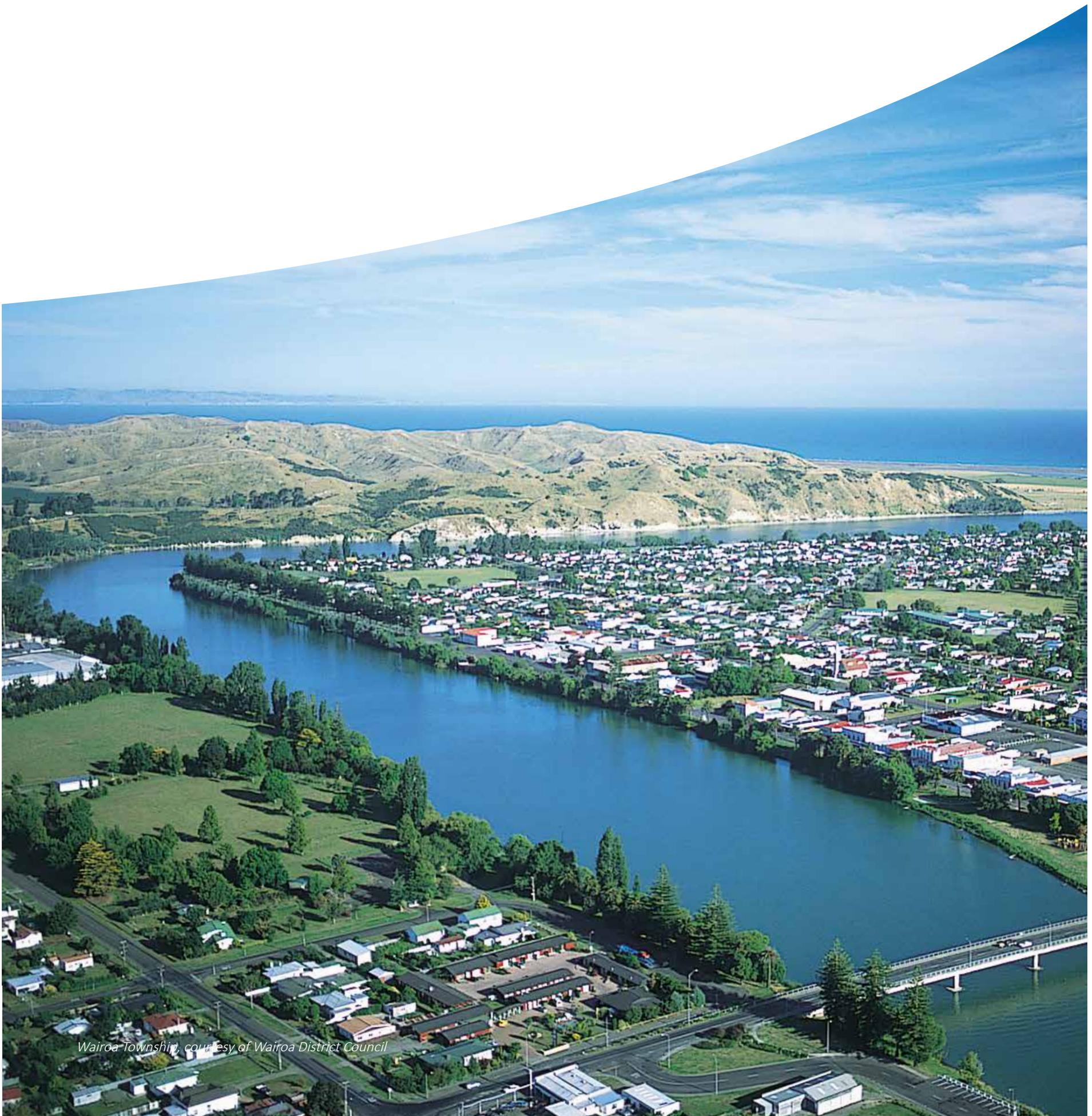




Information Handbook and Nomination Form
TĀTAU TĀTAU O TE WAIROA TRUST
2016 Election of Trustees



