



# Nominations and Corporate Governance Charter

## November 2023

### **Introduction**

This charter sets out the governance requirements for the Spark New Zealand Nominations and Corporate Governance Committee including the roles and responsibilities, procedures, and members' powers.

### **Role**

The Nominations and Corporate Governance Committee's (the "Committee's") role is to:

- identify and recommend to the Board individuals for nomination as members of the Board and its Committees (taking into account such factors as it deems appropriate, including experience, qualifications, judgment and the ability to work with other Directors); and
- develop and review Spark New Zealand's corporate governance principles and make recommendations to the Board based on such review.

### **Composition**

The Committee shall have a minimum of three members. A majority of members of the Committee must be independent in accordance with the independence criteria set out in the Board Charter.

The Board shall appoint the Chairperson of the Committee who shall be independent.

# Nominations and Corporate Governance Committee Charter

The appointment and removal of Committee members shall be the responsibility of the Board.

## Procedure

A quorum of the Committee shall be two members.

The Committee shall meet on such occasions as the Chairperson considers necessary.

The Committee may have in attendance such members of management and such other persons as it may deem necessary to provide appropriate information and explanations.

From time to time the Chairperson of the Committee shall be entitled to request that the Committee meet without the presence of a particular member. The Chairperson of the Committee shall be entitled to invite non-members to attend Committee meetings where deemed appropriate.

The agenda and Committee papers will be prepared and circulated to all Directors including members of the Committee prior to the meetings.

The Chairperson of the Committee will report back to the full Board the recommendations of the Committee at the Board meeting immediately following the Committee meeting.

## Responsibilities and Duties

The Committee does not take action or make decisions on behalf of the Board unless specifically mandated. The Board has delegated certain of its functions to the Committee which is responsible for:

- making recommendations to the Board as to its size;
- regularly reviewing the criteria for the selection of Directors and recommending to the Board any necessary alterations;
- recommending appropriate candidates to the Board based on the criteria set out in the Board Charter;
- ensuring that potential candidates understand the role of the Board and the

# Nominations and Corporate Governance Committee Charter

- time commitment involved when acting as a member of the Board;
- overseeing the evaluation of the Board and reviewing Board succession planning;
- active involvement in the succession planning for the Chairperson;
- developing and amending Spark New Zealand’s corporate governance principles and making recommendations to the Board based on such review; and
- recommending to the Board, the removal of any Director, subject to the provisions contained in the Constitution.

## Members’ Powers and Authority

The Committee may delegate any of its responsibilities to the Chairperson of the Committee from time to time and on such conditions as the Committee considers appropriate.

The Committee is authorised by the Board to investigate any activity covered by its roles.

The Committee members may communicate with any Company employee to seek any information they require in order for the Committee to carry out its role.

The Committee and each member of the Committee shall have the authority of the Board to:

- retain, terminate and consult with outside or other independent external advisers and experts (including legal consultants) at the Company’s expense; and
- secure the attendance at meetings of outsiders with relevant experience and expertise;

where the Committee or a Committee member deems it necessary to carry out the functions of the Committee.

Committee members are generally entitled to rely on Spark New Zealand executives, in relation to matters within their responsibility, and on external professionals in relation to matters within their area of expertise, provided such professionals are privy to all relevant information and so long as the Committee member (acting

# **Nominations and Corporate Governance Committee Charter**

reasonably) is not aware of any grounds upon which such reliance may be inappropriate (in which case further enquiry will be warranted for the Committee member to establish reasonable grounds for the explanations given).

## **Accountability to the Board**

The Board reviews annually the Committee's performance against this Charter.

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