



STAND!

Considering standing as an elected member
in the local elections 2022
Take a moment to read this booklet...



Te Kaunihera-ā-Rohe o Ngāmotu
**New Plymouth
District Council**

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This document is intended as an introductory document only. More detailed information on the legislative requirements for elections is available in the Candidate Information Booklet and on Council's website npdc.govt.nz/elections/

Overview of NPDC

NPDC elections will be held in October this year. If you want to help make New Plymouth District a great place to live, consider standing as a candidate and make your ideas count.

Quick facts at a glance

The Mayor and 14 Councillors make up the NPDC. We have a new structure for the 2022 elections:

- All electors vote for the Mayor and five Councillors.
- The electors of the Kōhanga Moa, North and Te Purutanga Mauri Pūmanawa Wards vote for one Councillor each.
- The electors of the Kaitake-Ngāmotu Ward vote for six Councillors.

Councillors* (14 in total)

Kaitake-Ngāmotu Ward (6 Councillors)

Elected by those on the General electoral roll in that ward.

Kōhanga Moa Ward (1 Councillor)

Elected by those on the General electoral roll in that ward.

North Ward (1 Councillor)

Elected by those on the General electoral roll in that ward.

Te Purutanga Mauri Pūmanawa Ward (1 Councillor)

Elected by those on the Maori electoral roll.

At large (5 Councillors)

Elected by those on the Māori and General electoral rolls.

* All elected councillors take a statutory oath to act on behalf of everyone in the district.

What does NPDC do?

The Council focuses on the district as a whole. The Council's decisions are guided by its strategic vision to be the Sustainable Lifestyle Capital. The Council is responsible for a wide range of local services including roads, water, sewerage, rubbish collection, libraries, museum, galleries, parks, events, economic development and planning.

What do Community Boards do?

Community Boards represent and advocate for the interests of smaller communities within the district. The Boards liaise with community and public organisations and maintain an overview of the services the Council provides in the area.

New Plymouth District's Community Boards work with their communities to prepare a three year Community Board Plan setting out the visions and aspirations of the Board, providing Council with an insight into matters that are important to each community and where investment and action is needed.



It's time to stand!

Talk to your community to find out what's important to them.

Consider attending a Council/Committee meeting to see what it's all about.

Go to the Council's website and check you have all the information you need.

What you can stand for

- Mayor
- Councillor (either a ward councillor or an at large councillor)
- Community Board member

You can stand for multiple positions. If you're elected to more than one position the priority of appointment is Mayor, Councillor and then Community Board member. However, you cannot stand in multiple wards or as a ward councillor and an at large councillor.

Can I stand?

- I am over 18
- I am on the parliamentary electoral roll
- I am a New Zealand citizen
- I have two qualified people to nominate me

Not for you?

If running for the Council isn't for you, but you still want to make a difference, start a conversation with your community to put forward people you think would make great candidates.

There have been some changes since the 2019 election.

Introduction of a Māori Ward

The introduction of Te Purutanga Mauri Pūmanawa Ward. This ward was established following Council's decision to introduce a Māori Ward. This ward covers the entire district with one Councillor being elected by those on the Māori Electoral Roll.

An additional community board

An additional Community Board (the Puketapu-Bell Block Community Board) has been established. The Puketapu-Bell Block Community Board sits within the Kaitake-Ngāmotu Ward and covers the Bell Block residential, industrial and immediate lifestyle area.

A mixed voting system

Previously Councillors have been elected based on a ward structure. Council has moved to a mixed model where some Councillors are elected in wards and some are elected at large across the district.

As a candidate you'll need to decide whether to stand in a ward or at large.

General Ward boundary and name changes

The current ward boundaries have changed, and two wards have had name changes. These changes affect those on the General Electoral Roll.

North Ward - General electors in Waitara, Lepperton, Brixton, Urenui, Onaero and rural northern areas.

