

ELECTRICITY INDUSTRY ACT 2004

ELECTRICITY INDUSTRY (WHOLESALE ELECTRICITY  
MARKET) REGULATIONS 2004

WHOLESALE ELECTRICITY MARKET RULES

Market Procedure for:  
Facility Registration, Facility de-  
Registration and Facility Transfer  
Version 2

**Commencement:** This Market Procedure is to have effect from 8:00am  
(WST) on xx August 2008

## Version history

21 September 2006	Market Procedure for Facility Registration as at Market Start
10 June 2008	IMO amended changes to the procedure resulting from Procedure Change Proposal PC_2008_02
Xx August 2008	IMO amended the procedure as a result of the commencement of RC_2008_10

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# **1. Market Procedure for Facility Registration, Facility de-Registration and Facility Transfer**

This procedure covers the process by which a Rule Participant can apply to register its Facilities for the purpose of the Market Rules or subsequently apply to de-register or transfer a Facility. The procedure describes the application process for the Rule Participant and the process to be applied by the IMO in processing applications.

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 Rule Participant is required to complete to register, de-register or transfer its Facilities; and
- to describe the steps that the IMO must follow in assessing an application for Facility registration, de-registration or transfer.

## **1.3 Application**

This procedure applies to:

- a Rule Participant wishing to register a Facility;

- a Rule Participant wishing to de-register a Facility;
- a Rule Participant wishing to transfer a Facility;
- the IMO in the processing of an application; and
- where applicable, System Management in facilitating the processing of an application.

## **1.4 General about Registration**

The full registration process under Chapter 2 of the Market Rules involves 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.

Facility Registration can only be performed following Registration as a Rule Participant. The process for registration as a Rule Participant is outlined in the Participant Registration Procedure.

### **1.4.1 Facilities to be Registered**

- 1 Subject to clause 2.29.9 of the Market Rules, a Network Operator must register any transmission system or distribution system owned, operated or controlled by that Network Operator as a Network, where that transmission or distribution system forms part of the South West Interconnected System, or is electrically connected to that system. (Market Rule 2.29.3)
- 2 Subject to clause 2.29.9 of the Market Rules, a Market Generator that owns, operates or controls a generation system:
  - (a) must register that generation system as a Non-Scheduled Generator where the generation system has a rated capacity that equals or exceeds 0.005 MW and the generation system is an Intermittent Generator;
  - (b) must register that generation system as a Scheduled Generator where the generation system has a rated capacity that equals or exceeds 10 MW and the generation system is not an Intermittent Generator;
  - (c) subject to clause 2.29.6 of the Market Rules, may register that generation system as a Scheduled Generator where the generation system is not an Intermittent Generator and has a rated capacity that equals or exceeds 0.2 MW but which is less than 10 MW; and

- (d) must register that generation system as a Non-Scheduled Generator where the generation system has a rated capacity that equals or exceeds 0.005 MW and where the generation system is not otherwise required to be registered in accordance with (a) or (b) and where the option to register in accordance with (c), if applicable, is not exercised. (Market Rule 2.29.4)
- 3 Subject to clause 2.29.9 of the Market Rules, a Market Customer that owns, operates or controls a Load:
- (a) may register that Load as an Interruptible Load if that Load has equipment installed to cause it to be interrupted in response to under frequency situations;
  - (b) may register that Load as a Curtailable Load if that Load can be interrupted on request;
  - (c) may register that Load as a Dispatchable Load if that Load:
    - (i) is able to respond to instructions from System Management to increase or decrease consumption; and
    - (ii) has a rated capacity of not less than 0.2 MW. (Market Rule 2.29.5)
- 4 A Facility may only be registered to a single Participant. Thus the entity that is assigned Capacity Credits and Obligations for a Facility must be the same as the entity that registers the Facility for the Wholesale Electricity Market System ("WEMS").
- 5 A generation Facility that is proposed and is the subject of an application for Reserve Capacity Certification may apply as a Proposed Facility using the "Check to register a Facility Name" check box on the WEMS. An application of this kind does not fulfill the requirements of a complete Facility Registration for the purpose of participating in the energy market. It is only a nominal registration for Reserve Capacity Certification.
- 6 Only Facilities with complete records on the WEMS are registered under the Market Rules, and the full requirements for registration and payment of appropriate fees will be delayed until the record is completed.

#### **1.4.2 Exemption from Funding Spinning Reserve Costs for an Intermittent Generator**

- 1 In order to meet the requirements of Market Rule 2.30A.2, the following conditions must be met:
  - (a) For a Wind Farm: simultaneous shutdown during high wind – the Participant must provide a graph of Wind Farm output (in MW) vs. time during high wind shutdown;
  - (b) Generator shutdown during voltage dips - the Participant must provide letter from Network Operator that they meet the fault-ride through requirements in the technical code;
  - (c) Disconnection due to loss of radial network connection - the Participant must provide single line diagram of customer/ Western Power zone substation showing two or more transmission line connections.

