

ŌPŌTIKI DISTRICT COUNCIL

2025 CANDIDATE INFORMATION HANDBOOK

He pārongo mā te kaitono te puka aratohu



Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

**VOTE
2025**
LOCAL ELECTIONS

**PŌTI
2025**
NGA PŌTITANGA Ā-ROHE



Opōtiki District Council

STRONG COMMUNITY STRONG FUTURE

Disclaimer: Every effort has been made to ensure that the information contained in this handbook is accurate and consistent with the Local Electoral Act 2001. Opōtiki District Council takes no responsibility for any errors or omissions. It is recommended that candidates obtain a full copy of the Act, which is available online at www.legislation.govt.nz.

May 2025

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This handbook provides information which may be of interest to you as a candidate in the 2025 local government elections.

More information specific to Ōpōtiki District Council's current work programme and financial position is included in the council's pre-election report, available at www.odc.govt.nz from June 2025.

The triennial elections of elected members to Ōpōtiki District Council are being conducted by postal vote concluding on Saturday 11 October 2025.

The elections will be conducted under the provisions of the Local Electoral Act 2001 and the Local Electoral Regulations 2001. Other legislative references are found on page [8](#) of this handbook.

Key dates for a candidate

Nominations open	Friday 4 July 2025
Nominations close	Noon Friday 1 August 2025
Delivery of voting documents	From Tuesday 9 September 2025
Appointment of scrutineers	By noon Friday 10 October 2025
Close of voting	Noon Saturday 11 October 2025
Progress results available	As soon as practicable after close of voting, Saturday 11 October 2025
Preliminary results available	Sunday 12 October 2025
Official declaration of results	By Friday 17 October 2025
Return of electoral donations & expenses form	By Thursday 11 December 2025

Contact us

Electoral officer:

Dale Ofoske, Independent Election Services Ltd
167 Victoria Street West, Auckland Central 1010
(entrance off Dock Street)
PO Box 5135, Victoria Street West, Auckland 1142
Phone - 0800 922 822
Email - dale@electionservices.co.nz
Website - www.electionservices.co.nz

Deputy electoral officer:

Lucinda (Cindy) Butt
Governance Support
Ōpōtiki District Council
108 St John Street, Ōpōtiki
Phone - 07 315 3030
Email - lucindab@odc.govt.nz
Website - www.odc.govt.nz



Elections required

Elections will be held for:

- mayor
- councillors
- community board members
- Bay of Plenty Regional Council members

Ōpōtiki District Council area is divided into four wards and one community board, these being:

Ward	Councillors	Resident electors
Urban General	2	1,715
Rural General	2	2,019
Coast Māori	1	913
Ōpōtiki Māori	2	1,991
Total	7	6,638

Number of electors as at 30 April 2025

Community Board	Members	Resident electors
Coast	4	1,275

Number of electors as at 30 April 2025

The Bay of Plenty Regional Council is divided into four general constituencies and three Māori constituencies and will be represented by a council comprising 14 councillors. Three of these councillors will represent the Ōpōtiki district, being:

Constituency	Members	Resident electors
Eastern Bay of Plenty General	2	3,734
Kohi Māori	1	2,904
Total	3	6,638

Number of electors as at 30 April 2025

Whārangī meka | Fact Sheet

Triennial Election Ōpōtiki District Council 11 October 2025



→ WHAT DOES COUNCIL DO?

The District Council meets regularly to make many decisions that impact the day-to-day lives of people in the Ōpōtiki District. The Council governs a wide range of local services including roads, water systems, rubbish collection, libraries, parks, community centres, dog registration, community and economic development and district planning.

→ BACKGROUND

Local government triennial elections are being held by postal vote on Saturday 11 October 2025 and will be undertaken by Election Services, under contract to Ōpōtiki District Council.

The first past the post (FPP) electoral system will be used for both the Ōpōtiki District Council and Bay of Plenty Regional Council elections

→ 2025 KEY DATES

Nominations open	Friday 4 July
Nominations close	noon, Friday 1 August
Delivery of voting packs	from Tuesday 9 September
Close of voting	noon, Saturday 11 October
Official results announced	Friday 17 October

→ WHO IS BEING ELECTED?

Elections will be required for the following positions*:

- Mayor (elected 'at large')
- Councillors (7)
 - Urban General Ward (2)
 - Rural General Ward (2)
 - Ōpōtiki Māori Ward (2)
 - Coast Māori Ward (1)
- Coast Community Board Members (4)
- Bay of Plenty Regional Council Members - either:
 - Eastern Bay of Plenty General Constituency (2), or
 - Kōhi Māori Constituency (1)

* Subject to determination by the Local Government Commission, expected by 10 April 2025

→ HOW CAN I BE NOMINATED?

Nominations for these positions open on Friday 4 July 2025 and close at noon on Friday 1 August 2025.

For online nominations go to:

esp.electionservices.co.nz/lge2025/OP.

Printed nomination papers and a candidate handbook will also be available during this period from:

- Ōpōtiki District Council offices, 108 St John St, Ōpōtiki
- or download and print at: www.odc.govt.nz.

To be eligible to stand for election, a candidate **must** be:

- a New Zealand citizen (by birth or naturalisation ceremony); **and**
- enrolled as a Parliamentary elector (anywhere in New Zealand); **and**
- nominated by two electors whose names appear on the electoral roll within the respective area that a candidate is standing for.

A candidate information handbook is available in May 2025.

→ WHO CAN VOTE?

Those eligible to vote are all resident electors and non-resident ratepayer electors whose names appear on the electoral roll when it closes on Friday 1 August 2025. The Preliminary Electoral Roll will be available for public inspection between Friday 4 July 2025 and Friday 1 August 2025 at the following locations:

- Ōpōtiki District Council offices, 108 St John St, Ōpōtiki;
- Ōpōtiki Library, Cnr Church and King Streets, Ōpōtiki;
- Whakatōhea Māori Trust Board, 122 St John Street, Ōpōtiki;
- RSA, 6646 State Highway 35, Te Kaha (via Ōpōtiki)
- Ngaitai Iwi Authority, 2172 State Highway 35, Torere.

Resident Roll: All parliamentary electors, including those on the Māori Electoral Roll, are automatically enrolled on the Resident Roll, at the address where they live.

Any alterations to the Resident Roll (e.g. change of address details, including new postal addresses) should be made by:

- completing the appropriate form (available from the Electoral Commission or Council office);
- phoning 0800 36 76 56;
- accessing the Electoral Commission on www.vote.nz.

Ratepayer Roll: If a person is on the parliamentary roll in one area and pays rates on a property in another area, this person may be eligible to be enrolled on the non-resident ratepayer roll. A firm, company, corporation or society paying rates on a property may nominate one of its members or officers as a ratepayer elector (provided the nominated person resides outside the area).

To check if you may be eligible or to obtain an enrolment form, go to www.ratepayer.co.nz. Ratepayer Roll enrolment forms are also available at www.odc.govt.nz.

All electors will be able to vote for the mayor. Those electors on the general electoral roll will be able to vote for the general ward councillors and those electors on the Māori electoral roll will be able to vote for the Māori ward councillors. All electors within the Coast Community Board will be able to vote for the Coast Community Board.

→ HOW TO VOTE?

Voting packs will be posted to all those who have enrolled from Tuesday 9 September 2025.

The voting period is just over four weeks (Tuesday 9 September 2025 to noon Saturday 11 October 2025.)

Electors may post their completed voting documents back to the electoral officer using the orange prepaid envelope sent with their voting documents

A polling place for the issuing of special voting documents and for the receiving of completed voting documents will be available from Tuesday 9 September 2025 to noon Saturday 11 October 2025 at Council's office, 108 St John St, Ōpōtiki.

In addition, votes can also be hand-delivered to a vote box at specific locations found at www.odc.govt.nz.

To be counted, all completed voting documents must be in the hands of the electoral officer or an electoral official by noon, Saturday 11 October 2025.

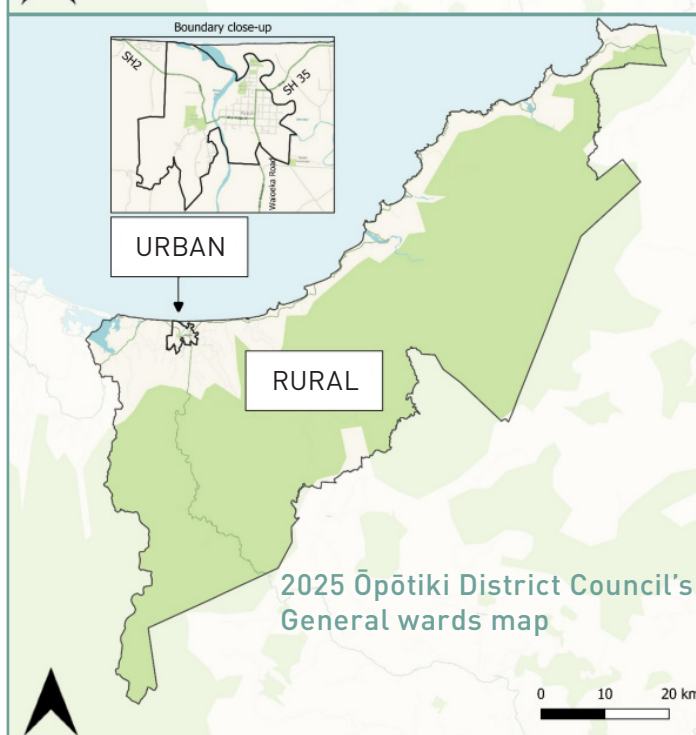
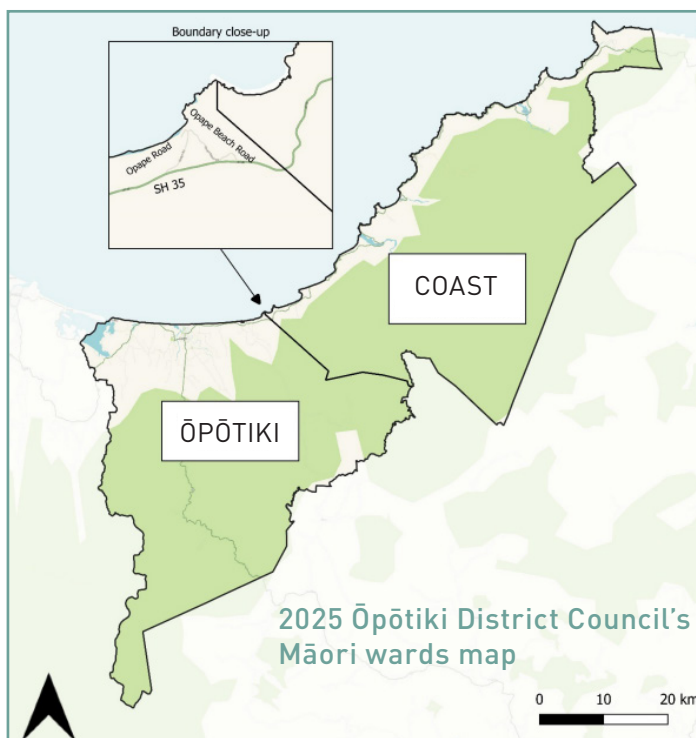
→ RESULTS

Progress results will be known early afternoon on election day, and preliminary results will be known on Sunday, 12 October 2025. Final results will be known by Friday 17 October 2025, and all results will be accessible on Council's website: www.odc.govt.nz.



Dale Ofsoske, Electoral Officer
Independent Election Services Ltd
167 Victoria Street West, Auckland (entrance off Dock St)
PO Box 5135 Victoria Street West, Auckland 1142
Email: info@electionservices.co.nz
Phone: 0800 922 822

Lucinda (Cindy) Butt, Deputy Electoral Officer
Ōpōtiki District Council
108 St John St, Ōpōtiki
PO Box 44, Ōpōtiki 3162
Email: lucindab@odc.govt.nz
Phone: (07) 315 3030





Saturday 11 October 2025

Monday 3 March – Wednesday 30 April 2025	Ratepayer roll enrolment confirmation forms sent [Reg 16, LER]
Monday 3 March – Tuesday 17 June 2025	Preparation of ratepayer roll [Reg 10, LER]
Tuesday 1 April 2025	Electoral Commission's enrolment update campaign commences
Wednesday 2 July 2025	Public notice of election, calling for nominations, rolls open for inspection [Sec 42, 52, 53, LEA]
Friday 4 July 2025	Nominations open / roll open for inspection [Sec 42, LEA]
Friday 1 August 2025	Nominations close (12 noon) / roll closes [Sec 5, 42, 55 LEA, Reg 21, LER]
Wednesday 6 August 2025	Public notice of day of election, candidates' names [Sec 65, LEA]
by Friday 5 September 2025	Electoral officer certifies final electoral roll [Sec 51, LEA, Reg 22, LER]
Tuesday 9 September – Monday 22 September 2025	Delivery of voting documents [Reg 51, LER]
Tuesday 9 September – Saturday 11 October 2025	Progressive roll scrutiny [Sec 83, LEA] Special voting period [Sec 5 LEA, Reg 35, LER] Early processing period [Sec 80, LEA]
by Friday 10 October 2025	Appointment of scrutineers (12 noon) [Sec 68, LEA]
Saturday 11 October 2025	Election day [Sec 10, LEA] Close of voting (12 noon) [Sec 84, LEA] Progress and preliminary results available as soon as practicable after close of voting [Sec 85, LEA]
Saturday 11 October (pm) – Friday 17 October 2025	Official count [Sec 84, LEA]
Friday 17 October	Declaration of result/public notice of declaration [Sec 86, LEA]
Thursday 11 December 2025	Return of electoral donations & expenses form [Sec 112A, LEA]

LEA = Local Electoral Act 2001
LER = Local Electoral Regulations 2001

Key message

The electoral principles contained in section 4 of the Local Electoral Act 2001 are outlined below for candidate information.

These principles must be taken into account in the conduct of any election or poll.

Principles

- (1) The principles that this Act is designed to implement are the following:
 - aa. representative and substantial electoral participation in local elections and polls
 - a. fair and effective representation for individuals and communities
 - b. all qualified persons have a reasonable and equal opportunity to:
 - i. cast an informed vote;
 - ii. nominate 1 or more candidates;
 - iii. accept nomination as a candidate.
 - c. public confidence in, and public understanding of, local electoral processes through:
 - i. the provision of a regular election cycle;
 - ii. the provision of elections that are managed independently from the elected body;
 - iii. protection of the freedom of choice of voters and the secrecy of the vote;
 - iv. the provision of transparent electoral systems and voting methods and the adoption of procedures that produce certainty in electoral outcomes;
 - v. the provision of impartial mechanisms for resolving disputed elections and polls.
- (2) Local authorities, electoral officers, and other electoral officials must, in making decisions under this Act or any other enactment, take into account those principles specified in subsection (1) that are applicable (if any), so far as is practicable in the circumstances.
- (3) This section does not override any other provision in this Act or any other enactment.



