



LOCAL GOVERNMENT COMMISSION
MANA KĀWANATANGA Ā ROHE



Standard for plans of local authority electoral areas

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Terms and definitions

For the purposes of this standard, the following terms and definitions apply.

Term/abbreviation	Definition
community	a type of <i>electoral area</i> within a district of a territorial authority, provided for under Schedule 6 of the Local Government Act 2002
constituency	a type of <i>electoral area</i> within a region of a local authority, provided for under the Local Electoral Act 2001
electoral area	a division of a local authority for electoral purposes or for the purposes of any poll. This includes: <ul style="list-style-type: none">(a) a ward,(b) a community,(c) a constituency,(d) a local board area,(e) a subdivision of a community or local board area, and(f) any other division of a local authority district for electoral purposes.
LGC	Local Government Commission
LINZ	Land Information New Zealand
local authority	a territorial authority or regional council
local authority district	the district of a local authority; includes a region
local board area	a type of <i>electoral area</i> within Auckland, constituted under s 34 of the Local Government (Auckland Council) Act 2009
meshblock	a geographic area determined by Statistics New Zealand for the collection and processing of statistical data
regional council	a regional council named in Part 1 of Schedule 2 of the Local Government Act 2002
territorial authority	a city council or district council, or Auckland Council or Chatham Islands Council, named in Part 2 of Schedule 2 of the Local Government Act 2002
ward	a type of <i>electoral area</i> within a district of a territorial authority, provided for under the Local Electoral Act 2001

Foreword

Introduction

[Part 1A of the Local Electoral Act 2001](#) requires local authorities to review their representation arrangements at least once every six years for local government elections that are held every three years. The region of a regional council must be divided into constituencies. The district of a territorial authority may be divided into wards. Communities may also be established in a district of a territorial authority and local board areas have been established in Auckland. Communities and local board areas may be further divided.

A community may also be established at the instigation of the local community, in accordance with [Schedule 6 of the Local Government Act 2002](#).

The final determination has no effect under either Act unless:

- (a) a description or plan of each ward, constituency, community, or other electoral area has been sent to the Surveyor-General, and
- (b) the Surveyor-General, or a person appointed by the Surveyor-General, certifies that the description or plan is sufficient to render the boundaries capable of identification.

Purpose of the standard

The purpose of this standard is to specify the Surveyor-General's requirements for boundaries to be certified as capable of identification, and to facilitate publication of electoral boundary information.

The standard also assists the publication of certified plans on the website of the Local Government Commission (LGC).

Brief history of standard

This standard supersedes OSG Policy 2000/02: *Use of Graphic Description Plans*, Office of the Surveyor-General, LINZ, Wellington.

References

The following documents are necessary for the application of this standard:

- [Local Electoral Act 2001](#)
- [Local Government Act 2002](#)
- [Local Government \(Auckland Council\) Act 2009](#)
- LINZS25002, [Standard for New Zealand Geodetic Datum 2000 Projections](#), version 2, Office of the Surveyor-General, LINZ, Wellington.

The following documents are non-essential references for the application of this standard:

- Local Government Commission 2008, *Guidelines to assist local authorities in undertaking representation reviews*, Local Government Commission, Wellington, ISBN 978-0-478-29464-4 (available on the Commission's website at http://www.lgc.govt.nz/lgcwebsite.nsf/wpg_URL/Guidelines-Representation-Reviews-Index!OpenDocument)
- Local Government Commission 2010, *Guidelines to the procedures for reorganisation of local authorities under the Local Government Act 2002*, Local Government Commission, Wellington, ISBN 978-0-478-35555 (available on the Commission's website at http://www.lgc.govt.nz/lgcwebsite.nsf/wpg_URL/Guidelines-Procedures-for-Changing-the-Structure-of-Local-Government-Index!OpenDocument)

1 Scope

This standard specifies:

- (a) the requirements for plans that are submitted to LINZ for certification under [s 19Y\(3\) of the Local Electoral Act 2001](#) or [clause 8 of Schedule 6 of the Local Government Act 2002](#), and
- (b) formatting requirements to enable the LGC to publish certified plans on its website.

This standard does not specify requirements for:

- (a) non-graphical descriptions, such as written descriptions. Plans (graphical descriptions) are preferred over written descriptions because the former are easier to interpret, and
- (b) descriptions or plans of other administrative boundaries for which there is no statutory requirement for certification by the Surveyor-General. These include local authority districts, and general and Māori electoral districts.