#### **1.4.3 Facility Aggregation**

- 1 In accordance with this Facility Registration Procedure, the IMO must determine if the information included in an application to aggregate Facilities is complete.
- 2 The IMO must consult with System Management and with the relevant Network Operator when assessing an application for Facility aggregation. (Market Rule 2.30.4)
- 3 The IMO may reject an application.
- 4 The IMO may only accept an application to aggregate a Facility if:
  - (a) the aggregation will not adversely impact on System Management's ability to maintain power system Security and Reliability;
  - (b) adequate control and monitoring equipment exists for the aggregated Facility;
  - (c) none of the Facilities within the aggregated Facility are subject to an Ancillary Service Contract or Network Control Service Contract that requires that Facility not be part of an aggregated Facility; ~~and~~
  - (d) with the exception of Facilities aggregated under clause 2.30.3 of the Market Rules, the aggregated facilities are at the same location or have the same Loss Factor; and

- (e) System Management and the IMO will continue to be provided with the same Standing Data for each individual facility as before the facilities were aggregated.
- 5 The IMO must notify the Rule Participant whether the aggregation of the Facilities is allowed. (Market Rule 2.30.4)
  - 6 If the IMO approves the aggregation of Facilities then that aggregated Facility must be registered as a single Facility for the purpose of the Market Rules. (Market Rule 2.30.7)
  - 7 The Rule Participant applying for the aggregation must ensure the aggregated facility is kept in such a condition that it may be disaggregated upon request from the IMO in accordance with Market Rule 2.30.8.

#### **1.4.4 Disaggregation of Facilities**

- 1 Where the IMO considers, after consultation with System Management, that a change in one or more of the criteria in section 1.7, Step 4 means that an aggregated Facility should no longer be aggregated, it must inform the relevant Rule Participant of the date on which the aggregated Facility will be considered to have been disaggregated.
- 2 Where an aggregated Facility is disaggregated in accordance with step 25, or if the Rule Participant applies to the IMO to disaggregate the Facility:
  - (a) each disaggregated Facility is registered as a separate Facility for the purpose of these Market Rules from the date specified by the IMO or the Rule Participant, as applicable; and
  - (b) the IMO may require the Rule Participant to provide Standing Data relevant to each disaggregated Facility.

### **1.5 Registration of a Facility Name for Reserve Capacity Certification**

Participants registering a Facility Name solely for the purpose of Reserve Capacity Certification must follow this Procedure where indicated. In summary, this involves the following steps:

- Register as a Rule Participant in WEMS by following the full Participant Registration Procedure.

- Upon receiving a digital certificate and completing the steps in the Participant Registration Procedure, apply to register a Facility Name, using the application form on the IMO website (no Facility registration fee is applicable when registering for Reserve Capacity Certification purposes only. The Facility registration fee must instead be provided before the Facility begins participating in the Market)
- When the Facility Name is approved by the IMO, register a new Facility in WEMS, only providing the standing data requested by the IMO and selecting the “Check to register a Facility Name” box in the Facility registration details window.



## **2. Facility Registration**

### **2.1 Steps to be Taken by the Participant**

#### **2.1.1 Apply to Register a Facility Name**

- 1 A Rule Participant wishing to register one or more Facilities must complete an Application to Register a Facility Name form and submit the form to the IMO. This form is an application to have the proposed Facility Name approved before proceeding with the registration of a Facility in WEMS. The form can be located on the IMO's website ([http://www.imowa.com.au/10\\_5\\_1\\_market\\_forms.htm](http://www.imowa.com.au/10_5_1_market_forms.htm)).

The applicant must provide the recommended name of each Facility it intends to register and details as to the type of Facility. The name must comply with the standard naming convention, available at:

[http://www.imowa.com.au/10\\_5\\_1\\_registration\\_documents.htm](http://www.imowa.com.au/10_5_1_registration_documents.htm).

Available facility categories are listed in Appendix A to this Procedure. The final Facility Name is to be decided by the IMO after consultation with System Management, and will act as the Facility identifier for the purpose of the WEMS. Approval is required as each Facility Name must be unique and comply with the naming convention. Each Facility must either be applying for full Facility Registration or registering a Facility Name for Reserve Capacity Certification (see section 1.5 of this procedure).

- 2 The signed Application to Register a Facility Name form is to be provided to the IMO by mail to the IMO's address, as listed in the Notice and Communication Procedure.

As indicated in section 1.5, an application for Reserve Capacity Certification is an application to register a Facility Name. It is not a full application for Facility registration. No Facility Registration Fee applies.

