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**2024 TRUSTEE  
EXPRESSIONS  
OF INTEREST  
INFORMATION PACK**

# Overview & Process

## Overview

Otago Community Trust is a community-owned charitable trust that provides grants to assist community projects that make a significant and positive contribution to Otago communities.

The Trust has over \$280 million invested (as at 31 March 2023) and since inception has granted more than \$209 million into the Otago Region. The Trust aims to make wise investment decisions that preserve the original capital for future generations as well as having an impactful grants budget each year.

The Minister of Finance has responsibility for appointing Trustees and invites Otago Community Trust to put forward nominations of suitable people to be considered for appointment as a Trustee. To assist the Minister identify suitable people for consideration, expressions of interest on a confidential basis are welcomed from people in the Otago Community Trust region.

This information pack provides more detail about Otago Community Trust, and the role and commitment of Trustees.

## Process

If you have any questions about becoming a Trustee please contact Jemma Adams, CEO, by phone on 0800 10 12 40 or email [jemma@oct.org.nz](mailto:jemma@oct.org.nz).

To submit an Expression of Interest, please send the following documents to [jemma@oct.org.nz](mailto:jemma@oct.org.nz) by 5pm on 29 February 2024:

- Your CV
- Cover letter
- Completed nomination form (available on our website)
- A copy of the front page of your passport / proof of visa status

All enquiries and expressions of interest will be treated in confidence.

All expressions of interest received by the Trust are forwarded to the Minister of Finance. In addition, the board advises the Minister of any identified gaps apparent in the current composition of the board with regard to the skills and attributes detailed below, and any other recommendations they may make.

Final appointment decisions rest with the Minister of Finance.

**Expressions of interest close at 5pm on Thursday 29 February 2024.**

# Skills & Attributes Required

The Minister takes into consideration several factors when making appointments, including the skills and attributes required. Collectively, Trustees must have the skills to manage the Trust, in particular:

- Sufficient diversity among Trustees (for example, in relation to background, skillset, ethnicity, demographics, and gender), in order to ensure that the communities in the Trust's area and their needs are properly represented.
- Sufficient Trustees who whakapapa Māori;
- Sufficient Trustees who have the skills required to manage the Trust's investments (including compliance with financial and legal requirements);
- Trustees who collectively have skills in governance, community experience and the social sector; and
- Sufficient institutional knowledge of the Trust's affairs retained amongst the Trustees to enable smooth operation of the Trust.

Otago Community Trust welcomes expressions of interest across a broad range of backgrounds, skillsets, perspectives and geographic areas within the Trust's boundaries.

At this time, we particularly welcome expressions of interest from those with expertise in investment or funds management.

## Eligibility

Trustees must live within the Trust's funding area (see details here) and must not be excluded from appointment:

## Exclusions

(as per section 7 of the Community Trusts Act 1999)

A person must not be appointed or reappointed, or hold office as a trustee of a community trust, if he or she is –

- (a) 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;
- (b) convicted of an offence punishable by imprisonment for a term of 2 years or more;
- (c) convicted of an offence punishable by a term of imprisonment of less than 2 years and is sentenced to imprisonment for that offence;
- (d) subject to an order made under section 383 of the Companies Act 1993;
- (e) a person to whom section 151(2)(ba) or section 151(2)(c) of the Companies Act 1993 applies;
- (f) [Repealed]
- (g) not resident in the area or region of the trust;
- (h) employed in the service of, or holding an office (other than the office of director) in, a trustee bank's successor company in which that trust holds shares.

Appointment decisions rest with the Minister of Finance.

# About Otago Community Trust

## Our History

- 1988: Trust Bank Otago Community Trust formed
- 1996: Trust Bank New Zealand sold to Westpac. Trust capital base set at \$131 million
- 2000: Name changed to Community Trust of Otago
- 2008: Name changed to Otago Community Trust
- Since 1988: Otago Community Trust has granted over \$212 million to projects, services and programmes

Please see our website for more detailed information on our funding boundary (under [About Us/Funding Area](#))

## Our Region



## Our Trustees



**Andy Kilsby**  
Chair/  
Central Otago



**Barb Long**  
Deputy Chair/  
Greater Dunedin



**Raewyn van Gool**  
Central Otago



**Alofa Lale**  
Greater Dunedin



**Dr Michael Stevens**  
Greater Dunedin



**Bridget Tweed**  
South Otago



**Haley van Leeuwen**  
Greater Dunedin



**Rebecca Williams**  
Central Otago



**Fraser McKenzie**  
North Otago



**Carole Adair**  
Greater Dunedin



**Robyn Mclean**  
Greater Dunedin

## Our Guiding Documents

[Community Trusts Act 1999](#)

[Trusts Act 2019](#)

[Otago Community Trust Deed](#)

[Statement of Investment Policies and Objectives \(SIPO\)](#)

[Strategic Plan](#)



# STRATEGIC PLAN 2022 - 2027

The Otago Community Trust has introduced a new strategic plan which sets out the direction for the Trust over the next five years. Our plan has been developed to guide the Trust into the future, as we endeavour to work together with our communities and key stakeholders to invest in, assist with and facilitate opportunities for the benefit of Otago.

