



# Political Activities Procedure

Procedure Number  
WCDHB-HR-0031

Version Nos:  
**5**

## 1. Purpose

The West Coast District Health Board (WCDHB) will follow this Procedure to ensure it is apolitical in relation to general and local body elections, provide guidance for staff members wishing to stand as a candidate, and to seek to minimise interruptions and disruptions to its workforce and patients/consumers.

## 2. Application

This Procedure is to be followed by all WCDHB staff and Board members.

## 3. Definitions

For the purposes of this Procedure:

**Public Servant** is taken to mean a person employed in the service of the Crown, not being honorary service. (as per the definition contained in the Electoral Act 1993).

## 4. Responsibilities

For the purposes of this Procedure:

**Staff Members are:**

- required to inform their Manager and the Chief Executive Officer intention to stand for election to parliament;
- not permitted to wear political party emblems, ribbons or badges whilst they are on duty;
- required to abstain from involvement in any issue where there is a conflict of interest between their employment with WCDHB and their position as an elected member of a local body.

## 5. Resources Required

This Procedure requires no specific resources.

## 6. Process

- 1.00 WCDHB will deny access to its facilities and staff (while on duty) by individuals/groups aiming to influence staff views on political, religious or other views that are not consistent with the objectives of the WCDHB (as defined by Section 22 of the New Zealand Public Health and Disability Act (2000).
- 1.01 WCDHB will not grant permission for canvassing on any issue to occur on or within its premises.
- 1.02 WCDHB does not permit the posting of political notices or political party emblems, ribbons or badges on any part of its IT system (including email, websites and bulletin boards), physical notices boards, walls, doors, any other structure within or on any of its premises, and in or on any of its vehicles.
- 1.03 WCDHB staff members are not permitted to wear political party emblems, ribbons or badges whilst they are on duty.



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- 1.04 WCDHB staff may stand for election to Parliament. Staff members wishing to stand for election to Parliament must:
- (i) notify their Manager and the Chief Executive Officer in writing;
  - (ii) apply for annual leave or leave without pay (this leave to commence on the day of the staff member's nomination and continue until the first working day after polling day, unless the nomination is withdrawn);
  - (iii) resign from WCDHB if they are elected to parliament.
- 1.05 The stand down period (as detailed in Section 1.04 (ii)) for a staff member standing as a candidate for Parliament may be required to start earlier if the individual staff member's candidacy interferes with the performance of their duties. This decision is to be made by the Chief Executive Officer (where the candidate is the Chief Executive, this decision is to be made by the Chairperson of the Board).
- 1.06 Staff may become candidates for local body elections. If so elected, and the elected position requires a full-time commitment, the staff member will be required to resign. If the commitment is only part-time, the WCDHB Political Activities Procedure applies.
- 1.07 In relation to any issue before the local body in which WCDHB may have a direct interest, and where the staff member has a responsibility to represent this interest, the staff member may need to abstain their interest in that particular issue.
- 1.08 No staff member standing as a candidate is allowed to use any of the resources of the WCDHB to assist their election prospects, or those of any political party, including use of staff time and communications (postage, fax, phone, email).
- 1.09 No staff member is allowed to use any of the resources of the WCDHB to assist the election prospects of any other individual or political party, use of staff time and communications (postage, fax, phone, email).
- 1.10 Although Board members are not covered by the State Services Commission's requirements unless they are also DHB employees. However, the WCDHB believes that if a Board member is standing as a candidate for a general election, then in order to avoid any possible conflict of interest (either real or perceived) then the Board member will be required to stand down from their Board position, and abide by the provisions of this Procedure.

## 7. Precautions And Considerations

- ➔ Staff members must inform their Manager and Chief Executive Officer of their intention to stand for election to parliament.
- ➔ Staff members are not permitted to wear political party emblems ribbons or badges whilst they are on duty.

### 8. References

Electoral Act (1993)

Electoral Finance Act (2007)

New Zealand Public Health and Disability Act (2000)

State Services Commission “State Servants, Political Parties and Elections – Guidance for the 2008 Election Period”

### 9. Related Documents

There are no other documents associated with this Procedure.

<b>Revision History</b>	<b>Version:</b>	5
	<b>Developed By:</b>	Corporate Services: HR
	<b>Authorised By:</b>	Chief Executive Officer
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