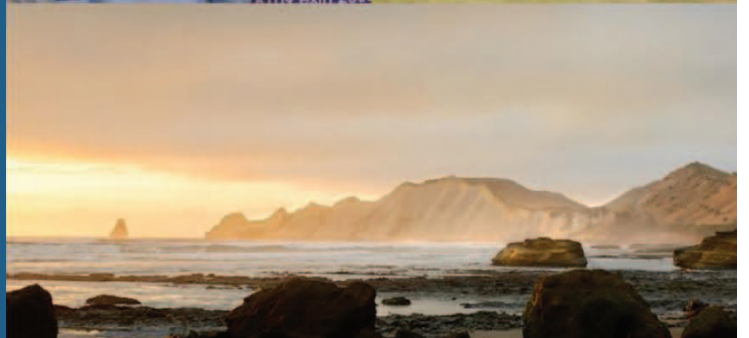


# 2016 Local Government Elections **CANDIDATE HANDBOOK**



**HAWKE'S BAY**  
District Health Board  
Whakawāteatia



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Disclaimer: Every effort has been made to ensure that the information contained in this booklet is accurate and consistent with the Local Electoral Act 2001 and its amendments and regulations and the New Zealand Public Health and Disability Act 2000. The Hawke's Bay District Health Board takes no responsibility for any errors or omissions. It is recommended that candidates obtain a full copy of the Act, which can be purchased from any Government Bookstore or viewed on-line at [www.legislation.govt.nz](http://www.legislation.govt.nz).

# Introduction

This booklet has been prepared as a guide to assist potential candidates and others interested in election issues with information specific to the Hawke's Bay District Health Board (HBDHB) election, and augments the general election information covered in the "District Health Board Elections 2016 – Information for candidates" booklet published by the Ministry of Health. This booklet should be used as a guide only, and candidates or other persons requiring more detailed information should contact the electoral officer or deputy electoral officer directly. No responsibility is taken for the accuracy of information in this booklet or candidates failure to comply with legislative requirements.

The Local Electoral Act 2001, and its regulations, is the presiding legislation for local government elections. It covers all matters pertaining to the conduct of the elections including voting methods, voting systems, nomination requirements, electoral roll requirements, length of voting period and progressive processing period, candidate profiles, offences, and campaign expenditure limits. The New Zealand Public Health and Disability Act 2000 and the Crown Entities Act 2004 cover specific eligibility criteria for DHB elections. All candidates should familiarise themselves with those Acts and the information as set out in this document.

Copies of the legislation are available from the Government Bookshop, or they can be viewed on the internet at [www.legislation.govt.nz](http://www.legislation.govt.nz).

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## Electoral Officer Appointment

HBDHB has engaged electionz.com Ltd as it's election contractor for the 2016 local body elections.

As part of that contract, Warwick Lampp, has been appointed electoral officer by the Board.

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## About electionz.com

electionz.com provides public and private sector election services for council, producer boards, companies, associations, non-profit organisations, schools, universities and companies.

For the 2016 local body elections electionz.com will be processing voting papers for forty two local authorities, using both First Past the Post (FPP) and Single Transferable Vote (STV) voting methods. Their vote processing is being carried out in Christchurch.

In addition to local government election processing, electionz.com also provides returning officer services as well as internet voting, internet surveys, and telephone voting on contract to private and public organisations.

## Electoral Officer

Warwick Lampp, electionz.com Ltd, PO Box 3138, CHRISTCHURCH.

Phone: 0800 666 048

Fax: 03 377 1474

Email: [hbdhb@electionz.com](mailto:hbdhb@electionz.com)

## Deputy Electoral Officer

Anthony Morton, electionz.com Ltd, PO Box 3138, CHRISTCHURCH.

Phone: 0800 666 048

Fax: 03 377 1474

Email: [hbdhb@electionz.com](mailto:hbdhb@electionz.com)

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## Role of Electoral Officer

The role of the electoral officer (EO) is to conduct the election in accordance with the legislation.

The EO has complete and final control over how the election is carried out. The EO is employed by HBDHB and is accountable to the Chief Executive (CE) of the Board, but does not take direction from the CE, or elected or appointed members.

The EO is responsible for all staff, systems, resources, policies, procedures and actions to ensure that the democratic process is carried out with utmost integrity, security and fairness for all parties.

The conduct of local body elections is strictly regulated by legislation including:

- Local Electoral Act 2001
- Local Electoral Regulations 2001
- Local Government Act 2002
- Sale and Supply of Alcohol Act 2012
- NZ Public Health and Disability Act 2000
- Local Authorities (Members Interests) Act 1968

Specific duties of the electoral officer as outlined in Section 15 of the Local Electoral Act 2001 are:

- The compilation and certification of electoral rolls
- The publication of any public notice relating to elections and polls
- Calling for and receiving nominations, candidate profile statements and deposits
- Issuing and receiving of ordinary and special votes
- Processing and counting of votes
- Declaration of results
- Receiving and dealing with returns of electoral expenses.

