

# Terms of Reference

## Gas Retail Consultative Forum

### Objectives

In keeping with the National Gas Objective (NGO), the National Energy Retail Objective and, for Western Australia, the objectives specified in clause 378 of the Retail Market Procedures (RMP) WA (the “WA Objectives”), the objectives of the Gas Retail Consultative Forum (GRCF)<sup>1</sup> are to:

- Enable effective and efficient consultation between the Australian Energy Market Operator (AEMO) and interested and impacted organisations and stakeholders on the development of, and changes to, Retail Market Procedures<sup>2</sup>, business processes, guidelines and arrangements governing the retail gas markets that operate in:
  - New South Wales and Australian Capital Territory;
  - Queensland;
  - South Australia;
  - Victoria; and
  - Western Australia.
- Provide stakeholders the opportunity to raise and address issues relating to the operation and functionality of applicable Retail Gas Markets.
- Facilitate formal consultations conducted under the auspices of the GRCF in accordance with the “Approved Process” established under rule 135EC of the National Gas Rules (NGR) and, for WA, Chapter 9 of the Retail Market Procedures (RMP) WA. The GRCF will assist AEMO in making its determination on matters about which Retail Market Procedures may be made, as referred to in section 135EA(1) of the National Gas Rules (NGR) and, for WA, a determination to submit the proposed procedures to the approving body.
- Enable AEMO, participants and stakeholders to consider potential procedural changes before formal consultation. Consideration of these matters will be in accordance with the steps outlined in section 4.1 of the Change Management Process for the Gas Retail Markets (published on the AEMO website).

### Role

The role of the GRCF is to:

- Provide a forum for gas retail market participants and other interested stakeholders to identify, record and consider operational issues and changes relating to Retail Markets Procedures.
- Develop and consider submissions in relation to the Procedures, the NGR and, for WA, Chapter 9 of the RMP WA, with the aim to improve market efficiency and in support of the NGO, the National Energy Retail Objective and the WA Objectives.
- Provide an industry perspective and mechanism for feedback to AEMO on change proposals made in relation to the Retail Gas Markets.

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<sup>1</sup> For the purposes of the Western Australian Retail Market Procedures, the GRCF is the Procedure Change Committee (PCC) referred to in clause 381.

<sup>2</sup> For Western Australia reference to RMPs also means changes to the AEMO retail market scheme (the “Scheme”).

- Provide input to AEMO on development of the Retail Gas Markets, this may include making recommendations for changes to the Procedures, business processes, guidelines, and other arrangements affecting those markets.

The role of attendees of the GRCF is to:

- Keep abreast of current items being progressed and be prepared for discussions at meetings.
- Advise AEMO and interested and affected parties of operational issues in relation to the Retail Gas Markets.
- Work collaboratively with AEMO and other GRCF attendees to prioritise procedural changes (current and proposed) and actions required to progress procedural changes in accordance with the relevant legislative frameworks.

## Participation

Participation in the GRCF is open to all interested organisations and stakeholders. Any expenses incurred as a result of attending meetings or activities associated with the GRCF are at the expense of the GRCF attendee or their employer.

GRCF attendees<sup>3</sup> are:

- Expected to have sufficient expertise and authority to consider matters on behalf of the organisation(s) that they represent and provide the views of those organisations for the public record;
- Entitled to represent the views of any business they represent. The forums will record the positions and views of interested organisations and stakeholders. Where positions and views vary, minority views will be noted in the GRCF meeting minutes (refer to Governance arrangements); and
- Expected to work collaboratively with other forum attendees and AEMO.

AEMO's roles and responsibilities are outlined in the Governance section of these Terms of Reference.

## Governance

### Meeting arrangements

AEMO will provide chair and secretariat services to the GRCF.

AEMO will:

- Prepare and distribute all meeting correspondence via email;
- Publish meeting records on the AEMO website;
- Provide a draft agenda to the GRCF mailing list at least 10 business days before a meeting;
- Circulate relevant meeting papers and a finalised agenda at least five business days prior to a meeting<sup>4</sup>; and
- Circulate draft minutes by five business days after a meeting. The minutes will include a record of the positions expressed at the meeting of interested and impacted organisations.

GRCF attendees have a responsibility to:

- Notify AEMO of proposed topics for the agenda not less than 11 business days before a GRCF meeting; and

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<sup>3</sup> In relation to the approving body, nothing said, or done, or omitted to be said or done, by the approving body, binds the approving body's discretion in approving or not approving an endorsed procedure change submitted to the approving body for approval, or otherwise makes the approving body or the State liable in any way to any person including for negligence.

<sup>4</sup> Where this is not possible due to mitigating circumstances, AEMO will advise the GRCF mailing list of the delay.

- Provide supporting papers/presentation to AEMO not less than eight business days before a GRCF meeting.

### Outcomes

The GRCF Chairperson will ensure where outcomes are sought at a meeting, it will not be reworked at a future meeting for stakeholders that did not provide feedback previously.

Where AEMO is seeking a recommendation / positions from meeting participants, the recommendation will be based on the views of those present at that meeting, or as notified to AEMO prior to the meeting. If circumstances require feedback or information from the GRCF at short notice, AEMO will determine whether it is appropriate to seek feedback from meeting participants outside of a formal meeting via an e-mail or web-based mechanism.

### Meeting operational matters

AEMO, on behalf of the GRCF, will create and maintain an Issue/Change Register, which will be reviewed from time-to-time. This Issue/Change Register will form the basis for AEMO's forward work program for gas retail market changes. Feedback will be sought at least annually from GRCF participants on the prioritisation of the matters within the Issue/Change Register.

From time to time a proposed change or issue may be technical in nature and require specific system and/or business process knowledge. The GRCF or AEMO may request the establishment of one or more working groups to assist in considering matters brought before it.

The GRCF or AEMO may also put forward recommendations for other consultative working groups to join in forum discussions for related matters.

## Meeting schedules and facilities

Unless otherwise advised by AEMO, meetings are typically held on the 3rd Tuesday of every month. Every second month commencing in February 2019 meetings will include Western Australian agenda items.

Meetings will commence at 1.00 pm Melbourne local time.

AEMO will provide teleconference and / or videoconference facilities as well as the following meeting locations for each meeting (subject to local availability):

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AEMO Offices (linked via video and teleconference)	Adelaide – Level 9, 99 Gawler Place, ADELAIDE SA 5000
	Brisbane – Level 10, 10 Eagle Street, BRISBANE QLD 4000
	Melbourne – Level 22, 530 Collins Street, MELBOURNE VIC 3000
	Perth – Level 45, 152 St Georges Tce, PERTH WA 6000
	Sydney – Level 2, 20 Bond Street SYDNEY NSW 2000

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Meeting room details will be noted on the meeting agenda.

At least two meetings per year will be hosted from the AEMOs Perth office.

## Version control and contact details

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Version	Effective date	Comments
1	1 January 2016	Draft document (AEMO)
2	1 January 2019	Updated to include WA. Feedback from participants included.

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For more information on the GRCF please email [GRCF@aemo.com.au](mailto:GRCF@aemo.com.au). For a list of Retail Gas Procedures refer to AEMO's [website](#).