Our strategic plan has been developed in careful consideration of the current economic environment, it is mindful that we are a Trust in perpetuity and that we need to be wise and prudent in our philanthropic decisions.

## OUR VISION

Otago communities are vibrant and resilient, and protective of people, heritage and environment.

## OUR VALUES

- We are accessible, transparent and driven to make a difference;
- We are resilient, courageous and act with integrity, respect and prudence, valuing strong relationships;
- We are committed to the principles of Te Tiriti o Waitangi;
- We show leadership, wisdom and empathy.

## OUR DRIVERS

To achieve our vision, we will:



**FUNDING**  
Empower communities to realise their potential and goals.



**ASSET MANAGEMENT**  
Balance the interests of current and future generations by preserving capital and maximising granting.



**ORGANISATIONAL EFFECTIVENESS**  
Ensure we have effective processes and resources to achieve our purpose.

## OUR FUNDING PILLARS

Our Funding Pillars represent our four strategic focus areas of granting



Communities are strong, vibrant and resilient. They collaborate and share ideas and resources. They support volunteers and volunteering initiatives.

Encourage collaboration, support volunteers, celebrate community connection and social responsibility.



People have access to health and welfare services and are able to participate in recreation and leisure activities.

Positively impact on the health and wellbeing of Otago's residents, particularly the most vulnerable.



All are valued for the contribution that they make. The region has a thriving economy that directly contributes to inclusive growth.

Provide economic benefits and/or employment opportunities, particularly to rural or isolated communities.



All children and young people in Otago are valued, accepted and empowered to lead fulfilled lives. They are healthy, happy and their wellbeing is nurtured.

Raise resilience and capacity of Children and Young people, particularly those adversely affected by discrimination, disadvantage or exclusion.

### WE WILL SUPPORT COMMUNITY PROJECTS THAT:

### OUR FUNDING WILL SUPPORT ORGANISATIONS THAT:

- Operate within our region to support activities that:
  - Bring communities together to develop greater social connection and celebrate identities;
  - Provide access to participate in community activities;
  - Encourage community pride and resilience; seek to protect our cultural heritage, and / or natural environment;
  - Support capability building.

- Provide equity of access to services and opportunities for people to participate in cultural, recreational & leisure activities which improve physical and mental health & wellbeing;
- Empower communities to lead their own solutions and improve systems.

- Provide economic benefits and/or employment opportunities;
- Work towards equal opportunities and access to equitable outcomes.

Work with children and young people to:

- Increase social equity and reduce disadvantage, discrimination &/or exclusion;
- Enhance opportunities for participation.

Support capability programmes for groups working with children and young people.

Develop youth-led initiatives.

## OUR PRIORITY COMMUNITIES

Children and Young people, Māori, Pasifika, former refugees, new migrants, Rainbow communities, those experiencing mental health issues, people living with a disability, rurally or in isolation and those facing hardship.



## OUR FUNDING AREA

We provide funding throughout Otago covering North Otago, South Otago, Central Otago including Wanaka. West Otago, Queenstown and Arrowtown districts are outside our funding boundary.



### Connect with Us:

If you have any questions, or need help please contact us:

0800 10 12 40 or [info@oct.org.nz](mailto:info@oct.org.nz)

Visit our website for more information:

[www.oct.org.nz](http://www.oct.org.nz)