Wairoa Township, courtesy of Wairoa District Council



Information Handbook

TĀTAU TĀTAU O TE WAIROA TRUST

2016 Election of Trustees

INTRODUCTION

This information handbook has been prepared to assist potential candidates (nominees), beneficiaries wishing to nominate another beneficiary (nominators) and other Te Tira Whakaemi o Te Wairoa beneficiaries (members) interested in the election of Trustees to the 2016 Tātau Tātau o Te Wairoa Trust (2016 Trustee Elections).

The 2016 Trustee Elections follow the successful ratification of our Deed of Settlement and are needed so that we can proceed to signing our Deed of Settlement with the Crown.

The information booklet should be used as a guide only and should not be relied upon as absolute fact. It has been prepared on a best endeavours basis. Candidates requiring more detailed information should contact the 2016 Trustee Elections helpline on **0800 TAATAU (822828)** during normal office hours or email - nominations@tetirawhakaemi.iwi.nz. Members requiring more detailed information should contact the 2016 Trustee Elections helpline on **0800 TAATAU (822828)** during normal office hours or email - register@tetirawhakaemi.iwi.nz.

TĀTAU TĀTAU O TE WAIROA TRUST

Tātau Tātau o Te Wairoa Trust (the Trust) has been ratified to receive and manage the Treaty of Waitangi settlement on behalf of “Ngā iwi me ngā hapū o Te Rohe o Te Wairoa”. The Trust will initially operate for two years and will be expected to undertake the Work Plan Agreement - which sets out the Clusters (Kāhui) expectations for the initial Tātau Tātau o Te Wairoa Trust Deed Review.

The Trust Deed requires the Trust be governed by 14 Trustees with two Trustees from each of our seven Kāhui.

Seven of the Trustees must be Ahi-Kā Trustees, one Ahi Kā Trustee from each of our Kāhui. The other seven Trustees are referred to as General Trustees and will also comprise one General Trustee from each of our Kāhui.

If an election is required, members will need to vote for Trustees for each Kāhui that requires an election (i.e. if there is more than one nominee for either category).

At the conclusion of the initial two year period, it is expected the Trust will have sought agreement from members on a permanent structure for the Trust and will conduct a full postal ballot to replace all 14 Trustees.

TERM OF OFFICE

As stated, for the initial period, we are only appointing Trustees for a two year period. At the conclusion of the initial two year period, it is expected the Trust will have sought agreement from members on a permanent structure for the Trust and will conduct a full postal ballot to replace all 14 Trustees.

It is not intended that the initial two year period be counted as part of the maximum six year appointment for Trustees, should initial Trustees decide to stand for re-election.

FOLLOWING THE ELECTION

Upon completion of the 2016 Trustee Elections - the Trustees will execute their mandate to sign the Deed of Settlement with the Crown for the comprehensive settlement of all historical Treaty of Waitangi claims on behalf of Ngā iwi me ngā hapū o Te Rohe o Te Wairoa.

A Pānui will be posted on our social media channels and emailed to all registered members with further details on the Deed of Settlement signing.

TĀTAU TĀTAU
O TE WAIROA TRUST
IS OUR POST SETTLEMENT
GOVERNANCE ENTITY OR
P S G E

ELECTIONS
FOR 14 TRUSTEES ARE
TAKING PLACE

7 AHI KĀ TRUSTEES
1 FROM EACH OF OUR 7 KĀHUI

7 GENERAL TRUSTEES
1 FROM EACH OF OUR 7 KĀHUI

2 YEAR PERIOD
ONLY – FOLLOWED BY A FULL
POSTAL ELECTION

TRUSTEES TO SIGN
DEED OF SETTLEMENT
WITH THE CROWN FOLLOWING
THIS ELECTION

For assistance phone the
2016 TRUSTEE ELECTIONS
HELPLINE

0800 TAATAU
(0800 822828)

or email
register@tetirawhakaemi.iwi.nz



Information Handbook

TĀTAU TĀTAU O TE WAIROA TRUST

2016 Election of Trustees

ABOUT THE 2016 TRUSTEE ELECTIONS ...

