

## WEST COAST ELECTRIC POWER TRUST - TIMELINE

DATE		DESCRIPTION
MONTH	WEEK	
<b>MONTHLY</b>		
Every Month	3 <sup>rd</sup> Monday (Monthly)	Power Trust Monthly Meeting (Agenda's will be issued a week before the meeting)
<b>YEARLY</b>		
March	3 <sup>rd</sup> Week	Receive Statement of Corporate Intent
March	3 <sup>rd</sup> Week	Consider Director review performance options
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	Obtain 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	Organize 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	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 & Westpower SCI
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.
August	3 <sup>rd</sup> Week	Following AGM, advise results to applicants for Director's vacancy
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	1 <sup>st</sup> Week	If needed, public announcement of Special Discount Organise ad placement wishing consumers a 'Happy Christmas' and advising of discount to be received

DATE	DESCRIPTION	
<b>EVERY SECOND YEAR (2020, 2022, 2024)</b>		
September 2021	3 <sup>rd</sup> Week	Get quotes from providers for election services
October 2021	3 <sup>rd</sup> Week	At October meeting determine roll closure date and advise Westpower
October 2021	3 <sup>rd</sup> Week	Appoint a Returning Officer for Trustee election
October 2021	3 <sup>rd</sup> Week	Review how we handle the election voting process e.g. postal vs. electronic
November 2021	1 <sup>st</sup> Week	Westpower to prepare a roll of electors (Roll closure date 31 October)
January 2022	2 <sup>nd</sup> Week	Confirmation of retiring Trustees, who will be available for re-election. <i>2020 – Kevin, Greg and Bryce</i> <i>2022 – Ian, Bernie and Peter</i> <i>2024 – Kevin, Greg and Bryce</i> Advertise before 1 February for candidates. Budget for cashflow
February 2022	1 <sup>st</sup> Week	Arrange an election and send out voting papers before 1 March
March 2022	Last Week	Elections close, votes counted.
April 2022	1 <sup>st</sup> Week	Announce result of Election for transition
April 2022	3 <sup>rd</sup> Week	New trustee to sign Westpower shareholding and Code of Conduct, financial policies
April 202	3 <sup>rd</sup> Week	First meeting for elected trustees
Aug/Sep 2020, 2022		Trustee remuneration review for following financial year.
<b>EVERY FIVE YEARS (2021, 2026)</b>		
February	3 <sup>rd</sup> Week	Engage a company to conduct an ownership review before 1 April of next financial year. At same time review Trust Deed.
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.