Queries regarding the actions or performance of the electoral officer for HBDHB should be directed to Ken Foote, Company Secretary on (06) 878 8109 or [ken.foote@hawkesbaydhb.govt.nz](mailto:ken.foote@hawkesbaydhb.govt.nz)

# Election Timetable

2016 Local Government Election Timetable	
From 13 July (Wednesday)	Public notice of election – Hawke's Bay Today and various regional papers
15 July (Friday)	<b>Nominations open</b> , electoral roll open for inspection
12 August (Friday)	<b>Nominations close</b> at 12 noon , electoral roll closes
From 17 August (Wednesday)	Further public notice of election – Hawke's Bay Today and various regional papers
By 19 August (Friday)	EO receives final electoral roll data
12 September (Monday)	EO compiles and certifies final electoral roll
16 September (Friday)	Enrolment Services letter sent to electors on unpublished roll
16 September (Friday)	Delivery of ordinary voting documents starts Ordinary and special voting opens
16 September to 8 October	Voting period
7 October	Last day for appointment of scrutineers - by 12 noon
8 October 2016 (Saturday)	<b>Election Day</b> - voting closes at 12 noon Progress results available as soon as practicable after close of voting
8 – 13 October	Official count – process special votes
13 October to 23 October (as soon as practicable)	<b>Final results announced</b> Public notice of official declaration of election result – Hawke's Bay Today and various regional papers (or as soon as practicable thereafter)
By 14 December (Wednesday)	Return of election expense declaration forms (55 days after date of declaration of results)



# About Hawke's Bay DHB

## Background

Hawke's Bay District Health Board (HBDHB) is a Crown Entity and is the Government's funder and provider of public health and disability services for the population in our defined district. The funding and provision of services is guided by our statutory obligations and by priorities established at the national, regional and local levels. As an integrated health system, we rely on networks of suppliers across the spectrum of care and across New Zealand. In 2016/17, HBDHB's allocation of public health funds will be \$493 million, including 3.90%<sup>1</sup> of the total health funding that the Government allocates directly to all DHBs. This will be delivered through:

- 48% primary and community services
- 40% local hospital services
- 12% services provided outside the district

HBDHB's objectives are to improve, promote and protect the health, well-being and independence of our population and to ensure effective and efficient care of people in need of health services or disability support services. To achieve this, HBDHB works with consumers, stakeholder communities and other health and disability organisations to plan and coordinate activities, develop collaborative and cooperative arrangements, monitor and report on health status and health system performance, participate in training of the health workforce, foster health promotion and disease prevention, promote reduction of adverse social and environmental effects, and ensure provision of health and disability services.

## Primary Health Organisation (PHO)

HBDHB funds and works very closely with the Primary Healthcare organisation (PHO) Health Hawke's Bay – Te Oranga Hawke's Bay who coordinate and support primary health care services across the district. Health Hawke's Bay brings together General Practitioners (GPs), Nurses and other health professionals in the community to serve the needs of their enrolled populations.

Other organisations HBDHB fund may be community-based private entities, such as residential care providers or individual pharmacists, or may be public entities, such as other DHBs. In 2016/17 HBDHB will fund over \$226 million worth of services from other providers. 77.5% (2015/16 76.5%) of those services will be from primary care and private providers mostly based in Hawke's Bay communities and the other 22.5% will be from other DHBs

for more specialised care than is provided locally. The local component is projected to grow by \$2 million.

As a provider, HBDHB supplies health and disability programmes and services for the benefit of the population and on referral for other DHBs' patients. This includes a full range of services from prevention through to end-of-life care

that are provided through resources owned or employed directly by us. Where HBDHB cannot provide the necessary level of care locally, patients are referred to other DHBs and larger centres with more specialised capability.

## Area and Population

The population of Hawke's Bay district has some unique characteristics compared to the rest of New Zealand in terms of health status and socio-demographics, and this provides us with some specific challenges.

In 2016/17, the Hawke's Bay district population will grow slightly to just under 162,000 people. Most of our population live in Napier or Hastings, two cities located within 20 kilometres of each other that together account for more than 80% of the total numbers. About 10% of the population live in or close to Wairoa or Waipukurau, which are relatively concentrated rural settlements, and the remaining 10% live in rural and remote locations.

Compared to New Zealand averages, there are some important differences in the makeup of our population – HBDHB has a higher proportion of Māori (26% vs 16%), more people aged over 65 years (18% vs 15%) and more people living in areas with relatively high material deprivation (28% vs 20%).

## Staff

With over 2,900 employees, HBDHB is the district's largest employer. HBDHB's provider arm is known as Health Services and frontline services are delivered to patients and consumers across the district in a number of settings. For example, HBDHB provides public health programmes in schools and community centres, inpatient and outpatient services in leased and owned health facilities, and mobile nursing services in people's homes. The main health facilities include Hawke's Bay Fallen Soldiers' Memorial Hospital, Wairoa Hospital and Health Centre, Napier Health Centre and Central Hawke's Bay Health Centre. In addition, HBDHB has significant investment in clinical equipment, information technology and other (non-clinical) moveable assets. Corporate and clinical support services are located appropriately to provide effective back-up to our frontline services.

The HBDHB organisation is governed by a Board with eleven members, seven of whom are elected every three years (last election in 2013) and four of whom are appointed by the Minister of Health. The Board is advised by several committees that include clinical, community and consumer representation. The Board employs the Chief Executive Officer to lead an executive management team, who oversee the day-to-day operations of the organisation.

<sup>1</sup> HBDHB share has decreased from 3.96% in 2015/16.



Icons made by Freepik from www.flaticon.com

### Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



**HE KAUANUANU RESPECT**  
Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

**RĀRANGATE TIRA PARTNERSHIP**  
Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

**ĀKINA IMPROVEMENT**  
Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

**TAUWHIRO CARE**  
Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.

## Relationships

HBDHB does not operate in isolation and is increasingly becoming involved with integration initiatives within the wider health sector and with other government / local government intersectoral activities within Hawke's Bay. HBDHB has strong collaborative relationships with:

- Central Region DHB's
- Hawke's Bay Intersectoral Forum
- Ngati Kahungunu Iwi Incorporated (through a Memorandum of Understanding)
- Health Hawke's Bay Limited (Hawke's Bay's Primary Health Organisation) through an Alliance Agreement.

