

**Independent Market Operator**  
**IMO Procedure Change and Development Working Group**

**Minutes**

<b>Meeting No.</b>	14
<b>Location:</b>	IMO Board Room Level 17, Governor Stirling Tower, 197 St Georges Terrace, Perth
<b>Date:</b>	Tuesday 23 April 2013
<b>Time:</b>	Commencing at 1:05 pm – 3:05 pm

<b>Attendees</b>		
Kate Ryan	IMO	Chair
Sam Beagley	IMO	IMO - Presenter
Natasha Cunningham	IMO	IMO - Minutes
Steve Gould	Community Electricity	Industry representative
Fiona Edmonds	Alinta	Industry representative (proxy)
John Rhodes	Synergy	Synergy
Brendan Clarke	System Management	System Management
William Street	IMO	IMO - Presenter
Bobby Ditric	IMO	IMO - Observer (arrived at 2.30)
<b>Apologies</b>		
John Nguyen	Perth Energy	Industry representative
Jacinda Papps	Verve Energy	Verve Energy
Debra Rizzi	Alinta	Industry representative

<b>Item</b>	<b>Subject</b>	<b>Action</b>
<b>1.</b>	<p><b>WELCOME AND APOLOGIES / ATTENDANCE</b></p> <p>The Chair opened the 14th meeting of the IMO Procedure Change and Development Working Group (Working Group) at 1:05 pm.</p> <p>The Chair noted apologies from Mr John Nguyen, Ms Jacinda Papps and Ms Debra Rizzi.</p>	
<b>2.</b>	<p><b>MINUTES OF PREVIOUS MEETING</b></p> <p>The minutes from Meeting 13 of the Working Group, held on 27 November 2012, were accepted by Working Group members as a true and accurate record of the meeting.</p>	

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3.	<p><b>ACTIONS ARISING</b></p> <p>All actions arising were complete with the following exception.</p> <p><b>Item 138:</b> The Chair noted that this action item was still a work in progress.</p>	
4.	<p><b>PC_2013_02: MARKET PROCEDURE FOR PARTICIPANT REGISTRATION AND DE-REGISTRATION</b></p> <p>The Working Group discussed the IMO's proposed amendments to the Market Procedure for Participant Registration and De-Registration. The following changes and actions were agreed.</p> <ul style="list-style-type: none"> <li>• General: <ul style="list-style-type: none"> <li>i) Review the consistency of version names in version history following the cover page.</li> <li>ii) Insert version number in the footer for ease of reference.</li> </ul> </li> <li>• Step 1.1.1: Review and amend if appropriate the reference to the Market Procedure title for consistency with the rest of the document.</li> <li>• Step 1.4: Consider whether to de-capitalise "Market Documents" as it is not a defined term in the Market Rules.</li> <li>• Step 1.6: Amend the step for consistency with legislative hierarchy.</li> <li>• Table 1: In the definition for "Application(s)" delete the beginning of the definition "term used in this Procedure for" and begin the sentence at "any of the submissions..."</li> <li>• Table 3 (and subsequent uses in section 3): Change "Western Power Metering" to "Meter Data Agent."</li> <li>• Step 4.1: Consider whether it is necessary to clarify that this step is a required prerequisite to registration.</li> <li>• Step 4.1.1: Include a requirement that the most recent version of the document should be downloaded.</li> <li>• Steps 4.1.4 – 4.1.8: Consider including timeframes/timelines to these steps to increase transparency.</li> <li>• Step 4.2.8(a)(ii): Delete the full stop and replace with a semi colon.</li> <li>• Step 4.2.8(b)(ii) footnote 3: Consider clarifying whether these Applications can be done concurrently.</li> <li>• Step 4.2.9: <ul style="list-style-type: none"> <li>i) Delete the beginning of the sentence "Upon receipt or as soon as practical..." so that the step begins with "The IMO..."</li> <li>ii) Include a requirement that the IMO can request additional</li> </ul> </li> </ul>	

