

# Fonterra Elections 2024 Co-operative Council

## Candidate Handbook



# Contents

KEY INFORMATION – 2024 ELECTIONS	3
ARE YOU ELIGIBLE TO STAND FOR ELECTION?	4
BEING A COUNCILLOR	4
THE ROLE OF COUNCIL	5
COUNCIL WARDS	6
NOMINATIONS	7
CANDIDATE PROFILE AND INTEREST STATEMENTS	8
REMUNERATION AND MEETINGS	9
CODE OF CONDUCT FOR CANDIDATES DURING COUNCILLOR ELECTIONS	10
VOTING AND RESULTS	12

## About the Returning Officer

Warwick Lampp has been reappointed as the Returning Officer by Fonterra. Mr Lampp has been the Returning Officer since 2004.

The Returning Officer is an independent appointee and conducts elections in accordance with Fonterra's Election Rules and accepted standard election management practices, ensuring that the process is carried out with integrity, security and fairness to all parties.

The Returning Officer's decisions in all matters pertaining to the Elections are final.

### The Returning Officer's specific duties are:

- Compiling and certifying the electoral roll.
- Arranging for the publication of any notices relating to the Elections.
- Calling for and receiving nominations.
- Verifying candidate eligibility.
- Candidate management and Candidate Profile booklet production.
- Arranging the printing and distribution of voter packs.
- Processing and counting votes.
- Handling all Elections related enquiries.
- Declaring the results.

# Key Information – 2024 Elections

This Handbook provides information about Fonterra's 2024 Co-operative Council Elections.

This Handbook is a guide only. For more detailed information or a Nomination Paper please contact the Returning Officer Warwick Lamm (details below).

## Key qualities and capabilities of a Councillor

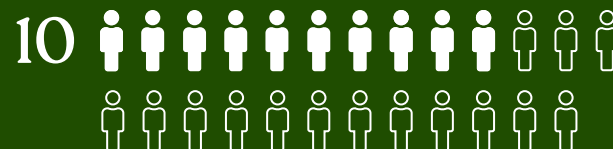
- Honesty and integrity.
- Courage to question/challenge the status quo.
- In-depth farming knowledge.
- An understanding of Fonterra's business.
- Awareness of the regulatory frameworks in which the Co-operative operates.
- An understanding of and empathy with the Co-operative.
- An understanding of the key drivers of wealth - milk price and profit.
- Business acumen - financial literacy and ability to think strategically.
- Communication skills (including presentation/public speaking capability).
- Interpersonal skills (approachable nature, empathy with fellow farmers).
- Time available to undertake a Councillor's responsibilities.
- A commitment to on-going training including building broad-based Co-operative and governance knowledge to enhance their effectiveness in the role.

## Proposed key dates

Tuesday 17 September – Thursday 3 October (12 noon)	Nominations period for Council candidates
Friday 4 October	All candidates announced
Tuesday 22 October – Tuesday 12 November (10.30am)	Voting period
Tuesday 12 November	Official declaration of results
	Fonterra Annual Meeting
Thursday 14 November	Successful Council Candidates take office

These key dates and all dates referred to in this Candidate Handbook are those that are currently proposed. Fonterra will provide as much notice as possible if any of these dates need to change.

## Number of Ward elections



Of the ten Councillors required to retire by rotation, seven will be re-standing.

Ward	Councillor
1 - Northern Northland	Peter Giesbers (re-standing)
2 - Central Northland	Greg Collins (re-standing)
10 - Northern Bay of Plenty	Don Hammond (re-standing)
13 - Central Taranaki	Karyn Johnson (re-standing)
16 - Central Districts West	Megan Cushnahan (re-standing)
17 - Hawke's Bay	Andrew Hardie (retiring)
19 - Tasman / Marlborough	Simon Tripe (re-standing)
21 - Central Canterbury	Mark Slee (retiring)
22 - South Canterbury	Mark Cressey (re-standing)
25 - Western Southland	Kevin Dixon (retiring)

