY NOTES

- Candidates for this position do not need to live within the Kaikōura District Council election area, but must be a New Zealand citizen and enrolled as a NZ parliamentary elector.
- Both nominators **must** be enrolled as electors of the Kaikōura District Council.
- No person can be elected to a local authority if he/she is concerned or interested in contracts over \$25,000 with that local authority. This restriction is waived if **prior** approval from the office of the Controller and Auditor-General is obtained (Section 3(1) *Local Authorities (Members' Interests) Act 1968*).
- A candidate may stand for either the regional council or city/district council/community board in the regional council's district, but not both (Section 58 LEA).
- A candidate **cannot** nominate themselves for office.
- A candidate may under section 56 of the Local Electoral Act 2001 (LEA) be nominated under a name which the candidate is commonly known provided that the name will not: cause offence to a reasonable person; be unreasonably long; include or resemble an official rank or title; cause confusion or mislead electors [section 56 LEA].
- Where no affiliation is claimed, or an affiliation is disallowed by the Electoral Officer under Section 57 of the LEA, nothing will be shown in the public notice or the voting paper against the candidate's name. A candidate with no affiliation may request that 'independent' be shown.
- Under Section 121 of the LEA, any person is liable to a fine of up to \$2,000 who:
 - Knowing themselves to be ineligible for election, consents to being nominated for election; or
 - Nominates any person as a candidate whom he/she knows to be ineligible for election; or
 - Not being the candidate signs any nomination paper knowing that they are not qualified to vote at the election.
- Each nomination must be accompanied by the required deposit of \$200.00 (inclusive of GST) or proof of an electronic deposit.
- Evidence of NZ citizenship is required at the time of candidate nomination. Acceptable evidence includes a copy of a NZ passport, NZ birth certificate or NZ citizenship documentation.
- Nominations of candidates **must** be in the hands of the Electoral Officer, Kaikōura District Council, before 12 noon on Friday 12 August 2022.
- An employee of a local authority may stand for election as mayor or councillor of that local authority, but if elected, must resign as an employee of the local authority before taking office. This provision does not apply to employees of a local authority elected to a community or local board.

RETURN, PAYMENT AND REFUND DETAILS

I submit with this nomination (please tick appropriate circles): Evidence of NZ citizenship Evidence of deposit (\$200) Photo Profile statement

I understand that, in not providing a profile or photo, the words "Profile/Photo not supplied" will appear below my name in the profile booklet that will be sent out with the voting paper. **All nomination documents must be submitted at the same time.**

Deliver to: Kaikōura District Council, 96 West End, Kaikōura

or, scan and email to: becky.makin@kaikoura.govt.nz

Contact the Deputy Electoral Officer on (03) 319 5026 Ext 204 if the above delivery options are not practical for you.

Payments can be made by **cash** or **eftpos** directly at the Kaikōura District Council office, 96 West End, Kaikōura, if you are returning this form by hand or by **online banking** using the details provided below:

Account name:	Kaikōura District Council	Bank:	BNZ
Account number:	02 0856 0011698 00	Particulars/Reference:	2022 Elections
Code:	(Your initials and surname)		

Refunds of nomination deposits (where eligible) will be made by online deposit into a bank account. Please list below the bank account to use for your refund.

Account name:

Account number:

Nominations must be in the hands of the Electoral Officer before 12 noon on Friday 12 August 2022

All nomination documents **must** be submitted at the same time. For assistance phone the tollfree helpline: 0800 666 048

ELECTORAL OFFICIAL to fill out

Received at the hour of: _____ on the _____ day of _____ 20____

Candidate Roll #:

First Nominator Roll #:

Second Nominator Roll #:

Nomination documents approved: Nomination paper Deposit/proof of deposit Place of residence
 Photo Profile statement Proof of NZ citizenship
 Standing for other elections

Signature of Electoral Official:

Date:

RETURN, PAYMENT AND REFUND DETAILS

I submit with this nomination
(please tick appropriate circles):

Evidence of
NZ citizenship

Evidence of
deposit (\$200)

Photo

Profile
statement

I understand that, in not providing a profile or photo, the words "Profile/Photo not supplied" will appear below my name in the profile booklet that will be sent out with the voting paper. **All nomination documents must be submitted at the same time.**

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Account name:

Account number:

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Candidate Profile Statements and Photos

Profiles

- **May** be provided (not mandatory) – see page 15 of handbook
- Must be provided electronically with the other nomination documents as a MS Word doc, **not a pdf**, not hand-written
- Up to **150** words about the candidate, their policies and intentions
- Cannot comment on policies etc of any other candidate
- Can be emailed to the DEO but hard copies must be attached to nom form if hand delivering
- Profiles on council website as soon as ready after close of nominations

Photos

- Photos in **colour, within last 12 months**, head and shoulders shot only (no hats, sunglasses, children, pets or friends)
- Should be provided electronically with the other nomination documents as jpgs
- Should be against light coloured background (not a window)

Example Profile Statement

Invercargill City Council

Electing the Mayor



Warwick LAMPP

Your Switched-on Candidate

My principal place of residence is in the Invercargill City Council area. I am also standing for Councillor - At Large.

150 word candidate profile text.

