



Government of Western Australia
Energy Policy WA

WEM Procedure: Notices and Communications

Version: 8

Date: 1 July 2021

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An appropriate citation for this paper is: WEM Procedure: Notices and Communications

Energy Policy WA

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Document Control

Version	Effective date	Summary of changes
1.0	21 September 2006	Market Procedure for Notices and Communications
2.0	20 January 2009	Amendments to Market Procedure resulting from PC_2008_16
3.0	8 November 2010	Amendments to Market Procedure resulting from PC_2010_02
4.0	30 November 2015	Changes resulting from the transfer of functions from the IMO to AEMO
5.0	7 December 2015	Updated contact details from the transfer of functions from the IMO to AEMO
6.0	3 April 2017	Transitional and consequential amendments made under clauses 1.18.1(d) and 1.19.1 of the Wholesale Electricity Market Rules to reflect the transfer of certain functions from the IMO to the Rule Change Panel
7.0	1 February 2021	Amendments to WEM Procedure resulting from REPC_2020_01
8.0	1 July 2021	Transitional and consequential amendments made under clause 1.18A.1(d) and 1.19A.1 of the Wholesale Electricity Market Rules to reflect the transfer of certain functions from the Rule Change Panel to the Coordinator of Energy

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1 PROCEDURE OVERVIEW

1.1 Relationship with the WEM Rules

- 1.1.1 This WEM Procedure has been developed in accordance with, and should be read in conjunction with clause 1.6.1 of the WEM Rules.
- 1.1.2 Reference to particular WEM Rules within this WEM Procedure in bold and square brackets **[WR XX]** are current as of 1 February 2021. These references are included for convenience only, and are not part of this WEM Procedure.

1.2 Purpose of this WEM Procedure

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

1.3 Application of this WEM Procedure

- 1.3.1 This WEM Procedure applies to notices and communications:
- (a) required under the WEM Rules;
 - (b) contemplated by the WEM Rules; and
 - (c) relating to the WEM Rules.
- 1.3.2 For the avoidance of doubt, this WEM Procedure does not apply to:
- (a) information or documents required to be distributed via another method specified in the WEM Rules.

1.4 Associated WEM Procedures

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

1.5 Interpretation

- 1.5.1 In this WEM Procedure the conventions specified in clauses 1.3-1.5 of the WEM Rules apply. The following additional clarification is noted:
- (a) the term “Business Hours” means 8:00 AM to 5:00 PM (Western Standard Time) from Monday to Friday (excluding Western Australian public holidays and in relation to clauses 9.16.1(b), 9.16.2(e) and 9.16.4(d) excluding Western Australian and New South Wales public holidays).

2 PROCEDURE STEPS

2.1 Provision of notice

- 2.1.1 Unless otherwise provided in the WEM Rules or WEM Procedures, notices and communications may be properly provided using the following methods:
- (a) Courier or other form of personal delivery, to the recipient’s notified place of business.
 - (b) By prepaid Australia post, express post, registered post, or air mail (if outside Australia), to the recipient’s notified postal address.

- (c) By electronic mail, to the recipient's notified electronic communication address (the Wholesale Electricity Market Systems main contact).
- (d) By voice communication by the Coordinator, provided the relevant party confirms the communication in writing by any manner set out in steps 2.1.1(a) to (c).

2.2 Timing of notice and communications

2.2.1 Unless otherwise provided in the WEM Rules and WEM Procedures, notice will be considered to be properly provided on the following basis:

- (a) Where given by Australia post or air mail:
 - (i) within Australia, on the third Business Day after the day on which it is mailed;
 - (ii) outside Australia, on the tenth Business Day after the day on which it is mailed.
- (b) Where given by electronic mail:
 - (i) during Business Hours, on the date and at the time when notification is recorded by the sender's electronic communication system as having been first received at the electronic mail destination;
 - (ii) outside Business Hours and the addressee is obliged to monitor the receipt by electronic mail outside of Business Hours, on the date and at the time when notification is recorded by the sender's electronic communication system as having been first received at the electronic mail destination; and
 - (iii) outside Business Hours and the addressee is not obliged to monitor the receipt by electronic mail outside of Business Hours, at 9:00 AM on the following Business Day.
- (c) Where given by voice communication by the Coordinator, on the date and at the time of communication.
- (d) In any other case when the person actually receives the notice or communication.

2.3 Contact details

2.3.1 The contact details for the Coordinator are:

- (a) Mailing address: Coordinator of Energy
Attn: Director, Wholesale Energy Markets
C/o: Energy Policy WA
Locked Bag 11, Cloisters Square
PERTH WA 6850
- (b) Courier/Personal delivery: Level 1, 66 St Georges Terrace
Perth WA 6000
- (c) Telephone number: +61 (8) 6551 4600
- (d) Email: energymarkets@energy.wa.gov.au

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

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



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