



INDEPENDENT
MARKET
OPERATOR



Market Procedure: Notices and Communications

VERSION 43



ELECTRICITY INDUSTRY ACT 2004
ELECTRICITY INDUSTRY
(WHOLESALE ELECTRICITY MARKET)

REGULATIONS 2004

WHOLESALE ELECTRICITY MARKET RULES

COMMENCEMENT:

This Market Procedure took effect from 8:00am (WST) on the
same date as the Wholesale Electricity Market Rules.

VERSION HISTORY

VERSION	EFFECTIVE DATE	NOTES
1	21 September 2006	Market Procedure for Notices and Communications
2	20 January 2009	Amendments to Market Procedure resulting from PC_2008_16
3	8 November 2010	Amendments to Market Procedure resulting from PC_2010_02
<u>4</u>	<u>XX MMMM 2013</u>	<u>Amendments to Market Procedure resulting from PC_2012_11</u>

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1 PROCEDURE OVERVIEW

1.1 Relationship with the Market Rules

1.1.1 This Market Procedure for Notices and Communications Procedure (Procedure) ~~is made has been developed~~ in accordance with, ~~and should be read in conjunction with~~ clause 1.6.1 of the Wholesale Electricity Market (WEM) Rules (Market Rules).

1.1.2 Reference to particular Market Rules within the Procedure in bold and square brackets [~~MR Clause XX~~] are current as of 1 ~~October 2010~~ June 2013. These references are included for convenience only, and are not part of this Procedure.

1.2 Purpose of this Procedure

1.2.1 The purpose of this Procedure is to:

- (a) describe the methods by which notices and communications are to be provided to or by the IMO; and
- (b) outline when the timing of such notice will be considered to have been duly given.

1.3 Application of this Procedure

1.3.1 This Procedure applies to notices and communications:

- (a) required under the Market Rules;
- (b) contemplated by the Market Rules; and
- (c) relating to the Market Rules.

1.3.2 For the avoidance of doubt, this Procedure does not apply to:

- (a) information or documents required to be published or released by the IMO on the Market Web Site ~~public website~~, in accordance with clause 1.7.1 of the Market Rules; or
- (b) information or documents required to be distributed via another method specified in the Market Rules.

1.3.3 In this Procedure, where obligations are conferred on a Rule Participant that Rule Participant must comply with the relevant obligations in accordance with clauses 2.9.6, 2.9.7 and 2.9.8 of the Market Rules, as applicable.

1.4 Associated Market Procedures

1.4.1 ~~There are no Market Procedures associated with this Procedure~~ This Procedure is associated with all Market Procedures that involve the provision of notices and communications to or by the IMO.

1.5 Interpretation Conventions Used

1.5.1 In this Procedure, the conventions specified in sections ~~clauses~~ 1.3 ~~to~~ 1.5 of the Market Rules apply. ~~The following additional clarification is noted:~~

~~(a) the term "Business Hours" means 8.00 am to 5.00 pm (Western Standard Time) from Monday to Friday (excluding Western Australian public holidays and in relation to clauses 9.16.1(b), 9.16.2(e) and 9.16.4(d) excluding Western Australian and New South Wales public holidays).~~

1.6 Terminologies and Definitions

1.6.1 A word or phrase defined in the Electricity Industry Act, the Regulations or the Market Rules has the same meaning when used in this Procedure. In addition the following defined terms have the meaning given.

Term	Definition
Business Hours	Means 8:00 AM to 5:00 PM Western Standard Time from Monday to Friday (excluding Western Australian public holidays and in relation clauses to 9.16.1(b), 9.16.2(e) and 9.16.4(d) excluding Western Australian and New South Wales public holidays).

Table 1 – Defined Terms

2 PROCEDURE STEPS

2.1 Provision of Notice

2.1.1 Unless otherwise provided in the Market Rules or Market Procedures, notices and communications may be properly provided using any one or more of the following methods:

- (a) ~~c~~Courier or other form of personal delivery, to the recipient's notified place of business;~~;~~
- (b) ~~b~~By prepaid Australia ~~P~~post, express post, registered post, or air mail (if outside Australia), to the recipient's notified postal address;~~;~~
- (c) ~~b~~By facsimile, to the recipient's notified facsimile number;~~;~~
- (d) ~~b~~By electronic mail, to the recipient's notified electronic communication address (the Wholesale Electricity Market Systems main contact); or;
- (e) ~~b~~By voice communication by the IMO, provided the IMO confirms the communication in writing by any manner set out in steps 2.1.1 ~~(a) to a~~ (d).

2.2 Timing of Notice and Communications

2.2.1 Unless otherwise provided in the Market Rules and Market Procedures, notice will be considered to be properly provided on the following basis:

- (a) Where given by Australia ~~P~~post or air mail:
 - i. within Australia, on the third Business Day after the day on which it is mailed; or
 - ii. outside Australia, on the tenth Business Day after the day on which it is mailed.
- (b) Where given by facsimile:
 - i. during Business Hours, on the date and at the time of successful transmission as indicated on the sender's facsimile transmission report;
 - ii. outside Business Hours and the addressee is obliged to monitor the receipt by facsimile outside of Business Hours, on the date and at the time of transmission as indicated on the sender's facsimile transmission report; or

- iii. outside Business Hours and the addressee is not obliged to monitor the receipt by facsimile outside of Business Hours, at 9:00 AM on the first Business Day following transmission.
- (c) Where given by electronic mail:
- i. during Business Hours, on the date and at the time when notification is recorded by the sender's electronic communication system as having been first received at the electronic mail destination. To ensure valid notification, the sender should request a return receipt, request confirmation from the recipient or follow up the email with alternate confirmation;
 - ii. outside Business Hours and the addressee is obliged to monitor the receipt by electronic mail outside of Business Hours, on the date and at the time when notification is recorded by the sender's electronic communication system as having been first received at the electronic mail destination; or
 - iii. outside Business Hours and the addressee is not obliged to monitor the receipt by electronic mail outside of Business Hours, at 9:00 AM on the following Business Day.
- (d) Where given by voice communication by the IMO:
- i. on the date and at the time of communication.
- (e) In any other case:
- i. when the person actually receives the notice or communication.

2.3 Contact Details

2.3.1 ~~The contact details for the IMO are:~~ The IMO must at all times maintain a copy of its contact details, including department specific details, on the following webpage: <http://imowa.com.au/contactus>.

- (a) ~~Mailing address:~~ PO Box 7096
CLOISTERS SQUARE
PERTH WA 6850
- (b) ~~Courier / Personal Delivery:~~ Level 3, Governor Stirling Tower
St Georges Terrace
PERTH WA 6000
- (c) ~~Telephone Number:~~ + 61 (0) 8 9254 4300
- (d) ~~Facsimile:~~ + 61 (0) 8 9254 4399
- (e) ~~Email (as relevant):~~
 - i. ~~For general enquiries:~~ imo@imowa.com.au
 - ii. ~~For Rule/Procedure Change enquiries:~~ Market.Development@imowa.com.au
 - iii. ~~For System Capacity enquiries:~~ System.Capacity@imowa.com.au
 - iv. ~~For Market Operation enquiries:~~ Operations@imowa.com.au

- 2.3.2 The contact details for Rule Participants are as advised on the Rule Participant's Rule Participant registration application, unless otherwise advised.
- 2.3.3 The contact details for other recipients are as advised by the recipient.