

- 3.3. The ERA may appoint a representative to attend Gas Advisory Board meetings as an observer.
- 3.4.

- 4.3. An individual may be nominated as a member of the Gas Advisory Board in more than one category, but may only be appointed to one category of membership.
- 4.4. Each member is appointed for a two-year term, subject to any earlier termination or resignation.
- 4.5. There are no restrictions on the number of times a member can be reappointed to the Gas Advisory Board.
- 4.6. With the exception of the employing organisation of the Coordinator of Energy, not more than one individual from the same employing organisation can hold membership of the Gas Advisory Board at any one time.
- 4.7. When appointing members of the Gas Advisory Board, the Rule Change Panel must consult with, and take nominations from Gas Market Participants and gas industry groups that it considers to have an interest in the GBB and the GSOO. If practicable, the Rule Change Panel must choose members from the persons nominated, taking into account the requirements of the GSI Rules regarding the Gas Advisory Board composition. Further details of the nomination process are provided in the Gas Advisory Board Appointment Guidelines, published on the Rule Change Panel's website.
- 4.8. Each year the Rule Change Panel will review the performance and attendance of all Gas Advisory Board members. Following the review, the Rule Change Panel may terminate membership of, or decide to not reappoint, members that it considers have not met the requirements of members as set out in the Constitution or the Gas Advisory Board Appointment Guidelines, and may appoint replacement members.
- 4.9. The Rule Change Panel may remove a member of the Gas Advisory Board; other than those appointed under clause 3.1(f), (g) or (h); at any time in the circumstances described in subrule 13(4) of the GSI Rules, or if:

(a) in relation to a Rule Change Proposal or a Procedure Change Proposal where

7.2 RCP Support will:

- (a) schedule meetings and maintain the diary of the Gas Advisory Board;
- (b) compile the meeting papers, send them by email to all members and observers of the Gas Advisory Board and publish the papers on the Rule Change Panel's website. RCP Support will endeavour to send papers to all members and observers, and publish all papers, at least five business days before each meeting (subject to any approved late papers in accordance with clause 6.7);
- (c) prepare the minutes of each Gas Advisory Board meeting and send them by email to all members and observers of the Gas Advisory Board as soon as practicable, after the meeting; and
- (d) subject to the confidentiality of the matters in meeting minutes, publish the minutes on the Rule Change Panel's website.

8. Interaction between the Gas Advisory Board and the Rule Change Panel and RCP Secretariat

8.1. All written communications related to the activities of the Gas Advisory Board from the members and observers of the Gas Advisory Board to the Rule Change Panel will be sent via RCP Support.

8.2. Communications between the members and observers of the Gas Advisory Board and RCP Support will be via email wherever practical, to the email address published on the Rule Change Panel's website.

8.3. The Rule Change Panel will provide the membeoar ond obbl EMC P M CID 7 BDC q0.000008866 C

Board in dealing with any matter arising in the performance of their respective roles under the GSI Rules. The Gas Advisory Board may establish or disband any working group at any time.

- 9.2 The Gas Advisory Board must determine the scope of work and Terms of Reference for each working group. The Gas Advisory Board may amend the Terms of Reference or membership of any working group at any time.
- 9.3 The Terms of Reference for a working group, will be tailored to the specific requirements of each working group and would typically include the:
 - (a) background (reason for the establishment of the working group);
 - (b) purpose and scope of the working group;
 - (c) roles and responsibilities of members of the working group;
 - (d) membership of the working group;
 - (e) administration, Secretariat and meeting arrangements for the working group; and
 - (f) arrangements for reporting to the Gas Advisory Board.
- 9.4 Working groups must report back to the Gas Advisory Board at least once every two months, or as specified in the Terms of Reference for the working group. Reporting will be via the working group secretariat. The working group will report to the Gas Advisory Board at other times requested by the Gas Advisory Board. Day-to-day interaction between the Gas Advisory Board and the working group will be via RCP Support.
- 9.5 Working groups must refer issues outside the scope of the working group's Terms of Reference back to the Gas Advisory Board for consideration.
- 9.6 Once a Working Group has been established, the Gas Advisory Board delegates to the Working Group the ability to discuss the matters within the scope of the Working Group's Terms of Reference. The Working Group must report its recommendations to the Gas Advisory Board.
- 9.7 The Gas Advisory Board must inform the Rule Change Panel if it establishes a Working Group, and must provide the Rule Change Panel with a copy of the Terms of Reference for each Working Group and any recommendations from each Working Group.

