

Electricity Industry Participation Code 2010

Part 11 Registry information management

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Schedule 11.1

Creation and management of ICPs, ICP identifiers and NSPs

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Schedule 11.2

Transfer of ICPs between distributors' networks

Schedule 11.3

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11.1 Contents of this Part

This Part—

- (a) provides for the management of information held by the **registry**; and
- (b) prescribes a process for switching **customers** and **embedded generators** between **traders**; and
- (c) prescribes a process for a **distributor** to change the record in the **registry** of an **ICP** so that the **ICP** is recorded as being usually connected to an **NSP** in the **distributor's network**.

Compare: Electricity Governance Rules 2003 rule 1 part E

11.2 Requirement to provide complete and accurate information

- (1) A **participant** must take all practicable steps to ensure that information that the **participant** is required to provide to any person under this Part is—
 - (a) complete and accurate; and
 - (b) not misleading or deceptive; and
 - (c) not likely to mislead or deceive.
- (2) If a **participant** becomes aware that, in providing information under this Part, the **participant** has not complied with subclause (1), the **participant** must, as soon as practicable, provide such further information as is necessary to ensure that the **participant** complies with subclause (1).

Compare: Electricity Governance Rules 2003 rule 1A part E

11.3 Certain points of connection must have ICP identifiers

- (1) This clause applies to the following:
 - (a) a **trader** who has agreed to purchase **electricity** from an **embedded generator** or sell **electricity** to a **consumer**;
 - (b) an **embedded generator** who sells **electricity** directly to the **clearing manager**;
 - (c) a **direct purchaser** connected to a **local network** or an **embedded network**;
 - (d) an **embedded network** owner in relation to a **point of connection** on an **embedded network** that is settled by differencing;
 - (e) a **network** owner in relation to a **shared unmetered load point of connection** to the **network** owner's **network**;
 - (f) a **network** owner in relation to a **point of connection** between the **network** owner's **network** and an **embedded network**.
- (2) A **participant** to whom this clause applies must, before the **participant** assumes responsibility for a **point of connection** described in subclause (3) on a **local network** or **embedded network**, obtain an **ICP identifier** for the **point of connection**.
- (3) The **points of connection** for which **ICP identifiers** must be obtained under subclause (2) are **points of connection** at which any of the following occurs:
 - (a) a **consumer** purchases **electricity** from a **trader**;
 - (b) a **trader** purchases **electricity** from an **embedded generator**;
 - (c) a **direct purchaser** purchases **electricity** from the **clearing manager**;
 - (d) an **embedded generator** sells **electricity** directly to the **clearing manager**;

- (e) a **network** is settled by differencing;
- (f) there is a **distributor** status **ICP**—
 - (i) at the **point of connection** between an **embedded network** and the **distributor's network**; or
 - (ii) at the **point of connection** of **shared unmetered load**.

Compare: Electricity Governance Rules 2003 rule 2 part E

11.4 Distributors must create ICP identifiers for ICPs

- (1) Each **distributor** must create an **ICP identifier** in accordance with clause 1 of Schedule 11.1 for each **ICP** on each **network** for which the **distributor** is responsible.
- (2) A **distributor** must create an **ICP identifier** for the **point of connection** at which an **embedded network** connects to the **distributor's network** in accordance with subclause (1).
- (3) An **ICP identifier** for an **ICP** may not be changed.

Compare: Electricity Governance Rules 2003 rule 3 part E

11.5 Participants may request that distributors create ICP identifiers for ICPs

- (1) A **participant** to whom clause 11.3 applies may request that a **distributor** create an **ICP identifier** for an **ICP** on a **network** for which the **distributor** is responsible.
- (2) A **participant** may make a request under subclause (1) only if the **participant** has an arrangement with the **distributor** for line function services in accordance with clause 11.16.
- (3) A **distributor** to whom a request is made must, within 3 **business days** of receiving the request, create a new **ICP identifier** for each **ICP** to which the request relates in accordance with clause 1 of Schedule 11.1, or advise the **participant** of the **distributor's** reasons for not complying with the request.

Compare: Electricity Governance Rules 2003 rule 4 part E

11.6 ICP status

The **participant** specified in clause 12 of Schedule 11.1 must manage the status of an **ICP** in accordance with clause 12 of Schedule 11.1.

Compare: Electricity Governance Rules 2003 rule 5 part E

11.7 Provision of ICP information

- (1) A **distributor** whose **network** includes 1 or more **ICPs** must provide information about each of those **ICPs** to the **registry** in accordance with Schedule 11.1.
- (2) A **trader** must provide information about each **ICP** at which the **trader** trades **electricity** to the **registry** in accordance with Schedule 11.1.

Compare: Electricity Governance Rules 2003 rule 6 part E

11.8 Provision of and changes to ICP information and NSP information by participants

- (1) This clause applies if—
 - (a) an **NSP** is to be created or decommissioned; or
 - (b) a **distributor** wishes to change the record in the **registry** of an **ICP** that is not recorded as being usually connected to an **NSP** in the **distributor's network**, so that the **ICP** is recorded as being usually connected to an **NSP** in the **distributor's network** (a "transfer").
- (2) The **participant** specified in clause 25(3) of Schedule 11.1 must give the notification required by clause 25(1) of Schedule 11.1.
- (3) A **distributor** to whom subclause (1)(b) applies must comply with clause 25(2) of Schedule 11.1.
- (4) The **participants** specified in clauses 25 to 27 of Schedule 11.1 must comply with those clauses.
- (5) If a **network** owner acquires all or part of an existing **network**, the **network** owner must give the notification required by clause 29 of Schedule 11.1.

Compare: Electricity Governance Rules 2003 rule 8 part E

11.9 Performance of distributors' obligations by agents

A **distributor** may perform any obligation under this Part directly or by an agent, and for that purpose, every act or omission of a **distributor's** agent is deemed to be an act or omission of the **distributor**.

Compare: Electricity Governance Rules 2003 rule 9 part E

11.10 Distributors' processes to be audited

- (1) Each **distributor** must arrange for the conduct of **audits** by an **auditor**, and provide final **audit** reports to the **Authority** as follows:
 - (a) an initial **audit** completed within 3 calendar months after the date on which the **distributor** has the first **NSP identifier** or **ICP identifier** recorded on the **registry** as being part of the **distributor's network**;
 - (b) a further **audit** completed within 12 months after the date of the initial **audit**;
 - (c) at least 1 **audit** completed in each subsequent 12 month period, with each **audit** completed no later than 12 months after the preceding **audit**.
- (2) Each **audit** required by this clause must be conducted by an **auditor**.
- (3) The purpose of each **audit** conducted under this clause is to determine whether the processes and procedures used by the **distributor** to create and maintain information under this Part comply with this Code.
- (4) The **distributor's** processes and procedures that must be **audited** include—

- (a) the creation of **ICP identifiers** for **ICPs**; and
 - (b) the provision of **ICP** information to the **registry** and the maintenance of that information; and
 - (c) the creation and maintenance of **loss factors**.
- (5) An **audit** required by this clause must be conducted in accordance with the procedure set out in clause 11.12.
- (6) The **distributor** is responsible for the costs of **audits** required by this clause.

Compare: Electricity Governance Rules 2003 rule 10 part E

11.11 Audits requested by Authority or participant

- (1) The **Authority** may carry out an **audit** in accordance with clause 12(1) of Schedule 15.1 (with all necessary amendments).
- (2) A **participant** may request that the **Authority** carry out an **audit** in accordance with clause 12(2) of Schedule 15.1 (with all necessary amendments).
- (3) An **audit** requested by the **Authority** or a **participant** must be carried out in accordance with clauses 13 to 19 of Schedule 15.1 (with all necessary amendments).

Compare: Electricity Governance Rules 2003 rule 10A part E

11.12 Audits

A **distributor** must ensure that an **auditor** undertaking an **audit** in accordance with clause 11.10 complies with the following requirements:

- (a) the **audit** report must be in the **prescribed form**;
- (b) the **auditor** must send a draft of the **audit** report setting out the provisional findings of the **audit** to the **distributor** to whom the **audit** relates;
- (c) the **auditor** must give the **distributor** a reasonable opportunity to comment on the draft of the **audit** report;
- (d) the **auditor** must consider any comments it receives from the **distributor** about the draft of the **audit** report;
- (e) the **auditor** must produce a final **audit** report and provide the report to the **distributor**;
- (f) the final **audit** report must—
 - (i) specify conditions (if any) that the **auditor** considers the **distributor** must satisfy for the **distributor** to comply with this Code, and any action that the **distributor** has taken in respect of those conditions; and
 - (ii) include a list of all agents engaged by the **distributor** to perform the **distributor's** information gathering, processing, and managing obligations with respect to the **registry** process, and details of the obligations that each of those agents perform; and

- (iii) include a summary that specifies—
 - (A) the date of the **audit** report; and
 - (B) the name of the **audited participant** or agent; and
 - (C) the scope of the **audit**; and
 - (D) whether or not the **audit** established that the **distributor's** processes and procedures comply with this Code in respect of the matters set out in clause 11.10(4); and
 - (E) the name of the **auditor**.

