

ELECTRICITY INDUSTRY ACT 2004

ELECTRICITY INDUSTRY (WHOLESALE ELECTRICITY
MARKET) REGULATIONS 2004

WHOLESALE ELECTRICITY MARKET RULES

Market Procedure for: Registration of Rule Participants

Commencement: This Market Procedure is to have effect from 8:00am (WST) on the same date as the Wholesale Electricity Market Rule, in which this procedure is made in accordance with, commences.

Version history

21 September 2006	Market Procedure for Registration of Rule Participants as at Market Start
10 June 2008	IMO amended changes to the procedure resulting from Procedure Change Proposal PC_2008_01

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1. Rule Participant Registration Procedure

The Rule Participant Registration Procedure covers the process by which a Person may be registered as a Rule Participant as a pre-requisite to that Person offering to provide Reserve Capacity, or Energy, to the Wholesale Electricity Market. The application process is described for those who are interested in applying to become a Rule Participant. The process to be applied by the IMO in processing applications is also described. The procedure includes an overview of the process, the information that is required to be exchanged, and the timing and sequence of events.

This procedure is made in accordance with Market Rule 2.31.23.

1.1 Interpretation

In this procedure, unless the contrary intention is expressed:

- (a) terms used in this procedure have the same meaning as those given in the Wholesale Electricity Market Rules (made pursuant to the Electricity Industry (Wholesale Electricity Market) Regulations 2004);
- (b) to the extent that this procedure is contrary or inconsistent with the Market Rules, the Market Rules shall prevail to the extent of the inconsistency;
- (c) a reference to the Market Rules or Market Procedures includes any associated forms required or contemplated by the Market Rules or Market Procedures; and
- (d) words expressed in the singular include the plural or vice versa.

1.2 Purpose

The purpose of this procedure is:

- to describe the steps that a Person wishing to become a Rule Participant is required to complete to be registered as a Rule Participant; and
- to describe the steps that the IMO must follow in assessing an application from a person to become a Rule Participant.

1.3 Application

This procedure applies to:

- a Person wishing to become a Rule Participant;

- a Rule Participant wishing to register in an additional Rule Participant class; and
- the IMO in the processing of an application.

1.4 Overview of Rule Participant Registration

Registration as a Rule Participant makes a party subject to the Market Rules. Existing and new participants in the wholesale market are required to become Market Participants, unless given an exemption by the IMO.

Any entity applying for registration as a Rule Participant must be registered for GST upon submitting its application.

The full registration process will involve:

- registering as a Rule Participant, which has the affect of making the applicant subject to the Market Rules; and
- registering facilities, which has the affect of allowing a Rule Participant to produce, consume or transmit electricity.

The classes of Rule Participant that can be applied for include Network Operator, Market Generator and Market Customer. A Rule Participant that is registered as a Market Generator or Market Customer is a Market Participant for the purpose of the Market Rules. Certain aspects of this Procedure are not required until actual participation in the Energy Market is to occur.

The process for registering facilities is outlined in a separate procedure.

Exhibit 1-1 shows who is required to be registered as a Rule Participant. It also shows who is not required to be registered as a Rule Participant but has the option to become a Rule Participant.

Exhibit 1-1: Rule Participation Requirements

Role of the Applicant after Energy Market Commencement	Situation	Rule Participation	Rule Participant Class if Registered
Owns, controls, or operates a transmission or distribution network which forms part of the South West interconnected system or is electrically connected to that system.	System Management has informed operator that System Management does not require information about the facility. (MR 2.28.3(a))	Optional	Network Operator

