

## Running for Council?

### Here's everything you need to know.

Hamilton City Council's triennial elections are upon us. We've set out some key information about standing for Council below. It is your responsibility to ensure you comply with the [Local Electoral Act 2001](#), and we recommend you download a copy. If you have any questions, or are unsure about something, please contact our electoral officers for help.

#### Nomination forms:

- [Mayor Nomination Form](#)
- [East Ward Nomination Form](#)
- [West Ward Nomination Form](#)
- [Kirikiriroa Maaori Ward Nomination Form](#)

#### Key links for candidates:

- [Electoral donations and returns](#)
- [Appointment of scrutineers](#)

#### Other key documents to read

[Long-term Plan](#)

[Annual Plan](#)

[He Pou Manawa Ora](#)

[Nature in the City Strategy](#)

[Access Hamilton Strategy](#)

#### Our Council structure

In 2022, Hamilton will elect 15 members to Council -

- 6 candidates in the East Ward
- 6 candidates in the West Ward
- 2 candidates in the Kirikiriroa Maaori Ward
- The mayor

Voters enrolled on the general roll will vote for candidates in either the East or West Ward, plus the mayor.

Voters enrolled on the Maaori roll will vote for candidates in the Kirikiriroa Maaori Ward, plus the mayor.

## Our electoral system

Hamilton will vote under the Single Transferrable Vote (STV) system for the first time in 2022. So, what does this mean for you as a candidate?

### How STV works:

- Voters receive a single (transferable) vote no matter whether there is one vacancy or several.
- Voters rank the candidates in order of preference. "1" next to the name of the candidate most preferred, "2" next to the name of the candidate next preferred and so on.
- When votes are counted, all the first preferences are allocated first. To be elected, a candidate must reach a "quota" of votes, which is based on the number of vacancies and the number of valid votes.
- A candidate who reaches the quota is elected. If there is more than one vacancy and a candidate gets more votes than the quota, a proportion of each vote for that candidate is transferred to the voter's second preference.
- If, as a result, another candidate gets more votes than the quota, a proportion is transferred to third preferences, and so on.
- If insufficient candidates reach the quota after the first preferences are allocated and after any surplus votes are transferred, then the candidate who received the fewest votes is eliminated and each vote for that candidate is transferred to the voter's second preference.
- This process is repeated until enough candidates reach the quota to fill all the vacancies.

### Standing for Council under STV

To get elected, you'll need to get a certain number of votes - called a quota. If you're running for Mayor, you'll need an 'absolute majority'. Voters will rank candidates - 1,2,3 etc. There are a few important things to note about this:

- If you are someone's second choice, you could still get part of their vote.
- If their first choice reaches the quota, part of the individual's vote may be redistributed to their second choice (you!).
- If their first choice does not reach the quota and is eliminated, you as their second choice get a portion of their vote.
- The transfer of votes is done in order of voters' preferences. This means that surplus votes are not "wasted" but are available to help other candidates to get elected.

[Learn more](#) about running for Councillor under STV.

[Learn more](#) about running for Mayor under STV.

A comprehensive explanation on the New Zealand method of counting STV votes is found in Schedule 1A, [Local Electoral Regulations 2001](#).

## Key dates for elections 2022

<b>Date</b>	<b>Event</b>
2 March - 30 April	Ratepayer roll enrolment confirmation forms sent [Reg 16, LER]
2 March - 6 July	Preparation of ratepayer roll [Reg 10, LER]
May	National ratepayer roll qualifications and procedures campaign [Sec 39, LEA]
1 July	Electoral Commission enrolment update campaign commences
No earlier than 12.01 am 9 July	Under the Hamilton City Council District Plan, signs related to elections can be displayed for no more than three months before an election and must be removed before polling, or such lesser time as may be prescribed by legislation. (Rule: Temporary Signs - 25.10.5.12 (c))
13 July	Public notice of election, calling for nominations, rolls open for inspection [Sec 42, 52, 53, LEA]
15 July	Nominations open / roll open for inspection [Sec 42, LEA]
12 August	Nominations close (12 noon) / roll closes [Sec 5, 42, 55 LEA, Reg 21, LER]
17 August	Public notice of day of election, candidates' names [Sec 65, LEA]
12 September	Electoral officer certifies final electoral roll [Sec 51, LEA, Reg 22, LER]
16 September - 21 September	Delivery of voting documents [Reg 51, LER]