Compare: Electricity Governance Rules 2003 rule 10B part E

11.13 Audit reports provided to Authority

- (1) A **distributor** must, no later than 1 month after receiving a final **audit** report, provide a copy of the final **audit** report to the **Authority**.
- (2) The **Authority** must publish the summary required under clause 11.12(f)(iii).
- (3) Except for the summary referred to in subclause (2), an **audit** report is confidential to the **distributor**, the **auditor**, and the **Authority**, unless otherwise agreed between the **distributor** and the **Authority**.

Compare: Electricity Governance Rules 2003 rule 10C part E

11.14 Process for maintaining shared unmetered load

- (1) This clause applies if **shared unmetered load** is connected to a **distributor's network**.
- (2) The **distributor** must notify the **registry**, and each **trader** responsible under clause 11.18(1) for the **ICPs** across which the **unmetered load** is shared, of the **ICP identifiers** of those **ICPs**.
- (3) A **trader** who receives notification under subclause (2) must notify the **distributor** if it wishes to add an **ICP** to or omit an **ICP** from the **ICPs** across which the **unmetered load** is shared.
- (4) A **distributor** who receives notification under subclause (3) must notify the **registry** and each **trader** responsible for any of the **ICPs** across which the **unmetered load** is shared of the addition or omission of the **ICP**.
- (5) If a **distributor** becomes aware of a change to the capacity of an **ICP** across which the **unmetered load** is shared or that an **ICP** across which the **unmetered load** is shared is decommissioned, it must notify all **traders** who receive notification under subclause (2) of the change or decommissioning as soon as practicable after the change or decommissioning.
- (6) A **trader** who receives notification under subclause (5) must, as soon as practicable after receiving the notification, adjust the **unmetered load** information for each **ICP** for

which it is responsible, so that the **unmetered load** is shared equally across each of those **ICPs**.

- (7) A **trader** must take responsibility for **shared unmetered load** assigned to an **ICP** for which the **trader** becomes responsible as a result of a switch in accordance with this Part.
- (8) A **trader** must not relinquish responsibility for **shared unmetered load** assigned to an **ICP** if there would then be no **ICPs** left across which the load could be shared.
- (9) A **trader** who changes the status of an **ICP** across which the **unmetered load** is shared to inactive in accordance with clause 19 of Schedule 11.1 is not required to notify the **distributor** of the change under subclause (3). The amount of **electricity** attributable to that **ICP** becomes **UFE**.

Compare: Electricity Governance Rules 2003 rule 14 part E

11.15 Process for customer or embedded generator switching

- (1) This clause applies if a **trader** (“the gaining **trader**”) has an arrangement with a **customer** or **embedded generator** to—
 - (a) commence trading **electricity** with the **customer** or **embedded generator** at an **ICP** at which another **trader** (“the losing **trader**”) trades **electricity** with the **customer** or **embedded generator**; or
 - (b) assume responsibility under clause 11.18(1) for such an **ICP**.
- (2) The gaining **trader** and the losing **trader** must comply with Schedule 11.3.

Compare: Electricity Governance Rules 2003 rule 15 part E

11.16 Parties to ensure arrangements for line function services

Before notifying the **registry** of information in accordance with clause 11.7, a **trader** must ensure that it, or its **customer**, has made any necessary arrangements for the provision of line function services in relation to the **ICP**.

Compare: Electricity Governance Rules 2003 rule 16 part E

11.17 Connection of ICPs

- (1) A **distributor** must not electrically connect an **ICP** across which **unmetered load** is shared unless a **trader** is recorded in the **registry** as accepting responsibility for the **shared unmetered load**.
- (2) A **distributor** must not electrically connect an **ICP** of any other kind unless a **trader** is recorded in the **registry** as accepting responsibility for the **ICP**.
- (3) Subclause (2) does not apply to an **ICP** that is—
 - (a) the **point of connection** between a **network** and an **embedded network**; or
 - (b) the **point of connection** of **shared unmetered load**.

Compare: Electricity Governance Rules 2003 rule 17 part E

11.18 Trader responsibility for an ICP

- (1) A **trader** becomes responsible for all obligations in this Part relating to an **ICP** when the **trader** is recorded in the **registry** as accepting responsibility for the **ICP**.
- (2) A **trader** ceases to be responsible for obligations in this Part relating to an **ICP** if—
 - (a) another **trader** is recorded in the **registry** as accepting responsibility for the **ICP**; or
 - (b) the **ICP** is decommissioned in accordance with clause 20 of Schedule 11.1.
- (3) If an **ICP** is to be decommissioned, the **trader** who is responsible for the **ICP** must arrange for a final **interrogation** to take place before or on removal of the **meter**.

Compare: Electricity Governance Rules 2003 rule 18 part E

11.19 Authority to specify timeframes and formats of information

- (1) This clause applies if a **participant** is required to provide information under this Part, but this Code does not specify any 1 or more of the following:
 - (a) the time by which, or the period within which, the information must be provided;
 - (b) the format in which the information must be provided;
 - (c) the method by which the information must be provided.
- (2) The **participant** must provide the information in accordance with requirements as to those matters specified by the **Authority**.

Compare: Electricity Governance Rules 2003 rule 20 part E

11.20 Registry must be open between 0730 and 1930 each day

- (1) The **registry** must be available to receive and provide information under this Part between 0730 hours and 1930 hours each day.
- (2) Information provided to the **registry** after 1930 hours is deemed to be provided at 0730 the next day.

Compare: Electricity Governance Rules 2003 rule 21 part E

11.21 Confirmation of receipt of data

- (1) Information provided to the **registry** is deemed, for the purposes of this Part, not to have been received until the **registry** has confirmed receipt in accordance with this clause.
- (2) The **registry** must confirm receipt of information received by it in accordance with this Part within 4 hours of the information being provided to it.
- (3) Time when the **registry** is not obliged to be available in accordance with clause 11.20 will not be taken into account

in determining whether or not receipt has been confirmed within 4 hours.

- (4) If the **participant** providing the information does not receive confirmation that the **registry** has received the **participant's** information, the **participant** must contact the **registry** to check whether the information has been received.
- (5) If the **registry** has not received the information, the **participant** must re-send the information. This process must be repeated until the **registry** has confirmed receipt of the information in accordance with this clause.

Compare: Electricity Governance Rules 2003 rules 22.1 and 22.2 part E

11.22 Registry must maintain a database of information

- (1) The **registry** must maintain a register of information received by it and updated in accordance with this Code.
- (2) The **registry** must ensure that a complete **audit** trail exists for all information received by it in accordance with this Code.

Compare: Electricity Governance Rules 2003 rule 22.3 part E

11.23 Reports from the registry

By 1600 hours on the 6th **business day** of each **reconciliation period**, the **registry** must **publish** a report containing the following information:

- (a) the number of **ICPs** notified to the **registry** and contained on its register at the end of the immediately preceding **consumption period**;
- (b) the number of notifications received by the **registry** in accordance with clause 2 of Schedule 11.3 during the previous **reconciliation period**;
- (c) such other information as may be agreed from time to time between the **registry** and the **Authority**.

Compare: Electricity Governance Rules 2003 rule 23 part E

11.24 Registry reports to specific participants

The **registry** must deliver the reports specified in clauses 11.25 to 11.27 in the manner specified in those clauses.

Compare: Electricity Governance Rules 2003 rule 24.1A part E

11.25 Reports to the clearing manager, system operator or reconciliation manager

- (1) The **clearing manager**, or the **system operator**, or the **reconciliation manager** may request in writing, no later than 5 **business days** before the last day of the month before the 1st month for which the report is requested, a report that includes any or all of the following information:
 - (a) all active **NSPs** connected to a **local network** during the immediately preceding 14 calendar months:

- (b) all active **NSPs** connected to a **network** for which a **trader** is, and has over the immediately preceding 14 calendar months been, responsible:
 - (c) the dates on which each **trader's** responsibility under this Code at an **NSP** commenced and ceased.
- (2) The **system operator** may at any time request, in writing, a report that sets out every switch made under clauses 2, 9 or 14 of Schedule 11.3, the effect of which is that a **trader** has commenced trading at an **NSP** or a **trader** has ceased trading at an **NSP**.
- (3) A request made under subclauses (1) or (2) may—
- (a) be a one-off request; or
 - (b) specify a frequency over a particular period; or
 - (c) specify a frequency over an indefinite period until terminated by the requesting person.
- (4) If the request is received by the time specified in this clause, the **registry** must provide the report by 1000 hours on the 1st **business day** of the calendar month following the calendar month in which the request was made, or if the request for the report specifies a later date, by the later date.
- (5) The person who requested the report may vary any of the details set out in the request, by giving notification to the **registry** of the relevant details in writing by no later than 5 **business days** before the last day of the month before the 1st month for which the person requests the variation.
- (6) The **registry** must comply with a request made in accordance with subclause (5) by 1000 hours on the 1st **business day** of the calendar month following the calendar month in which the request was made.