#### **2.1.2 Register the Facility**

- 1 After receipt of confirmation from the IMO that the Application to Register for a Facility Name has been processed, and the proposed facility name (or amended) has been approved by the IMO, a Rule Participant may register the Facilities.
- 2 The applicable Registration Fee for each Facility to be registered must be provided to the IMO upon receiving an invoice from the IMO, or if preferred by the Rule

Participant and communicated to the IMO when submitting the Application, by the Rule Participant issuing a RCTI for the fee and providing a copy of the RCTI to the IMO.

- 3 The registration fee can be paid by cheque, payable to “Independent Market Operator,” and provided to the IMO by mail or courier to the IMO’s address. The fee can also be directly deposited to the IMO’s WEM account, for which details are available on the IMO website.
- 4 A Facility is registered through the WEMS.
- 5 The Rule Participant will already have access to the WEMS and be familiar with the Market Participant Registration sub-system from the Rule Participant registration process.
- 6 Upon successfully logging into the WEMS, the Market Participant Interface Home Page will be displayed.
- 7 As part of applying to register a Facility, the Rule Participant will be required to upload Facility type specific Standing Data related files. To do this, the applicant will need to access the File Exchange from the Main Menu and select MPR Upload. For more information regarding the File Exchange Process please see the Market Participant Interface User Guide, available on the IMO website ([www.imowa.com.au](http://www.imowa.com.au)).
- 8 To apply to register a Facility, the Rule Participant must select the Facilities Category Display tab in the Registration menu. This display can also be used to change relationship or schedule details once Facilities are registered.
- 9 For a description of the Facilities Category Display screens, Rule Participants should refer to section 3.9 of the Market Participant Registration Software User Guide (“User Guide”) available from the IMO website ([www.imowa.com.au](http://www.imowa.com.au)). The User Guide describes the processes for both Operators and Market Participant Users. The applicant should read the processes outlined for Market Participant Users.
- 10 When registering a Facility, the Facility must be registered as one of the following Facility Classes:
  - (a) A Distribution System (“Network”);
  - (b) A Transmission System (“Network”);
  - (c) A Generation System (“Generation Facility”); or
  - (d) A Connection Point at which electricity is delivered from a Distribution System or transmission system to a Rule Participant (“Load”). (Market Rules 2.29.1 and 2.29.3)

- 11 On selecting the New Facility option from the Facilities Display, a Facilities Details form will be displayed. The applicant must fill out the required information for the relevant Facility in the Facility Details online display.
- 12 The fields to be completed in the Facilities Details Display are described in section 3.9.1 of the User Manual, including illustrations of the Facilities Details Display screens on the WEMS. The fields required will differ depending on the type of Facility. For Intermittent Loads, the instructions on the Information Screen, which is reproduced in Appendix B, should be followed.

The Standing Data that will be maintained by the IMO and System Management, in accordance with the Market Rules, is outlined at Appendix 1 to the Market Rules. The IMO publishes on its website ([http://www.imowa.com.au/10\\_5\\_1\\_registration\\_documents.htm](http://www.imowa.com.au/10_5_1_registration_documents.htm)) details and format of Standing Data to be provided by Rule Participants.

As indicated in section 1.5, when completing an application for Reserve Capacity Certification, only the standing data requested by IMO needs to be provided. Participants are not required to provide the full set of Standing Data specified in the Standing Data formats document.

- 13 A Facility can only be registered in one Facility Class at one time. (Market Rule 2.29.2)
- 14 If a Rule Participant wishes to register multiple parts of a Facility in different Facility Classes, it must detail separate Facilities on the Application to Register a Facility Name. A separate Registration Fee is required for each class. For example, a Rule Participant may own and operate a generator and transmission system at the one site. In this case, the Participant must register the generator as a Generation Facility and the transmission system as a Transmission Facility.
- 15 A Rule Participant may apply to the IMO to allow registration of two or more Facilities as an aggregated Facility. (Market Rule 2.30.1)
- 16 The IMO may only accept one application for aggregation of facilities for each Facility in each Capacity Year. (Market Rule 2.30.1A)

If the IMO accepts a Facility registration, the Facility becomes a Registered Facility of the Rule Participant at the time and date specified by the IMO. This acceptance will be in the form of written correspondence with the Participant. (Market Rule 2.31.18).

### 2.1.3 Submit Application Details and Supporting Information

- 1 On completing the respective application fields, the Rule Participant will submit the information by clicking on the submit button on the 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.
- 2 The Rule Participant will submit required supporting information through the File Exchange on the WEMS.
- 3 After clicking the submit button, the Rule Participant 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.
- 4 Where notified of errors or omissions, the applicant must rectify these and resubmit the information.
- 5 If requested by the IMO, the applicant must provide additional information with respect to any information which, in the IMO's view, was inadequately specified.

