

# MARKET PROCEDURE: NOTICES AND COMMUNICATIONS

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**Approved for distribution and use by:**

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## VERSION RELEASE 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	Update contact details due to the transfer of function from the IMO to AEMO

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## CHAPTER 1. PROCEDURE OVERVIEW

### 1.1. Relationship with the Market Rules

- 1.1.1. This Notices and Communications Procedure (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 Rules within the Procedure in bold and square brackets [MR XX] are current as of 1 October 2010. These references are included for convenience only, and are not part of this Procedure.

### 1.2. Purpose

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

### 1.3. Application

- 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 or AEMO on the Market Web Site, 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.

### 1.4. Associated Market Procedures

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

### 1.5. Interpretation

- 1.5.1. In this Procedure the conventions specified in clauses 1.3- 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).

## CHAPTER 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 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.
  - (d) By electronic mail, to the recipient's notified electronic communication address (the Wholesale Electricity Market Systems main contact).
  - (e) By voice communication by the IMO or AEMO, provided the relevant party confirms the communication in writing by any manner set out in steps 2.1.1 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 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.
  - (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;
    - (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 or AEMO:
    - (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:

- (a) Mailing address: PO Box 7096  
CLOISTERS SQUARE  
PERTH WA 6850
- (b) Courier / Personal Delivery: Level 17, 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: wa@aemo.com.au

2.3.2. The contact details for AEMO are:

- (f) Mailing address: PO Box 7096  
CLOISTERS SQUARE  
PERTH WA 6850
- (g) Courier / Personal Delivery: Level 17, Governor Stirling Tower  
St Georges Terrace  
PERTH WA 6000
- (h) Telephone Number: + 61 (0) 8 9254 4300
- (i) Facsimile: + 61 (0) 8 9254 4399
- (j) Email (as relevant):
  - (i) For general enquiries: wa@aemo.com.au
  - (ii) For Rule/Procedure Change enquiries: wa.marketdevelopment@aemo.com.au
  - (iii) For System Capacity enquiries: wa.capacity@aemo.com.au
  - (iv) For Market Operation enquiries: wa.operations@aemo.com.au

2.3.3. The contact details for Rule Participants are as advised on the Rule Participant’s Rule Participant registration application, unless otherwise advised.

2.3.4. The contact details for other recipients are as advised by the recipient.