

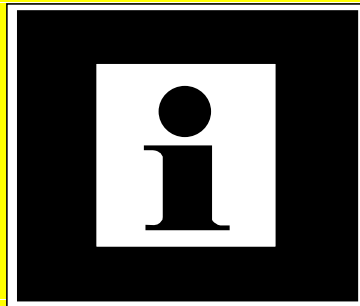


CHRISTCHURCH CITY

Candidate Information Pack

FOURTH EDITION

JUNE 1998



LOCAL AUTHORITY ELECTIONS

10 OCTOBER 1998



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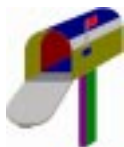
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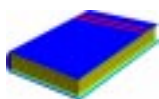
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INTRODUCTION

This booklet outlines information which may be of interest to you as a candidate in the 1998 local body elections.



The elections are being conducted by postal vote with election day being Saturday 10 October 1998.



The conduct of local body elections is strictly regulated by legislation:

- Local Elections and Polls Act 1976
- Local Government Act 1974
- Local Government (Electoral) Regulations 1992



Relevant key dates for your diary are:

- | | |
|---------------------------------|--|
| • Nominations Open | Wednesday 29 July 1998 |
| • Nominations Close | Noon, Friday 28 August 1998 |
| • Delivery of Voting Papers | Friday 25 September 1998 to Wednesday 30 September 1998 |
| • Election Campaigning Close | Midnight, Friday 9 October 1998 |
| • Close of Poll | Noon, Saturday 10 October 1998 |
| • Preliminary Results Available | After 7.00 pm, Saturday 10 October 1998 |
| • Official Declaration | On or about Friday 23 October 1998 |



Candidates requiring more information should contact:

For electoral enquiries

Max Robertson
Returning Officer
First Floor Cashel Plaza Building
154-158 Cashel Street
Christchurch (access via lift in Cashel Plaza food court)
(phone direct line 374-3292, fax 372-9483 or cell phone 025-229-1735)
(email: max.robertson@ccc.govt.nz)

For other enquiries

Christchurch City Council

Mr Mike Richardson
City Manager
Christchurch City Council
P O Box 237
Christchurch
(phone direct line 371-1553 or fax 371-1811)
(email: mike.richardson@ccc.govt.nz)

Canterbury Regional Council

Dr Ian Cumming
Chief Executive
Canterbury Regional Council
P O Box 345
Christchurch
(telephone 365-3828 or fax 365-3194)
(email: ianc@crc.govt.nz)

*Prepared by Max Robertson, Returning Officer
June 1998*



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ELECTION ISSUES

- In these elections, persons may stand as:
 - Mayor of Christchurch City and/or;)
 - A member of the Christchurch City Council and/or;) Persons standing for any or
 - A member of the following community boards:) all of these issues **cannot**
 - Burwood/Pegasus Fendalton/Waimairi) stand for the Canterbury
 - Hagley/Ferrymead Riccarton/Wigram) Regional Council.
 - Spreydon/Heathcote Shirley/Papanui)
 - A member of the Canterbury Regional Council. (Persons standing for the Regional Council **cannot** stand for the Mayoralty, City Council or a Community Board.)
- The city is divided into 12 wards and six communities. These are:

| Ward | No Councillors | Approximate No Electors (1998) |
|--------------|----------------|--------------------------------|
| Burwood | 2 | 19,476 |
| Fendalton | 2 | 19,312 |
| Ferrymead | 2 | 19,420 |
| Hagley | 2 | 16,543 |
| Heathcote | 2 | 19,593 |
| Papanui | 2 | 19,556 |
| Pegasus | 2 | 16,467 |
| Riccarton | 2 | 19,155 |
| Shirley | 2 | 17,653 |
| Spreydon | 2 | 17,896 |
| Waimairi | 2 | 18,546 |
| Wigram | 2 | 18,789 |
| Total | 24 | 222,406 |

| Community | Constituent Wards | No Elected Members |
|--------------------|-----------------------|--------------------|
| Burwood/Pegasus | Burwood Pegasus | 3 3 |
| Fendalton/Waimairi | Fendalton Waimairi | 3 3 |
| Hagley/Ferrymead | Hagley Ferrymead | 3 3 |
| Riccarton/Wigram | Riccarton Wigram | 3 3 |
| Shirley/Papanui | Shirley Papanui | 3 3 |
| Spreydon/Heathcote | Spreydon Heathcote | 3 3 |
| Total | | 36 |

- Christchurch City is divided into four Canterbury Regional Council constituencies. These are:

| Name of Constituency | No Members | Comprising |
|----------------------|------------|---|
| Christchurch North | 2 | Papanui Ward Shirley Ward Burwood Ward |
| Christchurch East | 2 | Pegasus Ward Hagley Ward Ferrymead Ward |
| Christchurch South | 2 | Heathcote Ward Spreydon Ward Wigram Ward |
| Christchurch West | 2 | Fendalton Ward Riccarton Ward Waimairi Ward |
| Total | 8 | |

(* See page 17 for further information regarding Community Boards)



