

### Candidate Information Presentation for Ashburton District Council



Anthony Morton ADC Electoral Officer



Hamish Riach ADC Chief Executive

# 2019 Local Government Elections PART ONE

### What is local government all about?



# What is Local Government all about?





It's a complex business! Under more than 125 pieces of legislation, Council is responsible for:

- Formulating the District's strategic direction in conjunction with the community through the Long Term Plan (LTP) and reporting on progress
- Determining the services and activities to be undertaken by the Council
- Managing various regulations and upholding the law, including the formulation and enforcement of bylaws
- Advocating on behalf of the local community with central government, other local authorities and other agencies
- Environmental management through the Ashburton District Plan
- Ensuring local communities are encouraged to contribute to the decision-making processes of local government

# What does an elected member do?





- There to represent and lead the district "eyes and ears"
- Represent interests of council
- Formulate strategic direction and priorities
- Determine budgets
- Monitor performance
- Develop and oversee policy
- Ensure prudent use of council resources
- Employ and monitor the performance of the CE only

# **Core competencies**



- Genuine interest for issues faced by Ashburton citizens
- Relate to wide range of people good people skills
- Competent listening and public speaking skills
- Express ideas clearly and be results focussed
- Understand, analyse and resolve complex issues
- Understand governance versus management
- Think "district-wide" on issues
- Commit to elected members' Code of Conduct

### **Current Council meetings**



- Council and Committee meetings are held every 6 weeks
- Other subcommittees, working groups, project steering groups etc. are formed as needed
- Generally mayor is full time job, councillor 2-3 days per week and community board member 1-2 days per month
- A lot of reading of reports and agendas required
- Flexible working hours evening and weekend work required

### **Council remuneration**



- The Remuneration Authority sets remuneration for elected positions in local government
- New salary levels will take effect after October election
- Councillor base salary is the minimum and Councillors receive a higher duties allowances in recognition of additional responsibilities
- Additional expenses, identified in the EM Allowances & Reimbursement Policy can be claimed (eg vehicle mileage, communications equipment, childcare)

Mayor's salary	\$121,500 p.a.
Base councillor salary	\$25,047 p.a.
Methven Community Board Chair	\$5,396 p.a.
Methven Community Board Member	\$2,698 p.a.

### **Representation Review**



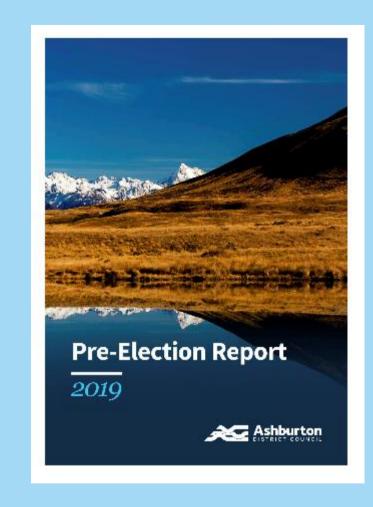
- Local Government Commission released their decision on Council's representation in April 2019
- Ward boundary changes
  - Lake Hood now included in the Ashburton Urban Ward
  - Boundary between Eastern/Western Ward was shifted closer to State Highway 1
  - Minor changes to align with Statistics New Zealand
- Reduction in the number of Councillors from 12-9
- No change to Methven Community Board representation or boundaries



### **Pre-Election Report**



- Designed to promote informed discussion about the issues facing Council
- Focused on how Council is performing financially, including our current financial position
- Signals key spending issues
- Provides information on the major projects we expect to deliver in the next three years





### **PART TWO**

### **2019 Election Details**

## **Electoral Team**





### Anthony Morton - ADC Electoral Officer 0800 666 928 or ashburtondc@electionz.com Phillipa Clark - ADC Deputy EO (03) 307 7700 or phillipa.clark@adc.govt.nz

# Who is electionz.com?





- Election management company based in Christchurch
- 10 full time staff
- Average about 200 elections in NZ each year
- EO for 33 councils, 4 RCs and 10 DHBs
- Carrying out vote processing for 42 councils, 650K voting papers

#### EO for:

 Tauranga, Rotorua, Taupo, Waipa, Otorohanga, Waitomo, South Waikato, Ruapehu, Rangitikei, Manawatu, Palmerston North, Horowhenua, Napier, Central Hawkes Bay, Carterton, Masterton, South Wairarapa, Upper Hutt, Wellington, Nelson, Westland, Kaikoura, Hurunui, Waimakariri, Selwyn, Ashburton, Mackenzie, Waimate, Waitaki, Dunedin, Central Otago, Gore, Invercargill

#### Vote processing only for:

Hastings, Tararua, Hutt, Tasman, Marlborough, Christchurch, Timaru, Queenstown Lakes and Chatham Islands

### **EO Role & Responsibilities**



- The Electoral Officer (EO) is solely responsible for the conduct of the election
- The EO is not subject to the directions of any local authority, elected members, or the CE
- NB Not responsible for monitoring campaigning by candidates. Only deals with alleged breaches of the Act by passing them to the Police.

