

# METERING & SETTLEMENTS SERVICE LEVEL AGREEMENT FOR ALLOCATION AND SUB ALLOCATION AGENTS

PREPARED BY: Metering & Settlements, Market Performance

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# Version Control

Version	Date	Author(s)	Changes and Comments
1.0	1 Jul 2009	Cheryl Dickson	Rebranding
2.0	19 Apr 2011	Sing Ling Hii	Updated Rule References

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**Related Procedures for [Injection or Withdrawal] at [Site Name]**

This document details certain procedures and timing that AEMO, and [Allocation Agent or Sub Allocation Agent name], [Other interested party name if applicable] (as the market allocation agent under rules 229 and 230 of the National Gas Rules), will perform to meet various requirements related to gas quantities [injected or withdrawn] into the “Principal Transmission System (PTS)” at [injection or withdrawal point].

AEMO, and [Allocation Agent or Sub Allocation Agent name] and [Other interested party name if applicable] acknowledge and agree with the points above, and endorse the following general principles and processes.

Signed on behalf of AEMO by:

Signed on behalf of [Allocation Agent or Sub Allocation Agent name] by:

\_\_\_\_\_  
Signature of Authorised person

\_\_\_\_\_  
Signature of Authorised person

\_\_\_\_\_  
Name (Block Letters)

\_\_\_\_\_  
Name (Block Letters)

\_\_\_\_\_  
Position

\_\_\_\_\_  
Position

Signed on behalf of [Other interested party name if applicable] by:

\_\_\_\_\_  
Signature of Authorised person

\_\_\_\_\_  
Name (Block Letters)

\_\_\_\_\_  
Position

**\*This is a generic form. If you need a copy of this form, we will send the document version for you to complete. Please email us at [M&Swholesale@aemo.com.au](mailto:M&Swholesale@aemo.com.au)**

# 1. Principles and Processes

## 1.1 General Principles

- Metering register information must be available at start of each gas day
- Daily Allocations must be made from the billing period start date (normally the first of each month) up to the latest gas day for which data is available.
- Preliminary and Final allocations must be for the previous complete billing period.
- Revision Allocations must be for the billing period nominated by AEMO.
- Allocation Agents and Sub Allocation Agents must nominate a minimum of two contact persons capable of providing the allocation.
- Allocation Agents and Sub Allocation Agents must provide a 2 hour response time between 9am and 5pm on business days to calls from AEMO.
- Data deliveries are to be at the earliest possible time.
- Data format for data transfer from AEMO's Metering, Management & Settlement System (MM&S) to Allocation / Sub Allocation Agents as per INT86 (Provide Metered Energy)
- Data format for data transfer from Allocation / Sub Allocation Agents to AEMO's MM&S interface database as per INT7a (Receive Energy Values)

## 2. Processes

### 2.1 Daily Process

Organisation	Task	Completed by latest
1. AEMO	Provides meter data to Allocation Agent	10AM Gas day + 2 business days
2. Allocation Agent	Downloads data and returns Allocation to AEMO	2PM Gas Day + 2 business days
3. AEMO	Validates allocation above -data is now available to sub allocation agent (where applicable)	4PM Gas Day + 2 business days
4. Sub Allocation Agent	Downloads data (step 3 above) and returns Sub allocation to AEMO	10AM Gas Day + 3 business days

## 2.2 Preliminary Monthly Process

Organisation	Task	Completed by latest
1. AEMO	Provides meter data to Allocation Agent	10AM M+ 3 business days
2. Allocation Agent	Downloads data and returns Allocation to AEMO	10AM M+ 4 business days
3. AEMO	Validates allocation above -data is now available to sub allocation agent (where applicable)	5PM M+4 business days
4. Sub Allocation Agent	Downloads data (step 3 above) and returns Sub allocation to AEMO	10AM M+5 business days

## 2.3 Final Monthly Process

Organisation	Task	Completed by latest
1. AEMO	Provides meter data to Allocation Agent	10AM M+ 14 business days
2. Allocation Agent	Downloads data and returns Allocation to AEMO	10AM M + 15 business days
3. AEMO	Validates allocation above -data is now available to sub allocation agent (where applicable)	5PM M + 15 business days
4. Sub Allocation agent	Downloads data (step 3 above) and returns Sub allocation to AEMO	10AM M + 16 business days

## 2.4 118 day Revision Process

Organisation	Task	Completed by latest
1. AEMO	Provides meter data to Allocation Agent	10AM M+ 112 business days
2. Allocation Agent	Downloads data and returns Allocation to AEMO	10AM M + 113 business days
3. AEMO	Validates allocation above -data is now available to sub allocation agent (where applicable)	5PM M + 113 business days
4. Sub Allocation agent	Downloads data (step 3 above) and returns Sub allocation to AEMO	10AM M + 114 business day