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ELECTION TIMETABLE

1998 LOCAL AUTHORITY ELECTIONS: TIMETABLE

SATURDAY 10 OCTOBER 1998

| | |
|------------------------------|---|
| 2 March - 30 April | Ratepayer Roll Enrolment Confirmation Form sent |
| 2 March - 13 July | Preparation of Ratepayer Roll |
| 1 May - 31 May | Public Notice of Ratepayer Roll Qualifications and Procedures |
| 14 July to 28 July | Compile Preliminary Electoral Roll |
| 29 July | Nominations Open |
| | Public Notice of Preliminary Electoral Roll Inspection |
| | Public Notice of Election, Nomination of Candidates and Closing Date of Nominations |
| 31 July - 28 August | Public Inspection of Preliminary Electoral Roll |
| 28 August | Nominations Close (noon) |
| 2 September | Public Notice of Candidates |
| By 21 September | Principal Administrative Officer Certifies Final Electoral Roll |
| 25 September to 30 September | Delivery of Voting Papers |
| 28 September to 10 October | Progressive Roll Scrutiny |
| 28 September to 10 October | Special Voting Period |
| 10 October | Election Day |
| | Close of Poll at noon |
| | Results Available From 7pm |
| 12 October to 16 October | Official Count |
| On or about 23 October | Public Notice of Election Results |



4 CANDIDATE QUALIFICATIONS

A candidate for local authority elections must be:

1. Enrolled on a parliamentary electoral roll anywhere in New Zealand (Section 101G Local Government Act 1974); and
2. A New Zealand citizen (either by birth or naturalisation ceremony) or a Commonwealth or Irish citizen who was enrolled/qualified as an elector of a local authority before 1982 (Section 112 Local Elections and Polls Act 1976.).

Restrictions on candidates for local authority elections:

1. A candidate cannot be:
 - (i) An “enemy subject”, ie a person who is a subject of a State with which Her Majesty is for the time being at war (Section 112 Local Elections and Polls Act 1976);
 - (ii) A person concerned or interested in contracts over \$25000 with the territorial local authority (Section 3(1) Local Authorities (Members’ Interests) Act 1968).
2. A candidate need not be an elector of the local authority for which the candidate is standing. Any person who is a parliamentary elector may be elected to any territorial authority and community board and to any number or combination of territorial authorities or boards. However, an individual cannot be a candidate for more than one ward or constituency of the same authority, or a candidate for either a territorial authority or community board, as well as a regional council.

In the case of Christchurch City, this means:

1. A person cannot be a candidate for election as a City Councillor in more than one of the 12 wards.
2. A person cannot be a candidate for election as a Community Board member in more than one of the two wards forming each community.
3. Persons are prohibited from standing both as a member of the Canterbury Regional Council and also as a candidate for any of the following additional issues:

Mayor
Ward Councillor
Community Board Member

(Section 101GA Local Government Act 1974)

Note: The ban on a bankrupt person standing was abolished over 10 years ago.



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NOMINATIONS

- Nominations open on Wednesday 29 July 1998.
- Nominations close at **noon, Friday 28 August 1998.**
- Public notices calling for nominations will appear in local newspapers on Wednesday 29 July 1998.
- Each nomination must be made on the appropriate official nomination paper. A separate nomination paper is required for each issue and these are available from the Returning Officer at the Election Office, the Civic Offices or the Council's suburban service centres.
- Each nomination paper must have the consent of the candidate, with the candidate being nominated by two electors whose names appear on the electoral roll for the ward or wards in which the candidate is standing.
- If a candidate is unable to sign the nomination paper (eg absent overseas), a letter of consent signed by the candidate is acceptable to attach to the nomination paper.
- If a candidate is commonly known in the community by a slightly different name (eg Edward Smith is commonly known as Ted Smith) and has been known by this name for at least the last six months (to the satisfaction of the Returning Officer), the commonly known name may appear on the voting paper.
- The nomination paper provides for a party accreditation 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 claiming a specific party accreditation should have authority to adopt the accreditation from the party concerned (ie use of party letterhead or letter of consent are acceptable). This is a safety measure to avoid candidates claiming party affiliations to which they are not entitled.
- No party accreditation or other designation that is offensive in nature or likely to confuse or mislead electors will be accepted.
- Nomination papers for the **Mayor, City Council and Community Board issues** must be lodged with the Returning Officer at the election office, which is located on the first floor of the Cashel Plaza (old DIC) building, at 154-158 Cashel Street (runs between Lichfield Street and the Cashel Mall). Access to the election office (follow the signs provided) may be gained via the lift in the food court within the Cashel Plaza.
- **This year all arrangements for the calling and closing of Regional Council nominations will be handled direct by the Canterbury Regional Council.** Enquiries regarding Regional Council nomination forms should be referred direct to:

Peter Berry, Canterbury Regional Council, 58 Kilmore Street, Christchurch, P O Box 345
Telephone 365-3828 / Fax 365-3194

- 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 ward.
- Each nomination paper lodged, requires a deposit of \$112.50 (including GST). This is refunded if the candidate polls greater than 25% of the lowest polling successful candidate.
- The lodgement of nomination papers should not be left to the last minute. Should a nomination paper be lodged late on the morning nominations close, and be incorrectly completed or ineligible nominators are provided, there may be insufficient time to correct the situation and the nomination paper could be invalidated.

Please do not leave lodging your nomination to the last minute

- Payment of the nomination deposit can be made by cash, bank cheque or personal cheque. Should a personal cheque be used and subsequently dishonoured, the nomination becomes invalid as the deposit has not lawfully been made.
- Cheques should be made payable to the Christchurch City Council.
- Nomination papers, with the deposit, can be mailed to the Returning Officer, but should it be received by the Returning Officer after the close of nominations, the nomination is invalid.