THE 2016 TRUSTEE ELECTIONS PROCESS

We have **two parts** and **two** different **organisations** involved in the 2016 Trustee Elections.

The **first part** is the **nomination and registration process**. Nominations for candidates for the 2016 Trustee Elections and registrations of new members are being managed by **Te Tira Whakaemi o Te Wairoa**. Te Tira Whakaemi o Te Wairoa has also appointed an Independent Nominations Officer. Further information on nominations follows in this information handbook.

The **second part** is the **voting process**. As per our recent Ratification process, **Electionz** has been **appointed to manage this** and provide an Independent Returning Officer. Further information on voting follows in this information handbook.



Te Tira Whakaemi o Te Wairoa are looking after new registrations, updating existing members information and general enquiries. We can be reached by:

@ register@tetirawhakaemi.iwi.nz

0800 TAATAU (0800 822828)

If you want to make contact with the Independent Nominations Officer - he can be reached by:

nominations@tetirawhakaemi.iwi.nz

0800 TAATAU (0800 822828)



Electionz is looking after the voting process including the issuing of voting papers and replacement voting papers. They can be reached by:

0800 666 047
Electionz Helpline

If you want to make contact with the Independent Returning Officer - he can be reached by:

iro@electionz.com

KEY DATES FOR THE 2016 TRUSTEE ELECTIONS

The following table shows the relevant key dates for the 2016 Trustee Elections. The dates allow the optimal possible time for members to participate in the 2016 Trustee Elections.

Nominations open	9am Monday 19 September 2016
Nominations close	5pm Friday 30 September 2016
New registrations close	5pm Friday 30 September 2016
If an election is required - dispatch of voting papers to registered adult beneficiaries	from Monday 10 October 2016
Postal and internet voting closes	5pm Monday 31 October 2016
Final meeting of Te Tira Whakaemi o Te Wairoa - elected members announced at meeting	Friday 4 November 2016
Results advertised in national newspapers	Saturday 5 November 2016

For assistance phone the
**2016 TRUSTEE ELECTIONS
HELPLINE**

0800 TAATAU
(0800 822828)

or email
register@tetirawhakaemi.iwi.nz



Information Handbook

TĀTAU TĀTAU O TE WAIROA TRUST

2016 Election of Trustees

ABOUT VOTING ...

VOTING IN THE 2016 TRUSTEE ELECTIONS

Voting in the 2016 Trustee Elections is open to all adult registered members of Te Tira Whakaemi o Te Wairoa. Each eligible voter can only vote once. Voting opens at 9am on Monday 10 October 2016 and closes at 5pm on Monday 31 October 2016.

Voting is restricted to voting for Trustees from the primary Kāhui members nominated on their registration form. Furthermore, voting for each Kāhui will only take place if there is more than one nominee for either Trustee positions.

In the event an election is required, voting papers will be sent out to all members of each Kāhui requiring an election. The voting papers will contain a voting number (unique identifier) and PIN that will allow members to vote online at - www.tetirawhakaemi.iwi.nz. A return postage paid envelope will also be supplied.

- **We strongly recommend members vote online.** It is quick, secure and confidential - and alleviates any potential risks associated with postage.

THE VOTING PROCESS AND POSTAL BALLOT

The voting process (including the Postal ballot) is run by an independent company called Electionz, based in Christchurch. It is not run by Te Tira Whakaemi o Te Wairoa.