However, this standard may be useful for ensuring that these types of administrative boundaries are adequately described and that there is consistency between these types of plans.

2 Intended use of standard

This standard is intended for use by persons:

- (a) preparing a plan of an electoral area for the purpose of [s 19Y\(3\) of the Local Electoral Act 2001](#) or [clause 8 of Schedule 6 of the Local Government Act 2002](#), and
- (b) who have delegated authority from the Surveyor-General to certify that such plans are sufficient to render the boundaries capable of identification.

COMMENTARY

Persons experiencing difficulty complying with this standard are advised to contact the Surveyor-General at LINZ.

3 Requirements for certification

The overarching requirements for plans to be certified as sufficient to render the boundaries 'capable of identification', as required in [s 19Y\(3\) of the Local Electoral Act 2001](#) and [clause 8 of Schedule 6 of the Local Government Act 2002](#), are that:

- (a) the boundaries comply with legislative requirements,
- (b) the boundaries are unambiguous,
- (c) the plan and the location of the boundaries can be easily interpreted by users, and
- (d) voters can identify their applicable electoral areas with certainty.

3.1 Selection of boundaries

The following requirements relate to the selection of appropriate boundaries for an electoral area.

3.1.1 Overlaps

- (a) An electoral area must not extend beyond the boundaries of the local authority district.
- (b) Overlaps must not occur between the following electoral areas of the same type:
 - (i) wards of a district,
 - (ii) communities of a district,
 - (iii) local board areas in Auckland,
 - (iv) subdivisions of a community or local board area,
 - (v) constituencies of a region.

3.1.2 Gaps

Gaps are not permitted between:

- (a) wards of a district, or
- (b) constituencies of a region, or
- (c) subdivisions of a community or a local board area.

3.1.3 Meshblocks

Boundaries must coincide with the boundaries of meshblock areas that:

- (a) are current at the time of requesting the Surveyor-General's certification (refer 3.3 below), or
- (b) Statistics New Zealand has confirmed will be in place before the next election in the area being defined.

3.2 Plan presentation

The following requirements must be satisfied before the boundaries of an electoral district can be certified as capable of identification.

3.2.1 Faithful representation of decision

A plan must faithfully depict the final boundaries as publicly notified under [s 19Y](#) or [s 19S of the Local Electoral Act 2001](#), or [clause 5\(3\) of Schedule 6 of the Local Government Act 2002](#).

3.2.2 Different electoral area types on separate plans

A plan may define more than one electoral area, but each electoral area must be of the same type.

COMMENTARY

For example, a plan may define more than one ward but the same plan could not be used to also define a community.

3.2.3 Overview sheet

- (a) Each electoral area defined on the plan must be shown in its entirety on one sheet.
- (b) The overview sheet must show the spatial relationship between each electoral area defined on the plan and the nearest boundaries of the local authority district being subdivided.

COMMENTARY

Boundary detail may be shown on additional diagram sheets.

3.2.3.1 Names

The overview sheet must include the names of:

- (a) each electoral area defined on the plan,
- (b) any electoral area within the local authority district being subdivided that abuts an electoral area defined on the plan, and
- (c) any local authority district that abuts an electoral area defined on the plan, if the abutting district is of the same type as the district being subdivided.

3.2.3.2 Location references

Significant landmarks must be shown on the overview sheet to provide topographic context.

COMMENTARY

For the purpose of 3.2.3.2, significant landmarks include major localities, arterial roads, major rivers, and notable coastal features.

3.2.4 Identification of boundaries

- (a) The position of each electoral area boundary must be shown with sufficient clarity to enable users to identify the boundary on the ground.
- (b) A significant physical feature referred to for the purpose of (a) must be expected to endure and be recognisable on the ground.

COMMENTARY

A notation can be a useful way of clarifying a boundary position, where it is not obvious from its depiction. One notation may be made for several boundaries.

A notation is typically used to:

- (i) state that the boundary is coincident with a significant physical feature, legal property boundary, or district boundary;
- (ii) refer to an existing certified electoral plan, for details of the boundary position;
- (iii) show offset distances at each end of the boundary, to one or more significant physical features or property boundaries; or
- (iv) state that the boundary is the centreline of a road or watercourse.

Rivers and ridge lines are common examples of significant physical features.

3.2.4.1 Coordinate Datum

- (a) Coordinates used to help describe a boundary position in accordance with 3.2.4(a) must be expressed in terms of the applicable projection specified in [LINZS25002 Standard for New Zealand Geodetic Datum 2000 Projections](#).
- (b) The projection must be stated on the plan if coordinates are used.

