IT'S LOCAL ELECTION YEAR

CANDIDATE'S HANDBOOK

Your guide to standing in the 2022 local elections





CONTENTS PAGE

Our district, our people	3
2022 local election – the basics	5
Standing for election – the nitty gritty	8
Nominations	12
Campaigning	14
Roles	16
Election day	18
Election signage	19
Social media guidelines	20
Electoral rolls	22
For more information	23

OUR DISTRICT, OUR PEOPLE



OUR COUNCIL

Queenstown Lakes District Council (QLDC) is responsible for a wide range of things, including:



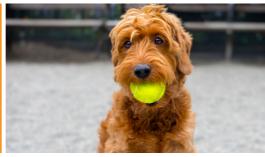
Promoting social, economic, environmental, and cultural well-being of our communities.

Infrastructure, such as roading, sewerage, water, and stormwater.





Regulatory services, like dog control and liquor licensing.



Resource management, including land use planning and development.



Recreation and community, such as events, libraries, sports facilities, and parks.



Environmental health and safety, such as rubbish and recycling, building control, civil defence, emergency management, cemeteries and more...!

2022 LOCAL ELECTION - THE BASICS

When?

Elections are held every three years. This year's election will be held on Saturday 8 October.

How?

Local elections are done by postal vote. Voting papers will be sent in the mail in September for their return by 8 October. They can be posted back or delivered to a Council office in Queenstown or Wanaka.

Online voting is not currently an option in local elections in Aotearoa New Zealand.

TOP TIP

If you're thinking of standing for Council, have a good look at our website www.qldc.govt.nz to see the wide variety of projects QLDC is involved in.

Important dates

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

Nominations

NOMINATIONS OPEN: 8.00am on Friday

15 July

NOMINATIONS CLOSE: midday on Friday 12 August **POSTAL VOTING STARTS:** Friday 16 September

Voting

LAST **DAY FOR POSTING VOTES:**

Tuesday 4 October

OFFICIAL ELECTION RESULTS:

13-19 October

VOTING CLOSES:

midday on Saturday 8 October

PRELIMINARY RESULTS:

will be available as soon as possible after close of voting

EXPENSE FORMS RETURNED: Friday 9 December

Who represents our district?

MAYOR

QUEENSTOWN-WHAKATIPU WARD

Four councillors

ARROWTOWN-KAWARAU WARD Three councillors

Four councillors









WĀNAKA-UPPER

CLUTHA WARD

WĀNAKA-UPPER CLUTHA COMMUNITY BOARD

Four members



What are the ward boundaries?

QUEENSTOWN-WHAKATIPU WARD Jacks Point, Hanley's Farm, Kingston, Frankton, Quail Rise, Kelvin Peninsula, Glenorchy, central Queenstown and Fernhill.

ARROWTOWN-KAWARAU WARD Arrowtown, Gibbston Valley, Shotover Country, Lake Hayes Estate, Dalefield and Arthurs Point.

WĀNAKA-UPPER CLUTHA WARD From the top of the Crown Range and all of the Upper Clutha area including Hāwea up to just beyond Makarora and including part of the Matukituki Valley in Mt Aspiring National Park.

Have the ward names changed?

Yes. In 2021, Council undertook a Representation Review. As part of this review new ward names and boundaries were adopted. The new ward names are:

- > Queenstown-Whakatipu
- > Arrowtown-Kawarau
- > Wānaka-Upper Clutha

Additionally, as part of this review the Wānaka Community Board was renamed the Wānaka-Upper Clutha Community Board. These changes reflect the changing population and geographic spread throughout the district. For more information about the Representation Review check out www.letstalk.qldc.govt.nz/representation-review



6 Candidate's Handbook | July 2022 7

STANDING FOR ELECTION - THE NITTY GRITTY

Who can stand for local election?

Anyone! As long as you are a New Zealand citizen and enrolled to vote.

What position can I stand for?

You can choose to run for Mayor, Councillor, and/or Community Board Member. In Queenstown Lakes there are three wards and one community board:

QUEENSTOWN-WHAKATIPU

4 Ward Councillors

ARROWTOWN-KAWARAU

Ward Councillors

WĀNAKA-UPPER CLUTHA

Ward Councillors

Plus...