# Key Dates



Electoral signs can go up

- Nominations open
- Nominations close
- Delivery of voting papers
- Special voting period
- Close of voting
- Progress results available
- Removal of election signs
- Official declaration
- Candidate expenses deadline

**12 July**(Friday) **19 July** (Friday) 12 noon, 16 August (Friday) 20 – 25 September (Friday-Wednesday) 20 September - 12 October 12 noon, 12 October (Saturday) 12 October, approx 2pm by midnight **13 October** (Sunday) likely to be **17 October** (Thursday) probably **12 December** (Thursday)

### Positions to be filled within ADC area:





#### Mayor

#### Councillors - 9 councillors from 3 words

- Ashburton Ward
- Fastern Ward
- Western Ward

2 councillors 2 councillors

5 councillors

#### **Community Board members**

Methyen CB



Ashburton Licensing Trust

At Large across Trust Area

5 members



Canterbury DHB



#### **Environment Canterbury**

Mid-Canterbury/Opakihi

2 members



**District Health Board** 

Te Poari Hauora ō Waitaha

7 members at large (STV)

6 Trustees

# **PART THREE**

# The Nomination Process



Nominations must be in the hands of the Electoral Officer/Official before 12 noon, Friday 16 August 2019

#### A: CANDIDATE to fill out after reading important information on reverse

I (candidate's full name),

accept the nomination and confirm that I have read and understand the **Eligibility and Candidacy** notes on the reverse of this form and certify that I am qualified to be a candidate under section 25 of the Local Electoral Act 2001 and regulations and that I am not disqualified under section 58 of the Local Electoral Act 2001. In particular, I am a New Zealand citizen and a parliamentary elector and I am not a candidate for election to the Canterbury Regional Council (Environment Canterbury).

Address (as listed on the parliamentary roll):

**Email** (EO's preferred first point of contact):

Mobile phone:

Home phone:

I understand that the details provided on this nomination paper will be publicly available for election purposes.

Please advise the Electoral Officer at the time of lodging your nomination if there are contact details that you would not like to be published. Note: Section 55(5) of the Local Electoral Act 2001 requires that this nomination form be available for public inspection at the Ashburton District Council offices located at 5 Baring Square West, Ashburton. Please note that candidate and nominator details provided on this form may also be made available from the Ashburton District Council website.

I submit with this nomination (please tick appropriate circles):	Evidence of NZ citizenship	Evidence of deposit (\$200)	O Photo	Profile statement	
understand that, in not providing a profile or photo, the words "Profile/Photo not supplied" will appear below my name in the profile booklet that will be sent out with the voting paper. All nomination documents must be submitted at the same time.					
My principal place of residence		aburton District area		ITHIN the Achburton District area	

My principal place of residence ( <i>tick ONE circle</i> ):	is <b>WITHIN</b> the Ashburton District area	is <b>NOT WITHIN</b> the Ashburton District area		
I am also standing for the following elections:				
I wish my name to be shown on the voting document as:				
I wish to use the following affiliation (To be left blank if the candidate does not wish to use any party/group affiliation. A candidate with no affiliation may request that 'independent' be shown):				
Signature:		Date:		

# **Nomination Process**





Nomination Period – Friday 19 July to midday Friday 16 August All nomination documents **must** be submitted together

- Nom paper, profile statement, photo, evidence of \$200 deposit
- Should provide evidence of NZ Citizenship (passport, birth cert)
- Can be lodged at Ashburton DC main office or emailed
- Will accept online banking of deposits evidence required
- Cheques will **not** be accepted
- Candidate contact details will be public info
- Party affiliations cannot be offensive, confusing, or too long
- Confirmed candidate listings available from council website

# **Candidate Qualifications**



#### **MUST BE:**

- A New Zealand citizen (required to provide evidence)
- Enrolled on the parliamentary electoral roll (in NZ)
- Nominator and seconder on the roll in the area

