

NEM METERING COORDINATOR REGISTRATION GUIDE

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1. Introduction

Italicised words in this Guide are as defined in the National Electricity Rules.

1.1 Purpose of this Guide

The purpose of this Guide is to summarise the process to be used by *AEMO* in registering an applicant as a *Metering Coordinator*.

1.2 Requirement to register as a Metering Coordinator

The *Metering Coordinator* is a person so registered by *AEMO* who engages in the coordination and provision of *metering* services at a *connection point*.

1.2.1 Transitional Requirements

Under clause 11.86.7(j)(1) of the *Rules* any *Metering Coordinator* appointed or deemed to be appointed under clause 11.86.7(a) or (c) must comply with Chapter 2 of the *Rules*, including the requirement that a *Metering Coordinator* be registered with *AEMO* as a *Metering Coordinator* under clause 2.4A.1(a), however, under clause 11.86.7(g)(1), that requirement is limited to clause 2.4A.2(a)(4) in certain circumstances.

Local Network Service Providers who were the *responsible person* for a type 5 or type 6 *metering installation* prior to 1 December 2017 are eligible to apply for registration for the purposes of clause 11.86.7 of the *Rules*.

1.3 Fees

1.3.1 Registration Fee

All applicants for registration must pay a registration fee in accordance with *AEMO*'s [current published fee schedule](#).

The registration fee can be paid by cheque (payable to *AEMO Limited*) or by direct deposit. You should provide a remittance advice from your bank if you have paid by direct deposit. An invoice will be sent to the relevant contact shortly after submission of this application form.

Applicants who are *Local Network Service Providers* who are applying for registration for the purposes of clause 11.86.7 or clause 7.6.4 of the *Rules* do not have to pay a registration fee.

1.4 Application to be submitted to AEMO On boarding

Please return the completed Application for Registration as a *Metering Coordinator* (together with the registration fee) to:

On Boarding
Australian Energy Market Operator Limited

Level 2
20 Bond Street
SYDNEY NSW 2000

Information Support Hub: 1300 236 600
Email: registration.desk@aemo.com.au

2. Registration Procedure

Each prospective *Metering Coordinator* must apply to AEMO for registration by using the relevant application form.

The registration process consists of the following steps:

- Step 1** You submit an Application for Registration as a *Metering Coordinator*.
- Step 2** AEMO will review the Application and respond to you within 5 *business days* of receipt of the Application.
- Step 3** AEMO may request additional information or clarification of the information contained in the Application. If such a request is made, you must supply the additional information or clarification within 15 *business days* of AEMO's request.
- Step 4** Within 15 *business days* of receiving the Application, or within 15 *business days* of receiving the requested additional information or clarification, AEMO will notify you of AEMO's determination and, if AEMO rejects your Application, the reasons for rejecting it.

AEMO's notification under Step 4 will also include:

-) any conditions of registration, if applicable, that AEMO considers reasonably necessary; and
-) a target effective date of registration. This date will be determined at a later date.

3. Explanation of Application Form

3.1 For all Applicants other than Local Network Service Providers applying for registration for the purposes of clause 11.86.7 of the Rules

The application is divided into the following sections:

-) Section A - Application for Registration as a Metering Coordinator
-) Section B – Contact Details
-) Section C – Existing Registration or Accreditation
-) Section D – Small Customer Metering Installation

-) Section E – Security and Control Management Strategy and Communication System
-) Section F – Insurance
-) Section G - Information required for AEMO’s systems

Below is an explanation of how to complete Sections A to F, including a description of the attachments to the sections that are required.

3.2 For all Applicants who are applying for registration for the purposes of clause 11.86.7 of the Rules

The application is an abridged version of the application applicant to all other applicants. The following sections are the only sections that Applicants applying for registration for the purposes of clause 11.86.7 of the *Rules* need to complete:

-) Section A – Application for Registration as a Metering Coordinator
-) Section B – Contact Details
-) Section E – Security and Control Management Strategy and Communication System

3.3 For Applicants who are applying for registration in respect of type 7 metering installations only

As the *Local Network Service Provider* is the only party that can be appointed as the *Metering Coordinator* in respect of a *connection point* with a *type 7 metering installation* under clause 7.6.4 of the *Rules*, applicants need only fill in the following sections of the “Application for Registration As a Metering Coordinator”:

- Section A. Application for Registration As A Metering Coordinator
 - o A.1 Applicant Details
 - o A.2 Declaration
 - o A.3 – 2. Regulatory compliance, points 1 and 2
- Section B. Contact Details
- Section C. Existing Registration or Accreditation
 - o C1. General
- Section F. Insurance

Note: If the applicant has an existing insurance policy that covers its activities as a *Metering Coordinator*, those details should be provided.

- Section G. Information Required for AEMO’s Market Systems

- G2. MarketNet Connection

3.4 Section A - Application for Registration as a Metering Coordinator

Sections 3.4 to 3.10. describe each section in the application.

3.4.1 Formal application and declaration

You must formally apply for registration and authorise *AEMO* to contact other parties, if necessary, to verify the information that you have provided.

The form must be signed by an authorised representative as a declaration.

3.4.2 Additional material

You need to attach the following additional material:

Evidence of partnership status

If you are applying for registration on behalf of a partnership, you must provide evidence of the legitimacy of the partnership, such as a partnership agreement.

Regulatory compliance

An Applicant must lodge copies of the current policies, processes and procedures it has in place to demonstrate compliance with the *Rules* and the National Electricity Law. It is not sufficient that these are under development.

If the Applicant intends to test *metering installations* in accordance with its own 'asset management strategy' (see clause S7.6.1(c) of the *Rules*) instead of clause 7.9.1 and Schedule 7.6 of the *Rules*, the Applicant must provide a copy of the Applicant's 'asset management strategy' for *AEMO*'s approval.

