

**WEMMarket Procedure:  
Notices and Communications**

Version: 67.0

Effective Date: 13 February~~April~~ 2021~~17~~

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	Summary of Changes
1.0	21 September 2006	Market Procedure for Notices and Communications
2.0	20 January 2009	Amendments to Market Procedure resulting from PC_2008_16
3.0	8 November 2010	Amendments to Market Procedure resulting from PC_2010_02
4.0	30 November 2015	Changes resulting from the transfer of functions from the IMO to AEMO
5.0	7 December 2015	Updated contact details from the transfer of functions from the IMO to AEMO
6.0	3 April 2017	Transitional and consequential amendments made under clauses 1.18.1(d) and 1.19.1 of the Wholesale Electricity Market Rules to reflect the transfer of certain functions from the IMO to the Rule Change Panel
<u>7.0</u>	<u>1 February 2021</u>	<u>Amendments to WEM Procedure resulting from REPC_2020_01</u>

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## CHAPTER 1. PROCEDURE OVERVIEW

### 1.1. Relationship with the ~~Market-WEM~~ Rules

1.1.1. This ~~Notices and Communications Procedure (WEM Procedure)~~ 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-WEM~~ Rules within ~~this WEM~~ Procedure in bold and square brackets [~~WMR XX~~] are current as of 1~~0 February~~~~December~~ 20~~21~~~~16~~. These references are included for convenience only, and are not part of this ~~WEM~~ Procedure.

### 1.2. Purpose ~~of this WEM Procedure~~

1.2.1. The purpose of the ~~WEM~~ Procedure is to:

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

### 1.3. Application ~~of this WEM Procedure~~

1.3.1. This ~~WEM~~ Procedure applies to notices and communications:

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

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

- (a) information or documents required to be distributed via another method specified in the ~~Market-WEM~~ Rules.

### 1.4. Associated ~~Market-WEM~~ Procedures

1.4.1. There are no other ~~Market-WEM~~ Procedures associated with this ~~WEM~~ Procedure.

### 1.5. Interpretation

1.5.1. In this ~~WEM~~ Procedure the conventions specified in clauses 1.3-1.5 of the ~~Market-WEM~~ 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).

## CHAPTER 2. PROCEDURE STEPS

### 2.1. Provision of notice

2.1.1. Unless otherwise provided in the ~~Market-WEM~~ Rules or ~~Market-WEM~~ Procedures, notices and communications may be properly provided using the following methods:

- (a) Courier or other form of personal delivery, to the recipient's notified place of business.
- (b) By prepaid Australia post, express post, registered post, or air mail (if outside Australia), to the recipient's notified postal address.

~~(c) By facsimile, to the recipient's notified facsimile number.~~

~~(e)~~(c) By electronic mail, to the recipient's notified electronic communication address (the Wholesale Electricity Market Systems main contact).

~~(e)~~(d) By voice communication by the Rule Change Panel, provided the relevant party confirms the communication in writing by any manner set out in steps 2.1.1 ~~(a) to (c)~~a–d.

### 2.2. Timing of notice and communications

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

- (a) Where given by Australia post or air mail:
  - (i) within Australia, on the third Business Day after the day on which it is mailed;
  - (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;~~
- ~~(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.~~

~~(e)~~(b) 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; and
- (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.

~~(e)(c)~~ Where given by voice communication by the Rule Change Panel: on the date and at the time of communication.

~~(i) on the date and at the time of communication~~

~~(e)(d)~~ In any other case when the person actually receives the notice or communication.

~~(i) when the person actually receives the notice or communication.~~

### 2.3. Contact details

2.3.1. The contact details for the Rule Change Panel are:

(a) Mailing address: Rule Change Panel  
Attn: Executive Officer  
C/o: Economic Regulation Authority  
PO Box 8469  
PERTH BC WA 6849

(b) Courier/Personal delivery: ~~Level 4,~~ Albert Facey House  
469 Wellington Street  
Perth WA 6000

(c) Telephone number: +61 (8) 6557 7900

~~(d) Facsimile: +61 (8) 6557 7999~~

~~(e)(d)~~ Email: [Supportrep-secretariat@rcpwa.com.au](mailto:Supportrep-secretariat@rcpwa.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.