Key message

All local government elections are required to be conducted strictly following legislation.

Legislation to be followed

- Local Electoral Act 2001;
- Local Electoral Regulations 2001;
- Local Government (Electoral Legislation and Māori Wards and Māori Constituencies) Amendment Act 2024;
- Local Government Act 2002;
- Local Authorities (Members' Interests) Act 1968.

Full copies of the above legislation are available online at www.legislation.govt.nz.

Key message

There are two electoral systems used for local government elections. These are:

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

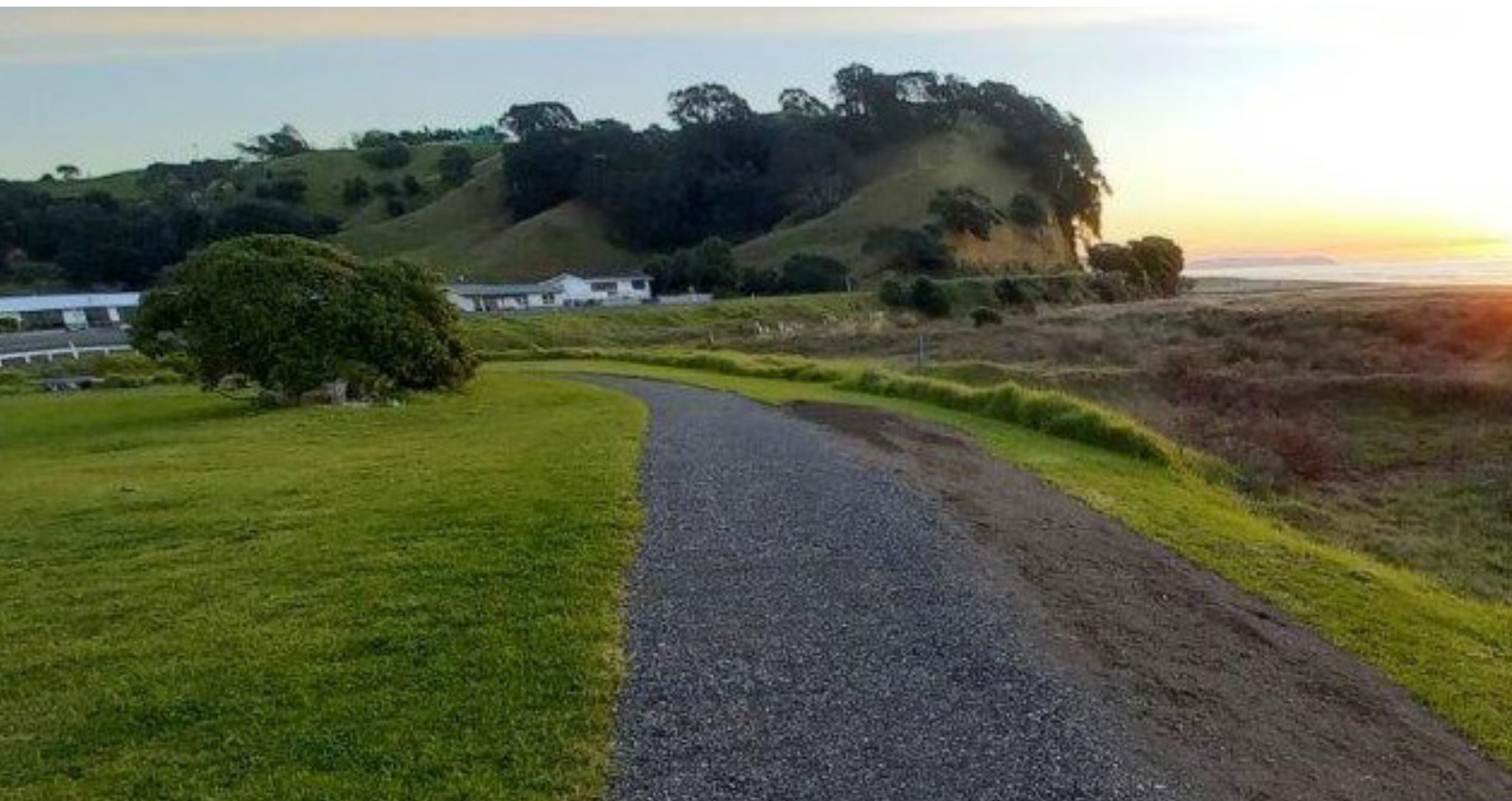
Both Ōpōtiki District Council and Bay of Plenty Regional Council will use the FPP system in 2025.

Understanding FPP

When you vote in an FPP election, you tick the name of the candidate(s) or poll question you most prefer, up to the number of vacancies.

When the votes are counted, the candidate(s) with the most votes is/are elected.

For example if there is one vacancy, you can vote for one candidate only. If there are three vacancies, you can vote for up to three candidates.



Key message

A candidate for Ōpōtiki District Council must be:

- a New Zealand citizen; and
- enrolled as a parliamentary elector (anywhere in New Zealand); [Section 25, Local Electoral Act 2001] and
- nominated by two electors whose names appear on the electoral roll within the respective area that a candidate is standing for. For example, a person standing for Urban General Ward must be a New Zealand citizen, a parliamentary elector (from either the Māori or general electoral roll) and nominated by two electors whose names appear on the general electoral roll within the Urban General Ward. Similarly, a person standing for Coast Māori Ward must be a New Zealand citizen, a parliamentary elector (from either the Māori or general electoral roll) and nominated by two electors whose names appear on the Māori electoral roll within the Coast Māori Ward.

Candidate restrictions

Restrictions on a candidate for Ōpōtiki District Council are:

- a candidate may seek nomination for mayor and council but if elected to both, the mayoral position is filled and the councillor position is vacated with the next highest polling unelected candidate elected.
- a candidate may seek nomination for mayor and council but cannot also seek nomination for Bay of Plenty Regional Council, i.e. a candidate may stand for the Ōpōtiki District Council or Bay of Plenty Regional Council, but not both. [Section 58 Local Electoral Act 2001]
- a candidate for mayor or council (or candidate's spouse) cannot be a person concerned or interested in contracts over \$25,000 with the Ōpōtiki District Council. [Section 3(1) Local Authorities (Members' Interests) Act 1968] This restriction may be waived, and it is recommended that advice from the Office of the Auditor General New Zealand is sought.
- an employee of the Ōpōtiki District Council who is elected as mayor or councillor must resign from their position as an employee of the Ōpōtiki District Council before taking up their position. An employee will need to alert their manager of the intention to stand for office prior to any nomination being lodged. [Section 41(5) Local Government Act 2002]

Key message

Nominations open on Friday 4 July 2025 and **close at noon**, Friday 1 August 2025.

Availability of nomination papers

Each nomination must be made online or on the appropriate official nomination paper. A separate nomination paper is required for each position and these are available from 4 July 2025.

To complete and submit your nomination **online**, go to <https://esp.electionservices.co.nz/lge2025/OP>.

Printed nomination papers will also be available during this period from/by:

- Ōpōtiki District Council offices, 108 St John Street, Ōpōtiki
- phoning 0800 922 822
- accessing www.odc.govt.nz/our-council/elections

Nomination papers for the Bay of Plenty Regional Council are also available from 4 July 2025 from:

- Bay of Plenty Regional Council offices:
 - Regional House, 1 Elizabeth Street, Tauranga;
 - 5 Quay Street, Whakatāne;
 - Cnr Fenton and Pukaki Streets, Rotorua;
- www.boprc.govt.nz.

Candidate profile statement

Every candidate may provide the electoral officer with a candidate profile statement with their nomination. This statement must not exceed 150 words and can contain information about the candidate, their qualifications and skills applicable to the position for which they are standing and their policies/intentions if elected to office.

The candidate profile statement must be true and accurate and the electoral officer is not required to

verify or investigate any information included in this statement.

The profile may include a recent (within the last 12 months) passport size and style colour photograph.

Candidate profile statements will be printed in plain text, without formatting i.e.:

- no bullet points;
- no bold or underlining;
- no italics;
- no quote marks.

These will be included with the voting document sent to each elector by the electoral officer, as well as being placed on Council's website.

Note that any spelling or grammatical errors will not be corrected, and candidates are therefore reminded to check their candidate profile statement prior to submitting their nomination.

The candidate profile statement may be submitted in both English and Māori (maximum 150 words in either language) but the information contained in each language must be substantially consistent.

Should all or part of a candidate profile statement be provided in a language other than English or Māori, it must not exceed 150 words in total. Any language other than English or Māori is required to be provided in an electronic graphic file. As an example, a candidate could submit a candidate profile statement consisting of say 50 words in English, 50 words in Samoan and 50 words in Tongan. The total number of words cannot exceed 150.

If submitting an electronic graphic file containing other languages, the specifications (from the printer) are all translations must be supplied as a single image. If there is more than one language translated, then these are to be all supplied together in a single image.

The image file to be supplied must meet the following criteria:

- PNG format;
- black and white;
- 600 dpi;
- maximum file size 400kB;
- the image being 1300 pixels high and 2000 pixels wide.

The following contact details are given for a translation company, for those candidates who are unable to prepare the translation image themselves or do not know of anyone to do this for them:

Pacific International Translations (NZ) Ltd
Level 26, HSBC Tower, 188 Quay St, Auckland 1010
Phone: 0508 872675
Email: info@pactranz.com
Web: www.pactranz.com

Candidates are also required to submit with their candidate profile statement the following information:

- i. whether or not the candidate's principal place of residence (where the candidate is registered as a parliamentary elector) is/is not in the area (e.g. ward) the candidate is seeking election for; [Section 61(2)(ca) Local Electoral Act 2001] and
- ii. each position the candidate is seeking election for (e.g. council and community board). [Section 61(2)(cb) Local Electoral Act 2001].

Section 61 of the Local Electoral Act 2001 states the following:

- (1) Every candidate may, provide to the electoral officer a candidate profile statement that complies with subsection (2) and, if applicable, subsection (3).
- (2) A candidate profile statement -
 - a. if -
 - i. in English or Māori or both, must not exceed 150 words in each of the languages used in the statement;
 - ii. in a language other than English or Māori, must not exceed 150 words, or the equivalent, if the language uses symbols rather than words (including any translation of those words into another language provided by the candidate); and
 - b. must be provided to the electoral officer together with the nomination paper and other things referred to in section 55(2)(f); and
 - c. must be confined to information concerning the candidate (including any group or organisation with which the candidate claims under section 55(4) to be affiliated, or their status as an independent candidate, and the candidate's contact details), and the candidate's policies and intentions if elected to office; and
 - ca. must state whether or not the candidate's principal place of residence, being the address in respect of which the candidate is registered as a parliamentary elector, is in the local government area for which the candidate seeks election (for example, either "My principal place of residence is in the Lambton Ward" or "My principal place of residence is not in the Lambton Ward"); and
 - cb. if the candidate is seeking election to any other positions in elections to which this Act applies (under section 7), must specify each position and state that the candidate is seeking to be elected to the positions; and
 - d. must comply with any prescribed requirements; and
 - e. may include a recent photograph of the candidate alone.
- (2A) The information required by subsection (2)(ca) and (cb) does not count for the purposes of the word limit under subsection (2)(a).
- (3) If a candidate profile statement is submitted in Māori and English, the information contained in each language must be substantially consistent with the information contained in the other language.
- (4) If the electoral officer is not satisfied that a candidate profile statement complies with subsection (2) or, if applicable, subsection (3), the electoral officer must, as soon as practicable, return the statement to the candidate and must—
 - a. specify the concerns of the electoral officer and the

reasons for those concerns; and

- b. unless the candidate profile statement does not comply with subsection (2)(b), specify a period, which must not be less than 3 days from the date of return of the statement, during which the candidate may submit an amended candidate profile statement to the electoral officer.
- (5) A candidate is to be treated as having failed to provide a candidate profile statement, if subsection (4)(b) applies to the candidate and the candidate—
- a. fails to submit an amended candidate profile statement within the period specified in subsection (4)(b); or
 - b. submits an amended candidate profile statement that, in the opinion of the electoral officer, does not comply with subsection (2) or, if applicable, subsection (3).
- (6) An electoral officer -
- a. is not required to verify or investigate any information included in a candidate profile statement;
 - b. may include, in or with any candidate profile statement that is published, displayed, or distributed, any disclaimer concerning the accuracy of the information contained in the statement that the electoral officer considers appropriate;
 - c. is not liable in respect of -
 - i. any statement contained in or omitted from the candidate profile statement or the work of a translator prudently selected by the electoral officer; or
 - ii. the exercise of the powers and functions conferred on the electoral officer by this section.

by this name for at least the last six months (to the satisfaction of the electoral officer), the commonly known name may appear on the voting document.

Once lodged, a nomination paper is available for public inspection at the electoral office. Candidate details not identified as confidential (e.g. mobile phone number) are made available to the media, placed on websites etc.

Affiliation

The nomination paper provides for a candidate to have an affiliation. An affiliation is described in section 57(3) of the Local Electoral Act 2001 as 'an endorsement by any organisation or group (whether incorporated or unincorporated)'.

Individual candidates, not part of an organisation or group, may wish to nominate their affiliation as 'Independent' or leave as blank (if left blank, nothing will show alongside the name on the voting document).

A candidate claiming a specific affiliation must supply with their nomination paper an authority to adopt the affiliation for the organisation or group concerned (i.e. letter of consent to use the affiliation from the organisation or group). This is a safety measure to avoid any illegal adoption of affiliations.

Affiliations that will not be accepted are ones:

- that might cause offence; or
- are likely to confuse or mislead electors; or
- are election slogans rather than the name of an organisation or group.

Should an affiliation be rejected for any of the above reasons, section 57(2) of the Local Electoral Act 2001 sets out a process for the electoral officer and candidate to follow. Should agreement not be reached, no affiliation will appear on voting documents.

Affiliations are not able to be 'pre-registered' with the electoral officer, before a nomination is lodged.

Completion of nomination paper

Each nomination paper must have the consent of the candidate and be completed by two nominators who are electors whose names on the electoral roll for the district or subdivision of the district (e.g. if a person wishes to stand for election to Rural General Ward, then that person must be nominated by two electors whose names appear on the Māori electoral roll within the Rural General Ward).

