RETAIL MARKET PROCEDURES (QUEENSLAND)

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APPROVED BY: Peter Geers
TITLE: Executive General Manager Markets, Chief Strategy and Markets Officer

DATE: 8/08/10 / 2019
## VERSION CONTROL

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Effective date</th>
<th>Procedures affected</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>1 July 2009</td>
<td>First Issue.</td>
<td>Authorised under the NGL and NGR provisions effective 1 July 2009.</td>
</tr>
<tr>
<td>2.0</td>
<td>30 Oct 2009</td>
<td>1.1.1 Definitions 7.8 Revised Statements.</td>
<td>Notice to Participants on AEMO decision to approve amendments to these Procedures issued 9 October 2009.</td>
</tr>
<tr>
<td>3.0</td>
<td>1 Feb 2011</td>
<td>1.1.1 Definitions 1.6 Review Chapter 2 (title) Chapter 5 6.4.1(b)(ii) 6.4.1(d)(ii) 6.5.1(c)(ii) Attachment 2 Attachment 3</td>
<td>Changes following prescribed Review in clause 1.6 undertaken. Changes made under issue numbers: IN017/10 IN018/10 IN024/10 IN033/10</td>
</tr>
<tr>
<td>4.0</td>
<td>1 July 2011</td>
<td>1.1.1 Definitions Deleted – 6.1(g), 6.1(h), 6.1(i), 6.6, 6.7, 6.8.2, 6.9 and 7.2(b)(i)</td>
<td>Changes made under issue number IN045/10 [Removal of exceedance charges and Participant Compensation Fund (PCF) from Queensland retail gas market]</td>
</tr>
<tr>
<td>5.0</td>
<td>3 Nov 2011</td>
<td></td>
<td>Changes made under issue numbers: IN004/11 (SCU inclusion) IN018/11 (Redistribution of PCF) IN017/11 (Removal of CI monitoring process)</td>
</tr>
<tr>
<td>6.0</td>
<td></td>
<td>STTM Commencement</td>
<td>Changes made under issue numbers: IN048/10 (STTM changes)</td>
</tr>
<tr>
<td>7.0</td>
<td>17 Apr 2012</td>
<td>1.1.1 Definitions 4.1.1 Transfer Request 4.5A Ineligible Transfers</td>
<td>Amendments made under issue IN019/11 transfer validation</td>
</tr>
<tr>
<td>8.0</td>
<td>1 Feb 2013</td>
<td>4.6.1 Registration of prospective transfers</td>
<td>Amendments made under issue IN018/12 Prospective CATS transfers</td>
</tr>
<tr>
<td>9.0</td>
<td>1 Oct 2013</td>
<td>Definitions  FRC HUB</td>
<td>Amendments made under IN006/11 Updates to FRC HUB Operational Terms and Conditions and references in the RMPs</td>
</tr>
<tr>
<td>10.0</td>
<td>3 November 2014</td>
<td>Definitions Market Audit</td>
<td>Amendments made under IN028/13 (Harmonisation of Audit Provisions)</td>
</tr>
<tr>
<td>Version Number</td>
<td>Effective date</td>
<td>Procedures affected</td>
<td>Authority</td>
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</tr>
<tr>
<td>11.0</td>
<td>1 July 2015</td>
<td>1.1.1 Definitions 2.9.5A Commissioning of Decommissioned Distribution Supply Point 4.1.2 Proposed Transfer Date Chapter 9 – Customer Data Chapter 10 – Retailer of Last Resort 4.3.1 Objection Notice</td>
<td>SA Minister amendments IN040/10 – Changes to the Retail Market Procedures (Queensland) in light of NECF. IN005/12 - Queensland customer data provision (NECF) IN025/12 – QLD RoLR Procedures</td>
</tr>
<tr>
<td>12</td>
<td>14 September 2015</td>
<td>Amendments made in accordance with the following Procedure change IN012/11 (approved 10/03/15)</td>
<td>Authorised under the NGL and NGR provisions effective 14/9/2015</td>
</tr>
<tr>
<td>13</td>
<td>16 November 2016</td>
<td>Amendment made in accordance with the following Procedure change: IN031/11 (approved 14/10/16)</td>
<td>Authorised under the NGL and NGR provisions effective 16 November 2016.</td>
</tr>
<tr>
<td>Version Number</td>
<td>Effective date</td>
<td>Procedures affected</td>
<td>Authority</td>
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<tr>
<td>14</td>
<td>31 July /2017</td>
<td>Amendments made to 1.1.1 (Definitions), 1.1.3 (The Regulatory Framework), 1.1.4 (Application), 1.3.5 (Additional FRC Hub Outage), 2.9.2 (De-energising) 3.3.2 (Complete MIRN Listing), 4.6.3 (Alternative Transfer date), 6.2.2 (Obligations of Distributors, AEMO and Users), Chapter 8, 10.1.3 (MIRN Database Update) in accordance with the following Procedure change IN001/15, IN024/14, IN027/14, IN008/15, IN016/15, IN022/15, IN020/15. Also amendments made to 1.2, 1.4.1, 1.7, 2.2.3, 2.9.5, 2.9.5A, 4.3.3, 5.2.3, 8.1 and Chapter 10.</td>
<td>Authorised under the NGL and NGR provisions effective 31 July 2017.</td>
</tr>
<tr>
<td>15</td>
<td>1 September 2018</td>
<td>Amendment made to Chapter 11 in accordance with the following Procedure change (IN013/17)</td>
<td>Authorised under the NGL and NGR provisions effective 1 September 2018</td>
</tr>
<tr>
<td>16</td>
<td>28 September 2018</td>
<td>Amendments made to 1.1.1 (Definitions) and 1.3.4 (FRC Hub) in accordance with Procedure change IN003/18. Amendments made to 2.6.2 and 4.6.1 in accordance with Procedure change IN001/18.</td>
<td>Authorised under the NGL and NGR provisions effective 28 September 2018.</td>
</tr>
<tr>
<td>Version Number</td>
<td>Effective date</td>
<td>Procedures affected</td>
<td>Authority</td>
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<tr>
<td>18</td>
<td>8 August 2019</td>
<td>Amendments made to 1.1.1 (Definitions) in accordance with Procedure change IN0010/18.</td>
<td>Authorised under the NGL and NGR provisions effective 8 August 2019.</td>
</tr>
<tr>
<td>19</td>
<td>1 October 2019</td>
<td>Amendments made to 1.1.1 (Definitions) in accordance with Procedure change IN002/16.</td>
<td>Authorised under the NGL and NGR provisions effective 6:00am AEST 1 October 2019.</td>
</tr>
</tbody>
</table>
Contents

CHAPTER 1  GENERAL .................................................................................................................. 1
  1.1 GENERAL .......................................................................................................................... 1
  1.2 REGISTRATION WITH AEMO .......................................................................................... 15
  1.3 GAS INTERFACE PROTOCOL ............................................................................................ 15
  1.3A WITHDRAWAL ZONES AND DISTRIBUTION REGIONS .................................................... 17
  1.4 CONFIDENTIALITY .............................................................................................................. 17
  1.5 DISPUTE RESOLUTION ....................................................................................................... 17
  1.6 [DELETED] .......................................................................................................................... 18
  1.7 MARKET AUDIT .................................................................................................................. 18

CHAPTER 2  BASIC METER PROCESSES ................................................................................... 19
  2.1 METER DATA DATABASE .................................................................................................. 19
  2.2 METER READING................................................................................................................ 20
  2.3 VALIDATION OF METER READINGS ................................................................................. 25
  2.4 ESTIMATED METER READINGS ....................................................................................... 26
  2.5 SUBSTITUTED METER READINGS ................................................................................... 27
  2.6 CALCULATION AND PROVISION OF ENERGY DATA ....................................................... 27
  2.7 DATA CHANGE .................................................................................................................. 30
  2.8 PROFILING ....................................................................................................................... 31
  2.9 METER MANAGEMENT ...................................................................................................... 32

CHAPTER 3  MIRN DISCOVERY PROCESSES .......................................................................... 35
  3.1 MIRN DATABASE ................................................................................................................ 35
  3.2 MIRN DISCOVERY REQUEST ........................................................................................... 36
  3.3 RESPONSE TO MIRN DISCOVERY REQUEST ................................................................... 36
  3.4 ASSISTANCE IN SEARCHING ............................................................................................ 38
  3.5 MIRN ALLOCATION .......................................................................................................... 39

CHAPTER 4  CUSTOMER TRANSFER PROCESSES .................................................................. 40
  4.1 INITIATION OF TRANSFER ................................................................................................ 40
  4.2 NOTIFICATION OF TRANSFER .......................................................................................... 42
  4.3 OBJECTIONS TO TRANSFER ............................................................................................. 42
  4.4 POTENTIAL PROBLEMS WITH TRANSFER ..................................................................... 45
  4.5 WITHDRAWAL OF TRANSFER REQUEST ........................................................................ 45
  4.6 REGISTRATION OF PROSPECTIVE TRANSFER ............................................................... 46
  4.7 REGISTRATION OF RETROSPECTIVE TRANSFER ........................................................... 49
  4.8 REGISTRATION NOTIFICATION ....................................................................................... 50

CHAPTER 5  INTERVAL METERS PROCESSES .......................................................................... 52
  5.1 APPLICATION ..................................................................................................................... 52
  5.2 INSTALLATION OF INTERVAL METERS ............................................................................ 52
11.2 REGISTRATION OF THE UAFG PROVIDER MIRN ......................................................... 79
11.3 REGISTRATION OF THE UAFG RECONCILIATION MIRN .............................................. 79
11.4 UAFG ESTIMATION METHODOLOGY .............................................................................. 79
11.5 PROVISION OF ESTIMATED CONSUMED ENERGY FOR THE UAFG MIRN ..................... 80
11.6 ANNUAL ADJUSTMENT OF ALLOCATED UAFG ............................................................... 80

CHAPTER 12 TRANSITIONAL PROVISIONS .............................................................................. 83

12.1 GAS DAY HARMONISATION .............................................................................................. 83

ATTACHMENT 1 APPROVED VALIDATION METHODOLOGY .................................................. 85
ATTACHMENT 2 APPROVED ESTIMATION METHODOLOGY .................................................. 86
ATTACHMENT 3 APPROVED SUBSTITUTION METHODOLOGY ............................................ 89
ATTACHMENT 4 – NET SYSTEM PROFILE METHODOLOGY ................................................ 91
CHAPTER 1 GENERAL

1.1 General

1.1.1 Definitions

Words and phrases in these Procedures which appear in italics have the following meanings unless an intention to the contrary appears:

- **actual meter reading**: Figures or other information shown on a meter register or instrument either read or collected directly or transmitted or transformed by electronic, radio, microwave, sonic or other means.

- **address based identifiers**: in relation to the address standard specified in the Gas Interface Protocol, the attributes that make up the address based identifiers are street type, street suffix, flat or unit type, floor or level type and postal delivery type.

- **adjustment period**: Period agreed between the Distributor and Users for adjusted energy and or delivery.

- **AEMO**: Has the meaning given to that term in the Law.

- **AEMO Consumed Energy Scenario (Queensland)**: Means a process that defines the way in which consumed energy data must be delivered to AEMO and is published on its website.

- **AEMO meter register**: The metering register maintained by AEMO.

- **AER**: Has the meaning given to that term in the Law.

- **aged debt**: In relation to a Customer (but not a small customer) means an amount or amounts owed by that Customer to a Market Participant for the sale of gas by the Market Participant to that Customer where, at that time, the amount or the aggregate of those amounts:
  
  (a) exceeds $100; and

  (b) has been due and payable for more than 40 business days.

- **aggregated consumption**: For a withdrawal zone and distribution region, the total consumption of gas in GJ by Customers of a User in that withdrawal zone and distribution region on a gas day and determined in accordance with clause 6.3.1.

- **aggregated injections**: For a withdrawal zone and distribution region, the total injections of gas by, or on behalf of, a User into that withdrawal zone and distribution region on a gas day and provided to AEMO pursuant to clause 6.4.

- **allocated UAFG**: Means the UAFG estimated by the Distributor that is sent to AEMO as described in clause 11.5.

- **allowable period**: In relation to a transfer request lodged without a Customer no-change statement, the period commencing on the tenth business day prior to the proposed transfer date and...
expiring on the fourth business day after the proposed transfer date.

or

In relation to a transfer request lodged with a Customer no-change statement, the period commencing on the fourth business day prior to the proposed transfer date and expiring on the fourth business day after the proposed transfer date.

**alternative transfer date notice**

In relation to a transfer request, a notice delivered to AEMO pursuant to clause 4.6.3.

**applicable access arrangement**

Has the meaning given in the Law.

**approved estimation methodology**

An applicable estimation methodology contained in Attachment 2.

**approved substitution methodology**

An applicable substitution methodology contained in Attachment 3.

**approved validation methodology**

An applicable validation methodology contained in Attachment 1.

**average heating value**

In relation to a reading period, has the meaning given to that term in clause 2.6.1(b).

**balancing**

The process by which the aggregated energy of all gas consumed by the Customers of each User in a non-STTM withdrawal zone and distribution region is balanced against the aggregated energy of all gas injected into that withdrawal zone and distribution region on behalf of each User as set out in Chapter 6.

**base load**

In relation to a distribution supply point, means the level of gas consumption at that distribution supply point that is not affected by the weather.

**basic meter**

A meter without a data logger.

**basic meter limit**

An energy consumption of 10 TJ during the past twelve months.

**base reading**

Has the meaning given to that term in clause 2.6.1(a).

**billing period**

The period of one calendar month commencing at the start of the first gas day of each calendar month, or other period as notified by AEMO.

**business day**

Means a day, other than a Saturday, a Sunday or a Queensland wide public holiday (as appointed under the Holidays Act 1983 (Qld)).

**changeover date**

Means the date fixed by Ministerial Gazette notice for AEMO's assumption of responsibility for these Procedures.
checksum In relation to a MIRN, a single digit used to validate the correct entry of a MIRN in a database entry field.

complete customer listing A listing created and administered by a Retailer that comprises a number of data attributes as defined in the Gas Interface Protocol of every MIRN that is recorded in the Retailer Customer Information System (CIS) for which they are the current FRO.

complete MIRN listing A listing created and administered by a Distributor that comprises the MIRN, discovery address and meter number of every MIRN that is recorded in the MIRN database of that Distributor.

consumed energy In relation to a period, the flow during that period converted to energy by application of the applicable average heating value and the pressure correction factor (see clause 2.6.1(a)(iv)).

[Note: In the case of a meter calibrated in imperial units, the flow is converted by the Distributor into metric units]

cumulative imbalance For a withdrawal zone and distribution region, the total imbalance for that withdrawal zone and distribution region for a billing period determined for a final statement or a revised statement in accordance with clause 6.5.1(c).

[Note: A cumulative imbalance is to be calculated only in respect of non-STTM withdrawal zones (see clause 6.5).]

cumulative imbalance issue date The date on which a cumulative imbalance is issued, being the date of issue of either a final statement or a revised statement.

custody transfer meter A meter that measures the transfer of gas between the transmission system and a distribution system or between one distribution system and another distribution system.

Customer The 'customer' as defined in section 5 of the National Energy Retail Law in relation to gas delivered at a distribution supply point for particular premises.

Customer characterisation In relation to a Customer, whether the Customer is residential or business, where residential means the primary use of the consumed energy is for household purposes and business means the primary use of the consumed energy is for commercial type purposes as determined by the retail business for Customer billing.

Customer no-change statement In relation to a transfer request, a statement in the transfer request, pursuant to clause 4.1.1(aii)(iii) that it is intended that the person who purchases gas at the relevant distribution supply point as at the day on which the transfer request is delivered to AEMO, will purchase gas that is delivered at that distribution supply point from the Retailer who delivered that transfer request to AEMO following the
registration of that Retailer in the AEMO meter register as the FRO for that distribution supply point.

Customer-own read A read undertaken by a Customer of a Retailer details of which are provided by the Customer by telephone or in writing to the Retailer to which the meter relates.

daily extract An extract for a single gas day sent in accordance with clause 5.5.1(1) and containing data for all interval meters required by AEMO for that gas day.

data collection system All equipment and arrangements that lie between the AEMO metering database and the point where the data collected by equipment and installations associated with a meter enters the public telecommunications network.

data logger A device that collects and stores data relating to the volume measured by the meter each gas day, and is capable of:

(a) transferring recorded data to a portable reading device; and

(b) being accessed electronically by the Distributor through the data collection system.

data provision period Where the proposed transfer date nominated in a transfer request is a prospective transfer date, the period commencing on the first business day of the allowable period and expiring at midnight on the first business day after the business day on which the allowable period expires.

data retention period In relation to a meter at a particular time, the period of seven years preceding that time.

de-energise or disconnect Have the meanings given in Part 1 of the National Energy Retail Law.

deregister In relation to a MIRN, means that the supply point has been permanently removed.

disconnect See definition of de-energise.

discovery address In relation to a distribution supply point, the address of the premises at a minimum including: street number (or the equivalent), street name, street identifier, suburb/city/town to which gas is supplied at that distribution supply point. The discovery address may optionally also include other specified site address information that conforms with the address standard specified in the Gas Interface Protocol.

designated RoLR has the same meaning as in Part 6 of the National Energy Retail Law.

distribution area Has the meaning given under the Gas Supply Act.

distribution authority Has the meaning given under the Gas Supply Act.
distribution region  Distribution region includes all distribution areas that are covered by each Distributor's distribution authority except for a distribution area covered under an excluded distribution authority and in the case of a Distributor that holds a Reticulator’s Authorisation issued under the Gas Supply Act 1996 of New South Wales, includes the relevant distribution districts corresponding to that Distributor in its Reticulator’s Authorisation.

distribution supply point  A point on a distribution system at which gas is withdrawn from the distribution system and delivered to a person who purchases that gas and consumes it at particular premises.

distribution system  Has the same meaning as in the National Energy Retail Law.

distribution tariff  Has the meaning given to it in a Distributor's applicable access arrangement.

Distributor  Means an entity that participates in the gas market of Queensland, in a registrable capacity of a distributor under the Rules and has registered with AEMO under the Rules in that registrable capacity.

effective degree day  Has the meaning given to that term in clause 3 of Attachment 4.

EFT facility  The Reserve Bank real time gross settlement facility which is made available to all Users in accordance with clause 7.1 or where a Reserve Bank real time gross settlement facility is not available, an electronic funds transfer facility to be arranged by AEMO and made available for all Users at their own expense in accordance with clause 7.1.

energise  Has the meaning given in Part 1 of the NERL.

estimated meter reading  An estimate of an actual meter reading that is made under these Procedures in accordance with an approved estimation methodology or a Customer-own read.

excluded distribution authority  Has the meaning given under the Gas Supply Regulation.

excluded services  Has the meaning given to it in a Distributor's applicable access arrangement.

existing transfer request  Has the meaning given to that term in clause 4.1.5(c).

explicit informed consent  Has the meaning given in Part 1 of the NERL.

extract  A set of interval meter data provided by each Distributor to AEMO for a gas day or a range of gas days in accordance with clause 5.5.1.

extract type  A daily extract or a final extract or a revision extract.

failed Retailer  Has the same meaning as in the NERL.
**Final cumulative imbalance**

For a withdrawal zone and distribution region, the cumulative imbalance for that withdrawal zone and distribution region for a billing period determined for a final statement in accordance with clause 6.5.1(c)(i).

**Final extract**

A monthly extract that is sent in accordance with clause 5.5.1(2), 6.4.1(b)(i) or 6.4.1(c).

**Final statement**

A statement issued by AEMO under clause 7.4.

**Flow**

The difference between a validated meter reading and the immediately preceding validated meter reading.

**FRC fees**

The fees payable by a User determined by AEMO in accordance with the Law and the Rules.

**FRC HUB**

The information system provided by AEMO for the transmission of aseXML messages under these Procedures.

**FRC HUB Operational Terms and Conditions**

The terms and conditions under which AEMO, each User and Distributor seek connection to and are obliged to operate under when connecting to and issuing or receiving transactions on the FRC HUB.

**FRO**

(Financially Responsible Organisation)

In relation to a supply point at any time, the financially responsible retailer or organisation identified as the Retailer responsible for settling the account relating to that supply point.

**Gas**

Has the meaning given to ‘natural gas’ in the Law.

**Gas day**

A period of 24 consecutive hours starting at the same time as a standard gas day as defined in Part 26 of the Rules. A period of 24 consecutive hours beginning at 8:00 am.

[Note: The meaning of the term ‘gas day’ for 30 September 2019 is described in clause 12.1 (a) (i).]

**Gas Interface Protocol**

The protocol referred to in clause 1.3.

**Gas Supply Act**

Means the Gas Supply Act 2003 (Qld).

**Gas Supply Regulation**

Means the Gas Supply Regulation 2003 (Qld).

**Generated consumed energy**

An estimate of consumed energy at a distribution supply point, calculated by AEMO using the estimation methodology defined in Attachment 2, where the energy is required for wholesale settlement calculations and for which AEMO has not yet received a validated meter reading or estimated meter reading from the relevant Distributors.

**GJ**

Means one gigajoule which equals 1 x 10³ joules.

**GST**

Includes the Goods and Services Tax described in the GST Act and any replacement or similar tax.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>GST Act</td>
<td>Means <em>A New Tax System (Goods and Services Tax) Act 1999 (Cth)</em>.</td>
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<td>heating value zone</td>
<td>In relation to a <em>distribution supply point</em>, the <em>heating value zone</em> (if any) which is determined by the <em>Distributor</em> as the <em>heating value zone</em> for that <em>distribution supply point</em>.</td>
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<td>host retailer</td>
<td>Means the local area retailer under the <em>NERL</em> for the <em>distribution region</em> of Allgas Energy Pty Ltd (ACN 009 656 446) or the <em>distribution region</em> of Envestra Limited (ACN 078 551 685) (as the case may require).</td>
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<tr>
<td>imbalance</td>
<td>For a <em>withdrawal zone</em> and <em>distribution region</em>, the difference in GJ between the <em>aggregated consumption</em> for a <em>User</em> and the <em>aggregated injections</em> for that <em>User</em>, for that <em>withdrawal zone</em> and <em>distribution region</em> for a <em>gas day</em> and determined by <em>AEMO</em> in accordance with clause 6.5.1(a) for a <em>final statement</em>.</td>
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<td>[Note: An imbalance is to be calculated only in respect of <em>non-STTM withdrawal zones</em> (see clause 6.5).]</td>
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<td>injection allocation trades notice</td>
<td>A notice issued to <em>AEMO</em> in accordance with clause 6.4.1 (d) detailing the energy traded, in gigajoules, of the injection allocations swapped between <em>Users</em> and the <em>Users</em> who are part of this trade.</td>
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<td>insolvency official</td>
<td>has the same meaning as in Part 6 of the <em>NERL</em>.</td>
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<td>installation database</td>
<td>In relation to a <em>Distributor</em>, the <em>database</em> which the <em>Distributor</em> is required to create, maintain and administer in accordance with clauses 2.9.1(e) (i), 2.9.2(a)(i)(A) and 2.9.3(b)(i).</td>
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<td>Interest rate</td>
<td>The 90 day Bloomberg Bank Bill Swap Reference Rate as published in the Australian Financial Review from time to time.</td>
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<td>interval meter</td>
<td>A <em>meter</em> with a <em>data logger</em>.</td>
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<td>Law</td>
<td>Means the National Gas Law as set out in the schedule to the <em>National Gas (South Australia) Act 2008 (SA)</em>.</td>
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<td>local capacity charge</td>
<td>A charge other than an <em>excluded services</em> charge or <em>distribution tariff</em> charge for “distribution connection” services other than those that are in a <em>Distributor’s applicable access arrangement</em>.</td>
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<td>logical meter</td>
<td>A <em>meter</em> created by <em>AEMO</em> for purposes of aggregating, allocating or apportioning energy data.</td>
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<td>market information bulletin board</td>
<td>An electronic facility provided by <em>AEMO</em> (bulletin board on internet) for the publication of information to <em>Users</em> and <em>Distributors</em>.</td>
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<td>meter</td>
<td>A device used to directly measure the mass or volume of gas passing through it and includes the associated equipment attached to the device to filter, control or regulate the flow of gas.</td>
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<td><strong>meter data database</strong></td>
<td>A database created, maintained and administered by a Distributor pursuant to clause 2.1.1.</td>
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<td><strong>metering database</strong></td>
<td>A database created, maintained and administered by AEMO pursuant to clause 6.2.3(a).</td>
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<td><strong>metering installation</strong></td>
<td>The meter and associated equipment and installations installed for a distribution supply point.</td>
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<td><strong>meter measurement scheme</strong></td>
<td>A scheme established by each Distributor under the Petroleum and Gas Act that includes details of the approved validation methodology, approved estimation methodology and approved substitution methodology relating to that Distributor.</td>
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<tr>
<td><strong>meter number</strong></td>
<td>A unique identification number allocated to a meter.</td>
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<td><strong>meter reading</strong></td>
<td>An actual meter reading, estimated meter reading or substituted meter reading. A reference to a meter reading in respect of a particular date or reading period is to the reading that has most recently been included in the meter data database in respect of that date or reading period.</td>
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<tr>
<td><strong>meter reading schedule</strong></td>
<td>A schedule provided by a Distributor to Retailers pursuant to clauses 2.2.1(a) or (b).</td>
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<td><strong>MIRN</strong></td>
<td>In relation to a distribution supply point at any time, the meter installation registration number for that distribution supply point as recorded at that time where the distribution supply point is a distribution supply point, in the MIRN database of the Distributor in whose distribution region that distribution supply point is located, including the checksum for that MIRN.</td>
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<tr>
<td><strong>MIRN database</strong></td>
<td>A database created, maintained and administered by a Distributor pursuant to clause 3.1.</td>
</tr>
<tr>
<td><strong>MIRN discovery request</strong></td>
<td>In relation to a distribution supply point, a request by a Retailer or AEMO to a Distributor for the information referred to in clause 3.1.1 in relation to a distribution supply point which is (or is purported to be) located in the distribution area of that Distributor (such distribution supply point being identified by reference to a MIRN or a discovery address).</td>
</tr>
<tr>
<td><strong>MJ</strong></td>
<td>Means one megajoule which equals $1 \times 10^6$ joules.</td>
</tr>
<tr>
<td><strong>monthly extract</strong></td>
<td>An extract for all gas days in the month and containing either data for all interval meters required by AEMO for each gas day or data for all interval meters and gas days in a month where any data item has changed since the previous extract covering that interval meter and that gas day was sent to AEMO.</td>
</tr>
<tr>
<td><strong>NERL</strong></td>
<td>The National Energy Retail Law as set out in the schedule to the National Energy Retail Law (South Australia) Act 2011 (SA), as applied as a law of Queensland in accordance with the National Energy Retail Law (Queensland) Act 2014 (Qld).</td>
</tr>
</tbody>
</table>
net system load profile methodology
- The methodology contained in Attachment 4.

network section
- means the pipeline associated with Network ID.

