

2024 Lyttelton Community Subdivision by-election

Te Pātaka o Rākaihautū Banks Peninsula Community Board

Candidate Information Sheet

This by-election is being held on Saturday 17 February 2024 to cover the extraordinary vacancy for one member for the Lyttelton Community Subdivision of the Te Pātaka o Rākaihautū Banks Peninsula Community Board.

The extraordinary vacancy has arisen from the recent resignation of community board member Reuben Davidson.

The by-election will be conducted by postal vote using the First Past the Post voting electoral system, under the provisions of the Local Electoral Act 2001 and Local Electoral Act Regulations 2001.

The Electoral Officer for this by-election is Jo Daly. Jo can be contacted by phone (03) 941 8581 or email elections@ccc.govt.nz

The Electoral Team includes Emma Pachnatz, who can be contacted by phone (03) 941 8755 or email elections@ccc.govt.nz

The Deputy Electoral Officer for this by-election is Anthony Morton. Anthony works for electionz.com and can be contacted by phone on 021 326 021 or email amorton@electionz.com

By-election timetable

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| Friday 24 November 2023 | Public notice of by-election Nominations open Preliminary electoral roll open for inspection |
| Friday 24 November 2023 | Election hoardings and temporary local election signage permitted to be put up |
| Friday 22 December 2023 | Nominations close at 12 noon Preliminary electoral roll closes |
| As soon as practical after 22 December 2023* | Further notice of election and candidate names* |
| If election required | |
| Friday 26 January 2024 | Delivery of voting documents begin Progressive roll scrutiny Early processing period starts Special voting period starts |
| Friday 16 February 2024 | Election hoardings and temporary local election signage must be removed by midnight |
| Saturday 17 February 2024 | Election day Voting closes at 12 noon Progress results and preliminary votes available as soon as practical |
| By Thursday 22 February 2024 | Final declaration published |
| By Monday 15 April 2024 | Candidate return of electoral donations and expenses forms due |

* If only one nomination is received, a voting process will not be held. The notice will declare the candidate elected unopposed.

A full Candidate Information Booklet was produced for the 2022 local body elections. Information about governance responsibilities, remuneration and ward maps are available in this booklet, along with detailed information for candidates, including campaigning requirements and election offences. This booklet is available online at www.ccc.govt.nz/elections or on request from the electoral team.

Time commitment and meeting frequency

The amount of time each elected member spends on local authority business is personal and depends on their own circumstances. Depending upon the role the time commitment may be significant.

Elected members need to be aware of the impact that can occur on families as a result of being elected as a community board member. This can range from needing to take time off work to attend meetings, to attending night meetings, receiving telephone calls at various times of the day and night, or being asked to address issues at any time when in public. Some members of the community see elected members as being available 24 hours, seven days a week.

The time requirements for community board members is estimated to be between 10 and 20 hours per week.

Te Pātaka o Rākaihautū Banks Peninsula Community Board meetings are currently held monthly. Information about the Te Pātaka o Rākaihautū Banks Peninsula Community Board is available on the Council's website: <https://letstalk.ccc.govt.nz/te-pataka-o-rakaihautu-banks-peninsula-community-board>

Remuneration

The annual remuneration for a member of the Te Pātaka o Rākaihautū Banks Peninsula Community Board is \$10,559 per annum (for the year starting 1 July 2023). Further detail regarding remuneration and the tax status of elected members can be found on page 45 of the 2022 Candidate Information Booklet.

Candidate eligibility

Full eligibility criteria for this by-election can be found on the reverse of the nomination form and in the Candidate Information Booklet. Candidates do not need to reside within the Lyttelton Community Subdivision, but must be a New Zealand citizen and enrolled as a parliamentary elector in New Zealand. Candidates must be nominated by two electors who are enrolled as electors of the Lyttelton Community Subdivision of the Banks Peninsula ward.

Nominations

Nominations must be made on the official nomination form. The nomination form must be accompanied by a \$200 nomination deposit and proof of New Zealand citizenship, and candidates are also able to submit a candidate profile statement and/or candidate photo.

Nominations can be submitted in person to the electoral team, at Civic Offices, 53 Hereford Street or can be emailed to elections@ccc.govt.nz. Nominations will not be processed until all documents have been received.

All nomination documents must be received and complete by 12 noon on Friday 22 December 2023.

Nomination deposits

A deposit of \$200 (including GST) must accompany each nomination. If an election is required the deposit is refunded if the candidate polls greater than 25% of the lowest successful candidate. The deposit is also refunded if no election is required. Deposits will not be refunded in cash.

