

Gas Advisory Board

Agenda

Meeting No.	10
Location:	IMO Board Room Level 17, Governor Stirling Tower, 197 St Georges Terrace, Perth
Date:	Tuesday 16 th April 2013
Time:	1.00pm – 3.00pm

Item	Subject	Responsible	Time
1.	WELCOME	Chair	2 min
2.	MEETING APOLOGIES / ATTENDANCE	Chair	2 min
3.	MINUTES OF PREVIOUS MEETING	Chair	5 min
4.	ACTIONS ARISING	Chair	5 min
5.	GAS INFORMATION SERVICES PROJECT UPDATE	IMO	10 min
6.	GSI PROCEDURES Presentation by IMO	IMO	60 min
7.	GENERAL BUSINESS		
8.	NEXT MEETING: Tuesday 14th May 2013 (TBC)		



INDEPENDENT
MARKET
OPERATOR

Gas Advisory Board Minutes

Meeting No.	9
Location	IMO Board Room Level 17, Governor Stirling Tower, 197 St Georges Terrace, Perth
Date	Tuesday 19 March 2013
Time	1.00pm – 2.30pm

Attendees	Class	Comment
Allan Dawson	Chair	
Kate Ryan	Independent Market Operator (IMO)	
Stephen Livens	Pipeline	
Mark Cooper	Pipeline	
Mike Shaw	Major User	
Nerea Ugarte	Small End Users, Public Utilities Office (PUO)	
Ben Coetzer	Producer	
Pete Ryan	Producer	
Geoff Gaston	Shipper	
Nenad Ninkov	Shipper	
Also in attendance	From	Comment
Bryon McLaughlin	PUO	Observer
Natalia Kostecki	PUO	Observer
Aditi Varma	IMO	Presenter
Jenny Laidlaw	IMO	Observer
Joachim Tan	IMO	Observer
Laura Koziol	IMO	Observer
Courtney Roberts	IMO	Minutes
John Jamieson	APA Group	Observer
Jacinda Papps	Verve Energy	Observer
Carole Clare	Verve Energy	Observer
Apologies	Class	Comment
Wana Yang	ERA	Observer
Paul Hynch	PUO	Observer
Gordon Rule	Major User	

Item	Subject	Action
1.	<p>WELCOME</p> <p>The Chair opened the meeting at 1:00 PM and welcomed members to the ninth Gas Advisory Board (GAB) meeting.</p>	
2.	<p>MEETING APOLOGIES / ATTENDANCE</p> <p>The following apologies were received:</p> <ul style="list-style-type: none"> • Paul Hynch (PUO's appointee – Observer) • Gordon Rule (Major User) • Wana Yang (ERA – Observer) 	
3.	<p>MINUTES OF PREVIOUS MEETING</p> <p>The minutes of GAB Meeting No. 8, held on 7th February 2013, were circulated prior to the meeting.</p> <p>There were no other comments raised and the minutes were accepted as a true record.</p> <p><i>Action Item: IMO to publish the minutes of GAB Meeting No. 8 on the IMO website.</i></p>	IMO
4.	<p>ACTIONS ARISING</p> <p>Ms Kate Ryan provided an update on the outstanding action points from the previous GAB meetings and noted that all action items had been completed and were closed.</p>	
5.	<p>GAS INFORMATION SERVICES PROJECT – UPDATE</p> <p>Ms Ryan provided a brief update on the Gas Information Services Project (GISP):</p> <p>The second round of consultation has now closed on the GSI Rules and 11 submissions were received. The IMO finalised the GSI Rules for the IMO Board's approval in the following week and would subsequently send to the Minister for approval. The GSI Rules are expected to be in place by the end of April.</p> <p>Mr Nenad Ninkov sought clarification on the Minister's approval process for the GSI Rules and Regulations. Ms Ryan advised that the Minister is the person authorised to approve the GSI Rules and Regulations, with the Regulations then to go to Executive Council for sign-off. The Minister can make amendments.</p> <p>The GSI Registration and Operation Procedures, along with the GAB Constitution, were released the previous day (18 March 2013) for consultation. The IMO will conduct a stakeholder workshop on 4 April 2013. The consultation period will be open until 22 April 2013. The IMO</p>	