16 September - 8 October	Progressive roll scrutiny [Sec 83, LEA] Special voting period [Sec 5 LEA, Reg 35, LER] Early processing period [Sec 80, LEA]
by 7 October	Appointment of scrutineers (12 noon) [Sec 68, LEA]
No later than midnight, 7 October	All electoral signage must be removed from public display
8 October 2022	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]
8 October (pm) - 13 October	Official count [Sec 84, LEA]
Midday, 9 October	Preliminary results available
13 October - 19 October	Declaration of result/public notice of declaration [Sec 86, LEA]
by 9 December	Return of electoral donations & expenses form [Sec 112A, LEA]

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

## Hamilton's electoral officers

### Electoral officer:

Dale Ofsoske  
Independent Election Services Ltd  
Level 2, 198 Federal Street, Auckland 1010  
PO Box 5135, Victoria Street West, Auckland  
1142  
0800 922 822  
[dale.ofsoske@electionservices.co.nz](mailto:dale.ofsoske@electionservices.co.nz)  
[electionservices.co.nz](http://electionservices.co.nz)

### Deputy electoral officer:

Amy Viggers, Governance Lead  
Hamilton City Council  
Elections Office, Municipal Buildings,  
Garden Place, Hamilton  
Private Bag 3010, Waikato Mail Centre,  
Hamilton 3240  
07 838 6727  
[elections@hcc.govt.nz](mailto:elections@hcc.govt.nz)  
[Yourcityelections.co.nz](http://Yourcityelections.co.nz)

## The rules of elections

All local government elections are required to be conducted strictly following legislation. The key legislation that needs to be followed is:

- [Local Electoral Act 2001](#)

- [Local Electoral Regulations 2001](#)
- [Local Government Act 2002](#)
- [Local Authorities \(Members' Interests\) Act 1968.](#)

Once elected as Mayor or Councillor, you will need to have a sound understanding of your obligations under the [Health and Safety at Work Act 2015](#). Councils are also governed by several other Act of Parliament, such as the [Local Government Official Information and Meetings Act 1987](#), the [Resource Management Act 1991](#), and [Building Act 2004](#).

## Electoral principles

In making decisions under the [Local Electoral Act 2001](#) or any other enactment, Council, electoral officers, and other electoral officials must consider these principles:

- fair and effective representation for individuals and communities
- representative and substantial electoral participation in local elections and polls.
- all qualified persons have a reasonable and equal opportunity to:
  - cast an informed vote
  - nominate one or more candidates
  - accept nomination as a candidate.
- public confidence in, and public understanding of, local electoral processes through:
  - the provision of a regular election cycle
  - the provision of elections that are managed independently from the elected body
  - protection of the freedom of choice of voters and the secrecy of the vote
  - the provision of transparent electoral systems and voting methods and the adoption of procedures that produce certainty in electoral outcomes
  - the provision of impartial mechanisms for resolving disputed elections and polls.

## How to stand

### Seats you can stand for

Hamilton has introduced the Kirikiriroa Maaori ward, which means the Council table will look a little different this year. There are now 15 positions available, which are made up of:

- the Mayor (1)
- Kirikiriroa Maaori Ward (2)
- East General Ward (6)
- West General Ward (6)

Voting documents will also contain elections for Waikato Regional Council members.  
[Learn more.](#)

There will be no district health board elections in 2022.

The number of electors in each ward is proportional to the number of Councillors allocated to the ward.