WĀNAKA-UPPER CLUTHA COMMUNITY BOARD

Elected Members

Candidates can put themselves forward for more than one role (e.g. Councillor and Mayor), however if elected they may only take on one position.

Check out the ward boundaries on page 7.

What does the job involve?



regular Council, Committee and Community Board meetings and workshops



reading briefing papers and reports before meetings



attending your local community association meetings, and other groups which you are appointed to, such as business or advisory groups



making important decisions about how the Council spends money



determining what Council's priorities are



being an advocate and a leader for your community



attending community engagements and activities

TOP TIP

We encourage you to
come along to Council meetings to
get an idea of what Council does and
the types of decisions elected members
are involved in. A list of upcoming
meetings is available on the
Council website.

Check out the roles section on page 16 for more specific details.

What types of decisions do elected members get involved in?

in governance decisions. This means they are looking at strategic decisions to govern the district which includes things like adopting long term plans and capital investment programmes, setting the rates for the district, making or amending bylaws, District Plan changes, approving high-level strategies and much more.

They are not involved in management and operational decisions, i.e., the "how" Council runs.

The management of Council is led by the Chief Executive, who is appointed by and accountable to the Council. The Chief Executive is responsible for all operational matters, including overseeing staff, delivering on Council's decisions and ensuring the well-being of employees.

Is it for me?

You'll need:

- > to have an open mind
- be willing to discuss and debate different ideas and points of view
- > to make tough decisions

It's important to remember that the Council is a legal entity, a regulator, and an enforcement agency. This means that often the Council is required to do things which for some people may be very unpopular. This is part of the responsibility of Council.

Deciding to become an elected member and to play a significant role in your local community is a big and rewarding decision.



Is it full-time? Do I need to give up my day job?

This depends on what role you run for. The role of Mayor is full-time and involves weekend and evening events, as well as some travel to destinations such as Wellington.

The role of Councillor and Community Board member are also busy, but it is possible to maintain some work commitments elsewhere.

Meetings are primarily held during daytime hours so you will need to have an employer who is open to some flexibility. Being available to your community is an important part of the role, and this may include attending community events.

Successful candidates will be busy in the months following the election, and it is recommended that candidates have a think about what their plans are for the last few months of 2022. There will be a detailed training and induction programme for all newly elected members – as well as a refresher for returning members.

Will I get paid?

Yes, although it varies for different roles and additional responsibilities.

The role of Mayor is a full-time job, and this is reflected in a salary that is larger than Councillors or Community Board members.

Pay and allowances are determined by the Government's Remuneration Authority.

The Local Government Members (2021/22) Determination 2021	
Queenstown Lakes District Council	
Office	Annual remuneration (\$)
Mayor	128,000
Deputy Mayor	49,041
Chair of Standing Committee	45,877
Councillor (with no additional responsibilities)	39,549
Councillor (Minimum Allowable Remuneration)	32,914
Wānaka Community Board*	
Office	Annual remuneration (\$)
Chairperson	24,318
Member	12,159

More information about how the Remuneration Authority determines pay can be found here www.remauthority.govt.nz/local-government-elected-members/

Is there any assistance with childcare?

Yes. We can pay a childcare allowance to an elected member. This would be a contribution towards expenses incurred for childcare while the member is engaged on local authority business.

Do I need any specific qualifications?

No. You do not need any formal qualifications. Elected members come from all walks of life and generally have a desire to serve their community.

What other resources should I look at?

There is a lot of information available on the QLDC website www.qldc.govt.nz/ elections as well as www.votelocal. co.nz. Information about QLDC's 2021-2031 Ten Year Plan can be found here www.qldc.govt.nz/your-council/ council-documents/ten-year-plan-ltp. This is the blueprint for investment in the district's infrastructure and services over the next ten years.

Do I need to record expenses and donations?

Yes. You need to record all expenses and donations. You must file an electoral expenses return after the election by (approximately) Friday 9 December 2022. The date is 55 days following the official declaration of the result.

The return of expenses sets out what the candidate has spent on their campaign and identifies any donations greater than \$1,500. In the interests of complete transparency, candidates are encouraged to disclose any donations, regardless of value. It is an offence under the Local Electoral Act to provide false information in this statement.

What support do new elected members receive?

