CHANGE MANAGEMENT PROCESS FOR THE GAS RETAIL MARKETS

PREPARED BY: Markets

DOCUMENT REF: Project-80-24

VERSION: 2.0

DATE: 1 January 2016

Contents

Version Release History

VERSION	DATE	BY	CHANGES
0.1	1/10/12	D McGowan & S Macri	Initial draft for GRCF and GRCF-N&A.
1.0	11/12/12	D. McGowan	Feedback from CFs and RBPWG meeting held October and November 2012.
2.0	1/1/16	D. McGowan & A. Volvricht	Updated to reflect changed Retail Market Forum Framework.

1   Purpose and Scope

This industry agreed guideline outlines the change management framework for gas retail markets operated by AEMO. This document should be applied for changes to the jurisdictional gas Retail Market Procedures (**RMP**) and Technical Protocols (**TPs**) (together known as **Procedures**), which are changed in accordance with the Approved Process (**AP**) under Rule 135EC of the National Gas Rules (**NGR**).

The scope of the change management process is bound by Part 15B of the NGR that outlines a list of subject matters that can be covered in the RMP and the formal Procedure change process.

The change management framework in this document covers the New South Wales/Australian Capital Territory, Queensland, South Australian, and Victorian retail gas markets, as defined in Part 15A of the NGR.

The change management process recognises that a change to the Procedures may also change the functionality of the retail market systems. A consistent change process enables registered participants, AEMO, and interested persons to be adequately engaged in pre-regulatory and formal consultative processes with known processes and outcomes. This framework aims to promote consistency and harmonisation of the process, timings, and regulatory obligations across jurisdictions and markets.[1]

Ultimately, the purpose of this document is to ensure that changes impacting the retail markets are applied in a uniform manner irrespective of the gas retail market.

1.1   Audience

This document has been prepared for the following interested:

a) Market Participants (existing and new entrants);

b) External projects or bodies;

c) Any other person wishing to raise an enhancement, change or issue within the Gas Retail Market;

2   Related Documents

There are a number of related documents or artefacts that have been issued and should be read in conjunction with this document.

REF	ARTEFACT NAME	VERSION
1	Retail Market Consultative Forum and Working Group guiding principles	Current version as published on AEMO's website
2	Gas Retail Consultative Forum (GRCF) Terms of Reference	Current version as published on AEMO's website
3	Approved Process	Current version as published on AEMO's website
4	AEMO – Gas Release Strategy	Current version as published on AEMO's website

---

[1] Separate change management processes apply to gas wholesale markets and the Gas Bulletin Board (GBB).

3   Background Information

3.1   Consultative Forums and Working Groups that support the Change Management Process

In order to facilitate the change management process, AEMO utilises consultative forums (**CFs**) to identify and discuss considerations concerning the making of Procedures. In consultation with the CFs, AEMO may also convene working groups (**WGs**) to assist in the detail and operational nature of the changes proposed, as required, for large programs of work.

AEMO has established the Gas Retail Consultative Forum (**GRCF**) as an advisory body to assist AEMO in the making of Procedures and Technical Protocols.

 The change management process also engages two other groups which cover retail market changes amongst other matters:

1.   IT Development Forum (**ITDF**)

     The ITDF agrees on the adoption of proposed changes relating to the technical procedures/standards and system interfaces that impact market systems, as directed by the GRCF[2].

2.   AseXML Standards Working Group (**ASWG**)

     The ASWG is responsible for the development and maintenance of the aseXML standard. The ASWG reviews proposed changes to the schema, but is not responsible for the underlying business process that utilise the schema or for the processes to deliver change requests for consideration.

The CF, WGs, ITDF, and ASWG operate in a co-operative manner to ensure any proposed changes to Procedures that impact systems and processes are cost effective. More detailed information regarding the terms of reference for the CFs, current WGs, ITDF and the ASWG is available on the AEMO website.