If a candidate is unable to sign the nomination paper (e.g. absent overseas), a letter of consent signed by the candidate is acceptable to attach to the nomination paper.

If a candidate is commonly known in the community by a slightly different name (e.g. Edward Smith is commonly known as Ted Smith) and has been known

Completing and submitting your nomination paper online

Candidates using the **online nominations portal** at esp.electionservices.co.nz/lge2025/OP will be required to create an account (username and password) before selecting and starting their nomination.

This allows candidates to progressively complete their nomination. Any progress can be saved and accessed again at a later date before nominations close.

Candidates will be required to enter details of their two nominators directly into the portal including their full name, residential address (as they appear on the parliamentary roll) and email address.

An email will be sent to both nominators, requesting confirmation that they support the candidate's nomination.

The nominators will be required to follow the link contained within the email, confirm their details and consent to nominate, and electronically sign their name.

If completing and submitting a nomination paper online, candidates will need to provide (and upload to the portal):

- proof of \$200 nomination fee (eg. evidence of bank transfer);
- evidence of NZ citizenship;
- passport-style colour photo (optional);
- letter endorsing affiliation (if applicable).

A candidate will only be able to submit their nomination once they have completed all required fields and their two nominators have completed their parts, confirming that they support the candidate's nomination.

If submitting a nomination online, it is recommended that candidates are prepared with this information and start the process early.

Return of hard-copy nomination paper

Lodge your completed **hard-copy** nomination papers for Ōpōtiki District Council in person at:

Ōpōtiki District Council offices,
108 St John Street, Ōpōtiki

or post to: The Electoral Officer
Ōpōtiki District Council
C/- Independent Election Services Ltd
PO Box 5135
Victoria Street West
Auckland 1142

in time to be received no later than noon, Friday 1 August 2025.

All nomination material:

- nomination paper;
- candidate profile statement (if provided);
- candidate photo (if provided);
- nomination deposit;
- evidence of NZ citizenship;
- letter endorsing affiliation (if applicable);

is required to be lodged together. [Section 55(2)(f) Local Electoral Act 2001]

A receipt will be issued to acknowledge that a nomination has been received. **This receipt does not constitute an acknowledgment that the nomination paper is in order.**

Once lodged, nomination papers are checked to ensure the candidate's name appears on the Parliamentary Roll and the nominators are two electors whose names appear on the respective electoral roll for the position the candidate is nominated to stand for.

Each nomination paper lodged requires a fee of \$200 (inclusive of GST). This is refunded if the candidate polls greater than 25% of the lowest successful candidate (for FPP elections).

Payment of the nomination fee can be made by electronic bank transfer, eftpos or cash. Evidence of an electronic bank transfer will be required to accompany the nomination.

Electronic bank payment details are:

Account name: Independent Election Services Ltd
Bank: ANZ
Account number: 01 0102 0437238 00
Particulars: your initials and surname
Code: ODC
Reference: Nomination

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.

Candidates are encouraged to submit their nominations online, but a nomination can also be returned by mail. However, should a nomination be received by the electoral officer or electoral official after the close of nominations, the nomination is invalid.

Cancellation of nomination

A candidate is able to withdraw their nomination up until the close of nominations (noon Friday 1 August 2025). After the close of nominations, a candidate is not able to withdraw their nomination. [Section 69, Local Electoral Act 2001]

However, should a candidate become incapacitated after the close of nominations but before the close of voting, application may be made for the cancellation of the nomination of a candidate.

'Incapacitated' means that a candidate, because the person is suffering from a serious illness or has sustained a serious injury, would be unlikely to be capable of performing the functions and duties of office if elected to office. [Section 69(7) Local Electoral Act 2001]

An application for the cancellation of the nomination of a candidate must be made to the electoral officer by submitting a prescribed form (available from the electoral office) together with a medical certificate.



Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

Key message

People interested in standing for election to the Ōpōtiki District Council are invited to attend a candidate information briefing to hear about the electoral process (the dos and don'ts), responsibilities and expectations if elected etc.

Briefing dates

DATE: Monday 9 June 2025

TIMES: 2 pm
RSA Te Kaha
6646 State Highway 35,
Te Kaha (via Ōpōtiki)

5:30-7:00 pm
Council Chambers,
108 St John Street,
Ōpōtiki

The candidate information briefing is being held to provide an opportunity for those members of the public who are considering standing for office to find out:

- how the organisations are structured;
- the skills required;
- the role and responsibilities of elected representatives;
- matters pertaining to the elections (eligibility, nominations, timetable, induction process, remuneration etc).

Registration to attend is not required.

For further information, contact:

Lucinda (Cindy) Butt
Governance Support
Ōpōtiki District Council
(07) 315 3030
lucindab@odc.govt.nz

Key dates: subject to confirmation from the mayor elect

- 20-21 October 2025
Local Government New Zealand (LGNZ) Mayors Induction Programme - Wellington
- 28 October 2025
Inaugural council meeting (swearing in) (venue TBC)
- 3 November 2025
Elected member hui at Rotorua (venue TBC)
- 11 November 2025
First ordinary Council meeting

In addition, there will be an induction programme for elected councillors. At the time of printing, dates had not been finalised.

Key message

Election campaigning can commence anytime and may continue up to and including election day. However there are certain constraints candidates need to be aware of.

Election signs are permitted on private property, provided landowner permission is given. Election signs are not permitted on council roads or state highways (or the road and highway reserves).

All signs must be erected in a stable fashion, not being a hazard to public or traffic safety. Council policy on election signs is detailed on page [28](#) of this handbook.

It is the responsibility of the candidates to remove their own signage within a week of the election.

Use of council resources

Candidates are not permitted to use council resources for campaigning purposes. Council resources include, but are not limited to, the council's logo, crest or branding, website, Facebook page, X account, any other forms of social media, tablets, computers, ipads, email, mobile phones, faxes, stationery, photocopiers, printers, stamps, cars, meeting rooms and venues (except those available for public hire). This applies to either sitting members, council staff or other candidates in any context that could reasonably be construed as campaigning for elections.

Social media

Social media can be a useful tool for candidates for campaigning purposes and electioneering. However, candidates should however be aware of any Council social media guidelines for candidates and should comply with these at all times.

Council's social media channels are council resources and must remain politically neutral at all times. Council will promote elections and the importance of voting but will not associate these posts with any candidates.

Council social media accounts will not follow any candidates. This may result in your account being unfollowed.

Council's social media accounts are not permitted to be used as a communications channel by anyone (candidates or members of the public) for promotion, electioneering or campaigning. This also applies to all social media accounts owned by council-controlled organisations.

Candidates should not post on council's social media channels, nor should they comment on, share or otherwise use council social media channels for electioneering. You may not rate, review, check-in or tag the council's social media channels in your own posts or comments.

Council's social media accounts are constantly monitored, and any campaign related or electioneering content (including posts related to nominations and candidacy) will be removed immediately.

Candidates should be aware that election advertising, using any media, including on social media, must identify the true name and contact details of the person under whose authority they have been produced. [Section 113, Local Electoral Act 2001] This may be details of the candidate or their agent, and may be included on a profile picture, or within the bio section of a page.

For example: 'All content/images contained on this social media page/channel are authorised by [name], [contact details]'.

Campaigning

Election material cannot contain:

- any untrue statement defamatory of any candidate (e.g. under the Defamation Act 1992);
- an imitation voting document 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 documents should not be collected from electors by candidates or their assistants.

Each elector should post or deliver their own voting document to the electoral officer. This also applies to rest homes and hospitals — voting documents should not be collected from elderly or infirm electors by candidates or their assistants.

Offences

Candidates should be aware that 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 that elector as to how they should vote. Candidates and their assistants should be mindful of this particularly if campaigning occurs in rest homes or hospitals.

Election offences are detailed for your information on page [30](#) of this handbook. Please refer to them for your own protection.

Election advertising

Candidates should be aware that election advertising, using any media, including on social media, must identify the true name and contact details of the person under whose authority they have been produced and the contact details of the person under whose authority they have been produced. [Section 113, Local Electoral Act 2001]

These details may be of the candidate or their agent, and may be included on a profile picture, or within the bio section of a page.

For example: 'All content/images contained on this social media page/channel are authorised by [name], [contact details]'.

Relevant criteria as contained in the Local Electoral Act 2001 are:

113 Advertisements for candidates

- (1) No person may publish or cause to be published in any newspaper, periodical, notice, poster, pamphlet, handbill, billboard, or card, or broadcast or permit to be broadcast over any radio or television station, any advertisement that is used or appears to be used to promote or procure the election of a candidate at an election, unless subsection (2) or subsection (4) applies.

- (2) A person may publish or cause or permit to be published an advertisement of the kind described in subsection (1) if -
 - a. the publication of that advertisement is authorised in writing by the candidate or the candidate's agent or, in the case of an advertisement relating to more than 1 candidate, the candidates or an agent acting for all of those candidates; and
 - b. the advertisement contains a statement setting out the true name and contact details of the person or persons for whom or at whose direction it is published.
- (3) A candidate is not responsible for an act committed by an agent without the consent or connivance of the candidate.
- (4) A person may publish or cause to be published an advertisement of the kind described in subsection (1) if -
 - a. the publication of the advertisement is endorsed by an organisation or body representing residents or ratepayers in the community or district in which the advertisement is published; and
 - b. the advertisement contains a statement setting out -
 - i. the true name and contact details of the person or persons for whom or at whose direction it is published; and
 - ii. the true name of the organisation or body that has endorsed the publication of the advertisement and the address of the place of business of that organisation or body.
- (5) This section does not restrict the publication of any news or comments relating to an election in a newspaper or other periodical, or on the Internet, or in any other medium of electronic communication accessible by the public, or in a radio or television broadcast made by a broadcaster within the meaning of section 2 of the Broadcasting Act 1989.
- (6) A person who willfully contravenes subsection (1) commits an offence and is liable on conviction to a fine not exceeding \$1,000.
- (7) In this section, **contact details** means 1 or more of the following:
 - a. a residential or business address;
 - b. an email address;
 - c. a post office box number
 - d. a phone number
 - e. a link to a page on an Internet site, if the page contains 1 or more of the contact details specified in paragraphs (a) to (d).

Key message

Candidates need to be aware to keep a record of all donations received and expenses incurred in their election campaign. Election expenditure limits will apply. These limits are set according to the population size of the area of the election the candidate is standing for.

Every candidate must, by law, complete an Electoral Donations and Expenses Return declaring all donations and expenses and forward it to the electoral office by Thursday 11 December 2025.

Electoral expenses

Candidates should be aware that candidate campaign expenditure limits are applicable. This means a limit has been placed on how much a candidate may spend on their campaign, and this includes donations and joint campaigning. The maximum amount spent must not exceed the limits set out below where the election covers a population range as detailed:

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

[NOTE: Expenditure limits are inclusive of GST].

Electoral expenses are defined as relating to electoral activity which can comprise advertising, broadcasting or communicating material to the public (electronically or otherwise). These electoral expenses are generally funded by the candidate and are not reimbursable from the organisation the candidate is standing for.

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

The population distribution for Ōpōtiki District Council (population estimates as at 30 June 2024) is:

Ward	Population	Limit
Urban General	2,520	\$3,500
Rural General	2,820	\$3,500
Ōpōtiki Māori	3,530	\$3,500
Coast Māori	1,400	\$3,500
Total	10,270	

source: Statistics New Zealand as at 30 June 2024

Community Board	Population	Limit
Coast	1,970	\$3,500

source: Statistics New Zealand as at 30 June 2024

The expenditure limit for the mayor is \$14,000 (including GST), based on 10,270 population (as at 30 June 2024).

The period for which campaign expenditure limits apply is three months before election day (i.e. 11 July 2025 to 11 October 2025). Legislation further specifies that all expenses incurred before the three month period for campaign expenditure and used during the three month period must be fairly apportioned and included in the Return of Electoral Donations and Expenses.

Where an electoral expense relates to more than one candidate, an equitable apportionment between candidates is required.

Nomination deposits, voluntary labour and election sign framework are not electoral expenses and therefore should not be included in the Return of Electoral Donations and Expenses.

Electoral donations

(a) Candidate donations

A candidate donation is a donation of money, goods or services that is made for use in the candidate's campaign.

Candidate donations, and contributions to donations, of more than \$1,500 (inc GST) are required to be declared in the candidate return of donations and expenses. A series of donations made by one person that adds up to more than \$1,500 must also be declared.

A candidate donation includes

- where a candidate is provided with goods or services free of charge that have a reasonable market value greater than \$300;
- where a candidate is provided with discounted goods or services and the reasonable market value of the goods or services is greater than \$300, the difference between the contract or agreed price and the reasonable market value of those goods and services is a donation;
- where a candidate sells over-valued goods or services the difference between the price paid and the reasonable market value is a donation, for example, items sold at a fundraising auction or dinner.

The following are not deemed a donation:

- volunteer labour;
- goods or services provided free of charge to a candidate, or to any person on the candidate's behalf, that have a reasonable market value of \$300 or less; or
- money provided by the candidate for their own campaign.

If a person or organisation gives or pays for goods or services that would otherwise be candidate election expenses, the reasonable market value of those items, whatever their value, should be recorded as an election

expense. If the reasonable market value of the items exceeds \$300 it should also be recorded as a donation.

(b) Donations made up of contributions

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

The total proceeds of a collection are treated as a donation. The person who collects the money will normally be the donor. The individuals who contribute to the collection are contributors.

If a candidate donation, other than an anonymous donation, is made up of contributions, the transmitter or donor must tell the candidate:

- the name and address of the donor;
- whether the donation is made up of contributions;
- the total amount of individual contributions of \$1,500 or less; and
- in the case of individual contributions greater than \$1,500, the name, address, and contribution of each contributor.

If the candidate knows, or has reasonable grounds to believe, that the donor has failed to supply information about contributions, the whole donation must be returned to the donor.

(c) Transmitted donations

A donation can be made either directly by the donor to the candidate or indirectly by a transmitter who transmits a donation to the candidate on someone else's behalf, for example via a lawyer's trust fund. Any person who receives a candidate donation on the candidate's behalf must transmit it to the candidate within 10 working days.

When transmitting a donation, the transmitter

must tell the candidate:

- that the donation is being transmitted on behalf of a donor;
- the name and address of the donor;
- whether the donation is made up of contributions;
- the total amount of contributions of \$1,500 or less; and
- in the case of contributions greater than \$1,500, the name, address, and contribution of each contributor.

