Electricity Commission

DRAFT TERMS OF REFERENCE OF THE CODE OF PRACTICE D5 REVIEW PANEL

1. Background

The COP D5 Review Panel has been established in accordance with the Electricity Governance Rules.

2. Initial Terms of Reference

The COP D5 Review Panel will have responsibility for:

Approving variations from any requirements of any codes of practice of the EGRs including variations to:

- Metering installations;
- Metering calibration;
- Metering design;
- Metering testing; and
- Metering maintenance.

In carrying out this responsibility, the COP D5 Review Panel will:

i) Consider agreements to vary consumer metering installations that have been provided to the Board as per rule 2.1 of Code of Practice D5;

ii) Ensure that agreements to vary consumer metering installations are consistent with rules 2.1.1 to 2.1.3 of Code of Practice D5;

iii) Consider applications made to the Board for variations to points of connection and generator metering installations, as per rule 2.2 of Code of Practice D5;

iv) Ensure applications for variations to points of connection and generator metering installations are consistent with rules 2.2.1 and 2.2.3 of Code of Practice D5;

v) Consider any objections to any application as per rule 2.2.5 of Code of Practice D5; and

vi) Ensure that any applications are considered within 20 business days.

(For the avoidance of doubt, the Market Administrator will be responsible for notifying participants of the application within 20 working days).

Advising the Electricity Commission, and where appropriate the Market Administrator, on issues relating to variations to codes of practice.

Assisting the Electricity Commission, and where appropriate the Market Administrator, on rule changes requiring input from the Code of Practice D5 Review Panel.

3. Objectives and Principles

The COP D5 Review Panel must provide advice and report the extent to which its advice meets or is consistent with the:

- Electricity Act
- Government Policy Statement
- Commission's principal objective
- Objectives of the specific task

4. Membership

The COP D5 Review Panel consists of five members, one of which will be appointed Chair by the Electricity Commission. In addition, the Electricity Commission's Senior Advisor Retail works with and supports the group.

Secretarial support will be provided as required.

5. Tenures

Each member is appointed for a term of two years and can be reappointed at the discretion of the Commission.

6. Role of the Electricity Commission's Senior Advisor Retail

The Senior Advisor will be accountable to the Electricity Commission for:

- the resourcing, support and output of the COP D5 Review Panel
- conveying the relevant Electricity Commission policies to the group

7. Responsibility of Members

Members have been selected for their particular expertise and accordingly:

- members are to act in the interests of all stakeholders
- members have a duty to prepare for meetings
- members do not represent their own organisations (although the range of commercial and technical experience inevitably adds diversity to the group's capabilities)
- any views expressed by members are not to be taken as being those of their employer or nominating organisation.

8. Nature of Deliverables

The COP D5 Review Panel delivers reports, advice and comments on the matters referred to them in terms of the Rules or as requested by the Commission.

9. Authority

The Senior Advisor is responsible for ensuring that the COP D5 Review Panel is resourced to meet the work plan. Requests for additional resources such as Consultants will require the approval of the Commission.

10. Administration

COP D5 Review Panel activities are to be as transparent as practical, and unless specifically agreed otherwise:

- the panel will generally use electronic means to process information
- papers are to be circulated a minimum of 3 business days in advance of meetings
- papers are to be published on the Electricity Commission's website as soon as practical after each meeting
- minutes are to be published once confirmed at the subsequent meeting
- the Market Administrator will provide administrative support to the COP D5 Review Panel in a timely manner

11. Notice of meeting must be given

Reasonable notice of any meetings must be given to every member, including details of the time and venue.

12. Quorum of three members

A quorum for COP D5 Review Panel meetings will be three or more members of that group.

No business may be transacted at a meeting of the COP D5 Review Panel while a quorum is not present.

Members of the COP D5 Review Panel are not entitled to send an alternate in their place if they cannot attend a meeting.

13. Minutes are to be kept

The Chair must ensure that minutes or notes are kept of all proceedings of the COP D5 Review Panel.

3 May 2004