

2019 local authority elections

Frequently asked questions relating to local authority, district health board and licensing trust elections – October 2019



INTRODUCTION

The following frequently asked questions (FAQs) have been compiled by the SOLGM Electoral Subcommittee to assist electoral officers, electoral officials and customer service staff to answer enquiries from citizens, electors, ratepayers, potential candidates, media, etc.

Please note that the FAQs are not, and cannot be, inclusive of every question or query that may be asked about the local elections.

The FAQs are in three sections:

Section A FAQs primarily covering local government elections – regional, city, district, community boards etc.

Section B FAQs relating specifically to district health boards

Section C FAQs relating specifically to licensing trusts.

The FAQs are also designed for electoral officers to adapt or augment them to suit their particular election circumstances. In other words, factor in where they have licensing/community trust elections, are holding a poll or referendum in conjunction with the elections or in the case of the Auckland Council, specify the roles of the governing board members and that of local board members.

The FAQs also recognise that some types of questions received will need to be referred to the electoral officer for answer due to their complex/sensitive nature.

SECTION A:

Frequently asked questions relating to local government elections

GENERAL INFORMATION I	
Questions	Answers
Q1: When is the next local government election?	Election Day is Saturday 12 October 2019 and voting closes at midday on that day. The voting period starts on Friday 20 September 2019.
Q2: Who is running the election?	The electoral officer has full responsibility for running the election.
Q3: What is the name of the electoral officer/deputy electoral officer?	<i>(Put name and contact details, including phone and email.)</i>
Q4: What type of voting method do you use?	Need to advise STV or FPP for council, regional council and any licensing trust. STV for DHB. <i>(Complete your own information.)</i>
Q5: What issues (elections) can we vote for?	Need to cover mayor, councillors (at large/ward), community boards or local boards and any subdivisions thereof, local boards, DHB, regional council, licensing trust, polls or referendums. <i>(Complete your own information.)</i>
Q6: What is an 'at large' councillor?	
Q7: What is the role of a councillor/local board/community board member?	A councillor: <ul style="list-style-type: none"> • Participates in strategic and long-term planning for the whole city/district/region • Participates in setting a budget and rates • Develops policy across a wide range of activities and services • Represents the city/district/region at functions as required • Reviews and develops bylaws for the city/district/region • Advocates on a wide range of issues • Coordinates and forms partnerships with other spheres of government and other agencies • Participates in the appointment and performance review of the chief executive officer • Acts on all these matters within a legislative and regulatory framework • Monitors the performance of the council organisation.

<p>Q7: <i>(continued)</i></p>	<p>A local board member (currently Auckland Council only):</p> <ul style="list-style-type: none"> • Makes decisions about local non-regulatory council activities • Makes decisions about other activities delegated by the governing body to the local board • Takes part in developing a plan for the local board area • Negotiates a local board agreement with the governing body • Proposes bylaws to the governing body • Engages with and advocates on behalf of the community • Identifies community preferences and priorities • Communicates the views of local people on regional plans and policies to the governing body. <p>A community board member:</p> <ul style="list-style-type: none"> • Promotes residents' issues and initiatives to the board and the city or district council • Makes decisions about activities delegated to the community board by the council • Monitors the provision of council services and advocates changes as necessary • Engages in community development activities in conjunction with council officers • Takes a proactive stance anticipating strategies and policies that may be needed • Represents the community to other agencies • Promotes the role of the community board in the wider community • Works cooperatively with the council.
<p>Q8: What is the difference between Māori and general wards/constituencies?</p>	<p>Some councils have established Māori wards or constituencies. For those councils, members of Māori wards/constituencies are elected by those enrolled to vote on the Māori electoral roll; and members of general wards/constituencies are elected by those enrolled to vote on the general electoral roll.</p>

CANDIDATES	
Questions	Answers
Q9: I want to be a candidate in these elections. What do I need to do?	<p>You must be a New Zealand citizen and your name must be on the Parliamentary Electoral Roll (anywhere in New Zealand).</p> <p>You will need to have two electors registered in the area of the election you are standing for to nominate you – e.g. if you stand for the XYZ Ward, the nominators will need to be registered within that Ward. (Please note the candidate does not need to reside in the area in which they are standing, but will need to disclose that fact on their nomination form which will be shown in their Candidate Profile Statement).</p> <p>The nominators must also be on the Parliamentary Electoral Roll at the address they are listed on the nomination paper (which must be in the area that they are nominating the person for).</p>
Q10: When do nominations open?	Nominations open on Friday 19 July 2019 and close at 12 noon on Friday 16 August 2019.
Q11: How much will it cost me to stand?	<p>You will need to pay a nomination deposit of \$200 GST inclusive. This deposit applies to each issue (election) you stand for.</p> <p>Your nomination must be received by the close of nominations (12 noon on Friday 16 August 2019).</p> <p>If you pay the nomination deposit by cheque and if it is dishonoured after nominations close, your nomination will not be accepted.</p> <p>If you poll more than 25% of the final quota as determined by the last iteration (for STV) or greater than 25% of the lowest polling successful candidate (for FPP elections) you will receive your nomination deposit back.</p> <p>Would you like me to send out a nomination form?</p> <p><i>(Send out appropriate nomination form/s for the issues the person wants to stand for and candidate information booklets.)</i></p>
Q12: What qualifications and experience do I need?	Nothing formal. Elected members come from all walks of life and generally have a will/desire to serve the community.
Q13: Does a criminal record affect a person standing as a council candidate?	<p>No, not at all for city, district and regional council elections. For DHBs a criminal record may affect your candidacy <i>(See DHB section)</i>.</p> <p><i>(Refer enquiry to electoral officer on Extn xxxx.)</i></p> <p><i>(Also put DHB EO and regional council.)</i></p>