#### CANNOT:

- Be serving a prison sentence of three or more years
- Stand for Canterbury Regional Council and ADC
- Have interest in a contract over \$25K per year with council without OAG approval

#### CAN STAND:

- For both mayor and/or councillor and/or community board and/or ALT
- For DHB and any position on council or ALT
- If you live outside area, but must state that on nom paper

#### **CAN'T WITHDRAW AFTER NOMINATIONS CLOSE**

### Candidate Profile Statements & Photos



#### **Candidate Profiles**

- May be provided (not mandatory) see pages 18 & 32 of handbook
- If provided, must be provided electronically with the other nomination documents, as an email attachment (MS Word) or on a pen drive
- Up to **150** words about the candidate, their policies and intentions
- Cannot comment on policies etc of any other candidate
- Hand written profiles will **not** be accepted

#### **Photos**

- Should be in **colour**, within last **12 months**, head and shoulders shot only (no hats, sunglasses, children, pets or friends)
- Should be supplied electronically as jpgs.
- Profiles and photos on ADC website as soon as ready after close of nominations
- Profiles (and photos) should be emailed to the DEO but a hard copy must be attached to the nom paper if lodging personally i.e. all docs submitted together



#### Nominations must be in the hands of the Electoral Officer/Official before 12 noon, Friday 16 August 2019

	fill out after readin	g important informa	tion on reverse		
I (candidate's full name	e),				
am qualified to be a car	ndidate under section 25 ( 1. In particular, I am a Ne	ead and understand the <b>Eli</b> of the Local Electoral Act 2 w Zealand citizen and a pa	2001 and regulations and	that I am not disgualified	under section 58 of the
Address (as listed on the parliamentary roll):					
Email (EO's preferred t	First point of contact):				
Mobile phone:			Home phone:		
I understand that	the details provided on the	his nomination paper will	be publicly available for e	lection purposes.	
Note: Section 55(5) of Council offices locate	of the Local Electoral Act 2	e of lodging your nominat 2001 requires that this non st, Ashburton. Please note uncil website.	nination form be available	e for public inspection at	the Ashburton District
I submit with this nomi (please tick appropriate		Evidence of NZ citizenship	Evidence of deposit (\$200)	O Photo	Profile statement
I understand that, in no	t providing a profile or ph	noto, the words "Profile/Pl ation documents must be	noto not supplied" will ap		ne profile booklet that
My principal place of re (tick ONE circle):	sidence	is <b>WITHIN</b> the Ash	burton District area	is NOT WITHIN th	e Ashburton District area
I am also standing for t	he following elections:				
I wish my name to be show	n on the voting document as:				
I wish to use the follow may request that 'indep		blank if the candidate does	not wish to use any party	y/group affiliation. A canc	lidate with no affiliation
Signature:				Date:	
B: NOMINATORS	to fill out				
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		ict Council hereby nomina	ate <i>(candidate's full name</i>	<i>.)</i> :	
We, the undersigned el with his/her consent, as	ectors of <b>Ashburton Distr</b>	ict Council hereby nomina e of Mayor of the Ashburt			held on Saturday
We, the undersigned el with his/her consent, a: 12 October 2019.	ectors of <b>Ashburton Distr</b> s a candidate for the office	-			held on Saturday
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#### ELIGIBILITY & CANDIDACY NOTES

