

## WEST COAST ELECTRIC POWER TRUST TIMELINE

DATE		DESCRIPTION
MONTH	WEEK	
<b>MONTHLY</b>		
Every Month	3 <sup>rd</sup> Monday (Monthly)	West Coast Electric Power Trust Monthly Meeting (Agenda's will be issued a week before the meeting)
<b>YEARLY</b>		
January	3 <sup>rd</sup> Week	Trustees to annually review their Declaration Forms, Disclosure of Interest Forms, and the Conflict Register
February	3 <sup>rd</sup> Week	Westpower to place Tariff Advert in the WC Messenger which will include the special discount amount if applicable and distribution information for consumers
February	3 <sup>rd</sup> Week	Trustees to draft a brief budget for the coming financial year, to assist the Finance Team with planning
March	3 <sup>rd</sup> Week	Receive Statement of Corporate Intent
March	3 <sup>rd</sup> Week	Consider Director review performance options and remuneration
May	3 <sup>rd</sup> Week	Agree and Approve Statement of Corporate Intent (Check SCI for information on Health & Safety and Special Discount Allocation Methodology)
June	1 <sup>st</sup> Week	Confirm name of Westpower Director(s) retiring (Director(s) retire on rotation)
June	2 <sup>nd</sup> Week	Advertise Director's vacancy
July	1 <sup>st</sup> Week	Prior to Trust meeting, Director applicant's CV's distributed to Trustees (if applicable)
July	2 <sup>nd</sup> Week	Organise date for Annual General Meeting with Westpower Directors
July	3 <sup>rd</sup> Week	Organise Interviews with Director applicants where necessary – ask prospective candidate their views and knowledge on Health & Safety
July	3 <sup>rd</sup> Week	Agree appointment of Director
July	3 <sup>rd</sup> Week	Chair/CEO/CFO pre-audit meeting held to discuss any changes to policies (particularly fraud) and review information that may be relevant for the audit
July	3 <sup>rd</sup> Week	Complete a formal resolution for the Westpower Director fees (even if no increase is applied)
July	By 4 <sup>th</sup> Week	Submit Annual Statements to Auditors
July	Last Week	Trustees to prepare questions for Westpower to discuss at AGM (including Health & Safety)
August	1 <sup>st</sup> Week	Complete Annual Report
August	1 <sup>st</sup> Week	Advertise date of Annual General Meeting and availability of Trust's Audited Financial Statements and Westpower SCI

August	1 <sup>st</sup> Week	Prior to AGM, advise results to applicants for Director's vacancy
August	3 <sup>rd</sup> Week	Hold Annual General Meeting
August	3 <sup>rd</sup> Week	Get approval from Audit NZ to publish the Annual Report on the website. Then add to website.
Aug/Sep		Trustee remuneration to be reviewed following a Director remuneration increase, if one is held (changes to remuneration will occur in the next financial year)
September	3 <sup>rd</sup> Week	Following AGM election of Chair and Deputy Chair
November	3 <sup>rd</sup> Week	Receive half yearly report
December	3 <sup>rd</sup> Week	Westpower Directors to approve Special Discount for following year
<b>EVERY SECOND YEAR (2024, 2026, 2028)</b>		
August 2025	3 <sup>rd</sup> Week	Get quotes from providers for election services
September 2025	3 <sup>rd</sup> Week	Appoint a Returning Officer for Trustee election
October 2025	3 <sup>rd</sup> Week	At October meeting determine roll closure date and then advise Westpower
November 2025	1 <sup>st</sup> Week	Westpower to prepare a roll of electors (Roll closure date 1 November)
January 2026	2 <sup>nd</sup> Week	Confirmation of retiring Trustees, who will be available for re-election. <i>2026 – Peter, Frances and Mark</i> <i>2028 – Bryce, Cosmin and Greg</i> Advertise before 1 February for candidates. Budget for cashflow
February 2026	1 <sup>st</sup> Week	Arrange an election and send out voting papers before 1 March
March 2026	3 <sup>rd</sup> Week	Elections close, votes counted
March 2026	3 <sup>rd</sup> Week	Announce result of election for transition
April 2026	3 <sup>rd</sup> Week	First meeting for elected Trustees
April 2026	3 <sup>rd</sup> Week	New Trustee(s) to sign Westpower shareholding and all policies and procedures
<b>EVERY FIVE YEARS (2026, 2031)</b>		
February	3 <sup>rd</sup> Week	Engage a company to conduct an ownership review before 1 April of next financial year.
August	1 <sup>st</sup> Week	After completion of ownership review – Directors of the Company need an opportunity to comment.
August	Last Week	1 Month after date of Report – Public Consultative Procedure.
October		Views from the Public and Directors taken into account and the Trustees consider clause 4.4 of the Trust Deed.