Kaitake-Ngāmotu Ward - General electors in Bell Block residential, industrial and immediate lifestyle areas, New Plymouth city, Omata, Ōākura, Ōkato and rural Kaitake areas.

Kōhanga Moa Ward - General electors in Inglewood, Egmont Village, Tarata, Norfolk and rural southern areas.

Recording your financial interests

Legislation changes mean that the Mayor, Councillors and Community Board members have to complete an annual return of their pecuniary (financial) interests. More information is available on page 11.

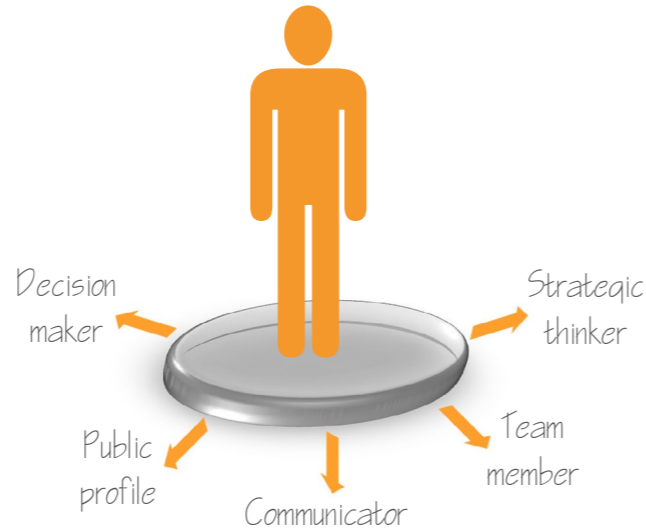
Who electors can vote for

	Electors on the General Electoral Roll	Electors on the Māori Electoral Roll
North Ward or Kōhanga Moa Ward or Kaitake-Ngāmotu Ward Councillors (depending on electors address)	✓	
Te Purutanga Mauri Pūmanawa Councillor		✓
At large Councillors	✓	✓
Community Boards (assuming established in electors area)	✓	✓
Mayor	✓	✓

Being an elected member enables you to look after and contribute to the well-being of your wider community, working for the collective good.

Elected members provide community leadership, making decisions that shape development of the New Plymouth District and help build strong local communities.

As an elected member you are likely to spend a lot of time reading and talking with community representatives and residents. The community expect their elected members to be accessible and some of the work may impact on your personal or family life. The following skills would assist in making you a good elected member.



- Communication and engagement**

Elected members need to be able to relate to and empathise with a wide range of people.

Elected members are often presented with a range of conflicting opinions from individuals, communities and organisations. Elected members need to listen to people and understand their points of view, and then use the information to inform decision making and contribute to the development of plans and strategies.

New Plymouth District Council is committed to meeting its responsibilities under Te Tiriti o Waitangi/the Treaty of Waitangi and broader statutory obligations to Māori.

- Working together**

Being an elected member means being part of a decision-making team. You need to be able to build and maintain productive relationships and networks, and work with your fellow Elected Members. Elected Members need to be willing to listen and share ideas and approach Council work in a fair and open-minded manner.

- Public profile**

Being an elected member is a public role and may put you in the spotlight. You will be called on to speak publicly at meetings and events.

- Decision-making and strategic thinking**

Elected members are required to consider a wide range of information before making decisions based on community views, experience, judgement and legal restrictions, Council policies and strategies and advice from staff. Elected members must be financially prudent, and consider the potential long-term effects of issues and opportunities.

Training

An induction programme for new and returning elected members is held following each election. You should allow around 20 hours per week to be spent on your induction programme between the election and the end of the year.

Support

Through the Chief Executive, elected members have access to support and specialist advice from employees throughout the Council.

Technology

NPDC is a digital Council. Each Councillor and Community Board Chairperson is provided with the necessary digital equipment (such as an iPad).

How much time is involved?