COMMENTARY

LINZS25002: Standard for Geodetic Datum 2000 Projections is available on the LINZ website at <http://www.linz.govt.nz>.

3.2.4.2 Islands

Islands within or very close to an electoral area must be notated so that there is no doubt about their inclusion or exclusion.

3.2.5 Boundary symbology

The boundaries of an electoral area must be shown with a solid line that is distinctly thicker than other lines shown on the plan.

3.2.6 Plan title

The plan title must comprise the following components:

- (a) the name of the local authority district, followed by
- (b) the name(s) of the new electoral area(s) and, if not obvious, the type of electoral area(s).

<p>COMMENTARY</p> <p>An example is:</p> <p style="text-align: center;">- THAMES-COROMANDEL DISTRICT – TAIRUA-PAUANUI COMMUNITY</p>

3.2.7 Plan numbering

- (a) A unique number must be prominently displayed at the bottom right corner of each plan.
- (b) The number must comprise the following components, separated by hyphens:

Component	Description
'LG'	Plan prefix, which identifies it as a plan of one or more electoral areas.
the classification code number for the district	territorial authority classification codes and regional council classification codes are available on the Statistics NZ website
year	The year in which the new electoral area is being created.
type of electoral area	Either: <ul style="list-style-type: none">(a) 'Con' (Constituency),(b) 'W' (Ward),(c) 'Com' (Community),(d) 'LB' (Local Board area), or(e) 'S' (other type of electoral area)
plan number in series	A suffix comprising a sequential number for each plan of the same type of electoral area promulgated in the same year. The numbering sequence should restart at 1 each calendar year.

COMMENTARY

An example plan number would be **LG-047-2010-W-1**, for one or more wards in Wellington City.

- (c) If a plan comprises more than one sheet, consecutive numbers must be assigned and shown immediately under the plan number on each sheet with the total number of sheets.

3.2.8 Interpretation of information

- (a) All information shown on the plans must be clear and unambiguous.
- (b) Information must be legible when printed in black and white on standard quality A3 paper.

COMMENTARY

Plans may be presented in colour provided they comply with 3.2.8(b)

3.2.9 North point

- (a) A north point must be shown on each sheet.
- (b) Plans must be oriented with north pointed towards the top of each sheet, or no more than 90° from that direction.

3.2.10 Scale

- (a) The overview sheet in 3.2.3 must be drawn to scale.
- (b) Each sheet must include a linear scale or a note to the effect that the graphic is not to scale.

3.3 Request for LINZ certification

3.3.1 Digital format

A plan for which certification by the Surveyor-General is required must be submitted to LINZ in Portable Document Format (PDF).

COMMENTARY

Regulations prescribe a fee to be charged for certifying the plan.

3.3.2 Approval by local authority or Local Government Commission

- (a) The plan must be accompanied by a certificate completed by the local authority or LGC, as appropriate, in accordance with Appendix A.
- (b) The completed certificate must be submitted to LINZ in PDF.

COMMENTARY

Certificate templates are available in PDF on the [LINZ website](#).

Note that it is a legislative requirement for a local authority to supply the Surveyor-General with a copy of its notice published under [s19Y\(1\) of the Local Electoral Act 2001](#) or the local authority's resolution to constitute a community under [Schedule 6 of the Local Government Act 2002](#).

3.3.3 Address for Service

The plan and completed certificate must be emailed to electoral@linz.govt.nz, using the words "Plan for certification" and the name of the local authority in the subject line.

COMMENTARY

After the plan has been certified by LINZ, a copy will be forwarded to the local authority and to the LGC for publication on its website.

3.4 Boundary alterations

Any alteration to the boundaries of an existing electoral area must be supported by a new plan and submitted to LINZ in accordance with this Standard.

COMMENTARY

A new plan may comprise an amended copy of an existing plan; provided the plan number is replaced by a new number in the format specified in 3.2.7, and any old certification on the plan face is struck out.

Retention of drawing files will make it easier to alter electoral areas.

Superseded plans will preferably be removed from circulation. Copies held by LINZ will be annotated as superseded.

4 LINZ certification

A plan that complies with Section 3 of this standard will be certified by a LINZ staff member holding a delegation from the Surveyor-General, using the relevant certificate in Appendix B.

The requirements below are for LINZ delegates.