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CAMPAIGNING

- Election campaigning can commence anytime but must cease by midnight Friday 9 October 1998. No election campaigning is permitted on election day, Saturday 10 October 1998.
- Election offences are detailed for your information in this guide. Please refer to them for your own protection. No election material can contain any untrue statement defamatory of any candidate and calculated to influence the vote of any elector. No election material may contain an imitation voting 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 Returning Officer.
- For campaigning information, the approximate number of households for each Christchurch City Ward is as follows:

| Ward | No Households 1996 Census |
|-----------|------------------------------|
| Burwood | 9,487 |
| Fendalton | 9,855 |
| Ferrymead | 10,059 |
| Hagley | 10,638 |
| Heathcote | 10,367 |
| Papanui | 10,032 |
| Pegasus | 9,156 |
| Riccarton | 9,752 |
| Shirley | 10,021 |
| Spreydon | 9,441 |
| Waimairi | 9,051 |
| Wigram | 8,762 |
| | ----- |
| | 116,621 |



7 COUNCIL REQUIREMENTS FOR ELECTION HOARDINGS

The Council's requirements relating to election signs are as follows:

1. Cathedral Square, City Mall and New Brighton Mall

- (a) No vehicles are to be parked in Cathedral Square, the City Mall, the Bridge of Remembrance Mall, Worcester Boulevard (including the Bridge of Remembrance Mall), or the New Brighton Mall for the purpose of political party promotion, and this prohibition is to include caravans.
- (b) Tables for the purpose of checking electoral rolls are permissible.
- (c) Some tasteful candidate advertising may be attached to the campaign tables.
- (d) No charge will be made for the use of sites in Cathedral Square, or the malls.
- (e) The Communications and Promotions Unit must be advised when such political party promotions are proposed (phone Gillian Galbraith 371-1255).

2. Signs On Roads Other Than State Highways (Including Placards, Posters and Banners)

- (a) Signs less than 3m² in area and mounted no higher than 3m may be erected on private property in the city. (Note: This equates to a sign 2.5m wide x 1.2m deep.)
- (b) A building consent must be obtained before signs are attached to buildings. (Note: This applies only to heavy signs which could affect the structural safety of the building, or cause a danger should they come loose - it does not apply to banners etc.)
- (c) No advertising signs are permitted on any road structure such as poles or cabinets, trees or on parks and reserves, footpaths, roads, road reserves or other land owned or controlled by the Council.
- (d) Signs must not be reflectorised or erected in such a location that they will create an obvious conflict with existing road signs. Signs must not imitate or be of a form similar to any traffic signs (this is a legal requirement in terms of the Traffic Regulations 1976).
- (e) Any outdoor advertisement shall not be erected so as to face into an intersection controlled by traffic signals or a roundabout. Signs erected in the vicinity of intersections must be placed so that they can be viewed by drivers leaving rather than entering the intersection. Signs erected in these locations shall be parallel to the street boundary of the property on which they are erected.
- (f) Trailer and other vehicle mounted signs are not permitted (a bylaw provision) unless associated with a street meeting in progress or attached to a parked caravan with people in attendance. However, the following signs are permitted:
 - Triangular signs mounted on the roof of candidates' vehicles, similar to those used at previous elections.
 - Signwriting on the bodywork of candidates' vehicles, giving basic information such as the name of the candidate, their party and contact phone number(s).

- (g) Signs must not be displayed for more than 12 weeks prior to the election, and must be removed within five days after the election.
- (h) Signs erected contrary to these requirements or in a location or manner likely to cause distraction or danger to road users may be removed by the Council without prior notice. Where a sign is removed by the Council in these circumstances the candidate(s) will then be advised of the action taken and the sign may be recovered from the Council following the payment of a fee of \$50.00 to cover part of the removal costs.
- (i) Enquires regarding these requirements should be directed to Mr Bill Townsend at the Civic Offices, ph 371-1546.

3. Signs on, or Adjacent to State Highways

Transit New Zealand controls the State Highways passing through Christchurch City, as shown on the attached map.

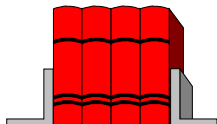
The following restrictions will apply to election signs erected on or adjacent to the State Highways shown on the map.

- Signs shall not be located on the road reserve in either rural or urban sections of the State Highways (urban sections being generally defined as areas where the speed limit is 70km/h or less). In exceptional situations Transit New Zealand may permit the erection of signs within the road reserve, but this must not be done without the written approval of Transit New Zealand.
- Signs erected on private property should have the permission of property owners and the City Council. Signs on private property should not exceed 3m² in area.
- Signs must not be reflectorised or erected in such a location that they will create an obvious conflict with existing road signs. Signs must not imitate or be of a form similar to any traffic signs (this is a legal requirement in terms of the Traffic Regulations 1976).
- The location of signs must give consideration to visibility and other traffic safety aspects.
- Signs will not be permitted on or adjacent to motorways.
- Signs erected on rural State Highways in a location or manner likely to cause distraction or danger to road users may be removed by Transit New Zealand or its agents without prior notice. Where a sign is removed by Transit New Zealand the party will then be advised of the action taken and the sign may be redeemed for a fee of \$50.00 to cover Transit New Zealand costs.
- For the above noted safety reasons, vehicle mounted signs situated on State Highways are also discouraged by Transit New Zealand.