Role of the Applicant after Energy Market Commencement	Situation	Rule Participation	Rule Participant Class if Registered
	No Market Participant Registered Facilities are connected to the Network. (MR 2.28.3(b))	Optional	Network Operator
	The IMO has exempted the operator from the requirement to register. (MR 2.28.16)	Optional	Network Operator
	All other situations (MR 2.28.2)	Compulsory	Network Operator
From some time after Energy Market Commencement, intends to own, control or operate a transmission or distribution network which forms part of the South West interconnected system or is electrically connected to that system.	All situations. (MR 2.28.4)	Optional	Network Operator
Owns, controls, or operates a generating facility with a rated capacity of greater than or equal to 10 MW which is electrically connected to a transmission or distribution network which forms part of the South West interconnected system or is electrically connected to that system.	The IMO has exempted the operator from the requirement to register. (MR 2.28.16)	Optional	Market Generator
	All other situations (MR 2.28.6)	Compulsory	Market Generator
Owns, controls, or operates a generating facility with a rated capacity of less than or equal to 10 MW, but greater than or equal to 0.005 MW, which is electrically connected to a transmission or distribution network which forms part of the South West interconnected system or is electrically connected to that system.	All situations (MR 2.28.7)	Optional	Market Generator
From some time after Energy Market Commencement, intends to own, control or operate a generating facility with a rated capacity of greater than or equal to 0.005 MW which will be electrically connected to a transmission or distribution network which forms part of the South West interconnected system or is electrically connected to that system.	All situations (MR 2.28.8)	Optional	Market Generator
Sells electricity to customers in respect of facilities electricity connected to a transmission or distribution network which forms part of the South West interconnected system or is electrically connected to that system.	The IMO has exempted the operator from the requirement to register. (MR 2.28.16)	Optional	Market Customer
	All other situations (MR 2.28.10)	Compulsory	Market Customer
From some time after Energy Market Commencement, intends to sell electricity to customers in respect of facilities electricity connected to a transmission or distribution network which forms part of the South West interconnected system or is electrically connected to that system.	All situations (MR 2.28.11)	Optional	Market Customer

Role of the Applicant after Energy Market Commencement	Situation	Rule Participation	Rule Participant Class if Registered
Any other person who sells or purchases electricity or another service contemplated by the Market Rules to or from the IMO.	The IMO has exempted the operator from the requirement to register. (MR 2.28.16)	Optional	Market Generator or Market Customer, as determined by the IMO.
	All other situations (MR 2.28.13)	Compulsory	Market Generator or Market Customer, as determined by the IMO.

1.5 Procedure Steps to be followed by the Applicant

The application process is completed using the Wholesale Electricity Market System (“WEMS”). To obtain access to the WEMS, an applicant must apply manually using the Application to Register for WEMS Access form. The form is available from the IMO website (http://www.imowa.com.au/10_5_1_market_forms.htm). The form will provide the IMO with the information necessary to issue the applicant with a digital certificate, which is required for access to the WEMS.

- 1 After completing the Application to Register for WEMS Access form, the applicant submits the signed form to the IMO along with the applicable Registration Fee (see the IMO website, http://www.imowa.com.au/10_5_1_registration_documents.htm). The applicant must provide the following information:
 - organisation name and contact details;
 - class/category for registration;
 - the name of the main user (other users may be added after the registration has been approved)

The Application to Register for WEMS Access form must be signed:

- by two Directors of the organisation; or
- one Director and the Company Secretary of the organisation;
- if the organisation has only a sole director, by that Director.

The Application to Register for WEMS Access form contains an undertaking to comply with the obligations set out in the Market Rules and a declaration as to the accuracy of information provided to the IMO. The signatories to the Application to Register for WEMS Access form do not have to be named as contact person or user for the WEMS.

- 2 The applicant will need to execute an Agreement for the IMO to Issue Recipient Created Tax Invoices (RCTIs). The template Agreement is available from the IMO website (http://www.imowa.com.au/10_5_1_market_forms.htm). The Agreement will need to be signed by a person in the organisation with the authority to enter such an agreement on behalf of the company, in the presence of a witness able to independently verify the identity of the signatory and the signatory's position within the organisation.

The relevant company particulars will need to be added to the Agreement, and the executed Agreement provided to the IMO by mail or courier to the IMO's address, as listed in the Notice and Communication Procedure. The Agreement also allows Participants to issue Recipient Created Tax Invoices for Registration Fees.

- 3 Upon receiving an invoice from the IMO covering the Participant Registration fee, the applicant must pay the Fee within the timelines provided on the invoice.
- 4 Should the applicant prefer to issue an RCTI for the registration fee instead of receiving an invoice from the IMO, the applicant must inform the IMO upon applying for registration and, upon signing the Agreement for the IMO to issue RCTI's by both parties, issue a RCTI covering the Participant Registration Fee (and any subsequent Facility Registration Fees). A copy of this RCTI must be sent to the IMO.
- 5 On receipt of a valid Digital Certificate from the IMO, the applicant will be able to access the WEMS via the internet in order to apply to register as a Market Participant. To access the WEMS, the applicant must log into the web server from their internet browser and have the IMO issued digital certificate installed in their browser. Information on accessing and logging onto the WEMS will be provided by the IMO with the Digital Certificate.
- 6 Upon successfully logging into the WEMS, the Market Participant Interface Home Page will be displayed. To apply for registration as a Rule Participant, the applicant will be required to complete the on-line forms in the Registration menu. These forms are listed under different category display tabs, namely:
 - Application;
 - Contacts;
 - Users;
 - Prudential Support (this is not required until participation in the Energy Market occurs);

