



Independent Pricing and Regulatory Tribunal  
New South Wales

# Electricity networks reporting manual

## Annual compliance reporting

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ISBN 978-1-76049-186-4

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## Tribunal Members

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Mr Ed Willett  
Ms Deborah Cope

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## Amendment record

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Issue	Date issued	Amendments made
ENRM first issue up to version 4	June 2016 to May 2017	See previous issues for related amendments.
ENRM – General licence conditions reporting	October 2017	Separate Reporting Manuals published for reporting requirements. Inserting Chapter 1 – The purpose and status of this reporting manual. Update Appendix B to simplify the reporting requirements and remove outdated reporting requirements.
ENRM – Annual Compliance reporting	April 2018	Inserting sign-off requirements on reports. Minor formatting improvements.

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# 1 The purpose and status of this reporting manual

This Reporting Manual and other Reporting Manuals are issued by IPART. IPART will review and amend these Reporting Manuals from time to time.

Licence conditions for the licensed Electricity Network Operators (ENOs) require that the licence holder complies with any Reporting Manuals issued by the Tribunal.<sup>1</sup> Although no regulatory requirement to comply with a Reporting Manual exists for non-licensed ENOs, IPART expects that all ENOs will comply with the Reporting Manuals where applicable to their specific reporting obligations. Each document may not apply to all ENOs, and this is specified where relevant.

The reporting requirements specified in these Reporting Manuals do not replace any requirements identified in licence conditions, legislation, statutory instruments or codes that apply to ENOs. Compliance with Reporting Manuals is required in addition to, not in substitution for, compliance with other applicable obligations.

The information gathered through the reporting arrangements outlined in this document will allow IPART to:

- ▼ determine whether ENOs are consistently and effectively meeting statutory obligations
- ▼ identify immediate risks and long term trends, and
- ▼ identify trends that signify emerging issues across the industry with a view to developing safety measures or supporting industry safety initiatives where appropriate.

A review of the reporting requirements will be conducted periodically to accommodate any changes to statutory requirements and licence conditions.

IPART has also issued Audit Guidelines to guide networks on how to maintain compliance with their obligations.

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<sup>1</sup> *Schedule listing ministerially imposed licence conditions for distribution network service providers*, licence condition 7; the *Transmission Operator's Licence under the Electricity Supply Act 1995 (NSW)*, issued by the Minister for Industry, Resources and Energy, 7 December 2015, condition 11, p 7; the *Schedule of Ministerially imposed licence conditions for the operator of a transacted distribution system* issued to the Ausgrid Operator partnership on 1 December 2016, condition 14; and the *Schedule of Ministerially imposed licence conditions for the operator of a transacted distribution system* issued to the Endeavour Energy Operator partnership on 7 June 2017, condition 14.

## 2 Annual compliance reporting

The Independent Pricing and Regulatory Tribunal (IPART) administers the licensing regimes for electricity networks operating in NSW. As part of this role, we monitor and assess the networks' compliance with their licence conditions and other legislated obligations, and report annually to the Minister on the extent to which the networks met their licence obligations.<sup>2</sup>

Licence holders are required to furnish information to IPART to enable IPART to determine whether or not the licence holders are complying with their licence conditions.

Reporting requirements outlined in this document apply to:

- ▼ Ausgrid
- ▼ Endeavour Energy
- ▼ Essential Energy, and
- ▼ TransGrid.

### 2.1 Annual Compliance Report

Each licence holder is required to submit a report on the network's compliance performance during the 12 months ending 30 June in that year.

This report is exception-based, meaning that only non-compliances with the licence conditions and other legislative obligations are to be reported.

#### 2.1.1 Timing and lodgement

The annual compliance report is due to IPART no later than 31 August each year, or at an alternate date approved by IPART. Licence holders must lodge the annual compliance report by email to [energy@ipart.nsw.gov.au](mailto:energy@ipart.nsw.gov.au), including contact details (phone, email) of the primary contact as well as an alternative contact for those times when the primary contact is unavailable.

#### 2.1.2 Content of the report

In the annual compliance report, licence holders are required to report any non-compliance against licence conditions and obligations that are prescribed in:

- ▼ the *Electricity Supply Act 1995* (NSW), and
- ▼ the network's licence.

For each non-compliance, licence holders must include details of:

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<sup>2</sup> As required under section 88 of the *Electricity Supply Act 1995* (ES Act).

