



FAQs

Triennial elections

8 OCTOBER 2022

KAWERAU DISTRICT COUNCIL



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Frequently Asked Questions

Kawerau District Council elections

General Information

Q1. When is the next Kawerau District Council election?

- A Election day is Saturday 8 October 2022 with voting closing at 12 noon. The voting period starts on Friday 16 September 2022.

Q2. Who runs the election?

- A The electoral officer has full responsibility for running the election.

Q3. What is the name of the electoral officer and council's electoral liaison person?

- A The electoral officer is:
- Dale Ofoske, Independent Election Services Ltd
Electoral Office: Level 2, 198 Federal Street, Auckland
Phone: 0800 922 822
Email: dale.ofoske@electionservices.co.nz
- The council's electoral liaison person is:
- Peter Christophers, Finance and Corporate Services
Kawerau District Council
2 Ranfurly Court, Kawerau
Phone: 07 306 9009
Email: peter.christophers@kaweraudc.govt.nz

Q4. What type of voting method is used?

- A The FPP (first past the post) electoral system is used for the Kawerau District Council and the Bay of Plenty Regional Council.

For a more detailed explanation of this electoral system, refer Q53.

Q5. What elections can we vote for?

- A Electors will be able to vote for the mayor, councillors and Bay of Plenty Regional Council members.

There are no longer elections held for district health boards.

In 2021, Kawerau District Council undertook a representation arrangements review (review of boundaries, numbers of elected members etc).

As a result of this, there was no change, with the mayor and eight councillors elected 'at large'.

For further information refer to council's website www.kaweraudc.govt.nz

Q6. What is the role of the mayor and councillors?

- A The mayor:
- presides at council meetings;
 - attends and participates at meetings of committees and working parties;
 - reads agenda and other materials before meetings;
 - leads the council and co-ordinates council political activity;
 - speaks on behalf of the council;
 - represents the council on related organisations, where appointed;
 - attends and participates at conferences and seminars;
 - attends to complaints and enquiries from members of the public;
 - presides at civic ceremonies;
 - hosts visiting groups, including overseas delegations;
 - attends and speaks at local functions, sometimes opening them;
 - declares a state of civil defence emergency in the district if required.
- A The mayor and councillors:
- participate in strategic and long-term planning for the whole district;
 - develop policy across a wide range of activities and services;
 - represent the district at functions as required;
 - review and develop bylaws for the district;

- advocate on a wide range of issues;
- coordinate and form partnerships with other spheres of government and other agencies;
- participate in the appointment and performance review of the chief executive;
- act on all these matters within a legislative and regulatory framework;
- set a budget and rates;
- monitor the performance of the council organisation.

Candidates

Q7. I want to be a candidate in these elections. What do I need to do?

A You must be a New Zealand citizen and your name must be on the Parliamentary Electoral Roll (anywhere in New Zealand).

When lodging your nomination, proof of citizenship will be required (copy of passport, birth certificate, citizenship certificate).

You will need to have two electors registered in the district to nominate you. Candidates themselves do not need to reside in the district but will need to disclose that fact in their candidate profile statement.

The nominators must also be on the Parliamentary Electoral Roll at the address they are listed on the nomination paper (which must be in the area that they are nominating the person for).

Nominations open on Friday 15 July 2022. If you would like a nomination paper and candidate information handbook sent out, please contact the electoral office closer to this date. Nomination papers will also be available on council's website (www.kaweraudc.govt.nz) from 15 July 2022.

A candidate information handbook will be available in April 2022.

Candidate campaigning can commence any time prior to the election (no time restriction), but any expenditure made, within or outside the three-month applicable period before election day, must be accounted for.

Q8. How much will it cost me to stand?

A You will need to pay a nomination deposit of \$200 GST inclusive. This deposit applies to each election you stand for.

Your nomination deposit can be paid by electronic bank transfer, EFTPOS, credit card or cash. Cheques will not be accepted.

If you poll greater than 25% of the lowest polling successful candidate you will receive your nomination deposit back.

Q9. What qualifications and experience do I need?

A Nothing formal. Elected members come from all walks of life and generally have a will/desire to serve the community.