Q14: How long is the term of the elected member?	Three years.
Q15: Do I need to be resident in the city, district or region I am standing for?	No, but you must be on the Parliamentary Electoral Roll (anywhere in New Zealand) and provide proof that you are a New Zealand citizen.
Q16: How many offices can I stand for?	<p>You can stand for mayor, at large councillor or ward councillor and local/community board member. However, if elected to more than one position, you will take up the highest ranked position.</p> <p>You can stand as a member of the governing body (i.e. council) and a local/community board if the triennial local election is happening at the same time. However, if you win more than one election, you must take up the highest ranked position.</p> <p>You cannot stand for both a regional council and one of its constituent district or city councils or a community board.</p> <p>You cannot stand for more than one district health board.</p>
Q17: I am a serving police officer. Can I stand for council and continue to work as a police officer?	Yes. There are no longer any restrictions on police officers standing for local authority elections, apart from the normal eligibility criteria.
Q18: How much can I spend on my campaign?	<p><i>(List the amounts applicable to your council.)</i></p> <p>If you stand for more than one position, the amount you can spend is the highest amount for one position. You cannot add positions together to allow you to spend more than the limit.</p> <p>All candidates are required to lodge an electoral donations and expenses return within 55 days after the day on which the successful candidates are declared to be elected (Public Notice of Final Results). If a candidate is outside NZ on this day, the return must be filed within 76 days after election result day. If this is not done, the non-return will be advised to the NZ Police. This return needs to be made before a candidate nomination deposit is refunded.</p>
Q19: Do I need to be on the Māori electoral roll if I am standing for election in a Māori ward/constituency?	<p>NO. To be eligible you must be a New Zealand citizen and your name must be on the Parliamentary Electoral Roll (anywhere in New Zealand).</p> <p>You will need to be nominated by two electors whose names appear on the Māori electoral roll within the area of election for which you are standing.</p>

ENROLMENT	
Questions	Answers
Q20: Where can I view the electoral roll that will be used for this election?	<i>(Put in the name and physical addresses of where your rolls will be displayed.)</i>
Q21: How do I enrol to vote in these elections?	<p>Is this your main place of residence? <input type="checkbox"/> Yes</p> <p>Have you lived at your current address for more than one month? <input type="checkbox"/> Yes</p> <p>Are you on the Parliamentary Electoral Roll at an address in the <district>? <input type="checkbox"/> Yes</p> <p>You will automatically appear on the roll that is used for these elections.</p> <p>or</p> <p>Is this your main place of residence? <input type="checkbox"/> Yes</p> <p>Are you on the Parliamentary Electoral Roll at an address in the (district)? <input type="checkbox"/> No or Don't Know</p> <p>You need to complete an enrolment form for this. You can either:</p> <ul style="list-style-type: none"> • enrol online at www.elections.org.nz • ring 0800 36 76 56 • send your name and address to Free text 3676 • download a form at www.elections.org.nz • pick a form up at your local electorate office, council office or any New Zealand Post Shop • I can send one out. <p>Is this your main place of residence? <input type="checkbox"/> No</p> <p>Are you on the Parliamentary Electoral Roll at an address in another district? <input type="checkbox"/> Yes</p> <p>If you own a property in this district and it is not your main residence you may be able to enrol as a ratepayer elector (Refer to ratepayer enrolment advice below).</p> <p><i>(Refer to electoral officer on Extn xxxx.)</i></p>
Q22: I am a student and spend my time in different places. Where should I enrol?	You should enrol where you spend the greater part of your time.
Q23: I am a New Zealand Māori, do I need to enrol on the Māori roll?	<p>Not necessarily. If you are enrolling for the first time you can decide whether you want to go on the Māori Electoral Roll or the General Electoral Roll by signing the appropriate panel on the Parliamentary Elector Enrolment form.</p> <p>However, if you have already made that choice you will have to wait until the next Māori Option period to change, which occurs following the next Census, likely in 2023. The last Māori Option period was in 2018.</p>

