

SUPPLY POINT ADMINISTRATION AGREEMENT (SPAA) EXECUTIVE COMMITTEE

Scope

The Executive Committee (EC) is the primary decision making body and is responsible for the effective and efficient administration of the Agreement. This includes, but is not limited to, managing the change control process, managing the accession process and party membership, drafting the SPAA budget, appointing professional advisors, appointing third party service providers and managing the default and disputes processes. The SPAA EC has the power to constitute sub-committees to deal with such matters as required.

The EC has no powers to enforce changes to the SPAA or any existing industry agreements, codes or associated systems.

Membership

Executive Committee members are appointed by SPAA Parties annually and are also appointed as Directors of SPAA Limited. Each EC members is entitled to appoint their own alternate member who is also required to be appointed as a Director of SPAA Limited. The EC comprises:

- 2 Large Domestic Supplier Members;
- 2 I&C Supplier Members;
- 1 Small Domestic Supplier;
- 2 Large Gas Transporters; and
- 1 Small Gas Transporter

Chair

The Chair will either be an Executive Committee member or a person provided by the Secretariat and will be appointed by majority vote of attendees at the EC.

The Chair's role will be to chair meetings, facilitate discussions and encourage consensus on issues for decision.

Meetings

The EC will normally meet monthly on the 4th Wednesday of the month. Rotation of meetings at premises of SPAA parties should be encouraged.

The quorum for the EC consist of four (4) SPAA Executive Members of which at least one (1) must be a Supplier Member and at least one (1) must be a Transporter Member.

Any member of the EC may request the Secretary to requisition further meetings. The Secretary shall proceed to convene meetings of the EC within 10 Working Days of such notice.

Where practical, and expedient, emergency meetings of the EC may be conducted wholly, or partly, by conference call.

The Chair of the EC will be entitled to cancel any scheduled meeting if, in their sole opinion, there are insufficient items of importance for debate at the meeting to warrant holding it.

Executive Committee members and their appointed alternates, shall, where reasonably possible, be expected to ensure their attendance on a consistent basis and ensure their commitment toward making the EC a success.

The EC holds open and closed sessions.

Open Sessions: Subject to the agreement of the EC Chair, any interested party is entitled to attend and speak at the open session of the meeting as an observer but will not be able to vote on resolutions at the meeting.

Each SPAA EC member or an appointed alternate is entitled to attend, speak and vote on resolutions at the open sessions.

Closed sessions: Only SPAA EC members and their appointed alternates are entitled to attend the closed session of the meeting. SPAA Parties may be able to attend the closed session at the discretion of the Chair.

Each SPAA EC member or an appointed alternate is entitled to speak and vote on resolutions at the closed sessions.

The Authority

The Authority is entitled to send a representative to both the open and closed session of the EC. The representative will attend as an observer and will be able to speak at the meetings but will not be able to vote on resolutions at the meetings.

Decision Making

Executive Committee Members are required to represent their constituency at meetings and attend as industry experts rather than company representatives. All decisions taken by the EC must be unanimous.

Each SPAA EC member or an appointed alternate is entitled to speak and vote on resolutions.

Any decision taken by the EC can be appealed by SPAA Parties to the SPAA Forum and ultimately be appealed to the Authority.

Secretariat

The EC shall appoint a secretary to the EC meetings who shall be responsible for:

- circulating the agenda for each meeting of the EC at least 5 days in advance of the meeting;
- writing minutes of the meeting in a style and level of detail specified by the Chair, with the approval of meeting; and
- circulating minutes of the meeting no later than 5 working days following the meeting.
- providing a report to the EC from each sub-group meeting as appropriate, giving a summary of key issues and progress being made, and including the task list or work plan for the group.

Funding

SPAA will be responsible for the costs of secretariat services and ancillary charges such as teleconferencing charges and travel expenses. Participants will be responsible for their own costs of attending EC meetings.