All (or some) of the following capabilities will be useful in the elected member role:

- quality decision-making;
- political acumen;
- leadership;
- cultural awareness;
- strategic thinking;
- knowledge and understanding of Kawerau District Council and local government;
- communication and engagement;
- relationship building and collaboration.

Q10. Does a criminal record affect a person standing as a Council candidate?

A No, not for the Kawerau District Council elections.

Q11. How long is the term of the elected member?

A Three years.

Q12. Do I need to be resident in the area I am standing for?

A No, but you must be on the Parliamentary Electoral Roll (anywhere in New Zealand) and be a New Zealand citizen (by birth or citizenship ceremony). You will however need to disclose whether or not you reside in the area you are standing for in the candidate profile statement.

The two people who nominate you must be on the Parliamentary Electoral Roll within the area you are standing for.

Q13. How many positions can I stand for?

- A You can stand for mayor and a councillor but if you are elected to more than one position, you take the highest ranked position.

You cannot stand for both the Kawerau District Council and the Bay of Plenty Regional Council.

In addition, your candidate profile statement must state whether or not your principal place of residence is in the area you are seeking election, e.g., 'My principal place of residence is in the Kawerau District Council area', or 'My principal place of residence is not in Kawerau District Council area'. This is not part of the 150-word limit.

See section 61 of the Local Electoral Act 2001 for more information.

Q14. Can I withdraw my nomination as a candidate?

- A Only if it is withdrawn before the close of nominations. You cannot withdraw voluntarily after nominations have closed. If you decide to opt out, your name will still appear on the voting document.

If you do change your mind and decide not to run for election after you have been nominated, let the electoral officer know who will talk through the issues with you.

However, if you become incapacitated with serious illness or injury and unlikely to be able to perform the functions and duties if elected to office, an application to withdraw your nomination on those grounds can be made. Verification from a doctor or lawyer about your situation will be required. See the electoral officer if you need more information about this process.

Q16. How much can I spend on my campaign?

- A There is a limit on what you can spend on your campaign and it relates to the population of the area you are standing for.

The maximum amount that can be spent by a candidate cannot exceed the limits set out below:

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

A candidate for mayor or councillor (which has a population in the range of up to 5,000-9,999) can spend up to \$7,000 inclusive of GST.

If you stand for more than one position, the amount you can spend is the highest amount for one position. You cannot add positions together to allow you to spend more than the limit.

Please note any expenditure made by a candidate for an election campaign is funded by the candidate and is not refundable by the council to the candidate.

All candidates are required to lodge an electoral donations and expenses return within 55 days after the day on which the successful candidates are declared to be elected (by 9 December 2022).

Q15. What is a candidate profile statement?

- A You may provide a candidate profile statement when you lodge your nomination. This is a statement of up to 150 words containing information about yourself and your policies and intentions if elected to office. The profile statement will be included in the voting packs that all electors receive.

Your candidate statement can be submitted in Māori and English, but the information contained in each language must be substantially consistent with the information contained in the other language. Each language has to be within a 150-word limit.

Your profile statement must be true and accurate. The electoral officer is not required to verify or investigate any information included in your statement.

Your profile can include a recent passport size colour photograph.

If a candidate is outside New Zealand on this day, the return must be filed within 76 days after election result day.

If a return is not submitted within the required time period, the non-return will be advised to the New Zealand Police for enforcement.

The return needs to be received before a candidate nomination deposit is refunded if appropriate.

Q17. Can I raise funds from donations, and can I claim expenses?

- A Yes, you can raise funds and claim expenses from your campaign. There is very specific legislation about donations and expenses which you need to abide by. See the electoral officer if you need more information.

Q18. When is the campaign period?

- A Election campaigning can start at any time and continue up to and including election day.

Q19. Can people already elected on to council use council resources to campaign?

- A No, elected members cannot use council resources for their campaigns.

Q20. Are there any rules about using social media?

- A Yes. Councils have policies or guidelines for web and social media use related to campaigning. They will not permit council social media pages to be used by anyone (candidates or members of the public) for electioneering or campaigning in the three months before election day. Councils monitor their websites and take down any campaign related posts.

Q21. Can I help people vote or collect their voting documents to send in?

