

Gas Advisory Board Appointment Guidelines

July 2019

1. Scope and Purpose

- 1.1. These guidelines provide information on the process to be followed for the appointment of members to the Gas Advisory Board (**GAB**). These guidelines have been developed to inform gas market stakeholders of the selection and appointment processes applied by the Rule Change Panel.
- 1.2. The guidelines give details of:
 - (a) the requisite skills, knowledge and experience of GAB members;
 - (b) the requirements for representation of GAB members;
 - (c) the terms of appointment for GAB members; and
 - (d) the steps involved in the appointment process.
- 1.3. The Rule Change Panel seeks a balanced representation and a diverse mix of knowledge and experience among members of the GAB. These guidelines set out how the Rule Change Panel aims to achieve this.

2. Related Documents

- 2.1. This document has been developed in accordance with, and should be read in conjunction with:
 - (a) Rules 11 to 16 of the Gas Services Information Rules (**GSI Rules**); and
 - (b) the GAB Constitution.

3. Background to the Gas Advisory Board

- 3.1. The GAB is established pursuant to subrule 11(1) of the GSI Rules. The GAB is comprised of representatives of gas market stakeholders convened by the Rule Change Panel, through the RCP Secretariat, to advise:
 - (a) the Rule Change Panel in relation to Rule Change Proposals and the Rule Change Panel, Australian Energy Market Operator (**AEMO**) and the Economic Regulation Authority (**ERA**) in relation to Procedure Change Proposals;
 - (b) the Rule Change Panel in relation to matters concerning the development of the Rules and the Rule Change Panel, AEMO and the ERA in relation to matters concerning the development of GSI Procedures.
- 3.2. In accordance with subrule 12(1) of the GSI Rules, the GAB must consist of:
 - (a) a chairperson, who must be a person appointed by the chairperson of the Rule Change Panel;
 - (b) one person from AEMO;

- (c) one person nominated by the Minister representing small end use customers;
 - (d) the Coordinator of Energy in the capacity of Hazard Management Agency under the Emergency Management Regulations 2006; and
 - (e) persons appointed by the Rule Change Panel, such persons to include:
 - (i) two persons representing pipeline operators and owners;
 - (ii) two persons representing gas producers;
 - (iii) two persons representing gas shippers; and
 - (iv) two persons representing gas users.
- 3.3. The Minister and the ERA may each appoint a representative to attend meetings of the GAB as an observer.
- 3.3. GAB members do not vote on issues. Any recommendations of the Gas Advisory Board are based on a consensus of the views expressed by the members.
- 3.4. The GAB must have regard to the GSI Objectives, as set out in subrule 2(1) of the GSI Rules, in carrying out its functions.

4. Skills, Knowledge and Experience of Members

- 4.1. GAB Members should collectively possess the skills, knowledge and experience specified in clause 4.2. The Rule Change Panel's assessment process will ensure that there is a balanced representation of skills, knowledge and experience across the GAB.
- 4.2. The Rule Change Panel will consider the following expected skills, knowledge and experience of the GAB (as a body) when making appointments to the GAB:
- (a) knowledge and/or demonstrated experience of energy sector issues;
 - (b) broad understanding of the technical, design and commercial aspects of the gas industry;
 - (c) ability to contribute to the GAB;
 - (d) ability to work as a member of a small team;
 - (e) ability to consider proposed rule and procedure changes in light of the objective contained in legislation;
 - (f) demonstrated ability to understand the subject matter proposals made to the GAB;
 - (g) ability to consider options for the development of rules for the Gas Bulletin Board (**GBB**) and Gas Statement of Opportunities (**GSOO**);
 - (h) knowledge of the power, obligations and frameworks in which the Rule Change Panel, ERA and AEMO operate, and the GAB's role in that framework.
- 4.3. The Rule Change Panel anticipates that nominations will preferably be of people with middle management experience or above.
- 4.4. Applicants are not required to be full time employees of an entity that is a participant in the class which membership is being sought.

5. Representation of Members

- 5.1. GAB members are required to act in the best interests of the gas industry.