- 1 Candidates for the position of Mayor do not need to live within Ashburton District area, but must be enrolled as a NZ parliamentary elector.
- 2 Both nominators must be enrolled as electors of the Ashburton District Council.
- No person can be elected to a local authority if he/she is concerned or interested in contracts over \$25,000 with that local authority. This restriction is waived if prior approval from the office of the Controller and Auditor-General is obtained (section 3/1) Local Authorities (Members' Interests) Act 1968).
- 4 A candidate may stand for either the regional council or a city or district council (including community or local boards) within the regional council's area but
- not both [section 58 LEA].
- 5 A candidate cannot nominate themselves for office.
- 6 A candidate may under section 56 of the Local Electoral Act 2001 (LEA) be nominated under a name which the candidate is commonly known provided that the name will not: cause offence to a reasonable person; be unreasonably long; include or resemble an official rank or title; cause confusion or mislead electors [section 56 LEA].
- 7 Where no affiliation is claimed, or an affiliation is disallowed by the Electoral Officer under section 57 of the LEA, nothing will be shown in the public notice or the voting paper against the candidate's name. A candidate with no affiliation may request that 'Independent' be shown.
- 8 Under section 121 of the LEA, any person is liable to a fine of up to \$2,000 who:
- (a) Knowing themselves to be ineligible for election, consents to being nominated for election; or
- (b) Nominates any person as a candidate whom he/she knows to be ineligible for election; or
- (c) Not being the candidate signs any nomination paper knowing that they are not qualified to vote at the election.
- 9 Each nomination must be accompanied by the required deposit of \$200.00 (inclusive of GST) or proof of an electronic deposit.
- 10 Evidence of NZ citizenship is required at the time of candidate nomination. Acceptable evidence includes NZ passport, NZ birth certificate or NZ citizenship documentation.
- 11 Nominations of candidates must be in the hands of the Electoral Officer, Ashburton District Council, 5 Baring Square West, Ashburton, before 12 noon on the 16 August 2019.
- 12 An employee of a local authority may stand for election as mayor or councillor of that local authority, but if elected, must resign as an employee of the local authority before taking office. This provision does not apply to employees of a local authority elected to a community or local board.
- 13 Previous restrictions on Police employees wanting to stand for election to a local authority avec to a community or reduced the are now no restrictions applying to Police employees wishing to stand in local authority elections.

Return by: post to:	The Electoral Officer, Ashburto	n District Council, PO B	ox 94, Ashburton		
or, deliver to:	Ashburton District Council, 5 Baring Square West, Ashburton				
or, scan and email to:	phillipa.clark@adc.govt.nz				
Payments can be made by <b>c</b> a this form by hand or by <b>onli</b>	ash or eftpos directly at the Asht ne banking using the details pro	ourton District Council o vided below:	offices at 5 Baring Squar	e West, Ashb	ourton, if you are returnir
Account name:	Ashburton District Cou	incil Bank:		Westp	ac
Account number:	03 1592 0521970 00	Particula	ars/Reference:	ELECT	TON
Code:	(Your initials and surna	ame)			
Refunds of nomination depo your refund.	sits <i>(where eligible)</i> will be made	by online deposit into	a bank account. Please	list below the	bank account to use for
Account name:					
Account number:	et he in the hands of th	- Electoral Office	ar hefore 12 noon	Friday 1	6 August 2019
Nominations mi All nomination do ELECTORAL OFFICIA	ust be in the hands of th curnents must be submitted at th L to fill out	ne same time. For assis	er before <b>12 noon</b>		0800 666 928
Nominations mu All nomination do ELECTORAL OFFICIA Received at the hour of:	ust be in the hands of th cuments <b>must</b> be submitted at th	ne same time. For assis	er before <b>12 noon</b>		
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#### A: CANDIDATE to fill out after reading important information on reverse

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(candidate's full	namal	
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accept the nomination and confirm that I have read and understand the <b>Eligibility and Candidacy</b> notes on the reverse of this form and certify that I am qualified to be a candidate under section 25 of the Local Electoral Act 2001 and regulations and that I am not disqualified under section 58 of the Local Electoral Act 2001. In particular, I am a New Zealand citizen and a parliamentary elector and I am not a candidate for election to the Canterbury Regional Council (Environment Canterbury).

Address (as listed on the parliamentary roll):

**Email** (EO's preferred first point of contact):

Mobile phone:

Home phone:

) I understand that the details provided on this nomination paper will be publicly available for election purposes.

Please advise the Electoral Officer at the time of lodging your nomination if there are contact details that you would not like to be published. Note: Section 55(5) of the Local Electoral Act 2001 requires that this nomination form be available for public inspection at the Ashburton District Council offices located at 5 Baring Square West, Ashburton. Please note that candidate and nominator details provided on this form may also be made available from the Ashburton District Council website.

I submit with this nomination (please tick appropriate circles):	Evidence of NZ Citizenship Evidence of deposit (\$200	)) Photo Profile statement		
I understand that, in not providing a profile or photo, the words "Profile/Photo not supplied" will appear below my name in the profile booklet that will be sent out with the voting paper. All nomination documents must be submitted at the same time.				
My principal place of residence (tick ONE circle):	is <b>WITHIN</b> the Ashburton District area	is <b>NOT WITHIN</b> the Ashburton District area		
I am also standing for the following elections:				
I wish my name to be shown on the voting document as:				
I wish to use the following affiliation (To be left blank if the candidate does not wish to use any party/group affiliation. A candidate with no affiliation may request that 'independent' be shown):				
Signature:		Date:		

# **Example Profile Statement**

Wellington City Council

Electing the Mayor



Celia WADE-BROWN

My principal place of residence is not in the Wellington Auto-populated text

I am also standing for the Northern Ward and the Capital and Coast DHB.

