



Stage 1 Notice of dispute

Under Rule 135H of the National Gas Rules (NGR)

How to use this form

Purpose of this form

To notify other parties of a relevant dispute under Rule 135H of the National Gas Rules (NGR) and to initiate the dispute resolution process by setting key timelines and establishing a mandatory meeting.

Instructions

Who can use this form?

Eligible parties include:

- AEMO
- Registered participants
- Other eligible persons as defined under the Rules

Who should receive this form?

Serve it on all parties to the relevant dispute and copy the Adviser at

wemdra@resolution.institute.

Timing matters

- Serve within the period fixed by the Rules or within 90 business days of when the dispute became known.

Next steps

- A meeting must occur within 15 business days of service to plan the resolution process.

Hints and tips

- Ensure you are an eligible person under the NGR before initiating a dispute.
- Clearly identify the parties involved and explain the basis for their inclusion in the dispute.
- Describe the dispute fully: include key events, relevant rules, impacts, and the resolution sought.
- Offer meeting times and suggest a chair or facilitator, including whether the Adviser should be involved.
- Use the meeting to agree on the process and discuss potential additional parties, confidentiality, and logistics.

Remember

- The meeting must be held within 15 business days of service.
- The Stage 2 Notice must be served no later than 60 business days after the Stage 1 Notice.
- The meeting and discussions are conducted on a without prejudice basis.
- Parties may agree to keep the existence of the dispute and related communications confidential.

For further guidance, refer to the NGR or contact Resolution Institute via wemdra@resolution.institute or phone **1800 651 650**



Stage 1 Notice

National Gas Rules 135H – Stage 1 Dispute Resolution Process

To: [Names of all parties to the relevant dispute]	
From: [Name of party initiating dispute resolution process]	
Date: [Date of service]	
Copy to:	The Adviser wemdra@resolution.insitute (copy must be provided)

Notice of dispute resolution initiation

This Stage 1 Notice is served pursuant to Gas Rules 135H and initiates the dispute resolution process.

1. DISPUTE IDENTIFICATION

Dispute reference: [Internal reference number if applicable]	
Type of dispute: [Nature / category of dispute]	
Date dispute arose: [Date circumstances first came to / ought reasonably to have come to knowledge]	
Applicable time period:	<input type="checkbox"/> Within period fixed by Gas Rules Specify rule and period: _____ <input type="checkbox"/> Within 90 business days (<i>no specific period fixed by rules</i>)

2. PARTIES RELEVANT TO THE DISPUTE

INITIATING PARTY

Name of organisation: [Full legal name]	
Type: [eg., Registered participant, Pipeline operator]	
Contact person: [Name and title]	
Full address:	
Phone number:	
Email address:	

OTHER PARTIES TO THE DISPUTE

Add additional parties as an attachment, as required.

PARTY 1

Name of organisation: [Full legal name]	
Type: [eg., Registered participant, Pipeline operator]	
Contact person: [Name and title]	
Basis for inclusion: [Why this party is considered part of the dispute]	

PARTY 2

Name of organisation: [Full legal name]	
Type: [eg., Registered participant, Pipeline operator]	
Contact person: [Name and title]	
Basis for inclusion: [Why this party is considered part of the dispute]	

PARTY 3

Name of organisation: [Full legal name]	
Type: [eg., Registered participant, Pipeline operator]	
Contact person: [Name and title]	
Basis for inclusion: [Why this party is considered part of the dispute]	

THERE ARE ADDITIONAL PARTIES – details attached

3. CIRCUMSTANCES GIVING RISE TO THE DISPUTE

Provide a detailed statement setting out the circumstances that have led to this dispute, including:

[If more space is required, please attach extra information.]

<p>Background: [Provide context and relevant background information]</p>	
<p>Key events / decisions: [Chronological description of relevant events, decisions, or conduct]</p>	
<p>Disputed matter: [Specific description of what is in dispute]</p>	

<p>Parties' positions: [Summary of different positions held by the parties]</p>	
<p>Impacts and consequences: [How the dispute affects the parties and/or the market]</p>	
<p>Relevant rules / regulations: [Reference to specific Gas Rules, procedures, or other regulatory provisions]</p>	
<p>Resolution sought: [What outcome or resolution is being sought]</p>	

4. MANDATORY MEETING REQUIREMENT

In accordance with Gas Rules 135H(5), representatives of all parties must meet **within 15 business days** after service of this notice to determine the course of the dispute resolution process.

Do the parties propose the meeting to be chaired and facilitated by the Adviser?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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MEETING DETAILS

Deadline for meeting: [Date = 15 business days from service]	
Proposed date and time: [If known]	
Proposed format: [In person / telephone / video conference]	
Adviser involvement: [Date = 15 business days from service]	<input type="checkbox"/> REQUESTED <input type="checkbox"/> NOT REQUESTED

MEETING AGENDA ITEMS

Pursuant to Gas Rules 135H(6)	<ul style="list-style-type: none">• Agree on course of dispute resolution process• Consider direct discussions, mediation, or other resolution methods• Identify any additional parties who should be served with Stage 1 Notice• Discuss confidentiality arrangements
Other specific agenda items: [Please list]	

5. AEMO NOTIFICATION REQUIREMENTS

If AEMO is a party to this dispute: AEMO must immediately notify the parties and the Adviser of any other persons that AEMO considers may have an interest in this dispute (Gas Rules 135H(7)(a))

6. CONTACT DETAILS FOR THIS DISPUTE

PRIMARY CONTACT

Name:			
Position (title):			
Phone:		Email:	

ALTERNATIVE CONTACT

Name:			
Position (title):			
Phone:		Email:	

7. SERVICE DETAILS

Date of service:		
Method of service: [Email, registered post, hand delivery, etc.]		
Parties served: [List all parties served with this notice]		
Copy provided to Adviser:	Date:	
	By method:	

8. EXECUTED BY INITIATING PARTY

Name and title of authorised representative:	
Name of initiating party:	
Date:	
Signature:	

IMPORTANT NOTES

- **TIME LIMITS:**
 - Meeting must occur within 15 business days of service
 - If dispute not resolved within 45 business days (or lesser agreed period), Stage 2 Notice may be served
 - Stage 2 Notice must be served no later than 60 business days after service of this Stage 1 Notice
- **WITHOUT PREJUDICE:** The meeting and all discussions are conducted on a without prejudice basis.
- **CONFIDENTIALITY:** Parties may agree to keep confidential the existence of the dispute and information exchanged, subject to Gas Rules 135H(7).
- **PARTICIPATION:** Non-participation by a served party may result in referral to Stage 2 dispute resolution process.

RETURN COMPLETED AND SIGNED FORM TO:

wemdra@resolution.institute