

“Metering Installation Requirements” Working Group (MIR-WG) Terms of Reference

1 Background

The Australian Metering Services Industry has transitioned to a competitive services model under the Power of Choice reforms. To support the successful operation of the competitive market, the competitive metering industry is seeking to proactively align to develop the underlying standards and work practices to support the safe and efficient operation of the market and to ensure energy consumers continue to enjoy accurate and safe metering outcomes with a minimum of disruption and cost.

The purpose of the Competitive Metering Industry Group (CMIG) is to promote the development of an efficient and effective, nationally consistent competitive metering market in the NEM by representing the metering industries views on policy and regulation to government, regulatory and industry bodies while supporting the development and publication of (including but limited to):

- Metering equipment standards that are relevant for the Australian environment but align to international standards where ever possible.
- Technical standards for metering installations.
- Safe work guide lines and practices.
- Coordinated industry representation on appropriate committees.
- Industry coordination of securing metering installations (Metering Keys and Sealing)

Metering service providers are required to produce and maintain metering installation design standards under Section 7.4.6 of the National Electricity Rules (NER). The members of CMIG are seeking to publish a guideline that outlines the minimum set of metering installation design requirements to ensure the efficient operation of the metering and electrical industry. The objective of the guideline is to ensure that buildings being constructed and upgraded can be configured in a manner that supports the safe, efficient, accurate and secure installation of metering equipment. The guideline will be called the “Metering Installation Requirements” (MIR’s)

To ensure the MIR’s are accepted by industry, the members of CMIG are seeking to form a Metering Installation Requirements Working Group (MIR-WG) to ensure the views of the broader energy industry are considered when developing the MIR’s.

2 Scope of Activities

CMIG will provide specific direction to the MIR-WG in relation to the scope of activities and timelines that it requires for each matter it refers to the working group. At a high level, the following activities are deemed within the scope of the MIR-WG:

- Providing advice to CMIG on the technical requirements for metering installations to ensure compliance with NEM rules, wiring standards, switchboard standards, service and installation rules and workplace health and safety legislation.
- Provide advice to CMIG on access and security arrangements for metering installations
- Provide advice to CMIG on the space required for metering, network and consumer equipment in metering installations.
- Provide advice to CMIG on the scenario’s that would require to upgrade a metering installation to partially or fully comply with the requirements.
- Assist CMIG with drafting the MIR’s

3 MIR-WG Membership

3.1 Working group participant categories

The MIR-WG will consist of:

- The CMIG Chairperson who will convene the working group and provide secretariat services (1)
- CMIG members with a minimum of four representatives with no more than one representative per CMIG member including representatives with residential, commercial and industrial expertise. (4 to 7)
- Distributors, three representatives nominated by Energy Networks Australia (ENA) (3)
- Retailers, one representative nominated by the Australian Energy Council (AEC) (1)
- State Electrical licencing/safety regulators, one representative from each of the National Electricity Market states / territories. (6)
- One representative from the National Electrical Switchboard Manufacturers Association (NESMA) (1)
- One representative from Master Electricians Australia (MEA) (1)
- One representative from National Electrical and Communications Association (NECA) (1);
- One representative from the Australian Industry Group (AIGroup); and (1)
- One representative from the Australian Energy Market Operator (AEMO).(1)

(Total 19 o 22 members)

The AEC, ENA, NESMA, MEA, NECA (i.e. the peak bodies for each of the participant categories) will call for nominations from within their respective members. Further, if more than the required number of nominations are received for MIR-WG membership, a ballot will be held. If a ballot is required, the CMIG Secretariat can assist the peak bodies.

Membership of the MIR-WG remains current for two years, or until a member is unable to represent the sector for which they were nominated / elected.

In addition to the participant members, the MIR-WG will include the CMIG Chairperson who will chair the working group. CMIG will also provide a Secretariat function for the MIR-WG.

It is important to note that individual members of the MIR-WG are required to represent their participant category, rather than the business for which they are employed.

The Secretariat will seek to have a minimum of three representatives from each participant category available for each meeting and / or workshop. Pre-nominated alternatives will be permitted to represent MIR-WG members in their absence.