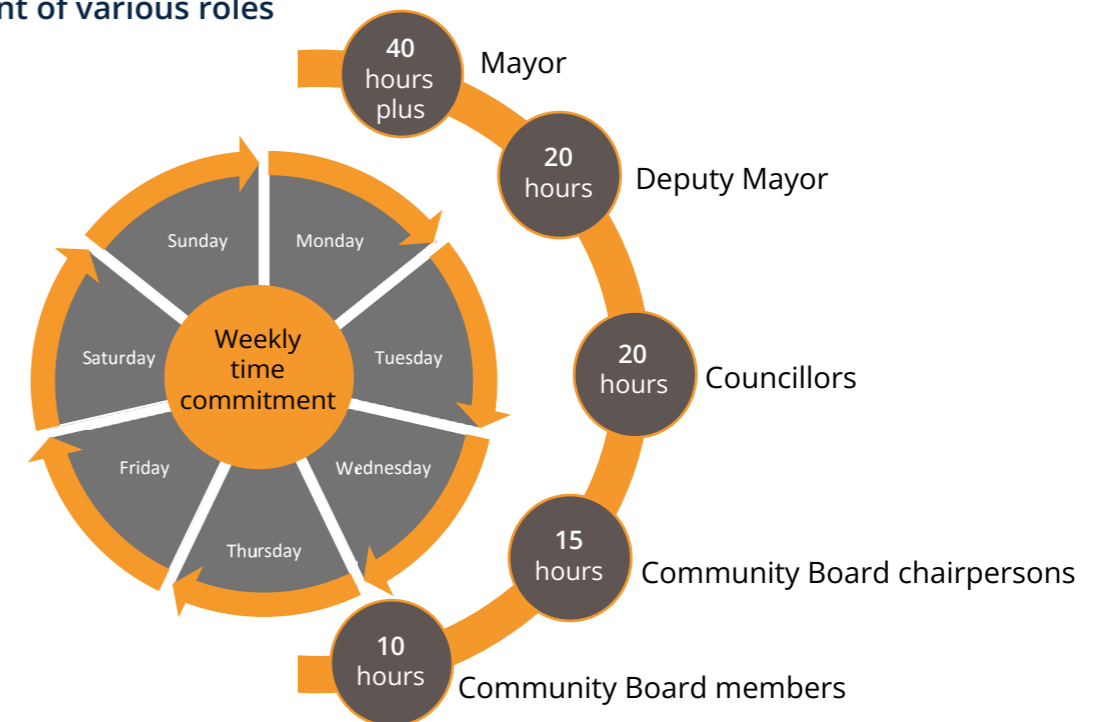
Currently NPDC has a regular six weekly meeting schedule. In each six week period there are a minimum of one full Council, three committee and four Community Board meetings. A range of other meetings are held as required. Meetings are held both within and outside of regular working hours but are generally finished by 8pm.

There are times when a greater-than-normal commitment is required, such as during a hearing process for the Long-Term Plan, where it is necessary to devote consecutive days to hearing verbal submissions.

In addition, Councillors may have to attend meetings and workshops with Community Boards, Council employees and external parties. Additional time is required to read plans, reports and agendas and complete other preparation work.

Time is also spent engaging with the public, including attending events and public meetings and liaising with residents and community groups.

Indication of the Council-related time commitment of various roles in 2022-25



Being the Mayor or a Councillor is a substantial professional and personal commitment. The time commitments are irregular, with commitments during and after regular working hours and some weekend obligations. Every week is different.

While being an elected member can be demanding at times, it is highly rewarding to serve your community. You don't require any special qualifications - mayors and councillors come from all backgrounds and all walks of life.

The role of Mayor is a full time role.

Mayoral responsibilities are a significant professional and personal dedication, involving full time office hours and regular after hours and weekend commitments. Some out of district travel is required.

Meetings

Council decision-making is undertaken at Council meetings. It is expected that you attend meeting(s) of the Council and its committees. Some of these meetings are webcast live on npdc.govt.nz.

There are rules around meetings which elected members need to be familiar with to be effective in the meetings. Training is provided.

