



WEM Procedure: Procedure Administration

Version: 8.0

Effective Date: 1 February 2021

ELECTRICITY INDUSTRY ACT 2004
 ELECTRICITY INDUSTRY (WHOLESALE ELECTRICITY MARKET) REGULATIONS 2004
 WHOLESALE ELECTRICITY MARKET RULES:

Version history

Version	Effective Date	Summary of Changes
1.0	21 September 2006	Market Procedure for Procedure Administration
2.0	1 October 2009	Amendments to Market Procedure resulting from PC_2009_02
3.0	8 November 2010	Amendments to Market Procedure resulting from PC_2010_01
4.0	1 January 2012	Amendments to Market Procedure resulting from PC_2011_07
5.0	30 November 2015	Changes resulting from the transfer of functions from the IMO to AEMO
6.0	3 April 2017	Transitional and consequential amendments made under clauses 1.18.2(c) and 1.19.1 of the Wholesale Electricity Market Rules to reflect the transfer of certain functions from AEMO to the Rule Change Panel
7.0	24 October 2017	Amendments to Market Procedure resulting from REPC_2017_03
8.0	1 February 2021	Amendments to WEM Procedure resulting from REPC_2020_02

CONTENTS

CHAPTER 1. PROCEDURE OVERVIEW	4
1.1. Relationship with the WEM Rules	4
1.2. Purpose of this WEM Procedure	4
1.3. Application of this WEM Procedure	4
1.4. Associated WEM Procedures	4
1.5. Conventions Used	4
1.6. Terminologies and Definitions	4
CHAPTER 2. THE PROCEDURE CHANGE PROCESS	5
2.1. Initiating the Procedure Change Process	5
2.2. Consideration by a Market Advisory Committee Working Group	6
2.3. Publication of Procedure Change Proposals	6
2.4. Extensions to timeframes for processing Procedure Change Proposals	7
2.5. Notification to Market Advisory Committee	7
2.6. Submissions on Procedure Change Proposals	7
2.7. Procedure Change Report	8
2.8. Commencement of WEM Procedures	8

CHAPTER 1. PROCEDURE OVERVIEW

1.1. Relationship with the WEM Rules

- 1.1.1. This WEM Procedure has been developed in accordance with, and should be read in conjunction with clause 2.9.5 of the WEM Rules.
- 1.1.2. Reference to particular WEM Rules within the WEM Procedure in bold and square brackets **[WR XX]** are current as of 1 February 2021. 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. This WEM Procedure outlines the process by which all WEM Procedures are to be developed and amended.
- 1.2.2. This WEM Procedure provides the processes to be followed by:
 - (a) AEMO, the Economic Regulation Authority (**ERA**), the Coordinator of Energy (**Coordinator**), the Rule Change Panel and the Network Operator in developing Procedure Change Proposals; and
 - (b) Rule Participants participating in the Procedure Change Process.

1.3. Application of this WEM Procedure

- 1.3.1. This WEM Procedure applies to the AEMO, the ERA, the Coordinator, the Rule Change Panel, the Network Operator and Rule Participants.

1.4. Associated WEM Procedures

- 1.4.1. The following WEM Procedures are associated with this WEM Procedure:
 - (a) Notices and Communications (AEMO) and
 - (b) Notices and Communications (Rule Change Panel).

1.5. Conventions Used

- 1.5.1. In this WEM Procedure, the conventions specified in clauses 1.3 to 1.5 of the WEM Rules apply.

1.6. Terminologies and Definitions

- 1.6.1. A word or phrase defined in the WEM Rules, the Electricity Industry Act or the Regulations has the same meaning when used in this WEM Procedure.

CHAPTER 2. THE PROCEDURE CHANGE PROCESS

This section outlines the procedure steps associated with the Procedure Change Process.