Network ID
- means the identifier assigned to a pipeline in accordance with the Gas Interface Protocol.

new basic meter
- Installation of a basic meter to a distribution supply point that has never had a meter installation registered previously.

NSL
- Has the meaning given to that term in Attachment 4.

non-STTM withdrawal zone
- A withdrawal zone that is not an STTM withdrawal zone.

objection notice
- In relation to a transfer request, a notice delivered to AEMO pursuant to clause 4.3.1.

objection withdrawal notice
- In relation to a transfer request, a notice delivered to AEMO pursuant to clause 4.3.2.

Participant
- A Retailer, Self contracting user or a Distributor or other person registered with AEMO in accordance with the Rules.

payment date
- The date on which payment is due in respect of a billing period as determined by clauses 7.5(a) and 7.6(a).

permitted prospective period
- In relation to a transfer request, the period of 90 business days commencing on (and including) the day on which the transfer request is delivered to AEMO.

permitted retrospective period
- In relation to a transfer request, the period of 185 business days expiring immediately before the day on which the transfer request is delivered to AEMO.

Petroleum and Gas Act
- Means the Petroleum and Gas (Production and Safety) Act 2004 (Qld).

preliminary extract
- A monthly extract that is sent in accordance with clause 5.5.1(1A).

pressure correction factor
- The value applied to reflect the difference in volume of gas at the pressure at which its volume is measured, and the volume of that gas at standard metric conditions.

Process to Validate Aggregated Injections
- Means the process established by the former gas market operator and maintained by AEMO under clause 6.4.2(a).

Procedures
- The Retail Market Procedures (Queensland).

projected basic meter limit
- Where a basic meter has a projected energy consumption of more than 10 TJ during the next twelve months.

proposed transfer date
- In relation to a transfer request, the day nominated in that transfer request as the day with effect from which the User who delivers the transfer request to AEMO is to be registered in the AEMO meter register as the FRO for the distribution supply point to which the transfer request relates.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>prospective transfer date</td>
<td>In relation to a transfer request, a day which is on or after the day on which the transfer request is delivered to AEMO.</td>
</tr>
<tr>
<td>publish</td>
<td>The posting of information on the AEMO web site.</td>
</tr>
<tr>
<td>read</td>
<td>The process of collecting figures or other information from a meter either directly or through being transmitted or transformed by electronic, radio, microwave, sonic or other means.</td>
</tr>
<tr>
<td>read failure notice</td>
<td>In relation to a transfer request, a notice delivered by AEMO pursuant to clause 4.6.2.</td>
</tr>
<tr>
<td>reading period</td>
<td>The period between two consecutive validated meter readings for a basic meter distribution supply point (see clause 2.6.1(a)).</td>
</tr>
<tr>
<td>reconciliation MIRN</td>
<td>Means the MIRN that the Distributor registers with AEMO to cater for reconciliation adjusted gas delivery for both the UAFG provider and host retailer.</td>
</tr>
<tr>
<td>reconciliation quantity</td>
<td>The amount of gigajoules for each withdrawal zone and distribution region provided to Users to enable them to determine whether UAFG is in surplus or shortfall.</td>
</tr>
<tr>
<td>re-energise</td>
<td>Has the meaning given in Part 1 of the NERL.</td>
</tr>
<tr>
<td>reference reading</td>
<td>The validated meter reading obtained on the end date of a reading period (see clause 2.6.1(a)).</td>
</tr>
<tr>
<td>registration end date</td>
<td>In relation to a transfer request which nominates a retrospective transfer date as the proposed transfer date, the last date that the User who delivered the transfer request wishes to be registered in the AEMO meter register as the FRO for the distribution supply point to which that transfer request relates.</td>
</tr>
<tr>
<td>registration notice</td>
<td>A notice delivered by AEMO pursuant to clause 4.8.</td>
</tr>
<tr>
<td>relevant dispute</td>
<td>Has the meaning given to that term in Part 15C of the Rules.</td>
</tr>
<tr>
<td>replacement basic meter</td>
<td>Installation of a basic meter to a distribution supply point that replaces a basic meter currently registered as installed at that distribution supply point.</td>
</tr>
<tr>
<td>retail authority</td>
<td>Has the meaning given under the Gas Supply Act.</td>
</tr>
<tr>
<td>Retailer</td>
<td>An entity that participates in the retail gas market of Queensland in a registrable capacity of a retailer under the Rules, and has registered with AEMO under the Rules in that registrable capacity.</td>
</tr>
<tr>
<td>retrospective transfer date</td>
<td>In relation to a transfer request, a day which is before the day on which the transfer request is delivered to AEMO.</td>
</tr>
</tbody>
</table>
| retrospectively affected FRO  | In relation to a transfer request which nominates a retrospective transfer date as the proposed transfer date, the person whose period of registration in the AEMO meter register as the FRO for the distribution supply point to which the transfer request relates would be decreased or
eliminated if the User who delivered the transfer request to AEMO were to be registered in the AEMO meter register as the FRO for that distribution supply point with effect from the retrospective transfer date.

**revised cumulative imbalance** For a withdrawal zone and distribution region, the cumulative imbalance for that withdrawal zone and distribution region for a billing period determined for a revised statement in accordance with clause 6.5.1(c)(ii).

**revised imbalance** For a withdrawal zone and distribution region, the difference in GJ between the aggregated consumption for a User, and the aggregated injections for that User, for that withdrawal zone and distribution region for a gas day and determined by AEMO in accordance with clause 6.5.1(a) for a revised statement.

**revised statement** A statement issued by AEMO under clause 7.9 following the resolution of a dispute or correction of an error relating to a final statement or a revision determined on the last business day of the ninth month after the billing period.

**revision extract** A monthly extract that is sent in accordance with clause 5.5.1(3), 5.5.1(4), 6.4.1(b)(ii), 6.4.1(b)(iii) or 6.4.1(d)(ii).

**RoLR event** Has the same meaning as in Part 6 of the NERL.

**RoLR transfer date** Has the same meaning as ‘transfer date’ in Part 6 of the NERL.

**Rules** The National Gas Rules made in accordance with the Law.

**scheduled read date** In respect of a meter relating to a distribution supply point, a day specified in the applicable meter reading schedule as a day on which the Distributor is to read that meter.

**second tier supply point** A distribution supply point in respect of which the FRO is a person other than the host retailer.

**Self contracting user** An entity that participates in the retail gas market of Queensland in a registrable capacity of a self contracting user under the Rules, and has registered with AEMO under the Rules in that registrable capacity.

**service order** means a request from a User requesting that the Distributor undertake the delivery of a service.

**service order in flight report** means a listing created and administered by a Distributor that comprises a number of data attributes as defined in the Gas Interface Protocol of every MIRN that the failed Retailer has initiated a service order and the Distributor has yet to complete the request.

**settlement amount** The amount payable by or to a User in respect of a billing period as determined by AEMO under clause 7.2.

**settlement business day** Has the meaning given to the term ‘business day’ in clause 10 of Schedule 2 to the Law.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>settlement statement</td>
<td>A statement issued by AEMO in the form of a final statement under clause 7.4 or a revised statement under clause 7.8.</td>
</tr>
<tr>
<td>site access information</td>
<td>In relation to a meter, information and safety instructions that are relevant to locating and reading that meter.</td>
</tr>
<tr>
<td>small customer</td>
<td>has the same meaning as in the NERL.</td>
</tr>
<tr>
<td>special read</td>
<td>A read undertaken other than in accordance with a meter reading schedule.</td>
</tr>
<tr>
<td>special read date</td>
<td>The date nominated by a User as the date on which a Distributor is to perform a special read.</td>
</tr>
<tr>
<td>special read request</td>
<td>A request for a special read in the form prescribed by the Gas Interface Protocol.</td>
</tr>
<tr>
<td>street/suburb combination</td>
<td>In relation to a MIRN discovery request, the discovery address excluding the street number or its equivalent.</td>
</tr>
<tr>
<td>STTM</td>
<td>Has the meaning given in paragraph (c) of the definition of the term 'short term trading market' in rule 364 of the Rules.</td>
</tr>
<tr>
<td>STTM distribution system allocation</td>
<td>Has the meaning given in Part 20 of the Rules.</td>
</tr>
<tr>
<td>STTM Procedures</td>
<td>STTM Procedures made under section 91BRH of the Law.</td>
</tr>
<tr>
<td>STTM withdrawal zone</td>
<td>A withdrawal zone to which gas is supplied by an STTM distribution system for the Brisbane hub as defined in rule 372A(2) of the Rules.</td>
</tr>
<tr>
<td>subject Customer</td>
<td>In relation to a distribution supply point, a person who purchases or proposes to purchase gas that is delivered at that distribution supply point and who consumes or proposes to consume that gas at a particular premises.</td>
</tr>
<tr>
<td>substituted meter reading</td>
<td>A reading that is substituted under these Procedures for an actual meter reading in accordance with an approved substitution methodology.</td>
</tr>
<tr>
<td>sufficient financial standing</td>
<td>A Standard and Poor’s credit rating of BBB- or better, or provide credit support in a form and amount acceptable to AEMO.</td>
</tr>
<tr>
<td>temperature sensitivity factor</td>
<td>In relation to a distribution supply point, means the incremental gas consumption at that distribution supply point that is the GJ per effective degree day calculated in accordance with Attachment 4.</td>
</tr>
<tr>
<td>TJ</td>
<td>Means one terajoule which equals $1 \times 10^{12}$ joules.</td>
</tr>
<tr>
<td>Total Consumption</td>
<td>All meter readings for all basic meters and interval meters during the UAFG year. This includes UAFG.</td>
</tr>
<tr>
<td>Total Injection</td>
<td>Consumed energy from custody transfer meters.</td>
</tr>
<tr>
<td>transfer request</td>
<td>In relation to a distribution supply point, a request by a User to AEMO to register that User in the AEMO meter register as the FRO for that distribution supply point.</td>
</tr>
</tbody>
</table>
transfer request notification

In relation to a transfer request, a notice delivered by AEMO pursuant to clause 4.2.

transfer withdrawal notice

In relation to a transfer request, a notice delivered to AEMO, pursuant to clause 4.5.1.

transmission system

Means the transmission pipeline used to transport gas from gas producer to a distribution system.

transmission zone

In relation to a distribution supply point the “transmission zone” in which that distribution supply point is located pursuant to clause 3.1.1(g).

UAFG

See definition for unaccounted for gas

UAFG estimation methodology

Means the methodology referred to in clause 11.4

UAFG MIRN

Means the MIRN that the Distributor registers with AEMO with FRO as the UAFG provider for the relevant distribution area as described in clause 11.2 for the purpose of allocating a UAFG value.

UAFG provider

Means the retailer who provides UAFG in a distribution area for a UAFG year.

UAFG year

Means a period for UAFG reconciliation commencing at the start of gas day 1 July in any year and concluding at the end of a gas day 30 June for the following year.

Unaccounted for gas

is the difference between the amount of gas injected into the distribution system at all custody transfer meters and the amount of gas withdrawn from the distribution system at all distribution supply points, including but not limited to leakage or other actual losses, discrepancies due to metering inaccuracies and variations of temperature, pressure and other parameters.

update extract

An extract for one or more gas days sent in accordance with clause 5.5.1A and containing data for all interval meters:

(a) for which consumed energy for those gas days has changed since a previous extract was provided to AEMO; or

(b) in relation to which AEMO requests such an extract.

User

Means a Retailer or a Self contracting user.

validated meter reading

A meter reading that has been validated in accordance with an approved validation methodology.

withdrawal zone

A grouping of distribution areas, not including those covered under an excluded distribution authority, as defined by AEMO for the purposes of balancing or the calculation of STTM distribution system allocations (as the case may be). See further clause 1.3A.
withdrawal zone and distribution region. See clause 1.3A.

1.1.2 Interpretation

These principles of interpretation apply to these Procedures unless the contrary intention appears:

(a) Terms defined in the Law, the NERL or the Rules, and not otherwise defined in clause 1.1.1, whether or not they appear in italics in these Procedures, have the meanings given to them in the Law, the NERL or the Rules (as applicable).

(b) references to time are references to Australian Eastern Standard Time;

(c) if a period of time is specified in days from a given day or an act or event, it is to be calculated exclusive of that day or, if that day is not a business day, exclusive of the first business day following that day;

(d) in deciding whether a person has used reasonable endeavours, regard must be had to all relevant factors including whether the person has acted in good faith and has done what is reasonably necessary in the circumstances; and

(d) where Participants are required to calculate values under these Procedures, such calculations must not apply truncation to any value. Derived values will not have an implied accuracy greater than any of the input variables to the calculation. Thus for a value derived from the product of two variables, one with two decimal place precision and one with three decimal place precision, the product will initially be set to three decimal places to allow for rounding to a final precision of two decimal places. Rounding will only be applied to the final value derived in the calculation process. The rounding method will be as described in the examples below:

ROUND 2.14 to one decimal place - equals 2.1
ROUND 2.15 to one decimal place - equals 2.2
ROUND 2.159 to one decimal place - equals 2.2
ROUND 2.149 to two decimal places - equals 2.15
ROUND -1.475 to two decimal places equals -1.48

Example 1 Energy Calculation:
PCF of 1.0989
HV of 39.81
Vol of 200
1.0989 * 39.81 * 200 = 8749.4418
Rounded to 8749

Example 2 Energy Calculation:
PCF of 1.0989
HV of 41.89
Vol of 200
1.0989 * 41.89 * 200 = 9206.5842
Rounded to 9207

Example 3 Energy Calculation:
PCF of 1.0989
HV of 38.55
Vol 345 cubic feet (100s)
345\times 2.832 \times 1.0989 \times 38.55 = 41389.94982
Rounded to 41390

[Note: Please see Schedule 2 of the NGL for further provisions relating to Interpretation of these Procedures.]

1.1.3 The Regulatory Framework
(a) These Procedures form part of the regulatory framework which is applicable to AEMO, Users and Distributors under the Gas Supply Act, the Law, the Rules and the NERL.

1.1.4 Application
(a) If a provision of these Procedures is inconsistent with the Gas Supply Act, the Petroleum and Gas Act, the Law or the Rules or the NERL, the Gas Supply Act, the Petroleum and Gas Act, Gas Industry Code, the Law or the Rules or the NERL (as the case may be) will prevail to the extent of the inconsistency.

(b) Unless expressly provided otherwise, the provisions of Chapter 2 of these Procedures do not apply to interval meters.

(c) Unless expressly provided otherwise, the provisions of Chapter 5 of these Procedures do not apply to basic meters.

(d) These Procedures apply in respect of distribution supply points in a distribution region.

(e) Nothing in these Procedures has the effect of enabling a Customer to transfer to a new Retailer on a date prior to the date on which that Customer is able to do so in accordance with the Gas Supply Act.

1.2 Registration with AEMO

[Note: Please see registration provisions in the Law and rule 135AB of the Rules.]

For the purpose of the requirement to have adequate financial resources in order to be registered as a participant under the Rules, the person must have sufficient financial standing and must provide to AEMO, with any application for registration, documentary evidence that it has sufficient financial standing.

1.3 Gas Interface Protocol

1.3.1 Amendment
(a) Except otherwise specified in clause 1.3.1(b), the Gas Interface Protocol may only be amended by AEMO undertaking one of the following consultative processes:

(i) the ordinary process for making Procedures under section 135EE of the Rules; or

(ii) the expedited process for making Procedures under section 135EF of the Rules.

(b) If a Retailer or a Distributor or AEMO becomes aware of an addition to the aseXML schema enumerated address based identifiers, as soon as practicable after becoming aware of the change the relevant Retailer or Distributor or AEMO must:
(i) ensure that this new *address based identifier* is added to the aseXML schema enumerated *address based identifiers* using the rapid change process as set out in the ASWG Change Management Process as published on the AEMO website; and

(ii) where there has been an update to the aseXML schema enumerated *address based identifiers*, provide a notice via the *FRC HUB* broadcast email distribution list that an addition to the list has been implemented; and

(iii) where a *Retailer* or a *Distributor* or AEMO has received a notice as set out in clause 1.3.1(b)(ii), AEMO all *Retailers* and all *Distributors* must use reasonable endeavours to implement the updated enumerations file within 10 *business days* but no later than 35 *business days* after the date of the notice.

1.3.2 Publication

*AEMO* must *publish* the *Gas Interface Protocol*, as amended from time to time, on its website.

1.3.3 Effect

*AEMO* and each *User and Distributor* must comply with, and is bound by, the *Gas Interface Protocol* in respect of the provision of information, giving of notice, delivery of notices or documents and making of requests, and the receipt of information, notices, documents or requests, as contemplated by these *Procedures*.

1.3.4 FRC HUB

(a) In accordance with the certification process (Gas FRC Business to Business connectivity Testing and System Certification) maintained and *published* by *AEMO*, *AEMO* and each *Retailer* and *Distributor* must be certified by *AEMO* prior to using the *FRC HUB* for transactions specified in the *Gas Interface Protocol*.

(b) *AEMO* must maintain and *publish*, *FRC HUB Operational Terms and Conditions* for the *FRC HUB*.

(c) *AEMO*, prior to implementing changes to the *published FRC HUB Operational Terms and Conditions* for the *FRC HUB*, must:

(i) provide *Retailers* and *Distributors* with the proposed change to the *FRC HUB Operational Terms and Conditions*; and

(ii) allow a reasonable time to receive *Retailer* and *Distributor* responses to the proposed change to the *FRC HUB Operational Terms and Conditions*.

(d) *AEMO* and each *Retailer* and *Distributor* must comply with the *FRC HUB Operational Terms and Conditions*, as *published* by *AEMO* on its website from time to time.

(e) A breach, by a *Retailer* or *Distributor* of the *FRC HUB Operational Terms and Conditions*, is taken to be a breach of these *Procedures* for the purposes of section 91MB of the Law.

(f) Where a *Retailer* or *Distributor* uses the *FRC HUB* in breach of the *FRC HUB Operational Terms and Conditions*, then as soon as *AEMO* becomes aware of such breaches *AEMO*: 
(i) must notify the Retailer or Distributor of the breach; and
(ii) may take any action in relation to the breach, including issuing a direction to
the Retailer or Distributor under section 91MB(4)(b) of the Law to rectify the
breach or to take specified measures to ensure future compliance (or both).

(g) Where a User or Distributor continues to use the FRC HUB in breach of the FRC
HUB Operational Terms and Conditions after a notice of a breach under 1.3.4(f)(i)
has been provided to the Retailer or Distributor, and continued significant breaches
of the same nature are evident, then AEMO may treat the continued breach as a
material breach of these Procedures and refer the matter to the AER in accordance
with section 91MB(4)(c) of the Law.

1.3.5 Additional FRC HUB outages

(a) After consultation with affected Distributors and Retailers, AEMO may
determine an outage period during which the FRC HUB will not be available, in
addition to the outages covered by the FRC HUB Operational Terms and
Conditions and unplanned outages (an “additional FRC HUB outage”).

(b) AEMO must publish details of the additional FRC HUB outage at least 7 days
before the outage commences.

(c) The published details of the additional FRC HUB outage must include any
changes to any timing requirement set out in these Procedures that will apply
during the outage.

1.3A Withdrawal zones and distribution regions

References in these Procedures to a "withdrawal zone and distribution region" are to be
construed as references to that withdrawal zone in so far as it pertains to that distribution
region. Accordingly, where a withdrawal zone extends over more than one distribution
region then, for the purposes of balancing and the calculation of distribution system
allocations, the relevant provision is to be applied separately to each part of the
withdrawal zone that pertains to a different distribution region. References in these
Procedures to an "STTM withdrawal zone and distribution region" or a "non-STTM
withdrawal zone and distribution region" are to be construed in a corresponding way.

1.4 Confidentiality

[Note: Please see Division 7, Part 6 of the Law and rule 138A of the Rules which
provides for the use and disclosure of confidential information.]

Unless these Procedures state otherwise, any information provided to AEMO, a User,
or a Distributor under these Procedures is classified as confidential information for the
purposes of the Law and the Rules.

1.5 Dispute resolution

(a) The dispute resolution provisions under the Rules apply to the determination of
any compensation payable in the circumstances set out in clause 6.9.3; and

(b) A dispute referred to in clause 1.5(a) is a relevant dispute for the purposes of the
Rules.
1.6 [Deleted]

1.7 Market audit

(a) AEMO must undertake a review in accordance with this clause ("Review") at least every two years.

(a1) A Review must constitute an examination in accordance with the standard for a review specified in Auditing Standard ASAE 3000 (Explanatory Framework for Standards on Audit and Audit Related Services) (as varied from time to time) prepared by the Auditing and Assurance Standards Board.

(b) In undertaking a Review, AEMO must appoint a person (a “Market Auditor”) who in AEMO’s reasonable opinion is independent and suitably qualified to conduct the required Review.

(c) A Review must examine compliance by AEMO with its processes and the effectiveness and appropriateness of systems utilised in the operation of any activities as set out in or contemplated by the Procedures, including but not limited to:

(i) AEMO’s compliance processes and compliance with the Procedures;
(ii) IT Controls, including software management and business continuity;
(iii) integrity of the AEMO meter register;
(iv) profiling processes and systems; and
(v) retail billing and information systems.

(d) AEMO will determine, in consultation with Participants, the extent and scope of the Review to be undertaken.

(e) AEMO must ensure that the person who conducts the Review prepares a report in which the results of the Review are set out.

