

Powering Sydney's Future

Stakeholder Monitoring Committee – CHARTER



TransGrid



**ENERGY
CONSUMERS
AUSTRALIA**

Contents

1. Overview
 - a. Introduction & Objectives
2. Governance Structure
 - a. Committee composition
 - b. Committee appointments
 - c. Role of the committee
 - d. Role of the Chair
 - e. Role of the individual member
 - f. Role of the Secretary
3. Key Committee Functions
 - a. Responsibilities
 - i. Agenda
 - ii. Papers/ Packs
 - iii. Meeting protocol
 - iv. Quorum
 - v. Proxy
 - b. Monitoring
 - c. Influencing PSF implementation
 - d. Communications
 - i. External protocol
 - ii. Confidentiality
 - e. Decision making
4. Committee Processes
 - a. Meetings
 - b. Minutes
 - c. Council reference group/s
5. Committee effectiveness
 - a. Member remuneration
 - b. Information seeking protocol
 - c. Independent advice
 - d. Regular review of progress (reflection, key learnings & changes)
 - e. Review of the committee FRAMEWORK & CHARTER
 - f. Code of Conduct
6. Appendix
 - 1 - TransGrid & Energy Consumers Australia PSF SMC 'MOU'
 - 2 – Deed of Non-Disclosure

Version Control

This Charter document will be reviewed and updated every calendar year annually or sooner referencing the Memorandum of Understanding (MOU) Terms of Reference (**refer Appendix 1**) for currency and improvements. Minor amendments such as changes to hyperlinks, correcting grammar or changing a name will not be recorded as a version control change.

Version	Date of Effect	Brief summary of change
V1 – Draft Charter	16 th November 2018	Template for consultation

1. Overview

a) Introduction and Objectives

Sydney is Australia's largest city and a key centre of national economic activity. TransGrid and Ausgrid have jointly proposed the Powering Sydney's Future (PSF) project, which will replace aging cable assets with a single new 330kV cable from Rockwood Road substation to Beaconsfield West substation.

PSF has been subject to the Regulatory Investment Test (RIT) requirements under the National Electricity Rules. The PSF project scope has been significantly amended following extensive engagement with consumer groups and the Australian Energy Regulator (AER). The final proposal is to build a single new cable but install the conduit for two cables, meaning future capacity can be increased with a reduced requirement to dig up roads and undertake other civil engineering along the 20km route. Staging the project in this way will help guard against premature investment and provides option value to customers.

TransGrid has made a commitment to ongoing consumer engagement with stakeholders on the project. This innovative and pro-active approach to project transparency and oversight of implementation will ensure that the best interests of consumers are at the forefront of important decisions.

As a result, Energy Consumers Australia (ECA) and TransGrid have agreed to create a Stakeholder Monitoring Committee (the Committee) for the PSF project implementation.

The Committee is a transparent consumer consultation committee. In its capacity as an advisory group, the Committee is provided the opportunity for in-depth review of matters relating to the implementation of the PSF project and the opportunity to make recommendations to TransGrid based on this review. However, the Committee is not a decision making forum/body.

The key objectives of the Committee (Objectives) will be to;

- A. Meet with TransGrid to monitor the costs and timing of the PSF project.
- B. Provide consumers with a mechanism for continued engagement with the PSF project rollout.
- C. Receive project updates from TransGrid in line with the project plan and objectives

This charter aims to set out the main principles of the Committee to develop, implement and maintain a culture and a standard of proactive stakeholder consultation and governance.

2. Governance Structure

a) Committee Composition

Membership of the committee will consist of suitably qualified or experienced representatives of the following consumer advocacy groups:

- Tennant Reed - Australian Industry Group (AIG);
- Andrew Richards - Energy Users Association of Australia (EUAA);
- Craig Memery - Public Interest Advocacy Centre (PIAC);

- TBC - City of Sydney Council; and
- Rosemary Sinclair AM – ECA and Committee Chair.
- TransGrid staff as observers

Membership of the Committee will be coordinated by ECA, in consensus with TransGrid. TransGrid will provide the Secretariat function.

b) Committee Appointments

Appointments to the Committee are held at the annual progress review meeting. Committee members are eligible for reappointment on a biennial term.

c) Role of the Committee

- Engage with TransGrid on key aspects of the project development;
- Engage with the information provided to stress test, validate logic and provide guidance to ensure the long-term interests of consumers;
- Discuss project implementation progress reports and transparent public updates;
- Provide input from the consumer perspective to assist TransGrid in the management of project risk.

d) Role of the Chair

The Chair is responsible for the leadership of the Committee; its efficient organisation and conduct; and briefing of stakeholders in relation to issues arising from the forum meetings. The Chair is also responsible for arranging the performance review of the Committee Objectives and Charter.

The Chair will also:

- provide leadership to the Committee;
- ensure effectiveness of the Committee meetings;
- Chair Committee meetings and/or special meetings and be the spokesperson for the Committee for the reporting of performance;
- ensure Committee members act in accordance with the Code of Conduct and this Charter;
- together with stakeholders develop an annual calendar to ensure that Committee members undertake their key responsibilities throughout the year;
- establish an agenda (kick off and ongoing) for Committee meetings in consultation with TransGrid and the Committee; and
- together with the Secretary ensure committee papers are prepared for all relevant matters and are circulated in advance.

e) Role of individual Committee members

Members of the Committee have responsibilities in their individual roles as well as their collective as a committee. The role of the individual committee members are to:

- uphold the Committee Objectives and Committee Charter;
- provide guidance and review with honesty, integrity and in good faith acting at all times in a balanced manner, with diligence and high ethical standards in the best interests of the PSF project and consumers;

- make reasonable enquiries to ensure that the PSF project is operating efficiently, effectively and transparently towards delivering on its goals;
- observe confidentiality regarding Committee matters where it has been determined that such matters should not be communicated beyond the Committee and in respect of all confidential information received in the course of this forum.

f) Role of the Secretary

The Secretary is responsible for working in conjunction with the Chair to manage the smooth functioning of the Committee. This includes managing the administrative processes of the Committee and ensuring the meetings are properly held and called; and appropriate records are maintained. In particular the Secretary of the Committee is required to keep meeting minutes. TransGrid will provide the secretariat role for the committee.