For more information visit: [www.hawkesbay.health.nz](http://www.hawkesbay.health.nz)

## Central Region

Because population numbers are too small to justify a full range of service provision in every district, each DHB is also part of a regional grouping that is coordinated to optimise service delivery. HBDHB is part of the Central Region along with Whanganui, Mid-Central (Manawatu), Capital and Coast (Wellington & Kapiti), Hutt Valley and Wairarapa DHBs. There are approximately 884,000 people living in the Central Region - around 19% of the total New Zealand population.

## Governance Structure

HBDHB's Board has two direct reporting Advisory Committee's on which Board members also sit. These are:

### Finance Risk and Audit Committee (FRAC)

To advise and assist HBDHB to meet governance responsibilities relating to finance, risk, safety and quality management, audit and compliance.

### Māori Relationship Board (MRB)

To reflect the common goal partnership of HBDHB and NKII to improve the health status of the Māori population within the HBDHB area and reduce health disparities through the provision of appropriate advice to the HBDHB Board.

Meeting times and dates have been fixed for some years as follows:

Board: 1pm on the last Wednesday of each month

FRAC: 10am on the last Wednesday of each month

MRB: 10am on the second Wednesday of each month

NOTE: December meetings for the Board and FRAC are generally held earlier, and there are no meetings in January.

The Board is also supported by three other groups that report to the Board indirectly. These include:

- Pasifika Health Leadership Group
- Hawke's Bay Clinical Council
- Hawke's Bay Health Consumer Council

## Board Members' Remuneration

Fees for HBDHB Board Members are fixed by Cabinet, based on recommendations from the State Services Commission. Current annual rates for HBDHB members are:

Chair	\$42,000
Deputy Chair	\$25,500
Member	\$20,400

Members may also receive a fee for sitting on Board Advisory Committees. These fees are:

Committee Chair	\$312.50 per day (meeting) up to a maximum of \$3,125 per annum
Committee Member	\$250.00 per day (meeting) up to a maximum of \$2,500 per annum

Travel expenses incurred in attending meetings may also be reimbursed.

# Health and Safety at Work Act 2015

The Health and Safety at Work Act 2015 (the Act) came into force on 4 April 2016.

For elected members, the most significant implication is the introduction of the role of Officer and the requirement for Officers to meet due diligence duties.

### What is an Officer and what do they need to do?

An Officer is a person who holds a very senior leadership position, and has the ability to significantly influence the management of a business. For HBDHB this includes elected members and the CEO.

Officers must ensure the business is meeting its health and

safety responsibilities by doing due diligence to ensure the business understands and manages its key risks. To do this Officers must take reasonable steps to:

- Keep **up to date knowledge** of health and safety
- **Understand the operations** of the business
- **Ensure and check** that their business has **appropriate resources and processes** for health and safety.

Candidates should make themselves aware of this new legislation which can be viewed at [www.legislation.govt.nz](http://www.legislation.govt.nz)

All board members will be briefed on their legislative requirements as part of their induction process.

# Electoral Rolls

Each territorial local authority (TLA) must compile a preliminary electoral roll during July 2016. Those electoral rolls will include residents entitled to vote for the Board of the DHB. Copies of the preliminary electoral roll for the election will be available for public inspection during normal office hours from Friday 15 July 2016 to 5pm Friday, 12 August 2016 at the main office of each TLA.

Every parliamentary elector, except those listed on the unpublished electoral roll, will be included in the TLA electoral roll covering the elector's residential address. Parliamentary electors listed on the unpublished roll are not included in TLA electoral rolls and must apply for a special vote if they wish to vote in the election. Enrolment Services (Electoral Commission) write to those listed on the unpublished rolls, informing them of the election and how to source special voting documents if required.

Any alterations to the electoral roll, should be made:

- by completing the appropriate form at any Post Shop or
- by telephoning 0800 ENROLNOW (0800 367656) or

- by accessing the Electoral Enrolment Centre website on [www.elections.org.nz](http://www.elections.org.nz).

Hard copies of the preliminary electoral rolls covering the HBDHB area may be purchased from the electoral officer. A separate fee for each roll will apply, based on the size of each roll.

The final electoral rolls are produced once the preliminary electoral rolls close on 12 August 2016. The final electoral rolls are the rolls used for issuing voting papers. Copies of these rolls may be purchased as above.

Information contained on the electoral rolls is not available from the electoral officer in an electronic form, but candidates or political parties may request an electronic listing of resident electors from the Electoral Commission (provided the criteria of section 114 of the Electoral Act 1993 is met). An application form is required to be completed, and these are available upon request from Electoral Services.

The contact person is Michael Calvelo on (04) 801 0710.

Note: A fee applies for these applications.



# HBDHB Area Map



# Candidate Eligibility

## A candidate for HBDHB elections must be:

1. Enrolled on a parliamentary electoral roll somewhere in New Zealand; and
2. A New Zealand citizen (either by birth or naturalisation ceremony). [Section 25, Local Electoral Act 2001].