(f) AEMO must publish the report on its website and make it available to Participants on request.
CHAPTER 2 BASIC METER PROCESSES

2.1 Meter Data Database

2.1.1 Creation, Maintenance and Administration

(a) Each Distributor must create, maintain and administer a database in relation to all of the distribution supply points that are located in the distribution region of that Distributor, such a database is to include the following information in respect of each such distribution supply point and the meter that relates to that distribution supply point:

(i) the MIRN;
(ii) the meter number;
(iii) each actual meter reading made during the data retention period, and the date on which that reading was undertaken;
(iv) each estimated meter reading made during the data retention period, the date to which that estimated meter reading pertains and details of the approved estimation methodology applied to obtain that estimated meter reading (each estimated meter reading must be identified as such and, where an estimated meter reading is a Customer-own read, the estimated meter reading must also be identified as a Customer-own read);
(v) each substituted meter reading made during the data retention period, the date to which that substituted meter reading pertains and details of the approved substitution methodology applied to obtain that substituted meter reading (each substituted meter reading must be identified as such); and
(vi) in respect of each meter reading included in the meter data database:

(A) the flow during the period since the immediately preceding validated meter reading which is included in the meter data database;
(B) the average heating value for that period as calculated in accordance with these Procedures;
(C) the pressure correction factor to be applied in respect of that flow; and
(D) the consumed energy during that period.

(b) The obligations set out in clauses 2.1.1(a)(iii), (iv), (v) and (vi) relate to validated meter readings. A Distributor may, but is not required to, include in the meter data database meter readings that are not validated meter readings (each non-validated meter reading must be identified as such).

2.1.2 Updating of Meter Data Database

Except as otherwise provided in clause 2.9 in relation to the period within which such information must be included in the meter data database, each Distributor must use its reasonable endeavours to ensure that the information required to be included in its meter data database is included in that meter data database by 5.00 pm on the first business day following the day on which that information is obtained or calculated by the Distributor.

2.1.3 Use of Data

AEMO must use the information provided to AEMO from the meter data database of each Distributor for any purpose contemplated by these Procedures.
2.2  Meter Reading

2.2.1  Meter Reading Schedule

(a) Not less than three months prior to each 30 June (where the period to which the then current meter reading schedule relates expires on 30 June) or each 31 December (where the period to which the then current meter reading schedule relates expires on 31 December), each Distributor must provide to each Retailer who is the FRO for a distribution supply point which is located in the distribution region of that Distributor a schedule setting out the date on which it proposes to read all its meters during the 12 months following that 30 June or 31 December (as the case may be). This schedule must provide for all such meters to be read at intervals of approximately one month (where the meters are on a monthly reading cycle) or three months (where the meters are on a quarterly reading cycle) (with the first reading to be undertaken approximately one month or three months (as the case may be) after the last reading undertaken prior to that date).

(b) A Retailer may at any time request a Distributor to change a date in a meter reading schedule where that change pertains to a meter that relates to a distribution supply point which is located in the distribution region of that Distributor and in respect of which the Retailer is the FRO. However, the Distributor is not required to make the requested change.

(c) A Distributor must notify the Retailer who is the FRO for a distribution supply point in the distribution region of that Distributor of any changes the Distributor proposes to make to a date in a meter reading schedule, in respect of the reading of the meter relating to that distribution supply point, as far as practicable at least three months prior to that change being made and the Distributor must consult with that Retailer prior to making that change.

(d) A Distributor must use its reasonable endeavours to read meters in accordance with the applicable meter reading schedule or as otherwise agreed with the Retailer who is the FRO for the distribution supply point to which the relevant meters relate.

(e) If, in respect to a particular day, a Distributor is unable to read the meters comprising a discrete route in accordance with a meter reading schedule, the Distributor must use its reasonable endeavours to notify that failure to each Retailer who is a FRO for a distribution supply point to which such a meter relates by 5.00 pm on the second business day after the day on which it was unable to read the meter.

2.2.2  Site Access Information

(a) Each User who is the FRO for a distribution supply point which is located in the distribution region for that Distributor must use its reasonable endeavours to provide that Distributor with details of any changes to any site access information in relation to the meter that relates to that distribution supply point by 5.00 pm on the first business day following the day on which the User receives those details. Those details must be identified to the Distributor by reference to the MIRN for the distribution supply point to which the meter relates.

(b) Each Distributor must use its reasonable endeavours to provide each User who is the FRO for a distribution supply point which is located in the distribution region of a Distributor with details of any changes to any site access information in relation to the meter that relates to that distribution supply point by 5.00 pm on the first business day following the day on which the Distributor receives those details.
Those details must be identified to the *User* by reference to the *MIRN* for the *distribution supply point* to which the *meter* relates.

### 2.2.3 Provision of Meter Reading Information

(a) Except as otherwise provided in clause 2.9 in relation to the period within which such information must be provided, a *Distributor* must provide to the *FRO* for a *distribution supply point* that is located in the *distribution region* for that *Distributor* the following information in respect of the *meter* relating to the *distribution supply point* (identified by reference to the *MIRN* for that *distribution supply point*):

(i) where the *Distributor* has *read* the *meter* in accordance with the applicable *meter reading schedule* and the *actual meter reading* is a *validated meter reading*, the *Distributor* must use its reasonable endeavours to provide the *FRO* with the following information:

(A) the day on which the *meter* was *read*; and

(B) the *validated meter reading* for that *meter*,

by 5.00 pm on the first *business day* following the day on which the *meter* was *read*;

(ii) where the *Distributor* has *read* the *meter* in accordance with the applicable *meter reading schedule* but the *actual meter reading* is not a *validated meter reading*, the *Distributor* must:

(A) undertake an *estimated meter reading* as at the *scheduled read date* in accordance with clause 2.4; and

(B) use its reasonable endeavours to provide the *FRO* with the following information:

(1) the *scheduled read date*;

(2) the *estimated meter reading* (identified as such) for that *meter*;

(3) the details of the *approved estimation methodology* applied to obtain that *estimated meter reading*; and

(4) the reason for the *actual meter reading* not being a *validated meter reading*,

by 5.00 pm on the second *business day* following the day on which the *meter* was *read*;

(iii) where the *Distributor* has been unable to *read* the *meter* in accordance with the applicable *meter reading schedule*, the *Distributor* must:

(A) undertake an *estimated meter reading* as at the *scheduled read date* in accordance with clause 2.4; and

(B) use its reasonable endeavours to provide the *FRO* with the following information:

(1) the *scheduled read date*;

(2) the *estimated meter reading* (identified as such) for that *meter*;

(3) the details of the *approved estimation methodology* applied to obtain that *estimated meter reading*; and

(4) the reason for the *Distributor* not being able to *read* the *meter*,
by 5.00 pm on the second business day following the scheduled read date for that meter;

(iv) where the Distributor has been unable to obtain a validated meter reading in accordance with the applicable meter reading schedule, the Distributor must use its reasonable endeavours to provide the FRO with the following information:

(A) the day on which the meter was read; and

(B) the validated meter reading for that meter,

by 5.00 pm on the second business day following the day on which the meter was read;

(v) where the Distributor has been provided a Customer-own read by the FRO and the Distributor reasonably considers the Customer-own read to be accurate, the Distributor must use its reasonable endeavours to provide the FRO with the following information:

(A) the day on which the meter was read; and

(B) the validated meter reading for that meter,

by 5.00 pm on the first business day following the day on which the Customer-own read was received by the Distributor;

(vi) where the Distributor has undertaken a special read of the meter that was requested by the User who is the FRO for the distribution supply point to which that meter relates, and the actual meter reading is a validated meter reading, the Distributor must use its reasonable endeavours to provide the User with the following information:

(A) the day on which the meter was read; and

(B) the validated meter reading for that meter,

by 5.00 pm on the first business day following the day on which the meter was read;

(vii) where:

(A) the Distributor has undertaken a special read of the meter, but the actual meter reading is not a validated meter reading; or

(B) the Distributor has been unable to read the meter on a special read date,

the Distributor must use its reasonable endeavours to notify the User who requested the special read of that fact (and the reason for it), and to specify the next day on which a special read of that meter can be undertaken by the Distributor, by 5.00 pm on the first business day following the special read date*;

(viii) where details of a Customer-own read are provided by the Customer in writing to the Distributor, the Distributor must use its reasonable endeavours to provide those details to the FRO by 5.00 pm on the first business day

* For the avoidance of doubt, nothing in clause 2.2.3(a)(vii) shall be construed as requiring the Distributor to attempt to read the meter on the day specified by it pursuant to that clause unless the relevant Retailer subsequently nominates that day for that purpose in a special read request made pursuant to clause 2.2.5(a) in which case clause 2.4.3 will apply.
following the day on which the Distributor received those details and must identify the details as relating to a Customer-own read; and

(ix) where the Distributor has substituted a meter reading in accordance with clause 2.5, the Distributor must use its reasonable endeavours to provide the FRO with the following information:

(A) the date to which the substituted meter reading pertains;

(B) the substituted meter reading (identified as such) for that meter; and

(C) details of the approved substitution methodology applied to obtain that substituted meter reading,

by 5.00 pm on the first business day following the day on which the substituted meter reading was calculated.

(b) Where, pursuant to clause 4.2 or 4.6, AEMO has notified a Distributor of a transfer request or an alternative transfer date notice, the Distributor must provide to AEMO the following information in respect of the meter relating to the distribution supply point to which the relevant transfer request relates (identified by reference to the MIRN for that distribution supply point):

(i) where the Distributor has read the meter during the allowable period (if any) in relation to the relevant proposed transfer date, or the permitted prospective period (if any) in relation to the relevant transfer request, and the meter reading is a validated meter reading and an actual meter reading, the Distributor must use its reasonable endeavours to provide to AEMO the following information:

(A) the dates of that validated meter reading and the immediately preceding validated meter reading; and

(B) the consumed energy for the period between the dates referred to in clause 2.2.3(b)(i)(A),

by midnight on the first business day following the day on which the meter was read;

(ii) where the Distributor has read the meter during the allowable period (if any) in relation to the relevant proposed transfer date, or the permitted prospective period (if any) in relation to the relevant transfer request, and the meter reading is a validated meter reading and an actual meter reading but the Distributor has been unable to obtain the reading in accordance with the meter reading schedule, the Distributor must use its reasonable endeavours to provide to AEMO the following information:

(A) the dates of that validated meter reading and the immediately preceding validated meter reading; and

(B) the consumed energy for the period between the dates referred to in clause 2.2.3(b)(ii)(A),

by midnight on the second business day following the day on which the meter was read;

(iii) where the Distributor has read the meter during the allowable period (if any) in relation to the relevant proposed transfer date, or the permitted prospective period (if any) in relation to the relevant transfer request, and the meter reading is a validated meter reading and a substituted meter reading,
the Distributor must use its reasonable endeavours to provide to AEMO the following information:

(A) the dates of that validated meter reading and the immediately preceding validated meter reading; and

(B) the consumed energy for the period between the dates referred to in clause 2.2.3(b)(iii)(A),

by midnight on the second business day following the day on which the meter was read; and

(iv) where the Distributor has read the meter on the retrospective transfer date (if any) nominated in the relevant transfer request and the meter reading is a validated meter reading (other than an estimated meter reading), the Distributor must use its reasonable endeavours to provide to AEMO:

(A) the dates of that validated meter reading and the immediately preceding validated meter reading; and

(B) the consumed energy for the period between the dates referred to in clause 2.2.3(b)(iv)(A);

by midnight on the first business day following the day on which the transfer request notification relating to the transfer request was delivered to it.

(c) Where, pursuant to clause 4.8, AEMO delivers a registration notice in respect of a distribution supply point to the Distributor in whose distribution region that distribution supply point is located, that Distributor must use its reasonable endeavours to:

(i) provide to the User that has been registered as the FRO for the distribution supply point the validated meter reading referred to in clause 2.2.3(b) (whether that reading was obtained from a special read of the meter or as a result of a read conducted in accordance with a meter reading schedule); and

(ii) where the proposed transfer date nominated in the transfer request is a prospective transfer date, provide to the person who was the FRO for that distribution supply point immediately prior to the registration of the new FRO for that distribution supply point the validated meter reading referred to in clause 2.2.3(b)(i) (where that reading was obtained from a special read of the meter),

by 5.00 pm on the first business day following the day on which the Distributor receives the registration notice.

(d) Subject to clause 2.2.3(e), a Distributor must use its reasonable endeavours to provide to the FRO for a distribution supply point that is located in the distribution region of the Distributor such information from its meter data database in respect of that distribution supply point and the meter relating to that distribution supply point (being information referred to in clause 2.1.1(a) other than information in relation to any special read requested by a person other than the FRO for that distribution supply point) as the FRO requests as follows:

(i) if the request pertains to a time that is not more than two years prior to the day on which the request is delivered to the Distributor, by 5.00 pm on the fifth business day following the day on which the request is delivered to the Distributor;
(ii) if the request pertains to a time that is between two and seven years prior to the day on which the request is delivered to the Distributor, by 5.00 pm on the tenth business day following the day on which the request is delivered to the Distributor; and

(iii) in either case, that information must be identified to the FRO by reference to the MIRN for the relevant distribution supply point.

(e) The FRO for a distribution supply point may only request information from a Distributor pursuant to clause 2.2.3(d) that relates to a period during which that FRO was registered as the FRO for that distribution supply point in the AEMO meter register.

(f) A Distributor must use its reasonable endeavours to provide to AEMO such information from its meter data database in respect of a distribution supply point (being information referred to in clause 2.1.1(a)) as AEMO requests as follows:

(i) if the request pertains to a time that is not more than two years prior to the day on which the request is delivered to the Distributor, by 5.00 pm on the fifth business day following the day on which the request is delivered to the Distributor;

(ii) if the request pertains to a time that is between two and seven years prior to the day on which the request is delivered to the Distributor, by 5.00 pm on the 10th business day following the day on which the request is delivered to the Distributor; and

(iii) in either case, that information must be identified to AEMO by reference to the MIRN for the relevant distribution supply point.

2.2.4 Customer provided Meter Readings

If, following the failure by a Distributor to read a meter, the Customer of a User provides the User with details of a Customer-own read, the User must use its reasonable endeavours to provide those details to the Distributor by 5.00 pm on the first business day following the day on which it receives those details from the Customer.

2.2.5 Special Reads

(a) A User may request a Distributor to undertake a special read of a meter relating to a distribution supply point which is located in the distribution region of the Distributor by delivering a special read request to the Distributor. The special read request must nominate, as the day on which the special read is to be undertaken, a business day that is not less than two business days after the day on which the special read request is given to the Distributor.

(b) The Distributor must use its reasonable endeavours to undertake the special read on the special read date.

2.3 Validation of Meter Readings

2.3.1 Approved Validation Methodology

(a) A Distributor must validate a meter reading for the purposes of these Procedures and must validate this meter reading in accordance with an approved validation methodology.
(b) Prior to changing an approved validation methodology, the Distributor must consult with each User who is the FRO for a distribution supply point which is located in the distribution region of that Distributor.

2.3.2 Validation of Meter Readings

A Distributor must ensure that meter readings are validated in accordance with an approved validation methodology before:

(i) the meter reading; or

(ii) information calculated on the basis of the meter reading,

is provided to a FRO or AEMO.

2.4 Estimated Meter Readings

2.4.1 Approved Estimation Methodology

(a) If a Distributor is required to undertake an estimated meter reading for the purposes of these Procedures, the Distributor must undertake that estimated meter reading in accordance with an approved estimation methodology.

(b) Prior to changing an approved estimation methodology, the Distributor must consult with each User who is the FRO for a distribution supply point which is located in the distribution region of that Distributor.

2.4.2 Changes to Estimates

(a) The Retailer who is the FRO for a distribution supply point to which a meter relates may, at any time, request a Distributor who has undertaken an estimated meter reading in relation to that meter for the purposes of these Procedures to change that estimate. The Distributor may change that estimate if it reasonably considers the revised estimate to be more accurate.

(b) If a Distributor changes an estimated meter reading, then the Distributor must use its reasonable endeavours:

(i) to recalculate any flow and consumed energy calculated using the previous estimated meter reading;

(ii) to include the new estimated meter reading, flow and consumed energy in its meter data database;

(iii) to provide the new estimated meter reading, flow and consumed energy to the FRO for the distribution supply point by 5.00 pm on the first business day following the day on which that estimated meter reading is changed; and

(iv) to provide the new consumed energy to AEMO in relation to each distribution supply point which is a second tier supply point by midnight on the first business day following the day on which that estimated meter reading is changed.

2.4.3 Subsequent Actual Meter Reading

If a Distributor subsequently reads a meter in relation to which it has undertaken an estimated meter reading and the actual meter reading is a validated meter reading the Distributor must use its reasonable endeavours:

(a) to recalculate any flow and consumed energy calculated using the previous estimated meter reading;
(b) to include the actual meter reading and the new flow and consumed energy in its meter data database;
(c) to provide the actual meter reading and the new flow and consumed energy to the FRO for the distribution supply point by 5.00 pm on the first business day following the day on which the meter was read; and
(d) to provide the new consumed energy to AEMO in relation to each distribution supply point which is a second tier supply point by midnight on the first business day following the day on which the meter was read.

2.5 Substituted Meter Readings

2.5.1 Approved Substitution Methodology

(a) A Distributor must only undertake a substituted meter reading in accordance with, and in the circumstances specified in, an approved substitution methodology. The approved substitution methodology must specify the criteria which must be satisfied before that methodology may be applied.

(b) Prior to changing an approved substitution methodology, the Distributor must consult with each User who is the FRO for a distribution supply point which is located in the distribution region of that Distributor.

2.5.2 Changes to Substitutes

(a) The User who is the FRO for a distribution supply point to which a meter relates may, at any time, request a Distributor who has undertaken a substituted meter reading in relation to that meter for the purposes of these Procedures to change that substitute. The Distributor may change that substitute if it reasonably considers the revised substitute to be more accurate.

(b) If a Distributor changes a substituted meter reading, then the Distributor must use its reasonable endeavours:

(i) to recalculate any flow and consumed energy calculated using a previous substituted meter reading;

(ii) to include the new substituted meter reading, flow and consumed energy in its meter data database;

(iii) to provide the new substituted meter reading, flow and consumed energy to the FRO for the distribution supply point by 5.00 pm on the first business day following the day on which that substituted meter reading is changed; and

(iv) to provide the new consumed energy to AEMO in relation to each distribution supply point which is a second tier supply point by midnight on the first business day following the day on which that substituted meter reading is changed.

2.6 Calculation and Provision of Energy Data

2.6.1 Calculation of Energy Data

(a) Where a Distributor has obtained or made a validated meter reading (the reference reading), the Distributor must calculate the consumed energy in relation to that meter during the period (the reading period) commencing on the date of the immediately preceding validated meter reading which is included in its meter data database in respect of that meter (the base reading) and expiring on the date of the reference reading as follows:
(i) the Distributor must calculate the flow during that reading period on the basis of the reference reading and the base reading;

(ii) where the meter is calibrated in imperial units the Distributor must convert the flow to metric units;

(iii) the Distributor must apply the applicable pressure correction factor to that flow; and

(iv) the Distributor must apply the average heating value for the reading period to the pressure corrected flow so as to obtain the energy deemed to be consumed (consumed energy) in relation to that meter during that reading period.

(b) For each heating value zone the average heating value for a reading period is to be calculated by the Distributor as the average, over the reading period, using the average daily flow weighted heating values for that heating value zone. Where the average daily flow weighted heating value for a day is not available, the Distributor must use the average daily flow weighted heating value for the previous day.

(c) For each heating value zone the Distributor must use reasonable endeavours to provide the daily flow weighted heating values to AEMO for the gas day by 1:30pm of the following business day.

(d) AEMO must use reasonable endeavours to publish the daily flow weighted heating values for the gas day by 5pm the following business day.

2.6.2 Provision of Energy Data

(a) Except as otherwise provided in clause 2.9 in relation to the period within which such information must be provided, a Distributor must use its reasonable endeavours to provide to the FRO for the distribution supply point to which a meter relates (unless the reference reading was obtained from a special read of the meter requested by a person other than the FRO for that distribution supply point):

(i) the MIRN for the distribution supply point;

(ii) the meter number for the meter;

(iii) the flow used to calculate the consumed energy, together with:

(A) the reference reading and the base reading used to calculate the flow (identified as being actual meter readings, estimated meter readings or substituted meter readings as the case may be); and

(B) the dates on which those meter readings were obtained or made;

(iv) the pressure correction factor and the average heating value used to calculate the consumed energy; and

(v) the consumed energy, by

(1) 5:00 pm on the first business day after the day on which the meter was read where the meter reading was a validated meter reading; or

(2) 5:00 pm on the first business day after the day on which a meter read was provided by the FRO where the meter reading was a validated meter reading, or
(3) where the Distributor has been unable to obtain a validated meter reading in accordance with a meter reading schedule, 5:00 pm on the second business day after the scheduled read date; or

(4) where the meter reading was an estimated meter reading or a substituted meter reading, 5:00 pm on the second business day after the scheduled read date.

(b) Except as otherwise provided in clause 2.9 in relation to the period within which such information must be provided, a Distributor must also use its reasonable endeavours to provide to AEMO in relation to each distribution supply point which is a second tier supply point:

(i) the MIRN for the distribution supply point;

(ii) the consumed energy;

(iii) the dates on which the reference reading and base reading for the consumed energy were obtained or made; and

(iv) information as to whether the readings used to calculate the flow are actual meter readings, estimated meter readings or substituted meter readings,

by

(1) midnight on the first business day after the day on which the meter was read where the meter reading was a validated meter reading; or

(2) midnight on the first business day after the day on which a meter read was provided by the FRO where the meter reading was a validated meter reading, or

(3) where the Distributor has been unable to obtain a validated meter reading in accordance with a meter reading schedule, midnight on the second business day after the scheduled read date; or

(4) where the meter reading was an estimated meter reading or a substituted meter reading, midnight on the second business day after the scheduled read date.

(c) Where, pursuant to clause 4.8, AEMO delivers a registration notice in respect of a distribution supply point to the Distributor in whose distribution region that distribution supply point is located, that Distributor must use its reasonable endeavours to:

(i) provide to the User that has been registered as the FRO for the distribution supply point the information referred to in clause 2.6.2(a) (excluding base reading, flow, consumed energy and the average heating value used to calculate the consumed energy) in respect of the validated meter reading referred to in clause 2.2.3(b), which validated meter reading is the reference reading for the purposes of this clause 2.6.2 (whether that reading was obtained from a special read of the meter or as a result of a read conducted in accordance with a meter reading schedule); and

(ii) where the proposed transfer date nominated in the transfer request is a prospective transfer date, provide to the person who was the FRO for that distribution supply point immediately prior to the registration of the new FRO for that distribution supply point the information referred to in clause 2.6.2(a) in respect of the validated meter reading referred to in clause 2.2.3(b)(i), which validated meter reading is the reference reading for the purposes of
this clause 2.6.2 (where that reading was obtained from a special read of the meter),
by 5.00 pm on the first business day following the day on which the Distributor receives the registration notice.

(d) Where, pursuant to clause 2.2.3, the Distributor has provided:
(i) to the FRO for a distribution supply point any of the information referred to in clause 2.6.2(a); or
(ii) to AEMO any of the information referred to in clause 2.6.2(b),
the Distributor will have satisfied its obligations under clause 2.6.2(a) or 2.6.2(b) (as applicable) with respect to the information provided under clause 2.2.3.

(e) Where AEMO delivers a registration notice in respect of a distribution supply point under clause 4.8 to the relevant Distributor, the previously registered FRO will cease to be entitled to receive energy data under clause 2.6.2(a) in respect of any period after the effective date of the relevant registration from the later of:
(i) the end of the business day on which the registration notice was received by the Distributor; and
(ii) if the registration notice was received after 5.00 pm on a business day, 9.00 am on the next business day.

2.6.3 Energy Data required by AEMO

(a) AEMO must, at least once every 3 months use its reasonable endeavours to review all information received by it from each Distributor pursuant to Chapter 2 of these Procedures in respect of meters relating to second tier supply points for the purpose of determining whether it has been provided with all of the information which Distributors are required to provide to it in respect of those meters pursuant to Chapter 2 of these Procedures.

(b) If that review reveals that a Distributor has not provided to AEMO all of the information which the Distributor is required to provide pursuant to Chapter 2 of these Procedures in respect of such meters, AEMO must notify the Distributor as soon as practicable and the Distributor must use its reasonable endeavours to provide the relevant information to AEMO by 5.00 pm on the first business day following the day on which AEMO gives that notice to the Distributor.

2.7 Data Change

2.7.1 Request for Verification

The FRO for a distribution supply point which is located in the distribution region of a Distributor may request the Distributor to verify specified information provided by the Distributor to it pursuant to these Procedures in relation to a meter relating to that distribution supply point.