3. Key Committee Functions

a) Responsibilities - before, during and after each meeting

I. Agenda

The Secretary or delegate is responsible for consulting with stakeholders to propose a consensus agenda for review and formalisation by the Chair.

Committee members may suggest agenda items for consideration via the Committee Secretary. The proposed agenda will be circulated to the Committee for feedback prior to finalising. The final agenda will be approved by the Chair.

II. Papers/Packs

The Secretary or delegate is also responsible for the preparation and circulation of committee papers / pack to ensure a balance between data and detail.

All committee papers / packs are to be circulated in a succinct and consistent format to Committee members in an appropriate time for pre-reading to prepare for the meeting, and to ensure effective and focused discussion for tangible outputs.

The agenda and any supporting material will be circulated prior to the scheduled Committee meeting to allow for pre-reading and preparation.

III. Meeting protocol

The Committee meetings will be a full day forum with appropriate breaks to attend to other day to day matters. It is the expectation of this forum that members will provide their full focus while present. Members will abstain from external distractions during the meetings, including electronic devices.

Should technology be available, audio or video conference facilities may be enabled at the discretion of the Chair for unusual circumstances. For example, if a member cannot attend in person. However preference of face to face attendance should be a prior consideration before acceptance of the nomination to participate in the Committee.

The Committee meeting is a collaborative forum drawing on stakeholder member expertise/experience and seeks to consult and provide guidance on key PSF project matters.

After each committee meeting the Secretary will distribute the draft minutes and any additional supporting notes. Minutes will be approved by the Chair will be published on TransGrid's public [website](#)

b) Monitoring

ECA and TransGrid have agreed to establish the Committee for the implementation of the PSF project to ensure the needs of consumers are at the heart of all decisions.

The Committee will enable ongoing engagement with consumers on key aspects of the project development plan and transparent project progress. The Committee will specifically monitor PSF project costs and timing.

c) Influencing

The final minutes of the meeting (including any independent report and Committee recommendations) will be shared with the TransGrid I PSF Executive Steering Committee.

The summary report/s and recommendations of the Committee may be published for public viewing in consultation with TransGrid. TransGrid will consider any reports and recommendations that have been made by the committee and provide feedback as to decisions made regarding recommendations.

d) Communications

I. External protocol

Any external communication or public announcements of the Committee will take the form of a Committee communiqué in a consistent format. Only the Chair may issue a Committee communiqué.

II. Confidentiality

Information and progress updates not bound by confidentiality conditions may be communicated by the Committee publicly for consumer transparency. Committee members agree to respecting confidentiality matters as defined by a Deed of Non-Disclosure provided by TransGrid (*refer Appendix 2*).

All Committee members prior to commencement of the PSF SMC meetings, agree to execute the Deed of Non-Disclosure (*refer Appendix 2*).

e) Decision making

TransGrid will maintain full decision making responsibilities and will transparently provide feedback and report on recommendations and project progress.

4. Committee Processes

The committee will meet on a bi-annual basis.

a) Minutes

Minutes will be prepared in draft form by the Secretary and provided to the Chair for review. The minutes of the meeting are to be confirmed and signed at the next Committee meeting. The Chair must sign the file copy of the minutes as a true and accurate record of proceedings.

b) Council reference group

Thoughts for consultation: if the City of Sydney Council does not become a member of the Committee, it is suggested that a Council reference group is established. A representative of the reference group may attend as an observer and the Committee may consult with the reference group on relevant matters. We are seeking feedback on the characterisation and role of the reference group.

5. Committee Effectiveness

a) Member remuneration

Committee members will not receive a sitting fee or reimbursement for travel and other expenses.

b) Information seeking protocol

The Committee will adhere to the following protocol:

- I. The information request is submitted to the Secretary, outlining the information required and purpose (if the request is during the course of a Committee meeting, the requirement is recorded as an action in the minutes)
- II. If the information is not provided or not provided in a timely manner, Committee members may approach the Chair for follow up
- III. The Chair will formally facilitate the request to TransGrid and / or discuss alternate options for consideration.

c) Independent advice

The Committee via the Chair has the authority to consult and seek independent expert advice where they consider it necessary to perform its function effectively and efficiently. The funding of any independent advice commissioned by the Committee will be agreed with TransGrid.

d) Review of Committee Charter

The Committee will Undertake a review of the committee on an annual basis, and may publish a report providing an update on the progress and learnings of the committee.

e) Code of conduct

This general code of conduct provides guiding principles for the Committee members and meeting expectations for behaviour and Committee processes.

While participating in the Committee to review and provide guidance, the Committee members recognise that its overriding responsibility is to act honestly, fairly, diligently and collaboratively, free from any conflicts of interests or perceived conflicts and free from any pecuniary interests, with other stakeholders to serve the long term interests of consumers, the community and Sydney's economic stability.

All information that comes into the possession of the Committee is protected and not used in an improper manner and that Committee resources are used efficiently and responsibly.

Appendix 1 – TransGrid & Energy Consumers Australia PSF SMC MOU (refer attachment)

Appendix 2 – Deed of Non Disclosure (refer attachment)