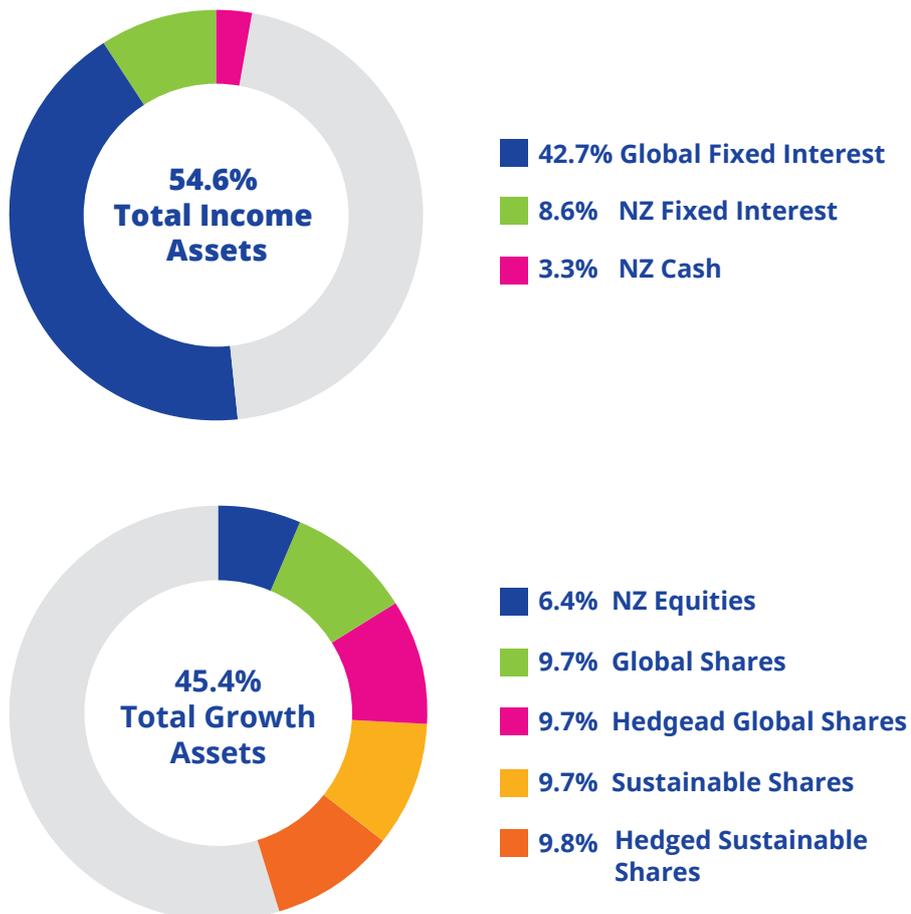
# Our Investments

Otago Community Trust's ability to grant is underpinned by the performance of its investment portfolio. Established in perpetuity, the Trust aims to grow the value of our capital fund and maximise the funding available for granting, with the flexibility to respond to investment opportunities as they arise.

The initial capital of the fund was officially established at \$63 million in December 1994. Subsequently, it was increased to \$131 million in June 1996 when the remaining shares in Trust Bank were sold. Since then, the Trust's investment base has grown from \$131 million to \$284.9 million as of March 31, 2023.

In April 2023, the Trust announced the selection of Mercer NZ Ltd as its new investment consultant. Mercer NZ Ltd provides traditional advisory services, strategic advice, portfolio construction, and risk assessment for Otago Community Trust. The [Trust's Statement of Investment Principles and Objectives \(SIPO\)](#) guides decisions about its investments.

## Strategic Allocation Of Financial Assets



# Trust Governance Structure

- Up to 12 Trustees
- Appointed by Minister of Finance
- Four year term
- Trustees may hold office on more than one occasion

## Committees of the board

- Audit, Risk & Finance Committee
- Tamariki & Rangatahi Subcommittee
- Plus 2x Trustees are appointed directors of Fillmor House Ltd, a wholly-owned subsidiary of the Trust

