

GAS SERVICES INFORMATION PROCEDURE: OPERATION OF THE GAS BULLETIN BOARD (WA) AND THE EMERGENCY MANAGEMENT FACILITY

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Version	Effective Date	Summary of Changes
1.0	GSI Rules Commencement	GSI Procedure: Operation of the GBB (WA) and the EMF
2.0	1 January 2015	Amendments to GSI Procedure resulting from GPC_2014_01
3.0	30 November 2015	Changes resulting from the transfer of functions from the IMO to AEMO

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CHAPTER 1. PROCEDURE OVERVIEW

1.1. Relationship with the Gas Services Information Rules

- 1.1.1. This Gas Services Information (GSI) Procedure for Operation of the Gas Bulletin Board (WA) and the Emergency Management Facility (Procedure) should be read in conjunction with Parts 3, 4 and 5 of the Gas Services Information Rules (GSI Rules).
- 1.1.2. Reference to particular GSI Rules or subrules within the Procedure in bold and square brackets **[rule XX]** or **[subrule XX(X)]** are current as of 1 January 2015. These references are included for convenience only and are not part of this Procedure.

1.2. Purpose of this Procedure

- 1.2.1. This Procedure outlines the process of:
- (a) submitting Standing Data and Contact Information;
 - (b) submitting periodic Gas Bulletin Board (WA) (GBB (WA)) data;
 - (c) submitting data for the Emergency Management Facility (EMF);
 - (d) publishing information on the GBB (WA) and the EMF;
 - (e) activation and deactivation of the EMF; and
 - (f) archiving of information published on the GBB (WA) and EMF.

1.3. Associated Documents

- 1.3.1. Documents such as the following guides are associated with this Procedure¹:
- (a) GBB (WA) User Guide;
 - (b) GBB (WA) Participant Submission Interface Document; and
 - (c) EMF User Guide.

1.4. Application of this Procedure

- 1.4.1. This Procedure applies to AEMO and Registered Participants. In respect of the EMF, this Procedure also applies to the Coordinator of Energy (WA) and Gas Market Participants.

1.5. Terminology and Definitions

- 1.5.1. A word or phrase defined in the GSI Act, the GSI Regulations and the GSI Rules has the same meaning when used in this Procedure. In addition the following defined terms have the meaning given.

Term	Definition
Authorised Person	A person representing a Registered Participant who is authorised by that Participant to supply information to AEMO. The Authorised Person may be a primary or alternate contact person or an administrative user registered with AEMO or a person nominated by the company (including a data agent).

¹ These documents are available on the GSI Website: <http://wa.aemo.com.au>.

Term	Definition
Timeframe	The window periods for submission, update and publication of different types of data as defined in this Procedure (under step 2.4.12 for data submission and updates; and under step 4.3.5 for data publication)

CHAPTER 2. DATA PROVISION TO THE GAS BULLETIN BOARD (WA)

2.1. Summary

2.1.1. The following table summarises how Gas Market Participants must submit and update data and information for publication on the GBB (WA):

Data or Information	Method of update	Procedure steps
Contact Information		
Contact Persons	Submit to AEMO's GBB (WA)	2.3
All other information	To AEMO by email or post	2.3
Standing Data		
Nameplate Capacity Data	Submit to AEMO's GBB (WA)	2.2
Facility Data	To AEMO by email or post	2.2
Information provided under subrule 61(1)	To AEMO by email or post	2.2
EMF Information	Submit to AEMO's GBB (WA)	6.3
Periodic GBB (WA) Data		
Medium Term Capacity Outlook (excluding transitional arrangement)	Submit to AEMO's GBB (WA)	2.4.12
Medium Term Capacity Outlook (transitional arrangement)	To AEMO by email or post	2.4.3
Capacity Outlook	Submit to AEMO's GBB (WA)	2.4.12
Linepack Capacity Adequacy (LCA) Flag	Submit to AEMO's GBB (WA)	2.4.12
Nominated and Forecast Flow Data	Submit to AEMO's GBB (WA)	2.4.12
Daily Actual Flow Data	Submit to AEMO's GBB (WA)	2.4.12
Daily Actual Consumption Data	Submit to AEMO's GBB (WA)	2.4.12
Gas Specification Data	Submit to AEMO's GBB (WA)	2.4.12
PIA Summary Information	To AEMO by email or post	2.4.4
Aggregated Shipper Delivery Quantities	Submit to AEMO's GBB (WA)	2.4.12
Data provision when EMF is active		
Data as requested when EMF activated	To AEMO by email	6.4

2.1.2. The email address and the postal address to which relevant data must be sent are the addresses published on the GSI Website.