3.2 Membership criteria for MIR-WG nominees

In order to nominate for membership for each of the participant categories, the following pre-requisite knowledge is preferred so that a member is able to adequately represent their industry:

- A well-developed understanding of electrical wiring rules.
- An understanding of the key issues to be considered to ensure the safe and efficient installation of equipment in the metering installation;
- Detailed knowledge of their respective industry.
- Skills in representing their respective industry category.
- Experience with, skills in, and a willingness to work collaboratively towards achieving consensus.

- Experience with, and skills in, stakeholder consultation processes to support the development and implementation of solutions to market operational issues in a timely manner.

3.3 Roles and responsibilities of the MIR-WG

The primary roles and responsibilities of the MIR-WG are to:

- Operate as a working group, undertaking each of the actions as directed by the CMIG.
- Collaborate to achieve consensus within the MIR-WG wherever possible.
- Provide recommendations to the CMIG in relation to changes to the MIR's being cognisant of the requirements in jurisdictional SIR's, and the NER.
- MIR-WG members must take all reasonable steps to ensure that they provide continuity of representation for the working group to avoid duplication of discussion and to ensure effective and efficient operation of the working group.
- Attendees are expected to keep abreast of current items being progressed and be prepared for discussions at meetings.

4 Governance

Under the NER, the Metering Provider is responsible for the design of the metering installation, having regard for electrical wiring rules, safety obligations and jurisdictional SIR's.

The MIR-WG is not a decision-making body, but rather works under the CMIG, and as such is required to provide recommendations to the CMIG on each of the actions allocated to it.

4.1 MIR-WG recommendations to the CMIG

The MIR-WG Chairperson will seek to gain consensus for a recommendation / response to be provided to the CMIG based on actions allocated to it. However, if consensus is unable to be reached, this will be reflected by the CMIG Chairperson in the CMIG meeting minutes, including reasons for positions by different members or participant categories.

A nomination from the MIR-WG will be sought to represent the MIR-WG at a CMIG meeting which is considering MIR issues. This representative will, in general, be a revolving position between each of the industry participants but may be varied based on subject matter to be presented to the CMIG if required. A nomination will be sought from the MIR-WG prior to each CMIG meeting.

4.2 Additional participant input

The MIR-WG is able to seek assistance from other suitably experienced participants for nominated bodies of work. The MIR-WG will reach consensus on the need to seek additional assistance for nominated bodies of work prior to engaging with additional participants.

4.3 Secretariat functions

Meeting frequency will be determined by the MIR-WG in collaboration with the meeting Chairperson and Secretariat. The Secretariat will prepare and distribute all meeting calendar invitations, agendas, meeting papers and meeting notes via email ahead of a MIR-WG meeting. The amount of notice provided for any given meeting will depend upon a number of factors, including urgency of work, availability of working group members, and availability of participant meeting rooms. The Secretariat will use best endeavours to provide relevant information and all meeting documentation no less than five business days prior to each meeting.

Documentation produced by the MIR-WG that will be made available to industry more broadly will be agreed with the MIR-WG by the Chairperson prior to its circulation and will depend upon the specific action and the recommendation to be made to the CMIG. There is no requirement to publish MIR-WG documentation.

All documentation from the previous meetings will be made available by the Secretariat to MIR-WG members as soon as practicable following each meeting. The Secretariat will endeavour to circulate all relevant information, actions, and agreed positions within five business days after each meeting.

4.4 MIR-WG meeting facilities

MIR-WG meetings will be conducted via the most appropriate means, including videoconference, teleconference and face-to-face meetings, dependant on the nature of the meeting material. Working Group members will provide meeting facilities on a rotational basis.

4.5 MIR-WG expenses

Any expenses incurred as a result of MIR-WG members or invitees attending meetings, or undertaking activities associated with the MIR-WG actions, agendas or meetings are at the expense of the member's employer.

4.6 Disbandment

The MIR-WG is established by the CMIG, and as such, will operate within the current Terms of Reference until it is disbanded, as determined by the CMIG.