Compare: Electricity Governance Rules 2003 rule 24.1 part E

11.26 Reports to the reconciliation manager

By 1600 hours on the 4th **business day** of each calendar month, in respect of the immediately preceding **consumption period**, and by 1600 hours on the 13th **business day** of each calendar month in respect of the immediately preceding 14 **consumption periods**, the **registry** must deliver the following reports to the **reconciliation manager**:

- (a) a report identifying the number of **ICP days** per **NSP**, differentiated by **half-hour metering** type or non **half-hour metering** type (for the purpose of this clause, **half-hour metering** type on the **registry** must be reported as **half hour**, and all other metering types must be reported as non **half hour**) attributable to each **trader** for those **NSPs** that are recorded on the **registry** as consuming **electricity** at any time during, as the case may be, that **consumption period** or any of those **consumption periods**:

- (b) a report detailing the **loss factor** values for each **loss category** code recorded by the **registry** in respect of all **trading periods**:
- (c) a report detailing the **balancing area** to which each **NSP** belongs recorded by the **registry** in respect of all **trading periods** (including any changes during that month):
- (d) a report detailing the **half hour ICP identifiers** and the **NSPs** to which they are assigned for each individual **trader** (including any changes during that month):
- (e) a report that sets out every switch made under clauses 2, 9 or 14 of Schedule 11.3, the effect of which is that a **trader** has commenced trading at an **NSP** or a **trader** has ceased trading at an **NSP**.

Compare: Electricity Governance Rules 2003 rule 24.2 part E

11.27 Reports to the market administrator

By 1600 hours on the 1st **business day** of each calendar month, the **registry** must deliver to the **market administrator** a report summarising the number of events that have not been notified to the **registry**, of which it is aware, within the timeframes specified in this Part.

Compare: Electricity Governance Rules 2003 rule 24.3 part E

11.28 Access to the registry

- (1) A **participant** may apply to the **Authority** to have access to information held by the **registry**.
- (2) If the **Authority** grants a **participant's** application, the **Authority** must specify terms and conditions under which access to information is to be provided.
- (3) The **registry** must provide to the **participant** access to information held by the **registry** in accordance with those terms and conditions.
- (4) If a **participant** has been provided access to information in the **registry** and requests a report, the **registry** must provide a copy of the report to the **participant** within 4 hours of receiving the request.
- (5) In determining whether a copy of a report has been provided within the time specified in subclause (4), no account is to be taken of any period during which the **registry** is not required to be available under clause 11.20.

Compare: Electricity Governance Rules 2003 rule 25 part E

11.29 Registry notifications

If a change to **registry** information is notified in accordance with clause 11.7, the **registry** must provide notification of the change to **participants** affected by the change on the day on which the **registry** receives the notification.

Compare: Electricity Governance Rules 2003 rule 26 part E

11.30 Use of ICP identifier on invoices

Each **trader** must ensure that the relevant **ICP identifier** is printed on every invoice or associated document relating to the sale of **electricity** rendered by the **trader**, and that the **ICP identifier** is clearly labelled "ICP" on the invoice.

Compare: Electricity Governance Rules 2003 rule 27 part E

11.31 Customer and embedded generator queries

- (1) If a **trader** receives a request from a **customer** of the **trader** or a person authorised by a **customer** of the **trader** for the **customer's ICP identifier**, the **trader** must provide that information no later than 3 **business days** after receiving the request.
- (2) If a **distributor** receives a request from a **customer** or **embedded generator** whose **ICP** is connected to the **distributor's network** for the **customer** or **embedded generator's ICP identifier**, or a person authorised by such a **customer** or **embedded generator**, the **distributor** must provide that information no later than 3 **business days** after receiving the request.

Compare: Electricity Governance Rules 2003 rule 28 part E

11.32 Reliance on registry

A **participant** does not breach this Code just because the **participant** does something relying on an incorrect record in the **registry**.

Compare: Electricity Governance Rules 2003 rule 29 part E

11.33 Authority may direct registry to be suspended

- (1) The **Authority** may direct the **registry manager** to suspend the operation of the **registry** so as to implement the Electricity Industry Participation (Metering Arrangements) Code Amendment 2011.
- (2) The **Authority** must—
 - (a) give the direction in writing; and
 - (b) specify in the direction the period of time during which the operation of the **registry** must be suspended; and
 - (c) **publicise** the direction.
- (3) Despite anything else in this Part, the **registry manager** must comply with a direction given by the **Authority** under subclause (1).

Clause 11.33: inserted, from 24 May 2013 to 29 December 2013, by clause 4 of the Electricity Industry Participation (Transitional Provisions for New Metering Arrangements) Code Amendment 2013.

11.34 Registry manager, distributors, and traders not required to comply with obligations when registry suspended

- (1) Neither the **registry manager** nor any **trader** is required to comply with any obligation imposed by this Part in respect of a matter that—

- (a) arises during the period in which the **registry** is suspended; and
 - (b) requires the **registry manager** to provide information from, or a **trader** to provide information to, the **registry**.
- (2) Any day during the period in which the operation of the **registry** is suspended must not be counted in calculating the time period within which an obligation imposed by this Part on a **distributor** must be performed, if the obligation requires the **distributor** to provide information to the **registry**.

Clause 11.34: inserted, from 24 May 2013 to 29 December 2013, by clause 4 of the Electricity Industry Participation (Transitional Provisions for New Metering Arrangements) Code Amendment 2013.

11.35 Registry manager and traders not required to comply with specified provisions after registry resumes operation

- (1) This clause applies for the period commencing when a direction given by the **Authority** under clause 11.33(1) expires, and ending when the Electricity Industry Participation (Metering Arrangements) Code Amendment 2011 comes into force.
- (2) Any provision of this Part that imposes an obligation on the **registry manager** to provide information from the **registry**, applies in respect of any matter that arises during the period described in subclause (1), as if any time limit imposed on the **registry manager** for providing the information is extended to 1 **business day**.
- (3) A **trader** is not required to comply with an obligation imposed by this Part in respect of a matter that—
 - (a) arises during the period described in subclause (1); and
 - (b) requires the **trader** to provide information to the **registry**.
- (4) If a **trader** relies on subclause (3), the **trader** must comply with the relevant obligation—
 - (a) in the case of a gaining **trader's** obligation in clauses 6 and 12 of Schedule 11.3 to provide a losing **trader** with a changed **validated meter reading** or a **permanent estimate** supported by 2 **validated meter readings**, no later than 4 months after the amendment comes into force; and
 - (b) in the case of a losing **trader's** right in clause 17 of Schedule 11.3 to request that a switch request is withdrawn, no later than 2 months after the amendment comes into force; and

- (c) in the case of all other obligations in this Part, no later than **10 business days** after the amendment comes into force.

Clause 11.35: inserted, from 24 May 2013 to 29 December 2013, by clause 4 of the Electricity Industry Participation (Transitional Provisions for New Metering Arrangements) Code Amendment 2013.

11.36 Clauses to expire

Clauses 11.33 to 11.35, and this clause, expire 4 months after the Electricity Industry Participation (Metering Arrangements) Code Amendment 2011 comes into force.

Clause 11.36: inserted, from 24 May 2013 to 29 December 2013, by clause 4 of the Electricity Industry Participation (Transitional Provisions for New Metering Arrangements) Code Amendment 2013.

Creation and management of ICPs, ICP identifiers and NSPs

ICPs and ICP identifiers

1 ICP identifiers

- (1) A **distributor** must create an **ICP identifier** for each **ICP** on each **network** for which the **distributor** is responsible in accordance with the following format:

yyyyyyyyyyxxccc

where

yyyyyyyyyy is a numerical sequence provided by the **distributor**

xx is a code assigned by the **Authority** to the issuing **distributor** that ensures the **ICP** is unique

ccc is a checksum generated according to the algorithm provided by the **market administrator**.

- (2) The **ICP identifier** must be used by a **participant** in all communications with the **registry** to identify—
- (a) the point at which a **trader** is deemed to convey **electricity** to a **consumer** or from an **embedded generating station**; and
 - (b) the **point of connection** between an **embedded network** and its parent **network**, or the **point of connection** between a **shared unmetered load** and its **network**.
- (3) Despite any clause to the contrary, only the obligations in this clause and clauses 2, 6 and 7(1)(a) to (e), (l) and (m) apply if an **ICP identifier** is used to **identify** a—
- (a) **point of connection** between an **embedded network** and its parent **network**; or
 - (b) **point of connection** between **shared unmetered load** and its **network**.
- (4) If an **ICP identifier** is used in the management of the status of the **ICP**, the obligations in clauses 13, 16 and 20 also apply.

