



# Rotorua Trust

MŌ TĀTAU KATOĀ

## 2025 Candidate Information.

*Pukapuka Aratohu Kaitonopōti*  
Candidate Handbook

ROTORUA ENERGY CHARITABLE TRUST,  
OPERATING AS ROTORUA TRUST

Election of Trustees



# Rotorua Trust

MŌ TĀTAU KATOA

Disclaimer: Every effort has been made to ensure that the information contained in this booklet is accurate and consistent with the Rotorua Energy Charitable Trust, operating as Rotorua Trust, Deed of Trust as at 22 February 2021. Rotorua Trust takes no responsibility for any errors or omissions. It is recommended that candidates obtain a full copy of the Deed of Trust which is available on request from Rotorua Trust.

August 2025

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# Overview

This handbook provides information which may be of interest to you as a candidate in the 2025 election of trustees.

The Trust district for the Rotorua Energy Charitable Trust, operating as the Rotorua Trust, incorporates all of the Rotorua Lakes Council area, small parts of the Taupo District Council and the South Waikato District Council areas.

Six trustees are required to be elected.

An election is held every three years for the six trustee positions, by postal and online voting. This will take place between Tuesday 21 October and Saturday 22 November 2025.

## Key dates for a candidate

6pm, Thursday 7 August 2025	Candidate Information Evening
Friday 15 August 2025	Public notice: notice of election, calling for nominations, inspection of roll
Friday 15 August 2025	Nominations open Roll open for inspection
Friday 12 September 2025	Nominations close (12 noon) Electoral roll closes (4 pm)
Friday 19 September 2025	Public notice: candidate names
Tuesday 21 October – Saturday 22 November 2025	Delivery of voting documents including the candidate booklet Progressive roll scrutiny Early processing Voting period
Saturday 22 November 2025	Voting closes (12 noon)
Wednesday 26 November 2025	Public notice declaration of results
Monday 12 January 2026	Return of electoral donations & expenses

## Contact us



Electoral Officer:

Dale Ofoske, Independent Election Services Ltd

Ground Floor, 167 Victoria Street West, Auckland 1010 (entrance off Dock Street)

PO Box 5135, Victoria Street West, Auckland 1142

Phone - 0800 922 822

Email - [dale.ofoske@electionservices.co.nz](mailto:dale.ofoske@electionservices.co.nz)

Website - [www.electionservices.co.nz](http://www.electionservices.co.nz)

# Election details

## About Rotorua Trust

Rotorua Energy Charitable Trust—commonly known as Rotorua Trust, was established in 1994 following the sale of Rotorua Electricity Limited. Set up in perpetuity, the Trust was created to ensure that the proceeds from the sale would continue to benefit the Rotorua community for generations to come.

Every three years, eligible voters in the Rotorua Trust district elect six Trustees to govern the Trust. These Trustees are responsible for overseeing the strategic direction of the Trust, ensuring its resources are invested and distributed in ways that reflect the aspirations and priorities of the Rotorua community.

Since its formation, Rotorua Trust has grown from an initial capital of \$32 million to an investment portfolio exceeding \$165 million. This financial growth has enabled the Trust to return more than \$130 million to the community through grants that support a wide range of initiatives, from small grassroots projects to major capital investments.

Some of the Trust's significant contributions include:

- The Energy Events Centre
- The Sir Howard Morrison Centre redevelopment
- Parksyste
- The Arts Village
- A \$15 million contribution to the restoration of Rotorua Museum – Te Whare Taonga o Te Arawa, paid at \$1 million per year

Each year, the Trust's Statement of Investment Policy and Objectives (SIPO) guides the calculation of the Trust's operating and granting budget, based on investment revenue and retaining reserves. This ensures a balanced approach to funding that supports both current needs and long-term sustainability for generations to come.

## 2025 Election

Every three years, eligible voters in the Rotorua Trust district elect six trustees to the Trust. This will take place by postal and online vote between Tuesday 21 October and Saturday 22 November 2025.