	<p>seeks to finalise the GAB Constitution first in order to commence the GAB appointment process for the next financial year and the GSI Procedures will follow.</p> <p>Ms Ryan advised the GAB that the IMO hopes to publish the GSI Rules on the website by next week along with the ‘response to submissions’ raised in the last round of consultation. Ms Ryan noted that the structure of the GSI Rules remains the same but the numbering has been amended.</p> <p>Ms Ryan also noted that the Gas Statement of Opportunities (GSOO) development is underway. The IMO engaged NIEIR to assist with the demand and supply forecasting which is currently underway and on track for publication by July 2013.</p>	
<p>6.</p>	<p>GAS BULLETIN BOARD (GGB) DEMONSTRATION</p> <p>Ms Ryan demonstrated the GBB system to the GAB and noted the following points:</p> <ul style="list-style-type: none"> • Ms Ryan advised that most of the core functionality of the GBB system is complete but minor changes are to be made before moving onto the development of the Emergency Management Facility (EMF) as well as the tools that the IMO Operational areas will require to extract reports and data to monitor the system. • Ms Ryan added that work was underway on how to best represent Facilities on the GBB map as they don’t appear in Zones but are connected to Zones. • Mr Mark Cooper raised concerns over the contact details of individuals being made public for media reasons. Ms Ryan advised that it is a rule requirement that the GBB system must include a list of primary contacts for each Facility however, it was up to the Participant to specify who that contact person was and what contact number should be listed for GBB related enquiries. Participants can login to the system and update these details at any time. • Ms Ryan advised that documents such as registration forms, notices, user guides and reports would also made available on the system. • In response to Dr Natalia Kostecki’s query on the format of information being provided for the EMF, Ms Ryan responded that generally it is expected that EMF information would be emailed to the IMO Market Operators, who would upload this information to the EMF. • Ms Ryan also clarified how information that is subject to transitional arrangements is likely to be presented. • Ms Papps queried whether participants would be able to manage their own users of the system. Ms Ryan noted that all users of the system would be set up by the IMO however, password retrieval 	

	<p>would be automatic.</p> <ul style="list-style-type: none"> Ms Ryan advised that the IMO will conduct a public demonstration of the GBB system in the near future. 	
<p>7.</p>	<p>EMF INFORMATION</p> <p>Ms. Ryan presented a paper on the EMF Information and noted that it had been prepared in response to an issue that was raised at the February GAB regarding whether information made available will be sufficient to assist in the management of an emergency.</p> <p>Ms Ryan also noted that the rules state that the Coordinator of Energy has the authority to direct the IMO to obtain further information from any Gas Market Participant if need be. This rule was drafted in a broad sense on purpose to deal with different circumstances that may arise in an emergency.</p> <p>Mr Mike Shaw sought clarification in relation to EMF Standing Data on Large User Facilities that supply electricity to residential customers. Ms Ryan advised that this was an amendment made to the rules and that the intention was to identify whether there were residential customers (for e.g. mining towns) being supplied by a Large User Facility (and this was not the predominant consumption category), because it was important for the Coordinator of Energy to know and rectify, in an emergency situation, whether supply might be curtailed to residential customers. Ms Ryan added that the drafting of the rule will be reviewed to ensure the intention is clear.</p> <p><i>Action Point: Drafting to be reviewed - definition of EMF Information in relation to Large User Facilities.</i></p> <p>Mr Ninkov queried whether data such as fuel stock and availability of trucks to transport fuel will be included in the EMF as done previously when emergencies have occurred in the state. Mr Bryon McLaughlin responded that BP Australia will be part of the Operations Management Group that will assist the Coordinator of Energy in an emergency and will be present to provide that sort of information therefore, at this stage there is no need to specify this as part of the EMF.</p> <p>Mr McLaughlin advised that the EMF requirements have been made to be not too onerous on participants, and that the intention is to automate the information submission processes as much as possible, because the main purpose of this information is as a tool to assist the Operations Management Group in the event of an emergency, which his expected to evolve over time.</p> <p>Mr Ninkov questioned whether it will be clear when the information provided for an emergency was provided and stored on the system. Ms Ryan advised that all information on the GBB system will have a date and a time stamp and that a similar approach would be used for the EMF component. Ms Ryan also advised that at the end of an emergency, all information would be archived on the system and would be accessible for post incident reporting.</p> <p>Mr McLaughlin explained that the EMF system would only store data relevant to that emergency and other information such as meeting notes, outcomes/directions, signed templates, running logs, etc. would</p>	<p>IMO</p>