<p>Q24: How do I know whether I am enrolled?</p>	<p>You can check your enrolment status on www.elections.org.nz.</p> <p>The Electoral Commission will be undertaking a roll update campaign in early July 2019 for the Parliamentary Electoral Roll which forms the basis of our roll for the local authority election.</p> <p>If you do not receive a letter in the post during late June/early July 2019, the chances are you are not enrolled or your details are incorrect.</p>
<p>Q25: I turn 18 <u>on</u> Election Day. Can I vote?</p>	<p>Yes, but you need to make sure you have enrolled which you can do provisionally from the age of 17 and it automatically changes when you turn 18.</p> <p>You will also need to apply for a special vote.</p> <p>You can do both if you call at (Special Vote venue).</p>
<p>Q26: We own a business in your area and pay rates, but we don't live in your area – do we get a say in the local elections?</p>	<p>Yes, subject to being eligible to become enrolled as a ratepayer elector and becoming enrolled.</p> <p><i>(Send out ratepayer enrolment form and return envelope. Tell them this should be in the hands of the electoral officer by 16 August 2019 and absolutely no later than 11 October 2019.)</i></p> <p><i>(If issue becomes difficult, refer to electoral officer on Extn xxxx.)</i></p>
<p>Q27: I own a property in the district but it is not my fulltime residence. How do I get on the Ratepayer Electoral Roll?</p>	<p><i>(Check rating database to make sure they are named as an owner.)</i></p> <p><input type="checkbox"/> Yes</p> <p>I can send you out a Ratepayer Enrolment form. This should be back in the hands of the electoral officer by 16 August 2019 and absolutely no later than 11 October 2019. If it is after Friday 20 September 2019 also enclose a special voting document and information and advise these should all be sent back together.</p> <p>If it is easier you can call at (Special Voting venue) and complete the ratepayer enrolment form and have your special vote at the same time.</p> <p>In no case does this allow you to have two votes at the election.</p> <p>If you are the sole ratepayer for the property (i.e. the rate account is only in your name), then you can apply to be the ratepayer elector.</p> <p>If you are a joint ratepayer (i.e. the rate account is in more than one name), or the rate account is in the name of a trust or company etc., you must appoint a nominee to vote on behalf of the joint ratepayers or entity. For the case of companies, corporations, trusts etc., the nominee should be a member or officer of the entity.</p>

<p>Q27: <i>(continued)</i></p>	<p><input type="checkbox"/> No</p> <p><i>(Put the call through to the electoral officer on Extn xxxx.)</i></p> <p><i>(Send out Ratepayer Enrolment form and Special Voting pack.)</i></p>
<p>Q28: I am on the Māori roll, does this affect who I can vote for?</p>	<p>YES, but only if your council has established Māori wards or constituencies. In that case, this affects who you get to choose from to represent you. Choosing between Māori Roll and General Roll is a personal choice and you'll need to decide which roll best represents your views and interests.</p>

VOTING	
Questions	Answers
Q29: Is it a postal vote and will I be sent my voting documents in the mail?	All local authority elections will be conducted by postal vote. Voting documents will be delivered by NZ Post between Friday 20 September 2019 and Wednesday 25 September 2019.
Q30: I got my voting documents, but my partner didn't receive theirs.	<p>Before Wednesday 25 September 2019. <i>(Check the roll to make sure both are enrolled correctly.)</i></p> <p><input type="checkbox"/> Yes</p> <p>Please wait until the mail has been delivered on Wednesday 25 September 2019. If documents are not received then please call back.</p> <p>After mail delivery Wednesday 25 September 2019 or if not enrolled correctly <i>(Check the address on the printed roll to see whether correctly enrolled.)</i></p> <p><input type="checkbox"/> Yes</p> <p>They will need to apply for a special vote. Electoral officer will need to speak with the caller.</p> <p><input type="checkbox"/> No</p> <p>You need to complete an elector enrolment form for this. You can pick one up at any New Zealand Post Shop, or I can send one out, or you can enrol online at www.elections.org.nz or ring 0800 36 76 56 or send your name and address to Free text 3676.</p> <p>They will also need a special vote <i>(Electoral officer to provide special vote. Put call through to Extn xxxx.)</i></p>
Q31: I didn't get my voting documents, so I called and got a special vote. Now I have two documents. Which one should I use?	Use the original and destroy the special vote. <i>(Take details and advise electoral officer.)</i>
Q32: I received voting documents for (children, parent) and have Power of Attorney for them can I vote for them?	No – Power of Attorney does not apply to voting on behalf of that person.
Q33: I received voting documents for (children, parent) and have Power of Attorney for them. What should I do with the documents?	If they are overseas, you could airmail them to the person or destroy them if that is not practicable. If they are for an elderly parent who is unable to vote, please destroy them by ripping/cutting them up.