## Role of the Board

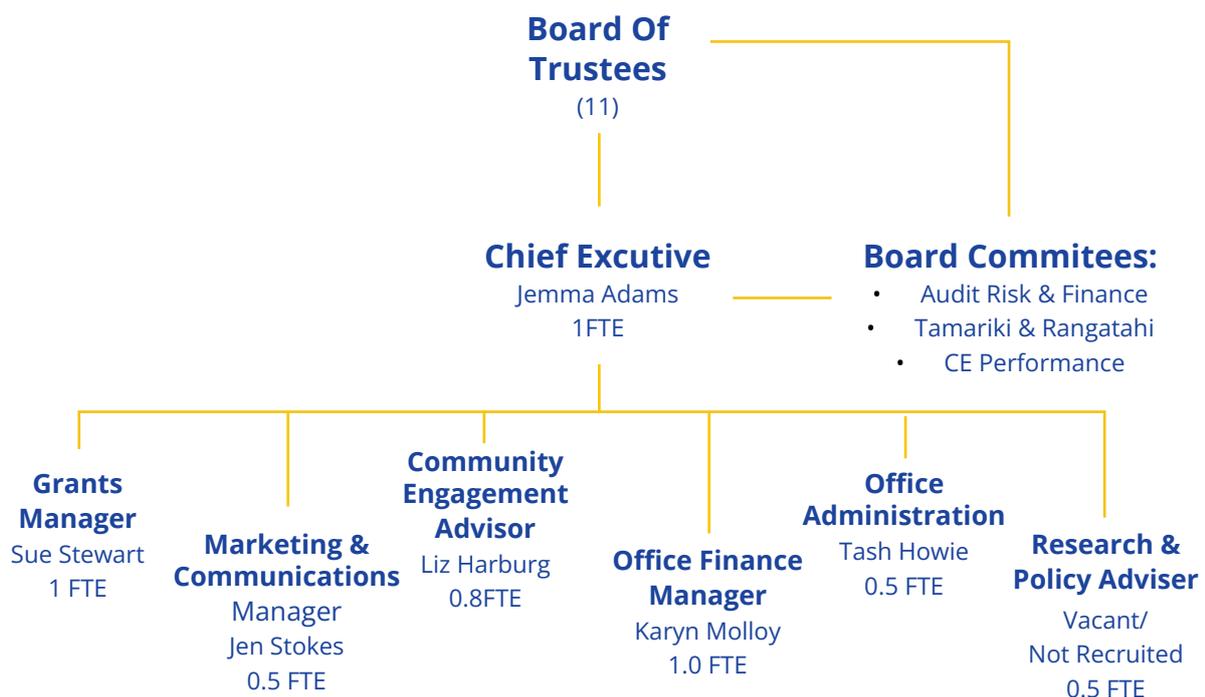
- The role of the Board is governance rather than management which is the responsibility of the Chief Executive Officer (CEO) and staff
- Governance focuses on the Trust's wider issues of purpose, including the setting and monitoring of strategic direction and the establishment of monitoring of Board-level policies
- Management focuses on implementing the strategic direction of the Board and the operational day-to-day running of the Trust's business

- The Board works in close partnership with the CEO to ensure that its objectives and goals are achieved, supporting and resourcing the CEO to carry out his/ her responsibilities.

## Key activities of the Board

- Ensuring the Trust's assets are protected
- Setting and monitoring strategic direction and objectives
- Setting and reviewing governance, investment, grants and operational objectives and policies, and ensuring compliance with approved policies
- Appointing the CEO and monitoring performance
- Appointing the Investment Advisor and monitoring performance
- Approving grants, operating and capital expenditure budgets, and approving expenditure outside budgets, and monitoring and reviewing performance against those budgets
- Considering and making decisions on grant applications
- Ensuring ongoing accountability of the Trust
- Reviewing its own performance

# Governance & Management Structure



# Time Commitment

- Normal workload of a Trustee is 25 days per year.
- Board meeting dates for 2024 are provided below. Alongside meetings of the Trust, Trustees are expected to attend events in the community which the Trust has supported.

## Meeting Dates 2024

Date	Meeting	Location
February 20	Board Meeting	Dunedin
March 19	Board Meeting	Dunedin
March 20	Planning / Strategy Day	Dunedin
April 23	Board Meeting & Community Visits	South Otago
May 1	Combined Otago Community Trust, Community Trust South and Central Lakes Trust hui	Gore
May 28	Board Meeting	Dunedin
June 25	Board Meeting	Dunedin
July 23	Board Meeting	Dunedin
August 20	Board Meeting	Dunedin
September 24	Board Meeting and Annual Public Meeting	South Otago
October 22	Board Meeting	Central Otago
October 23	Community Visits	Central Otago
December 3	Board Meeting	Dunedin

Board meetings typically run 8.30am until 3.00pm.

In addition, most Trustees are also a member of one or more committees or subcommittees:

- **Audit, Risk & Finance Committee** meets four times per year, for 1.5-2 hours
- **Tamariki & Rangatahi Subcommittee:** meets most months, for 1 hour
- **Fillmor House Ltd** meets twice per year, for 30 minutes

## Remuneration

Annual Remuneration			
Chair	Deputy Chair	Trustee Chairing a Committee	Trustee
\$26,400	\$16,500	\$14,520	\$13,200

- Milage is reimbursed (at current IRD rates) for attendance at Otago Community Trust meetings and functions where Trustees are representing the Trust.
- Trustees are provided with professional development opportunities including governance and investment workshops and philanthropic conferences.



**Connect with us**

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[www.oct.org.nz](http://www.oct.org.nz)