- A No, candidates or their assistants should not collect voting documents from electors. Each elector should post or deliver their own voting document to the electoral officer.

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 the elector as to how he or she should vote. Candidates and their assistants should be mindful of this particularly if campaigning occurs in facilities such as rest homes or hospitals.

Q22. When do nominations close?

- A Nominations close at 12 noon Friday 12 August 2022.

It is strongly recommended that candidates do not leave lodging their nomination until the last day, as to do so may mean having to queue and should there be an error with the nomination, little time to have it corrected.

Enrolment

Q23. Where can I view the electoral roll that will be used for this election?

- A The preliminary electoral roll will be available for public inspection for a one-month period from Friday 15 July 2022 to Friday 12 August 2022.

The preliminary electoral roll will be available for inspection at:

- Kawerau District Council, 2 Ranfurly Court, Kawerau
- Kawerau Public Library, Jellicoe Court, Kawerau

The availability of the above locations is subject to any COVID-19 restrictions in place. Should any COVID-19 restrictions be in place, refer to the council's website www.kaweraudc.govt.nz

Q24. How do I enrol to vote in these elections?

- A Is this your main place of residence?
- Yes
Have you lived at your current address for more than one month?
 - Yes
Are you on the Parliamentary Electoral Roll at your current address in the Kawerau District Council area?
 - Yes

You will automatically appear on the electoral roll that is used for these elections

Or

A Is this your main place of residence?

- Yes
Are you on the Parliamentary Electoral Roll at an address in the Kawerau District Council area?
- No or Don't Know

You need to complete an enrolment form for this. You can either:

- enrol online at www.vote.nz
- ring 0800 36 76 56
- send your name and address to Freetext 3676
- download a form at www.vote.nz
- pick a form up at your local New Zealand Post agency

Or

Is this your main place of residence?

- No
Are you on the Parliamentary Electoral Roll at an address in another district?
- Yes

If you own a property in this district and it is not your main residence you may be able to enrol as a non-resident ratepayer elector. (Refer to ratepayer enrolment advice in Q29 and Q30).

Q25. I am a student and spend my time in different places. Where should I enrol?

A You should enrol where you spend the greater part of your time.

Q26. I am a New Zealand Māori; do I need to enrol on the Māori roll?

A Not necessarily. If you are enrolling for the first time you can decide whether you want to go on the Parliamentary Māori Electoral Roll or the Parliamentary General Electoral Roll by signing the appropriate panel on the parliamentary elector enrolment form.

However, if you have already made that choice you will have to wait until the next Māori Option period to change, which occurs following the next census, likely in 2023.

Q27. How do I know whether I am enrolled?

A The Electoral Commission will be undertaking a roll update campaign at the beginning of July 2022 for the Parliamentary Electoral Roll which forms the basis of the electoral roll for the Kawerau District Council elections.

If you do not receive a letter in the post early July 2022 the chances are you are not enrolled, or your details are incorrect. You will then need to complete a Parliamentary Electoral Roll enrolment form.

You can check to see if you are enrolled at www.vote.nz or by phoning 0800 36 76 56.

Q28. I turn 18 on election day. Can I vote?

A Yes, but you need to make sure you have enrolled which you can do provisionally from the age of 17 and it automatically changes when you turn 18.

You will also need to apply for a special vote during the voting period (Friday 16 September 2022 to 12 noon, Saturday 8 October 2022).

For special vote availability, see Q45.

Q29. We own a business in the Kawerau District Council area and pay rates, but we don't live in the Kawerau District Council area – do we get a say in the Kawerau District Council elections?

A Yes, subject to being eligible as a non-resident ratepayer elector and becoming enrolled. A non-resident ratepayer enrolment form is available:

- online (www.kaweraudc.govt.nz)
- or by phoning 0800 922 822

The non-resident ratepayer enrolment form should be returned to the electoral officer by Friday 12 August 2022 and no later than Friday 7 October 2022 in order to vote.

If it is after Friday 12 August 2022, a special voting document will need to be requested and will be issued on 16 September 2022, the start of the voting period.

For special vote availability, see Q45.

Q30. I own a property in the Kawerau District Council area, but it is not my fulltime residence. How do I get on the ratepayer electoral roll?