### 2.1.4 Import of Facility Meters

Following Facility registration, a Rule Participant will be required to upload a file containing the list of meters associated with the Facility. The file will be uploaded through the File Exchange interface, which is accessible from the Main Menu of the WEMS. For more information regarding the File Exchange Process refer to the Market Participant Interface User Guide, available on the IMO website ([www.imowa.com.au](http://www.imowa.com.au)).

#### File Format

The contents of the file are required to be comma separated with the following format:

Facility Name, Meter ID (NMI), Start date, End Date, . Facility Name, Meter ID (NMI),  
Start date, End Date,

The sequence "Facility Name, Meter ID (NMI), Start date, End Date," can be repeated an unlimited number of times (provided it is limited to 4000 characters). Spaces, Line feed or Carriage return characters may be added in the file as convenient, and will be ignored while parsing the file.

The fields of the file are described as follows:

Field name	Format	Comment
Facility name	String (32)	Facility name as registered in the WEMS
Meter Id (NMI)	String (11)	NMI as registered with the Meter Data Agent.
Start date	Date (DD/MM/YYYY)	The date the meter starts metering the Facility output
End date	Date (DD/MM/YYYY)	Optional. If given, the date the meter ends metering the Facility output.

## 2.2 Steps to be taken by the IMO

- 1 On receipt of an Application to Register a Facility Name, the IMO must review the application details.
- 2 Where the IMO determines that the details provided on the Application to Register a Facility Name form are complete, the IMO, in conjunction with System Management, will assign the relevant Facility Name for the purpose of the WEMS, and notify the Rule Participant.
- 3 As soon as is practical after receipt of an online Facility Registration application, the IMO must check the information provided on the application form and determine if the information is consistent with the requirements of the Market Rules and this procedure, and that information that has been supplied is of sufficient depth to allow registration of the Facility to proceed.
- 4 Where the IMO determines that the information is not consistent with the requirements of the Market Rules and this procedure, or that the information supplied is not sufficient to allow registration to proceed, the IMO will request additional information (see section 2.3 in this document). The date in which the additional information is submitted becomes the date the application was received by the IMO. (Market Rule 2.31.4)
- 5 If the application refers to the registration of a Facility, the IMO must ensure that the Facility is not currently registered.
- 6 If the application is in relation to Reserve Capacity Certification, the IMO will assess if the data provided by the applicant is adequate. Should the data be inaccurate or in other ways unclear, the IMO will contact the applicant for clarification.
- 7 The IMO must consult with System Management. (Market Rule 2.31.5(a))
- 8 To the extent that any data provided is used by System Management in accordance with its obligations under the Market Rules, and not used by the IMO, System Management must as soon as practical, but no later than five Business Days after receipt of the data (where the latest change to unaccepted information is to be the data of receipt):

- (a) check the information provided to determine if the information is consistent with the requirements of the Market Rules and this procedure;
  - (b) indicate to the IMO whether the data is acceptable. Should the data not be acceptable the IMO may request clarifying information from the applicant and provide this to System Management for reassessment.
- 9 The IMO may consult with relevant Network Operators with respect to the registration or transfer of a Facility. (Market Rule 2.31.5(b))
- 10 The IMO must notify an applicant within 15 Business Days from the date of notification of receipt of:
  - (a) the dates on which any tests, required by the Market Rules must be conducted prior to a Facility registration, may be held;
  - (b) the date by when results of tests referred to in Step 10(a) must be made available to the IMO; and
  - (c) the date by when the IMO plans to accept or reject the application, being no later than ten Business Days after the date in step 10(b).
- 11 When a test is required under the Market Rules prior to the registration of a Facility, the IMO may determine that the test is not necessary and, in doing so, must take into consideration any previous tests performed in connection with an Arrangement for Access.
- 12 the IMO will assess whether the requested type of the Facility is appropriate.

### **2.2.1 Grounds for rejecting an application**

- 1 The IMO may reject an application if:
  - (a) subject to clause 2.30C.1 of the Market Rules, the application form (which includes information that must be entered through the WEMS), when read together with any information received after a request under clause 2.31.4 of the Market Rules, is incomplete or provides insufficient detail;
  - (b) subject to clause 2.30C.1 of the Market Rules, required supporting evidence is insufficient or not provided;
  - (c) the required Registration Fee is not paid;
  - (d) the IMO is not satisfied that the applicant can comply with the requirements for Facility registration;

- (e) the applicant fails to conduct tests in accordance with clause 2.31.6 of the Market Rules, fails those tests, or fails to provide adequate information about the tests;
  - (f) the relevant Metering Data Agent informs the IMO that the Facility is not registered in its Meter Registry or the IMO determines that the Meter Registry information is not consistent with the information in the application to register the Facility; or
- (c) in the case of an application to de-register a Facility if the Rule Participant holds Capacity Credits for the Facility. (Market Rule 2.31.13)
- 2 If the IMO rejects an application, the IMO must notify the Participant, in writing, and include the reason the application was rejected. (Market Rule 2.31.12)

