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apa

APA Stakeholder Advisory Panel: Terms of Reference



1. About APA

What we do

APA is a leading Australian energy infrastructure business developing, owning and operating energy infrastructure. APA Group owns and/or operates around \$22 billion of energy infrastructure assets across Australia and operates these with a skilled workforce of around 1,900 people.

APA has a diverse portfolio of over 15,000 kilometres of gas transmission pipelines that spans every state and territory on mainland Australia and delivers about half the nation's natural gas. APA also has ownership interests in, and/or operates, gas distribution networks with more than 1.4 million gas consumer connections and covering approximately 29,500 kilometres of gas mains and pipelines.

In addition to its gas infrastructure interests, APA Group owns or has interests in other energy infrastructure assets including electricity transmission lines, and renewable and gas fired power generation assets. APA is currently one of Australia's largest renewable energy generation owners with both wind and solar generation assets across the country.

APA is listed on the Australian Securities Exchange (ASX) and is included in the S&P ASX 50 Index.

Our Vision and Purpose

APA's Vision is to be world class in energy solutions. Our Purpose is to strengthen communities through responsible energy. This means that APA is recognised by its stakeholders for integrity and credibility, for our leadership in responsible energy, for our strong governance and for our continued focus on our customers and the community.

Stakeholder engagement

Over the last year, APA started conducting stakeholder engagement as part of regulatory resets on certain of its regulated assets. That engagement proved to be extremely valuable and it was decided to expand the stakeholder engagement process beyond regulatory reset processes to encompass our whole business.

As a result, APA has established a Stakeholder Engagement Forum Framework. The Framework includes establishing the Stakeholder Advisory Panel, conducting an annual National CEO Stakeholder Engagement Forum and another general Stakeholder Engagement Forums. Specific stakeholder engagement as part of regulatory reset processes will also continue.

2. Stakeholder Advisory Panel - Purpose and Objective

The purpose of the Stakeholder Advisory Panel is to provide a forum for APA to gain insights about interests, concerns and expectations from stakeholders and the broader community.

The Panel will act as a sounding board to APA on policy matters, strategic programmes and plans as well as identifying additional matters relevant to APA that Panel members consider of importance to their stakeholders. Feedback from the Panel will inform the agenda for APA's Stakeholder Engagement Forums and also be considered in internal decision making. APA is not bound or obliged to act on the feedback provided.

Action items and thematic feedback from the Panel will be shared with the APA Executive Team and the Board.

The Advisory Panel will not be used as an advocacy group. Discussion will be focussed on business level policy, strategy and approach and not at the level of any specific project. Separate community consultation processes will be held to consider specific projects in the context of approvals and local stakeholder engagement processes.

The Stakeholder Advisory Panel is an advisory and not a decision-making body.

3. Roles and responsibilities

APA

- To fulfil the purpose and objectives, APA will be responsible for providing the Panel with:
- Information on APA's priority areas, high level strategy, and policy positions
- Information on the ambitions and progress of APA's customer and community programmes and initiatives
- Other information as identified during Panel discussions.
- Stakeholder Advisory Panel
- The role of the Stakeholder Advisory Panel is to:
- Provide feedback to APA on plans, programmes and policy areas presented to the Panel
- Provide guidance on topics of interest for APA's stakeholder engagement forums
- Provide insight on interests, concerns and expectations of their members and stakeholders
- Provide reflections on APA's reputation in the broader community
- Attend a minimum of two meetings per year.

Chair

APA Group Executive – Governance & External Affairs will have responsibility for:

- Chairing the Stakeholder Advisory Panel meetings, and
- Point of contact between Panel members and APA.

Secretariat support

APA is responsible for providing secretariat support including organising meetings, preparing the agenda, distributing reading material before the meetings, preparing and distributing minutes of the meetings, organising travel arrangements and processing expense claims as required.

4. Membership

Membership of the Stakeholder Advisory Panel shall consist of organisations that represent APA's key stakeholder groups including customers, energy consumers, community groups, rural and regional interests, First Nations, and climate/new technology expertise. A list of panel members and contact details will be made available to the Panel.

The Stakeholder Advisory Panel Terms of Reference and the names of Panel members will be published on APA's website.

Membership will be reviewed periodically by APA, but no less than every two years, to meet the purpose and objectives of the Stakeholder Advisory Panel

5. Meetings

The Stakeholder Advisory Panel shall convene for a minimum of two meetings a year.

Meetings will be held online or face-to-face as required on a Chatham House rules basis.

Minutes from the meetings will be recorded. Summarised action items and key feedback points may be published on APA's website.

Panel members may also be contacted individually on an as needs basis.

6. Sitting fees and travel costs

Sitting fees may be paid in certain circumstances, particularly where Members are not in paid positions by their organisations.

Members eligible for sitting fees may nominate to receive the fee; waive the sitting fee' or nominate to have the fee donated to a charity.

APA will arrange travel and accommodation as required in accordance with APA's Business Travel Standard.

7. Confidentiality

APA expects that information may be shared or matters raised that may be confidential. While Panel members will not be required to sign and comply with a confidentiality agreement, the expectation is that Panel members will exercise discretion and respect the confidentiality of such information.

8. Conflict of Interest

Members of the Stakeholder Advisory Panel must let the Chair know of any potential conflict of interest before attending a scheduled meeting or before the item giving rise to the conflict is discussed at the meeting.