## Restrictions on candidates for HBDHB elections:

- a. A candidate may not stand for more than one DHB.
- b. A candidate cannot nominate themselves for office.
- c. A candidate cannot be a person listed under S30(2) of the Crown Entities Act 2004; namely:
  - (a) a person who is an undischarged bankrupt:
  - (b) a person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, or the Financial Markets Conduct Act 2013, or the Takeovers Act 1993:
  - (c) a person who is subject to a property order under the Protection of Personal and Property Rights Act 1988:
  - (d) a person in respect of whom a personal order has been made under that Act that reflects adversely on the person's—
    - (i) competence to manage his or her own affairs in relation to his or her property; or
    - (ii) capacity to make or to communicate decisions relating to any particular aspect or aspects of his or her personal care and welfare:
  - (e) a person who has been convicted of an offence punishable by imprisonment for a term of 2 years or more, or who has been sentenced to imprisonment for any other offence, unless that person has obtained a pardon, served the sentence, or otherwise suffered the penalty imposed on the person:
  - (f) a member of Parliament:
  - (g) a person who is disqualified under another Act.
- d. An employee of HBDHB can stand for election as an DHB member providing they meet the above eligibility criteria. It is recommended that any HBDHB employee intending to stand for election discuss that intention with their manager prior to submitting a nomination so that ways to manage any potential conflicts of interest are discussed.

## Notes:

- i. Any DHB candidate may also stand for other local authorities e.g. council, regional council, licensing trusts etc. providing they satisfy their eligibility requirements.
- ii. Candidates are required to record on the nomination paper if they are standing for election in any other elections in New Zealand.
- iii. Candidates do not need to reside in the HBDHB area, but must be nominated by two electors within the HBDHB area. All candidates must declare on their nomination form whether they reside within the election area or not.
- iv. Evidence of NZ Citizenship may be requested at the time of candidate nomination. Acceptable evidence includes NZ Passport, NZ Birth Certificate, or NZ Citizenship documentation.

# Nominations

Nominations open on **Friday 15 July 2016** and close at **12 noon on Friday 12 August 2016**.

Each candidate must be nominated on the official nomination paper available:

- By phoning the toll free number 0800 666 048 (during normal office hours)
- By downloading from the Board's web site [hawkesbay.health.nz](http://hawkesbay.health.nz)
- By downloading from [electionz.com/dhb2016](http://electionz.com/dhb2016)
- By email request from [hbdhb@electionz.com](mailto:hbdhb@electionz.com)

## Completion of Nomination Paper

Each nomination paper must have the consent of the candidate and be nominated by **two** electors whose names appear on the electoral roll for the HBDHB.

If a candidate is unable to sign the nomination paper (e.g. absent overseas), a letter of consent signed by the candidate is acceptable to attach to the nomination paper.

Completed nomination forms will also be accepted by email provided the nomination deposit payment (or evidence thereof) is received in time.

## Other Names

If a candidate is commonly known in the community by a slightly different name (e.g. Edward Smith is commonly known as Ted Smith) and has been known by this name for at least the last six months (to the satisfaction of the electoral officer), the commonly known name may appear on the voting paper.

## Titles

Titles (i.e. Dr, JP, Sir, Dame etc) are **not** permitted next to the candidate's names on the voting paper or profile statement, but can be included as part of the candidate's 150 word profile text if desired.

## Resident in Area

A candidate must declare if they reside in the area of election or not. This is shown at the top of the profile statement but does not count as part of the 150 word profile.

## Standing in Other Elections

A candidate must declare if they are standing for any other elections in New Zealand at these triennial elections. This is shown at the top of the profile statement but does not count as part of the 150 word profile.

## Affiliations

The nomination paper provides for a party affiliation or other designation.

Individual candidates not part of a political party may wish to nominate their designation as "Independent" or leave as blank (if left blank, nothing will show alongside the name on

the voting paper).

A candidate requiring a specific party affiliation must have authority to adopt the affiliation from the party concerned (i.e. a party letterhead or letter of consent are acceptable). This is a safety measure to avoid any illegal adoption of party affiliations.

No party affiliation or other designation that is offensive in nature or likely to confuse or mislead electors will be accepted.

## Submitting the Nomination Documents

Nomination documents for the 2016 HBDHB triennial elections can be lodged by either:

- delivery to the deputy electoral officer, Napier City Council, 231 Hastings Street, Napier.

**Napier City Council's office hours for lodgement are:**  
Mon – Fri 8.30 am to 5.00 pm, except on 12 August when 12 noon is the cut-off time for lodgement

- Or by email to [hbdhb@electionz.com](mailto:hbdhb@electionz.com)
- Or by posting to The Electoral Officer, Hawke's Bay District Health Board, PO Box 3138, Christchurch.

**Note - All nomination documents must be submitted at the same time, i.e. nomination paper, candidate profile statement, candidate interest statement, photo, and nomination deposit or evidence thereof.** A nomination will not be accepted if any components are missing.

Once lodged, nomination papers are checked to ensure the candidate is eligible (name appears on a parliamentary roll) and the nominators are two electors whose names appear on the electoral roll for the HBDHB area. Formats of candidate profile statements (CPS) provided are also checked.

Should a nomination paper be lodged late in the nomination period, and/or be incorrectly completed or ineligible nominators are provided, there may not be enough time to correct the situation and the nomination paper could be invalidated. To avoid this, candidates should ensure their nomination forms are lodged in sufficient time to be checked and allow correction if necessary.

## Nomination Deposit

Each nomination paper lodged, requires a deposit of **\$200** (including GST). If an election is required the deposit is refunded if the candidate polls greater than **25%** of the lowest successful candidate in the HBDHB election. The deposit is also refunded if no election is required.

Payment of the nomination deposit can be made by cash, cheque, EFTPOS or online banking. However, should a personal cheque or online banking transaction be dishonoured or declined, the nomination becomes invalid as the deposit has not lawfully been made. If this occurs after the close of nominations, then the nomination is invalid and the candidate will be withdrawn.

Nomination deposits paid by cheque are to be made payable

to either Napier City Council if you are lodging the forms at their office or electionz.com Ltd if you are mailing the documents.