## **2.2.2 Accepting a Facility Registration**

- 1 The IMO must only indicate that it can facilitate registration in a Facility Class from the time that the IMO has established that System Management can facilitate such registration (see Section 1.9 below). (Market Rule 2.31.22(a))
- 2 System Management must facilitate participation in a Facility Class by an approved applicant as soon as practicable. (Market Rule 2.31.22(b))
- 3 Where the IMO has accepted the application it must notify the Rule Participant. The notification must include:
  - (a) in the case of an application to register a Facility, the date and time that registration is to take effect where the date is to be the later of the earliest date by which the IMO can facilitate the registration and the date specified in accordance with clause 2.33.3(c)(xii) of the Market Rules;
  - (b) in the case of an application to de-register a Facility, the date and time that de-registration is to take effect where the date is to be the later of the earliest date by which the IMO can facilitate the de-registration and the date specified in accordance with clause 2.33.4(d) of the Market Rules; and
  - (c) in the case of an application to transfer a Facility, the date and time that transfer is to take effect where the date is to be the later of the earliest date by which the IMO can facilitate the transfer and the date specified in accordance with clause 2.33.5(e)(iii) of the Market Rules. (Market Rule 2.31.11)

## **2.3 Steps to be taken if additional or clarifying information is required**

- 1 If the IMO determines that the application is not consistent with the Market Rules or this Market Procedure, or that the information is not of sufficient depth to allow the registration to proceed, the IMO will notify the Rule Participant and request additional or clarifying information as soon as is practical. The request for information must specify what additional or clarifying information is required, and the date by which the information is required. (Market Rule 2.31.4)
- 2 Upon receipt of a request from the IMO for additional or clarifying information in support of the registration of a Facility, a Rule Participant must, using all reasonable endeavors, provide the required information to the IMO by the date specified in the request.
- 3 The date that the IMO receives all application information in full becomes the date of receipt of the application.
- 4 If the Rule Participant is unable to provide part or all of the information to the IMO by the date specified in the request, the Rule Participant should notify the IMO of the reason it is unable or delayed in providing the information requested and indicate if and when the information will be provided.
- 5 If the IMO receives the additional or clarifying information by the date requested, the IMO should assess the sufficiency of the information in accordance with Section 1.7, Step 3 above.
- 6 In the event that the Rule Participant fails to provide all the information required by the IMO, and notifies the IMO in accordance with Step 4, the IMO may:
  - (a) extend the due date for the application, providing notification of this outcome as soon as is practical;
  - (b) proceed with processing the application without the information taking whatever steps necessary to ensure that market security and/or reliability will not be compromised as a result of proceeding with the registration process; or
  - (c) reject the application in accordance with Market Rule 2.31.13(a).
- 7 If the IMO does not receive the additional or clarifying information requested from the Rule Participant by the date requested, the IMO may, but is not required to, reject the application for registration of the Facility.



- 8 If an application to register a Facility is rejected under step 7, the Rule Participant may re-apply to register the Facility at a later stage without prejudice. The Rule Participant will be required to re-submit the full application in accordance with this Market Procedure and pay the appropriate processing application fee.
- 9 Where a Facility that has been entered onto the WEMS for the purpose of Reserve Capacity Certification and is now to be registered, this Market Procedure must be followed from the beginning.

## **2.4 Steps to be taken by System Management**

- 1 Within one business day of receiving a request from the IMO to facilitate an application to register a Facility, System Management must notify the IMO of receipt of the request.
- 2 For all applications, System Management must, in consultation with the responsible parties and the relevant Network Operator, assess the information provided in the Standing Data for completeness and consistency.
- 3 For all applications, System Management must assess the information provided to determine if the information is consistent with any access arrangements that have been developed, or are in place in relation to the application. This may also extend this assessment to determine the impact, if any, on any other existing Access Arrangements.
- 4 For all applications, System Management must make an assessment as to whether the Facility registration, deregistration or transfer will adversely affect the operation of the SWIS.
- 5 Where an application is to allow registration of two or more Facilities as an aggregated Facility, System Management must make an assessment as to whether aggregation will adversely impact on System Management's ability to maintain power system Security and Reliability.
- 6 If System Management is unable to establish grounds for rejecting the application, System Management must facilitate (accept) the application.
- 7 If, subject to Step 6, System Management can facilitate the application, it must determine a date at which facilitation ("Date of Facilitation") of the registration of the Facility can take place. The Date of Facilitation must be the later of:
  - (a) the date supplied in the application; and

- (b) the earliest date at which System Management can provide for facilitation of the registration, subject to any network or connection constraints.
- 8 No later than five Business Days after receiving the request to facilitate an application to register a Facility (where the latest change to unaccepted information is to be the data of receipt), System Management must provide a submission to the IMO detailing:
- (a) if it can facilitate the application to register a Facility;
  - (b) a Date of Facilitation (if applicable);
  - (c) the reasons the Date of Facilitation is later than the date provided in the application (if applicable);
  - (d) the reasons for not facilitating (rejecting) the application;
  - (e) any extra or clarifying information required by System Management to process the application if the application was incomplete or inconsistent with the requirements of this procedure or the Market Rules;
  - (f) any tests that need to be required.