Electionz has appointed **Anthony Morton** as our **Independent Returning Officer**. His job is to authenticate the votes and he has final judgement on the validity of the votes. He can be contacted by email at - iro@electionz.com. Electionz also have a free phone that members can call for any voting related issues - the number is **0800 666 047**

email iro@electionz.com	Electionz Helpline 0800 666 047	 <i>voting made easy</i>
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KĀHUI OR CLUSTERS FOR THE 2016 TRUSTEE ELECTIONS

As part of the registration process, members select a primary Kāhui (Cluster) they affiliate to. The seven Kāhui that make up the 2016 Trustee Elections are:

- Rongomaiwahine/Ngāi Te Rākatō
- Ngāti Rākaipaaka
- Whakakī Nui a Rua
- Te Wairoa Tāpokorau 1
- Te Wairoa Tāpokorau 2
- Ngā Tokorima a Hinemanuhiri
- Wairoa-Waikaremoana Māori Trust Board

It is these Kāhui members will vote for Trustees in the 2016 Trustee Elections. Further information on the Kāhui can be found at - www.tetirawhakaemi.iwi.nz.

NEW REGISTRATIONS

Members can complete a form, available from Te Tira Whakaemi o Te Wairoa website - www.tetirawhakaemi.iwi.nz or by emailing register@tetirawhakaemi.iwi.nz or by phoning the 2016 Trustee Elections helpline on **0800 TAATAU (822828)** during normal office hours. New registrations (either online or postal) to participate in the 2016 Trustee Elections are only accepted up to 5pm on Friday 30 September 2016.

The 2016 Trustee Elections Helpline **0800 TAATAU (822828)** is being run by Te Tira Whakaemi o Te Wairoa.

UPDATING EXISTING INFORMATION

For the 2016 Trustee Elections, existing members can have their information updated up to 5pm on Friday 30 September 2016 by emailing register@tetirawhakaemi.iwi.nz or by phoning the 2016 Trustee Elections helpline on **0800 TAATAU (822828)** during normal office hours.

For assistance phone the
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HELPLINE**

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(0800 822828)

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Information Handbook

TĀTAU TĀTAU O TE WAIROA TRUST

2016 Election of Trustees

ABOUT NOMINATIONS ...

NOMINATIONS FOR THE 2016 TRUSTEE ELECTIONS

Te Tira Whakaemi o Te Wairoa has appointed **Jim Heron** as an **Independent Nominations Officer** for the 2016 Trustee Elections. He is responsible for receiving and authenticating nominations and has final judgement on accepting nominations. He can be contacted at - nominations@tetirawhakaemi.iwi.nz.

Nominations must be made on the official Nomination Form and received by the Independent Nominations Officer no later than 5pm on Friday 30 September 2016. Nomination forms should be completed, scanned and emailed to the Independent Nominations Officer at - nominations@tetirawhakaemi.iwi.nz.

Note: the Independent Nominations Officer does not recommend submitting nomination forms by Post.

AHI KĀ TRUSTEE CANDIDATES AND NOMINATIONS

For the 2016 Trustee Elections only, all Ahi Kā Trustee candidates must permanently reside within the Te Tira Whakaemi o Te Wairoa Area of Interest (**Note:** Further information on can be found at - www.tetirawhakaemi.iwi.nz).

- All Ahī Kā candidates are expected to be active members amongst their Kāhui and will be expected to work closely with them over the initial two year period.

Nominations for Ahi Kā Trustee candidates are restricted to adult registered members who permanently reside within the Te Tira Whakaemi o Te Wairoa Area of Interest. Furthermore, nominators for Ahi Kā Trustee candidates are restricted to nominating candidates from, and for their own Kāhui only.

Nominators are also restricted to one nomination (i.e. nominators can only nominate one candidate for the 2016

Trustee Elections and cannot make multiple nominations regardless of the Trustee position - Ahi Kā Trustee or General Trustee).

Candidates can only stand in one category (i.e. either as a Ahi-Kā Trustee or General Trustee) for the 2016 Trustee Elections.