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	<p>information OR missing information.</p> <ul style="list-style-type: none"> <li>• Step 4.2.11: Confirm if section (a) and (b) can be merged to provide a reason for rejection through WEMS.</li> <li>• Step 5.1.1: Insert a full stop after (b).</li> <li>• Step 5.1.6(b): <ul style="list-style-type: none"> <li>i) Move section (b) to be relocated to above section 5.1.6.</li> <li>ii) Check to make sure that clause 2.31.11(b)(ii) is the correct reference.</li> </ul> </li> <li>• Step 5.1.7(a): Italicise “Application for Rule Participant De-Registration.”</li> <li>• Step 5.1.8: Italicise “Application for Rule Participant De-Registration and re-word in accordance with section 4.2.11.”</li> <li>• Step 5.2.3: Consider including referencing to specific clauses in the Market Rules to increase transparency.</li> <li>• Step 5.2.5: Consider using a sub-heading of “Electricity Review Board” before clause 5.2.6.</li> <li>• Step 6.1.6: Review whether 10 Business Days is an appropriate timeframe.</li> <li>• Consider whether the Procedure should include steps to support clause 2.28.16B.</li> </ul> <p><i>Action Point: The IMO to update the Market Procedure for Participant Registration, De-Registration and Transfer to reflect the amendments agreed to at the 23 April 2013 Working Group meeting.</i></p>	<b>IMO</b>
<b>5.</b>	<p><b>PC_2012_11: MARKET PROCEDURE FOR FACILITY REGISTRATION, DE-REGISTRATION AND TRANSFER</b></p> <p>The Working Group discussed the IMO’s proposed amendments to the Market Procedure for Facility Registration, De-Registration and Transfer. The following amendments were agreed.</p> <ul style="list-style-type: none"> <li>• General: <ul style="list-style-type: none"> <li>i) Review the consistency of version names in version history following.</li> <li>ii) Insert version number in the footer for ease of reference.</li> <li>iii) Clarify the terms “cancel”, “reduce” and “disassociate” (as appropriate).</li> </ul> </li> <li>• Step 1.6: Amend the step to coincide with legislative hierarchy.</li> <li>• Table 2: Add a brief description of the processes illustrated in</li> </ul>	