2.2. Standing Data

2.2.1. A Registered Facility Operator must provide Standing Data as a part of the Registration Application when registering a Facility. Standing Data includes:

- (a) Facility Data;

- (b) Nameplate Capacity Data;
 - (c) the Delivery Points in relation to which Gas Specification Data is provided by PIA Pipelines; and
 - (d) EMF Information (refer to Section 6 below).
- 2.2.2. A Registered Facility Operator must maintain its Standing Data and ensure it is current at all times.
- 2.2.3. As soon as a Registered Facility Operator becomes aware of any change to the Facility Data or Delivery Points in relation to which Gas Specification Data is provided in respect of any of its GBB (WA) Facilities, it must submit the change to AEMO by email or post. The Registered Facility Operator must include in its notification the Gas Day when the change becomes effective.
- 2.2.4. Where AEMO receives a notification from an Authorised Person of changes to Facility Data or a Delivery Point in relation to which Gas Specification Information is provided, AEMO must update the requisite information on the GBB (WA) as soon as practicable and ensure that the change is activated on the Gas Day it takes effect.
- 2.2.5. Where AEMO decides to make changes to Delivery Points or Receipt Points for which a Registered Facility Operator must provide data, AEMO must notify that operator via email or post, of the changed Delivery Point or Receipt Point information before the Gas Day on which those changes take effect.
- 2.2.6. A Registered Facility Operator must update the Nameplate Capacity Data for each GBB (WA) Facility that it operates between 1 January and 31 March annually.
- 2.2.7. Where a Registered Facility Operator becomes aware at any time of a change to the Nameplate Capacity Data in respect of any GBB (WA) Facility that it operates, it must update the applicable Nameplate Capacity Data where the change is:
- (a) more than 10% of the current Nameplate Capacity Data; and
 - (b) likely to impact on the Facility or Gate Station (as applicable) for more than one year.
- 2.2.8. A Registered Facility Operator must update the Nameplate Capacity Data for each GBB (WA) Facility that it operates by submitting changes directly to AEMO's GBB (WA).
- 2.2.9. AEMO must, as soon as practicable, on receipt of an update to the Nameplate Capacity Data of a Facility, publish the updated Nameplate Capacity Data on the GBB (WA).

2.3. Participant Information

- 2.3.1. A Registered Participant must maintain its Contact Information **[subrule 53(1)]** and other information provided for the purposes of registration and ensure it is current at all times.
- 2.3.2. A Registered Participant must update the Contact Information for its primary contact person **[subrule 53(3)(e)]** or any alternate contact persons **[subrule 53(3)(f)]**, by submitting the changes to the GBB (WA).

- 2.3.3. Where a Registered Participant is required to update any other Contact Information or other information provided for the purposes of registration (e.g. company Contact Information, billing contact information or administrative user information), it must submit those changes to AEMO by email or post.
- 2.3.4. AEMO must, as soon as practicable, on receipt of an update to company Contact Information from an Authorised Person, publish the updated Contact Information on the GBB (WA).

