Contents

General Information ............................................................... 2
Candidates ............................................................................... 3
Enrolment ............................................................................... 5
Voting .................................................................................... 7
Election Results ...................................................................... 10
Members ................................................................................ 11
Election Signs ........................................................................ 12
Election Sign Complaints ....................................................... 12
Frequently Asked Questions
Ōpōtiki District Council elections

General Information

Q1. When is the next Ōpōtiki District Council election?
A. Election day is Saturday 12 October 2019 with voting closing at 12 noon. The voting period starts on Friday 20 September 2019.

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 the council’s liaison person?
A. The electoral officer is:
Dale Ofsoske, Independent Election Services Ltd
Electoral Office: Level 2, 198 Federal Street, Auckland
Phone: 0800 922 822
Email: dale.ofsoske@electionservices.co.nz

The council’s liaison person is:
Sue Watson, Finance and Corporate Services Advisor, Ōpōtiki District Council
108 St John Street, Ōpōtiki
Phone: 07 315 3030
Email: suew@odc.govt.nz

Q4. What type of voting method is used?
A. The FPP (first past the post) electoral system is used for the Ōpōtiki District Council and the Bay of Plenty Regional Council and the STV (single transferable voting) electoral system is used for the Bay of Plenty District Health Board.

For a more detailed explanation of these electoral systems, refer Q48 and Q49.

Q5. What elections can we vote for?
A. Electors will be able to vote for the mayor, ward councillors, community board members (where applicable), Bay of Plenty Regional Council members and Bay of Plenty District Health Board members.

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;
FAQs – Ōpōtiki District Council elections, 12 October 2019

- 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.

A Community board members:
- promote residents’ issues and initiatives to the board and the council;
- monitor the provision of council services and advocates changes as necessary;
- engage in community development activities in conjunction with council officers;
- take a proactive stance anticipating strategies and policies that may be needed;
- allocate the Coast Initiatives Fund;
- represent the community to other agencies;
- promote the role of the community board in the wider community;
- work cooperatively with the council.

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 enrolled on the Parliamentary Electoral Roll in the area you are standing for to nominate you – e.g. if you stand for the Coast Ward, the nominators will need to be two electors enrolled on the Parliamentary Electoral Roll for that ward. (Note the candidate does not need to reside in the area in which they are standing but will need to disclose that fact in their candidate profile statement).

Nominations open on Friday 19 July 2019. 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.odc.govt.nz) from 19 July 2019.

A candidate information handbook will be available in May 2019.

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 be accepted but not preferred (as the nomination becomes invalid should there be insufficient funds).

If you poll greater than 25% of the lowest polling successful candidate (for FPP elections) or more than 25% of the final quota as determined by the last iteration (for STV elections) you will receive your nomination deposit back.

Q9. What qualifications and experience do I need?
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 Ōpōtiki 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 Ōpōtiki District Council elections. For the Bay of Plenty District Health Board election, a criminal record may affect your candidacy.

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, councillor and community board member but if you are elected to more than one position, you take the highest ranked position.

You can also stand for the Bay of Plenty District Health Board, but you cannot stand for more than one district health board in New Zealand.

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

Q14. 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:

<table>
<thead>
<tr>
<th>Local government area population</th>
<th>Expenditure limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 4,999</td>
<td>$3,500</td>
</tr>
<tr>
<td>5,000 – 9,999</td>
<td>$7,000</td>
</tr>
<tr>
<td>10,000 – 19,999</td>
<td>$14,000</td>
</tr>
<tr>
<td>20,000 – 39,999</td>
<td>$20,000</td>
</tr>
<tr>
<td>40,000 – 59,999</td>
<td>$30,000</td>
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<tr>
<td>60,000 – 79,999</td>
<td>$40,000</td>
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<tr>
<td>80,000 – 99,999</td>
<td>$50,000</td>
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<tr>
<td>100,000 – 149,999</td>
<td>$55,000</td>
</tr>
<tr>
<td>150,000 – 249,999</td>
<td>$60,000</td>
</tr>
<tr>
<td>250,000 – 1,000,000</td>
<td>$70,000</td>
</tr>
<tr>
<td>1,000,000 or more</td>
<td>$100,000*</td>
</tr>
</tbody>
</table>

*plus 50 cents for each elector

For example, a candidate for the Coast Ward (which has a population in the range of up to 4,999) can spend up to $3,500 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 13 December 2019).

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.
Q15. When do nominations close?
A Nominations close at 12 noon Friday 16 August 2019.
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.