	<p>be stored in a Crisis Information Management System. A request for tender for this system has recently been issued. This would provide a level of comfort and security and the ability for this information to be accessed at a later date.</p> <p>The Chair noted that while the EMF can only be accessed by authorised persons, there would be a notification published on the GBB advising that the EMF has been activated. Mr McLaughlin added that the PUO was currently considering how to best manage this as part of its communication strategy.</p> <p>In response to a query from Mr Pete Ryan, Mr McLaughlin explained that it was expected, if the EMF was activated, that the EMF would only be required to provide indicative information. If more granular information is required, this will generally be sought on a case-by-case basis from the relevant participant.</p> <p>Mr Cooper expressed his ongoing concern with some of the specific information requested, such as a seven day forecast of gas flows - he knows a day ahead. Discussion ensued on this topic, including the relationship between gas flows and the Wholesale Electricity Market and the inherent difficulties in forecasting.</p> <p>Mr Stephen Livens queried whether this requirement was to provide the nominations which had been provided by Shippers. Ms Ryan confirmed that this was the case.</p> <p>Dr KostECKI noted that the requirement for the national gas bulletin board (NGBB) was for a three-day ahead forecast, but that it showed forecasts for a seven-day ahead period. Mr Livens confirmed that the NGBB requirement is currently a three day outlook. Mr John Jamison added that there is a requirement to provide a minimum of three, although they provide seven days, and confirmed that these figures are determined through nominations.</p> <p>Mr McLaughlin requested the GAB to direct any questions or comments on the EMF to Ms Ryan and that they will be dealt with by the PUO out of session.</p> <p><i>Action Point: GAB members to direct any questions about the EMF to Ms Ryan for forwarding to the PUO.</i></p>	<p>ALL</p>
<p>8.</p>	<p>DRAFT GAS SERVICES INFORMATION (GSI) PROCEDURES</p> <p>As the documents were only available to GAB members the day before the meeting, it was agreed that the GSI Procedures would be added to the agenda for further consideration at the next GAB meeting.</p> <p><i>Action Point: GSI Procedures to be an agenda item at the April 2013 GAB meeting.</i></p> <p>Ms Aditi Varma presented the GSI Procedure: Registration and Exemption and GSI Procedure: Operation of the GBB and EMF, along with the draft GAB Constitution.</p> <p>The following points were noted:</p> <p><i>GSI Procedure: Registration and Exemption</i></p> <ul style="list-style-type: none"> • The Chair noted that the initial registration effort is likely to be significant. He noted that the IMO will have dedicated staff 	<p>IMO</p>

	<p>undertaking this process and these staff can assist participants throughout this process. The Chair encouraged participants to contact the IMO if they have any questions about the process. Then, moving forward, registration is not expected to be a major component of the new services.</p> <ul style="list-style-type: none"> Ms Papps queried whether the draft registration forms would be made available prior to the stakeholder workshop. The Chair responded that forms would be circulated prior to the workshop but noted that they would be subject to change. The Chair also invited interested members to come early and work with the IMO through the registration process with the IMO. Ms Ryan added that the intent would be to make the forms as straight forward as possible for participants. Ms Ryan clarified that it is a requirement that Facilities that need to be registered would also be required to register any participants as applicable. She also added that when multiple parties own, operate or control a Facility, only one party is to be registered and it is up to those parties to decide on who would be the most appropriate to put forward. <p><i>GSI Procedure: Operation of the GBB and EMF</i></p> <ul style="list-style-type: none"> Mr Livens queried whether acknowledgements of receipt for data that is automatically uploaded to the system would be issued. Ms Ryan confirmed that this would be the case. She also added that user guides would be accessible on the system for participants to refer to when interacting with the GBB and EMF. Ms Varma advised that usernames and passwords would be used to access the system and when the EMF is activated, new usernames and passwords would be created and activated by the IMO which will only be active for the duration of the emergency. Ms Ryan advised that the system would be updated each morning with information for the next Gas Day and also any information received for the current Gas Day. Reports for the current Gas Day would be updated as required and available on the system, these would be time stamped however, at any point in time only the latest version will be accessible. The IMO would however, maintain historical copies of the report which would be publicly available if required. Ms Varma advised that the system would not receive updates after the Gas Day had finished. Mr Ben Coetzer queried how to avoid being in breach of information accuracy obligations where a customer can nominate/change nomination after the end of a Gas Day. Ms Laura Koziol indicated that after the Gas Day any changes would be reflected in actual flow data rather than forecasts. <p>Ms. Ryan responded that the intent is not that a participant be required to update information once the relevant period has passed, but that the relevant rule will be reviewed to avoid participants being in breach if this situation occurs.</p> <p><i>Action Point: Drafting to be reviewed – rules requiring updated nomination information.</i></p>	<p>IMO</p>
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	<ul style="list-style-type: none"> Mr Ryan expressed his concern with regard to how logins would be set up in the event that the EMF needs to be activated noting this may be a significant amount of work for the IMO. Ms Ryan advised that in this instance there would be Operators available and processes in place to set up access to the EMF and that contacts names would also be used for login details for security and record purposes. It is not expected to take very long. <p>The Chair advised that the EMF would be tested annually to ensure that processes were sufficient to assist in the management of an emergency.</p> <ul style="list-style-type: none"> In response to Mr Ninkov's query, Ms Ryan confirmed that the IMO is subject to the Freedom of Information (FOI) Act and added that there are strict obligations in the Regulations on how the IMO discloses confidential information. <p><i>Action Point: The IMO to confirm with the GAB the obligations on the IMO with regard to the FOI Act.</i></p> <p>GAB Constitution:</p> <ul style="list-style-type: none"> In response to Mr Cooper's query on the definition of 'the IMO' in the Constitution, the Chair advised that 'the IMO' is defined as the entity which includes the IMO (as an organisation) and the IMO Board. <p>Ms Ryan advised that these two GSI Procedures and the GAB Constitution are currently out for consultation until 22 April 2013 and a stakeholder workshop will be held on 4 April 2013.</p>	IMO
<p>9.</p>	<p>GENERAL BUSINESS</p> <p>Dr KostECKI presented the PUO's proposed Civil Penalties Provisions and amounts.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> The Chair clarified with Mr Livens that the IMO has discretion regarding whether to seek a Civil Penalty. The IMO's practice to date has been to work with participants to ensure breaches are remedied and are not likely to recur, with Civil Penalties reserved for more serious or continual breaches. In response to Mr Cooper's query on who fines would be payable to, Ms Ryan advised that fines are paid into the Government's consolidated revenue. 	
<p>CLOSED: The Chair declared the meeting closed at 2.30pm.</p>		