Where a transmitter does not disclose the name and address of the donor, the donation must be treated as an anonymous donation.

(d) Anonymous donations

Candidates are not permitted to retain anonymous donations exceeding \$1,500. An anonymous donation is a donation made in such a way that the candidate who receives the donation does not know the identity of the donor and could not, in the circumstances, reasonably be expected to know the identity of the donor.

If a candidate receives an anonymous donation greater than \$1,500, they may retain \$1,500 of that donation. The balance of the donation must, within 20 working days of receipt, be paid to the electoral officer for payment into the general fund of the local authority.

Return of Electoral Donations and Expenses

A Return of Electoral Donations and Expenses form (a copy of this is located at the rear of this handbook) is required to be supplied to the electoral officer within 55 days after the official declaration (by 11 December 2025). This can be supplied to the electoral officer within 76 days after the official declaration if a candidate is overseas when successful candidates are declared elected.

The Return of Electoral Donations and Expenses must set out —

- the details of every electoral donation received by the candidate that, either on its own or when aggregated with all other donations made by or on behalf of the same donor for use in the same campaign, exceeds \$1,500 in sum or value; and
- the details in respect of every anonymous electoral donation received by the candidate that exceeds \$1,500; and
- details of the candidate's electoral expenses.

The details of every electoral donation are —

- the name of the donor; and
- the address of the donor; and
- the amount of the donation or in the case of aggregated donations, the total amount of the donations; and
- the date the donation was received or, in the case of aggregated donations, the date that each donation was received.

The details of every anonymous donation exceeding \$1,500 are —

- the date the donation was received; and
- the amount of the donation; and
- the amount paid to the electoral officer and the date the payment was made.

With respect to electoral expenses, the return must set out separately the name and description of every person or body of persons to whom any sum was paid, and the reason for which it was paid. Sums paid in excess of \$200 (GST inclusive) must be vouched by an invoice or a bill and a receipt.

Candidates are advised to retain all invoices and receipts relating to electoral expenses should these be required in the event of a challenge. They should not be submitted with the return.

Once the Return of Electoral Donations and Expenses forms have been received by the electoral officer they become public documents and are to be kept for a public inspection period of seven years. During this period, the returns:

- are placed on council's website;
- can be inspected by any person;
- copies can be made available if requested.

This is a requirement under section 112F of the Local Electoral Act 2001.

Relevant legislation

Relevant definitions as contained in the Local Electoral Act 2001 are:

Subpart 1—Electoral donations

103A Interpretation:

In this subpart and subpart 3, unless the context otherwise requires,—

anonymous, in relation to an electoral donation, means a donation that is made in such a way that the candidate who receives the donation—

- does not know the identity of the donor; and
- could not, in the circumstances, reasonably be expected to know the identity of the donor.

contribution means any thing (being money or the equivalent of money or goods or services or a combination of those things) that makes up a donation or is included in a donation or has been used to wholly or partly fund a donation, and that—

- was given—
 - to the donor; or
 - to a person who was required or expected to pass on all or any of its amount or value to the donor, whether directly or indirectly (for example, through one or more intermediaries, trustees, or nominees); and
- would have been a donation if it had been given directly to the candidate; and
- was given in the knowledge or expectation (whether by reference to a trust, an agreement, or an understanding) that it would be wholly or partly applied to make up, or to be included in, or to fund, a donation.

contributor means a person who makes a contribution and who immediately before making the contribution—

- beneficially holds any money, or the equivalent of money, or any goods that make up the contribution or are included in the contribution; or

- provides any services that make up the contribution or are included in the contribution or pays for those services out of money that the person beneficially holds.

donation funded from contributions means a donation that is made up of, includes, or is wholly or partly funded from one or more contributions.

donor means a person who makes an electoral donation.

electoral donation or donation means a donation (whether of money or of the equivalent of money or of goods or services or of a combination of those things) that is made to a candidate, or to any person on the candidate's behalf, for use in the candidate's campaign for election and—

- includes,—
 - where goods or services are provided to a candidate, or to any person on the candidate's behalf, under a contract or an arrangement at a value that is less than their reasonable market value, the latter being a value that exceeds \$300, the amount of the difference between the former value and the reasonable market value of those goods or services; and
 - where goods or services are provided by a candidate under a contract or an arrangement at a value that is more than their reasonable market value, the amount of the difference between that value and the reasonable market value of those goods or services; and
- excludes—
 - the labour of any person that is provided to a candidate free of charge by that person; and
 - goods or services provided free of charge to a candidate, or to any person on the candidate's behalf, that have a reasonable market value of \$300 or less

receive, in relation to a donation, means to get a donation that has been given or sent by—

- the donor directly; or
- the donor indirectly, via a transmitter

transmitter means a person to whom a donor gives or sends a donation for transmittal to a candidate.

103B Donations and contributions include GST

All references to the amount or value of a donation or contribution are inclusive of any goods and services tax incurred by the donor or contributor in respect of the goods or services donated or contributed.

103C Donations to be transmitted to candidate

Every person, other than a candidate, to whom an electoral donation is given or sent must, within 10 working days after

receiving the donation, transmit the donation to the candidate.

103D Contributors to be identified

- (1) This section applies to a donation (other than an anonymous donation) that is made up of, includes, or is wholly or partly funded from one or more contributions.
- (2) If this section applies to a donation, the donor must, at the time of making the donation, disclose—
 - a. the fact that the donation is funded from contributions; and
 - b. the following information about any contribution that, either on its own or when aggregated with other contributions made by the same contributor to the donation, exceeds \$1,500 in sum or value:
 - i. the name of the contributor; and
 - ii. the address of the contributor; and
 - iii. the amount of the contribution or, in the case of aggregated contributions, the total amount of the aggregated contributions; and
 - c. the total of all of the amounts disclosed under paragraph (b)(iii) in relation to the donation; and
 - d. the total of all of the other contributions made in relation to the donation.
- (3) A candidate must give back to the donor the entire amount of the donation, or its entire value, if the candidate knows, or has reasonable grounds to believe, that the donor has failed to comply with subsection (2) in any respect.
- (4) For the purpose of section 112A, any amount given back by a candidate under subsection (3) is taken not to have been received by the candidate.

103E Offence relating to contravention of section 103D

A donor who fails to comply with section 103D with the intention of concealing the identity of any or all of the contributors commits an offence and is liable on conviction to a fine not exceeding \$5,000.

103F Identity of donor to be disclosed by transmitter, if known

- (1) When a transmitter transmits a donation to a candidate on behalf of the donor, the transmitter must disclose to the candidate—
 - a. The fact that the donation is transmitted on behalf of the donor; and
 - b. the name and address of the donor; and
 - c. whether section 103D applies to the donation and, if so, all information disclosed by the donor under subsection (2) of that section.

- (2) Where a transmitter does not disclose, or is unable to disclose, the information required by subsection (1), then the donation must be treated as an anonymous donation.

103G Offence relating to contravention of section 103F

A transmitter who fails to comply with section 103F(1) with the intention of concealing the identity of the donor or any or all of the contributors commits an offence and is liable on conviction to a fine not exceeding \$5,000.

103H Disclosure of identity of donor

If any person involved in the administration of the affairs of a candidate in relation to their election campaign knows the identity of the donor of an anonymous donation exceeding \$1,500, the person must disclose the identity of the donor to the candidate.

103I Offence relating to contravention of section 103H

A person who fails to comply with section 103H with the intention of concealing the identity of the donor commits an offence and is liable on conviction to a fine not exceeding \$5,000.

103J Anonymous donation

- (1) If an anonymous donation exceeding \$1,500 is received by a candidate in relation to an election campaign, the candidate must, within 20 working days of receiving the donation, pay to the electoral officer responsible for the conduct of the election to which that campaign relates the amount of the donation, or its value, less \$1,500.
- (2) If an anonymous donation exceeding \$1,500 is received by a candidate who is seeking election to more than one office, the candidate must—
 - a. designate one election campaign for election to one office for which the donation will be used; and
 - b. within 20 working days of receiving the donation, pay to the electoral officer responsible for the conduct of the election to which that campaign relates the amount of the donation, or its value, less \$1,500.
- (3) An electoral officer who receives an amount under subsection (1) or (2) must, within 20 working days of receiving that amount,—
 - a. issue a receipt to the candidate; and
 - b. pay the amount into the general fund of the local authority that appointed the electoral officer.

103K Offence relating to contravention of section 103J

- (1) A person who enters into an agreement, arrangement, or understanding with any other person that has the effect of circumventing section 103J(1) or (2) commits an offence and is liable on conviction to a fine not exceeding \$5,000.

- (2) A candidate who contravenes section 103J(1) or (2) commits an offence and is liable on conviction to a fine not exceeding \$5,000.

103L Records of electoral donations

- (1) A candidate must keep proper records of all donations received by him or her.
- (2) A candidate who fails, without reasonable excuse, to comply with subsection (1) commits an offence and is liable on conviction to a fine not exceeding \$5,000.

Subpart 2—Electoral expenses

104 Interpretation:

In this subpart and subpart 3,—

applicable period before the close of polling day, means the period beginning three months before the close of polling day and ending with the close of polling day

electoral activity, in relation to a candidate at an election, means an activity—

- a. that is carried out by the candidate or with the candidate's authority; and
- b. that relates to the candidate solely in the candidate's capacity as a candidate and not to the candidate—
 - i. in their capacity as a member of the local authority or local board or community board, or as the holder of any other office; or
 - ii. in any other capacity; and
- c. that comprises —
 - i. advertising of any kind; or
 - ii. radio or television broadcasting; or
 - iii. publishing, issuing, distributing, or displaying addresses, notices, posters, pamphlets, handbills, billboards, and cards; or
 - iv. any electronic communication to the public, including (without limitation) the establishment or operation of a website or other method of communication to the public using the Internet; and
- d. that relates exclusively to the campaign for the election of the candidate; and
- e. that takes place within the applicable period before the close of polling day.

electoral expenses, in relation to a candidate at an election—

- a. means expenses that are incurred by or on behalf of the candidate in respect of any electoral activity; and

- b. includes expenses that are incurred by or on behalf of the candidate, before or after the applicable period before the close of polling day, in respect of any electoral activity; and
- c. includes the reasonable market value of any materials applied in respect of any electoral activity that are given to the candidate or that are provided to the candidate free of charge or below reasonable market value; and
- d. includes the cost of any printing or postage in respect of any electoral activity, whether or not the expenses in respect of the printing or postage are incurred by or on behalf of the candidate; but
- e. does not include the expenses of operating a vehicle on which election advertising appears if that vehicle is used in good faith by the candidate as the candidate's personal means of transport; and
- f. does not include expenses incurred by the candidate in preparing a candidate profile statement; and
- g. does not include the labour of any person that is provided to the candidate free of charge by that person; and
- h. does not include the cost of any framework (other than a commercial framework) that supports a hoarding on which an advertisement is displayed.

population means the population, as at the day that is three months before the close of polling day, of a local government area as specified in a certificate issued in respect of that area by the Government Statistician.

105 Periods for claiming and paying expenses

- (1) No claim against a candidate, or against any agent of a candidate, in respect of any electoral expenses is recoverable unless it is sent to the candidate within 30 days after the day on which the successful candidates are declared to be elected.
- (2) All electoral expenses incurred by or on behalf of a candidate must be paid within 60 days after the day on which the successful candidates are declared to be elected.
- (3) A person who makes a payment in breach of this section commits an offence and is liable on conviction to a fine not exceeding \$5,000.

106 Procedure if claim disputed

- (1) If a candidate, in the case of a claim for electoral expenses sent in to him or her within the time allowed by this Act, disputes it, or fails to pay it within 60 days,—
 - a. the claim is a disputed claim; and
 - b. the claimant may, if they thinks fit, within a further 30 days, bring an action for the disputed claim in any court of competent jurisdiction.
- (2) Any sum paid by the candidate to satisfy the judgment or

order of the court in any action referred to in subsection (1) is to be treated as paid within the time allowed by this Act.

107 Leave to pay claim after time limited

- (1) A District Court may, on the application of the claimant or the candidate, grant leave to the candidate to pay a disputed claim, or to pay a claim for any electoral expenses, even though it is sent in after the time allowed by this Act, if the court considers it in the interests of justice to grant that leave.
- (2) Any sum specified in the order granting that leave may be paid by the candidate and, when paid, is to be treated as paid within the time allowed by this Act.

108 Payments to be vouched by bill

Every payment made in respect of any electoral expenses must, except when it is less than \$200 (inclusive of goods and services tax), be vouched by—

- a. a bill stating the particulars; and
- b. a receipt.

111 Maximum amount of electoral expenses (refer to page 18 in this handbook)

112 Apportionment of electoral expenses

- (1) If any activity of the kind described in paragraphs (a) to (d) of the definition of the term electoral activity (as set out in section 104) is, in relation to a candidate at an election, carried on both before and within the applicable period before the close of polling day,—
 - a. the expenses incurred in respect of the activity (being expenses incurred by or on behalf of the candidate) must be properly apportioned so that a fair proportion of those expenses is attributed to the carrying on of the activity in the applicable period before the close of polling day; and
 - b. the fair proportion of those expenses are electoral expenses.
- (2) If any election activity relates exclusively to campaigns for the election of two or more candidates, any electoral expenses in respect of that electoral activity must be apportioned equitably in relation to each of those candidates.

112AA Offence to pay electoral expenses in excess of relevant prescribed maximum

- (1) This section applies to any candidate or other person who directly or indirectly pays or knowingly aids or abets any person in paying for or on account of any electoral expenses any sum in excess of the relevant maximum amount prescribed by section 111.

- (2) The candidate or person commits an offence and is liable on conviction—
 - a. to a term of imprisonment not exceeding two years, or a fine not exceeding \$10,000, if they knew the payment was in excess of the relevant prescribed maximum amount; or
 - b. to a fine not exceeding \$5,000 in any other case, unless they prove that they took all reasonable steps to ensure that the electoral expenses did not exceed the relevant prescribed maximum amount.