2.4. Periodic GBB (WA) data provision

- 2.4.1. A Registered Facility Operator must submit data in respect of its Registered Facilities in accordance with the GSI Rules and this Procedure.
- 2.4.2. A Registered Facility Operator must submit and update data, other than a maintenance report submitted under Division 5 in Schedule 3 or PIA Summary Information, by submitting it directly to the GBB (WA).
- 2.4.3. A Registered Facility Operator that has elected to submit a maintenance report under Division 5 in Schedule 3 must submit this report and provide any updates by email or post to AEMO.
- 2.4.4. A PIA Production Facility Operator must submit new or revised PIA Summary Information to AEMO by email or post. **[rule 74]**
- 2.4.5. A Registered Facility Operator must submit and update data within the Timeframe specified for that data type in step 2.4.12.
- 2.4.6. A Registered Facility Operator must submit and update data other than maintenance reports or PIA Summary Information in the form of Comma Separated Values (CSV) files as specified by AEMO in the GBB (WA) User Guide and GBB (WA) Participant Submission Interface Document.
- 2.4.7. If a Registered Facility Operator becomes aware of a change to the most recently provided data for any Gas Day that has not ended yet, it must update the data within the Timeframe specified in step 2.4.12 for updating that data type.
- 2.4.8. Where a Registered Facility Operator is unable to submit the data in the specified manner and form, AEMO may, at its discretion, accept the data in a different form (such as a word document) and in a different manner (such as via email or post) for that instance. The Registered Facility Operator must request AEMO for permission to submit data in a different manner and form for that instance, before the specified Timeframe expires.
- 2.4.9. A Registered Facility Operator that is unable to submit or update data in the Timeframe must endeavour to submit or update it, as soon as practicable, before the end of the Gas Day on which that data must be provided.
- 2.4.10. Where, at the time a Registered Facility Operator is required to provide a new or updated Capacity Outlook or LCA Flag in respect of a GBB (WA) Facility, and the data provided for the last Gas Day in the outlook has not changed and can be applied to the following Gas Day, the Registered Facility Operator may, but need not, submit new data.
- 2.4.11. If AEMO has not received an updated Capacity Outlook or LCA Flag, in respect of a GBB (WA) Facility for the next Gas Day, AEMO must deem the data submitted (or deemed) for the latest Gas Day to be the data for the following Gas Day.

2.4.12. Data submissions must be made in accordance with the following table.

Data type	Facility type(s)	Data description	Timeframes
Capacity Outlook*	Pipeline Storage Production	The Capacity Outlook of the Facility for Gas Day D+1 to Gas Day D+7 inclusive. Pipelines [rule 57] Storage Facilities [rule 65] Production Facilities [rule 72]	Submission: Daily on Gas Day D between 8:00 AM and 6:00 PM. Update: Daily between 8:00 AM and 9:00 AM and between 9:00 AM and 1:00 PM on each Gas Day if there is a change in the most recent Capacity Outlook.
Nominated and Forecast Flow Data*	Pipeline Storage	<u>For each Delivery Point and each Receipt Point:</u> the aggregated nominated gas flow on Gas Day D+1; and the aggregated forecasted gas flow for Gas Day D+2 to D+7 inclusive <i>(if the Facility Operator has been provided with forecast quantities by the Shippers.)</i> Pipelines [rule 59] Storage Facilities [rule 67]	Submission: Daily on Gas Day D between 8:00AM and 6:00 PM. Update: Daily between 8:00 AM and 9:00 AM and between 9:00 AM and 1:00 PM on each Gas Day D if there is a change in the most recent data.
LCA outlook	Pipeline Storage	The LCA Flag for the Facility for Gas Day D+1 to Gas Day D+3 inclusive. If a Pipeline is located in more than one Zone, a separate LCA Flag must be provided for each Zone. Pipelines [rule 58] Storage Facilities [rule 66]	Submission: Daily on Gas Day D between 8:00 AM and 6:00 PM. Update: As soon as practicable where there is a change in the current outlook.
Daily Actual Flow Data	Pipeline Storage Production	<u>For each Delivery Point and each Receipt Point:</u> The actual gas flow at that point for Gas Day D. Pipelines [rule 60] Storage Facilities [rule 68] Production Facilities [rule 73]	Submission: Daily on Gas Day D+2 between 8:00 AM and 2:00 PM. Update: Data for GBB (WA) Production Facilities as required but not later than one year after the end of the GSI Invoice Period the Gas Day is in.
Daily Actual Consumption Data	Large User	The actual gas consumption by the Facility for Gas Day D. [rule 78]	Submission: Daily on Gas Day D+2 between 8:00 AM and 2:00 PM.
Gas Specification Data	PIA Pipeline PIA Production	Gas Specification Data for Gas Day D. Pipelines: average HHV [rule 61] Production Facilities: gas quantity and average HHV [rules 74 and 75]	Submission: Daily on Gas Day D+8 between 8:00 AM and 2:00 PM.