3.2   Documents that support the Change Management Process

3.2.1   Change Register

AEMO has established the 'Gas Market Issue / Change Register for Retail Markets' to support the change management process. This document is managed by AEMO and records the life cycle of an issue, from lodgement to implementation or rejection (See Appendix 3 for a diagrammatical representation of the life cycle of an issue).

This change register records all gas market issues lodged with AEMO. Each issue is assigned a unique identifier know as an Issue Number **(IN)**. The information in the change register forms the basis of work prioritisation that AEMO will determine having taking into account the CFs position on the issue. Post the prioritisation process, issues with a potential system change will be assigned to a scheduled IT release cycle by AEMO.

3.2.2   Templates

AEMO has prepared a number of templates for Proponents (including AEMO) to use when raising an issue or proposing a change to the Procedures. The following templates are published on the AEMO website:

1.   Pre-Regulatory Process Templates:

---

[2] The ITDF also deals with the STTM, DWGM and combines with the TWG to discuss WA retail market system issues.

A Gas Market Issue (**GMI**) template allows a Proponent to raise an issue to be discussed by the CFs. Each GMI is entered into the change register in order for its progress to be monitored.

The CF may decide to utilise the Order of Magnitude **(OoM)** template in order to enable prioritisation to occur and the project to progress to the issue development / define stage of the end-to-end retail market change management process. In 2016 the OoM is scheduled to replace the current Value Assessment Test (VAT) form.

2. Regulatory Process Templates:

There are three templates that form part of the Approved Process and formal Procedure change process described under Part 15B. These are as follows:

- The Proposed Procedure Change (**PPC**) template allows a proponent to propose a change to the Procedures. Registering a PPC initiates the formal change processes defined in the Approved Process under the NGR.

- The Cost Benefit Assessment **(CBA)** form developed by AEMO is used by stakeholders and AEMO, to provide AEMO with cost / benefit data to a PPC. Information collated from CBA is published by AEMO in an aggregated form in order to address the National Gas Objective (**NGO**) and provide insight to participants regarding the value of the change.
In 2016 the CBA is scheduled to replace the Self-Assessment Form / Value Assessment Test (VAT) form.

- The Impact and Implementation Report (**IIR**) is published by AEMO under the requirements of the NGR. This document provides an examination of the proposed change, an assessment of the effect of the Procedures, and a recommendation regarding whether the Procedures should be made.

3. Implementation Template:

The Release Management template describes the contents of the implementation to be managed under the Release program. This is only employed where there is a coordinated industry release.

4 Change Management Process

In terms of the change management process, the primary role of AEMO is to facilitate change by providing the necessary administrative and centralised project office services for the industry to ensure that changes are documented, registered, communicated, evaluated, authorised, tested, and implemented.

This change management process consists of three areas:

1. Pre-Regulatory Process for changes to the Procedures
2. Regulatory Process as prescribed under the AP and NGR
3. Implementation of the approved change.

These are detailed below.

4.1 Pre-Regulatory Process

Prior to the formal lodging of a PPC, the following actions are taken to investigate issues and develop possible solutions and Procedure changes. There are no time restrictions associated with the pre-regulatory process.

