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Disclaimer: This Candidate Information Booklet is a summary of the matters you need to know as a candidate for the 2013 Capital & Coast DHB Elections. It has been produced as a comprehensive guideline and refers to the Local Electoral Act 2001, Local Electoral Regulations 2001 and NZ Public Health & Disability Act 2000 - it is not a full reprint of the Act and Regulations. Every effort has been made to ensure this booklet is accurate and consistent with the Act and Regulations, however, we recommend you get a copy of the Act and Regulations, which can be obtained from Whitcoulls.

Introduction

This booklet outlines information which may be of interest to you as a candidate to the 2013 elections for the Capital & Coast DHB.

This document has been prepared as a guide to assist possible candidates and others interested in election issues with general information on the election. It should be used as a guide only, and candidates or other persons requiring more detailed information should contact the Electoral Officer or a Solicitor.

The Local Electoral Act 2001, its amendments and regulations, is the presiding legislation for local government and District Health Board 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 & Disability Act 2000 and amendments, introduces additional requirements for the District Health Board elections.

All candidates should familiarise themselves with the Act and the information as set out in this document. This document has been prepared as a guide only. It has been completed on a best endeavours basis and no responsibility will be taken for the accuracy of the information herein. All candidates should refer to the legislation in the first instance. Copies of the Local Electoral Act 2001 can be viewed on the Internet at www.legislation.govt.nz.

The elections are being conducted by postal vote with Election Day on Saturday 12 October 2013

The conduct of local government and District Health Board elections is regulated by legislation, namely:

- Local Electoral Act 2001 (and amendments)
- Local Electoral Regulations 2003 (and amendments)
- New Zealand Public Health and Disability Act 2000 (and amendments)
- Local Government Act 2002
- Privacy Act 1993
- Local Authorities (Members Interests) Act 1968

Key Dates

Nominations Open	Friday 19 July 2013
Nominations Close	Noon, Friday 16 August 2013
Delivery of Voting Documents	Friday 20 2013 to Wednesday 25 September 2013
Appointment of Scrutineers	By Noon, Friday 11 October 2013
Removal of Election Signs	ASAP after the close of voting
Close of Voting	Noon, Saturday 12 October 2013
Election Results Available	As soon as practicable after close of voting, Saturday 12 October 2013 (expected to be by 12 noon on Monday 14 October)
Official Declaration	Thursday 17 October 2013
Return of Expenses Form	By Wednesday 11 December 2013

The Electoral Officer's contact details for Capital & Coast District Health Board elections are:

Capital & Coast District Health Board- Electoral Officer

Warwick Lampp, electionz.com Ltd

Phone: 0508 440 030

Email: elections@electionz.com

Postal Address

The Electoral Officer
Capital & Coast District Health Board
PO Box 3138
Christchurch 8140

Physical Address

The Electoral Office
Capital & Coast District Health Board
Level 1, 506 Wairakei Rd
Christchurch

Election issues and about the CCDHB

If required, an election will be held for Capital & Coast District Health Board Members. There are SEVEN (7) vacancies on the Capital & Coast District Health Board.

The election for the Capital & Coast District Health Board members is for the region as a whole.

Shown below is the number of electors for each area:

Areas	Number of Electors	Board Members to be Elected
Wellington City Council	140,764	Board Members Elected for the Region at large.
Porirua City	36,709	
Kapiti Coast District Council	38,159	
Totals	215,632	7

Please note these elector numbers will change (likely to increase) by 12 October 2013.

Included on the following page is a map showing the region and boundary (shaded) of the Capital & Coast District Health Board.

Information About Capital & Coast District Health Board

The following information can be accessed on the Capital & Coast DHB website at: www.ccdhb.org.nz/aboutus/

- District Strategic Plan 2006 - 2012
- Statement of Intent 2012 - 2015 (Latest available shortly)
- District Annual Plan for 2012 – 2013
- Board/Committee meetings schedule for 2013
- Agenda Papers/Minutes for the Public Section of statutory meetings for the:
 - Board
 - Community and Public Health Advisory Committee
 - Disability Support Advisory Committee
 - Hospital Advisory Committee
- Annual Report of Capital & Coast DHB for 2011/2012

Public papers for Board/Committee meetings are posted to the C&C DHB website site at least 48 hours in advance of each meeting – you can view these at: <http://www.ccdhb.org.nz/meetings/>.

Information relating to the Capital & Coast DHB geographical area, population and key health issues is attached. This information is also contained in the 2008/09 Annual Report.

About The Capital & Coast District Health Board

The Capital and Coast district, as specified by the New Zealand Public Health and Disability Act 2000, is made up of three main areas: Wellington City, Porirua City and most of the Kapiti Coast district (excluding Te Horo, Otaki and Otaki Forks).

Integration and collaboration

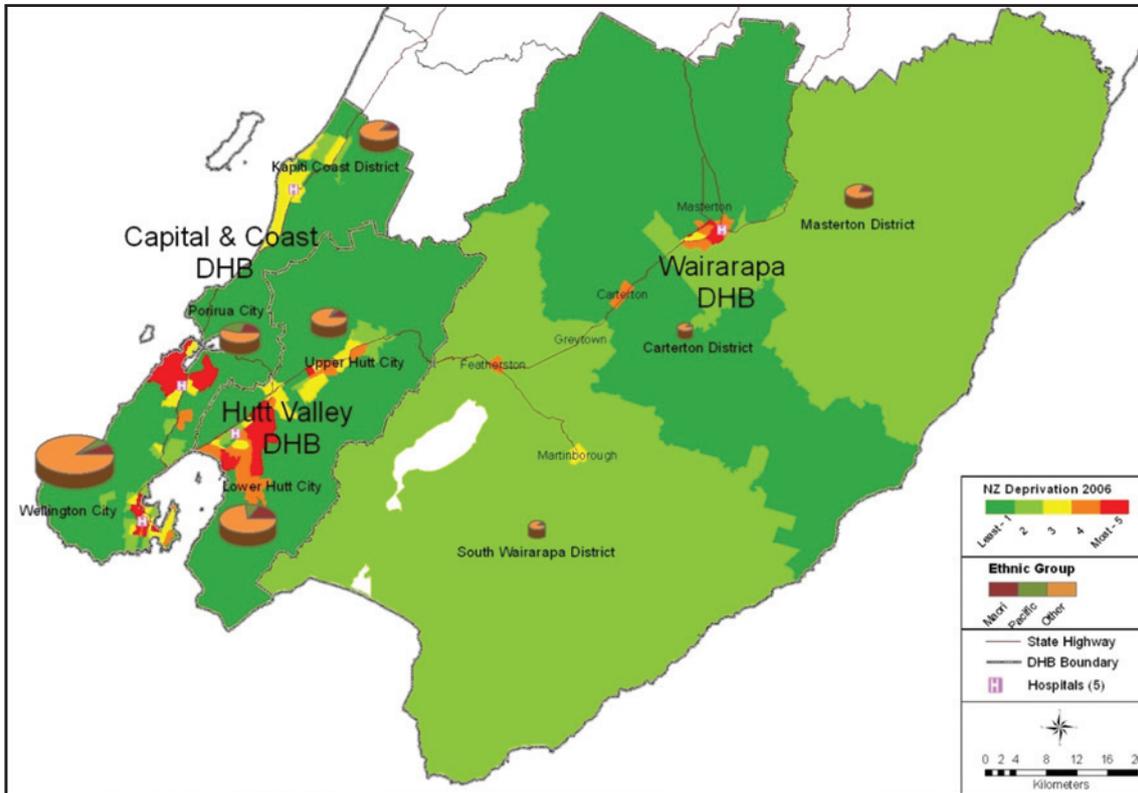
Capital & Coast has always shared a close working relationship with Wairarapa and Hutt Valley DHBs, as well as our primary care providers. We will continue to explore new clinical workstreams, as we seek to provide a better health experience for our population, whilst ensuring the sustainability of our services and providers. Partnership activity amongst the three DHBs is not new and will continue to evolve as we create stronger sub-regional links that best serve the healthcare needs of our community.

Population and Health Profile

The 3DHB region is home to nearly 11 percent of the national population in 2013 (484,345 people). Capital and Coast is the seventh largest DHB in New Zealand (298,600 people) covering three Territorial Authorities (TAs): Wellington City, Porirua

City and the Kapiti Coast District south of Te Horo. The Hutt Valley district, with a population half that of Capital and Coast (145,030 people), covers two TAs: Lower Hutt City and Upper Hutt City. The Wairarapa population is small (40,715 people) however it is spread across a large, geographic area: South Wairarapa District, Carterton District and Masterton District. Around half of the Wairarapa district population lives in an urban centre.