Wards	Councillors	Resident electors
East General Ward	6	53,063
West General Ward	6	45,453
Kirikiroa Maaori Ward	2	13,555
	14	112,071*

\*Number of electors as at 28 February 2022

## Nominations

Nominations open on Friday 15 July and close on Friday 12 August 2022 at midday and must be lodged with the electoral officer or an electoral official. Do not leave lodgement until the last day because if there are any problems with the details provided there might be insufficient time to resolve them and you could miss out. A separate nomination paper is required for each position you wish to stand for.

**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. Nominations can be returned by mail but should these be received by the electoral officer or electoral official after the close of nominations, the nomination is invalid.**

You can get a nomination paper by:

- visiting the Municipal Building Customer Services Desk, 260 Anglesea Street
- accessing [hamilton.govt.nz](http://hamilton.govt.nz)
- Calling the electoral office on 0800 922 822.

To be eligible to stand for election, you must be:

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

Other requirements:

- You or your spouse/partner must not have concerns or interests in contracts over \$25,000 with the council.

- If you are subject to a Court Order under section 31 of the Protection of Personal and Property Rights Act 1988, you should take legal advice.
- If you are an employee of the council, you must resign before taking up your position as an elected member. Council employees may be required to take leave for campaigning prior to the election.
- You may seek nomination for mayor and council but if elected as mayor and councillor, the mayoral position is taken and the councillor position is filled by the next highest polling candidate.
- You may stand for the Hamilton City Council or the Waikato Regional Council, but not both. [Section 58 Local Electoral Act 2001].
- A person cannot be an elected member if that person has a permanent court order, or that person will be suspended if that person has a temporary order.

### **How much does it cost to lodge a nomination?**

It costs \$200 incl. GST to lodge a nomination for each position you are standing for. The funds must be deposited to the electoral officer by close of nominations (midday 12 August 2022).

This is refunded if you poll greater than 25% of the final quota as determined at the last iteration of STV elections. Payment of the nomination deposit can be made by electronic bank transfer, eftpos or cash. Evidence of an electronic bank transfer will be required to accompany the nomination. Cheques are no longer accepted.

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: HCC

Reference: Nomination

### **Affiliations**

The nomination paper provides a space for you to include an affiliation. An affiliation is an endorsement by any organisation or group.

If you're not part of a political party or group you can list your affiliation as "Independent" or leave as blank (if left blank, nothing will show alongside your name on the voting document).

If you choose to list a specific party affiliation, you should have authority to adopt the affiliation from the party, organisation or group concerned. The electoral officer may require a letter of consent from the party, organisation or group giving its consent for you to use the affiliation.

Situations may arise where the same affiliation is given by two or more candidates, or a candidate provides multiple affiliations. If a candidate provides multiple affiliations, the electoral officer may require multiple endorsement or confirmation letters. Your affiliation should be 38 characters or less. No affiliation that might cause offence, or is likely to confuse or mislead electors, will be accepted by the electoral officer.

## **Candidate profile statement**

You may provide the electoral officer with a candidate profile statement with your nomination. The statement can be up to 150 words, and should contain information about yourself, your policies, and your intentions if elected. You may also include a recent passport size photograph. The candidate profile statement must be true and accurate. The electoral officer is not required to verify or investigate any information included in this statement and it will be included with the voting document sent to each elector. If you choose not to supply a profile statement or photograph, then a message will appear in the profile booklet that a statement/photograph was not supplied.

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.

If a candidate profile statement is submitted in English and Maaori, or another language, the information contained in each language must be consistent with the information contained in the other language. The total statement including all languages must not exceed 150 words.

If you are standing for more than one position, you are allowed a candidate profile statement for each position.

Your candidate profile statement must-

- state whether your principal place of residence is in the local government area for which you seek election (for example, either "My principal place of residence is in the West Ward area" or "My principal place of residence is not in the West Ward area")
- specify each position you are standing for, if seeking election to multiple positions.