Stage	Proponent[3] / CF Action	AEMO Action
1.Issue Identification	Proponent identifies issue and completes a GMI template. The proponent may include options to resolve the issue and provide these details in the GMI. Proponent lodges GMI with AEMO. (grcf@aemo.com.au)	Register GMI into the change register and allocate a unique identifier know as an issue number (IN). Add GMI to the agenda of the next CF meeting for discussion.
	Proponent or their representative presents the GMI at a CF.	Record CF outcomes whether this is a market issue, whether an OoM is required as well as the proposed priority the CF has assigned. Maintain change register. If required, complete an OoM. Collate Stakeholders OoM responses and create a consolidated industry OoM position.
	CF to discuss whether the issue is a market issue, whether an OoM is required and provide advice on the proposed priority. Also the CF is to provide advice on whether a bespoke WG is required and indicative IT release date (if necessary). *NOTE: CREATION OF A WG MAY BE CONSIDERED IF THE ISSUE / CHANGE IMPACTS BUSINESS / SYSTEM PROCESS WITHIN AEMO AND/OR EXTERNAL INTERFACES.* If the CF determines an OoM is required the CF agrees the timeframe for the OoM to be completed. Participants to lodge completed OoM with AEMO (grcf@aemo.com.au). A review of the collated OoM outcomes is undertaken by the CF. The outworking's of the OoM should inform industry of: • The size of the problem; and • Indicative timing for when the work should be prioritised. Having considered the results of the OoM, and if in the opinion of the CF the issue is worth progressing, the CF will request that AEMO consider prioritising this issue.	
2. AEMO reviews CFs advice on market issue		Use the criteria set out in the guiding principles (section 5, page 5), AEMO reviews CF advice on market issue including the result of any OoM and proposed priority.

[3] Proponent can be the person who raised the GMI, AEMO or a nominated subject matter expert.

Stage	Proponent[3] / CF Action	AEMO Action
		The outcome of the review is communicated to the proponent and CF, and includes AEMO assigning a priority.
3. Issue Development/ Define Stage	If AEMO has completed its review and AEMO assigned priority is now flagged to proceed, the GMI is progressed through CF and/or WGs including review of draft Procedure changes or options to remedy the issue.	Assist in the development of solutions and drafting Procedure changes.
	CF / WG to reach consensus on the most appropriate solution to the issue and undertake a value assessment comparing do nothing and other option(s)/solution(s) are presented by the Proponent or developed in the CF or WG. Considerations include: • Regulatory implications • Cross-jurisdictional implications • Impact on customers • Contractual implications • Outcomes for the WG considerations including costs • Impact on existing IT systems, business process, schema, testing and implementation •	
	CF or WG to recommend solution.	Record CF / WG outcomes and priority assigned.
	CF or WG agreement sought. Issue moves from informal process to formal process by Proponent. A "do nothing" solution is always an option. Where this option is assessed as the most efficient outcome, the process ends.	Maintain change register.

It is not mandatory to complete the pre-regulatory process under the change management process as a Proponent can opt for the formal process through the lodgement of a PPC. However, it is recommended that the pre-regulatory process is utilised where there are multiple options or input from other registered participants and AEMO is desirable.

4.2 Regulatory Process

The formal regulatory process is prescribed in the AP and the NGR. As noted above, this process is usually preceded by the pre-regulatory process. The table below gives a high level explanation of the obligations as prescribed in the AP and NGR. Where there is any inconsistency in the process, the AP and NGR take precedence.