<p>Q34: I received voting documents that do not belong to me and I don't know these people or where they have gone.</p>	<p>Write GNA (Gone No Address) on the envelope and put them back in the mail.</p>
<p>Q35: What is that barcode that I can see through the return envelope or on the front of the voting document?</p>	<p>It is a legal requirement to scan the barcode number to mark the electoral roll that you have voted so we can ensure that we do not receive two votes from the same person.</p>
<p>Q36: How do you ensure the secrecy of my vote?</p>	<p>Envelopes containing a voting document cannot be opened until there is a JP present. The JP is required to sign off that the processes used by the electoral officer met the legal requirements.</p> <p>The voter's name is not on the voting document. When the envelope is opened the only thing the electoral officer is looking for is that the vote for each election is valid.</p> <ul style="list-style-type: none"> • This means that for FPP they are making sure that the voter's intention is clear and they have not ticked or marked more than the number of candidates than there are vacancies. • For STV it is to make sure that no preference numbers are used more than once or omitted, (e.g., 1, 2, 3, 3, 4, 5), and that there is always a number one marked against a candidate's name. It should be like this: 1, 2, 3, 4, 5, 6, etc., in numerical order up to as many preferences as the voter wishes to vote for.
<p>Q37: Do I have to vote? I don't know any of these candidates.</p>	<p>No you don't have to vote. You also don't have to vote for all candidates or for all elections. But your vote is important because the people elected will be responsible for making decisions about what happens in your community for the next three years. To help you get to know about the candidates:</p> <ul style="list-style-type: none"> • There may be candidate meetings being held if you wish to go and hear what policies the different candidates are advocating for. (If you know when these are held you may want to supply them or advise that they can find a list of these in the local paper) • There is a candidate profile booklet that comes out with the voting documents in which there is a photo and a statement from candidates. This information may also be available on the council website. • Candidates may have their own website page, social media page(s), advertise in local newspapers or send out information to letterboxes in your area. • Local newspaper(s) are likely to cover information about the election.

<p>Q38: Do I have to post my voting document back?</p>	<p>You can post it but make sure you have them in the mail by Wednesday 9 October 2019 to make sure it gets back to us in time (by 12 noon Saturday 12 October 2019).</p> <p>However, you can also deliver to one of our voting boxes which are at <i>(list where you have all your voting boxes)</i> until 12 noon Saturday 12 October 2019.</p>
<p>Q39: I have lost my return envelope.</p>	<p>You can use an envelope of your own and put the return address and Freepost number on it (enter return address).</p>
<p>Q40: I am on the Unpublished Parliamentary Roll and I want a special vote please.</p>	<p><i>(Electoral officer to answer this enquiry – transfer call to Extn xxxx.)</i></p>
<p>Q41: I didn't receive my voting paper, how do I obtain a special vote?</p>	<p>Are you on the Parliamentary Electoral Roll for the address you want to vote for?</p> <p><input type="checkbox"/> Yes</p> <p><i>(Check the printed roll including the ratepayer roll to ensure they were included in the mail file and that they are correctly enrolled.)</i></p> <p><input type="checkbox"/> No/Don't Know</p> <p><i>(Check the printed roll, including the ratepayer roll.)</i></p> <p>Their main residence</p> <p>If not enrolled or not enrolled correctly, advise they need to complete an enrolment form for this. You can pick one up at any New Zealand Post Shop, or I can send one out, or you can enrol online at www.elections.org.nz or ring 0800 36 76 56 or send your name and address to Free text 3676. This form needs to be with the Registrar of Electors <i>(include details)</i> before close of business Friday 11 October 2019.</p> <p>Ratepayers - not main residence</p> <p>If not enrolled, send out an application for Ratepayer enrolment with a stamped addressed envelope for return. Advise that it must be in the hands of the electoral officer by close of business Friday 11 October 2019.</p> <p>In both instances, they will need to also be sent a special vote, and return this with their enrolment.</p> <p><i>(Advise where they can attend in person for a special vote and tell them they could complete either of the enrolment forms at the same time)</i></p>