- 
- ▼ the extent and nature of the non-compliance including whether and how many customers and/or other network operators are affected
  - ▼ the reasons for the non-compliance
  - ▼ the actions taken, or proposed, to rectify the non-compliance and to prevent it reoccurring, and
  - ▼ the anticipated date of full compliance and the state of the remedial action as at 30 June of the reporting year.

The licence holder must include a statement of compliance to be signed by:

- ▼ the Chair of the Board of Directors of the network operator or a duly authorised Board Member of the network operator, and
- ▼ The CEO or equivalent (eg, Managing Director if there is no CEO). Where the CEO (or equivalent) has delegated this responsibility, IPART may request evidence of the delegation.

Appendix A provides a pro-forma for the annual compliance report.



## Appendices





## A Annual Compliance Report – exceptions based

Annual Compliance Report for 20 -

Submitted by *[Name of network]* ACN:

**To:** The Chief Executive Officer  
Independent Pricing and Regulatory Tribunal of NSW  
PO Box K35  
Haymarket Post Shop NSW 1240

*[Name of network]* reports as follows:

1. This report documents compliance during *[financial year]* with all obligations to which *[Name of network]* is subject by virtue of its Transmission Operator or Distribution Network Service Provider Licence.
2. This report has been prepared by *[Name of network]* with all due care and skill in full knowledge of conditions to which it is subject and in compliance with IPART's *[current Electricity Network Reporting Manuals]*.
3. Schedule A provides information on all obligations with which *[Name of network]* did not fully comply during *[financial year]*.
4. Other than the information provided in Schedule A, *[Name of network]* has complied with all conditions to which it is subject.

Signed: .....

Signed: .....

Name: .....

Name: .....

Designation:.....

Designation: .....

Date: .....

Date: .....

*Note - Signatories must be:*

- ▼ *the Chair of the Board of Directors of the network operator or a duly authorised Board Member of the network operator, and*
- ▼ *The CEO or equivalent (eg, Managing Director if there is no CEO). Where the CEO (or equivalent) has delegated this responsibility, IPART may request evidence of the delegation.*

## Schedule A Non-Compliances<sup>a</sup>

Legal reference <sup>b</sup>	Reporting period in which the breach occurred <sup>c</sup>	List obligations breached, including a brief description of each obligation	Describe: Nature and extent of non-compliance (including whether and how many customers and/or other licence holders have been affected) Reasons for non-compliance Remedial action taken Actual/anticipated date of full compliance

<sup>a</sup> Licence holders should report only breaches that were identified during the reporting period.  
<sup>b</sup> Licence condition number or section of the ESA with which the network has failed to comply  
<sup>c</sup> Licence holders should indicate whether the breach occurred in the first half of the financial year, the second half of the financial year, or both.

## B Electricity network operator reporting obligations

**Table 2.1 List of electricity network operator reporting obligations**

Applicable to	Licence Condition and obligation	Name of reporting requirement
All	ESA Schedule 2, cl 6A	Environmental assessment obligations - compliance
Distributors	ESA section 16	Retail market - network operations
Distributors	ESA section 63D(3) and MOR (B2B) cl 6.1	Market operating rules – systems and processes
Distributors	ESA section 63D(3) and MOR (B2B) cl 6.2	Market operating rules – provision of data
Distributors	ESA section 63D(3) and MOR (B2B) cl 6.3	Market operating rules – data format
Distributors	ESA, section 63Y(1)	Provision of information on underground power lines
Distributors	ESA section 96C(a)	Approved ombudsman scheme - membership
Distributors	ESA section 96C(b)	Approved ombudsman scheme – disputes
Distributors	ESA Schedule 6, Part 4, cl 23(4)	Distributor – retail supplier’s licence
Distributors	ES (General) Reg cl 22(2)	Social programs for Energy Code
Ausgrid	<i>Schedule of Ministerially imposed licence conditions for the operator of a transacted distribution system issued to the Ausgrid Operator partnership on 1 December 2016</i>	Refer to licence
Endeavour Energy	<i>Schedule of Ministerially imposed licence conditions for the operator of a transacted distribution system issued to the Endeavour Energy Operator partnership on 7 June 2017</i>	Refer to licence
Essential Energy	<i>Schedule listing ministerially imposed licence conditions for distribution network service providers</i>	Refer to licence
Transgrid	<i>the Transmission Operator’s Licence under the Electricity Supply Act 1995 (NSW), issued by the Minister for Industry, Resources and Energy, 7 December 2015</i>	Refer to licence

ESA – Electricity Supply Act 1995 (NSW)

ES General Reg – Electricity Supply (General ) Regulations 2014 (NSW)

MOR – Market Operating Rules