## Required nomination documents

- Nomination Paper
- Candidate Profile Statement (including Candidate Interest Statement)
- Photo

## Returning Officer contact details

**Warwick Lamm**

wlamm@electionz.com, 0800 666 034

# Are You Eligible to Stand for Election?

To stand for the Fonterra Co-operative Council you must have a direct or indirect interest in a Shareholder that is supplying Milk to Fonterra which comprises either:

- (a) a direct or indirect legal or beneficial interest in that Shareholder (including as a beneficiary of a trust); or
  - (b) a right or entitlement to participate (directly or indirectly) in the distributions of, or made by, that Shareholder,
- and, without limiting the entities, arrangements or structures through which any such interest may arise or be held, a person will be deemed to hold such an interest if he or she:
- (c) is a Shareholder that is supplying Milk to Fonterra; or
  - (d) is a shareholder of a company that is a Shareholder that is supplying Milk to Fonterra; or
  - (e) is a member of a partnership that is a Shareholder that is supplying Milk to Fonterra.

Executives of Fonterra, the Milk Commissioner and Directors are not permitted to be Co-operative Councillors.

Candidates can stand for the Board of Directors, Co-operative Council and the Directors' Remuneration Committee but they can only hold one elected position.

Successful candidates cannot take office as a Councillor unless they sign a Confidentiality Deed and Indemnity in the form determined by the Fonterra Board relating to information they may receive in their capacity as a Councillor.

No formal qualifications are necessary to become a Councillor.

Councillors do not have to live in or supply from the Ward they represent, but they must be nominated and seconded by two shareholders in that Ward.

Councillors retiring by rotation are eligible for re-election provided they will not exceed the tenure limitations (nine years subject to limited exceptions) set out in the By-laws of the Co-operative Council.

## Being a Councillor

The key capabilities required to successfully fulfil a Councillor's representation role are set out to the right. A Co-operative Councillor is also expected to be willing to continually develop their capabilities around business understanding, communication and interpersonal skills, and teamwork.

Councillors are expected to commit an average of one day per week to their role.

### Key qualities and capabilities of a Councillor

- Honesty and integrity.
- Courage to question/challenge the status quo.
- In-depth farming knowledge.
- An understanding of Fonterra's business.
- Awareness of the regulatory frameworks in which the Co-operative operates.
- An understanding of and empathy with the Co-operative.
- An understanding of the key drivers of wealth - milk price and profit.
- Business acumen - financial literacy and ability to think strategically.
- Communication skills (including presentation/public speaking capability).
- Interpersonal skills (approachable nature, empathy with fellow farmers).
- Time available to undertake a Councillor's responsibilities.
- A commitment to on-going training including building broad-based Co-operative and governance knowledge to enhance their effectiveness in the role.

# The Role of Council

Council's role, functions and powers are set out in Fonterra's Constitution.

Council's role is to support Shareholders' democratic control of their Co-operative and to actively represent and seek to protect members' interests as owners, investors, suppliers and members of the Fonterra Co-operative community.

Council's functions, and the activities undertaken to perform them, can be summarised under three main themes: Connection, Accountability and Guardianship.

## Connection

- The primary role of Council is to connect members to their Co-operative
- Engagement activities within each Ward aim to build a comprehensive understanding of members' interests, needs, views and expectations and to provide members with regular feedback on Council's representation of these to the Board
- Councillors receive calls and emails from members and hold Ward meetings, and may be asked to represent Council at field days and other events
- Councillors are expected to report in a timely manner on the feedback and themes they hear
- Council arranges educational programmes for members, such as the Understanding Your Co-operative Programme (which Councillors host) and the Governance Development Programme.

## Accountability

- Council seeks to ensure Co-operative members are fully informed about their Co-operative's performance
- Councillors meet with the Board at least four times each financial year to seek explanation on how well recent performance is meeting members' expectations, whether Fonterra is 'on-track' for meeting its strategic objectives, and what new and/or emerging challenges Fonterra is facing and addressing
- Council seeks to hold the Board to account by seeking from the Board explanation of and responsibility for Fonterra's strategy and performance
- Councillors refer to publicly available information and Council commissions external advisors to provide independent analysis
- Council regularly submits questions to the Board
- Council regularly and transparently reports back to members on its engagements with the Board, including the Board's explanations.