2.7.2 Distributor to Verify Information

(a) The Distributor must, as soon as reasonably practicable, verify that specified information in any manner it considers appropriate (including by way of a special read) and must use its reasonable endeavours to provide the results of that verification (together with details of the method by which that specified information
was verified) to the FRO who requested the verification by 5.00 pm on the first business day following the day on which the verification is concluded.

(b) If the verification reveals that the specified information is materially incorrect, then the Distributor must use its reasonable endeavours:

(i) to make such changes to the information included in its meter data database as are necessary to correct that information;

(ii) to provide the new information the subject of a change under clause 2.7.2(b)(i) to the FRO who requested the verification by 5.00 pm on the first business day following the day on which the verification is concluded; and

(iii) to provide the new information the subject of a change under clause 2.7.2(b)(i), and which is required by AEMO under these Procedures, to AEMO by midnight on the first business day following the day on which the verification is concluded.

2.8 Profiling

2.8.1 Data for Profiling

(a) Where a FRO requests a Distributor to install a meter, the FRO must provide to the Distributor, at the time of that request, a Customer characterisation for the distribution supply point to which that meter will relate.

(b) Where:

(i) pursuant to clause 4.8, AEMO delivers a registration notice in respect of a distribution supply point to the Distributor in whose distribution region the distribution supply point is located; and

(ii) the distribution supply point is a second tier supply point,

the Distributor must use its reasonable endeavours to provide to AEMO a base load and a temperature sensitivity factor for that distribution supply point by midnight on the second business day following the day on which the Distributor receives the registration notice.

(c) Each Distributor must use its reasonable endeavours to provide to AEMO a new base load and a new temperature sensitivity factor for each distribution supply point in its distribution region that is a second tier supply point by midnight on the last business day before 30 April and 31 October of each year.

(d) For the purposes of clauses 2.8.1(b) and 2.8.1(c), the base load and the temperature sensitivity factor for a distribution supply point must be determined by the Distributor as follows:

(i) where there is 6 months of consumption history for that distribution supply point, in accordance with clause 2.5.2 of Attachment 4; or

(ii) where there is not 6 months of consumption history for that distribution supply point, in accordance with clause 2.5.3 of Attachment 4.

2.8.2 Profile Preparation and Application

AEMO must apply the net system load profile methodology to apportion into gas days, for settlement purposes, the consumed energy in relation to each meter that relates to a second tier supply point.
2.8.3 Provision of Information to FROs

(a) By midnight on the gas day after the relevant gas day, AEMO must provide to each FRO for a distribution supply point the aggregate of the consumed energy in relation to each meter that relates to a second tier supply point and in respect of which it is the FRO, which consumed energy has been apportioned into that gas day by the application of the net system load profile methodology.

(b) AEMO must:

(i) recalculate the aggregate of the consumed energy referred to in clause 2.8.3(a) in accordance with clause 2.4.2 of Attachment 4; and

(ii) provide that aggregate to the relevant FRO by midnight on the first day after its calculation.

2.8.4 Publication of Net System Load Information on Market Information Bulletin Board

(a) AEMO must publish the NSL for each distribution region for each gas day of each month on the market information bulletin board by midnight on the gas day after the gas day to which the NSL relates.

(b) AEMO must:

(i) recalculate the NSL for each distribution region in accordance with clause 1.2.3 of Attachment 4;

(ii) publish the recalculated NSL for each distribution region for each day of each month on the market information bulletin board by midnight on the first day after its calculation.

(c) AEMO must make available to Users the NSL for each distribution region for each day of the previous three years.

2.9 Meter Management

2.9.1 Basic meter installation

(a) If a User requests the Distributor to install a new basic meter for a distribution supply point, the Distributor must install that new basic meter as soon as reasonably practicable and in such a manner as to comply with the requirements of the Gas Supply Act. Where the User requests a replacement basic meter (including by reason of there being a fault, malfunction or defect in relation to the existing basic meter or the existing basic meter having been damaged or destroyed), the Distributor must install the replacement basic meter as soon as reasonably practicable after it has satisfied itself that the in situ meter is no longer compliant with the requirements of the Gas Supply Act and any applicable laws.

(b) Notwithstanding clause 2.9.1(a), a Distributor is not required to install a new basic meter unless all requirements of applicable laws and regulatory instruments that are required to be satisfied before such a basic meter can be installed have been satisfied.

(c) The Distributor must comply with clause 2.9.2(a)(i) in relation to the meter (if any) which the new basic meter replaces.

(d) The Distributor must read the new basic meter on the date of its installation.

(e) Where a new basic meter or replacement basic meter has been installed by a Distributor, the Distributor must use its reasonable endeavours:
(i) to include the relevant details relating to the new basic meter in its installation database, its MIRN database and its meter data database;

(ii) to provide to the User that requested the installation of a new basic meter details of the MIRN for the distribution supply point to which the meter relates, together with the actual meter readings obtained under clauses 2.9.1(c) and 2.9.1(d) (or, where appropriate, a substituted meter reading) and, such other information for Customer account establishment and billing purposes as is specified in the Gas Interface Protocol, to the User for that distribution supply point; and

(iii) where the distribution supply point is new and is a second tier supply point, to provide to AEMO all the relevant details which are required for the purposes of updating the AEMO meter register, by 5.00 pm on the fifth business day after the day on which the new basic meter is installed.

2.9.2 De-energising or Disconnecting basic meters

(a) Where a Distributor de-energises or disconnects a basic meter relating to a distribution supply point that is located in the distribution region of that Distributor, the Distributor must:

(i) on the date of de-energisation or disconnection, read that meter; and

(ii) use its reasonable endeavours:

(A) to include the relevant details relating to the basic meter in its installation database, its MIRN database and its meter data database (and to make such changes to the details included in those databases as are necessitated by the de-energisation or disconnection of that basic meter);

(B) to provide the FRO for that distribution supply point the actual meter reading obtained under clause 2.9.2(a)(i) (or, where appropriate, a substituted meter reading) and notice that the meter has been de-energised or disconnected; and

(C) to provide to AEMO the information referred to in clause 2.6.2(b) and 2.9.2(a)(ii)(B) in respect of the meter reading referred to in clause 2.9.2(a)(ii)(B) (which meter reading is the reference reading for the purposes of clause 2.6.2) and (where that distribution supply point is a second tier supply point) a notice that the meter has been de-energised or disconnected, by 5.00 pm on the fifth business day following the day on which the meter is read.

2.9.3 Basic meter upgrade

(a) If a User who is the FRO or a prospective FRO who has received explicit informed consent from the subject Customer for a distribution supply point that is located in the distribution region of a Distributor requests the Distributor to upgrade a basic meter by installing a data logger, the Distributor must use its reasonable endeavours to install that data logger (and commission any associated data reading infrastructure in cooperation with AEMO) within 40 business days after the day on which that request is delivered to the Distributor and in such a manner as to comply with the requirements of the Gas Supply Act and any applicable laws.
(b) Where a basic meter has been upgraded by a Distributor, the Distributor must use its reasonable endeavours:

(i) to include the relevant details relating to the meter in its installation database, its MIRN database and its meter data database; and

(ii) to provide to AEMO all the relevant details relating to the meter which are required for the purposes of updating the AEMO meter register and recording that meter as an interval meter in the AEMO meter register, by 5.00 pm on the fifth business day following the day on which the basic meter is upgraded.

2.9.4 Time Expired Meters

If a Distributor identifies a class of basic meters that is required to be replaced on the basis of having reached the life expectancy of that class of meter in accordance to the Petroleum and Gas Act, the Distributor must:

(a) notify each FRO for a distribution supply point to which a meter which is a member of that class relates of its intention to replace all meters in that class;

(b) ensure that the meters to be replaced will be replaced by meters which comply with the Petroleum and Gas Act and any applicable laws; and

(c) remove the meters requiring replacement and install the replacement meters in accordance with clauses 2.9.2 and 2.9.1 (as if the User had requested the installation of the replacement meter) respectively.

2.9.5 [Deleted]

2.9.5A Re-energisation of Distribution Supply Points

If a Distributor re-energises a distribution supply point which has previously been de-energised or disconnected and is located in the distribution region of that Distributor, the Distributor must:

(a) ensure the FRO for the distribution supply point is notified of the date of the re-energisation of that distribution supply point by 5.00 pm on the fifth business day following the day on which the distribution supply point was re-energised.

2.9.6 Deregistration of distribution supply points

If a Distributor deregisters a distribution supply point which is located in the distribution region of that Distributor, the Distributor must use its reasonable endeavours to notify both the FRO for that distribution supply point and where that distribution supply point is a second tier supply point, AEMO, of the date of the deregistration of that distribution supply point by 5.00 pm on the first business day following the day on which the distribution supply point is deregistered.

2.9.7 Metered supply points

(a) Distributor must calculate the total number of metered supply points in its distribution region as at midnight on the last day of each calendar month.

(b) The Distributor must by 5:00 pm on the fifth business day after the end of a calendar month provide AEMO with the details referred in clause 2.9.7(a).
CHAPTER 3 MIRN DISCOVERY PROCESSES

3.1 MIRN database

3.1.1 Creation, maintenance and administration of MIRN database by Distributors

Each Distributor must create, maintain and administer a database in relation to all of the distribution supply points that are located in the distribution region of that Distributor, such database to include the following information in respect of each such distribution supply point and the meter that relates to that distribution supply point:

(a) the discovery address and any other site address information specified in the Gas Interface Protocol;

(b) the MIRN;

(c) the meter number;

(d) the pressure correction factor;

(e) if the meter that relates to that distribution supply point is a basic meter:
   (i) the Customer characterisation;
   (ii) the date to which the most recent validated meter reading for that meter (other than an estimated meter reading) pertains;
   (iii) the next date on which that meter is to be read in accordance with the applicable meter reading schedule; and
   (iv) the next known date (if any) on which a special read is to occur in relation to that meter;

(f) if the meter that relates to that distribution supply point is an interval meter, the type of communication equipment (if any) used by that meter;

(g) the transmission zone* in which that distribution supply point is located;

(h) the distribution zone* in which that distribution supply point is located;

(i) the heating value zone* in which that distribution supply point is located;

(j) the distribution tariff to which that distribution supply point is assigned;

(k) whether the meter that relates to that distribution supply point has been plugged or disconnected;

(l) any charges for excluded services that apply in relation to that distribution supply point, including (without limitation):
   (i) any charges for operating and maintaining that distribution supply point, the meter which relates to that distribution supply point or equipment and installations associated with that meter; and
   (ii) any local capacity charges that apply in relation to that distribution supply point,

* For the avoidance of doubt, these fields are present however they default to the value of zero for Queensland.
together with the date of expiry of the period in respect of which those charges apply; and

(m) any other charges charged by the Distributor that apply in relation to that distribution supply point, the meter which relates to that distribution supply point or the equipment and installations associated with that meter, together with the date of expiry of the period in respect of which those charges apply.

3.1.2 Updating MIRN Database

Except as otherwise provided in clause 2.9 in relation to the period within which such information must be provided, each Distributor must use its reasonable endeavours to ensure that the information required to be included in its MIRN database is included in the MIRN database by midnight on the first business day following the day on which that information is obtained or calculated by the Distributor.

3.2 MIRN discovery request

3.2.1 Request

Subject to clause 3.2.2(a), any Retailer or AEMO may deliver a MIRN discovery request in relation to a distribution supply point to a Distributor. A MIRN discovery request must include at least the MIRN or the mandatory components of the discovery address for the distribution supply point to which the MIRN discovery request relates.

3.2.2 Explicit Informed Consent

(a) A Retailer must not deliver a MIRN discovery request in relation to a distribution supply point to a Distributor unless the Retailer has received the explicit informed consent of the subject Customer to the provision by the Distributor to that Retailer of the information referred to in clause 3.1.1 in respect of that distribution supply point.

(b) A Retailer who delivers a MIRN discovery request in relation to a distribution supply point to a Distributor is taken to have represented to the Distributor that the Retailer has received the explicit informed consent of the subject Customer to the provision by the Distributor to that Retailer of the information referred to in clause 3.1.1 in respect of that distribution supply point.

(c) AEMO is not required to obtain the explicit informed consent of the subject Customer in relation to a distribution supply point to the provision by the Distributor to AEMO of the information relating to that distribution supply point which is referred to in clause 3.1.1.

3.3 Response to MIRN discovery request

3.3.1 Street/Suburb Combination Listing

(a) Each Distributor must make available in an electronic form, which can be remotely accessed and electronically searched by all Retailers and AEMO, a listing (which complies with clause 3.3.1(b)) of every street/suburb combination that is recorded in the MIRN database of that Distributor.

(b) The entry relating to each street/suburb combination in the listing referred to in clause 3.3.1(a) must exactly replicate the mandatory components of the discovery address (other than the street number or its equivalent) as it is recorded in the MIRN database of the relevant Distributor, including without limitation:

(i) any abbreviations contained in the corresponding entry in the MIRN database (eg. St, Str, Ave, Rd);
(ii) any capital and lower case letters contained in the corresponding entry in the MIRN database (eg. Shaw road, mcgowan Street);

(iii) any spaces contained in the corresponding entry in the MIRN database (eg. Brown Street, Beau maris, Be aumaris); and

(iv) any misspellings contained in the corresponding entry in the MIRN database (eg. Beaumorris, Beau-maris),

provided however that the listing is not required to include an entry which, if it were so included, would exactly replicate an existing entry in that listing.

(c) The relevant Distributor must ensure that:

(i) at least once every calendar month, the information required to be included in the listing referred to in clause 3.3.1(a) is updated, so that the listing contains the details of every street/suburb combination in respect of which a discovery address is recorded in the MIRN database of that Distributor, and

(ii) the listing referred to in clause 3.3.1(a) specifies the most recent date on which it was so updated.

(d) If AEMO or a Retailer or a Distributor becomes aware of a change to the details of a discovery address:

(i) AEMO or the Retailer must use its reasonable endeavours to provide the changed details to the Distributor in whose distribution region the distribution supply point for that discovery address is located; and

(ii) the Distributor must use its reasonable endeavours to provide the changed details to the Retailer who is the FRO for the distribution supply point for that discovery address,

as soon as practicable after becoming aware of the change.

3.3.2 Complete MIRN Listing

(a) Each Distributor must use its reasonable endeavours to update, format and deliver a new complete MIRN listing in accordance with the Gas Interface Protocol which is to be made available to AEMO by 5.00 pm on the fifth business day after the end of the calendar month or as otherwise agreed from time to time by all relevant parties.

(a1) AEMO must make each complete MIRN listing available to all Retailers after it is received from the Distributor.

(b) The Retailer must ensure that the complete MIRN listing is accessed and used solely to confirm the relevant discovery address/MIRN details of the subject Customer.

(c) The Retailer must ensure that the subject Customer has provided explicit informed consent to access and use the complete MIRN listing to confirm the relevant discovery address/MIRN details of the subject Customer in relation to the distribution supply point.

3.3.3 Distributor Response

(a) Provided that the discovery address or the MIRN (if any) specified in the MIRN discovery request exactly replicates (in the sense that term is used in clause 3.3.1(b)) a discovery address, or corresponds with a MIRN, contained in the MIRN database of the relevant Distributor, the Distributor must use its reasonable endeavours to provide to the Retailer or AEMO (as the case may be),
within the time periods set out below, the following information in respect of the 
distribution supply point to which that discovery address or MIRN relates (such 
information being identified by reference to that discovery address or MIRN):

(i) by midnight on the first business day following the day on which the MIRN 
discovery request is delivered to the Distributor:
   (A) the current information set out in clauses 3.1.1(a) to (k); and
   (B) either:
       (1) the current information set out in clauses 3.1.1(l) and (m); or
       (2) a statement as to whether or not there are any charges of the 
kind referred to in clauses 3.1.1(l) and (m); and

(ii) by midnight on the second business day following the day on which the MIRN 
discovery request is delivered to the Distributor, the current information set 
out in clauses 3.1.1(l) and (m) where that information has not already been 
provided pursuant to clause 3.3.3(a)(i)(B)(1).

(b) Provided that the discovery address specified in the MIRN discovery request 
exactly replicates (in the sense that term is used in clause 3.3.1(b)) a discovery 
address, of multiple MIRNs contained in the MIRN database of the relevant 
Distributor, the Distributor must use its reasonable endeavours to provide to the 
Retailer or AEMO (as the case may be), by midnight on the first business day 
following the day on which the MIRN discovery request is delivered to the 
Distributor, the current information set out in clauses 3.1.1(a)(b) and (c) in respect 
of up to the first 99 distribution supply points to which that discovery address 
relates (such information being identified by reference to that discovery address). 
If there are 100 or more MIRNs contained in the MIRN database of the relevant 
Distributor with a matching discovery address, then the Distributor must also 
advise the Retailer or AEMO (as the case may be) of that fact.

(c) On delivery of the information referred to in clause 3.3.3(b) by the Retailer or 
AEMO to the Distributor, the provisions of this clause 3.3.3 apply to the Distributor 
as if the MIRN discovery request had been delivered to the Distributor at that time 
and had contained that information.

(d) If the discovery address or the MIRN (if any) specified in a MIRN discovery request 
does not exactly replicate (in the sense that term is used in clause 3.3.1(b)) a 
discovery address, or correspond with a MIRN, contained in the MIRN database 
of the relevant Distributor, the Distributor must use its reasonable endeavours to 
notify the Retailer or AEMO (as the case may be) of that fact by midnight on the 
first business day following the day on which the MIRN discovery request is 
delivered to the Distributor.

3.4 Assistance in searching

(a) If, pursuant to clause 3.3.3(d), a Retailer or AEMO is notified that the discovery 
address or MIRN relating to the distribution supply point in respect of which a MIRN 
discovery request has been made cannot be found in the MIRN database of the 
relevant Distributor, the Retailer or AEMO (as the case may be) may request that 
the Distributor assist in the location of that discovery address or MIRN in that MIRN 
database, in which case the Distributor must use its reasonable endeavours to 
provide that assistance:

(i) where the request for assistance is made before midday on a day that is a 
business day – by 5.00 pm on that business day; and
(ii) where the request for assistance is made on or after midday on a day that is a business day, or is made on a day that is not a business day – by 5.00 pm on the first business day following the day on which the request is made.

(b) For the avoidance of doubt, clause 3.4(a) only requires the Distributor to use its reasonable endeavours to assist the Retailer or AEMO to obtain the discovery address or MIRN relating to the relevant distribution supply point, for the purposes of enabling the Retailer or AEMO to make a further MIRN discovery request in relation to that distribution supply point.

3.5 MIRN allocation

3.5.1 Allocation to distribution supply points

(a) AEMO must allocate to each Distributor a set of numbers which are available for use as MIRNs for distribution supply points which are located in the distribution region of that Distributor.

(b) AEMO may from time to time allocate a further set of numbers to a Distributor for the purpose set out in clause 3.5.1(a).

(c) Each number allocated by AEMO pursuant to clauses 3.5.1(a) or (b) must be unique and must not be allocated by AEMO to any other Distributor.

(d) Each Distributor must assign a number, selected from the numbers allocated to it by AEMO pursuant to clauses 3.5.1(a) and (b), to each distribution supply point which is located in the distribution region of that Distributor. The assignment referred to in this clause must be effected by the relevant Distributor recording that number in its MIRN database as the MIRN for the relevant distribution supply point.

(e) Each number assigned to a distribution supply point by a Distributor pursuant to clause 3.5.1(d) must be unique and must not be allocated by that Distributor to any other distribution supply point.

(f) To the extent it has been allocated sufficient numbers pursuant to clauses 3.5.1(a) and (b), each Distributor must:

(i) assign one of those numbers, pursuant to clauses 3.5.1(d) and (e), to each distribution supply point that comes into existence after the changeover date; and

(ii) by midnight on the first business day after the day on which that distribution supply point comes into existence, notify the prospective FRO for that distribution supply point of the MIRN for that distribution supply point.
CHAPTER 4 CUSTOMER TRANSFER PROCESSES

4.1 Initiation of transfer

4.1.1 Transfer Request

(a) Subject to this clause 4.1, a prospective FRO must deliver a transfer request to AEMO in relation to any distribution supply point that has an existing metering installation in place.

(ai) A prospective FRO is only required to deliver a transfer request where the supply point is currently assigned in the AEMO metering register to another FRO.

(aii) A transfer request must include the following information in respect of the distribution supply point to which that transfer request relates:

(i) the MIRN;

(ii) the proposed transfer date (see clause 4.1.2);

(iii) where the proposed transfer date is a prospective transfer date, a statement (if such is the case) that it is intended that the person will purchase gas that is delivered at that distribution supply point from the Retailer following the registration of that Retailer in the AEMO meter register as the FRO for that distribution supply point (a Customer no-change statement); and

(iv) where the proposed transfer date is a retrospective transfer date, the proposed registration end date (if any).

(b) A transfer request must also contain the name of the User who delivered the transfer request to AEMO.

(c) A User must not deliver a transfer request in relation to a distribution supply point to AEMO where that User is suspended from participating in the market pursuant to the Gas Supply Act.

(d) A User must not deliver a transfer request in relation to a distribution supply point to AEMO where the proposed transfer date is a retrospective transfer date and the meter is an interval meter or energy consumption is greater than the basic meter limit.

4.1.2 Proposed Transfer Date

(a) Where a transfer request nominates a prospective transfer date as the proposed transfer date, and the supply point to which the transfer request relates is a distribution supply point, the prospective transfer date must be a day which falls during the permitted prospective period for that transfer request.

(aa) A Retailer may lodge a transfer request for a prospective transfer date where the cooling-off period is yet to expire, provided that the transfer request will only complete after the cooling off period has expired.

(b) Where a transfer request nominates a retrospective transfer date as the proposed transfer date, and the supply point to which the transfer request relates is a distribution supply point, the retrospective transfer date must be a day (which may be a day other than a business day), which falls within the permitted retrospective period for that transfer request and to which a validated meter reading (other than an estimated meter reading) pertains.
4.1.3 Retrospective Transfers

A User must not deliver a transfer request in relation to a distribution supply point to AEMO where the proposed transfer date in relation to that transfer request is a retrospective transfer date unless:

(a) that User:
   (i) is a User as at the day on which the transfer request is delivered to AEMO; and
   (ii) was a User at all such times during the permitted retrospective period for the transfer request when, if that person were to be registered in the AEMO meter register as the FRO for the distribution supply point with effect from the retrospective transfer date to the registration end date (if any), it would have been the FRO for that distribution supply point;

(b) the retrospectively affected FRO in relation to that transfer request is a User as at the day on which the transfer request is delivered to AEMO; and

(c) the distribution supply point is a basic meter.

4.1.4 Explicit Informed Consent

(a) A Retailer must not deliver a transfer request in relation to a distribution supply point to AEMO which nominates a prospective transfer date as the proposed transfer date unless the Retailer has received the explicit informed consent of the subject Customer to the registration of that Retailer in the AEMO meter register as the FRO for that distribution supply point with effect from any time during the permitted prospective period in relation to the transfer request.

(b) A Retailer who delivers a transfer request in relation to a distribution supply point to AEMO which nominates a prospective transfer date as the proposed transfer date is taken to have represented to AEMO that the Retailer has received the explicit informed consent of the subject Customer to the registration of that Retailer in the AEMO meter register as the FRO for that distribution supply point with effect from any time during the permitted prospective period in relation to the transfer request.

(c) A Retailer must not deliver a transfer request in relation to a distribution supply point to AEMO which nominates a retrospective transfer date as the proposed transfer date unless the Retailer has received the explicit informed consent of the subject Customer to the registration of that Retailer in the AEMO meter register as the FRO for that distribution supply point with effect from any time during the permitted retrospective period in relation to the transfer request.

(d) A Retailer who delivers a transfer request in relation to a distribution supply point to AEMO which nominates a retrospective transfer date as the proposed transfer date is taken to have represented to AEMO that the Retailer has received the explicit informed consent of the subject Customer to the registration of that Retailer in the AEMO meter register as the FRO for that distribution supply point with effect from any time during the permitted retrospective period in relation to the transfer request.

4.1.5 Notification of Existing Transfer Request

Where:

(a) a User delivers a transfer request in relation to a distribution supply point to AEMO;
(b) a transfer request in relation to that distribution supply point has already been delivered to AEMO (whether by that or any other User); and

(c) the transfer request referred to in clause 4.1.5(b) (the existing transfer request) is being processed by AEMO but the User who delivered the existing transfer request to AEMO has not yet been registered in the AEMO meter register as the FRO for the distribution supply point to which the existing transfer request relates,

then AEMO must not process the transfer request referred to in clause 4.1.5(a) and must, by midnight on the first business day following the day on which that transfer request was delivered to AEMO, deliver a notice stating this fact to the User who delivered that transfer request.