Newly elected members will attend an induction by Local Government New Zealand and all elected members will receive a handbook and information pack which contains general information about being an elected member such as technology and technological support provided, conflict of interest, tax and salary arrangements, and parking. A full programme of induction activities is also provided by Council staff to bring you up to speed with processes and protocols. current important matters, and training on systems.



In our district voting is First Past the Post.

Can I vote for myself if I'm a candidate?

Yes. Everyone is entitled to a vote whether you are a candidate or not.

The pre-election report is worth a read-through. It is prepared by the Chief Executive - independent of the Mayor and Councillors - and provides a summary of Council's financial and general information. This report is available on QLDC's website.

NOMINATIONS

How do I get nominated?

You must be nominated by two people on the electoral roll in the ward you are standing in.

Candidate nominations open 15 July and close on 12 August at 12 noon.

Nomination forms will be available on the QLDC website and in hard copy from Council offices from 15 July.

How do I get nominated?

You must be nominated by two people on the electoral roll in the ward you are standing in.



Nomination checklist



Nomination Form



Proof of citizenship



\$200 deposit



Candidate profile statement



Photograph

Nominations can be delivered to either of the Council offices at 10 Gorge Road, Queenstown or 47 Ardmore Street, Wānaka,

OR scanned as pdfs and emailed to the Electoral Officer jane.robertson@qldc.govt.nz including evidence of the \$200 deposit if paid online.

Deposit

As part of your nomination, you must also pay a \$200 election deposit, which in most cases will be refunded after the election*.

Payments may be made to QLDC 02-0948-0002000-000 with "Election deposit" as the reference.

Please provide evidence of the deposit with your nomination. Note that any late payment (i.e. after 12 noon on 12 August) of the deposit will invalidate a nomination.

TOP TIP

Nominations forms that are incomplete, inaccurate or received after 12 noon cannot be accepted.

Name

If you are commonly known in the community by a slightly different name, this name may be used on the voting document. Your full name and your commonly known name must be provided on the nomination paper. You may not use an honorary or professional title (e.g., Dr, Professor).

Affiliation

Candidates may choose to identify an affiliation on the nomination form. This is an 'endorsement by any organisation or group'. Candidates not part of a political party or group may identify as 'independent'. A candidate who wishes to claim a specific party affiliation should provide proof of the group's consent to use the affiliation.

The party affiliation limit is 38 characters. Website addresses, hashtags, Twitter handles or Facebook links will not be accepted as an affiliation.

Can I withdraw my nomination if I decide I no longer wish to stand?

Yes, but only during the nominations period, that is, up to noon on 12 August. After that date, withdrawal of nominations is only permissible if a candidate is incapacitated and this must be supported by a medical certificate.

Do I need to live in the ward or district I am standing for?

No. However, both of your nominators must be registered as voters in that area.

What if I work for a firm that has contracts with the Council?

Elected members are not permitted to have an interest in contracts with the Council that exceed \$25,000 (incl. GST). This restriction is waived if prior approval is obtained from the Office of the Controller and Auditor General Tumuaki o te Mana Arotake. Further information is available here: oag.parliament. nz/2020/lamia

Candidate profile statement

As part of your nomination, you can include a candidate profile statement of up to 150 words and a recent photograph. The preference is for both the candidate profile statement and photograph to be submitted electronically.

Your statement may be in English and/or Māori or any other language, but no statement in any language may exceed 150 words. The content of statements in different languages must be largely consistent with each other.

This statement and photograph will be included in a booklet sent with the voting papers. It is your opportunity to sum up the policies and values that you stand for.

The \$200 deposit is required as a sign of a candidate's good faith. They receive it back in most cases. The rule for reimbursement is covered in the Local Electoral regulations: A candidate forfeits his or her deposit under section 59 of the Act if the total number of votes received by the candidate was less than one-quarter of the votes received by the successful candidate or, as the case may be, by the successful candidate who received the fewest votes.

CAMPAIGNING

How do I get people to vote for me?

Get your voice out there - people need to know who you are and what you stand for. Talk with people in your community so you can understand local issues.



tablish the position you will take



determine if you will be an independent or with the backing of a political party



Candidates are encouraged to participate in candidate debates to make their values and position understood. Debates are usually held by community groups, Chambers of Commerce, and other stakeholders in the run up to the election. QLDC will share details of debates and meet the candidate events on its Facebook page.

