

INFORMATION SHEET

For the Taupō/Kaingaroa Ward By-election



Introduction

This By-election covers the extraordinary vacancy for the Taupō/Kaingaroa Ward.

The extraordinary vacancy has arisen from the recent resignation of Mr Keith Crate.

A full candidate handbook was produced for the recently concluded 2013 local body elections. Most of the information in that handbook is still relevant for this By-election. A copy of that handbook is available from the council office or by requesting a copy from the helpline on 0508 440 013.

By-election timetable

Tuesday 25 February 2014	Public Notice of By-election [sec 42, 52 LEA]
Thursday 25 February 2014	NOMINATIONS OPEN PRELIM ROLL OPEN for inspection [sec 42 LEA]
Thursday 27 March 2014	NOMINATIONS CLOSE (NOON) PRELIM ELECTORAL ROLL CLOSES [sec 42 LEA]
Tuesday 1 April 2014	Public notice of Day of By-election [sec 65 LEA]
Thursday 1 May 2014	DELIVERY OF VOTING DOCUMENTS COMMENCES
Thursday 1 May – Thursday 22 May 2014	Progressive roll scrutiny [sec 83, LEA] Early processing period Special voting period
Thursday 22 May 2014	Last day to appoint scrutineers noon [sec 68, LEA]
Friday 23 May 2014	ELECTION DAY Voting closes noon – counting commences [sec 84, LEA] Preliminary results available as soon as practicable [sec 85, LEA] Official declaration [sec 86, LEA]
Tuesday 27 May 2014	Public notice of Declaration of Results [sec 86, LEA]
by 21 July 2014	Return of electoral expense forms [sec 109, LEA]

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 with the voting papers. Refer also to the notes listed in **Appendix 1** of the Candidate Handbook.

Candidate profile statements should be provided electronically via e-mail or on a CD, in a MS Word document that has been spell checked. As the Deputy Electoral Officer could receive dozens of profiles, consistent format of delivery and content is required. (refer to guidelines below).

Candidate profile statements are governed by Sections 61 and 62 of the Act. Profiles must be provided on CD, pen drive or hard copy format at the same time as the nomination documents, but should also be emailed to the Deputy Electoral Officer, Tina Jakes, Taupo District Council, at: tjakes@taupo.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 also be provided on CD, pen drive or 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.

If hard copy photographs are provided, then two copies of each photo should be provided with the candidates name clearly printed on the rear of each photograph (Care needs to be taken when labelling hard copies of photos to ensure the photo image is not damaged in the process). Photos will not be returned to candidates.

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 by 12 noon on Thursday 27 March 2014.

If the profile statement does not comply with the legislative requirements, the Electoral Officer will as soon as practicable, return the statement to the candidate and specify his/her concerns and the reasons therefore. The candidate will then have three (3) calendar days to submit an amended candidate profile statement to the Electoral Officer.

A candidate is to be treated as having failed to provide a candidate profile statement, if the candidate:

- fails to submit an amended candidate profile statement within the three days, or

- submits an amended candidate profile statement that, in the opinion of the Electoral Officer, does not comply with the requirements.

Where the Electoral Officer is not satisfied that the candidate profile statement complies and cannot reach agreement with the candidate within the period specified, but the candidate has submitted a photograph, the Electoral Officer will act as if the written part of the statement was never received but still publish the photograph in the candidate profile booklet to be included with the voting paper sent to each elector, as well as a message to the effect that a statement was not supplied.

Correctness of Profile Statements

The candidate is responsible for ensuring that the candidate profile statement contains correct grammar, spelling, punctuation, etc. The Electoral Officer may make corrections to the statement without affecting content but accepts no responsibility to make any correction. The candidate should ensure the statement is correct when submitted and not expect any corrections to be so made.

The Electoral Officer is not required to verify or investigate any information included in a candidate profile statement. The Electoral Officer will take no responsibility for the accuracy of the content. A disclaimer concerning the accuracy of the information contained in the statements will be published in the profile statement booklet.

Format of Candidate Profile Statements

The format requirements for profiles from the printer are as follows:

The English text must be **plain** text, in paragraphs, with no special formatting, i.e.

- No Bold, Italic, Underlining etc. features
- No Tabs
- No Quote marks
- No Accent marks (this restriction is in English text only)
- No Bullet points (please note)

The English text is automatically formatted into the profile book using,

- Font - Times New Roman
- Point Size - 9 point size, 11 Point line spacing

If there is no profile statement or photo from a candidate, then the following

text or similar will be printed in the profile book.

