



Horowhenua 
DISTRICT COUNCIL

Candidate Handbook

Local Government Elections 2016

Contents

Election Timetable	4	Candidate Withdrawals	14
Candidate Information Presentation	4	Candidate Profile Statements	14
Election Issues	5	Format of Candidate Profile Statements	15
Horowhenua District Council – (HDC)	5	Translations	15
Manawatu-Whanganui Regional Council (Horizons)	5	Format of Candidate Photos	15
MidCentral District Health Board – (MDHB)	5	Correctness of Profile Statements	15
Population Statistics	5	Campaigning Guidelines	16
Electoral Staff	6	Election Advertising	16
Horowhenua District Council – (HDC)	6	Campaign Expenditure Limits	16
Manawatu-Whanganui Regional Council (Horizons)	6	Signage Policy	18
MidCentral District Health Board – (MDHB)	6	Voting and Processing of Votes	23
Council's Role	6	Order of Candidates on the Voting Papers	23
Council's Functions, Responsibilities and Activities	6	Special Voting	23
Local Governance Statement 2014-2017	6	Early Processing of Returned Voting Papers	23
Iwi Relationships	7	Election Results	23
Elected Members Information	8	Ward Maps	24
Member's Remuneration	8	Kere Kere Ward	25
Mayor & Councillors' Responsibilities	8	Miranui Ward	26
Council Structure	9	Waiopehu Ward	27
Members Interests	10	Levin Ward	28
Inaugural Meeting	10	Foxton Community Board	29
Electoral Roll	11	Notes	30
Electoral Systems	11		
Candidate Eligibility	12		
Nomination Process	13		
Completion of Nomination Paper	13		
Other Names	13		
Titles	13		
Residency in Area	13		
Affiliation	13		
Submitting the Nomination Documents	13		
Nomination Deposits	14		

Disclaimer: Every effort has been made to ensure that the information contained in this booklet is accurate and consistent with the Local Electoral Act 2001 and its amendments and regulations. Horowhenua District Council takes no responsibility for any errors or omissions. It is recommended that candidates obtain a full copy of the Act, which can be purchased from any Government Bookstore or viewed on-line at www.legislation.govt.nz.

Election Timetable

2016 Local Government Election Timetable



22 June, 29 June (Wednesdays)

Candidate Information Presentations (See details right)



From 12 July (Tuesday)

Public notice of election – Horowhenua Chronicle

15 July (Friday)

Nominations open, electoral roll open for inspection

26 July (Tuesday)

Candidate Information Presentation – see details right



8 August

Candidate signage can be erected as specified in the policy (see page 18)

12 August (Friday)

Nominations close at 12 noon, electoral roll closes

From 17 August (Wednesday)

Further public notice of election – Horowhenua Chronicle

By 19 August (Friday)

EO receives final electoral roll data



12 September (Monday)

EO compiles and certifies final electoral roll

16 September (Friday)

Enrolment Services letter sent to electors on unpublished roll
Delivery of ordinary voting documents starts

16 September (Friday)

Ordinary and special voting opens

16 September to 8 October

Voting period



7 October

Last day for appointment of scrutineers - by 12 noon

8 October 2016 (Saturday)

Election Day - voting closes at 12 noon
Progress results available as soon as practicable after close of voting
Signage to be removed as soon as practicable

8 – 13 October

Official count – process special votes
Final results announced (as soon as practicable)

13 October to 23 October

Public notice of official declaration of election result – Horowhenua Chronicle (or as soon as practicable thereafter)



By 14 December (Wednesday)

Return of election expense declaration forms (55 days after date of declaration of results)

Candidate Information Presentation

Council is keen to enable those interested in standing for Council or the Foxton Community Board to be as informed as possible about the role of an elected member, how local government operates and the election process.

Three presentations on standing for council will be given in the Horowhenua District Council office:

- **22 June (Wednesday) at 5:30 pm**
- **29 June (Wednesday) at 12 noon**
- **26 July (Tuesday) at 7pm**

Items to be covered will include how the council is structured, the role and responsibilities of elected representatives, the skills required, anticipated time commitments and meeting schedules and an overview of the nomination and election processes.



For further information please contact Deputy Electoral Officer *Ian Tate* on (06) 366 0999.

Election Issues

Elections will be held in October for the following issues:

Horowhenua District Council – (HDC)

(a) Election of mayor of the Horowhenua District Council

(b) Election of 10 councillors of the Horowhenua District

Council as follows:

- Kere Kere Ward - two (2) councillors
- Levin Ward - five (5) councillors
- Miranui Ward - one (1) councillor
- Waiopehu Ward - two (2) councillors

(c) Election of five (5) members of the Foxton Community Board

Manawatu-Whanganui Regional Council – (Horizons)

Election of two (2) councillors to represent the Horowhenua- Kairanga Constituency of the Manawatu-Whanganui Regional Council (Horizons).

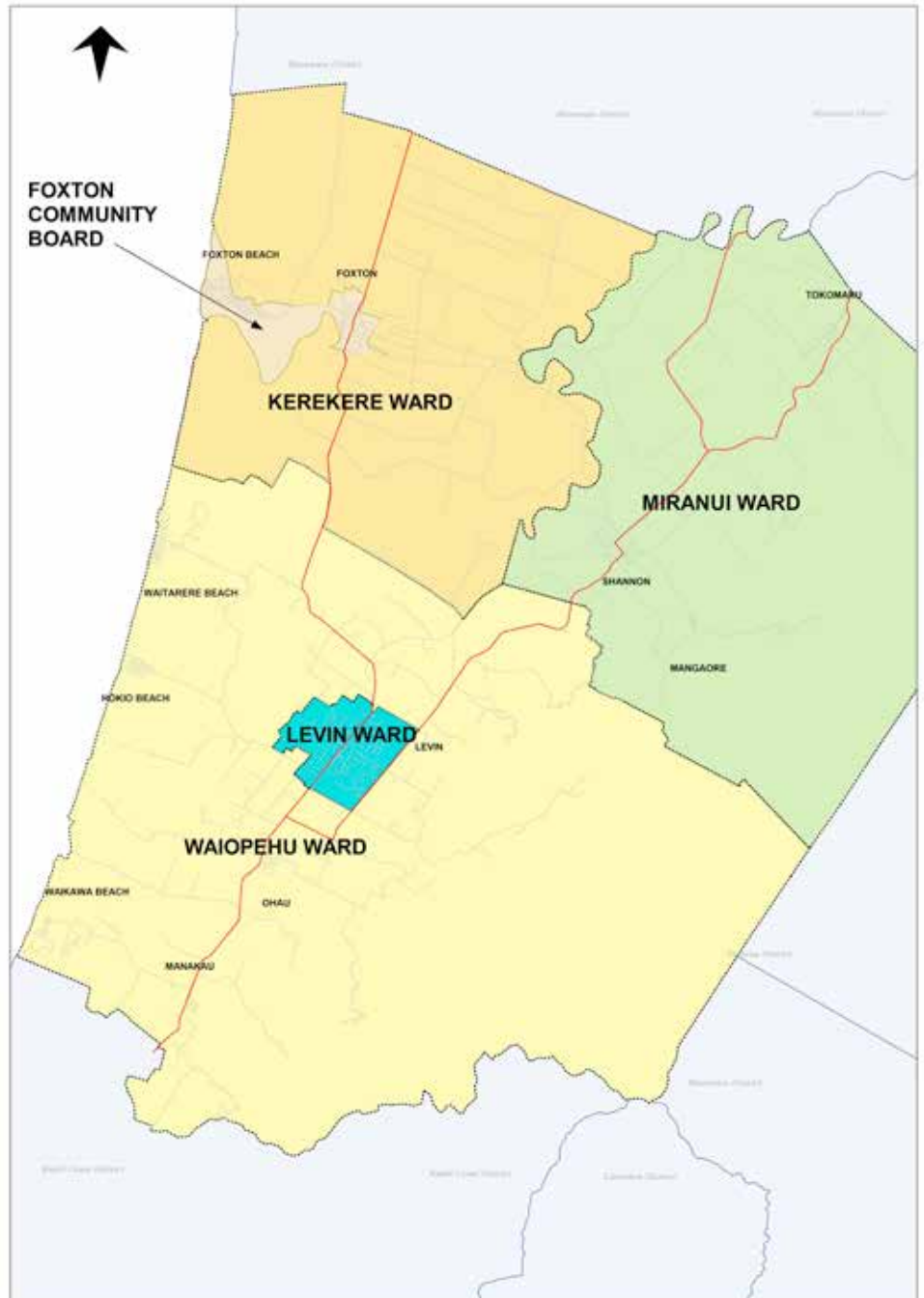
There is a separate candidate handbook for the HRC available from the HRC electoral officer, Craig Grant.