Data type	Facility type(s)	Data description	Timeframes
Medium Term Capacity Outlook*	Pipeline Storage Production	Planned Service Notifications for all upcoming work which is expected to impact the capacity of the Facility by a material amount (the greater of 10% of Nameplate Capacity or 10TJ) during the next 12 calendar months (M+1 to M+12 inclusive). Pipelines [rule 56] Storage Facilities [rule 64] Production Facilities [rule 71]	Submission: By 6:00 PM on the last day of the calendar month M. Update: As soon as practicable where there is a change in the most recent outlook. No update is required for the Gas Days included in the current Capacity Outlook.
Aggregated Shipper Delivery Quantities	Pipeline	The aggregated quarterly deliveries to each Shipper on the pipeline. Report is for the purposes of calculating GSI Fees. [rule 115]	Submission: Quarterly 20 Business Days after the end of the period. Update: As required, but no later than one year after the end of the relevant GSI Invoice Period.

* The Capacity Outlook and Nominated and Forecast Flows data will be affected by a two year transitional period **[Schedule 3, Division 1]**, where participants are only obliged to provide outlook data for three days in the future, increasing to a mandatory seven day outlook after the two year transitional period. The Medium Term Capacity Outlook is also subject to a two year transition, during which a maintenance report under Schedule 3, Division 5 may be provided.

2.5. Data exchange and user access

- 2.5.1. After a participant has been registered in accordance with the GSI Rules and relevant GSI Procedure, AEMO must, by the time the registration becomes effective, set up a participant account to access the GBB (WA) and provide the administrative user of the Registered Participant with a username and password to access the account.
- 2.5.2. The administrative user of the Registered Participant may nominate more than one user to have access to submit information to the GBB (WA) on behalf of the participant. The administrative user must request AEMO to provide access to nominated users by email.
- 2.5.3. AEMO must provide each of the nominated users in step 2.5.2 with an individual username and password for the GBB (WA).
- 2.5.4. AEMO must enable the Authorised Persons of a Registered Participant to submit data to the GBB (WA) for the Facilities it is registered as the operator of, and to update applicable Contact Information using the options outlined in this Procedure and the GBB (WA) User Guide.

2.6. Automatic data transfer

- 2.6.1. A Registered Participant may install an automatic data transfer mechanism and interface to automatically submit data to the GBB (WA). The Registered Participant must refer to the GBB (WA) Participant Submission Interface Document for guidelines on setting up an automatic data transfer.
- 2.6.2. If a Registered Participant meets the data and system security requirements provided by AEMO, AEMO must:
 - (a) provide a test environment for the participant to test its data transfer mechanism and interface; and

- (b) subject to the satisfactory testing of the data transfer mechanism and interface, provide the participant with the applicable access to submit data directly to the GBB (WA).
- 2.6.3. Where a Registered Participant experiences problems in submitting data through its automatic data transfer system, the participant is required to submit and update data using other mechanisms as described in this Procedure, the GBB (WA) Participant Submission Interface Document and the GBB (WA) User Guide.

2.7. Data provision during GBB (WA) system outages

- 2.7.1. Where AEMO plans or becomes aware of a system failure or outage, it must notify Registered Participants as soon as practicable. Notification may be provided via email, phone or an advisory on either or both of the GSI Website and the GBB (WA).
- 2.7.2. AEMO may notify Registered Participants to submit data in a different form and manner (such as email) than that specified in Section 2.4 of this Procedure for the duration of the system outage.
- 2.7.3. Where AEMO sends a notification in step 2.7.2, Registered Participants must comply with that request.
- 2.7.4. Where AEMO provided notification of a system outage and a Registered Participant is unable to comply with its obligations to provide data due to the outage, the participant must provide data as soon as reasonably practicable after the system outage has ended. **[subrule 20(4)]**

CHAPTER 3. EXEMPTION FROM THE PROVISION OF CERTAIN GBB (WA) DATA

- 3.1.1. Where a Registered Storage Facility Operator, Registered Production Facility Operator or Registered Large User considers that Nominated and Forecast Flow Data, Daily Actual Flow Data and/or Daily Actual Consumption Data it is required to provide will duplicate data that is, or will be, provided by a Registered Pipeline Operator, then it may apply for an Exemption from the requirement to provide that data type.
- 3.1.2. A Registered Participant may refer to Section 8 of the GSI Procedure: Registration, Deregistration, Exemptions and Transfer for the process for applying for an exemption from providing this data.