Subpart 3—Return of electoral donations and expenses

112A Return of electoral donations and expenses

- (1) Within 55 days after the day on which the successful candidates at any election are declared to be elected, every candidate at the election must file a return of electoral donations and expenses.
- (2) However, in any case where a candidate is outside New Zealand on the day on which the successful candidates are declared to be elected (election result day), the return must be filed within 76 days after election result day.
- (3) The return of electoral donations and expenses must set out—
 - a. the details specified in subsection (4) in respect of every electoral donation (other than a donation of the kind referred to in paragraph (c)) received by the candidate that, either on its own or when aggregated with all other donations made by or on behalf of the same donor for use in the same campaign, exceeds \$1,500 in sum or value; and
 - b. whether any donation is funded from contributions, and if so, and to the extent known or ascertainable from the information supplied under section 103D, the details specified in subsection (5) in respect of every contribution that, either on its own or when aggregated with other contributions by the same contributor to the donation, exceeds \$1,500 in sum or value; and
 - c. the details specified in subsection (6) in respect of every anonymous electoral donation received by the candidate that exceeds \$1,500; and
 - d. details of the candidate's electoral expenses.
- (4) The details referred to in subsection (3)(a) are—
 - a. the name of the donor; and
 - b. the address of the donor; and
 - c. the amount of the donation or, in the case of aggregated donations, the total amount of the donations; and
 - d. the date the donation was received or, in the case of aggregated donations, the date that each donation was received.

- (5) The details referred to in subsection (3)(b) are—
- the name of the contributor; and
 - the address of the contributor; and
 - the amount of the contribution or, in the case of aggregated contributions, the total amount of the aggregated contributions.

(6) The details referred to in subsection (3)(c) are—

- the date the donation was received; and
- the amount of the donation; and
- the amount paid to the electoral officer under section 103J(1) or (2) and the date that payment was made.

(7) Every return filed under this section must be in the form prescribed in Schedule 2.

(8) It is the duty of every electoral officer to ensure that this section is complied with.

(9) In this section, file in relation to a return, means to send the return to the electoral officer responsible for the conduct of the election.

112B Nil return

If a candidate considers that there is no relevant information to disclose under section 112A, the candidate must file a nil return under that section.

112C Failure to file return of electoral donations and expenses

A candidate who fails, without reasonable excuse, to comply with section 112A commits an offence and is liable on conviction to—

- a fine not exceeding \$1,000; and
- if they have been elected to office, a further fine not exceeding \$400 for every day that they continues to hold office until the return is filed.

112D Filing a false return of electoral donations and expenses

A candidate who files a return under section 112A that is false in any material particular commits an offence and is liable on conviction—

- to a term of imprisonment not exceeding two years, or a fine not exceeding \$10,000, if they filed the return knowing it to be false in any material particular; or
- to a fine not exceeding \$5,000 in any other case, unless the candidate proves that—
 - they had no intention to misstate or conceal the facts; and

- they took all reasonable steps in the circumstances to ensure the information in the return was accurate.

112E Obligation to retain records necessary to verify return

- (1) A candidate must take all reasonable steps to retain all records, documents, and accounts that are necessary to enable a return under section 112A to be verified.
- (2) The records, documents, and accounts must be retained until the expiry of the period within which a prosecution may be commenced under this Act in relation to the return or to any matter to which the return relates.
- (3) A candidate who fails, without reasonable excuse, to comply with subsection (1) commits an offence and is liable on conviction to a fine not exceeding \$5,000.

112F Return of electoral donations and expenses to be open for public inspection

- (1) The electoral officer must keep every return filed under section 112A in the electoral officer's office, or at some other convenient place to be appointed by the chief executive of the local authority, for a period of seven years after the date of the election to which it relates (the public inspection period).
- (2) During the public inspection period the electoral officer must—
 - publish, electronically or in any other manner the electoral officer considers appropriate, every return filed under section 112A; and
 - make available for public inspection a copy of every return filed under section 112A; and
 - provide to any person upon request a copy of one or more returns filed under section 112A, subject to the payment of any charges that may be made under the Local Government Official Information and Meetings Act 1987.

Part 5A—Electoral advertising

113 Advertisements for candidates

- (1) No person may publish or cause to be published in any newspaper, periodical, notice, poster, pamphlet, handbill, billboard, or card, or broadcast or permit to be broadcast over any radio or television station, any advertisement that is used or appears to be used to promote or procure the election of a candidate at an election, unless subsection (2) or subsection (4) applies.
- (2) A person may publish or cause or permit to be published an advertisement of the kind described in subsection (1) if—
 - the publication of that advertisement is authorised in writing by the candidate or the candidate's agent or, in the case of an advertisement relating to more than 1 candidate, the candidates or an agent acting for all of those candidates; and

- b. the advertisement contains a statement setting out the true name and contact details of the person or persons for whom or at whose direction it is published.
- (3) A candidate is not responsible for an act committed by an agent without the consent or connivance of the candidate.
- (4) A person may publish or cause or permit to be published an advertisement of the kind described in subsection (1) if—
- a. the publication of the advertisement is endorsed by an organisation or body representing residents or ratepayers in the community or district in which the advertisement is published; and
 - b. the advertisement contains a statement setting out—
 - i. the true name and contact details of the person or persons for whom or at whose direction it is published; and
 - ii. the true name of the organisation or body that has endorsed the publication of the advertisement and the address of the place of business of that organisation or body.
- (5) This section does not restrict the publication of any news or comments relating to an election in a newspaper or other periodical, or on the Internet, or in any other medium of electronic communication accessible by the public, or in a radio or television broadcast made by a broadcaster within the meaning of section 2 of the Broadcasting Act 1989.
- (6) A person who willfully contravenes subsection (1) commits an offence and is liable on conviction to a fine not exceeding \$1,000.
- (7) In this section, **contact details** means 1 or more of the following:
- a. a residential or business address;
 - b. an email address;
 - c. a post office box number
 - d. a phone number
 - e. a link to a page on an Internet site, if the page contains 1 or more of the contact details specified in paragraphs (a) to (d).

114 Use of public money

Sections 111 and 112 do not validate any use of public money that would otherwise be unlawful.



Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

Key message

Candidates need to ensure that election signage complies with relevant requirements of the Local Electoral Act 2001 (section 113 – refer page [25](#) of this handbook).

In addition, [Ōpōtiki District Council Election Signs Policy 2019](#) makes reference to election signs and candidates should familiarise themselves with this.

All election advertising, including election signs etc are to display the true name and contact details of the person authorising them. [Section 113 (2)(b) Local Electoral Act 2001]

Council has a policy around election signs and candidates should familiarise themselves with this. Election signs are permitted 9 weeks before election day (i.e. 9 August 2025) but must be removed by midnight 10 October 2025.

It is the responsibility of the candidates to remove their own signage the day before the election.

Key message

All members leave office and come into office on the day after the declaration of results is publicly notified.

Term of membership

All members come into office for the Ōpōtiki District Council on the day after the day the candidate is declared to be elected (i.e. the day after the public notice declaring the result is made).

[Section 115, Local Electoral Act 2001]

All members leave office for the Ōpōtiki District Council when the members elected at the next election come into office.

[Section 116, Local Electoral Act 2001]

If at the close of nominations, the number of candidates is less than the number of vacancies, the unfilled vacancies become extraordinary vacancies and are treated as occurring on polling day (11 October 2025). [Section 64, Local Electoral Act 2001]

Any such extraordinary vacancy is required to be filled by an election, which cannot occur any earlier than 3 March 2026. [Section 138A, Local Electoral Act 2001]

A member is disqualified from holding office in a local authority under the following provisions:

"Disqualification of members

- (1) A person's office as a member of a local authority is vacated if the person, while holding office as a member of the local authority, -
 - a. ceases to be an elector or becomes disqualified for registration as an elector under the Electoral Act 1993; or
 - b. is convicted of an offence punishable by a term of imprisonment of 2 years or more.
- (2) If subclause (1)(b) applies: -
 - a. the disqualification does not take effect -
 - i. until the expiration of the time for appealing against the conviction or decision; or
 - ii. if there is an appeal against the conviction or decision, until the appeal is determined; and
 - b. the person is deemed to have been granted leave of absence until the expiration of that time, and is not capable of acting as a member during that time.
- (3) person may not do an act as a member while disqualified under subclause (1) or while on leave of absence under subclause (2)."
[Clause 1, Schedule 7, Local Government Act 2002]

Key message

Community boards act as advocates for their communities and are an important link to council.

Legislation

Relevant legislation relating to membership of community boards is found in the Local Electoral Act 2001.

A community board has elected members and can also have appointed members. The number of appointed members is to be less than half the total number of members.

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 19F, Local Electoral Act 2001]

A person elected as a councillor and a community board member within the same ward/community district is deemed to be elected as a councillor and a community board member, but is then deemed to have vacated the office as a community board member, and the next highest polling unsuccessful community board candidate is elected. (If there is no highest polling unsuccessful candidate, an extraordinary vacancy occurs and a by-election is required). [Sections 88A, 88B, Local Electoral Act 2001]

If a person is elected as a councillor and a community board member (the community being in a different ward to the ward containing the community), that person is considered an elected member to both.

In the Coast Community, four members are to be elected.

Local Electoral Act 2001

121 Illegal nomination, etc

Every person commits an offence, and is liable on conviction to a fine not exceeding \$2,000, who-

- a. consents to being nominated as a candidate for an elective office, knowing that they are incapable under any Act of holding that office; or
- b. signs a nomination paper purporting, to nominate as a candidate a person who is, to the knowledge of the person signing, incapable under any Act of holding that office; or
- c. signs a nomination paper purporting to nominate another person as a candidate knowing that he or she is not qualified to vote at the election of the person named in the nomination paper as the candidate.

122 Interfering with or influencing voters

(1) Every person commits an offence, and is liable on conviction to a fine not exceeding \$5,000, who-

- a. interferes in any way with any person who is about to vote with the intention of influencing or advising that person as to how they should vote;
- b. prints, publishes, distributes, or delivers to any person (using any medium or means of communication) a document, paper, notice, or message, being or purporting to be an imitation of any voting document to be used at the election or poll that,
 - i. in the case of an election, includes the name of a candidate or candidates, together with any direction or indication as to the candidate or candidates for whom any person should vote;
 - ii. in the case of a poll, includes a statement or indication as to how any person should vote;
 - iii. in any way contains or suggests any such direction or indication or other matter likely to influence how any person votes.
- c. prints, publishes, or distributes any instruction on the method of marking the voting document that differs in any material way from the instructions required by this Act or any regulations made under this Act to accompany the voting document.

(2) Despite subsection (1)(b), it is not an offence under that subsection to print, publish, distribute, or deliver a card or leaflet (not being an imitation voting document) on which is printed-

- a. 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 organisations or groups to which those candidates are affiliated, and including those who are independent); and
- b. nothing else.

(3) Nothing in this section applies to-

- a. any official statement or announcement made or exhibited under the authority of this Act or regulations made under this Act; or
- b. any candidate profile statement, published, displayed or distributed under the authority of this Act or regulations made under this Act.

123 Offences in respect of official documents

(1) Every person commits an offence who-

- a. intentionally removes, obliterates, or alters any official mark or official writing on any voting document, or other official document used at an election or poll;
- b. intentionally places any mark or writing that might be mistaken for an official mark or official writing on any voting document, or other official document used at an election or poll;
- c. forges, counterfeits, fraudulently marks, defaces, or fraudulently destroys any voting document, or other official document used at an election or poll, or the official mark on that document;
- d. supplies, without authority, a voting document to any person;
- e. obtains or has possession of any voting document, other than one issued to that person under this Act or any regulations made under this Act for the purpose of recording their vote, without authority;
- f. intentionally destroys, opens, or otherwise interferes with any ballot box or box or parcel of voting documents without authority.

(2) Every person who commits an offence against subsection (1) is liable on conviction -

- a. in the case of an electoral officer or other electoral official, to imprisonment for a term not exceeding 2 years;
- b. in the case of any other person, to imprisonment for a term not exceeding six months.

124 Voting offences

Every person commits an offence, and is liable on conviction to imprisonment for a term not exceeding 2 years, who-

- a. votes or applies to vote more than once at the same election or poll; or
- b. without authority removes, deletes, or otherwise interferes with any voting document, or other record of a vote that has been cast.

125 Bribery

- (1) Every person commits the offence of bribery who, directly or indirectly, on that person's own or by another person,-
 - a. gives, lends, agrees to give or lend, offers, promises, or promises to obtain 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
 - b. gives or obtains, agrees to give or obtain, offers, promises, or promises to obtain or to try to obtain 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
 - c. corruptly does any act referred to in paragraph (a) or paragraph (b) on account of an elector having voted or refrained from voting; or
 - d. makes any gift, loan, offer, promise, or agreement referred to in paragraph (a) or paragraph (b) for, or with, any person in order to induce that person to obtain or try to obtain the election of any person or the vote of any elector; or
 - e. upon or as a consequence of any gift, loan, offer, promise, or agreement referred to in paragraph (a) or paragraph (b) obtains, or tries to obtain, the election of any person or the vote of any elector; or
 - f. advances or pays, or causes to be paid, any money to or for the use of any other person, intending that money or any part of it will be used for bribery at any election or poll; or
 - g. knowingly pays or causes to be paid any money to any person in discharge or repayment of any money wholly or partly used for bribery at any election or poll.
- (2) An elector commits the offence of bribery if,-
 - a. before or during the voting period at the election or poll, they, directly or indirectly, on their own or by another person, receives, or agrees or contracts for, any money, gift, loan, or valuable consideration, office, place, or employment for himself or herself or for any other person for voting or agreeing, to refrain from voting;

- b. after the voting period at the election or poll, they directly or indirectly, on their own or by another person, 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 refrain from voting.
- (3) Every person who commits bribery is liable on conviction to imprisonment for a term not exceeding 2 years.

126 Treating

- (1) Every person commits the offence of treating who corruptly before, during, or after an election or poll, and directly or indirectly, on that person's own or by another person, 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 influencing, that person or any other person to vote or refrain from voting; or
 - b. for the purpose of obtaining their election; 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 holder of a license under the Sale and Supply of Alcohol Act 2012 commits the offence of treating who knowingly supplies any food, drink, entertainment, or provision-
 - a. to any person, if the supply is demanded for one or more of the purposes specified in subsection (1); or
 - b. to any person, whether an elector or not, for the purpose of obtaining the election of a candidate or affecting the result of a poll, 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) Despite subsections (1) to (3), the provision of light refreshments after any meeting relating to an election or poll does not constitute the offence of treating.
- (5) Every person who commits the offence of treating is liable on conviction to imprisonment for a term not exceeding 2 years.

127 Undue influence

- (1) Every person commits the offence of undue influence-
 - a. who, directly or indirectly, on that person's own or by another person, makes use of or threatens to make use of any force, violence, or restraint against any person-
 - i. in order to induce or compel that person to vote or refrain from voting;

- ii. on account of that person having voted or refrained from voting;
- b. who, by abduction, duress, or any fraudulent device or means,-
 - i. impedes or prevents the free exercise of the vote of any elector;
 - ii. compels, induces, or prevails upon any elector either to vote or to refrain from voting.