Where any individual candidate or party organisers have any uncertainties with these State Highway requirements, they should make contact with:

Nigel Taylor
Montgomery Watson New Zealand Ltd
P O Box 13249
Christchurch

Ph: (03) 366-7449
Fax: (03) 366-7780



8

ELECTORAL ROLLS

- The preliminary electoral roll for Christchurch City will be available for public inspection from Friday 31 July 1998 to 4.00 pm Friday 28 August 1998 at the following places:

| | |
|------------------------------------|--|
| Civic Offices | 163 Tuam Street |
| Beckenham Service Centre | 66 Colombo Street |
| Fendalton Service Centre | Corner Jeffreys and Clyde Roads |
| Linwood Service Centre | 180 Smith Street, Linwood |
| Papanui Library and Service Centre | Corner Langdons Road and Restell Street, Papanui |
| Shirley Service Centre | 36 Marshland Road |
| Sockburn Service Centre | 149 Main South Road, Sockburn |
| Riccarton Service Centre | Shop 13, Countdown Centre, Riccarton |
| Central Public Library | Gloucester Street/Oxford Terrace corner |

The Community Libraries at:

| | | | |
|------------|--------------------------------|--------------|-------------------------------|
| Bishopdale | Bishopdale Mall, Harewood Road | Spreydon | Barrington Street, Spreydon |
| Fendalton | Clyde Road, Fendalton | New Brighton | 183 Shaw Avenue, New Brighton |
| Hornby | Goulding Avenue, Hornby | Redwood | Main North Road, Redwood |
| Halswell | 381 Halswell Road, Halswell | Shirley | 36 Marshland Road |
| Linwood | 10 Cranley Street, Linwood | Sumner | 14 Wakefield Avenue, Sumner |

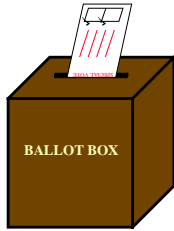
NZ Post Shops

- The preliminary electoral roll is in 12 books - one for each ward.
- Any changes or additions to the Residential Roll, should be made through any NZ Post Shop.
- Copies of the preliminary electoral roll may be purchased from the Returning Officer for \$60 (inc GST) for a full set of 12 books (one for each ward), or \$5 (inc GST) for one book.
- The final electoral roll is produced once the preliminary electoral roll closes on 28 August 1998. The final electoral roll is the roll used for issuing voting papers. Copies of this Roll will also be available for purchase.
- Details appearing in the electoral rolls are electors names (surname, then first names) listed alphabetically by ward. The qualifying address of the elector is shown alongside. To comply with privacy provisions, no postal addresses or occupations will be made available.

SUPPLY OF ELECTORAL ROLL DATA IN ELECTRONIC FORM

Several candidates and political parties have requested the supply of electoral roll data in electronic form. In brief, candidates and political parties are entitled to the supply of such data in electronic form if they meet the criteria outlined in Section 114 of the Electoral Act 1993.

All such requests will be referred to the Electoral Enrolment Centre in Wellington for action. Candidates and political parties seeking such information must first complete an Electoral Enrolment Centre application form, copies of which can be obtained from the Returning Officer at the Election Office. The contact person at the EEC's Wellington office is Matt Chipper, phone (04) 801-0700, fax (04) 810-0709.



9

SPECIAL VOTING

- Special votes 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 votes are available from Monday 28 September 1998 to noon, Saturday 10 October 1998 at the election office.
- Special votes can be posted directly out to applicants. The completed voting paper however, must be returned to the Returning Officer by noon on election day.
- Special votes require the completion of a statutory declaration. This is a legal requirement and a protection for electors against possible duplicate voting.
- If an elector requests a special vote and is not on the parliamentary roll (eg just turned 18 years of age), the person must enrol at any Post Shop during normal business hours up to and including Friday 9 October 1998. Special vote declarations are forwarded to registrars of electors for verification that the elector is eligible and has enrolled as a Parliamentary elector.
- Special votes **cannot** be collected by candidates or their assistants for distribution to electors.



10

SCRUTINEERS

- Candidates may appoint scrutineers to oversee various functions of the election. These functions are:
 - the scrutiny of the roll
 - the preliminary count
 - the official count
- Each candidate may appoint one or more scrutineers for each of the above functions, ***but only one scrutineer for each candidate may be present at any one time***. A candidate or a member of the local authority **cannot** be a scrutineer.
- Each scrutineer must be appointed by a candidate, such appointment to be in writing to the Returning Officer.
- Each appointed scrutineer must report initially to the Returning Officer, where a declaration pledging not to disclose any information coming to his or her knowledge, will need to be signed and a name tag issued. When departing the premises, scrutineers are to return their name tag to the Returning Office.
- Any scrutineer may leave or re-enter the place where election functions are being conducted, **but it is an offence** (and liable to a fine) to:
 - make known for what candidate any voter has voted;
 - make known the state of the election, or give or pretend to give any information by which the state of the election may be known, before 7 pm on election day
- The scrutiny of the roll will be undertaken at the election office in the Cashel Plaza building during normal office hours between Monday 28 September 1998 and noon, Saturday 10 October 1998.
- The Preliminary Count of votes will be undertaken at the election office in the Cashel Plaza building from noon, Saturday 10 October 1998.
- The official count of votes will be undertaken at the election office in the Cashel Plaza building from Monday 12 October 1998.
- The role of scrutineers is to ensure that election procedures are undertaken correctly and that the counting of votes is done fairly and reasonably. **It is not a means to obtain progress reports on how well certain candidates or parties are polling.**

Progress results during election day will not be available to scrutineers until after 7 pm.

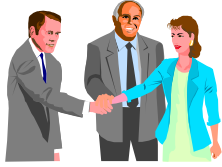
- During the preliminary count, scrutineers must **not** talk to any staff members and should not distract, annoy, or linger close by or talk loudly to one another so as to disrupt or upset any staff member. All communication should be through the Returning Officer or a Deputy Returning Officer.
- No refreshments or meals will be provided for scrutineers. Scrutineers are requested to make their own provision for refreshments.
- The use of mobile phones is prohibited in the election office. Scrutineers will be required to hand their mobile phones over to the Returning Officer on arrival.



