

# APPLICATION GUIDE

## Guide for FCAS - Application for approval to classify plant as an ancillary service unit in the NEM

This guide is to be used in conjunction with the Application Form - FCAS Application for approval to classify plant as an *ancillary service unit* in the NEM and is not to be altered without the prior consent of AEMO.

## Disclaimer

This Application Guide (this Guide) is made available to you on the following basis:

Purpose	This Guide has been produced by the Australian Energy Market Operator Limited (AEMO) for the purposes of clause 2.1.3 of the National Electricity Rules (NER or Rules) to provide information about the process for becoming registered as a Participant in the National Electricity Market (NEM) as at the date of this publication.
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## Rules terms

Terms defined in the Rules are italicised, and have the same meaning, when used in this Guide. Any failure to italicise such a term in this Guide does not change its meaning under the Rules, unless this Guide specifies otherwise.

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# 1. Introduction

This Application Guide (this Guide) has been developed to help those completing an [Application to classify - plant as ancillary service unit in the NEM](#) (Form). This Guide is to be used in conjunction with the Form.

If you require any further assistance, please contact [onboarding@aemo.com.au](mailto:onboarding@aemo.com.au) or phone 1300 236 600 (International callers dial +61 3 9609 8000).

## 1.1 Purpose of this guide

This Guide is used to help applicants applying to AEMO to classify *plant* as an *ancillary service unit*.

You must already be registered as an *Integrated Resource Provider*, *Market Customer* or *Market Generator* in the NEM to use the Form.

This Guide summarises the processes and information required by the Form but will not cover all circumstances. The National Electricity Law (NEL) and the NER prevail over this Guide to the extent of any inconsistency.

This Guide covers the following application types:

Market Participants seeking to classify (and amend classification and services of) *plant* that is a *production unit* or *scheduled resource* as an *ancillary service unit*.

Market Participants seeking to classify *plant* that is not a *production unit* or *scheduled resource*, and is not located at a *connection point* with a *production unit* or *scheduled resource*, as an *ancillary service unit* for the first time.

All existing ASUs that are not *production units* or *scheduled resources* are managed via the portfolio management system (PMS). The Form cannot be used and an application must be submitted via PMS. Please see [Guide to Classify – NEM – Plant as Ancillary Service Unit](#) to change or classify new non-scheduled ASU.

This Guide does not cover:

Schedule 3.1 Amendments

- All schedule 3.1 changes to *bid validation data* for *scheduled resources* must be made using the [Schedule 3.1 Notification form](#).

Declassification

- This Form and Guide cannot be used for deregistration and declassification of participants or ASU. Please see section 3.1 below for more information.

## 1.2 Requirement to classify plant as ancillary service unit

Clause 2.3D.1 of the Rules sets out the obligation for a *Market Participant* to apply to AEMO for approval to classify relevant *plant* as an *ancillary service unit* (ASU) to provide *market ancillary services* from that *plant* in accordance with Chapter 3.

## 1.3 Fees

### 1.3.1 Registration Fee

All Applicants for registration must pay a Registration fee in accordance with AEMO's currently published fee schedule.

After the initial receipt and processing of the Form, AEMO will send a tax invoice to the applicant for payment. The registration fee can be paid by EFT. You should provide a remittance advice from your bank once payment has been lodged.

Please note that assessment of an Application will not be completed without confirmed payment of the registration fee.

### 1.3.2 Participant Fees

Clause 2.11.1(b)(2) of the *Rules* provides that *Participant fees* should recover the budgeted revenue requirements for AEMO. Clause 2.11.1(b)(3) provides that the components of *Participant fees* charged to each *Registered Participant* should be reflective of the extent to which the budgeted revenue requirements for AEMO involve that *Registered Participant*.

You should refer to the AEMO website for a summary of the [AEMO budget and fees](#) that are currently applicable.

## 1.4 Other documents to be submitted

Applicants may need to submit other documents as evidence of their eligibility to classify ASU or their ability to provide *market ancillary services*. These requirements may vary depending on the classification request.

## 1.5 Application Submission

Please submit the completed Application by email, together with all the required attachments, to AEMO at: [onboarding@aemo.com.au](mailto:onboarding@aemo.com.au)

Please read the sections of the application form carefully and ensure the relevant documents are included in your application submission to AEMO, with each document clearly identified with the section it belongs to and numbered sequentially (for example: "Attachment to Section D2-1"). AEMO will only process a Form that has been filled in correctly and submitted with all required attachments.