## Guardianship

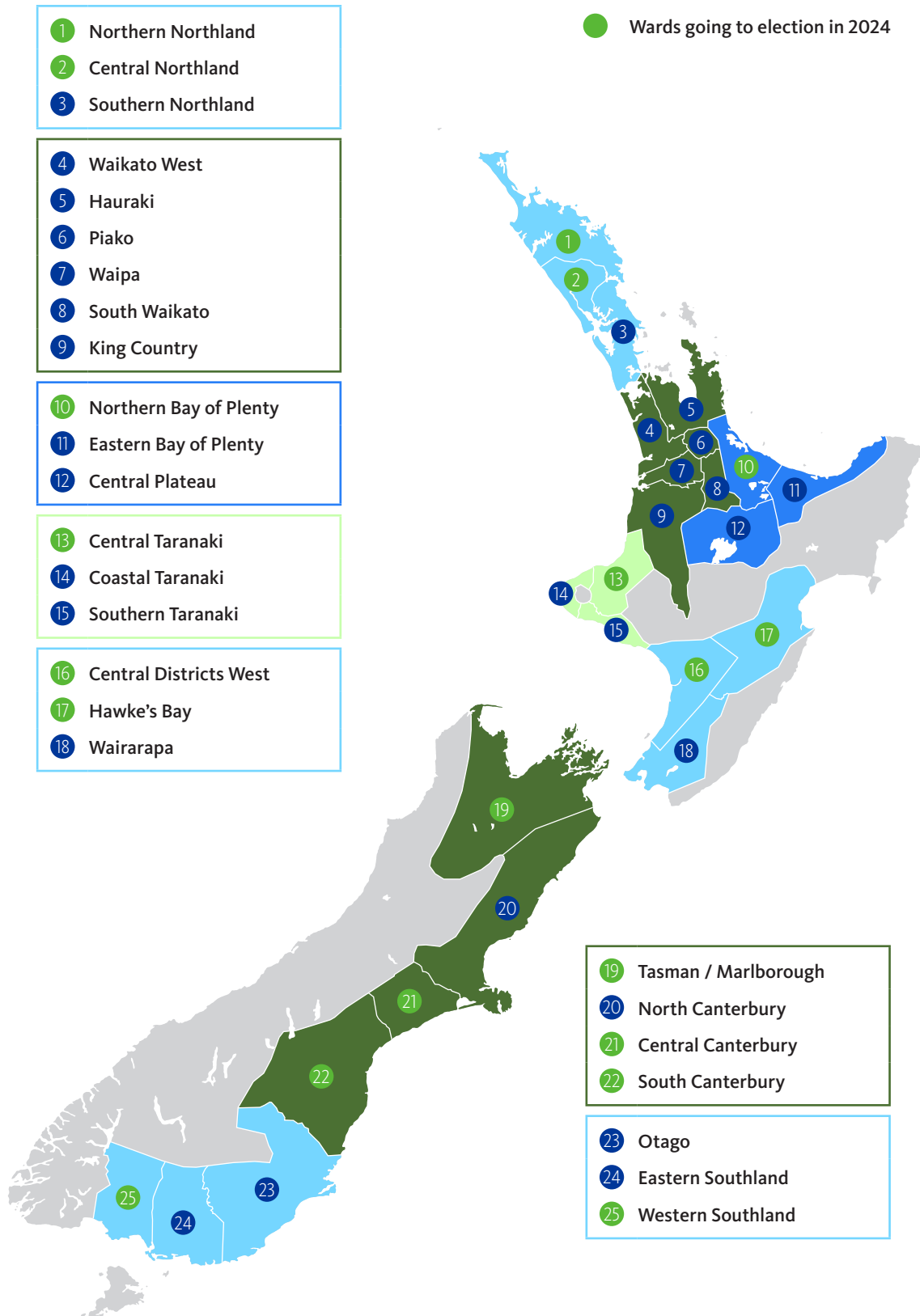
- Along with the Board, Council acts as the guardian of the Co-operative Philosophy, including the Co-operative Principles, Purpose Statement and Values
- Council is also the primary channel for consultation when Fonterra is considering policy or operational changes that may affect members
- Council advocates publicly on members' collective behalf on matters relating directly to members' interests in the Co-operative
- Council also:
  - manages the Director election process in consultation with the Board
  - appoints the Milk Commissioner
  - consults with the Board in relation to the operation of the Fonterra Shareholders' Market and the Fonterra Shareholders' Fund
  - consults with the Board in relation to any changes to the Milk Price Manual and Principles
  - has four Councillor observers attend meetings of the Board's Co-operative Relations Committee.
- Council has the power to:
  - consider and, in consultation with the Board, propose to shareholders changes to the Constitution
  - recommend the commissioning of a special report on specific projects or activities
  - call a special meeting of shareholders, in certain circumstances.