- (2) Every person who commits the offence of undue influence is liable on conviction to imprisonment for a term not exceeding 2 years.

128 Personation

- (1) Every person commits the offence of personation who, at any election or poll,-
- a. votes in the name of some other person (whether living or dead), or of a fictitious person;
 - b. having voted, votes again at the same election or poll;
 - c. having returned a voting document, applies for or returns another voting document with the intention of returning an additional valid voting document or invalidating a vote already cast at the same election or poll (whether or not any voting document they return is valid).
- (2) Every person who commits the offence of personation is liable on conviction to imprisonment for a term not exceeding 2 years.

129 Infringement of secrecy

- (1) Every electoral officer, deputy electoral officer, and other electoral official-
- a. must maintain and assist in maintaining the secrecy of the voting; and
 - b. must not communicate to any person, except for a purpose authorised by law, any information likely to compromise the secrecy of the voting.
- (2) No person, except as provided by this Act or regulations made under this Act, may-
- a. interfere with or attempt to interfere with a voter when marking, or recording their vote; or
 - b. attempt to obtain, in the building, or other place where the voter has marked or recorded their vote and immediately before or after that vote has been marked or recorded, any information as to any candidate for whom or the proposal for or against which the voter is about to vote or has voted; or

- c. communicate at any time to any person any information obtained in the building or other place where the voter has marked or recorded their vote and immediately before or after that vote has been marked or recorded, as to-
 - i. any candidate for whom, or the proposal for or against which the voter is about to vote or has voted; or
 - ii. any number on a voting document marked or transmitted by the voter.

- (3) Every person present at the counting of votes must-

- a. maintain and assist in maintaining the secrecy of the voting; and
- b. must not, except as is provided by this Act or regulations made under this Act, communicate any information obtained at that counting as to any candidate for whom or proposal for or against which any vote is cast by a particular voter.

- (4) No person may, directly or indirectly, induce any voter to display or provide access to their voting document or any copy of that document after it has been marked or transmitted, so as to make known to any person the name of any candidate for or against whom, or proposal for or against which, the voter has voted.
- (5) Every person commits an offence who contravenes or fails to comply with this section.
- (6) Every person who commits an offence against subsection (5) is liable on conviction to imprisonment for a term not exceeding six months.

130 Disclosing voting or state of election or poll

- (1) Every electoral officer, deputy electoral officer, other electoral official, Justice of the Peace, or scrutineer commits an offence who-
- a. makes known for what candidate or candidates or for which proposal any particular voter has voted for or against, except as provided by this Act or regulations made under this Act; or
 - b. before the close of voting, makes known the state of the election or poll or gives or pretends to give any information by which the state of the election or poll may be known.
- (2) Subsection (1)(b) does not prevent an electoral officer from disclosing the total number of voting documents so far returned at an election or poll at any time during the voting period.

- (3) A person who commits an offence against subsection (1) is liable on conviction to a fine—
 - a. not exceeding \$5,000 for an electoral officer or deputy electoral officer;
 - b. not exceeding \$2,000 for any other person.

131 Penalty for electoral officer, deputy electoral officer, and other electoral officials

Every electoral officer, deputy electoral officer, or other electoral official commits an offence, and is liable on conviction to a fine not exceeding \$2,000, who is guilty of any intentional or reckless act of commission or omission contrary to the provisions of this Act or regulations made under this Act in respect of any election or poll, and for which no other penalty is imposed by this Act or regulations made under this Act.

General provisions

137 Property may be stated as being in electoral officer

In any proceedings for an offence in relation to any voting documents or other official documents, files, records, instruments, or devices used officially for an election or poll, the property in those documents, files, records, appliances, and instruments is to be treated as that of the electoral officer at that election or poll.

138 Duty to take action in respect of offences

- (1) Subsection (2) applies if an electoral officer—
 - a. receives a written complaint that an offence has been committed under—
 - i. Part 5; or
 - ii. Part 5A; or
 - iii. this Part; or
 - b. believes for any other reason that an offence has been committed under either of the Parts specified in paragraph (a).
- (2) If this subsection applies, the electoral officer must—
 - a. report the complaint or belief to the Police; and
 - b. provide the Police with the details of any inquiries that they consider may be relevant.
- (3) Subsection (2) does not prevent any person from reporting an alleged offence to the Police.
- (4) Despite subsection (2), an electoral officer is not required to report the failure by a candidate to file a return under section 112A if the candidate files the return promptly after being required to do so by the electoral officer.

138AA Time limit for prosecutions

- (1) A prosecution under section 112C must be commenced within six months of the date on which the return was required to be filed.
- (2) A prosecution under section 103K or 112D must be commenced—
 - a. within six months of the date on which the prosecutor is satisfied that there is sufficient evidence to warrant the commencement of the proceedings; but
 - b. not later than 3 years after the offence was committed.

Key message

Elected members are entitled to be paid for the work undertaken. This remuneration is generally by way of a base salary and allowances for such things as mileage etc.

Member remuneration

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.

Base remuneration for members of Ōpōtiki District Council (as at 1 July 2024) will be as follows:

Position	Annually
Mayor	\$118,425
Deputy mayor	\$61,594
Chair of Committee (3)	\$55,480
Councillor (no additional responsibilities)	\$48,221
Councillor (minimum allowable remuneration)	\$32,747
Coast Community Board:	
Chairperson	\$11,075
Member	\$5,538

Base remuneration for members of the Bay of Plenty Regional Council (as at 1 July 2024) will be as follows:

Position	Annually
Chairperson	\$158,165
Deputy chairperson	\$82,964
Committee chairs (6)	\$72,590
Councillor (no additional responsibilities)	\$63,801
Councillor (minimum allowable remuneration)	\$56,542



Key message

All elected members of Ōpōtiki District Council are required to comply with the duties and obligations of the Health and Safety at Work Act 2015.

Health and Safety at Work Act 2015

Under the legislation an officer is someone who holds a position which allows them to exercise significant influence over the whole of council. At Ōpōtiki District Council, elected members and the chief executive (and possibly others) are 'Officers'. The boards of council-controlled organisations and their chief executives are also officers.

As a PCBU (persons conducting a business or undertaking), council holds the primary duty to ensure people's safety. An officer's responsibility is to exercise due diligence to ensure that council complies with its duties and obligations under the Health and Safety at Work Act – similar to the responsibility councillors and local boards have to exercise due diligence over Council's financial matters.

An officer's duty is important because leadership contributes to council's safety culture, and elected members need to have an understanding of what is required to manage council's risks.

Officers can rely on information provided to them by staff and experts so long as that reliance is reasonable. However, elected members and the chief executive must test and assess the advice provided to them to ensure they are confident their decisions have sufficiently considered health and safety factors. Officers must demonstrate that they have carefully considered health and safety.

There are six key aspects of officer due diligence. The legislation requires officers take reasonable steps to:

- (1) Acquire and keep up to date with health and safety knowledge and health and safety matters for council.
- (2) Understand Council's operations and the associated hazards and risks.
- (3) Ensure Council has appropriate resourcing and processes to eliminate or minimise risks to health and safety.
- (4) Ensure Council has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information.
- (5) Ensure Council has, and implements, processes for complying with any duty or obligation.
- (6) Verify the provision and use of resources and processes through reviews and audits.

Liability

Whilst officers do not have the same primary duty as the PCBU to directly ensure health and safety they must exercise due diligence to ensure that the PCBU is meeting its duties.

Elected members acting in their capacity as elected members (as distinguished from elected members acting in a governance role for another entity) are excluded from liability for the most serious offences under the Act. However they may still be liable under some of the other requirements in the legislation – for example in some circumstances WorkSafe NZ could still serve an improvement notice on them.

Further information can be found at:

<https://worksafe.govt.nz/managing-health-and-safety/businesses/guidance-for-business-leaders/>.

Key message

The preliminary electoral roll, containing both resident and non-resident ratepayer electors, will be available for public inspection from 4 July 2025 to 1 August 2025. All registered electors (as at 1 August 2025) whose name is on the final electoral roll will be issued voting packs.

Resident electors

Persons are qualified to be enrolled on the Parliamentary electoral roll if they:

- are a New Zealand citizen or a permanent resident of New Zealand; and
- are 18 years of age or over; and
- have at some time resided continuously in New Zealand for one year or longer; and
- are not disqualified under the Electoral Act 1993.

Residents of the Ōpōtiki District Council area are enrolled automatically on the residential electoral roll if they are registered as Parliamentary electors. Therefore, there is no need to enrol separately for these elections.

Non-resident ratepayer electors

Residents who pay rates on a property in another local authority area may be entitled to enrol on the ratepayer electoral roll for that local authority area.

Companies, businesses, trusts, corporations or societies which are ratepayers of a property in a local authority district may also nominate an elector to vote on their behalf, provided any such elector resides outside the district where the property is situated.

Partners, joint tenants and tenants in common who collectively pay rates on a property in a local authority district may also nominate one of the group who is an elector to vote on their behalf, provided any such elector resides outside the area where the property is situated.

Preliminary electoral roll

A copy of the preliminary electoral roll for the Ōpōtiki District Council will be available for public inspection from Friday 4 July 2025 to Friday 1 August 2025 at:

- Ōpōtiki District Council offices, 108 St John Street, Ōpōtiki
- Ōpōtiki Public Library, 100 Church Street, Ōpōtiki

Those eligible to vote are:

- all residents enrolled on the Parliamentary electoral roll within the Ōpōtiki District Council area; and
- all non-resident ratepayers enrolled on the ratepayer electoral roll.

The preliminary electoral roll will be contained in one book, with the residential roll located at the front of and the ratepayer roll located at the rear.

Details appearing on the preliminary electoral roll are electors' names (surname, then first names) listed alphabetically. The qualifying address of the elector is shown alongside. No postal addresses or occupations are shown.

Any alterations to the residential electoral roll should be made by:

- phoning the Electoral Commission on 0800 36 76 56; or
- accessing the Electoral Commission website - <https://vote.nz>.

Any alterations to the non-resident ratepayer electoral roll should be made through the electoral office (phone 0800 922 822).

Copies of the hardcopy preliminary electoral roll may be purchased from the electoral office for \$100.00 (inc GST).

Final electoral roll

The final electoral roll is produced once the preliminary electoral roll closes on 1 August 2025. The final electoral roll contains the details used for issuing voting documents. Copies of this roll will also be available for purchase.

Roll data requests

Information contained on the electoral roll is not available from the electoral office in an electronic form, but candidates or political parties may request an electronic listing of resident electors from the Electoral Commission (provided the criteria of section 114 of the Electoral Act 1993 are met). An application form is required to be completed, and these are available upon request from the Electoral Commission (data@elections.govt.nz).

Note however that elector details for the area a candidate is standing for only will be provided, and this data is unable to be passed on to any third-party and must be used for election purposes.

With regard to a listing of non-resident ratepayer electors, a candidate may purchase electronic postal address lists from the electoral office.

Candidates or candidate scrutineers may request, **before the close of voting**, a listing of names of persons from whom voting documents have been returned. Such a request can be supplied in either hardcopy or electronic copy, and a reasonable charge will be made for this. [Section 68 (6) Local Electoral Act 2001]



Key message

The introduction of the Local Government (Electoral Legislation and Māori Wards and Māori Constituencies) Amendment Act 2024 has resulted in changes to the electoral timetable.

It allows a longer statutory delivery time for voting packs and creates a longer voting period to accommodate postal challenges.

The voting period is now just over four weeks (from Tuesday 9 September 2025 to noon Saturday 11 October 2025).

Voting packs are posted to electors from Tuesday 9 September 2025. Special votes are available to those who have not received an ordinary vote during the voting period.

Postal voting

The election is being conducted by postal vote. Voting documents are posted to all electors whose names appear on the final electoral roll with delivery commencing Tuesday 9 September 2025. All electors should have received their voting documents by Monday 22 September 2025.

Each elector, after receiving their voting document, should complete it, seal it in the return, replypaid envelope, and post or deliver it to the electoral officer.

If hand-delivered, completed voting documents can be lodged at:

- Ōpōtiki District Council, 108 St John Street, Ōpōtiki
- Ōpōtiki Library, Cnr Church and King Streets, Ōpōtiki
- Whakatōhea Māori Trust Board, 122 St John Street, Ōpōtiki
- RSA Te Kaha, 6646 State Highway 35, Te Kaha (via Ōpōtiki)
- Ngaitai Iwi Authority, 2172 State Highway 35, Torere.

Further details on where to return your completed

voting document will be available, closer to the commencement of the voting period, at www.odc.govt.nz.

When posting voting documents back, it is recommended these be posted by 5pm, Tuesday 7 October 2025 to guarantee delivery before the close of voting (noon, Saturday 11 October 2025).

There is currently no online voting option for these elections.

Special votes

Special votes are available to electors:

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

Special votes are available from Tuesday 9 September 2025 to noon, Saturday 11 October 2025 from:

- Ōpōtiki District Council, 108 St John Street, Ōpōtiki
- Ōpōtiki Library, Cnr Church and King Streets, Ōpōtiki
- by phoning the electoral office on 0800 922 822.

Special votes can be posted directly to electors. The completed voting document must be returned to the electoral 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.

Election day

On election day, ordinary votes can be returned, and special votes issued and returned, from 9 am to noon at Ōpōtiki District Council offices, 108 St John Street, Ōpōtiki.

Te hātepe moata mō te hokinga o ngā tūhinga pōti | Early processing of returned voting documents

Key message

During the voting period, returned voting documents are able to be opened and processed, but not counted.

Processing of votes

Returned voting documents are able to be opened and processed during all or part of the voting period prior to the close of voting.

The early processing of voting documents involves the following functions:

- roll scrutiny (marking elector names off the roll);
- opening of envelopes;
- extracting of voting documents;
- checking for informal or duplicate votes;
- electronic capture of all valid votes (twice).

No tallying of votes is undertaken until after the close of voting (noon, Saturday 11 October 2025).

The early processing functions are undertaken with strict security measures. One or more Justices of the Peace observe all early processing functions, and sign a statement at the end of the processing that all functions were undertaken correctly and conformed with the strict legal requirements.

Candidate scrutineers are not permitted to observe the early processing functions.



Key message

Candidates are able to appoint scrutineers to observe certain functions. Appointment of scrutineers must be made by noon, Friday 10 October 2025.