All policies, process and procedural documents must either have the Applicant's board approval or be approved in accordance with the Applicant board's delegation policy.

Financial viability

You must include:

- ⌋ copies of your most recent audited financial statements;
- ⌋ explanation of any financial links with parent or other organisations;
- ⌋ board approved business plan, cash flow and financial statement forecasts including the assumptions underpinning the plan and forecasts; and

- J a description of how the performance against the business plan and forecasts will be monitored.

Organisational capability

You must show that you have established resources, processes and procedures to ensure compliance with the *Rules*. You should enclose:

- J an organisation chart demonstrating that resources have been allocated to the intended activities;
- J a brief resume of the relevant experience of key managers and their responsibilities;
- J evidence of business and administrative processes such as:
 - demonstration that a policy and procedures manual is in place;
 - IT systems to support *NEM* activities;
- J an explanation of links with parent and other organisations that impact on your ability to comply with the *Rules*.

Please clearly mark all attachments as '**Attachment to Section A**' and number each page consecutively.

3.5 Section B – Contact Details

In Section B you must provide contact details to assist with communication between *AEMO* and your organisation. You must provide contact details for your head office and any branch offices together with relevant personnel.

You will need to submit additional pages to include all of your contact details. Please clearly mark these as '**Attachment to Section B**' and number each page consecutively.

3.6 Section C – Existing Registration or Accreditation

In Section C, you must specify the capacity in which you are applying.

Market Customer

If you are applying to register and you are also a *Market Customer*, you must provide evidence to substantiate that you are either:

- (a) only appointed or proposed to be appointed in respect to one or more *connection points* or proposed *connection points* on a *transmission network*; or
- (b) a *Generator* who is only appointed, or proposed to be appointed in respect to one of more *connection points* that *connect* the *Generator's generating units* to a *distribution network*.

To satisfy this criterion you must submit a letter signed by each of the relevant parties confirming your relationship to the *connection point* is as stated in either paragraph (a) or (b), and that relevant agreements have been entered into.

Transmission Network Service Provider

If you are a *Transmission Network Service Provider* you must provide details of each *connection point* or proposed *connection point* in respect on your *transmission network* in respect of which you are proposing to act as the *Metering Coordinator*.

Network Service Provider

If you are a *Network Service Provider* you must provide evidence that appropriate ring fencing arrangements are in place.

Please clearly mark any attachments as '**Attachment to Section C**' and number each page consecutively.

3.7 Section D – Small Customer Metering Installation

If you are to be appointed as a *Metering Coordinator* at a *small customer metering installation*, you must detail what process you have in place to determine that a person seeking access to a service listed in the *minimum services specification* is an *access party* in respect of that service.

A copy of the *minimum services specification* can be found in Schedule 7.5 of the *Rules* and AEMO's *minimum services specification* procedure can be found in Section 5 of Metrology Procedure: Part A.

Please clearly mark any attachments as '**Attachment to Section D**' and number each page consecutively.

3.8 Section E – Security and Control Management

You must ensure that there is an appropriate security control management strategy and associated infrastructure and communications systems for the purposes of preventing unauthorised local access or remote access to *metering installations*, services provided by *metering installations* and *energy data* held in *metering installations*.

You must provide a board-approved final version of a policy and detailed procedure demonstrating your security control management practices meet this requirement.

3.9 Section F – Insurance

Clause 2.4A.2 (a) (5) of the *Rules* provides that to be eligible for registration as a *Metering Coordinator*, a person must have insurance as considered appropriate by AEMO.

AEMO considers it appropriate that the *Metering Coordinator*.

- (a) hold public liability insurance for an amount not less than \$10,000,000 per occurrence;
- (b) hold professional indemnity insurance for an amount of not less than \$1,000,000 per occurrence;
- (c) ensures that the relevant insurances be effected with an insurer of good repute;
- (d) ensures that the insurance policies held are on normal commercial terms applicable to the electricity industry; and
- (e) ensures the policies will be maintained for a period of seven years after termination of the *Metering Coordinator's* effective date of registration.

You must provide evidence of appropriate insurance arrangements and submit certified copies of certificates of currency as relevant.

If an MDP and MP or MC (as applicable) are the same legal entity, a single insurance policy for public liability insurance for an amount not less than \$10,000,000 per occurrence and professional indemnity insurance for an amount of not less than \$1,000,000 per occurrence that covers the operations of the MDP, MP and MC Roles (as applicable) will satisfy the insurance requirements under this Procedure, the Service Level Procedure (MDP) and eligibility requirements for registration as an MC.

3.10 Section G – Information required for AEMO's systems

To access AEMO's systems requires specific details, as below. For further information, including connection options and background network information, please refer to the [Guide to Information Systems](#), available from AEMO's website. No attachments are required for Section D.

Participant ID

You can suggest a Participant ID for your organisation. AEMO will advise you of the suitability of this suggestion prior to the establishment of the registration record in AEMO's systems. Please take care in nominating your Participant ID as AEMO's systems do not support changes once Participant IDs have been allocated.

MarketNet Connections

AEMO has a private communication network (MarketNet). As part of processing the application for registration, AEMO sets up its end of the data network connection. The applicant is responsible for its own end, and the intermediate communications to connect to the AEMO end. When AEMO's end is ready, AEMO's network specialist advises the applicant's IT Technical Network Contact.

4. Conditional Registration

The registration of a *Metering Coordinator* will be renewed annually, subject to the *Metering Coordinator's* demonstration of ongoing compliance with the *Rules*. For further particulars of what this will entail, please see the Guide to the Metering Coordinator.



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