Stage	Proponent / Participant / CF Action	AEMO Action
PPC *(NOTE: PPC STAGE COMMENCES FROM LODGEMENT DATE AND CAN RUN UP TO 40 BUSINESS DAYS. GENERALLY, 30 BUSINESS DAYS ALLOWED)*	The Proponent, in most cases AEMO as facilitator of the consultation process and based on the GRCF recommendation to move to Regulatory Process, fills in PPC template and, if other than AEMO lodges PPC with AEMO (grcf@aemo.com.au).	Register PPC into the change register and (if required) allocate a unique identifier. Issue PPC to CF and publish on website for consultation
	Proponent or their representative presents PPC at the CF meeting for discussion.	Record CF outcomes. Maintain change register.
CBA *(NOTE: CBA STAGE RUNS CONCURRENTLY WITH THE PPC STAGE)*		If in AEMO's opinion the information provided in the OoM lacks sufficient detail to satisfactory fulfil AEMO obligation to complete an IIR AEMO will issue a CBA for individual participants to complete at the same time the PPC is issued.
	Individual participants complete the details in the CBA template and provide CBA and submissions on PPC to AEMO (grcf@aemo.com.au). CBA considerations include: • Cost/benefit of change • Proposed implementation date	Completes if necessary, and collates information (see 3.2.1 below). Maintain change register.
PPC		AEMO decision as to whether an extension of time is required. If so, publish notification of extension on AEMO website and advise CFs.
IIR *(NOTE: IIR STAGE IS COMPLETED IN ACCORDANCE WITH NGR)*	*NOTE: ORDINARY: AT LEAST 20 BUSINESS DAYS OF CONSULTATION. EXPEDITED: AT LEAST 15 BUSINESS DAYS OF CONSULTATION.*	AEMO decision regarding whether expedited or ordinary change process.
		AEMO issues IIR for consultation and publishes on AEMO website. The IIR will note the position of all submissions. The CBA will be provided as a whole of industry figure.
	CF provides submission on IIR to AEMO (grcf@aemo.com.au).	AEMO collates information. Maintain change register.
Decision	*NOTE: UNDER ORDINARY: DECISION PUBLISHED WITHIN 20 BUSINESS DAYS OF IIR CONSULTATION CLOSING.* *UNDER EXPEDITED: DECISION PUBLISHED AT LEAST 15 BUSINESS DAYS BEFORE THE EFFECTIVE DATE OF THE PROCEDURES.*	AEMO publish approval, taking into account submissions received.

4.2.1 CBA Process

AEMO will collate all CBAs received by stakeholders, and use the following process in order to establish an indicative assessment of the value of the change for industry as a whole.

The steps AEMO will follow to take into account the total costs and benefits for industry as a whole are:

- The cost/benefit assessment will take into account a five-year period using the cost of debt as a proxy for the discount rate. The cost of debt is typically calculated by adding a premium to the yield on an equivalent maturity risk-free security. That is, the cost of debt is simply equal to a debt margin plus the risk free rate.

- The Reserve Bank's five-year bond yield will be used as a proxy for the risk-free rate, rounded to the nearest half a percentage point. An additional 100 basis points (one percentage point) will be added to this as the applicable base case discount rate.

- The projected benefits and cost of that period along with a benefit/cost ratio whether it is >1 or <1 and any intangible benefits will be communicated to the CF and included in the IIR.

The evaluation will indicate if a solution is considered cost effective and beneficial to industry as a whole. Individual costs and benefits, other than those provided by AEMO, will not be published. If the proposed Procedure changes do not provide value, AEMO may not approve the PPC. This is because AEMO must warrant that a change meets the NGO when formulating the impact in the IIR.

4.2.2 IT Release Cycle

AEMO has a bi-annual Build cycle for its Gas Retail Market Systems, with the off peak periods of March and September being the agreed timings. Where procedures or system changes are required outside of the regular release dates, this will be consulted on and agreed with industry.

4.3 Implementation Process

The implementation process described below is used when there are system changes that impact industry.

4.3.1 Industry Design Workshop

4.3.1.1 Overview

An industry design workshop may be held once approval of the changes is received from AEMO. The purpose of this workshop is to allow impacted Participants to gain a common understanding of the implementation detail and agree the scope of industry testing. The workshop occurs at a point where Participants will have completed their initial technical design. Participants at the workshop are able to use this meeting to refine their technical understanding of the implementation and to define the test scenarios needed to manage the implementation risk.

4.3.1.2 Release Document

As part of the industry design workshop process, a draft 'Release Document' is prepared by AEMO describing the implementation package, including all Procedure changes. The purpose of the release document is to provide the catalyst for the initial review required to identify the full scope of an implementation. This will include all Procedure changes.
This Release Document (prepared by AEMO) is placed under change control (see section 4) and managed by the CF or WG to ensure all aspects that impact the final implementation are fully documented and all impacted Participants are aware of and agree to any developments as they arise.

