

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

INTRODUCTION

This by-election covers the extraordinary vacancy for one member for the Tawa Community Board. The extraordinary vacancy has arisen from the recent resignation of Janryll Fernandez.

A full candidate handbook was produced for the 2022 local body elections. A base description of the role of a community board member 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: wcc.govt.nz/your-council/elections. 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 Ltd. The electoral officer can be contacted by: Phone 0800 666 048 or email 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

MEETING FREQUENCIES

Tawa Community Board meetings are held on a Monday on a monthly basis and are generally held in the Tawa Community Centre. The meetings typically start at 7:00pm and last two hours.

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.

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

REMUNERATION

Tawa Community Board Member	Base \$9,680
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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 deputy electoral officer, Jennifer Parker at election@wcc.govt.nz

SUMMARISED BY-ELECTION TIMETABLE

From Tuesday 23 May 2023	Public Notice of By-election
Thursday 25 May 2023	NOMINATIONS OPEN PRELIM ROLL OPEN FOR INSPECTION
Thursday 22 June 2023	NOMINATIONS CLOSE (NOON) PRELIM ELECTORAL ROLL CLOSES
ASAP after 22 June 2023	Public notice of confirmed candidate(s) and whether election required (WCC website)
IF ELECTION REQUIRED	
From Friday 7 July	Election signs (hoardings) can be displayed
Thursday 27 July 2023	DELIVERY OF VOTING DOCUMENTS COMMENCES Progressive roll scrutiny Early processing period starts Special voting period starts
Thursday 17 August	Election signs to be removed by 11.59pm
Friday 18 August 2023	ELECTION DAY Voting closes 12 noon – counting commences Preliminary results available as soon as practicable
By Tuesday 22 August 2023	Official declaration
ASAP after Tuesday 22 August 2023	Public notice of declaration of result (ICC website)
By Monday 16 October 2023	Return of electoral expense forms

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 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 deputy electoral officer/electoral official by 12 noon on Thursday 22 June 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 Tawa 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 Tawa 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. Friday 18 August 2023.
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 must not be erected earlier than 6 weeks prior to the day voting closes and must be removed from all sites the day before voting closes. For this by-election, the first day a sign may be erected is Friday 7 July and signs must be removed by 11:59pm, Thursday 17 August 2023.

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 \$14,000 (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 midday Thursday 22 June 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
- Submit the photo to be used for this by-election
- Submit evidence of NZ citizenship.

Election Helpline 0800 666 048