Celia Wade-Brown is an approachable, fair and inclusive leader. Her positive Council contribution, community

with an and onen energy lad clanificant anergy and water

work and business background offer a good combination of skills. She

Hard-coded text

# **PART FOUR**

### Campaigning



# Campaigning



- Can commence any time
- Generally no rules around campaigning or conduct, but:
  - Can't use council resources for campaigning (logo, branding, colours, ADC FB or twitter feed, photos, council buildings)
  - Voting papers should not be collected from electors by candidates or their assistants
- Election expenses for campaigning must be recorded and declared in a return after the election
- Any campaign material (signs, posters, billboards, flyers, ads, cars, social media) must have an authorisation from the candidate or their agent, stating their name, and physical address
  - Not a PO Box, Private Bag, rural number, website address, council's street address
  - Should be on the front of the sign or promotional material (not the back)
- Any content of signs is subject to ASA guidelines and complaints process must be factual
- Usual rules of defamation apply but don't complain to EO if you don't like what someone says about you!

### **Social Media**



#### During the three month election period:

- Council's social media channels will unlike / unfollow all candidate social media channels
- Candidates must not link their own social media channels (if they are used for campaigning purposes) to the Council's social media channels, and must ensure that they have the appropriate authorisation
- ADC social media channels cannot be used for electioneering by candidates or members of the public – will be constantly monitored and strictly enforced
- Any post positive or negative made by any individual specifically relating to their own or someone else's nomination, intention to run for Council or election campaign, will be removed
- Council's social media channels will remain neutral. Council will promote elections and the importance of voting but will not associate these posts with any candidates
- During the lead up to elections, the current Mayor and Councillors may be used in social media posts where it is appropriate and is considered 'business as usual' to use them.
- e.g. you cannot campaign on Council's channels, or piggyback on their audiences

# **Election signs**



- See page 24 of candidate handbook
- Election signs can go up from **Friday 12 July**(3 months prior to election day)
- Must comply with ADC hoardings policy re size and placement
- Can be on private land, with owners permission
- One sign per candidate per site
- NZTA rules apply for State Highways, see page 24
- Vehicle signwriting is ok cost of running a vehicle if it is own personal transport is **not** an election expense
- Must include authorisation statement
- Complaints made to ADC's Enforcement Officers not the EO or DEO
- Election signs to come down by midnight **Sunday13 October**

