



Critical infrastructure licence conditions

# Electricity networks reporting manual

October 2024

Energy >>

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## Acknowledgment of Country

IPART acknowledges the Traditional Custodians of the lands where we work and live. We pay respect to Elders both past and present.

We recognise the unique cultural and spiritual relationship and celebrate the contributions of First Nations peoples.

## Energy Networks Regulation Committee Members

The Committee members are:

Jonathan Coppel, Chair  
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## The Independent Pricing and Regulatory Tribunal

IPART's independence is underpinned by an Act of Parliament. Further information on IPART can be obtained from [IPART's website](#).

## Amendment record

Date issued	Amendments made
June 2016 to May 2017	<ul style="list-style-type: none"><li>See previous issues for related amendments.</li></ul>
October 2017	<ul style="list-style-type: none"><li>Separate Reporting Manuals published for reporting requirements.</li><li>Inserted Chapter 1 – The purpose and status of this reporting manual.</li><li>Updates to reflect addition of critical infrastructure licence conditions to Endeavour Energy's new operating licence.</li><li>Minor wording changes to improve clarity.</li><li>Removed Appendix B – licence conditions listed out for the individual networks.</li></ul>
April 2018	<ul style="list-style-type: none"><li>Inserted sign-off requirements on reports.</li><li>Inserted references to varied critical infrastructure licence conditions issued to Transgrid and Ausgrid at end of 2017.</li><li>Minor formatting improvements.</li></ul>
July 2019	<ul style="list-style-type: none"><li>Updates to reflect addition of critical infrastructure licence conditions to Essential Energy's operating licence.</li><li>Minor wording changes to improve clarity.</li></ul>
August 2022	<ul style="list-style-type: none"><li>Updated ENR Committee members.</li><li>Minor wording and formatting changes.</li></ul>
October 2024	<ul style="list-style-type: none"><li>Updated to include ACEREZ in the list of network operators subject to this reporting manual</li></ul>

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# 1 The purpose and status of this reporting manual

Reporting Manuals issued by IPART set out the reporting requirements for electricity network operators (network operators).

Licence conditions for licensed electricity network operators require that the licence holder complies with any Reporting Manuals issued by the Tribunal.<sup>a</sup> Although no regulatory requirement to comply with a Reporting Manual exists for non-licensed electricity network operators, IPART expects that all electricity network operators will comply with the Reporting Manuals where applicable to their specific reporting obligations. Each Reporting Manual may not apply to all licence holders, 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 electricity network operators. Compliance with Reporting Manuals is required in addition to, not in substitution for, compliance with other applicable obligations.

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

- determine whether electricity network operators are consistently and effectively meeting statutory obligations
- identify immediate risks and long term trends.

IPART will review and amend this Reporting Manual from time to time, including where there are changes to statutory requirements and licence conditions.

IPART has also issued audit guidelines to guide network operators on how to maintain compliance with their obligations.<sup>b</sup>

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<sup>a</sup> The licences of Ausgrid, Endeavour Energy, Essential Energy, ACERZ and Transgrid are available on our webpage: <https://www.ipart.nsw.gov.au/Home/Industries/Energy/Energy-Networks-Safety-Reliability-and-Compliance/Electricity-networks/Licence-conditions-and-regulatory-instruments>

<sup>b</sup> More information about our audit process, including our Audit Guidelines is available on our webpage: <https://www.ipart.nsw.gov.au/Home/Industries/Energy/Energy-Networks-Safety-Reliability-and-Compliance/Electricity-networks/Electricity-Networks-Auditing>

## 2 Reporting against critical infrastructure licence conditions

This Reporting Manual applies to ACERREZ, Transgrid, Ausgrid, Endeavour Energy and Essential Energy (licence holders). In addition to the annual reporting requirements outlined in IPART's *Electricity networks reporting manual – Annual compliance reporting*, a separate report must be submitted annually by the licence holders detailing compliance with their respective critical infrastructure licence conditions. The relevant licence conditions are available on IPART's website.

