



AEMO Procedure Change Working Group Terms of Reference

Version 2: 21 September 2021

1. Background

The AEMO Procedure Change Working Group (APCWG) has been established, in accordance with clause 2.3.17 of the WEM Rules and section 9 of the Constitution of the Market Advisory Committee (MAC). The APCWG has been established to assist the MAC in fulfilling its obligation under clause 2.3.1(b) of the WEM Rules to provide advice to AEMO regarding Procedure Change Proposals.

2. Scope of Work

The APCWG's scope of work includes consideration, assessment and development of changes to WEM Procedures which the WEM Rules require AEMO to develop.

Either the MAC or AEMO may directly refer an issue to the APCWG. Generally, issues referred to the APCWG will relate to Procedure Change Proposals.

3. Membership

The APCWG has a Chair appointed by AEMO. AEMO may replace the Chair at any time and must promptly advise the MAC via the MAC Secretariat.

To accommodate the broad range of subject matter to be covered, the APCWG has no permanent members apart from the Chair. Instead the Minister for Energy, the Economic Regulation Authority, the Coordinator and each Rule Participant may:

- nominate a representative to attend an APCWG meeting by advising the APCWG Secretariat in advance of that meeting, which may be a standing nomination that applies until the APCWG Secretariat is advised to the contrary;
- with the permission of the APCWG Chair (which will not be unreasonably withheld), send additional representatives to an APCWG meeting; and
- register to receive information relating to the activities of the APCWG, including notification of upcoming meetings, meeting papers and documents distributed out-of-session, by providing an email address for such correspondence to the APCWG Chair.

Other stakeholders may attend APCWG meetings or register to receive information relating to the activities of the APCWG following approval of the APCWG Chair.



4. Responsibilities of Meeting Attendees

A person attending an APCWG meeting is expected to:

- prepare for the meeting, including by reading any meeting papers distributed before the meeting;
- participate as a general industry representative rather than representing their company's interests; and
- have sufficient expertise to discuss the subject matter to be covered.

5. Administration

The secretariat for the APCWG will be provided by AEMO.

AEMO must maintain contact details for the APCWG on the WEM Website.

The APCWG Chair will convene the APCWG upon request from AEMO or the independent Chair of the MAC.

AEMO will prepare and distribute all meeting correspondence via email to the APCWG. At least once per year, AEMO will contact MAC members and its WA Electricity Consultative Forum stakeholder group to invite interested stakeholders to subscribe to APCWG notifications.

AEMO will provide the following documentation by email to its APCWG stakeholder list in respect of an APCWG meeting:

- notice of meeting and agenda at least 10 Business Days prior to the meeting;
- relevant meeting papers at least 5 Business Days prior to the meeting;
- draft minutes no more than 5 Business Days following the meeting; and
- final minutes no more than 11 Business Days following the meeting.

Except for draft minutes (which will only be emailed to attendees for comment), meeting documentation will be published on the WEM Website as soon as practicable after issuance to the APCWG stakeholder list.

Attendees will be expected to:

- advise the APCWG Secretariat of intended attendance at an APCWG meeting at least 5 Business Days prior to the meeting; and
- provide any feedback or endorsement to the draft minutes no more than 5 Business Days following distribution of the draft minutes.

Meeting minutes are to record meeting attendance, main points of discussion, agreed recommendations and action items.

Where AEMO considers that a meeting is unnecessary or impractical in respect of a particular WEM Procedure issue or proposal, AEMO may choose to distribute WEM Procedure



documentation to the APCWG out of session¹. In this case, AEMO must provide stakeholders with at least 10 Business Days to provide feedback (by email) on the issue or proposal.

6. Reporting Arrangements

The APCWG must provide a report to the MAC on the activities of the APCWG at each MAC meeting. The APCWG must also report back at other times requested by the MAC on issues referred to the APCWG by the MAC.

The periodic report to MAC must include, at a minimum:

- details of the most recent meeting, including the date of the meeting and a list of the issues or proposals considered;
- the date of the next meeting and the issues or proposals to be considered (if known); and
- to the extent known, the future schedule of meetings and matters to be considered.

7. Contact Details

Market Participants and other stakeholders may contact the APCWG Secretariat at wem.apcwg@aemo.com.au. Documentation and information related to the APCWG will be published on the WEM Website.

¹ For example, this option may be preferred where minor changes to a single WEM Procedure are being proposed,