Figure 1 - Map of 3DHB Region Population

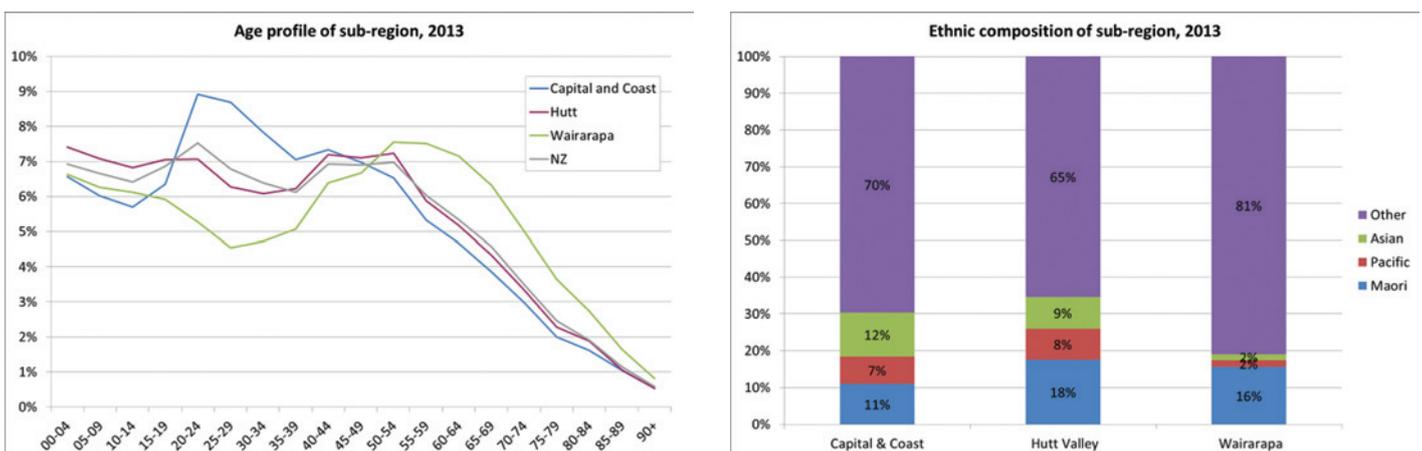


Overall, Capital and Coast has one of the least deprived populations in the country however the socio-economic profile of the three TAs is very different. Porirua is a city of contrasts with 30 percent living in quintile one areas (the least deprived) and 42 percent living in quintile five areas (the most deprived) mainly in Porirua East. There are also pockets of deprivation in the south and east Wellington suburbs (parts of Newtown, Berhampore, Kilbirnie, Strathmore and Miramar).

A quarter of the Hutt Valley population lives in a quintile one area, however a quarter of the Lower Hutt population live in quintile five areas (particularly Naenae, Taita, Moera and parts of Petone, Stokes Valley, Wainuiomata and Waiwhetu).

The Wairarapa population is more evenly spread across the deprivation quintiles, however there are areas of relatively high deprivation in Masterton and Featherston.

Figure 2 – Age Profile 3DHB



Age is the most significant factor determining the health need of a population, with higher consumption of health resources as people age and develop more complicated needs and co-morbidities. In comparison to the national average Capital and Coast and Wairarapa have a smaller proportion of children whereas Hutt Valley's child population is greater. Capital and Coast has a large proportion of young to middle aged adults whereas Wairarapa has a smaller proportion. Wairarapa has a significant 'baby boomer' and older adult population while Capital and Coast has fewer than average.

The age profile varies significantly across the three Capital and Coast TAs whereas it is more similar across the Hutt Valley and Wairarapa. There is a very large proportion of older people living on the Kapiti Coast, a large proportion of children living in Porirua City and a large proportion of young to middle aged adults in Wellington.

Ethnicity is also a strong indicator of the need for health services with Maori and Pacific affected at a younger age and experiencing a greater burden of long term conditions. The Maori populations of Hutt Valley and Wairarapa are higher than the national average (15%) whereas in Capital and Coast this is lower than average. There are significant Pacific populations living in both Capital and Coast and the Hutt Valley. Capital and Coast also has a large Asian population. The Maori and Pacific populations are young in comparison to other ethnic groups with a greater proportion of children and fewer older adults. Wellington's Asian population has a significant proportion of young adults.

Health Needs – Capital and Coast DHB

Health Status

Life expectancy is a high level indicator of the general health of the population. Improvements in overall life expectancy reflect improvements in social and economic conditions, lifestyle, access to health services, and medical advances. Life expectancy in Capital and Coast DHB has increased and the difference between genders is narrowing. From 1993-95 to 2002-04 life expectancy increased 1.6 years for females and 4.1 years for males.

The DHB's avoidable mortality rates have decreased around 30% over the last decade and are significantly lower than the New Zealand average. Avoidable hospitalisation rates in CCDHB have decreased over the last five years and are significantly lower than national. Maori and Pacific peoples have significantly higher avoidable hospitalisation and mortality rates than other ethnic groups.

Avoidable mortality captures risks of dying from conditions (diseases and injuries) that are either preventable or treatable. Similarly, avoidable hospitalisations are either preventable, or (in the case of ambulatory-sensitive hospitalisations) responsive to treatment in primary health care settings. Avoidable morbidity and mortality are often used as indicators of health system performance, or can be thought of as an indicator of the scope for health gain.

Long Term Conditions

Reducing the incidence of long term conditions such as cardiovascular disease, respiratory illness and diabetes is a key priority for CCDHB, long with reducing morbidity and mortality associated with these conditions and minimising the impact on people's daily lives.

Cardiovascular Disease

Cardiovascular Disease (CVD) presents the greatest disease burden for New Zealanders and accounts for around 40 percent of deaths in the district each year. Ischaemic Heart Disease (IHD), also known as coronary artery disease, is the largest contributor to overall CVD, although mortality rates have dropped significantly over the last 20 years. IHD hospitalisation rates are highest for men, especially Maori and Indian men who have significantly higher rates than their female counterparts. Stroke is a particular problem for Pacific, whose hospitalisation rate is two and a half times that of European/Other.

Diabetes

Diabetes prevalence and mortality has increased rapidly in recent decades. It is among the top five causes of avoidable hospitalisation for adults over 45. Maori and Pacific are disproportionately affected by diabetes and have significantly higher rates of long term complications such as renal failure and lower limb amputation.

Respiratory Conditions

The 2006/07 New Zealand Health Survey estimated that CCDHB had significantly higher medicated asthma prevalence than the country as a whole. However, the district hospitalisation rate is significantly lower than average. Maori and Pacific have significantly higher asthma admission rates than other ethnicities, and females are more likely to be admitted than males.

Maori have the highest rate of Chronic Obstructive Pulmonary Disease (COPD) hospitalisation in the district. Maori are four times more likely and Pacific are two and a half times more likely to be admitted with COPD than European/Other.

Cancer

Cancer is the second largest disease burden in the country and accounts for around 28 percent of deaths in the district each year. The most frequently diagnosed cancers are breast, colorectal, prostate, lung and skin however deaths from lung and colorectal cancers are declining.

With the exception of lung cancer, there is no significant variation in incidence of these cancers between Maori and Pacific and European/Other. Maori have two and a half times the incidence of lung cancer than European/Other. Although Maori and Pacific are no more likely to be diagnosed with cancer (all tumour types) than other ethnic groups, their chances of dying from cancer are higher.

Mental Health

Mental disorders are common in New Zealand with one in five people over 16 years experiencing a disorder in the past 12 months. There is a relationship between mental disorders and chronic physical health conditions.

In the 2006/07 New Zealand Health Survey, over 16 percent of people aged 15 years and over reported a chronic mental health condition in CCDHB. This was similar to the national rate. Just over seven percent of adults had high or very high probability of having an anxiety or depressive disorder, which is similar to the national rate. Maori and Pacific rates were significantly higher than the total CCDHB rate.

The CCDHB suicide rate is slightly lower, but not significantly different from the national average. Within CCDHB, the male suicide rate is nearly four times higher than the female rate. Females are more likely to be admitted to hospital for self-harm.

Child and Youth

Children and young people make up a third of the district population and have different health issues to adults. Children are commonly hospitalised for respiratory conditions, injuries, dental conditions, skin infections, infectious disease and glue ear. Mental health and youth suicide is a concern for CCDHB as well as reducing injury and improving sexual health for our young people.

The proportion of infants born small for gestational age is decreasing; however Maori still have the highest rate. There has been little change in recent breastfeeding rates, with Maori, Pacific and Asian mothers being less likely to breastfeed than others.

There have been some small improvements in oral health status for five year olds, although the disparity between Maori and Pacific and others remains. Asthma generally affects boys more so than girls, with Pacific boys having a particularly high admission rate (at least twice the rate of European/Other). Hospital admissions for serious skin infections are on the rise. Pacific children have the highest rate followed by Maori children.

Health of Older People

Key health issues for older people include the management of long term conditions, cancer, musculoskeletal disease (e.g. arthritis, osteoporosis), injury from falls, the impact of dementia, and home and community support needs.

The avoidable admission rate (for illnesses rather than injuries) for people over 65 has declined over the last five years and is significantly lower than the national average. However older Maori and Pacific have higher rates than non-Maori non-Pacific and have not shown the same improvement.

Older people serviced by CCDHB have significantly lower admission rates for ischaemic heart disease than their national counterparts. Overall hospitalisation rates for musculoskeletal disease are significantly lower in the district serviced by CCDHB than the national average. Older women have higher admission rates for musculoskeletal disease and falls compared to older men.

Disability

Disability is estimated to affect around 15 percent of CCDHB's population (44,854 people). Pacific peoples appear to have lower prevalence of disability than Maori and European. Disability rates increase with age. Special education needs is the most common disability type for children, with physical and sensory disabilities the most common type for adults.

Risk Factors

Health behaviors and risk factors are modifiable factors associated with both good and poor health outcomes.

The 2006/07 New Zealand Health Survey estimated that 13 percent of our population who were over the age of 15 were daily smokers. Prevalence of smoking is significantly lower in the district than the national average. Maori and Pacific are significantly more likely to smoke than other ethnic groups, and Asian men are more likely to smoke than Asian women.

Body Mass Index is used to measure obesity prevalence in the New Zealand Health Survey. In 2006/07 23 percent of the CCDHB adult population was estimated as being obese. This is an increase from 18 percent in 2002/03. Prevalence of obesity amongst Pacific is two and a half times that of European/Other; obesity prevalence amongst Maori is 72 percent higher than European/Other.