CHAPTER 4. DATA PUBLISHED ON THE GAS BULLETIN BOARD (WA)

4.1. Publishing network representation – Zone information [rule 83]

- 4.1.1. AEMO must publish and maintain the information required in rule 83 on the GBB (WA).
- 4.1.2. AEMO must, as soon as practicable following the receipt of information or updated information from a Registered Participant relating to the information published under rule 83, publish the revised information.

4.2. Publication of information on the GBB (WA) – general [rule 84]

- 4.2.1. AEMO must publish and maintain the information required in rule 84 on the GBB (WA).

4.2.2. AEMO must, as soon as practicable following the receipt of information or updated information from a Registered Participant relating to the information published under rule 84, publish the revised information.

4.3. Publishing reports

4.3.1. To the extent possible, AEMO must publish daily and monthly reports on the GBB (WA) in accordance with the Timeframes provided under step 4.3.5.

4.3.2. AEMO must use reasonable endeavours to update the applicable report(s) on the GBB (WA) each time an update is submitted by a Registered Participant.

4.3.3. Where AEMO publishes a report, it must do so with a date and time stamp identifying which Gas Day the report pertains to and at what time it was generated.

4.3.4. AEMO may commence publication of reports for Gas Day D from 6:00 AM on Gas Day D-1.

4.3.5. The following table summarises the Timeframes for the publication of reports on the GBB (WA).

Report name	Description	Timeframes
Capacity Outlook**	The 7 day Capacity Outlook for all GBB (WA) Pipelines, GBB (WA) Storage Facilities and GBB (WA) Production Facilities from Gas Day D to Gas Day D+6 inclusive. [subrule 85(a)]	Initial Report: Daily between 6:00 AM on Gas Day D-1 and the start of Gas Day D. Update: As soon as possible following the receipt of updated data.
Linepack Capacity Adequacy Outlook	The LCA Flag for each GBB (WA) Pipelines or parts of a GBB (WA) Pipeline in a Zone and each GBB (WA) Storage Facility for Gas Day D to D+2 inclusive. [subrule 85(b)]	Initial Report: Daily between 6:00 AM on Gas Day D-1 and the start of Gas Day D. Update: As soon as possible following the receipt of updated data.
Nominated and Forecast Flow Data**	<u>For each Zone and each GBB (WA) Storage Facility:</u> The aggregated quantity of gas nominated for all Receipt Points Day D and forecast for each of Gas Day D+1 to D+6 inclusive. The aggregated quantity of gas nominated and for all Delivery Points for Gas Day D and forecasts for each of Gas Day D+1 to D+6 inclusive. Zones [subrule 86(1)(a) and (b)] Storage Facilities [subrule 86(1)(c)]	Initial Report: Daily between 6:00 AM on Gas Day D-1 and the start of Gas Day D. Update: As soon as possible following the receipt of updated data.