4.3.2 Release Management

4.3.2.1 Consultative Forums and Working Groups

The CF or WG may choose to establish a Release Management meeting. It would be expected the attendees of the meeting are:

- Familiar with IT systems
- Experienced in industry testing,

Knowledgeable in cut-over processes. The activities of the meeting attendees could include:

- Finalise scope of work for the group and develop a work program to meet the target implementation date for the release;
- Review the changes being implemented and define a program of tests;
- Develop test scripts for each of the defined tests;
- Define test data requirements and gather and collate this data;
- Define requirements for testing including environments, test harnesses, timing, likely resourcing and impact on operations;
- Document the test program;
- Define success/failure criteria;
- Document the industry implementation procedures;
- Escalate issues to CF or WG where necessary;
- Manage the testing program;
- Manage the implementation program; and
- Conduct a Post Implementation Review.

The Release Management meeting will report to the CF or WG.

4.3.2.2 Industry Implementation Plan

A draft industry implementation plan is prepared by AEMO that describes the industry cut-over plan. A template for this plan is available from the AEMO website. The plan details the events, timing and those responsible for the activities associated with the implementation of the industry changes. The document covers a number of key activities such as timing requirements to switch off systems, clear remaining transactions from gateways (both outgoing and incoming), shutting down gateways, manual procedures to be invoked while the system outage is occurring, and commencement of changes.

5 Change Control Process

Change control provides a process that ensures that the process of change is managed and auditable. This allows the CFs and WGs to clearly identify amendments and authorisation is received for any changes proposed.

Once a document has been placed under the change control of a CF or WG, it is recorded in the meeting minutes. Where a need to change in scope and/or timing has been identified, a paper recommending the change will be put forward for the CF or WG endorsement. Once a decision is made, AEMO will note the change in timing and/or scope.

Appendix 1 – Acronyms, Abbreviations and Definitions

Term	Definition
AEMO	Australian Energy Market Operator
	AEMO is responsible for managing the development, operations and planning of electricity and gas markets across Australia. AEMO manages the National Electricity Market (NEM) and the retail and wholesale gas markets of southern and eastern Australia.
	The gas retail market role for Victoria, Queensland, South Australia, New South Wales and Australian Capital Territory entails providing systems to allow gas customers to transfer from one supplier to another. AEMO also facilitates industry consultation and processes for ongoing development of the gas retail procedures that underpin these systems as well as the interfaces that allow Distributors and Retailers to interact with one another.
AP	Approved Process
	The approved process is a consultative and inclusive process designed to ensure that any change to the Procedures is developed and implemented with due regard to impacted stakeholder concerns. Any stakeholder is provided the opportunity to participate in the consultation for the development of a Procedure change before AEMO approves any change.
AER	Australian Energy Regulator
	The AER is Australia's national energy market regulator and an independent statutory authority. Their responsibilities are set out in national energy market legislation and rules, and mostly relate to energy markets in eastern and southern Australia.
	They are responsible for setting the prices charged for using energy networks to transport energy to customers; monitoring wholesale electricity and gas markets to ensure suppliers comply with the legislation and rules, taking enforcement action where necessary; and energy market reporting.
aseXML	A Standard for Energy Transactions in XML
ASWG	AseXML Standards Working Group
	The ASWG is responsible for the development and maintenance of the aseXML standard. In general, the ASWG manages the development lifecycle of the aseXML schema to ensure that changes made are consistent with the aseXML Guidelines.
B2B	Business to Business
B2M	Business to Market Operator (AEMO)
CF	Consultative Forums (GRCF)
	The GRCF is an advisory committee to AEMO and operate under a formal set of operational terms of reference. The CFs provide the strategic and regulatory focus for retail market issues that arise.
DB	Distribution Business (or Network Operator)
	For the Retail Markets that operate in SA, NSW and ACT the term 'Network Operator' is used. In Victoria and Queensland, a Distribution Business is termed a 'Distributor'.
FBS Administration	The party responsible for administering the FRC B2B System. This is currently AEMO.
FRC	Full Retail Contestability
FRC Hub	The FRC Hub is an XML Gateway that is nominated to act as a central transit point for all B2B transactions for participants in Victoria, Queensland and South Australia.
	The key characteristic of the FRC Hub compared to a Gateway is that the hub receives and routes all messages, so there is additional emphasis on routing, throughput, availability, and management tools.
GIP	Gas Interface Protocol
	This is a Technical Protocol that outlines the system and business process documents which must be used for Victorian and Queensland Retail Market transactions. The GIP is