- 5.2. Members of the GAB will be individuals who represent a sector of the gas industry. Members are expected to act in a way that properly reflects the interests of the group that they have been chosen to represent. Members must demonstrate their eligibility against the criteria for membership and necessary skills, knowledge and experience.
- 5.3. The GAB is constituted of 'Compulsory Class' and 'Discretionary Class' members.
- 5.4. Compulsory Class positions will not be open for nomination. The Rule Change Panel will seek confirmation from the relevant parties on the member they wish to appoint to the GAB once the two-year term expires for their current appointments. Compulsory Class members include:
 - (a) the GAB Chairperson (appointed by the chair of the Rule Change Panel);
 - (b) the Coordinator of Energy;
 - (c) a small end use customer representative (appointed by the Minister); and
 - (d) an AEMO Representative.
- 5.5. Discretionary Class positions will be open for nomination once the tenure is up. Discretionary Class members include:
 - (a) Gas Producers;
 - (b) Pipeline Operators and Owners;
 - (c) Gas Shippers; and
 - (d) Gas Users.

6. Term of Appointment

- 6.1. The term of appointment of Discretionary Class members is two years. This is to ensure consistency in decision making and that all sections of the industry are adequately represented as the market matures.
- 6.2. Compulsory Class membership is for a two-year term. At the lapse of tenure Compulsory Class members are to reconfirm their nominated representative to serve on the GAB.
- 6.3. The Rule Change Panel may appoint new members when members resign, or are removed from the GAB in accordance with the Constitution.
- 6.4. There are no restrictions on the number of times a member can be reappointed to the GAB, but in making appointments the Rule Change Panel's objective is to get the best representation of the industry over time to ensure a dynamic GAB that is representative of the industry.

7. The Nominations and Appointment Process

- 7.1. Each year the Rule Change Panel will review the performance and attendance of GAB members. If any changes are required these will be addressed at the same time the Rule Change Panel commences the annual appointment process for Discretionary and Compulsory Class members whose tenure has lapsed.
- 7.2. On completion of the annual review the Rule Change Panel will:
 - (a) for Discretionary Class members whose tenure has lapsed, seek nominations from gas market stakeholders with respect to the position; and

- (b) for Compulsory Class members whose tenure has lapsed, seek reconfirmation from a senior executive of the applicable entity whether the member will continue to represent that entity. Where no response is received from the applicable entity, it will be assumed that the compulsory class member is renominated for their position. An updated resume must be provided where the individual's skills, knowledge or experience have changed since the last review. Reconfirmation may be provided to the Rule Change Panel via email to the address specified on the Rule Change Panel's website.
- 7.3. The Rule Change Panel will advertise for nominations for Discretionary Class positions on the Rule Change Panel's website and via direct contact with appropriate stakeholders. The Rule Change Panel will also send an email notification to stakeholders and entities on its gas advisory mailing list.
- 7.4. Any company or individual can make nominations. Nominations must:
- (a) be in writing in physical or electronic form;
 - (b) address the eligibility criteria for appointment to the GAB as set out in the GAB Constitution and this document;
 - (c) attach a completed GAB application form, available on the Rule Change Panel's website, outlining the skills set of applicants with respect to the class(es) of nomination, and including a copy of the nominee's CV;
 - (d) include contact details of the nominee; and
 - (e) be received by the Rule Change Panel by the published due date.
- 7.5. Nominee details provided to the Rule Change Panel will be kept private. A high-level assessment of all the nominees against the appointment criteria may be made available by the Rule Change Panel if requested by an interested party.
- 7.6. An individual may be nominated in more than one category but may be appointed to represent only one category.
- 7.7. The Rule Change Panel will only appoint one individual from any one industry organisation to serve on the GAB at any one time.
- 7.8. The Rule Change Panel will consider nominations received, determine the appropriate composition of the GAB, and finalise appointment arrangements according to the following timetable.

Step	Event	Date
1	Rule Change Panel calls for nominations for membership	May/June
2	Nominations for membership due to Rule Change Panel	June
3	Successful nominee advised of outcome of appointment process	July
4	GAB meeting – both new and old members invited	August

The Rule Change Panel may deviate from this timeline, but if so, must notify GAB members.

- 7.9. All communications with the Rule Change Panel and RCP Secretariat regarding the GAB appointment process are to be sent to the email address published on the Rule Change Panel's website.