Population Change

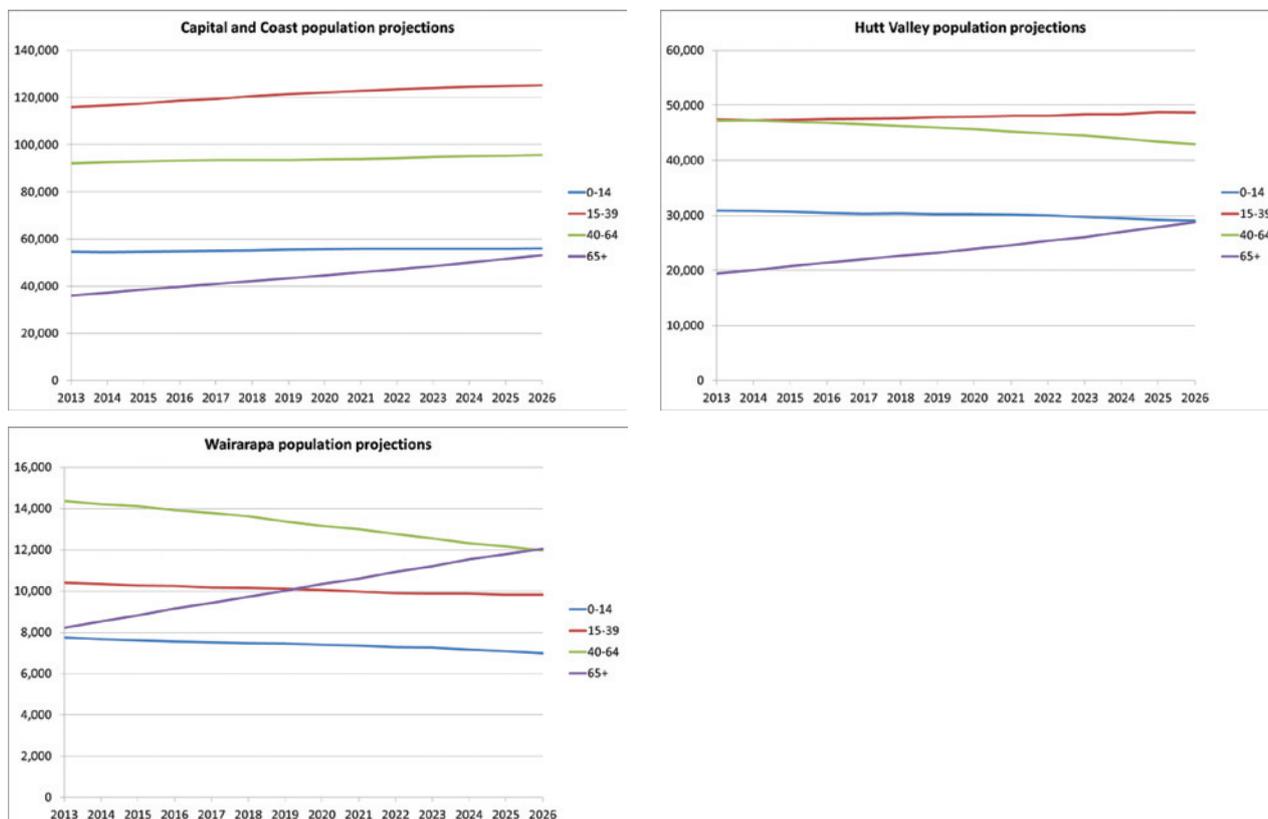
The demographics of the subregion will change over the next fifteen to twenty years, with varying rates of population growth but significant ageing across all three DHBs (as well as nationally).

District	2013 Population	2026 Population	% change 2013-2026	% change average annual
Capital & Coast	298,600	329,920	10.5	0.8
Hutt Valley	145,030	149,420	3.0	0.2
Wairarapa	40,715	40,820	0.3	0.0
Subregion	484,345	520,160	7.4	0.6

The subregional population is projected to increase an average 0.6% per year to 2026; slightly lower than national growth (0.9%). The growth is mostly going to occur in the Capital and Coast district (with Kapiti and Wellington the fastest growing areas) while modest growth is predicted for Hutt Valley and very little for Wairarapa.

The Maori population of all three DHBs will increase and while significant Pacific growth is projected in Hutt Valley, very little is expected for Capital and Coast. The Asian populations across all three DHBs will increase and is projected to be larger than the Maori population in Capital and Coast by 2026.

Figure 3 – Population Projections



The number of older people will increase by around 50% in each DHB between 2013 and 2026. As the number of people aged over 65 increases the subregion will face challenges in terms of providing care and support to people in their own homes, capacity of residential care and demand for acute and complex healthcare services. Capital and Coast is the only DHB projected to have an increase in the number of children (although modest at 2.5% by 2026). In the Wairarapa, the population across all the life-cycle age groups under 65 will decline whereas the Hutt Valley can expect a slight increase in the youth and younger adult age groups.

Contact details

If you have any other queries or require further information on the activities of the Board please contact:

Jennifer Ashman
Executive Assistant to Chief Executive Officer
Board and Board Chair
Capital and Coast District Health Board
Private Bag 7902
Wellington South
Ph: 04 806 2275
jennifer.ashman@ccdhb.org.nz

Election Timetable

2013 Local Government Election Timetable	
17 July (Wednesday)	Public Notice of Election
19 July (Friday)	Nominations open, Electoral roll open for inspection
16 August (Friday)	Nominations close at 12 noon , Electoral roll closes
21 August (Wednesday)	Public Notice of Candidates
23 August (Friday)	EO receives final Electoral Roll data
By 16 September (Monday)	EO compiles and certifies final Electoral Roll
20 September (Friday)	Electoral Services letter sent to electors on Unpublished Roll
20 September (Friday)	Delivery of ordinary voting documents starts Ordinary and special voting opens
20 September to 12 October	Voting Period
11 October (Friday)	Last day for appointment of Scrutineers - by 12 noon
12 October (Saturday)	Election Day - Voting closes at 12 noon Progress Results available as soon as practicable after close of voting
12 – 16 October	Official Count – process special votes
18 October (Friday)	Final Results announced Public notice of official declaration of election result (or as soon as practicable thereafter)
12 December 2013	Return of election expense declaration forms (55 days after date of Declaration of Results)

Changes to the legislation in 2013

The new legislation in 2013 streamlines the nomination process, improves the quality and availability of information about candidates, and tightens and increases transparency about campaign donations.

The key changes are:

- Nomination period now a week earlier
- Nominations documents must now all be submitted together
- Candidates must state if they standing for any other elections
- Candidates must state if they reside in the election area or not
- Changes to candidate withdrawal process
- Candidate profiles can now made publicly available earlier
- Candidate expenditure returns must be made available electronically by the Electoral Officer
- Anonymous donations over \$1,500 not permitted

Nominations

- Nomination Period brought forward a week
 - Nominations open Friday 19 July
 - Nominations close at midday Friday 16 August
 - There is an extra week for Electoral Officers to compile voting papers and profiles – voter packs go out Friday 20 September
- All nomination documents must be submitted together
 - Nomination paper, profile statement, photo, \$200 deposit
 - Cannot put a nomination paper in first week, and leave profile/photo until last week
 - Electoral Officers will accept online banking of deposits, but evidence of the online transaction must be provided
 - Disclaimer on nomination paper for candidates to acknowledge that contact details will be public information
- Candidates must state if standing in any other elections in New Zealand
 - Mayor, Ward/At Large Council, Community Boards, Licensing Trusts, District Health Boards, other Councils, applies to standing anywhere in New Zealand
 - Details are now shown at top of the candidate profile statement, but is not included in the 150 words
 - Candidates must update earlier nomination form if not included
- Candidate must state if they reside in area of election or not
 - My principal place of residence is WITHIN / is NOT WITHIN the area
 - This is shown at the top of the profile statement, but is not included in the 150 words

Candidate Withdrawals

A candidate cannot strategically or politically withdraw after nominations have closed.

This is now the same as for parliamentary elections, only death or incapacity are valid reasons for withdrawal. A medical certificate must be provided by the candidate or their agent, after which the \$200 deposit is refunded.

Expenses and donations

Essentially these are now the same rules as for parliamentary elections, where there is no such thing as an “anonymous” donation if known who it has come from.

Someone can't give a donation and ask for it to be anonymous. Anonymous means the candidate doesn't know who it came from, and cannot reasonably work it out. A third party who passes on a donation must disclose who the donor is.

A truly anonymous donation cannot be over \$1,500. If it is, the candidate can only keep \$1,500 of it, the balance over \$1,500 must be given to EO.

A donation made up of contributions (eg to a Trust) is treated as one donation, and cannot be over \$1,500.

It is an offence to circumvent \$1,500 limit, ie by deliberately splitting up a donation into smaller contributions.

The EO must make expenditure returns and supporting documents available electronically, ie on the council website for 7 years.

The items are explained in full later in the document.

Electoral Systems

- Two electoral systems will be operating side by side for the 2013 elections. These are:
 - First Past the Post (FPP)
 - Single Transferable Voting (STV)
- The Capital & Coast District Health Board is required to be elected by the STV electoral system.
- For more information on understanding how the STV electoral system works, access the Department of Internal Affairs website (www.dia.govt.nz).
- A comprehensive explanation on the New Zealand method of counting STV votes is found in Schedule 1A, Local Electoral Amendment Regulations 2003.
- Briefly, the FPP electoral system consists of the following:
 - Electors vote by ticking to indicate their preferred candidate(s).
 - The candidate that receives the most votes is declared the winner, regardless of the proportion of votes that candidate obtained.
- Briefly, the STV electoral system consists of the following:
 - Voters rank the candidates in order of preference. "1" next to the name of the candidate most preferred. "2" next to the name of the candidate next preferred and so on.
 - To be elected, a candidate must reach a "quota" of votes, which is based on the number of vacancies and the number of valid votes. When votes are counted, all the first preferences are allocated first. The candidate who reaches the quota first is elected. If there is more than one vacancy and a candidate gets more votes than the quota, a proportion of each vote for that candidate is transferred to the voter's second preference. If, as a result, another candidate gets more votes than the quota, a proportion is transferred to third preferences, and so on.
 - If insufficient candidates reach the quota after the first preferences are allocated and after any surplus votes are transferred, then the candidate who received the fewest votes is eliminated and each vote for that candidate is transferred to the voter's second preference. This process is repeated until enough candidates reach the quota to fill all the vacancies.
- The Electoral Principles contained in section 4 of the Local Electoral Act 2001 are outlined below for candidate information. These principles must be taken into account in the conduct of any election or poll, using either of the electoral systems.