Appointment of scrutineers

Candidates may appoint scrutineers to oversee various functions of the election. These functions are:

- the scrutiny of the roll;
- the preliminary count (after the close of voting);
- 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 scrutineer cannot be:

- a candidate;
- a member or employee of any local authority or community board for which an election is being conducted;
- under 18 years old.

Each scrutineer must be appointed by a candidate, such appointment to be in writing to the electoral officer. For a person to be appointed as a scrutineer, the letter of appointment must be received by the electoral officer no later than noon Friday 10 October 2025. [Section 68, Local Electoral Act 2001]

A standard letter for the appointment of a scrutineer is located at the end of this handbook.

Each appointed scrutineer must report initially to the electoral officer or deputy electoral officer, where a declaration pledging not to disclose any information coming to their knowledge, will need to be signed and a name tag issued. When departing the premises, scrutineers are to return their name tag to the electoral officer or deputy electoral officer.

Any scrutineer may leave or re-enter the place where election functions are being conducted, but it is an offence (and liable for a fine) to:

- make known the candidate for whom any voter has voted;
- make known the state of the election or poll, or give or pretend to give any information by which the state of the election or poll may be known, before the close of voting.

The scrutiny of the roll will be undertaken at the electoral office (167 Victoria Street West, Auckland - enter via Dock Street), during normal office hours between Tuesday 9 September 2025 and noon, Saturday 11 October 2025.

The preliminary count of votes will commence once voting closes at noon on Saturday 11 October 2025 at the electoral office.

The official count of votes will be undertaken once the preliminary count is concluded and the final result will be known by Friday 17 October 2025. The official count will also occur at the electoral office.

The role of scrutineers is to ensure that election procedures are undertaken correctly and that the count of votes is done fairly and reasonably.

Mobile phones and any electronic devices are prohibited within the secure area where the count will take place.

Key message

Election and poll results will be released on three occasions:

- Progress results around 2pm on election day, Saturday 11 October 2025.
- Preliminary results on Sunday 12 October 2025.
- Final results by Friday afternoon 17 October 2025.

Progress results

The counting of votes will commence from noon, Saturday 11 October 2025 at the electoral office, 167 Victoria Street West, Auckland.

As soon as practicable following the close of voting, progress results will be made available, these are likely to reflect approximately 90% of the votes cast.

Progress results will be available at approximately 2pm on election day.

Preliminary results

Preliminary results will be available once all votes that are hand-delivered on election morning have been received and processed. This is expected to be on Sunday 12 October 2025.

Both progress and preliminary results will be available by:

- accessing council's website www.odc.govt.nz
- phoning the electoral office on 0800 922 822.

Final results

Once all special votes have been validated by the Electoral Commission, a final result is able to be announced. This is expected to be by Friday 17 October 2025.

Release of results

Where email addresses have been provided, candidates will be emailed both the progress and preliminary results, once available.

All results will also be placed on council's website: www.odc.govt.nz.



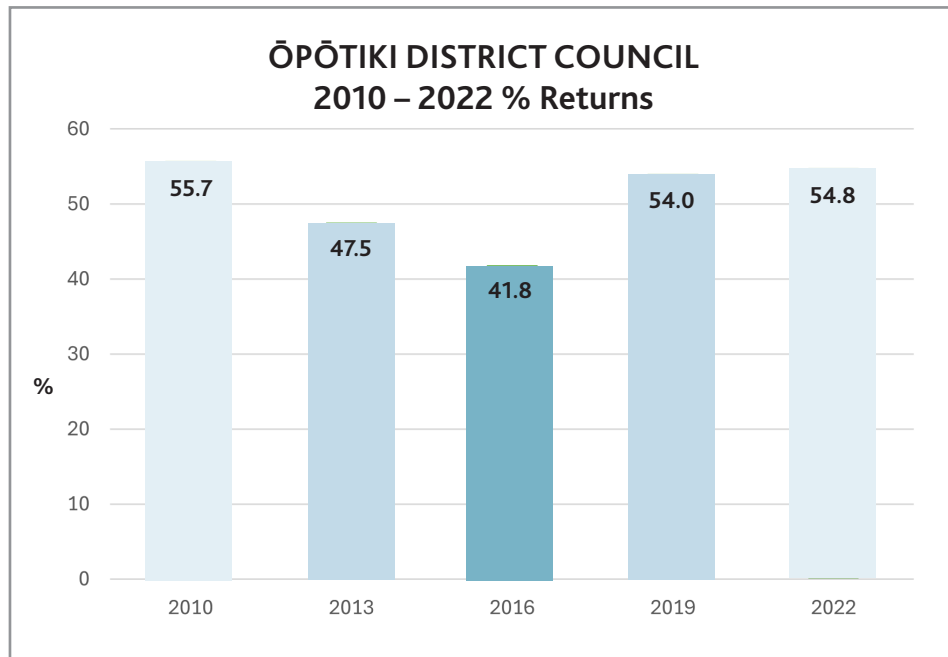
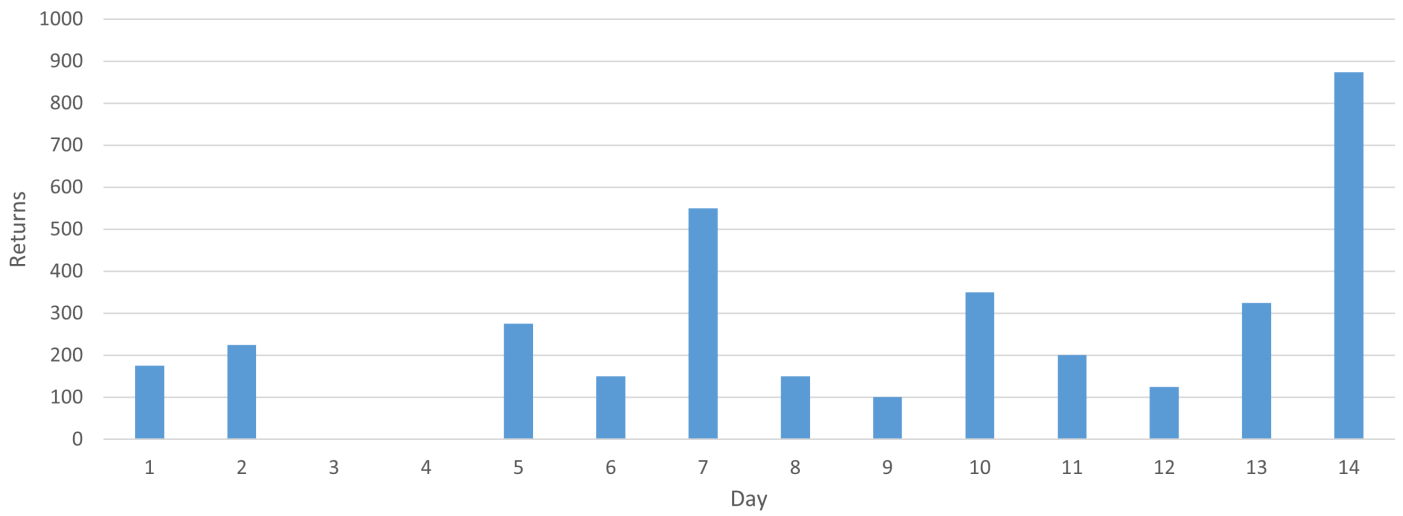
Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

VOTING DOCUMENT RETURNS - 2022 ELECTIONS

Election Day
Including Special
Votes

WARD/ELECTORS	21-Sept	22-Sept	23-Sept	26-Sept	27-Sept	28-Sept	29-Sept	30-Sept	3-Oct	4-Oct	5-Oct	6-Oct	7-Oct	8-Oct
COAST	0	25	0	0	50	50	50	75	0	50	25	25	100	146
1238	0	25	25	25	75	125	175	250	250	300	325	350	450	596
	0.0%	2.0%	2.0%	2.0%	6.1%	10.1%	14.1%	20.2%	20.2%	24.2%	26.3%	28.3%	36.3%	48.1%
ŌPŌTIKI	125	100	0	0	175	0	275	25	50	175	75	50	25	484
2956	125	225	225	225	400	400	675	700	750	925	1000	1050	1075	1559
	4.2%	7.6%	7.6%	7.6%	13.5%	13.5%	22.8%	23.7%	25.4%	31.3%	33.8%	35.5%	36.4%	52.7%
WAIIOEKA-WAIŌTAHI	50	100	0	0	50	100	225	50	50	125	100	50	200	243
2184	50	150	150	150	200	300	525	575	625	750	850	900	1100	1343
	2.3%	6.9%	6.9%	6.9%	9.2%	13.7%	24.0%	26.3%	28.6%	34.3%	38.9%	41.2%	50.4%	61.5%
TOTAL	175	225	0	0	275	150	550	150	100	350	200	125	325	873
6378	175	400	400	400	675	825	1375	1525	1625	1975	2175	2300	2625	3498
	2.7%	6.3%	6.3%	6.3%	10.6%	12.9%	21.6%	23.9%	25.5%	31.0%	34.1%	36.1%	41.2%	54.8%
DAILY %	2.7%	3.5%	0.0%	0.0%	4.3%	2.4%	8.6%	2.4%	1.6%	5.5%	3.1%	2.0%	5.1%	13.7%
2019 Returns	7.0%	11.3%	14.8%	18.3%	22.6%	25.3%	27.9%	30.9%	35.3%	40.1%	43.1%	44.4%	45.3%	54.0%
2016 Returns	6.8%	9.1%	12.8%	14.6%	18.2%	21.4%	23.2%	25.5%	26.9%	29.1%	31.4%	33.2%	34.2%	41.8%

ŌPŌTIKI DISTRICT COUNCIL 2022 ELECTION Daily Voting Document Returns



DECLARATION OF RESULTS OF ELECTION for the Ōpōtiki District Council 2022 elections



I hereby declare the results of the elections held on 8 October 2022 for the following offices:

Mayor (one vacancy)	Votes Received
COLLINS, Steve (Independent)	568
MOORE, David	1558
RAPIHANA, Louis (Independent)	770
RIESTERER, Lyn	572

Informal votes received: 4

Blank votes received: 26

I therefore declare David MOORE to be elected.

COUNCIL

Coast Ward (one vacancy)	Votes Received
KEMARA, Maxie (Independent)	373
RAPIHANA, Louis	204

Informal votes received: 1

Blank votes received: 18

I therefore declare Maxie KEMARA to be elected.

Ōpōtiki Ward (three vacancies)	Votes Received
ANDREWS, Courtney	256
BROOKS, Tom	780
BROWNE, Shona Rosalie	871
COLLIER, Spike (Independent)	404
HOWE, Barry	1072
MAXWELL, Maude	497
WILLIAMS, Kingi Bruce	275

Informal votes received: 0

Blank votes received: 16

I therefore declare Tom BROOKS, Shona Rosalie BROWNE and Barry HOWE to be elected.

Waioeka-Waiōtahe-Otara Ward (two vacancies)	Votes Received
HOCART, Debi (Independent)	521
KENO, Curley	297
NELSON, Steven Gordon	775
PETERSEN, Dean William	719

Informal votes received: 0

Blank votes received: 19

I therefore declare Steven Gordon NELSON and Dean William PETERSEN to be elected.

COMMUNITY BOARD

Coast Community Board (four vacancies)

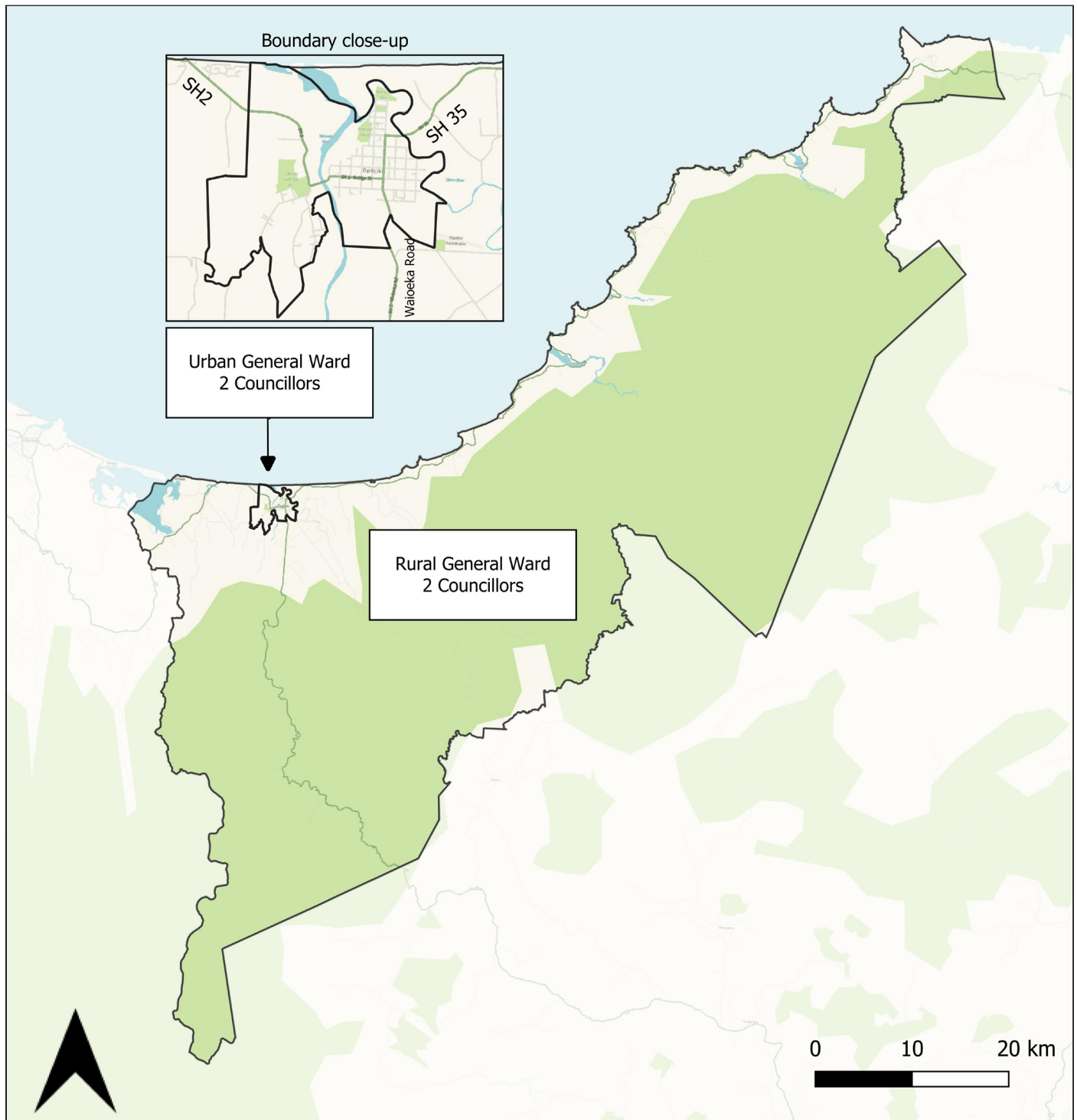
Elected unopposed when nominations closed were Spike COLLIER, Tiaki PARATA, Linda STEEL and Allen WAENGA.



