

The background of the entire page is a close-up photograph of several green fern fronds. The fronds are in various stages of focus, with some in the foreground being sharp and others in the background being blurred. The lighting is soft, highlighting the texture of the leaves.

Raukawa ki te Tonga Trust

CANDIDATE INFORMATION BOOKLET
2017 Election of Trustees

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INTRODUCTION

This booklet outlines information which may be of interest to you as a candidate in the 2017 Raukawa ki te Tonga Trust election of Trustees.

It has been prepared as a guide to assist possible candidates and others interested in election issues with general information on the election.

Candidates or other persons requiring more detailed information should contact the Chief Returning Officer, Anthony Morton on 0800 666 038.

Chief Returning Officer

The Trust has appointed Anthony Morton from electionz.com as the Chief Returning Officer. Anthony Morton works for electionz.com, an elections management company based in Christchurch. electionz.com has been conducting elections in New Zealand since 2000, including numerous polls and elections for Māori Trust Boards.

The role of the Chief Returning Officer (CRO) is to conduct the election in accordance with the Trust Deed, as well as in accordance with standard election management practices. Subject to the Trust Deed the CRO has complete and final control over how the election is carried out.

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

Queries regarding the actions or performance of the CRO for the Raukawa ki te Tonga Trust should be directed to Whare Akuhata, Trust Secretary, phone 021 307327.

For further information please phone the Chief Returning Officer, Anthony Morton on the free phone election helpline: 0800 666 038.

GOVERNANCE & TRUSTEE REQUIREMENTS

Governance

The Raukawa ki te Tonga Trust (the Trust) was established in 2010 as a mandated Iwi Organisation under the Māori Fisheries Act 2004.

The Trust has been established to hold and manage on behalf of Raukawa ki te Tonga, assets derived from the Treaty of Waitangi Fisheries settlement.

The Trust is governed by seven elected Trustees. In carrying out their duties the elected Trustees will be guided by the provisions of the Trust Deed. The Trust Deed stipulates that the effective governance of The Trust is best achieved by the rotation of approximately half of the trustees every 18 months.

To achieve that objective, three of the Trustees must retire by rotation later this year. The retiring Trustees are Rachael Selby and Dan Arapere. The retiring Trustees can stand for re-election if they wish however Dan Arapere and Jerald Twomey have indicated they do not intend re-standing this year. The Trustees elected at this election will hold office for a three year term at which time they must retire by rotation.

In addition to the three ordinary vacancies listed above there is also one extraordinary vacancy on the Trust to fill. That vacancy has arisen from the resignation of one of the other current trustees, Te Kenehi Teira. The trustee elected to fill that position will hold office for a two year term, expiring in 2019.

Purpose of the Trust and Strategic Governance

Section 3 (clauses 3.1-3.4) of the Trust Deed cover the purposes of the Trust and strategic governance provisions. Prospective candidates should familiarise themselves with those provisions of the Trust Deed. A copy of the Trust Deed can be viewed from the Trustees page of the Trust website: www.raukawakitonga.maori.nz.

Requirements of Trustees

Clause 4 of Schedule 2 of the Trust Deed specifies the following requirements for nomination of a Trustee. These requirements are also listed on the reverse of the nomination paper:

4.1 Any person seeking nomination as a Trustee must:

- (a) be an Adult Registered Member;
- (b) not be a Prohibited Person* (see definition below)
- (c) be familiar with Kaupapa Tuku Iho and Tikanga; and
- (d) commit to all of the following Trustee requirements:
 - (i) attend all Trustee meetings unless excused;
 - (ii) possess a working knowledge of this Deed;
 - (iii) possess a working knowledge of the Trust's obligations under the Act, trust law and other relevant legislation;

- (iv) adhere to the Trust's procedures;
- (v) be able to articulate personal and responsible views in Trust discussions;
- (vi) have a basic understanding of the issues presented to the Trust at each meeting;
- (vii) be able to analyse and prioritise issues and be willing to make informed decisions for the benefit of all Members; and
- (viii) be prepared to actively participate in Trustee development workshops and opportunities.

*Clause 4.2 of the Trust Deed lists the following criteria for cessation of office for a Trustee.