4 Principles

- (1) *The principles that this Act is designed to implement are the following:*
 - (a) *fair and effective representation for individuals and communities:*
 - (i) *cast an informed vote:*
 - (ii) *nominate 1 or more candidates:*
 - (iii) *accept nomination as a candidate:*
 - (b) *all qualified persons have a reasonable and equal opportunity to—*
 - (i) *cast an informed vote:*
 - (ii) *nominate 1 or more candidates:*
 - (iii) *accept nomination as a candidate:*
 - (c) *public confidence in, and public understanding of, local electoral processes through—*
 - (i) *the provision of a regular election cycle:*
 - (ii) *the provision of elections that are managed independently from the elected body:*
 - (iii) *protection of the freedom of choice of voters and the secrecy of the vote:*
 - (iv) *the provision of transparent electoral systems and voting methods and the adoption of procedures that produce certainty in electoral outcomes:*
 - (v) *the provision of impartial mechanisms for resolving disputed elections and polls.*
- (2) *Local authorities, electoral officers, and other electoral officials must, in making decisions under this Act or any other enactment, take into account those principles specified in subsection (1) that are applicable (if any), so far as is practicable in the circumstances.*
- (3) *This section does not override any other provision in this Act or any other enactment.*

Candidate qualifications

1. A candidate for the Capital & Coast District Health Board must be:
 - a New Zealand citizen; and
 - a parliamentary elector (anywhere in New Zealand); and
 - not disqualified by clause 17, Schedule 2, New Zealand Public Health & Disability Act 2000 (see below).
2. Restrictions on a candidate for the Capital & Coast District Health Board

Pursuant to the New Zealand Public Health & Disability Act 2000, as amended by the Crown Entities Act 2004, a candidate cannot be:

- a candidate for more than one district health board;
- a person who is an undischarged bankrupt;
- 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 Securities Act 1978, or the Securities Market Act 1988, or the Takeovers Act 1993;
- a person who is subject to a property order under the Protection of Personal and Property Rights Act 1988;
- a person in respect of whom a personal order has been made under that Act that reflects adversely on the person's:
 - competence to manage his or her own affairs in relation to his or her property, or
 - capacity to make or communicate decisions relating to any particular aspect or aspects of his or her personal care and welfare;
- a person who has been convicted of an offence punishable by imprisonment for at 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;
- a person who has been removed as a DHB board member since the last DHB elections, under clause 9(c) of 9(e) of Schedule 3 to the NZPHB Act
- A person who has failed to declare a material conflict of interest before accepting nomination as a candidate at the last DHB election.

Notes:

1. Candidates need not necessarily be a resident of the Capital & Coast District Health Board in which they are seeking election.

Subject to the above restrictions, any qualified person can be a candidate for a District Health Board and any number of local authorities. However, an individual cannot be a candidate for more than one District Health Board region.
2. Evidence of NZ citizenship will be requested at time of candidate nomination. Acceptable evidence includes NZ Passport, NZ Birth Certificate, or NZ Citizenship documentation.

Nominations

1. Key Dates

- Nominations open on Friday 19 July 2013.
- Nominations close at noon, Friday 16 August 2013.
- A public notice calling for nominations will appear in local and community newspapers during the week 17 - 23 July 2013.

2. Availability of Nomination Papers

- A nomination must be made on the appropriate official nomination paper available from www.ccdhb.govt.nz, and the council offices at Wellington City, Porirua City and Kapiti Coast District.
- A nomination paper has been included as part of this pack.
- Nomination papers are also available at the Electionz.com office, Level 1, 506 Wairakei Rd, Christchurch or by telephoning 0508 440 028.

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 CCDHB area.
- A candidate cannot nominate himself/herself.
- 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. An emailed nomination paper will also be accepted, 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.

Residency 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 in New Zealand

- 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

Completed nomination papers for Capital & Coast District Health Board candidates must be lodged with:

**The Electoral Officer
Wellington City Council
101 Wakefield St
Wellington**

Note: Nomination documents for the CCDHB must be lodged at Wellington City Council; they cannot be lodged at Porirua City or Kapiti Coast District Councils.

The Council's office hours for lodgement are:

- Mon – Fri 8.30 am to 5.00 pm, except on 16 August when 12 noon is the cut-off time for lodgement.
- All nomination documents must be submitted at the same time, ie nomination paper, candidate profile statement, photo, and nomination deposit. 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 DHB area.
- Should a nomination paper be lodged late on the morning nominations close, and 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.
- Once lodged, nomination papers are checked to ensure the candidate's name appears on a Parliamentary Roll and the nominators are two electors whose names appear on the Electoral Roll for the constituency or area for which the candidate is nominated. Formats of Candidate Profile Statements (CPS) provided are also checked.

Nomination Deposits

- 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 for each election issue. 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. 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.
- Cheques are to be made payable to: **Wellington City Council**
- Details for the payment of the deposit by online banking are shown on page 2 of the Nomination Paper. If paying by online banking, evidence of the transaction must be provided at the time the nomination documents are submitted, ie a print out of the transaction receipt. The nomination paper also sets out the reference and code details required for each online payment.
- Nomination papers, 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 after the close of nominations, the nomination is invalid.
- Nomination documents can be scanned as pdfs and emailed to the EO, including evidence of the \$200 deposit if made by online banking. Photos are to be scanned as jpgs.

It is the responsibility of the candidate to ensure all nomination documents are submitted together and that they are all correct.

The lodgement of nomination documents should not be left to the last minute.

Nominations close at 12 noon, Friday 16th August 2013.

Candidate Withdrawals

Candidates cannot strategically or politically withdraw their nomination once nominations have closed.

Candidates may only withdraw after the close of nominations for medical reasons, ie death or incapacity.

A medical certification must be provided for a withdrawal notice to be accepted by the Electoral Officer. An application can be made by a candidate or an agent on their behalf.

If the reason for withdrawing is valid, the \$200 deposit will be refunded.

Candidate Profile Statements

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 booklet with the voting papers. Refer also to the notes listed in Appendix 1.

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 Electoral Officer, Warwick Lampp, Capital & Coast District Health Board, ccdhb@electionz.com.

Candidate Profiles

Candidates may also submit a photograph for inclusion with the candidate profile statement in the booklet to accompany the voting papers. Photos must also be provided on CD, pen drive or hard copy format at the same time as the 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 Electoral Officer by 12 noon on Friday 16th August 2013.

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.

Capital & Coast District Health Board Conflict of Interest Statements

All Capital & Coast District Health Board nominations must be accompanied by a statement completed by the candidate that discloses any conflicts of interest that the candidate has with the Capital & Coast District Health Board at the time of nomination or any conflicts of interest the candidate believes are likely to arise in the future.

This is explained further in the next section.

Conflict of Interest Statements

Capital & Coast District Health Board Conflict of Interest Statements

- All District Health Board nominations must be accompanied by a statement completed by the candidate that discloses any conflicts of interest that the candidate has with the District Health Board at the time of nomination or any conflicts of interest the candidate believes are likely to arise in the future.
- Further information as provided by the DHB is set out below.
- The conflict of interest statement is required to be included with the voting paper sent to each elector by the Electoral Officer.
- Section 6 of the New Zealand Public Health & Disability Act 2000 states the following:

Candidate to declare conflicts of interest

When a candidate gives the responsible Electoral Officer notice of the candidate's consent to being nominated as a candidate, the candidate must also give the Electoral Officer a statement completed by the candidate in good faith that –

- (a) discloses any conflicts of interest that the candidate has with the District Health Board as at the date of the candidate's notice of consent, or states that the candidate has no such conflicts of interest as at that date; and*
- (b) discloses any such conflicts of interest that the candidate believes are likely to arise in future, or states that the candidate does not believe that any such conflicts of interest are likely to arise in the future.*

District Health Board Elections - Guidelines For Conflicts Of Interest Statements

The Requirement

When lodging a nomination with an electoral officer, candidates for election to a district health board (DHB) are required by law to provide a statement of their current and any likely future conflicts of interest.

The Legal Basis For The Requirement

This is the law that applies

Clause 6 of Schedule 2 of the New Zealand Public Health and Disability Act 2000 (the "Act") requires that the candidate to provide a statement

"completed by the candidate in good faith that –

- (a) discloses any conflicts of interest that the candidate has with the DHB as at the date of the candidate's notice of consent, or states that the candidate has no such conflicts of interest as at that date; and*
- (b) discloses any such conflicts of interest that the candidate believes are likely to arise in future, or states that the candidate does not believe that any such conflicts of interest are likely to arise in the future."*

If the candidate does not provide a statement of material conflict of interest s/he may be disqualified from membership of the DHB board.

Clause 17(1) of the Act states that "None of the following persons may be elected or appointed as a member of a board, or appointed as a member of a board committee, of a DHB:" and included in this list of disqualifications is Clause 17(1)(f) which states "a person who has failed to declare a material conflict of interest before accepting nomination as a candidate for an election to a DHB held in conjunction with the immediately preceding triennial general election".