Report name	Description	Timeframes
Actual Flows	<p><u>For each Zone [subrules 87(1)(a) and (b)]</u> The actual flow of gas aggregated for all Receipt Points and aggregated for all Delivery Points for each Gas Day D.</p> <p><u>For each Gate Station [subrule 87(1)(c)]</u> The aggregated actual flow of gas each Gas Day D.</p> <p><u>For each GBB (WA) Storage Facility [subrule 87(1)(d)]</u> The actual gas flow into the storage and out of the storage facility for each Gas Day D.</p> <p><u>For each GBB (WA) Production Facility [subrule 87(1)(e)]</u> The actual gas out of the production facility for each Gas Day D.</p>	<p>Report: Daily between 2:00 PM and 6:00 PM on Gas Day D+2.</p> <p>Update: As soon as possible following the receipt of updated data for a GBB (WA) Production Facility.</p>
Daily Consumption by Zone	<p>Aggregate (by Zone) actual gas consumption of Large User Facilities for each Gas Day D. [subrule 89(1)(a)]</p> <p>Aggregate (by Zone) actual gas quantity injected into the Distribution System (excluding Large User Facilities) for every Zone for each Gas Day D. [subrule 89(1)(b)]</p> <p>Aggregate (by Zone) actual gas consumption excluding Large User Facilities and Distribution System for every Zone for each Gas Day D. [subrule 89(1)(c)]</p>	<p>Report: Daily between 2:00 PM and 6:00 PM on Gas Day D+2.</p>
Large User Consumption Information	<p>Actual gas consumption for each Large User Facility for every Gas Day D. [subrule 88(3)]</p> <p>Actual gas consumption, aggregated by Zone and Consumption Category for each Gas Day D. [subrule 88(1)]</p>	<p>Report: Daily between 2:00 PM and 6:00 PM on Gas Day D+7.</p>
Gas Specification Data	<p>Gas Specification Data for PIA Pipelines and PIA Production Facilities (and Non-PIA Gas Production Facilities which are obliged to submit Gas Specification Data) for every Gas Day D. [rule 90]</p>	<p>Report: Daily between 2:00 PM and 6:00 PM on Gas Day D+8.</p>
Medium Term Capacity Outlook**	<p>Planned Service Notifications (or maintenance reports) for all upcoming capacity constraints of all Registered Facilities during the next 12 calendar months (M to M+11 inclusive). [subrule 85(c)]</p>	<p>Initial Report: Monthly between 6:00 AM and 8:00 AM on the first day of each calendar Month M.</p> <p>Update: As soon as practicable where an update is submitted.</p>

** The publication of Capacity Outlook, Nominated and Forecast Flows data and Medium Term Capacity Outlook will be affected by the two year transitional arrangements **[Schedule 3]**.

4.4. Publishing information on the GBB (WA) Map [rule 91]

- 4.4.1. AEMO must first publish the information displayed on the GBB (WA) map for Gas Day D between 6:00 AM on Gas Day D-1 and the start of Gas Day D.
- 4.4.2. AEMO must, as soon as practicable following the receipt of updated information that is relevant to the information required to be published on the map for Gas Day D, publish updated information on the GBB (WA) map.

- 4.4.3. AEMO is no longer required to publish information for Gas Day D after 6:00 AM on that Gas Day, where AEMO has commenced publishing information for the following Gas Day under step 4.4.1.

4.5. Publishing data during system outages

- 4.5.1. Where AEMO is unable to publish information on the GBB (WA) due to a system outage or failure, AEMO must use reasonable endeavours to resolve the outage of failure as soon as practicable.
- 4.5.2. Once a system outage is resolved, AEMO must publish the latest available reports on the GBB (WA).
- 4.5.3. Where AEMO is unable to publish information on the GBB (WA) and AEMO has received data during the period of the outage, AEMO must archive that data and make it available upon request.

CHAPTER 5. DATA ARCHIVING ON THE GAS BULLETIN BOARD (WA)

5.1. Archiving of GBB (WA) Data

- 5.1.1. AEMO must archive all published data, after the relevant Gas Day has passed.
- 5.1.2. AEMO may, at its discretion, remove and archive reports from the GBB (WA) in case there is an overload on the GBB (WA), but must not remove a report any earlier than two years after the relevant Gas Day.
- 5.1.3. Notwithstanding step 5.1.2, on each Gas Day AEMO must archive reports that are updated and replaced by a subsequent report containing updated information for that Gas Day published on the GBB (WA).
- 5.1.4. AEMO must enable a feature on the GBB (WA) to allow the public to download current GBB (WA) reports. AEMO must provide archived reports to any person upon request.

CHAPTER 6. EMERGENCY MANAGEMENT FACILITY OPERATION

6.1. Activation and Deactivation of the EMF

- 6.1.1. AEMO must establish and maintain the EMF as a part of the GBB (WA). **[subrule 92(1)]**
- 6.1.2. AEMO must activate the EMF as soon as practicable following receipt of an EMF Direction from the Coordinator of Energy (WA). An EMF Direction may be sent in accordance with the communication protocol established between AEMO and the Coordinator of Energy (WA).
- 6.1.3. As soon as practicable following the activation of the EMF, AEMO must display an indicator on the GBB (WA) notifying the public that the EMF has been activated, and publish the notice issued by the Coordinator of Energy (WA). **[rule 81]**
- 6.1.4. As soon as practicable following the deactivation of the EMF Direction, AEMO must remove the EMF indicator published on the GBB (WA).