## **3. Facility De-registration**

### **3.1 Steps to be Taken by the Participant**

- 1 A Rule Participant applies to the IMO to de-register a Facility by filling in the Facility de-registration form, available on the IMO website, ([http://www.imowa.com.au/10\\_5\\_1\\_market\\_forms.htm](http://www.imowa.com.au/10_5_1_market_forms.htm)) and submitting this to the IMO. Simultaneously the Participant applies to de-register the Facility through the WEMS, setting the effective date agreed upon with the IMO.
- 2 To de-register a Facility in the WEMS, the Rule Participant selects the Facilities Category Display tab in the Registration menu.
- 3 The relevant, non refundable, de-registration fee must be provided to the IMO upon receipt of an invoice from the IMO (no fee is applicable if de-registering for Facility transfer purposes).
- 4 If the IMO accepts the request for de-registration, the Facility ceases to be a Facility registered to the Rule Participant from the date and time specified by the IMO. This acceptance will be in the form of written correspondence with the Participant. (Market Rule 2.31.19)

### **3.2 Steps to be taken by the IMO**

- 1 On receipt of an Application to de-register a Facility form, the IMO must review the application details.
- 2 Where the IMO determines that the information is not consistent with the requirements of the Market Rules and this procedure, or that the information supplied is not sufficient to allow registration to proceed, the IMO will request additional information (this invokes the procedure described in section 2.3 of this document). The date in which the additional information is submitted becomes the date the application was received by the IMO. (Market Rule 2.31.4)
- 3 The IMO must consult with System Management with respect to de-registration of a Facility. (Market Rule 2.31.5(a))
- 4 To the extent that any data provided is used by System Management in accordance with its obligations under the Market Rules, and not used by the IMO, System Management must as soon as practical, but no later than five Business Days after

receipt of the data (where the latest change to unaccepted information is to be the data of receipt):

- (a) check the information provided to determine if the information is consistent with the requirements of the Market Rules and this procedure;
  - (b) indicate to the IMO whether the data is acceptable.
- 5 The IMO may consult with relevant Network Operators
- 6 The IMO must determine whether to accept or reject the application and notify the applicant within 20 Business Days after notification of receipt of the application.

### **3.3 Steps to be taken by System Management**

- 1 Within one business day of receiving a request from the IMO to facilitate an application to de-register a Facility, System Management must notify the IMO of receipt of the request.
- 2 System Management must make an assessment as to whether the Facility de-registration will adversely affect the operation of the SWIS.
- 3 If System Management is unable to establish grounds for rejecting the application, System Management must facilitate (accept) the application.
- 4 If System Management can facilitate the application, it must determine a date at which facilitation ("Date of Facilitation") of the de-registration of the Facility can take place. The Date of Facilitation must be the later of:
  - (a) the date supplied in the application; and
  - (b) the earliest date at which System Management can provide for facilitation of the de-registration, subject to any network or connection constraints.
- 5 No later than five Business Days after receiving the request to facilitate an application to de-register a Facility (where the latest change to unaccepted information is to be the data of receipt), System Management must provide a submission to the IMO detailing:
  - (a) if it can facilitate the application to de-register the Facility;
  - (b) a Date of Facilitation (if applicable);
  - (c) the reasons the Date of Facilitation is later than the date provided in the application (if applicable);

- (d) the reasons for not facilitating (rejecting) the application;
- (e) any extra or clarifying information required by System Management to process the application if the application was incomplete or inconsistent with the requirements of this procedure or the Market Rules;