A Is your name on the rates notice?
➤ Yes

You may be eligible to be on the ratepayer electoral roll.

A non-resident ratepayer enrolment form is available:

- online www.kaweraudc.govt.nz
- or by phoning 0800 922 822

This should be returned to the electoral officer or an electoral official by 12 August 2022 and no later than 7 October 2022 in order to vote.

If it is after Friday 12 August 2022, a special voting document will need to be requested and will be issued on 16 September 2022, the start of the voting period.

If it is easier, you can call at a special voting venue during the voting period (Friday 16 September 2022 to 12 noon Saturday 8 October 2022) and complete the ratepayer enrolment form and have your special vote at the same time.

For special vote availability, see Q45.

In no case does this allow you to have two votes at an election.

Is your name on the rates notice?
➤ No

A You may not be eligible to be on the ratepayer electoral roll. Contact the electoral office on 0800 922 822.

Voting

Q31. Is it a postal vote and will I be sent my voting documents in the mail?

A All local authority elections will be conducted by postal vote. Voting documents will be delivered by NZ Post between Friday 16 September 2022 and Wednesday 21 September 2022.

There is no online voting option available.

Q32. I got my voting document but my partner didn't receive theirs.

A Is it before Wednesday 21 September 2022 and I believe I am correctly registered on electoral roll?
➤ Yes

Please wait until the mail has been delivered on Wednesday 21 September 2022. If your voting document is not received, then please call the electoral office on 0800 922 822.

Is it after Wednesday 21 September 2022 and I believe I am correctly registered on the electoral roll?

➤ Yes

You will need to apply for a special vote – for special vote availability, see Q45.

Is it after Wednesday 21 September 2022 and I believe I am not correctly registered on the electoral roll?

➤ No

You will need to complete a Parliamentary Electoral Roll enrolment form. These are available at any New Zealand Post agency, or you can enrol online at www.vote.nz or ring 0800 36 76 56 or send your name and address to Freetext 3676.

You will need to apply for a special vote – for special vote availability, see Q45.

Q33. I didn't get my voting document, so I called and got a special vote. Now I have two voting documents. Which one should I use?

A Use the original one and destroy the special vote.

Q34. I received a voting document for a member of my family (e.g. child, parent) and have Power of Attorney for that person. Can I vote for that person?

A No – Power of Attorney does not apply to voting for that person.

Q35. I received a voting document for a member of my family (e.g. child, parent) who does not live here. What should I do with the voting document?

A If they are overseas, you could post it to the person or destroy it if that is not practicable.

If they are for an elderly parent who is incapable of voting, please destroy it by ripping/cutting it up. You cannot vote on their behalf unless instructed by them.

Q36. I received a voting document that does not belong to me and I don't know this person or where this person has gone.

A Write GNA (Gone No Address) on the envelope and put it back in the mail.

Q37. What is that barcode that I can see through the return envelope or on the front of the voting document?

A It is a legal requirement to scan the barcode to mark the electoral roll that you have returned your vote so we can ensure that we do not receive two votes from the same person.

Q38. How do you ensure the secrecy of my vote?

A Returned envelopes containing a voting document cannot be opened until there is a JP present. The JP is required to sign off that the processes used by the electoral officer met the legal requirements.

Note that the voter's name is not shown on the voting document.

When the envelope is opened the only thing the electoral office is looking for is that the vote for each election is valid.

This means we are making sure that the voter's intention is clear and the voter has not ticked or marked more than the number of candidates than there are vacancies.

Q39. Do I have to vote? I don't know any of these candidates.

A No, you don't have to vote, but we do encourage you to vote and exercise your democratic right.

You don't have to vote for all candidates or for all elections. But your vote is important because the people elected will be responsible for making decisions about what happens in your community for the next three years.

To help you get to know about the candidates:

- there may be candidate meetings being held in your community if you wish to go and hear what policies the different candidates are advocating for;
 - there is a candidate profile booklet that comes with the voting document in which there is a photo and a statement from each candidate. This information will also be available on council's website (www.kaweraudc.govt.nz) after nominations close (expected 19 August 2022);
 - candidates may have their own website, social media page(s), advertise in local newspapers or send out information to letterboxes in your area;
 - local media are likely to cover information about the election.
-

Q40. Do I have to post my voting document back?