Appointment as a Committee Chairperson involves time commitment and responsibilities over and above the Councillor role.

Mayor's responsibilities

- Leadership
- Leading development of the Council's plans, policies and budgets
- Appointing the deputy mayor and establishing committees
- Justice of the Peace

Councillor's responsibilities

- Adopting strategies, policies and plans
- Engaging with the community
- Hearing and considering public submissions
- Monitoring and reviewing organisation performance
- Complying with legislation
- Employing the Chief Executive

In 2022-25 NPDC will have five community boards: Clifton, Inglewood, Puketapu-Bell Block, Kaitake and Waitara.

Every Community Board plays a key role in advising the Council on issues important to the localised communities within the district.

Community Board members need to be aware of the communities and issues in their area. If you're planning to stand for a Community Board, it is recommended that you attend at least one Community Board meeting to become familiar with the processes, relevant issues and the nature of the work.

While Community Boards currently meet formally on a six-weekly cycle, much of the work of the Community Board is undertaken outside of the formal meeting process. Community Board meetings are held at various times, depending on what works best for a particular community. Being a member of a Community Board involves a mix of daytime and evening commitments.

Community Board Plans

In collaboration with their community, each Community Board prepares a three-year Community Board Plan which sets out the visions and aspirations of the Board. Community Board Plans provide the Council with an insight about the matters that are important to each of the communities, and advises on where investment and action is needed.