MidCentral District Health Board – (MDHB)

Election of seven (7) members for the MidCentral District Health Board.

There are seven members to be elected at large across the DHB. There is a separate candidate handbook for the DHB available from the DHB Electoral Officer, John Annabell.

These elections will all be conducted by postal voting.



Population Statistics


Est. Resident Population as at 30 June 2015

Mayoralty	31,450	Levin	16,550	Waiopehu	6,380
Kere Kere	5,580	Miranui	2,940	Foxton	4,480


Electoral Staff


Horowhenua District Council – (HDC)

Electoral Officer (EO) Warwick Lamm


 electionz.com Ltd,
PO Box 3138,
CHRISTCHURCH.

 0800 666 923

 03 377 1474

 horowhenuadc@electionz.com

Deputy Electoral Officer (DEO) Ian Tate


 Horowhenua District Council
126 Oxford Street
Private Bag 4002
LEVIN.

 06 366 0999

 ianct@horowhenua.govt.nz

Manawatu-Whanganui Regional Council – (Horizons)

Electoral Officer Craig Grant


 Manawatu-Whanganui Regional Council
(Horizons Regional Council),
Private Bag 11025
Manawatu Mail Centre,
PALMERSTON NORTH 4442.


 0508 800 800

 craig.grant@horizons.govt.nz

MidCentral District Health Board – (MDHB)

Electoral Officer John Annabell

 Palmerston North City Council
Private Bag 11034
PALMERSTON NORTH

 06 356 8199

 john.annabell@pncc.govt.nz

Council's Role

Council's Functions, Responsibilities and Activities

The purpose of the Horowhenua District Council is to enable democratic local decision making to promote the social, economic, environmental and cultural well-being of the Horowhenua District in the present and for the future.

In meeting its purpose, the Horowhenua District Council has a variety of roles:

- Facilitating solutions to local needs
- Advocacy on behalf of the local community with central government, other local authorities and other agencies
- Management of local infrastructure including network infrastructure (eg roading, water supply, waste disposal, libraries, parks and recreational facilities)
- Environmental management planning for the current and future needs of the local district.

Local Governance Statement 2014-2017

Horowhenua District Council adopted its revised Local Governance Statement for 2014 – 2017 at the April 2014 Council meeting.

The Local Governance Statement is a collection of information about the processes through which Council engages with residents of the Horowhenua District, as well as how Council makes decisions and how citizens can influence these processes.

The Statement also helps to support the purpose of local government by promoting local democracy. It does this by providing the public with information on the ways to influence local democratic processes.

The Local Governance Statement includes the following broad categories of information:

- functions, responsibilities, and activities of the local authority
- electoral arrangements
- governance structures and processes
- the way elected members make decisions and relate to each other and to the management of the local authority
- key policies of the local authority.

The Statement is available for downloading below or from Council Service Centres.

 Download the Local Governance Statement here.

The Chief Executive and staff are responsible for managing day-to-day operations and implementing Council's decisions and policies. The organisation is structured under five groups, each of which is headed by a Manager.

- Infrastructure
- Customer and Community Services
- Business Services
- Strategic Planning
- Finance
- People and Capability

An update to date outline of Council's Management team can be found on

 www.horowhenua.govt.nz/Council/YourCouncil/Management-Team/


The Local Government Act 2002 requires the Council to employ a Chief Executive whose responsibilities are to employ other staff on behalf of Council, implement Council decisions and provide advice to the Council. Under the Act the Chief Executive is the only person who may lawfully give instructions to a staff member.

Council is supported by a professional corporate organisation, led by the Chief Executive.


Senior Officers provide Council with policy advice and are responsible for implementing Council's policies to achieve the results Council wants.

David Clapperton is Council's Chief Executive. His contact details are:

David Clapperton
Chief Executive

 Horowhenua District Council
Private Bag 4002
Levin 5540

 davidc@horowhenua.govt.nz

 06 366 0999

Iwi Relationships

Horowhenua District Council recognises the importance and special position of tangata whenua within the region and through its decision-making processes, Council recognises the principles of the Treaty of Waitangi.

Council currently has in place Memorandum of Partnerships with:

- Muaūpoko Tribal Authority
- Rangitaane O Manawatu
- Ngati Tukorehe
- Te Kotahitanga o Te Iwi o Ngati Wehi Wehi.

More information about these partnerships can be viewed on our website here

 www.horowhenua.govt.nz/Council/YourCouncil/Iwi-Relationships/



Elected Members Information

Members' Remuneration

Salaries for members of Horowhenua District Council - as set by the Remuneration Authority in their 2013, determination are:

Mayor	\$98,800 p.a.
Deputy Mayor	\$34,860 p.a.
Councillors	\$24,900 pp.a.
Foxton Community Board Chair	\$11,600 p.a.
Foxton Community Board Members	\$5,800 p.a.

Elected members who are appointed as Chairpersons of Council committees may receive additional remuneration at the scales approved by the Remuneration Authority.

Councillors can claim a travel allowance for attendance at official council or committee meetings. Salaries are currently paid monthly with travel allowances and expense reimbursements paid on an as required basis.

Mayor & Councillors' Responsibilities

The following role description as identified by the Remuneration Authority in setting the elected members' remuneration is a guide for what is expected.

Councillor – Base role description

Collective duties of the council

- Representing the interests of the council
- Formulating the council's strategic direction and relative priorities through the Long Term Plan (LTP), which determines the services and activities to be undertaken by council over a ten-year period
- Determining the expenditure and funding requirements of council activities through the LTP and annual planning processes
- Overseeing, developing and/or approving all council policies, administrative, legal, financial and strategic, including formal district planning matters within the council's geographical area of responsibility
- Monitoring the on-going performance of council against its stated objectives and policies (including formal sign-off of the Annual Report)
- Ensuring prudent use of council resources

- Law-making (bylaws)
- Overseeing council compliance with any relevant Acts of Parliament
- Employing, setting performance requirements for, and monitoring the on-going performance of the council's Chief Executive. (Under the Local Government Act 2002).

Representation and advocacy

- Bringing the views of the community into council decision-making processes
- Being an advocate for community groups and individuals at council meetings
- Balancing the need to advocate for specific interests against the needs of the wider community
- Listening to the concerns of local residents and ratepayers on issues pertaining to the council
- Maintaining contact with community representatives and other local stakeholders
- Participating in any relevant consultative processes with the local community and/or other organisations.

