Terms of Reference
Gas Retail Consultative Forum.

Objectives of forum

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) 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, RMP[1], 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 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).

Functions

The GRCF will:

- 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.
- 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.

[1] For Western Australia reference to RMPs also means changes to the AEMO retail market scheme (the "Scheme").

Participation

Participation in the GRCF is open to all interested organisations and stakeholders. Participants are advised to be familiar with gas retail market regulatory artefacts (e.g., AEMO's technical protocols) and the gas retail market regulatory change process. Any expense incurred as a result of attending meetings or activities associated with the forum are at the expense of the participant or their employer.

Forum participants[2] 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;
- be technical experts with sufficient expertise and authority to provide feedback on gas retail systems and processes and the RMP that underpin these systems and processes;
- work collaboratively with other GRCF participants.
- when it comes to any dealings with AEMO regarding proposed reforms or other initiatives, adhere to the Competition and Consumer Act and to comply with AEMO Competition Law Meeting Protocol[3].
- take all reasonable steps to ensure that they provide continuity of representation (the same individual) for this forum to avoid duplication of discussion and to ensure effective and efficient operation of the GRCF.
- 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.

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

Meetings

Unless otherwise advised by AEMO, meetings are typically held on the 3rd Thursday of every month.
Meetings will commence no earlier than 1.00 pm Melbourne local time to accommodate the Western Australian time difference.
AEMO will provide teleconference and / or videoconference facilities as well meeting locations for each meeting (subject to safety and local availability):
At least one meeting per year will be hosted from the AEMO's Perth office (subject to safety and local availability).

Governance

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

- Preparation and distribution of all meeting correspondence via email.
- Publication of meeting records on the AEMO website.

[2] In relation to the WA 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.

[3] A copy of this protocol can be provided by e-mail such as request to grcf@aemo.com.au.

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

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

At the meeting the Chairperson will,

- conduct of the meeting in accordance with these ToR;
- 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
- 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; and .
- 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, the Chairperson will determine whether it is appropriate to seek feedback from meeting participants outside of a formal meeting via an e-mail.
- decide if separate working group is to be established to assist the GRCF considering matters brought before it maybe be technical in nature and require specific system and/or business process knowledge.
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For more information, please contact grcf@aemo.com.au.

Version control and contact details

Version	Effective Date	Comments
1	1 January 2016	Draft document (AEMO)
2	1 January 2019	Updated to include WA. Feedback from participants included.
3	1 July 2021	Updated template and review.

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