<p>Q42: I spoiled my voting documents / I have made a mistake on my documents. What can I do?</p>	<p>If you can amend it so that your voting intention is clear, then do so and initial the changes. If necessary, we can issue you with a special voting document, but this will require you to complete a declaration. <i>(Put the caller through to the person issuing the special vote.)</i></p>
<p>Q43: Where can I have a special vote?</p>	<p><i>(Enter details of where people can attend to cast a special vote.)</i></p>
<p>Q44: I am going away and will not be here when the voting documents are posted out.</p>	<p><i>(Put call through to the electoral officer who may be able to organise for the voting document to be sent to the voter.)</i></p>
<p>Q45: Do I have to vote for all the candidates for any issue? If I don't vote for all the candidates or all the issues on my voting document, will all my votes be informal?</p>	<p>Under FPP you can vote for as many candidates as you want but not more than the number of positions available on the voting document. So if you are electing five councillors then you can vote for up to five candidates. Remember, for FPP you tick the candidates you want to elect. With STV you can vote for all or as many candidates as you wish but these must be in order of your preference and no number can be repeated. Remember for STV, you rank the candidates you want to elect from number 1 onwards. You can decide not to vote for one or more of the different elections on your voting document. This does not invalidate all your other votes.</p>
<p>Q46: Why can't I vote for a certain candidate who is standing for a different ward, community board or other issue?</p>	<p>You can only vote for the elections relevant to the area in which you live. You cannot vote for a candidate for the same city, district or region who is standing in another ward or constituency because you are not an elector of that ward or constituency. <i>(You may have to describe the boundaries and tell the caller where the address they are claiming the vote for fits into this. Include a description of how the different elections are elected [e.g. by ward, area, at large].)</i></p>
<p>Q47: My husband's paper and mine are different. He has more/less things to vote for. His list of candidates is different to mine?</p>	<p>Is your council using random name order on the voting documents? If YES then this could explain why the list looks different. Has your council established Māori wards or constituencies? If YES and you and your husband are not on the same electoral roll (Māori/general) then this explains why the papers are different. <i>(If not then it is something that should be passed to the electoral officer on Extn xxxx.)</i></p>
<p>Q48: I have received two voting documents.</p>	<p><i>(Put call through to the electoral officer on Extn xxxx.)</i></p>
<p>Q49: Do all the staff working on the election know who I voted for?</p>	<p>No, your vote remains secret under the required roll scrutiny and counting procedures.</p>

<p>Q50: Can I help someone fill out their voting documents?</p>	<p>Under the <i>Local Electoral Act 2001</i>, you cannot interfere or influence any person as to how they can vote.</p> <p>If authorised by a voter who is physically impaired, visually impaired or for whom English is a second language, a person can assist them to vote as directed by the voter. An authorisation to do this should be completed (<i>LER 34</i>).</p>
<p>Q51: What happens to all the voting documents after the elections?</p>	<p>They are delivered to the District Court and kept for 21 days so that the Court can access them should there be any application for recount or petition for inquiry.</p> <p>After 21 days, the court is responsible for destroying them.</p>
<p>Q52: Do I get a vote for the DHB?</p>	<p>Yes, if you are a resident elector. Ratepayer electors cannot vote for DHB elections.</p> <p>Please note that DHB elections are conducted under STV and so you will exercise your vote by ranking your preferred candidates.</p>
<p>Q53: What is STV and how do I vote in an STV election?</p>	<p>STV stands for Single Transferable Vote. STV is a preferential system of voting where you can rank as few or as many candidates as you like. It is a single vote which can be transferred between candidates to ensure the vote contributes to the election of at least one candidate and is not wasted. If a popular candidate does not need all the votes he or she receives, a proportion is transferred to the voter's next preference. On the other hand, if a candidate is not popular and receives few votes, those votes are transferred to a voter's next preference.</p> <p>For more information about STV, go to www.stv.govt.nz.</p> <p>To exercise a STV vote, start by writing the number 1 in the box next to the candidate you most want to be elected. Write the number 2 next to your second most preferred candidate and so on 3, 4, 5 etc.</p> <p>You can write as many preferences or as few as you like up to however many candidates are standing for that election.</p> <p>You must write the number 1 for your vote to be counted.</p> <p>Do not write the same number more than once, e.g., 1, 2, 3, 3, 4, 5 and do not miss a number from your preferences, e.g., 1, 2, 4, 5, 6.</p>
<p>Q54: What about FPP?</p>	<p>This is the First Past the Post voting system. The candidate or candidates that get the most votes win(s).</p> <p>You should mark those you want to vote for with a tick in the circle. Do not vote for more than the number of candidates shown in the instructions.</p>

ELECTION RESULTS	
Questions	Questions
<p>Q55: When will we know the results of the election?</p>	<p>Progress and preliminary results will be announced as soon as possible after 12 noon on Saturday 12 October 2019.</p> <p>The official results will be announced when the final count is complete and special votes have been checked which will be between Thursday 17 October 2019 – Wednesday 23 October 2019.</p>
<p>Q56: How will I find out?</p>	<p>Candidates</p> <p>Will be advised as soon as possible after preliminary results are known. This may be by email or phone.</p> <p>The Voters</p> <p>Preliminary results will be released to the media and placed on our website as soon as possible after noon on Saturday 12 October 2019 <i>(insert council website URL).</i></p>
<p>Q57: What do I need to do if I want to challenge the results of the election?</p>	<p><i>(Put caller through to the electoral officer.)</i></p>