Where changes to supporting information are required, the file name must reflect the change ("Attachment to Section D2-2") and be resubmitted to AEMO.

For assistance. Contact AEMO:

Phone 1300 236 600 (International callers dial +61 3 9609 8000)

Email: [onboarding@aemo.com.au](mailto:onboarding@aemo.com.au)

## 2. Registration Procedure

Chapter 2 of the NER deals with registration. Each prospective applicant must apply to AEMO for registration by using the relevant application form.

The registration process consists of the following steps:

- Step 1 You submit the application form along with all attachments required by the Form to the address shown in Section 1.8 above.
- Step 2 On receipt of your application, AEMO will send an invoice for payment by EFT.  
For information regarding participant registration fees, see [AEMO budget and fees](#) on the AEMO website.
- Step 3 AEMO will review the application and respond to you within 5 *business days* of receipt of the application (Clause 2.9.1(b) of the *NER*).
- Step 4 AEMO may request additional information or clarification of the information contained in the application. If such a request is made, you must supply the additional information or clarification within 15 *business days* of AEMO's request (Clause 2.9.1(c) of the *NER*).

Step 5 Within 15 *business days* of receiving the application, or within 15 *business days* of receiving the requested additional information or clarification, AEMO will notify you of AEMO's determination and, if AEMO rejects your application, the reasons for rejecting it (Clause 2.9.2(a) of the *Rules*).

AEMO's notification will include:

- any conditions of registration, if applicable, that AEMO considers reasonably necessary, and
- an effective date of registration. This date will be determined considering AEMO's software change management process.

Note: Regardless of outcome, application processing activities and timeframes are the same and carry the same overheads, so fees and charges are non-refundable.

### 3. Completing the Form

The Form is divided into sections noting that the completion of each section is dependent upon the Applicant's situation as declared in Section A. The sections covered in this Guide are as follows:

- Section A. Participant Category
- Section B. Application Details
- Section C. Contact Details
- Section D. System Preparedness
- Section E. Regulatory Compliance
- Section F. Information on ASU – Production Unit and Scheduled Resource
- Section G. Information on ASU – Non-Scheduled Resource
- Section H. Market Ancillary Service Information

Below is an explanation of how to complete Sections A to H, including a description of the attachments to the sections that are required.

#### 3.1 Section A. Participant Category

This section is used to identify which classification you are seeking approval for. Please check the appropriate checkbox(s) in this section.

Before selection, please read the [Electricity market participant](#) information on the AEMO website.

This Guide covers the following application types:

**Market Participants with production units and scheduled resources:**

- New *ancillary service unit*: approval to classify *plant* as an ASU to provide *market ancillary services*.
  - Example - I am a registered *Market Generator* and I have classified my wind farm as a *market generating unit* and a *semi scheduled generating unit*. I wish to classify the *generating unit* as an ASU to provide *market ancillary services*.
- Amend *ancillary service unit*: to amend your current ASU arrangement within an existing Dispatchable Unit Identifier (DUID).
  - Example – I am a registered *Market Generator*, I have an existing *semi-scheduled generating unit* (wind farm) that is classified as an ASU, and I wish to classify the *generating unit* to provide additional FCAS services. Currently I provide RAISE60SEC and wish to provide RASIE5MIN as well.

Note:

You cannot use the Form to declassify an ASU. Instead, you must provide a letter to AEMO confirming that all *production units* within the DUID are to be declassified, and the declassification effective date.

You cannot use the Form to make Schedule 3.1 amendments. All schedule 3.1 changes to *bid validation data* for ASU must be made using the Schedule 3.1 Notification form.

### **Market Participants with non-scheduled resources:**

- New *ancillary service unit*: approval to classify *plant* as ASU to provide *market ancillary services*.
  - Example - I am a registered *Market Customer*, I am the *financially responsible Market Participant* for 50, non-scheduled *market connection points* located in the same region. I wish to classify and aggregate these *connection points* as ASU. This is the first time I have applied to AEMO to classify ASU and I do not have an existing portfolio in PMS. (A portfolio will be set up in PMS as part of your application.)
- Amend an existing *ancillary service unit* – All existing ASUs that are not *production units* or *scheduled resources* are managed via the PMS. The Form cannot be used and an application must be submitted via PMS. Please see [Guide to Classify – NEM – Plant as Ancillary Service Unit](#) to change or classify new non-scheduled ASU.