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	<p>the table.</p> <ul style="list-style-type: none"> <li>• Table 3 (and subsequent uses in section 3): Change “Western Power Metering” to “Meter Data Agent.”</li> <li>• Flow chart 3.2: Add a first step of “creating a facility.”</li> <li>• Flow chart 3.9: <ul style="list-style-type: none"> <li>i) Change the word “disassociate” to “cancel.” This should also be amended through the entire Procedure.</li> <li>ii) Review language in the bottom two green boxes of the process map and amend appropriately to reflect the language used in the Market Rules.</li> </ul> </li> <li>• Step 4.1.5: Delete “...may confirm the requested Facility name. The IMO...” so as to make one long consistent sentence.</li> <li>• Step 4.2.1: Remove “...have previously submitted the...” and replace with “prior to registering.”</li> <li>• Step 4.2.1(a): Review whether there is a more concise way to describe what ‘general information’ entails as well reviewing whether a reference to clause 2.33.3 should be incorporated.</li> <li>• Step 4.2.5: Incorporate a footnote so that the user knows both the application via WEMS and the Declaration of Application for Facility Registration are part of the registration form.</li> <li>• Step 4.2.9: <ul style="list-style-type: none"> <li>i) Add a reference to clause 2.31.8.</li> <li>ii) Consider re-wording with references to the process in the Rules which is more coherent.</li> </ul> </li> <li>• Step 4.2.10: <ul style="list-style-type: none"> <li>i) Review language and amend appropriately to reflect the language used in the Market Rules.</li> <li>ii) Move entire step and insert it after step 4.2.9.</li> </ul> </li> <li>• Step 4.2.12: Remove “System Management...” and replace with “Network Operator.”</li> <li>• Step 4.2.15: Include a new step under step 4.2.15 and implement the structure of step 5.1.13 for the purposes of content.</li> <li>• Step 5.1.2: Re phrase the wording to “The IMO may de-register...” to maintain consistency.</li> <li>• Step 5.1.2(a): Remove the “or” and replace with “and.”</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Step 5.1.8: should be reworded in accordance with the requirements in step 4.1.8 of this Procedure.</li> <li>• Steps 6.1.2 and 6.1.3: Merge the two steps together.</li> <li>• Step 6.1.5: Break the step down into smaller steps to enhance clarity.</li> <li>• Step 6.1.8: Remove second paragraph from this step and make into a new step.</li> <li>• Step 6.1.9: Include a a requirement on the IMO to consult with System Management.</li> <li>• Step 7.1.1: <ul style="list-style-type: none"> <li>i) Insert a step clarifying the timeline for the IMO to approve or reject an application for Facility Aggregation.</li> <li>ii) Merge this step with step 7.1.3.</li> </ul> </li> <li>• Step 7.1.5 and 7.1.6: Amend to put the onus on System Management and/or the Network Operator to communicate with the IMO.</li> <li>• Step 7.1.7: Review the wording and amend to be similar to the language used in step 7.2.6 (as appropriate) to maintain consistency.</li> <li>• Step 7.1.10: <ul style="list-style-type: none"> <li>i) De-italicise "...the IMO must..."</li> <li>ii) Include timeline requirements to enhance transparency.</li> <li>iii) Review if (a) and (b) can be merged to provide reason for rejection through WEMS.</li> </ul> </li> <li>• Step 7.2.1: Merge this step with step 7.2.2.</li> <li>• Step 7.2.4: De-capitalise "relevant."</li> <li>• Step 7.2.7: <ul style="list-style-type: none"> <li>i) Review if section (a) and (b) can be merged together to provide a reason for rejection through WEMS.</li> <li>ii) Clarify the timing requirements (5 Business Days).</li> </ul> </li> <li>• Step 8.1.1: Merge this step with step 8.1.2.</li> <li>• Step 8.1.9: <ul style="list-style-type: none"> <li>i) Confirm if section (a) and (b) can be merged to provide a reason for rejection through WEMS.</li> <li>ii) Clarify that 5 Business Days applies to both parts (a) and (b).</li> </ul> </li> <li>• Step 8.1.10: Consider whether a process should be included to permit an Applicant an opportunity to respond.</li> </ul>	

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	<p><i>Action Points:</i></p> <ul style="list-style-type: none"> <li>• <i>Review clause 2.30A.2 in the Market Rules to ensure that there is no error in the current drafting of the rule.</i></li> <li>• <i>The IMO to update the Market Procedure for Facility Registration, De-Registration and Transfer to reflect the amendments agreed to at the 23 April 2013 Working Group meeting.</i></li> </ul>	<p style="text-align: center;"><b>IMO</b></p> <p style="text-align: center;"><b>IMO</b></p>
<p><b>6.</b></p>	<p><b>PC_2011_04: MARKET PROCEDURE FOR PRUDENTIAL REQUIREMENTS</b></p> <p>Due to time constraints, this item was not addressed and will be subsequently brought forward to the next Working Group meeting.</p> <p><i>Action Point: The IMO to include the Market Procedure for Prudential Requirements on the agenda for the next Working Group meeting.</i></p>	<p style="text-align: center;"><b>IMO</b></p>
<p><b>7.</b></p>	<p><b>GENERAL BUSINESS/CLOSE OF MEETING</b></p> <p>No general business was recorded at the meeting.</p> <p>The Chair noted that the details of the next Working Group meeting would be advised at a later date.</p> <p>The Chair thanked all members for attending and declared the meeting closed at 3:05 pm.</p>	