Q16. 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 19 July 2019 to Friday 16 August 2019.

The preliminary electoral roll will be available for inspection at:
- Ōpōtiki District Council’s offices, 108 St John Street, Ōpōtiki
- Ōpōtiki Library, 100 Church Street, Ōpōtiki
- Whakatōhea Māori Trust Board, 122 St John Street, Ōpōtiki
- RSA Te Kaha
- Ngaitai Iwi Authority, State Highway 35, Torere

Q17. 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 Ōpōtiki District Council area?
➢ Yes

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

Enrolment

Q18. 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.

Q19. 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. The last Māori Option period was 3 April to 2 August 2018.

Q20. How do I know whether I am enrolled?
A  The Electoral Commission will be undertaking a roll update campaign starting 29 June 2019 for the Parliamentary Electoral Roll which forms the basis of the electoral roll for the Ōpōtiki District Council elections.

If you do not receive a letter in the post during early July 2019 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.elections.org.nz or by phoning 0800 36 76 56.

Q21. 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 20 September 2019 to 12 noon, Saturday 12 October 2019).

For special vote availability, see Q38.

Q22. We own a business in the Ōpōtiki District Council area and pay rates, but we don’t live in the Ōpōtiki District Council area – do we get a say in the Ōpōtiki 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.odc.govt.nz)
- or by phoning 0800 922 822

The non-resident ratepayer enrolment form should be returned to the electoral officer by 16 August 2019 and absolutely no later than 11 October 2019 in order to vote.

If it is after Friday 16 August 2019, a special voting document will need to be requested and will be issued on 20 September 2019, the start of the voting period.

Q23. I own a property in the Ōpōtiki 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. Contact the electoral office on 0800 922 822 and request a ratepayer enrolment form. This should be returned to the electoral officer or an electoral official by 16 August 2019 and absolutely no later than 11 October 2019 in order to vote. If it is after Friday 16 August 2019, a special voting document will need to be requested and will be issued on 20 September 2019, the start of the voting period.

If it is easier you can call at a special voting venue during the voting period (Friday 20 September 2019 to 12 noon Saturday 12 October 2019) and complete the ratepayer enrolment form and have your special vote at the same time.

For special vote availability, see Q38.

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

Is your name on the rates notice?
  ➢ No

You may not be eligible to be on the ratepayer electoral roll. Contact the electoral office on 0800 922 822.
FAQs – Ōpōtiki District Council elections, 12 October 2019

Voting

Q24. 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 20 September 2019 and Wednesday 25 September 2019.

There is no online voting option available.

Q25. I got my voting document but my partner didn’t receive theirs.
A Is it before Wednesday 25 September 2019 and I believe I am correctly registered on electoral roll?
➢ Yes

Please wait until the mail has been delivered on Wednesday 25 September 2019. If your voting document is not received, then please call the electoral office on 0800 922 822.

Is it after Wednesday 25 September 2019 and I believe I am correctly registered on electoral roll?
➢ Yes

You will need to apply for a special vote – for special vote availability, see Q38.

Is it after Wednesday 25 September 2019 and I believe I am not correctly registered on 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.elections.org.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 Q38.

Q26. 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.

Q27. 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.

Q28. 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.

Q29. 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.

Q30. 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.
Q31. 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 that for FPP elections 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.

For STV elections we make sure that no preference numbers are used more than once or omitted (e.g. 1, 2, 3, 4, 5) and that there is always a number 1 marked against a candidate’s name. It should be like this: 1, 2, 3, 4, 5, 6 etc. in numerical order up to as many preferences as the voter wishes to vote for.

Q32. 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 the Council’s website (www.odc.govt.nz) after nominations close (expected 23 August 2019);

- 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.

Q33. 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 8 October 2019 to make sure it gets back to us in time (by 12 noon Saturday 12 October 2019).

However, you can also hand deliver your voting document to a ballot box during the voting period (Friday 20 September 2019 to 12 noon Saturday 12 October 2019).

For ballot box locations see Q38.

Q34. 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 Ōpōtiki District Council
PO Box 5135
Wellesley Street
Auckland 1141

Q35. 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 Q38.
Q36. 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 Q38.

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.elections.org.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 11 October 2019.

You will need to apply for a special vote – for special vote availability, see Q38.

Q40. 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 Under FPP 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.

With STV you can vote for all or as many candidates as you wish but these must be in order of your preference and no number can be repeated. Remember for STV, you rank the candidates you want to elect from number 1 onwards.