The deposit can be paid by cash, EFTPOS or online banking. If an online banking transaction is declined the nomination becomes invalid. If this happens after the close of nominations the nomination is invalid and the candidate will be withdrawn.

Online banking details are below and also on the nomination form:

Account name: Christchurch CC

Bank: BNZ

Account number: 02 0800 0044765-00

Use the following deposit information:

Reference: ELECTION FEE

Code: (Your surname)

If paying by online banking evidence of the transaction must be provided at the time the nomination documents are submitted, i.e. print out, photo or scan a copy of the transaction receipt.

Payments by cash or EFTPOS can be made at Civic Offices. These payments can be made when you submit all your nomination documents to a member of the electoral team.

Candidate profile statement

The Local Electoral Act 2001 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 details included in the Candidate Information Booklet.

Candidate profile statements are limited to 150 words and should also 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 all nomination documents, and if submitted in person should also be emailed to the electoral team at elections@ccc.govt.nz

Candidate photo

Candidates may also submit a photograph for inclusion with the candidate profile statement in the sheet or booklet that will accompany the voting papers. Photos must be recent (taken within the last 12 months) and be submitted in JPEG format electronically via email at the same time as all nomination documents. If submitted in person photos should also be emailed to the electoral team at elections@ccc.govt.nz

Note: The onus is on the candidate to ensure that all nomination documents, including the profile and photo, are submitted to the electoral team by 12 noon on Friday 22 December 2023.

Affiliation

The nomination form provides for a candidate to have a political party or group affiliation or other designation. Individual candidates are able to nominate their designation as 'Independent' or leave as blank.

A candidate requiring a specific party affiliation must have authority to adopt the affiliation from the party, organisation or group concerned, confirmation of this authority should be submitted with the nomination documents.

Campaigning

Full details on the rules associated with campaigning for this by-election are listed in the 2022 Candidate Information Booklet. All candidates should refer to this booklet to familiarise themselves with those restrictions.

The following is a summary of the key points to be aware of for this by-election:

- Campaigning can commence anytime but must cease by the close of voting at 12 noon on Saturday 17 February 2024.
- No election material can contain any untrue statement defamatory of any candidate, 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.

Please refer to the 2022 Candidate Information Booklet: <https://ccc.govt.nz/assets/Documents/The-Council/How-the-Council-works/Elections/2022-elections/Elections-2022-Candidate-Information-booklet-Single-pages-WEB.pdf>

Election advertising

Election advertising, using any medium including social media, must identify the person under whose authority they have been produced, as per Section 113 and 114 of the Local Electoral Act 2001.

All candidate hoardings, posters, billboards, social media, advertisements, etc. must include a statement on the document, image, video clip, sound recording etc that it is authorised by the candidate (or their agent) and contact detail. For example: "*Authorised by Bill Citizen, 20 Main St, Samptown*".

A legislation change in 2022 allows for the contact requirements of an 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 an internet site (if the page contains one 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.

Election hoardings and temporary local election signage

Guidelines for temporary local election signage are available on page 36 of the 2022 Candidate Information Booklet. Temporary local election signage (which might otherwise exceed the District Plan limits) is permitted within the limits specified for a period of nine weeks before the start of voting and must be removed by midnight the day before election day.

For this by-election, election hoardings and temporary local election signage is authorised from Friday 24 November 2023 until midnight on Friday 16 February 2024.

Campaigning expenditure limits

Candidates are required to keep records of all campaign expenses and donations. At the end of the election period, candidates are required to submit to the electoral officer a summary of donations received and expenditure made on campaigning. A form is provided for this purpose.

For this by-election, the total election expenses must not exceed \$3, 500 (inclusive of GST).

Lodgement of nomination forms

Nomination documents for this by-election can be lodged between Friday 24 November 2023 and 12 noon on Friday 22 December 2023 by:

- Delivery to a member of the electoral team, Christchurch City Council Civic Offices, 53 Hereford Street (Monday to Friday, between 9am and 5pm except Friday 22 December 2023, when the deadline is 12 noon.)
- Email to elections@ccc.govt.nz

All nomination documents must be submitted at the same time:

- nomination form
- proof of New Zealand citizenship
- nomination deposit (or evidence of)
- candidate profile statement
- candidate photo.

A nomination will not be accepted if any components are missing. Once submitted and accepted, nomination documents are not able to be amended.

Candidate withdrawals

A candidate can withdraw their nomination by application to the electoral officer up to the close of nominations, i.e. 12 noon Friday 22 December 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, for example 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.