Candidates must not interfere or influence voters by gifting items or providing food and drink, in particular, alcoholic drinks. Read more in the Local Electoral Act 2001.

What are campaign spending limits?

required to file a return to the Electoral Officer after the election. The return form is available from the QLDC website. The campaign expenditure limit for the QLDC Mayoralty is \$30,000, and for QLDC wards and the Wanaka Community Board it is \$14,000.

plus any apportioned costs of any election campaigning carried out prior to 8 July 2022. The Local Electoral Act lists the definition

How do I identify election advertising?

This requirement can be met by providing:

- > a residential or business address; or
- > an email address; or
- > a phone number; or
- > a link to a page on an internet site (if the page contains one or more of the above)

Election campaigning can begin at any time and can continue up to

What methods can I use for

campaigning? You can use paid advertising in the newspaper, radio, and TV.







For signs and billboards, check out our signage rules on page 19.



Try door-knocking and talking to people at markets and other public places.



Having a social media profile is a good idea. Check out our social media guidelines on page 20.



It is a requirement to identify the person under whose authority your

- > a post office box number; or

Important! Election advertising, using any media,

including social media, must

clearly identify the person

under whose authority it

has been produced.

For more details see section 113 of the Local Electoral Act 2001.

to be taken down the day before the election.



The Mayor

The role of Mayor is full-time and involves weekend and evening events. The Mayor represents the interests of the community and leads the Council.

- > spokesperson for the Council
- presides over Council to ensure business is carried out in a democratically responsible and orderly manner
- chairs Council meetings
- > works with peers and colleagues in neighbouring authorities, central government, iwi and significant other interest
- represents the interests of the community to central government and nationally, attracting public and private funding and investment and major events to the district, and champions the four well-beings - cultural, social, economic, and environmental
- appoints and manages the performance of the Chief Executive
- appoints the deputy mayor
- recommends the appointment of Standing Committee Chairs

The Deputy Mayor

In addition to the responsibilities of Councillor, the Deputy Mayor is authorised to chair meetings of the Council in the Mayor's absence.

They are also generally able to perform Mayoral functions and duties:

- > with the Mayor's consent at any time during the Mayor's temporary absence
- > without the Mayor's consent at any time while the Mayor is prevented by illness or other cause, or while there is a vacancy in the office of Mayor

The Deputy Mayor exercises the same votes as other elected members.

Councillor

- provides input into and approves Council's strategies and plans
- engages directly with the community on Council's strategies and plans
- > represents Council as an appointed member of committees and working groups
- develops positive working relationships with neighbouring local authorities, identifying opportunities for community and economic development
- helps members of the public resolve problems by directing them to appropriate Council officials and follows up where appropriate

Councillors can be appointed chairperson of a committee.

They are:

- > appointed by the Mayor
- > may act as an official spokesperson
- preside over committee meetings

The Wanaka-Upper Clutha Community Board

The role of the Wanaka-Upper Clutha Community Board is to represent and act as an advocate for the Wanaka-Upper Clutha community.

The Council has given extensive delegation to the Community Board to make decisions on many of the facilities and services located within the Wanaka-Upper Clutha Ward.

Community Board members have a uniquely local perspective aligned with the community of interest they represent, whereas the Mayor and Councillors must consider matters from a district-wide perspective not just the ward they are elected in.

Community Board Chair

The Chair is elected by the members of the community board at its first meeting.

Responsibilities include:

- > directing all Board activities
- acting as the spokesperson on behalf of the Board
- representing Council and local community interests as an appointed member of external committees, agencies or boards as required
- ensuring effective communication between Council, Community Board members, and the public

Community Board Members

Responsibilities will include:

- consulting with members of the public, local police, education providers and other community stakeholders to develop a sound understanding of issues facing the community and to obtain their perspectives on the development of Council strategies and plans
- helping to run public meetings so the community can provide feedback into Council's strategies and plans
- representing Council as an appointed member of external committees, agencies and boards as required
- > helping members of the public resolve problems by directing them to appropriate Council officials and follows up where appropriate

Council committees*

- > Planning & Strategy Committee
- > Infrastructure Committee
- > Community & Services Committee
- Audit. Finance & Risk Committee
- Governance Subcommittee

- > Elected Member Conduct Committee
- > Chief Executive Performance Review Committee
- > Appeals Subcommittee
- > Traffic & Parking Subcommittee
- > District Licensing Committee

ELECTION DAY

What happens on election day?