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.

Q37. 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 Q38), but this will take time and require you to complete a declaration.

Q41. Why can’t I vote for a certain candidate who is standing for a different ward or other election?

A You can only vote for the elections relevant to the area in which you live. You cannot vote for a candidate who is standing for example in another ward because you are not an elector of that other ward.

Q38. Where can I have a special vote?

A Special votes can be obtained from:
- Ōpōtiki District Council’s offices, 108 St John Street, Ōpōtiki
- by phoning 0800 922 822

Q42. 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.

Q39. 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 Q38.

Q43. I have received two voting documents.

A You will need to call the electoral office on 0800 922 822.
Q44. 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.

Q45. 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.

Q46. 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.

Q47. Do I get a vote for the district health board?
A Yes, if you are a resident elector. Non-resident ratepayer electors cannot vote for the district health board election.

Q48. What is FPP and how do I vote in an FFP election?
A FPP stands for first past the post voting system and is used for the Ōpōtiki 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.

Q49. What is STV and how do I vote in an STV election?
A STV stands for single transferable voting and is a preferential system of voting where you can rank as few or as many candidates as you like. It is a single vote which can be transferred between candidates to ensure the vote contributes to the election of at least one candidate and is not wasted. If a popular candidate does not need all the votes he or she receives, a proportion is transferred to the voter’s next preference. On the other hand, if a candidate is not popular and receives few votes, those votes are transferred to a voter’s next preference.

For more information about STV, go to www.stv.govt.nz

To exercise a STV vote, start by writing the number 1 in the box next to the candidate you most want to be elected. Write the number 2 next to your second most preferred candidate and so on 3, 4, 5 etc.

You can write as many preferences or as few as you like up to however many candidates are standing for that election.

You must write the number 1 for your vote to be counted. Do not write the same number more than once e.g. 1, 2, 3, 4, 5 and do not miss a number from your preferences e.g. 1, 2, 4, 5.

STV is used only for the Bay of Plenty District Health Board election.

Election Results

Q50. When will we know the results of the election?
A Progress results will be announced as soon as practicable after 12 noon on Saturday 12 October 2019 (expected around 2pm).
Preliminary results will be announced on Sunday morning 13 October 2019 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 results, expected to be Thursday 17 October 2019.

Q51. How will I find out?

Candidates:
A Progress and preliminary results will be advised by email and through the council website as soon as practicable after the results are known.

Voters:
A Progress and preliminary results will be released to the media and placed on council’s website (www.odc.govt.nz) as soon as they are known.

Q52. 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

Q53. 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.

District health board members take up office 58 days after election day (Monday 9 December 2019).

Q54. 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.

All district health board members are accountable to the Minister of Health.

Q55. Do elected members get paid and if so, how much?

Mayor and councillors

A remuneration pool is set by the Remuneration Authority. The newly elected council will decide how to apply the pool of funding for councillors. The mayor’s remuneration is decided by the Remuneration Authority. Some expenses are also reimbursed, which will also be approved by the council.

The Remuneration Authority reviewed in 2018 the basis of remuneration which has moved from a ‘partial pool’ basis to a ‘full pool’ basis.

Community board members

The Remuneration Authority determines the remuneration payable to community board chairs and members. The 2019/20 determination is expected in June 2019.

For further information refer www.remauthority.govt.nz
District health board members are paid on the basis of the Cabinet Fees framework.

Q56. 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 and community board members are generally part-time jobs.

Q57. How many elected members are there?

A Elections are being held for:

- mayor (elected ‘at large’)
- councillors – 6 (elected from 3 wards)
- community board members – 4 (elected for the Coast Community Board)
- Bay of Plenty Regional Council members – 2 from the Eastern Bay of Plenty Constituency or 1 from the Kohi Māori Constituency
- Bay of Plenty District Health Board members – 7 (elected ‘at large’).

Election Signs

Q58. 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 one calendar month before election day i.e. from 12.01 am Thursday 12 September 2019 to midnight Friday 11 October 2019.

Size

The maximum permitted size is 1.8m.

Placement

Election signs are only permitted on private land with the owner’s consent. Election signs are NOT permitted on council-owned or council-controlled lands or roads.

No sign shall be erected within 6m of an intersection or roundabout or obscure or restrict the vision of vehicle operators.

Further information

For further information relating to council’s election signs policy refer to www.odc.govt.nz

Election Sign Complaints

Q59. 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 07 315 3030.