

Waitaki Power Trust


100% Shareholder of Network Waitaki Limited



Interaction and Communication between Waitaki Power Trust and Network Waitaki Limited

Waitaki Power Trust

Name of Policy	Interactions and Communication between Waitaki Power Trust and Network Waitaki Limited
Effective Date	14 November 2022

	Designation	Signature
Written By:	John Clements	
Approved By:	Trustees	
Resolution:	WPT 13/21	

Approval Date:	
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Version 1	Internal Policy			
Version 2	Revision	J. Clements	November 2022	WPT13/21
Version 3				

1. Purpose

The relationship between Waitaki Power Trust Trustees and various elements of Network Waitaki Limited is an important facet of the success of both groups.

This document outlines the protocols in place to guide interaction and relationship and communication between Trustees, Directors, Chief Executive, and staff.

2. Definitions

Detail any definitions relevant to this policy.

3. Schedule of Protocols

These protocols are listed under separate aspects of the operational relationship between Waitaki Power Trust/Trustees/Shareholders, access to Network Waitaki Directors, Management, Staff and Premises along with special provisions relating to correspondence and meetings

- Directors
- Chief Executive
- Management Staff
- Premises
- Correspondence
- Trust and Company Meetings
- Trust Secretary

Directors

Trustees Access to and discussion with Directors is entirely up to the Directors themselves. Trustees will respect their right to choose what is discussed, and where and when the discussion occurs.

Chief Executive

Operational issues to be resolved between the Trust and the Company will be dealt with between the Chief Executive and the Trust's Chair following instructions by Trustees.

The exception being situations where a Trustee is exercising their role as a consumer.

Requests to the Chief Executive may be channelled through the Executive Assistant.

Management Staff

Trustees' (including Waitaki Power Trust's Chair and Secretary), access to other senior Network Waitaki Limited staff requires permission from the Company's Chief Executive. The Chief Executive's decision is to be respected.

NWL Management will ensure the Chief Executive and/or Chair of the Company will be aware of any interactions between Trustees and Management.

Premises

All access to the Company's various premises and offices, is to be channelled through the Executive Assistant. This protocol does not preclude Trustees having access to attend their pre-arranged meetings.

A schedule of monthly Trust meeting dates to be provided in a timely manner to the Executive Assistant for room booking purposes.

Trustees are to comply with any Health and Safety requirements of the Company when accessing Company premises. Trustees will be advised of requirements as required from time to time.

Correspondence

Unless specified differently, either by the Chair of Waitaki Power Trust or by Trustees at a Waitaki Power Trust meeting, all correspondence between the Trust and Network Waitaki Limited is channelled through the Trust Secretary to either:

- The Chair of the Company where it relates to Board or Governance matters, or
- The Chief Executive where it relates to operational matters relating to activities of the Company (copied to the Chair of the Company and the Executive Assistant).

Correspondence which cannot potentially be classified as 'public' information is to be stamped 'Confidential' and be discussed only at 'in committee' Trust meetings.

Trust and Company Meetings

All meetings between the Trust and Company representatives, with the exception of the Company's Annual General Meeting, will be conducted 'in committee' and recorded in Confidential Minutes.

Trust Secretary

The organisational and communicative skills of both the Trust Chair and the Trust Secretary are the integral link to a good relationship between the Trust and the Company.

Based on approval from the Chief Executive or their delegated alternative the Trust Secretary may as and when required, approach Network Waitaki Limited staff for assistance with the compilation of the Trust's Annual Report, matters relating to financial/administrative issues involving the Trust and Trustees, and for arranging meetings.

When signing off on such topics and with respect to preparing correspondence from the Trust, the Secretary may determine the appropriate timeliness and content of correspondence based on decisions made at Trust meetings and compilation of special reports and/or seek advice or assistance either at a Trust meeting or from Trust Chair.

Updated: 14 November 2022