GENERAL TRUSTEE CANDIDATES AND NOMINATIONS

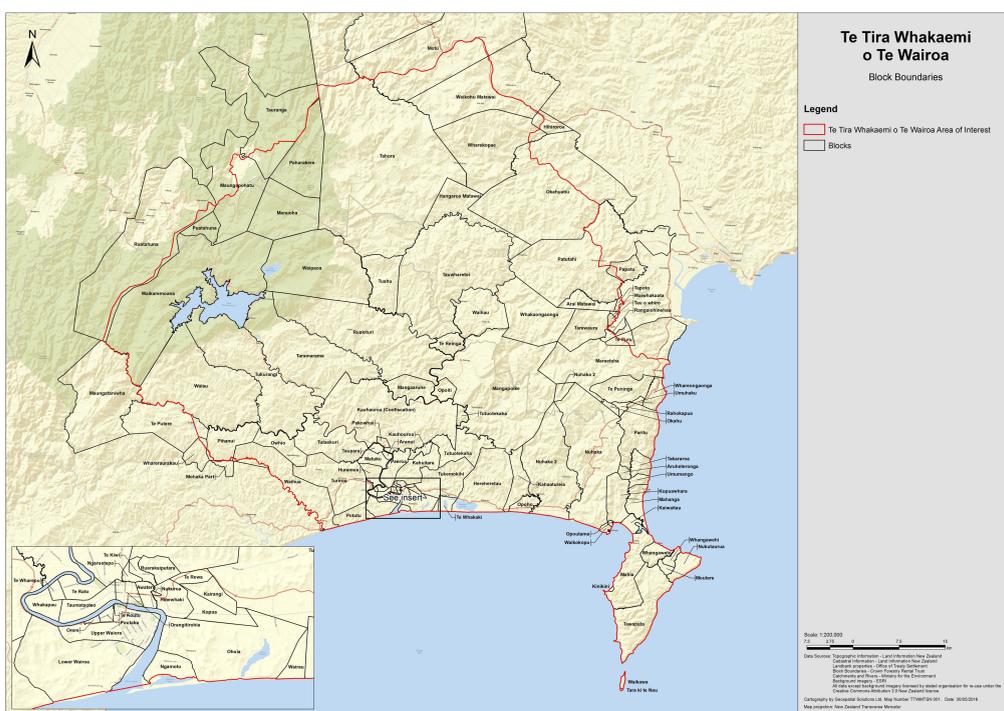
For the 2016 Trustee Elections only, all General Trustee candidates must permanently reside in Aotearoa - New Zealand. This includes members who reside within the Te Tira Whakaemi o Te Wairoa Area of Interest.

Nominations for General Trustee candidates are open to adult registered members of Te Tira Whakaemi o Te Wairoa regardless of where they reside. Furthermore, nominators for General Trustee candidates are restricted to nominating candidates from, and for their own Kāhui only.

Nominators are also restricted to one nomination (i.e. nominators can only nominate one candidate for the 2016 Trustee Elections and cannot make multiple nominations regardless of the Trustee position - General Trustee or Ahi Kā Trustee).

Candidates can only stand in one category (i.e. either as a General Trustee or a Ahi Kā Trustee) for the 2016 Trustee Elections.

A secure Nominations Box is available at our offices on 34 Marine Parade West, WAIROA 4108 for those members who wish to physically place a nomination. The Nominations Box will be available during the entire nominations period (19 - 30 September 2016) and is only accessible by the Independent Nominations Officer.



For assistance phone the
2016 TRUSTEE ELECTIONS
HELPLINE

0800 TAATAU
(0800 822828)

or email
register@tetirawhakaemi.iwi.nz



ABOUT CANDIDATES ...

CANDIDATE ATTRIBUTES

All candidates should have the following attributes:

- Committed to upholding the values of the organisation and Ngā iwi me ngā hapū o Te Rohe o Te Wairoa.
- Has the requisite knowledge, qualifications and skills to fulfil the Trustee role.
- Is able to abide by the Tātau Tātau o Te Wairoa Trust Code of Conduct to be punctual, respectful and maintain confidentiality and diligent in fulfilling the Trustee duties.
- Be eligible (see below).