A You can post it but make sure you have it in the mail by Tuesday 4 October 2022 to make sure it gets back to us in time (by 12 noon Saturday 8 October 2022).

However, you can also hand deliver your voting document to a ballot box during the voting period (Friday 16 September 2022 to 12 noon Saturday 8 October 2022).

For ballot box locations see Q45.

Q41. I have lost my return envelope.

A You can use an envelope of your own and put the return address and Freepost number on it. (You will not need to put a stamp on the envelope if you write the Freepost number on the envelope and post it in New Zealand).

Freepost number 4710
The Electoral Office
Kawerau District Council
PO Box 5135
Victoria Street West
Auckland 1142

Q42. I am on the Unpublished Parliamentary Roll and I want a special vote please.

A You will need to apply for a special vote – for special vote availability, see Q45.

Q43. I didn't receive my voting document; how do I obtain a special vote?

A Are you on the Parliamentary Electoral Roll for the address you want to vote for?
➤ Yes

You will need to apply for a special vote – for special vote availability, see Q45.

Are you on the Parliamentary Electoral Roll for the address you want to vote for?
➤ No/Don't Know

If you are not enrolled or not enrolled correctly on the Parliamentary Electoral Roll, you will need to complete an enrolment form for this. You can pick one up at any New Zealand Post agency, or you can enrol online at www.vote.nz or ring 0800 36 76 56 or send your name and address to Freetext 3676. This form needs to be with the Registrar of Electors before close of business Friday 7 October 2022.

You will need to apply for a special vote – for special vote availability, see Q45.

Q44. I spoiled my voting documents/I have made a mistake on my documents. What can I do?

A If you can amend it so that your voting intention is clear, then do so.

If necessary, we can issue you with a special voting document (for special vote availability, see Q45), but this will take time and require you to complete a declaration.

Q45. Where can I have a special vote?

A Special votes can be obtained from:
- Kawerau District Council, 2 Ranfurly Court, Kawerau

The availability of the above location is subject to any COVID-19 restrictions in place. Should any COVID-19 restrictions be in place, refer to the council's website www.kaweraudc.govt.nz

Q46. I am going away and will not be here when the voting documents are posted out.

A You will need to apply for a special vote – for special vote availability, see Q45.

Q47. Do I have to vote for all the candidates for any election? If I don't vote for all the candidates or all the elections on my voting document, will all my votes be informal?

A You can vote for as many candidates as you want to but not more than the number of positions available on the voting document. So, if you are electing two councillors then you can vote for up to two candidates. Remember, for FPP you tick the candidates you want to elect.

You can decide not to vote for one or more of the different elections on your voting document. This does not invalidate votes for other elections on your voting document.

Q48. My partner's document and mine are different and there are more/less things to vote for. Why is the list of candidates different?

A You will need to call the electoral office on 0800 922 822.

Q49. I have received two voting documents.

You will need to call the electoral office on 0800 922 822.

Q50. Do all the staff working on the election know who I voted for?

A No, your vote remains secret under the required separate roll scrutiny and vote counting procedures.

Q51. Can I help someone fill out their voting document?

A Under the Local Electoral Act 2001, you cannot interfere or influence any person as to how they can vote.

If authorised by a voter who is physically impaired, visually impaired or for whom English is a second language, a person can assist them to vote as directed by the voter.

Q52. What happens to all the voting documents after the elections?

A They are delivered to the Whakatāne District Court and kept for 21 days so that the court can access them should there be any application for a recount or petition for inquiry.

After 21 days, the court is responsible for destroying them.

Q53. What is FPP and how do I vote in an FPP election?

A FPP stands for first past the post voting system and is used for the Kawerau District Council and the Bay of Plenty Regional Council elections.

The candidate or candidates that gets the most votes wins.

You should mark those you want to vote for with a tick in the circle. Do not vote for more than the number of candidates shown in the instructions.

Election Results

Q54. When will we know the results of the election?

A Progress results will be announced early afternoon of election day.

Preliminary results will be announced on the morning of Sunday 9 October 2022, once all votes received at the council offices (up until 12 noon on election day) have been delivered to the electoral office in Auckland and processed.

