

GENERAL PROCEDURE

INTERVAL METER NOTIFICATIONS

PREPARED BY: Market Performance

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FINAL

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1 INTRODUCTION

The Retail Market Procedures (Queensland) (RMP) requires that each *Distributor* must notify AEMO of all new *interval meters* installed, all changes to existing *interval meters* and all requirements to upgrade *basic meters* to *interval meters* or downgrade *interval meters* to *basic meters*.

The RMP also require that *AEMO* must establish a procedure to set out the way notifications are made and their timeframes.

2 SCOPE

This procedure covers *AEMO* requirements for notifications regarding *custody transfer meters* and *interval meters*, for upgrading *basic meters* to *interval meters* and for downgrading *interval meters* to *basic meters*.

3 REFERENCES

Retail Market Procedures (RMP).

4 DEFINITIONS

All words defined in the RMP have the meaning set out there and are shown in *italics*. All words defined in this document are set out below and are shown in ***bold italics***.

Item	Definition
<i>effective date</i>	The <i>gas day</i> from the start of which the <i>notification</i> will take effect.
<i>market commission</i>	An entry in <i>AEMO meter registers</i> to indicate that a <i>meter</i> is active and should be considered in <i>balancing</i> .
<i>notification</i>	Any notification required under RMP clause 5.2.3, and having all fields required under this procedure completed.

5 PROCEDURE

5.1 Roles

Role	Description
AEMO	Receive <i>notifications</i> under this procedure. Add to or update AEMO meter register in accordance with the <i>notification</i> . Advise Distributor of acceptance or rejection of the notification. Publish details of AEMO meter register on MIBB.
Distributor	Complete <i>notifications</i> required under this procedure and submit to AEMO. Receive advice of completed <i>notification</i> . Check that details notified are correct when published on MIBB.

5.2 Procedure

5.2.1 The Distributor may provide the following ***notifications*** to *AEMO* at any time without an ***effective date***¹:

- Notification of registration of a first tier basic meter;

¹ This will be used if the Distributor wishes to have the details entered into *AEMO meter register* without the meter being market commissioned – for example where the effective date is not yet known.

- Notification of registration of new custody transfer meter.

5.2.2 The *Distributor* must make the following **notifications** to AEMO at least two **business days** before the **effective date**:

- Notification of registration of first tier basic meter;
- Notification of upgrade of registered basic meter to interval meter;
- Notification of downgrade of interval meter to basic meter;
- Notification of registration of new custody transfer meter; and
- Notification of Parameter Change.

5.2.3 When making a **notification**, the *Distributor* must use the current version of the form for that **notification**, complete all required fields and submit it to AEMO. Samples of the forms are set out in Attachment 1 to this procedure.

5.2.4 AEMO must check the **notification** and use reasonable endeavours to resolve all queries with the *Distributor* prior to the **effective date** of the notification.

5.2.5 If the queries regarding any **notification** cannot be resolved prior to the **effective date**, AEMO must reject the **notification** and inform the *Distributor* setting out the reasons for the rejection.

5.2.6 Where a **notification** has been rejected, the *Distributor* must resubmit the **notification** in accordance with 5.2.2 ensuring the matters set out in the rejection notice are addressed.

5.2.7 AEMO must enter the details of the **notification** into AEMO meter register prior to the **effective date** of the notification, and *publish* them.

5.2.8 Where an **effective date** has not been provided, AEMO must enter details but not **market commission** the relevant meter.

5.2.9 AEMO must inform the *Distributor* that the **notification** has been accepted and details entered to GRMO meter register.

5.2.10 The *Distributor* must check the *market interface bulletin board* on the **effective date** and verify that AEMO meter register has been correctly updated with the detail contained in the **notification**.

5.2.11 If AEMO meter register was not correctly updated, the *Distributor* must advise AEMO using the **notification** for a parameter change.

5.3 Changes to this Procedure

5.3.1 Under the RMP clause 5.2.3(a) AEMO must consult with all *Distributors* and *Retailers* regarding the establishment of this procedure.

5.3.2 AEMO may make changes to this procedure at any time after consultation with all *Distributors* and *Retailers*.

5.3.3 AEMO must publish any amended procedure at least 10 business days prior to the amendment coming into effect.

Attachment 1 – Sample Notification forms

Refer to www.aemo.com.au for current version of these forms.