4.2 Notification of transfer

4.2.1 Notification by AEMO

Provided that clauses 4.1.1 to 4.1.3 and 4.1.5 have been complied with in relation to the transfer request, AEMO must, by midnight on the first business day following the day on which the transfer request was delivered to it, deliver notice of the transfer request (a transfer request notification) to:

(a) where the proposed transfer date nominated in the transfer request is a prospective transfer date, the FRO for the distribution supply point to which the transfer request relates;

(b) where the proposed transfer date nominated in the transfer request is a retrospective transfer date, the retrospectively affected FRO in relation to the transfer request; and

(c) the Distributor in whose distribution region that distribution supply point is located.

4.2.2 Transfer Request Notification Information

A transfer request notification in relation to a transfer request must include the following information:

(a) the MIRN for the distribution supply point to which the transfer request relates;

(b) the proposed transfer date nominated in the transfer request;

(c) whether the transfer request contains a Customer no-change statement;

(d) where the proposed transfer date nominated in the transfer request is a retrospective transfer date the proposed registration end date (if any);

(e) in the case of a transfer request notification delivered to the Distributor for a distribution supply point, the name of the User who delivered the transfer request to AEMO.

4.3 Objections to Transfer

4.3.1 Objection Notice

(a) Where:

(i) the proposed transfer date nominated in a transfer request is a prospective transfer date and AEMO, pursuant to clause 4.2.1(a), delivers a transfer request notification in relation to that transfer request to the FRO for the distribution supply point to which the transfer request relates; or
(ii) the proposed transfer date nominated in a transfer request is a retrospective transfer date and AEMO, pursuant to clause 4.2.1(b), delivers a transfer request notification in relation to that transfer request to the retrospectively affected FRO in relation to that transfer request,

the FRO or the retrospectively affected FRO (as the case may be) may deliver to AEMO a notice objecting to the transfer request (an objection notice) at any time before (but not after) midnight on the fifth business day after the day on which AEMO delivered the transfer request notification to the FRO or the retrospectively affected FRO (as the case may be).

(b) An objection notice in relation to a transfer request must include the following information:

(i) the MIRN for the distribution supply point to which the transfer request relates; and

(ii) the name of the FRO or the retrospectively affected FRO (as the case may be) who delivered the objection notice to AEMO.

(c) If the proposed transfer date nominated in a transfer request is a prospective transfer date, a FRO may only deliver an objection notice in relation to that transfer request to AEMO where:

(i) the transfer request contains a Customer no-change statement; and

(ii) at the time the objection notice is delivered to AEMO, and aged debt is owing to that FRO by the Customer who is then purchasing gas at the supply point to which the transfer request relates (and that Customer is not a small customer).

4.3.2 Withdrawal of Objection Notice

(a) A FRO or a retrospectively affected FRO who delivers an objection notice in relation to a transfer request to AEMO may withdraw that objection notice by delivering to AEMO a notice of withdrawal (an objection withdrawal notice) at any time before midnight on the 20th business day after the day on which the FRO or the retrospectively affected FRO delivered that objection notice to AEMO.

(b) If the proposed transfer date nominated in a transfer request is a retrospective transfer date, a retrospectively affected FRO who delivers an objection notice in relation to that transfer request to AEMO must withdraw that objection notice before midnight on the first business day after the day (if any) on which the retrospectively affected FRO agrees with the User who delivered the transfer request to AEMO to withdraw that objection notice.

(c) If the proposed transfer date nominated in a transfer request is a prospective transfer date, a FRO who delivers an objection notice in relation to that transfer request to AEMO must withdraw that objection notice where the aged debt referred to in clause 4.3.1(c)(ii) is discharged in full, or assigned to another person with the consent of the FRO, before midnight on the 19th business day after the day on which the FRO delivered the objection notice to AEMO, such withdrawal being effected by the FRO delivering to AEMO an objection withdrawal notice before midnight on the first business day after that aged debt has been paid in full.

(d) An objection withdrawal notice in relation to a transfer request must include the MIRN for the distribution supply point to which the transfer request relates.
4.3.3 Notification by AEMO

(a) AEMO must, by midnight on the first business day after the day on which an objection notice, or an objection withdrawal notice, in relation to a transfer request is delivered to it, deliver a notification of that objection notice or objection withdrawal notice, as the case may be, to:

   (i) the User who delivered the transfer request to AEMO; and
   
   (ii) the Distributor in whose distribution region that distribution supply point is located.

(b) A notification by AEMO under paragraph (a) must include the following information:

   (i) the MIRN for the distribution supply point to which the transfer request relates; and
   
   (ii) the name of the FRO or retrospectively affected FRO (as the case may be) who delivered the objection notice to AEMO.

4.3.4 Termination of Transfer Process

If:

(a) an objection notice in relation to a transfer request has been delivered to AEMO by:

   (i) a FRO pursuant to clause 4.3.1 (where the proposed transfer date in relation to the transfer request is a prospective transfer date); or
   
   (ii) a retrospectively affected FRO pursuant to clauses 4.3.1(a) and (b) (where the proposed transfer date in relation to the transfer request is a retrospective transfer date); and

(b) by midnight on the 20th business day after the day on which that objection notice was delivered to AEMO, that FRO or retrospectively affected FRO (as the case may be) has not delivered to AEMO an objection withdrawal notice in relation to that transfer request pursuant to clause 4.3.2,

then AEMO must:

(c) cease processing that transfer request; and

(d) by midnight on the 21st business day after the day on which that objection notice was delivered to AEMO, deliver a notice that AEMO will not further process that transfer request to:

   (i) the User who delivered the transfer request to AEMO;
   
   (ii) where the proposed transfer date nominated in the transfer request is a prospective transfer date, the FRO for the distribution supply point to which the transfer request relates;
   
   (iii) where the proposed transfer date nominated in the transfer request is a retrospective transfer date, the retrospectively affected FRO in relation to the transfer request;
   
   (iv) the Distributor in whose distribution region that distribution supply point is located.
4.4 Potential Problems with Transfer

4.4.1 Notification of potential problems

(a) Any person who has received a transfer request notification in relation to a transfer request pursuant to clause 4.2 may deliver to AEMO, at any time before that User is registered by AEMO in the AEMO meter register as the FRO for the distribution supply point to which that transfer request relates, a notice describing a potential problem in respect of that transfer request.

(b) A notice delivered by a person pursuant to clause 4.4.1(a) does not constitute an objection notice for the purposes of clause 4.3.1.

4.4.2 Notification by AEMO

AEMO must, by midnight on the first business day after the day on which a notice described in clause 4.4.1 is delivered to it, forward that notice to the User who delivered to AEMO the transfer request to which that notice relates.

4.5 Withdrawal of transfer request

4.5.1 Transfer Withdrawal Notice

(a) A User who delivers a transfer request to AEMO:

(i) may deliver a notice withdrawing that transfer request (a transfer withdrawal notice) to AEMO at any time before (but not after) the registration of that User in AEMO meter register as the FRO for the supply point to which the transfer request relates; and

(ii) must immediately withdraw that transfer request where it ceases to be a User at any time before the registration of that User in the AEMO meter register as the FRO for the distribution supply point to which the transfer request relates, such withdrawal being effected by that person immediately delivering a transfer withdrawal notice to AEMO.

(b) A transfer withdrawal notice in relation to a transfer request must include the MIRN for the distribution supply point to which the transfer request relates.

4.5.2 Termination of Transfer Process

AEMO must cease processing a transfer request if the User who delivered that transfer request delivers to AEMO, pursuant to clause 4.5.1, a transfer withdrawal notice in relation to that transfer request.

4.5.3 Notification by AEMO

AEMO must, by midnight on the first business day after the day on which a transfer withdrawal notice in relation to a transfer request is delivered to it, deliver notice of the withdrawal of the transfer request, together with a notice that AEMO will not further process that transfer request, to:

(a) where the proposed transfer date nominated in the transfer request is a prospective transfer date, the FRO for the distribution supply point to which the transfer request relates;

(b) where the proposed transfer date nominated in the transfer request is a retrospective transfer date, the retrospectively affected FRO in relation to the transfer request; and

(c) the Distributor in whose distribution region that distribution supply point is located.
4.5A Ineligible Transfers

4.5A.1 Prohibited Transfer Request

A User must use reasonable endeavours not to submit a transfer request relating to a supply point unless it holds all necessary rights to supply gas to that supply point.

4.5A.2 Withdrawal of Prohibited Transfer Requests

A User who submits a transfer request that is prohibited by clause 4.5A.1 must withdraw the transfer request as soon as practicable.

4.5A.3 Register of Authorised Supply Points

(a) AEMO must maintain a register of network sections that each User is entitled to supply gas to supply points within that network section.

(b) Users must advise AEMO of network sections where they hold all necessary rights to supply gas.

(c) AEMO may request a service provider to confirm that information provided under clause 4.5A.3(b) is correct.

4.5A.4 Termination of Transfer Process

AEMO must cease processing a transfer request if it related to a supply point that is not included in the register, maintained under clause 4.5A.3, as a supply point that the User is entitled to supply gas to.

4.6 Registration of prospective transfer

4.6.1 Registration

Where:

(a) a User has delivered to AEMO a transfer request in relation to a distribution supply point which complies with clause 4.1.1;

(b) the proposed transfer date nominated in the transfer request is a prospective transfer date which complies with clause 4.1.2(a);

(c) the FRO for the distribution supply point to which the transfer request relates:

(i) has not delivered to AEMO, by midnight on the fifth business day after the day on which AEMO delivered to it the transfer request notification in relation to the transfer request, an objection notice in relation to the transfer request pursuant to clause 4.3.1; or

(ii) has delivered such an objection notice but has subsequently delivered to AEMO an objection withdrawal notice in relation to the transfer request pursuant to clause 4.3.2; and

(d) the following information has been delivered to AEMO, prior to the expiration of the data provision period, by the Distributor in whose distribution region the distribution supply point is located:

(i) the day to which a validated meter reading (other than an estimated meter reading) referred to in clause 2.2.3(b) pertains, such day being within the allowable period, and closest to, or on the proposed transfer date; and

(ii) the information referred to in clause 2.6.2(b) in relation to that validated meter reading (which validated meter reading is the reference reading for the purposes of clause 2.6.2),
then, unless the User who delivered the transfer request to AEMO:

(e) is no longer a User; or

(f) has delivered to AEMO a transfer withdrawal notice in relation to the transfer request pursuant to clause 4.5.1,

AEMO must, as soon as is practicable, register that User in the AEMO meter register as the FRO for the distribution supply point to which that transfer request relates.

4.6.2 Read Failure

(a) If:

(i) the conditions described in clause 4.6.1(a) to (c) have been satisfied in respect of a transfer request; but

(ii) by the expiration of the data provision period, AEMO has not been notified, in accordance with clause 4.6.1(d), of the information specified in that clause,

then AEMO must, by midnight on the first business day after the expiration of the data provision period, deliver a notice stating this fact (a read failure notice) to:

(iii) the User who delivered the transfer request to AEMO;

(iv) the FRO for the distribution supply point to which the transfer request relates; and

(v) the Distributor in whose distribution region that distribution supply point is located.

(b) A read failure notice in relation to a transfer request must include the following information:

(i) the MIRN for the distribution supply point to which the transfer request relates; and

(ii) the information that has not been provided or obtained as required pursuant to clause 4.6.1(d).

4.6.3 Alternative Transfer Date

(a) Where AEMO delivers a read failure notice under clause 4.6.2 to the User who delivered to AEMO the transfer request to which the read failure notice relates, that User may deliver to AEMO, at any time before (but not after) midnight on the tenth business day after the day on which AEMO delivered the read failure notice to that User a notice (an alternative transfer date notice) which nominates a new prospective transfer date in relation to that transfer request, such prospective transfer date being a day:

(i) which is on or after the prospective transfer date nominated in the transfer request; and

(ii) which falls during the permitted prospective period in relation to the transfer request.

(b) An alternative transfer date notice in relation to a transfer request must include the following information:

(i) the MIRN for the distribution supply point to which the transfer request relates; and
(ii) the proposed new prospective transfer date in relation to the transfer request.

(c) If the User referred to in clause 4.6.3(a) delivers an alternative transfer date notice to AEMO pursuant to that clause, then AEMO must, by midnight on the first business day after the day on which the User delivered the alternative transfer notice to AEMO, deliver notice of the alternative transfer date notice (an alternative transfer date notification) to:

(i) the FRO for the distribution supply point to which the relevant transfer request relates; and

(ii) the Distributor in whose distribution region that distribution supply point is located.

(d) An alternative transfer date notification in relation to an alternative transfer date notice must include the following information:

(i) the MIRN for the distribution supply point to which the relevant transfer request relates; and

(ii) the proposed new prospective transfer date in relation to the transfer request.

(e) Where a User delivers to AEMO an alternative transfer date notice in relation to a transfer request pursuant to clauses 4.6.3(a) and 4.6.3(b), the provisions of this clause 4.6 and of clause 2.2.3(b) will apply as if the proposed transfer date specified in the transfer request to which the alternative transfer date notice relates was the prospective transfer date which is nominated in the alternative transfer date notice.

4.6.4 Termination of Transfer Process

If:

(a) pursuant to clause 4.6.2, AEMO has delivered a read failure notice in relation to a transfer request to the User who delivered that transfer request to AEMO; and

(b) that User does not deliver an alternative transfer date notice to AEMO pursuant to clause 4.6.3,

then AEMO must cease processing the relevant transfer request and must, by midnight on the 11th business day after the day on which AEMO delivered the read failure notice to that User, deliver a notice to:

(c) that User;

(d) the FRO for the distribution supply point to which the transfer request relates; and

(e) the Distributor in whose distribution region that distribution supply point is located, which states that AEMO will not further process that transfer request.

4.6.5 Registration Date

(a) Where, pursuant to clause 4.6.1, AEMO registers a User in the AEMO meter register as the FRO for a distribution supply point, that registration will be deemed to take effect:
(i) where the meter that relates to that distribution supply point is a basic meter, at the start of the gas day beginning on the day to which the validated meter reading pertains as described in clause 4.6.1(d)*; or

(ii) where the meter that relates to that distribution supply point is an interval meter, at the start of the gas day beginning on the prospective transfer date.

(b) AEMO must record both the date on which such registration takes place and the date on which such registration is deemed to take effect in the AEMO meter register.

4.7 Registration of retrospective transfer

4.7.1 Registration Requirements

Where:

(a) a User has delivered to AEMO a transfer request in relation to a distribution supply point which complies with clause 4.1.1;

(b) the proposed transfer date nominated in that transfer request is a retrospective transfer date which complies with clause 4.1.2(b);

(c) clause 4.1.3 has been complied with in relation to the transfer request; and

(d) the retrospectively affected FRO in relation to that transfer request:

(i) has not delivered to AEMO, by midnight on the fifth business day after the day on which AEMO delivered to it the transfer request notification in relation to the transfer request, an objection notice in relation to the transfer request pursuant to clauses 4.3.1(a) and (b); or

(ii) has delivered such an objection notice but has subsequently delivered to AEMO an objection withdrawal notice in relation to the transfer request pursuant to clause 4.3.2,

then, unless the User who delivered the transfer request to AEMO has also delivered to AEMO a transfer withdrawal notice in relation to the transfer request pursuant to clause 4.5.1, AEMO must as soon as is practicable, register the User who delivered the transfer request in the AEMO meter register as the FRO for the distribution supply point to which that transfer request relates with effect from the retrospective transfer date to the registration end date (if any).

4.7.2 Registration Date

(a) Where, pursuant to clause 4.7.1, AEMO registers the User who delivered the transfer request in the AEMO meter register as the FRO for a distribution supply point, that registration will be deemed to take effect at the start of the gas day beginning on the retrospective transfer date and will be deemed to cease to have effect at the start of the gas day beginning on the day after the registration end date (if any).

* Because the meter must be read on a day, or the substituted meter reading must pertain to a date, that is within the allowable period in relation to the proposed transfer date, it is possible for the new FRO for the supply point to be registered in the AEMO meter register with effect from a day prior to the day on which the transfer request is delivered to AEMO (ie. where the proposed transfer date is less than four business days after the day on which the transfer request was delivered to AEMO).
(b) AEMO must record the date on which such registration takes place, the date on which such registration is deemed to take effect and the period of registration in the AEMO meter register.

4.7.3 Termination of Retrospective Transfer

Where a notice has been delivered to AEMO by the Distributor in whose distribution region that distribution supply point is located, stating that the proposed transfer date nominated in the transfer request is invalid, then AEMO must:

(a) cease processing that transfer request; and

(b) upon cessation of processing the transfer request, by midnight on the next business day, deliver a notice that the transfer request has been terminated, to:

(i) the User who delivered the transfer request to AEMO;

(ii) the retrospectively affected FRO in relation to the transfer request; and

(iii) the Distributor in whose distribution region that distribution supply point is located.

4.8 Registration notification

4.8.1 Notification by AEMO

Where, pursuant to clauses 4.6.1 or 4.7.1 (as the case may be), AEMO registers a User in the AEMO meter register as the FRO for a distribution supply point, AEMO must, by midnight on the first business day after it registers that User in the AEMO meter register as the FRO for that distribution supply point, deliver notice of that registration, together with the date from which that registration is deemed to take effect (registration notice) to:

(a) that User;

(b) where the proposed transfer date nominated in the transfer request is a prospective transfer date, the person who was the FRO for that distribution supply point immediately prior to the registration of that User as the FRO for that distribution supply point;

(c) where the proposed transfer date nominated in the transfer request is a retrospective transfer date, the retrospectively affected FRO in relation to the transfer request; and

(d) the Distributor in whose distribution region that distribution supply point is located.

4.8.2 Registration Notice Information

A registration notice in relation to a transfer request must include the following information:

(a) In the notice to the Distributor and the FRO for that distribution supply point immediately prior to the registration;

(i) MIRN for the distribution supply point to which the transfer request relates;

(ii) the User who delivered the transfer request to AEMO;

(b) In the notice to the User who delivered the transfer request to AEMO for that distribution supply point;
(i) MIRN for the distribution supply point to which the transfer request relates;

(ii) the FRO for that distribution supply point immediately prior to the registration.
CHAPTER 5 INTERVAL METERS PROCESSES

5.1 Application

(a) The provisions of this chapter relate to interval meters only.

(b) For the purposes of this chapter, unless stated otherwise, interval meters include those that are at distribution supply points and those that are at custody transfer meters.

5.2 Installation of Interval meters

5.2.1 Obligation to install interval meters

(a) Each Distributor must install an interval meter at each distribution supply point in their distribution region that is a basic meter where:

(i) a User is planning to lodge a transfer request in respect of a distribution supply point that is a basic meter with an energy consumption greater than the basic meter limit and has requested that the meter is upgraded to an interval meter; or

(ii) the projected energy consumption at a new distribution supply point would exceed the projected basic meter limit; or

(iii) the FRO of the distribution supply point has requested the installation of an interval meter at their expense.

(b) [Deleted]

(c) Commencing on 1 July 2009, and at least every twelve months thereafter each Distributor must identify distribution supply points in their distribution region that are basic meters and with energy consumption greater than the basic meter limit as at that date, and procure that interval meters are installed in accordance with the timeframe set out in clause 2.9.3.

(d) Each Distributor must procure that an interval meter is installed at every custody transfer meter that is connected to their distribution region, and that they are entitled to read that interval meter.

5.2.2 Obligation to maintain interval meters

(a) Each Distributor must maintain each interval meter that is a distribution supply point in their distribution region in accordance with their meter measurement scheme.

(b) Each Distributor must procure that each interval meter installed at every custody transfer meter that is connected to their distribution region is maintained in accordance with the relevant meter measurement scheme.

(c) The Distributor must as soon as is practicable notify AEMO and the FRO of any irregularity concerning the operation of an interval meter that has affected or has the potential to affect the integrity of the metering data.

5.2.3 Obligation to notify AEMO

(a) AEMO must maintain a procedure under which notifications regarding interval meters are made.

(b) Each Distributor must notify AEMO within the timeframes set out in the procedure under clause 5.2.3(a) of:
(i) all new *interval meters* that are installed;
(ii) all parameter changes to existing *interval meters*;
(iii) all *interval meters* that are de-energised or re-energised; and
(iv) all *interval meters* that are downgraded to *basic meters*.

### 5.3 Interval Meter Database

#### 5.3.1 Creation, Maintenance and Administration

(a) Each *Distributor* must create, maintain and administer a database in relation to all *interval meters* that are *distribution supply points* and are located in the *distribution region* of that *Distributor* or are *custody transfer meters* that are connected to their *distribution region*. Such database to include the following information in respect of each such *interval meter*:

(i) the *MIRN*;
(ii) the *meter number*;
(iii) each *actual meter reading* made during the *data retention period*, and the *gas day* to which that reading pertains;
(iv) each *estimated meter reading* made during the *data retention period*, the *gas day* to which that *estimated meter reading* pertains and details of the *approved estimation methodology* applied to obtain that *estimated meter reading* (each *estimated meter reading* must be identified as such);
(v) each *substituted meter reading* made during the *data retention period*, the *gas day* to which that *substituted meter reading* pertains and details of the *approved substitution methodology* applied to obtain that *substituted meter reading* (each *substituted meter reading* must be identified as such);
(vi) in respect of each *meter reading* included in the *meter data database*:
   (A) the *flow* during the *gas day*;
   (B) the *heating value* for that *gas day*;
   (C) the *pressure correction factor* to be applied in respect of that *flow*; and
   (D) the *consumed energy* during that *gas day*.

(b) The obligations set out in clauses 5.3.1(a)(iii), (iv), (v) and (vi) relate to *validated meter readings*. A *Distributor* may, but is not required to, include in the *meter data database* meter readings that are not *validated meter readings* (each non-*validated meter reading* must be identified as such).

#### 5.3.2 Updating of Interval Meter Data Database

Each *Distributor* must use its reasonable endeavours to ensure that the information required to be included in its *meter data database* is included in that *meter data database* by 5.00 pm on the first *business day* following the day on which that information is obtained or calculated by the *Distributor*.

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1 For the avoidance of doubt, an interval meter that is a distribution supply point must be downgraded to a basic meter before being deregistered.
5.4 Meter Reading and Calculation of Energy for Interval Meters

5.4.1 Interval Meters to be read daily

Each Distributor must use reasonable endeavours to read each interval meter that is a distribution supply point in their distribution region and each interval meter that is a custody transfer meter that is connected to their distribution region every day.

5.4.2 Validation, Estimation and Substitution of Interval Meters

(a) Each Distributor must ensure that each interval meter reading is validated according to their meter measurement scheme before the interval meter reading, or information calculated on the basis of the interval meter reading, is provided to AEMO.

(b) If an estimated meter reading is required in respect of an interval meter, each Distributor must ensure that it is determined according to Attachment 2 of this Procedure.

(c) If a substituted meter reading is required in respect of an interval meter, each Distributor must ensure that it is determined according to Attachment 3 of this Procedure.

(d) [Deleted]

5.4.3 Changes to estimates or substitutes

(a) The User who is the FRO for a distribution supply point to which an interval meter relates may, at any time, request a Distributor who has undertaken an estimated meter reading or a substituted meter reading in relation to that interval meter for the purposes of these Procedures to change that estimate or substitution. The Distributor may change that estimate or substitution if it reasonably considers the revised estimate or substitution to be more accurate.

(b) If a Distributor changes an estimated meter reading or a substituted meter reading, then the Distributor must use its reasonable endeavours:

(i) to recalculate any flow and consumed energy calculated using the previous estimated meter reading or substituted meter reading;

(ii) to include the new estimated meter reading or substituted meter reading, flow and consumed energy in its meter data database;

(iii) to provide the new consumed energy to AEMO with the next relevant extract for interval meters.