The Legal Definition Of A Conflict Of Interest

A conflict of interest (COI) is defined in Section 6 of the New Zealand Public Health and Disability Act 2000 (the "Act") as follows:

"conflict of interest in relation to a person and a publicly-owned health and disability organisation, includes –

- (a) the person's interest in a transaction (within the meaning of subsection (2)) of the publicly-owned health and disability organisation; and*
- (b) the person's interest that would, if the person were a member of the board of the publicly-owned health and disability organisation or a member of a committee of that board or a delegate of that board, be an*

interest in a transaction (within the meaning of subsection (2)) of the publicly-owned health and disability organisation; and

- (c) *to avoid any doubt, the employment or engagement of the person, or of the person's spouse, as an employee or contractor of the publicly-owned health and disability organisation".*

A 'publicly-owned' health and disability organisation is defined in the Act as follows:

"publicly-owned health and disability organisation means a DHB, PHARMAC, NZBS and RHMU".

Subsection 2 referred to above is subsection 2 of Section 6 of the Act and reads as follows:

"For the purposes of this Act, a person who is a member of a board of a publicly-owned health and disability organisation or a member of a committee of such a board or a delegate of such a board is interested in a transaction of the publicly-owned health and disability organisation if, and only if, the board member or the member of the committee of the delegate -

- (a) *is a party to, or will derive a material financial benefit from, the transaction; or*
- (b) *has a material financial interest in another party to the transaction; or*
- (c) *is a director, member, officer, or trustee of another party to, or a person who will or may derive a material financial benefit from, the transaction, not being a party or person that is –*
 - (i) *the Crown; or*
 - (ii) *a publicly-owned health and disability organisation; or*
 - (iii) *a body corporate that is wholly owned by 1 or more publicly-owned health and disability organisations;*
or
- (d) *is the parent, child or spouse of another party to, or person who will or may derive a material financial benefit from, the transaction; or*
- (e) *is otherwise directly or indirectly materially interested in the transaction."*

material interest or benefit is not defined and is open to interpretation. The employment by the board of a distant relative is probably not a conflict of interest, and in most cases nor would be owning a small number of shares in a company which once a year provides a minor service to the board.

However the candidate's employment by the board, or their spouses employment by the board, would clearly be a conflict of interest EVEN THOUGH it does not prevent their being elected or appointed to the board.

What is or is not 'material' for the purposes of COI statements requires the application of common sense and relies on an assumption of the candidate's desire to be as transparent in their candidacy as possible.

A practical test is whether the voters would consider the interest to be relevant to their voting decision. In other words would they care whether or not the interest is disclosed. If they would care, then it should be. Where there is any doubt as to the materiality of an interest, disclosure should be made.

After Election

Once a candidate to a DHB board is elected (or appointed) they are required to disclose any interests in transactions of the board, and in some circumstances not to take part in the deliberations of the board in relation to the conflict of interests (Clause 36, Schedule 3 of the Act). The disclosure of this conflict must be recorded in the minutes of the board and entered in a separate interests register.

Why These Legal Requirements Exist

The legal provisions and requirements referred to above were established to protect the interests of the Crown and the public, and to protect the interests of individuals standing as candidates or serving as board members.

They were also established to make sure that when the public is electing members of their DHB boards they are fully aware, prior to voting, of the conflicts of interest that the candidates may have.

Together with the Candidate Profile Statements, the Conflicts of Interest statements will be made available to all electors with their voting papers.

In Practical Terms, What Does This Mean For Candidates?

In the interests of the public and in their own interests, candidates for election will wish to be as open and as

frank with the public as they can be so that there can be no suggestion that the public was not made aware of actual or potential conflicts of interest when considering candidates for election.

Many DHB candidates will have connections to the health service through their employment, or a family member's employment. They may also have business connections to the DHB, through the provision of services purchased or subsidised by the DHB.

Candidates will need to consider not only their current circumstances, but also the possibility of there being a change in their circumstances that will result in a future conflict of interest.

Advice given to current DHB board members, when they have made their statements of conflicts of interest, is "if in doubt declare it". In most cases a relatively simple statement can be made by candidates along the lines of the following models:

Example 1

CONFLICT OF INTEREST STATEMENT

To the best of my knowledge and belief, I have no conflicts of interests with the _____ District Health Board at the date of my notice of consent to being nominated as a candidate for membership of the board of the DHB, and I do not believe that any such conflicts of interest are likely to arise in future.

Signed: _____

Full name of Candidate: _____

Dated: _____

Example 2

CONFLICT OF INTEREST STATEMENT

To the best of my knowledge and belief, I have no conflicts of interests with the _____ District Health Board at the date of my notice of consent to being nominated as a candidate for membership of the board of the DHB.

I do not believe that any such conflicts of interest are likely to arise in future, except that my current employer, the ABC company, is tendering for the provision of cleaning services for the _____ District Health Board and in the event that they are successful in this tender I may have a conflict of interest in this regard.

Signed: _____

Full name of Candidate: _____

Dated: _____

Example 3

CONFLICT OF INTEREST STATEMENT

To the best of my knowledge and belief, I have no conflicts of interests with the _____ District Health Board at the date of my notice of consent to being nominated as a candidate for membership of the board of the DHB except that I am an employee of the board.

I do not believe that any conflicts of interest are likely to arise in future other than my intended continued employment by the board as a medical radiologist.

Signed: _____

Full name of Candidate: _____

Dated: _____

Example 4

CONFLICT OF INTEREST STATEMENT

To the best of my knowledge and belief, I have no conflicts of interests with the _____ District Health Board at the date of my notice of consent to being nominated as a candidate for membership of the board of the DHB other than the employment by the board of my husband.

I do not believe that any conflicts of interest are likely to arise in future other than my husband's continued employment by the board in his nursing role.

Signed: _____

Full name of Candidate: _____

Dated: _____

Example 5

CONFLICT OF INTEREST STATEMENT

To the best of my knowledge and belief, I have no conflicts of interests with the _____ District Health Board at the date of my notice of consent to being nominated as a candidate for membership of the board of the DHB other than that:

- (a) I am a senior employee of the DEFA Company, a Health Service Provider which is funded in large part by the _____ board;
- (b) my wife is currently employed by the _____ District Health Board as a medical specialist;
- (c) my brother is a community pharmacist in XXGGHH which is subject to a contractual arrangement with the _____ District Health Board; and
- (d) my daughter is a community health advocate.

I do not believe that any conflicts of interest are likely to arise in future other than the continuation of the conflicts of interest stated above.

Signed: _____

Full name of Candidate: _____

Dated: _____

Campaigning

- Election campaigning can commence anytime and may continue up to and including Election Day (12 October 2013), although there are certain restrictions for some Councils within the Capital and Coast District Health Board region on Election Day.
- **Candidates are not permitted to carry out any election campaigning on any Capital and Coast DHB premises. This prohibits candidates from displaying any candidate material at Capital and Coast DHB locations, notice boards, or premises.**
- For rules concerning the display of election signs please refer page 30 - Council Election Hoardings. Note, there are different rules/bylaws for each Council within the Capital and Coast District Health Board region.
- Election offences are detailed for your information in this guide (section 15 - Election Offences). 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. No election material may contain an imitation voting document 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 contain such direction or indication likely to influence the voter.
- Voting documents should not be collected from electors by candidates or their assistants. Each elector should post or deliver his or her own voting document to the Electoral Officer.
- Election advertising, using any media (including social media - Facebook, Twitter etc), must identify the person under whose authority they have been produced. Refer sections 113 & 135, Local Electoral Act 2001.
- Relevant criteria as contained in the Local Electoral Act 2001 are:

113 Advertisements for candidates

- (1) No person may publish or cause to be published in any newspaper, periodical, notice, poster, pamphlet, handbill, billboard, or card, or broadcast or permit to be broadcast over any radio or television station, any advertisement that is used or appears to be used to promote or procure the election of a candidate at an election, unless subsection (2) or subsection (4) applies.*
- (2) A person may publish or cause or permit to be published an advertisement of the kind described in subsection (1) if—*
 - (a) the publication of that advertisement is authorised in writing by the candidate or the candidate's agent or, in the case of an advertisement relating to more than 1 candidate, the candidates or an agent acting for all of those candidates; and*
 - (b) the advertisement contains a statement setting out the true name of the person or persons for whom or at whose direction it is published and the address of his or her residence or place of business.*
- (3) A candidate is not responsible for an act committed by an agent without the consent or connivance of the candidate.*

A person may publish or cause or permit to be published an advertisement of the kind described in subsection (1) if—

 - (a) the publication of the advertisement is endorsed by an organisation or body representing residents or ratepayers in the community or district in which the advertisement is published; and*
 - (b) the advertisement contains a statement setting out—*
 - (i) the true name of the person or persons for whom or at whose direction it is published and the address of his or her residence or place of business; and*
 - (ii) the true name of the organisation or body that has endorsed the publication of the advertisement and the address of the place of business of that organisation or body.*
- (5) This section does not restrict the publication of any news or comments relating to an election in a newspaper or other periodical, or on the Internet, or in any other medium of electronic communication accessible by the public, or in a radio or television broadcast made by a broadcaster within the meaning of section 2 of the Broadcasting Act 1989.*

135 Unauthorised advertisements

- (1) *Every person commits an offence who wilfully contravenes section 113(1).*
- (2) *Every person who commits an offence against subsection (1) is liable on summary conviction to a fine not exceeding \$1,000.*

Election expenses

Candidates should be aware that candidate campaign expenditure limits are applicable. This means a limit has been placed on how much a candidate may spend on his or her campaign, and this includes donations and joint campaigning. The maximum amount spent must not exceed the limits set out below where the election covers a population range as detailed:

Local Government area population	Expenditure limit
up to 4,999	\$3,500
5,000 – 9,999	\$7,000
10,000 – 19,999	\$14,000
20,000 – 39,999	\$20,000
40,000 – 59,999	\$30,000
60,000 – 79,999	\$40,000
80,000 – 99,999	\$50,000
100,000 – 149,999	\$55,000
150,000 – 249,999	\$60,000
250,000 or more	\$70,000

The total population of Capital & Coast District Health Board is the figure for calculating the expenditure limit for election expenses. This limit is \$70,000 GST inclusive.