Compare: Electricity Governance Rules 2003 clause 1.1 schedule E1

2 Address

Each **ICP identifier** must have a location address that allows the **ICP** to be readily located.

Compare: Electricity Governance Rules 2003 clause 1.2 schedule E1

3 De-energisation

Each **ICP** created after 7 October 2002 must be able to be **de-energised** without **de-energisation** of another **ICP**, except for the following **ICPs**:

- (a) an **ICP** that is the **point of connection** between a **network** and an **embedded network**;
- (b) an **ICP** that represents the consumption calculated by difference between the total consumption for the **embedded network** and all other **ICPs** on the **embedded network**.

Compare: Electricity Governance Rules 2003 clause 1.3 schedule E1

4 Authority may grant dispensation

The **Authority** may, by notification in writing, grant a dispensation from the requirements of clause 3 for an **ICP** that cannot be **de-energised** without **de-energisation** of another **ICP**.

Compare: Electricity Governance Rules 2003 clause 1.4 schedule E1

5 Electrical load

The electrical load associated with an **ICP** is deemed to be supplied through 1 **network supply point** only.

Compare: Electricity Governance Rules 2003 clause 1.5 schedule E1

6 Loss category

An **ICP** must have a single **loss category** code that is referenced in such a way as to identify the associated **loss factors**.

Compare: Electricity Governance Rules 2003 clause 1.6 schedule E1

Provision of ICP information to the registry

7 Distributors to provide ICP information to registry

- (1) A **distributor** must, for each **ICP** on the **distributor's** network, provide the following information to the **registry**:
 - (a) the unique location address of the **ICP identifier**;
 - (b) subject to subclauses (4) and (5), the **NSP identifier** of the **NSP** to which the **ICP** is usually connected;
 - (c) the **installation type** code assigned to the **ICP**;
 - (d) the **reconciliation type** code assigned to the **ICP**;
 - (e) the **loss category** code and **loss factors** for each **loss category** code assigned to the **ICP**;
 - (f) if the **ICP** connects the **distributor's network** to an **embedded generating station** that has a capacity of

- 10 MW or more, the information required by subclause (6), in accordance with subclause (7):
- (g) the **price category** code assigned to the **ICP**, which may be a placeholder **price category** code only if the **distributor** is unable to assign the actual **price category** code because the capacity or **volume information** required to assign the actual **price category** code cannot be determined before **electricity** is traded at the **ICP**:
 - (h) the **chargeable capacity** of the **ICP** determined by the **price category** code assigned to the **ICP** (if any), which may be a placeholder **chargeable capacity** only if the **distributor** is unable to assign the actual **chargeable capacity** because the capacity or **volume information** required to assign the actual **chargeable capacity** cannot be determined before **electricity** is traded at the **ICP**:
 - (i) the **distributor** installation details of the **ICP** determined by the **price category** code assigned to the **ICP** (if any), which may be placeholder **distributor** installation details only if the **distributor** is unable to assign the actual **distributor** installation details because the capacity or **volume information** required to assign the actual **distributor** installation details cannot be determined before **electricity** is traded at the **ICP**:
 - (j) the **participant identifier** of the first **trader** who has entered into an arrangement with a **customer** or an **embedded generator** to sell or purchase **electricity** at the **ICP** (only if the information is provided by the first **trader**):
 - (k) the status of the **ICP** determined in accordance with clauses 12 to 20:
 - (l) designation of the **ICP** as "Dedicated" if the **ICP** is located in a **balancing area** that has more than 1 **NSP** located within it, and—
 - (i) the **ICP** will be supplied only from the **NSP** with the **NSP identifier** provided under paragraph (b); or
 - (ii) the **ICP** is a **point of connection** between a **network** and an **embedded network**:
 - (m) if **unmetered load**, other than **distributed unmetered load**, is associated with the **ICP**, the type and capacity in kW of the **unmetered load** (if the **distributor** knows that information):
 - (n) if **shared unmetered load** is associated with the **ICP**, a list of the **ICP identifiers** of the **ICPs** that are associated with the **unmetered load**.

- (2) The **distributor** must provide the information specified in subclause (1) to the **registry** as soon as practicable after the **ICP identifier** for the **ICP** to which the information relates is created, and before **electricity** is traded at the **ICP**.
- (3) The **distributor** must provide the following information to the **registry** no later than 10 **business days** after the trading of **electricity** at the **ICP** commences:
 - (a) the actual **price category** code assigned to the **ICP**;
 - (b) the actual **chargeable capacity** of the **ICP** determined by the **price category** code assigned to the **ICP** (if any);
 - (c) the actual **distributor** installation details of the **ICP** determined by the **price category** code assigned to the **ICP** (if any).
- (4) If a **distributor** cannot identify the **NSP** that is connected to an **ICP**, the **distributor** must nominate the **NSP** that the **distributor** thinks is most likely to be connected to the **ICP**, taking into account the flow of **electricity** within the **distributor's network**.
- (5) An **ICP** is deemed to be connected to the **NSP** nominated by the **distributor** under subclause (1)(b).
- (6) If a **distributor** assigns a **loss category** code to an **ICP** on the **distributor's network** that connects the **distributor's network** to an **embedded generating station** that has a capacity of 10MW or more—
 - (a) the **loss category** code assigned to the **ICP** must be unique and must not be assigned to any other **ICP** on the **distributor's network**; and
 - (b) the **distributor** must provide the following information to the **reconciliation manager**:
 - (i) the unique **loss category** code assigned to the **ICP**;
 - (ii) the **ICP identifier** of the **ICP**;
 - (iii) the **NSP identifier** of the **NSP** to which the **ICP** is connected;
 - (iv) the plant name of the **embedded generating station**.
- (7) The **distributor** must provide the information in subclause (6) no later than 5 **business days** before the **distributor** assigns the **loss category** code.

Compare: Electricity Governance Rules 2003 clause 2 schedule E1
Clause 7(6): amended, on 21 September 2012, by clause 15(1) of the Electricity Industry Participation (Minor Amendments) Code Amendment 2012.

8 Distributors to change ICP information provided to registry

- (1) If information about an **ICP** provided to the **registry** in accordance with clause 7 changes, the **distributor** in whose **network** the **ICP** is located must notify the **registry** of the change.

- (2) The **distributor** must give the notification—
 - (a) in the case of a change to the information referred to in clause 7(1)(b) (other than a change that is the result of the **commissioning** or decommissioning of an **NSP**), no later than 8 **business days** after the change takes effect; and
 - (b) in every other case, no later than 3 **business days** after the change takes effect.
- (3) A **distributor** is not required to notify a change of information provided in accordance with clause 7(1)(b) if the change is for less than 14 days.
- (4) If a change of information provided in accordance with clause 7(1)(b) is for more than 14 days, subclause (2) applies as if the change had taken effect on the 15th day after the change takes effect.

Compare: Electricity Governance Rules 2003 clause 2A schedule E1

9 Traders to provide ICP information to registry

- (1) Each **trader** must provide the following information to the **registry** for each **ICP** at which the **trader** trades **electricity**:
 - (a) the **participant identifier** of the **trader**;
 - (b) the **profile** code of each **profile** at that **ICP** approved by the **market administrator** in accordance with clause 13 of Schedule 15.5;
 - (c) the **participant identifier** of the primary contact for the metering equipment relevant to that **ICP**;
 - (d) the highest category of **metering installation** listed in the table in clause 1 of **Code of Practice** 10.1 of Schedule 10.1 to which the **ICP** is connected or, if the **ICP** is not connected to a **metering installation**, that the **metering installation** category is 0;
 - (e) the type of each **metering installation** assigned to the **ICP**;
 - (f) if the metering type UNM is assigned to the **ICP**—
 - (i) if the load is profiled through an engineering **profile** in accordance with **profile class** 2.1, the code ENG; or
 - (ii) in all other cases, the daily average **unmetered load** in kWh at the **ICP**;
 - (g) the type and capacity of the **unmetered load** at the **ICP** (if any);
 - (h) the total number of **meter** registers used to obtain **volume information** at the **ICP**;
 - (i) if a **meter** multiplier that is not a unity multiplier is to be applied externally to **raw meter data** at the **ICP**, a flag indicating the presence of the **meter** multiplier;
 - (j) the status of the **ICP** determined in accordance with clauses 12 to 20.

- (2) The **trader** must provide the information specified in subclause (1) to the **registry** no later than **5 business days** after the **trader** commences trading at the **ICP** to which the information relates.