5.4.4 Subsequent Actual Meter Reading

If a Distributor subsequently reads a meter in relation to which it has undertaken an estimated meter reading and the actual meter reading is a validated meter reading the Distributor must use its reasonable endeavours:

(a) to recalculate any flow and consumed energy calculated using the previous estimated meter reading;

(b) to include the actual meter reading and the new flow and consumed energy in its meter data database; and

(c) to provide the new consumed energy to AEMO with the next relevant extract for interval meters.
5.4.5 Calculation of Energy Data

Each Distributor must calculate the consumed energy for every interval meter that is a distribution supply point in their distribution region or a custody transfer meter that is connected to their distribution region according to the following formula:

Consumed Energy (MJ) = corrected flow (m$^3$) x Heating Value (MJ/m$^3$).

5.5 Provision of Energy Data

5.5.1 Provision of energy data to AEMO

Each Distributor must use its reasonable endeavours to provide to AEMO in relation to each interval meter required by AEMO for any purpose contemplated by these Procedures:

(a) the MIRN for the distribution supply point or the custody transfer meter;
(b) the consumed energy;
(c) the gas day to which the consumed energy pertains;
(d) the extract type;
(e) a unique identifier for that extract; and
(f) information as to whether the readings used to calculate the flow are actual meter readings, estimated meter readings or substituted meter readings,

by no later than:

(1) 3.5 hours after the beginning of the first gas day after the gas day to which the consumed energy pertains, as a daily extract; and

(1A) 5.00 pm on the fourth settlement business day after the end of each month and covering the consumed energy for all gas days in that month, as a preliminary extract; and

(2) 5.00 pm on the 15th settlement business day after the end of each month and covering the consumed energy for all gas days in that month, as a final extract; and

(3) 5.00 pm on the fifth settlement business day before the end of the ninth month after the relevant month and covering the consumed energy for all gas days in that month, as a revision extract; and

(4) as requested by AEMO and covering the consumed energy for all gas days in the requested month, as a revision extract.

5.5.1A Update extracts

Each Distributor must notify AEMO, by way of an update extract, of any change to the amount of consumed energy for a gas day where that amount has been provided to AEMO under clause 5.5.1, such notification to be provided as soon as practicable after the Distributor:

(a) identifies that the amount of consumed energy previously provided to AEMO is not correct; or

(b) receives a request from AEMO to provide an update extract.
5.5.2 Provision of energy data to User

AEMO must use its reasonable endeavours to publish for Users only the consumed energy for all interval meters that are distribution supply points and for which they are the FRO on the market information bulletin board by 3.00 pm on the gas day after the gas day to which the consumed energy pertains.²

5.6 Provision of information

5.6.1 Provision of information to User

(a) Subject to clause 5.6.1(b), a Distributor must use its reasonable endeavours to provide to the FRO for a distribution supply point that is located in the distribution region of the Distributor such information from its meter data database in respect of that distribution supply point and the meter relating to that distribution supply point as the FRO requests as follows:

(i) if the request pertains to a time that is not more than two years prior to the day on which the request is delivered to the Distributor, by 5.00 pm on the fifth business day following the day on which the request is delivered to the Distributor;

(ii) if the request pertains to a time that is between two and seven years prior to the day on which the request is delivered to the Distributor, by 5.00 pm on the tenth business day following the day on which the request is delivered to the Distributor; and

(iii) in either case, that information must be identified to the FRO by reference to the MIRN for the relevant distribution supply point.

(b) The FRO for a distribution supply point that is an interval meter may only request information from a Distributor pursuant to clause 5.6.1(a) that relates to a period during which that FRO was registered as the FRO for that distribution supply point in the AEMO meter register.

5.6.2 Provision of information to AEMO

(a) A Distributor must use its reasonable endeavours to provide to AEMO such information from its meter data database in respect of an interval meter that is a distribution supply point or a custody transfer meter (being information referred to in clause 5.3.1(a)) as AEMO requests as follows:

(i) if the request pertains to a time that is not more than two years prior to the day on which the request is delivered to the Distributor, by 5.00 pm on the fifth business day following the day on which the request is delivered to the Distributor;

(ii) if the request pertains to a time that is between two and seven years prior to the day on which the request is delivered to the Distributor, by 5.00 pm on the tenth business day following the day on which the request is delivered to the Distributor; and

(iii) in either case, that information must be identified to AEMO by reference to the MIRN for the relevant distribution supply point.

² For the avoidance of doubt, this is only provisional daily metering data. The requirements for AEMO to provide consumption by Retailer as used for balancing are included in Chapter 6, Balancing.
(b) The Distributor does not have an obligation to provide information that it does not have access to or which it has not yet collected.

5.6.3 Purpose of providing information

The information to be provided under clauses 5.6.1 and 5.6.2 is to be solely for the purposes of restoring the User's or AEMO's databases.

5.7 Use of Energy Data by AEMO

AEMO must use the most recent consumed energy for every interval meter as provided by each Distributor in accordance with clause 5.5.1 or, if applicable, as updated in accordance with clause 5.5.1A, for balancing purposes and for the purpose of determining STTM distribution system allocations.
CHAPTER 6 BALANCING AND STTM DISTRIBUTION SYSTEM ALLOCATION PROCESSES

6.1 Application and Purpose

(a) The provisions of this chapter relate to:
   (i) balancing for non-STTM withdrawal zones and distribution regions; and
   (ii) the determination of STTM distribution system allocations for STTM withdrawal zones and distribution regions.

(b) The purpose of this chapter is to set out the process by which the aggregated consumption of gas by the Customers of each User is:
   (i) balanced against the aggregated injections of gas into non-STTM withdrawal zones and distribution regions on behalf of the User; and
   (ii) determined by AEMO as STTM distribution system allocations for STTM withdrawal zones and distribution regions.

(c) The total injections into each withdrawal zone and distribution region will be determined by reference to the custody transfer meters connected to that distribution region.

(d) The aggregated consumption by all the Customers of each User will be determined with reference to the total injections into each withdrawal zone and distribution region, the aggregated meter readings of all interval meters and the aggregated, profiled meter readings of all second tier supply points in that withdrawal zone and distribution region.

(e) For non-STTM withdrawal zones and distribution regions, the aggregated injections of all gas on behalf of each User will be determined by reference to arrangements that do not form part of these Procedures, and will be provided by each User and validated in accordance with AEMO’s validation procedure.

(f) For non-STTM withdrawal zones and distribution regions, the imbalance between the aggregated consumption and aggregated injections for each User will be determined for each gas day, aggregated for monthly billing periods to determine a cumulative imbalance to be cleared by adjusting upcoming aggregated injections accordingly.

6.2 Obligations

6.2.1 Obligations of Users

This clause 6.2.1 applies only in respect of non-STTM withdrawal zones.

(a) Each User must procure that gas can be injected on their behalf into each non-STTM withdrawal zone and distribution region in which they have Customers or have submitted transfer requests.

(b) On receipt of a written request from AEMO, each User must within five business days provide details of their arrangements under clause 6.2.1(a) in sufficient detail to show that they have existing arrangements for firm delivery of gas at an adequate capacity to meet the Retailer’s peak Customer load that can be injected on their behalf into each non-STTM withdrawal zone and distribution region in which they have Customers or have submitted transfer requests.
(c) For the avoidance of doubt, nothing in clause 6.2.1(b) requires a User to disclose charges it pays in respect of the arrangements referred to in that clause.

(d) Each User must use reasonable endeavours to procure that their injections into any non-STTM withdrawal zone and distribution region match the consumption by their Customers in that non-STTM withdrawal zone and distribution region on any gas day.

(e) Each User must use reasonable endeavours to procure that their injections into any non-STTM withdrawal zone and distribution region are such that any cumulative imbalance for that withdrawal zone and distribution region is cleared within four weeks of the day on which the cumulative imbalance is published in accordance with clause 6.5.2.

6.2.2 Obligations of Distributors, AEMO and Users

This clause 6.2.2 applies in respect of all withdrawal zones.

(a) Each Distributor must use reasonable endeavours to agree the injections at every custody transfer meter that is connected to their distribution region with the relevant pipeline operator prior to sending any monthly extracts to AEMO in accordance with clause 5.5.1.

(b) Each Distributor must advise AEMO if the injections at any custody transfer meter that is connected to their distribution region are changed by the relevant pipeline operator after a revision extract has been made.

(c) Before 1 August annually, each Distributor must use reasonable endeavours to review the mapping of all post codes to withdrawal zones in their distribution region, and provide AEMO with an updated list of post code to withdrawal zone mappings.

(d) Each Distributor must use reasonable endeavours to provide AEMO, within five business days, with the post code to withdrawal zone mapping for any new basic meters installed in a post code not included in the most recent post code to withdrawal zone mapping.

(e) Each Distributor must:
   (i) maintain information on the mapping of heating value zones to custody transfer meters that are connected to their distribution region;
   (ii) not amend that information without AEMO’s prior consent in accordance with paragraph (e3) ; and
   (iii) provide AEMO with any proposal to amend information on the mapping of heating value zones to custody transfer meters that are connected to their distribution region, including the proposed effective date of the amendments which must not be less than 30 business days from the date the proposal is provided to AEMO.

(e1) AEMO must, within 10 business days of receiving a proposal under paragraph (e)(i), notify each User that is a FRO for a distribution supply point in the relevant distribution region.

(e2) A User may, within 10 business days of receiving a proposal under paragraph (e1), notify AEMO of any objection to the effective date of a proposed amendment, together with its reasons for objecting.

(e3) After considering any objections received, AEMO must advise the Distributor whether or not it consents to the effective date of a proposal under paragraph
(e)(iii) within 25 business days of receiving the proposal, and AEMO is taken to have consented to the proposal if it has not otherwise advised the Distributor by that date.

(e4) A Distributor must confirm the effective date of any amendments made pursuant to a proposal under paragraph (e)(iii) on or before that effective date.

(f) [Deleted]

6.2.3 AEMO Metering Database

This clause 6.2.3 applies in respect of all withdrawal zones.

(a) AEMO must create, maintain and administer a metering database containing information for each metering installation required by AEMO for the purposes of balancing or the calculation of STTM distribution system allocations (as the case may be).\(^3\)

(b) AEMO must, on or before the start of each gas day, publish on the market information bulletin board for affected Participants only, details of every MIRN required by AEMO for the purposes of balancing or the calculation of STTM distribution system allocations (as the case may be) on that gas day.

(c) AEMO may appoint an agent from time to time to create, maintain or administer the metering database.

(d) AEMO must use its reasonable endeavours to procure that the metering database is accessible by all affected Participants at all reasonable times and:

   (i) in the case of data 16 months old or less, within four hours of receiving a written request from an affected Participant; and

   (ii) in the case of data more than 16 months old, within two business days of receiving a written request from an affected Participant.

(e) The metering database must include energy data provided to AEMO pursuant to clause 5.5.1 and all aggregated energy data determined by AEMO for the purposes of balancing or the calculation of STTM distribution system allocations (as the case may be).

(f) As part of the metering database, AEMO must create, maintain and administer a database of post code to withdrawal zone mappings to identify a withdrawal zone from a post code supplied pursuant to clause 2.9.1.

(fa) As part of the metering database, AEMO must create, maintain and administer a database of heating value zone to custody transfer meter mappings provided under clause 6.2.2.

(g) Data must be stored in the metering database:

   (i) for 16 months in accessible format; and

   (ii) for seven years in archive.

(h) The only persons entitled to have access to metering data from the metering database in relation to a meter are:

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\(^3\) For the avoidance of doubt, this includes custody transfer meters, interval meters, Retailer aggregating logical meters and Retailer injection logical meters.
(i) each User whose settlement amounts are determined by reference to quantities of gas flowing through that distribution supply point or aggregating logical meter;

(ii) the Distributor whose pipeline is connected to the metering installations at that distribution supply point or custody transfer meter; and

(iii) AEMO and its authorised agents.

(i) Provided that the relevant Customer has consented, a User is entitled to have access to historical data relating to a Customer who has transferred to that User from another User in relation to the period prior to the date on which that Customer transferred to that User.

(j) Notwithstanding anything else in this clause 6.2.3, AEMO must publish the database referred to in clause 6.2.3(fa).

6.3 Aggregated Consumption for Users

This clause 6.3 applies in respect of all withdrawal zones.

6.3.A1 Energy entering Withdrawal Zones

(a) For the purposes of clause 6.3.1(a)(ii), AEMO must determine the net energy entering a withdrawal zone and distribution region on a gas day as:

(i) the sum of all gas entering that withdrawal zone and distribution region at custody transfer meters connected to that withdrawal zone and distribution region on that gas day; less

(ii) the sum of all gas leaving that withdrawal zone and distribution region at custody transfer meters connected to that withdrawal zone and distribution region on that gas day,

using the appropriate meter readings as determined in accordance with paragraphs (b) to (e).

(b) Where the withdrawal zone is an STTM withdrawal zone and the relevant custody transfer meter is connected to a transmission system then, for the purposes of determining the amount of gas entering or leaving the relevant withdrawal zone and distribution region on a gas day, AEMO must use:

(i) the most recent meter readings available in the metering database for that gas day that have been provided under the STTM Procedures in respect of that custody transfer meter; or

(ii) if any meter reading that AEMO requires to determine the net energy entering a withdrawal zone and distribution region has not been provided under the STTM Procedures in respect of that custody transfer meter at the time AEMO must determine the aggregated consumption for that withdrawal zone and distribution region, the most recent meter readings provided by the Distributor to AEMO under clause 5.5.1 or 5.5.1A (as the case may be).

(c) Where the withdrawal zone is a non-STTM withdrawal zone and the relevant custody transfer meter is connected to a transmission system then, for the purposes of determining the amount of gas entering or leaving the relevant withdrawal zone and distribution region on a gas day, AEMO must use the most recent meter readings provided by the Distributor to AEMO under clause 5.5.1 or clause 5.5.1A (as the case may be).
(d) Where the relevant custody transfer meter is not connected to a transmission system then, for the purposes of determining the amount of gas entering or leaving the relevant withdrawal zone and distribution region on a gas day, AEMO must use the most recent meter readings provided by the Distributor to AEMO under clause 5.5.1 or 5.5.1A (as the case may be).

(e) If any meter reading for a custody transfer meter that AEMO is required to use under clause 6.3.A1(b), (c) or (d) is not available at the time AEMO must determine the aggregated consumption for a withdrawal zone and distribution region, then AEMO must use an estimated meter reading that is determined by it using the methodology set out in clause 2.5 of Attachment 2.

6.3.B1 Consumption at Interval Meters

(a) For the purposes of clauses 6.3.1(a)(i) and 6.3.1(a)(ii), AEMO must determine the sum of consumed energy for a gas day for interval meters located in any withdrawal zone and distribution region by:

(i) summing the consumed energy for that gas day for those interval meters; and

(ii) determining the consumed energy for each such interval meter by using the most recent meter readings provided by the Distributor to AEMO under clause 5.5.1 or 5.5.1A (as the case may be).

(b) If any meter reading for an interval meter that AEMO is required to use under clause 6.3.B1(a)(ii) is not available at the time AEMO must determine the sum of the consumed energy under clause 6.3.B1(a)(i), then AEMO must use an estimated meter reading that is determined by it using the methodology set out in clause 2.5 of Attachment 2.

6.3.1 Determination of Aggregated Consumption

(a) On each occasion on which AEMO is required to publish the aggregated consumption for a User for a withdrawal zone and distribution region under clause 6.3.2, AEMO must determine the aggregated consumption for each User for that withdrawal zone and distribution region for a gas day as follows:

(i) for a User who is not a host retailer in the relevant distribution region:

\[ AC_{d, DR, WDZ} = \sum IM_{d, DR, WDZ} + \sum PBM_{d, DR, WDZ} \]

Where:

\[ AC_{d, DR, WDZ} = \text{Aggregated consumption for that User for withdrawal zone WDZ and distribution region DR for gas day } d. \]

\[ \sum IM_{d, DR, WDZ} = \text{Sum of consumed energy for all interval meters located in withdrawal zone WDZ and distribution region DR that are not custody transfer meters and that have that User as FRO on gas day } d \text{ with that sum being determined by AEMO in accordance with clause 6.3.B1.} \]

\[ \sum PBM_{d, DR, WDZ} = \text{Sum of aggregated consumed energy for profiled basic meters determined in accordance with clause 2.8.3 for all second tier supply points that are basic meters located in withdrawal zone WDZ and distribution region DR and that have that User as the FRO on gas day } d. \]

(ii) for a Retailer who is a host retailer in the relevant distribution region:
AC_{d, DR, WDZ} = \sum IM_{d, DR, WDZ} + \sum HBM_{d, DR, WDZ}

Where:

AC_{d, DR, WDZ} = Aggregated consumption for that Retailer for withdrawal zone WDZ and distribution region DR for gas day d.

\sum IM_{d, DR, WDZ} = Sum of consumed energy for all interval meters located in withdrawal zone WDZ and distribution region DR that are not custody transfer meters and that have that Retailer as the FRO on gas day d, with that sum being determined by AEMO in accordance with clause 6.3.B1.

\sum HBM_{d, DR, WDZ} = Aggregated consumed energy of all basic meters located in withdrawal zone WDZ and distribution region DR and that have that Retailer as the FRO on gas day d, and determined as follows:

= \text{MAX}(0, \sum \text{INJ}_{d, DR, WDZ} - \sum \text{INT}_{d, DR, WDZ} - \sum \text{BM}_{d, DR, WDZ})

Where:

\sum \text{INJ}_{d, DR, WDZ} = \text{Net energy entering withdrawal zone WDZ and distribution region DR on gas day d, as determined by AEMO in accordance with clause 6.3.A1.}

\sum \text{INT}_{d, DR, WDZ} = \text{Sum of consumed energy for all interval meters located in withdrawal zone WDZ and distribution region DR that are not custody transfer meters, with that sum being determined by AEMO in accordance with clause 6.3.B1.}

\sum \text{BM}_{d, DR, WDZ} = \text{Aggregated consumed energy for profiled basic meters determined in accordance with clause 2.8.3 for all second tier supply points that are basic meters located in withdrawal zone WDZ and distribution region DR.}

(b) In determining the aggregated consumption for each Retailer for a withdrawal zone and distribution region, AEMO must use the most recent information contained in the metering database and the most recent NSL profile for the relevant gas day.

6.3.2 Publication of Aggregated Consumption

AEMO must use its reasonable endeavours to publish on the market information bulletin board for Users only their aggregated consumption for each withdrawal zone and distribution region:

(a) as provisional daily aggregated consumption by 3.00 pm on the gas day after the gas day to which the aggregated consumption pertains;

(b) as provisional monthly aggregated consumption by 5.00 pm on the 16th settlement business day after the end of the billing period to which the aggregated consumption pertains;
(c) as final monthly aggregated consumption by 5.00 pm on the 24th settlement business day after the end of the billing period to which the aggregated consumption pertains;

(d) as revised monthly aggregated consumption by 5.00 pm on the last settlement business day of the ninth calendar month after the end of the billing period to which the aggregated consumption pertains; and

(e) in the event of a further revision, as revised monthly aggregated consumption by a date and time to be advised by AEMO.

6.4 Aggregated Injections of Users

This clause 6.4 applies only in respect of non-STTM withdrawal zones.

6.4.1 Provision of Aggregated Injections to AEMO by Users

(a) Each User must provide their aggregated injections for a non-STTM withdrawal zone and distribution region for a gas day as required by AEMO for balancing purposes where AEMO has published the required MIRNs under clause 6.2.3(b).

(b) Each User must use reasonable endeavours to provide their aggregated injections for each withdrawal zone and distribution region referred to in clause 6.4.1(a) to AEMO by:

(i) 5.00 pm on the 15th settlement business day after the end of each billing period and covering the aggregated injections for all gas days in that billing period, as a final extract;

(ii) 5.00 pm on the fifth settlement business day before the end of the calendar month nine months after the end of each billing period and covering the aggregated injections for all gas days in that billing period, as a revision extract; and

(iii) as requested by AEMO and covering the aggregated injections for all gas days in the requested billing period, as a revision extract.

(c) Each User may provide an update to their aggregated injections provided in accordance with clause 6.4.1(b)(i) by 5.00 pm on the 22nd settlement business day after the end of each billing period and covering the aggregated injections for all gas days in that billing period, as a final extract.4

(d) Each User that undertakes a trade must provide an injection allocation trades notice detailing the energy traded, in gigajoules, and the counter parties to the trades to AEMO by:

(i) 5.00 pm on the 22nd settlement business day after the end of each billing period in relation to the aggregated injections for all gas days in that billing period; and

(ii) 5.00 pm on the fifth settlement business day before the end of the calendar month nine months after the end of each billing period in relation to the aggregated injections for all gas days in that billing period, as a revision extract.

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4 This allows for any bilateral contracts to be reflected in the aggregated injections.
6.4.2 Validation of Aggregated Injections by AEMO

(a) AEMO must ensure that, at all times, there exists a process to validate that the total of all aggregated injections for all Users and for a non-STTM withdrawal zone and distribution region, and the impact of the registered trades under clause 6.4.1(d), matches the total of the energy measured at custody transfer meters for that withdrawal zone and distribution region, and must set out the action to be taken in the event of a validation failure (Process to Validate Aggregated Injections).\(^5\)

(b) AEMO must publish the Process to Validate Aggregated Injections within ten business days of any amendment being made.

(c) AEMO must store the validated aggregated injections provided by each User for a non-STTM withdrawal zone and distribution region (and adjusted by AEMO if required by the Process to Validate Aggregated Injections) in the metering database.

6.5 Cumulative Imbalance

This clause 6.5 applies only in respect of non-STTM withdrawal zones.

6.5.1 Determination of Cumulative Imbalance

(a) AEMO must determine the imbalance for each User for a non-STTM withdrawal zone and distribution region for a gas day as follows:

\[
\text{DIMB}_{d, \text{DR}, \text{WDZ}} = \text{AC}_{d, \text{DR}, \text{WDZ}} - \text{AI}_{d, \text{DR}, \text{WDZ}}
\]

Where:

\[
\text{DIMB}_{d, \text{DR}, \text{WDZ}} = \text{the imbalance for the User for withdrawal zone WDZ and distribution region DR for gas day d.}
\]

\[
\text{AC}_{d, \text{DR}, \text{WDZ}} = \text{aggregated consumption for the User for withdrawal zone WDZ and distribution region DR for gas day d.}
\]

\[
\text{AI}_{d, \text{DR}, \text{WDZ}} = \text{aggregated injections for the User for withdrawal zone WDZ and distribution region DR for gas day d.}
\]

(b) In determining the imbalance for each User, AEMO must use the most recent information contained in the metering database and the most recent NSL profile for the relevant gas day.

(c) AEMO must determine the cumulative imbalance for each User for a non-STTM withdrawal zone and distribution region for a cumulative imbalance issue date as follows:

(i) for final statements:

\[
\text{CML\_DIMB}_{\text{ID}, \text{DR}, \text{WDZ}} = \text{CML\_DIMB}_{\text{previous ID}, \text{DR}, \text{WDZ}} + \text{DIMB}_{\text{M}, \text{DR}, \text{WDZ}}
\]

(ii) for revised statements:

\[
\text{CML\_DIMB}_{\text{ID}, \text{DR}, \text{WDZ}} = \text{CML\_DIMB}_{\text{previous ID}, \text{DR}, \text{WDZ}} + \text{REV\_DIMB}_{\text{M}, \text{DR}, \text{WDZ}}
\]

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\(^5\) Actions to be taken may include (but not be limited to) scaling of aggregated injections, requesting Retailers to resubmit aggregated injections or other steps decided by AEMO taking consideration of the circumstances.
Where:

\[ \text{CML\_DIMB}_{\text{ID, DR, WDZ}} = \text{the cumulative imbalance for the User for withdrawal zone WDZ and distribution region DR for cumulative imbalance issue date ID.} \]

\[ \text{DIMB}_{\text{M, DR, WDZ}} = \text{the final cumulative imbalance for the User for withdrawal zone WDZ and distribution region DR for billing period M.} \]

\[ \sum_{d=1}^{d=n} \text{DIMB}_{d, DR, WDZ} \]

Where:

\[ \text{DIMB}_{d, DR, WDZ} = \text{the imbalance for the User for withdrawal zone WDZ and distribution region DR for gas day d.} \]

\[ n = \text{number of gas days in billing period M.} \]

\[ \text{REV\_DIMB}_{\text{M, DR, WDZ}} = \text{the revised cumulative imbalance for the User for withdrawal zone WDZ and distribution region DR for billing period M.} \]

\[ \sum_{d=1}^{d=n} \text{R\_DIMB}_{d, DR, WDZ} - \text{DIMB}_{\text{previous ID, M, DR, WDZ}} \]

Where:

\[ \text{R\_DIMB}_{d, DR, WDZ} = \text{the revised imbalance for the User for withdrawal zone WDZ and distribution region DR for gas day d as determined for revision statements.} \]

\[ n = \text{number of gas days in billing period M.} \]

\[ \text{DIMB}_{\text{previous ID, M, DR, WDZ}} = \text{the most recently issued final or revised cumulative imbalance for the User for withdrawal zone WDZ and distribution region DR for billing period M.} \]
6.5.2 Publication of Cumulative Imbalance

*AEMO* must use its reasonable endeavours to publish on the *market information bulletin board* for *Users* only their *cumulative imbalance* for each *non-STTM withdrawal zone* and *distribution region*:

(a) as *provisional imbalances* and *cumulative imbalance* by 5.00 pm on the 16th *settlement business day* after the end of the *billing period* to which the imbalance pertains; and

(b) as *final imbalances* and *final cumulative imbalance* by 5.00 pm on the 24th *settlement business day* after the end of the *billing period* to which the imbalance pertains; and

(c) as *revised imbalances* and *revised cumulative imbalance* by 5.00 pm on the last *settlement business day* of the ninth calendar month after the end of the *billing period* to which the imbalance pertains; and

(d) in the event of a further revision, as *revised imbalances* and *revised cumulative imbalance* by a date and time to be advised by *AEMO*.