Councils	Population – Estimated as at June 2009	Expenditure Limits (GST Inclusive)
Wellington City Council	200,200	
Porirua City Council	53,050	
Rotorua District Council	49,850	
Total	303,100	\$70,000

The population statistics for the areas are certified by Statistics NZ as the estimated resident population at 30 June 2012.

The period for which campaign expenditure limits apply is 3 months before Election Day (i.e. 12 July 2013 to 12 October 2013). Legislation further specifies that all expenses incurred before the 3 month period for campaign expenditure used during the 3 month period, must be included in the return.

Return of Electoral Expenses and Electoral Donations

- A Return of Electoral Expenses and Electoral Donations form (attached with this booklet) is required to be supplied to the Electoral Officer within 55 days after the official declaration. The official declaration is expected to be made on Thursday 17th October which means all electoral expense declarations are expected to be returned by Wednesday 11th December 2013. Each declaration must set out:
 - a) the candidate's electoral expenses; and
 - b) the name and address of each person who made an electoral donation to the candidate and the amount of each electoral donation; and
 - c) if an electoral donation of money or the equivalent of money is made to the candidate anonymously and the amount of that donation exceeds \$1,000 -
 - (i) the amount of that donation; and
 - (ii) the fact that it has been received anonymously.
- The Return of Electoral Expenses and Electoral Donations form once returned becomes a public document and can be inspected by any person for a period of 7 years after the date of the election. The Electoral Officer will make this available on the DHB website as soon as practicable after 11 December
- Failure to meet the requirements of the Local Electoral Act for Electoral Expenses, could result in a summary conviction with a fine or imprisonment as a penalty. (See Section 16 Election Offences for further details).

Electoral Donations

Significant changes have been made this year 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 council'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.

Vote.co.nz

Further information about the election portal www.vote.co.nz can be found on page 42.

THIS FREE WEBSITE IS AVAILABLE FOR CANDIDATES TO USE FOR CAMPAIGNING PURPOSES.

Remuneration

The Minister of Health fixes remuneration for Board members. The current details are outlined as follows:

Board Fees

The fees payable are determined by the Minister of Health under the Act and are subject to change in accordance with the Cabinet Fees Framework. The current fees are as follows. However it is important to note that these levels of remuneration may not necessarily apply for the new Board:

Position	Annual Fee	Monthly Fee
Chair	\$50,000	\$4,166.66
Deputy Chair	\$31,250	\$2,604.16
Board Members	\$25,000	\$2,083.33

The annual fees for Board meetings are paid monthly by direct credit into the individual Board Members' bank accounts.

Statutory Advisory Committee Fees

The Board has established the following Statutory Advisory Committees. The fees and expenses payable for attendance at these meetings are determined by the Minister of Health under the New Zealand Public Health and Disabilities Act.

Statutory Advisory Committee Name
Community & Public Health Advisory Committee
Disability Support Advisory Committee
Hospital Advisory Committee
Financial Risk Audit Committee

The fees for attending meetings of these Committees are as follows. Again it is important to note that these levels may not necessarily apply for the new Board:

Position	Annual Fee	Attendance Fee
Chair	\$3,125	\$312.50
Board Members	\$2,500	\$250
External Members	\$2,500	\$250

Note:

1. All fees are GST inclusive.
2. Taxation matters are the interests of individual members.
3. Fees for Statutory Advisory Committee meetings are based on attendance.

Council election hoardings (signs)

The election hoardings' policies/bylaws/rules for each Council area within the Capital & Coast District Health Board are different. Candidate should contact each council prior to erecting election hoardings.

State Highways (All Councils)

New Zealand Transport Agency Notice: Requirements for Placement of Election Signs Near or Adjacent to State Highways



To Local Body Election Candidates

Local Body Electioneering Signs Adjacent to State Highways

The purpose of this notice is to ensure that local body election candidates understand the requirements for placing signs near or adjacent to the state highway.

It is clear from New Zealand and overseas experience that there is a direct correlation between poorly located signage and road accidents. Accordingly, the NZ Transport Agency (NZTA) seeks to ensure that signs erected next to state highways do not create driver distraction and other safety issues – particularly signs adjacent to intersections and along high speed arterial routes carrying high traffic volumes.

The NZTA's requirements for electioneering signage on state highways:

- No signs are allowed on or adjacent to motorways (e.g. the Wellington urban motorway);
- In speed environments of 70kph or above, signs must not be located on the state highway road reserve;
- The placement of a sign within the state highway road reserve in a speed environment less than 70kph or on private property adjoining the state highway must:
 - not be reflectorised or placed in such a way that will create an obvious conflict with existing road signs;
 - not imitate or be of form similar to any traffic signs;
 - give consideration to visibility and other traffic safety aspects;
 - have no more than 6 to 8 words or 40 characters;
 - not be erected for longer than 8 weeks prior election day and must be removed as soon as possible after election day; and
 - seek approval from the local council.

Signs erected in a location or a manner likely to cause distraction or danger to road users may be removed by the NZTA without prior notice. Where a sign is removed by the NZTA the candidate will be advised of the action taken and that the sign may be redeemed for a fee of \$50.

The NZTA requests your adherence to the above requirements and thanks you for your cooperation in advance.

If you have any further queries please contact Cole O'Keefe on (04) 894 5214 or cole.o'keefe@nzta.govt.nz.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Owen', with a long horizontal flourish extending to the right.

Mark Owen
Operations Manager Wellington

Electoral rolls

Copies of the Preliminary Electoral Roll for the entire Capital & Coast District Health Board area will be available for public inspection from Friday, 19 July 2013 to Noon, Friday, 16 August 2013 at:

The Electoral Office
Capital & Coast District Health Board
Level 1, 506 Wairakei Rd
Christchurch

Candidates may also make enquiries from the Electoral Officer of each local authority within the Capital & Coast District Health Board area as to where the residential electoral roll for their local authorities can be inspected.

- Those eligible to vote are all residents enrolled on the Parliamentary Electoral Roll
- Persons are qualified to be enrolled on the Parliamentary Electoral Roll if they:
 - are a New Zealand citizen or a permanent resident of New Zealand; and
 - are 18 years of age or over; and
 - have at some time resided continuously in New Zealand for one year or longer; and
 - are not disqualified under the Electoral Act 1993.
 - Residents of the Capital & Coast District Health Board area are enrolled automatically on the Residential Electoral Roll if they are registered as Parliamentary electors. Therefore, there is no need to enrol separately for the Capital & Coast District Health Board elections.
- Any alterations to the Residential Electoral Roll, should be made:
 - (i) by completing the appropriate form at any Post Shop; or
 - (ii) by telephoning 0800 ENROLNOW (0800 36 76 56); or
 - (iii) by accessing the Electoral Enrolment Centre website on www.elections.org.nz
- Copies of the Preliminary Electoral Roll (hardcopy) for each local authority of the Capital & Coast District Health Board area may be purchased from the appropriate Electoral Office of each Council at an appropriate cost, noting the cost may vary from Council to Council.
- The Final Electoral Roll is produced once the Preliminary Electoral Roll closes on 16 August 2013. The Final Electoral Roll is the Roll used for issuing voting documents. Copies of this Roll will also be available for purchase.
- Details appearing in the Electoral Rolls are elector's names (surname, then first names) listed alphabetically by Community. The qualifying address of the elector is shown alongside. No postal addresses or occupations will be shown.
- Information contained on the Electoral Rolls is not available from the Electoral Office in an electronic form, but candidates or political parties may request an electronic listing of resident electors from the Electoral Enrolment Centre (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 at the Electoral Enrolment Centre. Contact person is Bob Chandler on (04) 801-0700 or fax (04) 801-0709.
- Candidates or candidate scrutineers may now request, before the close of voting, the Electoral Officer to provide a listing of names of persons from whom voting documents have been returned. Such a request can be supplied in either hardcopy or electronic copy, but a reasonable charge will be made for this. (Section 68 (6) Local Electoral Act 2001).

Voting and special voting

- The election is being conducted by postal vote. Voting documents will be posted out to all electors whose names appear on the Final Electoral Roll. Delivery by NZ Post will commence Friday 20 September 2013, and all electors should have received their voting documents by Wednesday 25 September 2013.
- Each elector, after receiving their voting document, should complete it, seal it in the return, postage paid envelope, and post or deliver it to the Electoral Officer.
- If hand delivered, completed voting documents can be lodged with your local authority Electoral Officer or at a polling booth at your local authority offices.
- If posting completed voting documents back, it is recommended these be posted no later than 5pm, Wednesday 9 October 2013 to guarantee delivery before the close of voting (12 noon, Saturday 12 October 2013).
- Special votes are available to electors:
 - whose names do not appear on the Final Electoral Roll, but who qualify as electors;
 - who do not receive a voting document previously posted to them;
 - who spoil or damage a voting document previously posted to them.
- Special votes are available from Friday 20 September 2013 to noon, Saturday 12 October 2013 at the polling booth at your local authority offices.
- Special votes can be posted directly to electors. The completed voting document however, must be returned to the Electoral Officer by 12 noon on Election Day.
- 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 elector requests a special vote and is not on the Parliamentary Roll (e.g. just turned 18 years of age), the person must enrol by Friday 11 October 2013 (the day before the close of voting). An application for registration as a Parliamentary elector may be obtained:
 - (i) from any Post Shop; or
 - (ii) by telephoning 0800 ENROLNOW (0800 367-656); or
 - (iii) by accessing the Electoral Enrolment Centre website on www.elections.org.nz.

After voting closes, special vote declarations are forwarded to Registrars of Electors for verification that the elector is eligible and has enrolled as a Parliamentary elector.

- Special votes cannot be collected by candidates or their assistants for distribution to electors.

