

25 February 2016



# GAAR Reference Group Terms of Reference

GAAR 2018 - 2022

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Internal

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### Document Information

<b>Title</b>	GAAR Reference Group Terms of Reference
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### Authorisation

	<b>Title</b>	<b>Name</b>	<b>Date</b>
<b>Owner</b>	General manager, Corporate Affairs	Jai McDermott	4 March 2016
<b>Reviewer</b>	Media and Public Affairs Manager	Samantha Porter	4 March 2016
<b>Approver</b>	General Manager Regulatory and Corporate Affairs	Andrew Schille	4 March 2016

### Document History

<b>Version</b>	<b>Date</b>	<b>Amended by</b>	<b>Details of amendment</b>
1	2 March 2016	Samantha Porter	Update of reference membership

### Review Details

Review Period:	Revision Date/Last Review Date + 5 years
NEXT Review Due:	2 March 2021

# 1. Scope

## Terms of Reference

1. The GAAR Reference Group's (Reference Group) scope is limited to the business activities of Multinet Gas (MG).
2. External members of the Reference Group are empowered to provide MG with verbal and written information gathered from the constituents of their respective organisations or from other individuals or sources such as correspondence or published materials.
3. Reference Group members are free to seek information from MG on topics of interest to them, other than matters formally identified as "Commercial in Confidence". MG shall invite staff with specialist skills or knowledge to assist with specific issues as appropriate. MG accepts that it has a responsibility to consider and respond to all issues raised.
4. The Reference Group will meet a minimum of four times in the lead up to the submission of the Gas Access Arrangement Review plan (plan), either at MG offices or other nominated location from time to time. Additional meetings may be arranged at the request of either the Reference Group or MG.
5. The Reference Group Chair shall ensure that all issues are being addressed in a positive, timely and co-operative manner.
6. The Reference Group forms a key component of the organisation's community and stakeholder engagement activities and is designed to assist the business in how it can improve its understanding and management of stakeholder expectations and ensure the regulatory proposal reflects the long term needs of the community.
7. The Reference Group is an advisory group only. It can make recommendations, but has no decision making authority, unless specifically delegated by the Chair at his or her discretion.

## 2. Frequency of meetings

The Reference Group will meet a minimum of four times prior to the submission of the plan. Additional meetings may be arranged at the request of either the Reference Group or MG.

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### 3. Resources

MG will offer adequate resources and ensure the Reference Group functions effectively. This will include providing secretariat support as well as coordinating meeting locations and amenities.

MG will reimburse members for any reasonable travel and parking costs incurred in association with participating on the Reference Group.

MG will pay a flat \$500 (GST exclusive) sitting fee per meeting to Reference Group members representing not-for-profit organisations on receipt of an invoice.

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## 4. Committee membership

### UE and MG Committee Members

Jai McDermott (Chair)	General Manager Corporate Affairs
Andrew Schille	General Manager Regulation
Stephanie McDougall	Price Review Manager
Samantha Porter	Media and Public Affairs Manager
Jason Craig	Community Engagement Manager
Mark Beech	General Manager, Gas Networks
	Revolving members of the Executive Leadership Team including the CEO

### External Members

Kate Leslie	Alternative Technology Association
Gavin Dufty	St Vincent de Paul
Ben Martin Hobbs	Consumer Utilities Advocacy Centre
Victoria Johnson	Brotherhood of St Laurence
Dr Rhonda Cumberland	South East Community Links
Randal Harkin	Council on the Ageing
Craig Memery	Energy Consumers Australia