11 PRELIMINARY RESULTS

- Preliminary results will be available to candidates, members of the public and the news media from after 7.00 pm on election day (10 October 1998) from the Conference Room on the first floor of the Christchurch Town Hall, or by accessing the Council's internet site (www.ccc.govt.nz).

Although the Returning Officer and his staff will do all in their power to complete the preliminary count in a reasonable time, absolutely no guarantee can be given as to the time when the final preliminary results will be available on election night.



12

COMMUNITY BOARDS

General

A community is a subdivision of a territorial authority district.

Christchurch City comprises six communities, as follows:

Burwood/Pegasus
Fendalton/Waimairi
Hagley/Ferrymead
Riccarton/Wigram
Shirley/Papanui
Spreydon/Heathcote

During the 1998/2001 term, each of the six community boards will comprise a maximum of 9 members, of which six will be elected by community electors. Up to three additional members may be appointed by the Christchurch City Council.

The general purposes of a community board are:

- The consideration of, and reporting on, of all matters referred to it by the Christchurch City Council or any matter of interest or concern to the community board;
- The overview of roadworks, water supply, sewerage, stormwater drainage, parks, recreational facilities, community activities, and traffic management within the community;
- The preparation of an annual submission to the budgetary process of the Council for expenditure within the community;
- Communication with community organisations and special interest groups within the community; and
- The performance of such other functions as are delegated to it by the Christchurch City Council.

Legislative Provisions

Relevant legislation relating to membership of community boards are Sections 101ZP-101ZT of the Local Government Act, 1974.

- Each community board must consist of between 4 and 12 members; and must include at least 4 elected members; and may include, as appointed members, up to half the number of elected members. [Section 101ZQ(1) & (2)]
- Appointed members to a community board must be appointed by Council from the elected Councillors representing the ward in which the community is situated. [Section 101ZQ(3)]

- If a person is elected as a councillor and a community board member (the community being within the ward), the person automatically becomes an elected member of the community board and cannot become an appointed member. [Section 101ZQ (4)]
- If a person is elected as a councillor and a community board member (the community being different to the ward), the person is considered an elected member of both.
- In Christchurch City, six members are elected to each community board (three from each of the two wards forming the community).

The Council may also appoint up to three more members, but those appointed must be elected councillors representing one of the two wards forming the community.

For example: the Hagley-Ferrymead Community Board could have a total of nine members, six of whom are elected members and three are appointed members, the three latter members being Hagley and Ferrymead ward councillors.

On the other hand, if, for instance, all four people elected as Hagley and Ferrymead ward councillors are also elected Hagley-Ferrymead Community Board members, then the community board will only consist of six elected members, and no appointed members.



13 WARD/COMMUNITY MAPS

The maps originally appearing in this document are to be found from the Election98 home page.



14 ELECTION OFFENCES

Local Elections and Polls Act 1976

53. Illegal nomination, etc - Every person commits an offence, and is liable to a fine not exceeding \$100 who -

- (a) Procures himself to be nominated as a candidate for any elective office knowing himself to be incapable under any Act of holding that office; or
- (b) Signs any nomination paper purporting to nominate to any elective office a person who is, to the knowledge of the person so signing, incapable under any Act of holding that office; or
- (c) [Not being the candidate,] signs any nomination paper knowing himself not to be qualified to vote at the election of the candidate so nominated.

54. Interfering with or influencing voters - (1) Every person commits an offence, and is liable to a fine not exceeding \$200, who -

- (a) In any way interferes with any person, with the intention of influencing him or advising him as to his vote:
- (b) In or in view or hearing of any polling place, at any time during the hours of voting on the day of the close of voting, holds or takes part in any demonstration or procession having direct or indirect reference to the election by any means whatsoever:
- (c) In or in view of any polling place or within the hearing of any voter in any polling place, at any time during the hours of voting on the day of the close of voting, makes any statement or exhibits any material having direct or indirect reference to the election by means of any loudspeaker or public address apparatus or voice amplifying apparatus or cinematograph or television apparatus or by playing or exhibiting any recording of any such material:
- (d) Uses or permits the use in any polling place, at any time during the hours of voting on the day of the close of voting, of any radio-receiving or television-receiving apparatus in such a manner that any statement which has direct or indirect reference to the election and which is being broadcast can be heard or, as the case may be, seen by any voter in that polling place:
- (e) Prints or publishes or distributes or delivers to any person any document, paper, or notice being or purporting to be an imitation of any voting paper to be used at the election which -
 - (i) Has thereon the names of the candidates or any of them together with any direction or indication as to the candidate for whom any person should vote; or
 - (ii) In any way contains any such direction or indication or has thereon any matter likely to influence any voter:

Provided that any person may print, publish, distribute, or deliver a card or ticket (not being an imitation voting paper) on which is printed the names of all or any of the candidates and the elective offices for which they are candidates, with or without the name of the party or parties to which those candidates belong and including those who are independent, and nothing else:

- (f) At any time, in or in view of any polling place, exhibits, during the hours of voting on the day of the close of voting, any statement advising or intended or likely to influence any person as to the candidate or party for whom he should vote:

Provided that the Returning Officer may at any time during the hours of voting cause to be removed or obliterated any statement to which this paragraph applies which is exhibited in or in view of a polling place, and may recover all expenses incurred in so doing from the persons by whom or by whose direction the statement was exhibited, as a debt due by them, jointly and severally, to the local authority:

Provided also that this paragraph shall not apply to the wearing or displaying (whether on the person or not) of any party emblem:

- (g) Exhibits or leaves in any polling place any card or paper having thereon any direction or indication as to how any person should vote or as to the method of voting.
- (h) Prints, publishes, or distributes any instruction on the method of marking the voting paper which differs from that set out in the “Directions to Voter” section required by this Act to be included in the voting paper, so as to be likely to cause confusion or mislead voters:
- (i) At any time during the hours of voting on the day of the close of voting, within, or at the entrance to, or in the vicinity of, any polling place and other than in the capacity of a person acting officially at the election -
 - (i) Gives or offers to give any person any written or oral information as to any name or number on the roll being used at the election:
 - (ii) Permits or offers to permit any person to examine any copy of the roll being used by the officers conducting the election.

