

Network Billing Process

WA B2B Work Group – Terms of Reference

Project/document reference : DMS # 4767361
Issue : 1.0
Issue date : 13/3/2009
Status : Final

Amendment history

Version	Date	Author	Summary of Change
Draft	01-05-08	Mark Hillaby	Initial Draft
Final	13-03-09	Peter Howe	Finalisation after consultation and clarification to sections 3, 6

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1 Introduction

These Terms of Reference have been drafted by Western Power for the purpose of establishing a working group to support the review and agreement of the Network Billing B2B Specifications for Western Australia by all participants.

The B2B Procedures for network billing in Western Australia will be based upon the equivalent B2B Procedures in Queensland, varied as required to account for jurisdictional differences and operational efficiencies not otherwise accounted for in the Queensland B2B Procedures.

2 Purpose and Objectives

- (a) The working group will be responsible for reaching agreement on the following:
 - (i) Network Billing B2B Specification
 - (ii) Documentation and Change Management processes
- (b) The working group is expected to review the proposed Network Billing B2B Specification, identify potential issues and recommend changes
- (c) To complete the above tasks, the working group shall:
 - (i) liaise with and facilitate the communication of network billing procedure issues to appropriate industry organisations and service providers
 - (ii) have regard for the commercial and competitive (retail and service provision) implications of procedures recommended
- (d) The agreed technical specification must meet the policy objectives of the Office of Energy. At a high level, these include:
 - (i) minimise costs for the market;
 - (ii) facilitate the transfer of contestable customers;
 - (iii) not creating technical or cost barriers to entry for new entrants;
 - (iv) compatibility with the technical specifications of the IMO's systems;
 - (v) compatibility with Eastern States technical specifications (as this would facilitate entry of Eastern States participants into the WA market);
 - (vi) compliance with the legislation, such as the Code of Conduct for the Supply of Electricity to Small Use Customers, the Metering Code, etc

3 Participants

- (a) The following groups will be invited to participate in workshops and provide comments and suggestions:
 - (i) Market Participants
 - (ii) Office of Energy
 - (iii) Economic Regulation Authority

- (iv) Independent Market Operator
- (v) NEMMCO (B2B Procedures Reference Group)
- (b) The working group is to comprise of members with experience directly relevant to the business and data processes. Members of the working group are to be suitably qualified (i.e. seniority and experience) to contribute to the effort.
- (c) Participant organisations are to ensure that a nominee can competently fulfil the role of a Member, having:
 - (i) Knowledge of and experience with the WEM
 - (ii) Experience with and skills in considering data processes related issues that affect Distribution Network Service Providers and Retailers
 - (iii) Experience with and skills in supporting resolution of issues

4 Duties and Responsibilities

The working group has the following tasks:

- (a) Participation in meetings for the agreement of the Network Billing B2B Specification and the resolution of issues
- (b) Quality review of documentation prepared by Western Power.
- (c) Making of recommendations to the working group on material provided for review.
- (d) Propose, for consideration by the working group:
 - (i) changes to the Network Billing Procedures, for example, to improve the efficiency of business processes or to recommend a change to the technical specification to cater for a Western Australian requirement
 - (ii) amendments to these Terms of Reference
- (e) Remain abreast of policy developments impacting the WEM and report on their potential impact

5 Outcomes/Outputs

An agreed Network Billing B2B Specification

6 Timeframes

A schedule will be proposed by Western Power at the time of any review of the specification either proposed by it or in response to changes requested by other participants.

7 Meetings and Administration

- (a) The working group is to meet as necessary to perform its role.

- (b) Western Power is to facilitate meetings of the working group by provision of a Chairperson and Secretariat function.
- (c) Meetings will be held at Western Power premises
- (d) Western Power is responsible for document management; for setting up an appropriate email address for submissions and responses; and for setting up a mailing list for distribution of review materials
- (e) Notice of a meeting and agenda is, where possible, to be issued at least five working days in advance.
- (f) Review materials will be distributed, where practical, at least four working days prior to the meeting.
- (g) Meeting minutes with action items will be distributed within two working days of the meeting.
- (h) A quorum for a meeting requires at least two Market Participants other than Western Power.

8 Governance

- (a) The working group has been formed to review the draft Network Billing B2B Specification and provide recommendations to Western Power
- (b) Communication with participants will be via email
- (c) A log will be kept of all meetings, emails and issues raised.
- (d) Meeting minutes, comments and correspondence will be circulated to all parties, unless indicated as private or not for circulation.
- (e) Consensus will be sought on all requested amendments and issues. The Chairperson of the working group will ensure that significant issues are clearly explained and carefully considered prior to submission.
- (f) Where an amendment is requested, it should include,
 - (i) a full description of the proposed change;
 - (ii) a list of the benefits expected;
 - (iii) the impact of not applying the change;
 - (iv) how Participants might be affected, including comments of the economic impact on affected Participants and the market;
 - (v) the impact on performance (covering business and technical issues, as applicable);
 - (vi) business and technical risk, as applicable;
 - (vii) the diversity and weight of opinion of the working group in the event that consensus is not achieved

- (g) Where an agreement is sought, the decision/recommendation will be based on those members present at that meeting or through proxy to the Chairperson.
- (h) Where a clear consensus is not reached, the dissenting views are to be noted in any formal recommendation.

END