



TŪWHARETOA
MĀORI TRUST BOARD

2021 TRIENNIAL ELECTION OF TRUSTEES

CANDIDATE HANDBOOK

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BOARD HISTORY AND GOVERNANCE

The Tūwharetoa Māori Trust Board was established pursuant to the Māori Land Amendment Act 1924 and Māori Land Claims Adjustment Act 1926. The Trust Board later became a Māori Trust Board established by legislation to administer the Trust Board's assets for the benefit of present and future generations of Ngāti Tūwharetoa. The Trust Board became a statutory entity in 1931 pursuant to the Māori Purposes Act 1931 and is currently constituted by the Māori Trust Boards Act 1955.

The Trust Board is committed to maintaining and enhancing the health and wellbeing of Taupō Waters, and enabling Ngāti Tūwharetoa to achieve our social, cultural, environmental and economic aspirations. The Trust Board has identified four key focus areas that will inform our strategic direction from 2018 to 2021. These key focus areas are:

NGĀ ARA MĀTUA 2018 - 2021

KAUPAPA

Mahi Rangatira ki te Iwi

TIKANGA

Mahi Tika, Mahi Pono

POU TAIAO

We are kaitiaki of our moana and awa

For generations Ngāti Tūwharetoa have held and maintained mana whenua within the Taupō catchment.

The intrinsic reciprocal relationship alongside our ownership as described (in part) by the 2007 Deed and the Waikato Awa River Legislation weave the whāriki by which the Tūwharetoa Māori Trust Board are kaitiaki over Taupō Moana and Awa.

POU TIKANGA

Ngāti Tūwharetoa live as Tūwharetoa

We capture and maintain our Tūwharetoa matakura and are committed to ensuring the sustainability of our marae.

POU TANGATA

Ngāti Tūwharetoa are educated, healthy and connected

We are successful and leaders within our chosen fields. Our quality of life is always improving, we are healthy and active, and we maintain strong relationships with our whānau, hapū and iwi.

POU TĀTĀWHAI

We are a high performing organisation that is commercially successful with meaningful relationships in place

The organisation is supported by sound policies and robust governance and operating procedures.

2021 TRUSTEE ELECTIONS

This booklet outlines information which may be of interest to you as a candidate in the 2021 Triennial Election of Trustees.

It has been prepared as a guide to assist possible candidates with general information on the election. Candidates or other persons requiring more detailed information should contact the Board Secretary, Shane Heremaia on 07 386 8832 or secretary@tuwharetoa.co.nz.

BOARD MEETINGS AND REMUNERATION

MEETING FREQUENCY

The Board's ordinary meeting is held monthly. Members are required to attend all meetings.

BOARD QUORUM AND VOTING

To meet the quorum requirements of the rules, at least half of the elected members must be present for the duration of the meeting.

Voting is by way of consensus.

MEETING PACKS

Before each meeting members receive their meeting pack and are required to read the reports, consider the associated recommendations and participate in the discussions during the meeting.

SITTING FEES AND ALLOWANCES

Section 41 (1) of the Māori Trust Boards Act 1955 stipulates that each Māori Trust Board is declared to be a Statutory Board within the meaning of the Fees and Travelling Allowances Act 1951. Section 41(2) further provides that each Board may reimburse its members remuneration by way of fees, salary, or allowances and travelling allowances and expenses in accordance with the Fees and Travelling Allowance Act 1951.

The Tūwharetoa Māori Trust Board is currently classified as a Group 3 (a) General Governance Board with fees being set at level 5 of that category. Accordingly the maximum fee per annum is \$13,080 which is paid as a monthly meeting fee of \$1,090.00. The travel allowance is \$0.73 per kilometre.

TERM OF OFFICE

Board Members are elected for three year terms. Ordinarily the current vacancies will conclude in 2024. Board Members can stand for re-election thereafter if they choose.

RETURNING OFFICER

The role of the Returning Officer (RO) is to conduct the election in accordance with the requirements of the Māori Trust Board Act 1955 and the Māori Trust Board Regulations 1985, as well as in accordance with standard election management practices.

The Board has appointed Anthony Morton from electionz.com as the Returning Officer (RO). This means that electionz.com will be handling most of the administrative matters pertaining to the election from their Christchurch office.

electionz.com is an election management company based in Christchurch and has considerable experience conducting elections in New Zealand including numerous polls and elections for Iwi based organisations and trusts.

Subject to the statutory regulations the RO has complete and final control over how the election process is carried out. The RO is engaged by the Board, but does not take direction from the Board.

The RO 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 RO for Tūwharetoa Māori Trust Board should be directed to the Board Secretary, Shane Heremaia, email secretary@tuwharetoa.co.nz

NOMINATIONS

KEY DATES

Nominations open	Thursday, 5 November 2020
Nominations close	5pm, Saturday, 5 December 2020

A public notice calling for nominations will appear in the New Zealand Herald on Thursday 5 November 2020 and the Dominion Post on Friday 6 November 2020. Notice will also be distributed across Facebook and the Tūwharetoa Māori Trust Board website.

NOMINATION FORMS

Each nomination must be made on the official nomination form. Nomination forms are available from the Board Secretary.