MEMBERS	
Questions	Answers
Q58: When do elected members take up their roles?	Elected members take up office the day after the official result has been declared by public notice. However, they cannot act until they have sworn the oath of office which is usually at the first meeting of council. This first meeting is usually held as soon as practicable after the final election results are known. DHB board members take up office 58 days after election day.
Q59: Who are elected members responsible to?	Ultimately the elected members' final responsibility is to the local community. The Minister of Local Government and the Auditor-General do have a role in ensuring that councils follow the law. All DHB board members are accountable to the Minister of Health.
Q60: Do elected members get paid and if so how much?	This is set by the Remuneration Authority. Some expenses are also reimbursed. DHB board members are paid on the basis of the Cabinet Fees framework.
Q61: Would being an elected member take up much time?	The time commitment varies depending on the role and the size of the local authority/ community you are representing. <i>(Put some local information here.)</i>
Q62: How many elected members are there?	<i>(Complete for your council.)</i>

COMPLAINTS	
Questions	Answers
Q63: I have a complaint about electoral signage? The signs don't have the required authorisation on them. The signs have been pulled over. The signs are bigger than they should be. In what locations can signs be erected? When can they be erected and when must they be pulled down?	<i>(Put information in here on your council's signage policy and how your council deals with these issues.)</i>

SECTION B:

Frequently asked questions relating to district health board elections

GENERAL	
Questions	Answers
Q1: What is a DHB?	<i>District health boards are Crown entities responsible for providing, or funding the provision of, publicly funded health and disability support services for the population of a specific geographic area.</i>
Q2: How many DHBs are there in New Zealand?	20
Q3: How long have we had DHBs?	Since 1 January 2001.
Q4: What do DHBs do?	<p>DHBs' statutory objectives include:</p> <ul style="list-style-type: none"> • improving, promoting and protecting the health of people and communities • promoting the integration of health services, especially primary and secondary care services • seek the optimum arrangement for the most effective and efficient delivery of health services in order to meet local, regional and national needs • promoting effective care or support for those in need of personal health services or disability support services • promoting the inclusion and participation in society and independence of people with disabilities • reducing health disparities by improving and aim to eliminate health outcomes for Māori and other population groups • exhibit social responsibility • fostering community participation in health improvement, and in planning for the provision of health services and for a significant change to the provision of services. • uphold ethical and quality standards • exhibiting a sense of environmental responsibility by having regard to the environmental implications of their operations. • be a good employer.
Q5: How many members are there on a DHB?	Up to 11 members sit on each board – seven of these are elected while up to four are appointed.

Q6: Who appoints the appointed members?	The Minister of Health. In making appointments, the Minister looks at each board's elected membership and any gaps in skills, expertise, experience and representation that may exist. The Minister then seeks to appoint people who can fill these gaps.
Q7: How are the chairperson and deputy chairperson decided?	The Minister of Health appoints members to these positions and they may be elected or appointed members.
Q8: When do current elected board members relinquish their positions?	When the new elected members assume their roles. The new board members take up their role 58 days after election day.
Q9: How soon after the election are people appointed by the Minister?	Usually at the same time as elected members, or as soon after this as possible.
Q10: How long is the term of an elected DHB board member?	Three years. Elections are held every three years at the same time as the council elections.
Q11: How long is the term of an appointed DHB board member?	Up to three years but they may be appointed for a shorter time. The Minister can appoint them for further terms but they can only serve a maximum of three consecutive terms (i.e., nine years).
Q12: What do board members do?	They are responsible for the governance of the DHB. They must work in a financially responsible way, and in the best interests of the health of the whole population of the DHB. Governance is the strategic oversight of the DHB, to ensure that the DHB's management implements the strategic vision developed by the board. Board members do not manage the DHB. That is the responsibility of the chief executive officer (CEO), who is appointed by the board, and staff who report to the CEO.
Q13: Who runs these elections?	The DHB appoints an electoral officer (the DHBEO) to run the DHB election. The DHBEO must be the electoral officer for one of the councils in the DHB district.
Q14: Who pays for the DHB election?	The DHB pays for its share of the election costs. Because the DHB election is run together with the council election(s), many of the costs are shared between the parties on an agreed basis.
Q15: When are the elections this year?	They are the same day as the council elections. Voting documents will be posted out between 20 – 25 September 2019 and they must be back with the electoral officer by noon on 12 October 2019 when the election closes.

Q16: Can the public attend DHB meetings?	Yes, but, as with council meetings, there may be some publicly excluded matters discussed from time to time. The grounds for excluding the public are listed under <i>clause 34 of schedule 4 of the NZ Public Health and Disability Act 2000</i> .
Q17: Does the DHB board appoint staff members?	No. The board appoints the chief executive officer who has full responsibility for staff appointments.