Governance

- Participating constructively and effectively in the good governance of the council as a whole
- Understanding and ensuring that basic principles of good governance are a part of the decision-making approach of the council
- Understanding and respecting the differing roles of mayor, deputy mayor, committee chairs/portfolio holders and councillors
- Recognising that the governance role does not extend to operational matters or to the management of any implementation
- Having a good understanding of the council processes set out in the Standing Orders that determine how council meetings are run
- Developing and maintaining a working knowledge of council services, management processes, powers, duties and constraints
- Participating in the setting and monitoring of council policies, budgets, strategies and service delivery through annual and long-term planning processes
- Ensuring familiarity with agendas and other council reports before council meetings
- Being familiar with and complying with the statutory requirements of an elected councillor
- Complying with the Code of Conduct adopted by the council
- Identifying, being aware of and declaring any potential personal conflicts of interest, whether of a pecuniary or non-pecuniary nature.

Core Competencies

- Genuine interest, understanding (and passion) of/for the issues faced by Horowhenua district citizens.
- Ability to relate to wide range of people at many levels and across many disciplines and cultures.
- Ability to hear and understand the varying positions of others and consider these in decision making.
- Ability to express ideas clearly.
- Ability to understand, focus on and resolve complex issues through long term planning.
- Ability to understand financial and reporting statements.
- Understands the differing roles of governance and management.
- Ability to think “district-wide” on issues to come to decision.
- Be results focused.
- Knowledge of and commitment to the Local Government Act 2002.

Experience and Background

- May have experience relevant to the challenges facing the district.
- May have extensive community networks.
- Be familiar with the existing Horowhenua District Council’s 2015/25 Long Term Plan (LTP) or otherwise known as the Horowhenua Community Long Term Plan.

Personal Qualities

- Demonstrates integrity and ethical behaviour.
- Is independent, inquisitive and innovative.
- Has the ability to see all sides of an argument.
- Is hard working and can work unsupervised.
- Ability to develop and maintain positive working relationships with councillors and staff
- Committed to Horowhenua District.
- Respect for others.
- Flexible working hours; evening and weekend work is required.
- Actively demonstrate commitment to the Elected Members’ Code of Ethics

The Health and Safety at Work Act 2015 (the Act) came into force on 4 April 2016.

For Elected Members, the most significant implication is the introduction of the role of Officer and the requirement for Officers to meet due diligence duties.

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

An Officer is a person who holds a very senior leadership position, and has the ability to significantly influence the management of a business. At HDC this includes Elected Members and the CEO.

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

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

Council Structure

Council has established several standing committees and sub committees to carry out its various tasks. These include:

- Council
- Hearings Committee
- Finance, Audit and Risk Subcommittee
- Foxton Community Board
- Code of Conduct Subcommittee
- Community Wellbeing Executive
- Chief Executive Officer’s Performance Agreement Review Committee
- District Licensing Committee
- Projects Committee
- Creative New Zealand Funding Allocation Special Committee
- Community Grants & Funding Committee
- Civic Honours Special Judging Panel
- Youth Scholarships Judging Panel
- Tertiary Scholarships Judging Panel
- Economic Development Advisory Group

All councillors are members of Council. Council meets on the 1st Wednesday of the calendar month at 4.00pm. Additional meetings and workshops are called from time to time and are held at the Council offices in Levin.

The Foxton Community Board meets on the third Monday of the month at 6.30 pm at the Manawatu College Library in Foxton.

The Finance, Audit and Risk Subcommittee meets on the last Wednesday of the month at 4.00pm

The other committees, subcommittees and panels meet as required.

Council also supports informal community committees throughout the district and most councillors act as liaison between one or more of these groups and the Council. Councillors can also be appointed to represent Council on community organisations.

Members Interests

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

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

Under Section 6 of the Act, elected members may not discuss or vote on any matter in which they have a pecuniary interest when it is being considered by the Council or a committee. Elected members failing to observe this prohibition commit an offence and can be prosecuted. Conviction leads to disqualification from office. When a matter is raised at a meeting of the Council or a committee in which a member has a pecuniary interest, the member prohibited from voting or discussing the matter must declare the pecuniary interest. The fact of that disclosure and abstention from discussion and voting on it is also recorded in the minutes. While it is not necessary to withdraw from the meeting, it is good practice to do so.

Inaugural Meeting

The successful candidates will take office on the day after the electoral officer gives his official notification of the result of the election. However, no person is permitted to act as a member of the council before making a declaration. This declaration will be made at the inaugural meeting, which is expected to be held in late October or early November 2016. Newly elected members will be contacted by staff with the key dates.

The business to be conducted at that meeting will include:

- The making and attesting of declarations required of the mayor and councillors.
- A general explanation of the Local Government Official Information and Meetings Act 1987 and other laws affecting elected members.
- The fixing of the date and time of the first ordinary meeting of the council, or the adoption of the schedule of ordinary meetings.
- Election of the deputy mayor.
- If elected the declaration required to be made by the mayor and councillors is as follows:

Declaration by Mayor and Councillors

I declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of Horowhenua District Council, the powers, authorities, and duties vested in or imposed upon me as mayor (or as a member) of the Horowhenua District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Community Board members are expected to make a similar declaration.

Electoral Systems

Two electoral systems will be operating side by side for the 2016 local government elections.

These are:

- First Past the Post (FPP)
- Single Transferable Voting (STV).

Organisations using FPP in 2016 are:

- Horowhenua District Council
- Horizons Regional Council

Organisations using STV in 2016 are:

- MidCentral District Health Board

Briefly, the FPP electoral system consists of the following:

- Electors vote by indicating their preferred candidate(s) with a tick.
- Voters must not tick more than the number of places to be filled.
- The candidate that receives the most votes is declared the winner, regardless of the proportion of votes that candidate obtained.

Briefly, the STV electoral system consists of the following:

- Voters receive a single (transferable) vote irrespective of the number of vacancies.
- Voters rank the candidates in order of preference, by writing a "1" next to the name of their most preferred candidate, then a "2" next to the name of the next preferred candidate and so on.
- Voters can rank as few or as many candidates as they wish.
- 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.
- When votes are counted, all the first preferences are allocated first.
- A candidate who reaches the quota first 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 the third preferences, and so on.
- If insufficient candidates reach the quota after the first preferences are allocated and 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.

 More information on STV can be accessed from the Department of Internal Affairs website www.stv.org.nz.

Electoral Roll

The preliminary electoral roll will be compiled during July 2016.

Copies of the preliminary electoral roll for the election will be available for public inspection from 8.30 am Friday 15 July 2016 to 5pm Friday, 12 August 2016 at the following locations:

- Horowhenua District Council offices, 126 Oxford Street, Levin
- New Zealand Post Ltd, Levin
- Libraries in Levin and Foxton
- Shannon Service Centre/Library
- Tokomaru Store and Takeaways Ltd, Tokomaru
- Waitarere Four Square, Waitarere Beach
- Manakau Dairy, Manakau

Any alterations to the residential roll, should be made by completing the appropriate form at any Post Shop or

- by telephoning 0800 ENROLNOW (0800 367656) or
- by accessing the Electoral Enrolment Centre website on www.elections.org.nz.

A hard copy of the preliminary electoral roll may be purchased from the electoral officer for \$25 per ward (ratepayer roll included) or \$80 per set, plus GST.

The final electoral roll is produced once the preliminary electoral roll closes on 12 August 2016. The final electoral roll is the roll used for issuing voting papers. Copies of this roll may be purchased as above.

Details appearing in the electoral roll are electors names (surname, then first names) listed alphabetically, the qualifying address, postal address, occupation, meshblock and voting entitlements.

Information contained on the electoral roll is not available from the electoral officer in an electronic form, but candidates or political parties may request an electronic listing of resident electors from Electoral Services (provided the criteria of section 114 of the Electoral Act 1993 is met). An application form is required to be completed, and these are available upon request from Electoral Services. The contact person is Michael Calvelo on (04) 801 0710.