**Application for Metering Installation
Registration – Gas (Qld)**

Use this form to apply to the Australian Energy Market Operator for registration of a physical metering installation
Ref: *Retail Market Procedures (Queensland) Chapter 5.2.3 (b)*

MIRN

Checksum

* Network _____ Application for: _____

Metering Installation Details

Note: * Denotes compulsory fields.

* Site Customer	_____		
* Site Address	_____		
* Suburb / City	_____	Meter Type/Code	_____
* Site Postcode	_____	Customer Tariff	_____
* Heating Value Zone	_____	TUOS	_____
* Withdrawal Zone	_____	UAFG Size	_____

Associated Organisations

* Distributor	_____	Responsible Person (DB)	_____
* Host Retailer	_____		
* F R O	_____		

Meter Information

* Meter type	_____	Meter No.	_____
* Installation Type	_____	Street directory	_____
* P C F	_____	Map Ref	_____
Meter location	_____		

Engineering Specifications

* Communication Type Manual read Telemetry

Responsible Person (Distributor) Details

* Company Name	_____	* Phone No.	_____
* Date of Advice	____/____/____		
* Responsible Person	_____		
	<i>Name (please print)</i>	<i>Title</i>	<i>Signature</i>

AEMO Use Only

Application:	
Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>
AEMO registered <input type="checkbox"/>	Reason - _____
Affected parties notified <input type="checkbox"/>	
ERC Details:	
No retro transfer set <input type="checkbox"/>	
Reading Details:	
Reading Frequency <input type="checkbox"/> Daily	
Extract Option <input type="checkbox"/> Day + 1	
Authorised Officer	
_____	_____
<i>Name (please print)</i>	<i>Title</i> <i>Signature</i> Date: ____/____/____

Ref: 234176



Metering Installation Parameter

Change Notice – Gas (Qld)

Use this form to change the parameters of a physical or logical metering installation - Ref : *Retail Market Procedures (Queensland), Chapter 5.2.3 (b)*

MIRN

Checksum

NETWORK: _____ **Parameter Change for:** _____

Metering Installation DETAILS

Note: * Indicates compulsory fields.

	(Existing)	(Revised)
* Site Customer	_____	_____
* Site Address	_____	_____
* Suburb / City	_____	_____
* Site Postcode	_____	_____

Meter INFORMATION

	(Existing)	(Revised)	Date
Meter No	_____	_____ <input type="checkbox"/> m ³ <input type="checkbox"/> ft ³	/ /
*PCF (Pressure Correction Factor)	_____	_____	/ /
Tariff Type	_____	_____	/ /
UAFG (Unaccounted for Gas) size	_____	_____	/ /
Meter Type (& No of Dials)	_____	_____	/ /
Meter Location	_____	_____	/ /
ANZSIC – Industry code	_____	_____	/ /

Meter STATUS

* Upgrade – to Interval Meter request	<input type="checkbox"/>	From Date	/ /
* CTM – commissioning verification	<input type="checkbox"/>		/ /
* Decommission	<input type="checkbox"/>	Meter type	/ /
* Deregistration	<input type="checkbox"/>	Meter type	/ /

* Downgrade – to Basic Meter request	<input type="checkbox"/>	From Date	/ /
Downgrade – reason & future use?			
* FRO agreement	<input type="checkbox"/>		
* Base Load		* Temperature Sensitivity Factor	

Zone detail changes

	(Existing)	(Revised)	
Heating Value Zone	_____	_____	/ /
Node	_____	_____	/ /
Tuos Zone	_____	_____	/ /

Engineering changes

	(Existing)	(Revised)	
Communications Type	<input type="checkbox"/> Manual read	<input type="checkbox"/> Telemetry	<input type="checkbox"/> Manual read <input type="checkbox"/> Telemetry / /

Responsible Person (Distributor) details

* Company Name		Phone No.	
* Date of Advice	/ /	Email	
* Responsible Person			
	<i>Name</i>		<i>Title</i>

AEMO response

Action taken	Comments if any	Date	/ /
Meter Register updated	<input type="checkbox"/>		
Change implemented	<input type="checkbox"/>		
AEMO Authorised	<input type="checkbox"/>		
<i>Further comments if required</i>			