



Introduction

This info sheet outlines information for the 2019 election of Trustees for the Lake Taupō 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, Anthony Morton.

Lake Taupō 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 Taupō 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 eleven (11) Trustees. The Trust Order specifies that management of the Trust is best served by the regular rotation of the elected Trustees. This year, seven Trustees will retire by rotation. The retiring Trustees are Heemi Biddle, Binky Ellis, David Flight, Debbie Birch, Tina Porou, Martin Wikaira, and Te Kanawa Pitiroi. 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 four (4) weekly basis at the Trust office in Tūrangi. However, Trustees have the discretion to amend the frequency of meetings as appropriate. The meetings may last for up to (6) six hours.

Trustees are expected to attend all meetings. The Trust also has a number of sub-committees in which trustees are expected to participate. These meeting are in addition to standard board meetings.

Board Quorum and Voting

To meet the quorum requirements of the Trust Deed, at least 50 per cent of Trustees must be present 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 link and are required to read the reports, consider the associated recommendations and participate in the discussions during the meeting.

Remuneration

The current level of Trustees' Fees (before tax) are;

Trustees	\$32,000 p.a.
Deputy Chairperson	\$40,000 p.a.
Chairperson	\$57,000 p.a.

Term of Office

Trustees are generally elected for six (6) year terms. However, the Trust Order is currently under review and if the proposed changes are approved, three trustees appointed from this election will be required to retire at the next election in 2022.

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 Anthony Morton from *electionz.com* as the Returning Officer for this election. *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 Māori 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 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 Taupō Forest Trust should be directed to the Group Manager, Mrs Amy Walker, Ph (07) 386 8839.

Nominations

Key Dates

- Nominations open on **Thursday 4 July 2019**.
- Nominations close at **4.00pm Monday 5 August 2019**.
- A public notice calling for nominations will appear in the NZ Herald, Dominion Post and Taupō Weekender newspapers on Thursday 4 or Friday 5 July 2019.

Nomination Papers

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

Free Phone: **0800 666 028**

Email: **nominations@electionz.com**

Or from the Trust Office by ringing (07) 386 8839 or can be downloaded from the Trust website **www.lfft.co.nz**.

Eligibility

To be elected, a nominee for Trustee must be aged over 18 years and be an owner, in one or more of the Lake Taupō Forest blocks. Each nomination must be supported by five adult owners in lands vested in the Lake Taupō Forest Trust.

The Trust order states that:

- 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 is removed by the Court.

Lodgment of Nomination Papers

Nominations close at 4.00pm Monday 5 August 2019.

- Nomination papers must be received by the Returning Officer no later than the above time and date. Any nominations received after 4.00pm Monday 5 August 2019 will be invalid and will not be processed.
- Nomination forms should be faxed or 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 lodgment 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 666 028 to check if it has been received.

Processes After the Close of Nominations

If more than seven (7) 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 Taupō 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 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. 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).**

Queries

Any queries regarding candidate profiles or other parts of the election process should be directed to the Returning Officer on 0800 666 028.

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 8839. 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 Taupō 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 Monday 7 October 2019. Voting will close at **12 noon, Monday 4 November 2019.**

The election results will be available as soon as all special voting papers have been checked. It is hoped this will be completed by Thursday 7 November 2019. 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 Taupō 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.