56. Offences in respect of voting, voting papers, and ballot boxes - (1) Every person commits an offence, and is liable to a fine not exceeding \$500, who erases, obliterates, or alters any official mark, stamp, or writing on any voting paper [or on any envelope addressed to the Returning Officer pursuant to section 68 of this Act], or places thereon any writing, print, or other matter which might lead persons to believe that the same was put thereon by any officer or person duly authorised in that behalf.

(2) Every person commits an offence who -

- (a) Forges, or counterfeits, or fraudulently marks or defaces, or fraudulently destroys, any voting paper, or the official mark on any voting paper; or
- (b) Without due authority supplies any voting paper to any person; or

- (c) Fraudulently puts into any ballot box any paper other than the voting paper or voting papers that he is authorised by law to put therein; or
 - (d) Obtains possession of or has in his possession any voting paper other than one given him by the Returning Officer or Deputy Returning Officer for the purpose of recording his vote, or retains in his possession any voting paper after leaving the polling place; or
 - (e) Without due authority destroys, takes, opens, or otherwise interferes with any ballot box or box or parcel of voting papers then in use for the purposes of the election, or in course of transmission by post or otherwise, or thereafter wherever the same may be kept as a record of the election.
- (3) Every person who commits an offence against subsection (2) of this section is liable on conviction on indictment -
- (a) If a Returning Officer or Deputy Returning Officer, or an officer or clerk in attendance at a polling place, to imprisonment for a term not exceeding 2 years;
 - (b) If any other person, to imprisonment for a term not exceeding 6 months.
- (4) Every person commits an offence, and is liable on conviction on indictment to imprisonment for a term not exceeding 2 years, who -
- (a) Votes or offers to vote more than once at the same election; or
 - (b) Fraudulently abstracts any voting paper that has been put into the ballot box; or
 - (c) Is guilty of bribery, treating, undue influence, or personation at any election.

57. Bribery defined - Every person commits the offence of bribery who -

- (a) Directly or indirectly, by himself or by any other person on his behalf, gives, lends, or agrees to give or lend, or offers, promises, or promises to procure or to endeavour to procure, any money or valuable consideration to or for any elector, or to or for any person on behalf of any elector, or to or for any other person, in order to induce any elector to vote or refrain from voting, or corruptly does any such act as aforesaid on account of any elector having voted or refrained from voting at any election; or
- (b) Directly or indirectly, by himself or by any other person on his behalf, gives or procures, or agrees to give or procure, or offers, promises, or promises to procure or to endeavour to procure, any office or place of employment to or for any elector, or to or for any person on behalf of any elector, or to or for any other person, in order to induce the elector to vote or refrain from voting, or corruptly does any such act as aforesaid on account of any elector having voted or refrained from voting at any election; or
- (c) Directly or indirectly, by himself or by any other person on his behalf, makes any such gift, loan, offer, promise, procurement, or agreement as aforesaid to, for, or with any person in order to induce that person to procure or endeavour to procure the return of any person or the vote of any elector at any election; or
- (d) Upon or in consequence of any such gift, loan, offer, promise, procurement, or agreement, procures, or engages or endeavours to procure, the return of any person or the vote of an elector at any election; or

- (e) Advances or pays, or causes to be paid, any money to or to the use of any other person with the intent that that money or any part thereof shall be expended in bribery at any election, or who knowingly pays or causes to be paid any money to any person in discharge or repayment of any money wholly or in part expended in bribery at any election; or
- (f) Being an elector, directly or indirectly, by himself or by any other person on his behalf, before or during any election, receives, agrees, or contracts for any money, gift, loan, or valuable consideration, office, place, or employment for himself, or for any other person, for voting or agreeing to vote, or for refraining or agreeing to refrain from voting, at any election; or
- (g) After any election, directly or indirectly, by himself or by any other person on his behalf, receives any money or valuable consideration on account of any person having voted or refrained from voting, or having induced any other person to vote or to refrain from voting, at any election.

58. Treating defined - (1) Every person commits the offence of treating who corruptly, by himself or by any other person on his behalf, either before, during, or after an election, directly or indirectly gives or provides, or pays wholly or in part the expense of giving or providing, any food, drink, entertainment, or provision to or for any person -

- (a) For the purpose of corruptly influencing that person or any other person to vote or refrain from voting; or
- (b) For the purpose of procuring himself to be elected; or
- (c) On account of that person or any other person having voted or refrained from voting, or being about to vote or refrain from voting.

(2) Every person commits an offence of treating who, being the holder of a licence for the sale by retail of intoxicating liquor, knowingly supplies any food, drink, entertainment, or provision -

- (a) To any person where the supply thereof is demanded for the purpose of treating, or for any corrupt or illegal practice; or
- (b) To any person, whether an elector or not, for the purpose of procuring the return of a candidate at an election, and without receiving payment for it at the time when it is supplied.