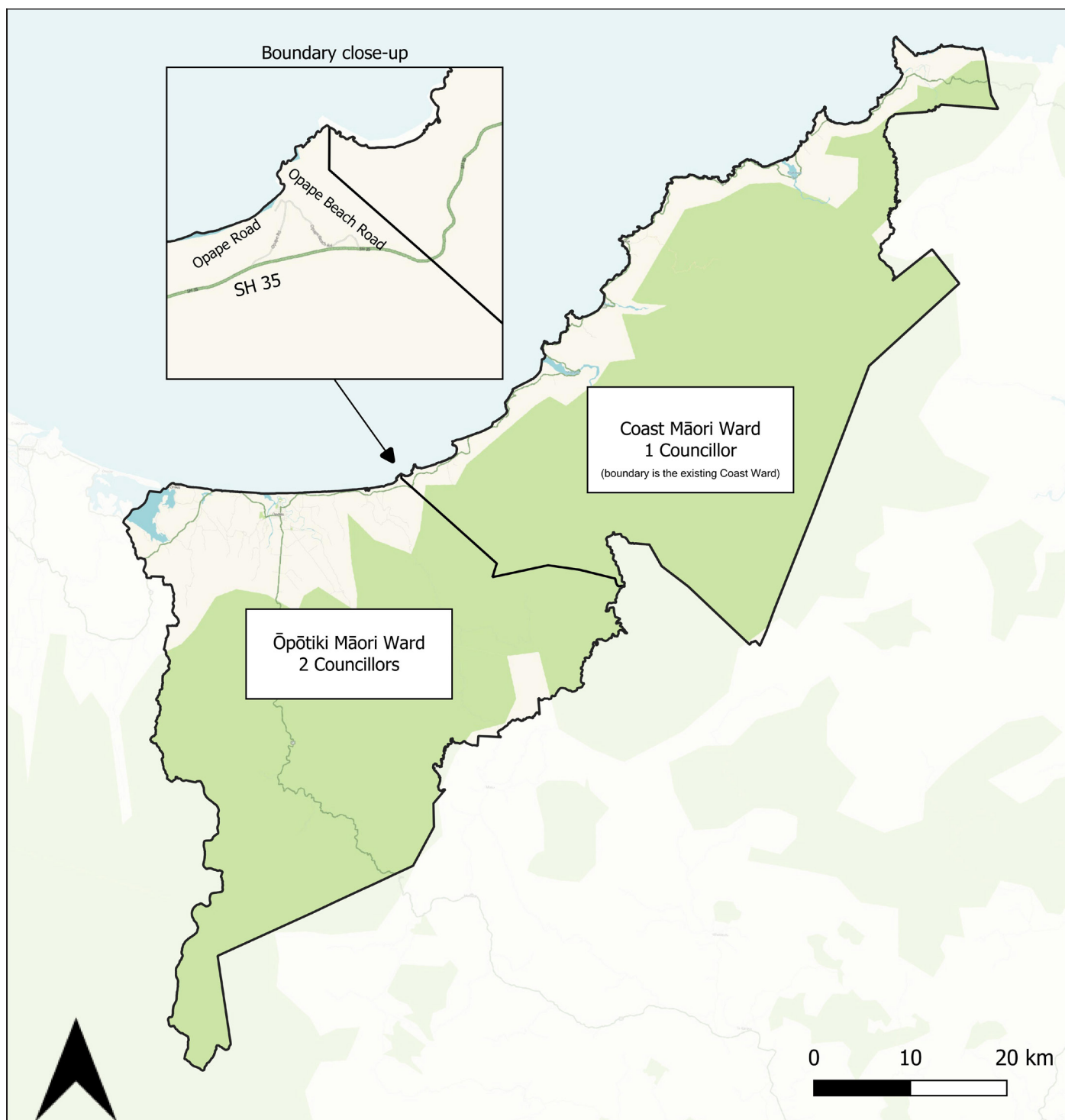
Dated Ōpōtiki, 14 October 2022
Dale Ofsooske, Electoral Officer
Ōpōtiki District Council
108 St John Street, Ōpōtiki

Phone 0800 922 822

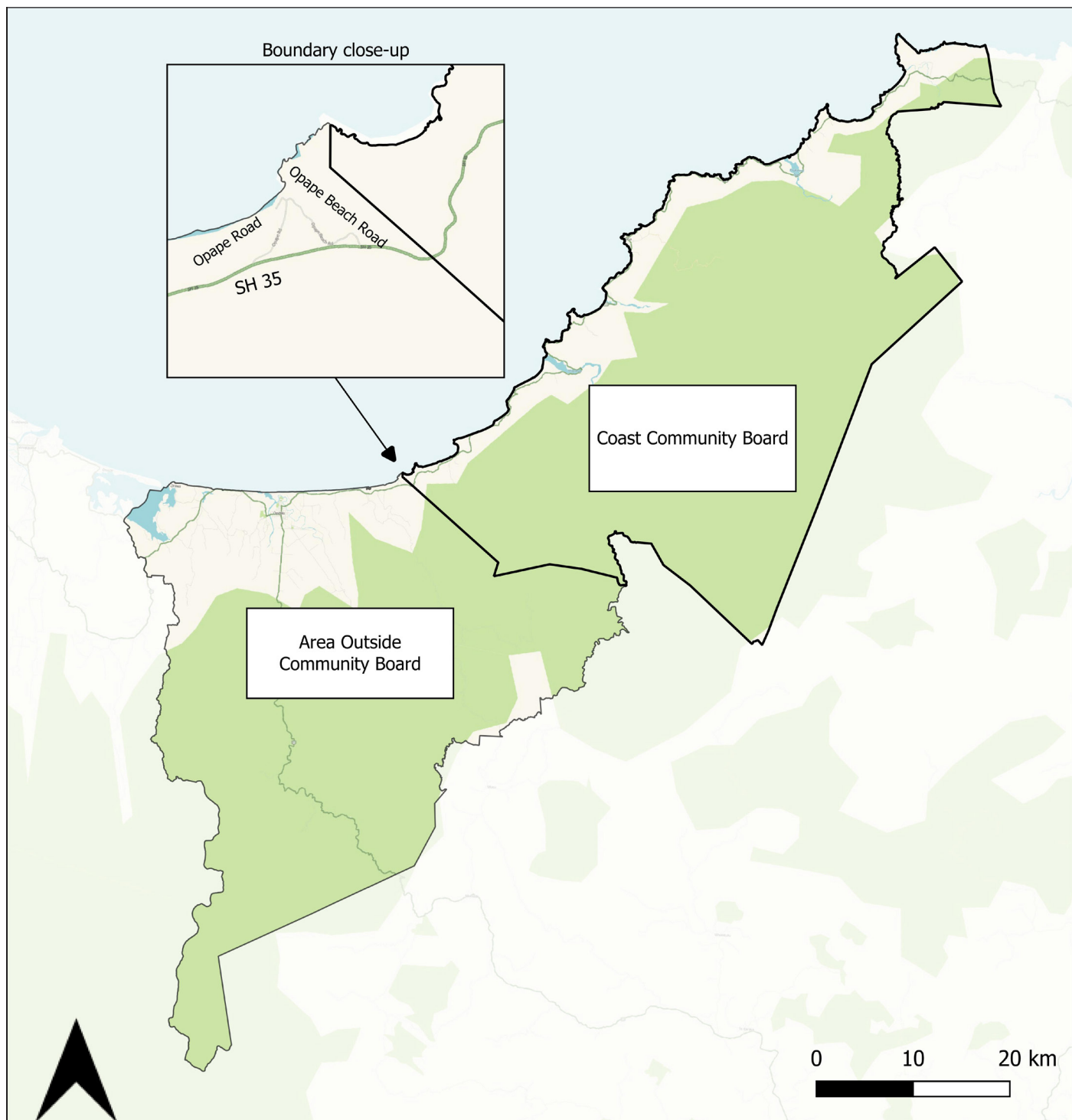
Ōpōtiki District Council General Wards 2025



Ōpōtiki District Council Māori Wards 2025



Ōpōtiki District Council Community Board 2025



TRIENNIAL ELECTION

11 October 2025

APPOINTMENT OF SCRUTINEER

The Electoral Officer
Ōpōtiki District Council
C/- Independent Election Services Ltd
PO Box 5135
Victoria Street West
Auckland 1142

Email: info@electionservices.co.nz

I _____, a candidate for the office of
_____, for the election being on
Saturday 11 October 2025, hereby appoint _____
as my scrutineer.

Signature of candidate

Date

NOTE: This letter must be returned to the electoral officer or deputy electoral officer no later than 24 hours before the close of voting (i.e. by noon Friday 10 October 2025).

RETURN OF ELECTORAL DONATIONS AND EXPENSES

(Under section 112A of the Local Electoral Act 2001)

I, a candidate for

at the election held on 11 October 2025, make the following declaration:

PART A: RETURN OF ELECTORAL DONATIONS (inclusive of GST)

I, make the following return of all electoral donations received by me that exceed \$1,500:

Set out the following details in respect of every **electoral donation** received (other than an anonymous electoral donation) that, either on its own or when aggregated with all other donations made by or on behalf of the same donor for use in the same campaign, exceeds \$1,500 in sum or value:

- the name of the donor;
- the address of the donor;
- the amount of the donation or, in the case of aggregated donations, the total amount of the donations;
- the date the donation was received or, in the case of aggregated donations, the date that each donation was received.

NB: Section 103A Local Electoral Act 2001 defines "donation" as money or the equivalent of money or of goods or services or of a combination of those things used in the candidate's election campaign over \$300 in value. It excludes labour and goods and services that are provided free of charge reasonably valued at \$300 or less.

NAME and ADDRESS of DONOR	DESCRIPTION (include goods or services)*	DONATION	
		<i>Date received</i>	<i>Amount</i>
* set out here if the donation is funded from contributions		Total	

Set out the following details in respect of every **anonymous electoral donation** received that exceeds \$1,500:

- the date the donation was received;
- the amount of the donation;
- the specific election campaign to which the donation was designated (see top of page);
- the amount paid to the electoral officer and the date the payment was made.

NB: Section 103A Local Electoral Act 2001 defines "anonymous" as a donation made in such a way that the candidate who receives the donation does not know the identity of the donor, and could not, in the circumstances, reasonably be expected to know the identity of the donor.

ANONYMOUS DONATION		DESCRIPTION (include goods or services)	PAID TO ELECTORAL OFFICER	
<i>Date received</i>	<i>Amount</i>		<i>Date paid</i>	<i>Amount</i>
Please turn page for more Electoral Donations, Electoral Expenses and Declaration			Total	

In the case of any **electoral donation funded from contributions**, set out the following details in respect of each contribution that, either on its own or when aggregated with other contributions made by the same contributor to the donation, exceeds \$1,500 in sum or value:

- the name of the contributor;
- the address of the contributor;
- the total amount of the contributor's contributions made in relation to the donation.

NB: Section 103A Local Electoral Act 2001 defines "contributions" as money or goods or services that have been given to a donor to fund, be applied to, or included in an electoral donation (for example, contributions to trust funds or a fundraising collection).

- In the case of any **electoral donation funded from contributions**, set out the following details in respect of each contribution that, either on its own or when aggregated with other contributions made by the same contributor to the donation, exceeds \$1,500 in sum or value:
- the name of the contributor;
 - the address of the contributor;
 - the total amount of the contributor's contributions made in relation to the donation.
- NB: Section 103A Local Electoral Act 2001 defines "contributions" as money or goods or services that have been given to a donor to fund, be applied to, or included in an electoral donation (for example, contributions to trust funds or a fundraising collection).**

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- the name of the contributor;
- the address of the contributor;
- the total amount of the contributor's contributions made in relation to the donation.

NB: Section 103A Local Electoral Act 2001 defines "contributions" as money or goods or services that have been given to a donor to fund, be applied to, or included in an electoral donation (for example, contributions to trust funds or a fundraising collection).

NAME and ADDRESS of CONTRIBUTOR	DESCRIPTION (include goods or services)*	DONATION	CONTRIBUTION
		<i>Date received</i>	<i>Amount</i>
* set out here the electoral donation this contribution applies to.		Total	

PART B: RETURN OF ELECTORAL EXPENSES (inclusive of GST)

I make the following return of all electoral expenses incurred by me:

Set out the following details in respect of every electoral expense incurred by or on behalf of the candidate at the election in respect of any electoral activity:

- the name and description of every person or body of persons to whom any sum was paid;
- the reason that sum was paid.

Sums paid for radio broadcasting, television broadcasting, newspaper advertising, posters, pamphlets etc must be set out separately and under separate headings.

PART B: RETURN OF ELECTORAL EXPENSES (inclusive of GST)

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- the name and description of every person or body of persons to whom any sum was paid;
- the reason that sum was paid.

Sums paid for radio broadcasting, television broadcasting, newspaper advertising, posters, pamphlets etc must be set out separately and under separate headings.

NAME and DESCRIPTION	REASON for EXPENSES	EXPENSES PAID
Total		

Total		
Dated at		this day of 2025
Signature		

Total		
Dated at		this day of 2025
Signature		

		Total	
Dated at		this	
		day of	
			2025
Signature			

THIS FORM IS REQUIRED TO BE COMPLETED (**EVEN IF IT IS A NIL RETURN**) AND PROVIDED TO THE ELECTORAL OFFICE,
PO BOX 5135, VICTORIA STREET WEST, AUCKLAND 1142 (or info@electionservices.co.nz) **BY 11 DECEMBER 2025.**

NOTE: RECEIPTS ARE **NOT** REQUIRED TO BE RETURNED WITH THIS FORM. PLEASE RETAIN THESE FOR YOUR RECORDS.



Ōpōtiki District Council

STRONG COMMUNITY STRONG FUTURE



Ōpōtiki District Council

STRONG COMMUNITY STRONG FUTURE