Compare: Electricity Governance Rules 2003 clause 3 schedule E1
Clause 9(1)(d): substituted, on 1 December 2011, by clause 14 of the Electricity Industry Participation Code (Distributor Use-of-System Agreements and Distributor Tariffs) Amendment 2011.

Clause 9(1)(d): amended, on 21 September 2012, by clause 15(2) of the Electricity Industry Participation (Minor Amendments) Code Amendment 2012.

10 Traders to change ICP information provided to registry

- (1) If information about an **ICP** provided to the **registry** in accordance with clause 9 changes, the **trader** who trades at the **ICP** must notify the **registry** of the change.
- (2) The **trader** must give the notification no later than **5 business days** after the change.

Compare: Electricity Governance Rules 2003 clause 3A schedule E1

11 Correction of errors in the registry

- (1) By 0900 hours on the 1st **business day** of each **reconciliation period**, the **registry** must provide to each **participant** who is required to submit **submission information**, the following:

- (a) a list of the **ICPs** at which the **participant** is recorded on the **registry** as **trading** during each **consumption period** being revised in the **reconciliation period**;
- (b) all information associated with the **participant's participant identifier**, including the **profiles** for each **ICP**.

- (2) If there is an error in the information provided under subclause (1), the **participant** must change the information in the **registry** as soon as practicable after becoming aware of the error.

Compare: Electricity Governance Rules 2003 clause 3B schedule E1

Management of ICP status

12 Management of ICP status by distributors and traders

The status of an **ICP**, as recorded on the **registry**, must be managed by **distributors** and **traders** in accordance with clauses 13 to 20.

Compare: Electricity Governance Rules 2003 clause 4 schedule E1

13 “New” status

The **ICP** status of “New” must be managed by the relevant **distributor** and indicates that—

- (a) the associated **electrical installations** are in the construction phase; and
- (b) the **ICP** is not ready for activation by a **trader**.

Compare: Electricity Governance Rules 2003 clause 4.1 schedule E1

14 “Ready” status

- (1) The **ICP** status of “Ready” must be managed by the relevant **distributor** and indicates that—
 - (a) the associated **electrical installations** are ready for connecting to the **electricity** supply; and
 - (b) the **ICP** is ready for activation by a **trader**.
- (2) Before an **ICP** is given the "Ready" status, the relevant **distributor** must—
 - (a) identify the **trader** that has taken responsibility for the **ICP**; and
 - (b) ensure that the **ICP** has a single **price category** code.

Compare: Electricity Governance Rules 2003 clauses 4.2 and 4.3 schedule E1

15 "New" or "Ready" status for 24 calendar months or more

If an **ICP** has had the status of “New” or “Ready” for 24 calendar months or more—

- (a) the **distributor** must ask the **trader** who intends to trade at the **ICP** whether the **ICP** should continue to have that status; and
- (b) the **distributor** must decommission the **ICP** if the **trader** advises that the **ICP** should not continue to have that status.

Compare: Electricity Governance Rules 2003 clause 4.3A schedule E1

16 “Distributor” status

- (1) The **ICP** status of “Distributor” must be managed by the relevant **distributor** and indicates that the **ICP** record represents a **shared unmetered load** installation or the **point of connection** between an **embedded network** and its parent **network**.
- (2) A **trader** cannot change the status of an **ICP** record with the **ICP** status of “Distributor”.

Compare: Electricity Governance Rules 2003 clause 4.4 schedule E1

17 “Active” status

- (1) The **ICP** status of “Active” must be managed by the relevant **trader** and indicates that—
 - (a) the associated **electrical installations** are connected to the **electricity** supply; and
 - (b) a **trader** must provide information related to the **ICP**, in accordance with Part 15, to the **reconciliation manager** for the purpose of compiling **reconciliation information**.
- (2) Before an **ICP** is given the “Active” status, the **trader** must ensure that—
 - (a) the **ICP** has only 1 **customer, embedded generator, or direct purchaser**; and

- (b) the **electricity** consumed is quantified by a **metering installation** or a method of calculation approved by the **Authority**.

Compare: Electricity Governance Rules 2003 clauses 4.5 and 4.6 schedule E1

18 Notification of ICP status

If an **ICP** is electrically connected by a **distributor**, and the **trader** trading at the **ICP** has not notified the **registry** of the status of the **ICP** within 5 **business days** after the **ICP** is electrically connected, the **distributor** must advise the **trader** and the **market administrator** that the status of the **ICP** has not been entered in the **registry**.

Compare: Electricity Governance Rules 2003 clause 4.6A schedule E1

19 “Inactive” status

The **ICP** status of “Inactive” must be managed by the relevant **trader** and indicates that—

- (a) **electricity** cannot flow at that **ICP**; or
(b) **submission information** related to the **ICP** is not required by the **reconciliation manager** for the purpose of compiling **reconciliation information**.

Compare: Electricity Governance Rules 2003 clause 4.7 schedule E1

20 “Decommissioned” status

- (1) The **ICP** status of “Decommissioned” must be managed by the relevant **distributor** and indicates that the **ICP** is permanently removed from future switching and reconciliation processes.
- (2) Decommissioning occurs when—
- (a) **electrical installations** associated with the **ICP** are physically removed; or
(b) there is a change in the allocation of electrical loads between **ICPs** with the effect of making the **ICP** obsolete; or
(c) in the case of a **distributor-only ICP** for an **embedded network**, the **embedded network** no longer exists.

Compare: Electricity Governance Rules 2003 clause 4.8 schedule E1

Updating registry standing information

21 Updating table of loss category codes

- (1) Each **distributor** must keep up to date the table in the **registry** of the **loss category** codes that may be assigned to **ICPs** on each **distributor’s network**, by entering in the table any new **loss category** codes that may be assigned to an **ICP** on the **distributor’s network**.
- (2) Each entry in the table must specify the date on which each **loss category** code takes effect.

- (3) The date that a **loss category** code takes effect must not be earlier than 2 months after the date on which the **loss category** code is entered in the table.
- (4) A **loss category** code takes effect on the specified date.
- (5) To avoid doubt, subclause (3) does not apply to the creation of an **ICP** or to the transfer of an **ICP** from 1 **distributor's network** to another **distributor's network**.

Compare: Electricity Governance Rules 2003 clause 5 schedule E1

22 Updating loss factors for loss category codes

- (1) A **distributor** must enter **loss factors** on the **registry** for each **loss category** code entered on the table in the **registry** under clause 21.
- (2) A **distributor** must ensure that—
 - (a) each **loss category** code has no more than 2 **loss factors** in a calendar month; and
 - (b) each **loss factor** covers a range of **trading periods** within that month so that all **trading periods** have a single applicable **loss factor**.
- (3) A **distributor** who wishes to replace an existing **loss factor** on the table in the **registry** must enter the replaced **loss factor** on the table in the **registry**.
- (4) Each entry in the table must specify the date on which the replaced **loss factor** takes effect.
- (5) The date that a **loss factor** takes effect must not be earlier than 2 months after the date on which the **loss factor** is entered in the table.
- (6) A replaced **loss factor** takes effect on the specified date.
- (7) To avoid doubt, subclause (5) does not apply to the creation of an **ICP** or to the transfer of an **ICP** from 1 **distributor's network** to another **distributor's network**.
- (8) The **registry** must publish an updated schedule of all **loss category** codes and the **loss factors** for each **loss category** code no later than 1 **business day** after being notified of a change.

Compare: Electricity Governance Rules 2003 clause 5A schedule E1

Clause 22(8): amended, on 21 September 2012, by clause 15(3) of the Electricity Industry Participation (Minor Amendments) Code Amendment 2012.

23 Updating table of price category codes

- (1) Each **distributor** must keep up to date the table in the **registry** of the **price category** codes that may be assigned to **ICPs** on each **distributor's network**, by entering in the table any new **price category** codes that may be assigned to an **ICP** on the **distributor's network**.
- (2) Each entry in the table must specify the date on which each **price category** code takes effect.
- (3) The date that a **price category** code takes effect must not be earlier than 2 months after the date on which the **price category** code is entered in the table.

- (4) A **price category** code takes effect on the specified date.
- (5) To avoid doubt, subclause (3) does not apply to the creation of an **ICP** or to the transfer of an **ICP** from 1 **distributor's network** to another **distributor's network**.

Compare: Electricity Governance Rules 2003 clause 6 schedule E1

24 Balancing area information

- (1) A **distributor** must **notify** the **reconciliation manager** of the establishment of a **balancing area** associated with an **NSP** supplying the **distributor's network**, in accordance with clause 26.
- (2) A **distributor** must **notify** the **reconciliation manager** of any change to the information provided under subclause (1).
- (3) The notification must—
 - (a) specify the date and **trading period** from which the change takes effect; and
 - (b) be given no later than 3 **business days** after the change takes effect.
- (4) The **reconciliation manager** must **notify** the **registry** of changes to **balancing areas** within 1 **business day** after receiving the notification.
- (5) The **registry** must **publish** an updated schedule of the mapping between **NSPs** and **balancing areas** within 1 **business day** after receiving the notification.
- (6) The schedule must specify the date and **trading period** from which the change took effect.

