

Balancing Load Allocation Settlement Team (BLAST)

Working Group Charter

15 February 2010 – Version 1.0



1 PURPOSE AND OBJECTIVES

The Balancing Load Allocation Settlement Team (the “BLAST”) is a working group of industry subject matter experts from the Western Australian gas retail market that have a detailed understanding of the various business processes for the Western Australia gas retail market, and in particular, working knowledge of the Allocation, Reconciliation and Swing Service provisions detailed under Chapter 5 of the REMCo Retail Market Rules (the “Rules”).

One of the key roles of the BLAST is to ensure that an appropriate level of consultation takes place on proposed Rule changes or issues, and to provide appropriate recommendation to the Rule Change Committee (the “RCC”). The BLAST is formed as a sub-committee of the RCC.

2 MEMBERSHIP AND PARTICIPATION

The BLAST does not have a formal membership structure and there are no quorum requirements for a BLAST meeting. BLAST meetings can be attended by representatives from all REMCo members, all pipeline operators, and REMCo; and are able to raise issues with Chapter 5 of the Rules, if and when they arise. REMCo will provide secretarial support to the BLAST.

The purpose of participation in the BLAST is to ensure that the views of all participants on matters relating to the Western Australian gas retail market are recorded and considered. Accordingly, the views put by members at BLAST meetings will be placed in the BLAST minutes as the views of the organisations that they represent.

The Chairperson, nominated by REMCo, will formally recognise individuals at the commencement of each meeting and is responsible for the conduct of the meeting. During the meetings, the Chairperson will take into account the need to provide adequate consultation with all affected parties and stakeholders, and the requirements to satisfy the appropriate regulatory approval process for approval of a change to the REMCo retail market scheme.

3 PRINCIPLES

The BLAST is to take into account the following principles:

- ensure that the solutions implemented are procedurally, technically and economically efficient;
- minimise disruption to retail market processes and activities;
- maintain an efficient, cost effective, competitive and reliable retail market;
- minimise any barriers preventing retail gas customers in Western Australia from being able to choose their retailer;
- minimise barriers for entry by competing retailers into the Western Australia retail market;
- where possible and appropriate, deliver retail market business processes that are consistent with existing and evolving processes in retail markets outside Western Australia (i.e. gas retail markets in South Australia, Victoria, Queensland and New South Wales);
- protect the legitimate interests of customers; and
- recognise the legitimate commercial interests of retailers, network operators, pipeline operators, prescribed persons, and prospective new entrant retailers.

4 GOVERNANCE AND ADMINISTRATION

4.1 Convening of Meetings

BLAST meetings are to be generally held on the second Wednesday of every second month, commencing at 11:00 AM (WST) at a location determined by REMCo.

However, BLAST meetings may be cancelled if there are not sufficient items of business to warrant a meeting, and additional meetings may be convened if necessary. An interested stakeholder may at any time by e-mail request REMCo to arrange for a BLAST meeting.

BLAST meetings will be convened by the Chairperson at such times as the Chairperson determines are appropriate, taking into account any requests for meetings, the availability of stakeholders and the matters for discussion.

An agenda that includes venue details, teleconference (telephone number and passcode) details and relevant papers for the meeting must be provided to relevant stakeholders by the Secretary at least 5 business days prior to the meeting.

4.2 Notice of, and Papers for Meetings

Before 1 December of each year, REMCo will publish the meeting dates for the BLAST for the following year, having first consulted the RCC.

Planned meeting dates of the BLAST must be provided to BLAST by the Secretary in advance, and amended as needed.

Unless otherwise agreed by the Chairperson:

- the Secretary must provide notification of a meeting; and
- the proposed agenda and all papers on business identified for the meeting must be sent by e-mail at least 5 business days prior to the meeting, to all parties who have registered their interest.

Meetings may only be cancelled or postponed by agreement of the Chairperson.

4.3 Persons who may Request BLAST Consideration of Matters

Subject to section 4.4 of this Charter, any retailer, network operator, pipeline operator, and prescribed person may request that the BLAST consider a matter.

The Chairperson will determine which items of business are considered at a particular meeting of BLAST, having regard to the need to provide for appropriate consultation on matters, the orderly conduct of business at meetings, the urgency of the matter under consideration, and the achievement of the objectives of BLAST.

4.4 Form of Request

Unless otherwise agreed by the Chairperson, a person who wishes a matter to be considered by BLAST must provide a written proposal to the Secretary of BLAST. The proposal must outline the issue and the reason for the matter to be considered by BLAST.

Where the matter contemplates a change to the Rules, the person must use the templates published by REMCo.

The written proposal must be provided at least 7 business days prior to the meeting at which it is to be considered, unless otherwise agreed by Chairperson.

Items of business may be considered at a meeting without prior notice if agreed by the Chairperson. In so doing, the Chairperson will take into account the need to provide adequate consultation with interested stakeholders and the urgency of the matter that has been raised.

4.5 Attendance at and Participation in Meetings

Only those persons described in section 2 of this Charter may attend and participate in meetings, and may attend via teleconference or in person. Persons wishing to attend a BLAST meeting must notify the Secretary at least 5 business days prior to the meeting to permit arrangements to be made.

In relation to Rule changes, the BLAST will examine the proposal and subsequently advise the RCC on options for further actions, in addition to providing assistance to RCC in making a determination on the matters relating the WA gas retail market.

4.6 Minutes and Proceeding of Meetings

The Secretary must take minutes of each meeting of the BLAST.

The Secretary must e-mail a copy of the draft minutes of a meeting of the BLAST to each party who has registered their interest within 10 business days after that meeting.

The minutes of a meeting of the BLAST must record, but are not limited to:

- those who attended the meeting, either in person or by teleconference;
- the business considered;
- discussion of business as relevant, including proposals, assessments and recommendations, and the supporting and contrary arguments for the comments or a reference to documentation containing the supporting and contrary arguments for the comments; and
- a record of the views of parties on matters discussed in respect of amendments to the Rules or the REMCo retail market scheme, and any related business or arrangements.

The Secretary must ensure that the final minutes, papers and proceedings of meetings:

- accurately record the views of persons at the meetings; and
- are e-mailed to parties who have registered interest.

The Secretary must maintain all meeting proceedings in a secure record management system for a period of at least seven years.

5 EXPENSES FOR BLAST MEETING ATTENDANCES OR ACTIVITIES

For the avoidance of doubt, any expenses incurred as a result of attending BLAST meetings or activities associated with the BLAST are at the expense of individual interested parties that the person may represent.