

Terms of Reference

Integrated System Plan (ISP) Consumer Panel

1. Creation of an ISP Consumer Panel

AEMO will be establishing an ISP Consumer Panel for the 2022 ISP. In light of the critical importance of consumer perspectives in the ISP development process, the National Electricity Rules (Rules) enshrine the creation of an ISP Consumer Panel (the Panel) for the preparation of ISPs. The Rules give AEMO the “the function of establishing and supporting a panel” to provide two written reports to AEMO during the development of an ISP (see clause 5.22.7(a)).

In addition to the provisions contained in the Rules, these Terms of Reference (ToR) govern the Panel’s appointment and operation.

2. Purpose of the ISP Consumer Panel

2.1 Provide informed comment and analysis as part of the ISP development process

The role of an ISP Consumer Panel is to provide expert technical input to, and constructive critique of, the ISP development process and its outputs, with particular focus on consumer interests.

The Rules require the ISP Consumer Panel to provide two written reports to AEMO, responding to the two major publications in the ISP development process, which are:

- the Inputs, Assumptions and Scenarios report that will be used to produce a draft ISP, and
- the draft ISP.

Each of these reports of the ISP Consumer Panel must be given to AEMO within two months of the publication of the document to which they relate (clause 5.22.7(d)(1)).

In preparing these reports, the ISP Consumer Panel must have regard to the long-term interest of consumers (5.22.7(d)(2)).

3. Appointment of the ISP Consumer Panel

3.1 Selection of members

Clause 5.22.7(c) requires AEMO to publish a call for expressions of interest for membership of the ISP Consumer Panel, including these Terms of Reference.

Following receipt of applications, applicants will be assessed against the selection criteria.

Members of an ISP Consumer Panel will be appointed in their individual capacity and will not be permitted to nominate alternative representatives to attend meetings on their behalf.

3.2 Replacement of members

If a member resigns, or is otherwise not able to carry out their role as a member during the two-year term of the Panel, AEMO may:

- appoint a replacement from amongst unsuccessful applicants from the relevant expressions of interest process
- call for expressions of interest for a replacement
- not replace the member (provided there continues to be at least three members).

3.3 Number of members

The ISP Consumer Panel must have a minimum of three members (clause 5.22.7(b)).

AEMO will appoint more than three members of the Panel, if necessary, to maintain the required mix of skills.

3.4 Term

Under clause 5.22.1, AEMO must publish an ISP every two years.

The term of an ISP Consumer Panel member starts from the date of their appointment and ends on the tenth business day after the publication of the Final ISP for which that member was appointed.

4. Operation of the ISP Consumer Panel

4.1 Reports by consensus

Clause 5.22.7(d)(3) states that the ISP Consumer Panel:

“may carry out its activities, including the giving of a consumer panel report, in the way it considers appropriate but must seek to give the report by consensus”.

4.2 AEMO to work collaboratively with the ISP Consumer Panel

AEMO will seek to work collaboratively with the ISP Consumer Panel, recognising the intent behind its creation and the need for the ISP to promote the long-term interests of consumers.

In particular, AEMO will:

- Provide written material and analysis that is necessary to support productive discussion and consideration of the issues by the Panel
- Make AEMO staff available for Panel meetings and discussions
- Consider requests for additional information in a timely manner and with a view to supporting the effective operation of the Panel.

4.3 Selection of a Chair

AEMO will select a member to serve as Chair for the length of the first ISP Consumer Panel's term. When submitting expressions of interest, parties will be asked to indicate their interest in being considered as Chair.

4.4 Time commitment and remuneration

The indicative time commitment for Panel members is half a day per week. There will be fluctuations in the workload across the ISP development cycle, with a much higher workload at key times in the process.

Panel members will be paid for their services at a daily rate of \$1,450.00 (GST inclusive) or \$200.00/hour (GST inclusive). This will include time spent reading and analysing any materials provided, writing advice, presentations and reports for AEMO; and other preparatory activities.

The Panel Chair will be allocated more time in recognition of the additional work s/he will perform.

4.5 Use of remote meeting capability

The Panel is encouraged to make use of AEMO's remote meeting technology as much as possible.

Where a face-to-face meeting is considered necessary, AEMO will fund travel for members in accordance with AEMO's Travel Policy.

4.6 Confidentiality

Members are required to execute a confidentiality agreement with, and in a form acceptable to, AEMO prior to the ISP Consumer Panel's first meeting.

5. Approval and amendment of these ToR

These ToR were approved in August 2020.

These ToR can be altered by AEMO. AEMO will consult with the ISP Consumer Panel if any change to these ToR are proposed during the Panel's term.