Note:

You cannot use the Form to declassify the last NMI in your DUID. You must provide a letter confirming that all NMIs within the DUID are to be declassified, and the declassification effective date. The declassification effective date must be no more than two weeks from the date you submit the Form to AEMO. If you move all your classified NMIs from one DUID to another, then the initial DUID will be made inactive and can no longer be used. Please refer to [AEMO's website](#).

## 3.2 Section B. Application Details

### 3.2.1 Section B.1. Applicant details

Enter the details required in Section B.1. of the Form.

All applicants using this form must have an existing Participant ID for the applicable participation category; you must insert your Participant ID in the field provided.

### 3.2.2 Section B.2. Declaration

You must formally apply for approval to classify *plant* as ASU.

This section of the form must be signed by an authorised representative of the Applicant as a declaration that the application and supporting documents are true and correct. Usually, the authorised representative is a Chief Executive Officer / Head of Organisation, Company Secretary or holds a management position.

You must also authorise AEMO to contact other parties to verify the information you have provided.

AEMO will not proceed without the declaration as it allows us to speak to all necessary parties required to make a considered decision about your application.

Please read this declaration carefully and ensure you are aware of its meaning.

Note: If a digital signature is used then the signatory must be copied into the email submission of the application to AEMO.




### 3.3 Section C. Contact Details

In Section C you must provide contact details for your control room, trading room and relevant personnel. It is important that AEMO can communicate with the correct person within your organisation, especially during operational emergencies. Please note only Australian phone numbers are acceptable and all personnel must be based in Australia. A description of each of the contact categories is provided below.

To ensure all information is up to date AEMO requests this information even if you are currently registered in the capacity to which your application relates.

After registration, *Registered Participants* must maintain up-to-date contact details of all nominated operational personnel with AEMO on a regular basis. To update your operational contacts after registration, please contact AEMO's Support Hub at Support.Hub@aemo.com.au or call 1300 236 600.

 Please clearly mark all attachments as "Attachment to Section C" and number each document consecutively. This information must be provided in each zip file you submit.


Registration	AEMO Onboarding's primary point of contact with the Applicant in regard to their registration. Able to liaise extensively within their organisation and with the different teams in AEMO.
Control Room	Group contact details of control room, for physical plant operations. Control room must be contactable 24/7. Control room phone number should not be a mobile number or desk number of an individual. It is the Applicant's responsibility to ensure the control room phone is physically staffed at all times or transfers incoming calls to rostered individuals who can receive calls at all times.
Trading Room	Group contact details of trading room or trading desk, for bidding operations. Trading room must be contactable 24/7. Trading room phone numbers should not be a mobile number or desk number of an individual. It is the Applicant's responsibility to ensure the trading room phone is physically staffed at all times or transfers incoming calls to rostered individuals who can receive calls at all times.

### 3.4 Section D. System Preparedness

This section is to be completed only if you are applying to

- create a new ASU DUID or
- add *market ancillary services* to an existing DUID for the first time, or
- add additional *market ancillary services* to an existing ASU DUID.

You must demonstrate that your IT systems are in place and ready to support NEM activities.

 Please clearly mark all attachments as '**Attachment to Section D**' and number each document consecutively before enclosing in the zip file.

### 3.5 Section E. Regulatory Compliance

You must show that you comply with requirements currently imposed by the Jurisdictional Regulator who has jurisdiction over your activities. You must confirm that you have either met your jurisdictional requirements, you are exempt from jurisdictional requirements, or that no jurisdictional requirements apply in your case. You should enclose the following:

- a copy of your current electricity licence or approval applicable in one or more NEM jurisdiction(s), or copies of relevant exemptions or derogations;
- details of any non-compliance with jurisdictional regulatory obligations. Please check the appropriate checkboxes to confirm the documents are attached; and
- Details of any outstanding non-compliances with regulatory obligations in respect of existing or proposed activities as a *Market Participant* or by any person associated with this application.

 Please clearly mark all attachments as 'Attachment to Section E' and number each document consecutively before enclosing in the zip file.