Candidate Eligibility

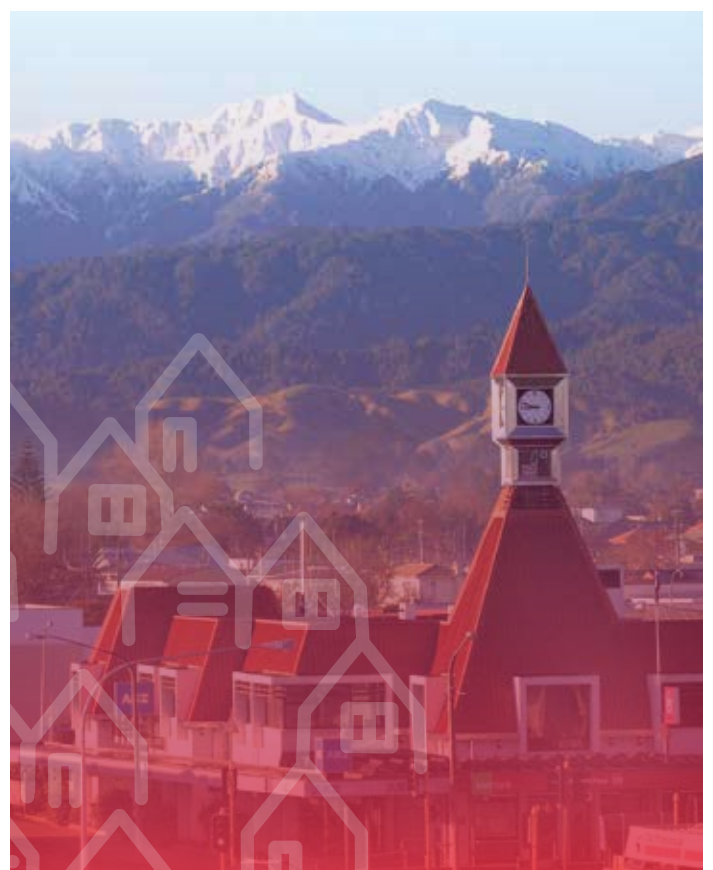
A candidate for local authority elections must be:

1. Enrolled on a parliamentary electoral roll somewhere in New Zealand; and
2. A New Zealand citizen (either by birth or naturalisation ceremony). [Section 25, Local Electoral Act 2001.]
Restrictions on candidates for local authority elections:
 - a. A candidate may not seek nomination for more than one ward of Council (Section 57A Local Electoral Act 2001)
 - b. A candidate may seek nomination for mayor and/or council and/or a community board but may not also seek nomination for Horizons Regional Council, i.e. a candidate may stand for Horowhenua District Council or Horizons Regional Council, not both (Section 58 Local Electoral Act 2001).
 - c. A candidate may seek nomination for mayor and/or a ward of council and/or a community board, but in the event that they are elected
 - as mayor and a ward member then they must be treated as having vacated the ward office.
 - as a ward member and a community board member then they must be treated as having vacated the community board office. (Sections 88 & 88A Local Electoral Act 2001)
 - d. A candidate cannot be a person concerned or interested in contracts over \$25,000 with the territorial local authority (Section 3(1) Local Authorities (Members' Interests) Act 1968). This restriction is waived if prior approval from the Audit Office is obtained.
 - e. An employee of a local authority who is elected as mayor or councillor must resign from his/her position as an employee of the local authority before taking up his/her elected position. (Section 41 (5) Local Government Act 2002). This provision does not apply if an employee of a territorial authority is elected to a community board within the district of that territorial authority, however it is recommended the employee consult with their manager(s) before submitting their nomination form.

Notes:

- i. Candidates for mayor may also stand for council if they wish (and vice versa).
- ii. Candidates are required to record on the nomination paper if they are standing for election in any other elections in New Zealand.
- iii. Candidates need not necessarily be a resident or ratepayer of the ward in which they are seeking election, or for that matter, Horowhenua District, but candidates are required to record on the nomination paper if they reside in the election area or not.
- iv. Evidence of NZ citizenship may be requested at the time of candidate nomination. Acceptable evidence includes NZ passport, NZ birth certificate, or NZ citizenship documentation.
- v. Section 60 of the Local Electoral Act 2001 states:
If the electoral officer receives advice before the close of nominations that a candidate is, or has become, incapable under any Act of holding the office for which he or she is a candidate, that candidate's nomination must be treated in all respects as if it had not been made.
- vi. There are no longer restrictions applying specifically to Police employees wishing to stand in local authority elections.




For MDHB candidate eligibility please refer to the separate candidate handbook for the MDHB, but a candidate for mayor and council may also seek nomination to the MDHB.



Nomination Process

Nominations open on Friday 15 July 2016 and close at 12 noon on Friday 12 August 2016.

Each candidate must be nominated on the official nomination paper available during normal office hours from the following places:

-  Horowhenua District Council's offices at 126 Oxford St, Levin
-  Or by phoning the Horowhenua District Council on 06 366 0999
-  Or from Council's web site www.horowhenua.govt.nz

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, ward, community board. (e.g. if a person wishes to stand for election to a ward, then that person must be nominated by two electors from the ward). A candidate cannot nominate himself/herself.

If a candidate is unable to sign the nomination paper (e.g. absent overseas), a letter of consent signed by the candidate is acceptable to attach to the nomination paper. A scanned copy of a completed nomination paper will also be accepted, provided the nomination deposit payment (or evidence thereof) is received in time.

Other Names

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

Titles

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

Residency in Area

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

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

Affiliation

The nomination paper provides for a party affiliation or other designation.

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

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

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

Submitting the Nomination Documents

Nomination documents for Horowhenua District Council elections must be lodged with the Deputy Electoral Officer at the Horowhenua District Council offices at 126 Oxford St, Levin

Horowhenua District Council's office hours for lodgement are:

8.00 am to 5.00 pm Monday to Friday, except on 12 August when 12 noon is the cut-off time for lodgement.

- **All nomination documents must be submitted at the same time, i.e. nomination paper, candidate profile statement, photo, and nomination deposit.** A nomination will not be accepted if any components are missing.
- Nomination papers for the Manawatu-Whanganui Regional Council (Horizons) elections are to be lodged at the Manawatu-Whanganui Regional Council (Horizons) office, 11-15 Victoria Avenue (Private Bag 11025) Palmerston North. **These nomination papers cannot be lodged with the Horowhenua District Council.**
- Nomination papers for the MidCentral DHB election are to be lodged with the MidCentral DHB electoral officer at the Palmerston North City Council office, 32 The Square, (Private Bag 11034) Palmerston North. **These nomination papers cannot be lodged with the Horowhenua District Council.**
- Once lodged, nomination papers are checked to ensure the candidate is eligible (name appears on a parliamentary roll) and the nominators are two electors whose names appear on the electoral roll for the relevant ward and city as a whole.
- Should a nomination paper be lodged late on the morning nominations close, and be incorrectly completed or ineligible nominators are provided, there may not be enough time to correct the situation and the nomination paper could be invalidated.

Candidate Withdrawals

Candidates cannot strategically or politically withdraw their nomination once nominations have closed. Candidates may only withdraw after the close of nominations for medical reasons, i.e. incapacity.

A medical certificate must be provided for a withdrawal notice to be accepted by the electoral officer. An application can be made by a candidate or an agent on their behalf.

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



Candidate Profile Statements

The Local Electoral Act 2001 allows for a candidate profile statements (CPS) of up to 150 words to be provided by each candidate with the completed nomination form. If an election is required these are then collated by the electoral officer and forwarded to electors in a booklet with the voting papers. Refer also to the notes listed in Appendix 1 for word limits and translation requirements.