6.2. Access to the EMF

- 6.2.1. Upon activation, the Coordinator of Energy (WA) must direct AEMO to grant access to the EMF to those persons identified in an EMF Direction.
- 6.2.2. AEMO must grant access in accordance with an EMF Direction received under step 6.2.1.
- 6.2.3. An EMF Direction may provide for different levels of access to different persons, and AEMO must provide the levels of access specified in the direction.
- 6.2.4. Each time the EMF is activated, AEMO must create a username and password for each person that is to access the EMF. AEMO must notify each person by email of their username and password.
- 6.2.5. At the same time as deactivating the EMF, AEMO must also deactivate the EMF access provided to each person.

6.3. Data provision to the EMF

- 6.3.1. Where a Registered Participant is required to provide EMF Information, it must provide that information as part of the Registration Application.
- 6.3.2. A Registered Facility Operator must update the EMF Information for each GBB (WA) Facility that it operates annually, between 1 January and 31 March.
- 6.3.3. Where the Registered Facility Operator at any time becomes aware of a change to the EMF Information for a GBB (WA) Facility that it operates (other than EMF Information for Large User Facilities), it must update the applicable EMF Information as soon as practicable, where the change is:
 - (a) more than 10% of the relevant component of current EMF Information; and
 - (b) likely to impact on the Facility for more than one year.
- 6.3.4. If a Registered Large User at any time becomes aware of a change to the EMF Information for a Large User Facility that it operates, it must update the applicable information as soon as practicable.
- 6.3.5. A Registered Facility Operator must update the EMF Information for each GBB (WA) Facility that it operates by submitting changes directly to the GBB (WA).

6.4. Actions upon EMF Activation – information provision and publication

- 6.4.1. Gas Market Participants (including, but not limited to Registered Participants) may be asked to submit data in response to an EMF Direction.
- 6.4.2. AEMO must request a Gas Market Participant to provide data where that data is specified in the:
 - (a) GSI Rules, subject to an EMF Direction; or
 - (b) EMF Direction.
- 6.4.3. A Gas Market Participant must provide the information requested under step 6.4.2:
 - (a) by the time specified in the request from AEMO, or the GSI Rules, as applicable; and
 - (b) in the form specified by AEMO.

- 6.4.4. Where requested by AEMO in accordance with rule 97(2), a Registered Pipeline Operator must submit, for each of its GBB (WA) Pipelines, Daily Actual Flow Data for Gas Day D by 9:00 AM on Gas Day D+1 and update the data by 12:00 PM on Gas Day D+1. The Registered Pipeline Operator must fulfil this obligation for the entire period the EMF is activated, by submitting the data directly into the GBB (WA).
- 6.4.5. AEMO must publish the Daily Actual Flow Data received under step 6.4.4 on the EMF as soon as practicable.
- 6.4.6. When the EMF is activated, AEMO may exchange information on data requirements with Gas Market Participants via email.
- 6.4.7. When the EMF is activated, Gas Market Participants must submit requested data in the manner requested by AEMO.
- 6.4.8. When the EMF is activated, Gas Market Participants must continue to fulfil their obligations to submit data to the GBB (WA).
- 6.4.9. When the EMF is activated, Registered Participants must check the EMF Information for each GBB (WA) Facility it operates and ensure that it is accurate and up to date.
- 6.4.10. AEMO must upload all EMF data received from Gas Market Participants to the EMF as soon as practicable after it receives the data.

6.5. Archiving EMF Data

- 6.5.1. When the EMF is deactivated, AEMO must remove all data submitted and published in relation to that activation and archive it in a manner that enables it to be accessed by the Coordinator of Energy (WA). **[rule 102]**
- 6.5.2. The Coordinator of Energy (WA) may request access to archived EMF Information at any time, with the form and timing of access to be agreed between AEMO and the Coordinator of Energy (WA).