

# S O L G M

NZ SOCIETY OF LOCAL GOVERNMENT MANAGERS



## **CODE OF GOOD PRACTICE For the MANAGEMENT OF LOCAL AUTHORITY ELECTIONS AND POLLS**

### **Part 2: Representation Arrangements Review and Election Timetable**

**(Draft Approved by Working Party and Peer Reviewed)**

# Timetable

## ELECTION DAY: 13 October 2007

By 31 August 2006 (or earlier)	Council determines proposed representation arrangements including provision of Maori wards/constituencies if they are to be established [Sec 19H, LEA and Schedule 1A, Clause 1, LEA]
By 8 September 2006 (or earlier)	Public notice of proposed representation arrangements within 14 days of passing of resolution under Sec 19H, LEA [Sec 19M, LEA]
By 8 October 2006 (or earlier)	Close of public submissions to proposed representation arrangements not less than one month after date of public notice [Sec 19M, LEA]
By 19 November 2006 (or earlier)	Public submissions on proposed representation arrangements heard by local authority within 6 weeks of closing date for submissions [Sec 19N, LEA]
	Public notice of “final” representation arrangements following consideration of submissions within 6 weeks of closing date for submissions [Sec 19N, LEA]
By 20 December 2006 (or earlier)	Close of public appeals/objections to “final” representation arrangements not less than one month after date of public notice [Sec 19O, LEA]
By 15 January 2007 (or earlier)	Any appeals/objections/material on representation arrangements review to LGC [Sec 19Q, LEA]
After 31 January 2007	Declaration of Electoral Officer/Deputy [Sec 14, LEA]
2 March 2007 – 30 April 2007	Ratepayer Roll Enrolment Confirmation Forms sent [Reg 16, LER]
2 March 2007 – 6 July 2007	Preparation of Ratepayer Roll [Reg 10 LER]
14 March 2007	EEC Questionnaire sent to EOs
6 April 2007	EEC Questionnaire due
By 11 April 2007 (or earlier)	Determinations by LGC on representation arrangements review [Sec 19R, LEA]
By 11 May 2007 (or earlier)	Determination subject to appeal to High Court on a point of law (Schedule 5, Clause 2 Local Government Act 2002). Appeal must be lodged within one month of determination.

1 May 2007 – 31 May 2007	SOLGM national Ratepayer Roll Qualifications and Procedures campaign [Sec 39 LEA]
10 May 2007	EEC test data sent to EOs
9 July 2007	EEC Enrolment Update Campaign commences
11 July 2007	Eligibility for electoral roll ends [Reg 10 LER]
13 July 2007	Receive Residential Roll data from EEC
16-25 July 2007	Compile Preliminary Electoral Roll [Sec 38 LEA]
25 July 2007	Public Notice of Election, Calling for Nominations, Roll Open for Inspection [Sec 42, 52, 53 LEA]
<b>27 July 2007</b>	<b>Nominations Open/Roll Open for Inspection</b> [Sec 42 LEA]
<b>24 August 2007</b>	<b>Nominations Close (12 Noon)/ Roll Closes</b> [Sec 5, 42, 55, LEA, Reg 21 LER]
	Optional Early Processing Resolution [Sec 79 LEA]
	Optional Order of Candidate Names Resolution [Reg 31 LER]
29 August 2007	Public Notice of Candidate Names [Sec 65, LEA]
By 31 August 2007	Receive final data from EEC
By 31 August 2007	Ratepayer Roll insert with Rates Notice [sec 39 LEA]
By 17 September 2007	Electoral Officer Certifies Final Electoral Roll [Sec 51, LEA, Reg 22, LER]
18 September 2007	Roll in Force [Reg 23 LER]
By 21 September 2007	EEC letter sent to Unpublished Roll electors Appointment of Justice(s) of the Peace
<b>21 September 2007 – 26 September 2007</b>	<b>Delivery of Voting Documents</b> [Sec 5, LEA, Reg 51, 96 LER]
21 September 2007 – 13 October 2007	Progressive Roll Scrutiny [Sec 83, LEA] Special Voting Period Early Processing
By 12 October 2007	Appointment of Scrutineers 12 Noon [Sec 68, LEA]
<b>13 October 2007</b>	<b>Election Day</b> [Sec 10, LEA]

	Voting Closes 12 Noon – counting commences [Sec 84, LEA] Preliminary Results available as soon as practicable after close of voting [Sec 85, LEA]
13 October 2007 – 17 October 2007	Official Count [Sec 84, LEA]
17 October 2007 – 24 October 2007	Declaration of Result/Public Notice of Results [Sec 86, LEA]
By mid-December 2007	Return of Election Expenses & Donations Form [Sec 109, LEA] Note: actual date is within 55 days after the day on which the successful candidates are declared elected and could vary from the date shown

LEA = Local Electoral Act 2001

LER = Local Electoral Regulations 2001

EEC = Electoral Enrolment Centre

SOLGM = NZ Society of Local Government  
Managers