

Technical Working Group

Charter

15 February 2010 – Version 2.0



1 PURPOSE AND OBJECTIVES

The purpose of the Technical Working Group is to provide a forum for technical representatives of REMCo and its market participants to consult on, and where possible, reach agreement on the adoption of proposed changes to technical rules/standards that impact on the systems of REMCo and/or its market participants. The Technical Working Group is to take into account convergence with other gas markets wherever it is practicable and economically efficient to seek convergence, and is to provide the Rule Change Committee (“RCC”) or REMCo with information to allow them to make informed decisions.

The Technical Working Group is formed as a sub-committee of the RCC.

2 MEMBERSHIP

- 2.1 Each market participant in the WA gas retail market (i.e. each user (retailer), network operator, shipper, pipeline operator, swing service provider, and self contracting user) has the right to nominate a representative to become a member of the Technical Working Group, and to nominate an alternate.
- 2.2 A nomination will be accepted by REMCo subject to consideration by REMCo of the Selection Criteria listed in Section 3 of this Charter.
- 2.3 Members who are not able to attend a meeting should advise the Chair and make arrangements for their alternate to attend to represent them for that meeting. Where a member is unable to attend three consecutive meetings without the express leave of the Technical Working Group, the Technical Working Group may ask REMCo to replace that person. The Technical Working Group may, at its discretion, allow a member to be temporarily replaced by an alternate.
- 2.4 The Economic Regulation Authority is invited to appoint one person to attend and observe the meetings of the Technical Working Group.

3 SELECTION CRITERIA

Persons appointed to the Technical Working Group will be selected by REMCo such that ideally the group collectively displays:

- 3.1 gas retail market experience;
- 3.2 experience in the day-to-day operation of each of the significant market roles (i.e. market operator, retailer (user), network operator, shipper, and pipeline operator); and
- 3.3 a reasonably high degree of technical understanding of systems used in WA gas retail market.

4 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Technical Working Group are defined as follows:

- 4.1 As requested by either the RCC or REMCo, identify, consider, consult on and resolve technical issues associated with the adoption of technical rules/standards that impact on the systems of REMCo and/or its market participants. This will include providing technical advice to the RCC and/or REMCo in respect of proposed changes to:
 - 4.1.1 the Retail Market Rules (the “Rules”);

-
- 4.1.2 the REMCo Specification Pack; and
 - 4.1.3 the aseXML schema.
 - 4.2 As requested by REMCo, identify, consider, consult on and resolve technical issues that are impacting, or have the potential to impact, the efficient and sound operation of the WA gas retail market.
 - 4.3 As requested by either the RCC or REMCo, identify, consider, consult on and resolve technical issues associated with the implementation and testing of technical rules/standards that impact on the systems of REMCo and/or its market participants. This will include providing technical advice to the RCC and/or REMCo in respect of implementing and testing changes to:
 - 4.3.1 the Rules;
 - 4.3.2 the REMCo Specification Pack; and
 - 4.3.3 the aseXML schema.

5 GOVERNANCE & ADMINISTRATION

- 5.1 REMCo will provide the Chair of the Technical Working Group, and the Chair will be a member of the Technical Working Group. The Chair of the Technical Working Group will be responsible for presenting the recommendations of the Technical Working Group to the RCC and/or the REMCo CEO.
- 5.2 Administrative and secretariat support for the Technical Working Group will be provided by REMCo including agenda preparation and circulation, preparation of explanatory documentation to the Technical Working Group members prior to each meeting, and preparation of any recommendations and/or reports to the RCC or REMCo CEO.
- 5.3 Decisions are expected to be by consensus of the Technical Working Group. However, where a consensus cannot be reached on a course of action, a vote may be taken to provide a firm decision. In such cases there is one vote per member of the Technical Working Group. Decisions are by majority of those attending and voting. The Chair does not have a vote. Where a vote has been required, the RCC / REMCo CEO (as appropriate) will be informed of the majority view, the voting results, and the dissenting view(s). Votes may only be taken on matters that are on the meeting agenda, which must be circulated five (5) business days prior to the meeting.
- 5.4 As all members are expected to attend all meetings, there will be no quorum requirements for final decisions or recommendations from the meeting.
- 5.5 REMCo is responsible for keeping the minutes of the meetings of the Technical Working Group and circulating them to the Technical Working Group members and will circulate them within ten (10) business days.
- 5.6 REMCo is also responsible for keeping a record of the reports and recommendations of the Technical Working Group.

6 RELATIONSHIP WITH AEMO IT FORUM

- 6.1 While the Technical Working Group has no direct relationship with the Information Technology Development Forum operated by the Australian Energy Market Operator

(“AEMO”), REMCo expects that, where relevant, its market participants will have commonality of membership across the Technical Working Group and the Information Technology Development Forum. Moreover it is REMCo’s expectation that its market participants will represent the views of the Technical Working Group/REMCo at meetings of the Information Technology Development Forum.

7 MEETINGS AND MATERIAL

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

Planned meeting dates of the TWG must be provided to the TWG 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 via e-mail at least 5 business days prior to the meeting, to all parties who have registered interest.

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

- 7.2 Issues papers to be considered should be provided to the Technical Working Group at least five (5) business days prior to the next meeting of the Technical Working Group.

8 TERMINATION OF THE TECHNICAL WORKING GROUP

- 8.1 If at any time REMCo so determines, REMCo may dissolve the Technical Working Group.