

# TECHNICAL WORKING GROUP CHARTER

PREPARED BY: AEMO / Markets / Market Management

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**Disclaimer:**

This document sets out the objectives, functions, structure, governance arrangements, and administrative arrangements for the Technical Working Group (“TWG”). This document is intended to be consistent with the requirements of the *Energy Coordination Act 1994* (the “Act”) and Chapter 9 of the Retail Market Procedures (WA) (the “Procedures”). The Act and the Procedures will prevail in the event of any inconsistency with this document.

**VERSION RELEASE HISTORY**

Version	Effective Date	Summary of Changes
1.0	31/10/2016	First Issue

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## 1. PURPOSE AND OBJECTIVES

The Technical Working Group (“TWG”) is a sub-committee of the Procedure Change Committee.

The purpose of the TWG is to provide a forum for technical representatives of AEMO and WA gas retail market participants to consult on, and where possible, reach agreement on the adoption of proposed changes to technical Procedures/standards that impact on the systems of AEMO and market participants.

The TWG is to take into account convergence with other gas markets wherever it is practicable and economic to do so, and is to provide the Procedure Change Committee or AEMO with information to allow them to make informed decisions.

## 2. MEMBERSHIP

- (a) Each market participant in the WA gas retail market (i.e. each User, 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 TWG, and to nominate an alternate.
- (b) AEMO will accept a nomination subject to the selection criteria listed in section 3 below.
- (c) Members who are not able to attend a meeting should advise the chairperson and make arrangements for their alternate to attend.
  - Where a member is unable to attend three consecutive meetings without the express leave of the chairperson, the chairperson may ask AEMO to replace that person.
  - The chairperson may allow a member to be temporarily replaced by an alternate.
- (d) The Economic Regulation Authority is invited to appoint an observer to the TWG meetings.

## 3. SELECTION CRITERIA

Persons appointed to the TWG will be selected by AEMO such that ideally the group collectively displays:

- (a) gas retail market experience;
- (b) experience in the day-to-day operation of each of the significant market roles (i.e. market operator, User, Network Operator, Pipeline Operator, shipper, and swing service provider); and
- (c) a high degree of technical understanding of systems used in WA gas retail market.

## 4. DUTIES AND RESPONSIBILITIES

As requested by either the Procedure Change Committee or AEMO, the TWG is to identify, consider, consult on and resolve technical issues that are:

- (a) associated with the adoption of technical rules/standards that impact on the systems of AEMO and/or its market participants;
- (b) impacting, or have the potential to impact, the efficient and sound operation of the WA gas retail market; and
- (c) associated with the implementation and testing of technical Procedures/standards that impact on the systems of AEMO and/or its market participants.

The TWG’s role includes providing technical advice to the Procedure Change Committee and AEMO regarding proposed changes to:

- (d) the Procedures;

- (e) the AEMO Specification Pack;
- (f) the aseXML schema; and
- (g) the FRC Hub Operational Terms and Conditions.

## 5. GOVERNANCE AND ADMINISTRATION

- (a) AEMO will provide the chairperson of the TWG, who will be a TWG member. The TWG chairperson will be responsible for presenting the recommendations of the TWG to the Procedure Change Committee and AEMO.
- (b) AEMO will provide administrative and secretariat support for the TWG, including preparation and circulation of the following to the TWG members prior to each meeting:
  - meeting agendas;
  - explanatory documentation; and
  - reports to the Procedure Change Committee.
- (c) As all TWG members are expected to attend all meetings, there will be no quorum requirements for final decisions or recommendations from the meeting.
- (d) AEMO is responsible for keeping the minutes of TWG meetings and circulating them to the TWG members within 10 business days.
- (e) AEMO is responsible for keeping a record of the reports and recommendations of the TWG.

## 6. RELATIONSHIP WITH AEMO IT FORUM

- (a) While the TWG has no direct relationship with the Information Technology Development Forum ("ITDF"), AEMO expects that:
  - there will be commonality of membership across the TWG and the ITDF; and
  - WA market participants will represent the views of the TWG/AEMO at ITDF meetings.

## 7. MEETINGS AND MATERIAL

- (a) Before 1 December of each year, AEMO will publish the TWG meeting dates for the following year, having first consulted the Procedure Change Committee.
  - The secretary must provide the planned TWG meeting dates to the TWG 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 for the meeting must be sent via e-mail to all parties who have registered interest at least 5 business days prior to the meeting.
  - Meetings may be cancelled or postponed by agreement of the chairperson.
- (b) Issues papers to be considered should be provided to the TWG at least 5 business days prior to the next TWG meeting.

## 8. TERMINATION OF THE TWG

- (a) AEMO may dissolve the TWG at any time AEMO so determines.