(3) Every elector who corruptly accepts or takes any such food, drink, entertainment, or provision also commits the offence of treating.

(4) Notwithstanding anything in this section the provision of a light supper after any election meeting shall be deemed not to constitute an offence of treating.

59. Undue influence defined - Every person commits the offence of undue influence who, directly or indirectly, by himself or by any other person on his behalf, makes use or threatens to make use of any force, violence, or restraint, or inflicts or threatens the infliction, by himself or by or through any other person, of any injury, damage, harm, or loss, or in any other

manner practises intimidation upon or against any person in order to induce or compel that person to vote or refrain from voting, or on account of that person having voted or refrained from voting, at any election, or who by abduction, duress, or any fraudulent device or contrivance, hinders, prevents, or otherwise interferes with the free exercise of the franchise by any elector, or thereby compels, induces, or prevails upon any elector either to give or to refrain from giving his vote at any election.

60. Personation defined - Every person commits the offence of personation who at any election applies for a voting paper in the name of some other person, living or dead, or of a fictitious person, or who, having voted once at any election, applies again at the same election for a voting paper in his own name.

61. Property may be stated as being in Returning Officer - In any indictment or other prosecution of an offence in relation to any ballot box, voting papers, or marking instruments at an election, the property in the box or those papers and instruments may be stated to be in the Returning Officer at that election.

62. Infringement of secrecy - (1) Every officer, clerk, scrutineer, and constable in attendance at a polling place shall maintain and aid in maintaining the secrecy of the voting in that polling place, and shall not communicate to any person, except for some purpose authorised by law, any information likely to defeat the secrecy of the ballot.

(2) No person, except as provided by this Act, shall interfere with or attempt to interfere with a voter when marking his vote, or otherwise attempt to obtain in the polling place information as to the candidate for whom any voter in the polling place is about to vote or has voted, or communicate at any time to any person any information obtained in a polling place as to the candidate for whom any voter at the polling place is about to vote, or has voted, or as to the number on the voting paper given to any voter at that polling place.

(3) Every person in attendance at the counting of the votes shall maintain and aid in maintaining the secrecy of the voting and shall not communicate any information obtained at that counting as to the candidate for whom any vote is given in any particular voting paper.

(4) No person shall, directly or indirectly, induce any voter to display his voting paper after he has marked it, so as to make known to any person the name of the candidate for or against whom he has voted.

(5) Every person who does any act in contravention of or fails to comply with any provision of this section commits an offence, and is liable to imprisonment for a term not exceeding 6 months.

63. Disclosing voting or state of election - Every person commits an offence, and is liable to a fine not exceeding \$100, who -

- (a) Makes known for what candidate any voter has voted; or
- (b) Before the hour of 7 pm on the date of the election makes known the state of the election or gives or pretends to give any information by which the state of the election may be known.



15

REMUNERATION

Members Remuneration and Expenses

| Office | Current Maximum Daily Meeting Allowance | Current Maximum Salary per annum |
|---|--|---|
| Christchurch City Council | | |
| Mayor | | \$91,570 |
| Deputy Mayor | \$180 | \$30,890 |
| Chairpersons of Standing and Special Committees | \$180 | \$30,890 |
| Councillors | \$180 | \$15,450 |
| Community Boards | | |
| Chairpersons | \$140 | \$17,650 |
| Members | \$140 | \$9,700 |
| Canterbury Regional Council | | |
| Chairperson | | \$91,570 |
| Deputy Chairperson | \$180 | \$30,890 |
| Committee Chairpersons | \$180 | \$30,890 |
| Councillors | \$180 | \$15,450 |

[Source: Local Government (Regional and Territorial Authorities and Community Boards Salaries and Allowances) Determination 1997]

The basis of remuneration for elected members of local authorities is currently under review, and may be subject to change by Central Government in the reasonably near future.

The Fees and Travelling Allowances Act 1951 applies to members of local and regional authorities. This Act allows members to receive travelling allowances or expenses when the member is engaged on business pursuant to a resolution, or is attending a meeting of the council or board. The amounts paid are governed by Regulation.



16

LEGISLATION

Local authorities have only those powers and functions granted them by Parliament.

For territorial and regional councils, the primary statute is the Local Government Act 1974.

The legislation contains a statement of principles for local government which includes, amongst other things:

- Recognition of the existence of different communities;
- Recognition of the identities and values of those communities;
- Definition and enforcement of appropriate rights within those communities;
- Recognition of different communities of interest; and
- Provision for the effective participation of local persons in local government.

Jointly, members have the responsibility for making decisions to be implemented by the staff. As a general rule, members will be concerned with matters of policy and principle, and staff with the day to day administration of the council's affairs. Staff will be accountable to the authorities for effective and efficient performance.

An important and unchanging part of any local authority member's duties remains explaining to constituents what the local authority is doing and why.



17 MAYORS AND CHAIRPERSONS

The Christchurch City Council has a Mayor, who is elected by all electors in Christchurch City.

The Canterbury Regional Council and each of the six community boards have Chairpersons, who are elected from among their members.

Mayors and Chairpersons are the presiding members of their councils and boards - it is the council or board that is the decision-making body.

Committee Chairpersons, deputy Mayors and deputy Chairpersons are elected by the members.

The Mayor of Christchurch and the Chairperson of the Canterbury Regional Council become Justices of the Peace during the time they hold office.