CANDIDATES	
Questions	Answers
Q18: How much are DHB members paid?	<p>This varies according to size and an assessed complexity of the DHB.</p> <p>Board members are paid an annual fee for their service on the board, and fee levels vary from DHB to DHB (depending on the size and assessed complexity of the DHB). Fees currently range from around \$16,000 to \$26,000 per annum. The board chair and deputy chair receive a higher fee.</p> <p>Board members are paid an additional fee of up to \$2,500 per annum for each statutory advisory committee of which they are a member. Members serving on certain other committees (e.g., audit, risk and finance committees) also receive an additional annual fee.</p> <p>Members are covered for reasonable expenses associated with board and committee business, such as travel costs.</p> <p><i>(If they want to know more put them through to the DHBEO on Phone xxxx.)</i></p>
Q19: Who is eligible to stand for the DHB?	<p>Most people qualify as candidates at an election of a DHB if they are registered as a New Zealand parliamentary elector and provide proof they are a New Zealand citizen.</p> <p>It is not necessary to live within the DHB district to stand as a candidate for election to that DHB.</p> <p>Some people, such as those who are undischarged bankrupts and people convicted of offences punishable by imprisonment of 2 years or more, or have been sentenced to a prison sentence, and not yet served the sentence or otherwise suffered the relevant penalty, are not eligible to sit on DHB boards (more details can be found in <i>clause 17 of schedule 2 to the New Zealand Public Health and Disability Act 2000</i>).</p>
Q20: Do you have to be resident in the DHB area to stand for that board?	No you don't, but the people who nominate you must be.
Q21: How many boards can I stand for?	Only one.
Q22: I work for a DHB. Can I stand?	Yes, the legislation allows staff members to stand for their DHB board (<i>clause 7 of schedule 2 of the New Zealand Public Health and Disability Act 2000</i>).
Q23: When do nominations open?	They open on Friday 19 July 2019 and close at 12 noon on Friday 16 August 2019.

Q24: How much can I spend on my campaign?	There is a campaign expenditure limit based on how many people live in the DHB's district. Your territorial authority electoral officer will be able to respond to this. <i>(List the name of the DHB electoral officer (DHBEO) for your DHB)</i>
Q25: How are candidates' possible conflicts of interest handled?	Many people in the community who have an interest in health services are already engaged in some way in health services or organisations which may do business with DHBs. Every person who stands as a candidate for election to a DHB is required to make a declaration as to conflicts of interest. The conflict of interest statements are included in the material made available to electors. All conflicts of interest declared by successful candidates will be included in the DHB's interests register (to which all members, elected and appointed, contribute) and members are obligated to keep this up to date. Members cannot be involved in any DHB decisions where they have a conflict of interest. A member who has failed to declare an interest may be removed from office.

VOTING	
Questions	Answers
Q26: Is there any information available to all electors about the people who are standing?	Candidates are entitled to complete a 150 word (maximum) profile statement about themselves. This and the conflict of interest statement will be published in a booklet with information about all candidates and sent out with voting documents. It should also be available on the DHB's website.
Q27: Who is eligible to be an elector?	Registered New Zealand Parliamentary electors may vote for members of the board in the district in which they live.
Q28: I have more than one property in different board districts. Can I vote for a member in each of those DHBs?	No, you can only vote for the DHB where you are resident and on the parliamentary electoral roll.
Q29: What method of voting is used?	All DHBs elections use the Single Transferable Voting (STV) system. Under STV, voters mark their preferences with numbers instead of ticks.

MEMBERS	
Questions	Answers
Q30: How much time would I need to spend on DHB work if I was elected?	It does vary depending on the DHB but members should expect a commitment of around 30 days per year, which includes preparation for board and committee meetings, and community liaison. The rule of thumb is for every hour of board/committee meeting allow at least the same amount of time for preparation.
Q31: Do I need any special skills to be a board member?	No, not necessarily. All boards need a mix of skills, backgrounds and experience. This includes people with governance and financial experience, but also community-oriented people who are passionate about health and disability services in their area.
Q32: What are DHB advisory committees?	There are three committees required under the <i>New Zealand Public Health and Disability Act 2000</i> . They are: <ul style="list-style-type: none"> • Community and public health advisory committee • Disability support advisory committee • Hospital advisory committee The DHB may establish others in addition to these three committees (e.g., audit, risk and finance committees).
Q33: How are the members of these committees decided?	The DHB appoints members to these advisory committees. In addition to board members, other members may be co-opted to these committees from outside the board.
Q34: Are there any provisions to ensure that the DHB board membership is representative of the various ethnic groups in New Zealand?	The <i>New Zealand Public Health and Disability Act 2000</i> requires the Minister to . . . "endeavour to ensure that: <ol style="list-style-type: none"> (a) Māori membership of the board is proportional to the number of Māori in the DHB's resident population (as estimated by Statistics New Zealand); and (b) In any event, there are at least two Māori members of the board." The <i>Crown Entities Act 2004</i> requires the Minister to "take into account the desirability of promoting diversity in the membership of Crown entities" when making appointments. <p>People from all backgrounds are encouraged to stand and the STV form of voting is considered to give better representation for minority groups.</p>
Q35: What about women board members?	There are no specific provisions around gender balance in the legislation but women are encouraged to stand – around 45% of current DHB board members are women.

