



Introduction

This info sheet outlines information for the 2021/2022 election of Trustees for the Lake Rotoaira Forest Trust.

It has been prepared as a guide to assist potential candidates and others with general information on the election process. Candidates or other persons requiring more detailed information should contact the Returning Officer, Isiah Roberts.

Lake Rotoaira Forest Trust is an Ahu Whenua Trust, and has a Trust Order which sets out the rules as to how it will operate.

Trustees are also subject to the law governing trusts. A significant part of this law is the duties that trustees owe to beneficiaries, which includes the duty to act in the best interests of the beneficiaries.

The Trust Order provides that the purpose of the Lake Rotoaira Forest Trust is to manage the interests on Trust land that will advance the interests of the beneficial owners, including the development and management of commercial exotic forest projects on the land.

Trust Details

The Trust is governed by up to nine (9) Trustees. The Trust Order specifies that management of the Trust is best served by the regular rotation of the elected Trustees. This year, five Trustees will retire by rotation at the AGM. The retiring Trustees are Heemi James Biddle, Richard O'Connor, Jody Tonga, Kepariki Konui and Kerry Callaghan. The retiring Trustees can stand for re-election if they choose.

Board Meetings and Remuneration

Meeting Frequency

The Trust's ordinary meetings are generally held on a monthly basis at the Trust office in Tūrangi. The meetings may last for up to (7) hours. From time to time additional meetings may be called by the Chair.

Trustees are expected to attend **all meetings**.

Board Quorum and Voting

To meet the quorum requirements of the Trust Deed, at least 50 per cent of Trustees must be present in person or, dependent on circumstances, by other acceptable method (such as zoom), for any meeting to discuss ordinary resolutions.

Voting is by way of majority vote.

Meeting Packs

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

Remuneration

The Trust Order limits the level of Trustees' Fees (before tax) to;

- Chairperson \$34,850pa
- Deputy Chairperson \$25,652pa
- Trustees \$20,500pa

Term of Office

Trustees are elected for six (6) year terms.

Returning Officer

The role of the Returning Officer (RO) is to conduct the election in accordance with the requirements of the Trust Order, as well as in accordance with standard election management practices.

The Trust has appointed Isiah Roberts from *electionz.com* as the Returning Officer for this election. *electionz.com* is an elections management company based in Christchurch. From Kerikeri in the North, to Rakiura in the South and across to Wharekauri/Chatham Islands *electionz.com* has successfully conducted elections for many organisations including iwi trust for over twenty years.

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 Trust, but does not take direction from the Trust.

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 Lake Rotoaira Forest Trust should be directed to the Trust Secretary, Roreta Chambers, Ph (07) 386 8834 or email general@lrft.co.nz

Nominations

Key Dates

- Nominations open on **Friday 5 November 2021**.
- Nominations close at **4.00pm Monday 6 December 2021**.
- A public notice calling for nominations will appear in the Taupō and Tūrangi Weekender on Thursday 4 November, the NZ Herald on Friday 5 November and the Dominion Post newspaper on Monday 8 November 2021.

Nomination Papers

Each nomination must be made on the official nomination paper. Nomination papers are available from the Returning Officer, Isiah Roberts, *electionz.com* Ltd:

Free Phone: **0800 666 924**
Email: **nominations@electionz.com**

Or

From the Trust Office by ringing **(07) 386 8834** or can be downloaded from the Trust website **www.lrft.co.nz**.

Eligibility

To be elected, a nominee for Trustee must:

be aged over 18 years and be an owner, a descendant of an owner, or a beneficiary of a whanau trust that is an owner, in one or more of the Lake Rotoaira Forest blocks. Each nomination must be supported by three adult owners in lands vested in the Lake Rotoaira Forest Trust.

The Trust order states that the office of a Trustee will become vacant if:

- a. The office of a trustee hereunder shall become vacant if a trustee:
 - i dies, or
 - ii resigns, or
 - iii becomes a person of unsound mind within the meaning of the Mental Health Act 1911, or
 - iv becomes bankrupt, or
 - v is convicted of an offence punishable by imprisonment for a term of six months or longer unless he has served his sentence or otherwise suffered the penalty imposed on him, or
 - vi fails to attend 3 meetings of trustees within any financial year without leave of absence or an apology for absence accepted by the trustees.
 - vii is removed by the Court.

Lodgment of Nomination Papers

Nominations close at 4.00pm Monday 6 December 2021.

- Nomination papers must be received by the Returning Officer no later than the above time and date. Any nominations received after **4.00pm Monday 6 December 2021** will be invalid and will not be processed.
- Nomination forms should be emailed to the Returning Officer in the first instance. Delivery address options are included on the nomination form.
- Email to nominations@electionz.com is the preferred delivery method.

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

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

The lodgement of nomination papers should not be left to the last minute. Should a nomination paper 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 paper could be invalidated.

The Returning Officer will email or give phone confirmation of an accepted nomination to each candidate within 24 hours of the nomination paper being received. If you have not received a message confirming receipt of your nomination form within 24 hours of submitting it, please ring the election helpline on 0800 666 924 to check if it has been received.

Processes After the Close of Nominations

If more than five (5) nominations are received, an election will be required to determine the Trustees. A listing of the confirmed candidates and the subsequent election details will be listed on the Lake Rotoaira Forest Trust website as soon as possible after

the nominations have been confirmed. Candidates will be emailed a copy of that notice.

Candidate Profiles

The Trust 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**
- **Must** be plain black and white text (in English or Māori), 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 provided 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 666 924.

Eligibility to Vote

In the event an election is required, voting papers will be sent to all adult members of the Trust who have current contact details. To register or update contact details applicants can ring the Trust office on (07) 386 8834. Registrations for this election can be accepted up to the close of voting.

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 a candidate chooses 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 Lake Rotoaira Forest Trust 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;
- 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 exercise their own vote electronically if they choose that voting method).

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

Owners List

The Owners List is not available to candidates for electioneering purposes.

Vote Processing and Election Results

If an election is required, the processing of the voting papers will be carried out by *electionz.com* at its premises at 3/3 Pukaki Road, Christchurch. Postal voting papers should be returned in the reply freepost envelope to the Returning Officer.

Voting papers will be posted on Friday 4 February 2022. Voting will close at **4pm on Tuesday 8 March 2022**.

The election results will be available as soon as all special voting papers have been checked. It is hoped this will be completed by Friday 11 March 2022. The Returning Officer will email the election results to the candidates as soon as they are available. The results will then be posted on the Lake Rotoaira Forest Trust website and notified by public notice.

Scrutineers

There is no provision in the Trust Order for candidates to appoint scrutineers.

Confidentiality

Voting is by confidential ballot. Completed voting papers go directly to the Returning Officer. No other party will have access to the information on the papers. Voting papers will be destroyed by the Returning Officer thirty (30) days after the close of voting.