In carrying out its representation role Council represents the interests of all members of the Co-operative, being shareholders supplying milk to the Co-operative, their sharemilkers and contract milkers, and other persons supplying milk to the Co-operative in New Zealand under standard terms and conditions of supply.

Each Councillor is assigned to one of three committees - Connection, Accountability or Guardianship. However all Councillors are expected to participate fully in all Council activities.

# Council Wards

In each of 25 Wards around New Zealand, one Councillor is elected by their fellow farmers to represent their interests to the Fonterra Board.



# Nominations

## Nomination Paper

The Nomination Paper is available [here](#) and from the Returning Officer.

Each nomination must be made on the official Nomination Paper and submitted with:

- a Candidate Profile Statement (including a Candidate Interest Statement) (see pages 8 and 9)
- a photo (see page 8).

Councillors standing for re-election do not need to be nominated and seconded but must complete the candidate's section of the Nomination Paper and return it to the Returning Officer by 12 noon on Thursday, 3 October 2024, along with their completed Candidate Profile Statement and Candidate Interest Statement.

## Completing your nomination documents

Nominations must be made with the consent of the candidate, by a shareholder, and be seconded by one other shareholder.

The candidate, nominator and seconder must each:

- complete and sign all the appropriate sections of the Nomination Paper
- declare their Supply Number(s).

The nominator and seconder must be shareholders in the Ward the candidate intends to represent.

If a nominating shareholder, seconder or candidate is unable to print and sign the Nomination Paper (e.g. is travelling), they can contact the Returning Officer about an acceptable alternative.

If you are commonly known in the community by a slightly different name (e.g. Edward Smith is commonly known as Ted Smith) and have been known by this name for at least the last six months (to the satisfaction of the Returning Officer), your commonly known name may appear on the Voting Paper.

You may include honours, official designations, ranks, Dr/Professor, degrees or qualifications (e.g. BBS, B Ag Sci, Dip Tech) in your Candidate Profile Statement, but these will not be included on the Voting Paper.

## Lodging your nomination documents

Nomination documents must be received by the Returning Officer no later than 12 noon on Thursday, 3 October 2024.

Scan your nomination documents and email them to: [wlampp@electionz.com](mailto:wlampp@electionz.com).

Important: Plan to lodge your nomination documents early to allow time to address any issues (e.g. errors, omitted documents or illegible information). If there is insufficient time to make corrections your Nomination Paper could be invalidated.

Once lodged, your Nomination Paper will be checked to ensure you are eligible and that the nominator and seconder are shareholders in your Ward.

You will receive confirmation by email as soon as your nomination is verified and accepted.

## After the close of nominations

The final list of all candidates will be announced by media release and on the Farm Source website on Friday, 4 October 2024.

# Candidate Profile and Interest Statements

## Candidate Profile Statement

Every candidate must provide a Candidate Profile Statement (including a Candidate Interest Statement) with their Nomination Paper. If these are not provided by a candidate then the nomination will be invalid and will not be accepted.

