

Nominations must be in the hands of the Electoral Officer/Official before 12 noon, Wednesday 23 August 2023

INTRODUCTION

By-elections are required to fill one extraordinary vacancy on each of the Rotorua Lakes and Rotorua Rural Community Boards. The vacancies have arisen from the recent resignations of Stephanie George and Anker Hansen from the respective community boards.

A full candidate handbook was produced for the 2022 local body elections. The handbook covers general information for candidates including a description of the roles of elected members and the council structure, along with 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 Electoral Officer on 0800 666 048. It can also be viewed online at rotorualakescouncil.nz/our-council/local-elections. This information sheet lists details specific to these by-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 666 048 or email iro@electionz.com

The deputy electoral officer for this by-election is Rick Dunn. Rick is the Governance & Democracy Advisor for the council and can be contacted on (07) 351 8321 or rick.dunn@rotorualc.nz

MEETING FREQUENCIES

Lakes Community Board meetings are held monthly on a Monday and Rural Community Board meetings are held monthly on a Tuesday. Both are generally held in the Rotorua Lakes Council's Civic Centre. The meetings typically start at 1pm and last for two hours.

Meeting agendas are distributed electronically at least two working days before the meeting and all elected members are expected to have read and completed 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 at <https://www.rotorualakescouncil.nz/our-council/meetings/meetingscalendar>

REMUNERATION

Member (Rural CB)	\$10,047 pa
Member (Lakes CB)	\$8,990 pa

SUMMARISED BY-ELECTION TIMETABLE

Wednesday 26 July 2023	Public Notice of By-elections NOMINATIONS OPEN PRELIM ROLL OPEN FOR INSPECTION
Wednesday 23 August 2023	NOMINATIONS CLOSE (NOON) PRELIM ELECTORAL ROLLS CLOSES
ASAP after Wednesday 23 August 2023	Public notice (RLC website) of confirmed candidate(s) and whether elections required.
IF ELECTIONS ARE REQUIRED	
Wednesday 27 September 2023	DELIVERY OF VOTING DOCUMENTS COMMENCES Progressive roll scrutiny Early processing periods start Special voting periods start
Thursday 19 October 2023	ELECTION DAY Voting closes 12 noon – counting commences Preliminary results available as soon as practicable
By Monday 23 October 2023	Official declarations (RLC website)
By Monday 18 December	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 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, Rick Dunn at rick.dunn@rotorualc.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 at the same time as the candidate profile statement (and nomination). They should also be emailed to the DEO along with the candidate 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 officer/electoral official by 12 noon on Wednesday 23 August 2023.

CANDIDATE ELIGIBILITY

Full eligibility criteria for these by-elections are detailed on the reverse of the nomination forms. In summary, candidates do not need to reside within either 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 of the Community Board they are being nominated for.

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 Thursday 19 October 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, 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 include a statement saying that it is authorised by the candidate (or their agent), i.e. "Authorised by Bill Citizen, 20 Main St, Sampletown."

Please note that a recent legislation change allows the address requirements of an advertisement 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).

ELECTION HOARDINGS

Any candidate considering placing election signage as part of their campaign activity should refer to page 23 of the 2022 candidate handbook.

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 Rural Community Board by-election the total election expenses must not exceed \$7,000 (inclusive of GST). For the Lakes Community Board by-election the total election expenses must not exceed \$3,500 (inclusive of GST)

LODGEMENT OF NOMINATION FORMS

Completed nomination forms for both by-elections must be lodged with the deputy electoral officer or electoral official at the Rotorua Lakes Council's Civic Centre, 1061 Haupapa St, Rotorua or can be emailed to the DEO at rick.dunn@rotorualc.nz before midday Wednesday 23 August 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 their by-election
- Submit the photo to be used for their by-election
- Submit evidence of NZ citizenship.

CANDIDATE WITHDRAWALS

A candidate can withdraw their nomination by application to the Electoral Officer up to the close of nominations i.e. 12 noon, Wednesday 23 August 2023.

Candidates cannot strategically or politically withdraw their nomination after the nomination period has closed. Candidates may only withdraw after the close of nominations for medical reasons, i.e. incapacity.

A medical certificate must be provided for a withdrawal notice to be accepted by the Electoral Officer after the close of nominations. An application can be made by a candidate or an agent on their behalf, and must be signed by a Solicitor or Justice of the Peace.

A candidate wishing to withdraw must discuss this with the Electoral Officer as soon as possible.