



**ELECTORAL
COMMISSION**
TE KAITIAKI TAKE KŌWHIRI

Party Secretary Handbook

General Election
and Referendums
2020

Foreword



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Party secretary rules for the 2020 General Election and Referendums

This handbook provides information you will need as a party secretary in the 2020 General Election. You'll find out how to nominate candidates, the rules for advertising, campaigning and expenses, and what you need to do after the election. You'll also find information about the rules for the referendums.

COVID-19 and the 2020 General Election

This year's election will be different because of COVID-19. A range of measures will be in place to help keep people safe while they vote in the 2020 General Election and Referendums. Voting will start earlier and there will be more voting places to spread voting over a longer period and reduce congestion in voting places. There will be health measures in place at voting places to help keep voters and election workers safe. More postal voting capacity will be available for people who are unable to go to a voting place.

Our websites have more information

We have a website with the rules for all participants, a website for voters and a website for election results.

www.elections.nz

www.vote.nz

www.electionresults.govt.nz

Contact details:

Electoral Commission, PO Box 3220, Wellington

Level 4, 34-42 Manners Street, Wellington

Tel: 04 495 0030

Email: enquiries@elections.govt.nz

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What's new in this election?

Referendums

Referendums on the End of Life Choice Act 2019 and the Cannabis Legalisation and Control Bill will be held with the general election. There are advertising rules and spending limits for the referendums, similar to those for third parties at a general election. This handbook will help explain how the referendum rules apply to you.

Advertising and campaigning

All advertisements relating to the election in any medium will need a promoter statement.

From 1 January 2020, parties and candidates can't keep overseas donations greater than \$50.

Enrolling and voting

People can enrol to vote online using their driver licence, passport or RealMe verified identity.

Voters in New Zealand will be able to enrol on election day.

Prisoners sentenced to less than 3 years imprisonment will be eligible to vote.

Counting votes and releasing results

Referendum votes will not be counted on election night — we'll count referendum votes after election day. We'll release preliminary results (ordinary referendum votes) for each referendum on Friday 30 October.

We'll process and count overseas votes in Wellington rather than in the electorates.

The period for declaring the official results and returning the writ has been extended. After we count special votes, we'll release the official results for the general election and referendums on Friday 6 November.

Key dates for a party secretary

This table shows the updated key dates you need to know as a party secretary for the 17 October 2020 General Election.

Date	What happens
Monday 10 August	Individual nomination forms, bulk nominations and party lists can be lodged from this date
Tuesday 18 August	The regulated period starts During the regulated period, any advertising you run to promote your party or an option on the referendum counts towards your expense limits
Sunday 13 September	Writ day You can start using your party's broadcasting allocation to advertise on TV and radio
Thursday 17 September	Noon is the deadline to get your bulk nomination schedules and party lists to us
Friday 18 September	Noon is the deadline for electorate candidates to get their individual nomination forms to us, and for you or your candidates to withdraw any nominations
Wednesday 30 September	Overseas voting starts
Saturday 3 October	Advance voting starts. You can't campaign with 10 metres of an advance voting place
Friday 16 October	The regulated period finishes You must take down all campaign signs before midnight
Saturday 17 October	Election day Voters can vote between 9am and 7pm. You can't campaign on election day
Friday 30 October	Preliminary referendum results will be released (ordinary votes)
Friday 6 November	We declare the official results for the general election and referendums We aim to release the results by 2pm
Thursday 12 November	If there are no judicial recounts, we return the writ showing elected electorate candidates and declare the elected list members of Parliament (MPs)
Monday 1 February	The deadline for sending us your party's invoices for broadcasting allocation costs
Wednesday 17 February 2021	The deadline for your candidates to send us their election expenses and donations returns
Wednesday 17 March 2021	The deadline for reporting your party's election and referendum expenses to us

Nominating electorate and list candidates

This section explains the rules for nominating electorate and list candidates. Find out who can be a candidate, the timing of nominations and the different ways you can nominate candidates.

You can nominate electorate candidates, list candidates or both

There are two types of candidate under the Mixed Member Proportional (MMP) voting system:

- electorate candidates, who become members of Parliament (MPs) by winning electorate votes
- list candidates, who are on registered party lists and can become MPs through the party vote.

A candidate can contest an electorate and be on a party list at the same election. A candidate can only contest one electorate and be on one party list for each election.

Candidates must be New Zealand citizens who are enrolled to vote

To be a candidate, a person must be both:

- enrolled to vote
- a New Zealand citizen.

Send evidence of citizenship if a candidate was born overseas

If a candidate was born overseas, we need evidence that they are a New Zealand citizen with their nomination. This evidence could be a certificate of citizenship or a copy of their New Zealand passport.

There are two main grounds that disqualify someone from enrolling

A person can't enrol to vote if they're either:

- a New Zealand citizen who hasn't been in New Zealand within the last 3 years
- in prison serving a prison sentence of 3 years or more.

There are exceptions to these rules. For example, the 3 years rule doesn't apply to public servants or members

of the Defence Force who are on duty outside New Zealand, or members of their families.

Other grounds for disqualification only affect a few people

There are other grounds of disqualification that affect a very small number of people. You can find out more on the New Zealand legislation website:

www.legislation.govt.nz/act/public/1993/0087/latest/DLM308839.html

There are special rules for nominating state servants

State servants, board members of Crown entities and directors of Crown companies can become candidates.

State servants who want to be candidates must take leave starting on 18 September and ending on Monday 19 October, the first working day after election day. Taking leave helps avoid the possibility of real or perceived conflicts of interest.

The candidate's employer may need the candidate to take leave before 18 September if they think the candidate's responsibilities as a state servant make this necessary.

If a state servant is elected, they will have to resign from their state sector role.

Before they seek a nomination, state servants should talk to their employers and check the State Services Commissioner's guidelines at: www.ssc.govt.nz

You can nominate your electorate candidates in bulk

If you're the secretary of a registered party, you can nominate all your party's electorate candidates at once with a bulk nomination. This is the simplest way for registered parties to nominate candidates, and most registered parties use it.

If you don't want to make a bulk nomination, or you're an unregistered party, your candidates can get individual nominations. Find out more in our candidate handbook for the 2020 General Election and Referendums. You can use a bulk nomination or individual nominations, but not both.

Tell us your plan to make a bulk nomination by Monday 14 September

If your party decides to make a bulk nomination, you need to formally tell us by completing the Notice of Intention to complete a Bulk Nomination form. The due date for this form is Monday 14 September.

If you change your mind, complete the Withdrawal of Notice of Intention to complete a Bulk Nomination form.

We'll provide you with the Notice of Intention to complete a Bulk Nomination form and Withdrawal of Notice of Intention to complete a Bulk Nomination form.

You can sign up to our online system to make bulk nominations easier

The Notice of Intention form will ask you whether you want to use our online system to complete your bulk nomination schedule online. If you do, training will be available and we'll send you a login ID, password, and user guide in early August.

Complete the bulk nomination schedule

Complete your bulk nomination schedule and include the following details for each candidate you're nominating:

- the electorate they will contest
- their full name
- the name they want to appear on the ballot paper (up to 30 characters long)
- the electorate they're enrolled in.

Attach a consent form for each candidate

Get each candidate to sign a consent form and include

the forms with your bulk nomination schedule.

Candidates going on the party list and contesting an electorate can give their consent to both on one consent form.

Include a \$300 deposit for each candidate

Include a \$300 deposit (including GST) for each candidate. You must pay the deposit for all candidates with either:

- one bank draft or bank cheque made out to 'Electoral Commission Trust Account'
- direct credit.

If you pay with direct credit

Pay the direct credit into the following account, with your party name as a reference:

Electoral Commission Trust Account
BNZ
02 0506 0077208 00

Include evidence of the time and date you made the deposit with your schedule. The evidence could be a copy of your receipt from the bank or a copy of your online transaction confirmation.

Make sure that you leave enough time for your bank to process your payment before the deadline. Don't pay with direct credit on the day before nomination day.

Sign the statutory declaration in your schedule

Sign the statutory declaration in your schedule that says you're satisfied that each candidate on the schedule can qualify as an electorate candidate.

Send us your bulk nomination schedule by noon Thursday 17 September

You must get your bulk nomination schedule, consent forms, and deposit to us by noon on Thursday 17 September.

We recommend you bring your schedule to us in person as early as possible. This gives us time to check your nomination to make sure we can accept it. We can't extend the nomination deadline.

You have until noon Friday 18 September to change your bulk nomination schedule

You have until noon on Friday 18 September to fix any errors in your bulk nomination schedule, or any document you lodged with the schedule.

This doesn't mean you can substitute or add new candidates to the schedule.

Your candidates can't submit individual nominations if you're making a bulk nomination

If you're making a bulk nomination, that's the only way your candidates can become electorate candidates. We won't accept individual nominations for candidates representing your party.

You nominate list candidates with your party list

If you're the secretary of a registered party, you nominate your party's list candidates by including their details in your party list and delivering the list to us. You can use the Commission's online system to compile your party list documents.

Complete your party list and declaration form

Complete your party list and declaration form, listing your candidates in order of preference. Include the following details for each candidate you're nominating:

- their full name
- their address
- their phone number.

Attach a consent form for each candidate

Get each candidate to sign a consent form and include the forms with your party list.

Candidates going on the party list and contesting an electorate can give their consent to both on one consent form.

Include a \$1000 deposit

Include a \$1000 deposit (including GST) with your party list. You must pay the deposit with either:

- a bank draft or bank cheque made out to 'Electoral Commission Trust Account'
- direct credit.

If you pay with direct credit

Pay the direct credit into the following account, with your party name as a reference:

Electoral Commission Trust Account
BNZ
02 0506 0077208 00

Include evidence of the time and date you made the deposit with your schedule. The evidence could be a copy of your receipt from the bank or a copy of your online transaction confirmation.