The Candidate Profile Statement is included with the Voting Papers.

If you have any queries about the content, format, or method of submitting a Candidate Profile Statement, please contact the Returning Officer before submitting your nomination.

## What to include

Your Candidate Profile Statement should include:

- information about your background and experience
- why you are standing for Council
- why you think you would make a good Councillor.

It must be confined to information concerning the candidate, and the candidate's views, policies and intentions if elected.

## Important notes

If the Returning Officer is not satisfied that your Candidate Profile Statement meets the above requirements, he will return it to you, outlining the reasons for its return. You will have a reasonable time (specified by the Returning Officer) to submit an amended Statement.

You will be considered to have failed to provide a Candidate Profile Statement if you:

- fail to submit an amended Candidate Profile Statement within the time specified by the Returning Officer; or
- submit an amended Candidate Profile Statement that, in the opinion of the Returning Officer, does not meet the requirements.

The Returning Officer is not required to verify or investigate any information included in a Candidate Profile Statement. However, Candidate Profile Statements will be checked for accuracy regarding any representations concerning Fonterra.

To encourage consistency, the Returning Officer may suggest formatting changes, including spelling or grammar, but takes no responsibility for accuracy or content of Candidate Profile Statements.

A disclaimer concerning the accuracy of the information contained in the Candidate Profile Statements will be published with these.

## Format

Your statement must be:

- Maximum 400 words (excluding your name and the Candidate Interest Statement)
- In a Microsoft Word document that has been spell checked and word counted
- In A4 format
- In plain text. Special formatting (e.g. bold, italics, underlining, bullet points, quote marks) is permitted.

## Your photo

Please provide a colour digital photo that meets the following criteria. This will be used in the Candidate Profile booklet and other election-related communications. It must be:

- Recent (less than one year old)
- Digitally taken (i.e. not a hard copy or scanned print)
- High resolution (minimum of 300 dpi)
- Head and shoulders to mid-chest with clear space on either side
- Taken against a plain or solid colour background
- Of you only (e.g. no hats, pets, other people, signage or objects included).



## Candidate Interest Statement

The Candidate Profile Statement must include a Candidate Interest Statement, detailing any business, investment or other relationships you have with Fonterra or with any third party that transacts with Fonterra or undertakes business in competition with Fonterra.

If you don't include a Candidate Interest Statement within your Candidate Profile Statement, then the nomination will be invalid and will not be accepted.

### Format of Candidate Interest Statement

#### Example Only

##### CANDIDATE INTEREST STATEMENT

*Listed below are details of all business, investment and other relationships I have with Fonterra Co-operative Group Limited and its subsidiaries (the "Fonterra Group") (including as a supplying shareholder), or with any third party that transacts with the Fonterra Group or carries on business in competition with the Fonterra Group:*

1. *I am a supplying shareholder of Fonterra (in my name) and hold [ ] Fonterra shares.*

AND/OR

*I am a supplying shareholder of Fonterra (in my name) jointly with Associated Persons (as defined in the Financial Markets Conduct Act 2013) and hold [ ] Fonterra shares.*

AND/OR

*[An] Associated Person[s] (as defined in the Financial Markets Conduct Act 2013) [is a/are] supplying shareholder[s] of Fonterra and hold[s] [ ] Fonterra shares.*

2. *I am a shareholder and director of X Limited which provides farm consultancy services to the Fonterra Group.*
3. *I am a shareholder of Y Limited, which carries on business as a manufacturer of cheese, in competition with Fonterra Group companies.*
4. *My partner is a senior employee of Z Limited, which is involved in the expansion of the [name of] manufacturing site.*
5. *An Associated Person (as defined in the Financial Markets Conduct Act 2013) holds shares in XYZ Co-operative Dairy Company Limited.*

*To the best of my knowledge and belief the disclosures set out above are full and complete.*

*Full name of candidate:*

*Signed:*

*Dated:*

# Remuneration and Meetings

## Remuneration

The honorarium for a Councillor is currently \$39,750 per annum.

