



24 July 2018

Tim Kerr
Legal Counsel
Gas Industry Company Limited
By email

Dear Tim,

Re: Open Letter on 10-12 GTAC Minutes

Greymouth Gas New Zealand Limited wishes to formally record its concerns about the accuracy and completeness of successive minutes. We have proposed significant mark-ups to the minutes from the 10-12 July workshops which:

- Make them more complete and accurate,
- Make it more clear and obvious as to what the action points are and to whom they are assigned, and
- Do not lengthen the number of pages of the minutes.

We believe the minutes should serve two purposes:

- 1) They should capture the 'recipe' of instructions that parties with assigned action points *could* refer to if required to cross-reference against their notes, and
- 2) They should double as what parties *will* cross-reference when checking the eventual GTAC mark-ups (or other deliverables) to see whether the actions have been completed.

Gas Industry Company Limited, as secretary of the GTAC_v2 process - in a role it wrote for itself - should strive to draft minutes that are complete, accurate, and fair. Failure by GIC to do this risks it jeopardising its independence by influencing the outcomes and actions by way of formalising sub-standard record keeping. Such would be an unacceptable outcome.

Yours sincerely

Chris Boxall
Commercial Manager