Compare: Electricity Governance Rules 2003 clause 7 schedule E1

25 Creation and decommissioning of NSPs and transfer of ICPs from 1 distributor's network to another distributor's network

- (1) If an **NSP** is to be created or decommissioned,—
 - (a) the **participant** specified in subclause (3) in relation to the **NSP** must notify the **reconciliation manager** of the creation or decommissioning; and
 - (b) the **reconciliation manager** must notify the **market administrator** and affected **reconciliation participants** of the creation or decommissioning no later than 1 **business day** after receiving the notification in paragraph (a).
- (2) If a **distributor** wishes to change the record in the **registry** of an **ICP** that is not recorded as being usually connected to an **NSP** in the **distributor's network**, so that the **ICP** is recorded as being usually connected to an **NSP** in the **distributor's network** (a "transfer"), the **distributor** must notify the **reconciliation manager**, the **market administrator**, and each affected **reconciliation participant** of the transfer.
- (3) The notification required by subclause (1) must be given by—

- (a) the **grid owner**, if—
 - (i) the **NSP** is a **point of connection** between the **grid** and a **local network**; or
 - (ii) if the **NSP** is a **point of connection** between a **generator** and the **grid**; or
 - (b) the **distributor** for the **local network** who initiated the creation or decommissioning, if the **NSP** is an **interconnection point** between 2 **local networks**; or
 - (c) the **embedded network** owner who initiated the creation or decommissioning, if the **NSP** is an **interconnection point** between 2 **embedded networks**; or
 - (d) the **distributor** for the **embedded network**, if the **NSP** is a **point of connection** between an **embedded network** and another **network**.
- (4) A **distributor** who is required to notify a transfer under subclause (2) or subclause (3)(d) must comply with Schedule 11.2.

Compare: Electricity Governance Rules 2003 clause 8 schedule E1

26 Information to be provided if NSPs are created or ICPs are transferred from 1 distributor's network to another distributor's network

- (1) If a **participant** gives a notification under clause 25(1) or (2) of the creation of an **NSP** or the transfer of an **ICP** from 1 **distributor's network** to another **distributor's network**, the **participant** must request that the **reconciliation manager** create a unique **NSP identifier** for the **NSP**.
- (2) The **participant** must make the request—
 - (a) in the case of a notification given under clause 25(3)(b) or (c), at least 10 **business days** before the **NSP** is electrically connected; and
 - (b) in every other case, at least 1 calendar month before the **NSP** is electrically connected or the **ICP** is transferred.
- (3) If a **participant** gives a **notification** under clause 25(1) of the creation of an **NSP**, the **distributor** on whose **network** the **NSP** is located must give the **reconciliation manager** the following information:
 - (a) if the **NSP** is to be located in a new **balancing area** to be created—
 - (i) all relevant details necessary for the **balancing area** to be created; and
 - (ii) notification that the **NSP** to be created is to be assigned to the new **balancing area**; and
 - (b) in every other case, notification of the **balancing area** in which the **NSP** is located.
- (4) If a **participant** gives a notification under clause 25(1) or (2) of a creation or transfer that relates to an **NSP** between a

network and an **embedded network**, the **distributor** who owns the **embedded network** must notify the **reconciliation manager** of the following:

- (a) the **network** on which the **NSP** will be located after the creation or transfer;
 - (b) the **ICP identifier** for the **ICP** that connects the **network** and the **embedded network**;
 - (c) the date on which the creation or transfer will take effect.
- (5) The **distributor** must give the notification at least 1 calendar month before the creation or transfer.

Compare: Electricity Governance Rules 2003 clause 9 schedule E1
Clause 26(3): amended, on 21 September 2012, by clause 15(4) of the Electricity Industry Participation (Minor Amendments) Code Amendment 2012.

27 Information to be provided if ICPs become NSPs

- (1) If a transfer notified under clause 25 results in an **ICP** becoming an **NSP** at which an **embedded network** connects to a **network**, or in an **ICP** becoming an **NSP** that is an **interconnection point**, the **distributor** who owns the **network** on which the **NSP** will be located after the change must notify any **trader** trading at the **ICP** of the transfer.
- (2) The **distributor** must give the notification at least 1 calendar month before the transfer.

Compare: Electricity Governance Rules 2003 clause 10 schedule E1

28 Reconciliation manager to allocate new identifiers

The **reconciliation manager** must, within 1 **business day** of receiving a notification under clause 25(1) or (2), allocate a unique **NSP identifier** to each **point of connection** or **interconnection point** to which the notification relates in accordance with the following format:

bbbqqqz nnnn

where

bbbqqqz is, in the case of a **local network**, the code for the **GXP** or **GIP** or, in the case of an **embedded network** or the **point of connection** between 2 **local networks**, the code for the **point of connection** to its parent **network**

where

bbb is a combination of 3 alpha characters that form a unique location identifier

qqq is the voltage in kV of the supply bus

z is a numeral allocated to distinguish it from any other supply bus of the same voltage at the same location

nnnn is a **participant identifier** for the **network** owner who from time to time owns the **network** being supplied.

Compare: Electricity Governance Rules 2003 clause 11 schedule E1

29 Obligations concerning change in network owner

- (1) If a **network** owner acquires all or part of an existing **network**, the **network** owner must notify the following of the acquisition:
 - (a) the previous **network** owner;
 - (b) the **reconciliation manager**;
 - (c) the **market administrator**;
 - (d) every **reconciliation participant** who trades at an **ICP** connected to the **network** or part of the **network** acquired.
- (2) The **network** owner must give the notification at least 1 calendar month before the acquisition.
- (3) The notification must specify—
 - (a) the **ICP identifiers** for which the **network** owner's **participant identifier** must be amended to reflect the acquisition of the **network** or part of the **network** by the **network** owner; and
 - (b) the effective date of the acquisition.
- (4) A **network** owner who acquires all or part of an existing **network** must comply with Schedule 11.2.

Compare: Electricity Governance Rules 2003 clause 12 schedule E1

30 Reconciliation manager to advise registry

- (1) The **reconciliation manager** must—
 - (a) advise the **registry** of any new or deleted **NSP identifier** no later than 1 **business day** after being notified of its creation or decommissioning; and
 - (b) advise the **registry** of any changes to supporting **NSP** information provided by a **distributor** in accordance with clause 26(4) no later than 1 **business day** after receiving the notification.
- (2) The **registry** must **publish** an updated schedule of all **NSP identifiers** and supporting information within 1 **business day** of any change being notified to it in accordance with subclause (1).

Compare: Electricity Governance Rules 2003 clause 13 schedule E1

Schedule 11.2 cls 25 and 29 of Schedule 11.1

Transfer of ICPs between distributors' networks

- 1 This Schedule applies if a **distributor** (the applicant **distributor**) wishes to change the record in the **registry** of an **ICP** that is not recorded as being usually connected to an **NSP** in the **distributor's network**, so that the **ICP** is recorded as being usually connected to an **NSP** in the applicant **distributor's network** (a "transfer").
Compare: Electricity Governance Rules 2003 clause 1 schedule E1A
- 2 The applicant **distributor** must notify the **market administrator** of the transfer.
Compare: Electricity Governance Rules 2003 clause 2 schedule E1A
- 3 The notification must be in the **prescribed form**.
Compare: Electricity Governance Rules 2003 clause 3 schedule E1A
- 4 The notification must be given no later than 3 **business days** before the transfer takes effect.
Compare: Electricity Governance Rules 2003 clause 4 schedule E1A
- 5 The applicant **distributor** must give the **market administrator** confirmation that the applicant **distributor** has received written consent to the proposed transfer from—
 - (a) the **distributor** whose **network** is associated with the **NSP** to which the **ICP** is recorded as being connected immediately before the notification, except if the notification relates to the creation of an **embedded network**; and
 - (b) every **trader** who trades **electricity** at any **ICP** nominated at the time of notification as being supplied from the same **NSP** to which the notification relates.
Compare: Electricity Governance Rules 2003 clause 5 schedule E1A
- 6 If a notification relates to an **embedded network**, it must relate to every **ICP** on the **embedded network**.
Compare: Electricity Governance Rules 2003 clause 6 schedule E1A
- 7 The **market administrator** must not authorise the change of any information on the **registry** if clauses 1 to 6 are not complied with.
Compare: Electricity Governance Rules 2003 clause 7 schedule E1A
- 8 The notification must include any information requested by the **Authority** from time to time.
Compare: Electricity Governance Rules 2003 clause 8 schedule E1A
- 9 The **registry** must remove any information that has been notified to the **registry** under clause 7 of Schedule 11.1 relating to an **ICP** for which a transfer has been notified under this Schedule, if the information was to have come

into effect after the date on which the **market administrator** authorises the change of information on the **registry** under this Schedule.