The honorarium for the Chair of Council is currently \$124,000 per annum.

Councillors who have additional responsibilities, such as Committee Chairs, may receive an additional honorarium which is allocated at the discretion of the Council Chair from a pool of \$100,000.

## Expenses

Each Councillor is entitled to be reimbursed for all reasonable expenses incurred when undertaking Council business, and which would not otherwise have been incurred personally.

These expenses generally include air travel, parking, taxis, mileage, accommodation and meals.

## Council meetings

Council meetings are convened to attend to Council's functions, discuss issues and receive updates on the Co-operative from members of the Board and Management.

In-person, two to two and a half day meetings are usually held around the release of Fonterra's quarterly results (usually at the Fonterra Centre in Auckland) and the Annual Meeting. Online meetings are also held as required. Meeting pre-reading is circulated to Councillors in advance.

# Code of Conduct for Candidates during Councillor Elections

## Purpose of this document

- A Clause 16.4 of the Constitution of Fonterra provides that every election of Co-operative Councillors shall be held in accordance with the by-laws of the Co-operative Council (**By-Laws**).
- B The Rules for Election of Co-operative Councillors of Fonterra Co-operative Group Limited (**Election Rules**) supplement the By-Laws and provide that every candidate shall abide by the Code of Conduct adopted by the Returning Officer in respect of the Fonterra Councillor Elections.
- C The objective of this Code of Conduct is to allow candidates to put their views to Shareholders with a minimum of restriction while still:
  - (i) Ensuring that campaigning by candidates for the Councillor Elections is carried out in an honest and fair way;
  - (ii) Maintaining the focus and relevance of the campaigning opportunities provided to candidates, which seek to reasonably and equitably manage time and other resources that candidates put into campaigning activities;
  - (iii) Protecting the reputation and commercial interests of Fonterra; and
  - (iv) Protecting the reputation and standing of Fonterra's officers, employees and Members.
- D This Code of Conduct is not intended to discourage fair and truthful comment and debate.

## Terms of the Code

- 1 To enable an election process that provides fair and equal opportunity to candidates, and fair assessment by Shareholders of each candidate's ability to fulfil the role of a Co-operative Councillor:
  - 1.1 Candidates represent their skills and experience to Shareholders in written profile statements, which are sent to all Shareholders with voting papers;
  - 1.2 Candidates are not permitted to carry out or arrange any other form of campaign advertising, or distribute any form of election material;
  - 1.3 Candidates may respond to media enquiries but must not actively seek out contact with the media or issue media releases; and
  - 1.4 Candidates may telephone, speak to and meet with Shareholders, but in doing so must strictly observe the standards and restrictions set out in this Code.

Further details and explanation are set out below, which candidates should carefully review. Any queries regarding compliance with this Code should be raised with the Returning Officer.

## Minimum standards

- 2 In meeting the objective of this Code, the following represent minimum standards which must be adhered to by candidates or potential candidates during the period beginning from the earlier of the time such person's nomination is sent to the Returning Officer or the time when a person publicly portrays himself or herself as being a candidate or potential candidate, and ending on the close of voting of the relevant election (**the Candidacy Period**).
- 3 Candidates must provide Shareholders with truthful and fair campaigns and conduct themselves in a manner conducive to a civil, issue-orientated exchange with their fellow candidates.
- 4 Candidates must act in good faith and in what they honestly believe to be in the best interests of Fonterra and the Co-operative Council.
- 5 Generally candidates are expected to focus on the attributes that they will bring to the position of Councillor for Shareholders in the Ward they are standing for election.
- 6 Each candidate must provide a written candidate profile and photo in accordance with the instructions set out in the Handbook provided to intending candidates.
- 7 Each candidate or potential candidate must:
  - 7.1 Be respectful of other candidates and not make or include in any election material any statements (relating to other candidates or otherwise) that are untrue or defamatory;
  - 7.2 Keep all of Fonterra's confidential information confidential;
  - 7.3 Promote compliance, and comply in all respects, with the Election Rules; and
  - 7.4 Report to the Returning Officer any breaches known to them of the Election Rules or this Code of Conduct.
- 8 A candidate must not:
  - 8.1 Make any statements that could undermine the integrity of the election process;
  - 8.2 Carry out or participate in any action, or make any statement, that might cause harm or loss to Fonterra including the Co-operative Council;
  - 8.3 Carry out or participate in any action, or make any statement, that might bring Fonterra, or any officer, employee or Member of Fonterra into disrepute;
  - 8.4 Except as expressly permitted by the Fonterra Board of Directors and the Co-operative Council, use any property or resources of Fonterra for campaign purposes. This includes using Fonterra premises, images of Fonterra premises, Fonterra logos, Fonterra brands and colours, Fonterra social media accounts and other Fonterra intellectual property;