Candidate profile statements must be provided electronically via email or on a pen drive or CD, in a MS Word document that has been spell checked. As the electoral officer could receive dozens of profiles, consistent format of delivery and content is required (refer to guidelines below).

Candidates may also submit a recent (less than 6 months) photograph for inclusion with the candidate profile statement in the booklet to accompany the voting papers. Photos should also be provided electronically, on CD, pen drive or as an attachment to an email to the electoral officer.

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

Candidate profile statements are governed by Sections 61 and 62 of the Act.

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



Nomination Deposits

Each nomination paper lodged, requires a deposit of \$200 (including GST). If an election is required the deposit is refunded if the candidate polls greater than 25% of the lowest successful candidate for each election issue. The deposit is also refunded if no election is required.

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

Cheques are to be made payable to:
Horowhenua District Council

Payment can be made by online banking. Details for the payment of the deposit by online banking are shown on page 2 of the nomination paper.

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

Nomination papers, with the deposit and the candidate profile statement and photograph, can be sent to the deputy electoral officer by mail or email, but should the papers be received by the electoral officer or deputy electoral officer after the close of nominations, the nomination is invalid.

Nomination documents can be scanned as pdfs and emailed to the EO, including evidence of the \$200 deposit if made by online banking. Photos are to be scanned as jpgs.

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

The lodgement of nomination documents should not be left to the last minute.

Nominations close at 12 noon, Friday 12 August 2016.

Format of Candidate Profile Statements

The format requirements for profiles are:

The English text must be plain text, in paragraphs, with no special formatting, i.e.

- No bold, italic, underlining etc.
- No tabs
- No quote marks
- No accent marks (this restriction is in English text only)
- No bullet points

The profiles will be loaded into software provided by the printer that will automatically apply the required font, type size, line spacings etc. If there is no profile statement or photo from a candidate, then "No Profile Statement and/or Photo provided." text or similar will be printed in the profile book.


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


- Font - Times New Roman (or Equivalent)
- Point Size - 9 point size, 11 point line spacing
- No special formatting of text – e.g. no bolding, no italics, no underlines, no quote marks, etc.

Translations

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
4/203 Queen Street, Auckland.

 09 913 5290

 09 913 5291

 info@pactrans.co.nz

The translation service will provide the translations in the above format to meet the requirements of the printer, the cost of which is to be met by the candidate.

Format of Candidate Photos

Candidate photos are to be a head and shoulders shot only, with nothing else in the photo, i.e. no hats, sunglasses, pets, external objects or impediments, or other people. They should be in colour. If necessary the EO will crop the photo accordingly but the onus is on the candidate to provide a photo of the candidate only that complies with this format.

Electronic copies of photos should be scanned as a jpeg at a minimum of 600 dpi.

Any queries regarding the format of photos and profiles are to be made to the EO.

Note: The onus is on the candidate to ensure that all nomination documents including the profile and photo are submitted to the electoral officer by 12 noon on Friday 12th August 2016.

Correctness of Profile Statements

The candidate is responsible for ensuring that the candidate profile statement contains correct grammar, spelling, punctuation, etc. The electoral officer may make corrections to the statement without affecting content but accepts no responsibility to make any correction. The candidate should ensure the statement is correct when submitted and not expect any corrections to be so made.

The electoral officer is not required to verify or investigate any information included in a candidate profile statement.

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

If the profile statement or photo does not comply with the legislative requirements, the electoral officer will as soon as practicable, return the statement to the candidate and specify his/her concerns and the reasons therefore. The candidate will then have up to three (3) days to submit an amended candidate profile statement to the electoral officer.

A candidate is to be treated as having failed to provide a candidate profile statement, if the candidate:

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

Where the electoral officer is not satisfied that the candidate profile statement complies and cannot reach agreement with the candidate within the period specified, but the candidate has submitted a suitable photograph, the electoral officer will act as if the written part of the statement was never received but still publish the photograph in the candidate profile booklet to be included with the voting paper sent to each elector, as well as a message to the effect that a statement was not supplied.

Campaigning Guidelines

Election campaigning can commence anytime but must cease by the close of voting day, i.e. Saturday 8 October 2016.

Election offences are detailed for your information in this guide, see Appendix 6. 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.
- an imitation voting paper 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 papers are not permitted to be collected from electors by candidates or their assistants. Each elector is required by law to post or deliver his or her own voting paper to the electoral officer or official voting boxes located at the Horowhenua District Council office.

Candidates are not permitted to use council resources e.g. council logos and branding etc for campaign purposes or link to council websites, facebook pages, twitter feeds etc.

Election Advertising

Election advertising, using any media, including social media, must identify the person under whose authority they have been produced, as per Sections 113-115 of the Local Electoral Act 2001.

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

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

Note - the cost of framing to hold up an election sign is now not an item of campaign expenditure.

Campaign Expenditure Limits

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

Campaign expenditure is all expenses relating to the campaign from the period 3 months before election day, i.e. all expenditure from 8 July 2016 to 8 October 2016 plus any apportioned costs of any election campaigning carried out prior to 8 July 2016 (refer S.112 LEA 2001).

If a candidate is standing for more than one position (e.g. mayor and councillor) then the higher limit applies (not both combined).

The campaign expenditure levels for Horowhenua District are as follows:

1. Mayoralty

The total electoral expenses (inclusive of goods and services tax) of a candidate must not exceed \$20,000 if any local government area over which the election is held has a population smaller than 39,999 and larger than 20,000.

The population of Horowhenua District is estimated to be 31,450 (Dept of Statistics - 2015).

District-wide Issue	Est Resident Population as at 30 June 2015	Expenditure Limit (inc GST)
Mayoralty	31,450	\$20,000

2. Wards

The total electoral expenses (inclusive of goods and services tax) of Horowhenua District Council ward candidates are listed in the table below.

HDC wards	Est Resident Population as at 30 June 2015	Expenditure Limit (inc GST)
Kere Kere	5,580	\$7,000
Levin	16,550	\$14,000
Miranui	2,940	\$3,500
Waiopehu	6,380	\$7,000

3. Community Board

The total electoral expenses (inclusive of goods and services tax) of a candidate for the Foxton Community Board must not exceed \$3,500.

Community Board	Est Resident Population as at 30 June 2015	Expenditure Limit (inc GST)
Foxton	4,480	\$3,500

However, if a candidate is a candidate for more than one election held at the same time, (i.e. mayor and ward), the total electoral expenses (inclusive of GST) of that candidate must not exceed the highest amount permitted under subsection (1) in respect of any one of the elections for which the person is a candidate, i.e. \$20,000 for a mayoral and ward candidate.

Local Government area population	Expenditure Limit
Up to 4,999	\$3,500
5,000 - 9,999	\$7,000
10,000 - 19,999	\$14,000
20,000 - 39,999	\$20,000
40,000 - 59,999	\$30,000
60,000 - 79,999	\$40,000
80,000 - 99,999	\$50,000
100,000 - 149,999	\$55,000
150,000 - 249,999	\$60,000
250,000 - 999,999	\$70,000
More than 1,000,000	A separate calculation applies

Return of Electoral Expenses:

Each candidate is required to keep a record of all campaign election expenses, and must furnish a return to the electoral officer within 55 days of the election result being declared, i.e. no later than Wednesday 14 December 2016.

The return of electoral expenses and electoral donations form once returned becomes a public document and can be inspected by any person for a period of 7 years after receipt. The electoral officer is required to make the expenditure return and any supporting documents available on council's website.

A model election expenses return form is attached as Appendix 2. The relevant sections of the Local Electoral Act 2001 on election expenses is attached as Appendix 3. Note:

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

Electoral Donations:

Significant changes were made in 2013 to the requirements regarding electoral donations.

