

Nominations must be in the hands of the Electoral Officer/Official before 12 noon, Tuesday 16 March 2021

INTRODUCTION

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

A full candidate handbook was produced for the 2019 local body elections. A base description of the role of a community board member along with general information about candidate eligibility, campaigning requirements, election offences etc are available from the handbook. A copy of that handbook is available from the Ōtorohanga District Council office, 17 Maniapoto Street, Ōtorohanga or by request from the election helpline on 0800 666 928. It can also be viewed online at www.otodc.govt.nz/elections

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 electoral official for this by-election is Kaysey Gaylor. Kaysey is based in Ōtorohanga and works for the Ōtorohanga District Council. Kaysey can be contacted by: phone (07) 873 4000 or email kaysey@otodc.govt.nz

SUMMARISED BY-ELECTION TIMETABLE

| | |
|-----------------------------|--|
| Tuesday 16 February 2021 | Public Notice of By-election NOMINATIONS OPEN PRELIM ROLL OPEN FOR INSPECTION |
| Tuesday 16 March 2021 | NOMINATIONS CLOSE (NOON) PRELIM ELECTORAL ROLL CLOSES |
| ASAP after 16 March 2021 | Public notice of confirmed candidate(s) and whether election required. |
| IF ELECTION REQUIRED | |
| Tuesday 20 April 2021 | DELIVERY OF VOTING DOCUMENTS COMMENCES Progressive roll scrutiny Early processing period starts Special voting period starts |
| Wednesday 12 May 2021 | ELECTION DAY Voting closes 12 noon – counting commences Preliminary results available as soon as practicable |
| By Monday 17 May 2021 | Official declaration |
| ASAP after 17 May 2021 | Public notice of declaration of result |
| By Monday 12 July 2021 | Return of electoral expense forms |

REMUNERATION

Kāwhia Community Board members are currently paid an annual salary of \$2,000. That salary level is set by the Remuneration Authority and is subject to periodic review.

MEETING FREQUENCIES

Formal meetings are currently held in Kawhia every month on Fridays, starting at 1.00pm. These meetings have typically been 3 to 4 hours long, but in recent times attempts have been made to limit the duration of the formal meeting by dealing with minor matters in workshops that either follow the formal meeting or are held separately.

Additional special purpose workshops are also occasionally conducted, and members are encouraged to participate in a range of other community events and meetings.

DELEGATED AUTHORITY CHANGES

Following the 2019 election the Council has reviewed the delegated authority levels previously assigned to its community boards, bringing them more in line with delegated authority levels operative for other NZ local authorities. The table listed on page 9 of the 2019 candidate handbook is no longer accurate. Candidates wanting an up to date summary of delegated authority levels should contact the Chief Executive, Tanya Winter in the first instance.

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 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 electoral official, Kaysey Gaylor, at kaysey@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 in 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 electoral official by 12 noon on Tuesday 16 March 2021.

CANDIDATE ELIGIBILITY

Full eligibility criteria for this by-election is detailed on the reverse of the nomination form. In summary, candidates do not need to reside within the Aotea subdivision of the Kāwhia 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 the Kāwhia 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 Wednesday 12 May 2021.
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, billboards, social media, advertisements 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, Sampletown." 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 2019 candidate handbook. Any candidate intending to use election hoardings as part of their campaign strategy is encouraged to contact the Council planning department.

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 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 or electoral official at the Ōtorohanga District Council office, 17 Maniapoto Street, Ōtorohanga before midday Tuesday 16 March 2021. 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
- Submit evidence of NZ citizenship.

Election Helpline 0800 666 928