6.6 Deleted

6.7 Deleted

6.8 Deleted

6.9 Deleted

6.10 STTM distribution system allocations

This section 6.10 applies only in respect of *STTM withdrawal zones*.

6.10.1 Calculation of STTM distribution system allocations

(a) *AEMO* must determine each *STTM distribution system allocation* for a *User* for an *STTM withdrawal zone* and *distribution region* for a *gas day* as follows:

\[ \text{DSA}_{d, \text{DR}, \text{WDZ}} = \text{AC}_{d, \text{DR}, \text{WDZ}} \]

Where:

\[ \text{DSA}_{d, \text{DR}, \text{WDZ}} = \text{the STTM distribution system allocation for the User for withdrawal zone WDZ and distribution region DR for gas day d; and} \]

\[ \text{AC}_{d, \text{DR}, \text{WDZ}} = \text{the aggregated consumption for the User for withdrawal zone WDZ and distribution region DR for gas day d.} \]

(b) On each *settlement business day* on which *AEMO* is required to determine a *STTM distribution system allocation* under clause 6.10.2(b), (c), (d), (e) or (f), *AEMO* must recalculate that *STTM distribution system allocation* using the most up-to-date information (including the *aggregated consumption* most recently calculated under clause 6.3.1) available to it.
6.10.2 Determination of STTM distribution system allocations

(a) By no later than 4.5 hours after the beginning of each gas day, AEMO must determine the STTM distribution system allocations for each User for each STTM withdrawal zone and distribution region for the previous gas day.

(b) By no later than 5.00pm on each settlement business day, AEMO must determine updated STTM distribution system allocations for each User for each STTM withdrawal zone and distribution region for each gas day up to the previous gas day, in the billing period in which the previous gas day falls.

(c) By no later than 5.00pm on the fifth settlement business day after the end of a billing period, AEMO must determine, as preliminary STTM distribution system allocations, the STTM distribution system allocations for each User for each STTM withdrawal zone and distribution region for each gas day in that billing period.

(d) By no later than 5.00pm on the 16th settlement business day after the end of a billing period, AEMO must determine, as final STTM distribution system allocations, the STTM distribution system allocations for each User for each STTM withdrawal zone and distribution region for each gas day in that billing period.

(e) By no later than 5.00pm on the third settlement business day of the tenth month after the end of a billing period, AEMO must determine, as revised STTM distribution system allocations, the STTM distribution system allocations for each User for each STTM withdrawal zone and distribution region for each gas day in that billing period.

(f) When STTM distribution system allocations are required at any other time for the operation of the STTM, AEMO must determine such STTM distribution system allocations as soon as practicable, as revised STTM distribution system allocations.

(g) Where AEMO is required to determine STTM distribution system allocations under this clause 6.10.2, it must do so in accordance with the requirements of the Rules and the STTM Procedures.
CHAPTER 7 SETTLEMENTS

7.A1 STTM withdrawal zones

For the avoidance of doubt:
(a) balancing amounts for STTM withdrawal zones and distribution regions are equal to zero; and
(b) Users will continue to be required to pay FRC fees in respect of STTM withdrawal zones and distribution regions.

7.1 Electronic funds transfer

(a) AEMO must ensure that an EFT facility is provided and made available for all Users for the purposes of facilitating settlements and the collection and payment of all FRC fees.
(b) Unless otherwise authorised by AEMO, all Users must use the EFT facility provided by AEMO under clause 7.1(a) for the settlement of transactions and the payment of FRC fees.

7.2 Settlement amounts for billing periods

(a) AEMO must determine the settlement amount for each User for each billing period in accordance with clause 7.2(b).
(b) The settlement amount for a User for a billing period equals the sum of:
   (i) any FRC fees which that User is required to pay in respect of that billing period; plus
   (ii) any other amounts payable by that User to AEMO pursuant to these Procedures; minus
   (iii) any other amounts payable by AEMO to that User pursuant to these Procedures.
(c) The settlement amount determined by AEMO pursuant to clause 7.2(b) for each User will be a positive or negative dollar amount.
(d) Each component of the settlement amount determined by AEMO pursuant to clause 7.2(b) for each User must be clearly identified and is subject to the application of GST, where applicable, under clause 7.13.

7.3 Payment of settlement amount

(a) Where the settlement amount for a User is a positive amount, the User must pay that amount to AEMO in accordance with clause 7.5.
(b) Where the settlement amount for a User is a negative amount, the User must be paid that amount by AEMO in accordance with clause 7.6.

7.4 Final statements

(a) No later than 24 settlement business days after the end of each billing period, AEMO must give to each User a final statement stating the amounts payable by the User to AEMO or payable by AEMO to the User (subject to clause 7.11) in respect of the relevant billing period.
(b) The final statements issued under this clause 7.4 must include supporting data for all amounts payable which must be sufficient to enable each User to audit the calculation of the amount payable by or to that User.

7.5 Payment by Users

(a) No later than 12 noon on the 26th settlement business day after the end of a billing period or 12 noon on the second business day after receiving a final statement under clause 7.4, whichever is the later, each User must pay to AEMO in cleared funds the settlement amount stated to be payable to AEMO by that User in that User’s final statement, whether or not the User disputes, or continues to dispute, the amount payable.

(b) Payments made in accordance with clause 7.5(a) must be made using the EFT facility.

7.6 Payment to Users

(a) By no later than 2.00 p.m. on the day on which AEMO is to be paid under clause 7.5, AEMO must pay to each User in cleared funds the settlement amount stated to be payable to that User in that User’s final statement (subject to clause 7.11).

(b) Payments made in accordance with clause 7.6(a) must be made using the EFT facility.

7.7 Disputes

(a) Where a User wishes to dispute a settlement amount stated in a settlement statement or the supporting data for a billing period, it must do so only in respect of the most recently issued settlement statement for that relevant billing period.

(b) If a dispute arises between a User and AEMO during the period between the issue of a final statement and the issue of a revised statement in accordance with clause 7.8 concerning either:

(i) the settlement amount stated in a final statement provided under clause 7.4(a) to be payable by or to it a User; or

(ii) the supporting data provided in accordance with clause 7.4(b),

they must each use reasonable endeavours to resolve the dispute within nine calendar months after the end of the billing period.

(c) Disputes in respect of:

(i) the settlement amount stated in a revised statement provided under clause 7.8(d) to be payable by or to a User; or

(ii) the supporting data provided in accordance with clause 7.8(e), must be raised within six months after the issue of the revised statement.

(d) Disputes raised in relation to a revised statement must be resolved by agreement or pursuant to the dispute resolution provisions set out in the Rules.

7.8 Revised Statements

(a) AEMO must revise each final statement issued in accordance with clause 7.4 using, for the purpose of that revision, the most recent information available to AEMO on the last settlement business day of the ninth month after the relevant billing period.
(b) AEMO must issue a revised statement for the relevant billing period no later than the fifth settlement business day of the tenth month after the relevant billing period to each User affected by a revision for the relevant billing period, setting out:

(A) the amount payable by the User to AEMO or, subject to clause 7.11, the amount payable by AEMO to the User; and

(B) the adjustment to the final statement as agreed or determined.

(c) If, within twelve months of the end of a billing period for which a revised statement has been issued under clause 7.8(a), AEMO becomes aware of an error in an amount stated in that revised statement and in AEMO’s reasonable opinion a User would be materially affected if a revision to the revised statement was not made to correct the error, then AEMO must:

(i) advise each User likely to be materially affected by the error within five settlement business days of AEMO deciding the error is material, and

(ii) as soon as practicable issue revised statements for the relevant billing period in accordance with clause 7.8(b).

(d) If an amount in a revised statement issued under clauses 7.8(b) or 7.8(c) has been the subject of a dispute and the dispute has been resolved in any way which causes the amount payable to differ from the amount payable in the disputed revised statement then AEMO must issue to each User affected by the resolution of the dispute a revised statement in accordance with clause 7.8(b).

(e) The statements issued under this clause 7.8 must include supporting data for all amounts payable which must be sufficient to enable each User to audit the calculation of the amount payable by or to that User.

7.9 Payment of adjustments

(a) AEMO must specify the time and date on which a payment of an adjustment under a revised statement issued under clause 7.8 is due, which date must be not less than ten settlement business days after the issue of that revised statement.

(b) If the next final statement payment date occurs ten settlement business days or more after the issue of a revised statement under clause 7.8, then AEMO must require payment of the adjustment under that revised statement to be made on that next final statement payment date.

(c) If the next final statement payment date occurs less than ten business days after the date of issue of a revised statement under clause 7.8, then AEMO must require payment of the adjustment under that revised statement to be made on the final statement payment date following the next final statement payment date.

(d) By no later than the time and date specified by AEMO pursuant to clause 7.9(a), each User must pay to AEMO in cleared funds the net amount stated to be payable by that User in the revised statement issued to it under clause 7.8.

(e) Subject to clause 7.11, on the day on which AEMO is to be paid under clause 7.9(d), AEMO must pay to each User in cleared funds the net amount stated to be payable to that User in the revised statement issued to it under clause 7.8.

7.10 Payment default procedure

(a) Each of the following events is a default event in relation to a User:
(i) the User does not pay any money due for payment by it under these Procedures by the appointed time on the due date;
(ii) it is or becomes unlawful for the User to comply with any of its obligations under these Procedures or any other obligation owed to AEMO or it is claimed to be so by the User;
(iii) an authorisation from a government body necessary to enable the User to carry on their respective principal businesses or activities ceases to have full force and effect;
(iv) the User ceases to carry on its business or a substantial part of its business;
(v) the User enters into or takes any action to enter into an arrangement (including a scheme of arrangement), composition or compromise with, or assignment for the benefit of, all or any class of their respective creditors or members, or a moratorium involving any of them;
(vi) the User states that it is unable to pay from its own money its debts as and when they fall due for payment;
(vii) a receiver or receiver and manager is appointed in respect of any property of the User;
(viii) an administrator, provisional liquidator, liquidator, trustee in bankruptcy or person having a similar or analogous function is appointed in respect of the User, or any action is taken to appoint any such person;
(ix) an application or order is made for the winding up or dissolution or a resolution is passed or any steps are taken to pass a resolution for the winding up or dissolution of the User;
(x) the User dies or is dissolved unless such notice of dissolution is discharged; and
(xi) the User is taken to be insolvent or unable to pay its debts under any applicable legislation.

(b) Where a default event has occurred in relation to a User, AEMO may:
(i) issue a default notice which specifies:
   (A) the nature of the alleged default; and
   (B) if AEMO considers that the default is capable of remedy, that the User must remedy the default within 24 hours of the issue of the default notice; and/or
(ii) immediately refer the matter to the AER for investigation if AEMO considers that the default is not capable of remedy and that failure to take action would be likely to expose other Users to greater risk.

(c) If:
   (i) a default event is not remedied within 24 hours of the issue of the default notice or any later deadline agreed to in writing by AEMO; or
   (ii) AEMO receives notice from the defaulting User that it is not likely to remedy the default specified in the default notice,
then AEMO must refer the matter to the AER for investigation.
7.11 Maximum total payment in respect of a billing period

(a) For the purposes of this clause 7.11, the maximum total payment in respect of a billing period is equal to:

(i) the aggregate of the amounts received by AEMO from Users under clause 7.5 in respect of that billing period by 4.00 pm on the payment date; less

(ii) the aggregate amount of all FRC fees.

(b) For the purpose of clause 7.11(a), any payment received by AEMO from a User in respect of a billing period shall be deemed to be made, and may be applied by AEMO, in satisfaction of the FRC fees (as specified in the final statement issued to that User in respect of that billing period) before it is applied by AEMO in satisfaction of any other obligation or liability.

(c) If the maximum total payment in respect of a billing period is not sufficient to meet the aggregate of the net amounts payable by AEMO to each of the Users to whom payments are to be made in respect of the billing period, then the amount payable by AEMO to each relevant User in respect of that billing period is to be reduced by applying the following formula:

\[
AAP = SAP \times \frac{A}{B}
\]

where:

AAP is the reduced amount payable by AEMO to the relevant User in respect of the relevant billing period;

SAP is the net amount that would have been payable to the relevant User for the relevant billing period but for the application of this clause 7.11.

A is the maximum total payment in respect of the billing period; and

B is the aggregate of the net amounts payable by AEMO to Users under clause 7.6 in respect of the billing period.

7.12 Interest on overdue amounts

(a) A User or AEMO, as the case may be, must pay interest on any unpaid moneys due and payable by it under this chapter 7.

(b) The rate of interest payable under clause 7.12(a) is the default interest rate calculated as simple interest on a daily basis from the date payment was due, up to and including the date on which payment is made, with interest compounding on monthly rates on the last day of each month whilst the unpaid moneys remain outstanding.

7.13 GST

7.13.1 Interpretation

Terms used in this clause 7.13 have the same meaning given to those terms in the GST Act, unless provided otherwise.
7.13.2 Application of GST

(a) Unless stated otherwise, and subject to clause 7.13.2(b), monetary amounts determined, published, notified or referred to under these Procedures do not include GST.

(b) In determining amounts payable by or to persons under these Procedures, AEMO will include appropriate provision for the application of GST taking into account entitlement to input tax credits on amounts incurred, where applicable and consistent with the GST Act.

7.13.3 Co-operation

(a) Each Participant must provide reasonable co-operation, if requested by AEMO to do so, to ensure efficient compliance with laws relating to the GST.

(b) AEMO must provide reasonable co-operation, if requested by a Participant to do so, to ensure that Participant’s efficient compliance with laws relating to the GST.
CHAPTER 8 SAVINGS AND TRANSITIONALS

8.1 [Deleted]
CHAPTER 9 CUSTOMER DATA

9.1 Creation, Maintenance and Administration of Customer Data

(a) AEMO must create, maintain and administer a database to store Customer details provided to AEMO under this clause.

(b) Each Retailer must, as required by the Gas Interface Protocol, update, format and deliver a new complete customer listing to AEMO by 5:00pm on the tenth business day after the end of the calendar month.

(c) Within two business days of receipt of the complete customer listing, AEMO must:

(i) validate that:

(A) all mandatory fields as defined in the complete customer listing are populated; and

(B) for each MIRN, the FRO identified in the complete customer listing corresponds to the FRO identified in the metering register as at the extraction date;

(ii) store the complete customer listing in a secure database and archive previous versions of the complete customer listing;

(iii) where a complete customer listing fails validation under clause 9.1(c)(i), notify the relevant Retailer of the failure.
CHAPTER 10  RETAILER OF LAST RESORT

10.1 Retailer of Last Resort Event

A RoLR event is defined under Part 6 of the NERL and when this event occurs, clause 10.1.1 to 10.1.8 applies.

10.1.1 Cancelled and Accelerated Customer Transfers

AEMO must before 6am on the RoLR transfer date, in relation to a lodged or pending transfer request:

(a) where the prospective FRO is the failed Retailer, cancel all transfer requests and deliver a notice of the withdrawal of the transfer request, to the FRO, the prospective FRO and the Distributor for the supply point to which the transfer request relates;

(b) where the MIRN, that is subject to a transfer request, has the failed Retailer recorded as the FRO and the transfer request contains a Customer no-change statement, accelerate the transfer request and deliver a notice of the registration of the transfer request to the prospective FRO, the FRO and the Distributor for the supply point to which the transfer request relates;

(c) where the MIRN, that is subject to a transfer request, has the failed Retailer recorded as the FRO and does not contain a Customer no-change statement and;

(i) if the prospective transfer date is ten days or less from the RoLR transfer date, AEMO must accelerate the transfer request and deliver a notice of the registration of the transfer request to the prospective FRO, the FRO and the Distributor for the supply point to which the transfer request relates; or

(ii) if the prospective transfer date is more than ten days from the RoLR transfer date, AEMO will allow the transfer request to be processed as normal and the MIRN relating to that transfer request will be included in the metering register update process described in clause 10.1.4.

10.1.2 Metering Register Update

Before the RoLR transfer date, for each MIRN for which the failed Retailer is recorded as the FRO and to which clause 10.1.1 does not apply, AEMO must amend the metering register by recording the designated RoLR as the FRO.

10.1.3 MIRN Database Update

The Distributor must:

(a) for each MIRN for which the failed Retailer is recorded as the FRO and to which clause 10.1.1 does not apply, the Distributor must amend the MIRN Database by recording the designated RoLR as the FRO;

(b) provide AEMO with a report of the details of each MIRN that has been updated in the MIRN database; and

(c) where the failed retailer is the local area retailer of the Distributor, provide AEMO with details of those MIRNs.

10.1.4 Data Exchange

Before the RoLR transfer date AEMO must:
(a) provide each designated RoLR a file containing Customer details using the most recently received complete customer listing for the MIRNs for which they have become the FRO in accordance with the Gas Interface Protocol; and

(b) provide each Distributor details of the MIRNs where in accordance with clause 10.1.2 AEMO has updated the metering register with the designated RoLR as the FRO and deliver that file in accordance with the Gas Interface Protocol.

10.1.5 Data Exchange from Failed Retailer

Before the RoLR transfer date, the failed Retailer or its insolvency official must provide each designated RoLR a file containing Customer details for the MIRNs for which they will become the FRO in accordance with the Gas Interface Protocol.

10.1.6 Meter Reading and Account Creation

For each MIRN that the designated RoLR has become the FRO, the Distributor must:

(a) calculate an estimated meter reading for the RoLR transfer date and provide it to AEMO, the designated RoLR and the failed Retailer; and

(b) calculate the energy data information for the RoLR transfer date as described in clause 2.6.2(a) and provide to AEMO and the failed Retailer; and

(c) provide the designated RoLR the current information set out in clause 3.1.1(a) to 3.1.1(m);

(d) and provide the information in accordance with the Gas Interface Protocol as soon as practicable but no later than 7 calendar days after the RoLR transfer date.

10.1.7 Updates to Estimated Meter Reading

(a) Each Distributor must provide any updates to estimated data provided under clause 10.1.6(b), (c) and (d) to AEMO, the failed Retailer and designated RoLR.

(b) The updates must be provided as soon as it is practical to do so, but in any event no later than on the last settlement business day of the ninth month after the relevant billing period in which the RoLR transfer date occurs.

10.1.8 Service Order Processes

Where a Distributor has not yet completed service orders that were initiated prior to RoLR transfer date by the failed Retailer, the Distributor in accordance with the Gas Interface Protocol must by the end of the next calendar day after the RoLR transfer date provide a service order in flight report to the designated RoLR.

10.1.9 Industry reconciliation program

Within the 65th business day after the RoLR transfer date and after consulting with affected Retailers and Distributors, AEMO must determine if an industry reconciliation program is required.

Note: This clause places an obligation on AEMO to determine the need for a reconciliation of the Customer transfers that have occurred during a RoLR event to ensure that Customers have been transferred to the correct Retailer of Last Resort and that the Distributors’, Retailers’ and AEMO’s databases are aligned. The intention is to perform an exercise that would identify and correct any errors. The 50 day period is to allow for at least one billing cycle to have occurred so that Retailers can assess the financial implications of performing a reconciliation.
CHAPTER 11 DISTRIBUTION UNACCOUNTED FOR GAS

11.1 General

(a) The Distributor must notify AEMO within 30 business days of appointing a UA FG provider.

11.2 Registration of the UA FG provider MIRN

(a) No later than 20 business days prior to the UA FG provider commencing deliveries of UA FG the relevant Distributor must register with AEMO one interval meter MIRNs for each withdrawal zone and distribution region for which the UA FG provider has been appointed.

(b) The registration of the UA FG MIRN referred to in clause 11.2 (a) must follow the process for the new interval meter referred to in clause 5.2.3 (b).

11.3 Registration of the UA FG reconciliation MIRN

(a) No later than 20 business days prior to the UA FG provider commencing deliveries of UA FG the relevant Distributor must register with AEMO the required number of interval meter MIRNs for each withdrawal zone and distribution region. One reconciliation MIRN must have the host retailer as the FRO, the other reconciliation MIRN must have the UA FG provider as the FRO if the UA FG provider is not the host retailer.

(b) The registration of the UA FG registration MIRN referred to in clause 11.5 (a) must follow the process for a new interval meter referred to in clause 5.2.3 (b).

11.4 UA FG estimation methodology

(a) The Distributor must publish its UA FG estimation methodology on its website.

(b) The Distributor will use reasonable endeavours to ensure the UA FG estimation methodology results in the annual reconciliation quantity tending towards zero.

(c) The Distributor prior to implementing changes to the published UA FG estimation methodology must

(i) provide Users and AEMO with the proposed change to the UA FG estimation methodology; and

(ii) allow a reasonable time to receive Users and AEMO responses to the proposed changes to the UA FG estimation methodology.
11.5 Provision of estimated consumed energy for the UAFG MIRN

(a) For each gas day the Distributor must apply the UAFG estimation methodology to calculate the estimated daily UAFG for each withdrawal zone and distribution region.

(b) The Distributor must communicate the estimated UAFG for each withdrawal zone and distribution region for each day to the UAFG provider in the agreed time and format.

(c) At the end of each gas day the Distributor must allocate the daily UAFG amount for each withdrawal zone and distribution region to the associated UAFG MIRN which has been agreed with the UAFG provider.

(d) The Distributor must provide the daily estimated UAFG for the UAFG MIRN with the energy data for the interval meters in accordance with the delivery timeframes set out clause 5.5.

(e) AEMO must use the data in clause 11.5 (b) for settlement purposes.

11.6 Annual adjustment of allocated UAFG

11.6.1 AEMO to provide annual injection data

Within 10 business days of issuing the nine calendar month revision for June of the UAFG year, AEMO will provide the consumed energy for custody transfer meters for the UAFG year to the Distributors.

11.6.2 Distributor, UAFG Provider and User to agree data

(a) Within 60 business days of having received the data referred to in clause 11.6.1 each Distributor must for each withdrawal zone and distribution region;

   (i) provide each User with all meter readings for all basic meters and interval meters during the UAFG year for which the User was the FRO during the UAFG year

   (ii) where the meter readings for basic meters in clause 11.6.2(a)(i) span two UAFG years, the Distributor must allocate the meter reading between the two UAFG years in proportion to the applicable NSL; and

   (iii) send the data referred to in clause 11.6.1 and 11.6.2 (a) (i) to Users.

(b) All parties must work in good faith to agree the data.

(c) The data referred to in clause 11.6.2 (a) (i) and (ii), must be:

   (i) agreed between Distributors and Users within 40 business days from the day on which the data was sent by the Distributor.

   (ii) If agreement has not, or cannot be reached within the time period referred to in clause 11.6.2 (c) (i) the the parties can agree to an extension date that is not more than 120 business days after the data was sent by the Distributor.
(d) If agreement has not been reached within the time period referred to in clause 11.6.2 (c), the Distributor data will be deemed as the correct consumption data.

(e) The Distributor must provide AEMO the agreed consumption data within 10 business day of either:
   (i) the Distributor and Users agreeing to the data; or
   (ii) the date specified in clause 11.6.2 (c) being passed without agreement being reached on consumption data.