Compare: Electricity Governance Rules 2003 clause 9 schedule E1A

- 10 A transfer may take effect on a date that is before the date on which it is notified only with the consent of the **market administrator**.

Compare: Electricity Governance Rules 2003 clause 10 schedule E1A

- 11 Each **reconciliation participant** must take a **validated meter reading** or **permanent estimate** on the date a transfer becomes effective for use in the creation of the **reconciliation participant's** submission file, unless the **Authority** authorises the **reconciliation manager** to provide additional **seasonal adjustment shapes** under clause 12.

Compare: Electricity Governance Rules 2003 clause 11 schedule E1A

- 12 The **Authority** may authorise the **reconciliation manager** to provide additional **seasonal adjustment shapes** for use in the creation of each **reconciliation participant's** submission file.

Compare: Electricity Governance Rules 2003 clause 12 schedule E1A

Switching

Standard switching process

1 Standard switching process for ICPs with non half-hour metering and unmetered ICPs

- (1) This clause and clauses 2 to 7 apply if a **trader** (the "gaining **trader**") has an arrangement with a **customer** or **embedded generator** to—
- (a) commence trading **electricity** with the **customer** or **embedded generator** through a non **half-hour metering installation** at an **ICP** or an unmetered **ICP** at which another **trader** (the "losing **trader**") supplies **electricity**; or
 - (b) assume responsibility under clause 11.18(1) for such an **ICP**.
- (2) If the Door to Door Sales Act 1967 applies to an arrangement described in subclause (1),—
- (a) the gaining **trader** must identify the period within which the **customer** or **embedded generator** may cancel the arrangement in accordance with section 7 of the Door to Door Sales Act 1967; and
 - (b) for the purpose of this Schedule, the arrangement is deemed to come into effect on the day after the expiry of the period.

Compare: Electricity Governance Rules 2003 clauses 1.1A and 1.1B schedule E2

2 Inform registry of switch request for ICPs

For each **ICP** to which a switch relates, the gaining **trader** must advise the **registry** of the switch no later than 2 **business days** after the arrangement with the **customer** or **embedded generator** comes into effect.

Compare: Electricity Governance Rules 2003 clause 1.1 schedule E2

3 Losing trader response to switch request

Within 3 **business days** after receipt of notification from the **registry** in accordance with clause 22, for each **ICP** the losing **trader** must establish an expected **event date** and must—

- (a) provide acknowledgement of the switch request by—
 - (i) providing the expected **event date** to the **registry**; and
 - (ii) if relevant for that **ICP**, providing a valid switch response code approved by the **market administrator**, to the gaining **trader**; or
- (b) provide final information to complete the switch by—
 - (i) providing confirmation of the actual **event date** to the **registry**; and

- (ii) providing to the gaining **trader** confirmation of the actual **event date** and a switch meter read, comprising either the **validated meter reading** or a **permanent estimate**, as at the actual **event date**; or
- (c) provide a request for withdrawal of the switch in accordance with clause 17.

Compare: Electricity Governance Rules 2003 clause 1.2 schedule E2

4 Event dates

- (1) The losing **trader** must establish **event dates** under clause 3 so that—
 - (a) no **event date** is more than 10 **business days** after the date of receipt of notification from the **registry** in accordance with clause 22(a); and
 - (b) in any 12 month period at least 50% of the **event dates** established by the losing **trader** are no more than 5 **business days** after the date of notification.
- (2) When calculating an **event date** under this clause, the losing **trader** must disregard every **event date** established by the losing **trader** for a **customer** who, at the time that the **event date** is established, has been a **customer** of the losing **trader** for less than 2 calendar months.

Compare: Electricity Governance Rules 2003 clause 1.2A schedule E2

5 Losing trader must provide final information

If the losing **trader** provides information to the **registry** in accordance with clause 3(a) and 4, then within 3 **business days** after the actual **event date**, the losing **trader** must—

- (a) provide confirmation of the actual **event date** to the **registry**; and
- (b) provide the actual **event date** and either the **validated meter reading** or a **permanent estimate** as at the actual **event date** to the gaining **trader**.

Compare: Electricity Governance Rules 2003 clause 1.3 schedule E2

6 Traders must use same reading

The losing **trader** and the gaining **trader** must both use the same **validated meter reading** or **permanent estimate** as determined by the following procedure:

- (a) if the **validated meter reading** or **permanent estimate** provided by the losing **trader** differs by less than 200 kWh from a value established by the gaining **trader**, the gaining **trader** must use the losing **trader's validated meter reading** or **permanent estimate**; or
- (b) if the **validated meter reading** or **permanent estimate** provided by the losing **trader** differs by 200 kWh or more from a value established by the gaining **trader**, the gaining **trader** may dispute the **validated**

meter reading or permanent estimate. In this case, the **gaining trader** must, within 4 calendar months of the actual **event date**, provide to the losing **trader** a changed **validated meter reading** or a **permanent estimate** supported by 2 **validated meter readings**, and the losing **trader** must either,—

- (i) within 5 **business days** after receiving the **validated meter readings** or **permanent estimate** from the **gaining trader**, the losing **trader**, if it does not accept the **validated meter readings** or **permanent estimate**, must **notify** the **gaining trader** (giving all relevant details); or
- (ii) if the losing **trader** notifies its acceptance of the **validated meter readings** or **permanent estimate** received from the **gaining trader**, or does not provide any response, the losing **trader** must use the **validated meter readings** or **permanent estimate** supplied by the **gaining trader** in accordance with this paragraph.

Compare: Electricity Governance Rules 2003 clause 1.4 schedule E2

7 Disputes

- (1) A losing **trader** or a **gaining trader** may notify the other **trader** that it disputes a **validated meter reading** or **permanent estimate** notified under clauses 1 to 6.
- (2) The dispute must be resolved in accordance with the disputes procedure in clause 15.29 (with all necessary amendments).

Compare: Electricity Governance Rules 2003 clause 1.5 schedule E2

Switch move process

8 Switch move process for ICPs with non half-hour metering and unmetered ICPs

- (1) This clause and clauses 9 to 12 apply if a **trader** (the “**gaining trader**”) has an arrangement with a **customer** or **embedded generator** to—
 - (a) commence **trading electricity** with the **customer** or **embedded generator** through a non **half-hour metering installation** at an **ICP** or an unmetered **ICP** for which no **trader** has an agreement to trade **electricity**; or
 - (b) assume responsibility under clause 11.18(1) for such an **ICP**.
- (2) If the Door to Door Sales Act 1967 applies to an arrangement described in subclause (1)—
 - (a) the **gaining trader** must identify the period within which the **customer** or **embedded generator** may cancel the arrangement in accordance with section 7 of the Door to Door Sales Act 1967; and

- (b) for the purpose of this Schedule, the arrangement is deemed to come into effect on the day after the expiry of the period.

Compare: Electricity Governance Rules 2003 clauses 2.1A and 2.1B schedule E2

9 Gaining trader informs registry of switch request

For each **ICP**, the gaining **trader** must advise the **registry** of the switch type and the proposed **event date** no later than 2 **business days** after the arrangement with the **customer** or **embedded generator** comes into effect.

Compare: Electricity Governance Rules 2003 clause 2.1 schedule E2

10 Losing trader provides information

Within 3 **business days** after receipt of notification from the **registry** in accordance with clause 22(a), the **trader** who is recorded on the **registry** as being responsible for the **ICP** (the “losing **trader**”) must confirm the proposed **event date** or set another expected **event date** (that must not precede the gaining **trader’s** proposed **event date** and must be no more than 10 **business days** after the date of such notification), and must—

- (a) provide acknowledgement for the switch move by—
- (i) providing confirmation of the expected **event date** to the **registry**; and
 - (ii) if relevant for the **ICP**, provide a valid switch response code approved by the **Authority** to the gaining **trader**; or
- (b) provide final information to complete the switch move by—
- (i) providing confirmation of the actual **event date** to the **registry**; and
 - (ii) providing, either the **validated meter reading** or a **permanent estimate** as at the actual **event date** to the gaining **trader**, and if a **permanent estimate** is supplied, the date of the last **validated meter reading** at the **ICP**; or
- (c) providing a request for withdrawal of the switch in accordance with clause 17.

Compare: Electricity Governance Rules 2003 clause 2.2 schedule E2

11 Losing trader must provide final information

If the losing **trader** has provided information to the **registry** in accordance with clause 10(a), then within 3 **business days** after the later of the actual **event date** or date of receipt of the switch request, the losing **trader** must—

- (a) provide confirmation of the actual **event date** to the **registry**; and
- (b) provide the actual **event date** and either the **validated meter reading** or a **permanent estimate** as at the actual **event date** to the gaining **trader**.

