

HASTINGS CONSTITUENCY 2021

By-election Information Sheet

Nominations must be in the hands of the Electoral Officer/Official before: 12 noon, Thursday 15 July 2021

INTRODUCTION

This by-election covers the extraordinary vacancy for one member to represent the Hastings constituency of the Hawke's Bay Regional Council (HBRC).

The extraordinary vacancy has arisen from the recent resignation of Cr Rex Graham.

A full candidate handbook was produced for the 2019 local body elections. The handbook includes an overview of the HBRC, the role of elected members and general governance guidelines such as code of conduct and members interests summaries, along with general information about candidate eligibility, campaigning requirements, election offences etc. A copy of that handbook is available from the HBRC office, 159 Dalton Street, Napier or by request from the electoral officer via leeanne@hbrc.govt.nz or phone to (06) 835 9200. It can also be viewed online at <https://www.hbrc.govt.nz/our-council/elections/>

ELECTORAL OFFICER DETAILS

The electoral officer for this by-election is Leeanne Hooper. Leeanne is the Team Leader Governance for the Regional Council and can be contacted by phone to (06) 835 9200 or 027 434 1090 or email to leeanne@hbrc.govt.nz

The deputy electoral officer for this by-election is Peter Martin. Peter is the Senior Governance Advisor for the Regional Council.

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 Hastings constituency area, but must be a NZ citizen and enrolled as a parliamentary elector somewhere in New Zealand and be nominated by two electors enrolled in the Hastings constituency area.

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 15 July 2021.

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.

TERM OF OFFICE

The successful candidate 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 2022.

SUMMARISED BY-ELECTION TIMETABLE

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|---------------------------------------|---|
| Thursday 17 June 2021 | Public Notice of By-election NOMINATIONS OPEN PRELIMINARY ROLL OPEN FOR INSPECTION |
| Thursday 15 July 2021 | NOMINATIONS CLOSE (NOON) PRELIMINARY ELECTORAL ROLL CLOSES |
| ASAP after 15 July 2021 | Public notice of confirmed candidate(s) and whether election required |
| If Election Required | |
| Thursday 19 August 2021 | DELIVERY OF VOTING DOCUMENTS COMMENCES Progressive roll scrutiny Early processing period starts Special voting period starts |
| Friday 10 September 2021 | ELECTION DAY Voting closes 12 noon – counting commences Preliminary results available as soon as practicable |
| By Wednesday 15 September 2021 | Official declaration of Results |
| ASAP after 15 September 2021 | Public notice of declaration of result |
| By Monday 8 November 2021 | Return of electoral expense forms |

COUNCILLOR REMUNERATION

Councillor base salary is currently \$62,000 per annum

The Chair, Deputy Chair and Committee Chairs receive a higher remuneration to recognise the additional duties and work that is required.

MEETING FREQUENCIES

Council meetings are generally held on the last Wednesday of each month, starting at 9. They typically last 4-5 hours. Committee meetings are generally held either quarterly or every second month, and typically last 4-6 hours.

All meeting agendas (for council and the committees) are distributed electronically 3 working days before the meeting and all councillors are expected to have read and undertaken 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 www.hbrc.govt.nz/our-council/meetings/

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 electoral officer, Leeanne Hooper at leeanne@hbrc.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 in hard copy format at the same time as the candidate profile statement (and nomination form), but should also be emailed to the 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 electoral officer/electoral official by 12 noon on Thursday 15 July 2021.

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 10 September 2021.
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 HBRC resources as part of their campaigning material i.e. HBRC logos or images created by HBRC.

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 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, Sampletown." 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 2019 candidate handbook. Any candidate intending to use election hoardings as part of their campaign strategy is encouraged to contact the planning department of the Hastings District Council, which covers the area where election signage is to be placed.

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 \$40,000 (inclusive of GST).

LODGEMENT OF NOMINATION FORMS

Completed nomination forms for this by-election must be lodged with the electoral officer or electoral official at the Hawke's Bay Regional Council office, 159 Dalton Street, Napier before midday Thursday 15 July 2021. 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 666 937