2.1. Initiating the Procedure Change Process

- 2.1.1. The Procedure Change Process is initiated by one of the AEMO, the ERA, the Coordinator, a Network Operator or the Rule Change Panel drafting a Procedure Change Proposal **[WR 2.10.1]**. The AEMO, the ERA, the Coordinator, a Network Operator, and the Rule Change Panel are responsible for changes to their applicable WEM Procedures.
- 2.1.2. A Procedure Change Proposal can be initiated only by the party that is responsible under the WEM Rules for the development and maintenance of the relevant WEM Procedure (Responsible Procedure Administrator), and will be in response to:
 - (a) the Responsible Procedure Administrator determining that an existing WEM Procedure requires amending or replacing; or
 - (b) the Responsible Procedure Administrator developing new WEM Procedures, or amending or replacing existing WEM Procedures following an amendment to the WEM Rules **[WR 2.10.3]**; or
 - (c) a notification from a Rule Participant, where they consider an amendment or replacement of a WEM Procedure would be appropriate **[WR 2.10.2]**. Any such notification must be sent by email to the email address indicated on the Responsible Procedure Administrator's website.
- 2.1.3. Within 20 Business Days of receipt of a Rule Participant's notification under clause 2.10.2 the Responsible Procedure Administrator must:
 - (a) determine whether an amendment to or replacement of a WEM Procedure is appropriate; and
 - (b) publish on the WEM Website details of whether a Procedure Change Proposal will be progressed and the reasons for that decision **[WR 2.10.2A]**.
- 2.1.4. The Procedure Change Proposal must include the details outlined in clause 2.10.6 of the WEM Rules. Amendments to the WEM Procedure should be clearly identified using tracked changes, where possible **[WR 2.10.6]**.
- 2.1.5. The Responsible Procedure Administrator may commence the Procedure Change Process at any time it considers appropriate, including before the commencement of the Amending Rule, or a proposed Amending Rule, to which that Procedure Change Proposal relates. However, a Procedure Change Process in respect to an Amending Rule that has not yet commenced, or in respect to a proposed Amending Rule, must be conditional upon the Amending Rule commencing.

2.2. Consideration by a Market Advisory Committee Working Group

- 2.2.1. The Market Advisory Committee (**MAC**) is an advisory body comprised of industry representatives and convened by the Rule Change Panel. The MAC is established pursuant to clause 2.3.1 of the WEM Rules and one of its roles is to advise Responsible Procedure Administrators regarding Procedure Change Proposals.
- 2.2.2. The MAC may establish Working Groups comprising representatives of Rule Participants and interested stakeholders, to assist it in providing advice to the Rule Change Panel, the ERA and AEMO on Procedure Change Proposals **[WR 2.3.17]**.
- 2.2.3. The MAC has established the AEMO Procedure Change Working Group to consider proposed amendments to WEM Procedures (including the Monitoring and Reporting Protocol) for which AEMO is the Responsible Procedure Administrator.
- 2.2.4. In addition to the AEMO Procedure Change Working Group, the MAC can initiate Working Groups to consider amendments to a specific WEM Procedure. Further details of the active Working Groups, including those associated with advising the Rule Change Panel, the ERA and AEMO on potential Procedure Change Proposals are available on the Rule Change Panel's website.
- 2.2.5. The Rule Change Panel, the ERA and AEMO may convene an existing active Working Group established by the MAC to discuss a Procedure Change Proposal either before submitting it into the formal Procedure Change Process or during the formal Procedure Change Process.
- 2.2.6. A Rule Change Panel, the ERA and AEMO may seek advice on a Procedure Change Proposal directly from the MAC if no Working Group has been established to consider amendments to the relevant WEM Procedure.
- 2.2.7. Prior to formal submission of a Procedure Change Proposal, the Rule Change Panel, the ERA and AEMO must notify members of the appropriate active Working Group (if one exists) as to whether any proposed amendments to the WEM Procedure require discussion by the Working Group and the reasons why.

2.3. Publication of Procedure Change Proposals

- 2.3.1. Once a Procedure Change Proposal has been formally submitted into the Procedure Change Process, the Responsible Procedure Administrator must publish that Procedure Change Proposal on its website. The Responsible Procedure Administrator must publish all of its Procedure Change Proposals that are open for public comment on its website.
- 2.3.2. The Responsible Procedure Administrator must call for submissions on the Procedure Change Proposal by publishing the Procedure Change Proposal on its website and provide a due date for the submissions, being at least 20 Business Days following the publication of the call for submissions **[WR 2.10.7]**. The Responsible Procedure Administrator will assign the proposal a reference number to be quoted on submissions related to its Procedure Change Proposal. This will be in the following format:
 - (a) for AEMO: AEPC_YYYY_ID;
 - (b) for the Coordinator: CEPC_YYYY_ID;

- (c) for the ERA: EEPC_YYYY_ID;
- (d) for the Rule Change Panel: REPC_YYYY_ID; and
- (e) for Network Operator: NEPC_YYYY_ID.