- 8.5 Seek campaigning support from Fonterra employees, Directors or Co-operative Councillors;
- 8.6 Misrepresent or mislead voters as to his/her qualifications, position or experience;
- 8.7 Misrepresent or mislead voters as to the qualifications, position or experience of other candidates; and
- 8.8 Offer or imply any inducement to any Shareholder in exchange for that Shareholder's vote.

### Campaigning

- 9 Candidates may telephone, speak to and meet with Shareholders privately, but in doing so must strictly observe the standards and restrictions set out in this Code.
- 10 Any candidate that intends to meet with Shareholders privately may send a notification (by letter, flier, email or messaging) to Shareholders of such meeting provided it contains only the candidate's name and contact details, the fact that he or she is a candidate, and the details of the meeting venue, date and time.
- 11 Except as permitted by clauses 9 and 10, candidates are not permitted to carry out or arrange any form of campaign advertising, including letters, fliers, videos, emails or messaging, personal websites, blogs, social media (see Social Media below), radio, television or printed or electronic publications.
- 12 Candidates should refer all media enquiries to the Returning Officer. Candidates may respond to media enquiries but must not actively seek out contact with the media or issue media releases.
- 13 Candidates may not distribute any form of election material, including any imitation voting paper, which has the names of the candidates with any direction or indication as to the candidate a Shareholder should vote for, or in any way containing any similar direction or indication likely to influence the Shareholder.
- 14 Voting papers may not be collected from Shareholders by candidates or their assistants. Candidates and their assistants may not assist Shareholders to cast votes online.
- 15 Candidates may request a copy of an extract of the Fonterra Share Register (**the extract**), as at the voting entitlement record date, containing (in respect of those Shareholders entitled to vote in the Ward that the candidate requesting the extract is standing for election) their name as shown in the register and physical address. Candidates accessing the extract will be deemed to have acknowledged and agreed that the extract is Fonterra's confidential information and that each Shareholder's information in the extract is personal to them. Candidates will be required to undertake:
  - 15.1 to only use the information in the extract for the purpose of their candidacy in that year's Councillor Elections, strictly in accordance with this Code, and not for any other purpose;
  - 15.2 to not take any copies of the extract or disclose all or any of the information in the extract to anyone; and
  - 15.3 at the end of the Candidacy Period, to delete the extract and confirm to the Returning Officer that this has been done.

### Social Media

- 16 Candidates may not use any Fonterra social media channel for campaigning purposes.
- 17 Candidates must not add a link or reference to their own social media channels on any Fonterra social media channel, or vice versa, during the Candidacy Period. Any such existing links or references must be removed by the candidate prior to the Candidacy Period.
- 18 For the purposes of this Code, **social media channels** includes Facebook, Twitter, LinkedIn, My Co-op, the Farm Source Community, YouTube, Snapchat, Pinterest, Yammer, Instagram, TikTok, blogs (including on Wordpress, Tumblr and similar hosting services), personal websites (whether or not they allow visitor comments and feedback), other websites that allow visitor comments, online forums and chat facilities, wikis such as Wikipedia, and other online services hosting or disseminating user-created content.