Make sure that you leave enough time for your bank to process your payment before the deadline. Don't pay with direct credit on the day before nomination day.

Sign the statutory declaration and list any component parties

Sign the statutory declaration in your form that says:

- you're satisfied that each candidate on the list can qualify as a list candidate
- whether your party has one or more component parties. List your component parties if you have any.

Send us your party list by noon Thursday 17 September

You must get your party list, consent forms, and deposit to us by noon on Thursday 17 September.

We recommend you bring your party list to us in person as early as possible. This gives us time to check your nomination to make sure we can accept it. We can't extend the nomination deadline.

Tell us if there's any change to your component parties

You must tell us about any change in your party's component parties that happens before election day. Tell us as soon as possible by making a statutory declaration Notice of Change of Party List Declaration.

We can give you a Notice of Change of Party List Declaration form if you need one.

You can withdraw your candidates' nominations

You can withdraw your bulk nomination schedule or party list. A candidate can also withdraw themselves from a bulk nomination schedule.

You can withdraw a bulk nomination

Withdraw your bulk nomination schedule by completing a Withdrawal of Bulk Nomination Schedule form, signing it in front of a Justice of the Peace or a solicitor, and sending it to us by noon on Friday 18 September.

After you've withdrawn your bulk nomination, you can submit another one. You must submit your new bulk nomination schedule by noon on Thursday 17 September.

A candidate can withdraw from a bulk nomination

A candidate can withdraw from your bulk nomination by completing a Withdrawal of Nomination from Bulk Nomination form. The candidate must sign the form in front of a Justice of the Peace or a solicitor, and send it to us by noon on Friday 18 September.

If a candidate withdraws, you can nominate another one. You must send us the new candidate's details, consent form, and deposit by noon on Friday 18 September.

You can withdraw your party list

Withdraw your party list by completing a Withdrawal of Party List form in front of a Justice of the Peace or a solicitor, and sending it to us by noon on Friday 18 September.

After you've withdrawn your party list, you can submit another one. You must submit your new party list by noon on Thursday 17 September.

Contact us urgently if a candidate dies or is incapacitated

Contact us urgently if a candidate dies or is seriously

incapacitated before nomination day, or between nomination day and the day we declare the official result. We'll talk you through what to do next.

You may apply to cancel a candidate's nomination if they become seriously incapacitated. Use our form for cancelling a candidate nomination because of incapacity, and get a Justice of the Peace or a solicitor to witness it. Also include a medical certificate for the candidate's condition.

We'll brief your candidates about their responsibilities

Your electorate candidates' Returning Officers will brief them about how the election will work, the nomination process, and their responsibilities as candidates.

We'll release some of your candidates' information to the public

Once we've processed all the nominations and party lists, we'll publish the names of all candidates on our website: www.vote.nz

We don't publish biographical information, policies, phone numbers or email addresses.

People who are enrolled to vote in the electorate can visit their Returning Officer and see the individual nomination forms for candidates in that electorate.

Any registered elector can inspect lodged bulk nomination and consent forms at the Wellington office of the Electoral Commission.

Tell us if you don't want us to give your candidates' contact details to the media

The media often ask us for candidates' contact details such as a telephone number and email. If the media asks for one of your candidate's contact details, we'll release them unless you or the candidate has told us in advance not to release them.

Don't include candidates' residential addresses if they're on the unpublished roll

Registered electors can inspect bulk nomination schedules and consent forms at our offices. The Commission will not make any address information available for inspection for candidates on the unpublished roll.

Electorate candidates appear alphabetically on the ballot paper

The names of the electorate candidates appear alphabetically by surname on the right-hand side of the ballot paper. Your party's name will appear under your candidates' names. If your party has a registered logo, the logo will appear to the right of your candidates' names.

If your party is contesting the party vote, we'll print the name of your party opposite your candidates' names on the left-hand side of the ballot paper.

We list parties that are only contesting the party vote alphabetically on the left-hand side of the ballot paper, after the parties that are also contesting the electorate vote.

Your candidates can appoint scrutineers

Your electorate candidates can appoint scrutineers.

Scrutineers oversee the conduct of the election

If there's no electorate candidate standing for your party in a district, you can appoint scrutineers for the district.

Scrutineers can observe:

- the issuing of votes in voting places, including advance voting places
- the preliminary count after 7pm on election night
- the early count of advance votes
- the checking of special vote declarations
- the scrutiny of the rolls and the official count
- any judicial recounts of electorate votes.

If you or your candidates intend to appoint scrutineers to attend voting places to observe voting you should let us know the number of scrutineers and the voting places they will be attending in advance as the presence of scrutineers at voting places needs to be managed within the physical distancing requirements to keep everyone safe. You were advised of draft voting place locations in mid-June. We may need to

limit the number of scrutineers at some voting places during voting hours for safety reasons and then have scrutineers present for the preliminary count.

There are no scrutineers appointed for the referendum counts. These will be overseen by Justices of the Peace during the official count.

We have a guide for appointing scrutineers

Your candidates can download our scrutineer handbook from our website. The handbook tells candidates how to appoint scrutineers, has the declaration of secrecy that scrutineers need to sign, and includes all the rules scrutineers need to follow.

For 2020, there will be a centralised count of overseas votes at the Electoral Commission's overseas vote processing centre in Wellington. The Commission will work with you to coordinate the appointment of 1 – 2 scrutineers to represent all of your candidates.

Advertising and campaigning

This section explains the rules parties must follow for election and referendum advertising and campaigning, including how much you can spend on advertising, restrictions on campaigning once voting has started and complaints about election advertising.

What is an election advertisement?

An election advertisement is an advertisement that may reasonably be regarded as encouraging or persuading voters to vote or not vote for a:

- candidate
- party
- type of candidate or party the advertisement describes by referencing views they do or don't hold.

Election advertisements about electorate candidates are called candidate advertisements, and election advertisements about parties are called party advertisements.

What is a referendum advertisement?

A referendum advertisement is an advertisement that could reasonably be regarded as encouraging or persuading voters to vote or not vote in a particular way in a referendum.

Whether an advertisement encourages or persuades voters depends on its effect as a whole

An advertisement doesn't have to include a candidate or party's name to be an election advertisement. Similarly, it doesn't have to include a referendum question to be a referendum advertisement.

An advertisement's encouragement or persuasion can be direct or indirect. Whether an advertisement encourages or persuades voters depends on its:

- content
- style
- apparent purpose

- factual context
- effect as a whole.

We must assess whether something is an election advertisement from the perspective of a reasonable observer, recognising the importance and value of political speech in a democracy (*The Electoral Commission v Watson & Anor 2016*).

Election and referendum advertisements can be in any medium

Election and referendum advertisements can be in any medium, such as:

- newspapers
- magazines
- posters
- billboards
- leaflets
- TV and radio broadcasting
- online advertising.

Unpaid advertising can still be an election or referendum advertisement.

There are exceptions to election and referendum advertisement rules

The following don't count as election or referendum advertisements:

- editorial content
- personal political views online
- an MP's contact details.

Editorial content is any part of a publication except advertising or advertorials

Editorial content in periodicals, radio or TV programmes, and on news media websites are not

election or referendum advertisements.

Editorial content includes any part of the publication except advertising, advertorials and sponsored content. It can include opinion and editorial pieces that others write, and contributions from readers the editor has chosen to publish.

A periodical is a newspaper, magazine, or journal that:

- was established for reasons unrelated to the election
- is published regularly
- is available to the public.

A periodical can be digital or printed.

Personal political views online aren't advertising if they're unpaid

An individual publishing their personal political views on the internet or other electronic medium doesn't count as election or referendum advertising. This exemption covers people posting on social media such as Facebook and Twitter.

This exemption doesn't cover:

- any paid content
- anyone expressing the political views of a group, organisation or political party.

Election and referendum rules apply to advertisements published in New Zealand or overseas

The rules apply to referendum advertisements or election advertisements published either:

- in New Zealand, even if the promoter is outside New Zealand
- outside New Zealand, only if the promoter is in New Zealand.

Publish means to bring to a person's attention in any way, except for talking to the person face to face.

Your party's advertisements must include a promoter statement

All your party's election and referendum

advertisements must include a promoter statement, even advertisements you don't publish during the regulated period.

Learn more about promoter statements on page 12.

There's a limit to how much your party can spend on advertising

There's a limit to how much your party can spend on election advertising during the regulated period.

There's another, separate limit to how much your party can spend on referendum advertising for each referendum during the regulated period.

Learn more about spending limits on page 13.

You can get an advisory opinion on whether your advertisement is an election advertisement, a referendum advertisement or both

You can ask us for our opinion on whether your advertisement counts as an election advertisement, a referendum advertisement, or both. We don't charge a fee for this.

Our advisory opinions are not legal advice

Our opinions are our interpretation of the Electoral Act and Referendums Framework Act. They're not legally binding or legal advice, and a court of law may reach a different opinion. You may want to get your own legal advice before you publish your advertisement.

Send us your request by email

To make a request, please send us:

- a copy of the advertisement
- how you'll publish it
- when you'll publish it
- the scale you'll publish it on.

Send us your request by email:

Email advisory@elections.govt.nz

We'll send you an advisory opinion as soon as we can

Once we get your request, we'll respond with an advisory opinion as soon as we can. We'll aim to respond within 5 working days.

We'll keep your request confidential until the election is over

We'll treat your request and our advice as confidential until after 13 November 2020. After that, we'll make our opinions available if someone asks for them, subject to the Official Information Act.

You can publicly release the advice we give you at any time, if you want to.