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

- A limit of \$1,500 on the size of an anonymous donation
- A requirement that any candidate receiving an anonymous donation of more than \$1,500 pay the amount over \$1,500 to the electoral officer (for payment into the council's general account)
- Requirements for the candidate to disclose in their return of electoral expenses and donation information about all donations above \$1,500 (including those aggregated donations)
- New definitions of "anonymous" and "donation"
- New obligation on a third party, who passes on a donation to a candidate on behalf of a donor, to disclose the identity of the donor to the candidate
- New obligation on a person administering the affairs of a candidate's campaign to disclose the identity of the donor of an anonymous donation of more than \$1,500 (if known) to the candidate
- New penalty provisions for non-compliance with the new requirements.
- Improved public access to candidate returns of electoral donations and expenses

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

Candidates must disclose, in their return of electoral donations and expenses, whether a donation is funded from contributions and the name and address of any individuals contributing amounts in excess of \$1,500. Anonymous donations made through contributions are limited to a maximum of \$1,500 per donation.

The electoral officer's role is to bring these matters to the attention of all candidates. It is not the role of the electoral officer to enforce these requirements.

Statistics (2013 Census and Election statistics)

The following information may be helpful when planning campaign material:

Ward	Est. No. of Households	Est. No. of Voters
Kere Kere	2,298	3,950
Miranui	1,083	1,864
Levin	6,645	11,460
Waiopahu	2,607	4,828
Foxton Community Board	1,923	3,205

Signage Policy

Authorised Council Owned Land

a. The Horowhenua District Council will allow electoral signage on Council owned land at specified locations in Levin, Foxton and Shannon only. Such signs will be subject to the following limits on numbers and size:

- Approved sites are shown on the attached maps.
- No sign shall be located where it is considered to be a traffic hazard in the opinion of the Council.
- Signs may be permitted to be displayed up to two months prior to the election but must be removed as soon as practicable after Election Day.
- Signs shall be displayed, if practicable, at right angles to the road.
- Signs shall comply with the following specification:

	Conditions
Maximum number of words	11 words or symbols
Maximum number of characters	90
Minimum lettering height	120mm
Maximum face area (may be double sided)	3m ²
Maximum sign height	4m

b. All signs must include an authorisation in accordance with the Local Electoral Act 2001.

c. Each candidate will be permitted to erect one sign per location.

d. Council reserves the right to require any electoral sign to be relocated or removed if the placement is considered hazardous or inappropriate; or if the content is inappropriate or breaches any policy, bylaw or enactment.

e. In addition the following provisions shall apply:

- No signs will be permitted on Council roads or on unapproved Council owned land.
- Where signs are found on Council property in unauthorised locations or in breach of any conditions officers shall:
 - advise the electoral officer; and,
 - maintain/update a register of such signs; and,
 - take immediate action to remove the signs; and,
 - contact the candidate for that person collect their sign/s.
- Signs must be removed as soon as practicable after Election Day. Signs not removed within a reasonable timeframe shall be disposed of without further liability.
- Mobile signs on cars and trailers will be permitted subject to those vehicles complying with all other vehicular requirements including the parking of vehicles on berms.
- The Council shall be entitled to recover reasonable costs (at the discretion of the electoral officer) in the application of the policy.

f. Candidates are advised to consult with NZTA (Wanganui) i regard to any signs on a State Highway.

g. Sign locations:

Area	Location	Permitted Area	Notes
Foxton Electoral Sign Area	Seaview Gardens	Adjacent to the perimeter facing Union Street, outside the fence on road reserve, as depicted in Map 01 - 2013 Local Elections Signage.	No signs are to be attached to the fence or placed behind the fence. No signs are to obstruct the footpath or entrances to the Gardens.
Shannon Electoral Sign Area	Shannon Domain	The western end of Shannon Domain in Vogel Street in a northerly direction to the boundary with the Mavis Vincent Pavilion (a distance of approximately 50 metres) as depicted on Map 02 - 2013 Local Elections Signage. Signs are not permitted within the exclusion zones shown on the map	No signs are permitted within 10 metres of the boundary with the intersection of Vogel and Ballance Streets or within 5 metres of the kerbline in Vogel Street.
Levin Electoral Sign Area	The Levin Village Green	Facing Salisbury Street, Queen Street and the Levin Mall Carpark as depicted on Map 03 - 2013 Local Election Signage. Signs are not permitted within the exclusion zones shown on the map	No signs are permitted within 10 metres of the boundary with the intersection of Salisbury Street and Queen Street West or within 3 metres of paved areas.

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

Private Property

a. The Horowhenua District Council will allow electoral signage on private land subject to the following:

- No sign shall be located where it is considered to be a traffic hazard in the opinion of the Council or NZTA (Wanganui).
- Signs may be permitted to be displayed up to two months prior to Election Day but must be removed as soon as practicable after Election Day.
- Signs shall be displayed, if practicable, at right angles to the road.
- Signs shall not be illuminated.
- Signs shall comply with the following specification:

	Posted speed limit (Equal to or less than 70 kph)	Posted speed limit (Above 70 kph)
Maximum number of words	11 words or symbols	6 words or symbols
Maximum number of characters	90	40
Minimum lettering height	120mm	160mm
Maximum face area (may be double sided)	3m ²	3m ²
Maximum sign height	4m	4m

b. Council reserves the right to require any electoral sign to be relocated or removed if the placement is considered hazardous or inappropriate; or if the content is inappropriate or breaches any policy, bylaw or enactment.

c. In addition the following provisions shall apply:

- Where signs are found in breach of any conditions officers shall;
 - advise the electoral officer; and,
 - maintain/update a register of such signs; and,
 - take immediate action to remove the signs; and,
 - contact the candidate for that person to collect their sign/s.
- Signs must be removed as soon as practicable after Election Day. Signs not removed within a reasonable timeframe shall be disposed of without further liability.
- Mobile signs on cars and trailers will be permitted subject to those vehicles complying with all other vehicular requirements including the parking of vehicles on berms.
- The Council shall be entitled to recover reasonable costs (at the discretion of the electoral officer) in the application of the policy.

d. The Council shall be entitled to recover reasonable costs (at the discretion of the electoral officer) in the application of the policy.

e. All signs must include an authorisation in accordance with the Local Electoral Act 2001.

f. Candidates are advised to consult with the NZTA (Wanganui) in regard to any signs on a State Highway

Legend



Election Signs Permitted



Exclusion Zone

A

Road Names



Parcel Boundaries

2010 Urban Aerial Imagery

**MAP 01 - 2013
LOCAL ELECTION
SIGNAGE**

FOXTON






Seaview Gardens - Adjacent to the perimeter facing Union Street, outside the fence on road reserve. No signs are to be attached to the fence or placed behind the fence. No signs are to obstruct the footpath or entrances to the Gardens.

The Horowhenua District Council provides this information as a representation of the infrastructure where its location is known.

All reasonable efforts are taken to ensure the accuracy of this information, but confirmation on site is recommended before initiating any work.