- Financials (this is not required until participation in the Energy Market occurs); and
 - Facilities.
- 7 The applicant must fill out the required information in the respective on-line displays, with the exception of Facility registration which may be done separately. For a more detailed description on the steps for completing the Market Participant Registration Details on the WEMS, applicants should refer to the Market Participant Registration Software User Guide (“User Guide”) attached to this procedure. The User Guide describes the processes for both Operators and Market Participant Users. The applicant should read the processes outlined for Market Participant Users.

Application for Authorisation to Participate

- 8 The Application Display on the WEMS allows the applicant to complete general application details, such as organisation information and to confirm certain requirements. The fields to be completed by the applicant in the Application Display are described in section 3.4 of the User Manual including an illustration of the Application Display screen on the WEMS.

Contacts

- 9 The Contacts Display allows the applicant to add a contact person’s details. The fields to be completed in the Contacts Display are described in section 3.5 of the User Manual including an illustration of the Contacts Display screen on the WEMS.

Users

- 10 The Users Display allows the applicant to add new Users or update existing users’ details. The fields to be completed in the Users Display are described in section 3.6 of the User Manual including an illustration of the Users Display screen on the WEMS.

Prudential Support

- 11 Applicants should reference the separate Prudential Support Procedure for information on the requirements for Prudential Support. The fields to be completed in the Prudential Support Display are described in section 3.7 of the User Manual including an illustration of the Prudential Support Display screen on the WEMS. This is not required until participation in the Energy Market occurs, nor is any Credit Support required to be provided until participation in the Energy Market occurs.

Financial Details

- 12 The Financial Details Display allows the applicant to add financial information, including bank name, branch name, BSB Number, Bank Address and Account number. The fields to be completed in the Financials Display are described in section 3.8 of the User Manual including an illustration of the Financial Details Display screen on the WEMS. This is not required until participation in the Energy Market occurs. An account with the IMO's nominated electronic funds transfer facility, Austraclear, is required to participate in the Energy Market but is not required prior to participation in the Energy Market.

Facilities

- 13 Applicants are not required to register Facilities as part of the Market Participant registration process. The registration of Facilities is a separate registration process. However, applicants may choose to apply for Facility registration at the same time as Participant registration. Applicants should reference the separate Facility Registration Procedure for information on the processes and requirements for registering a Facility. The fields to be completed in the Facilities Display are described in section 3.9 of the User Manual including illustrations of the Facilities Details Display screens on the WEMS.

Submitting Application Details and Supporting Information

- 14 The File Exchange is an interface allowing data to be exchanged between WEMS users and the IMO. Files can be uploaded and downloaded using the File Exchange, which is supported for registration to exchange data. Through this interface an applicant will be able to provide supporting information as required, via a secure process. Any documentation not able to be provided through the File Exchange, must be provided to the IMO by mail or courier to the IMO's address, as listed in the Notices and Communications Procedure.
- 15 On completing the application fields, the applicant will submit the application information for each display category by clicking on the respective submit button on the relevant application screen. Each screen must be submitted separately, and it is advisable to complete each screen before moving to the next. Note that details can be edited at a later stage by returning to the relevant display screen.
- 16 After clicking the submit button, the applicant will receive either:
 - a tracking number indicating that the application information has been submitted; or
 - notification that errors or omissions are found in the fields completed.

- 17 Where notified of errors or omissions, the applicant must rectify these and resubmit the information.
- 18 The applicant must, if requested by the IMO, provide additional information with respect to any information which, in the IMO's view, was inadequately specified.
- 19 The IMO may communicate with the applicant through the messaging system on the WEMS. Applicants are able to save these messages in file format. This does not preclude the IMO from using other means of communication with the applicant.
- 20 Upon approval by the IMO, the applicant will become a Rule Participant in the Rule Participant Class from the date and time indicated in the notification of acceptance.