Early processing of returned voting documents

- Returned voting documents are able to be opened and processed during all or part of the voting period prior to the close of voting.
- The early processing of voting documents involves the following functions:
 - opening of envelopes
 - extracting of voting documents
 - checking for informal or duplicate votes
 - electronic capture of all valid votes (twice)
- No tallying of votes is undertaken until after the close of voting (12 noon, Saturday 12 October 2013).
- 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 strict legal requirements.
- Candidate scrutineers are not permitted to observe the early processing functions.

Scrutineers

- Candidates may appoint scrutineers to oversee various functions of the election. These functions are:
 - the scrutiny of the roll;
 - the preliminary count (after the close of voting, noon on Saturday, 12 October 2013);
 - the official count (after the close of voting).
- However, with the use of progressive processing, most of the voting papers will already have been processed by 12 noon on the Saturday 12 October 2013, using a sophisticated computer software system.
- Each constituent council has systems in place to comply with the progressive processing legislation which allows voting papers to be processed as they are received. This includes dual passwords and time locks on the counting software so that no access to the results can be obtained, and the use of a Justice of the Peace to oversee the process. The preliminary result will be produced and checked and then advised to candidates as soon as possible. Hence there is likely to be very little for scrutineers to observe. The role of scrutineers has for all intent and purposes been replaced by the Justice of the Peace appointed to oversee all aspects of progressive processing..
- Nevertheless, each candidate may appoint one or more scrutineers for each of the above functions, but only one scrutineer for each candidate may be present at any one time.
- A scrutineer cannot be:
 - a candidate;
 - a member or employee of any local authority or community board for an election being conducted;
 - under 18 years old
- Each scrutineer must be appointed by a candidate, such appointment to be in writing to the Electoral Officer. For a person to be appointed a scrutineer, the letter of appointment must be received by the Electoral Officer no later than 12 noon Friday 11 October 2013. (Section 68, Local Electoral Act 2001).
- A standard letter for the appointment of a scrutineer is attached with this booklet.
- Each appointed scrutineer must report initially to the Electoral Officer or Deputy Electoral Officer, where a declaration pledging not to disclose any information coming to his or her knowledge, will need to be signed and a nametag issued. When departing the premises, scrutineers are to return their nametag to the Electoral Officer or Deputy Electoral Officer.
- Any scrutineer may leave or re-enter the place where election functions are being conducted, but it is an offence (and/may result in a fine) to:
 - make known for what candidate any voter has voted;
 - make known the state of the election, or give or pretend to give any information by which the state of the election may be known, before the close of voting.
- The scrutiny of the roll will be undertaken in premises allocated by the Electoral Officer for each Council, during normal office hours between Monday 20 September 2013 and noon, Saturday 12 October 2013.
- The preliminary count of votes will commence once voting closes at 12 noon on Saturday 12 October 2013.
- Scrutineers will be able to view the preliminary count after voting closes at 12 noon on Saturday 12 October 2013. Note – this is an automated process, likely to take no more than a matter of minutes.
- The official count of votes will be undertaken once the preliminary count is concluded and the official declaration will be made in the week beginning Monday 14 October 2013.
- The role of scrutineers is to ensure that the election procedures they are entitled to witness are undertaken correctly and that the count of votes is done fairly and reasonably.
- During the preliminary and official counts, scrutineers must not talk to any staff member and should not distract, annoy, or linger close by or talk loudly to one another so as to disrupt or upset any staff member. All communication should be through the Electoral Officer or Deputy Electoral Officer.
- No refreshments or meals will be provided to scrutineers. Scrutineers are required to make their own arrangements for refreshments.
- Mobile phones are prohibited from within the secure area where the count will take place.
- Copies of the scrutinised rolls will be available to candidates throughout the voting period. (See Section 11 Electoral Rolls)

Election results

- Vote counting will take place at the electionz.com processing centre, Te Puni Mail Centre, 47 The Esplanade, Petone.
- As soon as practicable following the completion of the preliminary count, preliminary results will be made available to candidates, public and members of the media, but due to complexity and geographical size of the Capital & Coast District Health Board, this is not expected to be until 12 noon on Sunday 13 October 2013.
- The preliminary result is based on the provisional count of STV votes and may change for the final result with the addition of the special votes due to the counting mathematics of the STV electoral system.
- Results will be posted on the Capital & Coast District Health Board website as soon as they are available. The Elections website can be found at www.ccdhb.govt.nz.
- All candidates will be personally advised in writing or by phone/fax/email as soon as possible after this time.
- The official result declaration is expected on Thursday 17 October 2013, once all special votes have been verified by the Electoral Registrar of Electors and final checks and balances made.

Election Offences

Local Electoral Act 2001

121 Illegal nomination, etc

Every person commits an offence, and is liable on summary conviction to a fine not exceeding \$2,000, who-

- (a) consents to being- nominated as a candidate for an elective office, knowing that he or she is incapable under any Act of holding that office; or
- (b) signs a nomination paper purporting to nominate as a candidate a person who is, to the knowledge of the person signing, incapable under any Act of holding that office; or
- (c) signs a nomination paper purporting to nominate another person as a candidate knowing that he or she is not qualified to vote at the election of the person named in the nomination paper as the candidate.

122 Interfering with or influencing voters

(1) Every person commits an offence, and is liable on summary conviction to a fine not exceeding \$5,000, who-

- (a) interferes in any way with any person who is about to vote with the intention of influencing or advising that person as to how he or she should vote:
- (b) prints, publishes, distributes, or delivers to any person (using any medium or means of communication) a document, paper, notice, or message, being or purporting to be an imitation of any voting document to be used at the election or poll that,-
 - (i) in the case of an election, includes the name of a candidate or candidates, together with any direction or indication as to the candidate or candidates for whom any person should vote:
 - (ii) in the case of a poll, includes a statement or indication as to how any person should vote:
 - (iii) in any way contains or suggests any such direction or indication or other matter likely to influence how any person votes:
- (c) prints, publishes, or distributes any instruction on the method of marking the voting document that differs in any material way from the instructions required by this Act or any regulations

made under this Act to accompany the voting document.

- (2) **Despite subsection (1)(b)**, it is not an offence under that subsection to print, publish, distribute, or deliver a card or leaflet (not being an imitation voting document) on which is printed-
 - (a) the names of all or any of the candidates and the elective offices for which they are candidates (with or without the name of the organisations or groups to which those candidates are affiliated, and including those who are independent); and
 - (b) nothing else.
- (3) Nothing in this section applies to-
 - (a) any official statement or announcement made or exhibited under the authority of this Act or regulations made under this Act; or
 - (b) any candidate profile statement, published, displayed or distributed under the authority of this Act or regulations made under this Act.

123 Offences in respect of official documents

- (1) Every person commits an offence who-
 - (a) intentionally removes, obliterates, or alters any official mark or official writing on any voting document, or other official document used at an election or poll:
 - (b) intentionally places any mark or writing that might be mistaken for an official mark or official writing on any voting document, or other official document used at an election or poll:
 - (c) forges, counterfeits, fraudulently marks, defaces, or fraudulently destroys any voting document, or other official document used at an election or poll, or the official mark on that document:
 - (d) supplies, without authority, a voting document to any person:
 - (e) obtains or has possession of any voting document, other than one issued to that person under this Act or any regulations made under this Act for the purpose of recording his or her vote, without authority:
 - (f) intentionally destroys, opens. or otherwise interferes with any ballot box or box or parcel of voting documents without authority.
- (2) Every person who commits an offence against

subsection (1) is liable on conviction on indictment,-

- (a) in the case of an electoral officer or other electoral official, to imprisonment for a term not exceeding 2 years;
- (b) in the case of any other person, to imprisonment for a term not exceeding 6 months.

124 Voting offences

Every person commits an offence, and is liable on conviction on indictment to imprisonment for a term not exceeding 2 years, who-

- (a) votes or applies to vote more than once at the same election or poll; or
- (b) without authority removes, deletes, or otherwise interferes with any voting document, or other record of a vote that has been cast.

125 Bribery

(1) Every person commits the offence of bribery who, directly or indirectly, on that person's own or by another person,-

- (a) gives, lends, agrees to give or lend, offers, promises, or promises to obtain any money or valuable consideration to or for any elector, or to or for any person on behalf of any elector, or to or for any other person, in order to induce any elector to vote or refrain from voting; or
- (b) gives or obtains, agrees to give or obtain, offers, promises, or promises to obtain or to try to obtain any office or place of employment to or for any elector, or to or for any person on behalf of any elector, or to or for any other person, in order to induce the elector to vote or refrain from voting; or
- (c) corruptly does any act referred to in **paragraph (a) or paragraph (b)** on account of an elector having voted or refrained from voting; or
- (d) makes any gift, loan, offer, promise, or agreement referred to in **paragraph (a) or paragraph (b)** for, or with, any person in order to induce that person to obtain or try to obtain the election of any person or the vote of any elector, or
- (e) upon or as a consequence of any gift, loan, offer, promise, or agreement referred to in **paragraph (a) or paragraph (b)** obtains, or tries to obtain, the election of any person or the vote of any elector; or

- (f) advances or pays, or causes to be paid, any money to or for the use of any other person, intending that that money or any part of it will be used for bribery at any election or poll; or
- (g) knowingly pays or causes to be paid any money to any person in discharge or repayment of any money wholly or partly used for bribery at any election or poll.

(2) An elector commits the offence of bribery if,-

- (a) before or during the voting period at the election or poll, he or she, directly or indirectly, on his or her own or by another person, receives, or agrees or contracts for, any money, gift, loan, or valuable consideration, office, place, or employment for himself or herself or for any other person for voting or agreeing to refrain from voting:-
 - (b) after the voting period at the election or poll, he or she directly or indirectly, on his or her own or by another person, receives any money or valuable consideration on account of any person having voted or refrained from voting or having induced any other person to vote or refrain from voting.