Details for the payment of the deposit by online banking are shown on page 2 of the nomination form. If paying by online banking, evidence of the transaction **must** be provided at the time the nomination documents are submitted, i.e. a print out of the transaction receipt. The nomination form also sets out the reference and code details required for each online payment.

Nomination forms, with the deposit and the candidate profile statement and photograph, can be sent to the electoral officer by mail or e-mail, but should the papers be received by the electoral officer or deputy electoral officer after the close of nominations, the nomination is invalid.

**It is the responsibility of the candidate to ensure all nomination documents are submitted together and that they are all complete. The lodgement of nomination documents should not be left to the last minute.**

**Nominations close at 12 noon, Friday 12th August 2016.**

## Candidate Profile Statements

The Local Electoral Act allows for candidate profile statements (CPS) of up to 150 words to be provided by each candidate with the completed nomination form. If an election is required these are then collated by the electoral officer and forwarded to electors in a booklet with the voting papers.

Candidate profile statements must be provided electronically via email or on a pen drive or CD, in a MS Word document that has been spell checked. As the 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.

If the nomination forms are being personally delivered, a hard copy of the typed profile must be provided at the same time. Hand written profiles will not be accepted.

### Size and Format of Candidate Profile Statements

Candidate profile statements can be submitted in a range of languages, but there must be an English versions available - refer to the table below for the word limits.

The format requirements for profiles are:

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

The profiles will be loaded into software provided by the printer that will automatically apply the required font, type size, line spacings etc. If there is no profile statement or photo from a candidate, then *"No Profile Statement and/or Photo provided."* text or similar will be printed in the profile book.

Any non-English candidate profile content must be supplied with 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 quote marks, etc.

Examples of CPS's						
A	English					= 150 words
B	Māori					= 150 words
C	English	+	Māori			= 300 words
(must be substantially consistent with each other)						
D	1 Other Language (Non English / Māori)	+	English Translation	OR	Māori Translation	= 150 words
E	2 Other Languages (Non English / Māori)	+	English Translation	OR	Māori Translation	= 150 words
F	3 + Other Languages (Non English / Māori)	+	English Translation	OR	Māori Translation	= 150 words



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## 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.

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## Candidate Photos

Candidates may also submit a recent (less than 6 months old) photograph for inclusion with the candidate profile statement in the booklet to accompany the voting papers. Photos should also be provided electronically, on CD, pen drive as an attachment to an email to the electoral officer.

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.

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## Format of Candidate Photos

Candidate photos are to be a head and shoulders shot only, with nothing else in the photo, i.e. no hats, sunglasses, pets, external objects or impediments, or other people. They should be in colour. 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.

Electronic copies of photos should be scanned as a jpeg at a minimum of 600 dpi.

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

*Note: The onus is on the candidate to ensure that all nomination documents including the profile and photo are submitted to the electoral officer by 12 noon on Friday 12th August 2016.*

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## Correctness of Profile Statements

The candidate is responsible for ensuring that the candidate profile statement and candidate interest statement contains correct grammar, spelling, punctuation, etc. The electoral officer may make corrections to the statements 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 or candidate interest 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.

If the profile statement, candidate interest statement or photo 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 up to three (3) 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 requested time frame, 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 suitable 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.

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## Candidate Interest Statements

While the choice to submit a candidate profile statement (CPS) is optional for candidates, any DHB candidate **must** submit a candidate interest statement (CIS). The CIS needs to disclose any conflicts of interest a candidate has with the DHB at the time of their nomination. Sample CIS wordings are listed in the MOH Information for Candidates booklet.

# Campaigning, DHB Resources, Social Media

Election campaigning can commence anytime but should cease by the close of voting day, ie 12 noon Saturday 8 October 2016.

There are generally no rules around conduct of campaigning by candidates, although there are certain election offences, which are detailed in the Local Electoral Act 2001. Please refer to them for your own protection.

No election material can contain:

- any untrue statement defamatory of any candidate and calculated to influence the vote of any elector.
- 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.

Voting papers are not permitted to be collected from electors by candidates or their assistants. Each elector is required by law to post or deliver his or her own voting paper to the electoral officer or official voting boxes located at council offices within the HBDHB area.

## DHB Resources

Candidates are not permitted to use HBDHB resources for campaigning purposes. HBDHB resources includes but are not limited to HBDHB's logo and branding, website, Facebook page, twitter account, any forms of social media, computers, email, mobile phones, faxes, stationery, photocopiers, printers, stamps, cars, meeting rooms and venues (except those available for public hire).

## Social Media Guidelines

Candidates must understand and be aware of their social media presence for campaigning purposes at all times. The following guidelines apply.

- HBDHB's Facebook page is not permitted to be used by anyone (candidates or members of the public) for electioneering. HBDHB's Facebook is constantly monitored and any campaign related or electioneering content will be removed immediately.
- Any post - positive or negative - made by any individual specifically relating to their own - or someone else's - nomination, intention to run for HBDHB or election campaign, will be removed immediately.
- Candidates cannot comment on HBDHB's Facebook posts encouraging people to like or follow their own social media accounts or any other electioneering tool. Any posts that do this will be removed immediately.
- HBDHB's Facebook pages will unlike all candidate Facebook pages.
- Candidates must not link their own Facebook pages and social media channels (if they are used for campaigning purposes) to the HBDHB's Facebook and social media

channels, and must ensure that they have the appropriate authorisation (see next section) at all times.

- HBDHB's Facebook pages will remain neutral. The Board may promote elections and the importance of voting but will not associate these posts with any candidates.
- During the lead up to elections, the current members may be used in social media posts where it is appropriate and is considered 'business as normal' to use them. This may be in images or quotes.