### **Authorisation on Signs**





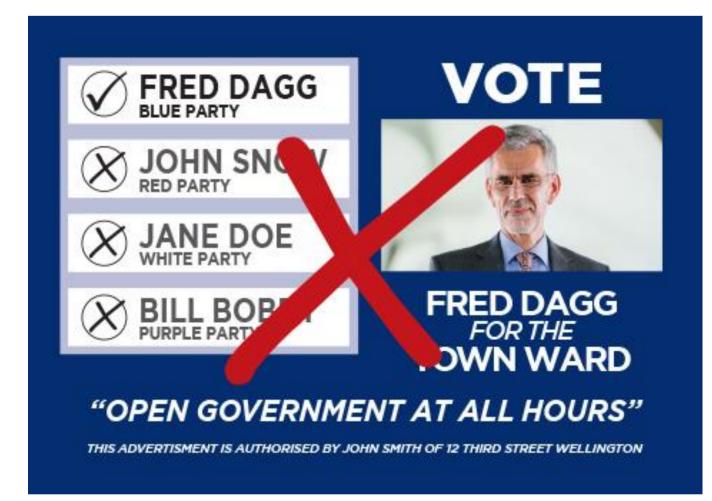


### FOR THE TOWN WARD

#### "OPEN GOVERNMENT AT ALL HOURS"

THIS ADVERTISEMENT IS AUTHORISED BY GLADYS EMMANUEL OF 99 DONCASTER STREET HASTINGS

# **Example of Non-compliant Sign**



# Election Expenditure Limits

Ashburton Mayoralty Ashburton Ward Eastern Ward Western Ward Methven CB

Ashburton Licensing Trust

\$20,000 \$14,000 \$7,000 \$7,000 \$3,500

electionz.com

voting made easy



\$20,000

# **Election Expenses**

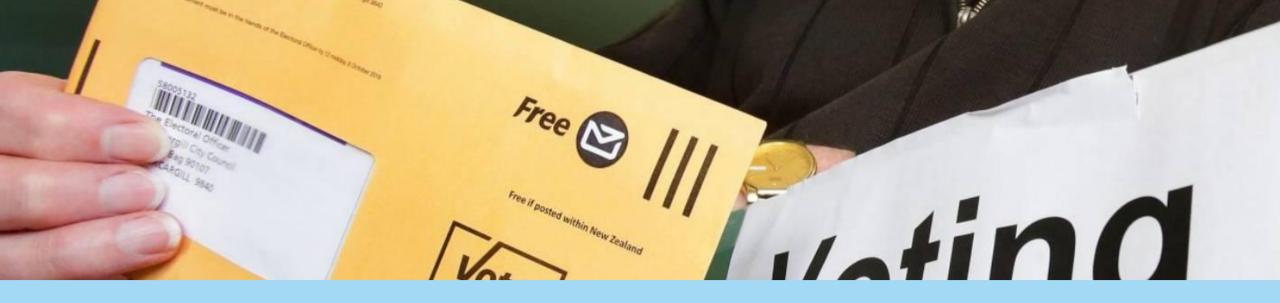


- If standing for more than one position the higher limit applies
- The applicable period for which campaign expenditure limits apply is 3 months before election day 12 July 2019
- Candidates required to provide details of electoral expenses incurred before or after the applicable period to Electoral Officer – pro-rata expenses for activity outside the 3 months
- Electoral expenses and electoral donation returns required within 55 days after the official result declaration – about 12 December
- Deposit not refunded until the return is completed (provided candidate gets more than 25% of the votes of the lowest successful candidate)
- Electoral expenses and electoral donations returns are public documents available on council website for **7 years**
- See pages 20 & 34 of handbook

# **Electoral Donations**



- No time limit on when donations are received, every donation to be recorded
- You don't have to accept a donation be careful of reason for donation
- If over \$1500 must be included in candidate expenditure return
- No such thing as an "anonymous" donation if you know who it has come from:
  - someone can't give a donation and ask for it to be treated anonymously
  - anonymous means you don't know who it came from, can't reasonably work it out
  - A third party who passes on a donation must disclose who the donor is
- An anonymous donation cannot be over \$1,500:
  - if it is, candidate can't keep balance over \$1,500, it must be given to EO to pass onto council
  - a donation made up of contributions (e.g. to a trust) is treated as one donation, and can't be over \$1,500
  - it is an offence to circumvent \$1,500 limit, i.e. by deliberately splitting up a donation into smaller contributions.



### **PART FIVE**

### **Election Process and Results**



# **Voting Process**



- Postal voting only no early voting process
- Voter packs lodged with NZ Post Thursday 19 September
- Deliveries from 20 September
- Closes 12 noon on election day, 12 October 2019
- Special voting available in person at the Council office, or can be posted out to applicants
- Applicants can come in or contact DEO by phone or email
- Candidates should not collect voting documents on behalf of electors

# **Election Results**



Preliminary count occurs from 12 noon, Saturday 12 October 2019

Progress results expected about 2pm – approx 98% of votes received (not special votes and votes in transit to processing centre).

- Progress results:
- Will be available from council's website
- email to all candidates with email address

Preliminary results expected by Sunday 13 October, after all ordinary votes have been processed

Final results expected by Thursday 17 October, after special votes have been processed

# **Coming into Office**



- All members come into office on the day following the day on which the candidates are declared to be elected
- This is the day after the public notice has been published - expected to be Friday 18 or Saturday 19 October
- Successful candidates contacted by mayor/staff
- Council's inaugural meeting and the "swearing in" of elected members (elected candidates cannot act until this has occurred)

## Resources



#### ADC website - <u>www.adc.govt.nz</u>

- candidate handbook and nomination papers
- Links to other election related organisations and material
- ADC's Pre-election report available in July 2019:
  - To inform the community and candidates on key aspects of Council business
  - To set out major projects and expenditure for next 3 years
  - To promote discussion on issues and inform any elections debate

**Legislation** (LEA, LER) – viewable from <u>www.legislation.govt.nz</u>

Ashburton Licensing Trust – <u>www.ashburtontrust.co.nz</u> Canterbury Regional Council – <u>www.ecan.govt.nz</u> Canterbury DHB – <u>www.cdhb.health.nz</u>

# Last words



Nominations – don't be late!

- Campaigning stick to your own promotion
- Election results on websites/email progress/prelim/final
- Election day Saturday 12 October 2019 Good luck!!