## What is the role of a Trustee?

Trustees are responsible for:

- Establishing the strategic direction of the Trust, including its investment and granting priorities and principles.
- At the beginning of each financial year, the Board confirms the allocation and funding levels for each of the Trust's priority areas.
- Attending monthly board meetings, review grant applications and decide on funding allocations.
- Advocating for and facilitating positive change, working collaboratively to strengthen community capability and promote Rotorua positively.
- Trustees must also operate within the legal framework set out in the Trust Deed and comply with relevant statutory obligations, including the Trusts Act 2019.

Supporting this governance role is a professional operational team responsible for implementing the Trust's strategy. The team manages day-to-day activities such as grant administration, community engagement, communications, and investment monitoring.

## How much time does it involve?

As a minimum, Trustees are expected to commit to:

- Up to six hours a month to attend the Trust's monthly meeting.
- Time for meeting preparation, including reading documents and follow up as required.

- The equivalent of a half day per quarter to attend subcommittee meetings.
- Be available to the community as appropriate.
- Attend events as a representative of Rotorua Trust.
- Contribute to the Rotorua Trust's mission of 'a vibrant and thriving Rotorua for all of us.'
- Up to one week per year for professional development including attending various training, seminars and workshops.

## **What is the Trustee remuneration?**

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The remuneration of Trustees is an annual honorarium, paid monthly, which is set for the three year election term. Prior to each election it is adjusted to reflect fair market value. As of 31 July 2025, this is:

- Chairperson \$38,005.77 p.a.
- Deputy Chairperson \$25,337.14 p.a.
- Trustees \$23,033.84 p.a.

To find out more about the Trust, and the work we do, check out our website: [www.rotoruatrust.org.nz](http://www.rotoruatrust.org.nz)

# Standing for election

## Candidate qualifications

A candidate for the Rotorua Trust must be:

- enrolled as an elector of a local authority situated within the Rotorua Trust funding district (the District); and
- nominated by two electors of the respective local authority area of the Rotorua Trust District.

## Candidate restrictions

Candidates cannot (under Rule 2.1 of Schedule 1 of the Deed of Trust) be:

- a bankrupt (who has not obtained a final order of discharge);
- a person convicted of any offence punishable by a term of imprisonment of 2 years or more;
- a person sentenced to imprisonment for any offence unless pardoned or served the sentence;

- a person who has an order under section 135 of the Companies Act 1993;
- a person who is mentally unwell within the meaning of the Mental Health (Compulsory Assessment and Treatment) Act 1992;
- a person subject to a property order under section 30 or 31 of the Protection of Personal and Property Rights Act 1989;
- a person who has already held the office of Trustee for an accumulated term of 9 years (whether that term has been served concurrently or in any number of broken periods), provided that any period of time that a person has served as a Trustee of the Trust prior to the election of Trustees held in or about November 2019 shall not be counted for the purposes of this clause.

# Nominations

## Elections required

An election will be held for six (6) trustees under the first-past-the-post electoral system by postal and online vote.

Nominations will open on Friday 15 August 2025 and close at 12 noon on Friday 12 September 2025.

A public notice calling for nominations will appear in the Daily Post on Friday 15 August 2025.

Each nomination must be made on the appropriate official nomination paper, which is available from Friday 15 August 2025.

To complete and submit your nomination using the online portal, go to:

[esp.electionservices.co.nz/RT2025/](https://esp.electionservices.co.nz/RT2025/)

Printed nominations will also be available:

- by phoning the electoral office on 0800 922 822;
- by emailing [info@electionservices.co.nz](mailto:info@electionservices.co.nz);
- at the Rotorua Trust office, Haupapa House, 1072 Haupapa Street, Rotorua.
- by accessing [www.rotoruatrust.org.nz](http://www.rotoruatrust.org.nz)

## Completion of nomination paper

The candidate must complete and sign the front page of the nomination paper to indicate their consent to stand as a candidate for the Rotorua Trust election.

Each nomination paper must be completed and signed by two nominators, who meet the eligibility criteria.

A candidate may not nominate themselves for office.

Each nomination paper must be accompanied by the required deposit of \$200 (inclusive of GST). This is refunded if the candidate polls greater than 25% of the votes cast for the lowest successful candidate.