Trustees will be expected to attend meetings during the week and sometimes in the weekends to fulfil their Governance obligations. Meetings will be primarily held in Wairoa and sometimes in other parts of the country. Trustee involvement is estimated at 25 days per annum at a minimum, for the initial two years.

As stated, Ahi Kā Trustees are expected to be active members amongst their Kāhui and will be expected to work closely with them over the initial two year period.

ELIGIBILITY CRITERIA

Restrictions on Trustees

All candidates for this election must sign the nomination form to declare that they:

- Accept the nomination.
- Are an adult registered member of Te Tira Whakaemi o Te Wairoa.
- Have the required written support of two other adult registered members of Te Tira Whakaemi o Te Wairoa who belong to the same Kāhui as the candidate.
- Are not currently bankrupt.
- Have not been convicted of an indictable offence, or if so, that they have listed the details of any such offence(s).

All Ahi-Kā Candidates must also sign the nomination form to declare that they:

- Meet the residency requirements for the Ahi-Kā Trustee position they are seeking (including nominators residency requirements).

The Trust Deed lists reasons for resignation or removal of Trustees. These are listed on the nomination form. Candidates should familiarise themselves with those provisions. Candidates will also be required to complete a Ministry for Justice - Request for Criminal Conviction History.

CANDIDATE PROFILE STATEMENTS

Candidates are encouraged to submit a brief profile and recent photograph with their completed nomination form. If an election is required, these will be collated by the Independent Nominations Officer into relevant Kāhui and forwarded to the Independent Returning Officer (Electionz) to be distributed to registered beneficiaries of those Kāhui along with the voting papers.

Candidate Profile Statements

- **The Candidate Profile Statement should not exceed 150 words** (The overall word limit will be strictly enforced); and,
- **Should** be submitted with the candidates nomination paper (preferably in electronic format i.e. as a Word document emailed to the Independent Nominations Officer; and,
- **Must** be confined to information concerning the candidate, and the candidates policies and intentions, if elected to the Trust; and,
- May include a recent (i.e. less than one year old) head and shoulders photograph of the candidate only.
- Photographs should preferably be in an electronic format (scanned as an attachment by email), but hard copy photographs will be accepted and scanned at 600 dpi by the Independent Nominations Officer. Photographs will be printed in black and white.
Note: Photographs will not be returned to candidates.
- The profile must be plain black and white text, but special formatting (bold, italics, underlining, quote marks) is permitted.



NOMINATION FORM

TĀTAU TĀTAU O TE WAIROA TRUST

2016 Election of Trustees

For assistance phone the
**2016 Trustee Election Helpline on
0800 TAATAU (822828)**
or email
nominations@tetirawhakaemi.iwi.nz

ALL CANDIDATES ARE TO ENSURE

All candidates are asked to ensure that they have completed the nomination form correctly including:

- ✓ Have filled in the Nomination Form, ticked the Declaration Boxes and declared any Criminal Offence(s) they may have.
- ✓ Have the required support of two nominators who are adult registered members of Te Tira Whakaemi o Te Wairoa and are from the same Kāhui (cluster) as the candidate.
- ✓ Have provided a Candidate Profile Statement of no more than 150 words and a recent head and shoulders photograph.
- ✓ Meet the residency requirements for the Trustee position they are seeking (including nominators).

IMPORTANT: The completed nomination forms must be with the Independent Nominations Officer by 5pm on Friday 30 September 2016

Section A - CANDIDATE - To be completed by the nominee

Which Trustee nomination are you seeking?

(Please tick one of the boxes)

Ahi Kā Nomination

General Nomination

Which Kāhui (Cluster) are you seeking to represent?

