

***Waitaki Power Trust***


***100% Shareholder of Network Waitaki Limited***



## **Interaction and Communication between Waitaki Power Trust and Network Waitaki Limited**

Waitaki Power Trust

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

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

<b>Approval Date:</b>	
<b>Revision Authority:</b>	All amendments must be approved by Trustees
<b>Revision Frequency:</b>	Three years
<b>Review Date:</b>	September 2028

<b>Document Revision:</b>	<b>Description of Change:</b>	<b>Prepared by:</b>	<b>Date:</b>	<b>Resolution:</b>
Version 1	Internal Policy			
Version 2	Revision	J. Clements	November 2022	WPT13/21
Version 3	Reviewed. Amended purpose. Added Key principles.	L. Guyan	September 2025	WPT13/388

## 1. Purpose

To foster a respectful, transparent, and effective working relationship between WPT Trustees and NWL Directors, Management, and Staff. This policy outlines clear protocols for communication, access, and collaboration.

## 2. Definitions

**Chairs** – The chair of NWL and WPT

**NWL** – Network Waitaki Limited

**WPT** – Waitaki Power Trust

## 3. Key Principles

**Respect for Roles:** Trustees, Directors and NWL personnel operate in distinct but complementary roles. All interactions should honor these boundaries.

- **Clarity in Communication:** All correspondence and meetings should follow agreed channels to ensure consistency and accountability.
- **Transparency & Confidentiality:** Sensitive matters are handled discreetly, while routine interactions remain open and documented.

## 4. Schedule of Protocols

### Directors

- Trustees may engage with NWL Directors entirely at the Directors' discretion.
- Trustees will respect the Directors right to choose what is discussed, and where and when the discussion occurs.
- Trustees may request specific information about the company, or a particular issue in writing between the Chairs

### Chief Executive

- Operational issues to be resolved between the Trust and the Company will be addressed 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.

- All requests for access must be made from the WPT Chair
- 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 NWL premises must be made through the Executive Assistant.
- Trustees attending scheduled meetings are exempt from this protocol; but must comply with NWL Health & Safety requirements.
- A schedule of monthly Trust meeting dates to be provided in a timely manner to the Executive Assistant for room booking purposes.

## **5. Correspondence**

- All formal communication flows through the Trust Coordinator, unless otherwise directed by the WPT Chair
- **Governance Matters** – sent to the NWL Chair
- **Operational Matters** – sent to the NWL Chief Executive, via the Executive Assistant, and copied to the Chair.
- Confidential correspondence must be clearly marked 'Confidential' and 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 Coordinator**

Acts as the central coordinator for communication and logistics between WPT and NWL.

- May liaise with NWL staff (with Chief Executive approval) for:
- Annual Report preparation
- Financial and administrative matters
- Meeting arrangements
- Determines timing and content of correspondence based on Trust decisions and may seek guidance from the Chair