## **4. Facility Transfer**

### **4.1 Steps to be taken by the Participants**

#### **4.1.1 Apply to Transfer a Facility**

- 1 Facility transfer is applied for by providing the IMO with the completed Facility Transfer forms, available on the IMO website, (there is one form for the Current Owner and one for the New Owner)
- 2 A Rule Participant, defined as the New Owner, seeking to transfer a Facility from another Rule Participant will complete the Facility transfer application form “Facility Transfer Form (New Owner)” available on the IMO website at:  
[http://www.imowa.com.au/10\\_5\\_1\\_market\\_forms.htm](http://www.imowa.com.au/10_5_1_market_forms.htm)
- 3 The relevant, non refundable, transfer fee must be provided to the IMO upon receipt of an invoice from the IMO. Information on Fees can be found on the IMO website at:  
[http://www.imowa.com.au/10\\_5\\_1\\_registration\\_documents.htm](http://www.imowa.com.au/10_5_1_registration_documents.htm)
- 4 The Participant the Facility is currently registered to, defined as the Current Owner, must consent to the transfer by filling in and signing the “Facility Transfer Form (Current Owner)” (also available on the IMO website) and submit it to the IMO. (Note that submitting this form, and later applying to de-register the Facility in the WEMS, is not an application to de-register the Facility from the Wholesale Electricity Market (WEM). Under the Market Rules the Facility is still registered in the Wholesale Electricity Market and any Reserve Capacity and other obligations remain with the Facility when it is transferred to the new owner).
- 5 Upon submitting the form to the IMO, the Current Owner must contact the IMO to agree on the appropriate effective date for the de-registration application in the WEMS.

#### **4.1.2 De-Register and Transfer the Facility in WEMS**

The actual transfer of the Facility in the WEMS can be done in two different ways. Either the Current and New Owners follow steps 1-5 below, or they consent (in writing) to permit the IMO to de-register the Facility for the Current Owner in WEMS and transfer it to the New Owner on the effective date agreed upon with the IMO.

- 1 Once an effective date is agreed by the IMO, the Current Owner applies to de-register the Facility in the WEMS. The Current Owner must implement the following steps at least 5 days prior to the agreed effective date:

- In WEMS Registration, go to Facilities and click on the Facility you wish to transfer
  - Press Schedule Details
  - Press “Add Schedule detail”
  - In the Schedule Detail window, select De-Register and enter a parameter effective date in the future (as agreed upon with the IMO)
  - Press Submit
  - Log out of WEMS
- 2 The IMO accepts the de-registration in WEMS and contacts the New Owner to inform it that it can apply to transfer the Facility.
  - 3 The New Owner then follows these steps in WEMS, at least 2 days prior to the effective date agreed to with the IMO:
    - Log in to WEMS
    - In WEMS Registration, go to Facilities and click on the Facility Transfer link
    - Enter the Facility Name and the Current Owner ’s short name
    - Press Transfer
    - Log out of WEMS
  - 4 The IMO accepts the change in WEMS, with the same effective date as used for the de-registration date.
  - 5 Once the effective date entered by the Current Owner (or entered by the IMO if the IMO performs the transfer) arrives, the Facility ceases to be registered to the Current Owner and becomes a registered Facility for the New Owner. All obligations associated with the Facility now are assigned to the New Owner.

## **4.2 Steps to be taken by the IMO**

- 1 On receipt of the Application to Transfer a Facility (both from the New and Current Owners), the IMO must acknowledge the receipt of the application. The IMO will then review the application details.
- 2 As soon as is practical after receipt of an online Facility Registration application, the IMO must check the information provided on the application form and determine if the information is consistent with the requirements of the Market Rules and this procedure, and that information that has been supplied is of sufficient depth to allow registration of the Facility to proceed.
- 3 Where the IMO determines that the information is not consistent with the requirements of the Market Rules and this procedure, or that the information supplied is not sufficient to allow registration to proceed, the IMO will request additional

information (this invokes the procedure described in section 2.3 of this document). The date in which the additional information is submitted becomes the date the application was received by the IMO.

- 4 The IMO must assess and confirm the status of any current Facility Registration.
- 5 The IMO must consult with System Management.
- 6 The IMO may consult with relevant Network Operators with respect to the transfer of a Facility. (Market Rule 2.31.5(b)).
- 7 For other applications, the IMO must determine whether to accept or reject the application and notify an applicant within 20 Business Days after notification of receipt of the application. (Market Rule 2.31.10(c)). The IMO will also confirm the appropriate transfer date for the Facility.
- 8 Should both the Current and New Owners have consented to allowing the IMO to perform the Facility transfer in WEMS, the IMO will proceed to de-register the Facility from the Current Owner and transfer it to the new owner, using the effective date agreed upon with the Participants.

