

Nominations MUST be in the hands of the Deputy Electoral Officer/Official before: 12 noon, Friday 22 December 2023

INTRODUCTION

This by-election covers the extraordinary vacancy for one councillor to represent the Pukehīnau/Lambton General Ward. The extraordinary vacancy has arisen from the recent resignation of Tamatha Paul who has been elected to Parliament.

A full candidate handbook was produced for the 2022 local body elections. A base description of the role of a councillor is available in 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 request from the election helpline on 0800 666 048. It can also be viewed online at: [wellington.govt.nz/byelection](https://wellington.govt.nz/byelection). This information sheet lists details specific to this by-election.

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](https://electionz.com) Ltd. The electoral officer can be contacted by phone on 0800 666 048 or email [iro@electionz.com](mailto:iro@electionz.com).

The deputy electoral officer for this by-election is Jennifer Parker. Jennifer is the Manager of Governance and Democracy Services for the Wellington City Council and can be contacted on (04) 499 4444 or [election@wcc.govt.nz](mailto:election@wcc.govt.nz).

MEETING FREQUENCIES

Council meetings are currently held in the council chambers on The Terrace on a Thursday on a six-weekly basis. Council meetings typically start at 9:30am and last six hours. In addition to the main Council meetings there are a range of committee and sub-committee meetings that councillors would be expected to attend.

The current schedule of meetings is available from: <https://wellington.govt.nz/your-council/meetings/meetings-calendar>.

All meeting agendas (for Council, committees and community boards) are distributed electronically one week before the meeting and all elected members are expected to have read and made necessary investigative work to understand all agenda items ahead of the meeting. Depending on the complexity of the agenda items, that can be a time-consuming task.

REMUNERATION

Councillor (with no additional responsibilities)	\$105,283
---	-----------

SUMMARISED BY-ELECTION TIMETABLE

By Friday 24 November 2023	Public notice of by-election
Friday 24 November 2023	NOMINATIONS OPEN - PRELIM ROLL OPEN FOR INSPECTION
12 noon, Friday 22 December 2023	NOMINATIONS CLOSE (12 NOON) - PRELIM ELECTORAL ROLL CLOSES
ASAP after 12 noon, Friday 22 December 2023	Public notice of confirmed candidate(s) and whether election required (WCC website)
IF ELECTION REQUIRED	
From Saturday 6 January 2024	Election signs (hoardings) on public sites can be displayed
Friday 26 January 2024	DELIVERY OF VOTING DOCUMENTS COMMENCES Progressive roll scrutiny Early processing period starts Special voting period starts
Friday 16 February 2024	Election signs on public sites to be removed by 11.59pm
Saturday 17 February 2024	ELECTION DAY Voting closes 12 noon – counting commences Preliminary results available as soon as practicable
By Tuesday 20 February 2024	Official declaration
ASAP after Tuesday 20 February 2024	Public notice of declaration of result (WCC website)
By Monday 15 April 2024	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 to pages 20 and 21 and 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 deputy electoral officer, Jennifer Parker at [election@wcc.govt.nz](mailto:election@wcc.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 12 months), be submitted in JPEG format and be provided via email to [election@wcc.govt.nz](mailto:election@wcc.govt.nz) 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 deputy electoral officer/electoral official by 12 noon on Friday, 22 December 2023.

## 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 Pukehīnau/Lambton General Ward area, but must be a NZ citizen and enrolled as a parliamentary elector somewhere in New Zealand and be nominated by two Pukehīnau/Lambton General Ward electors.

## 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. Saturday, 17 February 2024.
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, including social 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 posters, adverts, signs, billboards, flyers, vehicle signage, websites, Facebook pages etc, each advertising item must include a statement saying that it is authorised by the candidate or their agent and include contact details (see options below). This authorisation statement must be included on every item of campaigning material.

## CONTACT DETAIL OPTIONS

A recent amendment to the election legislation allows the contact address component of the authorisation statement to be met by providing—

- a residential or business address; or
- an email address; or
- a post office box number; or
- a phone number; or
- a link to a page on an Internet site (if the page contains 1 or more of the above).

The requirement to list the authorising party remains. There must be a reasonable expectation that anyone wishing to discuss the advertising can do so with the candidate or their agent from the contact details listed in the authorisation statement.

The use of a council building address is not permitted in the authorisation address.

## ELECTION HOARDINGS

Details of election signage (hoardings) requirements are listed on page 28 of the 2022 Candidate Handbook. Any candidate intending to use election signage as part of their campaign strategy is encouraged to contact the WCC Planning Department on (04) 499 4444 before placing any election signage.

Signs on public sites must not be erected earlier than 6 weeks prior to the day voting closes and must be removed from all public sites the day before voting closes. For this by-election, the first day a sign may be erected on a public site is Saturday 6 January and signs must be removed from public sites by 11:59pm, Friday 16 February 2024. There are no restrictions on the dates signs may be displayed on private property.

## 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 \$30,000 (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 via email or at the Wellington City Council Head Office Reception, Level 16, 113 The Terrace, Wellington before 12 noon Friday 22 December 2023. 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 (optional)
- Submit the photo to be used for this by-election (optional)
- Submit evidence of NZ citizenship.

Election Helpline 0800 666 048.