



INDEPENDENT  
MARKET  
OPERATOR

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## **GAS ADVISORY BOARD APPOINTMENT GUIDELINES**

### **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). They have been developed to inform gas market stakeholders of the selection and appointment processes applied by the Independent Market Operator (IMO).

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 IMO seeks a balanced representation and a diverse mix of knowledge and experience among members of the GAB. These guidelines set out how the IMO aims to achieve this.

### **2. Related documents**

2.1 This document has been developed in accordance with, and should be read in conjunction with the following:

- a. Rules 11 to 16 of the Gas Services Information Rules (GSI Rules); and
- b. the GAB Constitution.

### **3. Skills, knowledge and experience of members**

3.1. The applicants for appointment to the GAB should collectively possess the skills, knowledge and experience specified in clause 2.2 below. The IMO's assessment process will ensure that there is balanced representation of skills, knowledge and experience across the GAB.

3.2. The IMO will take into account 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 rules in light of the objective contained in legislation that is proposed or in force;
- 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 (GAB) and Gas Statement of Opportunities (GSOO);
- h. Knowledge of the frameworks in which the IMO operates.

3.3. The IMO anticipates that nominations will be of people with preferably middle management experience or above, or similar.

3.4. Applicants are not required to be full time employees of an entity that is a participant in the class which membership is being sought.

#### 4. Representation of members

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

4.2. 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.

4.3. The GAB is constituted of 'Compulsory Class' and 'Discretionary Class' members. Compulsory Class positions will not be open for nomination but the IMO will seek confirmation from the relevant parties on the member they wish to appoint for the GAB for that year. Discretionary Class positions will be open for nomination once the tenure is up.

4.4. The table below indicates the classes that each position falls in:

Compulsory Class	Discretionary Class
GAB Chairperson	Gas Producers
Coordinator of Energy	Pipeline Operators/Owners
Small End-use Customer <i>(appointed by the Minister)</i>	Gas Shippers
IMO Representative	Large Gas Users

## **5. Term of appointment**

- 5.1. Membership on the GAB for appointments made as a result of 2013 GAB Annual Review Process the 2013-14 year for Discretionary Class members will be for either one or two years with the opportunity for reappointment after this time period has lapsed.
- 5.2. For the financial year beginning 1 July 2013 the term of membership for Discretionary Class members will be determined by the IMO conducting a ballot, with one member of each class appointed for a one-year term and the other for a for a two-year term. Members chosen by ballot for a one year term will be eligible for reappointment to an additional two year term if they meet the appointment criteria at the time.
- 5.3. Thereafter, the term of appointment of Discretionary Class members will be two years. This is to ensure consistency in decision making and that all sections of the industry are adequately represented as the market matures.
- 5.4. Compulsory Class membership will be for a two-year term. At the lapse of tenure Compulsory Class members will be able to reconfirm their nominated individual representative to serve on the GAB.
- 5.5. The IMO may appoint new members if necessary, when members are no longer representative of the class. This includes situations where the member's employment changes to being employed by an entity outside of the member's class of representation or upon occurrence of any of the events listed in the Appendix to the Constitution.
- 5.6. There are no restrictions on the number of times a member can be reappointed to the GAB, but in making appointments the IMO's objective is to get the best representation of the industry over time to ensure a dynamic GAB that is representative of the industry.

## **6. The nominations and appointment process**

- 6.1. Each year the IMO will review the performance and attendance of GAB members. If any changes are required these will be addressed at the same time the IMO commences the annual appointment process for Discretionary and Compulsory Class members whose tenure has lapsed.
- 6.2. On completion of the annual review the IMO will:
  - a. for Discretionary Class members whose tenure has lapsed, seek nominations from gas market stakeholders with respect to the position
  - b. for Compulsory Class members whose tenure has lapsed, seek reconfirmation from a senior executive of the applicable entity that the member will continue to represent that entity. 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 IMO via email to: [market.development@imowa.com.au](mailto:market.development@imowa.com.au).

- 6.3. The IMO will advertise for nominations for Discretionary Class positions on its public website and via direct contact with appropriate stakeholders.
- 6.4. Any company or individual can make nominations. Nominations must:
- a. Be in writing;
  - b. Address the eligibility criteria for appointment to the GAB as set out in the GAB Constitution and this document;
  - c. Have attached a completed GAB application form, available on the IMO webpage, 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 (to demonstrate evidence of the person's willingness for appointment); and
  - e. Be received by the IMO by the published due date.
- 6.5. Nominee details provided to the IMO will be kept private. A high-level assessment of all the nominees against the appointment criteria may be made publically available by the IMO if requested by an interested party.
- 6.6. An individual may be nominated in more than one group, but may be appointed to represent only one group.
- 6.7. The IMO will only appoint one individual from any one industry organisation to serve on the GAB at any one time.
- 6.8. The IMO will consider nominations received, determine the appropriate composition of the GAB, and finalise appointment arrangements according to the following timetable.

<b>Step</b>	<b>Event</b>	<b>Date</b>
1	IMO calls for nominations for membership	April/May
2	Nominations for membership due to IMO	May
3	Successful nominee advised of outcome of appointment process	June
4	GAB meeting – both new and old members invited	July

**[16 May 2013]**