

Terms of Reference

Gas Wholesale Consultative Forum (GWCF)

Objectives

The Gas Wholesale Consultative Forum (GWCF) enables collaboration between the Australian Energy Market Operator (AEMO), the Australian Energy Market Commission (AEMC), the Australian Energy Regulator (AER), relevant jurisdictional bodies (collectively, “approving bodies”), industry participants, and other interested parties (collectively, “forum participants”) on the development and implementation of changes to AEMO’s east coast wholesale gas markets and related market systems (“applicable markets”). These include, but are not limited to, the:

- Victorian Declared Wholesale Gas Market (DWGM).
- Short Term Trading Market (STTM).
- Pipeline Capacity Trading (PCT) Market.
- Gas Supply Hub (GSH), and the
- Gas Bulletin Board (GGB).

Functions

The GWCF will:

- Allow forum participants to raise, discuss, and prioritise issues relating to either the operation or design of applicable markets.
- Enable proponents of change proposals to the design or regulatory arrangements on the National Gas Rules (NGR) or on the procedures, processes, and guidelines governing applicable markets to discuss their proposals prior to the commencement of a formal regulatory change request.
- To allow parties consulting on or reviewing change proposals to the design, regulatory arrangements, procedures, processes, and guidelines governing applicable markets to provide forum participants with progress updates on consultations and to solicit their involvement in market reviews, rule change proposals, and procedure change proposals affecting applicable markets. Allow forum participants to provide feedback to a proponent on proposals made about applicable markets.
- Where desirable, coordinate the implementation of changes once approved, and
- Assist AEMO in making a procedure governing applicable markets or making a change to an existing procedure governing applicable markets in line with the *approved process* under Rule 135EC of the NGR.

The GWCF’s role excludes the following, which are functions of AEMO, the AER, the AEMC, or relevant jurisdictional bodies:

- Formally running a consultation on change proposals to the design, regulatory arrangements, procedures, processes, and guidelines governing applicable markets, and

- Making a decision on change proposals to the design, regulatory arrangements, procedures, processes, and guidelines governing applicable markets.

Participation

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

Forum participants 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 forum will record the consensus positions of forum participants. Where positions and views vary, dissenting participants will be noted in the GWCF meeting minutes (refer to Governance arrangements), and
- Expected to work collaboratively with other forum participants.

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

Meetings

Meetings are typically held quarterly in the following locations:

AEMO Offices (linked via video)	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
	Sydney – Level 2, 20 Bond Street SYDNEY NSW 2000

Attendance in person at one of the above AEMO offices is preferred. Video conference information will be made available in advance of each meeting. Teleconference information for attendance via telephone will not be made available in advance of each meeting, as slides will often be presented that will only be visible by use of video teleconference facilities. If unforeseen circumstances occur and participants are unable to attend in person or call in via a computer, they may call Reception staff at AEMO's east coast offices to obtain the relevant phone number and meeting ID to attend the meeting by phone.

Additional workshops and / or out-of-session meetings may be scheduled as required between meeting dates as required.

Governance

AEMO will provide the Chairperson and Secretariat services to the GWCF, including:

- Preparation and distribution of all meeting correspondence via email.
- Publication of meeting records on the AEMO website.
- Circulation of a draft agenda to the GWCF mailing list at least 10 business days before a meeting.
- Circulation of relevant meeting papers and a finalised agenda at least five business days prior to a meeting¹, and

¹ AEMO will use its best endeavours; however, where this is not possible due to mitigating circumstances, AEMO will advise the GWCF mailing list of the delay.

- Circulation of draft minutes within five business days of a meeting¹. Minutes will include a record of the consensus and dissenting positions expressed at the meeting.

Forum participants have a responsibility to:

- Notify AEMO of proposed topics for the agenda not less than 11 business days before a GWCF meeting, and
- Provide supporting papers / presentations to AEMO not less than eight business days before a GWCF meeting.

For more information, please contact gwcf_correspondence@aemo.com.au.

Version control and contact details

Version	Effective date	Comments
1	24 December 2014	Initial version
2	30 April 2019	Updated to broaden GWCF scope
3	19 September 2019	Updated "Meetings" section in line with GWCF request at meeting 23