If a candidate is commonly known in the community by a slightly different name (eg Edward Smith is commonly known as Ted Smith) and has been known by this name for at least the last six months (to the satisfaction of the electoral officer), the commonly known name may appear on the voting document.

Candidates are not permitted to use official titles or ranks, etc, as part of their name on the voting document.

The use of degrees or qualifications is also not permitted on the voting document after a candidate's name.

The use of titles or ranks, and qualifications may be included as part of the 150 word candidate profile statement.

Candidates may provide the electoral officer with a candidate profile statement with their nomination. This statement must not exceed 150 words and should contain information about the candidate, their qualifications and skills applicable to the position for which they are standing, and their policies/intentions if elected to office. The candidate profile statement must be true and accurate and the electoral officer is not required to verify or investigate any information included in this statement.

Candidates may also provide a passport sized, colour photo with their nomination paper.

The candidate profile statement and colour photo will be included with the voting document sent to each elector

## Completing and submitting your nomination online

Candidates using the online nominations portal at [esp.electionservices.co.nz/RT2025/](https://esp.electionservices.co.nz/RT2025/) will be required to create an account (username and password) before selecting and starting their nomination.

This allows candidates to progressively complete their nomination. Any progress can be saved and accessed again at a later date before nominations close.

Candidates will be required to enter details of their two nominators directly into the portal including their full name, residential address (as they appear on the parliamentary roll) and email address.

An email will be sent to both nominators, requesting confirmation that they support the candidate's nomination.



The nominators will be required to follow the link contained within the email, confirm their details and consent to nominate, and electronically sign their name.

If completing and submitting a nomination paper online, candidates will need to provide (and upload to the portal):

- proof of \$200 nomination deposit (e.g. evidence of bank transfer);
- evidence of NZ citizenship;
- passport-sized colour photo (optional);
- letter endorsing affiliation (if applicable).

A candidate will only be able to submit their nomination once they have completed all required fields and their two nominators have completed their parts, confirming that they support the candidate's nomination.

If submitting a nomination online, it is recommended that candidates are prepared with this information and start the process early.

## Return of nomination paper

Nomination papers must be in the hands of the electoral officer or an electoral official not later than 12 noon on Friday 12 September 2025.

Completed nomination papers can be submitted online at [esp.electionservices.co.nz/RT2025/](https://esp.electionservices.co.nz/RT2025/) or lodged at:

- Rotorua Trust office  
Haupapa House  
1072 Haupapa Street, Rotorua
- The Electoral Officer, Election Services  
Ground Floor, 167 Victoria Street West,  
Auckland Central (entrance off Dock Street);

or posted to:

- the Electoral Office  
PO Box 5135  
Victoria Street West  
Auckland 1142

All nomination materials (nomination paper, candidate profile statement, photo and nomination deposit) should be lodged together.

A receipt will be issued to acknowledge that a nomination has been received. This receipt does not constitute acknowledgement that the nomination paper is in order.

Once lodged, nomination papers are checked to ensure the candidate and nominators are eligible and that all sections of the nomination paper have been completed correctly.

The lodgement of nomination materials should not be left to the last minute. Should a nomination paper be lodged late on the morning nominations close, and be incorrectly completed or ineligible nominators are provided, there may be insufficient time to correct the situation and the nomination paper could be invalidated.

## After the close of nominations

Once nominations have closed, a list of all candidates will be provided to the Rotorua Trust and media.

A public notice advising of the candidate names will be published on the Trust's website and in the Daily Post on Friday 19 September 2025.

# Voting

## Key message

The four and a half week voting period is Tuesday 21 October 2025 to 12 noon Saturday 22 November 2025. Voting packs are posted to electors from Tuesday 21 October 2025, with special votes available to those who have not received an ordinary vote during the voting period.

## Voting period

Those eligible to vote in the Rotorua Trust elections are all resident and ratepayer electors whose names appear on the respective district council roll, and whose address is within the district at 4pm on Friday 12 September 2025.

The election is being conducted by postal and online vote.

Voting documents are posted to all electors whose names appear on the final electoral roll, with delivery commencing Tuesday 21 October 2025.

Each voting document will include a set of unique online voting credentials and a URL for the purpose of online voting.