Due to early processing of voting papers, the Council will receive a progress result by about 1.00pm. This represents a count of about 90% of the voting papers cast. Based upon these results the Electoral Officer and Chief Executive will telephone all candidates to advise them personally of the outcome.

Once all candidates have been advised of the progress result, it will be circulated publicly via the QLDC website. This should occur by 3.00pm on 8 October.

What about the final result?

The final result will include votes submitted in person on 8 October as well as special votes. Unless a result is very close, it should not change the outcome of what was reported on 8 October.

The final election result is known as the 'official result' and will be publicly advertised.

It is anticipated that this will occur on Thursday, 13 October 2022.

Successful candidates

Successful elected members take up office on the day after the official declaration is publicly notified.

Before they can make any decisions, elected members must swear an oath of office.

The oath for Mayor and Councillors is made at the first hui (meeting) of the new Council and the oath for board members at the first hui of the Wānaka-Upper Clutha Community Board.

This usually takes place within two weeks of the official declaration of election results. The term of office is three years.

Recounts

A recount can be requested by a candidate within three working days after the public declaration of the final election results. This sometimes happens when a result is very close, for example where there is a difference of fewer than 10 votes. To request a recount, a candidate must make an application to the District Court along with a deposit.



ELECTION SIGNAGE

- > Signs can be placed on any residential or business zoned land
- > Signs can also be placed on approved Council sites (see list below)
- > There are different rules for state highways. No signs are permitted on the rural state highway network, but they are permitted on urban state highways with speed limits of 70 km/h or less
- > Authorised signs can be put up two calendar months before the election, but must be removed before election day, Saturday 8 October
- > Signs must not look like road signage and cannot be larger than 3m²
- > You cannot have more than one sign in one location

For more details on signage please check out our signage policy at www.qldc.govt.nz/your-council/elections

Approved Council sites

Election signs will be permitted on other Council land by application to Council. Applications should be forwarded to the Roading Operations Contract Manager at Queenstown Lakes District Council 03 441 0499.

ARROWTOWN

Road reserve adjacent to Millbrook corner

QUEENSTOWN

- > Frankton Marina and Marina Drive reserve
- SH6 Local Purpose reserve (opposite entrance to Queenstown Airport)
- Queenstown Events Centre road reserve
- Ballarat Street car park road edge
- Reserve on the Stanley/Shotover Street corner
- Gorge Road on either side of the road at the bottom of Industrial Place and back towards Arthurs Point
- > At the top of the hill towards Sunshine Bay (on the left going towards Glenorchy)
- On the Kelvin Heights corner

KINGSTON

Road reserve at the library/tennis reserve on Kent Street

GLENORCHY

Road reserve on the corner of Oban and Mull Streets

WĀNAKA

- > Cardrona Valley Road road reserve opposite the retirement village
- Showgrounds corner (corner of McDougall and Mt Aspiring Roads)
- > Two road reserves at the corner of Beacon Point Road and Plantation Road
- Road reserve by the Department of Conservation land down from the Anderson Road roundabout.

No Council sites are currently identified in Makarora, Luggate, Hāwea and Albert Town.

SOCIAL MEDIA GUIDELINES

Candidates must comply with the following guidelines for social media use.

What you need to know

Important! Election advertising, using any media, including social media, must clearly identify the person under whose authority it has been produced. This requirement can be met by providing:

- a residential or business address;
- an email address; or
- a post office box number; or
- a phone number; or
- a link to a page on an internet site (if the page contains one or more of the above)

For more details see section 113 of the Local Electoral Act 2001.

Please note:

- The Council's social media accounts cannot be used 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.
- Any campaign related or electioneering content on Council's social media accounts will be removed immediately.
- If Council already follows your public social media accounts, please note you will be unfollowed three months prior to the election date. This protocol is in line with the Local Electoral Act 2001.
- Candidates cannot rate, review. check-in or tag the Council's social media channels.

