

WEST COAST ELECTRIC POWER TRUST TIMELINE

DATE		DESCRIPTION
MONTH	WEEK	
MONTHLY		
Every Month	3 rd Monday (Monthly)	West Coast Electric Power Trust Monthly Meeting (Agenda's will be issued a week before the meeting)
YEARLY		
January	3 rd Week	Trustees to annually review their Declaration Forms, Disclosure of Interest Forms, and the Conflict Register
February	3 rd 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 rd Week	Trustees to draft a brief budget for the coming financial year, to assist the Finance Team with planning
March	3 rd Week	Receive Statement of Corporate Intent
May	3 rd Week	Agree and Approve Statement of Corporate Intent (Check SCI for information on Health & Safety and Special Discount Allocation Methodology)
June	1 st Week	Confirm name of Westpower Director(s) retiring (Director(s) retire on rotation)
June	2 nd Week	Advertise Director's vacancy
July	1 st Week	Prior to Trust meeting, Director applicant's CV's distributed to Trustees (if applicable)
July	2 nd Week	Organise date for Annual General Meeting with Westpower Directors
July	3 rd Week	Organise Interviews with Director applicants where necessary – ask prospective candidate their views and knowledge on Health & Safety
July	3 rd Week	Agree appointment of Director
July	3 rd 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 rd Week	Complete a formal resolution for the Westpower Director fees (even if no increase is applied)
July	By 4 th Week	Submit Annual Statements to Auditors
July	Last Week	Trustees to prepare questions for Westpower to discuss at AGM (including Health & Safety)
August	1 st Week	Complete Annual Report
August	1 st Week	Advertise date of Annual General Meeting and availability of Trust's Audited Financial Statements and Westpower SCI
August	1 st Week	Prior to AGM, advise results to applicants for Director's vacancy

August	3 rd Week	Hold Annual General Meeting
August	3 rd 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 rd Week	Consider Director review performance options and remuneration
September	3 rd Week	Following AGM election of Chair and Deputy Chair
November	3 rd Week	Receive half yearly report
December	3 rd Week	Westpower Directors to approve Special Discount for following year
EVERY SECOND YEAR (2026, 2028, 2030)		
August 2027	3 rd Week	Get quotes from providers for election services
September 2027	3 rd Week	Appoint a Returning Officer for Trustee election (and review any recommendations from previous election)
October 2027	3 rd Week	At October meeting determine roll closure date and then advise Westpower
November 2027	1 st Week	Westpower to prepare a roll of electors (Roll closure date 1 November)
January 2028	2 nd Week	Confirmation of retiring Trustees, who will be available for re-election. Look at budget for cashflow. <i>2028 – Bryce, Cosmin and Greg</i> <i>2030 – Peter, Frances and Mark</i> Advertise before 1 February for candidates.
February 2028	1 st Week	Arrange an election and send out voting papers before 1 March
March 2028	3 rd Week	Elections close, votes counted
March 2028	3 rd Week	Announce result of election for transition
April 2028	3 rd Week	First meeting for elected Trustees
April 2028	3 rd Week	New Trustee(s) to sign Westpower shareholding and all policies and procedures
EVERY FIVE YEARS (2026, 2031)		
February	3 rd Week	Engage a company to conduct an ownership review before 1 April of next financial year.
August	1 st 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.