You must declare who is promoting your advertisements

All your party's election and referendum advertisements must include a promoter statement. This applies at all times, not just during the regulated period. A promoter statement shows the name and address of the person promoting the advertisement.

As party secretary, your name and address need to be in promoter statements for your party's advertisements.

We recommend you word your promoter statements like this:

**Promoted or authorised by [your name],
[your full street address].**

Your promoter statements must be easy to see or hear

You must clearly display the promoter statement in your party's advertisements.

In our view, this doesn't mean someone should be able to read the promoter statement from where you mean them to see the advertisement.

For example, people don't need to be able to read the promoter statement on a billboard while they're driving past it. A person should be able to read the promoter statement if they stop to examine the billboard.

Whether you've clearly displayed a promoter statement depends on the advertisement and the context it's in.

Learn more about how you should display your promoter statements in specific contexts on pages 19–21.

Advertisements related to an election or referendum also need a promoter statement

You need a promoter statement in some types of advertisements about an election or referendum, even if they don't encourage or persuade voters to vote or not vote for a party or candidate or referendum option and won't count as an election or referendum expense.

For example, if you publish posters encouraging people to enrol to vote in the election, you need to include a promoter statement because it's related to an election.

This now applies to advertisements in all mediums, including:

- newspapers
- magazines
- posters
- billboards
- leaflets
- TV and radio broadcasts
- online advertising.

You could be fined if you don't include a promoter statement

Not including a promoter statement is an offence. If you don't use a promoter statement when you're meant to, you could be fined up to \$40,000.

There's a limit to how much you can spend on advertising

There's a limit to how much your party can spend on election and referendum advertising during the regulated period.

During the regulated period, any advertising your party runs to promote itself or a referendum option counts towards your party's expense limits.

The regulated period is from Tuesday 18 August to Friday 16 October.

Each party may have a slightly different election expense limit, depending on how many electorates it contests.

If you are a registered party and contesting the party vote, your party's expenditure limit is \$1,199,000 (including GST) plus \$28,200 (including GST) per electorate contested by the party.

If your registered party isn't contesting the party vote, your party's election expense limit is \$28,200 (including GST) for each electorate candidate for your party.

Unless you register as a referendum promoter, your party's referendum expense limit is \$13,600 per referendum. If you think your party will spend more than \$13,600 on referendum advertising, you need to register as a referendum promoter. Contact us for more information.

Advertising you run or authorise during the regulated period counts towards your expense limit

Election and referendum advertisement expenses count towards your party's limits if you publish the advertisement, or continue to publish it, during the regulated period.

If someone you approve promotes your party, this will also count toward your party's election expense limit.

Expenses you paid or incurred outside the regulated period still count towards your limits if they were for advertisements you published during the regulated period.

Expenses include the cost of creation and the value of materials

Expenses that count towards your limit include:

- the cost of preparing, designing, composing, printing, posting and publishing the advertisement
- the reasonable market value of any materials you use for the advertisement. This includes materials you get for free or below reasonable market value.

Learn more about what counts as an expense in different advertising mediums on pages 17–23.

Election expenses don't include the cost of:

- your nomination deposits

- food
- hiring halls
- election advertising expenses the broadcasting allocation pays for.

Election and referendum expenses don't include the cost of:

- surveys or opinion polls
- free labour
- replacing materials destroyed through no fault of your own
- framework that holds up your advertisements (except for commercial frames)
- running any vehicle you use to display advertisements.

Stay in touch with your candidates

Stay in touch with your electorate and list candidates about advertising.

The content of your electorate candidates' advertisements may mean they count towards the spending limits of both them and your party.

As party secretary, you must authorise any election expenses your candidates incur promoting your party. Those expenses count towards your party's expense limits.

Keep a record of what you spend on advertising

Keep a record of what you spend on advertising as you spend it.

You'll need to report your party's election expenses to us after the election. You may also need to report your party's referendum expenses, but only if your party spends over \$100,000 on referendum advertisements during the regulated period. Learn more about reporting your expenses on pages 38 and 39.

Take all reasonable steps to keep records of all your party's election and referendum expenses. You must keep invoices and receipts for all election expenses of \$100 or more for 3 years after you've reported your expenses to us.

Expenses for advertisements that continue into the regulated period count towards your limit

If your party publishes an advertisement before the regulated period, the costs of continuing to publish it during the regulated period will go towards your party's expense limits.

You must split the expenses so you assign a fair proportion to the regulated period.

For example, if your party runs an internet advertisement for 2 months before and 2 months during the regulated period, half the total expenses count towards your party's expense limit.

Contact us if you have any questions about splitting your expenses.

You must split expenses if you share an advertisement with a candidate or another party

You must split expenses if your party's election advertisement also promotes a candidate, another registered party, or both.

Learn more about sharing advertisements with parties and candidates on pages 15 and 16.

Joint election and referendum advertisements count towards both your limits

You can't split the cost of advertisements that are both election and referendum advertisements.

Learn more about joint election and referendum advertisements on pages 16–18.

If someone else pays an expense for you, it still counts towards your limit

If someone gives or pays for something that would otherwise be an expense, it counts towards your party's expense limit. The expense is the reasonable market value for the good or service your party got.

If the reasonable market value is more than \$1,500, you should also record it as a donation to your party. There are more strict requirements for donations from an overseas person, see pages 31 and 32.

Reusing items from previous elections counts towards your expense limit

If your party reuses something, such as a banner, from a previous election, its reasonable market value goes towards your party's expense limit. You can't split an expense over multiple elections.

We suggest you record the price you originally paid for the item. If you don't know the original price, record what the item would cost now, based on two quotes.

Pay all election advertising bills by Friday 29 January and referendum advertising bills by Monday 25 January

Make sure you get all the invoices for your party's election expenses by Friday 10 December (within 20 working days of declaring the election of list members).

You must pay all these invoices by Friday 29 January December (within 40 working days of us declaring the election of list members). It's an offence to not pay your invoices on time.

Make sure you get all the invoices for your party's referendum expenses by Monday 4 December (within 20 working days of us declaring the official result).

You must pay all these invoices by Monday 25 January (within 40 working days of us declaring the official result). It's an offence to not pay your invoices on time.

If you're disputing a bill, you can follow the procedure in sections 205H and 205I of the Electoral Act or sections 69-70 of the Referendums Framework Act.

We allocate some money for broadcast and internet advertising

For each general election, the Electoral Commission allocates funds to registered parties to spend on broadcast and internet advertising. We don't allocate funds for by-elections, nor do we allocate funds directly to electorate candidates.

Parliament has allocated \$3,605,000 (plus GST) for the broadcasting allocation for the 2020 General Election. Parties had to apply to us by 28 February for us to consider allocating funds to them and must be

registered by 6 September (the date of dissolution of Parliament) to be eligible to receive these funds.

Your party can use the broadcasting allocation on election advertisements, including referendum advertisements. Read the rules for spending on broadcast advertising on pages 20 and 21, and internet advertising on page 20.

If we allocate funds to your party, you must report to us on how you spend them. Read more about reporting your allocation expenses on page 38.

Send us your party's invoices for broadcasting allocation costs

Send us your party's invoices for broadcasting allocation costs by Monday 1 February (within 50 working days of the end of the month of the election). We'll pay the invoices on your party's behalf.

How the rules apply to your advertising, shared advertising and advertising by others that you approve

Your party advertising

As party secretary, you must include a promoter statement with your name and address in advertisements that your party promotes.

Your address can be the full street address of either:

- the place where you usually live
- any other place where usually someone can contact you between 9am and 5pm on any working day.

For example, you could use your campaign office or party headquarters address.

Talk to your employer before putting your work address on any election advertising. You can't use a post office box or website address.

How you refer to websites can affect who you're promoting

If your party's advertising refers to a website, the content of the website may help decide whether the advertising is:

- an election or referendum advertisement
- a party advertisement, a candidate advertisement, or both.

Listing a website is fine, but if you use words or graphics that encourage readers to visit a website, consider the content of both the advertisement and the website.

For example, if your party's print advertisement encourages readers to visit a website, and the website encourages them to vote for a candidate, your party is promoting that candidate.

You can share advertisements with your candidates or another party

You can share advertisements with your candidates, another registered party, or both. You'll need to get or give written permission and split the expenses.

You can promote candidates and other parties in your advertising

As well as promoting your party, your advertisements can promote your candidates, another registered party, or both. You must get prior written authorisation from the candidate or party secretary.

Your party's advertisements that promote the party and your candidates only need one promoter statement. In this case your party is the promoter and the advertisement will only need your name and address.

Candidates or parties can promote you in their advertising

Your candidates and other registered parties can also promote your party in their advertising. You must give the candidate or other party your written authorisation first. The candidate or other party must include their details in the promoter statement.

You must split expenses if your party shares an advertisement with a party or candidate

If an advertisement promotes your party and your candidates, another registered party, or both, you must split the expenses with them.

Base how you split the expenses on the coverage each

of you gets in the advertisement. Contact us if you have any questions about splitting your expenses.

An example of splitting expenses between your party and a candidate

Your party and one of its candidates agree to advertise on a billboard during the regulated period.

About 40 percent of the content on the billboard asks voters to give their party vote to your party. The other 60 percent asks voters to give their electorate vote to your party's candidate.

The total cost of the advertising is \$15,000.

- artwork and photography of the candidate costs \$1,000

- artwork and photography of the party leader costs \$2,000
- general design, production, printing, materials, assembly, and transport costs \$8,000
- renting the billboard costs \$4,000.

The candidate artwork and photography costs are a candidate expense, and the party leader artwork and photography costs are a party expense.

The rest of the costs don't clearly relate to either the party or the candidate. You must split these costs according to the coverage the party and candidate each get in the advertisement. So 60 percent of these costs will be the candidate's expenses, and 40 percent will be the party's expenses.