- Any social media post positive or negative – made by any individual specifically relating to their own - or someone else's nomination, intention to run for Council, or election campaign, will be removed immediately.
- Candidates cannot reply to the Council's social media posts or share with a comment encouraging people to like or follow their own social media accounts or any other electioneering tool. Any posts that do this will be removed immediately.
- Candidates must not link their own social media accounts (if they are used for campaigning purposes) to the Council's social media accounts.
- The Council's social media accounts will remain neutral. Council will promote elections and the importance of voting but will not associate these posts with any candidates.

What you can do



It's a good idea to encourage people to follow your social media accounts while campaigning and include it in any promotional material.



It's a great way to engage with the public - you can ask questions, run polls, encourage people to register to vote and then actually vote!



Images are important on social media post pics from your campaign trail, or post videos of yourself explaining who you are and what you stand for.



You may have people who are happy to be filmed sharing why they will be voting for you – seeing other members of their community may encourage people to vote.



FACEBOOK

- It's a good idea to have a public figure Facebook page with a clear profile picture to help your election campaign. It's best to have a new photo. You cannot use any photos taken by the Council.
- Facebook has a helpful guide about using Facebook to engage with voters and build your online community here www.facebook.com/gpa/ best-practices/candidate



TWITTER

- New Zealanders can be very active on Twitter especially when it comes to political discussions. See what hashtags are trending for the election. Follow prominent locals, and if people follow you, follow them back.
- Think of Twitter more like a newsfeed or forum to release information about what you are doing.
 - Twitter is a great platform to get involved in conversation and engage the public in the issues you are passionate about. Let people know what you stand for, or what you want to change. Give people the chance to share their views and explain the reasons for the changes you want to make.



INSTAGRAM

- Instagram is all about photos. You can feature a single photo or a collage of photos that will show up on your followers' feeds. You want to drive engagement, not just reach. Focus on quality rather than quantity. Instagram is most successful when you tell personal stories and pictures that give the public greater insight into your campaign, rather than promotional images.
- Stories are a great way to group photos into albums. You might use them to share behind the scenes, promote an event, or focus on a specific issue you care about. You can also customise your stories by adding music, text, emoji or even polls so you can make them more interactive and add a bit of your own personality.

QLDC social media



QLDC main page www.facebook.com/QLDCinfo

Sport and recreation www.facebook.com/QLDCSportRec

www.facebook.com/qtlakeslibraries



www.instagram.com/queenstownlakes



twitter.com/QueenstownLakes



www.youtube.com/channel/ **UCVwsEATizHPPHXhUKSqtFlw**



www.linkedin.com/company/ queenstown-lakes-district-council

ELECTORAL ROLLS

The preliminary electoral roll will be open for public inspection from 15 July to 12 August at QLDC's Queenstown and Wanaka offices and from libraries. Residents are enrolled automatically on the district's electoral roll if they are enrolled as parliamentary electors. Ratepayers who are not permanent residents but pay rates on a property in the district and are registered to vote elsewhere in Aotearoa New Zealand may enrol on the ratepayer roll.

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

- > telephoning 0800 ENROLNOW (0800 36 76 56) or
- > accessing the Electoral Commission website on vote.nz

Any changes, queries or omissions relating to the non-residential ratepayer electoral roll, should be made through the council office (03 441 0499).

The final electoral roll is produced once the preliminary electoral roll closes on 12 August. This is the roll used for issuing voting documents.

Information contained on the electoral rolls is not available from the electoral officer in an electronic form, but candidates or political parties may request an electronic listing of resident electors from the Electoral Commission. An application form is required to be completed, and these are available upon request from the Electoral Commission via data@elections.govt.nz or calling 04 806 3505.

Special votes are available to electors:

Whose names do not appear on the final electoral roll, but who qualify as electors

Who did not receive the voting document posted to them.

Who spoil voting document posted to

Special votes will be available during normal business hours from Friday 16 September 2022 at the Council offices at 10 Gorge Road, Queenstown and 47 Ardmore Street, Wanaka.

FOR MORE INFORMATION

www.qldc.govt.nz/elections www.votelocal.co.nz To enrol, check or update your enrolment details: www.vote.nz

Or freephone 0800 36 76 56 or free text 3676 to get a form sent to you in the mail.



IT'S LOCAL ELECTION YEAR



