



Kokatha General Trust – Trustee Advisory Committee (TAC) NOMINATION AND ELECTION PROCESS

The TAC and Perpetual (Trustee) have developed a formal nominations and election process, to ensure transparency in the appointment of TAC members and to benefit from having experienced representatives on the TAC.

The process is:

1. Notice of nomination process and nomination form to be included in the Common Law Holders meeting notice. Nominees must be Kokatha Common Law Holders.
2. Nomination forms to be returned at least 14 days prior to the Common Law Holders meeting.
3. Nomination form will include a Personal Statement. The Personal Statements will be collated and distributed at the Common Law Holders Meeting.
4. Voting slips will be prepared and distributed to Common Law Holders at the meeting.
5. Common Law Holders will be asked to choose one candidate.
6. All votes are of equal value – each person has one vote.
7. The seven (7) Kokatha People with the most votes will be elected.
8. The names will be listed in descending order of votes (i.e. the most votes at the top):
 - o The four (4) people with the most votes will be appointed for a two (2) year term.
 - o The next three (3) people with votes will be appointed for a one (1) year term.

Appointing some people for one year is necessary to begin staggered two-year terms, reducing the risk of replacing the entire TAC at once and ensuring continuity in TAC governance.

9. In the event of a draw a further poll will occur.
10. Perpetual will appoint a returning officer to oversee the process, count the votes and announce the successful candidates.
11. Persons affected by alcohol or illicit substances will not be nominated.

Role of the Trustee Advisory Committee

- Approves Distribution Policies for consideration by Common Law Holders
- Assesses applications against Distribution Policy and consents to distributions.
- Assists the Trustee to manage the relationship with Kokatha Aboriginal Corporation, its members, and Kokatha Common Law Holders
- Monitors Trust costs and expenses.
- Provide advice to the Trustee on the Investment Policy
- Approves Strategic Plan

Qualifications

The Trustee is looking for people with the following skills and qualifications, where possible:

- TAFE, university or college qualification; or life experience in place of formal education
- Board or Committee experience
- Experience or expertise in: community development, communication, leadership, negotiation, strategic planning, social policy (or similar)
- Willing to complete within 6 months of appointment, governance training with a recognised education provider (e.g., AICD or Community Directors Institute)

Remuneration (Pay)

Remuneration is described in the TAC Travel Policy, including modest sitting fees, travel and accommodation expenses.

Kokatha General Trust – Trustee Advisory Committee

Please provide nominations by email to: applications-nt@perpetual.com.au

Name

Address

Email

Phone No

Please provide a brief statement of your reasons for wanting to be selected to the Trustee Advisory Committee and your personal qualities which contribute to strategic decision making for and on behalf of Kokatha People. Please state your level of financial literacy. This statement will be provided to Common Law Holders.

Declaration and Consent

- I am a Kokatha Common Law Holder. I am financially literate. I consent that my Personal Statement can be distributed to Common Law Holders meeting.
- If elected, I consent to being appointed as a member of the Trustee Advisory Committee and agree that if appointed I will act with due diligence, good faith and for a proper purpose in Trustee Advisory Committee decision making.
- If selected I will provide (within 1 month of my appointment) a current police clearance which demonstrates that in the past 10 years I have not been convicted of a violence or dishonesty related offence. The police clearance must have been issued within the last 12 months.
- If selected I will provide 2 referees who will attest to the fact that I act with integrity in decision making and am of good character.

Signature	
Name	
Date	