If you are standing for a position in the Kirikiriroa Maaori Ward, your principal place of residence is in the Kirikiriroa Maaori Ward if it is within the Hamilton city boundary (regardless of which roll you are enrolled on).

These two statements are not counted as part of the 150-word limit.

Candidate profile statements will be printed in plain text, with no formatting - bullet points, quotation marks etc will not appear.

If you are commonly known in the community by a slightly different name (e.g. Edward Smith is commonly known as Ted Smith) and you've been known by this name for at least the last six months (to the satisfaction of the electoral officer), you can use your commonly known name on the voting document.

If the electoral officer is not satisfied that your candidate profile statement complies with the requirements, the electoral office must:

- return your statement to you and state what the problem is.

- specify the time you have (no less than three days) to amend and resubmit your statement

If you don't resubmit your amended profile statement, or do not complete your nomination paper correctly, it will be recorded that you did not provide a candidate statement.

### **Return of nomination paper**

The candidate profile statement and colour photo are required to be submitted in hardcopy, not electronically (except where information in another language is provided).

If you can't sign the nomination paper (e.g. absent overseas), a letter of consent signed by you is acceptable to attach to the nomination paper.

All nomination material is required to be lodged together [Section 55(2)(f) [Local Electoral Act 2001](#)]:

- nomination paper
- candidate profile statement [if provided]
- passport-size colour photo [if provided]
- nomination deposit
- evidence of NZ citizenship
- letter endorsing affiliation [if applicable].

Completed nomination papers can be lodged at:

The Elections Office  
Hamilton City Council  
Municipal Building Garden Place Hamilton

or posted to:

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

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.

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 they are correct.

### **Cancellation of nomination**

You can withdraw your nomination up until the close of nominations (noon, Friday 12 August 2022). After the close of nominations, you can't withdraw your nomination. [Section 69, [Local Electoral Act 2001](#)]. However, if you become incapacitated after the close of nominations but before the close of voting, you can apply to cancel your nomination. 'Incapacitated' means that you are unlikely to be capable of performing the functions and duties of office if elected, because you are suffering from a serious illness or have sustained a serious injury. [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.

**For assistance with translations, contact:**

Pacific International Translations (NZ) Ltd

Level 26, HSBC Tower, 188 Quay Street, Auckland 1010

0508 872675

[info@pactranz.com](mailto:info@pactranz.com)

[pactranz.com](http://pactranz.com)

## Standing in the Kirikiriroa Maaori Ward

Hamilton City Council resolved to establish one or more Maaori wards in 2021. In 2022, after a public consultation, Council resolved to introduce one Kirikiriroa Maaori Ward with two councillor seats. [Learn more.](#)

Maaori wards provide a way for Maaori to contribute to decision-making and have representation at council. Hamilton City Council's Maaori Ward will represent Maaori in our community so that our decision-making is fairer and more inclusive. Electors enrolled on the Maaori electoral roll will vote for candidates standing for the Maaori Ward. Similarly, electors enrolled on the general electoral roll will vote for candidates standing for the General Wards.

The successful Maaori ward candidates will become councillors at council. Councillors have a responsibility to represent their communities. Elected Maaori ward councillors will have a particular responsibility to represent people of Maaori descent and bring forward Maaori views and aspirations. However, they also represent the entire community in our city.

### How to stand for a Maaori ward

To be eligible to stand for a Maaori ward, you must be a New Zealand citizen and your name must be on the Parliamentary Electoral Roll anywhere in New Zealand. You do not need to live in the area (ward) that you are standing for, and you do not need to be of Maaori descent. You will need to be nominated by two electors whose names appear on the Maaori electoral roll in the Hamilton area. Equally, if you are on the Maaori electoral roll you can stand in a general ward and will need to be nominated by two electors whose names appear on the general electoral roll in Hamilton.

If you wish to list whaanau, hapuu or iwi details as an affiliation, an endorsement or confirmation letter from a marae, whaanau trust, iwi authority, or other Maaori organisation would be required. It is acknowledged whakapapa is a birth right and situations may occur where candidates may not feel they need to provide proof, in which

case whakapapa can be highlighted in the context of the candidate profile statement and other forums and activities.

