

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

INTRODUCTION

This by-election covers the extraordinary vacancy for one Councillor to represent the Queenstown-Wakatipu Ward. The extraordinary vacancy has arisen from the recent resignation of Councillor John MacDonald.

A full candidate handbook was produced for the 2019 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 Electoral Officer on (03) 441 0499. It can also be viewed online at: qldc.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 Jane Robertson. Jane is the Senior Governance Advisor for the Council, is based in Queenstown and can be contacted by: Phone (03) 441 0499 or email jane.robertson@qldc.govt.nz

The deputy electoral officer for this by-election is Stacey Harris. Stacey is also based in the Queenstown office and can be contacted on (03) 441 0499 or stacey.harris@qldc.govt.nz

SUMMARISED BY-ELECTION TIMETABLE

Thursday 18 March 2021	Public Notice of By-election NOMINATIONS OPEN PRELIM ROLL OPEN FOR INSPECTION
Thursday 15 April 2021	NOMINATIONS CLOSE (NOON) PRELIM ELECTORAL ROLL CLOSES
ASAP after 15 April 2021	Public notice of confirmed candidate(s) and whether election required.
IF ELECTION REQUIRED	
Thursday 20 May 2021	DELIVERY OF VOTING DOCUMENTS COMMENCES Progressive roll scrutiny Early processing period starts Special voting period starts
Friday 11 June 2021	ELECTION DAY Voting closes 12 noon – counting commences Preliminary results available as soon as practicable
By Wednesday 16 June 2021	Official declaration
ASAP after 16 June 2021	Public notice of declaration of result
By Monday 9 August 2021	Return of electoral expense forms

MEETING FREQUENCIES

Council meetings are generally held on a 6 weekly cycle and are usually held in either Queenstown or Wānaka. That cycle is occasionally amended to incorporate statutory commitment events such as Long Term Plan adoptions etc. The meetings typically start at 1pm and last several hours.

Elected members are also appointed to one or more committees. Committee meetings fit within the 6-weekly cycle, with meetings typically starting at 10am and lasting several hours.

A full schedule of the confirmed meeting dates for 2021 is available from qldc.govt.nz/your-council/meetings-committees#meetingschedule

COUNCILLOR REMUNERATION

Councillor	base \$38,965
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Chairs, Deputy Chairs and the Deputy Mayor receive a higher base remuneration to recognise the additional duties and work that is required.

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, Jane Robertson at jane.robertson@qldc.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 paper), 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 April 2021.

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 Queenstown-Wakatipu Ward area, but must be a NZ citizen and enrolled as a parliamentary elector somewhere in New Zealand and be nominated by two electors within the Queenstown-Wakatipu Ward area.

CAMPAIGNING

Full details on the limitations associated with campaigning for local elections are listed in the Local Electoral Act 2001. 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 11 June 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.

The Electoral Officer is available by telephone and email to answer any specific questions about campaigning.

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

Please see the Council's *Election Signs Policy* which is available on-line and in hard copy.

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 \$14,000 (inclusive of GST).

LODGEMENT OF NOMINATION FORMS

Completed nomination forms for this by-election must be lodged with the deputy electoral officer or electoral official at the Queenstown Lakes District Council office at 10 Gorge Road, Queenstown before midday Thursday 15 April 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.