

Nominations MUST be in the hands of the Deputy Electoral Officer/Official before: 12 noon, Thursday 28 March 2024

INTRODUCTION

By-elections are required to fill two extraordinary vacancies on council; one each for the Heretaunga General Ward and Takitimu Māori Ward. The vacancies have arisen from the recent resignations of Ms Ann Redstone (Heretaunga General Ward) and Mr Renata Nepe (Takitimu Māori Ward). Council calls for nominations to fill the two vacancies.

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: www.hastingsdc.govt.nz/our-council/elections. This information sheet lists details specific to the by-elections.

ELECTORAL OFFICER DETAILS

The electoral officer for these by-elections 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 on 0800 666 048 or email iro@electionz.com.

The deputy electoral officer for these by-elections is Louise Stettner. Louise is the Manager, Democracy and Governance Services for the Hastings District Council and can be contacted on (06) 871 5110 ext 5543 or 0275461595 or louises@hdc.govt.nz.

MEETING FREQUENCIES

Monthly Council meetings are normally held on a Thursday at 1pm in the Council Chamber, Civic Administration Building, 207 Lyndon Road East, Hastings. Monthly meetings generally last 2-3 hours. Other Council meetings are scheduled as required for specific purposes such as consideration of the submissions to the Draft Annual Plan. In addition to the main Council meetings there are a range of committee and subcommittee meetings that Councillors would be expected to attend.

All meeting agendas are distributed electronically to members 3 working days 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://www.hastingsdc.govt.nz/our-council/meetings/>

REMUNERATION

Lead Councillor (base remuneration for all councillors)	\$52,747 p.a.
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SUMMARISED BY-ELECTIONS TIMETABLE

By Thursday 29 February 2024	Public notice of by-elections
Thursday 29 February 2024	NOMINATIONS OPEN - PRELIM ROLLS OPEN FOR INSPECTION
12 noon, Thursday 28 March 2024	NOMINATIONS CLOSE (12 NOON) - PRELIM ELECTORAL ROLLS CLOSES
ASAP after 12 noon, Thursday 28 March 2024	Public notice of confirmed candidate(s) and whether elections required (HDC website)
IF ELECTION(S) REQUIRED	
From Friday 29 March 2024	Election signs (hoardings) on public sites can be displayed
Thursday 2 May 2024	DELIVERY OF VOTING DOCUMENTS COMMENCES Progressive roll scrutiny Early processing period starts Special voting period starts
Friday 24 May 2024	ELECTION DAY Voting closes 12 noon – counting commences Preliminary results available as soon as practicable
From Monday 27 May 2024	Official declaration
By Tuesday 28 May 2024	Election signs on public sites to be removed by 11.59pm
ASAP after Monday 27 May 2024	Public notice of declaration of result(s) (HDC website)
By Sunday 21 July 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 18 and 19 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, Louise Stettner at louises@hdc.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 louises@hdc.govt.nz or in hard copy format at the same time as the candidate profile statement (and nomination paper).

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 28 March 2024.

CANDIDATE ELIGIBILITY

Full eligibility criteria for the by-elections are detailed on the reverse of the nomination form. In summary, candidates do not need to reside within the Ward they are standing for, but must be a NZ citizen and enrolled as a parliamentary elector somewhere in New Zealand and be nominated by two electors of the Ward the candidate is standing for.

CAMPAIGNING

Full details on the limitations associated with campaigning for these by-elections 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 24 May.
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 SIGNS

Details of election signage (hoardings) requirements are listed on pages 27 and 28 of the 2022 Candidate Handbook. Any candidate intending to use election signage as part of their campaign strategy is encouraged to contact the HDC Planning Department on (06) 871 5000 before placing any election signage.

Signs on public sites must not be erected earlier than 8 weeks prior to the day voting closes and must be removed from all public sites within 7 days of the close of voting. For these by-elections, the first day a sign may be erected on a public site is Friday 29 March and signs must be removed from public sites by 11:59pm, Tuesday 28 May 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 the Heretaunga General Ward and Takitimu Māori Ward by-elections the total election expenses must not exceed \$14,000 (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 Ground Floor, Customer Service Centre, Hastings District Council Building, 207 Lyndon Road East, Hastings or emailed to louises@hdc.govt.nz before 12 noon Thursday 28 March 2024. 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.