Any person shall cease to be a Trustee if he or she:

- (a) has been in office for more than 3 years since his or her election;
- (b) refuses or is unable to act in his or her capacity as a Trustee;
- (c) resigns or retires as a Trustee by giving notice in writing to the Trust;
- (d) fails or neglects to attend 3 consecutive meetings of the Trustees without leave of absence, unless it appears to the other Trustees at their first meeting after the last of such absences that there is a proper reason for such non-attendance;
- (e) is or becomes of unsound mind, is or becomes a person in respect of whose affairs an order under the Protection of Personal and Property Rights Act 1988 is made, or is or otherwise becomes unfit or unable to act as a Trustee;
- (f) is or becomes a bankrupt who has not obtained a final order of discharge, or whose order of discharge has been suspended for a term not yet expired, or is or becomes subject to a condition not yet fulfilled, or to any order under section 111 of the Insolvency Act 1967;
- (g) is or becomes disqualified from:
 - (i) acting as an officer of a charitable entity pursuant to section 16 of the Charities Act 2005 or;
 - (ii) from being a director of a company under section 199K of the Companies Act 1955 or section 383 of the Companies Act 1993;
- (h) is or has ever been convicted of an offence involving dishonesty as defined in section 2(1)(d) of the Crimes Act 1961, or an offence under section 373(4) of the Companies Act 1993 (unless that person is an "eligible person" for the purposes of the Criminal Records (Clean Slate) Act 2004, or
 - (i) dies.

ELECTION TIMETABLE

KEY DATES

ELECTION REQUIREMENT: FOUR (4) positions on the Raukawa ki te Tonga Trust

1 May 2017 (Monday)	Nominations Open. First public notice calling for nominations placed in the Dominion Post newspaper and individual notices mailed to registered adult Trust members without an email address or emailed to registered adult Trust members with email addresses.
26 May 2017 (Friday)	Nominations close 12 noon. Candidates advised to the Trust.
9 June 2017 (Friday)	Voting papers lodged (if election required).
7 July 2017 (Friday)	Voting closes at 12 noon (if election required).
7 July 2017 (Friday)	Final election result sent to Trust and confirmed to candidates.
15 July 2017 (Saturday)	Final election result advertised in Dominion Post.

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NOMINATIONS

Nomination Papers

Each nomination must be made on the official **nomination paper**. Nomination papers are available from the Chief Returning Officer, Anthony Morton, *electionz.com* Ltd and can be requested by:

Free Phone: 0800 666 038

Email: nominations@electionz.com

Nomination forms are also available from the Trust office, phone 0800 9262642 extension 813.

Lodgement of Nomination Papers

Nominations close at 12 noon on Friday 26 May 2017.

- Nomination papers must be received in the hands of the Chief Returning Officer, Anthony Morton no later than the above time and date.
- Nomination papers should be scanned and emailed to nominations@electionz.com.
- Once lodged, nomination papers are checked to ensure that the candidate and nominators are on the Register.
- Nominations must be accompanied by a brief candidate profile of the candidate. A photo of the candidate can also be submitted. The nomination paper will not be accepted if the candidate's profile statement is not submitted with it. (See page 10 for further details on the format of candidate profile statements).
- The lodgement of nomination papers should not be left to the last minute. Should a nomination paper be lodged late on the morning nominations close, and be incorrectly completed or refer to an ineligible nominator, there may be insufficient time to correct the situation and the nomination paper could be invalidated.

Please do not leave lodging your nomination to the last minute.

- It is **not** recommended that nomination papers be mailed to the Chief Returning Officer as there is no guarantee of delivery time.
- If a candidate cannot email the completed nomination documents to the Chief Returning Officer, they should phone the Election Helpline on 0800 666 038 to discuss other suitable delivery options.
- Email or phone confirmation of an accepted nomination will be given to each candidate as soon as the nomination paper is verified.

Processes After the Close of Nominations

Once nominations have closed, a list of all candidates will be provided to the Trust, for publication on the Trust's website, www.raukawakitonga.maori.nz and will be emailed to those candidates who have supplied an email address.

If an election is required, voting documents will be prepared with candidate names appearing alphabetically by surname on the voting documents.

Voting packs will be mailed to registered members from Friday 9 June 2017, with voting closing at 12 noon on Friday 7 July 2017. Each voter pack will consist of a voting paper, a candidate profile sheet and a return envelope for those wishing to vote by post.

ENROLMENT, CAMPAIGNING AND VOTE PROCESSING

Enrolment Requirements

Anyone who is 18 years old or over and who holds the appropriate whakapapa is entitled to enrol on the members register and go through the iwi/hapū verification process. If an election is required, voting papers will be sent to all those members whose names appear on the register as at 5pm on Friday 26 May 2017. Enrolments can continue to be accepted up to the close of voting for this election. Anyone enrolling after Friday 26 May 2017 will be issued a special voting paper which will be subject to verification.