4.1 Document security

- (a) The plan, the certificate in 3.3.2(a), and the completed LINZ certificate, must be linked so that they collectively comprise an inseparable record.
- (b) The record in (a) must be secured to prevent it from unauthorised editing.
- (c) A copy of the secured record must be retained in LINZ's document management system.

COMMENTARY

Compliance with 4.1 can be achieved using Adobe Acrobat Writer to create a secure 'Portfolio' as follows:

- (i) select File>Create PDF Portfolio from the Adobe Writer toolbar;
- (ii) use the tab at the bottom of the window to add PDF copies of the plan and certificates;
- (iii) select File>Portfolio Properties>Security;
- (iv) select the 'Password security' option in the 'Security Method' box, and enter a password when prompted;
- (v) a new pop-up window will prompt for security settings;
- (vi) tick the box for 'Restrict editing and printing of the document';
- (vii) select 'High Resolution' for the 'Printing Allowed' option, and 'None' for 'Changes Allowed';
- (viii) save the portfolio in the appropriate folder in LINZ's document management system.

4.2 Superseded plans

If a new plan replaces an existing one, LINZ's copy of the old plan must be annotated as 'superseded' and reference made to the replacement plan(s).

4.3 Copies to be forwarded to local authority and Local Government Commission

- (a) A copy of the record in 4.1 must be forwarded to the relevant local authority.
- (b) A copy of the record in 4.1, plus any annotated superseded plan(s) must be forwarded to the LGC at lgc@lgc.govt.nz.

COMMENTARY

The LGC will post the new record on its website and replace superseded plans with the annotated copies.

Appendix A: Forms of certification by decision-making authorities

The following certificates are available in PDF format on the [LINZ website](#).

A.1 Certification by territorial authority or regional council under Local Electoral Act 2001

I certify that the boundaries shown on the plan numbered [plan number] are the same as the boundaries determined by a resolution of the [name of territorial authority or regional council] on [date] and publicly notified under section 19Y(1) of the Local Electoral Act 2001.

The plan numbered [plan number]
replaces the existing plan(s) numbered [plan number(s) or 'nil']

[signed] / /

[name]
Chief Executive (or other appropriate officer)
[name of territorial authority or regional council]

A.2 Certification by Local Government Commission under Local Electoral Act 2001

I certify that the boundaries shown on the plan numbered [plan number] are the same as the boundaries determined by the Local Government Commission on [date] pursuant to section 19R of the Local Electoral Act 2001.

The plan numbered [plan number]
replaces the existing plan(s) numbered [plan number(s) or 'nil']

[signed] / /

[name]
Chief Executive Officer (or other appropriate officer)
Local Government Commission

A.3 Certification by territorial authority under Local Government Act 2002

I certify that the boundaries shown on the plan numbered [plan number] are the same as the boundaries determined by a resolution of the [name of territorial authority] on [date] pursuant to clause 5(5)(a) of Schedule 6 of the Local Government Act 2002.

The plan numbered [plan number]

replaces the existing plan(s) numbered [plan number(s) or 'nil']

[signed] / /

[name]

Chief Executive (or other appropriate officer)

[name of territorial authority or regional council]

A.4 Certification by Local Government Commission under Local Government Act 2002

I certify that the boundaries shown on the plan numbered [plan number] are the same as the boundaries determined by the Local Government Commission on [date] pursuant to clause 7(2) of Schedule 6 of the Local Government Act 2002.

The plan numbered [plan number]

replaces the existing plan(s) numbered [plan number(s) or 'nil']

[signed] / /

[name]

Chief Executive Officer (or other appropriate officer)

Local Government Commission

Appendix B: Form of certification by Surveyor-General's delegate

B.1 Certification by a person appointed by the Surveyor-General under the Local Electoral Act 2001

I certify that the plan numbered [plan number] renders the boundaries capable of identification for the purposes of section 19Y(3)(b) of the Local Electoral Act 2001.

[signed] / /

[name]

[position title]

Pursuant to a delegation from the Surveyor-General under section 8 of the Cadastral Survey Act 2002.

B.2 Certification by a person appointed by the Surveyor-General under the Local Government Act 2002

I certify that the plan numbered [plan number] renders the boundaries capable of identification for the purposes of clause 8(2)(b) of Schedule 6 of the Local Government Act 2002.

[signed] / /

[name]

[position title]

Pursuant to a delegation from the Surveyor-General under section 8 of the Cadastral Survey Act 2002.