“No Profile Statement and/or Photo provided.”

All typed “language images” supplied must have the following formatting:

- Font - Times New Roman (or Equivalent)
- Point Size - 9 point size, 11 Point line spacing
- No special formatting of text – e.g. No Bolding, No Italics, No Underlines, No Quotes, etc
- No Candidate Name - This is already printed in the Profile book.
- No Pictures

An “image of a non-text language” must have the following formatting:

- No Bolding
- No Italics
- No Underline
- No Pictures

Format of Candidate Photos

Candidate photos are to be a **head and shoulders shot only**, with nothing else in the photo, ie no hats, external objects or impediments, or other people.

If necessary the EO will crop the photo accordingly but the onus is on the candidate to provide a photo of the candidate only that complies with this format.

Photos should be scanned and provided on pen drive or CD, and emailed to the Deputy Electoral Officer. Photos are to be scanned as a jpeg at 300 dpi.

Any queries regarding the format of photos and profiles are to be made to the EO or DEO.

Translations

The following contact details are given for a translation company, for those candidates who are unable to prepare the translation image themselves or do not know of anyone to do this for them:

Pacific International Translations (NZ) Ltd
P O Box 8567, Symonds Street, Auckland
Phone: 09 9135290 Fax: 09 9135291
Email: info@pactrans.co.nz

The translation service will provide the translations in the above format to meet the requirements of the printer, the cost of which is to be met by the candidate.

Relevant Electoral Act sections

Right to Submit a Candidate Profile Statement (CPS)

- Every Candidate for election to a District, Regional Council and District Health Board may submit a CPS with their nomination (Section 61, Local Electoral Act). This is a permissive right – it is not mandatory to submit a CPS.

Candidate Profile Statement Conditions

- Under Section 61(2)(a) and (3) of the Act and Clause 27 of the Regulations, a CPS
 - if in English or Maori or both, must not exceed 150 words in each of the languages used in the CPS. The information contained in each language must be substantially consistent with the information contained in the other language;
 - in any other language other than English or Maori, must not exceed 150 words, or their equivalent, if symbols are used rather than words. This includes any translation of those words into another language provided by the Candidate. Where a CPS is in a language other than English or Maori, then the Candidate must provide a CPS in English or Maori.
- **Every CPS must be submitted with the Candidate's nomination form**
- The content of a CPS, under Section 61(2)(c), must be confined to information:
 - concerning the Candidate (including any affiliation made in the nomination paper or status as an independent);
 - on the Candidate's policies and intentions if elected.
- A CPS **cannot** be used to comment on the policies, performance, etc of any other Candidate.
- A candidate may include with their CPS a recent hard copy photograph of the Candidate alone which:
 - must be approximately 50mm by 40mm (passport size); and

- has been taken within 12 months of the Candidate's date of nomination.

[Section 61(2)(c) and Clause 28].

(Refer above for the production specifications for the CPS and Candidate photograph).

Duties, Powers and Responsibilities of Electoral Officers in Respect of Candidate Profile Statements

- Where an Electoral Officer is not satisfied that a CPS complies with Section 61(2) and (3), he/she must, under Section 61(4), return the CPS to the Candidate specifying:
 - the concerns and reasons for them;
 - the period, which must not be less than 3 days from the date of the CPS's return, within which an amended CPS may be resubmitted.
- A Candidate will be treated as having failed to provide a CPS if Section 61(4) applies and he/she:
 - fails to submit an amended CPS within the period specified by the Electoral Officer;
 - submits an amended CPS, which in the Electoral Officer's opinion, still fails to comply with Section 61(2) and (3).
- It is important to note that under Section 61(6), the Electoral Officer
 - is not required to verify or investigate any information in a CPS;
 - may include in or with any CPS a disclaimer concerning the accuracy of the information in the CPS;
 - is not liable in relation
 - to any statement in or omitted from a CPS; or
 - the work of a prudently selected translator; or
 - the exercise of the powers and functions conferred on the Electoral Officer under Section 61.

Examples of CPS's

A	English					= 150 Words
B	Maori					= 150 Words
C	English	+	Maori			= 300 Words
(must be substantially consistent with each other)						
D	1 Other Language (Non English / Maori)	+	English Translation	OR	Maori Translation	= 150 Words
E	2 Other Languages (Non English / Maori)	+	English Translation	OR	Maori Translation	= 150 Words
F	3 + Other Languages (Non English / Maori)	+	English Translation	OR	Maori Translation	= 150 Words