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# Milford Community Trust NOMINATION PACK

**This pack contains information on the nomination process for electing two Trustees to the Milford Community Trust. Trustees will be selected by an appointment recommendations panel**

## ***Contains:***

### *Attachment A –*

#### *Nomination Form (Milford Community Trust)*

This form is the official nomination form. To be eligible to stand for election each person must be nominated by two members of the Milford community.

### *Attachment B–*

#### *Information Sheet about the Milford Community Trust*

This sheet provides more information about the Trust and its structure.

### *Attachment C –*

#### *Trustee Specification*

This document outlines the desirable skills and attributes of Trustees.

## Milford Community Trust Trustee Nomination Form *Nominators (two required)*

**IMPORTANT: Nominations close at 5.00pm on Friday 25 May 2018** Nominators and the person being nominated for appointment must read the information accompanying this nomination form before completing.

TO: Trust Secretary  
Milford Community Trust  
116 Town Centre  
Te Anau 9600

Two nominators being eligible members of the Milford community must complete and sign this nomination form as below:

	Nominator's Surname	Nominator's Given Names	Nominator's Address	Community Affiliation*	Signature
1.					
2.					

\* **should be one of the following:**

- Resident
- Concessionaire (detail required of concession holder)
- Iwi (detail required of Milford linkage)

We, the nominators, certify that being eligible members of the Milford Community **WE DO HEREBY NOMINATE** for appointment to the Milford Community Trust to represent the Milford Community the following person.

Surname	Given Names	Address	Telephone	Occupation

I (name) \_\_\_\_\_ **consent** to my nomination for appointment to the Milford Community Trust **AND DECLARE THAT** I am a registered Parliamentary Elector and not disqualified for appointment as a Trustee to the Milford Community Trust by reason of the provisions of Clause 7 of the Milford Community Trust Deed (on rear of this form)

**I ATTACH MY NOMINEE PROFILE STATEMENT BASED ON THE TRUSTEE SPECIFICATIONS FOR THE POSITION.**

Signed: \_\_\_\_\_ (to be signed by the nominated person)

**NB: this completed Nomination Form must be received at the Te Anau Office of the Southland District Council no later than 5.00pm on Friday 25 May 2018.**

## 7. Eligibility for Appointment as Trustee

The following persons shall not be capable of being appointed or re-appointed, or holding office, as a Trustee:

- i. 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 subject to a condition not yet fulfilled;
- ii. A person who is convicted of any offence punishable by imprisonment for a term of two years or more;
- iii. A person who is convicted of any offence punishable by imprisonment for a term of less than two years and is sentenced to imprisonment for that offence;
- iv. A person who is disqualified under Section 151 of the Companies Act 1993 applies;
- v. A mentally disordered person within the meaning of the Mental Health (Compulsory Assessment and Treatment) Act 1992;
- vi. A person who is under of 18 years of age.

# **Milford Community Trust Information Fact Sheet**

## **Why was the Trust formed?**

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Southland District Council and the Department of Conservation (DOC) established a Council Controlled Organisation (CCO) in the form of a Trust to provide the community of Milford with leadership and governance and to provide services in the area.

The driving force for this came from the community in Milford who had expressed that Milford needed better leadership and governance, management of existing infrastructure and developing of new infrastructure as well as better emergency and community services.

The Trust Deed will set out the requirements for the establishment and operation of the Trust.

## **What does the Trust do?**

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The Trust meets regularly for the purpose of:

- Managing and carrying out services and undertaking leadership, planning and advocacy for the general benefit of the Milford community so as to ensure as far as possible that the infrastructure of the community and its sense of identity, viability and wellbeing are maintained and enhanced.
- Liaising with and communicating with all individuals; organisations, groups and other parties with interests in the Milford community for all purposes which are beneficial to the community.
- Representing the interests of the Milford Community to ensure that the natural environments and outstanding values of the Milford Sound area are safeguarded and protected for all residents and visitors to the area.
- Monitoring and maintaining an overview of all activities and services provided within the Milford community.
- Considering and reporting on all matters either referred to and/or delegated to it from time to time by the Department of Conservation and the Southland District Council and on any matter of interest or concern to the Milford community.
- Accessing, using or investing funds and entering into arrangements, contracts and other agreements upon such securities or in such manner and upon such terms and conditions that the Trustees deem suitable for the purpose of furthering the objects and purposes of the Trust.
- Carrying out such other lawful activities which are incidental or conducive to attaining the objects and purposes of the Trust.

# ATTACHMENT B

## Trust Structure

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Milford Community Trust is a Council Controlled Organisation with seven Trustees in total set up 1 April 2007. The seven Trustees are made up as follows;

- Three (3) Trustees appointed by right. These appointees are: an Independent Chairperson (appointed for a term of four years), a Mararoa Waimea Ward councillor (appointed for a term of three years) and one person elected by the Milford Community Association (see following page for more information – appointed for a term of three years).
- Four (4) Trustees appointed from persons that are nominated by two members of the Milford community. An appointments panel consider the nominations and recommend to Council which Trustees should be chosen based on their skills and the sectors of the community they represent. The panel is made up of the Department of Conservation's Director Conservation Services, the Chief Executive of the Southland District Council, the General Manager of Environment Southland and the person elected by the Milford Community Association.

To ensure continuity of membership in the initial establishment of the Trust, only half of the four Trustees were appointed for four years. The remainder were appointed for two years to establish a rolling replacement programme for Trustees.

**Nominations are now being sought for the Milford Community Trustee representatives.**

## More information?

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If you would like any more information, please contact the Trust Secretary, Jenny Labruyere, at:

Southland District Council  
116 Town Centre  
Te Anau 9600

Email: [jenny.labruyere@southlanddc.govt.nz](mailto:jenny.labruyere@southlanddc.govt.nz)  
Telephone: 0800 732 732

**Nominations for the Milford Community representative must be received at the Southland District Council Te Anau Office by 5.00pm on Friday 25 May 2018**

# Milford Community Trust

## Trustee Specification

### **Personal attributes required for the role of Trustee:**

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- A passion, affinity and commitment to the Milford area
- Ability to work as part of a team and make a contribution to the team
- Ability to ensure that the required time is available to effectively carry out the role of Trustee
- Sound judgement and common sense
- High level of personal integrity
- Ability to communicate well
- Strong links to sector organisations or agencies with an interest in the Milford area.

### **Skills, knowledge and experience that would be helpful in the role of Trustee:**

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- An understanding of governance principals and experience of service on a governance body
- Knowledge of the Milford area and an understanding of the issues facing the area
- Some experience in strategic planning and business management in a context requiring sensitivity to the interests if individuals, corporate bodies, Iwi and the community.
- Intellectual ability, analytical skills and business acumen
- Strong leadership skills with emphasis on consultative and democratic approach
- Understanding of the processes of government and the law in relation the Crown estate, resource management and tourism operations.