## Your Election Campaign

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

- Election signs are permitted on private property only, (with the landowners consent) within three months preceding election day (from 9 July 2022) but must be removed by midnight, 7 October 2022.
- Election signs are not permitted on any council property, including road reserve, parks or places controlled by the council.
- The maximum number of signs permitted is on a 'per site' basis, not for each candidate (including other non-election temporary signs). Two signs are permitted per site, or two signs per frontage in the case of a corner site.

### Election advertising requirements

Election advertising, using any media, must show an authorisation statement. This statement must include 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 [Section 113, [Local Electoral Act 2001](#)]. This includes election advertising on signs, in newspapers, on flyers and posters, on a vehicle and on election websites.

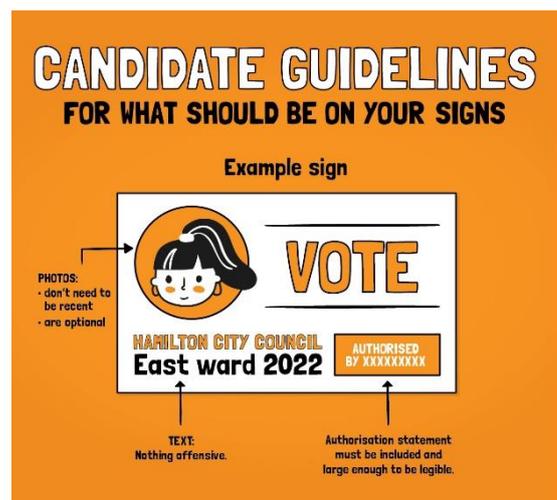
Contact details can be one or more of the following:

- a residential or business address
- an email address
- a post office box number
- a phone number
- a link to a page on an Internet site, if the page contains one or more of the contact details specified above.

These requirements reflect a recent change to the Local Electoral Act 2001, more information on these changes can be found [here](#).

Election material cannot contain:

- any untrue statement defamatory of any candidate (e.g. under the Defamation Act 1992)
- an imitation voting document with names of the candidates and any direction or indication on how a person should vote, or that is likely to influence the voter.



## **Use of council resources**

You cannot use council resources for campaigning purposes. Council resources include, but are not limited to, the council's logo, crest or branding, website, Facebook page, Twitter 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 sitting members, council staff and other candidates, in any context that could be considered as campaigning for elections.

## **Social media**

Social media can be a useful tool for candidates for campaigning purposes and electioneering. You should be aware of Council social media guidelines and should always comply with these.

- Council's social media channels are council resources and must always remain politically neutral.
- 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 of the person under whose authority they have been produced and the physical address (not a PO Box) 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], [physical address]'.

## **Offences**

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. You and your campaign team should be mindful of this, particularly if campaigning occurs in rest homes or hospitals. Election offences are outlined [here](#) - please refer to them for your own protection.

## Electoral donations and expenses

You must record of all donations received and expenses incurred in your election campaign. Every candidate must, by law, complete an [Electoral donations and Expenses Return](#) declaring all donations and expenses and forwarded to the electoral office by Friday 9 December 2022. The information below is of a general nature. You should also refer to Part 5 - [Electoral Donations and Expenses of the Local Electoral Act 2001](#).

### Electoral expenses and expenditure limits

There is a limit to how much you can spend on your campaign, and this includes donations and joint campaigning. The maximum amount spent must not exceed the limits set out below:

<b>Ward</b>	<b>Population*</b>	<b>Expenditure Limit</b>
<i>East General Ward</i>	<i>83,300</i>	<i>\$50,000</i>
<i>West General Ward</i>	<i>68,500</i>	<i>\$40,000</i>
<i>Kirikiroa Maaori Ward</i>	<i>26,700</i>	<i>\$20,000</i>
<i>Total</i>	<i>178,500</i>	

*\* source: Statistics New Zealand as at 30 June 2021*

*The expenditure limit for the Mayor is \$60,000 (including GST), based on 178,500 population (as at 30 June 2021).*

The period for which campaign expenditure limits apply is three months before election day (i.e. 8 July 2022 to 8 October 2022). However, 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 do not need to be included in the Return of Electoral Donations and Expenses.