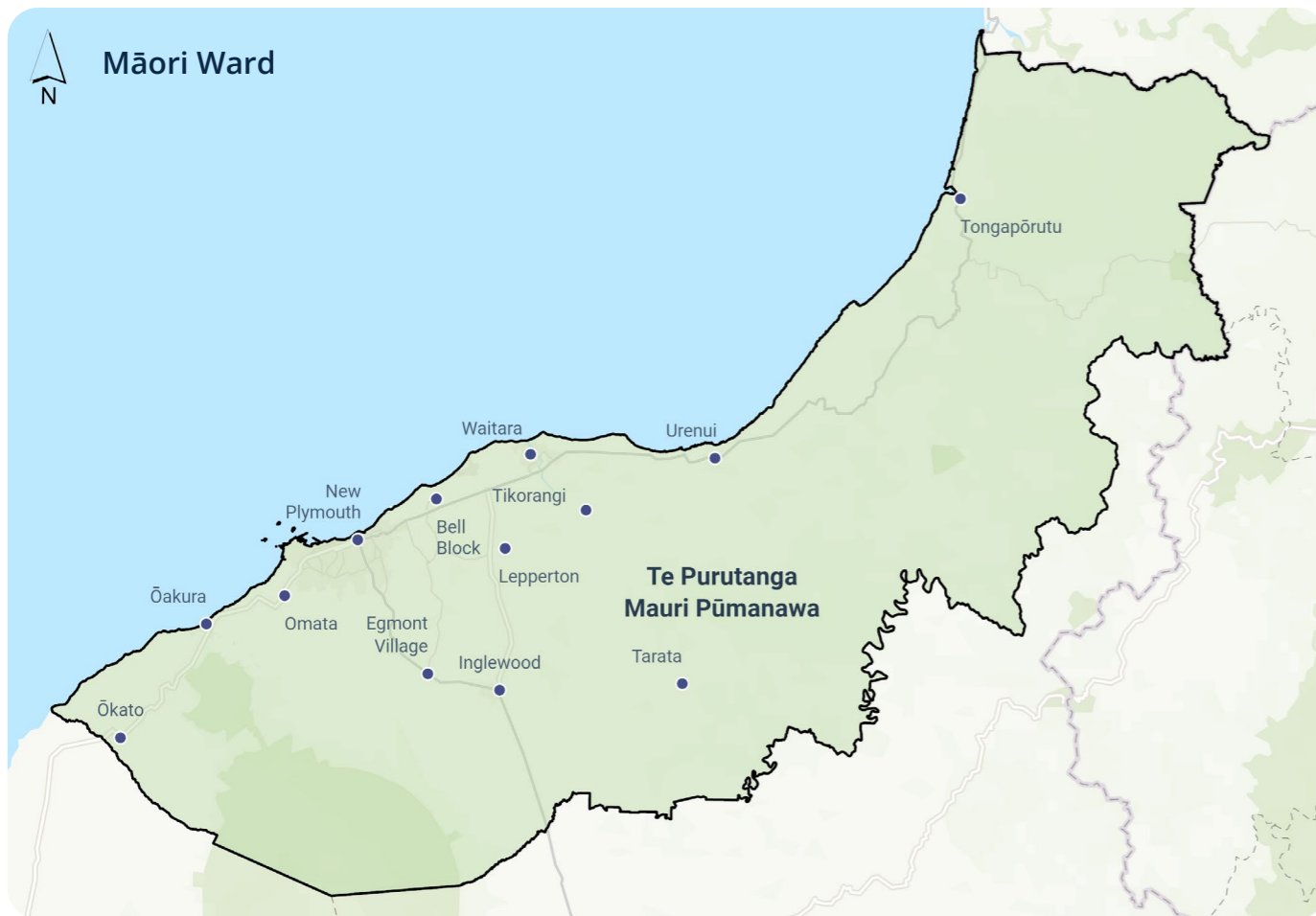
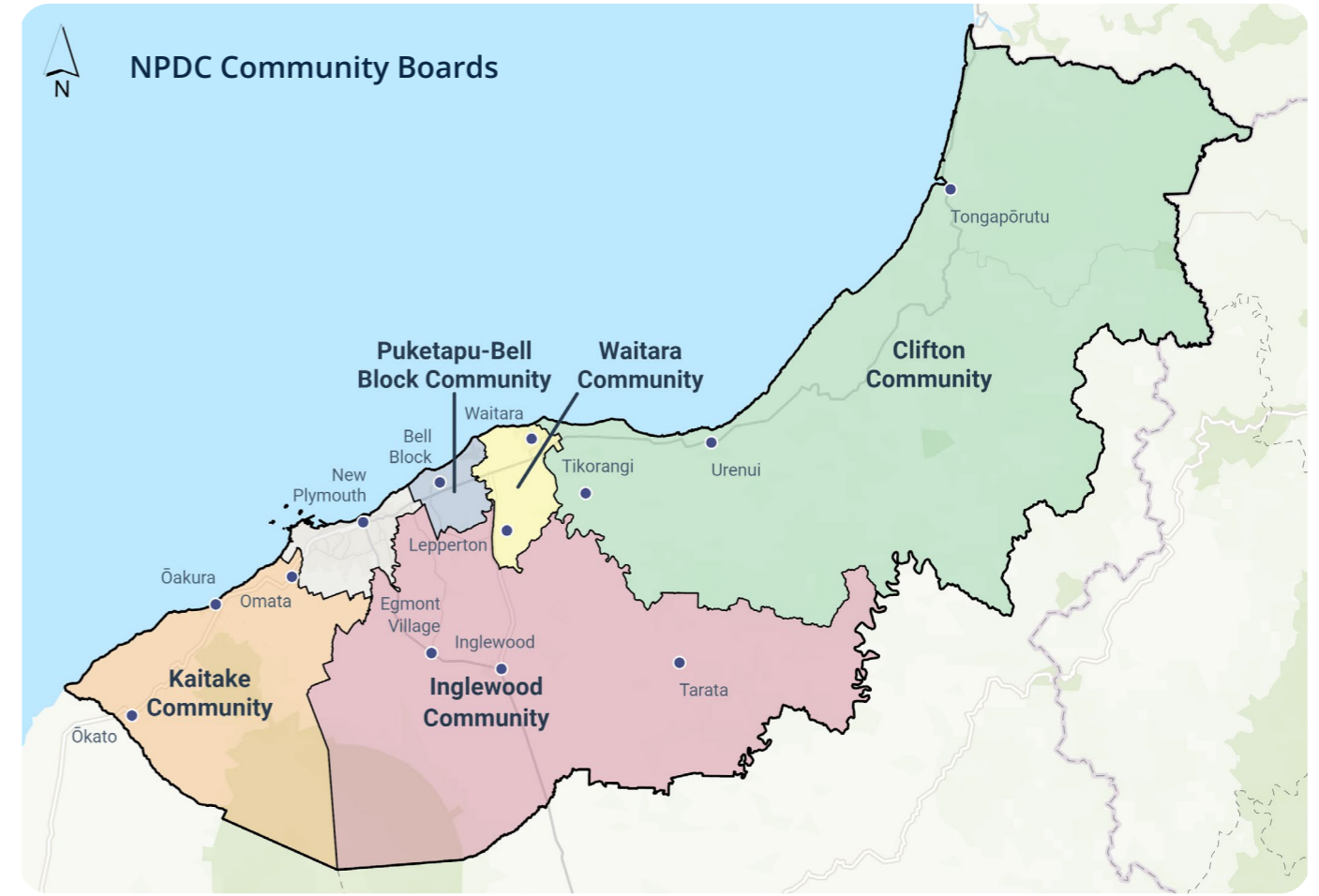
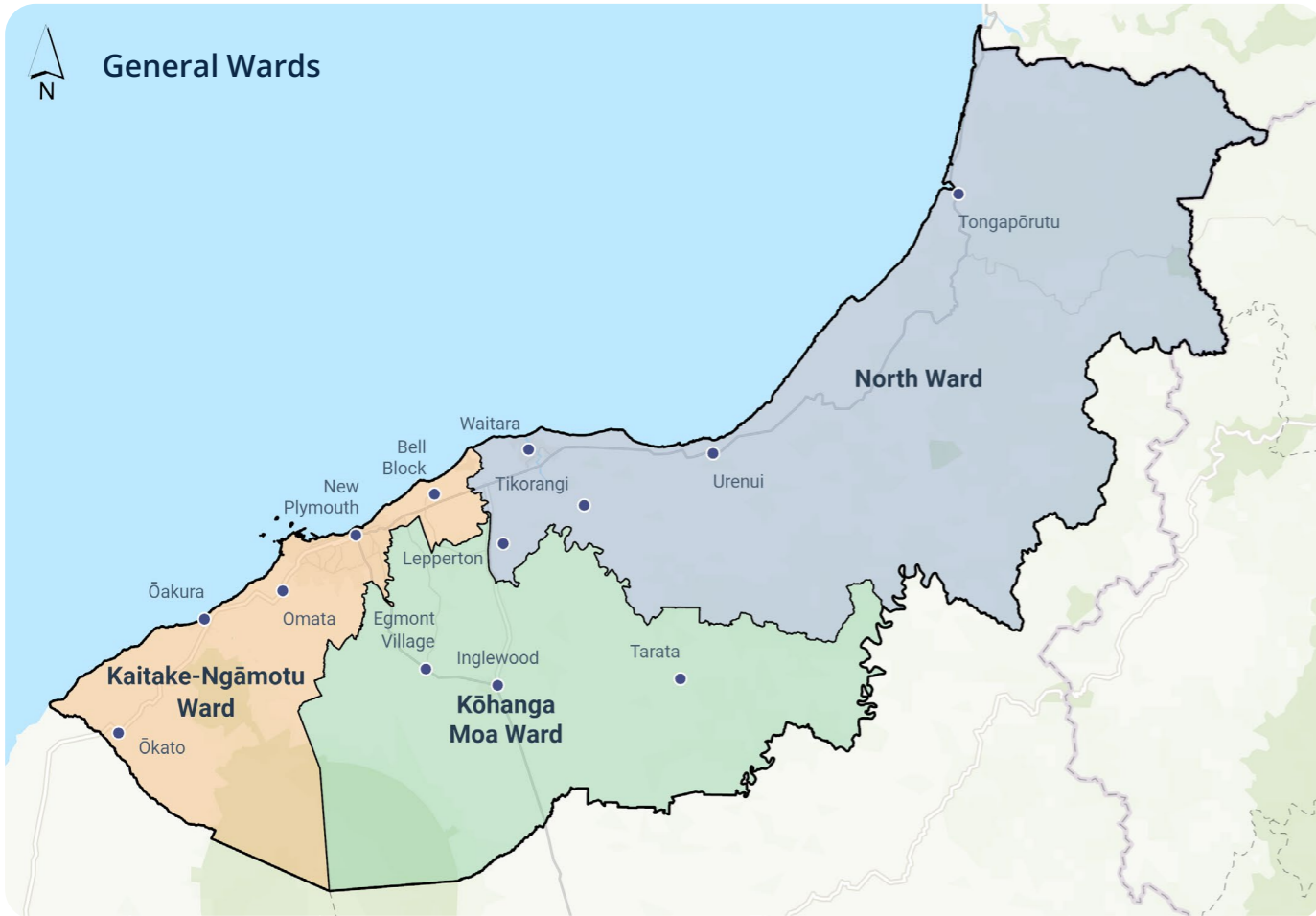
Each plan is mapped spatially and provided on the Council website - along with the Community Investment Plan showing the LTP investments and community projects in the Community Board areas.