| Term	Definition
	given its head of power in both the NGR and the RMP and is made up of Participant Build Packs.
GMI	Gas Market Issue This is a template used by a proponent as a precursor to the formal change process (Approved Process).
GRCF	Gas Retail Consultative Forum The GRCF covers retail market issues in New South Wales/Australian Capital Territory Victoria, South Australia and Queensland jurisdictions. See CF for more information.
ICD	Interface Control Document This is a Technical Protocol that outlines the system and transactions which must be used between AEMO and participants in the South Australian gas retail market. In South Australia, the ICD forms part of the Specification Pack.
IIR	Impact and Implementation Report This is a document produced by a proponent as a following the completion of the formal change process (Approved Process). This is prescribed report under the NGR, rule 135EB.
IN	Issue Number
M2B	Market Operator (AEMO) to Business
GBB	Gas Bulletin Board The GBB is a facility established by AEMO on the electronic communication system on which publishes information for Market Participants.
NGL	National Gas Law
NGR	National Gas Rules
NGO	National Gas Objective Section 23 of the NGL states NGO is: … to promote efficient investment in, and efficient operation and use of, natural gas services for the long term interests of consumers of natural gas with respect to price, quality, safety, reliability and security of supply of natural gas.
OoM	Order of Magnitude is an assessment in order to initiate and prioritise the change by capturing the potential benefits and size of the problem for industry
Participant	A person registered with AEMO to participate in a retail gas market. These include Distributors (or Network Operators), Retailers (or Users) and Self-Contracting Users (or Market Participant-Other).
PBP	Participant Build Pack There are four Participant Build Packs that are a set of documents which detail the technical standards and business processes that enable participants to pass information between each other in a uniform method. The Gas Interface Protocol is comprised of this set of documentation.
PPC	Proposed Procedure Change Under the Approved Process, a proponent uses a PPC in order to propose the making of Procedure changes. This document draws out the specific changes required, impacts of proceeding and not proceeding. This is the beginning of the formal change process (Approved Process).
Procedures	Means both the jurisdictional Retail Market Procedures and Technical Protocols.
Publish	The posting of information on the MIBB or the AEMO website.
RB	Retail Business (or Users) For the Retail Markets that operate in SA, Queensland, and NSW and ACT the term 'User' is used. In Victoria, a Retail Business is termed a 'Retailer'.

Term	Definition
RMP	Retail Market Procedures There is a RMP for each jurisdiction, which outlines the business and operating processes that each industry participant must adhere. The RMP receive their head of power in the NGR, where the ability for AEMO to make or amend RMP is stated.
CBA	Cost Benefit Assessment This is a document used by stakeholders to provide AEMO with cost/benefit data that AEMO will use, in summarised form, in order to understand whether the change provides value and meets the NGO.
SP	Specification Pack This is a Technical Protocol that outlines the system and business process documents which must be used for the South Australian Retail Market transactions. The SP is given its head of power in the RMP, and includes the ICD.
TP	Technical Protocol Technical Protocols are the various standards used to define how communications are handled at various levels. There are usually several protocols that might be used at each layer or sub-layer. The TP are: Victoria and Queensland - the Gas Interface Protocol (GIP). South Australia - the Specification Pack, which includes the ICD. New South Wales and ACT - the ICD.
WG	Working Group. A WG is a sub-forum of the GRCF and provides a medium to discuss enhancements to the Procedures and Technical Protocols from a business process perspective. The WG representatives focus on business processes and requirements and although it is expected that each representative understands the technical protocols, an IT background is not a necessity.
XML	eXtensible Mark-up Language