The official results will be announced when special votes have been checked and included in the final result, expected to be Thursday 13 October 2022.

Q55. How will I find out?

Candidates

A Will be advised as soon as possible after progress results are known on Saturday 8 October 2022, and preliminary results are known on Sunday 9 October 2022. This may be by email or phone.

Voters

A Progress and preliminary results will be released to the media and placed on council's website (www.kaweraudc.govt.nz) as soon as practicable on the afternoon of Saturday 8 October 2022 and on Sunday 9 October 2022 respectively.

Q56. What do I need to do if I want to challenge the results of the election?

A Under legislation a candidate can challenge the declaration of results through either a judicial recount or a judicial inquiry. A candidate will have to provide reasons for the challenge and a deposit of \$750 with the application to the Whakatāne District Court.

A candidate may wish to call the electoral office on 0800 922 822 to discuss this.

Members

Q57. When do elected members take up their roles?

A Elected members take up office the day after the official result has been declared by public notice. However, members cannot act until they have sworn the oath of office which is usually at the first meeting of the council or community board. This first meeting is usually held as soon as practicable after the final election results are known.

Q58. Who are elected members responsible to?

- A Ultimately the elected members final responsibility is to the local community. The Minister of Local Government and the Auditor-General do have a role in ensuring that council follows the law.

Q59. Do elected members get paid and if so, how much?

- A This is set by the Remuneration Authority.

A remuneration pool is set by the Remuneration Authority. The newly elected council will decide how to apply the pool of funding. Some expenses are also reimbursed.

As an indication, the current remuneration is below.

Office	Annual remuneration (\$)
Mayor	93,500
Deputy Mayor	36,195
Chair of Regulatory and Services Committee	32,318
Councillor (with no additional responsibilities) (6)	25,854

Some expenses are also reimbursed.

For further information refer www.remauthority.govt.nz

Q60. Would being an elected member take up much time?

- A Being an elected member is a busy job that often involves meetings, events and speaking with community members outside of normal business hours. Flexibility and the ability to prioritise and manage time effectively are essential. This includes balancing a high volume of reading, paperwork and emails with a schedule of meetings and public commitments.

Consequently, the mayor is considered a fulltime job and councillors are generally part-time jobs.

Q61. How many elected members are there?

- A Elections are being held for:
- mayor (elected 'at large')
 - councillors – 8 (elected 'at large')
 - Bay of Plenty Regional Council members – 2 from the Eastern Bay of Plenty General Constituency or 1 from the Kōhi Māori Constituency

Election Signs

Q62. What are the requirements for election signs?

- A Election signs are referenced in the Local Electoral Act 2001 and council's election signs policy – both of which must be complied with.

Local Electoral Act 2001

All election material, including signs and hoardings, must show an authorisation statement (name and physical address of the candidate or the candidate's agent). Not to do so is an electoral offence.

Refer section 113 Local Electoral Act 2001.

Council's election signs policy:

Time

The maximum period of time during which a sign, poster or placard may be displayed is two months before election day i.e. from 12.01 am Monday 8 August 2022 to midnight Friday 7 October 2022.

Size

The maximum permitted face surface area of any sign is 3 sq. m. (approx. 1700mm x 1700mm).

Placement

Signs advertising a candidate standing for election can only be displayed on private property, provided landowner permission is given.

Signs are not permitted on any public place owned or controlled by council.

No sign may be erected near any road in the district where council considers the sign will:

- a) obstruct the line of sight of road users at any corner, bend, intersection or vehicle crossing;
- b) obstruct, obscure or impair motorists' view of any traffic sign or signal.

No sign may use reflective material or illumination or have moving parts.

Any unauthorised, unsafe, damaged or otherwise non-compliant sign will be removed by council staff.

Signs located on a state highway must have minimum lettering height according to the speed limit.

Further information

For further information relating to council's election signs policy refer to www.kaweraudc.govt.nz

Election Sign Complaints

Q63. I have a complaint about the electoral signage.

The signs don't have the required authorisation on them:

- A You will need to call the electoral office on 0800 922 822.

The signs are bigger than they should be or have been pulled over or damaged:

- A You will need to call the council on 07 306 9009.
-