18 REQUIREMENTS AND TIME COMMITMENTS OF MEMBERS

- There is no defined job description for Mayors, Chairpersons, Councillors or Community Board members. However, members must know or learn:
 - Their council's administrative system as it applies to elected members (e.g. Standing Orders; Council and Committee procedures; services and facilities for Councillors; finance);
 - The organisation of, and services provided by the Council;
 - The roles of members and officers respectively;
 - How to handle complaints and enquiries from constituents; and
 - The essential requirements of the relevant law.
- The Deputy Mayor (in the case of the City Council) and Chairperson and Deputy Chairperson (in the case of the Regional Council) are elected by the members of their respective Councils, usually at the inaugural meeting. The Deputy Mayor and Deputy Chairperson are required to deputise for the Mayor or Chairperson whenever they are absent or unavailable. This includes chairing meetings of the Council and attending to other duties normally carried out by the Mayor (in the case of the City Council) or the Chairperson (in the case of the Regional Council).
- Each Community Board also elects a Chairperson and Deputy Chairperson at its inaugural meeting.
- Some Councillors are elected by the members of the Council as Chairperson or Deputy Chairperson of a Council committee. Committee Chairpersons are responsible for chairing meetings of their committees, and also for assisting in the preparation of agendas for their committee meetings. The election of Committee Chairpersons and Deputy Chairpersons usually occurs at the inaugural meeting.
- Otherwise, the duties of Councillors and Community Board members, as established by practice and custom, include:
 - Attending and participating at meetings.
 - Reading agendas and other material before meetings.
 - Attending to enquiries from members of the public.
 - Attending or hosting functions.
 - Representing the Council or Board on related organisations, where appointed.
 - Attending and participating at conferences and seminars.
- Before commencing their duties, Councillors and Board members are required to make a declaration at the inaugural meeting.
- The individual contribution of elected members, in terms of their time, is personal and depends on their own particular circumstances. However, candidates should not underestimate the demands which will be made on their time if elected. In a city the size of Christchurch, the demands of elected office have grown over the years to the point where it is difficult if not impossible for elected members to hold down a full time job, or continue to devote a full working week to a business or professional practice.

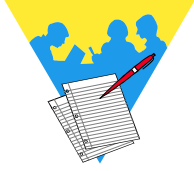
The following list gives a rough guide as to the time requirements involved in the positions shown:

Christchurch City Council

- Mayor - full time
- Deputy Mayor and Chairpersons of Standing Committees and Community Boards - between 20 and 60 hours or more per week
- Councillors - between 20 and 40 hours or more per week
- Community Board members - approximately 10 hours per week

Canterbury Regional Council

- Chairperson - full time
- Deputy Chairperson and Chairpersons of Standing Committees - between 20 and 60 hours or more per week
- Councillors - between 20 and 40 hours or more per week



19 MANAGEMENT STRUCTURE

- Council staff are headed by the Chief Executive who is directly responsible to the elected Council for:
 - Implementing decisions of the Council.
 - Advising members.
 - Ensuring all functions, duties and powers are properly performed.
 - Ensuring the effective, efficient and economic management of the activities of the Council.
- The Chief Executive is the only staff member appointed by the elected Council. All other staffing responsibilities are conferred on the Chief Executive. Elected members cannot *reach down* to appoint middle level staff, or tell those staff what to do.



- Under the Local Government Act 1974, a council must ensure that:
 - Its business is conducted in a manner that is comprehensible and open to the public.
 - Clear objectives are established for each of its activities and policies.
 - Conflicting objectives and interests are resolved in a clear and proper manner.
 - Performance is regularly measured against stated objectives.
 - Its local communities are adequately informed about Council activities.
 - As far as practicable, regulatory functions are separated from other functions. This also applies to the council's committee and management structure.
- Councils are required by the Local Government Act to prepare and adopt a ***Long Term Financial Strategy, Funding Policy and Annual Plan***. Members of the public have an opportunity for input into these plans and other major policies and projects through consultation processes, including the special consultative procedure prescribed by Section 716A of the Local Government Act. Under this procedure, public notice is given of council proposals, following which members of the public have between one and three months to make written submissions and, if they wish, appear before a council committee to be heard in support of their submissions.
- Councils are also required to prepare an ***Annual Report***. This is a public report which sets out how well the council has carried out its stated policies and objectives, as set out in the corresponding Annual Plan. The legal requirements for the Annual Report are set out in Section 223E of the Local Government Act 1974.
- Accountability of a council is also maintained through:
 - Triennial local authority elections.
 - The Local Government Official Information and Meetings Act 1987 which promotes the open conduct of local authority meetings and prescribes rights of access to information.
 - Scrutiny of council decisions and activities by the Ombudsman, the Controller and Auditor-General, the Parliamentary Commissioner for the Environment, and the Privacy Commissioner.
 - Scrutiny by a review authority appointed by the Minister of Local Government, where it is considered that there has been serious mis-management.



21 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 he or she continues 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.



The successful candidates will take office on the day after the Returning Officer gives his official notification of the result of the election. However, no person is permitted to act as a member before making a declaration.

The declarations are made at the inaugural meetings, held in November 1998.

The business to be conducted at the inaugural meetings is as follows:

- (a) The making and attesting of the declarations required of the Mayor and members.
- (b) The election of the Chairperson (if any) and the making and attesting of the declaration required of the Chairperson.
- (c) A general explanation of:
 - (i) The Local Government Official Information and Meetings Act 1987; and
 - (ii) Other laws affecting members including the appropriate provisions of the Local Authorities (Members Interests) Act 1968, sections 99, 105, and 105A of the Crimes Act 1961, and the Secret Commissions Act 1910.
- (d) The fixing of the date and time of the first ordinary meeting of the authority, or the adoption of a schedule of ordinary meetings.
- (e) Items of general business, if any.