### Enforcement

- 19 The Returning Officer must consider and act in respect of all actual or alleged breaches (**breaches**) of this Code on a timely basis.
- 20 The Returning Officer must:
  - 20.1 investigate all breaches;
  - 20.2 notify the implicated candidate(s) of the breach and seek their explanation;
  - 20.3 report all breaches to the chairperson of the Board;
  - 20.4 seek the view of the chairperson of the Board on appropriate action(s) to be taken (if any), or if the chairperson of the Board is conflicted or unable to provide a view for any reason, the view of the chairperson's nominee;
  - 20.5 advise the implicated candidate(s) of the actions (if any) that will be taken; and
  - 20.6 advise all other candidates of the fact and outcome of the investigation.
- 21 Having followed the process in clause 20, the Returning Officer may, at his or her discretion, disqualify a candidate from the election, or take any other remedial action that he or she thinks fit.
- 22 The Returning Officer's decision regarding compliance with this Code shall be final in accordance with the powers vested in the Returning Officer under Clauses 2.2 and 7.1 of the Election Rules.

# Voting and Results

## Single Transferable Voting

The Fonterra Co-operative Council Elections will be held on a Ward basis using Single Transferable Voting (STV).

If there is only one valid nomination in a Ward, that nominee will be deemed to have been elected as the Councillor for that Ward.

In Wards where an election is required:

- Votes may be cast online or via post
- Candidate names will be listed on the voting paper in an order drawn at random, surname first followed by given or commonly known names.

## Who can vote?

Pursuant to Section 218 of the Companies Act 1993, the Returning Officer will obtain from Fonterra, a copy of the Fonterra Co-operative Group Limited Share Register as at Wednesday, 16 October 2024, which will contain details (name as shown in the register and physical address) of those shareholders entitled to vote in the relevant Council election (the extract).

If a person or entity becomes a shareholder after this date but before the close of voting, they are not entitled to vote.

You may request a copy of the extract from the Returning Officer.

You must comply with the Code of Conduct when using the extract.

## Voting entitlements

For the Council elections, each shareholder who is entitled to vote in a Ward election receives two votes, represented by two voting papers. Both votes can be used by the shareholder, or the shareholder may give one voting paper to a sharemilker. In this case the shareholder remains the enrolled elector. Votes for Council elections are not weighted by milksolids production.

## Lost or damaged Voting Papers

Replacement Voting Papers are available to shareholders who did not receive their Voting Paper or spoil or damage it. These are available from the Returning Officer until the close of voting at 10.30am on Tuesday, 12 November 2024.

Replacement Voting Papers will be posted directly to shareholders. They cannot be collected by candidates or their assistants for distribution to shareholders.

Completed replacement Voting Papers must be returned to the Returning Officer by 10.30am on Tuesday, 12 November 2024.

## Scrutineers

Candidates are not entitled to appoint scrutineers.

A Justice of the Peace will be present to oversee the processing of Voting Papers by electionz.com at its premises in Christchurch, to ensure the accuracy and secrecy of the voting process is maintained at all times.

## Progressive processing

Voting Papers will be opened, checked, batched, scanned and processed by electionz.com during the voting period.

The final vote count will be performed after the close of the voting period.

Throughout this progressive processing period, a Justice of the Peace and the Returning Officer will be present at all times.

All Voting Papers will be processed twice to ensure complete accuracy of the data captured. Further information on the exact process and systems for processing the Voting Papers can be obtained from the Returning Officer.

electionz.com's progressive processing system has dual passwords and time locks on the counting software so that no access to the results can be obtained before voting closes. The Justice of the Peace is there to oversee this process on behalf of candidates and shareholders, and to unlock the results database after the close of voting.

All votes will be reconciled after the close of voting, checked for duplicate votes and confirmed by the Returning Officer.



Dairy for life



If undelivered please return to:

The Returning Officer  
Fonterra Elections 2024  
PO Box 3138  
Christchurch 8140  
Free phone 0800 666 034

[fonterra.com](https://fonterra.com)