The table below shows how your party should split expenses with the candidate.

Cost	Candidate expense	Party expense
Artwork and photography of the candidate	\$1,000	\$0
Artwork and photography of the party leader	\$0	\$2,000
General design, production, printing, materials, assembly, and transport	\$4,800	\$3,200
Renting the billboard	\$2,400	\$1,600
Total	\$8,200	\$6,800

If your party pays the full \$15,000 for the advertisement, the \$8,200 still counts towards the candidate's expense limit. The \$8,200 will also count as a donation from your party to the candidate.

Your party can promote itself and one or more referendum options

If your advertisement is both an election and a referendum advertisement, the full cost counts towards your election expense limit and your referendum expense limits. You can't split the cost of the advertisement.

Other people and organisations can promote you

Third parties, people or groups other than candidates or registered parties can promote your party in their advertisements. They must include their name and address in the promoter statement.

The third party must have your prior written authorisation to promote your party.

The full cost of third party advertisements counts towards your expense limit

You can't split expenses with third parties like you can with candidates or other registered parties.

If you authorise someone else to publish advertising encouraging people to vote for your party, the full cost of that advertising will count towards your party's expense limit. The same costs will also count towards the third party's expense limit.

Get the information you need about the cost of the advertising from the third party.

How the advertising and expenditure rules apply to different types of advertising

The medium your party's advertisement is in can affect how the election advertising rules apply.

The following summary table below provides an overview of the rules. The rest of this section then provides further information about how the rules apply to websites, social media, online advertising, tv and radio, publications, signage, giveaways, staff time, surveys.

TV and radio advertising using broadcasting allocation	When broadcasts allowed	Must be authorised by	Party election expense?	Electorate candidate expense?	Referendum expense?
Promoting party or referendum option, or attacking party or candidate	Election period (13 September to 16 October)	Party secretary	Not an election expense An allocation expense included in party's return of allocation expenses	Not applicable	The allocation can be used to broadcast about the referendums. The costs of advertising using the allocation are not an election expense, but the full cost will be referendum expenses.
Promoting both party and electorate candidate	Election period (13 September to 16 October)	Both the party secretary and electorate candidate	Not an election expense An allocation expense included in party's return of allocation expenses	Yes (for the cost of the portion of the ad relating to the electorate candidate) and value is a donation by the party to that candidate.	Not applicable
Promoting electorate candidate only	Election period (13 September to 16 October)	Electorate candidate	Not an election expense An allocation expense included in party's return of allocation expenses	Yes (and value is a donation by the party to the electorate candidate)	Not applicable

TV and radio advertising using party's funds	When broadcasts allowed	Must be authorised by	Party election expense?	Electorate candidate expense?	Referendum expense?
Promoting party, candidate and party, or referendum option, or attacking another party or candidate	Not allowed	Not applicable	Not applicable	Not applicable	Not applicable
Promoting electoral candidate only	Election period (13 September to 16 October)	Electorate candidate	No	Yes (and value is a donation by the party to the electorate candidate)	Not applicable
Internet advertising using broadcasting allocation	When allowed	Must be authorised by	Party expense	Electorate candidate expense?	Referendum expense?
Production costs	At any time provided advertising published during election period (13 September to 16 October)	Advertising must be authorised by party secretary and/or electorate candidate if it features the candidate	Not an election expense An allocation expense included in party's return of allocation expenses	Not if it only relates to party. The costs will be a candidate election expense (and donation to the electorate candidate) to the extent the advertising promotes the candidate	If the allocation is used for referendums advertising or joint election and referendum advertising, the full cost will be referendum expenses.
Placement costs	Election period (13 September to 16 October)		Not an election expense An allocation expense included in party's return of allocation expenses		

Non-broadcast advertising using party's funds (including internet)	Period for which counted as election expense and or referendum expense	Must be authorised by	Party expense?	Electorate candidate expense?	Referendum expense?
Promoting party vote, referendum option or attacking party or candidate	Regulated period (18 August to 16 October)	Party secretary	Party election expense	No	Yes, the full cost also a referendum expense
Promoting both party vote and electorate candidate	Regulated period (18 August to 16 October)	Both the party secretary and electorate candidate	Party election expense (for the cost of that portion of the ad relating to the party)	Yes (for the cost of that portion of the ad relating to the electorate candidate)	Not applicable
Promoting electorate candidate	Regulated period (18 August to 16 October)	Electorate candidate	No	Yes	Not applicable

Your party website or social media account

Your party's whole website or social media account is an election advertisement if any part of it could be seen as encouraging or persuading voters to vote or not vote for a party or candidate.

The whole website or account is a referendum advertisement if any part of it could be seen as encouraging or persuading voters to vote or not vote in a particular way for the referendum.

Even if your party doesn't pay to promote its website or social media account, it can still count as an election or referendum advertisement.

The exemption for personal political views online usually applies to individuals posting comments on your party's website or social media pages.

You need a promoter statement on your party's website or account

On websites, put your promoter statement on the page that contains the election or referendum advertising. If you have many pages with election advertising, put your promoter statement on your homepage.

On social media accounts, include your promoter statement in your 'About' or profile section.

You don't need a promoter statement if you like or share an election or referendum advertisement that someone else published on social media.

Setting up and looking after the hardware and software behind your website doesn't count towards your expense limits

Election and referendum expenses for websites and social media include the costs of:

- preparation
- design
- publication
- hosting fees.

The costs of setting up and looking after the hardware and software of the website don't count towards your party's expense limits.

You can make your website accessible

We recommend you make your party's website as easy

to access as possible. For example, you could make sure your website meets the New Zealand Government Web Accessibility Standard:

www.digital.govt.nz/standards-and-guidance/nz-government-web-standards/web-accessibility-standard-1-1

This isn't compulsory, but it'll make your website easy to access for people:

- with low vision
- with reading, learning or intellectual disabilities
- using phones, tablets, screen readers or speech recognition software.

Your online advertising

Your party can pay for an election or referendum advertisement to appear unsolicited on another person's webpage. For example, you can:

- place a banner advertisement on someone else's website
- promote a post on social media
- promote a web search result.

You must include your promoter statement on the advertisement

You must include a promoter statement on the advertisement itself. You can't rely on linking back to another page which contains a promoter statement.

You can shorten the promoter statement if you have a limited number of pixels or characters. For example, you could shorten 'Promoted by Anthony Secretary, 111 Any Street, Auckland' to 'A Secretary, 111 Any St, AKLD'.

Using your party's funds during the regulated period counts towards your expense limit

If your party uses its own funds to produce and place internet advertising, and it publishes the advertising during the regulated period, these costs will be election expenses.

Expenses for placing an advertisement online include the costs of:

- preparation

- design
- publication
- hosting fees.

You can use the broadcasting allocation to pay for internet advertising

If we've given your party a broadcasting allocation, your party can spend the allocation on:

- the cost of producing internet advertisements your party publishes, or continues to publish, from Sunday 13 September to Friday 16 October.
- placing or promoting internet advertisements from Sunday 13 September to Friday 16 October.

You can use the broadcasting allocation on election advertisements and referendum advertisements.

Any costs you pay with the broadcasting allocation don't count as election expenses, but if they are referendum advertisements the full cost will count as referendum expenses.

Your party can use its broadcasting allocation to promote a candidate with an internet advertisement. The cost of the advertisement, or the part of the advertisement relating to the candidate, is both a:

- candidate expense
- donation to the candidate from your party.

Different rules apply if you advertise on TV and radio

Your registered party can advertise itself on TV or radio if it has a broadcasting allocation, but some separate rules apply.

These rules apply to a broadcast if your party sets it up and it does any of the following:

- encourages or persuades voters to vote, or not vote, for a party or candidate
- appears to encourage or persuade voters to vote, or not vote, for a party or candidate
- supports or opposes a party or candidate
- tells voters about meetings about an election.

Your party can only broadcast election advertisements from Sunday 13 September to Friday 16 October

Your party can only broadcast election advertisements on television or radio within the election period. The election period starts on Sunday 13 September and finishes at the end of Friday 16 October, the day before election day.

The general rule is that referendum advertisements can be broadcast at any time, except for on election day. However, it is likely that broadcasting by a party about the referendum will also be an election programme and therefore can only be broadcast from Sunday 13 September to Friday 16 October.

You still need to include a promoter statement

You must include a promoter statement in all your broadcast advertisements.

If you publish an advertisement only in an audible form, the promoter statement must be as easy to hear as the rest of the advertisement.

Only registered parties with a broadcasting allocation can promote themselves on TV and radio

Your party can only use TV and radio to promote itself or attack other parties or candidates if:

- your party is a registered party
- we've given your party a broadcasting allocation.

Your party can only pay for broadcasting time with its broadcasting allocation

Your party can only buy time on TV or radio to promote the party with funds it gets from the broadcasting allocation. It's illegal for your party to spend its own funds to buy time on TV or radio to promote the party.

Any costs you pay with the broadcasting allocation don't count as election expenses but if you promote a referendum option the full cost will be a referendum expense.

Your party can use its broadcasting allocation or its own money to pay production costs

Your party can use either its broadcasting allocation or its own funds to pay production costs for TV or radio advertisements. If your party uses its own funds, the

production costs count towards your party's expense limit.

Any party can promote their candidates on TV or radio

Your party can use TV and radio to promote its electorate candidates, even if your party doesn't have broadcasting allocation. You must get your candidates' written authorisation first.

Your party can use its own money or its broadcasting allocation to promote a candidate

Your party can pay for broadcasting time and production costs with either its own funds or any broadcasting allocation it has.

No matter what money your party uses, all costs are both a:

- candidate expense
- donation to the candidate from your party.