## 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, billboards, flyers, vehicle signage, websites, Facebook pages etc, each advertising item must have a sentence at the bottom saying that it is authorised by the candidate or agent, i.e. "Authorised by Joe Bloggs, 20 Somewhere St, Sampletown." This authorisation must be clearly visible on the front or back of any billboards.

Please note: a physical address must be provided in any authorisation text, i.e. it cannot be a PO box or a rural delivery number. There must be a reasonable expectation that anyone wishing to discuss the advertising can do so with the candidate or their agent at the address listed.

The cost of framing to hold up an election sign is not an item of campaign expenditure.

## Campaign Expenditure Limits

Candidates have campaign expenditure limits and are required to file an expenditure return with the electoral officer after the election (see next section). The campaign limits are based on the estimated 2015 populations of each constituency as sourced from the Department of Statistics.

Campaign expenditure is all expenses relating to the campaign from the period 3 months before election day, i.e. all expenditure from 8 July 2016 to 8 October 2016, plus an apportionment of any campaign expenditure incurred prior to 8 July 2016.

The campaign expenditure limit (inclusive of GST) for the HBDHB elections for 2016 is \$60,000 (inclusive of GST).

## Return of Electoral Expenses and Donations

### Electoral Expenses:

Each candidate is required to keep a record of all campaign election expenses incurred and donations received of more than \$1500, and **must** furnish a return to the electoral officer within 55 days of the election declaration notice being publicly notified, i.e. no later than Wednesday 14th December

2016. If the candidate does not incur any election expenses or receive donations exceeding \$1500, they must submit a 'nil' return. Candidates are required to keep records of all receipts or invoices where possible, or any other relevant supporting documentation. The supporting documents do not need to be filed with the return, but must be kept by the candidate for 7 years to support any challenges made about the return.

Once received, the return of electoral expenses and electoral donations form becomes a public document and can be inspected by any person for a period of 7 years after receipt.

The electoral officer is also required to make the return available on the board's website.

An example of an Electoral Expenses and Electoral Donations form is attached to each nomination paper.

Candidates should make themselves aware of the following sections of the Local Electoral Act 2001 covering electoral expenses and donations, see:

<i>Sec 112</i>	<i>Appointment of electoral expenses</i>
<i>Sec 112AA</i>	<i>Offence to spend more than prescribed maximum</i>
<i>Sec 112A</i>	<i>Return of electoral donations and expenses</i>
<i>Sec 112B</i>	<i>Nil return</i>
<i>Sec 112C</i>	<i>Failure to file return</i>
<i>Sec 112D</i>	<i>Filing a false return</i>
<i>Sec 112E</i>	<i>Obligation to retain supporting records</i>
<i>Sec 112F</i>	<i>Return to be made available for public inspection</i>

## Electoral Donations:

Significant changes were made in 2013 to the requirements regarding electoral donations.

The changes in the Act align the Local Electoral Act with current rules in the Electoral Act 1993 (for parliamentary elections). The changes include:

- A limit of \$1,500 on the size of an anonymous donation
- A requirement that any candidate receiving an anonymous donation of more than \$1,500 pay the amount over \$1,500 to the electoral officer (for payment into the board's general account)
- Requirements for the candidate to disclose in their return of electoral expenses and donation information about all donations above \$1,500 (included those aggregated donations)
- New definitions of "anonymous" and "donation"
- New obligation on a third party, who passes on a donation to a candidate on behalf of a donor, to disclose the identity of the donor to the candidate
- New obligation on a person administering the affairs of a candidate's campaign to disclose the identity of the donor of an anonymous donation of more than \$1,500 (if known) to the candidate
- New penalty provisions for non-compliance with the new requirements.
- Improved public access to candidate returns of electoral donations and expenses.

Donations to candidates can be made up of pooled funds contributed by more than one person (referred to as donations funded from contributions). These types of donations include, for example, campaign donations made through a trust, or where there is a fundraising collection for a candidate's campaign.

Candidates must disclose, in their return of electoral donations and expenses, whether a donation is funded from contributions and the name and address of any individuals contributing amounts in excess of \$1,500. Anonymous donations made through contributions are limited to a maximum of \$1,500 per donation.

The electoral officer's role is to bring these matters to the attention of all candidates. It is not the role of the electoral officer to enforce these requirements.

# Election Signage

Election signs are hoardings, posters, signs advertising on vehicles etc that are used to display information relating to the election of candidates and/or choice of a political party and/or the promotion of issues relating to a referendum.

Each territorial local authority within the HBDHB area will have their own rules or by-laws covering election signage and candidates wishing to campaign via this medium should contact each relevant territorial local authority for their specific signage requirements directly. Additionally, the New Zealand Transport Agency (NZTA) will have separate signage requirements for advertising material placed on or adjacent

State Highways. Generally, for safety reasons, election signage is not allowed on or alongside State Highways.

Note: The cost of framing to hold up an election sign is now not an item of campaign expenditure.

# Scrutineers

## Role of Scrutineers

The Local Electoral Act 2001 (LEA) and the Local Electoral Regulations 2001 (LER) do not specify in detail the role of scrutineers. However, the general role of scrutineers is to oversee and observe certain election or poll procedures to ensure they are undertaken fairly and that votes are counted consistently and accurately.

