

## 2024 BY-ELECTION – MAKETU COMMUNITY BOARD

### Introduction

A by-election is required to fill an extraordinary vacancy on the Maketu Community Board. The vacancy has arisen from the recent election of Laura Rae to the Maketu-Te Puke Ward Councillor position.

Council now calls for nominations to fill this vacancy.

A full candidate handbook was produced for the 2022 local body elections. A base description of the role of a community board member 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 398 683**. It can also be viewed online at: [www.westernbay.govt.nz/council/elections](http://www.westernbay.govt.nz/council/elections). This information sheet lists details specific to this by-election.

### 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 on **0800 398 683** or email [info@electionz.com](mailto:info@electionz.com).

The deputy electoral officer for this by-election is Rachael Davie. Rachael is the General Manager of the Strategy and Community Group for the Western Bay of Plenty District Council and can be contacted on **0800 926 732** or [Rachael.Davie@westernbay.govt.nz](mailto:Rachael.Davie@westernbay.govt.nz)

### Meeting Frequencies

Community boards meet on an 8 weekly basis. Meetings are held in the evening, with the majority of boards starting their meetings at 7:00pm. The boards meet on Council or community premises located within their board areas (service centres/libraries/community centres).

All meeting agendas are distributed electronically to members 2-4 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 [www.westernbay.govt.nz/council/meeting-information/meetings](http://www.westernbay.govt.nz/council/meeting-information/meetings)

### Remuneration

Maketu Community Board Member	\$3,234.00 p.a.
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### Summarised By-election timetable

From Thursday 8 August 2024	Public notice of by-election (WBOPDC website and regional newspapers)
Thursday 8 August 2024	NOMINATIONS OPEN - PRELIM ROLLS OPEN FOR INSPECTION
12 noon, Thursday 5 September 2024	NOMINATIONS CLOSE (12 NOON) - PRELIM ELECTORAL ROLLS CLOSES
ASAP after 12 noon, Thursday 5 September 2024	Public notice of confirmed candidate(s) and whether election required (WBOPDC website)
<b><i>If election required</i></b>	
Thursday 10 October 2024	DELIVERY OF VOTING DOCUMENTS COMMENCES Progressive roll scrutiny Early processing period starts Special voting period starts
By Thursday 31 October 2024	Election signs on private property to be removed by 11.59pm
Friday 1 November 2024	ELECTION DAY Voting closes 12 noon – counting commences Preliminary results available as soon as practicable
From Monday 4 November 2024	Official declaration
ASAP after Monday 4 November 2024	Public notice of declaration of result(s) (WBOPDC website)
By Monday 30 December 2024	Return of electoral expense and donation declarations

## 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 14 and 15 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, Rachael Davie at [Rachael.Davie@westernbay.govt.nz](mailto:Rachael.Davie@westernbay.govt.nz).

## Candidate Photos

Candidates may also submit a photograph for inclusion with the candidate profile statement in the sheet or booklet 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 [Rachael.Davie@westernbay.govt.nz](mailto:Rachael.Davie@westernbay.govt.nz) or in hard copy format at the same time as the candidate profile statement (and nomination paper). The electoral officer will crop the photos.

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 5 September 2024.

## Candidate Eligibility

Full eligibility criteria for the by-election is detailed on the reverse of the nomination form. In summary, candidates do not need to reside within the Maketu 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 Maketu Community Board.

## Campaigning

Full details on the limitations associated with campaigning for this by-election is listed in the handbook (pages 20-25). 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 1 November.
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 page 25 of the candidate handbook. Any candidate intending to use election signage as part of their campaign strategy is encouraged to contact the WBOPDC Planning Department on 0800 926 732 before placing any election signage.

There is no opening date for when election signs on private property can be displayed, but they must be removed by midnight the day before voting closes i.e. by midnight Thursday 31 October 2024. Election signs are not permitted on council roads or road reserves.

## 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 expenditure limit is \$3,500 (inclusive of GST).

## Lodgement of Nomination Forms

Completed nomination forms must be lodged with the deputy electoral officer or electoral official at the Western Bay of Plenty District Council office, 1484 Cameron Road, Greerton, Tauranga or emailed to [Rachael.Davie@westernbay.govt.nz](mailto:Rachael.Davie@westernbay.govt.nz) before 12 noon Thursday 5 September 2024.

- 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 Results

If a voting process is required to fill the vacancy a progress result will be emailed to the candidates within an hour of voting closing on Friday 1 November. The progress result will then be made available from the Council website.

The final result will be released on the same basis once any remaining special votes have been processed. That is expected to be late on Monday 4 November 2024.