Appendix 2 – List of Gas Retail Market Artefacts

The following list details the responsibility for changes to the Procedures managed under the AP:

1. Retail Market Procedures (Victoria)
2. Retail Market Procedures (South Australia)
3. Retail Market Procedures (Queensland)
4. Retail Market Procedures (NSW and ACT)
5. Gas Interface Protocol (Victoria)
6. Queensland Gas Interface Protocol
7. Participant Build Pack 1 - CSV Data Format Specifications
8. Participant Build Pack 1 - Process Flow Diagrams
9. Participant Build Pack 1 - Process Flow Table of Transactions
10. Participant Build Pack 2 - Glossary
11. Participant Build Pack 2 - Interface Definitions
12. Participant Build Pack 2 - Usage Guide
13. Participant Build Pack 3 - System Architecture
14. Participant Build Pack 3 - System Interface Definitions
15. Participant Build Pack 3 - System Specification
16. Participant Build Pack 4 - Queensland Specific Build Pack
17. Consumed Energy Scenario (Victoria)
18. Consumed Energy Scenario (Queensland)
19. Gas FRC B2B Connectivity Testing and System Certification
20. Notice under rule 301B and 301C of the Retail Market Procedures (SA)
21. Specification Pack Usage Guidelines
22. SAWA Interface Control Document
23. Readiness Criteria
24. FRC CSV File Format
25. FRC B2M-B2B Hub System Specifications
26. FRC B2M-B2B Hub System Architecture
27. FRC B2B System Interface Definitions
28. Connectivity Testing Technical Certification
29. B2B Service Order Specifications
30. Gas Retail Market Business System Interface Control Document (NSW-ACT)
31. Gas Retail Market Business Specifications version 6.1 (NSW-ACT)
32. Operating Procedure NSW-ACT Gas Industry Protocol for identifying current Retailer
33. Privacy policy for customer information for NSW ACT Lost Gas Customers