Gas Advisory Board (GAB) - Action Points

Legend:

Unshaded	Unshaded action points are still being progressed.
Shaded	Shaded action points are actions that have been completed
Missing	Action items missing from sequence have been completed from previous meeting and subsequently removed from the log.

#	Year	Action	Responsibility	Meeting arising	Status / progress
25	2013	IMO to publish the minutes of GAB Meeting No. 8 on the IMO website.	IMO	March	Completed.
26	2013	Drafting to be reviewed - definition of EMF Information in relation to Large User Facilities.	IMO	March	Completed.
27	2013	GAB members to direct any questions about the EMF to Ms Ryan for forwarding to the PUO.	All	March	None received. Suggest close.
28	2013	GSI Procedures to be an agenda item at the April 2013 GAB meeting.	IMO	March	Completed.
29	2013	Drafting to be reviewed – rules requiring updated nomination information.	IMO	March	Completed.
30	2013	The IMO to confirm with the GAB the obligations on the IMO with regard to the FOI Act.	IMO	March	

Agenda Item 5: GISP Update

1. GAS SERVICES INFORMATION REGULATIONS

The GSI Amendment Regulations are now substantially completed. However, the Public Utilities Office, in consultation with the Parliamentary Counsel's Office, are considering the most appropriate way to progress the amendments.

As a result, it is now likely that the GSI Amendment Regulations will not be in place until mid May 2013, meaning the GSI Rules will not be able to be made and commence until late May 2013.

Provided this timeline is maintained, there should be no impact on the GSI Rules or the GISP more broadly, as the first obligation under the Rules is the requirement on operators of Transmission Pipelines to submit registration applications to the IMO.

2. GSI RULES

The IMO submitted the draft initial GSI Rules to the Minister for approval in accordance with the GSI Regulations on 5 April 2013.

The final draft GSI Rules incorporated changes that were made in the second round of consultation which concluded on 22 February 2013. The IMO is currently finalising its response to the issues raised in this round of consultation, and will publish this response shortly.

3. GSI PROCEDURES AND GAB CONSTITUTION

The IMO realised drafts of the following documents on 18 March 2013. These documents are currently out for consultation which closes on 22 April 2013:

- GSI Procedure: Registration, De-registration and Registration Exemption;
- GSI Procedure: Gas Bulletin Board Operation; and
- GAB Constitution.

The IMO held a public stakeholder workshop on 4 April 2013 which included a walkthrough of the GSI Procedures and the draft registration forms. This presentation will be provided to GAB members at Agenda Item 6.

As noted previously, the IMO will also be developing a further GSI Procedure – a Monitoring Protocol. This will be developed through a separate, consultative process.

4. GAS STATEMENT OF OPPORTUNITIES

The development of demand and supply forecasts for the first GSOO is continuing, with the GSOO on track for publication in July 2013.

5. GBB SYSTEM

Development of the GBB system continues to progress well. The IMO anticipates that:

- Revised draft documentation to assist participants in the implementation of systems and processes for the provision of GBB data will be provided in late April 2013; and
- a trial environment of the GBB will be made available to participants in early May.

6. RECOMMENDATIONS

It is recommended that the GAB:

a) Note the update on the GISP.