1.6 Procedure steps to be followed by the IMO

- 1 On receipt of an applicant's Application to Register for WEMS Access, the IMO must review and check the validity of the application details.
- 2 Where the details provided on the Application to Register for WEMS Access form are complete, the IMO will assign the applicant a short name and create a new user for the purpose of the WEMS. The IMO will also set the required access privileges for the applicant.
- 3 The IMO will issue the required Digital Certificate(s) for the applicant, and provide the applicant with information on accessing the WEMS to complete the application process.
- 4 On receipt of the applicant's details, via the WEMS, for registering as a Rule Participant, the IMO must determine if any information is inadequately specified. The IMO will request additional information with respect to information that, in the IMO's view, has not been adequately specified. The IMO will make its request for further information from the applicant via the WEMS.
- 5 The IMO must determine whether it has sufficient detail, including any required supporting evidence, to make a determination as to the registration of the Rule Participant. The IMO must request further information in respect to any details that, in the IMO's view, should be further explained or evidenced.
- 6 The IMO must determine whether it is satisfied that the applicant can comply with the requirements of the Market Rules. (Market Rule 2.31.13)
- 7 The IMO must determine whether the applicant has previously been de-registered as a Rule Participant following an order from the Energy Review Board and, if so, the

- IMO must determine whether it is satisfied that the applicant has remedied the reason for the prior de-registration. (Market Rule 2.31.13)
- 8 The IMO must determine whether the applicant complies with the requirements set out in clause 2.28.19 of the Market Rules.
 - 9 The IMO must determine whether the required Registration Fee has been paid, following an invoice from the IMO.
 - 10 If the applicant informed the IMO (see section 1.5 step 4) that it wished to provide an RCTI instead of being invoiced, the IMO will verify if the required Registration Fee and a RCTI covering the Registration Fee has been provided.
 - 11 The IMO must determine whether to accept or reject the application to register as a Rule Participant.
 - 12 Prior to notifying the applicant, if the IMO determines that it should accept the application, it will notify System Management, via the WEMS, that the applicant has applied to become a Rule Participant and that the IMO has accepted the application. System Management must facilitate participation of the applicant in a Rule Participant class. (Market Rule 2.31.22) System Management must respond to the IMO within five Business Days.
 - 13 Within 30 Business Days of the date of application or, if additional information was provided to the IMO in accordance with Step 2, within 30 Business Days of the last date on which additional information was provided to the IMO, the IMO must notify the applicant, in writing, of the IMO's acceptance or rejection of the application for each Rule Participant Class identified on the applicant's online application.
 - 14 The notification to the applicant relating to whether or not the IMO has approved the admission of the applicant into each Rule Participant Class to which the application relates, will include the following.
 - (a) if the application is rejected, the reason for its rejection. (Market Rule 2.31.12)
 - (b) if the application is accepted, the date and time from which the applicant will become a Rule Participant in that class, where the date is to be the later of the date requested in the application and the earliest date by which the IMO can facilitate the registration. (Market Rule 2.31.14)
 - 15 The IMO's determination of an application may be appealed to the Energy Review Board. (Market Rule 2.17.1 (e))

- 16 Upon accepting the registration of a Person in a Rule Participant Class, the IMO must record that registration in its Registry of Rule Participants. (Market Rule 2.31.21)
- 17 Upon obtaining from a Rule Participant an Agreement for the IMO to Issue Recipient Created Tax Invoices that has been properly executed by the Rule Participant, the IMO will execute the agreement and provide a copy to the Rule Participant.

1.7 Procedure steps to be followed to change data on the Market Participant Registration screens

An applicant or Rule Participant, as the case may be, can create or edit registration details through the relevant display screens on the WEMS. Data submitted through the File Exchange can be revised by uploading a new file under the relevant category. The IMO will review any new or updated information prior to it being accepted.

1.8 Additional Users and User Privileges

After registration as a Rule Participant, a Rule Participant can request that the IMO create additional users for the WEMS, as required. This request is made by entering the details for each new user in the User tab in WEMS and pressing Submit. There is no fee for additional users.

The Rule Participant will need to provide the IMO with the user name, login name and details in relation to the requested access privileges for the user.

Different users can have different access profiles (for an overview, see the IMO webpage http://www.imowa.com.au/10_5_1_user_access.htm).

The user privileges available are:

- (a) Market Participant User with Add/Edit Privileges
 - restricted only to the data of relevant Market Participant;
 - can view/add/edit the information of relevant Market Participant;
 - cannot view details of other Market Participants;
 - can submit changes;

- can request to Apply/De-Register/Reactivate for a particular market or a facility. However, these changes are applied to the system only after it has been reviewed and accepted by the IMO;

(b) Market Participant User with Read Only Privileges

- restricted only to the data of relevant Market Participant;
- can view the information of relevant Market Participant but cannot submit any changes;
- cannot view details of other Market Participants.