### 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 (including GST) must 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 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
- 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.

### **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 your 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 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
- in the case of individual contributions greater than \$1,500, the name, address, and contribution of each contributor.

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

### **Transmitted donations**

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

### **Anonymous donations**

You 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 you receive an anonymous donation greater than \$1,500, you 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](#) must be supplied to the electoral officer within 55 days after the official declaration (by 9 December 2022). This can be supplied to the electoral officer within 76 days after the official declaration if you are 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
- the details in respect of every anonymous electoral donation received by the candidate that exceeds \$1,500
- details of the candidate's electoral expenses.

The details of every electoral donation are:

- 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.

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

- the date the donation was received
- the amount of the donation
- 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 or which any sum was paid, and

the reason for which it was paid. Sums more than \$200 (GST inclusive) must be vouched by an invoice or a bill and a receipt.

You should 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](#).

## Council policy on election signs

### District Plan rules

Election signs can be referred to as hoardings, posters, signs or other similar types of promotion that are used to display information relating to your election campaign. The District Plan allows for temporary election signs to be displayed for no more than three months before Election Day. Signs may be displayed from 12.01 am Saturday 9 July 2022 to midnight, Friday 7 October 2022. All signs must be on private property.

There are different rules for the size and height of your election signs, depending on the zone you put them. If you are unsure on which District Plan zone applies, you can search by address [here](#). Once you have the address, expand the legend tool bar on the right and scroll down to see which zone the property is in.

If you want to put up a sign that breaches the district plan rules, you must get resource consent and pay a fee. You must apply for resource consent before installing the sign. The timeframe to process a resource consent is 20 working days.

Zone or specific site	Maximum area per sign	Maximum height from ground level	Maximum number of signs
Residential, Special Character Future Urban Community Facilities	3m <sup>2</sup>	2.5m	Two signs per site, or two signs per frontage in the case of a corner site
Business 1-7 Central City Industrial Ruakura Logistics Ruakura Industrial Park Knowledge Open Space	6m <sup>2</sup>	The height from ground level for signs depends on the zone. Contact Council to confirm restrictions in different zones.	Two signs per site, or two signs per frontage in the case of a corner site

Major Facilities Zones

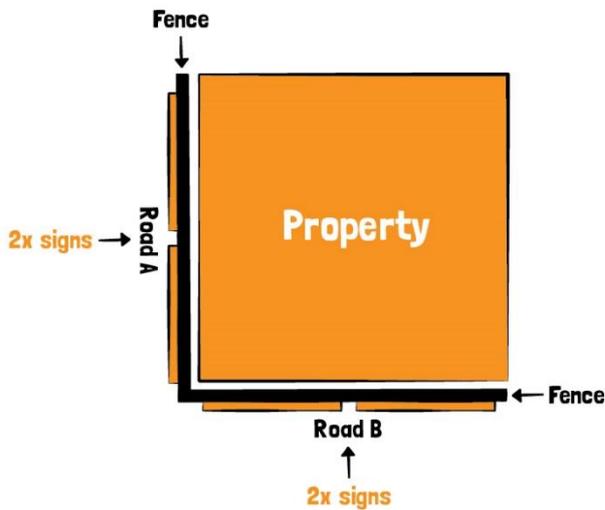


3m<sup>2</sup> sign examples

6m<sup>2</sup> sign examples



Signs on corner properties



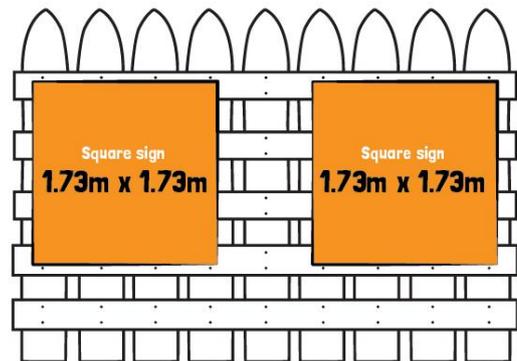
Greater than 90°  
One sign



Less than 90°  
Two signs

Angle must be less than 90° to have two signs per side.