Your party can place an advertisement in a publication

Your party can place election and referendum advertisements in publications, such as newspapers, magazines, or journals. Publications can be electronic or printed.

Editorial versus advertorial content

If a publication, such as your local paper, asks someone in your party to write a column or opinion piece, it doesn't count as an election or referendum advertisement. It will fall under the exception for editorial content (see pages 10 and 11).

However, the column or piece will count as an advertisement if your party pays a publication to run it, for example as part of an advertising package.

Your party can put up signs, banners, and posters

Your party can put up signs, banners and posters to advertise itself or a referendum option. Remember to always include your promoter statement.

Local councils are responsible for regulating election signs in their region

Local councils are responsible for regulating when, where, and how you can display election signs. Talk to your local councils about their rules before you put up any election signs.

The Local Government New Zealand website can show you how to contact local councils:

www.lgnz.co.nz/nzs-local-government/new-zealands-councils/

In the 9 weeks before election day (from Saturday 15 August), you can have election signs that are up to 3 square metres in size. This applies wherever you are in New Zealand, but you'll still need to follow your local council's application processes and rules about where you can put them up. Talk to your council if you want to have larger signs.

The timing and size requirements for referendum signs may be different. You'll need to check with your council.

Your party can only pay certain people to display election or referendum signs

Your party can only pay someone to display an election or referendum sign if displaying signs is part of their business.

The costs of framing for election and referendum signs usually aren't expenses

The cost of framing material that holds up signs, such as wooden framing, doesn't go towards your party's expense limits unless they're part of the cost of a commercial framework you've used.

Mobile advertising counts towards your expense limit

The cost of mobile advertising, such as signage on campaign cars, goes towards your party's expense limits.

If your party is paying to use the vehicle for displaying its advertisements, the costs of running the vehicle also go towards your party's expense limit.

Your party can pay your campaign staff to work on advertising

The cost of paying campaign staff only counts towards your party's expense limits if they're directly involved in doing any of the following to an election or referendum advertisement:

- preparing
- designing
- composing
- printing
- posting
- publishing.

The cost of labour you get for free from a volunteer doesn't count towards your party's expense limit. But if a company donates its employees' services to your party's election or referendum campaign, the employees' time counts towards your party's expense limit and as a donation to your party.

Your party can give out items

Your party can give out items to supporters to promote itself or the referendum, such as t-shirts, bumper stickers, lapel badges and flags.

Count items your party gives out before the regulated period as expenses

If your party gives out any items before the regulated period starts, assume your party's supporters will keep displaying them during the regulated period. Count the cost of the items towards your party's expense limit.

Your party's supporters can't display items on election day

Take care when giving out items to promote your party or the referendum. Your party's supporters could break the law if they display them either:

- within 10 metres of an advance voting place
- anywhere on election day.

Your party can't treat people to food, drink, or entertainment

Treating is giving people food, drink or entertainment to intentionally influence their vote. It's a criminal offence to treat before, during or after an election.

If a court convicts someone of treating, they could:

- go to prison
- be disqualified from voting for 3 years
- lose their seat in parliament, if they have one.

Before you give people food, drink or entertainment, consider:

- how much you're giving, and how much money it's worth. Ordinary hospitality that's part of a political meeting isn't treating.
- who you're giving to. For example, giving out food at an annual party conference, where the audience is mainly party members, is unlikely to be treating. Giving out food at a public meeting is riskier.
- how much political material you're giving with the food, drink or entertainment.

Providing a light supper, such as a cup of tea and a snack, after an election meeting isn't treating.

To avoid complaints, we suggest you be cautious and restrained when giving out food, drink or entertainment as part of your campaign. Be especially cautious with giving out alcohol.

If you're concerned that something you're planning might be treating, you can ask us for our opinion.

Your party can survey, poll and canvass voters

Your party's surveys, opinion polls or telephone canvassing are election or referendum advertisements if they go beyond just getting voters' views. If they encourage or persuade voters to vote or not vote for a candidate or party or referendum option, you'll need to follow advertising rules.

For example, if your party's survey asks leading questions that promote your party's policies, it's

probably an election advertisement.

We can review your canvassing script or survey and give our view on whether it's an election advertisement.

If your party's survey, opinion poll or telephone canvassing is an election or referendum advertisement, any costs will go towards your party's expense limits, such as the cost of:

- renting phone lines
- making phone calls
- paying a person or group carrying out the survey, opinion poll or telephone canvassing.

Face-to-face canvassing doesn't count as election or referendum advertising

Face-to-face canvassing doesn't count as advertising, so you don't need a promoter statement and the costs don't go towards your party's expense limit. But the cost of any items your party hands out while canvassing, such as leaflets, count towards your party's expense limit if the items promote your party.

Your party can get information about people who are enrolled to vote

Your party can buy lists of people who are enrolled to vote to use when polling and campaigning.

Your party can buy electronic or printed copies of the lists. We'll make printed lists available in the lead up to the 2020 General Election.

Contact our data coordinator to find out how much the lists cost and how to apply.

Email data@elections.govt.nz

Phone 04 495 0030

There are restrictions on election and referendum campaigning once voting has started

There are limits on what you can do once voting starts on Saturday 3 October.

It's a criminal offence to do anything that can influence voters:

- in an advance voting place
- within 10 metres of an advance voting place
- on election day.

This includes advertising, public statements, processions, and speeches, as well as displaying candidate and party names, emblems, slogans or logos. Sections 197 and 197A of the Electoral Act have the full lists of restricted activities.

These rules also apply to the referendum, referendum voting papers, activities by referendum supporters and references to referendum options.

Remove all your party's election and referendum advertising that's visible from a public place before election day (17 October). Returning officers can remove or cover advertising that breaches the rules.

Supporters and scrutineers can wear a party lapel badge or rosette

Your party's supporters and scrutineers can wear a party badge or rosette on their lapel at any time, including inside voting places and on election day.

The badge can show your party's name, emblem, slogan or logo. It can't show a candidate's name or website. Include a promoter statement on your badge because it's likely to be an election advertisement.

Don't display lapel badges in other places such as on vehicles.

Your party can show and wear its colours

Your party can display streamers, ribbons and similar items in party colours within 10 metres of advance

voting places and on election day if both of the following are true:

- they are on people or vehicles.
- they don't show party or candidate names, emblems, slogans or logos.

Your party's supporters can also wear clothes in party colours if they don't show party or candidate names, emblems, slogans or logos.

Referendum lapel badge, or rosette and colours

The same rules apply to the wearing of a referendum badge or rosette and colours associated with a referendum option.

Your party can't deliver or hand out election or referendum material on election day

Your party can't deliver election or referendum material through the post or directly to mailboxes on election day.

To avoid breaches, New Zealand Post will stop accepting election and referendum material for delivery from Thursday 8 October. Your party should clearly mark any election or referendum-related mail it sends so New Zealand Post knows not to deliver it on election day.

Be careful about hand-delivering election and referendum material to mailboxes on Friday 16 October. If a voter doesn't check their mail until the next day, they may think it arrived on election day and complain.

We'll review all complaints and refer them to the New Zealand Police if necessary.

You can't hand out anything that mentions candidates, parties, or the referendums

On election day, your party can't print or give out anything that mentions any candidates, parties, or the referendums.

It's illegal to imitate ballot papers

It's illegal to imitate ballot papers from midnight on the Tuesday 13 October to the end of election day.

Don't print or share anything that's likely to influence voters and does any of the following:

- looks like a ballot paper
- looks like part of a ballot paper
- lists candidates, parties, or referendum options.

Your party can contact voters on election day if it doesn't influence their vote

Your party's supporters can contact voters on election day to remind them to vote or offer to help them get to a voting place. They can't say or do anything to influence their vote.

We recommend your supporters read off a script so they don't say anything that breaks the law. Keep candidate names and referendum options out of your script. That way there's no suggestion your party's supporters are trying to promote your party, a candidate, or how to vote in the referendum.

You can contact us to get our opinion on whether your script follows the rules for election day.

Be careful what your party posts on websites and social media

On election day, it's illegal to post or share anything that's likely to influence voters. This includes photos of completed ballot papers. Posting your personal political views on election day can also break the law.

Your party can keep existing election and referendum material on its website or social media page, so long as all the following apply:

- your party published the material before election day.
- the material is only available to people who voluntarily access it.
- your party don't publish advertisements promoting the page or site on election day.

We recommend you disable the public message

boards and comment sections of your party's websites and social media on election day. This will stop users from posting new election and referendum-related material.

Don't post anything that encourages voters to vote, or not vote, for candidates, parties or referendum options. We recommend you don't use profile pictures or frames that support a candidate, party or referendum option.

Take down your party's signs and posters before election day

Take down your party's election and referendum signs and posters before election day. This includes signs and graphics on vehicles, and bumper stickers.

If your party has any election or referendum signs or posters within 10 metres of what will be an advance voting place, take them down before advance voting starts.

Your party can keep its signs on its headquarters

Your party can keep statements, party names, logos, slogans and emblems on its headquarters on election day if they don't refer specifically to the election or referendum campaign.

This exception doesn't apply to mobile headquarters such as caravans or camper vans.

Members of Parliament can keep signs on their offices

Your party's MPs can keep fixed signs on their out-of-Parliament offices if they don't refer to the election or referendum, however we would recommend that they do not drive sign written vehicles on election day.

Your party's candidates and supporters can only enter a voting place to vote

Your party's candidates and supporters may only enter a voting or advance voting place to vote. Once they have voted, they must leave.

When your party's candidates and supporters are near a voting place on election day or within 10 metres of an advance voting place, they can't say or do anything that could influence voters. Exercise restraint to avoid complaints.

Your party's candidates can get permission to film and photograph

Your party's candidates can have someone to film or photograph them voting if they have permission from the returning officer.