2.4. Extensions to timeframes for processing Procedure Change Proposals

- 2.4.1. At any time after publishing a Procedure Change Proposal, if the Responsible Procedure Administrator considers that it is necessary to extend the normal timeframes for processing the Procedure Change Proposal because of any of the reasons specified in clause 2.10.17 of the WEM Rules, then the Responsible Procedure Administrator may modify the times and time periods under clause 2.10.7 of the WEM Rules in respect of the Procedure Change Proposal **[WR 2.10.17]**.
- 2.4.2. Where the Responsible Procedure Administrator has extended the time and time periods associated with a Procedure Change Proposal under step 2.4.1 it must publish a notice of extension which includes the information outlined in clause 2.10.19 of the WEM Rules and must update any information already published under clause 2.10.7 of the WEM Rules **[WR 2.10.18 and WR 2.10.19]**.

2.5. Notification to Market Advisory Committee

- 2.5.1. Once it has published a Procedure Change Proposal under step 2.3, the Responsible Procedure Administrator must notify all members of the MAC and advise them whether it considers that the MAC should be convened in relation to the Procedure Change Proposal, giving reasons why. This notification must be made by email, within one Business Day of publishing the Procedure Change Proposal.
- 2.5.2. The Rule Change Panel must convene a meeting of the MAC, prior to the close of submissions, in relation to the Procedure Change Proposal if:
 - (a) the Responsible Procedure Administrator considers that advice on the Procedure Change Proposal is required from the MAC; or
 - (b) two or more members of the MAC have written to the Rule Change Panel indicating they consider that advice on the Procedure Change Proposal is required from the MAC **[WR 2.10.9]**.

This must be done with sufficient time to allow the Rule Change Panel to convene a meeting of the MAC prior to the close of submissions, in relation to the Procedure Change Proposal.

2.6. Submissions on Procedure Change Proposals

- 2.6.1. Any person may make a submission on a Procedure Change Proposal using the Procedure Change Submission form **[WR 2.10.7]**. A copy of this form is available on the WEM Website.
- 2.6.2. A submission on a Procedure Change Proposal must be made to the Responsible Procedure Administrator by email, by the due date published.

2.7. Procedure Change Report

- 2.7.1. Following the closing date of submissions, the Rule Change Panel, AEMO or the ERA, as applicable, must prepare a Procedure Change Report **[WR 2.10.10]**.
- 2.7.2. Prior to preparing a Procedure Change Report, the Responsible Procedure Administrator must conduct an assessment of the proposed changes to ensure consistency with:
 - (a) the Wholesale Market Objectives; and
 - (b) the WEM Rules, Electricity Industry Act and Regulations **[WR 2.9.3]**.
- 2.7.3. The Responsible Procedure Administrator must publish the Procedure Change Report it prepared **[WR 2.10.12, 2.10.12A, 2.10.12B, 2.10.12.C, 2.10.12.D and 2.10.12.E]**. The Procedure Change Report must contain all of the information outlined in clause 2.10.13 of the WEM Rules.
- 2.7.4. In proposing a date and time for procedure changes to commence, the Responsible Procedure Administrator must be of the view that Rule Participants will have sufficient time between publication of the Procedure Change Report and commencement of the WEM Procedure to implement any changes required **[WR 2.10.13]**.

2.8. Commencement of WEM Procedures

- 2.8.1. A procedure change will commence on the date set by the Responsible Procedure Administrator in the relevant Procedure Change Report **[WR 2.11.3]**.
- 2.8.2. The Responsible Procedure Administrator may extend the time and date for commencement of procedure changes and must publish a notice of extension, including a revised time and date for commencement of the WEM Procedure **[WR 2.11.4]**.