Each elector, after receiving their voting document, can either complete it, seal it in the return postage-paid envelope, and post or deliver it to the electoral office, or follow the instructions to cast their vote online.

A ballot box will be available from Tuesday 21 October 2025 until 12 noon on Saturday 22 November 2025 (during normal office hours) for the hand-delivery of voting documents at the Rotorua Trust, Haupapa House, 1072 Haupapa Street, Rotorua.

For details of other locations to hand-deliver voting documents to, see the Trust website: [www.rotoruatrust.org.nz](http://www.rotoruatrust.org.nz)

When posting voting documents back, it is recommended that these be posted by 5pm, Monday 17 November 2025.

To be counted, all completed voting documents must be in the hands of the electoral officer by 12 noon on Saturday 22 November 2025. The preliminary result will be known early afternoon.

Voting documents cannot be collected by candidates or their assistants.

## Special voting

Special votes are available to electors:

- who do not receive a voting document previously posted to them; or
- who have spoilt or damaged a voting document previously sent to them.

Special voting documents are available from Tuesday 21 October 2025 to 12 noon, Saturday 22 November 2025:

- by phoning the Electoral Office on 0800 922 822, for one to be posted out; or
- in person at the Rotorua Trust office, Haupapa House, 1072 Haupapa Street, Rotorua.

Special votes cannot be collected by candidates or their assistants for distribution to electors.

## Key message

Election campaigning can commence anytime and may continue up to and including election day. However there are certain constraints candidates need to be aware of.

Election signs are only permitted on private property (with the owner's consent) nine weeks before election day (20 September 2025 to midnight, 21 November 2025). Signs must be erected in a stable fashion, not being a hazard to public or traffic safety. Council policy on election signs is detailed further on this page.

Election advertising, using any media (including social media), must identify:

- the true name of the person under whose authority they have been produced and
- the contact details of the person under whose authority they have been produced.

[Section 113(2)(b), Local Electoral Act 2001]

This may include on media such as posters, advertisements, signs/hoardings, vehicle signage, websites, social media posts.

Campaign advertisements are subject to the Advertising Standards Authority (ASA) Code, which is accessible at [www.asa.co.nz/codes/codes/advertising-standards-code/](http://www.asa.co.nz/codes/codes/advertising-standards-code/)

## Campaigning

Election signs however are only permitted on private property (with the owner's consent) within the nine weeks before election day (20 September 2025 to midnight, 21 November 2025).

Election signs must be removed prior to election day (ie by midnight of Friday 21 November 2025).

Signs must be erected in a stable fashion, not being a hazard to public or traffic safety. Council policy on election hoardings is detailed later.

No election material can contain any untrue statement defamatory of any candidate (for example under the Defamation Act 1992) and calculated to influence the vote of any elector. No election material may contain an imitation voting

document 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 contains such direction or indication likely to influence the voter.

Voting documents should not be collected from electors by candidates or their assistants. Each elector should post or deliver his or her own voting document to the electoral officer. This also applies to resthomes and hospitals - voting documents should not be collected from elderly or infirm electors by candidates or their assistants.

Candidates should be aware that it is an offence (carrying a fine of up to \$5,000, if convicted) to interfere in any way with an elector with the intention of influencing or advising that elector as to how he or she should vote. Candidates and their assistants should be mindful of this particularly if campaigning occurs in rest homes or hospitals.

## Social media

Social media can be a useful tool for candidates for campaigning purposes and electioneering.

The Trust's social media channels are Trust resources and must remain politically neutral at all times. The Trust will promote elections and the importance of voting but will not associate these posts with any candidates.

The Trust's social media accounts will not follow any candidates. This may result in your account being unfollowed.

The Trust's social media accounts are not permitted to be used as a communications channel by anyone (candidates or members of the public) for promotion, electioneering or campaigning.

Candidates should not post on the Trust's social media channels, nor should they comment on, share or otherwise use the Trust's social media channels for electioneering. You may not rate, review, check-in or tag the Trust's social media channels in your own posts or comments.

