

INTRODUCTION

This by-election covers the extraordinary vacancy for one Southern Ward member. The extraordinary vacancy has arisen from the resignation of current member Mr Paul Eagle following his recent election to Parliament.

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 666 946. It can also be viewed online at: www.wellington.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 666 946 or 021 498 517, email iro@electionz.com.

The Deputy Electoral Officer for this by-election is Penny Langley. Penny is based in Wellington and works for the Wellington City Council.

Penny can be contacted by phone on (04) 499 4444, or email penny.langley@wcc.govt.nz

SUMMARISED BY-ELECTION TIMETABLE

Thursday 28 September 2017	Public Notice of By-election NOMINATIONS OPEN PRELIM ROLL OPEN FOR INSPECTION
Thursday 26 October 2017	NOMINATIONS CLOSE (NOON) PRELIM ELECTORAL ROLL CLOSES
ASAP after Thursday 26 October 2017	Public notice of Day of By-election
IF ELECTION REQUIRED	
Thursday 30 November 2017	DELIVERY OF VOTING DOCUMENTS COMMENCES Progressive roll scrutiny Early processing period starts Special voting period starts
Thursday 21 December 2017	Last day to appoint scrutineers noon
Friday 22 December 2017	ELECTION DAY Voting closes noon – counting commences Preliminary results available as soon as practicable
Friday 22 December 2017	Official declaration
By Thursday 28 December 2017	Public notice of Declaration of Results
By Tuesday 20 February 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, Penny Langley at penny.langley@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 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 Thursday 26 October 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 Southern Ward 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 Southern Ward 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 Friday 22 December 2017.
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 WCC Planning Department on (04) 499 4444.

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 \$20,000 (inclusive of GST).

LODGEMENT OF NOMINATION FORMS

Completed nomination forms for this by-election must be lodged with the Deputy Electoral Officer, Penny Langley at the Wellington City Council office, 101 Wakefield Street, Wellington on or before midday on Thursday 26 October 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.