### 2.1 Timing and lodgement

Each licence holder must report annually to IPART on whether or not it has complied with its critical infrastructure licence conditions over the preceding financial year to 30 June. The licence holders must report against all the licence conditions that applied during the reporting period. This report is due by 30 September each year.<sup>c</sup> It must be accompanied by a certification in writing (certification) supported by a resolution of the Board of the licence holder. The Chair or a duly authorised member of the Board of Directors of the licence holder should be signatory to the report. The template for the report and certification is included at Appendix A of this Reporting Manual.

Each licence holder's report must also be audited each year.<sup>d</sup> Each licence holder must provide the report and the audited report to IPART and the Commonwealth Representative at the same time, by 30 September each year.<sup>e</sup> The audit must be carried out in accordance with IPART's *Electricity networks audit guideline – Audit fundamentals, process and findings* and *Electricity networks audit guideline – Critical infrastructure licence conditions audits*.

Each licence holder must lodge the reports by email to [energy@ipart.nsw.gov.au](mailto:energy@ipart.nsw.gov.au). The reports must state the name and contact details (phone, email) of the primary contact. An alternative contact for times when the primary contact is unavailable should also be nominated.

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<sup>c</sup> Refer to the licences of Ausgrid, Endeavour Energy, Essential Energy, ACERREZ and Transgrid.

<sup>d</sup> Refer to the licences of Ausgrid, Endeavour Energy, Essential Energy, ACERREZ and Transgrid.

<sup>e</sup> As specified in IPART's *Electricity networks audit guideline – Critical infrastructure licence conditions audits*.

## 2.2 Information to include in the report

The report must include a statement of whether or not the licence holder has complied with each licence condition. For each instance of non-compliance, the following information must also be provided in the template at Appendix A (Schedule A – Non-Compliances):

- a description of the non-compliance
- the nature and extent of the non-compliance including outcomes and risks
- the reasons for non-compliance
- the actions taken, or proposed, to rectify the non-compliance and to prevent it reoccurring
- the actual/anticipated date of full compliance, and the state of the remedial action as of 30 June
- any other relevant information.

## 2.3 Approved plan reporting

If licence holders have an approved transition plan or any other approved plan that applies to critical infrastructure licence conditions for the reporting period, progress made against the steps outlined in the plan/s must be included in the report.

Reports on approved plans must note:

- whether the steps outlined in the plan have been completed, and when
- if steps have not been completed, the reasons why
- the expected timeframe to complete any outstanding actions.

# Appendices



# A Annual Compliance Report pro forma

Annual Compliance Report for 20\_\_

Submitted by *[Name of licence holder]* ACN: *[insert ACN]*

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

*[Name of licence holder]* reports as follows:

1. This report documents compliance during *[financial year]* with all obligations to which *[Name of licence holder]* is subject by virtue of its Transmission Operator or Distribution Network Service Provider Licence.
2. This report has been prepared by *[Name of licence holder]* with all due care and skill in full knowledge of conditions to which it is subject and in compliance with IPART's current *Electricity networks reporting manual – Critical infrastructure licence conditions*.
3. Schedule A provides information on all obligations with which *[Name of licence holder]* did not fully comply during *[financial year]*.
4. Other than the information provided in Schedule A, *[Name of licence holder]* has complied with all conditions to which it is subject.
5. This report was approved for submission to IPART by a resolution of the Board of Directors at the Board meeting of *[date]*.

Signed: .....

Name: .....

Designation: .....

Date: .....

*Note: Signatory must be the Chair or a duly authorised member of the Board of Directors of the licence holder.*



## Schedule A Non-Compliances

Table A.1 Non-Compliances<sup>a</sup>

Licence Condition Number	Reporting period in which the breach occurred <sup>b</sup>	List obligations breached, including a brief description of each obligation	Description <sup>c</sup>

a. Licence holders should report only breaches that were identified during the reporting period.

b. Licence holders should indicate whether the breach occurred in the first half of the financial year, the second half of the financial year, or any other relevant period including periods during which different sets of licence conditions were in force.

c. Please include:

- a description of the non-compliance
- the nature and extent of the non-compliance including outcomes and risks
- the reasons for non-compliance
- the actions taken, or proposed, to rectify the non-compliance and to prevent it reoccurring
- the actual/anticipated date of full compliance
- the state of the remedial action as of 30 June, and
- any other relevant information.

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