11.6.3 AEMO to determine reconciliation quantity.

(a) Within 25 business days after receiving the data referred to in clause 11.6.2 (d), AEMO must calculate the annual reconciliation quantity for each withdrawal zone and distribution region in accordance with this clause based on the data provided by Distributors.

(b) AEMO will apply the following formula to calculate the reconciliation quantity.

\[
\text{Reconciliation quantity} = \text{Total Injection} - \text{Total consumption}
\]

(c) Within 10 business days after calculating the annual reconciliation quantity under clause 11.6.3 (b) which will include an indicator to signify whether the annual reconciliation quantity is in surplus or shortfall, AEMO must provide the reconciliation quantity, to the Distributor, UAFG provider and the host retailer.

11.6.4 Users reconciliation

(a) Within 20 business days of having received the annual reconciliation quantity under clause 11.6.3 (c), the UAFG provider and the host retailer must agree on the UAFG adjusted gas deliveries and timeline to resolve their respective surplus or shortfall position for each withdrawal zone and distribution region.

(b) Within 10 business days after agreeing to the UAFG adjusted gas deliveries and timeline referred to in clause 11.6.4 (a), the UAFG provider must provide the Distributor the agreed UAFG adjusted gas deliveries and timeline for each withdrawal zone and distribution region.

(c) Daily reconciliation quantities must commence from the first day of the next month that is, at least 10 business days after the date the total reconciliation quantity is agreed, unless otherwise agreed by the Distributor, host retailer and UAFG provider.

(d) The daily reconciliation quantity will be limited to 500GJ per day plus one day at less than 500GJ to ensure the entire annual reconciliation quantity is recovered.

(e) The Distributor provides the daily reconciliation quantity as energy values to the relevant reconciliation MIRN.

   (iii) If the daily reconciliation quantity was positive (surplus) the agreed daily reconciliation quantity is sent to the


UAFG provider reconciliation MIRN as a positive value (host retailer provided some of the UAFG as the estimate was too low)

(iv) If the daily reconciliation quantity was negative (shortfall) the agreed daily reconciliation quantity is sent to the host retailer reconciliation MIRN as a positive value (UAFG provider gave too much UAFG as the estimate was too high)

(v) Otherwise the daily reconciliation quantity is zero

(f) For the avoidance of doubt:

(i) The responsibilities of the UAFG provider extend until the last gas day for which a daily reconciliation quantity is required for the period they were the UAFG provider.

(ii) The changes apply to all UAFG years that end after the effective date of the Procedure (i.e. will include UAFG year 2018/2019)
### CHAPTER 12 TRANSITIONAL PROVISIONS

#### 12.1 Gas Day Harmonisation

(a) In relation to clause 1.1.1

(i) the term “gas day” for the 30 September 2019 is a period of 22 consecutive hours beginning at 8:00 am AEST.

(ii) “Standard gas day” means the standard gas day as defined in Part 26 of the Rules.

(b) **Distributor** must include the following information in their transition arrangements under schedule 5, part 6, rule 4 of the Rules:

| Meter reconfiguration scenarios | • *Interval meter or custody transfer meter* that have not been reconfigured to measure and record for a standard gas day. |
|                               | • *Interval meters or custody transfer meter* that have been reconfigured to measure and record for a standard gas day. |

[Note: Before the Part 26 transition date, *interval meters or custody transfer meter* that have been reconfigured to measure and record for a standard gas day or for each hour or other interval based on a standard gas day will still be required to provide metering data under these Procedures for each hour of a gas day that is not a standard gas day (being the 24 hour period starting at 0800 hours AEST) on 30 September 2019 and ending at 0800 hours AEST].

| Meter readings | For each of the meter reconfiguration scenarios above, a description of how the distributor will obtain a *meter reading or custody transfer meter* metering data for *interval meters or custody transfer meter* prior to the 30 September gas day, for the 30 September 2019 gas day and the 1 October 2019 and subsequent gas days. |

| Estimated meter readings | For each of the meter reconfiguration scenarios above, a description of how the distributor will determine an *estimated meter reading* if a *meter reading or custody transfer meter* metering data is unable to be obtained for *interval meters or physical gate point* prior to the 30 September gas day, for the 30 September 2019 gas day and the 1 October 2019 and subsequent gas days |

[Note: An estimated value can be required where a *meter reading or physical gate point metering data* cannot be obtained or where the meter has been reconfigured]
<table>
<thead>
<tr>
<th>Reporting</th>
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</thead>
</table>
| A description of the regular reporting that will be published by the distributor and provided to AEMO by the distributor of the scheduling, progress and completion of interval meter and custody transfer meter reconfigurations which must include:

- the dates or periods during which meters are scheduled to be reconfigured to measure and record for a standard gas day and the date or period when reconfiguration was completed
- reporting of scheduling and completion of meter reconfiguration should identify the meters by MIRN only
- the method of completion of meter reconfiguration (e.g. service orders to be sent, impacts on meter data files)
- Details of contingency plans to substitute metering data being measured prior to the reconfiguration of the meter with estimates after the meter has been reconfigured.

[Note: Reporting information that is to be provided to AEMO is to be sent to the following e-mail address – gdh@aemo.com.au. Reporting information that AEMO receives will be published on AEMO’s Gas Day Harmonisation website page.]
ATTACHMENT 1 APPROVED VALIDATION METHODOLOGY

A Distributor must apply at least the following validation tests to a meter reading:

(a) is the meter reading value numeric and greater than or equal to zero;

(b) is the meter reading value greater than or equal to the previous meter reading value (other than where there has been a full revolution of the meter index (step-down value));

(c) in respect of an actual meter reading, does the meter reading value pass the high/low test as set out below and conducted when the meter reading is undertaken:
   (i) the consumed energy at any distribution supply point that is a basic meter is estimated using the Type 4 Estimation Methodology set out in Attachment 2.
   (ii) determine the High and Low Consumption Limits:
        High Consumption Limit = 200% of estimated consumed energy
        Low Consumption Limit = 10% of estimated consumed energy
   (iii) determine the High and Low Flow limits:
        High Flow Limit = High Consumption Limit ÷ PCF ÷ Heating Value (38 MJ/m³)
        Low Flow Limit = Low Consumption Limit ÷ PCF ÷ Heating Value (38 MJ/m³)
   (iv) determine the High and Low Index Limits:
        High Index Limit = Previous Index + High Flow Limit
        Low Index Limit = Previous Index + Low Flow Limit
   (v) any index read outside this range will be invalid and cause a warning to the meter reader to re-enter the index reading.
   (vi) if the re-entered index read is still outside the range, the index will be saved with a flag to indicate failure of the high/low test.

(d) is the date the meter reading occurred later than or the same as the date the immediately preceding validated meter reading occurred; and

(e) does the meter reading value pass the Meter Capacity Test defined below:

<table>
<thead>
<tr>
<th>Number of Dials</th>
<th>Meter Capacity per 90-day Billing period</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>150GJ</td>
</tr>
<tr>
<td>5</td>
<td>750GJ</td>
</tr>
<tr>
<td>6</td>
<td>3,750GJ</td>
</tr>
</tbody>
</table>
ATTACHMENT 2 APPROVED ESTIMATION METHODOLOGY

1. Application

1.1. Basic Meter Estimation Methodology
A Distributor must undertake an estimated meter reading in the circumstances described in clauses 2.2.3(a)(ii), 2.2.3(a)(iii) and 2.4.2(b) of these Procedures.

A Distributor must apply a Type 1, Type 2, Type 3 or Type 4 Basic Meter Estimation to these circumstances.

1.2. Interval Meter Estimation Methodology
A Distributor must undertake an estimated meter reading in the circumstances described in clause 5.4 of these Procedures. A Distributor must apply a Type 4 Interval Meter Estimation to these circumstances.

2. Methodologies

2.1. Type 1 Estimation Methodology
The Type 1 Estimation Methodology (base load plus temperature sensitivity factor) is not currently used by Distributors in Queensland, but may be introduced in the future.

2.2. Type 2 Estimation Methodology
The Type 2 Estimation Methodology (base load plus temperature sensitivity factor using Customer characterisation) is not currently used by Distributors in Queensland, but may be introduced in the future.

2.3. Type 3 Estimation
2.3.1 Where a Type 4 Estimate is not appropriate, a User and a Distributor may agree to an estimated energy consumption for a distribution supply point for a reading period.

2.4. Type 4 Basic Meter Estimation
2.4.1 A Distributor must use the methodology set out below to determine an estimated meter reading for a distribution supply point for a reading period.

2.4.2 [Deleted]

2.4.3 [Deleted]

2.4.4 A Type 4 Basic Meter Estimation is based on the following hierarchy:

(a) Use the same period last year, if:

(i) the site has more than 12 months of history,

(ii) there is an actual meter read that applies to the same period last year; and

(iii) the meter reading is for a period greater than or equal to 26 days:
Calculate the average daily consumption for the same period last year and multiply by the number of days in the reading period.

(b) Use previous period, if:

(i) 2.4.4(a) did not successfully determine a volume;

(ii) there is a meter on the site within the last 12 months;

(iii) there is an actual meter read;

(iv) the meter reading is for a period greater than or equal to 26 days:

Calculate the average daily consumption for the previous period and multiply by the number of days in the reading period.

(c) Use trend calculation, based on customer characterisation, if:

(i) 2.4.4(a) or 2.4.4(b) did not successfully determine a volume;

Calculate the average daily consumption (trend calculation) based on the daily average consumption of billed reads for all MIRNs for the same period with the same Customer characterisation, multiplied by the number of days in the reading period.\(^6\)

2.5. **Type 4 Interval Meter Estimation**

2.5.1 If a Distributor or AEMO is required to generate an estimate for an interval meter for a day (a ‘Substitution Day’), it is required to generate the value using data from the first available ‘Preferred Day’ (as detailed in the table below) unless:

(i) the Substitution Day was a public holiday, in which case the most recent Sunday is to be used; or

(ii) the Substitution Day was not a public holiday but the Preferred Day was a public holiday, in which case the substitution Preferred Day to be used must be the most recent Preferred Day that was not a public holiday; or

(iii) no data is available for a Preferred Day, in which case a default value of 0\(\)GJ (zero GJ) is to be used.

<table>
<thead>
<tr>
<th>Substitution Day</th>
<th>Preferred Day (in order of availability)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Monday**</td>
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<tr>
<td>Tuesday</td>
<td>Tuesday** Wednesday** Thursday**</td>
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<td>Wednesday</td>
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<td>Tuesday**</td>
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<tr>
<td>Friday</td>
<td>Friday**</td>
</tr>
</tbody>
</table>

\(^6\) For the avoidance of doubt: Customer characterisation could be grouped into, but not limited to: residential or business MIRNs.
Saturday  
Sunday

Note:
* Occurring in the same week as the Substitution Day.
** Occurring in the week preceding that in which the Substitution Day occurs.

Examples:
If we fail to get data for a site on Monday the 8th of January 2007. In accordance with the table we would first try Monday 1 January 2007, and as this is a public holiday, we next try Monday 25 December 2006, and as this is also a public holiday we finally end up using the data from Monday 18th December 2006 as estimate for Monday the 8th of January 2007.

Similarly if we need data for Friday the 2nd of May 2003, we first try Friday 25 April, ANZAC day, next try Friday 18 April, Good Friday, and finally use Friday 11th April.
ATTACHMENT 3 APPROVED SUBSTITUTION METHODOLOGY

1. Application

   A Distributor must undertake a substituted meter reading where:
   (a) a basic meter has failed or is shown to be defective; or
   (b) in other circumstances where there is no prospect of obtaining an actual meter reading or an accurate actual meter reading from that meter.

2. Methodologies

2.1. Type 1 Substitution Methodology

   The Type 1 Substitution Methodology (base load plus temperature sensitivity factor) is not currently used by Distributors in Queensland, but may be introduced in the future.

2.2. Type 2 Substitution Methodology

   The Type 2 Substitution Methodology (base load plus temperature sensitivity factor using characterisation) is not currently used by Distributors in Queensland, but may be introduced in the future.

2.3. Type 3 Substitution

   2.3.1 Where a Type 4 Substitute is not appropriate, a User and a Distributor may agree a substituted energy consumption for a distribution supply point for a reading period.

2.4. Type 4 Basic Meter Substitution

   2.4.1 A Distributor must use the methodology set out below to determine a substituted meter reading for a distribution supply point that is a basic meter for a reading period.

   2.4.2 [Deleted]

   2.4.3 [Deleted]

   2.4.4 Where a Distributor must substitute a meter reading for a basic meter, the methodology applied is the Attachment 2 – Type 4 Basic Meter Estimation methodology.

2.5. Type 4 Interval Meter Substitution

   2.5.1 If a Distributor is required to generate a substitution for an interval meter for a day (the ‘Substitution Day’) it is required to generate the value using data from the first available ‘Preferred Day’ (as detailed in the table below) unless:

   (i) the Substitution Day was a public holiday, in which case the most recent Sunday is to be used; or

   (ii) the Substitution Day was not a public holiday but the ‘Preferred Day’ was a public holiday, in which case the substitution ‘Preferred Day’ to be used must be the most recent Preferred Day that was not a public holiday; or

   (iii) no data is available for a Preferred Day, in which case a default value of 0 GJ (zero GJ) is to be used.
### Substitution Day

<table>
<thead>
<tr>
<th>Substitution Day</th>
<th>Preferred Day (in order of availability)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Monday**</td>
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<td>Saturday</td>
<td>Saturday**</td>
</tr>
<tr>
<td>Sunday</td>
<td>Sunday**</td>
</tr>
</tbody>
</table>

**Note:**

* Occurring in the same week as the Substitution Day.
** Occurring in the week preceding that in which the Substitution Day occurs.

**Examples:**

If we fail to get data for a site on Monday the 8\(^{th}\) of January 2007. In accordance with the table we would first try Monday 1 January 2007, and as this is a public holiday, we next try Monday 25 December 2006, and as this is also a public holiday we finally end up using the data from Monday 18\(^{th}\) December 2006 as estimate for Monday the 8\(^{th}\) of January 2007.

Similarly if we need data for Friday the 2\(^{nd}\) of May 2003, we first try Friday 25 April, ANZAC day, next try Friday 18 April, Good Friday, and finally use Friday 11\(^{th}\) April.
ATTACHMENT 4 – NET SYSTEM PROFILE METHODOLOGY

1. Profile Preparation Service (PPS)

1.1. Calculation of the NSL

AEMO must calculate the net system load (NSL) for each distribution region in accordance with this clause 1 of this Attachment.

For each distribution region, the NSL for each gas day is derived from the total energy entering the distribution region (ET) less the total energy leaving the distribution region (EL) and less the sum of all interval metered energy withdrawn at a distribution supply point within the distribution region (EI). The NSL for a gas day can be represented by the following formula:

\[ \text{NSL}_{i,D} = \text{ET}_{i,D} - \text{EL}_{i,D} - \sum_{i} \text{EI}_{i,D} \]

Where:

- \( \text{NSL}_{i,D} \) is the NSL for distribution region D for gas day i;
- \( \text{ET}_{i,D} \) is the total energy entering distribution region D during gas day i;
- \( \text{EL}_{i,D} \) is the total energy leaving distribution region D during gas day i; and
- \( \text{EI}_{i,D} \) is the interval metered energy withdrawn at a distribution supply point within distribution region D during gas day i;

1.2. Updating the NSL

1.2.1 The NSL is subject to changes as a result of revisions to either custody transfer meter data or interval meter data.

1.2.2 The estimation and substitution rules developed by the Distributor under their meter measurement scheme will be applied to estimate missing interval meter data. That data will be replaced with actual values available at a later date in accordance with clause 1.2.3 of this Attachment.

1.2.3 AEMO must calculate the NSL for each distribution region for each gas day using revised or additional information provided or available to it in accordance with the following timeframe:

(a) for daily reporting – no later than one day after the gas day;

(b) for non-daily reporting – no later than each date on which AEMO must publish balancing amounts for the gas day under clause 6.7.2(a) or (b) of these Procedures and each date on which AEMO must determine STTM distribution system allocations for the gas day under clause 6.10.2(c) or (d) of these Procedures;

(c) for revision reporting – on the last settlement business day of the month nine months after the end of the month in which the gas day occurred; and

(d) for ad hoc revision reporting – as required following notification by Distributor within 12 months after the end of the month in which the gas day occurred that a revision of custody transfer meter data or interval meter data is required.
2. Basic Meter Profiler (BMP)

2.1. Data for apportionment

The consumed energy data required by AEMO for the purpose of applying the NSL is provided to AEMO in accordance with clauses 2.6.2(b) and 2.6.3 of these Procedures. AEMO must apply the validation rules described in the AEMO Consumed Energy Scenarios (Queensland), as published on the AEMO website, to the consumed energy data delivered to AEMO by the Distributors.

2.2. Load Apportionment Using the NSL

2.2.1 AEMO must apply the NSL prepared in accordance with clause 1 of this Attachment to each basic meter for a second tier supply point, for which a validated meter reading is available, in accordance with this clause 2.2 of this Attachment. The aim of applying the NSL is to apportion the consumed energy for each such meter to each gas day in the reading period.

2.2.2 The load apportionment factor is the ratio of the NSL for the relevant gas day to the total NSL for the corresponding reading period as represented by the following formula:

\[ LAF_d = \frac{NSL_d}{\sum NSL} \]

Where:
- \( LAF_d \) is the load apportionment factor for gas day \( d \);
- \( NSL_d \) is the NSL for gas day \( d \); and
- \( \sum NSL \) is the sum of the NSL for each gas day in the reading period.

2.2.3 The load apportionment factor for a gas day is applied to the consumed energy for a reading period for a basic meter to estimate the consumed energy for a gas day for that basic meter as follows:

\[ \text{Consumed energy}_{d,j} = \text{accumulated consumed energy}_j \times LAF_d \]

Where:
- \( \text{consumed energy}_{d,j} \) is the consumed energy for basic meter \( j \) for a second tier supply point for gas day \( d \);
- accumulated \( \text{consumed energy}_j \) is the consumed energy for the reading period for basic meter \( j \); and
- \( LAF_d \) is the load apportionment factor for gas day \( d \).

2.2.4 If a validated meter reading is not available, the consumed energy for a basic meter for a second tier supply point will be calculated in accordance with clause 2.3 of this Attachment.

2.3. Calculating Daily Load when Meter Readings are not available

2.3.1 Where a meter reading is not available, AEMO must estimate the consumed energy for a basic meter for a second tier supply point based on the weather measured in effective
degree day and the base load and temperature sensitivity factor provided to AEMO by Distributors under clauses 2.8.1(c) and 2.8.1(d) of these Procedures as follows:

\[
Consumed\ energy_{d,j} = BL_j + (TSF_j \times EDD_d)
\]

Where:
- \(consumed\ energy_{d,j}\) is the estimated consumed energy for basic meter \(j\) for a second tier supply point on gas day \(d\);
- \(BL_j\) is the base load for basic meter \(j\);
- \(TSF_j\) is the temperature sensitivity factor for basic meter \(j\) and is zero; and
- \(EDD_d\) is the effective degree days for gas day \(d\) and is zero.

2.3.2 When a validated meter reading for the basic meter becomes available, the consumed energy based on the validated meter reading will supersede the consumed energy estimated in accordance with this clause 2.3 of this Attachment.

2.3.3 Where the sum of the allocated consumed energy, supplied by the Distributors, and the generated consumed energy, as calculated by AEMO, is greater than the NSL for a gas day, AEMO will proportionately scale down the generated consumed energy to no less than zero such that the addition of the generated consumed energy to the allocated consumed energy does not cause the total energy to be profiled to exceed the NSL for that gas day.

2.4. Timeframe for BMP Calculations

2.4.1 The majority of meter readings for basic meters read on any gas day will not be available until three business days after the gas day and hence the estimation method specified in clause 2.3 of this Attachment must be used by AEMO to calculate consumed energy for each gas day for basic meters for second tier supply points.

2.4.2 AEMO must calculate the aggregate consumed energy for each second tier supply point for each gas day using revised or additional information provided or available to it in accordance with the following timeframes:

(a) for daily reporting – no later than one day after the gas day;
(b) for non-daily reporting – no later than the date on which AEMO must publish balancing amounts for the gas day under clause 6.7.2(a) or (b) of these Procedures and each date on which AEMO must determine STTM distribution system allocations for the gas day under clause 6.10.2(c) or (d) of these Procedures for the gas day for the withdrawal zone and distribution region in which the second tier supply point is located;
(c) for monthly revision reporting – on the last settlement business day of the month nine months after the end of the month in which the gas day occurred; and
(d) for ad hoc revision reporting – as required following notification by Distributor within 12 months after the end of the month in which the gas day occurred that a revision of custody transfer meter data or interval meter data is required.

2.4.3 AEMO must use the most up to date NSL each time it performs the calculations referred to in clauses 2.2 and 2.4.2 of this Attachment.
2.5. **Base Load & Temperature Sensitivity Factor**

2.5.1 Each *Distributor* must determine the *base load* and *temperature sensitivity factor* for all *distribution supply points* in its *distribution region* that are *basic meters* in accordance with this clause 2.5 of this Attachment.

2.5.2 Where a *distribution supply point* that is a *basic meter* has at least 6 months consumption history during the preceding 12 months the *base load* will be determined as follows:

\[
BL_j = \frac{\sum_{r=1}^{P_j} CE_{j,r}}{\sum_{r=1}^{P_j} RP_{j,r}}
\]

Where:

- \(BL_j\) is the *base load* for *distribution supply point* \(j\);
- \(j\) is a *distribution supply point* that is a *basic meter* and has a consumption history at least 6 months in the preceding 12 months;
- \(r\) is a *reading period* for *distribution supply point* \(j\) in the preceding 12 months;
- \(P_j\) is the number of *reading periods* for *distribution supply point* \(j\) in the preceding 12 months;
- \(CE_{j,r}\) is the *consumed energy* in MJ for *distribution supply point* \(j\) for *reading period* \(r\); and
- \(RP_{j,r}\) is the days in *reading period* \(r\) for *distribution supply point* \(j\).

2.5.3 Where a *distribution supply point* that is a *basic meter* has less than 6 months consumption history during the preceding 12 months the *base load* will be determined as follows:

(a) A *Distributor* must use the *Customer characterisation* provided to the *Distributor* for that *distribution supply point* pursuant to clauses 2.8.1(a) of these *Procedures* to determine the appropriate average *base load* to apply to that *distribution supply point*:

\[
BL_j = BL_c
\]

Where:

- \(BL_j\) is the *base load* for *distribution supply point* \(j\); and
- \(BL_c\) is the average *base load* for all *distribution supply points* that are *basic meters* and have *Customer characterisation* \(c\).

(b) The *Customer characterisations* used in Queensland are:

<table>
<thead>
<tr>
<th>Customer Characterisation Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential (R1)</td>
</tr>
</tbody>
</table>
(c) A Distributor must determine the average base load for each Customer characterisation as follows:

$$BL_c = \frac{\sum_{j=1}^{N_c} ADCE_j}{N_c}$$

Where:

- $BL_c$ is the average base load for all distribution supply points that are basic meters and have Customer characterisation $c$;
- $j$ is a distribution supply point that is a basic meter with Customer characterisation $c$ and a consumption history at least 6 months in the preceding 12 months;
- $N_c$ is the number of distribution supply points with Customer characterisation $c$ and consumption history of at least 6 months in the preceding 12 months; and
- $ADCE_j$ is the average daily consumed energy for distribution supply point $j$ determined as follows:

$$ADCE_j = \frac{\sum_{r=1}^{P_j} CE_{j,r}}{\sum_{r=1}^{P_j} RP_{j,r}}$$

Where:

- $r$ is a reading period for distribution supply point $j$ in preceding 12 months;
- $P_j$ is the number of reading periods for distribution supply point $j$ in preceding 12 months;
- $CE_{j,r}$ is the consumed energy in MJ for distribution supply point $j$ for reading period $r$; and
- $RP_{j,r}$ is the days in reading period $r$ for distribution supply point $j$.

2.5.4 The temperature sensitivity factor applies a weather impact to the base load by reference to the effective degree day for each day in the reading period. In Queensland, the temperature sensitivity factor is zero.

3. Effective Degree Day

The effective degree day is required for the calculation of the temperature sensitivity factor. The effective degree day is used to measure coldness which is directly related to gas demand for area heating. The effective degree day is a composite measure of weather coldness incorporating the effect of temperature, wind, sunshine and day of the year.
In Queensland, the *effective degree day* is zero.

End.