

**Nominations must be in the hands of the Electoral Officer/Official before 12 noon, Wednesday 31 March 2021**

### INTRODUCTION

This by-election covers the extraordinary vacancy for one member of the Invercargill Licensing Trust (ILT). The extraordinary vacancy has arisen from the recent resignation of Judge Mike Mika.

A full candidate handbook was produced for the 2019 local body elections. General information about candidate eligibility, campaigning requirements, election offences etc. is available from the handbook. A copy of that handbook is available from the Invercargill City Council office or by request from the election helpline on 0800 666 937. It can also be viewed online at: [icc.govt.nz/elections](http://icc.govt.nz/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 666 937 or email [iro@electionz.com](mailto:iro@electionz.com).

The deputy electoral officer for this by-election is Michael Morris. Michael is the legal counsel for the Invercargill City Council and can be contacted on (03) 2118396 or [michael.morris@icc.govt.nz](mailto:michael.morris@icc.govt.nz)

### SUMMARISED BY-ELECTION TIMETABLE

Wednesday 3 March 2021	Public Notice of By-election NOMINATIONS OPEN PRELIM ROLL OPEN FOR INSPECTION
Wednesday 31 March 2021	NOMINATIONS CLOSE (NOON) PRELIM ELECTORAL ROLL CLOSES
ASAP after 31 March 2021	Public notice of confirmed candidate(s) and whether election required.
<b>IF ELECTION REQUIRED</b>	
Wednesday 5 May 2021	DELIVERY OF VOTING DOCUMENTS COMMENCES Progressive roll scrutiny Early processing period starts Special voting period starts
Thursday 27 May 2021	ELECTION DAY Voting closes 12 noon – counting commences Preliminary results available as soon as practicable
By Tuesday 1 June 2021	Official declaration
ASAP after Tuesday 1 June 2021	Public notice of declaration of result
By Monday 26 July 2021	Return of electoral expense forms

### ABOUT THE INVERCARGILL LICENSING TRUST

The Invercargill Licensing Trust (ILT) is a community owned business that operates in the hospitality industry. The ILT owns and operates 24 businesses, mostly in the Invercargill area, but also including one motel in Christchurch and one in Dunedin.

ILT is administered under the provisions of the Sale and Supply of Alcohol Act 2012. The functions of ILT under that Act are to sell and supply alcohol; and to establish and operate premises for the sale and supply of alcohol and the provision of accommodation for travellers; and the sale and supply of food and refreshments; and to carry on any other business that, in ILT's opinion, can be conveniently carried on in conjunction with the previously listed functions. A share of its profits are used to support community projects and causes.

The ILT's area is defined by boundary lines drawn on historic local body ward or riding boundaries. A map of the ILT area is included in the 2019 local body election handbook.

Further information about the role or operation of the ILT is available from the ILT Chief Executive, Mr Chris Ramsay, Ph (03) 211 3640 or email [chris.ramsay@ilt.co.nz](mailto:chris.ramsay@ilt.co.nz).

### MEETING ARRANGEMENTS

Currently board meetings for the ILT are held on a fortnightly basis, at the ILT head office, Cnr Dee and Thames Streets, Invercargill. The meetings start at 4:00pm and typically last approximately 2 hours. Meeting agendas are distributed electronically to members in advance of the meetings.

### REMUNERATION

Salaries for the six elected members are set within the parameters of the Sale and Supply of Alcohol Act 2012. Trustees receive a meeting fee of \$280 which is paid per meeting. Reasonable travel expenses to attend Trust related business outside the trust area are also reimbursed.

### CANDIDATE ELIGIBILITY

Full eligibility criteria for this by-election is detailed on the reverse of the nomination form. In summary, candidates must reside within the ILT area and must be a NZ citizen and enrolled as a parliamentary elector at an address within the ILT area and be nominated by two electors within the ILT 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, Wednesday 31 March 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. 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, Michael Morris at michael.morris@icc.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 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 Wednesday 31 March 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 Thursday 27 May.
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 ILT resources as part of their campaigning material i.e. ILT logos or images created by ILT.

## 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 stating 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

A Resource Consent has been applied for, on behalf of all candidates. This only applies to Hoardings (billboards and trailers). It will allow hoardings to be up from 31 March and must be removed by 29 May 2021 - two days after polling day. State Highways have different rules you will need to check with Waka Kotahi NZ Transport Agency if you wish to place a hoarding on the State Highways. Please note that trailers will also need a permit from the Councils Roading department to be parked on city streets. See the ICC website for details. Further details on the election signage requirements (size, State Highway placement requirements etc) 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 ICC 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. For this by-election the total election expenses must not exceed \$30,000 (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 Invercargill City Council offices at 101 Esk Street Invercargill before midday Wednesday 31 March 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