



# Victorian Energy Upgrades Industry Reference Group

## – Terms of Reference 2025

### 1. Background

- 1.1. The Industry Reference Group (IRG) and its members are committed to working together respectfully for the advancement of the Victorian Energy Upgrades (VEU) program.

### 2. Purpose

- 2.1. The VEU IRG is being established to:
  - i) Provide advice based on industry experience to the Essential Services Commission (commission) as administrator and regulator of the VEU program.
  - ii) Draw on the knowledge of industry participants in the VEU program to ensure that practical considerations (including potential risks and challenges) are understood, mitigated and managed.

### 3. Scope

- 3.1. The IRG will:
  - i) Act as a forum for testing and refining ideas, both regarding the current operation of the VEU program and potential future changes.
  - ii) Provide an opportunity for industry participants to communicate feedback to the commission.
  - iii) Review and provide feedback on draft recommendations for improvement of VEU program implementation.

### 4. Membership

- 4.1. Subject to the following, corporate entities, associations and sole traders involved in the VEU program may submit an expression of interest to join the IRG.
- 4.2. Accredited persons, relevant entities and scheme participants (as defined in the *Victorian Energy Efficiency Target Act (Vic) 2007*) may be appointed as **Members** of the IRG.
- 4.3. Member organisations (including industry associations and trade unions) and businesses associated with the VEU program (including traders and product applicants/manufacturers) may be appointed as **Associate Members** of the IRG.
- 4.4. Members and Associate Members will be appointed by the Chair may consider the following:
  - i) diversity of representation across accredited persons, relevant entities, scheme participants and other industry stakeholders

- ii) relevant experience in their industry and within the VEU program
- iii) geographic coverage (metro, regional and rural)
- iv) diversity of representation across small, medium and large businesses and established and emerging stakeholders, including any previous appointments to the IRG
- v) where relevant, appropriate membership numbers, considering the objectives of the IRG.

4.5 Members and Associate Members may be appointed for a period of up to 2 years.

4.6 The chair may convene IRG meetings for Members only, or may set agendas where Associate Members attend only for part of the meeting.

## 5. Chair

5.1. The Chair and Deputy Chair will be appointed from commission staff.

5.2. Conduct of meetings shall be the responsibility of the Chair (or commission staff representing the Chair).

5.3. The Chair will endeavour to consult on and circulate the agenda in advance of each meeting.

## 6. Frequency of meetings

6.1. Meetings will be held as determined by the Chair. It is anticipated that meetings of all members will be held at least four times annually. Additional subgroup meetings (E.g. accredited persons) may be held as the Chair considers appropriate.

6.2. Meetings may be held in person or online at the Chair's discretion.

6.3. The commission will endeavour to give reasonable notice of meetings.

6.4. Members may be approached outside of the meeting for additional feedback.

## 7. Confidentiality

7.1. The IRG will operate under Chatham House rules: subject to any specific confidentiality arrangements, Members and Associate Members may share information from the IRG but agree not to attribute any specific comments to contributors in the IRG, unless required by law.

## 8. Evaluation and continuous improvement

8.1. To ensure the IRG continues to achieve its objectives, the following evaluation process will be applied:

- i) Membership will be reviewed at the Chair's discretion and at least every 2 years
- ii) Feedback from members on the structure and achievements of the IRG will be sought via member survey every 6-12 months

### Member agreement

Name of representative: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Representative Organisation: \_\_\_\_\_

Chair of IRG name: \_\_\_\_\_

Signature of Chair: \_\_\_\_\_

Date: \_\_\_\_\_