Compare: Electricity Governance Rules 2003 clause 2.3 schedule E2

- 12 Gaining trader may change validated meter reading or permanent estimate**
- (1) The gaining **trader** may use the **validated meter reading** or **permanent estimate** supplied by the losing **trader** or may, at its own cost, obtain its own **validated meter reading** or **permanent estimate**.
 - (2) If the gaining **trader** elects to use the new **validated meter reading** or **permanent estimate**, the gaining **trader** must **notify** the losing **trader** of the new **validated meter reading** or **permanent estimate** and the actual **event date** to which it refers as follows:
 - (a) if the **validated meter reading** or **permanent estimate** established by the gaining **trader** differs by less than 200 kWh from that provided by the losing **trader**, both **traders** must use the **validated meter reading** or **permanent estimate** provided by the gaining **trader** as the **validated meter reading** or **permanent estimate**; or
 - (b) if the **validated meter reading** or **permanent estimate** provided by the losing **trader** differs by 200 kWh or more from a value established by the gaining **trader**, the gaining **trader** may dispute the **validated meter reading** or **permanent estimate**.
 - (3) If the gaining **trader** disputes a **validated meter reading** or **permanent estimate** under subclause (2)(b), the gaining **trader** must, within 4 calendar months of the actual **event date**, provide to the losing **trader** a changed **validated meter reading** or a **permanent estimate** supported by 2 **validated meter readings**, and the losing **trader** must either,—
 - (a) within 5 **business days** after receiving the **validated meter reading** or **permanent estimate** from the gaining **trader**, the losing **trader**, if it does not accept the **validated meter reading** or **permanent estimate**, must **notify** the gaining **trader** (giving all relevant details), and the losing **trader** and the gaining **trader** must use reasonable endeavours to resolve the dispute in accordance with the disputes procedure contained in clause 15.29 (with all necessary amendments); or
 - (b) if the losing **trader** notifies its acceptance of the **validated meter reading** or **permanent estimate** received from the gaining **trader**, or does not provide any response, the losing **trader** must use the **validated meter reading** or **permanent estimate** supplied by the gaining **trader** in accordance with this clause.

Compare: Electricity Governance Rules 2003 clause 2.4 schedule E2

Half-hour switching process

13 Half-hour switching processes

- (1) This clause and clauses 14 to 16 apply if a **trader** (the “gaining **trader**”) has an arrangement with a **customer** or **embedded generator** to—
- (a) trade **electricity** through—
 - (i) a **half-hour metering installation** at an **ICP** at which another **trader** (the “losing **trader**”) trades **electricity** through a **half-hour metering installation** with the **customer** or **embedded generator**; or
 - (ii) a **half-hour metering installation** at an **ICP** at which another **trader** (the “losing **trader**”) trades **electricity** through a non **half-hour metering installation** with the **customer** or **embedded generator**; or
 - (iii) a non **half-hour metering installation** at an **ICP** at which another **trader** (the “losing **trader**”) trades **electricity** through a **half-hour metering installation** with the **customer** or **embedded generator**; or
 - (b) assume responsibility under clause 11.18(1) for such an **ICP**.
- (2) If the Door to Door Sales Act 1967 applies to an arrangement described in subclause (1)—
- (a) the gaining **trader** must identify the period within which the **customer** or **embedded generator** may cancel the arrangement in accordance with section 7 of the Door to Door Sales Act 1967; and
 - (b) for the purpose of this Schedule, the arrangement is deemed to come into effect on the day after the expiry of the period.

Compare: Electricity Governance Rules 2003 clauses 3.1 and 3.1A schedule E2

14 Gaining trader informs registry of switch request

For each **ICP** to which the switch relates, the gaining **trader** must advise the **registry** of the expected **event date** and switch type no later than 3 **business days** after the arrangement with the **customer** or **embedded generator** comes into effect.

Compare: Electricity Governance Rules 2003 clause 3.2 schedule E2

15 Losing trader provides information

Within 3 **business days** after the losing **trader** receives information from the **registry** in accordance with clause 22(a), and if relevant for that **ICP**, the losing **trader** must—

- (a) provide to the **registry** a valid switch response code approved by the **Authority**; or

- (b) provide a request for withdrawal of the switch in accordance with clause 17.

Compare: Electricity Governance Rules 2003 clause 3.3 schedule E2

16 Gaining trader to notify registry

The gaining **trader** must notify the **registry** of the actual **event date** no later than 3 **business days** after the actual **event date**.

Compare: Electricity Governance Rules 2003 clause 3.4 schedule E2

Withdrawing a switch request

17 Withdrawal of switch requests

A losing **trader** or gaining **trader** may request that a switch request be withdrawn at any time until the expiry of 2 **calendar months** after the **event date** of the switch.

Compare: Electricity Governance Rules 2003 clause 3A schedule E2

18 Withdrawing a switch request

If a **trader** requests the withdrawal of a switch under clause 17, the following provisions apply:

- (a) the **Authority** must determine the valid codes for withdrawing a switch request (“withdrawal advisory codes”):
- (b) the **Authority** must **publish** the withdrawal advisory codes:
- (c) for each **ICP**, the **trader** withdrawing the switch request must provide the **registry** with the following information:
 - (i) the **participant identifier** of the **trader**; and
 - (ii) the withdrawal advisory code **published** by the **Authority** in accordance with paragraph (b):
- (d) within 5 **business days** after receiving a notification from the **registry** in accordance with clause 22(b), the **trader** receiving the withdrawal must notify the **registry** that the switch withdrawal request is accepted or rejected. A switch withdrawal request must not become effective until accepted by the **trader** who received the withdrawal:
- (e) on receipt of a rejection notification from the **registry** in accordance with paragraph (d), a **trader** may re-submit a switch withdrawal request for an **ICP** in accordance with paragraph (c). All switch withdrawal requests must be resolved within 10 **business days** after the date of the initial switch withdrawal request:
- (f) if a **trader** requests that a switch request be withdrawn and the resolution of that switch withdrawal request results in the switch proceeding, within 2 **business days** after receipt of notification from the **registry** in accordance with clause 22(b), the

losing **trader** must comply with clauses 3, 5, 10 and 11 (whichever is appropriate) and the gaining **trader** must comply with clause 16.

Compare: Electricity Governance Rules 2003 clause 4 schedule E2
Clause 18(b): amended, on 21 September 2012, by clause 16(1) of the Electricity Industry Participation (Minor Amendments) Code Amendment 2012.
Clause 18(c)(i): amended, on 21 September 2012, by clause 16(2) of the Electricity Industry Participation (Minor Amendments) Code Amendment 2012.

Exchange of information

19 Participants to use file formats

Participants who exchange information in accordance with this Schedule must use the file formats determined and **published** by the **Authority**.

Compare: Electricity Governance Rules 2003 clause 5.1 schedule E2

20 Method of exchanging files

- (1) The **Authority** may, from time to time, after consultation with **participants**, determine the method by which **participants** exchange information and may, from time to time, alter the file formats or the method by which **participants** exchange information.
- (2) The **Authority** must **publish** the file formats.

Compare: Electricity Governance Rules 2003 clause 5.2 schedule E2

21 Metering information

For an **interrogation** or **validated meter reading** or **permanent estimate** carried out in accordance with this Schedule,—

- (a) the **trader** who carries out the **interrogation** or **validated meter reading** or **permanent estimate** must ensure that the **interrogation** is as accurate as possible, or that the **validated meter reading** or **permanent estimate** is fair and reasonable; and
- (b) the cost of each **interrogation** or **validated meter reading** or **permanent estimate** carried out in accordance with clauses 5(b) or 10(b)(ii) must be met by the losing **trader**; and
- (c) the costs of every other **interrogation** or **validated meter reading** or **permanent estimate** must be met by the gaining **trader**.

Compare: Electricity Governance Rules 2003 clause 5.3 schedule E2

22 Registry notifications

The **registry** must provide notifications to **participants** required by this Schedule as follows:

- (a) on receipt of information about a switch request in accordance with clauses 2, 9 and 14, the **registry** must notify the losing **trader** of the information received;
- (b) on receipt of information about a withdrawal request in accordance with clauses 18(c) and (d), the **registry**

- must notify the other relevant **trader** of the information received:
- (c) on receipt of information about a switch acknowledgement in accordance with clauses 3(a) and 15, the **registry** must notify the gaining **trader** of the information received:
 - (d) on receipt of information about a switch completion in accordance with clauses 5, 10 and 16, the **registry** must notify the gaining **trader**, the losing **trader**, the **metering equipment owner**, and the relevant **distributor** of the information received.

Compare: Electricity Governance Rules 2003 clause 5.4 schedule E2