Auto-populated text

Hard-coded text

Pōtitanga Kawanatanga ā Rohe
2022 LOCAL GOVERNMENT ELECTIONS
PART 4

Campaigning



Campaigning

- Can commence any time
 - Can't use council resources for campaigning (logo, branding, colours, council FB or twitter feed, photos, council buildings etc)
 - Voting papers should not be collected from electors by candidates or their assistants
 - **No campaigning or electioneering in council chambers or on council premises**
- Election expenses for campaigning must be recorded and declared in a return after the election
- **Any campaign material** (signs, posters, billboards, flyers, ads, cars, social media) **must have an authorisation** from the candidate or their agent, stating their name and contact details
 - Can be address, mobile, email, PO Box
 - Should be on the front of the sign or promotional material (not the back)
- Must be factual
- Usual rules of defamation apply

Election Expenditure Limits

Kaikōura District Council

- Mayor \$ 3,500
- Council \$ 3,500

(If standing for more than one position the single limit applies – not both)

Canterbury Regional Council (ECan)

- North Canterbury/Ōpukepuke Constituency \$ 50,000

Election Expenses

See pages 19 and 28 of the handbook

- If standing for more than one position the single limit applies
- Declaration period starts 3 months before election day - **8 July 2022**
- Must pro-rata expenses for activity outside the 3 months
- Declaration listing summary of electoral expenses and electoral donations required within 55 days after the official result declaration – about 8 December
- Includes Nil declarations
- Deposit not refunded until the return is completed (provided candidate gets more than 25% of the votes of the lowest successful candidate)
- Electoral expenses and donation declarations are public documents (council website)

Electoral Donations

See page 19 of the handbook

- \$1500 level but recommend all donations be recorded
- Donations over \$1500 must be included in candidate declaration
- Rules around “anonymous” donations. Can’t be anonymous if you know who it has come from
- An anonymous donation cannot be over \$1,500
- It is an offence to circumvent \$1,500 limit, i.e. by deliberately splitting up a donation into smaller contributions
 - Donations over \$1500 made up of contributions (e.g. via a trust) is treated as one donation and all contributors need to be disclosed.

Election Signs

See page 22 of candidate handbook

- Election signs can go up from **Monday 8 August** (2 months prior to election day)
- Must comply with council hoardings policy re size and placement
- Must have authorisation statement
- Can't include copy of voting paper
- Can be on private land, with owner's permission
- One sign per candidate per site
- NZTA rules apply for State Highways, see page 22
- Vehicle signwriting is ok – cost of running a vehicle if it is own personal transport is **not** an election expense
- Complaints about size and placement made to council's Enforcement Officers – not the EO or DEO
- Signs to be removed by midnight 7 October

Election Signs – Good and Bad



VOTE

FRED DAGG

FOR THE
TOWN WARD

*“OPEN GOVERNMENT
AT ALL HOURS”*

THIS ADVERTISEMENT IS AUTHORISED BY JOHN
SMITH OF 12 THIRD STREET WELLINGTON



VOTE

FRED DAGG
BLUE PARTY

JOHN SNOW
RED PARTY

JANE DOE
WHITE PARTY

BILL BOBB
PURPLE PARTY

FRED DAGG
FOR THE
TOWN WARD

“OPEN GOVERNMENT AT ALL HOURS”

THIS ADVERTISEMENT IS AUTHORISED BY JOHN SMITH OF 12 THIRD STREET WELLINGTON

Election Signs – Too honest??



Social Media

During the three-month election period:

- Council's social media channels will unlike / unfollow all candidate social media channels
- Candidates must not link their own social media channels (if they are used for campaigning purposes) to the Council's social media channels,
- Candidates must ensure they have the appropriate authorisation on their social media channels
- **Council social media channels cannot be used for electioneering by candidates or members of the public – will be monitored and any campaign posts removed**

Election Offences

- See page 44 of handbook
- Imitation Voting Papers
- Bribery
- Treating
 - Can't provide food, alcohol, drinks, entertainment as an inducement to vote (light refreshments after a meeting is ok)
 - **Can't give away tee shirts, bags, pens, note pads, fridge magnets (items of value) etc**
- Undue Influence – cant stand over someone telling them how to vote, or post or deliver someone else's voting paper or display a copy of your completed voting paper
- Unauthorised advertisements
- Any formal complaint passed to the Police

Pōtitanga Kawanatanga ā Rohe
2022 LOCAL GOVERNMENT ELECTIONS
PART 5

Election process and results



Electoral Rolls

Preliminary Electoral Roll

- available for public inspection from 15 July to 5pm Friday 12 August 2022
- at KDC office/library
- includes the ratepayer roll
- **cannot** be provided electronically to candidates
- can purchase hard copy for \$30 (plus GST)

Final Electoral Roll

- produced mid September
- is the roll used for issuing voting papers
- can purchase hard copy as above

Confirmed candidates can apply to Electoral Commission to purchase electronic file (\$455.50 fee applies). See P 10 of handbook.

Voting Process

- Postal voting only. No early voting option available
- Voter packs lodged with NZ Post Thursday 15 September
- Deliveries from 16 September
- Closes 12 noon on election day, 8 October 2022

- Special voting available at the KDC office, or can be posted out to applicants (if time allows)
- Applicants can come in or contact DEO by phone or email
- Candidates should not collect voting documents on behalf of electors

Election Results

Preliminary count occurs from 12 noon, Saturday 8 October 2022

Progress results: expected about 2pm – approx 95% of votes received (not special votes and votes in transit to processing centre).

Progress results:

- Will be available from council's website
- emailed to all candidates with email address

Preliminary results: expected late on Sunday 9 October, after all ordinary votes have been processed

Final results: expected by Thursday 13 October, after special votes have been processed

Coming into Office

- All members come into office on the day following the day on which the candidates are declared to be elected
- This is the day after the result declaration is posted on council's website - expected to be Friday 18 or Saturday 19 October
- Successful candidates contacted by mayor/staff
- Council's inaugural meeting and the "swearing in" of elected members (elected candidates cannot act until this has occurred)

Last words

- No DHB elections this time
- Get your nominations in early
- Campaigning – stick to your own promotions
- Authorisation statements on all campaigning material
- Election results – on websites/email – progress/prelim/final
- Election day – Saturday 8 October 2022

Good luck all!!