Candidates should contact us before the voting period to get permission.

If the returning officer gives candidates permission, they must agree to not:

- disrupt the voting place with your filming or photography
- photograph or film voters completing their ballot papers
- give or conduct interviews in or near the voting place.

Complaints about election advertising

There are different agencies people can go to if they have concerns about an election or referendum advertisement.

Contact us about breaches of election or referendum advertising rules

The Commission is responsible for ensuring that the rules regarding transparency of promoter statements, authorisation of advertising and electoral finance rules are being complied with. You can complain to us about breaches of election advertising and the election day rules under the Electoral Act, referendum advertising rules under the Referendums Framework Act, and election programmes under the Broadcasting Act.

Post or email your complaint to us:

Electoral Commission
PO Box 3220
Wellington
Email enquiries@elections.govt.nz

If we believe the person or group has committed an offence, we'll report the facts to the police. We can't enforce laws or prosecute offenders.

The Broadcasting Standards Authority, the ASA and the Media Council all have roles when it comes to considering whether the content of campaign advertising, broadcasts and media activity meets the relevant standards they administer.

Contact the Broadcasting Standards Authority about broadcasting

The Broadcasting Standards Authority (BSA) oversees broadcasting on TV and radio.

Election programmes must follow the Election Programmes Code

Election programmes on TV and radio, such as party and candidate advertisements, must follow the Election Programmes Code of Broadcasting Practice.

The BSA website has more information about the code, and how to complain under it:

www.bsa.govt.nz/broadcasting-standards/election-code/

Third-party programmes must follow broadcasting standards

Third party programmes about elections and referendums must follow the relevant broadcasting standards for radio, free-to-air TV or pay TV.

If you think a programme has breached a standard, complain to the broadcaster first. If you can't resolve your complaint, you can go to the BSA.

The BSA website has more information about the standards and how to complain:

www.bsa.govt.nz/complaints

Contact the Advertising Standards Authority about other election or referendum advertising

The Advertising Standards Authority (ASA) oversees advertising in all media other than party or candidate election programme broadcasts on TV and radio.

Referendum and election advertising must comply with the ASA Codes of Practice. The ASA website has more information about the codes and how to complain:

www.asa.co.nz/complaints

Contact the Media Council about editorial content

The New Zealand Media Council oversees its members, which include publications and news websites.

If you want to complain about editorial content, you must go to the publisher first. If you can't resolve your complaint, you can go to the Council.

The Media Council website has more information about its members, and how to complain:

www.mediacouncil.org.nz

Contact local councils about election signs

If you have any questions or complaints about the placement of election signs, talk to the local council of the area the sign is in.

The Local Government New Zealand website can show you how to contact local councils:

www.lgnz.co.nz/nzs-local-government/new-zealands-councils/

Donations

This section explains the rules your party must follow when getting donations, including anonymous and overseas donations, as well as how to report and disclose your donations.

A donation can be money, goods or services

A donation can be money, or the equivalent of money, or goods or services that is made to the party, or to any person or body of persons on behalf of the party who are involved in the administration of the affairs of the party.

If your party gets free goods or services with a reasonable market value over \$1,500 from a New Zealand person, or \$50 from an overseas person, their market value is a donation. For further information about donations from overseas persons see pages 31 and 32.

If your party gets a discount on goods or services from a New Zealand person with a reasonable market value over \$1,500, the difference between the market value and the price your party pays is a donation. If your party gets a discount on goods or services with a reasonable market value over \$50 from an overseas person, the difference between the market value and the price your party pays is a donation.

If your party sells over-valued goods or services (for example, at a fundraising auction), the difference between the reasonable market value and the price the buyer pays is a donation.

If your party gets credit on better terms than the normal terms for similar credit at the time, the value of the better terms is a donation.

There are exceptions to donation rules

The following don't count as donations to your party:

- volunteer labour
- goods or services your party gets for free from a New Zealand person that have a reasonable market value of \$1,500 or less
- goods or services your party gets for free from an overseas person that have a reasonable market value of \$50 or less
- a candidate donation that the candidate includes in their return of donations

Know whether donations are for your party or your party's candidates

When your party gets a donation, it's important you know whether it's meant for your party or one of your party's candidates. Ask the donor if you aren't sure, especially if they sent the donation through an electorate committee or transmitter.

If the donation is for one of your party's candidates, you must send it to that candidate. Learn more about sending donations to your candidates on pages 29 and 30.

If someone else pays an expense for your party, it may also count as a donation

If someone gives or pays for something that would otherwise be an election expense, it counts towards your party's expense limit. If the reasonable market value for the good or service your party got is more than \$1,500, it also counts as a donation. The threshold is \$50 if the person giving or paying the expense is an overseas person.

Keep a record of the donations your party gets

Record the following details about donations as your party gets them:

- the donor's name and address
- the amount you got
- the date you got the donation
- whether they are an overseas person.

You must report on donations annually

You'll need to report all donations to us each year. You need to report specific details about:

- donations over \$15,000
- contributions to donations over \$15,000
- series of donations one donor makes, if they add up to more than \$15,000.

You must also report the total number and total amount of donations that are under \$15,000.

Learn more about reporting the donations your party gets on page 33.

Take all reasonable steps to keep records of all the donations your party gets. You need to be able to track the total amounts individual donors give you.

You must immediately report donations that are over \$30,000.

You must tell us immediately if a single donor donates more than \$30,000, either with one donation or a series of donations within a 12-month period.

Learn more about reporting the donations over \$30,000 on pages 33 and 34.

More than one person can contribute to a donation

More than one person can contribute funds to a donation. For example, if there's a collection or whip-round for your party's campaign.

The total earnings of a collection or whip-round count as a donation. The person who collects the money will normally be the donor. The individuals who contribute to the collection are contributors.

The donor must give you details about the contributions

The donor must tell you that contributions make up the donation they're giving your party.

If any New Zealand person contributes more than \$1,500 or any overseas person contributes more than

\$50 to the donation, the donor must also tell you the following:

- the name and address of that contributor
- how much that contributor contributed
- whether that contributor is an overseas person (see page 31)
- the total amount of any other contributions.

For example, person A writes four cheques for \$500 to your party's campaign committee, and person B, person C and person D each give \$100 to the committee. If your party's campaign committee gives that money to your party, it must tell you the following:

- that contributions make up the donation
- that person A contributed \$2,000
- person A's name and address
- that none of the contributors are overseas persons.
- that the total amount of contributions that are \$1,500 or less is \$300.

You must return a donation if you don't get all the information

If you know, or have reasonable grounds to believe, the donor hasn't given you this information, you must give the whole donation back to the donor.

Send donations for your party's candidates to the candidates

Sometimes you or your party's campaign will get a donation that's meant for one of your party's candidates. You must pass these donations on to that candidate.

Pass the donation on within 10 working days

If you get a donation for one of your party's candidates, you must send it to that candidate within 10 working days.

Give the candidate details about the donation

When you send the donation to the candidate, you must also tell them the following:

- that you're sending the donation on a donor's behalf
- the name and address of the donor
- whether contributions make up the donation

If contributions make up the donation you must follow the rules for contributions. Read the rules for contributions on page 29.

If you don't know the donor's name and address, the candidate must treat the donation as anonymous.

Fundraising can count as getting donations

Your party can fundraise by selling goods or services. For example, your party's campaign could run a raffle, sell tickets to an event, or auction off items.

Supporters who give your party goods or services to sell can count as donors

For example, if your party gets free goods or services given for fundraising with a reasonable market value over \$1,500 from a New Zealand person, or \$50 from an overseas person, their market value is a donation.

Account for market value when selling tickets and auctioning items

If your party sells a ticket to an event or receives payment for an item at an auction, the difference between the reasonable market value of the ticket or item and the price the buyer pays is a donation.

For example, person A wins two separate items at your fundraising auction. They pay \$1,500 for each item, and each item has a reasonable market value of \$500. Their contribution would be \$1000 for each item.

Don't rely on the price a buyer pays at a fundraising auction to work out the reasonable market value of an item. If you don't have an objective basis to work out the reasonable market value of a ticket or item, we suggest you err on the side of caution. Treat the

entire difference between what the buyer pays and the reasonable market value of the item as a donation.

For reporting purposes, record the name and address of any person that buys tickets or fundraising items exceeding \$50 in value.

How to report

If the total your party gets is more than \$15,000, you must report the following to us in your annual return.

- the name and address of the person who ran the fundraiser
- the amount your party got
- the date your party got the donation

People who buy the goods or services can count as contributors

The individuals who buy goods or services count as contributors if they knew their money would go into a donation to your party and the person running the fundraiser must follow the rules for recording and reporting contributions.

Read the rules for contributions on page 29.

Donations through an intermediary (a transmitter)

A donor can send their donation to your party through another person or organisation, such as a lawyer or trust fund.

The intermediary must pass the donation on within 10 working days

If someone gets a donation meant for your party, they must send it to you within 10 working days.

The intermediary must give you details about the donation

When the intermediary sends you the donation, they must also tell you the following:

- that they're sending the donation to your party on a donor's behalf
- the name and address of the donor

- whether contributions make up the donation, and if so all of the information about contributions that the donor must collect must be passed on to you. Read the rules for contributions on page 29.

If the intermediary doesn't know the donor's name and address, or details of contributions, you must treat the donation as anonymous. Read the rules for anonymous donations below.

If you receive a donation from an unincorporated body you need to consider whether the donation is actually from individuals within it. If you think this is the case, record them as the donors.

You can't keep anonymous donations of more than \$1,500

A party cannot keep anonymous donations of more than \$1,500.

If your party gets an anonymous donation that's more than \$1,500, your party can keep \$1,500 of it.

A donation is anonymous if there's no way you could know who sent it.