## 3.6 Section F. Information on ASU – Production Unit and Scheduled Resource

When a *Market Participant* is applying to classify *plant* as an ASU, NER 2.3D.1 requires the *Market Participant* to:

- Specify the *market ancillary services* the applicant wishes to provide using the relevant *plant* – you will provide this information in Section H.
- Reasonably satisfy AEMO that the *plant* is able to be used to provide the *market ancillary services* referred to in the application in accordance with the *market ancillary service specification*.
- Reasonably satisfy AEMO that they have an arrangement with any *retail customer* at the *connection point* (as applicable) for the supply of *market ancillary services*.
- Ensure that all other eligibility criteria are met.

If you cannot check all the boxes required for the type of *plant* that you wish to classify, you must provide a reason in the box provided. Without confirmation of these requirements, it is likely that AEMO will not be able to approve your application.

 Please clearly mark all attachments as '**Attachment to Section F**' and number each document consecutively before enclosing in the zip file.

### 3.6.1 Section F.2 ASU identification

The DUID provided here will be the existing DUID for the *plant* (*production unit* or *scheduled resource*) that represents the *plant* in AEMO's systems.

## 3.7 Section G. Information on ASU – Non-scheduled Resource

When a *Market Participant* is applying to classify *plant* not covered under *Section F* as an ASU, NER 2.3D.1 requires the *Market Participant* to:

- Specify the *market ancillary services* the applicant wishes to provide using the relevant *plant* – you will provide this information in Section H.
- Identify how the *plant* at the relevant *connection point* (NMI) is to be used to provide the *market ancillary services*.
- Reasonably satisfy AEMO that the *plant* is able to be used to provide the *market ancillary services* referred to in the application in accordance with the *market ancillary service specification*.
- Reasonably satisfy AEMO that the *Market Participant* has adequate communication and/or telemetry to support the issuing of *dispatch instructions* and the audit of responses.
- Reasonably satisfy AEMO that they have an arrangement with any retail customer at the connection point for the supply of ancillary services.
- Ensure that all other eligibility criteria are met.

In Section G your answers must apply to each *plant* and relevant *connection point* that you wish to classify as an ASU in accordance with the Rules.

If you cannot check all the boxes required for the *plant* that you wish to classify you must provide a reason in the box provided. Without confirmation of these requirements it is likely that AEMO will not be able to approve your application.

- 📌 Please clearly mark all attachments as '**Attachment to Section G**' and number each document consecutively before enclosing in the zip file.

### 3.7.1 Section G.2 ASU identification

Section G.2 identifies the ASU DUID to be amended or created.

**Table 1 Description of ASU identification information**

Items	Description
Dispatchable unit identifier (DUID)	ASU <i>dispatchable unit identifier</i> for the purposes of central dispatch.
DUID name (or <i>Load installation name</i> )	Name assigned to the DUID.
Region	The geographical and electrical groupings at which the market is priced and settled.

Note:

Please take care in nominating these identifiers as changes requested after DUID(s) have been allocated are not supported.

Each new DUID or DUID amendment requires a separate application form to be submitted to AEMO.

#### **For non-scheduled ASUs**

You will require a new DUID for each region. When you submit your application, you can suggest DUID(s) and DUID name(s) for your ASU. AEMO will advise you of the suitability of these suggestions prior to the establishment of the registration record.

The guidelines on how to determine the relevant identifiers are described below.

A DUID should be allocated for each region.

ASU controlled by the same technology types (switching control, variable control or combined) are to be aggregated together under one of a switching DUID, variable DUID or a combined DUID.

You will be able to configure up to two DUIDs per region as per the following DUID types.

- Type 1: SL – Switching control, Load
- Type 2: VL – Variable control, Load
- Type 3: BL – Combined control, Load

The following guidelines apply to DUID(s) and DUID name(s):

- DUID is a maximum of 8 characters.

- IDs containing only alphanumeric characters are preferred. Special symbols (e.g. dash, underscores etc.) and the letter “O” are not acceptable.
- A DUID and DUID name should follow the following naming convention:

DUID Name (20 characters)	Dispatchable unit identifier (8 characters)
<ul style="list-style-type: none"> <li>• will be prepended with <u>AS</u></li> <li>• 1 character space</li> <li>• Market Participant can nominate up to 12 characters that are an intuitive representation of the Market Participant</li> <li>• 1 character space</li> <li>• followed by a single-letter <u>Region ID</u>: S, V, T, N or Q</li> <li>• 1 character space</li> <li>• DUIDs will be appended with the control type: SL, VL or BL and a sequential number, increasing by 1 from that Market Participant’s last DUID in the same Region</li> </ul>	<ul style="list-style-type: none"> <li>• will be prepended with <u>AS</u></li> <li>• Market Participant can nominate four characters that are an intuitive representation of the Market Participant name</li> <li>• DUIDs will be appended with a sequential number, increasing by 1 from that Market Customer’s last DUID in the same Region</li> </ul>
AS <_____><_><_><##> Eg: AS BLUE SKY S VL1	AS<____><##> eg: ASBLUE01

### 3.7.2 Section G.6. ASU aggregation

Indicate if you are applying to aggregate multiple ASUs (identified by their *connection point NMI*) into a single ASU and identify whether the *connection points* are in the same *region* and will be operated by a single person.

If so, you must provide separate applications for each *region* as dispatch and settlement is region based.

Indicate if you are applying to aggregate multiple ASUs (identified by their *connection point NMI*) into a single ASU with different technology types for the same *ancillary service*.

If so, you must provide separate applications for each technology type as MASS and capacity assessments are technology type based for each *ancillary service*.

## 3.8 Section H. Market Ancillary Service Information

### 3.8.1 Section H.1. Market ancillary service details

AEMO will review this information and indicate whether the *plant* can be used to provide the nominated *ancillary services* in accordance with the MASS. The parameters that you specify, once registered in AEMO’s [Market Management System \(MMS\)](#), will be used to validate *market ancillary service* bids that you submit.

You must indicate if you are applying to register new *market ancillary services*, or are amending previously registered *market ancillary services* i.e. Registering new *market ancillary services* for an existing ASU.

#### 3.8.1.1. Section H.1.1. ASU DUID – Production unit and scheduled resource

In this section, check the appropriate checkboxes to indicate which of the ten *market ancillary services* the ASU will offer, and the parameters within which each service can be provided.

You must indicate the following:

- The *market ancillary services* provided by the ASU,

- Whether the *market ancillary services* have already been registered or not:
  - if the *market ancillary services* has already been registered select 'Yes',
  - if you are applying to provide this *market ancillary services* select 'No' to indicate the service is not yet registered.
- The type of control equipment being used to control the *plant* for each of the services to be provided, and
- The maximum capacity that you can provide for each of the services to be provided.
- The minimum enablement level (MW)
- The maximum enablement level (MW)
- The maximum lower angle (Deg)
- The maximum upper angle (Deg).

Note: For *non-scheduled production units* providing *ancillary services* the minimum and maximum enablement levels will be 0 MW and the maximum lower and upper angles will be 90 degrees, unless otherwise agreed with AEMO.

### 3.8.1.2. Section H.1.3. ASU DUID – Non-scheduled resource

Note: For all contingency frequency control *ancillary services* relating to the aggregated ASU, the minimum and maximum enablement levels will be 0 MW and the maximum lower and upper angles will be 90 degrees, unless otherwise agreed with AEMO.

To enable AEMO to create a portfolio in PMS, you must identify the *plant* at the *connection point by NMI* and the level of each service to be provided. To do this you must complete the CSVs linked in this section and they must be completed and submitted as part of your application.

For details on how to complete these CSVs please see [Guide to Classify – NEM – Ancillary Service Units \(in Portfolio Management System\)](#) section 3 'Submitting an application'.

### 3.8.1.3. Section H.2. Determination of Ancillary Services Information and Control Equipment Information

In this section you must provide a description of the facilities you have installed to receive dispatch instructions for the enablement of each ancillary service, as well as the control and monitoring facilities installed for each ancillary service in accordance with the *MASS*.

- Determination of ancillary service information.
  - You must confirm how you determined your ASU can provide the *ancillary services* you wish to offer and meet the conditions specified in the *MASS* by checking one or more checkboxes and describing the details (if selecting 'Other') in this section
- Controls, communication and telemetry information.

In this section, you are required to:

- describe the *facilities* you have installed to receive dispatch instructions for the enablement of each *ancillary service*,
- describe the control facilities installed for each *ancillary service* in accordance with the *MASS*,
- describe the monitoring facilities installed for each *ancillary service* in accordance with the *MASS*, including communications and telemetry, where applicable, and

- provide test data that demonstrates provision of any fast, slow and/or delayed services applied for. This data is to be provided for all control equipment devices you are proposing to use and be in accordance with *MASS*.