

## MARINUS LINK CONSUMER ADVISORY PANEL

### TERMS OF REFERENCE

#### Purpose

The Marinus Link Consumer Advisory Panel (CAP) will provide the key forum for engaging National Electricity Market (NEM) customers on the Marinus Link Revenue Proposal.

The CAP aims to be broadly representative of NEM customers. Its purpose is to:

- Provide consumer representatives with a real opportunity to participate in the Marinus Link Revenue Proposal, especially on elements where consumer feedback can have the greatest impact.
- Provide a forum for members to raise questions and concerns on behalf of the consumers they represent.
- Help Marinus Link to ensure that consumers' views and preferences are reflected in the revenue proposal.

The CAP is an advisory body only and does not have any independent decision-making authority in relation to the Revenue Proposal.

From time to time the CAP may be asked to provide feedback on other matters relating to Marinus Link.

#### Membership

The Marinus Link Consumer Advisory Panel will include up to 10 representatives from the following organisations or stakeholder groups:

- Up to six (6) consumer representatives, including representatives from organisations representing older, diverse and/or disadvantaged Australians.
- Two (2) small business representatives.
- Two (2) commercial / industrial business representatives.

A representative from the Australian Energy Regulator (AER) will be invited to participate as an observer.

Marinus Link will provide independent facilitation and other support to the CAP. The CAP will have the ability to meet independently of Marinus Link if it desires.

#### Appointment and term

CAP representatives will be directly invited to participate. This approach is based on feedback provided during early engagement about the capacity of some organisations to be involved.

CAP members will be appointed for a two-year period to support the development, submission and review of the Revenue Proposal. The membership profile of the CAP will be reviewed periodically against the Revenue Proposal requirements.

Members are able to cease membership at any time by notifying their intention to Marinus Link in writing. Where a member can no longer represent a nominated organisation during the two-year term, they will be asked to provide two options for a replacement. These options will be reviewed by Marinus Link, who will appoint the new member for the remainder of the process.

It is expected that members will attend all CAP activities. Members who do not attend two meetings without sending an apology may have their CAP membership reviewed.

Marinus Link reserves the right to revoke the membership of a member who has acted in contravention with the Terms of Reference or Code of Conduct.

Any change to the CAP structure or any termination will be communicated in writing to the members directly impacted.

## **Sitting fees**

CAP members will be paid a sitting fee to ensure that the process is inclusive. Sitting fees are set out in Appendix 1.

Workshop fees include consideration for the time spent preparing to participate in the workshop.

The form of contribution will be discussed with individual members of the CAP. Marinus Link will also reimburse any reasonable expenses and arrange all travel and accommodation for in-person meetings be required.

## **Roles**

### **Facilitator**

Marinus Link will appoint an independent facilitator to lead and facilitate the CAP.

The role of the Facilitator will be to design and facilitate engaging meetings and to encourage participation by all members, in accordance with the Terms of Reference and the CAP Code of Conduct.

The Facilitator will be responsible for ensuring appropriate and professional conduct of the group.

### **CAP members**

CAP members are required to:

- Sign the Code of Conduct;
- Declare any actual or potential conflicts of interest;
- Attend all CAP meetings where practicable, and notify the Secretariat in advance if they cannot attend;
- Provide a perspective that is representative of the organisation or consumers being represented in relation to the Marinus Link Revenue Proposal.

## Secretariat

Marinus Link will support a Secretariat to coordinate CAP meetings. The Secretariat will be responsible for:

- Preparing agendas, briefing packs and presentations.
- Managing the logistics of the meetings including sending out invitations, booking venues or online services and organising catering.
- Recording and disseminating meeting minutes and workshop summaries.
- Managing questions or requests for additional information.

## Meetings

CAP members commit to participating in the following activities:

- Marinus Link seminar series
- Up to eight deliberative workshops.

Attendance may be in person or via suitable electronic means. Meeting attendance, including apologies, will be noted in the minutes of each meeting or in workshop summaries.

Marinus Link may invite other persons/organisations to attend meetings as considered appropriate for matters under discussion, e.g. subject matter experts, external subject matter experts, project proponents, consultants and representatives from government agencies.

## Agenda and minutes

The CAP Secretariat will distribute a draft agenda at least five working days prior to each meeting. Any feedback on the agenda must be sent through to the Secretariat two working days prior to the meeting. The Facilitator will be responsible for finalising the agenda.

Minutes or workshop summaries will be distributed by the Secretariat no later than 20 working days after each meeting and will be published on the Marinus Link website.

## Media protocols

Marinus Link acknowledges that members of the CAP may have interactions with the media in their day-to-day roles.

To encourage open discussion at meetings, CAP members are asked to adhere to the following media protocols:

- CAP members agree not to speak publicly on behalf of the CAP.
- All media enquiries received by a CAP member that are about the CAP or a matter discussed by the CAP are to be referred as soon as possible to Marinus Link.
- CAP members are entitled to liaise with the media about Marinus Link in a personal capacity or on behalf of their organisation, but in doing so must ensure that their views are understood to be personal views or the view of their organisation and not the views of other CAP members or Marinus Link.

If the CAP believes a media statement about its discussions would be helpful to the engagement process, the CAP will endeavour to agree on the content of the statement and delegate the drafting of it to the Facilitator or the Secretariat in consultation with Marinus Link. Marinus Link will act as the coordinator for all media inquiries in relation to these media statements and the overall project.

## **Confidentiality**

Marinus Link is committed to providing CAP members with the information they need to participate in the CAP in a meaningful way.

From time to time, members may be given confidential information to assist their deliberations. This information will be marked "**CAP Confidential**".

The protection of confidential and commercially sensitive information is an important probity requirement for Marinus Link. Confidential information will be provided to CAP members in good faith and should not be disclosed to anyone beyond the CAP without written permission.

Marinus Link may request CAP members sign a confidentiality deed before receiving some information.

## **Conflicts of interest**

CAP members are expected to notify the Secretariat of any actual or potential conflicts of interest.

Actual or potential conflicts of interest should be declared at the commencement of each meeting on matters pertaining to the agenda.

Details of the conflict of interest will be recorded in the minutes or workshop summary. A member may choose not to participate in discussions where there is an actual, potential or perceived conflict.

## **Review of Terms of Reference**

A review of these Terms of Reference will be undertaken every 12 months, or as required. Administrative changes will be made as necessary by Marinus Link and the Terms of Reference published on the Marinus Link website.

## Appendix 1: Sitting fees

Activity	Fee
Seminar series (per session)	\$150
½ day workshop	\$800
Full day workshop	\$1600