Front Signage View



Each sign must comply with maximum area requirements for the zone.

Viewing the electoral roll

## Roll data requests

Information contained on the electoral roll is not available from the electoral office in an electronic form, but you or your party can request an electronic listing of resident electors from the Electoral Commission (provided the criteria of section 114 of the [Electoral Act 1993](#) are met). You must complete an application form, and these are available on request from the Electoral Commission. Note that you may request elector details only for the area you are standing in, and you cannot pass this data on to any third-party or use it for anything other than election purposes.

For a listing of non-resident ratepayer electors, you may purchase mailing labels and/or postal address lists from the electoral office.

The scrutiny of the roll will be undertaken at the electoral office (Level 2, 198 Federal Street, Auckland), during normal office hours between Wednesday 21 September 2022 and to noon, Saturday 8 October 2022.

As a candidate, you or your scrutineer may request, before the close of voting, a list of names of people who have returned their voting documents. This can be supplied in either hardcopy or electronic copy, and a cost will be incurred. [Section 68 (6) [Local Electoral Act 2001](#)].

## Election Day

Voting documents should not be collected from electors by you or your 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 you or your assistants.

## Appointment of scrutineers

You can appoint scrutineers to observe certain functions of the election. Appointment of scrutineers must be made by noon, Friday 7 October 2022. These functions are:

- the scrutiny of the roll
- the preliminary count (after the close of voting)
- the official count.

You can 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 in writing to the electoral officer. The letter of appointment must be received by the electoral officer no later than noon Friday 7

October 2022 (Section 68, [Local Electoral Act 2001](#)). A standard letter for the appointment of a scrutineer can be found [here](#).

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

## Close of voting

The preliminary count of votes will start once voting closes at noon on Saturday 8 October 2022 at the electoral office. The official count of votes will be undertaken once the preliminary count is done, and the final result will be known on Thursday 13 October 2022. 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 are prohibited within the secure area where the count will take place.

After voting closes, special vote declarations are forwarded to Registrars of Electors for verification. Special votes cannot be collected by candidates or their assistants for distribution to electors.

If you provide Council with an email address, you will be emailed both the progress and preliminary results once available. All results will also be placed on [www.hamilton.govt.nz](http://www.hamilton.govt.nz)

## Election Results

Election results will be released on three occasions:

- Progress results around 2pm on election day, Saturday 8 October 2022.
- Preliminary results on Sunday morning, 9 October 2022.
- Final results on Thursday afternoon, 13 October 2022.

### Progress results

The counting of votes will begin from noon Saturday, 8 October 2022 at the offices of Independent Election Services Ltd, Level 2, 198 Federal Street, Auckland. Progress results will be shared as soon as possible after voting closes. These are likely to reflect approximately 92% of the votes cast. Each candidate will be phoned by Hamilton City Council electoral staff prior to the progress results being placed on the website. Once all sealed ballot boxes have been received, these will be processed and included to form the preliminary results.

### 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 morning 9 October 2022.

Both progress and preliminary results will be available:

- by accessing council's website [hamilton.govt.nz](https://www.hamilton.govt.nz)
- by phoning the electoral office on 0800 922 822.

### **Final results**

Once all special votes have been validated by the Electoral Commission, a final result will be announced. This is expected late afternoon on Thursday 13 October 2022.

### **Elected Members**

For information about your role, duties, and remuneration as an elected member, [see here](#).