The election or poll procedures which scrutineers are statutorily permitted to oversee and observe are:

- **Scrutineering of Roll** (Sections 81 and 83 LEA and Clause 55 LER). This involves comparing the rolls used at the election or poll upon which there is recorded the fact that an elector has voted. The objective is to establish any dual voting which is disallowed.
- **Preliminary and Official Counts** (Section 84 LEA, and Clauses 59, 60 and 62 LER). The preliminary count involves the first count of votes immediately following close of voting. The outcome is the preliminary result announced on polling day. The official count follows the preliminary count and includes any remaining special votes. It can commence on polling day and due to special voting issues is usually completed on the Monday or Tuesday following polling day.  
Note: With electronic processing, the count processes are computerised tasks undertaken once required reconciliations have been completed. Both counts (preliminary and official) are likely to take several minutes to complete.
- **Recount** (Section 91 LEA). A recount takes place on the order of a district court judge following an application from a candidate. When required, it involves a recount of the relevant voting documents.

In observing the processes above, it is lawful for a scrutineer to pass on information to any person of the names of persons who have voted (Section 68 LEA). The passing on of any other information is not permitted – see offences later in this booklet.

Given that the practice has been for all local authority elections to be conducted by postal voting and not by booth voting as per parliamentary elections, scrutineers are less involved in the local elections process than for parliamentary elections.

Scrutineers are not entitled or empowered to interfere with the conduct of an election or poll or raise questions of procedure or law with electoral officials. If a scrutineer believes that electoral procedures are not being followed, he or she should draw the matter to the attention of the electoral officer.

## Appointment of Scrutineers

For a local authority election a candidate may appoint one or more scrutineers (Section 66 LEA).

In relation to a local authority poll, 10 or more electors, who are either in favour of or opposed to the proposal being polled, may appoint 1 or more scrutineers (Section 67 LEA).

Every scrutineer appointed under Sections 66 or 67 of the Act must be appointed in writing.

An appointment as scrutineer is not valid unless a copy of the notice of appointment is delivered by the candidate or the 10 electors to the electoral officer. The electoral officer **must** receive this notice not less than **24 hours** before the close of the voting period. The deadline is **Friday, 7 October 2016** in the case of this year's local authority elections (Section 68(1) LEA). It is suggested that a scrutineer should always carry a copy of this notice when undertaking scrutineering duties.

Section 68(3) of the Act contains three restrictions on who may be appointed a scrutineer. No person can be a scrutineer if they are:

- a candidate in the elections; or
- a member or employee of any local authority or community board for whom the election or poll is being held; or
- under 18 years of age.

## Declaration

No person appointed as a scrutineer can carry out scrutineering duties until he or she has completed a declaration (Section 14(2) LEA and Clause 91 LER).

The key obligations for a scrutineer arising from the declaration is that he or she:

- will well and truly serve in the office of scrutineer; and
- will not directly or indirectly disclose any fact coming to his or her knowledge at the election or poll that he or she is required by the Act not to disclose.

A person appointed as a scrutineer must report to the electoral officer or deputy electoral officer on the first day on which he or she is to undertake any scrutineering duty to complete the required declaration. Upon completing the declaration, the scrutineer will be given a 'scrutineer' nametag. This nametag must be returned to the electoral officer when the scrutineer leaves the premises where he or she is acting as a scrutineer.



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## Information to be Supplied by Electoral Officer

As soon as practicable following the appointment of a scrutineer, the electoral officer will advise that person of:

- arrangements for the election or poll process that he or she has been appointed for
- what restrictions apply to scrutineers; and
- how that person is expected to conduct themselves.

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## Arrangements for Roll Scrutiny, Preliminary and Official Counts and any Recount

The electoral officer will advise the scrutineer:

- where he or she should go, and at what time, to complete the required declaration before any scrutineering duties can be undertaken
- when and where any planned briefing of candidates and scrutineers about election processes is to be held
- when and where any planned briefing of electoral officials about the election or poll process is to be held
- where the scrutiny of the roll will be conducted (address and office)
- what days and time that the scrutiny of the roll will take place
- that the preliminary count of voting documents will commence at 12 noon on Saturday, 8 October 2016
- when and where the official count will commence and take place and on what days it will extend over if there are special votes to clear with the Registrar of Electors
- on how the preliminary and official counts will be undertaken – manually or electronically
- if a recount has been ordered by a district court judge, where and when that recount will take place
- that no remuneration will be paid to any scrutineer by the local authority for the undertaking of scrutineering duties.

Candidates should note that all vote processing will be carried out in Christchurch and that if they wish to appoint scrutineers all costs thereof are to be met by the candidate.

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## Restrictions on Scrutineers During Election and Poll Processes

Pursuant to Section 80 of the Act, the EO will process voting documents during the voting period. Scrutineers are prohibited under Section 81 of the Act from being present during the early processing of voting documents. Early processing of voting documents does not involve counting or totalling votes for any candidate for election or for or against any proposal in a poll. Counting of votes can only commence for the preliminary count after the close of voting i.e. after 12 noon on Saturday 8th October 2016.

It is permissible for a candidate in the case of an election, and for 10 electors in the case of a poll, to appoint more

than one scrutineer. However, only one scrutineer for any candidate can be present at the same place to undertake scrutineering duties.

It is permissible for scrutineers at any time to leave and return to the undertaking of the roll scrutiny, and after close of voting, the preliminary and official counts. Upon returning to the process, a scrutineer has no power or right to expect the electoral officer to go back for his or her benefit and repeat the activities in relation to voting documents that were dealt with in his or her absence. The same practice will apply if a scrutineer is late for the commencement of any of these processes.

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## Conduct of Scrutineer

The general role of scrutineers is to oversee and observe that particular procedures at an election or poll are undertaken fairly and that votes are counted fairly and reasonably. As the emphasis in relation to the role of scrutineers is on overseeing and observing, it is expected that scrutineers must not talk to electoral officials involved in the roll scrutiny, the preliminary or official counts or in any recount. If a scrutineer believes that electoral procedures are not being followed he or she should draw the matter to the attention of the electoral officer. It should not be raised with other electoral officials.

