

Nominations must be in the hands of the Electoral Officer/Official before 12 noon, Thursday 19 October 2023

INTRODUCTION

The Malvern Community Board is subdivided, with 5 elected members representing the Hawkins (2), West Melron (2) and Tawera (1) communities. The representative numbers are population based.

This by-election covers two extraordinary vacancies for one member to represent each of the Hawkins and Tawera Community Subdivisions. The extraordinary vacancies have arisen from the recent resignations of Mr Ken May (Hawkins Community Subdivision) and Mr Sean Ellis (Tawera Community Subdivision).

A full candidate handbook was produced for the 2022 local body elections. A base description of the role of a community board member along with general information about candidate eligibility, campaigning requirements, election offences etc is listed in the handbook. A copy of that handbook is available from the council office or by request from the election helpline on 0800 666 046. It can also be viewed online at www.selwyn.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 Anthony Morton. Anthony is based in Christchurch and works for election management company electionz.com Ltd. The electoral officer can be contacted by: Phone 0800 666 046 or email iro@electionz.com.

The deputy electoral officer for this by-election is Therese Davel. Therese is a Committee Advisor for the Selwyn District Council and can be contacted on (03) 347 2800 or electoral.officer@selwyn.govt.nz

MEETING ARRANGEMENTS

Community Board meetings are held on a Monday on a bi-monthly basis in Darfield. The meetings typically start at 4pm and last two hours. Meeting agendas are distributed electronically to members in advance of the meetings.

REMUNERATION

The current base salary for Malvern Community Board members is \$9,484. The Chair is currently paid \$18,967. Salaries are paid monthly.

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 Malvern 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 Subdivision they are standing for.

CANDIDATE WITHDRAWALS

A candidate can withdraw their nomination by application to the electoral officer up to the close of nominations i.e. 12 noon, Thursday 19 October 2023.

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

A medical certificate confirming incapacity must be provided for a withdrawal notice lodged after the close of nominations. An application can be made by a candidate or an agent on their behalf.

SUMMARISED BY-ELECTION TIMETABLE

Friday 15 September 2023	Election signage (hoardings) can go up
Thursday 21 September 2023	Public Notice of By-election (SDC website, Selwyn Times and Malvern News) NOMINATIONS OPEN PRELIM ROLL OPEN FOR INSPECTION
Thursday 19 October 2023	NOMINATIONS CLOSE (NOON) PRELIM ELECTORAL ROLL CLOSES
ASAP after 19 October 2023	Public notice of confirmed candidate(s) and whether election(s) required.
IF ELECTION REQUIRED	
Thursday 23 November 2023	DELIVERY OF VOTING DOCUMENTS COMMENCES Progressive roll scrutiny Early processing period starts Special voting period starts
Thursday 14 December 2023	Election signage (hoardings) to be removed
Friday 15 December 2023	ELECTION DAY Voting closes 12 noon – counting commences Preliminary results available as soon as practicable
By Tuesday 19 December 2023	Official declaration
ASAP after 19 December 2023	Public notice of declaration of result (SDC website)
By Monday 12 February 2024	Return of electoral expense forms

TERM OF OFFICE

The successful candidates at this election will hold office for the remainder of the previous member’s term i.e. until the conclusion of the next triennial election in October 2025. Elected members are eligible for re-election if they choose to re-stand.

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, Therese Davel at electoral.officer@selwyn.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 at the same time as the candidate profile statement (and nomination paper) by email 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 19 October 2023.

CAMPAIGNING

Full details on the limitations associated with campaigning 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 15 December 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.
- 3. Candidates cannot use any SDC resources as part of their campaigning material i.e. SDC logos or images created by SDC.

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 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

Election signage can be placed on private property (with the owners permission) and certain areas of road reserve within the district. Refer to the Election Signs section on pages 25 and 26 of the candidate handbook for details about election signage placements. Any candidate intending to use election hoardings as part of their campaign strategy is encouraged to contact the SDC planning department to confirm placement arrangements prior to putting up any signage.

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. The expenditure limits are population based. For this by-election the expenditure limits (inclusive of GST) are:

Hawkins Community Subdivision	\$7,000
Tawera Community Subdivision	\$3,500

LODGEMENT OF NOMINATION FORMS

Completed nomination forms for this by-election must be lodged with the deputy electoral officer or electoral official before midday on Thursday 19 October 2023. See the nomination form for delivery options. 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 666 046