A donation from a trust is anonymous if it doesn't include the name and address of the settlor, or the person who approved the donation.

Send the rest of the anonymous donation to us

You must send the rest of the money to us within 20 working days of getting the donation. We'll pay the donation to a Crown bank account.

You can't keep overseas donations of more than \$50

Parties are not allowed to accept donations or contributions over \$50 from an overseas person.

An overseas donor or contributor is any of the following:

- a person who lives outside New Zealand and isn't a New Zealand citizen or on an electoral roll
- a body corporate that's incorporated outside New Zealand

- an unincorporated body that has its head office or main place of business outside New Zealand

What do I have to do?

For all donations over \$50 (other than anonymous donations), you have an obligation to take all reasonable steps to check whether a donation is made by or on behalf of an overseas person or includes a contribution made by or on behalf of an overseas person.

You should keep records of all donations and the checks you have taken to ensure that they are not from an overseas person.

You will have a defence for any breach of this requirement if you can prove you took all reasonable steps, in the circumstances of the donation to ensure that:

- you did not accept or retain a donation or contribution from an overseas person exceeding \$50, or
- there were no reasonable grounds to suspect that the donation or contribution exceeding \$50 was made by or on behalf of an overseas person.

What are reasonable steps?

You are ultimately responsible for determining what checks are reasonable to make in the circumstances of any donation.

However, there are a range of steps that we recommend you take to check the origin of donations:

- checking the name and address details of individual donors against the electoral roll
- checking whether a donor company is on the New Zealand Companies Register
- for any unincorporated body, ensuring that the unincorporated body is actually the donor and not individuals within it and seeking information or confirmation that its head office or principal place of business is in New Zealand
- ensuring that online donation forms require donors and any contributors to give their

residential address and/or affirm the donation is not made by or on behalf of an overseas person

- for larger donations, you may also wish to seek copies of documents such as incorporation certificates, citizenship certificates, passports, trust deeds or written confirmation from donors themselves.

How long have I got to undertake checks?

You must undertake these checks within 20 working days of receipt of the donation.

If you determine, or have reasonable cause to suspect, that a donation or contribution exceeding \$50 was made by an overseas person you can retain \$50 of it but must return the balance to the donor or, if this is not possible, pay it to the Electoral Commission.

What are reasonable grounds to suspect?

Reasonable grounds to suspect would require something on the face of the donation, the details provided by the donor, or the circumstances in which the donation is given that indicate the donation may be from an overseas person.

For example, if you received an anonymous donation in foreign currency this would be reasonable grounds to suspect.

What about the donation of goods and services?

The overseas donation restrictions also apply to:

- goods or services provided free of charge from an overseas person that have a reasonable market value exceeding \$50, and
- goods or services provided at a discount from an overseas person that have a reasonable market value exceeding \$50, where the difference between the agreed price and the reasonable market value exceeds \$50.

This is different to the rules that apply to donations of goods or services from a New Zealand person.

For a New Zealand person, you don't have to treat free goods or services or the value of any discount received on goods or services as a donation unless

the reasonable market value of the goods or services exceeds \$1,500 for a party or \$300 for a candidate.

Return the rest of the donation

If an overseas donor gives your party more than \$50, your party can keep \$50 of it. You must return the rest of the money to the donor within 20 working days of getting the donation. If you can't return the donation, send the money to us. We'll pay the donation to a Crown bank account.

Return the whole donation if it includes more than \$50 from an overseas contributor

If a donor from New Zealand gives you a donation that includes a contribution of more than \$50 from an overseas person, you must return the whole donation or send it to the Electoral Commission.

Read the rules for contributions on page 29.

Your party can get donations that are protected from disclosure

A donation protected from disclosure lets a New Zealand donor give more than \$1,500 to your party anonymously.

The donor sends the money to us, then we send it to your party

The donor sends the money to us and we group it with other donations protected from disclosure. We'll send the money to your party without identifying the donors.

From 13 September to 12 November, we'll pay protected donations to your party weekly. We'll pay monthly at any other time.

Your party can get up to \$322,940 between each election

Your party can get up to \$322,940 from donations protected from disclosure between two successive elections.

A single donor can use donations protected from disclosure to donate up to \$48,441 to your party between two successive elections.

We report on the amounts we get and pay

We report the total amounts we get in donations protected from disclosure, and the total amounts we pay to parties quarterly on our website and in our annual report.

You must report your party's donations to us each year

You must report your registered party's donations to us every year. You need to report specific details about:

- donations over \$15,000
- contributions to donations over \$15,000
- series of donations one donor makes, if they add up to more than \$15,000.

You must also report the total number and total amount of donations that are under \$15,000.

Send us your annual donation return by 30 April each year

We must get your return of donations by 30 April each year. The return must include the donations your party got in the previous calendar year. For example, the return you send us by 30 April 2021 must include the donations your party got in 2020.

We'll provide you with the Annual Party Return form that you can use to make your return.

The form will guide you through the donation returns process

The return form includes detailed advice about how to complete your return and send it to us.

Include an auditor's report with your annual donation return

You must include an auditor's report with your annual return. Section 210A of the Electoral Act sets out the full requirements for audits of your party's donations.

The audit requirements for donation returns are similar to the audit requirements for election expenses. Read more on page 38.

Send us a return even if you don't have any donations

If your party doesn't have any donations to report, you still need to complete and send a return form with an auditor's report. The form will tell you how to show your party has no donations.

You must track each donor's combined donations

Your party must have a system in place to track how much each donor donates over the course of a year.

You don't need to include donations to electorate candidates

Your party's annual return doesn't need to include donations to your party's electorate candidates that the candidates report in their post-election returns.

We'll release your party's donation returns to the public

We'll publish your party's annual returns on our website. Members of the public can also visit us to view the return forms.

You must immediately report donations that are over \$30,000

You must tell us if a single donor donates more than \$30,000, either with one donation or a series of donations within a 12-month period.

Tell us within 10 working days of getting the donation, or final donation if it's a series of donations.

Use our return form for donations exceeding \$30,000 to report the donation.

You must track each donor's combined donations

Your party must have a system in place to track how much each donor donates, so you can immediately tell us if someone goes over \$30,000.

Tell us about the donor and the donation

Include the following details on the form:

- the donor's name and address
- the amount your party got
- the date your party got the donation, or each donation if it's a series of donations

If the donation includes more than \$30,000 from a single contributor, you must also include:

- the contributor's name and address
- the amount of the contribution.

Tell us if the same donor donates another \$30,000 or more

Once you file your return, you must tell us if the donor donates more than \$30,000 again within a 12-month period.

We'll release your returns of donations over \$30,000 to the public

We'll publish your party's returns of donations over \$30,000 on our website. Members of the public can also visit us to view the return forms.

Loans

This section explains the rules your party must follow when taking out loans.

A party loan is an agreement under which a lender lends money to your party

A party loan is a written or spoken agreement under which a lender lends money to your party.

The loan amount is the money the lender lends under the loan. If a lender agrees to lend money in the future, such as a revolving credit facility, the loan amount is the maximum amount your party may owe at any one time.

A registered bank lending at a commercial interest rate is not a party loan

Money that a registered bank lends your party at a commercial interest rate is not a party loan. Credit cards and overdraft facilities with registered banks are not party loans.

Registered banks are banks registered with the Reserve Bank of New Zealand. Read the full list of registered banks on the Reserve Bank's website:

www.rbnz.govt.nz/regulation-and-supervision/banks/register

Only the party secretary can enter a loan on the party's behalf

As party secretary, only you can enter a loan on your party's behalf.

Loans you don't approve or record are illegal contracts

A party loan is an illegal contract under the Illegal Contracts Act 1970 if any of the following apply:

- you didn't approve the loan
- someone who isn't you entered the loan
- you don't keep a proper record of the loan

Keep a record of the loans your party takes out

Take all reasonable steps to keep records of all the loans your party gets. You need to be able to track the total amounts individual lenders lend your party.

Record the following details about party loans as you enter them:

- the lender's name and address
- the loan amount
- the date you entered the loan
- the date you need to repay the loan by, or a statement saying there's no repayment date
- the interest rate or rates
- any guarantor's name and address
- the details of any security given for the loan.

Also keep a record of whether any loan lets the lender:

- reduce or end the loan amount or interest
- make any concession about repaying the loan
- both of the above.

If you enter a loan that's not in writing, you must keep a proper written record of the loan.

You must report your party's loans to us each year

You need to report to us on all your party's loans each year as part of your annual return of donations and loans. You need to report specific details about:

- loans over \$15,000
- series of loans from one lender, if they add up to more than \$15,000.

You must also report the total number and total amount of loans that are between \$1,500 and \$15,000.

Send us your annual loan return by 30 April each year

We must get your return of loans by 30 April each year. The return must include:

- loans your party took out in the previous calendar year
- loans from earlier years that had an unpaid balance in the previous calendar year.

For example, the return you must send us by 30 April 2021 needs to include:

- the loans your party took out in 2020
- loans from earlier years that had an unpaid balance in 2020.

We'll provide you with the Annual Party Donations and Loans Return form that you can use to make your return.

The form will guide you through the loan returns process

The return form includes detailed advice about how to complete your return and send it to us.

Combine loans from the same lender

You need to combine loans from the same lender on your return. Use the principal sums of the loans when you combine them.

For loans from earlier years that have unpaid balances, use the amount your party owed as at 31 December in the year you're reporting on.

Include an auditor's report with your loan return

You must include an auditor's report with your annual return. Section 214D of the Electoral Act sets out the full requirements for audits of your party's loans.

The audit requirements for loan returns are similar to the audit requirements for election expenses and donations. Read more on page 38.

Send us a return even if your party doesn't have any loans

If your party doesn't have any loans to report, you still need to complete and send a return form with an auditor's report. The form will tell you how to show your party has no loans.