Enrolment forms are available from the Trust office by phoning 0800 9262642 extension 726, or visiting the Trust website, www.raukawakitonga.maori.nz. Each application requires the member to provide full name, date of birth, contact details and whakapapa details.

Campaigning

- Election campaigning by candidates can commence at any time
- No election campaigning material can contain any untrue statement defamatory of any candidate
- No election campaigning material can include any Raukawa ki te Tonga Trust logos or artwork
- No election material may contain an imitation voting paper which has the names of the candidates with any direction or indication as to the candidate a person should vote for, or in any way contain such direction or indication likely to influence the voter
- Voting papers are **not** permitted to be collected from electors by candidates or persons on their behalf. Each elector is required to post or deliver his or her own voting paper to the Chief Returning Officer, or vote online.

Any acts committed by candidates that constitute criminal offences will be referred to the Police for their action.

Electoral Rolls

The Electoral Roll (being the register of verified members of the Trust as at Friday 26 May 2017) is not available to candidates for electioneering purposes.

Vote Processing

The processing of the voting papers is being carried out by electionz.com at its premises at 3/3 Pukaki Road, Christchurch. Voting papers should be returned in the reply paid return envelope to the electionz.com PO Box 3138 in Christchurch address.

Voting papers will then be opened, batched, checked, scanned and processed by electionz.com staff in the presence of the Chief Returning Officer.

The official result will be finalised on Friday 7 July 2017 and will be circulated to candidates with email addresses as soon as it is finalised. It is expected that the official election result will be advertised in the Dominion Post on Saturday 15 July 2017.

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CANDIDATE PROFILE STATEMENTS

Candidate Profiles

The Raukawa ki te Tonga Trust Deed requires candidates intending to stand for election as a Trustee to submit a short profile statement with the nomination form. These are collated by the Chief Returning Officer and in the event that an election is required, will be forwarded to registered members with the voting papers.

Candidate Profile Statements

- **Must** not exceed 250 words in total (excluding the candidate’s name).
- **Must** be provided electronically as a Word .doc or similar file, and **may** be formatted under the following suggested headings:

Suggested headings	Word limits
Name (First names, Surname):	Not included in word limit
Short Pepeha:	Maximum of 250 words
Tribal Affiliation:	
Occupation:	
Current Qualifications:	
Personal Interests:	
Community Involvement:	
Candidate Statement:	

- **The 250 word limit will be strictly enforced;**
- **Must** be confined to information concerning the candidate, and the candidate’s policies and intentions if elected to the Trust;
- **Should** be emailed to nominations@electionz.com;
- **May** include a recent (i.e. less than one year old) colour photograph of the candidate only; Photos should preferably be in an electronic, format (scanned as a jpg attachment on email), but hard copy photos will be accepted and scanned at 300 dpi by the Chief Returning Officer. **N.B. hard copies of photos will not be returned to candidates.**
- The English or Māori text must be plain black and white text, but special formatting (macrons, bold, italics, underlining, quote marks,) is permitted.

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REMUNERATION AND BOARD MEETINGS

Board Meetings

The Trust Deed stipulates that the Trustees shall meet to conduct the business of the Trust at such intervals as the Trustees may decide, but not less frequently than 3 times in each year. Currently Trust meetings are held quarterly.

It is expected that most meetings will be held in Ōtaki.

Prior to each meeting agenda papers and other relevant documentation will be circulated to the Trustees.

Trustees may also be requested to make presentations or represent the Trust at hui or other meetings.

Remuneration & Expenses

Each Trustee is entitled to be paid for all actual and reasonable travelling, accommodation and other expenses incurred by the Trustee in connection with the Trustee's attendance at meetings or otherwise in connection with Trust business.

It is normal practice for Trustees to be paid a meeting allowance or salary commensurate with the level of time and skill required to carry out their governance duties. It is expected the Trustees will set any meeting allowance or salary levels at their first meeting or as soon as possible thereafter.

Queries

Any queries regarding the election process or the candidate profiles must be directed to the Chief Returning Officer or Deputy Returning Officer:

Anthony Morton
Chief Returning Officer
electionz.com Ltd
Ph 0800 666 038
nominations@electionz.com

Warwick Lampp
Deputy Returning Officer
electionz.com Ltd
Ph 0800 666 038
nominations@electionz.com

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