(3) Every person who commits bribery is liable on conviction on indictment to imprisonment for a term not exceeding 2 years.

126 Treating

- (1) Every person commits the offence of treating who corruptly before, during, or after an election or poll, and directly or indirectly, on that person's own or by another person, gives or provides, or pays wholly or in part the expense of giving or providing, any food, drink, entertainment, or provision to or for any person
 - (a) for the purpose of influencing, that person or any other person to vote or refrain from voting;-; or
 - (b) for the purpose of obtaining his or her election; or
 - (c) on account of that person or any other person having voted or refrained from voting, or being about to vote or refrain from voting.
- (2) Every holder of a licence under the Sale of Liquor Act 1989 commits the offence of treating who knowingly supplies any food, drink, entertainment, or provision-
 - (a) to any person, if the supply is demanded

for 1 or more of the purposes specified in subsection (1); or

(b) to any person, whether an elector or not, for the purpose of obtaining the election of a candidate or affecting the result of a poll, and without receiving payment for it at the time when it is supplied.

(3) Every elector who corruptly accepts or takes any such food, drink, entertainment, or provision also commits the offence of treating.

(4) **Despite subsections (1) to (3),** the provision of light refreshments after any meeting relating to an election or poll does not constitute the offence of treating.

(5) Every person who commits the offence of treating is liable on conviction on indictment to imprisonment for a term not exceeding 2 years.

127 Undue influence

(1) Every person commits the offence of undue influence-

(a) who, directly or indirectly, on that person's own or by another person, makes use of or threatens to make use of any force, violence, or restraint against any person-

(i) in order to induce or compel that person to vote or refrain from voting:

(ii) on account of that person having voted or refrained from voting:

(b) who, by abduction, duress, or any fraudulent device or means,-

(i) impedes or prevents the free exercise of the vote of any elector:

(ii) compels, induces, or prevails upon any elector either to vote or to refrain from voting.

(2) Every person who commits the offence of undue influence is liable on conviction on indictment to imprisonment for a term not exceeding 2 years.

128 Personation

(1) Every person commits the offence of personation who, at any election or poll,-

(a) votes in the name of some other person (whether living or dead), or of a fictitious person:

(b) having voted, votes again at the same election or poll:

(c) having returned a voting document, applies for or returns another voting document with the intention of returning an additional valid voting document or invalidating a vote already cast at the same election or poll (whether or not any voting document he or she returns is valid).

(2) Every person who commits the offence of personation is liable on conviction on indictment to imprisonment for a term not exceeding 2 years.

129 Infringement of secrecy

(1) Every electoral officer, deputy electoral officer, and other electoral official-

(a) must maintain and assist in maintaining the secrecy of the voting; and

(b) must not communicate to any person, except for a purpose authorised by law, any information likely to compromise the secrecy of the voting.

(2) No person, except as provided by this Act or regulations made under this Act, may-

(a) interfere with or attempt to interfere with a voter when marking or recording his or her vote, or

(b) attempt to obtain, in the building, or other place where the voter has marked or recorded his or her vote and immediately before or after that vote has been marked or recorded, any information as to any candidate for whom or the proposal for or against which the voter is about to vote or has voted; or

(c) communicate at any time to any person any information obtained in the building or other place where the voter has marked or recorded his or her vote and immediately before or after that vote has been marked or recorded, as to-

(i) any candidate for whom or the proposal for or against which the voter is about to vote or has voted; or

(ii) any number on a voting document marked, or transmitted by the voter.

(3) Every person present at the counting of votes must-

(a) maintain and assist in maintaining the secrecy of the voting; and

(b) must not, except as is provided by this Act or regulations made under this Act,

communicate any information obtained at that counting as to any candidate for whom, or proposal for or against which, any vote is cast by a particular voter.

- (4) No person may, directly or indirectly, induce any voter to display or provide access to his or her voting document or any copy of that document after it has been marked or transmitted, so as to make known to any person the name of any candidate for or against whom, or proposal for or against which, the voter has voted.
- (5) Every person commits an offence who contravenes or fails to comply with this section.
- (6) Every person who commits an offence against **subsection (5)** is liable on summary conviction to imprisonment for a term not exceeding 6 months.

130 Disclosing voting or state of election or poll

- (1) Every electoral officer, deputy electoral officer, other electoral official, Justice of the Peace, or scrutineer commits an offence who-
 - (a) makes known for what candidate or candidates or for which proposal any particular voter has voted for or against, except as provided by this Act or regulations made under this Act; or
 - (b) before the close of voting, makes known the state of the election or poll or gives or pretends to give any information by which the state of the election or poll may be known.
- (2) **Subsection (1)(b)** does not prevent an electoral officer from disclosing the total number of voting documents so far returned at an election or poll at any time during the voting period.
- (3) A person who commits an offence against **subsection (1)** is liable on summary conviction to a fine-
 - (a) not exceeding \$5,000 for an electoral officer or deputy electoral officer;
 - (b) not exceeding \$2,000 for any other person.

131 Penalty for electoral officer, deputy electoral officer, and other electoral officials

Every electoral officer, deputy electoral officer, or other electoral official commits an offence, and is liable on summary conviction to a fine not exceeding \$2,000, who is guilty of any intentional or reckless act of commission or omission contrary to the provisions of this Act or regulations made

under this Act in respect of any election or poll, and for which no other penalty is imposed by this Act or regulations made under this Act.

Electoral Expenses

132 Payments in breach of section 105

- (1) Every person commits an offence who makes a payment in contravention of **section 105**.
- (2) Every person who commits an offence against **subsection (1)** is liable on summary conviction to a fine not exceeding \$5,000.

133 Failure to transmit return

- (1) Every candidate commits an offence who fails to transmit a return of electoral expenses in the prescribed form to the electoral officer within the prescribed period.
- (2) Every person who commits an offence against **subsection (1)** is liable on summary conviction to a fine not exceeding \$1,000, and, if he or she has been elected, to a further fine not exceeding \$400 for every day on which he or she continues to act until the return is transmitted.

134 False return

- (1) Every candidate commits an offence who transmits a return of electoral expenses knowing that it is false in any material particular, and is liable on conviction on indictment to imprisonment for a term not exceeding 2 years or to a fine not exceeding \$10,000.
- (2) Every candidate commits an offence and is liable on summary conviction to a fine not exceeding \$5,000 who transmits a return of electoral expenses that is false in any material particular unless the candidate proves –
 - (a) that he or she had no intention to misstate or conceal the facts; and
 - (b) that he or she took all reasonable steps to ensure that the information was accurate.

135 Unauthorised expenditure

- (1) Every person commits an offence who publishes or broadcasts any material promoting the election of any candidate without the written authority of the candidate or the candidate's agent.
- (2) Every person who commits an offence against **subsection (1)** is liable on summary conviction to a fine not exceeding \$1,000.

136 Excessive expenditure

- (1) Every candidate or other person commits

an offence who directly or indirectly pays or knowingly aids or abets any person in paying for or on account of any electoral expenses any sum in excess of the prescribed maximum amount,

- (2) knowing that the payment is in excess of the prescribed maximum amount, and is liable on conviction on indictment to imprisonment for a term not exceeding 2 years or to a fine not exceeding \$10,000.*
- (3) Every candidate or other person commits an offence who directly or indirectly pays or knowingly aids or abets any person in paying for or on account of any electoral expenses any sum in excess of the prescribed maximum amount, and is liable on summary conviction to a fine not exceeding \$5,000 unless the candidate or other person proves that he or she took all reasonable steps to ensure that the electoral expenses did not exceed the prescribed maximum amount.*

General Provisions

137 Property may be stated as being in electoral officer

In any proceedings for an offence in relation to any voting documents or other official documents, files, records, instruments, or devices used officially for an election or poll, the property in those documents, files, records, and instruments is to be treated as that of the electoral officer at that election or poll.

138 Duty to take action in respect of offences

- (1) If the electoral officer at any election or poll-*
 - (a) receives a written complaint that an offence under this Part has been committed; or*
 - (b) believes for any other reason that an offence under this the Part may have been committed,-*

the electoral officer must report that matter to the police together with the results of any enquiries made by the electoral officer that he or she considers appropriate.
- (2) **Subsection (1)** does not prevent any person from reporting an alleged offence to the police.*

VOTE.CO.NZ

For candidates wanting to raise their profile beyond the official candidate profile and newspaper advertising Local Government Online (LGOL) runs a FREE portal www.vote.co.nz profiling candidates for local body elections.

By using vote.co.nz you are able to share more messaging than you can via other campaign activities. You can be sure all your constituents are aware you are standing in the election and it gives you an opportunity to explain to voters who you are and why they should vote for you.

Voters from across the country are able to easily establish which councils, boards, trusts and DHB they are eligible to vote for by simply typing in their address. Voters are then shown information on each candidate standing in their area and relevant information about the electoral area. The focus is on reaching those in the community that are eligible to vote and want to engage with you in the democratic process.

The web portal was first used in the 2010 elections, and has been further improved for this year's elections. At its peak during the 2010 local body elections the site had over 1.4 million visitors within 24 hours, which shows what a powerful tool it is for engaging with the wider community and potential voters.

Each candidate is given the opportunity to load the following information to be included on www.vote.co.nz:

- Your official candidate statement
- Further candidate information
- List your top five election issues
- Links to your own website, blogs, social media accounts
- Videos between 30 and 120 seconds long
- The ability to answer questions submitted from voters – alongside other candidates
- The ability to load an acceptance speech that will publically available once the results have been announced

To receive a site logon or for more information about www.vote.co.nz simply email vote@localgovt.co.nz with your full name and the details of the election(s) that you are standing for. You will be provided with a unique logon and password that you and / or your campaign team can use to access the site and promote your election campaign.

electionz.com
voting made easy

