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INTRODUCTION

This booklet outlines information which may be of interest to you as a candidate in the 2013 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 0508 666 100.

Chief Returning Officer

The Trust has appointed Anthony Morton from electionz.com as the Chief Returning Officer. Anthony has appointed Warwick Lampp from electionz.com as the Deputy 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. This means that electionz.com will be handling most of the administrative matters pertaining to the election from their Christchurch office.

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 Alma Winiata-Kenny, Trust Secretary, phone 0800 9262642 extension 726.

If an election is required the elections will be conducted by postal and internet voting with election day being Friday 1 March 2013.

For further information please phone the Chief Returning Officer, Anthony Morton on the free phone Election Helpline: 0508 666 100.
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, four of the Trustees must now retire by rotation. The retiring Trustees are Colin Knox, Aroha Spinks, Te Kenehi Teira and Rupene Waaka. The retiring Trustees can stand for re-election if they wish. The Trustees elected at this election will hold office for a three year term at which time they must retire by rotation.

The remaining three Trustees originally elected in 2011 will continue to hold office until 2014, at which point they must also retire by rotation. A third Trustee election will be held at that point to fill the three vacancies. The retiring Trustees can stand for re-election if they wish.

Trustee elections will be held effectively every 18 months thereafter.

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.raukawakitetonga.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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 November 2012 (Monday)</td>
<td>First public notice calling for nominations placed in the Dominion Post newspaper and individual notices emailed to registered Trust members with email addresses. Nominations Open.</td>
</tr>
<tr>
<td>1 February 2013 (Friday)</td>
<td>Voting papers lodged (if election required).</td>
</tr>
<tr>
<td>1 March 2013 (Friday)</td>
<td>Voting closes at 12 noon (if election required).</td>
</tr>
<tr>
<td>By 8 March 2013 (Friday)</td>
<td>Final election result sent to Trust and confirmed to candidates.</td>
</tr>
<tr>
<td>9 March 2013 (Saturday)</td>
<td>Final election result advertised in Dominion Post.</td>
</tr>
</tbody>
</table>
NOMINATIONS

Key Dates:

- Nominations open on Monday 12 November 2012.
- Nominations close at 12 noon on Monday 10 December 2012.

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: 0508 666 100
Fax: 03 377 1474
Email: nominations@electionz.com
Post: PO Box 3138, Christchurch 8140

Nomination forms are also available from the Trust office, phone 0800 9262642 extension 726.

Lodgement of Nomination Papers

Nominations close at 12 noon on Monday 10 December 2012.

- Nomination papers must be received in the hands of the Chief Returning Officer, Anthony Morton, at the offices of electionz.com, Level 1, 506 Wairakei Rd, Christchurch no later than the above time and date.
- Nomination papers can be faxed to the Chief Returning Officer on 03 377 1474 or 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 necessary nomination papers can be mailed to the Chief Returning Officer, Raukawa ki te Tonga Trust, PO Box 3138 Christchurch, but should they be received by the Chief Returning Officer after the close of nominations, the nomination is invalid. The Chief Returning
Officer recommends anyone mailing nomination papers takes a copy of the completed form before mailing it.

- Written, 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.raukawakitetonga.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 on the voting documents, with Surname first, followed by their Christian names, i.e.:

MORTON Anthony

Voting packs will be mailed to registered members from Friday 1 February 2013, with voting closing at 12 noon on Friday 1 March 2013. 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 Monday 10 December 2012. Enrolments can continue to be accepted up to the close of voting for this election. Anyone enrolling after Monday 10 December 2012 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.raukawakitetonga.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 material can contain any untrue statement defamatory of any candidate
- 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 10 December 2012) 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 on Level 1, 506 Wairakei Rd, 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 or before Friday 8 March 2013 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 9 March 2013.
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 in the prescribed format and include a “candidate statement” section of up to a maximum of 150 words. Candidates may also provide additional information about their pepeha, tribal affiliation, occupation, current qualifications, personal interests and community involvement.
- **Must** be provided electronically as a Word .doc or PDF file, and may be formatted under the following headings:

<table>
<thead>
<tr>
<th>Suggested headings</th>
<th>Word limits</th>
<th>Total word limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (First names, Surname):</td>
<td>Not included in</td>
<td></td>
</tr>
<tr>
<td>Short Pepeha:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tribal Affiliation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupation:</td>
<td>Maximum of 100</td>
<td>Maximum of 250</td>
</tr>
<tr>
<td>Current Qualifications:</td>
<td>words</td>
<td>words</td>
</tr>
<tr>
<td>Personal Interests:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Involvement:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Candidate Statement:</td>
<td>Maximum of 150</td>
<td>Maximum of 250</td>
</tr>
</tbody>
</table>

- **All** word limits 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) 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. Photos will be printed in black and white only but can be supplied in colour. **(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.
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 every 6 weeks.

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 0508 666 100
Fax 03 377 1474
nominations@electionz.com

Warwick Lampp
Deputy Returning Officer
electionz.com Ltd
Ph 0508 666 100
Fax 03 377 1474
nominations@electionz.com
Raukawa
ki te Tonga Trust