Legend

-  Election Signs Permitted
-  Exclusion Zone
-  Road Names
-  Parcel Boundaries
-  2010 Urban Aerial Imagery

MAP 02 - 2013 LOCAL ELECTION SIGNAGE

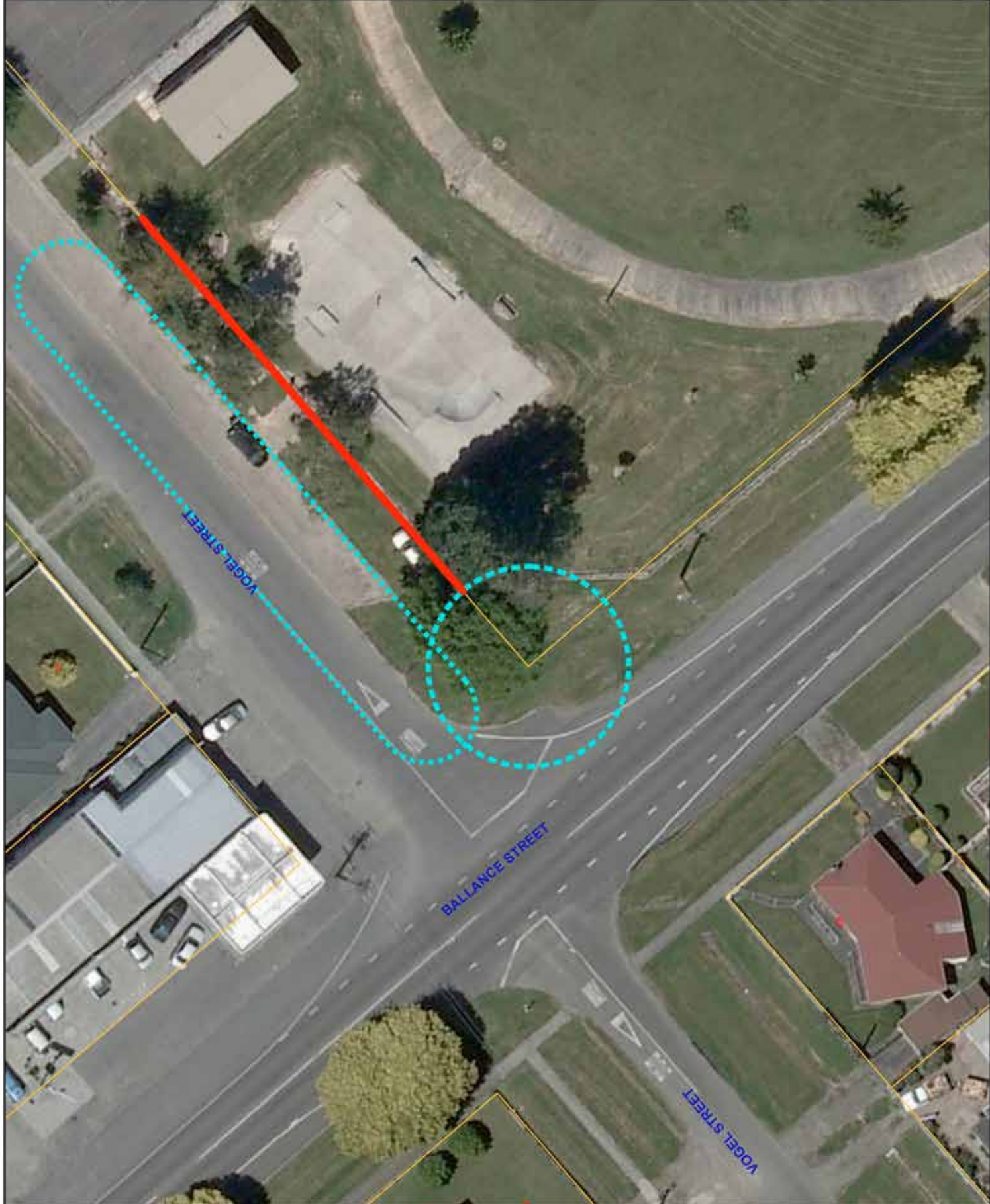
SHANNON

The western end of Shannon Domain in Vogel St in a northerly direction to the boundary with Mavis Vinsen Pavillion (a distance of approximately 50 metres).






NOTE: No signs are permitted within 10 metres of the boundary with the intersection of Vogel and Ballance Streets or within 5m of the kerbline in Vogel St - see exclusion zone.

The Horowhenua District Council provides this information as a representation of the infrastructure where its location is known.

All reasonable efforts are taken to ensure the accuracy of this information, but confirmation on site is recommended before initiating any work.



Legend

-  Election Signs Permitted
-  Exclusion Zone
-  Road Names
-  Parcel Boundaries
-  2010 Urban Aerial Imagery

MAP 03 - 2013 LOCAL ELECTION SIGNAGE

LEVIN

The Levin Village Green facing Salisbury Street, Queen Street West and the Levin Mall carpark.

NOTE: No signs are permitted within 10 metres of the boundary with the intersection of Queen Street West and Salisbury Street or within 3 metres of paved areas - see exclusion zone.

The Horowhenua District Council provides this information as a representation of the infrastructure where its location is known.

All reasonable efforts are taken to ensure the accuracy of this information, but confirmation on site is recommended before initiating any work.



Voting and Processing of Votes

Order of Candidates on the Voting Papers

Horowhenua District Council has resolved pursuant to Section 79 of the Local Electoral Act 2001 that the names of the candidates will appear in alphabetical order on the voting papers.

Special Voting

Special voting documents are available to electors:

- whose names do not appear on the final electoral roll, but who qualify as electors
- who did not receive a voting paper previously posted to them
- who spoil or damage a voting paper previously posted to them.

Special voting documents will be available from Friday 16 September 2016 to 12 noon, Saturday 8 October 2016 at the Horowhenua District Council's office, 126-148 Oxford Street, Levin.

Special voting documents can be posted directly out to electors. The completed voting paper however, must be in the hands of the electoral officer or the deputy electoral officer by noon on election day, ie 12 noon Saturday 8 October 2016.

Special voters must complete a statutory declaration. This is a legal requirement and a protection for electors against possible duplicate voting.

If an elector requests a special vote and is not on the parliamentary roll (e.g. just turned 18 years of age), the person must enrol on the parliamentary roll by Friday 7 October 2016. An application for registration as a parliamentary elector may be obtained:

- from any Post Shop or
- by telephoning 0800 ENROLNOW (0800 367656) or
- by accessing the Electoral Enrolment Centre website on 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 voting documents cannot be collected by candidates or their assistants for distribution to electors.

Early Processing of Returned Voting Papers

The electoral officer has decided pursuant to Section 80 of the Local Electoral Act that returned voting papers will be opened and processed during the voting period before the close of voting.

Voting papers for Horowhenua District Council are being processed by council's election contractor, electionz.com Ltd. electionz.com will be processing approximately 600,000 voting papers for 42 councils at its processing centre in Christchurch.

The early processing of voting papers involves the following functions:

- opening of envelopes
- extracting of voting papers
- checking for informal or duplicate votes
- electronic capture of valid votes
- no tallying of votes is undertaken until after the close of voting (12 noon, Saturday 8 October 2016).

The early processing functions are undertaken within 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 legal and secrecy requirements.