(Please tick one of the boxes)

Rongomaiwahine
Ngāi Te Rākatō

Ngāti
Rākaipaaka

Whakakī
Nui a Rua

Te Wairoa
Tāpokorau 1

Wairoa-Waikaremoana
Māori Trust Board

Te Wairoa
Tāpokorau 2

Ngā Tokorima a
Hinemanuhiri

Candidate full legal name:

Address (No. and Street Name):

Address (Suburb):

Address (Town/City):

Address (Postcode):

Home phone:

Mobile phone:

Email:

If an election is required I wish my name to be shown on the voting paper as:

DECLARATION

(Please tick each circle to confirm)

I confirm that I accept this nomination.

I confirm that I meet the residency requirements for the Trustee position I have been nominated for.

I confirm that I am an adult registered member of Te Tira Whakaemi o Te Wairoa.

I acknowledge that I have read and understand the Work Plan Agreement setting of the Kāhui expectations for the initial Tātau Tātau o Te Wairoa Trust Deed review.

I confirm that all the information I have provided is true and correct.

I confirm that I have not been convicted of an indictable offence or that details of conviction(s) for an indictable offence(s) are detailed below.

I confirm that I have the required support for this nomination (please see Section B).

I agree to complete an application for a Ministry of Justice - Request for Criminal Conviction History as provided by the Independent Nominations Officer.

Year(s) and offence(s):

Signature of Candidate:

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Date:

D	D	M	M	Y	Y
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CANDIDATE QUALIFICATION REQUIREMENTS

10. TERMINATION OF OFFICE OF TRUSTEES

Notwithstanding the foregoing of this schedule, a Trustee shall cease his or her office if he or she:

- (a) retires from office by giving written notice to the Trustees;
- (b) completes his or her term and is not re-elected;
- (c) refuses to act;
- (d) is absent from three (3) consecutive ordinary meetings of the Trustees without good reason;
- (e) becomes physically or mentally incapacitated to the extent that he or she is unable to perform the duties of a Trustee;
- (f) becomes bankrupt or makes any composition or arrangement with his or her creditors;
- (g) is convicted of an indictable offence; or
- (h) dies.

Section B - NOMINATORS - To be completed by nominators

I am nominating:
(Candidates full legal name)

As a: Ahi Kā Trustee Nomination:

General Trustee Nomination:

(Please tick appropriate box)

Nominator full legal name:

Address (No. and Street Name):

Address (Suburb):

Address (Town/City):

Address (Postcode):

DECLARATION (Please tick each circle to confirm)

I confirm that I am a registered adult member of Te Tira Whakaemi o Te Wairoa.

I confirm that I belong to the same Cluster (Kāhui) as the person I am nominating.

I confirm that in nominating this person as an Ahi Kā Trustee that I permanently reside within Te Tira Whakaemi o Te Wairoa Area of Interest.

NOMINATORS FOR AHI KĀ TRUSTEE NOMINATIONS

Signature of Nominator:

Date:

D	D	M	M	Y	Y
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Section B - NOMINATORS - To be completed by nominators

I am nominating:
(Candidates full legal name)

As a: Ahi Kā Trustee Nomination:

General Trustee Nomination:

(Please tick appropriate box)

Nominator full legal name:

Address (No. and Street Name):

Address (Suburb):

Address (Town/City):

Address (Postcode):

DECLARATION (Please tick each circle to confirm)

I confirm that I am a registered adult member of Te Tira Whakaemi o Te Wairoa.

I confirm that I belong to the same Cluster (Kāhui) as the person I am nominating.

I confirm that in nominating this person as an Ahi Kā Trustee that I permanently reside within Te Tira Whakaemi o Te Wairoa Area of Interest.

NOMINATORS FOR AHI KĀ TRUSTEE NOMINATIONS

Signature of Nominator:

Date:

D	D	M	M	Y	Y
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IMPORTANT: The completed nomination forms must be with the Independent Nominations Officer by 5pm on Friday 30 September 2016

For assistance phone the
2016 Trustee Election Helpline on
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