

INTRODUCTION

This by-election covers the extraordinary vacancy for one member to represent the Aotea subdivision of the Kawhia Community Board. The vacancy has arisen from the recent resignation of Annette Gane.

A full candidate handbook was produced for the 2016 local body elections. A base description of the role of a member, the remuneration levels, meeting frequency etc are available from the handbook, along with general information about candidate eligibility, campaigning requirements, election offences etc. A copy of that handbook is available from the council office or by requesting a copy from the election helpline on 0800 666 928. It can also be viewed online at: www.otodc.govt.nz

ELECTORAL OFFICER DETAILS

The Electoral Officer for this by-election is Warwick Lampp. Warwick is based in Tauranga and works for election management company electionz.com Ltd. The Electoral Officer can be contacted by: Phone 0800 666 928 or email iro@electionz.com

The Deputy Electoral Officer for this by-election is Kat Brown-Merrin. Kat is based in Otorohanga and works for the Otorohanga District Council.

Kat can be contacted by phone on (07) 873 4000, or email kat@otodc.govt.nz

SUMMARISED BY-ELECTION TIMETABLE

Friday 24 November 2017	Public Notice of By-election NOMINATIONS OPEN PRELIM ROLL OPEN FOR INSPECTION
Friday 22 December 2017	NOMINATIONS CLOSE (NOON) PRELIM ELECTORAL ROLL CLOSES
ASAP after Friday 22 December 2017	Further notice of election
IF ELECTION REQUIRED	
Friday 26 January 2018	DELIVERY OF VOTING DOCUMENTS COMMENCES Progressive roll scrutiny Early processing period starts Special voting period starts
Friday 16 February 2018	Last day to appoint scrutineers noon
Saturday 17 February 2018	ELECTION DAY Voting closes noon – counting commences Progress results available as soon as practicable
By Thursday 20 February 2018	Official declaration Public notice of Declaration of Results
By Monday 16 April 2018	Return of electoral expense forms

CANDIDATE PROFILE STATEMENT AND PHOTO REQUIREMENTS

The Local Electoral Act allows for candidate profile statements (CPS) to be provided by each candidate with the nomination paper. If an election is required these are then collated by the Electoral Officer and forwarded to electors in a sheet or booklet with the voting papers. Refer also to the notes listed in Appendix 1 of the Candidate Handbook.

Candidate profile statements are limited to 150 words and should be provided electronically via e-mail or on a media device, as a MS Word document that has been spell checked.

Candidate profile statements are governed by Sections 61 and 62 of the Act. Profiles must be provided at the same time as the nomination document, but should also be emailed to the Deputy Electoral Officer, Kat Brown-Merrin at kat@otodc.govt.nz

CANDIDATE PHOTOS

Candidates may also submit a photograph for inclusion with the candidate profile statement in the sheet to accompany the voting papers. Photos must be recent (taken within the last 6 months), be submitted in JPEG format and be provided on a media device or hard copy format at the same time as the candidate profile statement (and nomination paper), but should also be emailed to the Deputy Electoral Officer with the profile statement.

Note: The onus is on the candidate to ensure that all nomination documents including the profile and photo are submitted to the Deputy Electoral Officer by 12 noon on Friday 22 December 2017.

CANDIDATE ELIGIBILITY

Full eligibility criteria for this by-election are detailed on the reverse of the nomination form. In summary, candidates do not need to reside within the Aotea Subdivision of Kawhia Community Board area, but must be a NZ citizen and enrolled as a parliamentary elector somewhere in New Zealand and be nominated by two electors within the Aotea Subdivision of Kawhia Community Board area.

CAMPAIGNING

Full details on the limitations associated with campaigning for this by-election are listed in the handbook. All candidates should refer to the handbook to familiarise themselves with those restrictions. The following is a summary of the main criteria to be aware of:

1. Campaigning can commence anytime but must cease by the close of voting day, i.e. 12 noon Saturday 17 February 2018.
2. No election material can contain any untrue statement defamatory of any candidate and calculated to influence the vote of any elector or include an imitation voting paper which has the names of the candidates with any direction or indication as to the candidate a person should vote for, or in any way contains such direction or indication likely to influence the voter.

ELECTION ADVERTISING

Election advertising, using any media, must identify the person under whose authority they have been produced, as per Sections 113-115 of the Local Electoral Act 2001.

This means that for hoardings, posters and adverts etc, each candidate must have a sentence at the bottom saying that it is authorised by the candidate (or their agent), i.e. "Authorised by Bill Citizen, 20 Main St, Samptown." Please note that the address listed must be a physical address i.e. it cannot be a PO Box or rural delivery number.

ELECTION HOARDINGS

Further details on the election signage requirements are listed in the 2016 Candidate Handbook. Any candidate intending to use election hoardings as part of their campaign strategy is encouraged to contact the ODC Planning Department on (07) 873 4000.

CAMPAIGNING EXPENDITURE LIMITS

At the end of the election period, all candidates are required to submit to the Electoral Officer a summary of donations received and expenditure made on campaigning for the by-election. For this by-election the total election expenses must not exceed \$3,500 (inclusive of GST).

LODGEMENT OF NOMINATION FORMS

Completed nomination forms for this by-election must be lodged with the Deputy Electoral Officer, Kat Brown-Merrin at the Otorohanga District Council's office, 17 Maniapoto Street, Otorohanga, on or before midday on Friday 22 December 2017. Along with the nomination form, each candidate must also:

- Pay the \$200 (inclusive of GST) election deposit
- Submit the candidate profile statement of up to 150 words to be used for this by-election
- Submit the photo to be used for this by-election.

Election Helpline 0800 666 928