You must track each lender's combined loans

Your party must have a system in place to track how much each lender lends over the course of a year.

We'll release your party's loan returns to the public

We'll publish your party's annual return on our website. Members of the public can also visit us to view the return forms.

You must immediately report loans that are over \$30,000

You must tell us immediately if your party gets more than \$30,000 from a single lender, either in one loan or a series of loans within a 12-month period.

Tell us within 10 working days of getting the loan, or final loan if it's a series of loans.

Use our return form for loans exceeding \$30,000 to report the donation.

You must track each lender's combined loans

Your party must have a system in place to track how much each lender lends, so you can immediately tell us if someone goes over \$30,000. Use principal amounts when working out if a series of loans adds up to more than \$30,000.

Tell us about the lender and the loan

Include the following details on the form:

- the lender's name and address
- the loan amount
- the date you entered the loan
- the date you need to repay the loan by, or a statement saying there's no repayment date

- the interest rate or rates
- any guarantor's name and address
- the details of any security given for the loan.

Also include whether the loan lets the lender:

- reduce or end the loan amount or interest
- allow any concession about repaying the loan
- both of the above.

Tell us if the same lender lends more than \$30,000 again

Once you file your return, you must tell us if the lender lends your party more than \$30,000 again within that same 12-month period.

We'll release your returns of loans over \$30,000 to the public

We'll publish your party's returns of loans over \$30,000 on our website. Members of the public can also visit us to view the return forms.

After the election

This section explains what happens after the election including reporting your expenses, getting nomination deposits back, recounts and input into the parliamentary review of the election.

Report your party's expenses to us

You must report your party's election expenses to us.

If we gave your party a broadcasting allocation, you must also report your party's broadcasting allocation expenses.

Send us your election expense return by 17 March 2021

You must send us a return of your party's expenses within 90 working days of election day - by 17 March 2021.

Use the Return of Party Expenses form to make your return. You can contact us to get the form.

Include an auditor's report with your party's expense return

You must include an auditor's report with your party's expense return. Sections 206L and 206LA of the Electoral Act set out the full requirements for audits of your party's expenses.

The auditor must assess and report on whether your party's election expenses and associated record keeping have been legal. The auditor must also report on whether they got all the information they needed to form an opinion.

You must use a qualified auditor

Your party's auditor must be qualified under section 36(1) of the Financial Reporting Act 2013. The auditor can only be a body corporate if it's a registered audit firm.

Your party's auditor can't be any of the following:

- a candidate
- a candidate's partner or employee
- an officer or employee of your party.

Your party must properly appoint its auditor and tell us who the auditor is.

The audit must include all your party's expenses

The auditor must audit all your party's expenses, not just a sample.

The Electoral Act gives auditors powers to access your party's records and to require information and explanations from you as party secretary.

We recommend using a representation letter

We recommend using a representation letter in the final stages of the audit. Chartered Accountants Australia and New Zealand also recommend this.

We will provide you with a template representation letter.

The auditor may give a qualified opinion if they don't have enough information

If the auditor doesn't have enough information to reach an unqualified opinion, they may give a qualified opinion, an adverse opinion, or a disclaimer of opinion under the suitable auditing and assurance standards.

We can reject your party's report if it doesn't meet the requirements

We can reject your party's report if it doesn't meet the requirements of sections 206L and 206LA of the Electoral Act. If we reject a report, you must get a new one that meets the requirements.

We won't accept any of the following excuses for not sending us an audit report that meets all the requirements:

- the cost or time involved in the audit
- not being able to find or access relevant documents
- alleged autonomy of organisations in your party.

Send us a return even if you don't have any expenses

If your party doesn't have any election expenses to report, you still need to complete and send a return form with an auditor's report. The form will tell you how to show your party has no expenses.

Send us your referendum expense return by 17 February 2021

If your party spent over \$100,000 on referendum advertising in respect of either referendum, you must also report your party's referendum expenses.

You must send us a return of your party's referendum expenses within 70 working days of election day - by 17 February 2021.

Use the Return of Referendum Expenses form to make your return. You can contact us to get the form.

The form will guide you through the expense returns process

The return form includes detailed advice about how to complete your return and send it to us.

We'll release your party's expense return to the public

We'll publish your party's return on our website. Members of the public can also visit us to view the return forms.

You may be able to get your nomination deposits back

We may be able refund your \$1,000 nomination deposit for your party list and your \$300 nomination deposits for each of the candidates in your party's bulk nomination.

Your party must get at least 0.5 percent of the party vote or an electorate seat

We can only pay your \$1,000 deposit back if your party wins either:

- at least 0.5 percent of the party vote
- at least one electorate seat.

We'll pay the deposit back once we have your party's audited return of election expenses.

Candidates on your bulk nomination schedule must get at least 5 percent of the vote

If a candidate on your bulk nomination schedule wins at least 5 percent of the votes in the electorate they contested, we'll refund the \$300 deposit you paid for their nomination.

We must get all your candidates' expense and donation returns before we can refund any of the \$300 bulk nomination deposits.

You can apply for a recount or challenge a result

As party secretary, you can apply for a recount of the party vote or challenge the election of list candidates.

Only an electorate candidate can apply for a recount of the electorate vote or challenge a result in the electorate they contested.

Apply to a District Court Judge for a judicial recount

You can apply to a District Court Judge for a recount of the party vote in any particular electorate or to the Chief District Court Judge for a nationwide party vote recount.

You must apply within 3 working days of us declaring the official election results – by Wednesday 11 November. Include a deposit of \$1,533.33 (including GST) with each application. For a nationwide party vote recount, you must include a deposit of \$92,000 (including GST).

The judge must start the recount within 3 working days of getting your application. They'll tell the other candidates and parties when and where the recount will take place.

If the judge finds the official count was wrong, we'll change the final result.

File an election petition to challenge a result

An election petition is the only way you can challenge the allocation of party seats.

You must file your petition before the Court of Appeal within 28 days of us declaring the official election results – by Friday 4 December. Three Court of Appeal Judges will hear the petition. You can find out more in the Court of Appeal (List Election Petitions) Rules 1998:

<http://www.legislation.govt.nz/regulation/public/1998/0326/latest/DLM263363.html>

Only an elector or electorate candidate can challenge the election of an electorate candidate to the High Court. You can find out more in the Constituency Election Petition Rules 2008:

<http://www.legislation.govt.nz/regulation/public/2008/0383/latest/DLM1647201.html>

You can have your say on election law

After the election, the Justice Select Committee will usually conduct an inquiry into the election. The inquiry will let you share your thoughts on election laws and administration with the select committee.

You can read more about the Committee on the Parliament website:

www.parliament.nz/en/pb/sc/scl/justice/

Useful contacts

You may find these organisations useful to your campaign and to understanding your responsibilities as party secretary.

For information on....	Agency	Contact
<p>Administration of enrolment and voting services. We produce a range of resources, in different languages, about enrolling and voting which can be ordered via our website or by email</p> <p>Purchase of printed rolls and electronic roll data</p> <p>Nominations, parliamentary elections, by-elections and list vacancies</p> <p>Advice about election rules including advisory opinions on whether material is an election advertisement</p> <p>Parliamentary electoral boundaries</p>	Electoral Commission	<p>Helpline: 0800 36 76 56</p> <p>National office: 04 495 0030</p> <p>General enquiries: enquiries@elections.govt.nz</p> <p>Requests for resources: publications@elections.govt.nz</p> <p>Requests for roll data: data@elections.govt.nz</p> <p>Requests for advisory opinions: advisory@elections.govt.nz</p> <p>Electoral Commission websites: www.elections.nz www.vote.nz</p>
Accessing legislation including the Electoral Act 1993	Parliamentary Counsel Office	www.legislation.govt.nz
Administrative and support services to MPs and funding entitlements for MPs	Parliamentary Service	Ph 04 817 9999 publicity@parliament.govt.nz
How to contact local councils regarding, for example, signage rules	Local Government New Zealand	A list of all councils, maps and websites are available at: www.lgnz.co.nz/home/nzs-local-government/new-zealands-councils/
Having your say on the law relating to parliamentary elections through the Inquiry into each election conducted by the select committee	Justice Select Committee	Email: ju@parliament.govt.nz https://www.parliament.nz/en/pb/sc/scl/justice/
Information and complaints regarding advertising	Advertising Standards Authority	Ph 04 472 7852 Email: asa@asa.co.nz www.asa.co.nz
Information and complaints regarding broadcasting	Broadcasting Standards Authority	Ph 0800 366 996 Email: info@bsa.govt.nz www.bsa.govt.nz
Information and complaints regarding press	Media Council	Ph 0800 969 357 Email: info@mediacouncil.org.nz https://www.mediacouncil.org.nz/
Information and resources on how to protect yourself online	National Cyber Policy Office, Department of Prime Minister and Cabinet	www.connectsmart.govt.nz
Election year guidance: Information on state servants being candidates	State Services Commission	Ph 04 495 6600 www.ssc.govt.nz

Language translation services	New Zealand Translation Centre International Department of Internal Affairs	www.nztcinternational.com www.dia.govt.nz
Providing information in accessible formats for blind electors	Blind Low Vision NZ	Ph 0800 24 33 33 Email: GeneralEnquiries@blindlowvision.org.nz www.blindfoundation.org.nz
Deaf advocacy and sign language services	Deafradio Sign language Interpreters Association of New Zealand Deaf Aotearoa National Foundation for Deaf and Hard of Hearing	www.deafradio.co.nz www.slianz.org.nz www.deaf.org.nz www.nfd.org.nz
Domain names	Domain Name Commission	Ph: 04 495 2334 Email: info@dnc.org.nz www.dnc.org.nz