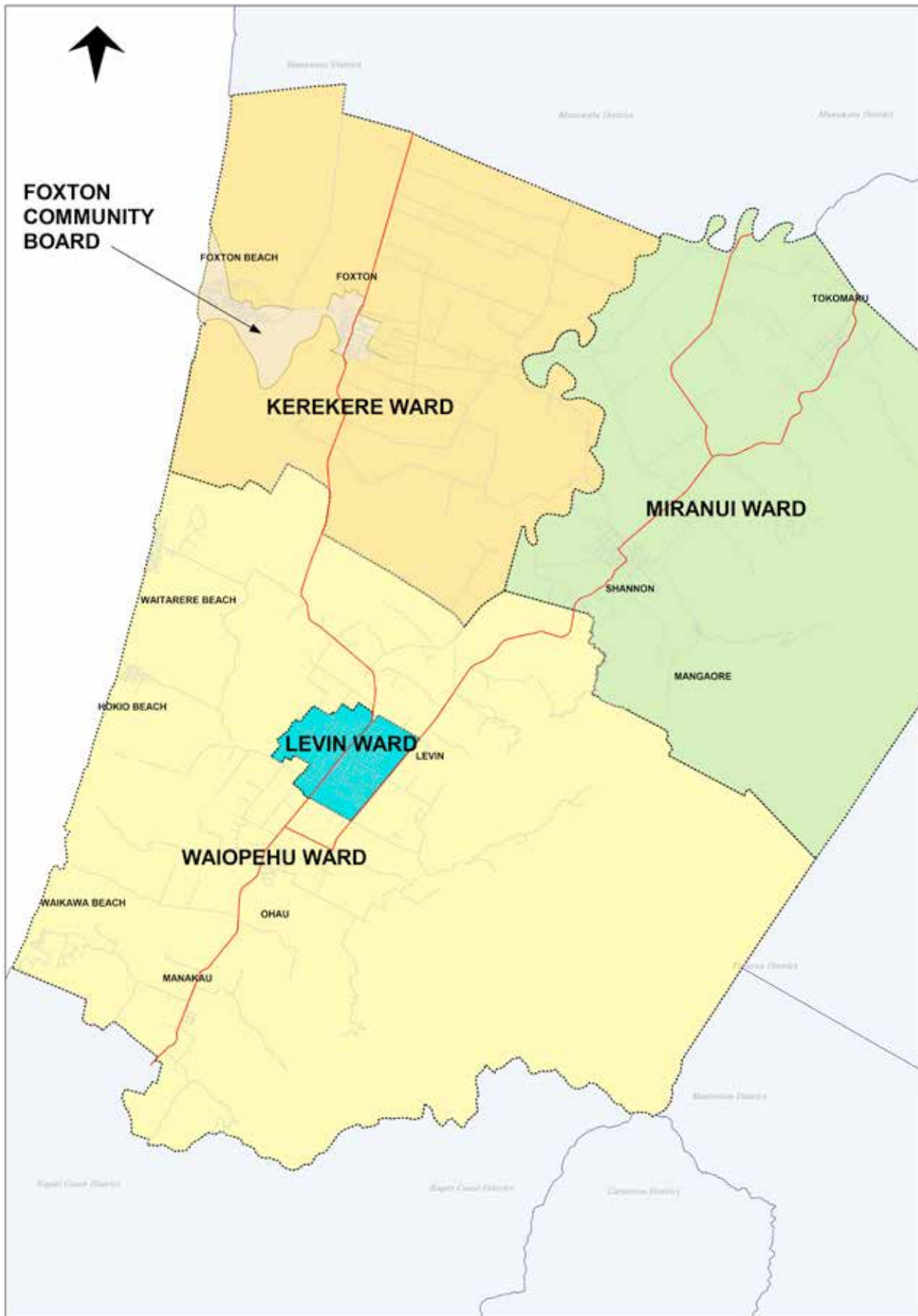
Candidate's scrutineers are not permitted to observe the early processing functions (refer to Appendix 4).

Election Results

- The counting of votes takes place as soon as practicable after 12 noon on Saturday 8 October 2016.
- It is expected that a progress result will be released by the electoral officer by 2pm on Saturday 8 October 2016. The preliminary result will be released as soon as all ordinary voting papers have been received and processed at the processing centre. This is likely to be by midday Sunday 9 October, if not before.
- Candidates will be advised the progress results on election day - either by e-mail or phone. Only two attempts to communicate the progress result to any candidate will be made. These will be made around the time that progress results are posted to the council website.
- Results will be released to candidates and media via email and www.horowhenua.govt.nz.

Ward Maps

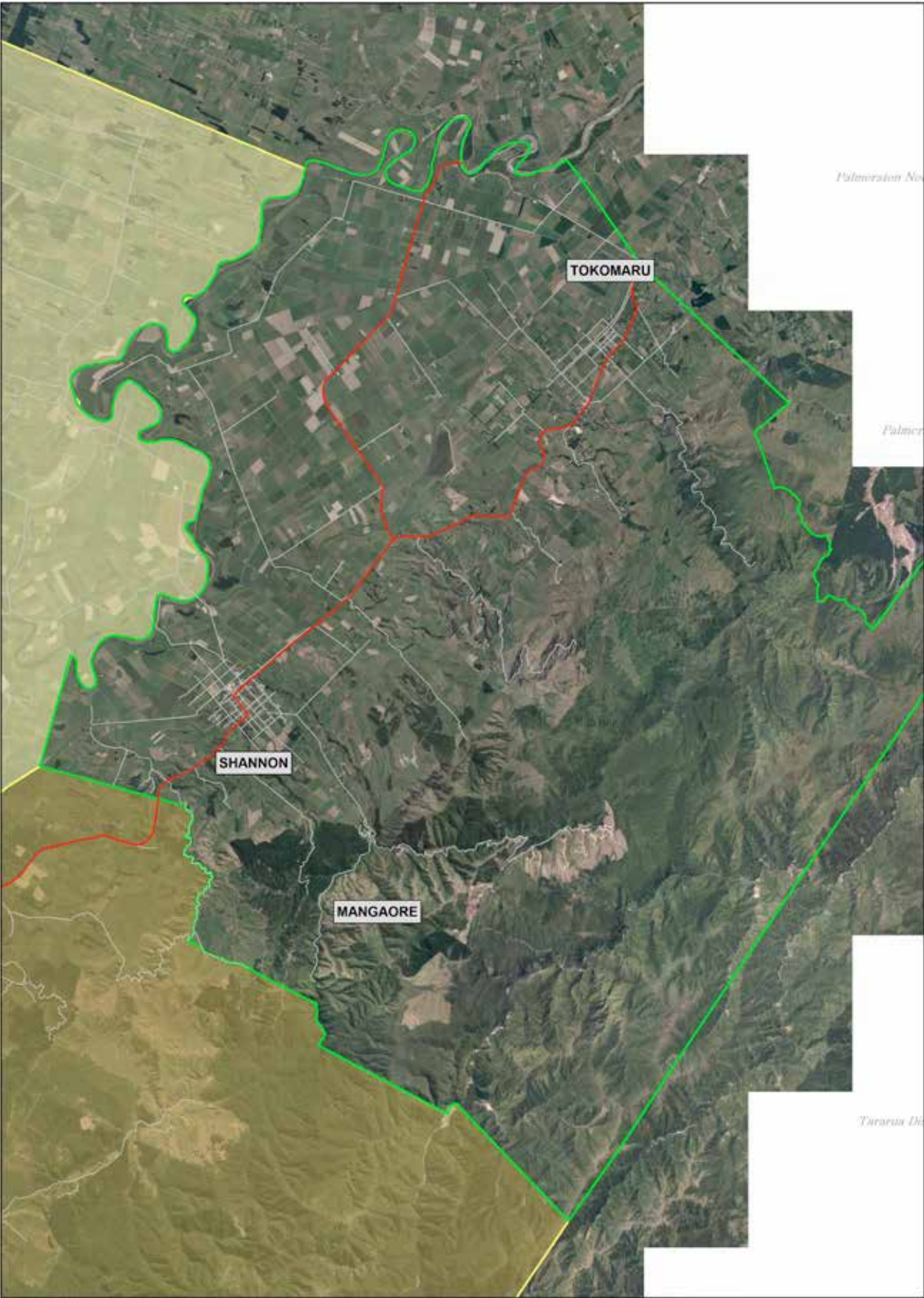
Horowhenua District is divided into four wards for electoral purposes. These are shown below:



Kere Kere Ward



Miranui Ward



Waiopehu Ward



Levin Ward



Foxton Community Board





Horowhenua 
DISTRICT COUNCIL

-  06 366 0999
-  Private Bag 4002, Levin 5540
-  126 Oxford St, Levin 5510
-  www.horowhenua.govt.nz
-  enquiries@horowhenua.govt.nz
-  HorowhenuaDC