Phone: **(07) 386 8832**

Email: **secretary@tuwharetoa.co.nz**

ELIGIBILITY

To stand in this by-election you must:

- complete and return the official nomination form; and
- be registered with Tūwharetoa Māori Trust Board; and
- have five people nominate your candidacy (these people must also be registered with Tūwharetoa Māori Trust Board; and
- not be prevented from appointment by the following items listed under S14(3) of the Māori Trust Boards Act 1955:
 - (a) a person who is subject to a personal order or a property order made under the Protection of Personal and Property Rights Act 1988 or for whom a trustee corporation is acting as manager under section 32 or 33 of that Act; or
 - (b) a bankrupt who has not obtained his order of discharge, or whose order of discharge is suspended for a term not yet expired, or is subject to conditions not yet fulfilled; or
 - (c) a person convicted of any offence punishable by imprisonment for a term of 6 months or longer, unless he has received a free pardon or has served his sentence or otherwise suffered the penalty imposed upon him.

LODGEMENT OF NOMINATION FORMS

Nominations close at 5pm, Saturday, 5 December 2020.

- Nomination forms must be received by the Board Secretary no later than the above time and date. Any nominations received after **5pm, Saturday, 5 December 2020** will be invalid and will not be processed.
- Nomination forms can be delivered to the Secretary's office or emailed, but should they be received **after** the close of nominations, the nomination is invalid. Delivery address options are listed on the nomination form. **The recommended form of delivery is by email – secretary@tuwharetoa.co.nz.**

Once lodged, nomination forms are checked to ensure that the candidate and nominators are registered members of Tūwharetoa Māori Trust Board.

Each candidate is encouraged to submit a profile statement and a recent photo with the completed nomination form (see page 6 for further details on the format of candidate profile statements and photos).

The lodgement of nomination forms should **not** be left to the last minute. Should a nomination form be lodged late on the day nominations close, and be incorrectly completed or refer to an ineligible nominator, there may be insufficient time to correct the situation and the nomination form could be invalidated.

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

The Secretary or Returning Officer will email or give phone confirmation of an accepted nomination to each candidate as soon as the nomination is verified.

PROCESSES AFTER THE CLOSE OF NOMINATIONS

If more than ten candidates are nominated, an election will be required. Voting papers will be distributed to registered beneficiaries on Tuesday 5 January 2021. Voting will close at 5pm on Friday 5 February 2021.

CANDIDATE PROFILES

Tūwharetoa Māori Trust Board encourages candidates to provide a profile and photo with their nomination form. In the event an election is required, these are collated by the Returning Officer and forwarded to registered members with the voting papers.

CANDIDATE PROFILE STATEMENTS

- **Must not** exceed 200 words in total (excluding the candidate's name).
The word limit will be strictly enforced.
- The text (English or Māori) must be plain black and white text, but special formatting (macrons, bold, italics, underlining, quote marks etc.) is permitted.
- **Must** be confined to information concerning the candidate, and the candidate's policies and intentions if elected;
- **May** include a recent (i.e. less than one year old) photograph of the candidate **only** (i.e. not part of a group)

Photos should preferably be supplied in colour and in an electronic format (scanned as a jpg attachment on email), but hard copy photos will be accepted and will be scanned at 300 dpi by the Returning Officer. **(N.B. hard copies of photos will not be returned to candidates).**

QUERIES

Any queries regarding candidate profiles or other parts of the election process should be directed to the Returning Officer on 0800 666 032.

ELIGIBILITY TO VOTE

In the event an election is required, voting papers will be sent to those members who are registered with Tūwharetoa Māori Trust Board, and who have current contact details. To register or update contact details applicants can:

- Ring or email the Tūwharetoa Māori Trust Board for a registration form, or to update your contact details – Ph (07) 386 8832 or email info@tuwharetoa.co.nz
- Registration Forms can also be downloaded from the Tūwharetoa Māori Trust Board website.
<http://www.tuwharetoa.co.nz/register/>

VOTING METHODS

The Board has sought and been granted Ministerial exemption under the COVID-19 Response Act, to allow its upcoming triennial election to be processed electronically. This exemption will allow an internet voting option to be used this year in addition to the traditional postal voting option, if an election is required. Assuming an election is required, details about the internet voting option will be included on the voting papers when they are sent out in January 2021.

CAMPAIGNING AND VOTE PROCESSING

CAMPAIGNING

In the event an election is required, campaigning can be undertaken on the following basis:

- Campaigning can commence at any time.
- If candidates choose to undertake advertising as part of their campaigning, those advertising costs are the responsibility of the candidate. There is no monetary limit for campaigning costs.
- Advertising material should not include any Tūwharetoa Māori Trust Board logos or branding.
- No election material can contain any untrue statement defamatory of any candidate and be calculated to influence the vote of any elector.
- 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 Returning Officer or cast their own vote online if that is their preferred voting method.

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 list of registered members within each Iwi electorate) 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 3/3 Pukaki Road, Christchurch. Voting papers should be returned in the reply freepost envelope to the Returning Officer.

At the conclusion of the voting period the voting papers will be opened, and processed by electionz.com staff in the presence of the Returning Officer.

It is expected that the election results will be available Wednesday 20 February 2021. The Returning Officer will email the election results to the Board Secretary in the first instance before distribution to the candidates.

SCRUTINEERS

Each candidate may nominate in writing one scrutineer to be present at the counting of votes in Christchurch. Candidates are not permitted to appoint themselves as scrutineers. Note that if appointed, scrutineer costs are the responsibility of the candidate and are not reimbursed by Tūwharetoa Māori Trust Board in any way.

Any candidate considering appointing a scrutineer should contact the Returning Officer for further details on 0800 666 032.