A scrutineer must also not seek from the electoral officer and other electoral officials any progressive voting trends during the preliminary count.

The scrutiny and the preliminary and official counts are critical processes to the outcome of an election or poll and demand a high level of concentration from electoral officials. Accordingly, it is incumbent upon scrutineers not to distract, annoy, linger close by or talk loudly to one another so as to disrupt or upset any electoral officials.

In keeping with the needs of electoral staff, scrutineers are not allowed to use or have mobile phones switched on within the area where scrutiny of the roll, the preliminary or official count or a recount is being conducted.

The LEA and LER are silent on the display of any party affiliation by scrutineers. The adopted policy will be what normally applies to scrutineers at parliamentary elections. This provides for the following items, in party colours but without party name, emblem, slogan or logo, may be worn on the person or displayed in a vehicle:

- streamers
- ribbons
- rosettes (but see also the special rule about party lapel badges below)
- items of a similar nature.

Party lapel badges may be worn anywhere on the person. A party lapel badge is any badge or rosette designed to be worn on the lapel and bearing a party name, emblem, slogan or logo. None of the above items may be displayed on bags or briefcases. Political parties will be asked to supply the

electoral officer with a sample of their rosette prior to the commencement of the polling period. In the case of this years local authority elections, the polling period commences on Friday, 16 September 2016.

Scrutineers should also bring their own refreshments. The electoral officer will not provide meals and refreshments for scrutineers.

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## **Offences**

Scrutineers can be present at election and poll processes, which will expose them to returned voting documents and information about voting. While scrutineers are permitted to tell any person the names of persons who have voted, under the declaration a scrutineer must not directly or indirectly disclose any fact coming to his or her knowledge at the election or poll that he or she is required by the Act or Regulations not to disclose.

Should a scrutineer break their declaration and disclose information which is prohibited then they are likely to have committed an offence under one or more of the following provisions of the LEA:

- Section 123, Offences in respect of official documents
- Section 129, Infringement of secrecy
- Section 130, Disclosing voting or state of election or poll.

Note - NZ legislation is viewable online at [www.legislation.govt.nz](http://www.legislation.govt.nz).

# Voting and Processing of Votes

## Order of Candidates on the Voting Papers

HBDHB has resolved pursuant to Section 31 of the Local Electoral Regulations 2001 that the names of the candidates will appear on the voting papers in alphabetical order.

## Special Voting

Special voting papers are available to electors:

- whose names do not appear on the final electoral roll, but who qualify as electors
- who did not receive a voting paper previously posted to them
- who spoil or damage a voting paper previously posted to them.

Special voting papers will be available from Friday 16 September 2016 to 12 noon, Saturday 8 October 2016 at the main offices of the TLA's within the HBDHB area.

Special voting papers can also be posted directly out to applicants. The completed voting paper however, must be in the hands of the electoral officer or the deputy electoral officer by noon on election day, i.e. 12 noon Saturday 8 October 2016.

To be valid, special votes require the completion of a statutory declaration. This is a legal requirement and a protection for electors against possible duplicate voting.

If an applicant requests a special vote and is not on the parliamentary roll (e.g. just turned 18 years of age), the person must enrol on the parliamentary roll by Friday 7 October 2016. An application for registration as a parliamentary elector may be obtained:

- from any Post Shop or
- by telephoning 0800 ENROLNOW (0800 367656) or
- by accessing the Electoral Enrolment Centre website on [www.elections.org.nz](http://www.elections.org.nz).

After voting closes, special vote declarations are forwarded to the Electoral Enrolment Centre for verification that the elector is eligible and has enrolled as a parliamentary elector by the due date.

Special voting papers cannot be collected by candidates or their assistants for distribution to electors.

## Early Processing of Returned Voting Papers

The electoral officer has decided pursuant to the Local Electoral Act that returned voting papers will be processed during the voting period, before the close of voting.

Most of the voting papers for TLA's within the HBDHB area are being processed by the board's election contractor, electionz.com Ltd. electionz.com will be processing approximately 600,000 voting papers for 42 councils at its processing centre in Christchurch.

The early processing of voting papers involves the following functions:

- opening of envelopes
- extracting of voting papers
- checking for informal or duplicate votes
- electronic capture of valid votes

No tallying of votes is undertaken until after the close of voting (12 noon, Saturday 8 October 2016). The early processing functions are undertaken with strict security measures. One or more Justices of the Peace observe all early processing functions, and sign a statement at the end of the processing that all functions were undertaken correctly and conformed with the legal and secrecy requirements.

Candidate's scrutineers are not permitted to observe the early processing functions.

## Election Results

The counting of votes takes place as soon as practicable after 12 noon on Saturday 8 October 2016. It is expected that a progress result will be released by the electoral officer by 3pm on Saturday afternoon.

Candidates will be advised the progress result on election day - either by e-mail or phone. Only two attempts to communicate the progress result to any candidate will be made. The progress result will then be posted to the HBDHB website and made available to media.

The preliminary result will be released as soon as all ordinary voting papers have been received and processed at the processing centre. This is likely to be by midday Sunday 9 October.

The final election result will be released once all special voting papers have been checked and processed. That is likely to be by 5pm on Wednesday 12 October 2016. Once available, the final election results will be released to the candidates by email and will be posted to the HBDHB website and made available to media. Public notification of the election result will be made in the regional newspapers as soon as possible after the final election result has been released. That is likely to be by Saturday 15 October 2016.