RESULTS	
Questions	Answers
<p>Q36: When will the results be known?</p>	<p>As soon as possible after voting closes at 12 noon on 12 October 2019. The DHBEO will collate the results and then provide a progress and/or preliminary result. Final results will not be known until later in the week after the election when special votes have been counted following confirmation of a voters' eligibility to vote.</p>

SECTION C:

Frequently asked questions relating to licensing trust elections

GENERAL	
Questions	Answers
Q1: What is a licensing trust?	Licensing trusts exist to sell alcohol responsibly through premises in the trust area and decide how surplus profits are returned to the community
Q2: How many licensing trusts are there in New Zealand?	18
Q3: How long have we had licensing trusts?	The first licensing trust was established in 1944 (Invercargill).
Q4: What do licensing trusts do?	Under the <i>Sale and Supply of Alcohol Act 2012</i> , the functions of a licensing trust are: <ul style="list-style-type: none"> • a) To sell and supply alcohol • b) Establish and operate premises for: <ul style="list-style-type: none"> - the sale and supply of alcohol; and - the provision of accommodation for travellers; and - the sale and supply of food and refreshments; and • c) carry on any other business that, in the trust's opinion, can be conveniently carried on in conjunction with the functions set out in paragraphs (a) and (b).
Q5: How many members are there on a licensing trust?	<i>(Enter breakdown of your licensing trust here.)</i>
Q6: Are any members appointed?	The Governor-General may appoint as many members of a licensing trust as are required if at any election no members are elected or fewer members are elected as required. However, where an extraordinary vacancy is created, this must be filled via an election (unless 12 months or less than triennial election day).
Q7: How is the president of the trust decided?	The president of the trust is elected at the first meeting of the trust after the election. The president must be elected from the members of the trust.
Q8: When do current elected board members relinquish their positions?	Elected members take up office the day after the official result has been declared by public notice.
Q9: How long is the term of an elected licensing trust member?	Three years. Elections are held every three years at the same time as the council elections.
Q10: How long is the term of an appointed licensing trust member?	Up to three years but they may be appointed for a shorter time.

Q11: What do licensing trust members do?	They are responsible for the governance of the licensing trust.
Q12: Who runs these elections?	The electoral officer of the territorial authority in whose district the licensing trust is situated is responsible for running the election.
Q13: Who pays for the licensing trust election?	The licensing trust pays for its share of the election costs. Because the licensing trust election is run together with the council election(s), many of the costs are shared between the parties on an agreed basis.
Q14: When are the elections this year?	They are the same day as the council elections. Voting documents will be posted out between 20-25 September 2019 and they must be back with the electoral officer by noon on 12 October 2019 when the election closes.

CANDIDATES	
Questions	Answers
Q15: How much are licensing trust members paid?	This varies according to size and an assessed complexity of the trust. <i>(If they want to know more put them through to the DHBE0 on Phone xxxx.)</i>
Q16: Who is eligible to stand for a licensing trust?	Only residential electors of a trust district qualify as candidates at an election of a trust if they are registered as a New Zealand parliamentary elector and provide proof they are a New Zealand citizen. A person cannot stand if he or she has (directly or by virtue of his or her relationship with another person) such an involvement or appearance of involvement with the alcohol industry that he or she could not perform the duties of a member of a licensing trust without actual bias or the appearance of bias.
Q17: Do you have to be resident in the licensing trust area (or ward if applicable) to stand for that trust?	Yes you do, and the people who nominate you.
Q18: How many trusts can I stand for?	Only one.
Q19: When do nominations open?	They open on Friday 19 July 2019 and close Friday 16 August 2019.
Q20: How much can I spend on my campaign?	There is a campaign expenditure limit based on how many people live in the trust's district. Your territorial authority electoral officer will be able to respond to this. <i>(List the name of the licensing trust electoral officer for your trust.)</i>

VOTING	
Questions	Answers
Q21: Is there any information available to all electors about the people who are standing?	Candidates are entitled to complete a 150 word (maximum) profile statement about themselves. This statement will be published in a booklet with information about all candidates and sent out with voting documents. It may also be available on the territorial authority's website.
Q22: Who is eligible to be an elector?	Registered New Zealand parliamentary electors may vote for members of the trust in the district in which they live
Q23: I have more than one property in different licensing trust areas. Can I vote for a member in each of those licensing trusts?	No, you can only vote for the trust where you are resident and on the parliamentary electoral roll.
Q24: What method of voting is used?	Licensing trust elections are mainly conducted using the First Past the Post (FPP) voting system.

MEMBERS	
Questions	Answers
Q25: How much time would I need to spend on licensing trust work if I was elected?	It does vary depending on the trust. <i>(Add information if you have any.)</i>
Q26: Do I need any special skills to be a trust member?	No, not necessarily. All trusts need a mix of skills, backgrounds and experience. This includes people with governance and financial experience, but also community-oriented people who are passionate about this area.



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