Appendix 3 – Life Cycle of an Issue
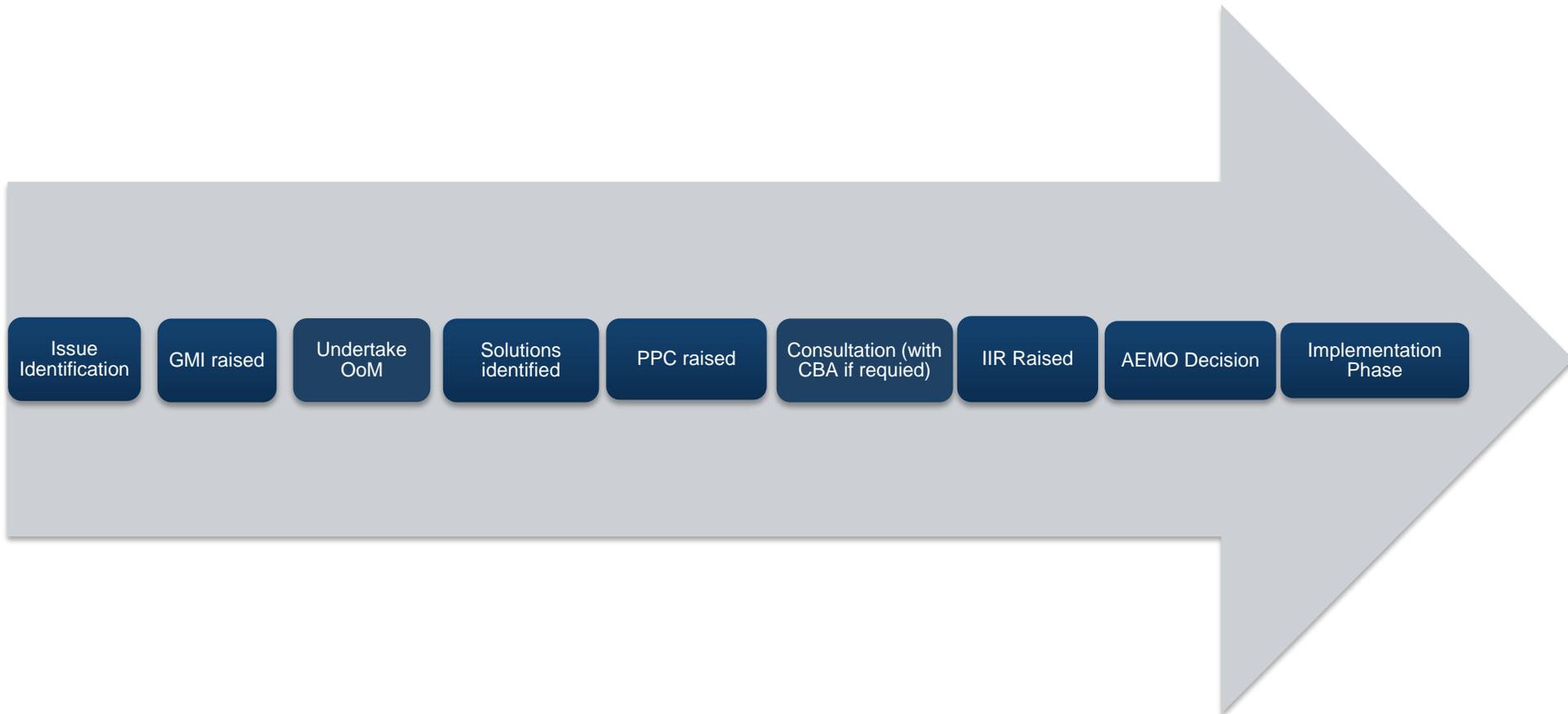
Note: For the avoidance of doubt, a PPC can be generated without having to raise a GMI first. If this occurs then the process set out in section 3.1 (Pre-Regulatory Process) will not apply.

Appendix 4 – Approved Process Flow Diagram

Diagram A. Approved Process for making (or changing) Procedures (NGR - 135EC (1))

Proponent

- A.1 Identifies issue that warrants making (or changing) of Procedure
- A.2 Using the AEMO templates, Prepare draft of the proposed Procedures and explanation
- A.5 Advise proponent with reason, and publish on website
- A.10 Advise proponent with reason, and publish on website
- Expedited Change Process

AEMO

- A.3 Receives proposal from proponent and assesses.
- A.4 Reject on basis of 135ED (4)? — No →
- A.6 Is the Proposal material or complex, requiring more than 40 BD to publish I&IR — Yes →
- A.7 Publish notice on website
- A.9 Rejected on basis of 135ED(4) (c) ? — No →
- A.11 Expedite?
  - Yes → A.12 Prepare I&IR
  - No → A.13 Prepare I&IR
- Yes (A.4 → A.5)
- Yes (A.9 → A.10)

NGR 135 EC (1)(b)

Advise CF that they have more time

Consultative Forums (CF)

- A.8 CF to examine proposal and provide advice in accordance with the points listed under 3 (c) of the Approved Process.
- No

NGR 135 EC(1)(a)

Expedite Decision should be based on: urgently necessary or non-material changes

Ordinary Change Process

Timeline

NGR 135EG Time limit extension applies any time from process A.3 to process A.12/13 inclusive.

- Day 1
- Day 30
- Day 40

Legend:
NGR – National Gas Rules
CF = Consultative Forum & sub working groups (Note: This is not limited to industry, thus are public forums)
BD = Business Days
I&IR = Impact & Implementation Report