Role of community boards

- Representing the interests of their communities
- Considering and reporting on matters referred by the Council
- Maintaining an overview of Council services to the community
- Preparing submission to the Council on expenditure in their community
- Communicating with the community

Community Board members responsibilities

- Attending formal community board meetings
- Attending informal gatherings of community members
- Attending (and sometimes speaking) at Council and committee meetings
- Leading deputations to Council and committee meetings
- Meetings with council employees in relation to projects or issues
- Preparation time, including reading emails, plans, reports and agendas
- Engaging with the community



Recording your financial interests

To provide transparency and to strengthen public trust and confidence in local government processes and decision making, from November 2022, the Mayor, Councillors and Community Board members have a statutory obligation to complete an annual return of their pecuniary (financial) interests which will be held in a register.

A summary of the information will be made publicly available.

In summary, the Mayor, Councillors and Community Board members will need to provide information relating to:

- involvement in companies, organisations and trusts
- employer details
- property details including location
- international travel undertaken
- gifts including hospitality and donations received in excess of \$500; and
- details of payments received for any other activities.

The details of the information which must be provided can be found in the [Local Government \(Pecuniary Interest Register\) Amendment Act 2022](#).

Salaries

The Remuneration Authority sets the payment levels for elected members. Payments are based on population and annual expenditure. The salary is adjusted annually. Elected members are not able to decline to accept a salary.

Elected members have the ability to claim for a range of expenses incurred as part of their role including mileage and communications equipment.

Elected members are classified as self employed and are responsible for payment of ACC levies from their own income. Some expenses may be able to be reclaimed from IRD.

The following table shows the expected remuneration figures.

Position	As at 1 July 2022 (\$)	As at 1 July 2023 (\$)
Mayor	154,128	160,757
Deputy Mayor	82,308	To be determined by Council (following the election) from a pool of 869,359. Minimum Councillor salary of 48,531.
Committee Chairpersons (4)	61,731 to 66,875	
Councillors	51,442	
Clifton Community Board Chairperson	12,821	12,604
Clifton Community Board member	6,410	6,302
Inglewood Community Board Chairperson	15,254	17,563
Inglewood Community Board member	7,627	8,782
Kaitake Community Board Chairperson	13,706	15,212
Kaitake Community Board member	6,853	7,606
Puketapu-Bell Block Community Board Chairperson	Not applicable	16,928
Puketapu-Bell Block Community Board member	Not applicable	8,464
Waitara Community Board Chairperson	15,254	16,928
Waitara Community Board member	7,627	8,464

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For more information or to apply go to
npdc.govt.nz/vote22