## Election signs and hoardings

Election signs can be referred to as hoardings, posters, signs or other similar types of promotion that are used to display information relating to the election of a candidate(s) or choice of political party or promotions of issues relating to a referendum.

The display of election signs and hoardings is governed by the relevant Council policy and bylaws.

### Rotorua Lakes Council area:

Council's Election Sign Guidelines apply to this election. A full copy is available on the council's website [www.rotorualakescouncil.nz](http://www.rotorualakescouncil.nz).

Candidates may put up electoral signs in the Rotorua Lakes Council area provided that they meet the following requirements:

- Signs can only be displayed during the period beginning 9 weeks before polling day and ending at midnight the day before polling day.
- All signs must be located on private property with the consent of the property owner.
- Form and letter height must be consistent with the specifications set out in clauses 3, 5, 6, 7 and 8 of the Electoral (Advertisement of a Specific Kind) Regulations 2005.
- Free standing signs must have a ground clearance of 1.4m under the sign.
- Signs must not exceed 3m in height (from ground level).
- Signs must not exceed 3m<sup>2</sup> in area (2.4m x 1.2m sheet).
- All signs must be securely braced /suitably supported from the ground up to carry wind loads for 60 days.
- Signs should not obscure any other sign election or otherwise).

- Signs cannot obstruct a driver's vision, cause confusion or distraction to drivers or create a situation hazardous to the safe movement or direction of traffic. Where there is an impact on the State Highway network, consent of the New Zealand Transport Agency is required.

Any election hoarding or sign erected on Council or Waka Kōtahi (NZTA) land including road reserve will be removed. Any non-complying signs, or signs deemed to be unsafe, will be removed by the Rotorua Lakes Council officers and enforcement costs will apply.

# Electoral donations and expenses

## Key message

Candidates need to be aware to keep a record of all donations received and expenses incurred in their election campaign. Election expenditure limits will apply depending on the population size of the election the candidate is standing for.

## Campaign expenditure limit

Electoral expenses are defined as relating to electoral activity which can comprise advertising, broadcasting or communicating material to the public (electronically or otherwise). These electoral expenses are generally funded by the candidate and not reimbursable from the organisation the candidate is standing for.

Expenditure limits are based on population figures in a given area.

The estimated expenditure limit for candidates for the Rotorua Lakes Council area of the Rotorua Trust is \$40,000 (including GST), based on a population of 77,180 (population estimate as at 30 June 2024).

The estimated expenditure limit for candidates for the Taupo District Council and the South Waikato District Council areas of the Rotorua Trust cannot be determined as the Rotorua Trust covers only small parts of these districts.

The period for which campaign expenditure limits apply is three months before election day (ie 22 August 2025 to 22 November 2025). However legislation further specifies that all expenses incurred before the three month period for campaign expenditure and used during the three month period, must be fairly apportioned and included in the Return of Electoral Donations and Expenses.

Where an electoral expense relates to more than one candidate, an equitable apportionment between candidates is required.

Nomination deposits are not an electoral expense and therefore should not be included in the Return of Electoral Donations and Expenses.

## Return of electoral donations and expenses

Every candidate - whether successful or not - is required to submit a Return of Electoral Donations and Expenses recording donations and expenditure incurred in their campaign (even if it is a NIL return).

This must be supplied to the electoral officer within 55 days of the official declaration (estimated to be by 12 January 2026). This can be supplied to the electoral officer within 76 days after the official declaration if a candidate is overseas when the successful candidates are declared elected.

A copy of the form is included in this document and attached to all nomination papers and is available on request, by phoning the Electoral Office on 0800 922 822.

This is a requirement under section 112 of the Local Electoral Act 2001.

Candidates are advised to retain all invoices and receipts relating to electoral expenses should these be required in the event of a challenge. They should not be submitted with the return.

Those candidates who are eligible for the refund of their \$200 nomination deposit, will receive their refund once their Return of Electoral Donations and Expenses form has been received by the Electoral Office.

More information relating to Electoral Donations and Expenses can be found in Part 5 of the Local Electoral Act, 2001. This can be accessed online at [www.legislation.govt.nz](http://www.legislation.govt.nz).



## Rotorua Trust Boundary 2025