### **4.3 Steps to be taken by System Management**

- 1 Within one business day of receiving a request from the IMO to facilitate an application to transfer a Facility, System Management must notify the IMO of receipt of the request.
- 2 System Management must make an assessment as to whether the Facility transfer will adversely affect the operation of the SWIS.
- 3 If System Management is unable to establish grounds for rejecting the application, System Management must facilitate (accept) the application.
- 4 If System Management can facilitate the application, it must determine a date at which facilitation ("Date of Facilitation") of transfer of the Facility can take place. The Date of Facilitation must be the later of:
  - (a) the date supplied in the application; and
  - (b) the earliest date at which System Management can provide for facilitation of the transfer, subject to any network or connection constraints.
- 5 No later than five Business Days after receiving the request to facilitate an application to de-register a Facility (where the latest change to unaccepted



information is to be the data of receipt), System Management must provide a submission to the IMO detailing:

- (a) if it can facilitate the application to de-register the Facility;
- (b) a Date of Facilitation (if applicable);
- (c) the reasons the Date of Facilitation is later than the date provided in the application (if applicable);
- (d) the reasons for not facilitating (rejecting) the application;
- (e) any extra or clarifying information required by System Management to process the application if the application was incomplete or inconsistent with the requirements of this procedure or the Market Rules;

## Appendix A Facility Categories

Generation Facilities can be registered as:

- Scheduled Generator
- Non-Scheduled Generator
- Intermittent Generator (this is also a Non-Scheduled Generator)

Loads can be registered as:

- Dispatchable Load
- Non-Dispatchable Load
- Curtailable Load
- Interruptible Load
- Intermittent Non-Dispatchable Load
- Intermittent Curtailable Load
- Intermittent Interruptible Load

Network Facilities can be registered as:

- Distribution Network
- Transmission Network

## Appendix B Facilities - Information Screen for Intermittent Loads

The Intermittent Load must be registered, approved, and have a valid short name before other facilities can be associated with it.

### **In case of registering the intermittent load itself:**

This can be registered as an Intermittent Load with a Facility Type:

- Intermittent Curtailable Load
- Intermittent Interruptible Load
- Intermittent Non-Dispatchable Load

Facility Subtype: "REG".

The value of the maximum intermittent load (MIL) is required in registration to assess that a generator exists capable of covering that load.

In addition, the key properties of the generator required to cover that intermittent load must be included. These are:

- The temperature method/BOM Location
- The capacity reduction of that generator at temperatures above 41 C (used in the Intermittent Load Refund calculation)
- The maximum size of any non-metered non-dispatchable load associated with the Intermittent Load (NL). A value of zero indicates no load exists. This load will be associated with the Market Customer to which the intermittent load is registered.

### **In case of registering generation facilities associated with an intermittent load:**

The association to the intermittent load is derived based on the short name specified under the "Associated Intermittent Load" field.

If you register an Intermittent Load located at the same site as the generator serving the load you do not need to register that generator. If you register an Intermittent Load located at a different site to the generator serving the load you must register that generator.

- Generator serving the intermittent load.  
The Facility Subtype must be set to "SIL". It represents only the generator, or component of the physical generator capacity, actually serving the intermittent load. This generator will not have any Facility limits computed and will not participate in the energy market. The "Anticipated Reduction at Higher Temperature (45c)" will be provided along with the associated intermittent load data.
- Scheduled generator beyond that required to serve the intermittent load measured by the meter that meters the IL.  
The Facility Subtype must be set to "EG". It represents only the component of the physical generator capacity that is in excess to the generator capacity serving the intermittent load. A Participant will only enter capacity (MSG) beyond that required covering the intermittent load. This generator will have Facility limits computed based on the MSG value and can participate in the energy market. The MSG value must be entered separately for each fuel type applicable to the "EG" generator.

- The metered generator not supplying the intermittent load.  
The Facility Subtype is set to "MBI". It represents any separately metered generator whose output is measured by the intermittent load meter.

A special case concerns a remote generator supplying an intermittent load. This generator must meet the requirements of Market Rules 2.30B11. This generator will have a meter and must be registered. Its meter will be loss adjusted to the site of the intermittent load so we effectively create the intermittent load meter value from the combination of a load and generator meter value. Note that this generator cannot hold capacity credits on capacity used to serve the intermittent load. The data field "REMOTE\_FLAG" is used to specify if the generator is located at a remote location to the intermittent load. The Value defaults to "N" - No. In case of a remote generator supplying an intermittent load, the "REMOTE\_FLAG" must be set to "Y".

**In case of registering load facilities associated with an intermittent load:**

The association to the intermittent load is derived based on the Load specified under the "Associated Intermittent Load" field.

No separate Facility registration is required where a non-metered non-dispatchable load is measured by the intermittent load meter.

- The metered non-dispatchable load behind the intermittent load.  
This is registered as a Non Dispatchable Load and the Facility Subtype must be set to "MBI". It represents any separately metered load also included in the intermittent load meter. The Metering Point (NMI) associated with the non-dispatchable load is to be uploaded through the Meter mapping file. The Maximum Consumption for this load is required to be provided.

Note:

- Non-metered non-dispatchable loads associated with an intermittent load must belong to the same Participant as the intermittent load;
- Metered non-dispatchable loads associated with an intermittent load must be separately registered and may belong to a different Participant to the intermittent load;
- There may be any number of separately metered non-dispatchable loads associated with an intermittent load.